

Tool 9

Section Two

Guidelines for an impact assessment report validation and review, finalisation and dissemination

Description and purpose of the tool

As noted a number of times, an HIV/AIDS impact assessment can serve as a powerful advocacy tool and incentive for action. This tool is designed to provide a LA with guidelines on how to finalise the HIV/AIDS impact assessment report through a consultative validation and review process. The tool also guides the LA through a report dissemination process.

Estimated time to use the tool



2hrs - 3hrs

to develop the strategy for validation and review, finalisation and dissemination.

Instructions for using the tool

1. Review the guidelines and adjust them to draw up a locally relevant strategy for:
 - ▶ A validation and review process;
 - ▶ Finalisation of the report; and
 - ▶ Dissemination of the final report.

Guidelines for an impact assessment report validation and review, finalisation and dissemination

Impact assessment validation and dissemination strategy

for the LA of

1. The draft impact assessment report will be circulated for review to all stakeholders within the LA and LA area.
2. Two weeks later, the key findings will be presented to LA representatives and community stakeholders at a workshop. Comments and contributions will be captured for later integration into the report.
3. A further three weeks will be given for stakeholders to read and comment on the report (after the presentation). All comments will be sent to one central point (e.g. the HIV/AIDS Focal Point Person).
4. The main author of the report will then incorporate comments or make revisions, as far as possible.
5. This version of the report can then be used during the preparation of the HIV/AIDS strategic plan.
6. After the development the HIV/AIDS strategic plan, this will be included into the final report.
7. The final report and plan will be distributed to all employees within the LA, and to all stakeholders within the LA area. The final report will also be presented to LA personnel and the community at large, at a dissemination workshop, thus signifying a public commitment by the LA and stakeholders from the community to effectively implement the HIV/AIDS strategic plan.

When preparing your workshop presentation on the key findings, it may be useful to record these in the following matrix. To do this, mark each impact in terms of whether it is likely to be short, medium or long term, or more than one of those options. Then mark whether the impact will be low, moderate or severe. Finally, make notes of any points that illustrate or describe these impact assessments. For example:

Guidelines for an impact assessment report validation and review, finalisation and dissemination

IMPACT – EXTERNAL	Short term	Medium term	Long term	Severe impact	Moderate impact	Low impact	NOTES
Increasing numbers of orphans		x	x		x		Projected that 15% of all children will be orphaned by 2010

IMPACT – INTERNAL	Short term	Medium term	Long term	Severe impact	Moderate impact	Low impact	NOTES
Increased mortality							
Increased absenteeism							
Increased costs (benefits, training, etc.)							
Reduced productivity							
Quality of service delivery affected							
Loss of institutional memory							
Loss of skills							
Poor worker morale							

Tool 9

IMPACT – EXTERNAL	Short term	Medium term	Long term	Severe impact	Moderate impact	Low impact	NOTES
Reduced economic growth							
Reduced household incomes							
Reduced ability to pay for services							
Affected income and expenditure patterns							
Increasing numbers of orphans							
Reduced projected population							
Reduced life expectancy							
Increased infant mortality							
Increased need for health care							
Increased poverty							
Increased aged population needing care							