

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

**Contract Number**

**Date Submitted:**

01/27/2017

**For Review by**

Against Malaria Foundation (AMF)  
<http://www.AgainstMalaria.com>

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# Episcopal Relief & Development

## Upper West Region Pre-distribution and Distribution Report

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<b>Venue of Activity:</b> Upper West Region	<b>Total Number of Districts in Region:</b> Eleven (11) districts for AMF work
<b>Implementation period:</b> April to Sept, 2017	<b>Report Date:</b> December 15, 2016
<b>Activities Organized by:</b> National Malaria Control Programme (NMCP), with monitoring by ADDRO and Episcopal Relief & Development	

### Introduction / Background

Against Malaria Foundation supported the Ghanaian National Malaria Control Program (NMCP) in their 2016 mass LLIN distribution campaign to distribute 2,686,808 LLINs in the Northern, Upper West and Greater Accra regions. Episcopal Relief & Development and its implementing partner – the Anglican Diocesan Development and Relief Organization (ADDRO) worked with the NMCP and Ghana Health Service (GHS) to successfully implement the campaign activities.

This report covers all activities undertaken in the pre-distribution and distribution phases of the campaign in the Upper West Region.

### Overview of Key Activities

Episcopal Relief & Development/ADDRO supported the NMCP to implement key activities of the pre-distribution and distribution phases of the mass LLIN campaign in the Upper West Region. These activities were led by the NMCP with monitoring by Episcopal Relief & Development/ADDRO.

Activities undertaken under the pre-distribution and distribution phases included:

1. Informative Meeting / Regional planning workshops with GHS/NMCP
2. Orientation/Training of National and Regional Supervisors

3. Training of District and Sub-district Supervisors
4. Training of Volunteers
5. Household registration exercise
6. Pre-distribution data validation (validation of household registration data)
7. Point distribution of LLINs
8. Post distribution meeting
9. Post Validation and End-User-Verification

The table below provides details of all pre-distribution and distribution activities carried out in the eleven districts of the Upper West region during the period under review.

## Upper West Region LLIN Pre-distribution and Distribution Report – Activity Table

	Date(s)	Location	Description of Activity	Stakeholders involved	Outcomes/Findings/Challenges + Action Items and Next Steps
<b>A. PRE-DISTRIBUTION PHASE ACTIVITIES</b>					
<b>1. Informative Meeting and Regional Planning Workshop</b>					
1.	April 18 <sup>th</sup> , 2016	Conference Hall of the Regional Health Directorate, Upper West Region, Wa	<p>ADDRO participated in the informative meeting and planning workshop for the LLINs distribution in the Upper West Region. The meeting was facilitated by staff of the National Malaria Control Programme (NMCP).</p> <p>The purpose of the planning workshop was to deepen the understanding of stakeholders on the campaign model and related activities, discuss implementation schedules and agree on timelines for all activities. Participant's roles and responsibilities for the campaign were discussed and agreed.</p>	NMCP, GHS, ADDRO, Upper West Municipal Assembly.	<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>The 2016 LLIN mass campaign strategy was well explained by the facilitators.</li> <li>Implementation schedules, timelines, and budget issues were clearly outlined and communicated to the understanding of stakeholders.</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <ul style="list-style-type: none"> <li>Besides a delay in starting the meeting which was due to late arrival of the facilitators travelling from the NMCP headquarters in Accra, there was no significant challenge.</li> </ul>
<b>2. Orientation/Training of National and Regional Supervisors</b>					
2.	June 20 <sup>th</sup> , 2016	Sem-B Lodge Hotel in Upper West region, Wa	<p>ADDRO participated in the orientation / training session for the National and Regional Supervisors in the Upper West Region. The aim of the training was to equip the supervisors with the requisite knowledge/skills to train the District and Sub-district supervisors at the district levels for the LLIN campaign. The training was facilitated by NMCP staff. Key areas/topics covered included:</p> <ul style="list-style-type: none"> <li>How to register households and issue out coupons</li> <li>Correct filling of coupons</li> <li>Allocation of nets to households using the LLIN universal coverage principle</li> <li>Social mobilization activities and Social &amp;</li> </ul>	NMCP, GHS, ADDRO	<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>A total of 66 staff of GHS participated in this training.</li> <li>A good number of the participants had demonstrable experience in LLIN campaign</li> <li>The training was participatory</li> <li>Participants practiced filling the data collection tools</li> <li>The experienced staff were paired with those with less experience for the cascade trainings</li> <li>ADDRO staff shared relevant observations from the pre-distribution and distribution exercises in Northern and Greater Accra Regions that could help improve the campaign in Upper West. Examples included recoding of coupons</li> </ul>

			<p>Behavioral Change Communication (SBCC) messages to be given out to communities during the point distribution process.</p> <ul style="list-style-type: none"> <li>• <b>Use of data collection tools</b> - The following key data collection tools used by NMCP were covered in the training; Form B used for district/sub-district prepositioning site store checks, Form C for distribution points and Form D for district level data collection. (See Annex for copies of Forms A, B, C &amp; D.)</li> <li>• <b>Point Distribution Activities</b> - The facilitators took participants through the guidelines involved in the distribution exercise such as verification of number of distribution points; visit to at least 50% of distribution points; meeting with the sub-district teams; ensuring that all distribution points are manned by at least two people, either two health workers or a health worker and a volunteer; the need to rip off each net package before giving out to beneficiaries; crossing out coupon counterfoil and the coupon given back to beneficiaries before giving out LLINs and use of supervisory checklists for stores supervision, pre-positioning sites (PPS) and distribution point supervision.</li> </ul>		<p>with wrong serial numbers for easy identification of beneficiaries during the distribution, identification of registered households with a mark on their exterior walls and the partially registered households left unnumbered for revisits, and splitting of large communities and recruiting more volunteers to enable them capture all households.</p> <ul style="list-style-type: none"> <li>• The exterior walls of households which had completed registration were marked differently from those households that needed revisit to complete the registration.</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <ul style="list-style-type: none"> <li>• The large number of participants (66) put together in one session made it challenging for effective participation and supervision during the session.</li> <li>• The lesson learnt was that it would be useful to divide the group into manageable numbers to make participation and supervision more effective</li> </ul>
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**3. Training of District and Sub-district Supervisors**

3.	July 4 <sup>th</sup> -5 <sup>th</sup> , 2016	At the various District Health Administration (DHAs) Conference	ADDRO monitored the district and sub-district supervisors' trainings in 5 out of the 11 districts in Upper West Region. The purpose of the training of district and sub-district supervisors was to equip them with the requisite knowledge and skills to support in training of volunteers at sub-district levels for the household registration exercise.	GHS/NMCP, ADDRO	<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>• The facilitators used the NMCP manual developed for the 2016 LLINs Campaign.</li> <li>• A total of 49 district and sub-district supervisors were trained in the 5 districts visited.</li> <li>• The training was participatory</li> <li>• Participants practiced filling the data collection tools</li> </ul>
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	Halls in the Upper West Region	The trainings were facilitated by the regional supervisors with the support of national supervisors. The content of the training was the same as that of the national and regional supervisors training. They were however informed not to disclose the universal coverage principle of two people to one LLIN to the volunteers during their training. This was to avoid the volunteers from inflating household population sizes of relatives and friends with the intention of getting more LLINs for each individual HH members.	<ul style="list-style-type: none"> <li>The facilitators shared experiences from the previous trainings which enhanced participants understanding of the campaign.</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <ul style="list-style-type: none"> <li>The main challenge was that district and sub-district supervisors' trainings were going on concurrently in all the districts. As a result, the ADDRO team could not spend much time with participants to observe each training to the end as they needed to visit some other districts as well.</li> <li>As a recommendation, subsequent trainings should be scheduled at different dates and times to allow for effective monitoring.</li> </ul>
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**4. Training of Volunteers**

4.	July 6 <sup>th</sup> -8 <sup>th</sup> , 2016 At various DHA and Sub-district conference halls	<p>ADDRO monitored the training of volunteers for the household registration and the issuing out of coupons for the LLINs mass distribution exercise. These trainings took place concurrently at various districts and sub-districts. The training content was the same as that of the National and Regional Supervisor's except that the allocation of LLINs and the universal coverage calculations was not made known to them for the reasons stated under the district and sub-district training (see section 3).</p> <p>The following were emphasized during the training:</p> <ul style="list-style-type: none"> <li>Registration for the LLINs is free</li> <li>One coupon to be used for each household</li> <li>In polygamous homes, each wife and children are registered separately as a household. The husband should be registered as part of one of the wives' household</li> <li>The aged (70 and above) should be registered as separate household</li> </ul>	<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>The facilitators used the NMCP manual developed for the 2016 LLINs Campaign.</li> <li>The volunteers were literate</li> <li>The training was participatory</li> <li>Participants practiced filling the household registration coupons</li> <li>ADDRO monitored the volunteers' trainings in 18 sub-districts</li> <li>In all the sub-districts visited, 311 volunteers were trained for the LLINs campaign</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <p>Some of the volunteers training happened on the same day and time making it difficult to effectively monitor all trainings. Though ADDRO team could not stay to the end of these training, they were able to spend some reasonable time at each training to observe and make inputs.</p>
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## 5. Household registration and supervision

5.	July 11 <sup>th</sup> - 15 <sup>th</sup> 2016	House-to-house in all Communities in the Upper West Region	<p>ADDRO monitored the household registration exercise in 33 sub-districts in the Upper West Region. The monitoring exercise was conducted using NMCP monitoring checklists. The purpose of the household registration was to take data of all household populations to help in the allocation of LLINs. It was also meant to issue out coupons to households which would be used to redeem LLINs during point distribution.</p> <p>Prior to starting the registration in the communities, the monitoring team/supervisors were given a brief orientation on the 11th July, 2016 at the Upper West Regional Health Directorate. The session was facilitated by NMCP staff. Key areas highlighted included: the use of monitoring tools, sampling and visiting households to observe the registration process or interview household members to check whether the registration process was done in accordance with agreed principles, social mobilization and source of information. It was emphasized that monitoring teams have entrance and exit meetings with DHAs to brief them on their observations on the field and make recommendations for improvement where necessary.</p>	GHS/NMCP ADDRO	<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Coupons observed were properly filled by volunteers.</li> <li>• The serial numbers on some coupon booklets were wrongly printed. Hence, the coupons were re-coded by GHS using markers. In re-coding, the coupons were coded alpha-numerically using initials of the district, sub-district and community followed by serial numbers. The coupons in the booklets were also given page numbers.</li> <li>• The registration was free. All households interviewed indicated no one requested for money or any gift from them before registration.</li> <li>• Filled coupons were issued to each household, which they will use to redeem their LLINs on the day of the distribution.</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <ul style="list-style-type: none"> <li>• The rains affected the registration process as volunteers could not move around to do the registration until the rains stopped.</li> <li>• The registration took place during the farming season. Some households needed to be revisited several times to get them registered because they go to their farms and come back late. The team encouraged the Supervisors to ensure the volunteers do more follow-ups to households they could not meet in order to register them.</li> <li>• It was recommended at debriefing session that programs (including LLINs campaign) targeting majority of the rural farmers should always be carried out before the peak of rainy season.</li> <li>• The ADDRO team gave feedback about the issue of a volunteer filling a coupon only in figures without the corresponding words, which the team provided on-the-spot corrections.</li> <li>• Where coding was done on only the coupon counterfoil and not on the main coupon given to beneficiaries, they were asked to correct that moving forward.</li> <li>• Where volunteers were writing only first names of heads of households, they were asked to go back to the household and correct that to include the full family name.</li> </ul>
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6. Pre-distribution data validation (validation of household registration data)					
6.	July 25 <sup>th</sup> - 29 <sup>th</sup> , 2016	In all districts and sub-districts	<p>ADDRO team participated in the pre-distribution data validation exercise in Upper West Region. The pre-distribution data validation exercise was aimed at validating the data compiled by the sub-districts and districts after the household registration exercise. The validation exercise enables NMCP to determine the actual number of LLINs needed by the region, districts, sub-districts and communities for the distribution. ADDRO's role was to monitor the validation exercise, which was done by National and Regional Supervisors at the various sub-districts.</p> <p>The NMCP team held a session for the validation teams on the 25<sup>th</sup> July, 2016 to brief them on the exercise. After the briefing session, the regional and national teams were paired and assigned to various districts for the validation. Also there were supervisors assigned to monitor the validation process.</p>	NMCP, GHS, ADDRO,	<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Most of the figures on net allocation against the total number of people in the household were correct, except that a few (about 1%) of the booklets had wrong entries. For example mismatch between numbers in figures and words. These errors were rectified.</li> <li>• Coupons with household size more than ten (10) were verified. Validators had to call such household on phone to verify the authenticity of it.</li> <li>• All the coupons in each booklet were validated.</li> <li>• The teams supervised and monitored the pre-distribution validation exercise in 22 sub-districts.</li> <li>• The validation team created a WhatsApp platform for sharing of information among each other during the process. ADDRO M&amp;E officer was on the platform and hence was abreast with all issues in the field.</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <ul style="list-style-type: none"> <li>• The exercise took place at the peak of the rainy season which made most roads very bad and difficult to drive on. It therefore impeded the team's movement from one sub-district to the other for supervision and monitoring. Nonetheless, the team had to meander through alternative roads (which required lengthy travel times) to some of these sub-districts. For example, ADDRO HQ team from Bolgatanga to Upper West region, after travelling for close to 116 km, had to travel back to Bolgatanga (since the main road was washed off by rain) and go through Northern Region route to Upper West.</li> </ul>

**B. LLIN DISTRIBUTION PHASE ACTIVITIES**

**7. LLINs Point distribution exercise**

7.	September 5 <sup>th</sup> - 10 <sup>th</sup> , 2016	All 11 districts in the Upper West Region	<p>The ADDRO team and the Program Officer for Ghana Health Partnership (Episcopal Relief &amp; Development), conducted light monitoring of the point distribution exercise in the Upper West Region. The team split into two groups and covered 10 out of the 11 districts in the region.</p> <p>This exercise entailed the distribution of LLINs to registered beneficiaries at designated distribution points, which lasted for five days. However, after the fifth day, beneficiaries continued to redeem their nets from the various Health District and sub-district offices.</p> <p>Registered beneficiaries redeemed their LLINs with coupons they received during the household registration exercise. Distribution points were manned by at least two people (either two health workers or a health worker and a volunteer).</p> <p>Household members queued at the distribution points. Upon arrival to the front of the line, the distribution point (DP) attendants received a household member's coupon, and crosschecked with the coupon counterfoil using names, the serial number and phone numbers to verify authenticity of coupon. When coupon serial number agreed with coupon counterfoil serial number, the DP attendant indicated on the coupon the number of LLINs received, picks the LLINs, opens each LLIN package, tallies the number of nets issued out on the tally sheet and crosses the coupon with a pen before handing over the net(s) and the coupon back to the beneficiary. The coupon is given back to the beneficiaries</p>	ADDRO, Episcopal Relief & Development, GHS, NMCP	<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>• There were very long queues of beneficiaries (eager to redeem their nets) especially in the first three days of the distribution in all distribution points visited. However this reduced on the subsequent days as most of the beneficiaries had redeemed their nets within the first three days.</li> <li>• The involvement of Ghana Police Service personnel to control crowd and restore peace and tranquility at some distribution points was helpful especially the first three days of the distribution. This best practice was observed in several sub-districts in the Nandom and Sissala West districts.</li> <li>• Prior to the commencement of the mass distribution, all districts in the region had received their LLINs and distributed to the various prepositioning sites and distribution points for the exercise.</li> <li>• All LLINs issued out to beneficiaries were observed to have had their packs torn open.</li> <li>• Selected community members, traditional authorities and opinion leaders interviewed had correct information on the LLINs campaign through volunteers, radio announcements, gong-gong beating, announcements in churches and mosques, friends, relatives or information vans.</li> <li>• Each of the communities visited received bales of 100 pieces of nets in each bale. The nets had tags with MoH, GHS, NMCP written on the packs and AMF tag directly on the nets.</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <ul style="list-style-type: none"> <li>• In one community (Brutu in the Nandom sub-district) six beneficiaries who reside across a river could not cross to the distribution point to redeem their LLINs as the river was flooded on the day the team visited. A follow-up call to the community indicated that the six beneficiaries later redeemed their LLINs.</li> <li>• In some cases, beneficiaries were not pleased with two persons to one net. Beneficiaries wanted one net each. However, this issue was resolved when</li> </ul>
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			as educational messages had been printed at the back of the coupon. In most cases, the matches were accurate but in case of mismatch especially the number of persons in the household, the distribution attendants considers what is validated. The distribution attendants at the DP periodically provided SBCC messages on net use and care to beneficiaries.		<p>the staff/monitoring teams explained the universal coverage calculations used in the LLINs distribution.</p> <ul style="list-style-type: none"> <li>At some distribution points, the staff spent some time searching for details of few community members who had their coupons missing or destroyed. In most cases, the staff and volunteers were able to trace the details of those who lost their coupons on the counterfoil and gave them their LLINs. For those whose details could not be found, the monitoring teams and GHS agreed that such beneficiaries could come on days that the distribution points are less busy for identification to redeem their nets or could follow up to the districts after the mass distribution to redeem the LLINs.</li> </ul>
<b>8 Post mortem meeting/post distribution meetings with DHAs</b>					
8.	Sept, 10 <sup>th</sup> 2016	Regional Health Directorate Conference Hall, Wa	<p>This meeting was led by staff of NMCP.</p> <p>The purpose of the meeting was to enable the various monitoring teams/groups (both ADDRO and GHS/NMCP) to present reports and findings on their activities during field visits.</p> <p>All of the eleven groups (one per district), made of two people in each group presented their findings. Findings from both monitoring teams (GHS and Episcopal Relief &amp; Development /ADDRO) were not significantly different from those observed and discussed under ADDRO's monitoring and supervision.</p>	ADDRO, GHS, NMCP	<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>Some districts received the right quantities of LLINs expected while others got excess or less LLINs than they expected. For example, Nadowli district had excess of 15,323 LLINs while Nandom district had a deficit of 14,900. This was reconciled by moving the LLINs around to ensure adequate coverage. There was therefore no shortage of LLINs in the field.</li> <li>Most districts had about 80-90% LLIN distributed to beneficiaries as at the time the monitors ended their field visits.</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <ul style="list-style-type: none"> <li>Some beneficiaries had their coupons missing or destroyed.</li> <li>Some beneficiaries were not pleased with the universal coverage principle of two persons to one LLIN.</li> <li>Each district created a WhatsApp platform where the team members shared challenges/problems, solutions and other forms of support to make the campaign successful</li> </ul>

**9 Post Validation and End User Verification**

9.	October 10 <sup>th</sup> – 21 <sup>st</sup> , 2016	All 11 districts in Upper West Region	<p>Having completed the LLINs mass point distribution exercise, NMCP/GHS carried out a post validation exercise to assess the actual LLINs distributed as against pre-distribution validated data. This exercise also offered an opportunity to help package coupon counterfoils for entry into the AMF database by ADDRO. ADDRO team monitored the exercise in eight out of the eleven districts in the region,</p> <p>Apart from validating counterfoils, the validators undertook “End-User Verification” within the same period. The end-user verification (EUV) is a rapid check-up to determine whether the beneficiaries really received the number of LLINs allocated for the households and are using the LLINs for the intended purpose. This involved randomly selecting 100 booklets in each district to verify LLINs received, LLIN used by household members, etc. From the sampled 100 booklets, each coupon counterfoil was randomly selected for the EUV. Validators followed up to the households for the end-user verification exercise. If a particular household could not be reached to ascertain his/her availability for the visit, another coupon counterfoil was considered. ADDRO monitored this exercise and also assisted in the packaging of these counterfoils. The NMCP team will work on the analysis of the EUV data.</p>		<p><b>Top-Line Observations &amp; Outcomes:</b></p> <ul style="list-style-type: none"> <li>• About two percent of the households were not present for the exercise. Validators had to move on to other selected households for the exercise</li> <li>• Households allowed the team entry into their homes and rooms for the exercise</li> </ul> <p><b>Challenges Encountered &amp; Action Items Taken:</b></p> <ul style="list-style-type: none"> <li>• Validators could not get to some of the selected households due to bad roads emanating from the torrential rains. The validation team had to move on to other selected households that were more easily accessible.</li> <li>• There were few calculation errors in about 0.5% of the coupons validated.</li> </ul>
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## **Conclusion**

The activities implemented in the pre-distribution and distribution phases – orientation on point distribution exercise for monitors/supervisors, the actual point distribution and the post-mortem meeting were all successful albeit few challenges encountered, which were ultimately resolved.

All the registration and distribution data from the coupon counterfoils have been put into an electronic form. Results indicate a total of 253,618 LLINs given out/distributed, benefitting a population of 456,521 in 115,016 households in the eleven districts.

All is set for the Post-Distribution Check-Ups (PDCU) in the 11 AMF supported districts of the Upper West Region.

ANNEX – NMCP Pre-Distribution & Distribution Forms A, B, C & D

FORM A

**Annex 5A: Supervisory of Household Registration Exercise**



**GHANA LLIN MASS DISTRIBUTION CAMPAIGN  
SUPERVISORY CHECKLIST  
SUPERVISION OF HOUSEHOLD REGISTRATION**

MAINLY FOR USE BY NATIONAL AND REGIONAL LEVEL SUPERVISORS  
(MAY BE USED BY DISTRICT & SUB-DISTRICT LEVEL SUPERVISORS IF NEEDED)  
Instruction for Supervisors: Fill one(1) form for each Volunteer



District \_\_\_\_\_ District \_\_\_\_\_  
 Community \_\_\_\_\_ Sub-district \_\_\_\_\_  
 Name of Volunteer \_\_\_\_\_ Tel \_\_\_\_\_ Date \_\_\_\_\_  
 Designation \_\_\_\_\_ Time \_\_\_\_\_

- Does the volunteer have enough registration coupons for the day? Yes  No   
 If no, reason for not having .....
- Is the volunteer registering households correctly using the coupons? Yes  No
- Are coupons being filled correctly in terms of:
  - Name of household head? Yes  No
  - Number of people in household Yes  No
  - Contact number/location Yes  No
- Is the volunteer giving out the following information along with the registration of the households?
  - Where to pick up the household allocated nets? Yes  No
  - When to pick up the household allocated nets? Yes  No
- Is the information correct? Yes  No
- How many households is the volunteer able to cover per day?  
 (Check from volunteer counterfoils).....
- What problems were observed and what corrective actions were taken? Use the table below:

No	Problem encountered	Corrective action taken

8. Enumerate three key observations/lessons learnt? (Continue on the back of the page if required).

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 POINT MASS CAMPAIGN TO DISTRIBUTE INSECTICIDE-TREATED NETS IN GHANA  
 IMPLEMENTATION GUIDELINES

**Annex 5B: District/Sub-District/Pre-Positioning Site Stores Supervision**



**GHANA LLIN MASS DISTRIBUTION CAMPAIGN  
SUPERVISORY CHECKLIST  
DISTRICT/SUB-DISTRICT/PRE-POSITIONING SITE  
STORE SUPERVISORS**



**FORM  
B**

**MAINLY FOR USE BY NATIONAL AND REGIONAL LEVEL SUPERVISORS**

(MAY BE USED BY DISTRICT & SUB-DISTRICT LEVEL SUPERVISORS IF NEEDED)

Instruction for Supervisors: Fill one(1) form for each Volunteer

Region  District   
 Sub-district  Date  Time   
 Name of Store /Officer  Tel   
 Designation   
 Place of store District  Sub-district  PPS

- Where were the LLINs stored? Room  Corridor  Shed  Open space  Other  (Specify)
- Is the storage satisfactory in terms of  
 Storage capacity? Yes  No  Security? Yes  No  Suitability? Yes  No
- Inspect the Inventory Control Cards and check if they were used correctly in terms of the following:  
 Was it filled completely? .....  
 (Quantity received, quantity issued, quantity at hand)  
 Check LLINs received from National/Regional level .....  
 Quantity received .....  
 Quantity issued .....  
 Quantity at hand .....
- Does the Store have the distribution list of LLINs to the various lower levels? Yes  No
- Does the District/Sub-district/PPS have enough nets to be given? Yes  No
- What problems were observed and what corrective actions were taken? Use the table below:

No	Problem encountered	Corrective action taken

- Enumerate three key observations/lessons learnt? (Continue on the back of the page if required).

Annex 5C: Distribution-Point Supervision



GHANA LLIN MASS DISTRIBUTION CAMPAIGN  
SUPERVISORY CHECKLIST  
DISTRIBUTION POINT SUPERVISION



FORM  
C

MAINLY FOR USE BY DISTRICT AND SUB-DISTRICT LEVEL SUPERVISORS  
(MAY BE USED BY REGIONAL AND NATIONAL LEVEL SUPERVISORS IF NEEDED)  
Instruction for supervisors: Fill one(1) form for each distribution point

Region  District  Sub-district   
 Pre-positioning site  Community   
 Name of Supervisor  Tel   
 Designation  Date   
 Time

- Is the distribution site properly set up? Yes  No
- Are LLINs available at the distribution site? Yes  No
- Does the number of nets distributed/given out tally with what is on the coupons?  
(Sample 5)
- Were the LLINs opened before being given out? Yes  No   
(Observed if you meet distribution or inquire for attendant)
- Were beneficiaries educated on LLIN use and care prior to distribution? Yes  No   
(Observe if you meet distribution or inquire from attendant)
- What problems were observed and what corrective actions were taken? Use the table below:

No	Problems encountered	Corrective action taken

7. Sample 5 people. Enquire:

No	Do they know about the distribution?	Source of information	Do you know where to pick your nets?
1	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>

8. Enumerate three key observations/lessons learnt? (Continue on the back of the page if required).

**Annex 5D: District Level Supervision**



**GHANA MASS LLINs POINT DISTRIBUTION CAMPAIGN  
SUPERVISORY CHECKLIST  
DISTRICT LEVEL SUPERVISORS**



**FORM  
D**

**MAINLY FOR USE BY NATIONAL AND REGIONAL LEVEL SUPERVISORS  
(MAY BE USED BY DISTRICT & SUB-DISTRICT LEVEL SUPERVISORS IF NEEDED)  
Instruction for National & Regional Level Supervisors: Fill one(1) form for each District**

Region  District   
 Name of Coordinator  Tel   
 Designation  Date  Time

1. When were the nets received in district?.....
2. How many nets did the district received?
3. Does the District have a report of social mobilisation activities undertaken for the campaign? Yes  No
4. Does the district have a microplan for implementing the campaign? Yes  No
5. Does the district have a logistics plan for the campaign? Yes  No
6. Has the district ordered adequate quantities of IE&C materials? Yes  No
7. How many district/sub-district supervisors have been trained for the campaign?
8. Has all the nets been moved to the sub-district and pre-positioning sites? Yes  No   
(If not, state reasons for holding nets at the district store)
9. Has the campaign started in the all sub-districts? Yes  No  (If no, give reasons)
10. What problems were observed and what corrective actions were taken? Use the table below:

No	Problem encountered	Corrective action taken

11. Enumerate three key observations/lessons learnt? (Continue on the back of the page if required).