

**ANNEX 6: ANNUAL WORK PLAN**

L/F Ref	Detailed Activities	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
Project Start Up													
6.1	Recruitment of Project team												
6.2	Advocacy with the government on the project and MSI Programme												
6.1	Inception/ Induction training												
6.3	Site specific project plans												
OUTPUT 1: Capacity of service delivery Teams to effectively deliver quality, client friendly SRH services													
1.1	Core technical training team (CTTT) established and trained												
1.2	Develop a set of integrated SRH guidelines (clinical + non-clinical) based on existing good practice												
1.3	Training of clinical service providers and outreach workers (SRH promoters and CBDs) to all service providers on integrated SRH guidelines including counselling												
1.4	CTTT create annual training plan and conduct annual competency assessments of clinical and outreach programme team.												
1.5	Ongoing coaching, mentoring and capacity building by CTTT through field based monitoring.												
1.7	Establish and implement client centred service quality and service marketing framework that is adapted to “local service standards”												
1.8	Train CIC staff in cost control and budget management.												
OUTPUT 2: Men and women of reproductive age, youth and Sex Workers are making informed choices about seeking SRH information and service, including contraceptive choices.													
2.1	Baseline survey (preparation, conduct, analysis and report)												
2.2	Conduct gender analysis												
2.4	Identify and select SRH promoters												
2.6	Train SRH promoters												
2.5	Develop and modify IEC materials												
2.6	Training for youth peer educators in accessing youth populations and BCC methods.												
2.8	SRH Promoters conduct small group sessions with all target populations to promote safer SRH practices												
2.13	Community and MSIM identify and select CBDs												
2.14	MSIM train CBDs												
2.15	Ongoing CBD support and monitoring provided by CTTT												

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		1	2	3	4	5	6	7	8	9	10	11	12
OUTPUT 3: Delivery of comprehensive SRH services (FP/birth spacing, STI, VCCT, ANC, PAC, ARH) through 4 integrated service delivery centres and community based service provision (monthly mobile clinics, community based distribution of contraceptives).													
3.1	Establish and equip 2 new fixed clinic facilities												
3.2	Upgrade equipment in the 2 existing clinics												
3.3	Establish 2 new mobile clinic facilities												
3.4	Fee service affordability survey for 2 new centres												
3.5	MIS data collected for all client presentations in all sites and updated monthly												
3.6	MSIM centres participate MoH/DoH National External Quality Assurance Scheme for HIV testing laboratory services												
3.7	Yangon support office oversees procurement and supply management of all centres ensuring no pipeline rupture												
OUTPUT 4: Building a more supportive operating environment through advocacy with the public sector and collaboration with PFHAB partners.													
4.1	Quarterly coordination meetings between PFHAB partners in Myanmar to share implementation progress and lessons learned.												
4.2	Semi-annual coordination meetings between PFHAB partners in Australia to share implementation progress and lessons learned.												
4.4	Participate in township level coordination mechanisms to share information and advocate for more collaboration on SRH issues												
OUTPUT 5: Public and private sector providers have improved their capacity for providing quality, more integrated, client friendly SRH services.													
5.2	Contribute to semi-annual technical updates through the Myanmar Medical Association's Continuing Medical Education Programme of SRH issues to public hospitals, GPs and partner INGOs.												
OUTPUT 6: Project Managed efficiently and effectively													
Risk Management													
6.4	Risk Assessment + Update of Risk Register												
Supervision, Monitoring and Evaluation													
6.5	Finalise Project M&E framework												
6.7	Quarterly monitoring visits to Project sites - Yangon Management Team												
6.8	Technical assistance / monitoring visit by MSIA Programme Support Manager												
Reports													
6.9	Monthly narrative and financial progress report (MSI internal)												
6.10	Quarterly narrative and financial report to AusAID (dependent on donor requirements)												
6.11	Annual report preparation												