



Scope of Work



Country: **Tanzania – Dar es Salaam**
Host site: **Institute of Social Work**
Partner organization: **University of Illinois, Chicago – Jane Addams College of Social Work**
Assignment title: **Program Specialist (MVC)**
Length of assignment: **3 - 6 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

In Tanzania, nearly 2.5 million children have lost at least one parent to AIDS. Many are cared for by a grandparent or an older sibling. Social workers can be instrumental in efforts to fill these gaps, yet the existing welfare system is severely overstretched, with trained social workers assigned to approximately half of the country's 126 districts.

The Department of Social Welfare along with other stakeholders has coordinated the development of a National Plan of Action for Most Vulnerable Children. Social workers employed by the Government of Tanzania and by civil society organization have a critical role to play in finding a sustainable, cost-effective way of meeting both the immediate and long-term needs of these children.

With support from the President's Emergency Plan for AIDS Relief (PEPFAR), the HIV/AIDS Twinning Center and its partners at the Tanzanian Institute of Social Work (ISW) and the University of Illinois at Chicago's Jane Addams College of Social Work and the Midwest AIDS Training and Education Center launched in 2007 a Para-Social Worker Training Program designed to arm community-based caregivers with critical skills needed to help improve the lives of orphans and vulnerable children (OVC). Through the program, district social welfare officers, NGO representatives, and other community and home-based caregivers learn practical skills that prepare them to properly assess the condition of orphans, vulnerable children, and families within their communities. These para-professionals are an untapped resource for addressing OVC care and can link children with support services and other forms of assistance they so desperately need.

To date, an 8-day curriculum has been developed that introduces community caregivers to key social work concepts and teaches hands-on practical skills in:

- Outreach and identification
- Needs assessment
- Case management
- Child development
- Resource linkages

- Counseling and family support
- Ongoing service coordination
- Avoiding professional burnout

The training program includes six months of supervised field work and mentoring, a follow-up course, supervisor training, and additional support as needed to ensure acquisition of requisite knowledge and skills among trainees, as well as the quality of OVC services they offer.

As of May 2009, partners have trained more than 700 Para-Social Workers and 75 district social workers across nine districts in Tanzania. In addition, 40 people have been trained as trainers and 75 municipal-level supervisors of Para-Social Workers are now in place. This additional workforce greatly extends and enhances the capacity of programs that serve orphans and vulnerable children on a daily basis. More importantly, the newly trained Para-Social Workers are identifying new children and families in need and connecting them with critical support and assistance.

A critical element of the Twinning Center's approach to strengthening OVC care in Tanzania is to build long-term capacity at partner institutions. Making the training program part of the course offerings of an established, respected, and accredited educational institution fosters credibility and sustainability.

The Twinning Center and its partners are working to develop an infrastructure that supports Para-Social Workers who provide services to OVC. This includes establishing certification, supervisor training, and continuous quality improvement programs. Key steps to institutionalizing the training program are:

- Mentoring faculty
- Peer-to-peer problem solving
- Establishing systems
- Strengthening professional values
- Ensuring ongoing follow-up with trainees to identify problems, constraints, and topics that require additional training and support

This approach to technical assistance supports long-term and sustainable development by strengthening existing institutions and working in concert with the local health system infrastructure. Implementing an in-service training program within an academic setting also provides opportunities to strengthen pre-service education and training.

In-country placement site: Institute of Social Work

ISW is a training institution that was established by an Act of Parliament in 1973 (amended in 2002). The institute started training social workers since 1974 and initiated other training courses in industrial relations and human resource management. Currently the institute trains the country's social workers at certificate, diploma, and degree levels. However their curricula are in need of updating and revisions to ensure graduates are equipped with the necessary knowledge and skills to support orphans and vulnerable children. The partnership between the Institute of Social Work and the Jane Addams College of Social Work aims to help to strengthen ISW's institutional capacity to equip social workers and others with the knowledge and skills necessary

to ensure comprehensive services to children affected by HIV/AIDS in all districts of the country.

The volunteer placed at ISW will assist with ongoing capacity building of ISW faculty, field supervisors, social workers, and para-social workers. The key focus will be on supporting the planning and development of training para-social workers; a new cadre of people required at district and community levels to support Most Vulnerable Children's Committees, which the National Plan of Action proposes establishing across the country. The incumbent will also support maintaining of project data and advising program staff on how to analyse, report and disseminate

Length of the assignment: 3-6 months, full time
(8 hours per day; 5 days per week)

Name and title of supervisor: Ms. Leah Omari, Project Director

Name and title of counterpart: Mr. Furaha Dimitrios, Assistant Project Coordinator

Volunteer qualifications:

Required:

- Bachelor's degree in social work or relevant field
- At least five (3) years experience of working with disadvantaged social groups in the social services field
- Familiarity with Tanzania's government structures and working culture
- Familiarity with qualitative and quantitative data collection and analysis and experience working at various levels of data collection
- Experience in research, including the production of publications
- Strong written and oral communication skills in fluent English
- Knowledge of HIV/AIDS
- Excellent interpersonal skills and the ability to work with staff at all levels
- Fluency in Kiswahili

Preferred:

- Master's degree in social work
- Experience developing training curricula or coordinating/facilitating trainings
- Previous experience in working with diverse professionals or working in a developing country
- Previous experience working in a low-resource setting

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: To enable ISW to provide high quality and relevant pre-service and in-service training on skills required by social workers and para social workers to support MVC. Specific objectives include contributing to the production of high quality and relevant teaching and

learning materials for in-service social workers, para social workers, ISW students and ISW tutors; and supporting the M&E team in data collection, analysis and reporting.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

- Develop district level relationships with the Ministries of Community Development, Gender and Children, Education and Vocational Training, and Health and Social Welfare as well as local NGOs to facilitate involvement in para-social worker trainings
- Support the development of relevant and appropriate training materials for para social workers and ensure harmonization with materials in use by the Department of Social Welfare and other stakeholders
- Review data collected through the Data Management System and analyze how well it captures the situation of MVC and their families
- Support the data collection and analysis of trained para-social workers, supervisors, and their trainers
- Supervise the translation of materials from English to Kiswahili for learners
- Assist with facilitation and interpretation at workshops
- Support the review of training materials developed for social welfare officers with other stakeholders and undertake revisions as appropriate
- Support the development of the program's plan
- Supervise third year students placements related to MVC support
- Attend relevant stakeholder meetings

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Organizational assessment of the placement site
- Monthly reports to host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Final report

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete organizational assessment within the first two weeks of assignment
- Complete monthly monitoring and evaluation reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with clients, community members and local staff in a manner that is consistent with social, cultural, and traditional norms and values

- Adhere to the AIHA Volunteer Code of Conduct

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a placement site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA Twinning Center:

- Conduct pre-assignment orientation and training for volunteer and placement site staff
- Provide volunteer with safe housing, monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed