

# **Guidelines**

## **For Rapid Assessment and Response (RAR)**

In the frame of a  
Fact Finding Mission (FFM) in NON-EU countries and  
EU border Areas



### **Work package 4**

## **Interdisciplinary cross-border Networking**

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The sole responsibility of any use that may be made of the information lies with the author (SPI Forschung GMBH)



## INTRODUCTION

This evaluation instrument is based on the method Rapid Assessment and Response, elaborated by SPI Forschung within the framework of the BORDERNET project (EU Public Health Programme, 2005-2007) where it has been applied in 4 EU cross-border regions. In the frame of the Fact Finding Missions to be conducted in the BORDERNETwork project it will be applied in 4 ENP countries (Ukraine, Moldova, Serbia and Bosnia and Herzegovina) through subcontracting by SPI Forschung and Aids Hilfe Wien of NGOs experts in the field of HIV/AIDS/STI prevention and diagnostic.

Goal of this Rapid Assessment is to conduct a snapshot situation analysis and to get an overview of the risks to HIV/AIDS, STIs of selected target regions and groups and to outline social determinants of health risks of the most at risk groups. Besides the range of measures for prevention, diagnostic, referral and treatment will be outlined and the gaps in access to health and sexual education, HIV/AIDS prevention, HIV testing and STI diagnosis and the related gaps in the referral and treatment systems will be depicted.

### **The instrument is divided into two parts:**

- The **First part I** is addressed to the subcontractor, the organisation responsible for conducting the FFM on the spot in the selected non-EU country's region. The subcontractor will fill in the rapid assessment survey in cooperation with national and/or local partners, in order to get an overall overview of the structures of prevention, diagnosis and treatment of HIV/STIs.
- The **Second part II** is addressed to the institutions on the spot (governmental, NGOs, self-help groups) that are already active in the areas and among the target groups the FFM is being conducted. The goal is to best describe their expertise, services, to exchange experiences and to foster networking. For that reason the subcontractor will ask each of the contacted local institutions to fill in individually Part II of the instrument.

# **Part I: Overall view of policy, measures and service offers within the FFM regions in the range of HIV/AIDS and STI prevention, diagnostic and therapy with focus on selected target groups**

## **Methods**

### **Based on:**

- Review and presentation of **own expertise of the subcontractor**
- **Desk Review** of literature, reports, surveys and documents (please attach list of references used)
- **Interviews and focus group** with expert key informants (e.g. policy makers, professional health and social care staff, community members) and target groups' representatives.

With the support of the other two instruments (guidelines for key informant interview and focus group guidelines) collect and compile the information needed in order to fill in the areas of the RAR under topics 1 and 2.

## **Structure of RAR**

### **Topic 1: Profile of NON-EU country/region's background situation**

1) General background information of the country/region/city

- Location
- Population size
- Ethnic distribution

2) Relevant political, socio-economical, cultural and religious aspects in regard to the FFM of BORDERNETwork and its implications to EU

3) Relevant political and legal background in the field of HIV/AIDS and STI – regulations and laws related to counselling/testing, access to diagnostic and treatment, legislation in the field of Prostitution, Migration, and Substance use regard to the FFM of BORDERNETwork

4) General HIV and STI situation in the country/region

- HIV and STI incidence and prevalence, data (when available) disaggregated by gender and age-groups, main risk groups, other relevant information

5) Vulnerable groups:

- Main focus on the selected target groups of FFM: estimated population size, socio-demographic data, data on substance abuse among vulnerable people (for example sex workers)

6) Services infrastructure in the target FFM region/locations in respect to HIV/AIDS/STI prevention, diagnostic and therapy and how is it structured and networked? (Please attach an organigram when applicable).

7) Access conditions

Are there specific conditions for accessing the specific services? (legal stay permission, health insurance, etc.)? Are there specific hindrances (cultural, religious, legal) to make use of those services?

## **Topic 2: Assessment of risk exposure and social determinants of risks of studied target groups**

- 1) Data on HIV/AIDS/STI prevalence in the FFM's target group. If available, please provide information and the sources of information you use. If no, what is the reason/barrier for lack of information?
- 2) Data on level of information of target group related to HIV/AIDS/STIs
- 3) Data on main determinants of risk of the target group– behavioural and social-demographic/economic/cultural?
- 4) Data on effective information, education and prevention measures among the target group. Analysis of shortages and gaps,
- 5) Description of existing services for HIV and STI accessible to the target group
  - types of services and service providers
  - range of services provided
  - financing of the services (who pays for the services and do the client have to pay)
  - relevant legislation for provision of services (which types of organizations can provide HIV and STI screening, what kind of personnel they need to have, what kind of licenses etc)
- 6) Main difficulties and barriers in access and uptake of services for the FFM target group
- 7) Main ideas and recommendations for improvement

## Part II.: Institutions, contacted in the frame of the RAR

### Relevant institutions/projects service provider

#### I. Institutional Data

##### 1.1 Service structure

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel/Fax\_\_\_\_\_

E-Mail\_\_\_\_\_

Website\_\_\_\_\_

Head of Service\_\_\_\_\_

(name and profession)

Contact persons/ role in the service\_\_\_\_\_

##### 1.2 Tasks of the institution

- Medical services
  - Testing/Diagnostic
  - Treatment
- HIV/AIDS und STI prevention
- Sexual Health/Family Planning
- Research
  - Social sciences
  - Medical sciences

### 1.3 Status

- Independent
- Part of a bigger organisation
- Governmental (GO)
- Non-governmental (NGO)
- Private

### 1.4 Funding sources

*(More than one response)*

- National governmental sources
- Regional governmental sources
- Municipal sources
- EU funds
- International public funds
- Private donations/sponsoring
- Church and other charitable activities
- Self-financing/ own funds
- Other \_\_\_\_\_

### 1.5 Scope of activities of the Institution?

- International
- European \_\_\_\_\_ (Partner countries)
- European region \_\_\_\_\_ (Partner region)
- National

- Regional
- Local/city

**1.8 Human resources**

Staff member number \_\_\_\_\_

**II. Skills**

**2.1 What is the professional profile of the team members?**

	Number
Medical doctors	_____
Nurses	_____
Social workers	_____
Psychologists	_____
Psychotherapists	_____
Interpreters	_____
Cultural mediators	_____
Administrative assistants	_____
Lawyers	_____
Social sciences scientists	_____
Medical scientists	_____

**2.2 What are your professional experiences?**

**In range of HIV/AIDS/STI**

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\_\_\_\_\_

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**In range of cross border work in ENP region**

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**III. Service profile: Clients**

**3.1 Which services are offered directly to clients?**

**A) Places and target groups**

**Where?**  Outreach

Counselling/Drop-in Centre

Out patient clinic/Stationary Clinic

Information campaigns for public and schools

other \_\_\_\_\_

**How?**  Individual client/case management

Group work

Education, training

Telephone counselling

other \_\_\_\_\_

**Target groups**

General population

Ethnic minorities  Migrants/Refugees

Sex Workers (female and male)

Sex Work clients

Young people

- MSM
- IDUs
- other \_\_\_\_\_

## **B) Services**

### **Sexual Health**

- HIV/STD information/ prevention
- HIV counselling
- STI counselling
- HIV testing
- STI testing, specify which STIs? \_\_\_\_\_
- HIV treatment and Co-infections \_\_\_\_\_
- STI treatment, specify which? \_\_\_\_\_
- Information on health and social services
- Multiplier training
- Others \_\_\_\_\_

### **Substance use**

- Harm reduction – needle exchange points
- Substitution treatment – e.g. methadone programme
- Drug treatment and rehabilitation services

### **Mental health**

- Intervention in cases of violence
- Psychological counselling
- Assistance to victims of trafficking in human beings
- Others \_\_\_\_\_

## Vocational training

### Target groups

- Doctors
- other medical staff
- Social workers
- other helping professionals \_\_\_\_\_
- Police
- Cultural mediators
- Peer educators

### 3.2 In which language(s) can the clients use the services?

\_\_\_\_\_

### 3.3 Are there any specific preconditions, which the clients have to fulfil in order to take use of the services?

- No special conditions
- Personal identification document
- Legal stay permission
- Health insurance
- Social insurance
- Eligibility for social welfare
- Others \_\_\_\_\_

### 3.4 Are the services free of charge?

- Yes, in all the cases
- Yes but not in all cases
- In which cases not? \_\_\_\_\_
- No

**3.5 Are the services confidential?**

- Yes, in all the cases
- Yes but not in all cases

In which cases not? \_\_\_\_\_

- No

**3.6 How many clients can take use of the services at the same time?**

- No limits of placements
- Limited placement up to \_\_\_\_\_

**3.7 What are the main ways, through which the clients usually reach the services?**

- Clients come directly to the service
  - Clients are referred from another organisation/doctor
  - Clients are reached by street work/ cultural mediators
- Others \_\_\_\_\_

**IV Cooperation**

**4.1 Which are your cooperation partners in the region you are active?**

At the regional level \_\_\_\_\_

Cross border (if relevant) \_\_\_\_\_

You may add an additional list

**4.2 What are in your opinion good practice experiences with the studied target group in your region?**

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**4.3 What needs to be improved through cooperation with EU country regions?**

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