

❖ **Development Instructor in TCE – Total Control of the Epidemic**

Job Description - March 2008

Dear Development Instructor!

We wholeheartedly welcome you to be part TCE, fighting HIV&AIDS for 6 months!

With this job description you get a general introduction to the state of HIV worldwide followed by a description of TCE and how it works.

After that you will read about your job as a Development Instructor in TCE with some practical examples of what your job entails along with an overview of the structures you will be working within at the project.

TCE is implemented in its standard form in all its areas, although in some areas you will find extra goals that have been agreed upon with some of the partners. The idea is to keep the structures as defined in the TCE Manuals while leaving room for some variety depending on what has been agreed within the country and with the partners.

As a Development Instructor, you will work with people from all levels in the villages and townships where TCE is operating.

You may work in a Division consisting of 1 to 5 TCE Areas. You may be working with the leadership, especially the Corps Commander and the Partnership Office, to expand TCE nationally.

You may work in a Division which is either in its 1st, 2nd or 3rd year of operation. The demands will differ depending on which year the Division is at.

The 1st year is about starting up, making sure to inform local authorities about TCE and gain their support. The main thrust is on raising awareness about the **Epidemic** and gaining support from the community. Equipment must also be procured, such as uniforms for the Field Officers.

The 2nd year is about **Control** where the focus will be on the assessment or measurement of the community peoples' level of understanding the HIV and AIDS educative information disseminated to them during the community mobilization with the intention to achieve each individual commitment to comply to a lifestyle free of HIV and AIDS in fighting the epidemic. The 3rd year is about **Total** – where we emphasize on Total Control and making the people confident about what to do about the Epidemic.

Welcome as a Development Instructor in TCE!



1. An introduction to TCE

The AIDS epidemic has a devastating effect on people's lives. UNAIDS estimates that there are about 40 million people by now living with the virus worldwide. Many of them do not know that they are carrying the virus and may be spreading it to their partners. Since the beginning of the epidemic, AIDS has killed more than 25 million people worldwide.

AIDS has replaced malaria and tuberculosis as the world's deadliest infectious disease among adults, and is a leading cause of death worldwide. Fifteen million children have been orphaned by the epidemic.

Although the situation is as serious as this, the good news is that there are countries where you will find a decline in HIV prevalence, which means something can be done to reverse the situation. In 3 African nations, Kenya, Uganda and Zimbabwe, "declines in adult national HIV prevalence appear to be under way." (United Nations)

Zimbabwe has seen a decline of its HIV prevalence rate during the past 10 years. The prevalence rate now stands at 15.6%, down from a figure of 18.1% in 2003 and 26.5% in 2001. With a concerted effort and by putting people first, a lot can be done to change the face of the epidemic.

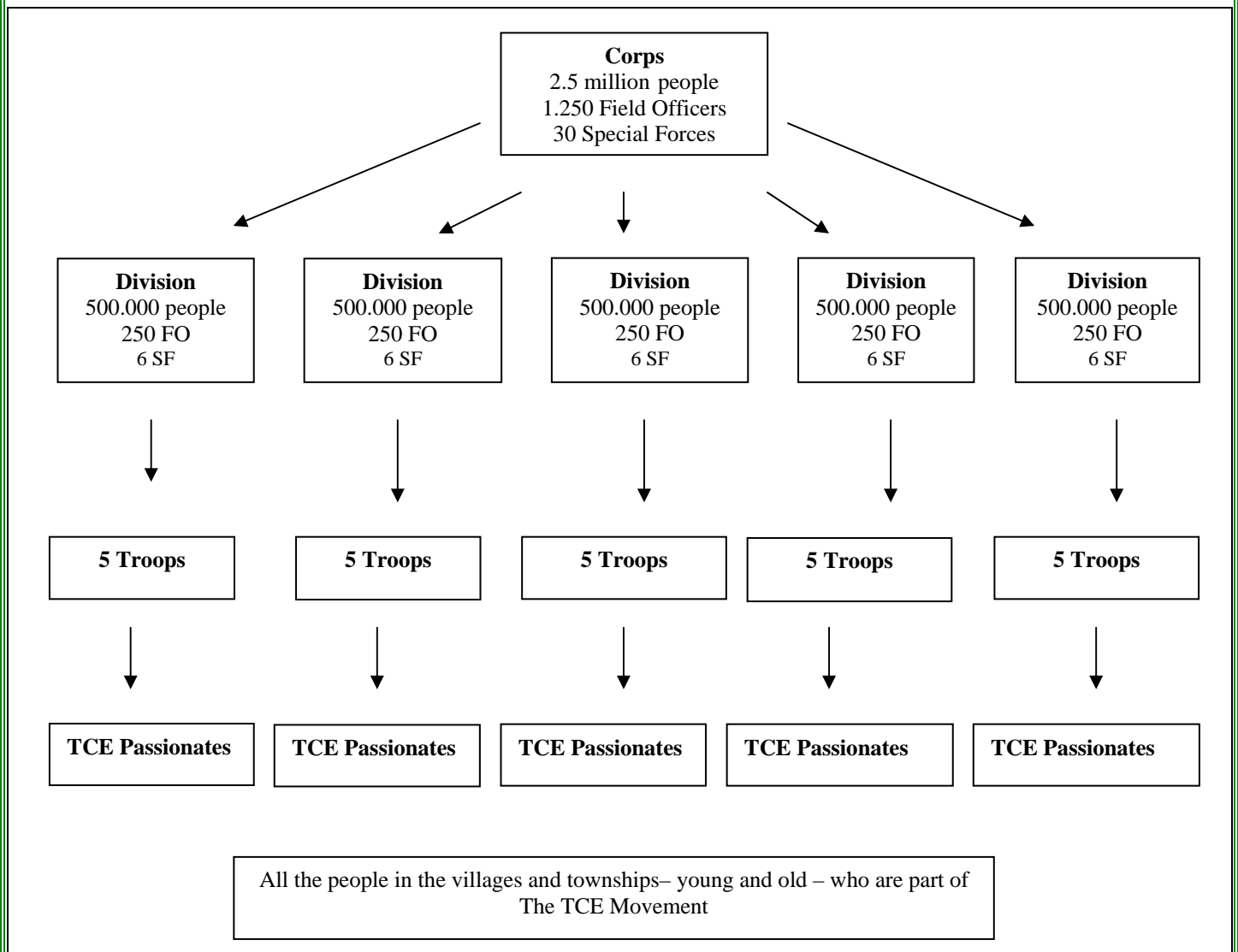
TCE was first implemented in Bindura District in Zimbabwe in the year 2000. Since then, TCE has reached out to about 7.5 million people in Africa and Asia. TCE is implemented in Angola, Botswana, Malawi, Mozambique, Namibia, South Africa, Zambia and Zimbabwe in Africa, and in India and China in Asia.

Humana People to People developed the TCE program after realizing that "Only the people can liberate themselves from AIDS, the epidemic". It is on this simple line that Humana People

to People has developed a people's liberation system to be put in place in order to gain – Area by Area – Total Control of the Epidemic.

The idea is that it's only the people who are able to free themselves from the AIDS epidemic. It has to be a collective affair, everyone involved to his or her capacity – inspired by a possible positive outcome from this effort, inspired by the TCE leadership and activities by neighbours.

The TCE Structure



The TCE Structure

A TCE Area is defined by its geographical area of 100,000 people. 50 local people are employed as Field Officers and each one of them is responsible for 2,000 people – a TCE Field. The TCE Field Officers walk, cycle, visit, talk to and mobilize people in their homes day after day for 3 years. A Troop Commander who monitors their daily work in the field leads the 50 Field Officers. The Troop is further divided into Patrols where one of the Field Officers is a Patrol Leader.

Five Troops make up a TCE Division, which is led by a Division Commander and two Deputy Division Commanders. Each Division covers a total population of 500,000 people. At least 6 Special Forces work under the leadership of the Division Commander.

25 Troops make up a TCE Corps, which is led by a Corps Commander and two Deputy Corps Commanders. A Corps covers a total population of 2.5 million people.

TCE is about hitting people in their hearts. It is about counselling people in their own homes – moving them to change their sexual lifestyles and other risky behaviours. TCE is about mobilizing people to know their HIV status for them to make qualified decisions. TCE links people with the available services, which are: Voluntary Counselling and Testing, distribution of ARV (antiretroviral drugs) or information about it, Sexually Transmitted Diseases, Positive Living, Home Based Care, etc. The strength of TCE stems from the many people who are involved in the intensive action of mobilizing one another. TCE is part of a global fight against HIV/AIDS.

TCE basically builds upon a group of 50 Field Officers employed in each TCE Area for the three years it takes to “liberate” an Area with 100,000 people under an experienced leadership and under the governance of Humana People to People. TCE has a

humanizing effect on the people in the areas, where the Field Officers have moved around in villages and towns day after day from person to person throughout the 3 years the program lasts.

The clear structures and clear goals set for each TCE Field Officer also help in achieving Total Control of the Epidemic. It is a war we are fighting, and there is no way around it. It is hard work by determined people who lead the fight. The many people are informed, mobilized and organized to go into action, and this mass movement, The TCE Movement, combined with many other programs from government, the private sector and other organizations, work towards a joint effort to combat the epidemic and gain Total Control.

Special Forces

A Special Force is responsible for monitoring and controlling the TCE program implementation together with the leadership unit. The responsibility also includes leading and participating actively in all the Division Commander and Troop meetings. The whole administration and planning of the implementation needs the advice of the Special Force in controlling the smooth flow of the operational activities and get them standardised and in line with the standard TCE program implementation.

The Special Force is grouped into three types:

- 1.** Special Force who deals with the implementation of activities
- 2.** Special Force who deals with supporting the Division administration and
- 3.** Special Force who deals with the Corps Office economic management helping the Corps Commander with technical input.

The Passionates

The Passionates are the volunteers in the TCE Movement, and building a strong and vibrant Passionate Movement is vital for a TCE Area. The Passionates are mobilized, trained and led by the Field Officers. The Passionates take part in a host of TCE activities such as running Soy Restaurants, taking care of orphans, taking care of people who are ill with AIDS, establishing and tending vegetable gardens, participating in information campaigns, and much more. When a TCE Area has completed its three year program, it is handed over to the Passionates who then see to it that what has been achieved is kept up for the future.

The TCE Meetings

Regular meetings on all levels constitute the backbone of TCE. At the meetings, experiences are shared, problems are discussed, and weak points are identified. Solutions are found. Results are celebrated. New directions, strategies and goals are set out, and plans made for their implementation. The meetings, especially the Troop Meetings, also constitute an important part of the training of the Field Officers that takes place continuously throughout the three year program.

A Patrol with 10 Field Officers meets bi-weekly led by the Patrol Leader. The purpose of the Patrol meeting is to control and plan for the coming week and to discuss positive strategies, which the Field Officers can apply to win the fight against HIV/AIDS.

The Troop meets every week or bi-weekly depending on the economy and the travel distance. At the Troop Meeting, the Field Officers share experiences about their work in the Field, they discuss the 12 main figures – their goals and achievements, and they have guest presenters who talk about different issues surrounding HIV/AIDS. The Troop Commander and the Special

Forces lead the meeting and assist the Field Officers in solving the issues that come up.

The Division Command and Communication Center meeting is held every week. The Division Commander and his Deputies, the Special Forces and the Troop Commanders meet to discuss plans and achievements each week.

The Division Command Forum is held every month, every other month at national level and every other month at local level. Meeting at national level means that the Division Commander meets with all the other Division Commanders in the country, and meeting at local level means that all Division Commanders from the same Corps meet on their own. Plans and achievements for the Division are discussed and strategies are mapped out.



2. The Development Instructor's Responsibilities in the TCE Program

As a DI, you will be working in a TCE Special Force position. You will mobilize, train, lead, co-ordinate, monitor, plan, make follow-ups and organize on many levels. You will lead the TCE passionate (volunteer) work.

Placing yourself in the forefront

As a DI and as a Special Force in TCE you are part of the leadership of the Corps or the Division. This is demanding and deeply interesting, because you will reach out to many people and have an impact on their lives. TCE is fighting the AIDS epidemic and is not leaving things to faith. TCE is all about leading people in the campaign to take Control of the Epidemic. The Leadership is modern in the way that you teach, instruct, supervise and at the same time give room for each individual to be in charge of his or her area and become part of the driving force of taking control of the Epidemic.

Teaming up and teaching unity.

You will team up with the leadership to work systematically to overcome the obstacles you face. You are there to contribute in the leadership team and to teach teamwork and unity among Field Officers. TCE is a controversial program which works to create new attitudes and trends in the community and push for more health care services. The leadership is passionate about fighting the epidemic and is working seriously to overcome these obstacles.

Going for the goals and the vision

The vision is Total Control of the Epidemic and this is what we go for. TCE has clear goals in numbers, named strategies and formulated methods, and works systematically towards having impact. You will assist people in planning and getting organised

to reach the goals. You will work on making the goals visible, so the Field Officers can work with confidence, spirit and speed. You will make the topic “What we are striving for with TCE” concrete and lively.

Monitoring and evaluation

Monitoring is needed to improve the quality constantly. We need to assist the Field Officers in delivering quality work and data. With attention, guidance and acknowledgment we lead all the Field Officers to succeed in liberating the people in their Field from HIV/AIDS. You will become part of raising the quality of information, the quality of mobilization, the quality of counselling and teaching, and how people are assisted in taking qualified decisions about HIV and their lives. You will take part in making the data collection work, analyzing the figures and displaying them for many people to understand. You will work with the data and assist people in learning from the results they show.

Mobilizing for change

As a Special Force, you have the task of expose the Field Officers to countless discussions, working sessions and actions to speed up the progress of increasing the numbers of people who can call themselves TCE Compliant. Being TCE Compliant relates to how a person sticks to HIV and AIDS preventive measures to stop the spread of the epidemic. The idea of TCE is to mobilize everyone in the TCE area to become active in stopping the spread of HIV/AIDS and in dealing with its consequences. As a Special Force, you will support the Field Officer in mobilizing and leading people to do the activities in the Field.



3. TCE SPECIALIZATION

As a Development Instructor Special Force, you have specialised areas of responsibility in addition to the monitoring and evaluation tasks. The specialisation areas are:

- 1.** Fields and Areas
- 2.** Field Officers' Education,
- 3.** Passion for People Movement and
- 4.** People to People Relations

In each of these areas of speciality, you are responsible for some activities that form part of the whole.

Below we specify each of the specialization areas:

1. SPECIALIZATION: FIELDS AND AREAS

Collection and analysis

You will work with the collection of results. The TCE 12 main figures are collected weekly. You will organize and analyse the statistics and then make suggestions for the Division Command and Communication Centre Meeting on actions to take. You work on how to train the Field Officers to deliver quality data and quality results.

Securing and improving the tools

New tools always need to be adapted and upgraded. You work on securing and improving the tools and methods to achieve quality.

Documentation of Patrol Activities

The Patrol Activities are reported on a monthly basis. These activities are reported in the Patrol Inventory File; the document where the overview, developments and achievements in a field are recorded. You will inspire the Patrols on setting goals and planning for the Patrol Activities.

You will train the Field Officers to document the Patrol Activities; for TCE's own information, for donor reports and as information material.

The monitoring

The monitoring needs to be organized and made efficient. The results of the planned and surprise visits need to be gathered for the Division Commander to study. Your task is to organize and carry out the monitoring and also to deliver feedback to the Field Officer.

2. SPECIALIZATION: FIELD OFFICERS EDUCATION

Field Officers Formal education

Your task is to go through the Field Officer's tasks in the manuals "Field Officer as a Counsellor" and "Field Officer as an Educator" and produce keys for marking or correcting the tasks. The task is also to prepare and organize stop tests and final exams for the Field Officers.

Field Officers Skills training.

Your task is to train the Field Officers in management and leadership. Training in planning and time management is a high priority, and so is training in contributing to and holding a good meeting. There are at least 50 things to train. Training the Field Officers in leading the many Passionates is very important for the progress of Total Control of the Epidemic.

Field Officers Training in communication

Your task is to train the Field Officer in becoming an expert at communication. This starts with the first visit, where the Field Officer has to remember all the HIV/AIDS information so as to be able to communicate this clearly to the people in the Field. We need to be sure that they understand the message so well that they know it by heart and are able to tell it to others.

Your duty is to train the Field Officers at the Troop meeting on how to give lessons where people participate actively. The Field Officer must learn not only how to deliver a speech but also to find out what people already know.

Courses

As part of your job you will prepare and present courses for Troop Meetings, Patrol Meetings etc. on various subjects relevant to the Field Officers' work. You will organize courses in the practical part of "Field Officer as a Counsellor and Educator". You will also find guest speakers who will give presentations on relevant topics to the Field Officers.

The Field Officers' Training of TCE Passionates

The task is to support the Field Officers in training the TCE Passionates by providing plans, tools, publications and courses for training in the field. You will be fundraising for and organising bigger workshops for the TRIOS. These are the support groups connected to the system for giving Anti-retroviral drugs to those who are HIV positive. The TRIO consists of 3 people; a Field Officer, the HIV positive person and a community volunteer. The TRIO sticks together to make sure that the HIV positive person takes the Antri-retroviral drugs in the amounts prescribed and at the correct times during the day.

3. SPECIALIZATION: PASSION FOR PEOPLE MOVEMENT

Passionates

Your task is to help Field Officers to recruit and support Passionates in the community, train Passionates and support them in carrying out various passionate activities.

You will facilitate the Field Officers in implementing the School and Workplace Programs, organizing and running lessons and

clubs in schools and workplaces to train teachers and managers as TCE Passionates.

Vulnerable Groups

As a DI you will support Field Officers and Passionates to identify orphans in the fields and get the orphans registered and supported by the social welfare system.

Moreover, you will organize campaigns and programs which reach all vulnerable groups. You will also organize workshops/lessons and form clubs for vulnerable groups in the community.

Libraries

You will help the Field Officers to identify locations for simple community libraries, contact the people in charge of the locations and start the libraries. You will also organize more support and supplies of materials to the existing libraries in the community.

Income Generating Activities

The task is to plan, organize and implement income generating activities together with Field Officers and Passionates. You will support the Field Officers in establishing gardens in the community together with the people to improve nutrition and produce food for the ill and for the orphans.

TRIOS and Positive Living

The task is to plan and carry out training courses about TRIOS and HIV Positive Living for people in the community. You will assist the Field Officers and Passionates in starting, organising and running TRIOS in the community and raise funds for the TRIO and HIV Positive Living workshops.

TCE Actions

You will plan and assist the Field Officers in organising and implementing various actions such as:

- 1.** PES (Perpendicular Estimate System) Campaigns, testing campaigns and condom campaigns
- 2.** Tuberculosis, Malaria, Hygiene, and other 10 Rules of Survival campaigns
- 3.** Open Sundays, Rallies, Talk Shows and events

Documentation

You will assist the Field Officers in listing all the Passionates. You will document the activities through writing newsletters, talking on the radio and writing reports to donors.

4. SPECIALIZATION: PEOPLE TO PEOPLE RELATIONS

Public Relations

You will facilitate the Field Officers' work by visiting local leaders, churches and other public and private organizations to present TCE's work and look for possibilities of cooperation. You should establish and maintain close cooperation with the health institutions.

Mobilize the media

You will take part in organizing radio and TV programs as part of advocating for community participation in fighting the epidemic.

Produce Newsletters

Weekly, monthly or quarterly, you will take part in production of HIV and AIDS information about the TCE activities in the areas where you work. The newsletter is a tool in mobilising the community to fight the epidemic and a way for people to share

their views on how they have changed their lives as a result of the TCE program.

Reports and documentations

The task is to assist the Division Commanders in making reports and distributing them to local partners. This includes production of visual and digital documents showing TCE's activities and telling the stories about people in TCE and the results they have achieved.

Partnership in Development

The task is to meet possible partners, prepare Partnership in Development documents, distribute them and follow up until you have secured funding for extra activities not funded by the main partner budget. The task is also to organize fundraising campaigns together with Field Officers for the benefit of orphans and Passionates.

Conferences, Workshops and Exhibitions

The tasks is to scan national newspapers, magazines etc. for functions, conferences and workshops where TCE can exhibit materials, make presentations and participate. The task is to develop and make exhibitions about TCE within the Division area and at various functions. The task is likewise to write to various local and international newspapers about the activities of TCE so as to spread knowledge and interest in TCE.



4. How you qualify yourself for the position

You qualify yourself as a Development Instructor by carrying out the program at your DRH School. Here are some important things you should do in order to prepare yourself when choosing a position as a DI Special Force in Total Control of the Epidemic.

1. Study the Field Officer Manual and learn what a Field Officer's tasks are. Become a "TCE Field Officer" in the community around the school by telling people about HIV and AIDS and what they must do to prevent it. Do a door to door campaign and learn what kind of mobilization that takes.
2. Study the Special Force "On the Job Manual" and do the tasks.
3. Train yourself as a Lay Counsellor. Use the TCE Lay Counsellor Manual and counsel more than 20 people to get experience.
4. Hold an arrangement for people on HIV/AIDS and learn how you can make people talk openly about HIV and AIDS to clear the misconceptions.
5. Become a good mobilizer and mobilize people to join you in a passionate action towards assisting vulnerable people e.g. in collecting money in the streets to support TCE
6. Study the Human Immune system and the HIV virus and make courses about it. Hold the courses and adjust them until they are good. Bring them with you to TCE.
7. If you are going to a Portuguese speaking country it is very important that you are diligent in learning Portuguese, so you can communicate with all the people in TCE. You need to learn greetings and how to

communicate about everyday matters. Make yourself a dictionary with specific words related to HIV&AIDS.

8. Train yourself in management, leadership skills and problem solving in every possible way and for every thinkable situation.
9. Make sure you are fit, so you are well prepared for physical work and lots of walking or bicycling.
10. Take a stand to how you will keep yourself in good health while you are a Development Instructor, and prepare yourself for this, as this is an important prerequisite for you to be able to do good work and have a good experience as a Development Instructor.

5. About the overall structure for the Project Period

The Project Period lasts 25 weeks comprising the following periods and elements:

Period 1: The first 6 weeks

You are received at the project and introduced to the people, the project and your job. You work in your position.

Golden Cut Meeting

After 6 weeks you and your project leader make an evaluation of the program so far. You present your results, discuss how your work has progressed, incorporate necessary changes and you agree to the plan for the rest of the period.

“Task Force Week”

The “Task Force Week” is a practical action where all Development Instructors in the area or in the country join

forces to move a certain task. It is planned by the country- or area leadership. The “Task Force Week” can be placed at any time during the project period where it fits best in the plans of the projects.

“Week of Experience”

During “Week of Experience” you will make a travel of your own choice within the country. The plan for the week is agreed upon by you and the project leader before going. The “Week of Experience” will take place during the project period where it fits best in the plans of the projects.

Period 2: 15 weeks

In these 15 weeks you continue working in your position. By the end of the period you will make an evaluation and a final report to be presented for and discussed with your Project Leader and other relevant people. Finally you will hand over your responsibilities before you leave for your Camp Future Period.

Weekends

The weekend activities are planned by the Project Leader, the Project Council and you. Here is an example of how the monthly weekend plan could look like:

- * Project Weekend at the project with a special activity, action or event together with the students, staff and Development Instructors.
- * Cluster Meeting. In a Cluster you find two to five projects in the same area who are working together. On the monthly Cluster Meeting all Development Instructors meet with key persons from the Cluster to discuss the achievements from the past month and make plans for the coming month.
- * Building Weekend is a common program where buildings or outdoor areas are maintained or renewed. Project

Leaders, Development Instructors and other key people organize the Building Weekends and people at the projects are invited to participate.

- * A weekend of your own individual choice.

Reports

As a Development Instructor you shall present and discuss the following reports:

1. Week report
2. Monthly report
3. Midway report
4. Final report
5. "Week of Experience" report



6. What to do next

This booklet is a general project description for a Development Instructor working at a Child Aid Project. Use it to get a general picture of how Child Aid is structured and an overview of what your job as a Development Instructor in Child Aid will be like. Having read this, you can decide whether you would like to be a Development Instructor within Child Aid, and from here you can get started to qualify yourself for the work within this specific project type and you can prepare yourself for the country you will work in.

Your next step will be to prepare a presentation of yourself to your Project Leader. You will do this as a part of your preparation for the Midway Meeting three months into the training program. The presentation will be qualified by your team, your teacher and your headmaster, after which you will send it to your Project Leader.

Your Project Leader will then send you a Work Plan presenting the specific project where you will work and the position you will fulfill at that project. You will thus receive your Work Plan approximately 2 months before you leave for the project, giving you time to prepare yourself specifically and get into the details of your position before you leave.

We wish you the best of luck with your training!

**Many greetings from
HUMANA PEOPLE TO
PEOPLE**

