

GHANA HEALTH SERVICE  
NATIONAL MALARIA CONTROL PROGRAMME

**DRAFT PLAN FOR 2018 LONG LASTING  
INSECTICIDE NETS (LLINs) POINT MASS  
DISTRIBUTION (PMD) CAMPAIGN**

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*5/1/2018*

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## **1.0 CHAPTER ONE: INTRODUCTION**

### **1.1 Background**

Point Mass Distribution (PMD) of LLINs is one of the strategies adopted by Ghana to make nets available to households throughout the country, as part of efforts to achieve universal coverage of LLINs. A door-to-door mass LLIN distribution campaign, with hanging, was held in the country from 2010 to 2012. According to WHO, the Long Lasting Insecticidal Treated Nets (LLINs) with permethrin as the active ingredient will last for a period of at least three years, if they are washed and kept well. In view of this, the previous mass campaign (fixed point distribution), held from 2014 to 2016, was done on the premise that the insecticide in the nets distributed in the previous campaign was no longer viable and, as such, there is a need to replace the LLINs to maintain gains made to date towards achievement of universal coverage.

The strategy that has been adopted so far by the country is to distribute in one region at a time. The region that was the first in the previous campaign will be the first in the ensuing campaign, because it is estimated that by the time the campaign will be starting, their nets would have been used for at least three years. Thus, in this regard, the ensuing LLIN distribution campaign will be held in 2018. However, instead of running a region after a region campaign, the 2018 PMD campaign will be run in two phases (Phase 1 & 2). Each phase will serve five regions. Phase 1 will distribute LLINs to Eastern, Volta, Brong Ahafo, Western and Central Regions. Phase 2 will include the Ashanti, Northern, Upper East, and Greater Accra. This document is a plan that outlines all processes and means to achieve PMD using the new strategy. This plan will be piloted in New Juaben and Asuogyaman districts in the Eastern Region and South Tongu and Akatsi North districts in the Volta Region.

A National coordinating team made up of representatives from the Ministry of Health/Ghana Health Service, NMCP, Development Partners, the media and civil society will provide leadership and technical direction throughout the implementation of the campaign. The team will have subcommittees comprising Planning and Coordination (P&C), Procurement and Supply Management (PSM), Monitoring and Evaluation & Information Technology (M&E/IT), Social, and Behavior Change Communication (SBCC). National teams will be formed to coordinate regional activities for specific focus areas. A coordinating team will be made up of at least four persons; P&C, PSM, SBCC and M&E. The team will be responsible for ensuring the success of the campaign in the assigned regions.

### **1.2 Purpose of the implementation plan**

This plan describes the activities, methodology and process for the entire LLIN Point Mass Distribution campaign. It will serve as guideline for the implementation of the campaign. It also spells out the roles and responsibilities of all partners and stakeholders involved in the campaign.

The toolkit contains the materials that have been approved by the National Coordinating Committee for use during the LLIN mass distribution.

### 1.3 Campaign goal and objectives

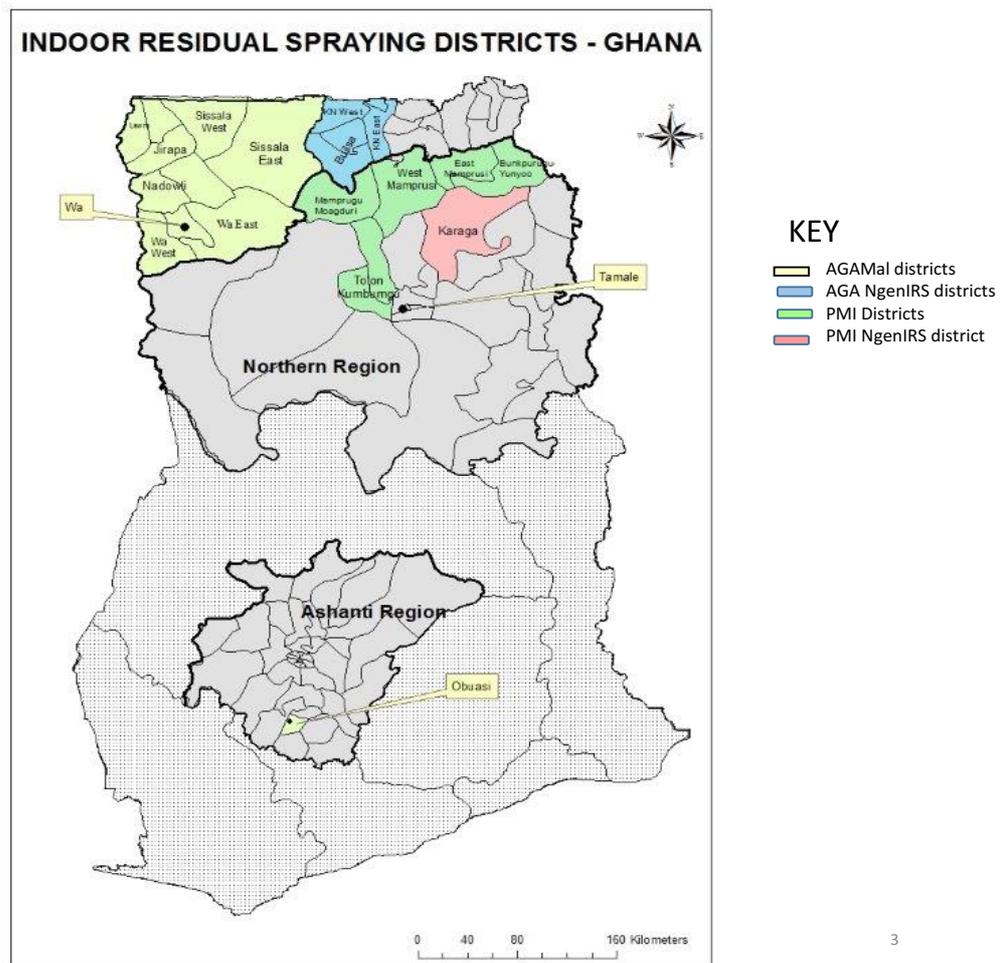
In line with the Ghana Malaria, strategic plan (2014-2020) the overall goal of the mass LLIN distribution campaign is to protect at least 80% of population at risk with effective malaria prevention interventions.

Specifically, the campaign aims to achieve the following objectives:

- To register at least 90% of all households in targeted regions
- To distribute LLIN's to at least 90% of all registered households (Universal coverage principle: 2 persons to one LLIN in a household)

### 1.4 Target Beneficiaries

The campaign will target the entire population using the universal coverage policy of the World Health Organization (WHO), which has been adopted by Ghana. The policy states that two persons will be entitled to one net in a household. A household is defined as a number of persons who share the same eating arrangement and recognize one person as their head. Areas benefiting from the Indoor Residual Spraying (IRS) program will not be included in this campaign. **Fig 1** below shows a map of the country detailing these IRS districts.



**Fig 1: Indoor Residual Spraying Districts in Ghana**

### 1.5 Key lessons learnt from previous PMD Campaign (2014-2016)

In the last LLIN Point Mass Campaign, lessons learnt informed the change (either strengthened or modified) in the modus operandi of this current campaign. These changes summarised in **Table 1** below will be incorporated in the plan.

**Table 1: Lessons and recommendations of previous campaign**

Area	Lessons learnt and challenges	Recommendation for 2018 campaign
<b>Quantification</b>	Discrepancy between GSS population projections and community-based data	Use national data from GSS but segregate into high & low growth areas, consider the data from community-based registrations and other interventional population estimates
<b>Planning and Coordination</b>	<p>Good partner coordination is vital. Harmonization of approaches and consistency in implementation was achieved.</p> <p>The implementation guidelines promoted coordination all levels. However, guidelines were bulky and difficult to thoroughly read by all levels involved.</p> <p>Early planning is crucial. It allowed a reliable estimated budget to be calculated and major gaps in funding or resources were determined early enough to work to fill them.</p>	<p>Build on strong coordination structures and reinforce the importance of partner participation in meetings and implementation.</p> <p>An abridged version of this plan will be created highlighting the main issues and responsibilities of all personnel involved.</p> <p>Early finalization of campaign plan of action and budget, including identification of gaps for timely resource mobilization and efficient implementation.</p>
<b>Training</b>	Training was critical for the success of the campaign. Levels of cascade trainings were reduced making content of training richer.	<p>The right calibre of staff must be trained. Re-packaging of workshop programmes and orientation to be very purposeful, exciting, engaging and participatory</p> <p>Contents of training must reflect local needs.</p>
<b>Household Registration</b>	Limited time allocated for registration and distribution leading to some households being left out.	Modify the time and duration of registration to include weekends, early morning and evening.
<b>Supervision and monitoring</b>	Supervision and monitoring were indispensable during the trainings, household registration and distribution as this helped to solve most challenges in real time.	<p>Reinforce supervision and monitoring during the 2018 campaign.</p> <p>Orientation for national and regional monitors should be done a day or two before start of</p>

	Activities were well planned and budgeted for.	distribution exercise. Main activities of supervisors should be clearly indicated.
<b>Logistics</b>	Nets were moved to districts prior to knowing actual quantities required through registration. This caused a lot of net movement within and across districts causing undue delays.	Nets will be moved only after registration data begins to come in quantities are known.  Develop a logistics plan, which details risk assessment, and mitigation planning.
<b>SBCC</b>	Involvement of regional, district and community level leaders aided in disseminating messages.  Communication activities were planned and implemented late at all levels.	Continue involving leaderships at all levels.  Ensure early planning and implementation of SBCC activities. Sensitization to be strengthened in hard-to-reach areas.
<b>Distribution</b>	Distribution point were generally disorganised when two people were operating the point.  Late arrival of LLINs at some distribution points created numerous challenges.	Three (4) persons to operate a distribution point to reduce the disorganization that sometimes arise.  Ensure LLINs arrive at distribution points on time.  Demonstration of proper hanging of the nets and community sensitization on net use, care and repair.
<b>Urban strategy</b>	Number of nets distributed in urban areas quite low	Clearly map out strategy for distribution to be implemented in urban areas

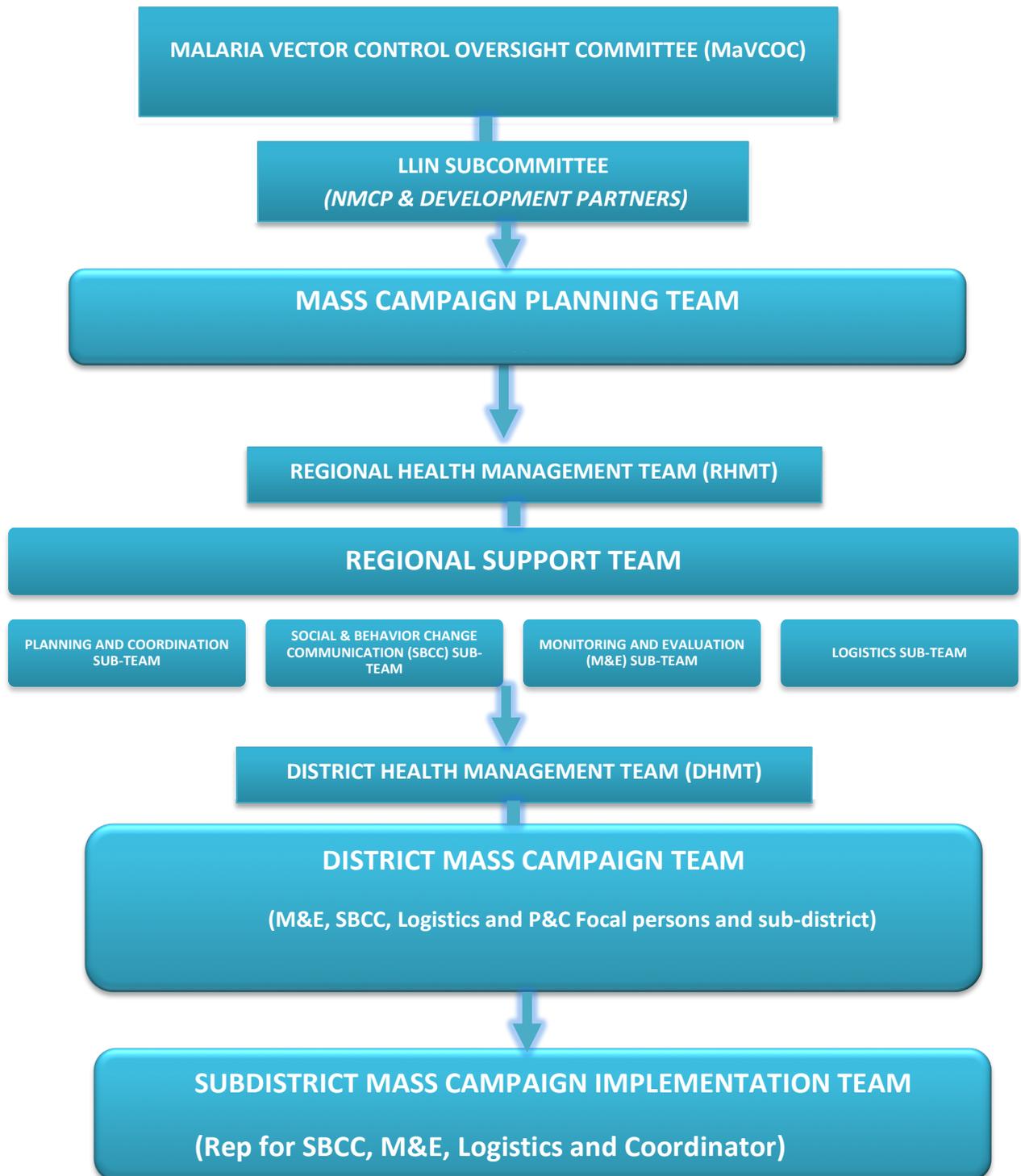
## 2.0 CHAPTER TWO: CAMPAIGN COORDINATION

### 2.1 COORDINATION AND OVERSIGHT OF CAMPAIGN

The Government of Ghana is committed to improving the quality of life of the people in Ghana. This is reflected in the Ghana Health Service (GHS) mission that seeks to contribute to socio-economic development and wealth creation by promoting health and vitality, ensuring access to quality health, population and nutrition services for all people in Ghana and promoting the development of a local health industry (Strategic Plan, 2014 - 2020).

The success of this campaign depends largely on the coordination and involvement of key stakeholders at all levels; national, regional, district, sub district and community. These stakeholders involve the Ministry of Health, the Ghana Health Service, development partners, the media and the District Assemblies and community opinion leaders and members.

The National Malaria Control Programme is directly responsible for the implementation of this campaign. **Figure 2** below shows the conceptual framework for the campaign. Activities and the roles and responsibility of key stakeholders responsible are clearly outlined in the plan below:



**Fig. 2 Conceptual Framework for Coordination of campaign**

## **2.2 COORDINATION STRUCTURE FOR CAMPAIGN ACTIVITIES**

The success of the campaign will largely depend on a well-coordinated structure where all stakeholders, with clear roles and responsibilities, are involved at different stages and levels of the campaign. A workflow synergy that delivers proper communication and coordination from the national level to the lower levels of implementation and vice versa will be key to the success of the campaign.

The roles and responsibilities of these stakeholders are well defined in this implementation plan to ensure that all actors work synergistically to further strengthen attainment of universal coverage.

### **2.2.1 National Level**

Technical and administrative oversight will be the responsibility of the Mass Campaign Planning Team (MCPT).

#### **Mass Campaign Planning Team (MCPT)**

The MCPT is the overall coordinating committee for the campaign. The MCPT, chaired by the NMCP Program Manager, provides leadership and direction, and is responsible for overseeing and communicating on all aspects of the campaign. The MCPT will have representation from the Ministry of Health/Ghana Health Service, Ministry of Local Government/district assemblies, development partners, the media and the community. The team will work closely with the Regional Health Directorates headed by the Regional Directors of Health Services and the District Health Management Teams headed by the District Director of Health Services to ensure the success of the campaign. The MCP Team will play a critical role in resolving challenges that may arise throughout the planning and implementation of the campaign and will facilitate advocacy at all levels to ensure engagement and support for the campaign.

The members of the MCP Team will involve the NMCP and its development partners to offer support and technical advice where needed throughout the implementation of the campaign. The MCP Team shall meet at least once a month at a predetermined time and location. The agenda, venue and time for each meeting shall be communicated to members at least 48 hours in advance. Emergency meetings can be called if needed.

#### **Role of Development Partners**

Health Development Partners support the GHS with technical and financial support. They shall:

- Provide technical support for planning, coordinating and implementing the PMD
- Provide financial support to fill existing gaps
- Participate in meetings of the mass campaign planning and coordination team (MCPCT) and sub-committees as appropriate
- Supervise and monitor implementation of campaign activities

#### **Roles of the MCP Team**

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- a. Review and validate all campaign documents related to strategy and implementation, including the implementation guidelines, timelines and budget for the LLIN campaign;
- b. Based on operational budgets following micro planning, identify any gaps requiring national or international resource mobilization;
- c. Ensure engagement of national, district, sub-district and community authorities and stakeholders through open and transparent communication;
- d. Ensure regular meetings are organized with minutes/action points circulated and validated;
- e. Communicate timelines for activities and changes to planned dates to district and sub-district teams and implementing partners as needed;
- f. Support the establishment and functioning of district, sub district, and community coordination structures towards the campaign;
- g. Monitor LLIN procurement and delivery dates;
- h. Coordinate and monitor activities of sub-committees against campaign timelines;
- i. Track performance of districts and provide overall guidance on planning and implementation;
- j. Monitor and resolve bottlenecks that may arise at all levels;
- k. Advocate at all levels for engagement and support (international, national and lower levels);
- l. Mobilize resources for the campaign;
- m. Supervise and monitor campaign implementation;
- n. Provide the district and sub-district teams with guidance on accounting and financial reporting.

### **Regional Support Team**

The campaign will be owned and implemented by the region. As such, the MCP will form four subcommittees based on expertise or focus area to serve as a support system during the campaign. There include:

- Planning and Coordination Subcommittee
- Logistics subcommittee
- Social and Behaviour Change Communication Subcommittee
- Monitoring and Evaluation/Information Technology Subcommittee

### **Planning and Coordination (P&C) Sub-committee**

The P&C sub-committee will be responsible for all elements related to implementation of activities. The sub-committee, chaired by the medical entomologist at NMCP, shall meet at least once every two weeks at a predetermined location. Invitation for each meeting shall be communicated to the members by e-mail at least 24 hours in advance.

### **Roles of the P&C Sub-committee**

- a. Develop and review the implementation guidelines, including adaptation based on lessons learned as each wave of distribution takes place;
- b. Develop campaign timelines, including key milestones to be met for the campaign to stay on track and share with all stakeholders;
- c. Develop the campaign budget, with inputs from all subcommittees;
- d. Undertake macro quantification of LLINs and personnel needs for each district;
- e. Review training manuals developed by all subcommittees;
- f. Plan for roll out of cascade training according to campaign timelines;
- g. Facilitate micro planning training and support districts and sub-districts with developing micro plans;
- h. Compile and validate the district micro plans and consolidate it into a regional campaign micro plan;
- i. Facilitate, supervise and / or monitor the roll out of cascade training of all personnel involved in the implementation of activities;
- j. Identify and resolve bottlenecks that may arise in implementation of activities;
- k. Ensure regular meetings are organized with minutes/action points circulated;
- l. Write final distribution report, based on distribution point data, district reports and supervisors' reports, including lessons learned for future improvements.

All documents for guiding and implementing the campaign that are produced by the P&C sub-committee will be reviewed and approved by the MCP Team.

### **Logistics Sub-committee (LSC)**

The Logistics sub-committee shall provide oversight for the procurement and supply, as well as all logistics management activities for commodities required for delivering a successful campaign. Ghana has two sources of LLINs for this campaign: Global Fund and PMI. The NMCP will receive nets and deliver straight to the districts or store centrally first based on campaign timelines. LLINs will be delivered to the district level, where the district Director and his team will be responsible for all nets placed in their custody. The nets will be transported to the districts from central level after registration is complete and data is available.

The LSC will track orders placed, timing of container arrival, clearing, storage at central level (if needed) and transport of LLINs to district levels. The LSC will assess and monitor preparedness to receive LLINs at the final delivery destination (while ensuring the availability of tracking tools, trained personnel, etc. in advance of LLIN arrival).

LSC will use updates from the analysis of the household registration data for timely communication to the district and sub district Logistics teams as to when net movement will be taking place and anticipated delivery/arrival dates.

The LSC will use documents and tools developed for the management of the LLINs through the supply chain (see Logistics Plan) from central level through sub district to distribution

points. The different actors in the distribution chain shall be appropriately trained to use these tools to ensure effective tracking of and accountability for, the LLINs.

The sub-committee shall meet at least once every two weeks at a predetermined location. Invitation for each meeting shall be communicated to the members through by e-mail at least 24 hours in advance.

### **Roles of the Logistics Sub-committee**

- a. Ensure regular meetings are organized, chaired by the NMCP logistician, and minutes and action points are circulated and validated by all members of the LSC;
- b. Monitor the status of LLIN procurement and pipeline;
- c. Develop Logistics plan including timelines;
- d. Ensure that a warehouse assessment and verification is undertaken prior to LLIN arrival;
- e. Provide technical support and training to districts and sub-districts, throughout the campaign process;
- f. Support training of all people involved in the supply chain in use of tracking tools such as waybills, stock-sheets and tally-sheets;
- g. Incorporate micro-logistics planning with overall programme micro planning;
- h. Track and monitor progress of activities against projected timelines;
- i. Identify and resolve supply chain bottlenecks;
- j. Provide guidance on the management of variance in quantities of LLINs and how it should be reported;
- k. Provide guidelines on left over LLINs;
- l. Ensure that reverse logistics is included in district and sub-district plans and budgets;
- m. Collate all documents for the movement of LLINs through the supply chain and ensure proper filing;
- n. Develop and ensure successful implementation of a comprehensive post-distribution waste management plan;
- o. Write final logistics report, based on district distribution reports, including lessons learned for subsequent LLIN distribution campaigns.

### **Social Behaviour Change Communication Sub-committee (SBCCSC)**

The SBCC sub-committee is responsible for creating awareness, promoting participation and engagement and ensuring beneficiaries understand how to hang, use and care for the LLINs that will be distributed. A focused communication plan will be designed based on the overall strategy that is outlined in these implementation guidelines. The communication plan will describe activities, channels and messages for pre, during and post campaign. The emphasis when implementing the communication plan should be on prioritizing the local context to ensure that messages are targeted to local needs and potential barriers to uptake and use of the LLINs, which will be identified during micro planning if data does not exist.

The sub-committee shall meet at least once every two weeks at a predetermined location. Invitation for each meeting shall be communicated to the members by e-mail at least 24 hours in advance.

All generic messages and communication materials to be used in this exercise shall be approved by the MCPC Team before rollout into use, but the district will have additional inputs given their local knowledge.

### **Roles of the SBCC Sub-committee**

- a. Ensure regular meetings are organized and minutes and action points circulated and validated chaired by the NMCP SBCC focal person;
- b. Design the campaign SBCC plan (including an Advocacy plan) and timelines
  - i. Determine the key channels and generic messages to be disseminated through each channel (for modification at the sub-national level based on context);
  - ii. Develop tools, supports and key messages for mass and interpersonal communication and ensure that these are pre-tested, reproduced and delivered to implementing districts on time;
  - iii. Include all communication activities required for effective mobilization and participation of the population before, during and after the campaign;
  - iv. Develop a communication plan for urban areas, particularly Accra, Kumasi and Takoradi.
- c. Review the micro planning tools to ensure that key communication inputs from major stakeholders and influential actors are included.
- d. Development of advocacy and social mobilization elements of training materials to include BCC training content and methodology in the curriculum for the Training of Trainers (ToT) orientations and subsequent trainings. This should include how to monitor false rumours and misinformation and suggested actions for supervisors and district health officials to take in countering such rumours;
- e. Participate in training (or supervise training) of actors at all levels;
- f. Oversee the development of a standard content and a radio programme toolkit for radio and district health educators in advance of registration and distribution;
- g. Prepare documents and messages for any negative communication or rumours arising, as well as identify spokespersons who can address these issues;
- h. Organize the launch of the campaign at central level;
- i. Organize media / press coverage of all key campaign activities;
- j. Carry out supportive supervision and monitoring of SBCC activities;
- k. Review and update indicators for advocacy and communication activities to be used for monitoring and evaluation;
- l. Write final communication report, based on district reports, including lessons learned for subsequent LLIN campaigns;
- m. The SBCC-SC will also be responsible for updating the public, as well as national and international partners, regarding the progress of the LLIN distribution.

### **Monitoring and Evaluation/Information Technology (M&E/IT) Sub-committee**

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Monitoring and Evaluation for the 2018 LLIN Point Mass Distribution (PMD) campaign will be comprised of people, processes and technology, which form an integral mechanism for the campaign management & supervision. The M&E sub-committee will provide the means to monitor and evaluate the campaign implementation progress and performance to achieve the project objective and to generate timely reports for making management decisions and modifications to implementation plans. The M&E sub-committee will develop an M&E system with two very distinct elements:

- Tools and methods for monitoring campaign activities
- Evaluation of results and corresponding impact of the LLIN intervention.

### **Roles of the M&E/IT Sub-committee**

- a. Develop training materials and all tools needed for campaign implementation (data collection tools for household registration and LLIN distribution; monitoring and supervision supports; protocols and questionnaires for evaluation of LLIN distributions; etc.) for all actors in collaboration with the other sub-committees;
- b. Develop standardized reporting format, with the logistics and SBCC sub-committees, for all levels;
- c. Supervise and monitor activities, notably data collection;
- d. Undertake the post registration validation exercise;
- e. Carry out post-distribution data quality assurance;
- f. Compile all data from distribution points, districts, supervisors and monitoring teams to feed into reports.

### **2.2.2 Regional Level**

At the regional level, there will be no different coordination structure established, but the regions will play an important role in engagement and advocacy activities. The regional team will comprise a regional P&C, SBCC, M&E and Logistics focal persons. The Regional Team will facilitate and supervise mass campaign activities that will be implemented by district and sub-district. The team will coordinate district trainings, meetings and activities that will be held at the regional capital.

### **Roles of key stakeholders at Regional level**

Regional Health Directorate: The office of the RDH headed by the Regional Director of Health Services will oversee activities carried out by Districts. The key members of the RHD in the campaign include:

**i. Regional Health Information Officer (M&E Focal Person):**

- Facilitate District M&E trainings and meetings
- Participate in district review meetings

**ii. Regional Malaria Focal Person (Planning and Coordination Focal Person):**

- Responsible for mobilization of targeted stakeholders;
- Coordination of training activities at the district;
- Support the logistics activities (oversee LLIN reception at the District);
- Supervision and monitoring of district level activities during all phases of the campaign (household registration, LLIN distribution and post distribution)

**iii. Regional Health Promotion Officer (SBCC Focal Person):**

- Facilitate SBCC activities at district levels.

**iv. Regional Supply Officer (Logistics focal person):**

- Will facilitate the receipt of all commodities allocated to the district including LLINs.

### 2.2.3 District Level

The District Health Management Team (DHMT) headed by the District Director will coordinate the LLINs distribution process and activities within the district (i.e. at sub district and community levels). A district-led distribution process is expected to promote ownership, increase participation of local stakeholders, ensure timely identification and resolution of bottlenecks, promote sustainability of behaviour change communication beyond the mass distribution campaign period and provide on-going post distribution support/follow up.

At the district level, the District Mass Campaign Planning and Coordinating Committee (DMCPCC) will be responsible for coordination, engagement of key stakeholders, monitoring of implementation of activities and resolution of bottlenecks. The committee will play key roles for the training, supervision and monitoring of activities, including the data compilation and validation during and after the household registration and the LLIN distribution. The District Committee will liaise closely with the National MCPC Team. The District Committee will have subcommittees similar to that at the National Level.

#### **District MCPC Committee**

Within the DHMT, there are four key technical positions that will support the planning and implementation of the campaign activities: District Malaria Focal Person, District Logistician, District Health Promotion Officer and the District Health Information Officer. These individuals will form the District Mass campaign Planning and Coordination (DMCPC) team and will participate in the meetings organized by the District Mass Campaign Planning and Coordination committee to update on progress and help solve potential challenges identified. When coordination meetings are organized at the district level, District assembly agencies, local government, traditional and religious leaders and various local organizations (civil society, faith-based, community-based, non-governmental) will be invited. These groups will help to mobilize existing resources that can contribute to greater ownership and success of the campaign at the district level and sustain actions in the post-campaign period around net hanging, use and care of LLINs

### **Key Roles of the District MCPC Team:**

- a. Lead the development of the district and sub-district specific micro plans using the guidelines and templates provided, taking into consideration local factors like hard to reach areas (focus on logistics, transportation, mapping for household registration, identification of distribution points, identification of opportunities for SBCC planning, etc.). Develop LLIN transport and positioning plans based on local assessment of available assets (means of transportation, storage locations, etc.)
- b. Supervise and monitor campaign activities planned for the district and ensure that key milestones are met to achieve campaign timelines
- c. Identify and list (names / numbers) district and sub-district supervisors using the criteria for selection provided from the national level
- d. Identify potential advocates who can influence the population and promote engagement in the campaign activities
- e. Ensure regular communication with the central level, particularly with the logistics team (LSC), around LLIN delivery dates
- f. Develop LLIN transport and positioning plans based on local assessment of available assets (means of transportation, storage locations, etc.)
- g. Leverage existing partners and influencers for continuous post-distribution BCC activities to promote LLIN hanging, use, care and repair;
- h. Identify and brief religious and traditional leaders and other influencers at district and sub-district levels
- i. Support training of district and sub-district supervisors for implementation of campaign activities (e.g. household registration, LLIN distribution)
- j. Supervise or monitor training of campaign personnel at community level (Registration Assistants, Distribution Point attendants and social mobilization personnel, household registration personnel, LLIN distribution teams)
- k. Monitor the household registration exercise and ensure clean data
- l. Review final data on registered households and LLINs required
- m. Monitor LLIN receipt, storage, and transportation to sub-district level and subsequently to the distribution points
- n. Collect LLIN reconciliation data from each distribution point and plan for reverse logistics of leftover nets from the distribution points to the district stores
- o. Ensure left over nets are used according to guidelines from the NMCP
- p. Address any negative rumours or misinformation about the campaign or LLINs using the communication strategy, key messages and recommendations
- q. Track LLINs through the supply chain and monitor the use of tracking tools through spot-checks at storage points
- r. Support the post-distribution activities
- s. Monitor post-campaign BCC activities to encourage utilization, care and repair of LLINs distributed
- t. Write district campaign report documenting campaign activities and best practices

## **Roles of key stakeholders at district level**

District Health Management Team: The office of the DHMT will oversee the activities of the District Health Management Team (DHMT) headed by the District Director. Key members of the DHMT in the campaign, include:

### **i. District Health Information Officer (M&E Focal Person):**

- Responsible for coordination of registration data;
- Training of data entry personnel;
- Validating the data generated to activate transportation arrangements

### **ii. District Malaria Focal Person (Planning and Coordination Focal Person):**

- Responsible for mobilization of targeted stakeholders;
- Coordination of training activities at the district and sub-district levels;
- Support the logistics activities (oversee LLIN reception at the sub-district level and transport from the sub district stores to the pre-positioning sites / distribution points)
- Supervision and monitoring of district, sub-district and community level activities during all phases of the campaign.

### **iii. District Health Promotion Officer (SBCC Focal Person):**

Takes the lead in SBCC activities at district and sub-district levels, including mobilization of the community for actual net distribution. The District Health Promotion Officer is also critical for aligning the SBCC plan to the district specificities, including modifying or adding key messages to address known, local barriers to LLIN use.

### **iv. District Stores Officer (Logistics focal person):**

- Will coordinate the receipt of all commodities allocated to the district including LLINs;
- Will be responsible for issuance of LLINs and other commodities to sub-district. For all receipt and issuance of campaign commodities, signed documentation must be ensured at all times.
- Reverse logistics, where needed, after the campaign will also be coordinated by the district stores office with support from National Logistics team.

## **2.2.4 Sub district level**

At the sub district level, the Sub-district Mass Campaign Planning and Coordinating (MCPC) team will be responsible for the operationalization of the campaign and will play key roles for the training, supervision and monitoring of activities. When coordination meetings are organized at the sub-district level, traditional and religious leaders and various local organizations (civil society, faith-based, community-based, non-governmental) will be invited to attend. They will mobilize existing resources that can contribute to greater ownership and

success of the campaign at the sub-district level as well as sustain actions in the post-campaign period around net hanging, use, care and repair.

### **Sub-district MCPC Team**

This team will be led by the sub-district mass campaign coordinator and will work in collaboration with the District MCPC Team and the local government authorities. The Sub-District MCPC Team will:

- a) Plan and coordinate activities at sub district level;
- b) Receive complaints and concerns and resolve them accordingly;
- c) Identify and resolve bottlenecks;
- d) Ensure regular communication on progress, problems and issues arising in the implementation of the household registration and LLIN distribution to the District MCPC Team as they occur;
- e) Ensure activities around engagement and advocacy with traditional and religious leaders, influencers, etc. at sub district level are implemented;
- f) Monitor the household registration, LLIN distribution activities and supervise social mobilization;
- g) Monitor the implementation of post-campaign activities;
- h) Identify and list supervisors for household registration and LLIN distribution team members;
- i) Train personnel for social mobilization, household registration and LLIN distribution;
- j) Identify and list distribution points, during micro planning, to be used for distribution of LLINs;
- k) Participate in daily performance reviews (focused on data collection, household acceptance, poor attendance at DPs, problems arising and operational issues) with household registration assistants and the distribution point teams;
- l) Receive the LLINs in the sub-district stores and track transport to pre-positioning sites/ distribution points, including undertaking regular spot checks to ensure that tracking tools are being correctly used;
- m) Support compilation of the sub-district supervisory and monitoring reports and submit to district.

### **Roles of key stakeholders at sub district level**

Sub-district mass campaign coordinator: The sub district mass campaign coordinator will oversee the activities of the sub-district MCPC team which includes an SBCC focal representative (rep), Logistics rep, and the M&E rep. Key members of the sub district mass campaign team include;

- a. **SBCC rep:** The sub-district SBCC rep will:
  - Coordinate all SBCC activities within the sub-district;
  - Ensure stakeholder (chiefs, community leaders) involvement in the campaign;

- Ensure dissemination of information for pre, during and post campaign as per the SBCC plan;
  - Ensure all SBCC materials are available on time and adequately disseminated;
  - Document and submit report of activities to the district level;
  - Ensure that post-distribution communication activities continue to promote, use and care of nets.
- b. **Logistics rep:** The Logistics rep will:
- Secure storage facilities (prepositioning site) at the sub-district;
  - Ensure availability of logistics tools;
  - Ensure proper documentation for all mass campaign commodities issued and received;
  - Coordinate transportation of LLINs to distribution points;
  - Ensure adequate supply of LLINs and other logistics at sub-district;
  - Ensure adequate supply of LLIN and other logistics at distribution points;
  - Ensure remaining nets are moved (reverse logistics) as per guidelines provided by district;
  - Document and submit report of activities to the district level;
- c. **M&E Rep:** The M&E Rep will:
- Coordinate all training for registration and distribution;
  - Ensure all tools for monitoring and supervision are available;
  - Supervise and monitor registration exercise and identify discrepancies;
  - Correct and report to the district M&E team;
  - Document and submit report of activities to the district level.

### 2.2.5 Community level

At the community level, no separate coordination structures will be established. Rather, two key roles will be the Registration Assistants (RA) and the Distribution Point Attendants (DPA) who will participate in the registration exercise and the distribution respectively. The Registration Assistants work individually throughout the period of the registration. RAs must be educated and committed to the task that will be assigned. There will be three distribution point attendants;

- At least one of the DPAs must be a health worker who will lead the team and handle all documentation at the distribution point.
- The second DPA will be issuing out LLINs and managing the stocks.
- The third DPA will be responsible for crowd control and for SBCC education and sensitization particularly demonstrating on care and use of nets.

The timing of these activities will be clearly communicated by the sub-district. The involvement and engagement of the communities and households that will benefit from the LLIN distribution campaign needs to be assured. The communities must recognize the

necessity of consistently sleeping under the LLINs, as well as ensuring appropriate care for them in order to achieve reduction in the burden of malaria. The communication activities that will be implemented will be designed to improve community utilization of, and responsibility for, the LLINs received.

### **Role of community Level stakeholders**

- a. Registration Assistants:** The RA will:
- Participate in household registration training;
  - Register the households correctly using electronic registration on hand-held device for capturing registration data;
  - Give ‘identification card/slip bearing unique code to household head after registration’
  - Communicate the day, time and place that the LLIN distribution will be taking place to households;
  - Report daily to sub-district supervisor
- b. Distribution Point Attendant:** The DPA will;
- Ensure that distribution point is properly set up;
  - Distribute LLINs according to allocations only;
  - Ensure orderliness during distribution (orderly queuing for LLIN distribution);
  - Demonstrate and educate beneficiaries on care and use of LLINs.

## **3.0 CHAPTER THREE: CAMPAIGN ACTIVITIES**

### **3.1 Campaign Activity Plan**

The Point Mass Distribution of LLINs will follow a series of systematically outlined activities. However, whereas some activities may run throughout the entire campaign, others will run concurrently in a number of regions to enhance efficiency and facilitate cost-effectiveness. The activities for the Point Mass Distribution Campaign will include:

- Preparatory Activities
- Planning and Trainings
- Household (HH) Registration and Collation of Data
- Validation of data
- Distribution Processes
- Social and Behaviour Change Communication (SBCC)
- Post Campaign Activities
- Reporting

### 3.1.1 Preparatory Activities

#### Identification and Estimation of the Population

In line with ensuring that everyone has access to at least one vector control interventions, the mass campaign will not cover, areas where IRS is implemented (refer to Fig. 1 above)

- The population to be covered and the number of LLINs needed are estimated by using the most current population projection from the Ghana Statistical Services (GSS 2010 population census) which takes into account the current annual growth rates of the region. These, however, should be compared with available regional population data.

LLINs estimated to be distributed in a region should be based on the Universal Coverage definition of one net to 2 persons in a household. Quantified as a net per 1.8 people to give room for outliers in the household population data.

- The LLIN needs for a region will be quantified based on the estimated population as explained above. This will form the basis of nets procured. The actual LLIN for the various communities will be based on data from the registration.

#### Procurement of LLINs and other Commodities

It is estimated that the total need for LLINs to achieve universal coverage during the 2018 campaign is 15,729,343 million. There have been funding commitments for the procurement of ITNs by the Global Fund, US Presidents' Malaria Initiative (PMI) and the Against Malaria Foundation (AMF), which will adequately cover the country needs.

All procurement will be done in accordance with the country's procurement laws and with clear guidance from the NMCP on LLIN, product specifications (**see Annex 1 below**).

The in-country logistics planning will begin with quantification of needs per district (based on the campaign roll out schedule and the population projections).

#### Storage and Security

All LLINs being procured for the campaign will be delivered centrally. The Procurement Unit of the GHS and partners (GSC-PSM) will identify reliable transporters who will move nets from the central level to the district stores and then onward to the sub-district and distribution points. LLINs will move to the distribution point the morning before distribution begins. The Logistics team at the National Level will conduct a pre-assessment of storage sites prior to the arrival of the nets in-country. The team will use a template and report on the selected storage site, its location and details of person directly responsible for the storage facility. The pre-assessment of storage sites will include any needed repairs or strengthening of the site required

prior to the arrival of the nets. Follow up will be done to ensure that the repairs or strengthening are complete prior to moving nets down the supply chain.

### **Training of logistics personnel**

Given the importance of accountability for the LLINs throughout the supply chain, the logistics sub-committee will play a key role in terms of training facilitation, supervision and monitoring of logistics activities, given that this capacity is not yet as developed at the lower levels. There are a number of specialized personnel who require training on the logistics tracking tools that will be used to ensure transparency and accountability in terms of LLIN management through the supply chain, bearing in mind the challenges experienced in the previous campaign. While all campaign personnel at district level will be trained on a range of crosscutting issues (operations, communication, monitoring, and evaluation) to ensure a comprehensive understanding of all processes, logistics training for people involved in directly managing the supply chain will also be done as follows:

- The national logistics team will be trained first per content in Table 2 below
- The national logistics team will cascade training to the logistics teams at the district and sub-district levels. The personnel directly involved in the management of the supply chain (storage, transport) at the district and sub-district levels (whether supervising or directly managing) will be trained
- Finally, the district and sub-district logistics focal points will train all personnel responsible for net storage at pre-positioning and/or distribution points at the community level in advance of net arrival.

Table 2 below provides further information regarding the logistics training.

***Table 2: Logistics training overview***

<b>Cadre</b>	<b>Content of training</b>
National level team	<ul style="list-style-type: none"> <li>• Management of the supply chain</li> <li>• Tracking tools</li> <li>• Planning for transport and storage</li> <li>• Inventory</li> <li>• Reverse logistics</li> <li>• Communication</li> <li>• Supervision and monitoring of the logistics operation</li> </ul>
District logistics personnel, including store managers and assistants	<ul style="list-style-type: none"> <li>• Identify appropriate storage and transport options at the district level</li> <li>• Verify appropriate storage and transport options at the sub district level</li> <li>• Reception of LLINs, proper offloading and storage at district level</li> </ul>

	<ul style="list-style-type: none"> <li>• Use of LLIN tracking tools (waybill, stock sheet, tally sheet) during operations</li> <li>• Supervise reverse logistics from sub district</li> <li>• Supervision of the logistics operation at district level</li> </ul>
Sub-district logistics personnel, including store managers and assistants	<ul style="list-style-type: none"> <li>• Identify appropriate storage and transport options</li> <li>• Reception of LLINs, proper offloading and storage</li> <li>• Use of LLIN tracking tools (waybill, stock sheet, tally sheet)</li> <li>• Daily reporting of stock out and balance during operations</li> <li>• Inventory count and timing</li> <li>• Dealing with incidents of shortfalls during distribution</li> <li>• Reverse logistics after distribution (ensure documentation)</li> <li>• Supervision of the logistics operation at district level</li> </ul>
Community level personnel responsible for LLINs at distribution points or pre-positioning sites	<ul style="list-style-type: none"> <li>• Reception of LLINs and proper offloading and storage</li> <li>• Use of LLIN tracking tools (waybill, stock sheet, tally sheet)</li> <li>• Reporting on LLIN distribution, including any loss</li> <li>• Supervision of the logistics operation</li> </ul>

### Criteria for selection and tasks of campaign personnel

Training is a key to the success of any mass campaign. Trained personnel make the distribution process more efficient. Training manuals and tools will be developed as simple, practical and easy to use guides without compromising on quality of content.

Participants for training will be carefully selected based on competence and commitment. For training to be effective ample time will be given. In addition, number of participants will be controlled to ensure maximum engagement during training sessions.

At the national, regional, district and sub-district levels, the technical personnel involved in the campaign will be staff of the Ghana Health Service (or personnel recruited based on specific criteria) and implementing partners. Broadly, the following skills and competence will be required of personnel for the planning and implementation of the mass LLIN campaign based on the level of implementation and may vary based on task assigned:

- Communication and leadership skills;
- Demonstrated ability to work in a team;
- Previous experience in LLIN or other campaigns;
- Negotiation skills and ability to balance needs of parties and arrive at consensus;
- Knowledge of malaria and its prevention, diagnosis and treatment;

- Experience in planning and budgeting;
- Ability to multi task and keep to schedules;
- Training, supervision and monitoring skills;
- Data management capacity;
- Supply chain management and/or logistics experience, particularly for the district and sub district personnel that will oversee the transport and storage of the LLINs;
- Familiarity with the community, district and / or region;
- Ability to work with limited supervision and achieve set objectives;
- Ability to proactively identify and address bottlenecks;
- Experience with advocacy, social mobilization and behaviour change communication;
- Ability to speak relevant local languages.

The general responsibilities of national, regional, district and sub-district technical personnel are summarised in table 3 below. Specific roles and responsibilities of implementing stakeholders are clearly spelt out in this plan at the various stages of campaign (e.g. household registration, LLIN distribution, post campaign).

**Table 3: General responsibilities of technical personnel at National, district and sub-district level for LLIN mass campaign**

<b>Pre-implementation</b>	<b>Implementation period</b>	<b>Post-distribution</b>
<ul style="list-style-type: none"> <li>• Participate in coordination meetings and provide updates to the coordination committee on the progress made against the activity timelines at the respective levels</li> <li>• Ensure planning and preparation for the roll out of activities proceeds according to the established timelines</li> <li>• Ensure total familiarity with the implementation guidelines and toolkit</li> <li>• Organize / participate in / supervise engagement and sensitization meetings with</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate training of personnel according to the training plan</li> <li>• Supervise the implementation of activities to ensure high quality and correct collection of data during the household registration and LLIN distribution</li> <li>• Monitor the household registration to ensure that all households are reached and correctly registered to receive LLINs</li> <li>• Review household registration figures</li> <li>• Coordinate LLIN arrival at district and sub-</li> </ul>	<ul style="list-style-type: none"> <li>• Collect all distribution reports, as well as supervision reports (depending on the level) at the end of the campaign period</li> <li>• Organize a debriefing meeting at the end of the campaign (at each level and with key stakeholders) to undertake a SWOT analysis that will feed into the campaign report and lessons learned to be applied to next wave of distribution</li> <li>• Prepare campaign report (depending on the level)</li> </ul>

<p>government, leaders, media, stakeholders, etc.</p> <ul style="list-style-type: none"> <li>• Identify appropriate venues for training and ensure that all materials are available in advance of the dates for beginning the sessions</li> <li>• Track LLIN delivery timelines and ensure regular communication between the national and lower levels</li> <li>• Establish a workable and effective communication flow system for all supervisors and delineate areas of supervision during the campaign to avoid duplication of activities and ensure everywhere has oversight</li> <li>• Identify and engage local structures (NGOs / women’s groups / religious groups / student groups) that can be brought on board for continuous BCC messaging in the post-campaign phase</li> </ul>	<p>districts, storage of LLINs and transport to pre-positioning / distribution sites</p> <ul style="list-style-type: none"> <li>• Monitor the LLIN distribution to ensure a secure and accountable process</li> <li>• Ensure the security of personnel and commodities throughout campaign</li> <li>• Identify and resolve bottlenecks where possible and communicate to coordination committee at appropriate level any issues that cannot be resolved without intervention</li> <li>• Participate in daily review meetings with supervisors / monitors to discuss challenges and solutions, as well as progress of activities</li> </ul>	
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### 3.1.2 Orientations, Micro planning & Training for Campaign Implementation

#### 3.1.2.1 Regional Level Briefing Orientation

At the regional level, the national coordinating team will engage key stakeholders in a day’s meeting to brief them on the general plan for the campaign. The meetings will be held in each region implementing the planned LLIN distribution according to the implementation timelines (attached). This will be followed by district level orientation, planning and training sessions facilitated by the National coordinating team members.

The regional level meetings will focus on information sharing on the general plan for the Point Mass Distribution Campaign and role and responsibilities of key players at all levels. In addition, during the regional orientation, the regions will be provided with the templates of the micro plans and the data requirements for completing the micro plans for dissemination to the districts in preparation towards the actual micro planning.

Participants for these “one day” sessions will include:

1. Regional Director of Health Services (RDHS)
2. Deputy Director Public Health (DDPH)
3. Regional Malaria focal person (RMFP)
4. Regional Disease Control Officer
5. Regional Health Information Officer (RHIO)
6. Regional Accountant
7. Regional Health Promotion Officer (RHPO)
8. Regional Stores manager
9. Regional Coordinating Director (or rep)
10. Regional Planning Officer (RCC)

### **3.1.2.2 Micro planning**

Prior to the commencement of the micro plans, the regional level team would have provided the national team with the draft micro plans prepared by the districts based on the information given during the regional informative meeting. It is expected that the districts will use their experience from planning for other health interventions and past mass campaigns to prepare these draft micro plans. A one-day session prior to district trainings at the regional level will be used to finalize the micro plans for the districts. The districts will be clustered into groups of a maximum of 5 districts per the cluster. The national and regional facilitators will take the districts through what is expected of them for a maximum of half a day. The second half of the day will be used by the districts to finalize their micro plans

### **3.1.2.3 Trainings (District and Sub-district supervisors Trainer of Trainers)**

The trainings will follow the following sequence

- Planning and development of tools at the national level by a core national team
- Orientation of the national Trainers of trainers
- Training of the districts and sub districts teams at the regional level
- Training of the Registration Assistants and the DPAs at the district levels

#### ***3.1.2.3.1 Planning and development of tools at the national level by a core national team***

A core group of selected people at the national level will be tasked to develop the training templates and plans using experience from previous distribution and other country experience. These people will include vector control staff from the NMCP, GHS IT, logistics experts from GHSPM partners such as VectorWorks and any other identified expertise. The output of these sessions will be standardized Master PowerPoint training slides on all the thematic areas

(Logistics and supply, M&E, Coordination, and SBCC) of the campaign as well as agenda for training

### **3.1.2.3.2 Orientation of the national and the regional Trainers of Trainers**

Following the development of the tools and guides for training. The people identified as national trainers will be oriented in a 2-day orientation. These trainers will then train the regional trainers for two days before the training of the districts and the sub districts teams.

Participants at the orientation/planning/technical meeting will include the following:

1. Regional Director of Health
2. Deputy Director of Public Health
3. 3 people for Planning And Coordination including Reg. Malaria focal person (MFP)
4. 3 people for logistics including the Regional logistician/supply officer
5. 3 people for Social and Behaviour Change Communication (SBCC) including the Regional Health Promotion Officer
6. 3 people for Monitoring and Evaluation including the Regional Health Information Officer
7. Regional IT Manager

### **3.1.2.3.3 District and Sub district trainings**

District level orientation and training meetings will take place at the district level. Personnel from the district and sub districts will be clustered into a maximum of five districts per cluster and be trained by regional trainers supervised by the National Team. Training sessions will be very interactive and will include “hands-on” engagement with tools. This will ensure that there is no cascading and the right information and technical assistance provided to equip persons involved in carrying out activities required of them efficiently. The training will involve taking staff through the overall objective and processes for the mass campaign as well as specialized trainings for designated district and sub-district supervisors based on specific roles i.e. as per the various thematic areas.

Participants for focus area trainings are summarized in table 4 below.

**Table 4: Personnel for specialized training**

<b>Logistics</b>	<b>SBCC</b>	<b>M&amp;E</b>	<b>P&amp;C</b>
Regional Supply officer	Reg. HPO	Regional HIO	Regional MFP
District Supply officer	District HPO	District HIO	DDHS
Sub district rep for Logistics	Sub-district Rep for SBCC	Sub district Rep for M & E	District MFP/DDCO -District Coordinating Director

### **3.1.2.3 Training of Registration Assistants (RA) and Distribution Point Attendants (DPA) (Community personnel)**

At the community level, Registration Assistants and Distribution Point Attendants will be carefully selected to carry out tasks expected of them during registration and distribution respectively. Each Distribution point will have three (3) DPA. Selection criteria will be based on the following skills and competence:

The Registration Assistant should:

- Possess the ability to read and write;
- Be able to efficiently operate a tablet or smart phone;
- Be a person of good reputation in the community.

The First DPA (lead of the team) should:

- Be able to read and write
- Be able to operate a basic android device/laptop
- Have time to devote to the LLIN distribution and follow up activities;
- Possess a good understanding of the local environment and context, including road conditions.

The Second DPA (person issuing LLINs) should:

- Be able to read and write;
- Be able to operate a basic android device/laptop;
- Demonstrate willingness to participate actively in net use promotion, especially post-distribution;

The Third DPA (person for SBCC and crowd control)

- Be trainable and willing to learn
- Be respected leaders that are willing to use the nets and promote their acceptance and use within their communities, as well as address barriers that exist to use of LLINs;
- Demonstrate willingness to participate actively in net use promotion, especially post-distribution;
- Have the physical ability to control crowd
- Be a respected member of the community
- Should be to be available during the distribution period

Sub-district supervisors, who have been trained by the national coordinating team, will be responsible for training registration assistants and distribution attendants who have been selected from communities (by the district and sub district coordinators) in their respective sub-districts where activities will be taking place.

The RAs will be trained just before the registration exercise. The RAs will be trained in a day's session or clustered if numbers of participants are greater than 70. These trainings will be

interactive and will include role-plays and engagement with tools to be used. Trained district teams will facilitate the training of the RAs whilst the National, Regional teams will supervise these training sessions. The RAs will be trained on

- The general campaign process
- The registration exercise and use of the Mobile App

The DPAs will be trained in a day's session on

- A summary of the campaign process
- Understanding and using the tracking tools (tally sheet, bin cards)
- Managing a distribution point
- Waste management and disposal at a distribution point

A summary of the training sessions and levels is provided in table 5 below

**Table 5: Summary of trainings, participation and facilitation**

<b>Training level</b>	<b>Purpose</b>	<b>Participants</b>	<b>Facilitators</b>
<b>Regional</b>	<ol style="list-style-type: none"> <li>1. Orientation for the overall implementation of the campaign</li> <li>2. Support for M&amp;E, SBCC, Logistics and coordination</li> </ol>	Regional Trainers (Focal persons for Coordination, logistics, M&E and SBCC)	National Trainers
<b>District</b>	<ol style="list-style-type: none"> <li>1. Training for M&amp;E for campaign</li> <li>2. Training for SBCC</li> <li>3. Training for Logistics management</li> <li>4. Training for technical support</li> </ol>	<ol style="list-style-type: none"> <li>1. District and sub-district M&amp;E reps</li> <li>2. District and sub-district SBCC reps</li> <li>3. District and sub-district Logistics reps</li> <li>4. District malaria focal person and sub-district mass campaign coordinating reps</li> </ol>	National and regional coordinating team
<b>Sub-District</b>	<ol style="list-style-type: none"> <li>1. Household registration training</li> <li>2. Training for distribution of LLINs</li> </ol>	<ol style="list-style-type: none"> <li>1. Registration Assistants</li> <li>2. Distribution Attendants</li> </ol>	National, regional, district and sub-district supervisors

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### 3.1.3 Registration and Compilation of Data

Registration Assistants (RA) will be recruited to register households electronically via a mobile software application. There should be as many women RAs as men where possible. The RAs will be provided with an electronic hand-held device (Tablet) with installed mobile application software for capturing and uploading registration data.

RAs will be paid an allowance to carry out the registration and as such, RAs should not take monies from beneficiaries for services rendered. Registration will last for 7 days With an RA covering at least 25 households per day for both rural and urban areas.

#### The Mobile software application

An App will be developed to collect and manage household registration data. Registration information will include:

- Name of household head
- Number of people in the household
- Contact number
- House number/landmark

The data entry platform of the App will be accessible offline and internet access is required only when logging in and synchronizing registration data. The App will be linked to a central electronic database where all registration data will be stored and managed at the national level. The electronic database will also have a platform for managing logistics information. The manual for operation of the App is attached as Annex 3 in the M&E plan.

#### Registration data management

Each registered household will be captured as a new record on the App. With each new record/form, the App will generate a code, which will be unique to each household. The unique code generated by the App will be written on ‘Identification slip/card’ to be given to household heads after registration. This unique code will also be sent via text messaging to the household head at the close of each day. The App will be designed to allocate nets electronically (based on number of persons in a household, using the universal coverage principle) thereby avoiding mistakes made through manual allocations. The App will be configured to limit the number of persons in a household to at most 10 and the number of nets to at least 5). The beneficiary will present the identification slip/card with code during distribution to redeem nets. The number of LLINs to be received by beneficiary is also included in the unique code. In this way, beneficiaries can request to receive the right quantities of LLINs due them.

#### Logistics data management

The App will have a portal for managing logistics data. This will be web based. LLIN received by district and sub-districts will be captured on this portal. Nets distributed at distribution point will be recorded by distribution attendants on the App, which aggregates to sub-district and district distribution data on the platform. The App will be designed to automatically update net balances as information on nets distributed is being entered. The App will be able to show an outlook of nets issued and remaining at district and sub-district levels. It will automatically factor in net top-ups received during distribution (if necessary). This will allow for easy tracking of nets remaining at district and sub-district levels at the end of the campaign. This does not disregard the paper-based inventory control systems already in place.

### **Household registration**

All households will be registered. A household will be defined as a number of people living together who eat from the same ‘pot’.

In recent campaigns, some institutions were not registered due to their peculiarity and hence did not benefit from campaign. Thus, Table 6 below details the criteria for inclusion in the household registration:

**Table 6: Institutions inclusion criteria for campaign**

<b>Institutions to be registered</b>	<b>Institutions not to be registered:</b>
<ul style="list-style-type: none"> <li>• All security forces, i.e. soldiers and police, prisons officers, etc.</li> <li>• Teachers’ quarters in the case of boarding schools</li> </ul>	<ul style="list-style-type: none"> <li>• All boarding school children because they will be registered by their families</li> </ul>

### **Institutions to be given special consideration:**

For orphanages, they will be treated as special populations to be provided with LLINs after the campaign where possible.

### **Monitoring and Supervision of Household Registration Exercise**

Supervisory teams will be deployed to monitor and support the registration exercise. Monitoring and supervision of the registration exercise will last for seven (7) days. The sub district supervisor should review registration data captured by RA’s daily. Inconsistencies identified during the daily review should be followed up to household level for rectification.

The supervisor will randomly select households to ascertain the following:

- Whether household has been registered correctly
- Whether a code was written and given to beneficiary

### ***Details in M&E plan (Annex 3)***

### **3.1.4 Distribution Processes**

The LLIN distribution will be done from fixed sites. Beneficiaries will be mobilized and informed about the dates of the distribution once the district team has commenced transport to the sub-district stores, pre-positioning sites and distribution points.

The national, regional and district campaign teams will supervise the LLIN transporters as they carry out distribution. The transporter will be liable for any loss of LLINs in transit up to the district. The district and sub-district team will be held responsible for any losses incurred during transportation and/or distribution of the nets from the district to the distribution points, as well as during the distribution. Any party responsible for losses will make good the losses incurred by reimbursing to the NMCP.

Nets will move to district stores only after data from household registration has been finalized. Regions and districts will be responsible for and accountable for all nets received. Distribution will commence after required nets quantities have been received at district stores with proper documentation. During distribution, nets will be moved to temporary storage sites at the sub-district close to distribution points. The sub-district will identify the various distribution points. Nets will be issued directly from Sub-district and or Pre-positioning site (it is possible a prepositioning site is not a sub-district) to distribution points.

Three distribution point attendants (DPA); a health worker and two other ‘traditional’ volunteers/health workers will operate a distribution point. (A traditional volunteer is a volunteer known to the district/ sub-district/community usually used for community level health interventions). There should be as many women in charge of distribution points as men where possible. One DPA will be solely responsible for BCC sensitization during distribution. Nets will be moved to distribution points daily.

#### **Distribution points**

The distribution point will be the only designated site for distribution of LLINs for the campaign. Each sub-district will be allocated distribution points as per approved micro plans. This implies that a distribution point could serve one or a number of communities. Based on the nature of the community, the distribution point can be mobile for the duration of the distribution.

#### **Distribution point site set up**

Site set up is an important part of the LLIN distribution. A well-organized site will assist with ensuring that there is adequate security for personnel and commodities, as well as reduce frustration among beneficiaries. A well-organized site will also ensure that the flow of people through it is smooth and crowd control is efficiently managed. The distribution point team should work together to identify and mitigate potential problems with security and crowd control.

The sub-district coordination team (P&C, M&E, SBCC and Logistics) will collaborate to

ensure that at all distribution sites, materials required for the LLIN distribution are in place prior to the start of the exercise, which including:

- SBCC directional point markers to point people to the site;
- Other posters to promote campaign (esp. the site and promote hanging and use of nets);
- Tablets, LLIN tally and stock sheets, and daily summary forms;
- Supervision checklists for the distribution point supervisor to verify the planning for each day of the LLIN distribution;
- LLINs and strings or other materials for the demonstration of correct net hanging;
- Demonstration net
- Refuse collection containers/bags for bale strapping, etc.

The distribution point set-up considerations are as follows:

- Ensure that the distribution team arrives well in advance of the scheduled start time (to prevent beneficiaries waiting);
- Ensure that all required supplies are available at the distribution point on time each day;
- Identify a safe LLIN storage area away from the actual LLIN distribution area;
- Clearly indicate the separate entry and exit points (one way flow), as much as possible, into and out of the site;
- Differentiate the distribution from the demonstration area;
- Ensure that the site has adequate shade and shelter from rain and sun at the waiting, distribution and demonstration areas (as possible);
- Ensure that there is an area for personal hygiene.

If a distribution point is in an area, where there is a history of problems or insecurity, early planning to ensure security, as well as targeted communication and messaging, will be necessary. Community and religious leaders are able to both identify the potentially problematic areas and identify spokespeople who can be called upon to deliver clear, consistent messages about the LLIN distribution, how it will be organized and what beneficiaries should expect. In the event that problems arise, it will be important that supervisors are quickly informed and are able to offer support for resolving situations.

Unless a distribution point is serving as a storage facility as well, nets should not be kept at the distribution point. The distribution point attendant will have a duplicate copy of Stores Issue and Receipt Voucher (SIRV) indicating number of LLINs issued by sub-district. On each day of distribution, the attendant will have the following documents:

- A copy of SIRV indicating the quantity of LLINs received from sub-district
- A bin card (Tally card)
- A tally sheet.

Distribution point attendants will have the following responsibilities during distribution:

- Ensure distribution site is properly set up (table etc.)
- Ensure orderliness by controlling crowd that gathers to receive nets
- Ensure beneficiaries queue to receive nets

- Ensure that waste generated after distribution is well disposed of
- Ensure that beneficiaries receive key messages of how to hang, care for and use nets
- Count, document on the bin card and re-pack any balance of the LLINs and return them to the LLIN storage location
- Sign off, pack tools (electronic device, tally sheets and bin cards) for onward transmission to the sub-district. The supervisor will sign off all the materials at the end of the day
- Charge the electronic device ready for the next day's activity
- Collect and pack the empty packaging materials for disposal
- Ensure that the tables and chairs are returned to where they were taken from
- Clear all 'waste' the site before departure

### **LLIN Distribution**

The mobile App will be used during distribution. The household heads/member will present the 'code card' bearing the unique code for redemption of nets at the distribution point. The distribution point attendant in charge of the site will enter the unique code in the App, which will pull up household head registration data indicating nets to be received. The attendant will then serve LLINs after confirming numbers from registration data on App and record that nets have been given out.

The color and shape of nets received by the beneficiaries may vary. As much as possible a distribution point will have a particular type of net. Each package of ITN must be ripped open before being given to the household head/member. This is a way of ensuring that nets will be used immediately and not kept. In addition, it may mitigate chances of resale of nets.

The person in charge of the site then makes a mark in circle (Ø) on the tally sheet; a mark (Ø) in the circle indicates one (one) net given out. Distribution will take a period of seven days.

All electronic devices used will be retrieved after distribution exercise based on protocol that will include inspection and documentation.

### **BCC at distribution point**

At each distribution point, there will be an area set aside where the DPA responsible for BCC will demonstrate how to correctly hang the LLIN and to disseminate key messages about malaria, use of LLINs, maintenance and the importance of caring for the nets to prevent damage. The LLIN hang up demonstration will reflect the typical sleeping patterns in the area – for example, demonstrating with a mat or mattress, demonstrating how to hang a net outside, etc. This attendant will explain to beneficiaries how the net should be hung, emphasizing the importance of ensuring that the net is hanging low enough to be tucked under the mat or mattress to prevent mosquitoes from entering. The focus will be to enhance LLIN utilization given that there are often gaps between ownership and use. In areas with specific beliefs that affect the utilization of LLINs, barriers can be addressed through a better understanding of the local context and disseminating messages that counter negative attitudes towards LLIN use. During the micro planning, these barriers should be identified and discussed to be included in

the district- and sub-district level communication plans.

### **Logistic management for mass campaign**

There shall be a logistics team to support the campaign process at all levels. Individuals from national, regional, district and sub-district level shall be appointed as logistics focal persons. The main duty of the logistics focal person is to track and appropriately document all transactions involving logistics for the campaign at their respective levels. Movement of commodities (especially LLINs) from one level to another should always be sanctioned and approved by the logistics focal person at the issuing level with proper documentation i.e. SIRVs. Table 7 below outlines the tools to be used to document LLIN transactions at the various levels.

**Table 7: PSM Tools**

<b>National</b>	<b>Regional</b>	<b>District</b>	<b>Sub-district</b>	<b>Distribution point</b>
Delivery note	SIRVs	SIRVs	SIRVs	Tally (bin) cards
Store issue receipt voucher (SIRV)		Tally (bin) cards	Tally (bin) cards	LLIN distribution daily tally sheets
Way bill				

LLINs shall be moved directly from the national level to the district stores according to final data from household registration using appropriate tool in the table above. District stores shall issue LLINs to sub-district levels according to data from household registration using tools listed in the table above. Sub-district stores shall issue LLINs directly to distribution points based on quantities from household registration data using tools listed in table 7 above. At district and sub-district levels, SIRVs should always be completely filled when LLINs are received or issued with both issuing and receiving officers duly signing. Copies of SIRV should then be filed at both issuing and receiving levels. A bin card will be kept at district, sub-district and distribution points to track and document LLIN transactions. A bin card will be used beyond the sub-district level.

At distribution points, LLINs received from sub-district stores will be duly signed for in the SIRV (at the sub-district) and documented in the bin card kept at the distribution point as well.

LLINs issued to beneficiaries will be tracked and documented on the LLIN distribution daily tally sheets by the distribution point attendant. This will also be recorded on the mobile App as nets distributed. The bin card at the distribution point will be updated daily with information from the tally sheet.

The logistics team will ensure that after the campaign, all remaining nets at distribution points are moved first to the sub district, then to the district with the requisite documentation. After the logistics team has reconciled these quantities, nets will be moved/used according to guidelines provided from the National level.

## **Monitoring and supervision during LLIN distribution**

Supervisors will play an active role in resolving bottlenecks, suggesting rapid adjustments in response to challenges arising (e.g. stock outs, security threats, leakage, low number of beneficiaries coming for LLINs, etc.). In order for these rapid adjustments to be effective, clear communication lines must exist between supervisors to ensure no duplication of activities.

Distribution point supervisors (sub district, district, regional and national levels) will be responsible for overseeing the work of the team, monitoring the LLIN storage, and ensuring order at the distribution point.

Monitoring of the LLIN distribution will be carried out by M&E teams at all levels. It is important to address any issues around uptake of LLINs and use. Monitoring data can be used to make changes to the distribution (e.g. moving a distribution point to ensure remote households are accessing nets if something was overlooked during the microplanning).

For detailed processes for monitoring and supervision during distribution, see M&E plan for campaign.

## **Review meetings**

Review meetings will be held to assess and evaluate the campaign at respective regional levels. This meeting will be facilitated by the national coordinating team and will involve regional, districts and sub-district coordinators, district malaria focal persons. Districts will report and be assessed on the four focus areas: Technical, M&E, SBCC and PSM.

### **3.1.5 Social Behaviour Change Communication (SBCC) For Campaign**

Effective communication processes are required for engaging and preparing communities and various relevant stakeholders to accept the campaign and provide active support for implementation, not only as beneficiaries but also as custodians. SBCC activities will run throughout campaign and will be heightened during key stages of campaign; before registration, during distribution and post distribution.

#### **Key strategies for SBCC**

- Advocacy ensures the “buy-in” from leaders at national, regional and district levels. The regional levels will engage both national and district levels to work together to achieve the objectives of the campaign. The regions and districts will coordinate to provide resources (personnel, vehicles and storage). Relevant stakeholders will be identified early and involved in the planning of the campaign so as to derive maximum support.
- Social mobilization will involve mobilizing communities to fully benefit from campaign activities. Social mobilization activities focus on informing target groups about details of the campaign including the dates and locations of the campaign etc.,

Communities will be engaged through effective systems such as town criers, mobile van announcements, information centre announcements and house to house visits.

- Behaviour Change Communication (BCC) is the process of using communication to encourage continuous positive behaviours. BCC will be important to ensure that beneficiaries use nets consistently and maintain them. BCC works by influencing factors like social norms, perceptions of risk and self-efficacy.

SBCC teams will be formed at all levels. These teams will be required to have communication / social mobilization plans (in line with the national SBCC strategy) which will:

- Outline objectives of the campaign
- Define target audience
- Outline key messages
- Outline appropriate channels of message dissemination
- Describe specific and targeted activities designed to engage relevant stakeholders and communities at all levels (national, regional, districts/sub-districts).

*For detailed activities and plan of SBCC for campaign see SBCC plan*

The SBCC teams will:

- Design relevant tools and materials for the campaign at the sub-district and community levels.
- Engage relevant key stakeholders to own and support the implementation of the campaign (Partners, CSOs, NGOs, opinion leaders, religious/traditional leaders, etc. Family heads, fathers, mothers and caregivers) to spread information about the campaign among their peers.
- Define and implement strategies outlined in SBCC plan at all levels.

In carrying out the recommended social mobilization activities, emphasis will be placed on prioritizing the local context and peculiarities when making decisions on the variety of options available.

### **3.1.6 Post-Campaign Activities**

The three major activities to be held after campaign will be an end-user verification, a physical reconciliation of remaining stock of LLINs, if any, and behavior change communication activities. An end-user verification exercise at the household will be undertaken to assess LLIN ownership and use.

#### **End User Verification**

This will involve an end-user survey at district and sub-district levels. The end-user verification will be coordinated by the national and regional M&E team; this will involve random sampling of households to check:

- Whether beneficiaries received identification codes
- Whether beneficiaries redeemed identification codes for LLINs
- Whether the right quantity of LLINs to be redeemed was received

- Whether quantities received by beneficiaries are still available in the household
- Whether LLINs received during campaign are in use
- If beneficiaries heard messages about LLINs and the campaign.

*See M&E plan for more details*

The national and regional logistics teams will coordinate the physical reconciliation of net balances. The team will be deployed and tasked to move to districts and sub-districts to undertake the following:

- Verify the expected number of nets remaining based on the electronic data base
- Count LLINs remaining after distribution at district and sub-district levels
- Compare LLINs balance on the electronic data base with physical stock and determine what may account for the discrepancies, if any.

### **Behavior Change Communication Activities**

- Behaviour Change Communication (BCC) activities post-distribution will aim at ensuring that beneficiaries use nets consistently and maintain them and will include:
  - Jingles in local languages in selected radio stations to encourage consistent and continued use of LLINs.
  - Radio discussion programmes encouraging beneficiaries to continue the use of LLINs
  - House to house visits and sensitization (to be done by NGOs)

## 3.2 LLIN DISTRIBUTION STRATEGY IN URBAN AREAS

### Distribution points in areas with concentrated population or urban areas

An urban area is a location characterized by high human population density and vast human-built features in comparison to the areas surrounding it. Urban areas may be cities, towns or conurbations, but the term is not commonly extended to rural settlements such as villages and hamlets. In these urban areas, strategies for and leading to distribution will vary to ensure a more effective campaign.

The urban areas of Accra, Kumasi and Takoradi will require detailed, context-driven planning to ensure that the specificities of the population are addressed. There is significant movement of the population in and out of these areas for people who are working there, but living elsewhere (or whose families are living elsewhere). Specific challenges associated with these areas include, among others, dense populations, difficulties with registration of the beneficiary households including “hard to reach households”, the potential for chaos during distribution, low redemption of LLIN and political sensitivity.

For the urban areas of Accra, Kumasi and Takoradi, it will be necessary to plan for adequate numbers of personnel for all activities – for household registration, LLIN distribution, supervision and monitoring. In urban areas, small problems can rapidly escalate hence need for adequate supervision and monitoring during the household registration and LLIN distribution especially during the first days of the exercise. It will be important to engage the various security forces in the urban areas, define their roles and responsibilities throughout the whole campaign process, and ensure that they have accurate information about dates that activities will be taking place.

#### 3.2.1 Accra Metro Profile

The region cannot be explicitly segregated into urban and rural especially for Accra Metro. Accra Metro has interspersed populations. In a typical urban area, one can find populations within these areas that are somewhat small pockets of slums, thus the urbanised area cannot be generalised as urban. As such an exclusion and inclusion criteria will be set for these areas. Thus, areas that are in the exclusion criteria will not be given nets because throughout previous campaigns, it was observed that the percentage of redemption of LLINs was very low compared to the percentage of household registration.

INCLUSION CRITERIA	EXCLUSION CRITERIA
People living in compound houses	Air-conditioned houses
Squatters living in uncompleted buildings	Gated communities
Outdoor sleepers	Areas with good drainage and waste disposal systems
Communities located around fresh stagnant water bodies	Organized elite communities

### 3.2.2 Kumasi Metro Profile

It is important to recognize that the population in Kumasi is highly mobile and varies from day to night. This has implications on the different campaign activities, particularly the household registration – registration will take place at different times of the day to accommodate all the various times people will be available in their homes to ensure that maximum coverage of households is achieved with minimal duplication or overlap. RAs will leave notes detailing who to contact in case households are missed during registration. The time lag between the household registration and the LLIN distribution will be minimized and the guidelines must be followed to avoid confusion and frustration throughout the campaign.

### 3.2.3 Takoradi Profile

Takoradi presents a similar urban setting as Accra and Kumasi Metro with two thirds of the population living in the urban core of the city. As a heavy industrial and commercial hub, majority of the population are highly mobile. Care must be taken to ensure that maximum targeted populations are registered and are able to redeem their nets during distribution. SBCC activities will be revised and intensified to get the needed results for the campaign objective.

### Microplanning in urban areas

The microplanning process in urban areas will be much the same as for the rural areas, with some limited modifications to ensure maximum registration and redemption of nets as possible and for the operational structures established:

### Engagement, advocacy and training

The SBCC sub-committee will beef up SBCC activities in identified urban areas to ensure that the planning for engagement and advocacy with political, religious and traditional leaders in the highly urbanized areas accounts for the unique aspects of the population. The communication plan will specifically address the urban area priority channels and messages, as well as timing for dissemination of information. Early and effective engagement of local authorities and opinion is vital to reduce implementation problems during the household registration and LLIN distribution.

### Registration of beneficiaries

- Registration for urban areas is planned for 7 paid days, which includes a full weekend.
- Non-registered beneficiaries will be provided with instructions regarding whom they should call to ensure that their household is registered.
- Household registration will be done simultaneously across the highly urban areas because of population movement occurring between the urban and rural areas of the districts during working hours.
- Household registration will involve significant advance communication activities (mass media, messaging from key influencers, interpersonal communication – to be

determined based on the micro planning) to inform the beneficiaries of the days and times that RAs will be registering families for nets.

### **LLIN distribution**

- Distribution points will be identified during the micro planning phase based on key criteria and assumptions, including population access (geography, distance, etc.), number of beneficiaries to be served, security and familiarity with the site (e.g. vaccination points or election registration centres, etc.).
- Distribution is recommended to start in the middle of the week e.g. Wednesday and continue for seven days throughout the weekend, though specificities in each location may dictate a different distribution period.
- Intensive communication activities will be required in advance of the LLIN distribution and throughout the distribution period to mobilize people to turn up for their nets during the specified period and at the designated location.
- The 7-day distribution period includes the mop-up period and households that have not picked up their nets within this period will be advised to follow up for appropriate guidance.
- The distribution dates shall be communicated well in advance to the security organs so that they can have ample time to plan for deployment in order to minimize chaos, especially in known trouble spots in the city.

### **3.3 INDEPENDENT MONITORING**

Independent monitoring teams will be engaged to undertake independent monitoring activities during registration and distribution guided by the implementation guidelines of the campaign.

The independent supervisor (two per region), will:

- Develop, pretest and finalize checklist to be used for assessing different levels of the campaign process. The areas of focus for assessment are

#### **1. Trainings**

During trainings for mass campaign, monitors will be required to assess:

- Quality of training(Content of training material)
- Understanding and participation
- Coordination of training

#### **2. Registration**

During Registration for mass campaign, assessors will be required to assess:

- Community awareness of registration exercise
- Availability of logistics for registration
- RA's adherence to protocols for registration as indicated in the campaign plan
- Level of Supervision for registration exercise.
- Ensure all communities are covered during registration.
- Registration in hard to reach areas

### **3. Distribution**

During Distribution for mass campaign, assessors will be required to assess:

- Community awareness of distribution exercise.
- Availability of logistics for distribution
- Coordination and order at distribution point
- Documentation for logistics

#### **3.4 FRAUD MITIGATING MEASURES**

- Focal persons will be detailed at the various levels to handle logistics issues.
- LLINs received at district and sub district levels will be signed by the person in charge of the stores and countersigned by the head of institution at that level.
- Heads of institutions who countersign for LLINs received at their level shall be ultimately responsible for the LLINs in their custody.
- Quantity of LLINs received by districts from the central level shall be reported to the NMCP through the region for cross checking with quantities allocated and the necessary reconciliation made. This will be compared with reports generated by the App.
- LLINs will only be kept in secured storage places. A list of secured storage places in a district for LLINs will be generated and inspected by the national PSM team before LLINs are sent. In cases where storage places are limited, secured storage sites will be rented temporarily.
- Procurement team will ensure that all nets move with the requisite documentation. All distribution points have SIRV that are completed each time nets are received and not on daily basis.
- The App will be designed to allocate nets electronically (based on information provided) avoiding mistakes made through manual allocations.
- The App will be able to limit the number of people in a household (the number of people in a household should be at most 10) and the number of nets allocated within a particular range
- Each beneficiary will be given codes, unique to individual household heads to redeem their nets

#### **3.5 REPORTS**

All reports to be generated from meetings and activities throughout campaign are detailed in the M&E plan for the campaign



**2018 POINT MASS DISTRIBUTION (PMD) CAMPAIGN**

**DETAILED SCHEDULE**

ACTIVITY	EASTERN	VOLTA	WESTERN	CENTRAL	NORTHERN	UPPER EAST	BRONG AHAFO	ASHANTI	GAR
<b>Informative Meeting</b>	2nd October	9th October	28th February	28th February	2nd May	16th May	31st July	4th Sept	2nd Oct
<b>Microplanning</b>	13 <sup>th</sup> February	20 <sup>th</sup> February	11th - 12th April	11th - 12th April	3rd - 4th May	17th - 18th May	31st July	4th Sept	2nd Oct
<b>Regional Orientation</b>	16 <sup>th</sup> February	23 <sup>rd</sup> February	10th April	27th April	2nd May	16th May	1st - 2nd August	5th - 6th Sept	3rd - 4th Oct
<b>District &amp; subdistrict trainings</b>	19 <sup>th</sup> Feb- 22 <sup>nd</sup> Feb	26 <sup>th</sup> Feb - 1 <sup>st</sup> March	3rd - 6th July	1st - 4th May	7th - 11th May	21st - 24th May	6th - 9th August	10th - 14th Sept	29th - 31st Oct
<b>IT Boot Camp</b>	23 <sup>rd</sup> February	2 <sup>nd</sup> March	9th July	5th May	14th May	22nd May	10th August	15th Sept	1st Nov
<b>RA Training</b>	19th - 20th March	5 <sup>th</sup> - 6 <sup>th</sup> March	16th - 17th July	7th - 8th May	22nd - 23rd May	1st June	13th - 14th August	21st & 24th Sept	2nd & 5th Nov
<b>Registration</b>	22nd - 28th March	8 <sup>th</sup> – 14 <sup>th</sup> March	19TH-24TH JULY	14th - 20th May	25th - 31st May	4th -11th June	15TH-21st AUGUST	25TH SEPT-1ST OCT	6TH NOV-12TH NOV
<b>Validation</b>	29th - 30th March	15 <sup>th</sup> – 17 <sup>th</sup> March	25th - 26th July	21st - 22nd May	4th - 5th June	12th - 13th June	22nd - 23rd Aug	2nd - 3rd Oct	13th - 14th Nov
<b>Movement of LLINs</b>	29th March - 3rd April	15 <sup>th</sup> – 24 <sup>th</sup> March	27th - 6th August	4th - 15th June	5th - 15th June	6th - 20th August	24th - 3rd Sep	4th - 12th Oct	16th - 23rd Nov
<b>DPA Training</b>	3rd April	26 <sup>th</sup> March	13th August	17th JULY	18th June	21st Aug	10th Sept	22nd Oct	3rd Dec
<b>Distribution</b>	4th - 10th April	27 <sup>th</sup> - 29 <sup>th</sup> Mar, 3 <sup>rd</sup> – 6 <sup>th</sup> April	14TH-20TH AUGUST	18TH-24TH JULY	18th - 25th June	22nd - 28th Aug	11TH-17TH SEPT	23RD OCT-29TH OCT	4th DEC-11th DEC
<b>Post Distribution</b>	16th April - 11th May	9 <sup>th</sup> April – 4 <sup>th</sup> May	22nd - 24th August	6th - 8th August	27th - 29th June	18th - 20th July	19th - 20th Sept	31st - 8th Oct	13th - 21st Dec

## Annex 1

### **SUBJECT: NATIONAL MALARIA CONTROL PROGRAMME TECHNICAL SPECIFICATIONS FOR NETS TO BE PROCURED**

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Please find specifications of long lasting insecticide treated nets (LLINs) to be procured for the National Malaria Control Programme.

#### **A. THE DIMENSIONS ARE AS FOLLOWS:**

1. EXTRA FAMILY RECTANGULAR - 180cm (W) x 190cm (L) x 150cm (H)

#### **B. TREATMENT STATUS**

The nets should be **LONG LASTING** and treated with either **DELTAMETHRIN; ALPHACYPERMETHRIN, PERMETHRIN INSECTICIDE** or **PYRETHROID with PBO** and must be **WHOPES** recommended.

#### **C. SHAPE**

Rectangular

#### **D. MESH SIZE**

Minimum 20/cm<sup>2</sup>

#### **E. MATERIAL**

Polyester, polypropylene or polyethylene

#### **F. STRENGTH/ YARN**

100 deniers

#### **G. COLOUR**

WHITE & BLUE

#### **H. QUANTITIES**

Yet to be determined (percentage of polyester and polypropylene nets should be higher than polyethylene)

#### **I. HANGING STRINGS (for Rectangular Nets)**

200 cm at each of the 4 corners

#### **J. SUSPENSION POINT FOR HANGING LOOPS**

6 per net (one at each corner and one each in the middle)

#### **K. DIMENSIONAL STABILITY**

≤ 5%

**L. BURST STRENGTH**

>250 kPa (7.3cm<sup>3</sup> sample)

**M. INDICATE COLOUR OF NET ON EACH BALE**

**N. INDICATE BATCH NUMBERS ON EACH PACKAGE AND EACH BALE**

**O. NETS PACKAGINGS MUST BE EMBOSSED WITH GHS LOGO**

**P. LLIN MUST BE REGISTERED WITH NATIONAL REGULATORY AUTHORITY**

**Q. PROGRAMME TELEPHONE NUMBERS 0302661484 and 0244337978**

**ON EACH PACK**

**R. NOT FOR SALE SHOULD BE ON EACH PACK**

**S. SUPPLIER IN BID SHOULD SHOW EXPERIENCE OF SUPPLY AND DELIVERY**

**OF LONG LASTING BED NETS IN THE COUNTRY TO FORESTALL**

**UNNECESSARY DELAYS**

**ANNEX 3**

**MONITORING AND EVALUATION PLAN**

*Find attached as a separate file.*