

## HIV & AIDS IMPACT ASSESSMENT TOOL

We are conducting an impact assessment in the church workplace to identify the effects of HIV and AIDS on the workforce, the degree of vulnerability, and the capacity of the organisation to respond to HIV and AIDS challenges effectively.

We highly appreciate your participation in this survey. All information will remain confidential.

Date..... Start: (Time).....

**NB: Please complete all boxes and write in full as much as possible.**

### Section A

**1. Country**.....

**2. Name of interviewer**.....

**3. Position of respondent**.....

### 4. Church workplace Profile

#### 4.1 Location of work

4.1.1	National Head Office	
4.1.2	District	
4.1.3	Parish	
4.1.4	Congregation	
4.1.5	Health Centre	
4.1.6	HIV and AIDS Programme	
4.1.7	Other (specify)	

**4.2. Area (Please tick appropriate box)**

4.2.1	Urban	
4.2.2	Peri-urban	
4.2.3	Rural	
4.2.4	Mining	
4.2.5	Farming	
4.2.6	Other (specify)	

**4.3. Position in the church**

4.3.1	Bishop	
4.3.2	General Secretary	
4.3.3	Director projects.	
4.3.4	District Pastor	
4.3.5	Administrator	
4.3.6	Pastor	
4.3.7	Evangelist	
4.3.8	Deacons	
4.3.9	HIV and AIDS Coordinator	
4.3.10	Nurse In Charge	
4.3.11	Other (specify)	

**5. Staff profile- list categories of employees in the space provided.**

Responsibility category		No and Sex of employees		
		male	female	Total
5.1				
5.2				
5.3				
5.4				
5.5				
5.6				
5.7				
5.8				
5.9				
5.10				
	TOTAL			

## 6.Age range

Age groups		No and Sex of employees		
		male	female	Total
6.1	18 – 27 yrs old			
6.2	28 – 37 yrs old			
6.3	38 – 47 yrs old			
6.4	48 yrs old above			
	<b>TOTAL</b>			

## 7. Dependants of employees

Employee dependants' profile		No and Sex of dependents		
		male	female	Total
7.1	Number of employee dependants ( <b>Below 18 years</b> )			

## 8.

Workplace HIV & AIDS focal Person's Name:.....	<b>Date of appointment:</b> .....
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## 9.

Total budget on employees per year for the past 5 years ( all employee related expenses)	2007 US\$.....
	2008 US\$.....
	2009 US\$.....
	2010 US\$.....
	2011 US\$.....
	<b>TOTAL US\$.....IN 5 YEARS</b>

**NB: Questions 10– 15 (Please tick in the appropriate box)**

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>I don't Know</b>
10.1	Does the church have an HIV & AIDS workplace policy?			
10.2	If the church has an HIV and AIDS policy when was it adopted? <b>indicate Year</b>	.....		
10.3	If no, does the church have other formal health policies in place?			
10.4	Is the policy at the planning stage or at development stage?			
10.5	Has the HIV and AIDS Policy ever been reviewed?			
10.6	If yes, when was it last reviewed, indicate year.	.....		

How was the staff informed of the policy?

.....  
 .....

## **11. Governance**

	<b>Question/ Statement</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
11.1	Does the church have a workplace HIV & AIDS committee?			
11.2	How often does the committee meet?	.....		
11.3	If the committee does not meet, what are the reasons? .....			
11.4	Does the committee have terms of reference?			
11.5	If Yes: Please give 3 of their roles and responsibilities. 1..... 2..... 3 .....			

## 12. Funding of Health services for the employees

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
12.1	Does the church have medical Aid for permanent employees?			
12.2	Does the church have medical Aid for contract employees?			
12.3	Does the Church contribute towards medical insurance for all her employees?			
12.4	Does the Church contribute towards medical insurance for the immediate employees' dependants?			
12.5	Does the church have other arrangements for sick employees? ( <i>Please specify.</i> )			

## 13. The church's workplace response to the HIV & AIDS

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>I don't know</b>
13.1	Does the church have an HIV & AIDS workplace programme in place?			
13.2	<b>If Yes:</b> Is there a work plan in place?			
13.3	<b>If Yes:</b> How many years are covered in this work plan?	.....		
13.4	<b>If yes:</b> Is the work plan followed in implementing the programme?			
13.5	Does the church have a specific budget for the workplace HIV & AIDS programme ?			

## 14. The church's collaboration with the Public and other Sectors in response to the HIV & AIDS epidemic

	<b>Statement</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly disagree</b>	<b>I Don't Know</b>
14.1	The Church collaborates with the public sector on workplace HIV & AIDS issues (e.g. for education, Testing & counseling , outreach services etc)					

14.2	The Church collaborates with other businesses, international institutions and funding partners on workplace HIV & AIDS issues					
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## Section B

### 15. Environmental impact assessment

(Please give the latest statistics available-i.e.2011)

15.1	HIV and AIDS incidence rates (New Infections)	National		Provincial	
15.2	HIV and AIDS prevalence rates	National		Provincial	
15.3	Prevalence of Opportunistic Infections -TB	National		Provincial	
15.4	Prevalence of Opportunistic Infections - Hepatitis	National		Provincial	
15.5	Prevalence of Opportunistic Infections -STIs	National		Provincial	
15.6	High risk behaviour : is there sex work in the communities around the workplace and where the employees stay	Yes		No	
15.7	High risk behaviour : is abuse of alcohol and other substances/ drugs prevalent in the communities around the workplace and where the employees stay	Yes		No	
15.8	Are there any employees who work away from their spouses?	Yes		No	
15.9	If Yes: How long do employees stay away from their spouses at a given time?( give the longest period that you are aware of)	..... ..... .....			
15.10	Are you aware of any cultural, religious practices and beliefs with regard to sex and marriages that the employees might be exposed to?	Yes	No		
15.11	Are you aware of any beliefs and practices about death and dying with regard to sex and marriages that the employees might be exposed to	Yes	No		

## Section C

### 16. Church workplace impact assessment

Please list the effects of HIV & AIDS under the three levels indicated below

	Individual level	Workplace level	Church wide level
1.			
2.			
3.			
4.			
5.			

### 17. Morbidity(Illness) and Mortality (death) Assessment

	<i>Statement</i>	<i>2007</i>		<i>2008</i>		<i>2009</i>		<i>2010</i>		<i>2011</i>	
		<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
17.1	Number of employees absent from work due to illness per year										
17.2	Number of chronically ill members of staff per year										
17.3	Number of staff requesting early retirement due to illness per year										
17.4	Number of deaths among employees in the past 5 years										
17.5	Number of staff who took leave to attend funerals per year.										

## 18. Financial impact of HIV in the church workplace

			Category of employee												
	Positions & Responsibilities		Bishop (s)	District Pastor	General secretary	Pastor	Evangelist	Deacon	Finance	Administrator	Programme staff	Secretaries	Driver	General hand	
18.1	<b>Employees/ salary</b>  What is the total number of employees in each category														
18.2	What is the gross salary per annum of all staff in each category	2007													
		2008													
		2009													
		2010													
		2011													
18.3	<b><u>Funeral attendance</u></b>  Average number of paid leave days a worker takes to attend relatives funerals.	2007													
		2008													
		2009													
		2010													
		2011													
18.4	Average number of days taken to attend colleagues' funerals	2007													
		2008													
		2009													
		2010													
		2011													

18.5	<b><u>Absenteeism</u></b>  Number of days per year workers living with HIV were absent from work( attending clinics or off sick)	<b>2007</b>														
		<b>2008</b>														
		<b>2009</b>														
		<b>2010</b>														
		<b>2011</b>														
18.6	<b><u>Recruitment and Training</u></b>  Recruitment cost per employee hired in each category in the past five years	<b>2007</b>														
		<b>2008</b>														
		<b>2009</b>														
		<b>2010</b>														
		<b>2011</b>														
18.7	Replacement training cost per year( average)	<b>2007</b>														
		<b>2008</b>														
		<b>2009</b>														
		<b>2010</b>														
		<b>2011</b>														
18.8	<b>Burial Costs/death benefits</b>  Cost of coffin (if paid by the church) plus other benefits paid to the family per year.	<b>2007</b>														
		<b>2008</b>														
		<b>2009</b>														
		<b>2010</b>														
		<b>2011</b>														

## 19. Access to HIV and AIDS related support

	Statement	MALE	FEMALE	TOTAL
19.1	Number of employees informed about your national legal documents on HIV in the workplace.			
19.2	Number of employees who disclosed their HIV status in the workplace			
19.3	Number of employees in need of resources for empowerment care and support (e.g. Income Generating Projects, Home based care items, OVC support, nutrition support etc)			
19.4	Number of employees who have been trained in masculinities and femininities issues in the era of HIV and AIDS.			
19.5	Number of staff trained in Peer Education. Please describe the role of these peer educators. 1..... 2..... 3.....			

## 20. Monitoring and Evaluation of the impact of HIV & AIDS

		Yes	No	I don't Know
20.1	Does the church have a monitoring and evaluation plan for the HIV & AIDS workplace programme?			
20.2	<b>If Yes:</b> Does the programme have monitoring mechanisms/ tools?			
20.3	<b>If Yes:</b> Are the tools in use?			
20.4	<b>If Yes:</b> who is involved in monitoring? (State the titles below) 1..... 2..... 3.....			
20.5	How often is monitoring conducted? <i>(please tick in the appropriate box)</i>	Monthly		
		quarterly		
		Half yearly		
		Annually		
20.6	How is the information from monitoring used? ..... ..... .....			
20.7	Who does the data documentation and analysis (state the title below) .....			

20.8	Was a baseline assessment carried out before implementation of the workplace HIV & AIDS programme?			
20.9	Has the programme ever conducted a mid-Term and or End of Term evaluation?			
20.11	If yes, how was the information from evaluation used? ..... ..... .....			

**21. Any other comments?**

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**22. Any Recommendations**

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Finish.....( Time)

**Thank- you**

