Yekatit 12 Hospital Medical College

Community Service And Engagement Guideline

March, 2023

Addis Ababa

Ethiopia

Community service and engagement guideline

Approval

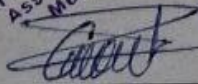Approval Authority 1:   Y-12 HMC PROVOST

Approval Authority 2:   Y-12HMC ARVP

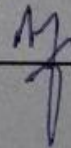Commencement Date: March - 2023

SIGNED _____   SIGNED _____

FOREWORD

The Yekatit 12 Hospital medical college (Y-12 HMMC) is a Governmental teaching institute under the regional Health bureau entrusted with the role of training of the various health disciplines in the health sector to serve the local, regional and international markets. The Hospital Medical College aligns its strategies to those of the health sector, which in turn draws its focus from the National Agenda. The Hospital Medical College has defined obligations in the proclamation No 31/2011 and plays significant role in attainment of the Sustainable Development Goals (SDGs) and Vision.

This guideline specifies the College's approach to provide community services and community engagement. The College has therefore put in place mechanisms for regular assessment of the need of community services and improvement engagement of the community.

The College aims to provide a stimulating and innovative environment for teaching, learning, and research and community service. We believe that community service is a vital part of our college. It is not only allows us to contribute to the betterment of society but also provides our employees with opportunities for personal growth and development.

Yekatit 12 Hospital Medical College recognizes its responsibility to support the health and well-being of its community. To this end, the college has established a community service and engagement guideline to guide its activities and foster meaningful partnerships with the community.

LIST OF CONTRIBUTORS

1. **Dr. Merertu Temesgen** -------------------Academic and Research Vice Provost
2. **Mr. Ayelign Derebe**-----------------------Education Development Center head
3. **Dr. Mikale Dawit**--------------------------- Internal Medicine department head
4. **Dr. Getabalew Endazenaw**--------------- Post graduate head
5. **Dr. Habtimer Abi**------------------------- Education Development Center member
6. **Dr. Genet Alemayehu**--------------------- Clinical coordinator
7. **MRs. Tsegaab Temesgen**-----------------Preclinical coordinator
8. **Dr. Trhas Tadesse**------------------------Public Health department
9. **MRs. Rediet Abebe**-----------------------Physiology department
10. **Dr. Saba Elias**---------------------------- Education Development Center member
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12. **Dr. Biniam Tsegaye**----------------------- Registrar head
13. **MRs. Roman Negewo**-------------------Student dean

Table of Contents

1. Introduction

Yekatit 12 Hospital Medical College, abbreviated as Y12HMC, was established in 2004 E.C. Y12HMC is located at Addis Ababa, the capital city of Ethiopia, in Arada- sub-city and working under the supervision of Addis-Ababa Health Bureau. Currently, the college is organized into different departments which provide quality education and health care services in diversified fields of area ranging from undergraduate to master/ specialty level in regular and extension programs. Y12HMC is one of the fastest growing Medical and health sciences college in Addis-Ababa college the college has set its core responsibility with focus on producing competent, compassionate, and caring health workforce and healthcare leaders through excellence in system oriented teaching, patient care and problem solving medical research and community service. In according to core vision excellence in system oriented medical education and models in medical education ethics and quality medical research.

We believe that community service is a vital part of our organization. It is not only allows us to contribute to the betterment of society but also provides our employees with opportunities for personal growth and development.

Yekatit 12 Hospital Medical College recognizes its responsibility to support the health and well-being of its community. To this end, the college has established a community service and engagement guideline to guide its activities and foster meaningful partnerships with the community. This guideline articulates the values, principles, and practices that underpin the college's commitment to community service and engagement.

Mission, vision and value of the college

Vision:

To be one of the premier university hospitals in Ethiopia recognized for excellence in medical and health science education, health services and research by 2034.

Mission:

Creating healthy and productive community by ensuring accessible quality health services, producing competent healthcare professionals, pursue innovative knowledge expanding research and community engagement.

Value:

The core values of Yekatit 12 Hospital Medical Colleague include:

- Excellence
- Confidentiality
- Customer centeredness
- Teamwork
- Innovation
- Compassionate
- Responsiveness

2. Purpose of preparation of this guideline

The rational of this community service and engagement guideline is to provide guidance on the community services provided by the community of the hospital medical college.This guideline provides a comprehensive guide for the college staffs looking to develop effective community service and engagement initiatives. It explores the importance of community service, the benefits it offers to the college staffs and the community, and outlines key elements to consider when developing community services. By implementing the guidelines, the college and the members of the college can create a positive impact and measure the success of their community service and engagement efforts.

3. Key principles of community service and engagement

- Community-centeredness
- Sustainability
- Equity and inclusion
- Evidence-based practice

4. Objective of community Service and engagement guideline:

This policy aims to guide and promote community service and engagement activities at Yekatit 12 Hospital Medical College. It is an important aspect of the college's mission to enhance the health and well-being of the community we serve.

1. **To Promote Social Responsibility:** By engaging in community service, we uphold our commitment to social responsibility and demonstrate our dedication to being a good corporate citizen

2. **To Enhance Team Building:** Collaborating on community service projects fosters teamwork and strengthens relationships among employees, creating a positive work environment

3. **To Develop Leadership Skills:** Participating in community service opportunities allows employees to develop leadership skills, such as problem-solving, communication, and empathy

5. Scope of community service and engagement guideline

This guideline applies to all faculties, departments, staff and students involved in all forms of community services and engagement (research and extra-curricular activities) with the external community.

6. Structure and accountability of community services

Community service directorate is under academic and research V/provost of yekatit 12 hospital medical college. Departments or individuals are submit their community service proposal and report to community service directorate then the directorate send the community service proposal and activity reports to academic and research V/provost for approval and managerial decision.

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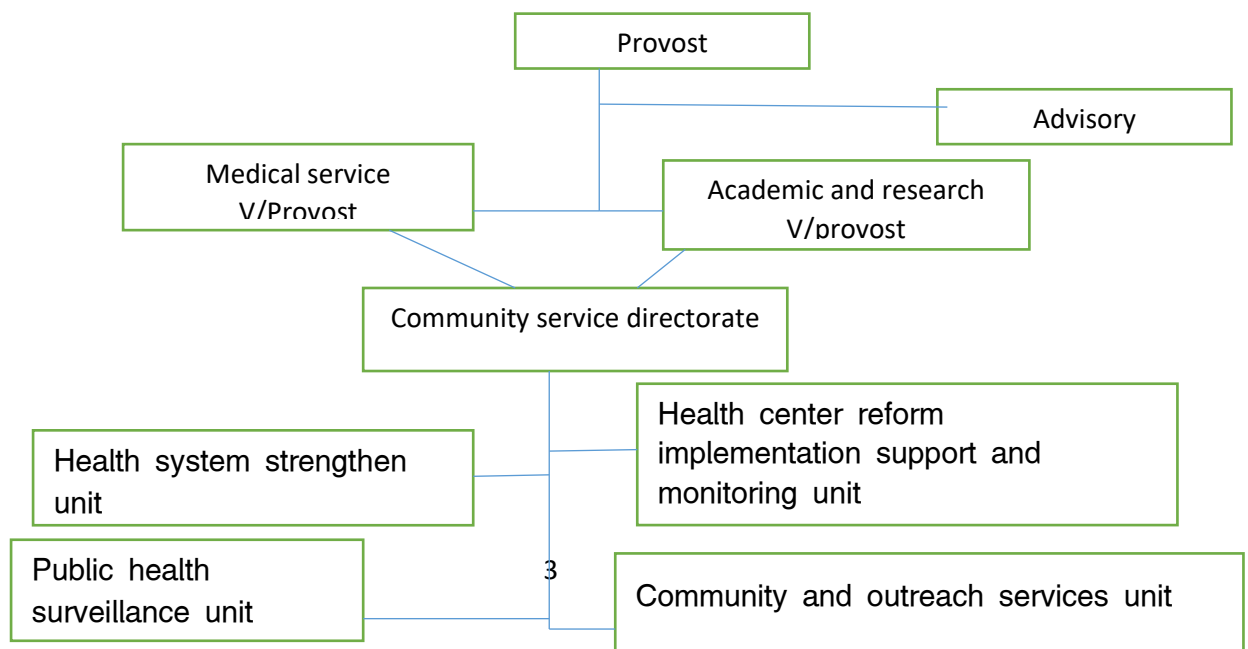
7. Responsibilities of community service directorate

- Supervise the overall community service activities of the college
- Prepare annual community service and engagement plan of the college
- Conduct community service need assessment in collaboration with departments
- Document and file community service need assessment findings, community service report and other necessary documents.
- Prepare and submit progress reports of its activities as demanded by the college;
- Monitor the progress of community service activities conducted by the department, faculties, staffs and students
- Receive community service concept notes and proposal from respective departments, faculties, staffs and students
- Assign evaluators for submitted community service projects
- Provide feedback for the submitted community service projects within one months of the submission
- Submit the selected community projects to academic and research vice provost or medical service V/provost
- Perform any other activities assigned by academic and research vice provost or medical service V/provost

8. Types of community services

Yekatit 12 hospital medical college expects to provide different types of community services, which are classified in to two broad categories.

8.1. Short term community services:

Types of community services provided by yekatit 12 hospital medical college's community members for short period(less than one year) is considered as short term community services. Short term community services are provided to the community to address their immediate health needs. Short term community services are including the following but not limited:

- **Screening Campaigns:** Members of yekatit 12 Hospital medical college are expected to do different screening campaigns for common adult and pediatric health problems.
- **Medical Consultations:** Members of yekatit 12 hospital medical college expected to provide consultations and medical advice to community or individuals seeking healthcare guidance through mass media, in collaboration with community organization, health centers, and other partners.

- **Health Education and awareness service:** Members of yekatit 12 hospital medical college expect to conduct informative sessions and workshops on various health topics, empowering the community or individuals to make informed decisions regarding their well-being.

- **Community health expos:** Departments of yekatit 12 hospital medical college expect to prepare health expos in collaboration with different partners or participate in any medical expos to increase the access of variety of health services and information to the community. The events provided in the expos include screening, consultations, health educations and demonstration of some skills

- **Free medical services:** provide free medical services for those members of the community who have no access or unable to pay for medical services.

- **Procedure of short term community service:** departments will plan community service they want to provide to the community every year and include it in annual academic plan. Departments will notify community service directorate when they are ready to provide the service based on their schedule. Community service directorate review the submitted community service request and if the request is developed based on need of the community, unit submit the request to research and publication office. The office will send the community service request to ARVP office for approval and final managerial decision. Then departments will deliver the service to the community and submit the report to community service and engagement unit by the end of the activity.

8.2. Long term community services

Community services provided by yekatit 12 hospital medical colleges which need more time (more than one year) and budget is considered as long term community services. These services can include the following but not limited:

- **Primary health care services** that include any of its components like, mental health services, MCH services, oral and dental health services and any other clinical or public health related services provided either in the health centers or in the community by Y12HMC staffs. A primary healthcare service of the college is lead and organized by primary healthcare directorate of the college. The directorate is responsible to lead, organize, monitor, evaluate and supervise all primary healthcare provided by the respective department or staffs of yekatit 12 hospital medical college. The directorate is accountable for both academic and research vice provost and medical service vice provost.

- **Specialty clinic services** which will be provided by Yekatit 12 hospital medical college staffs out of Yekatit 12 HMC compound will considered as community services.
- **Screening services**
- **Medical consultation services**
- **Health education and promotion services**
- **Training and capacity building**

9. Preparation of proposal to request funding to support a community service project

- ↓ A project concept can be originated from experiences gained from practical attachment or field visit of students, direction given by top management, request originating from community and stakeholders, research outputs of the hospital medical college that demand community intervention or can be originated from individuals that they consider an intervention for the good of the community. It can also originate from Community need assessment survey.
- ↓ A team responsible for developing a Concept Note can be initiated or formed by interested individual (academic) staffs or teams of staffs of Y12HMC or individual staffs or teams that are established for a specified project by the office of the ARVP or research and publication office or community service and engagement office.
- ↓ A Concept note has to be favorably evaluated before the full proposal is developed. A Concept Note shall clearly describe the intent of the proposed community service project and shall be prepared using the standard template given in Annex 1
- ↓ The Concept Note shall be evaluated against the criteria set provided in Annex 2.
- ↓ The office of the community service shall announce the evaluated Concept Notes so that full proposal can be developed.
- ↓ The full proposal shall be prepared according to Annex 3.

10. Evaluation of a community service Proposal

- The project proposal shall be evaluated according to evaluation criteria set in Annex 4.
- The project shall be reviewed by a reviewers selected by community service office or respective departments. The composition of the reviewers could be from Y12HMC staff and selected and invited scholars outside of the college.
- The evaluation report and comment given by the reviewers shall be communicated to proposed project developers through the community service and engagement office.
- The selected and approved community service projects shall be announced to the winners through formal communication to the principal project developer.

11. Provision of support to selected and approved Community Service projects

- It is mandatory in the project proposal document to clearly state the budget breakdown for the implementation of a proposed project
- The Principal Project leader and all team members shall sign on grant agreement between the team and the ARVP representing the hospital medical college.
- Funding release shall be as per the project budget breakdown and implementation schedule. Requests shall be presented in writing to the ARVP
- In cases where the project needs larger proportion of funding as per the activities, the ARVP may decide the amount of funding above the stated amount to be released in the first installment. In no any instant, the full project budget shall be released in one installment.

12. Monitoring and evaluation of a funded community service project

- The community service office shall nominate a monitoring and evaluation team composed of 3 individuals to monitor the accomplishment of a project.
- The project leader shall submit progress report (Annex 5) and terminal report (Annex 6) as per the schedule described in the proposal document.

- The monitoring team shall pay unscheduled and scheduled field visits to project sites. The logistic expense for the monitoring team shall be covered by the project budget.
- The progress of ongoing community service and completed projects shall be presented on the Annual Validation Workshop to be organized under the auspices of the office of the ARVP.

13. Incentives and benefits

Any staff who takes part in a community service project (team member) is eligible to receiving certification of participation (letter of participation), which can be used for promotion

The time input of participation in such projects shall also entitle the participating staff to workload benefit equivalent to participation in TTP or CBTP. Thus, guidelines to workload consideration here shall be subject to guidelines applicable to TTP/CBTP on workload calculation in the legislation of the college.

14. Length of community services project

- The length of duration of any community service projects shall normally be classified as short term and long term.
- Short term community services include any community services that have duration of less than one year.
- Long term community services include any community services that have duration of 1-3 years.
- Any project with duration length different from that stipulated under the above article shall be determined on a case-by-case basis by ARVP or responsible bodies
- For any multi-year project (one that lasts over a year), the total budget approved shall be distributed on an annual basis and budget requests shall be made from respective year's annual budget accordingly
- Some types of community services (such as, health center support) shall be considered as services of permanent nature and thus be centrally coordinated and continually financed

15. Budget source of community service and engagement

Yekatit 12 hospital medical college is the primary sources of budget for community services and engagement activities performed by the college staffs and students. The college allocates community service and engagement budget together with research budget until separate budget code will be allowed for community services and engagement. In addition to the budget allocated by the hospital medical college, budget will be identified and requested from others stakeholders as well.

16. Role of yekatit 12 hospital medical college

Yekatit 12 Hospital medical college has different roles during community services that include the following but not limited:

- Identify the need to the community through community need assessment
- Allocate appropriate budget and other necessary material for community services
- Provide certificate and recognition for the staffs and the students who will involve in community services.
- Create conductive environment for the staffs and the students to provide community services
- Prepare annual community service meeting/discussion with stakeholders
- Sign MOU with stakeholders/partners regarding community services
- Monitor and evaluate community service activities regularly

17. Role of the community during community services

The community plays a crucial role during community service and engagement initiatives. Here are some key roles that the community can fulfil:

- Active participation
- Cooperation/collaboration with other stakeholders and yekatit 12 hospital medical colleges
- Mobilizing resources
- Community members should advocate and raise awareness about social issues that affect their health
- Ensuring the sustainability of the effect of community interventions
- Accept and practice the intervention and recommended action provided by the healthcare providers

18. Periodic Review and Updates

We understand that community needs change over time. Therefore, our community service engagement guideline will undergo periodic review and updates to ensure its relevance and effectiveness in addressing societal challenges.

19. Communication and reporting

Each departments or units should include community services in their annual plan. They should develop the community service concept notes or proposal and submit to community service and engagement office before they provide any community services. They have to report the status and progress of community services to community service and engagement office at least quarterly. For long term community services, the team members who provide community services should have a meeting quarterly to discuss the progress of the project and submit their minutes to community service and engagement office.

20. Effective date:

This community service and engagement guideline shall come into force as of first day of March, 2023.

Annexes

Annex 1. A Concept Note on the anticipated Community Service Project shall state:

- Project Title
- Background (600 words maximum)
- Goal and objectives
- Procedures/Methods (600 words maximum) - what are the merits of the approach proposed? What makes the approach different from other interventions?
- Milestones and deliverables
- Expected Results (output, outcome): Beneficiaries of the community services (300 words maximum)
- Collaboration for intervention: Partners and partners role
- Mechanism for Sustainability of Project objectives (300 words maximum)
- Time table
- Proposed Budget
- Community contribution to the gross budget, Budget indicating in-kind and in –cash contribution and CV of project initiators

Annex 2 Format to evaluate a Concept Note on the proposed community service

A Proposed Community Service Project Concept Note shall be favourably evaluated before the full proposal of the project is to be developed. The criteria for evaluation of a community service project Concept Notes are listed below with its weight. Concept Notes with higher overall score could be considered for full project development. Three reviewers shall be involved to review a project Concept Note and the average score of the three evaluators will serve to decide whether the projects could go for further consideration. If total score is 50 and above, and if it is believed that the project is worth funding with appropriate modifications, the office of the ARVP shall announce the projects selected so that full proposal can be developed.

Title of the community service project---

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1. Relevance to the community, national and regional needs (20%) -----------------
   - ✓ Highly relevant (15-20)
   - ✓ Moderately relevant (10-15)
   - ✓ Less relevant (10)

2. Novelty of the intervention scheme proposed and quality of the project implementation approach. Methodology should be properly well designed and related to all project objectives (15%) -------------
   - ✓ Highly appropriate and Novel scheme (12-15)
   - ✓ Moderately appropriate (7-11)
   - ✓ Usual approach followed (<7)

3. Collaboration (15%) _____
   - ✓ All relevant stakeholders very well identified and their influence well recognized (13-15)
   - ✓ The stakeholders identified, collaborations and contributions identified (8-12)
   - ✓ Stakeholders identified, indication for collaborators contribution not well stated (≤7)

4. Result: the anticipated outputs by running this project. Which community problems will be solved? What output, outcome and the anticipated impact on the community?(15%) ---
   --

- ✓ Well stated and well aligned (12-15)
- ✓ Moderately Appropriate (7-11)
- ✓ Inappropriate (<7)

5. Technical feasibility (level of experience, availability of resources, time and budget and applicants are scientifically and technically capable and realistic in budgeting) (15%) --------
   - ✓ Highly appropriate (12-15)
   - ✓ Moderately appropriate (8-11)
   - ✓ inappropriate (<8)

6. Mechanism proposed for Sustainability of Project objectives after the project ceases (10%) _
   - ✓ There is convincing evidence that the community will own the project and maintain sustainability of the project (8-10)
   - ✓ There is a possibility other partners could be relied on for sustainability even if it is not possible for the community (5-7)
   - ✓ There is no evidence for the sustainability of the intervention beyond this project support by Y12HMC (<5)

7. Attainable within specified period (1-3 years) (10%)) ---------------
   - ✓ Highly appropriate (8-10)
   - ✓ Moderately appropriate (5-8)
   - ✓ Inappropriate (<5)

Reviewers' additional comment

The selection of the Concept Notes will be determined based on the evaluation score and availability of fund.

Annex 3 Formats to Prepare Proposal for Community Service Projects

- ➢ **Standard Format for Community Service Projects:** The proposals should not be longer than 15 pages, 1.5 spaced and 12 font size, including all the footnotes

- ➢ **Cover page:** This should include the title, project leaders name, their title and address, Department, colleges/institutes, Month and year

- ➢ **Community Service Project Title:** Keep the title of the project short and simple. The title should clearly describe the basic objectives of the proposed project and reflect the nature of the proposed work. The title of the project once approved cannot be changed or modified unless there is permission from the Institutional Research and Ethical Review Board (IRB) of the college

- ➢ Signatures

- ➢ Principal Project Leader

- ➢ Executive summary of the project: Give a short summary, maximum 400 words, of the proposed project, sufficiently informative for other who is not necessarily in your field of expertise. This summary should contain a problem statement of the project, the objectives, a brief description of how these will be accomplished, the expected outcomes, beneficiary, stakeholders involved in the project, duration and budget of the project.

- ➢ Research work, publication to date, experience on the interventions similar to proposed project (if any):

- ➢ Background and Justification: Discuss the historical development of events regarding the community service you are interested to carry out. Describe basic assumptions/concerns that led you intervene on this issue. Include information on the likely contribution to the community and way of life practice that the Community Service Project will make. Describe the gaps that the proposed Community Service Project is intended to fill. The proposal should also show the Community Service Project will be able to bring socio-economic development.

- ➢ Objectives of the project

- ➢ Materials and Methods

- ➢ Milestones and deliverables

- ➢ Beneficiaries of the community service Project

- ➢ Expected output/outcome

- ➢ Sustainability of the project outcomes/exit strategies

- ➢ Time schedule

Activity	Schedule

➢ Log-frame

Intervention logic	Verifiable indicator	Source of verification	Assumption
Overall objectives			
Project purpose			
Result			
Activities			

➢ Duration

➢ References

➢ Collaborating stakeholders

➢ Facilities and funding

➢ Budget: Indicate the budget required to be funded by Y12HMC and the fund to be generated from the community, other partners. Indicate in-kind and in–cash contribution.

➢ Project Implementation Popularization strategy: Awareness creation strategy, Dissemination workshop and Terminal report

➢ Consent form (Support letters from partners)

Annex 4 Community Service Projects Proposal Evaluation guidelines to be filled by each reviewer team member.

Proposals are funded when they meet the set criteria and on the availability of funding. The criteria are listed below with its weight. Proposals with higher overall score are considered for funding. And the proposals that have scored below 50% may not be funded. Three reviewers shall be involved to review a project and the average of the three evaluators will serve to decide on the funding of the projects. The ARVP shall declare the community service projects selected for funding.

Title of the community service project--- --- --- ------------

1. Relevance of the community service intervention to community (community priority, responsiveness to national and regional needs

2. The degree of Benefit the community could get from the community service intervention Scores for Evaluation points 1 to 2 (25%) -----------------
   - ✓ Highly appropriate 18-25)
   - ✓ Moderately appropriate (13-17)
   - ✓ Inappropriate (<13)

3. Novelty of the intervention scheme proposed and quality of the project implementation approach. Methodology should be properly well designed and related to all project objectives (15%) --------
   - ✓ Highly appropriate and Novel scheme (12-15)
   - ✓ Moderately appropriate (7-11)
   - ✓ Usual approach followed (<7)

4. Collaboration (15%) _____

The SWOT analysis, identification of stakeholders, indication of the collaborators contribution for the proposed project.
   - ✓ All relevant stakeholders very well identified and their influence well recognized (12-15)
   - ✓ The stakeholders identified, collaborations and contributions identified (8-12)
   - ✓ Stakeholders identified, indication for collaborators contribution not well stated (≤7)

5. Result: the anticipated outputs by running this project. Which community problems will be solved? What output, outcome and the anticipated impact on the community? (15%) --
   - ✓ Well stated and well aligned (12-15)
   - ✓ Moderately Appropriate (7-11)
   - ✓ Inappropriate (<7)

6. Technical feasibility (level of experience, availability of resources, time and budget and applicants are scientifically and technically capable and realistic in budgeting) (10%) -----
   - ✓ Highly appropriate (8-10)
   - ✓ Moderately appropriate (5-7)
   - ✓ inappropriate (<5)

7. Mechanism proposed for Sustainability of Project objectives after the project ceases (10%) _
   - ✓ There is convincing evidence that the community will own the project and maintain sustainability of the project (8-10)
   - ✓ There is a possibility other partners could be relied on for sustainability even if it is not possible for the community (5-7)
   - ✓ There is no evidence for the sustainability of the intervention beyond this project support by Y12HMC (<5)

8. Attainable within specified period (1-3 years) (10%)) ---------------
   - ✓ Highly appropriate (8-10)
   - ✓ Moderately appropriate (5-8)
   - ✓ Inappropriate (<5)

Reviewers' additional comment

The selection of the proposed community intervention project will be determined based on the evaluation score and availability of fund.

Annex 5. Format for Community Service Project Progress report

1. Code and title of the project:

2. Project management /Organization/ co-ordination/colleges/institutes:

    A. Name of principal project leader/project coordinator (Department)

    B. Project team member (s) in the university (if any) and their specific role in the project:

    C. Other partner/collaborating organizations (outside Y12HMC) with addresses of contact person (s) and their role in the project:

Name	profession	Department	College	Specific roles	Email

3. Project duration and period:

4. Reporting period:

5. Funding

    A. Source of funding

    B. Amount (In phases if any)

6. Fund utilized: indicate the amount of money utilized for the reporting period

S.No	Period covered _____ to _____					
	Item	Amount brought forward	Fund received	Total fund in this period	Fund expended	Balance
1.	Expendable item					
2.	Equipment					
3.	Literature and stationery					
4.	Local travel and communication					
5.	Honorarium					
6.	Personnel					
7.	Other expenses (specify if any)					
8.						

7. Objectives of the project: both general and specific objectives

8. Work plan used for the current reporting period (state briefly the work plan for the project until the current reporting is made).

9. Achievements/progress: Indicate also which objectives have been addressed: Project output description (give the highlights of the work done during the reporting period): Include detailed summaries of the work carried out and results obtained to permit informed critical scientific assessments of the work by the respective committee and peer reviewers. If possible the results could be presented in tabular or graph form. Summaries should be complete in themselves as brief as possible; consistent with clarity (a maximum of two pages is required). Interpret new findings (both positive and negative) in terms of the objective of the project and state if they are expected to increase (or degrease) the duration, total costs and/or the likelihood of the success of the project

10. Problems encountered (state any major problems encountered while conducting the research): Describe advances and/or problems encountered towards the completion of the plan of work for this reporting period.

11. 1. Measures to be taken

12. Summary of achievements in the project implementation:
    A. Any special contribution of the project
    B. Training and extension
    C. Development activities

13. Work plan (description of the work plan for the next funding, including the research time table)

14. Financial expenditure (detailed expenditure for the upcoming research period)

15. Additional remarks

Annex 6. Guideline for reviewing progress report

A. General evaluation

   1. Editorial quality

   2. Lay out

   3. Length

   4. Quality of references

   5. Comment_____

      _____

      _____

B. Administration information:

   1. Project title and code

   2. Principal Project leader and co-Project leaders and department

   3. Project duration and period including reporting period or phase

   4. Sources of fund and amount in each phase

C. Technical

   1. The extent of the objectives achieved as per the project document

   2. Method used: The project implementation methodology for this report sufficiently described?

   3. Work plan: Is the work plan achieved as per the project document?

   4. Results: Are the results well described and can be verified?

   5. The work plan: Is the future plan realistic and achievable?

   6. Fund utilization: Is the fund utilized as per the previous plan?

   7. Recommendations: What is recommendation of this report for future funding

      • Accept the report without change _____

      • Accept the report with minor change _____

      • Accept the report with major revision

      • Not accepted, that needs re-writing

   8. Reasons for the recommendation:

      A. _____

      B. _____

      C. _____

      D. _____

      E. _____

Reviewer Name: --- Signatures --------------------Date -----

Annex 7 Community Service Project Agreement Form

This is a community service project grant agreement entered between Yekatit 12 Hospital medical college (herein after referred to as the college) represented by the Academic and research vice provost (hereinafter the Vice provost) and/or the head for Community Services and Engagement (hereinafter the head) and their respective department/Office (hereinafter the Department/Office (s)) and_____ (hereinafter the project coordinator)

Whereas: the college allotted Birr _____ for the community service project entitled _____ _____ _____

_____

_____   _____

_____(hereinafter the project) as per the attached community service project document. Now, therefore, the parties hereto, have agreed on the terms and conditions set forth hereunder

Article 1:

1. Duties and Responsibilities of the Project Coordinator and sub coordinators

The project coordinator and the sub coordinator shall be jointly responsible

   1.1. Undertake the project in accordance with the terms and conditions set forth in this agreement. Present and submit a project progress report that shows progress towards achieving objectives (overall objectives, purpose, results), activities undertaken, resources and budget used, assumptions and risks update, management and coordination arrangements and work plan for the next period every 3 months or when required.

   1.2. Prepare and submit final (project completion) report that clearly shows program context including links to other ongoing operations/interventions, objectives achieved (overall objectives, purpose, results); activities undertaken; resources and budget used; assumptions and risks update, management and coordination arrangements;

   1.3. To notify the department/Office reasons for suspension/termination in the case of the premature suspension/ termination of the Project, including instances where the project coordinator changes her/his home institution

   1.4. Be responsible for the proper utilization of the fund allocated

   1.5. Present valid document on utilizing fund for disbursement

1.6. Abide by the financial administrative proclamation of the Addis Ababa city administration office of finance or Federal Government of Ethiopia and directives of the Ministry of Finance

Article 2

2. Grant Amount

2.1. The College agrees to allocate a sum of Birr _____ (in words _____

_____ to the Project for the fiscal year _____ EC commencing this day of _____

Article 3: Disbursement Schedule

Disbursement of the fund shall be as follows:

1.1. Budget will be released within_____ days after the signing of this agreement. The payment modality of community service project will be made on individual request.

1.2. The provision of article 3.1 notwithstanding, disbursement of funds shall be made in accordance with the budget breakdown in the project document and subject to settlement (financial report) of previously released funds

Article 4: Fund Utilization

4.1. The fund granted shall be utilized in accordance with the budget breakdown presented in the project document

4.2. The project coordinator and sub coordinators shall not use the funds for purposes other than those stated in the project document attached

4.3. Unutilized fund shall be returned to the college immediately. No exception shall be made against this rule.

4.4. Any equipment or materials (tangible or otherwise) acquired through the project funds shall be the property of the college after the completion of the project

Article 5 Change to the Project

5.1. Any major change to the objective(s), methodology, work plan, activity, etc. in the project document shall be reported to the department/Office (s) and approved immediately.

Article 6: Breach of Agreement

Among other, the following shall be considered as breach of the agreement:

Use of the fund partially or fully for purposes other than those indicated in the project budget breakdown

Failure to timely submit project reports (progress, financial and final)

Settle the funds during the budget year as requested by the finance department

Article 7: Effects of Breach of the Agreement

7.1. The project coordinator and sub coordinators shall be liable jointly and severally in case of breach of agreement to article 6 of the agreement

7.2. The project coordinator shall be liable for non-performance of her/his responsibilities stipulated in the agreement

Article 8 Intellectual Property Rights over the work

8.1. The College shall own all intellectual property right over the work. Project coordinator and sub coordinators shall retain the moral right over their work. In consistent with the copyrights laws of the country coordinators and sub coordinators shall be entitled to present, publish and disseminate their intellectual works.

8.2. In any form of publication, authors must acknowledge the financial and other assistances they have received from the College.

Article 9: Dispute Settlement

9.1. Any dispute that arises among project sub coordinators must be submitted to project coordinator in writing. The project coordinator must give his final decision on the matter in writing within 15 days of receiving the compliant.

9.2. Any dispute that arises between project coordinator and other sub coordinators must be submitted to the head for Community Services and Engagement. The head must give his final decision on the matter in writing within 15 days of receiving the compliant.

Effective Date of the Agreement

This agreement shall come into force on the date of its signature on this day of _____ _____

For Yekatit 12 Hospital Medical College

Checked by   Approved by

 Name _____   Name _____

Signature _____   Signature _____

For the Project (Project Coordinator)

Name _____ Signature _____

For the Project sub coordinators

    Name _____Signature _____

    Name _____Signature _____

    Name _____Signature _____

    Name _____Signature _____

Annex 8. Community need assessment tool

Questionnaires focusing on **Community needs, perceptions and demand: community need assessment tool**

Section I. Identification and informed consent

Question	Response Questions
1.1.Sex	1. Male 2. Female
1.2 . Age	_____
1.3.Occupation	1. Government employee 2. Private employee 3.Unemployed
1.3 Marital status	1. Married 2. Divorced 3.Widowed
1.4. Educational Status	0) Cannot read and write 1) Can read and write 2) Elementary School 3) Secondary School 4) Higher Education
1.5 Monthly Income	1 < 1500 2) 1500 – 3000 3) > 3000
1.6 Religion	1.Orthodox 1) Muslim 2) Protestant 3) Catholic 4) Other

Section2. Need for essential health services in communities

Sr.No	Question	Response option			
2.1	In the community during the past three months, would you say most people, some people or few people received the following health services when they needed them?	1. Most people	2. Some people	3.Few People	
2.1.1	Urgent medical care				
2.1.2	Planned elective surgery				
2.1.3	Usual medication for chronic care diseases such as diabetes or hypertension				
2.1.4	Recommended laboratory or imaging test				
2.1.5	Mental health services				
2.1.6	Contraceptives				
2.1.7	Antenatal care				
2.1.8	Delivery with assistance from a skilled birth attendant				
2.1.9	Immunization services				
2.1.10	Home-based long-term care (such as rehabilitation or palliative care)				
2.1.10	Sanitary (Environmental sanitation) services				

Section 3. Barriers to seeking essential health services in communities

Sr.No	Question	Response options
3.1	What were the main reasons people did not receive the health services they needed?	**Informational and cultural reasons** 1. Not knowing about available services 2. Traditional or folk medicines preferred Physical access and cost reasons 3. Health facility too far 4. Lack of transportation to facilities 5. Lack of transportation for referral between facilities 6. Service fees too high 7. Informal payments or bribe expected **Facility reasons** 8. Perceived lack of health workers at facilities 9. Perceived lack of medicines at facilities 10. Perceived lack of equipment at facilities 11. Perceived lack of culturally or religiously sensitive services 12. Disrespectful providers at facilities 13. Mistrust of providers or facilities 14. Discrimination against certain communities 15. Inconvenient opening hours 16. Long wait time 17. Administrative requirements that exclude certain people (e.g. registration in local area, citizenship) 18. Other

Section4. Most Important Public Health Needs

Mark the three most important needs

- o   More community focus on preventative healthcare
- o   Affordable transportation for health care services
- o   Provide more education on maintaining personal hygiene
- o   More payment assistance programs for adult dental, hearing and/or vision services
- o   More access to affordable comprehensive (or primary) health care services
- o   Increasing the community's knowledge of available health resources
- o   More emphasis on early childhood nutrition education
- o   More emphasis on reinforcing healthy eating habits
- o   More nutritional counseling (one on one and free)
- o   More knowledge of available food resources
- o   More assistance and resources for victims of domestic violence
- o   More assistance and resources for victims of elderly abuse