

Project Title/Name: Universal LLIN Distribution Campaign in Greater Accra,
Northern and Upper West Regions, Ghana

Contract Number

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Against Malaria Foundation (AMF)
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Episcopal Relief & Development

Second Activity Report

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| Venue of Activity: Northern, Greater Accra and Upper West Regions | Total Number of Districts in Region: Forty three (43) districts for AMF work |
| Implementation period: July, 2016 | Report Date: August 15, 2016 |
| Activities Organized by: Various activities during reporting period organized or initiated by Against Malaria Foundation, National Malaria Control Programme (NMCP), with monitoring by Episcopal Relief & Development/ADDRO | |

Introduction / Background

The Ghanaian National Malaria Control Programme (NMCP) and other partners continue to implement the 2016 mass LLIN distribution campaign in the Country. Against Malaria Foundation (AMF) is supporting the NMCP to distribute 2,686,808 LLINs in three regions in Ghana - Northern, Upper West and Greater Accra regions. Episcopal Relief & Development/Anglican Diocesan Development and Relief Organization (ADDRO) continue to monitor the campaign activities and prepare for the Post-Distribution Check-Ups (PDCUs) of the LLINs in the three regions.

This report highlights all activities undertaken in the campaign as well as other project planning and coordination activities by Episcopal Relief & Development and ADDRO in the aforementioned regions in the month of July 2016.

Overview of Key Activities Carried out in July

During the reporting period, six key activities of the mass LLIN campaign in the three regions were implemented. Episcopal Relief & Development/ADDRO supported the NMCP to implement most of these activities in the month of July. The activities undertaken are grouped under the three main phases of the campaign: Pre-distribution, Distribution and Post-distribution.

Pre-distribution phase – Three major activities were undertaken within the month of July and were led by the NMCP with support from Episcopal Relief & Development/ADDRO. Activities undertaken in the pre-distribution phase included the following:

- Orientation of District Supervisors and Volunteers in Upper West Region
- Household registration exercise in Upper West Region
- Pre-distribution data validation (validation of household registration data) in Upper West.

Distribution phase – The LLIN point distribution exercise in Greater Accra Region was undertaken during the reporting period. The distribution exercise was led by the NMCP with support from Episcopal Relief & Development/ADDRO and other partners including USAID Deliver and VectorWorks. During the distribution, registered beneficiaries redeemed their LLINs at designated distribution points and ADDRO monitored this exercise in the region.

Post-distribution phase – The major activity undertaken in the post-distribution phase during the reporting period was the Data Entry of coupon counterfoils for the Northern Region LLIN campaign, which took place during the month of April. The data from the 20 AMF supported districts in the Northern Region was entered by 60 trained data entry clerks. The data, which were in the form of coupon counterfoils, were packaged and transported from the sub-districts in the Northern Region and input electronically at the data entry centre in Bolgatanga. Apart from entering all (100%) main data, selected data entry clerks were made to sample and re-enter 6% of the data as a means of cross-checking and verifying the accuracy of the main data entry.

Project Planning & Miscellaneous Activities

During the month of July, Episcopal Relief & Development and ADDRO were also involved in other Project Planning activities including the following:

- Designing of health SBCC messages – health messages
- Designing/revising follow-up strategies, work plan and data collection tools
- Compilation of ADDRO staff roles and responsibilities for AMF
- Procurement of equipment

The table below provides a comprehensive list of all activities in which Episcopal Relief & Development and ADDRO participated during the reporting period, along with some basic observations.

AMF Monthly Activity Report – Table of Activities (July 2016)

| | Date(s) | Location | Activity | Brief Description of Activity | Stakeholders involved | Outcome / Findings / Comments |
|---|------------|-------------------|--|--|-----------------------|--|
| 1. Pre-Distribution Phase | | | | | | |
| <ul style="list-style-type: none"> • Details on Pre-Distribution activities in the Northern Region are included in Pre-Distribution Report submitted June 30. • Details on Pre-Distribution activities in the Greater Accra and Upper West regions are forthcoming in the Pre-Distribution / Distribution Report to be submitted December 15. | | | | | | |
| 1.1 | July 4-8 | Upper West Region | Orientation of District Supervisors and Volunteers | The supervisors' training and orientation was facilitated by National and Regional Supervisors with the aid of a manual developed by NMCP. Topics included registration of households and issuing out of coupons, social mobilization and SBCC messages to be given out, allocation of nets to households using the universal coverage principle, point distribution exercise, monitoring & supervision of the household registration and point distribution exercise. | GHS, NMCP, ADDRO | <p>In all, 101 sub-district supervisors were trained. The sub-district supervisors then facilitated the orientation for the volunteers. The training content for volunteers was similar to that of the supervisors. However, the formula for calculating allocation of LLINs was deliberately not shared with volunteers in order to minimize the potential for intentionally altering the number of persons in the households for more allocations of LLINs. Trainers shared experiences on similar exercises in the Northern and Greater Accra Regions for participants to take note of during the exercise.</p> <p>ADDRO observed that the sub-district supervisors trainings were going on concurrently in all the districts at the same time. Also, some of the volunteer trainings were done on the same day and time. As a result, the ADDRO teams could not spend much time with participants to observe a training to the end, as the teams needed to monitor training in other districts as well. Though ADDRO teams could not stay to the end of these training, they spent some reasonable time at each training to observe and make inputs.</p> |
| 1.2 | July 11-15 | Upper West Region | Household registration exercise | Involved trained volunteers (and supervisors) visiting every household in the targeted areas in order to record the number of residents in each household to help calculate the correct allocation of nets to be given out during the point distribution exercise. Counterfoil coupons were issued to households for redeeming on the day of the distribution. ADDRO monitored this activity in the districts. | GHS, NMCP, ADDRO | <p>The household registration exercise is now completed in all three regions. Some key observations made by the ADDRO teams during their monitoring visits of the Upper West region included the following:</p> <ul style="list-style-type: none"> • The exercise was done during the farming season and so affected the work of the volunteers since they either have to do the work very early in the morning or late in the evening when they return from their farms. Monitors were therefore unable to observe the work of a number of volunteers in the field because of this. • The ADDRO teams observed that in some isolated cases, volunteers were writing only the first names of heads of households and were writing the number of people in a household in figures without the corresponding words. The monitoring team encouraged the Supervisors to ensure the volunteers do the correct thing on the ground and to follow up on households they could not meet in order to register them. |

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| 1.3 | July 25-29 | Upper West Region | Pre-distribution validation (validation of household registration data) | Pre-distribution validation is an exercise that verifies data compiled by the districts after the registration exercise to ensure that allocated number of nets needed for each district are accurate and correctly reported to NMCP. The validation exercise enables NMCP to determine the actual number of LLINs needed by the region, districts, sub-districts and communities. Areas to look out for during validation include figures on net allocation against the total number of people in the household, how the number of people in a household and net allocations are captured in figures and words, querying coupons with household size above 20, and ensuring that the values on the summary sheet of the various Sub-Districts are correct. | NMCP, ADDRO, GHS | <p>This activity has now been completed in all three regions. The Upper West Regions household registration exercise had fewer errors as compared to Northern region in terms of registration (number of people in a household) allocations and summaries. This may be due to experience gathered by the supervisors from the other regions and better training and supervision.</p> <p>The M&E Officer for NMCP created a WhatsApp group for the validators. This platform was used to share ideas and challenges from the field. ADDRO M&E officer was on the group and was aware of all the issues in the field. This was a strategy to share information and help address issues such as changes in schedules so that everyone can be in the loop when things change.</p> |
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2. Distribution Phase

- Details on Distribution activities in the Northern Region are forthcoming in the Distribution Report to be submitted September 15.
- Details on Distribution activities in the Greater Accra and Upper West regions are forthcoming in the Pre-Distribution / Distribution Report to be submitted December 15.

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| 2.1 | July 5-12 | Greater Accra | LLIN Point distribution (distribution of LLINs to registered beneficiaries from pre- determined, fixed points) | <p>This is the stage where heads/representatives of households converge at a point to redeem their nets. The duration for point distribution of the LLINs in Greater Accra was for eight days. The distribution exercise took place at various prepositioning sites (PPS) and distribution points (DP) concurrently in all communities. Each PPS and DP had at least two attendants (a health work and a volunteer). The PPS and DP attendants received a beneficiary's coupon upon arrival and crosschecked with the coupon counterfoil to verify authenticity of coupon. When the details on the coupon correspond with coupon counterfoil, the PPS attendant records on the coupon number of LLINs received and issues out the nets. The packs were opened to prevent people from selling them. Information about net care and usage was intermittently given out to groups of beneficiaries at these distribution points by the staff. ADDRO HQ and Greater Accra regional office team monitored the exercise.</p> | GHS, NMCP, ADDRO, Episcopal Relief & Development, USAID Deliver and Vector Works | <p>The Greater Accra Region is the second after Northern Region to accomplish the point distribution. During this activity, ADDRO noted a few challenges:</p> <ul style="list-style-type: none"> • SBCC: Prior to the distribution, social mobilization activities are to be carried out to disseminate information on the exercise to community members to ensure high turn-out rate during the distribution. In the Greater Accra region, however, the distribution date was moved up to an earlier date, not leaving adequate time for the normal social mobilization activities. As such, the district could not use its typical SBCC strategy to communicate to community members on the change of date for the mass distribution exercise, thus needed to employ a different mechanism to rapidly raise awareness. Therefore, information vans with loud speakers were driven around communities to announce the on-going LLINs distribution, encouraging community members to go to the distribution points with their coupons to redeem their nets. • Bales of Nets: The nets received by the municipalities were in bales containing 100 nets each weighing 63kgs, with tags of MoH, GHS, AMF/NMCP written on them. There were isolated reports from some distribution points where less than 100 pieces of LLINs were realized in some bales. The nets shortages in such cases ranged from 1 to 6 LLINs per bale. These few shortages were due to packaging error. NMCP promised to top up LLINs in the affected areas if there were shortages. • Number of Nets Allocated: ADDRO observed that few household members discovered the distribution strategy (universal coverage formula) and changed their household sizes/numbers on the coupon ostensibly to receive more nets. However, this was easily found out and corrected as the distribution point attendants checked the counterfoils with the coupons submitted by the households. • Traffic Accident: Asutsuare sub district in the Shai Osudoku district, car conveying the LLINs to the sub district was involved in an accident destroying almost all the counterfoils (the counterfoils were immersed in a pool of water. While the nets were not destroyed, some of the packaging was destroyed and others were stained with mud Upon series of discussion between NMCP and other stakeholders in the distribution exercise, it was agreed that the coupons of the beneficiaries could be used to redeem the nets. It was also agreed that these coupons should be kept for post validation and data entry since the counterfoils were destroyed. |
| | August 1-7* | Upper West | | | | |

3. Post-Distribution Phase

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| 3.1 | Ongoing since June 22 | Northern Region | Data Entry of Registration and Distribution Data | Registration and distribution data, which are on coupon counterfoils, are being entered electronically at the Data Entry Center in Bolgatanga in the Upper East Region. This data entry process is being carried out by 60 data entry clerks, who have been hired and trained to input the data in the database developed by AMF. The clerks are tasked to enter all (100%) of the data in Northern Region, whilst another set of clerks are entering 6% of the data already entered into the system. This is to compare and determine the level of accuracy of the data being entered. | ADDRO | <p>Most of the challenges with data entry are related to the counterfoils. Some of the issues include:</p> <ul style="list-style-type: none"> • There was high number of vouchers entered with missing fields. • There were missing or unreadable serial numbers • The handwritings in some of the coupon counterfoils were not legible and this made the main data clerks and the 6% data clerks see the writings differently and hence mismatch in the data. • Some vouchers had differences between LLIN allocated and LLINs given <p>ADDRO has communicated these issues to the NMCP who has agreed to incorporate and highlight these issues in subsequent trainings for Supervisors and Volunteers. In addition, during the Upper West region meetings before the registration and pre-validation, ADDRO's M&E Officer discussed these issues so that supervisors can be able to look out for these issues and correct them.</p> <p>Other data entry issues related to the 6% data entry, which was lagging behind as at the end of July. This was because only two clerks were doing the 6% and both of them were absent for work sometime in July due to ill-health. In order to catch up, the 6 % data entry clerks were increased to 10 with an expectation that the 6% would quickly get caught up.</p> |
| | TBD * (Sept.) | Greater Accra | | | | |
| | TBD * | Upper West | | | | |

4. Project Planning & Miscellaneous Activities

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| 4.1 | July | ADDRO Head Office, Bolgatanga, Upper East | Designing of health SBCC messages. | The ADDRO team designed some SBCC messages within the reporting period. These are health messages that would be used by the volunteers to sensitize community members on malaria, diarrhea, and pneumonia on monthly basis. | ADDRO | Volunteers will be trained to deliver the health messages at community level. The messages communicate about the three diseases: malaria, diarrhea, and pneumonia, what they are, their causes, prevention, treatment and home management. For malaria, messages will also touch on the correct and consistent use of LLINs as well as the care and maintenance of the LLINs. |
| 4.2 | July | ADDRO Head Office, Bolgatanga, | Designing follow-up strategies, | The ADDRO team held a meeting within the period to develop a follow-up strategy for the post- | ADDRO | The Volunteers' household sensitization and data collection form has been developed for use at the community level. The tool captures relevant data such as Name of HH Head, Total # of people in HH, Number of LLINs received during the |

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| | | Upper East | work plan and quarterly data collection tools | campaign monthly follow-up to households, and quarterly data collection. The team also developed a work plan for the post campaign activities in the three regions. | | campaign, Condition of LLINs, Net Usage, # of people sensitized (on causes, signs and symptoms, prevention, Treatment and home management) of Malaria, Diarrhea and Pneumonia. A strategy for the post campaign follow up was also developed to include the following activities: <ul style="list-style-type: none"> • Selection and training of volunteers • Monthly sensitization of households on malaria, diarrhea and pneumonia issues. • Quarterly follow-up on LLINs and data collection on condition and usage of the LLINs • Six monthly Post Distribution check-up (PDCU) with (105%) data collection • Selection of Enumerators and compilation of list (Volunteer Name, District, Sub-district, community, number of households responsible for) • Training of Enumerators and Supervisors at the District Levels • Malaria Case rate data collection (monthly) |
| 4.3 | July | ADDRO Head Office, Bolgatanga, Upper East and Episcopal Relief & Development | List of roles and responsibilities of ADDRO staff on the AMF Project | Within the reporting period, Episcopal Relief & Development/ADDRO compiled and shared a set of roles and responsibilities of staff on the AMF Program. | Episcopal Relief & Development, ADDRO | The document on the roles and responsibilities of Episcopal Relief & Development/ADDRO staff on the AMF program was shared with AMF. This document clearly outlines the role each staff is expected to play in the team to contribute to the achievement of the program's goal and objectives. |
| 4.4 | July | ADDRO Head Office, Bolgatanga, Upper East | Procurement of equipment | Within the period under review, ADDRO continued to procure the necessary tools and logistics equipment needed to make the work more effective, including vehicles, furniture, laptops, printers and stationery for all regional offices as well as Headquarters. | ADDRO | ADDRO has, within this period, resourced the various regional offices and staff with the necessary tools and logistics to enable them perform their expected roles effectively. |

** Activities which occur after July 31 will be reported on in the next Monthly Activity Report (September 15) and/or subsequent Distribution or Post Distribution CheckUp (PDCU) Reports*

Conclusions

Episcopal Relief & Development/ADDRO with support from Against Malaria Foundation have effectively worked in collaboration with GHS/NMCP to implement all activities in the pre-distribution phase in all three regions and other activities planned for July in all the three regions. Specifically, the planning sessions at all levels, ranging from the national to local levels, the orientations and trainings at all levels, the registration in all regions, compilation of registration data and pre-distribution data validation have been completed in all three regions.

Episcopal Relief & Development/ADDRO is set to rollout follow up activities in the Northern region as well as the implementation of the rest of the distribution and post-distribution activities in the Greater Accra and Upper West regions.

LINK TO PHOTOS: <https://episcopalrelief.box.com/s/e609fcd8op4on4uydifed1s2rtlqoowi>