



Quality Action
Improving **HIV** Prevention in Europe

Quality Action CASE STUDY

1. Name and country of the organisation

(Please state the name and the country of the organisation that implemented this practical application of a QA/QI tool as part of Quality Action. We do not publish this information unless you agree. You can remain anonymous by adjusting the settings at the end of this form).

Soa Aids Nederland (STI AIDS Netherlands), the Netherlands
www.mantotman.nl

2. Authors of the case study and contact details

(Please provide then name of the author(s) of this case study and any contact names, Email address or websites where readers can access more information about this practical application of a QA/QI tool).

3. External support (facilitators/partners/technical assistance)

(Please list the names of other organisations and/or people who were involved in this practical application of a QA/QI tool, e.g. project partners, technical assistance, external stakeholders etc..).

4. Project/Programme and key population/target group addressed

(Please describe the project/programme to which you applied the tool and the key population/target group addressed).

- Project: Man tot Man (English: 'Man to Man')
- Key population/target group: men who have sex with men

5. Goals/aims of applying the QA/QI tool

(Please list the goals you wanted to achieve with the practical application of the tool).

Succeed was used to achieve the following goals:

- 1) To write an updated, accurate project description ('position paper') of the Man tot Man project, its strategies and its activities
- 2) To identify strengths, weaknesses and areas for improvement in terms of project implementation

PQD will be used to achieve the following goals:

- 3) To identify the way in which Man tot Man collaborates and participates with target audiences and stakeholders (for the 'position paper')
- 4) To improve collaboration and participation with stakeholders and target audiences in the project cycle (needs assessment, planning, implementation and evaluation)

6. Tool and methodology used

(Please indicate which of the five tools you used (Succeed, QIP, PQD, PIQA, Schiff) and briefly sketch out the steps and measures of how you applied it).

Two tools, namely Succeed and 'Circles of Influence' from PQD have been adapted for quality assessment and quality improvement of Man tot Man. The following steps have already been taken:

- Preparation: this included defining the scope and goals of the practical application and collecting the necessary documents and materials in advance. An international exchange was organised in November 2014 together with Sensoa and Sexual Health Centre Cork to discuss our application of the tools.

- Practical application of Succeed: the Succeed questionnaire was used to analyse Man tot Man documentation (current strategic documents, an outdated 'position paper' and other documents) and rewrite a new 'position paper'. The new position paper (including the results from Succeed) was discussed with the Man tot Man steering group in January 2015.

- Practical application of 'Circles of Influence' from PQD: the tool 'Circles of Influence' will be used in 2015 by the MSM program of Soa Aids Nederland to make a list of stakeholders and their positions in relation to Man tot Man. Results from the Circles of Influence team exercise will be turned into a 'stakeholder map' and will be added as an appendix to the final position paper.

- Final report and internal discussion:

Final report including this case study, the full Succeed questionnaire and 'stakeholder map' based on Circles of Influence from PQD will be discussed with Soa Aids Nederland colleagues, the Man tot Man project team and the Man tot Man steering group.

7. Results and benefits of applying the QA/QI tool

(Please describe what resulted from applying the tool and if and how your project/programme benefitted).

Man tot Man has been operational since 2007/2008 and has experienced major changes in terms of organisational shifts, funding and strategic developments. In order to describe the implications of these changes and developments for Man tot Man, the outdated position paper from 2009 has been rewritten in the course of 2014. The entire Succeed questionnaire was applied to the project description to review key documents guiding Man tot Man, including the new position paper. Succeed was very useful during this process, because the questionnaire gave structure to this process and also helped point out several strengths and weaknesses, mainly concerning stakeholders and intermediaries, sustainability and monitoring of effects of the project. With regards to our relationship to stakeholders, PQD will be used in 2015 to draw a stakeholder mapping together with the rest of my team.

8. Recommendations

(Please describe the lessons learnt from positive and negative experiences during the process of using the tool itself and about the quality of projects/programmes like yours).

First and foremost, integrating the practical application of Quality Action tools in other activities turned out to be the most important factor in successfully applying the tools. Before I started, I did not have a concise nor a clear picture in my head of what I wanted to achieve by applying Succeed and PQD. I started off with the idea to apply the tools to a new project focused on MSM outreach, but this project wasn't sufficiently operational at the time to use the tools effectively. Forcefully applying the tools to a premature project proved to be difficult and wasn't motivating at all.

Therefore, changing my focus to reviewing the Man tot Man position paper was very helpful. It allowed me to integrate the practical application with other concurrent tasks. Moreover, without Succeed, I would have not have been able to review the position paper as structurally and completely as I did by using Succeed. Because of the overlap between the Succeed questionnaire results and the position paper, it was more practical to discuss my findings and the revised position paper with my team, instead of the complete Succeed questionnaire.

Second, it has to be clear to everyone involved 'why' Succeed and PQD are being applied to the project. This was especially relevant in my case, because I applied Succeed individually and needed to have the necessary support from my management. What is the concrete goal of the practical application? It has been very helpful to write down a protocol and planning, describing several steps that needed to be taken during the practical application, including the smaller goals per step. Sharing the protocol was helpful to give some insights in Succeed and PQD to people who are unfamiliar with the tools.

Please indicate how you want this case study to be published:

- ☐ *I want this case study to be published mentioning the names of countries, organisations, people and contact details/websites in the text above.*
- ☐ *I want this case study to be published anonymously, meaning that names of countries, organisations, people and contact details/websites in the text above will be removed by the editors before publishing.*
- ☒ *I want this case study to be published without mentioning people's names, meaning that names of people in the text above will be removed by the editors before publishing, but names of organisations and countries as well as website addresses will remain.*

*Please return the filled in document to your country contact
(who will then forward it to their WP 6 contact).*

Thank you!