

No. No.T 11025/8/2011-NACO
Government of India
Ministry of Health & Family Welfare
(National AIDS Control Organization)

6th Floor, Chandralok Building
36, Janpath, New Delhi- 110001

Dated: 13-4-2011

OFFICE ORDER.

National AIDS Control Programme Phase III is ending in 2012 and preparatory process for NACPIV is on the anvil by forming Working Groups on key areas.

The Working Groups would facilitate the process by discussing all issues through meetings and submit recommendations within the 6-8 week time frame

The following working group is constituted for Programme Implementation & Organizational restructuring

Core Group

- Dr. Mohammed Shaukat ADG (CST) - Convener & Facilitator
- Dr. Neeraj Dhingra, DDG (TI)
- Mr. Kanwaldeep Singh, Director (Finance)
- Mr. Raja Gopal, Director (Admin)
- Dr. Brijendra Singh, Team Leader (Mainstreaming)
- Alkesh Wadhvani BMGF
- Ms. Sabina Bindra Barnes, DFID
- Prof. Charles Gilks, UNAIDS
- Ms. Preeti Kumar, PHFI
- Mr. Venkatesh Srinivas, UNFPA
- PD, Orissa
- PD Mizoram
- PD Madhya Pradesh
- Representative from DOPT
- IIM, Bangalore
- Dr. Sunil Maheswari, IIM, Ahmedabad
- Representative of NRHM
- Representative of ASCI
- Dr. Ramesh Bhatt

Mr. Manish OA, Support staff

Sub Group Program Management

- Dr. Mohammed Shaukat ADG (CST) - Convener & Facilitator
- Dr. Neeraj Dhingra, DDG (TI)
- Mr. Kanwaldeep Singh, Director (Finance)
- Representative from USAID
- Ms. Nandini Kapoor Dhingra, UNAIDS
- Dr. Po-Lin Chan, WHO
- PD, Karnataka SACS
- PD, UPSACS
- PD, Jharkhand SACS
- PD, Himachal Pradesh SACS
- Prof. Deoki Nandan, Director, NIHFWS
- Representative of Dept. of Personnel
- Mr. Ganga Kumar, Ex-DD, NRHM
- Dr. Ramakrishnan SATHI

Detailed TOR and guidelines are attached

The composition of Working group would be as under:-

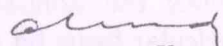
- Convener/Facilitator : A Senior Officer from NACO will be the facilitator and be the convener of each working group.
- Chair Person : Each working group will have a chair person. The chair person will moderate the discussion and develop a consensus on subject based on the terms of reference for each working groups
- Rapporteur : Chair person will identify a rapporteur for the group whose responsibility is to prepare the draft report of meetings.
- Number of Meetings : It is envisaged that each group will have at least 2 meetings.
- Final Report : The final report must be submitted by chairperson to NACO.

Format for Report : The final report should address all the issues addressed in the TORs and must have specific actionable recommendation. The report should be concise and not exceed 20 pages

Time Frame : The time frame for activity is 6-8 weeks

The conveners should co-ordinate with the members and start the activities immediately.

This issues with the concurrence of Secretary & DG NACO


(Benoy Choudhury)

Under Secretary to the Govt. of India

To

- 1) Conveners of Working group
- 2) Divisional Officers, NACO
- 3) Officers NACO
- 4) Sr. PS to Secretary & DG
- 5) PS to AS NACO

Terms Of Reference

Program management:

- Identify the strengths and weaknesses of the current program management
- Identify systems required to scale up the program management function up to the district level.
- Recommend appropriate management and Technical support for NACP IV
- Outline the key steps to be taken to strengthen the collaboration in program management, particularly technical and financial and procurement aspects between, NACO SACS and partner agencies.
- Identify human resource requirements and suggest ways of developing their program management capability at national, state and district level.
- Review the annual action plan preparation and resource allocation process with a particular focus on criteria used for plans/ budgets/expenditures etc.
- Identify outcomes, indicators and monitoring mechanisms required as an integral part of the program management approach.
- Provide recommendations for an effective use of technical, financial and managerial reports in the context of the comprehensive planning process.
- Develop a strategic approach for NACP – IV.
- Suggested methods of district level planning by reviewing the documentation of a few SACS, DAPCUs who have already initiated the process.
- Expanded and larger role in procurement systems in place
- Necessity/implications of expanding DAPCU structure in C & D districts.
 - Issues of keeping vertical programme
- Integration issues with NRHM and other projects.
- Any other innovations

Restructuring of NACO and SACS:

Based on the evolving needs and future direction of the NACP, NACO and SACS require a close review of the current organizational structure, strengths and weaknesses, priority areas for immediate action and resource requirements. The key areas that require inputs from the WG include:

- NACO's changing role: from an implementation agency to that of a catalyst.
- Need for reorganization of departments and constitution of terms
- Need for a well thought out resources mobilization and utilization plan with appropriate staff in place.
- Revisit the personnel policy of NACO/SACS/DAPCUs and suggest effective criteria for bringing in a more committed cadre of professionals to enrich the program implementation.
- Possibilities of new mechanisms of funding at state and district levels. e.g: revolving fund, flexible funds, innovation support funds.
- Incentives for better performance and results and performance linked financing models
- Mechanisms to foster public – private partnerships.

Key implementation issues:

- Implementation arrangements at district and state level.

- Weak capacities at SACS
- Procurement issues.
- Selection of project officers and other key staff and their frequent turnover.
- Implementation mechanisms at district level with particular reference to the involvement of Local self government, PRIs and NGOs in low capacity settings
- Implementation mechanisms in urban centres.
- Cross border issues (prevention and care).
- Central contracting issues

Deliverables:

Draft Report with Annexure:

Time frame : 6-8 Weeks

NACP IV (2012 – 2017) Programme Plan Preparation Working Group Guidelines

The National Aids Control Programme, Government of India is initiating the programme plan preparation process the NACP IV phase of the programme. Having initiated the process of reversal through focused effort on prevention linked to care support and treatment, the next phase of the NACP will focus on accelerating this reversal process and ensure integration of the next programme response.

NACP IV seeks to consolidate the gains of NACP III and learn from the lessons of the previous phases of programme implementation. It aspires to further strengthen and decentralize the programme management capacities to state and district levels in particular. The focus will remain as prevention oriented plan with adequate coverage of the HIV care in the context of the concentrated epidemic situation in India.

The cross cutting issues which require focus in all WG discussions are

1. Innovation
2. Integration and Convergence
3. Capacity Building
4. GIPA
5. GENDER

Facilitators are encouraged to invite facilitators/members from other groups when issues which relate to other groups are discussed.

Separate meeting and discussion with Facilitators and core group is planned at the end of 1st and 2nd round of meetings.

Working Group Activity Guidelines:

Convener	A Senior Officer from NACO will be the facilitator and convener of each WG.
Chairperson	Each working group will have a chairperson. The chairperson will moderate the discussion and develop a consensus on subject based on the terms of reference.
Rapporteur	Chairperson will identify a Rapporteur for the group whose responsibility is to prepare the draft report of meetings.
Number of Meetings	It is envisaged that each group will have at least 2-3 meetings.
Final Report	The Chairperson and Facilitator of each working group will submit the final report to NACO.
Format for Report	The final report should address all the issues addressed in the TORs and must have specific actionable recommendation. The report should be concise and not exceed 20 pages.
Time Frame	The time frame for activity is 6-8 weeks.
Invited Members	If necessary, each WG can invite one or two key representatives of other relevant groups to discuss the cross cutting issues
Core Team	One NACP Core Team member may participate in the discussion of each WG