



Terms of Reference
DREAMS Thina Abantu Abasha Program
Gauteng
Data Capturer

Introduction

Adolescent girls and young women are a priority within the DREAMS mandate and in all advocacy efforts and programmes worldwide. In South Africa, 41% of the population is made up of young people between the ages of 14 and 35 years. The South African National Youth Policy places a commitment towards prioritising the needs of young people with respect to education, health and well-being, economic participation and social cohesion.

The World Health Organization estimated that 36.7 million people were living with HIV in 2015. Sub-Saharan Africa is the most severely affected region, accounting for nearly 70% of people living with HIV worldwide.

It is within this context that in September 2015 the international community committed to ending AIDS by 2030, as part of the Sustainable Development Goals (SDGs). In support of this objective, the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and supporting organisations, including Johnson & Johnson, launched DREAMS, which is an ambitious \$385 million partnership to reduce HIV infections among adolescent girls and young women in 10 sub-Saharan African countries.

Girls and young women account for 74 percent of new HIV infections among adolescents in sub-Saharan Africa. The 10 DREAMS countries including South Africa account for more than half of all the new HIV infections that occurred among adolescent girls and young women globally in 2015. The goal of DREAMS is to help girls develop into Determined, Resilient, Empowered, AIDS-free, Mentored and Safe women.

Within this framework, Johnson & Johnson facilitated workshops focused on insight generation with adolescent girls and young women in nine DREAMS countries in 2016. Feedback from these workshops outlined three principal areas which the girls felt needed to be addressed to instil behaviour change and decrease engagement in risky sexual behaviour. These areas were on employment and employability, leadership skills and sexual and reproductive health. Against this background Johnson & Johnson and UNFPA South Africa Country Office entered into a public-private partnership in June 2017 to implement the DREAMS Thina Abantu Abasha (DREAMS TAA) Programme in KwaZulu-Natal and Gauteng. The purpose of the Programme is to contribute towards the DREAMS goal of reducing HIV infection amongst Adolescent Girls and Young Women (AGYW).

The Program was successfully implemented in City of Johannesburg and City of Ekurhuleni (Gauteng) and eThekweni and uMgungundlovu (KwaZulu-Natal) in 2018 – 2019.

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In 2020, the Program will be implemented in City of Tshwane District (Gauteng) and uGu district KwaZulu-Natal).

Data Capturer

Johnson & Johnson and UNFPA will establish under the leadership of the YLT, a team consisting of two Data Capturers to participate in the DREAMS TAA Program that will be deployed within the City of Tshwane District.

The Data Capturer will form a crucial part of the overall Youth Team, ensuring the designed program is implemented and measured in accordance to the pre-defined criteria that will enable the program to yield a successful outcome.

The purpose of the Data Capturer is to capture and process DREAMS TAA programme implementation data, and participation as well as to produce reports from the City of Tshwane district.

The Data Capturer demonstrates a shift away from working for young people, to empowering young people to ensure youth-friendly approaches and action.

Purpose of the Data Capturer

The Data Capturer will review and capture all the data collected by the Program Trainers and Peer Educators within the three subdistricts. The Data Capturer will be based within the priority subdistricts and will receive ongoing guidance and oversight within the DREAMS TAA programme governance structure.

Specifically, the **objectives** of the Data Capturer are to:

- Train and equip the Program Trainers to accurately capture the pre-defined data for all participating youth to the DREAMS TAA program within the three sub districts: Mabopane, Garankuwa and Soshanguve.
- Collect all M+E data directly from the Program Leaders within the two districts where the DREAMS TAA program will be deployed
- Accurately capture all the M+E data collected from the Program Leaders into a pre-designed platform/system
- Submit accurately captured M+E data to the external Measurement and Evaluation Specialist on a bi-weekly cycle

- Assist the Monitoring and Evaluation Lead with data refinement and report compilation that will track the participation and impact of the DREAMS TAA program
- Contribute towards the DREAMS goal of reducing HIV infection amongst Adolescent Girls and Young Women (AGYW) by 40%.

The expected results from having the Data Capturer are:

- Provide evidence that showcase the success of the Youth-led programme deployment and implementation that demonstrates enhanced meaningful participation of young people;
- Provide evidence that showcase Youth leadership skills enhanced;
- Provide evidence that showcase the cascade of Young people being exposed to meaningful employment experiences;
- Total reach of 62 000 Adolescent Girls and Young Women (AGYW) aged 12-24yrs. within the targeted district of Gauteng.

Roles and Responsibilities of the Data Capturer

- Ensure the data capturing tools and material is readily available to the Program Trainers and Peer Educators in the City of Tshwane district
- Train the Program Trainers and Peer Educators on the correct data collection method in accordance to the data collection guideline
- Weekly collection of data from the Program Trainers within the district
- Attend weekly meetings with YLT and Program Trainers
- Accurately capturing the data collected from each Program Trainer within the pre-designed platform/system
- Bi-weekly submission of collected data to the Measurement and Evaluation Lead
- Assisting the Monitoring and Evaluation Lead with compiling progress reports on the overall success of the DREAMS TAA program aligned to desired and pre-defined outcomes
- The Data Capturer is expected to be available during pre-specified and agreed contact hours.
- Actively participate in DTAA social media platforms
- Report to Youth Leadership Team
- To collect data from programme trainers once a week
 - Each data capturer is to ensure data is collected from their Programme trainer once a week. Should there be problems coordinating and collecting data from a Programme trainer, the Youth Leadership Team and the Monitoring and Evaluation specialist needs to be notified immediately. Failure to collect data weekly will be considered towards monthly stipends.
- To accurately capture the data collected from the Program Trainers within the pre-designed platform/ system.
 - Data capturers are required to capture all pre and post evaluation forms on the CommCare app.
 - Capturing is required to take place weekly. Progress will be monitored weekly and will be considered towards monthly payments.

- To safe and securely store all collected data
 - The data capture is required to contact YLT at the end of every quarter in order to organise collection of all documents for storage.
 - The data capturer is required to ensure that all documents are organised according to the PE- separating attendance registers, pre evaluation and post evaluation forms.
- To submit a monthly time sheet, stating the number of hours spent capturing data. This timesheet will then be compared to the CommCare report exported on the number of hours spent on the app
- To assist the Monitoring and Evaluation Lead with compiling progress reports on the overall success of the DREAMS Thina Abantu Abasha Program aligned to desired and pre-determined outcomes.
- To attend all event or meeting where a representative of the Monitoring and Evaluation team are required to attend.

Period of Hiring

The Data Capturer will serve for a period of eleven months, from February 2020 to December 2020, subject to ongoing performance reviews.

Allowance

- Allowance of the Data Capturer will be ZAR R5,000.00 (Five Thousand Rand) per month.

Applications for the Data Capturer

Johnson & Johnson and UNFPA invite applications for employment of the Data Capturer from young people who meet the following criteria:

- Aged 20-24 as at 1 January 2020
- Minimum educational requirement would be a Matric (Grade 12) certificate with current studies within the financial / analytical fraternity with strong Excel capabilities
- Resident within one of the local communities, City of Tshwane: Mabopane, Garankuwa and Soshanguve.
- An active member of your community with a passion for youth development and previous experience in data collection and capturing
- Affiliated to one or more youth organisations / networks, i.e. representing a constituency of some kind (faith-based, disability, educational, skills development, gender, leadership, living with HIV, sports, rural development, etc).
- Not to be employed/contracted else where
- Not a full-time student

Criteria for selection

A panel convened by Johnson & Johnson and UNFPA will review all applications and select shortlisted applicants for interview. No correspondence will be entered. Preference will be given to applicants from the two priority districts who are active in their communities. Applicants will be chosen to represent a diversity of interest groups, networks and constituencies, and preference will be given to applicants with teamwork qualities, leadership experience, communication skills, innovative approaches and commitment to furthering youth development.

How to apply

Interested applicants are requested to submit the following to zaf.admin@unfpa.org.

- Indicate position applying for and area of residence
- Letter of motivation
- CV
- Letter of support / endorsement from a local community-based organisation/s to which you are affiliated.

Closing date: 12 January 2020

Communication with prospective applicants

After the above-mentioned closing date, communication will be limited to shortlisted applicants only. Should you not hear from us after two weeks from the closing date, kindly consider your application as unsuccessful. For any enquiries regarding these terms of reference please do not hesitate to contact UNFPA at zaf.admin@unfpa.org.