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# Attachment B – Program Description

# Acronym List

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# Statement of Purpose

[Provide a brief introduction to the program, including its purpose, goals, and objectives. Clearly state the need for the program and its expected outcomes]

# Program Goals and Objectives

[Clearly articulate the objectives the program aims to achieve. List SMART (specific, measurable, achievable, relevant, and time-bound) goals and objectives per Technical Priority Area.]

# Scope Boundaries

[Define the limits of the program implementation. Specify what is included and excluded. Identify any constraints or limitations that may impact the implementation.]

# Activities and Timelines

[List all the tangible objectives that the program is expected to produce. Specify the activity that will be implemented to reach the objective and include the deliverable that will confirm that the activity was completed. Provide a completion date when the activity will be finalised and the cost associated with the activity. The below information is a guideline, but can be expanded with additional objectives.]

| **Workplan** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Nr** | **Objective/Milestone** | **Activity** | **Deliverables** | **Completion Date** | **Payment Terms/ Schedule** |
|  | State what needs to be achieved | Detailed activity and step of work that has to be done | List of the results that have to be accomplished and presented. | Date activity will be conducted | Cost for the objective |
| 1 | Project Plan with timeline |  |  |  |  |
| 2 | Identification and linkage of TB, HIV and non-communicable disease patients through community screening and linkage to services to supported health facilities. |  |  |  |  |
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| 3 | Increase patient retention on TB and HIV treatment through community tracking and tracing when the facility is unsuccessful to retain patients through telephonic tracing. |  |  |  |  |
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| 4 | Close out and wrap-up of project. |  |  |  |  |
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# Roles and Responsibilities

[Clearly outline the roles and responsibilities of each team member or stakeholder involved and their level of effort (percentage) in the program. Define the reporting structure and communication channels, including the organogram of full implementation team]

# Resources

[Identify the resources required for the program, including personnel, equipment, technology, and budget. Specify any external resources or partnerships needed.]

# Quality Assurance

[Define the quality standards that must be adhered to throughout the program. Outline any quality assurance processes or inspections that will be conducted.]

# Monitoring and Evaluation

[Describe how the program's progress will be monitored and evaluated. Identify key performance indicators (KPIs) and evaluation criteria. Identify the time period for the monitoring, i.e. weekly, monthly etc.]

# Environmental Impact

[Detail potential environmental risks during program implementation and provide measures to mitigate their impact on the project's environmental, social, or climate aspects.]

| Potential Impact | Mitigation measures | Monitoring | Responsible person |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Closure and Handover

[Outline the procedures for program closure, including documentation, evaluation, stakeholder management and handover of deliverables.]