Revised Standard Operating Procedure

School Net Program - 4

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Abbreviations

|  |  |
| --- | --- |
| BCC  DC  DED  DEO  DMO | Behavior Change Communication  District Commissioner  District Executive Director  District Education Officer  District Medical Officer |
| LLIN | Long-lasting insecticidal nets |
| PO-RALG | President’s Office of Regional Administration & Local Government |
| RAS  RC  REO  RMFP  RMO  SBCC  SNP4  TCCP  TCDC | Regional Administrative Secretary  Regional Commissioner  Regional Education Officer  Regional Malaria Focal Person  Regional Medical Officer  Social and Behavior Change Communication  School Net Programme Year 4  Tanzania Capacity Communication Project  Tanzania Communication and Development Center |
| WEC | Ward Education Coordinator |

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# Engagement and Coordination

# Engagement and coordination of stakeholders and implementers takes place at two levels, which are national and sub national (regional/district or council level). Different partners are gathered and informed about the project activities, provide inputs into the programming, emphasizing quality data for School Net Programme Year 4 (SNP4) planning, and a common understanding is forged.

# National Level

## Engagement at national level is achieved through planned and regular platforms such as task force (LLIN) and technical working group meetings as well as ad hoc or project-oriented meetings with the key stakeholders that also include funding agencies. The main output of this process is an agreed macro plan that is based on and reflects the annual project work plan.

## Regional and District Level

## There will be only one advocacy meeting that combines both regional and district officials in each region. These meetings will be held at regional level in all seven regions. There will be continuous engagement with regional and district officials to ensure they are updated pursuant to project activities in their regions/districts by project team members.

## Participants for the regional advocacy meetings will include five senior officials: the Regional Commissioner (RC), Regional Administrative Secretary (RAS), Regional Medical Officer (RMO), Regional Education Officer (REO), and Regional Malaria Focal Person (RMFP). From the district level four members will participate: the District Commissioner (DC), District Executive Director (DED), District Medical Officer (DMO) and District Education Officer (DEO). Other members can be added as deemed important in order to ensure the regions are engaged and involved in the activities’ planning and implementation.

# Trainings and Orientations

## Training sessions will be conducted for both Trainers of Trainers (national) and for regional teams, district teams, and Ward Education Coordinators (WECs, also referred to as “implementers”) in a cascade. VectorWorks will identify a pool of experienced trainers from the National Malaria Control Programme (NMCP) and the President’s Office of Regional Administration & Local Government (PO-RALG) to form a national training of trainers and monitoring team. This national team will be oriented by VectorWorks staff based on the training guide for SNP4.

## The oriented national trainers will train regional teams made of four key staff selected from health and education departments/units at a central location. Once the regional teams have completed the training for SNP4, they will organize training for district level cadres involving key four staff selected from health and education departments/units as described above.

## All three levels i.e. national, regional and district teams will be trained for two days each, while the training of WECs will be conducted for a single day and will be facilitated by district teams. The WECs will convene in a central location at a district center and will be trained on standard operating procedures for SNP4. WECs will be given both data collection and issuing booklets after their training. The WECs will then orient head teachers on the SNP4 process from data collection to issuing of nets to students. A simple fact sheet with the frequently asked questions will be given to all WECs for reference when they orient head teachers.

# Quantification of Pupils

## In the southern zone regions of Mtwara, Lindi, and Ruvuma, WECs quantification data for SNP4 were compared with March 31st 2016 central government data, as well as SNP3 re-quantification data. Our analysis has showed that the three datasets align within +/-10% of each other, demonstrating data integrity.

## In the lake zone regions of Mwanza, Kagera, Geita, and Mara, WECs quantification data for SNP4 were submitted at the same time, March 31st 2016, as submission of the central government data. These data from the two datasets were almost identical, casting suspicion on data validity. Many districts and regions in the Lake Zone failed to submit quantification data altogether; there were many missing data points, further complicating the validation process.

## For these reasons, VectorWorks will sample schools in the lake zone regions of Mwanza, Kagera, Geita, and Mara to compliment and further validate June 30th 2016 central government data. Sample size is calculated to reflect 95% confidence, and to allow for 5% margin of error. 100 schools will be sampled in Mwanza region, 97 schools in Kagera region, 83 schools in Mara region, and 63 schools in Geita region, for a total of 343 schools in the lake zone regions. More details on the number of schools sampled by district and regions can be found in the table below.

## Our sampling process is as follows: Once in the district, one school located in the town city center will be selected randomly to be sampled. From there onwards, the next school in closest proximity to the previous school sampled will be chosen for sampling. This will be done until the target number of schools in the district has been sampled.

## Our findings will be shared with NMCP and PO-RALG, and will serve as an additional data source for comparison and validation with June 30th 2016 central government data.

## Validated June 30th 2016 central government capitation data will be used to inform next steps of SNP4 moving forward.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Region** | **District** | **# of wards** | **# of schools** | **Sample size** |
| **1** | **Mwanza** | Misungwi | 27 | 143 | 16 |
| Kwimba | 30 | 151 | 16 |
| Sengerema | 26 | 103 | 11 |
| Buchosa | 21 | 90 | 10 |
| Magu | 24 | 103 | 11 |
| Ukerewe | 25 | 124 | 14 |
| Nyamagana | 13 | 102 | 11 |
| Ilemela | 19 | 100 | 11 |
|  |  |  | **185** | **916** | **100** |
| **2** | **Kagera** | Biharamulo DC | 17 | 85 | 9 |
| Bukoba DC | 29 | 141 | 15 |
| Bukoba TC | 14 | 25 | 4 |
| Karagwe DC | 23 | 110 | 12 |
| Kyerwa DC | 18 | 97 | 11 |
| Misenyi | 20 | 95 | 10 |
| Muleba | 43 | 221 | 24 |
| Ngara | 20 | 113 | 12 |
|  |  |  | **184** | **887** | **97** |
| **3** | **Mara** | Tarime TC | 8 | 29 | 3 |
| Tarime DC | 26 | 104 | 11 |
| Rorya | 25 | 126 | 14 |
| Musoma DC | 21 | 108 | 12 |
| Musoma MC | 16 | 38 | 4 |
| Bunda DC | 19 | 101 | 11 |
| Bunda TC | 13 | 66 | 7 |
| Butiama | 18 | 85 | 9 |
| Serengeti | 30 | 109 | 12 |
|  |  |  | **176** | **766** | **83** |
| **4** | **Geita** | Nyang'wale DC | 18 | 61 | 7 |
| Mbogwe DC | 18 | 84 | 9 |
| Geita DC | 35 | 169 | 18 |
| Geita TC | 12 | 55 | 7 |
| Chato DC | 24 | 128 | 14 |
| Bukombe DC | 16 | 77 | 8 |
|  |  |  | **123** | **574** | **63** |
|  |  |  | **668** | **3,143** | **343** |

# Selection of Eligible Classes

## Classes to be issued with nets will be determined after having final data (validated data). Based on regional allocated numbers of LLINs that ensure universal coverage in the regions, based on the NetCALC modelling, and a consultation with regional authorities, classes that will optimally consume/absorb the total nets allocated for the regions will be determined and communicated to the districts. VectorWorks will present the data to NMCP and with a consensus from the parties, classes eligible will be made official to the regions and district to guide implementation of issuing to students.

# Micro-plans

## Micro-plans are district plans that shows how nets will be delivered to each primary school in the district. Training of how to prepare micro plans will be done during training at all levels. Districts will prepare micro-plans and submit to the regions for review and regions will submit to the logistics contractor for endorsement and approval. Micro-plans provide key information for easy delivery of LLINs to schools such as how many routes are needed to be able to deliver nets, distance of each route, how many vehicles needed, fuel needed per route, how many laborers are needed for re-bundling, etc. Once approved, the micro-plans prepared by the districts will be implemented by VectorWorks’ private contractors.

# LLINs Re-bundling & Transportation

## Nets are delivered to districts in bales of 40 nets. Re-bundling refers to the process of re-allocating nets by school, breaking down bales as necessary. The packing list (School Distribution Manifest) for re-bundling will contain a list of all schools in a district and the number of LLINs needed for each school. The packing list will use validated June 30th central government data to provide the number of nets required by each school.

## Re-bundling will be carried out at the district level by the contracted private provider, Simba Logistics, with supervision by the district technical team. Re-bundling to be more precise, will be done in between off-loading and on-loading from larger vehicles to smaller vehicles for distribution.

## The transporters, Simba Logistics, will inform head teachers prior to LLIN drop-off at schools to give them notice to prepare. To be more exact, head teachers will receive a message 3 days before distribution and the day before distribution, and a call at day of distribution.

## The project team in collaboration with Simba Logistics will conduct pre-alert visits to each region and district. During these meetings the team will meet regional and district officials and brief them the plan for net distribution, specifically the team will strive to alert Regional and District Authorities including key people from Education and Health Departments on the commencement of LLINs distribution exercise in all registered primary schools (government and private schools), sharing of distribution manifests and schedule verification and confirmation of list of schools, to observe what are the issues and challenges that need to be taken into account to ensure achievement of SNP4.

# Social and Behavior Change Communication (SBCC)

There will be community mobilization activities as during SNP3. Tanzania Capacity Communication Project (TCCP), also a USAID-funded project, will support these efforts. TCCP will subcontract a locally based non-governmental organization named Tanzania Communication and Development Center (TCDC) which has expertise in communication, community engagement and outreach, programming, and implementation to manage the SBCC activities. There will be print materials, radio spots as well as special radio programs to convey SNP4 key messages such as eligibility, school distribution process, LLIN use, LLIN care and repair, intra-house and extra-house sharing of LLINs for those with excess numbers of LLINs in their households. Public wide events will also be deployed to ensure communities are informed and responds positively.

# LLIN Issuing

Once nets have arrived at a school and hand over is properly completed and time allows, head teacher will call all class teachers from eligible classes and give them nets as per the class needs as well as issuing books and BCC materials. The emphasis is that nets should immediately be issued to eligible pupils on the same very day of arrival if time allows, but if it does not allow, nets will be issued the next day. Every eligible pupil who receives a net will sign/put a thumbprint next to his/her name. If a student is absent from school on LLIN issuing day, the teacher will keep nets for absent students and issue them within seven days.

# Supervision of LLIN Issuing

Supervision of issuing will take place through three key groups of people. There will be a multi-stakeholder approach where the national training and monitoring team will provide oversight supervision during issuing. They will join regional technical teams to visit sampled schools in the districts. The third group will be comprised of both district technical teams and the private transporter. They also will work together during issuing to assist teachers and clarify any matters that will raise in their capacity.

# Collection of Issuing Data

Reflecting data collection (quantification step) in a reverse order, each WEC will be required to visit all schools in his/her ward to collect pupils’ data using special project books. Class teachers will be required to aggregate class data and submit to the head teacher. WECs in collaboration with head teachers will aggregate class data to get school data, and WECs will aggregate schools data to get ward data and submit to the district on paper forms within seven working days. At district level, district technical teams will aggregate ward data from paper forms into an electronic template that VectorWorks provides to them in Excel to get district data and submit electronically to the region. Likewise the region will aggregate district data to get regional data and submit to national level (PO-RALG). VectorWorks will obtain the datasheet showing LLIN distribution by eligible class, school, ward, district and eventually region to compile a report for SNP4.

# Regional and District Feedback Meetings

VectorWorks will arrange and conduct exit meetings with regional teams, focusing on teams that were met during advocacy meetings, and implementing teams to discuss what transpired during the entire 9 steps of implementing SNP4. Feedback will be used to improve planning for SNP5.

# Management of Leftover Nets

The entire process to verify data correctness is aimed at ensuring that all eligible students gets a net on the issuing day however, if there will be any leftover nets for any reason, the nets will be retained at school. NMCP issued a statement during SNP2 that gave mandate to the Regional Health Management Team/Council Health Management Team determine how to re-distribute leftover nets. VectorWorks will not conduct any reverse logistics for leftover nets after issuing, so it will be entirely at the discretion of local government authority to collect them and re-distribute.

# Monitoring and Evaluation

A process evaluation and a commodity management audit will be conducted. The process evaluation will involve interviewing stakeholders and collecting program data to document what was planned, what actually took place, and what was learned from the experience. The commodity management audit will follow the paper trail to document what percent of nets distributed can be accounted for and to make recommendations regarding the management of the supply chain and documentation. These reports will be used to improve the process for SNP5.