Planning checklist for CD implementation

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| --- | --- | --- | --- | --- | --- |
| Stage | Step | Output | Deadline | Responsible | Completed |
| Planning | Draft strategy | Draft strategy document |  |  |  |
|  | Field assessment | Field assessment report |  |  |  |
|  |  | Final strategy document |  |  |  |
|  | Implementation guidelines | Implementation guidelines document |  |  |  |
| Implementation | Convene coordination committee | TOR for coordination committee |  |  |  |
|  | Develop timeline and budget | Chronogram with point people |  |  |  |
|  |  | Budget |  |  |  |
|  | Quantify net need | Macro quantification plan |  |  |  |
|  |  | Micro quantification plan |  |  |  |
|  | Create a logistics and supply chain plan and begin tasks | Transport and storage plan |  |  |  |
|  |  | Tracking and other logistics tools |  |  |  |
|  |  | Contracts for 3PLs in place |  |  |  |
|  |  |  |  |  |  |
|  | Create accountability and supervision plans | Fraud, prevention and mitigation plan |  |  |  |
|  |  | Supervision plan |  |  |  |
|  | Develop SBCC plan and plan for begin tasks | SBCC plan for CD |  |  |  |
|  |  | SBCC materials developed and produced |  |  |  |
|  |  | SBCC contracts in place |  |  |  |
|  | Develop M&E plan and tools and begin implementation | M&E plan |  |  |  |
|  |  | Start of monitoring activities (on-going) |  |  |  |
|  |  | Coverage evaluation |  |  |  |
|  |  | Cost analysis |  |  |  |
|  | Develop training plan and training materials and begin tasks | Training guide in place |  |  |  |
|  |  | Training plan in place |  |  |  |
|  | Conduct trainings | Trainings conducted |  |  |  |
|  |  | Pre-post training assessments available |  |  |  |
|  | Transport nets | LLINs in place at distribution points |  |  |  |
|  | Distribute nets to beneficiaries | LLINs received by beneficiaries |  |  |  |
|  | Conduct monitoring visits | Monitoring visits conducted |  |  |  |
| Review and replanning | Analyze data and adjust plan | On-going review of monitoring and supervision data |  |  |  |
|  |  | At least annual review |  |  |  |