



Guidelines For Preparing A Municipal HIV/AIDS Directory

Why a Municipal HIV/AIDS Directory?

For those in need of support - A directory of HIV/AIDS-related services, such as prevention, care and support, treatment, training and advocacy, is essential for those infected and affected by HIV/AIDS and indicates they are not alone, that assistance is available.

Sensitization – A directory can serve as a sensitization document for the general population by educating citizens, encouraging de-stigmatization and promoting services. It includes a section on basic facts about HIV/AIDS and modes of transmission and suggests ways in which People Living with HIV and AIDS (PLWHA) can live positive, healthy and productive lives.

Municipality commitment – As an example of a municipality's active response to HIV/AIDS, the directory is also evidence of commitment to addressing HIV/AIDS and providing information to the public.

For service providers, policy makers and donors - As a "snapshot" of available HIV/AIDS-related services, a directory can be used to stimulate greater collaboration and coordination; identify gaps in the current response; and encourage a more integrated approach to service provision. This can be part of a larger effort to enhance commitment and capacity for scaling up responses to the epidemic.

Contents of the Directory

Upfront a Municipal HIV/AIDS Service Directory should include:

- A preface by the Mayor or City Council stating the municipality's commitment to confronting HIV/AIDS and helping their citizens.
- A copy/summary of the city's HIV/AIDS policy, if available.
- Basic facts on HIV/AIDS.

For its core, the directory contains an exhaustive list of information on all HIV/AIDS-related services available in a city or town operated by the municipality, government ministries, health facilities, international agencies, development partners, non-governmental organizations (NGOs), faith-based organizations and community groups. This information should include:

- Type of organization (i.e. NGO, government organization etc.)
- Name of organization
- Short organization biography/statement of purpose
- Organization contact information
- Targeted group (i.e., PLWHA, adolescents, women, general public etc.)
- Services provided

NOTE: Information should also be collected on community groups/organizations that:

- Provide support to/build the capacity of HIV/AIDS care givers.
- Provide support (in whatever capacity) for orphans and vulnerable children.



- Undertake HIV/AIDS community-based information and education activities through dance, theatre, etc.
- Undertake other relevant HIV/AIDS activities or services in the community.

Preparing the Directory

Collecting information

Although approaches may vary, it is important to identify a focal point/person in each municipality to be responsible for facilitating the data collection. The task of data collection and compilation can be assigned to someone within a municipality, a consultant or outsourced to NGO capable of this work. All service providers should be contacted and encouraged to contribute information. The information collected should be reviewed for accuracy and a data base produced to enable periodic updating of information.

Producing the directory

Once the information is collected, it should be published in hard copy as a brochure and online as a PDF document.

The date of publication should be included on the hard copy and digital version of the directory.

Disseminating the directory

The hard copy version of the directory should be distributed free of charge to the general population through various channels determined by the municipality. They may include: City Council offices, libraries, health centers, community centers, schools, and other public places. If feasible, municipalities could also distribute the directories to households. The directory should be placed on the City Council's website and other websites, as appropriate.

Publicity activities should be undertaken where possible. For example, low cost fliers/posters, containing information on where the directory can be found, can be distributed on the street and the posters can be hung up in key public spaces such as shebeens, cafes, bus stops etc. Ads for the directory in local newspapers/publications or on the radio are other possible avenues for publicity.

Preparation of a Budget for the Directory

Breakdown of the usual costs involved:

- Consultant services to facilitate the collection of information
- Translation for local language version
- Graphic design and layout of the brochure
- Printing
- Development of a data base, including the data entry
- Updating information periodically, at least once a year
- Publicity for the directory (e.g., posters, flyers, radio ads etc.)