United Republic of Tanzania

Ministry of Health, (MoH)

National Malaria Control Program (NMCP)

School-based ITN Distribution

Implementation Guidelines

January, 2023

FOREWORD

In the mainland Tanzania, the continuing efforts of the National Malaria Control Program (NMCP), President's Office – Regional Administration and Local Government (PORALG), and its partners have helped achieve and largely sustain high population access to insecticide-treated nets (ITNs) over the past several years. The school-based distribution of ITNs is one of the channels used to sustain ITN population access.

The National Malaria Strategic Plan (2021-2025) recognizes Integrated Malaria Vector Control (use of insecticide treated nets, indoor residual spraying, larviciding, and environment measures) as one of the five core interventions for malaria control. The national insecticide treated net (ITN) strategy therefore calls for various means of ensuring that the coverage of ITNs is maintained at 80% and above. Although mass ITN campaigns are the best method for rapid scale up of ITN coverage, especially when the household ITN ownership levels are low, mass ITN campaigns alone are not enough to maintain universal ITN coverage as the loss of ITNs starts after distribution. This calls for complementary ITN distribution mechanisms to provide a continuous supply of replacement ITNs, as an integral part of a comprehensive national ITN strategy. In Tanzania, the government will increase ITN access by distributing ITNs through primary schools.

This implementation guidelines is developed to support implementation of school-based ITN distribution at all levels. The guidelines cover the overview of Malaria in Tanzania, planning and coordination, logistics and supply chain management, trainings, issuing , documentation and reporting of ITNs supplied to schools, social and behaviour change, supervision, monitoring and evaluation of distribution activities.

This guideline should therefore serve as the main reference document for implementers at national, regional, council, ward and school levels for implementation of school-based ITN distribution.

It is my hope that the use of this implementation guideline will facilitate and ensure that ITNs distributed through schools are effectively distributed, monitored, reported and the ITNs are used by targeted beneficiaries and the community at large.

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ACKNOWLEGEMENT

The implementation of school-based ITN distribution will enhance the efforts of Ministry of Health (MoH), especially the National Malaria Control Program (NMCP) in its bid to reduce the mortality and mortality that is caused by malaria.

I would like to express my sincere appreciation to those who participated in developing the implementation guidelines. The Ministry believes that, this work could not be completed if it wasn't for your individual and collective contributions. In a special way, I would like to acknowledge the National Malaria control program (NMCP) and respective departments who led this assignment.

We are also indebted to the United States Aid (USAID) Agency, through the Presidents' Malaria Initiative (PMI) who funded the development of this implementation guideline.

We are also thankful to Johns Hopkins University through the USAID Tanzania Vector Control Activity (TVCA) project for their technical input and contribution that has resulted in drafting and finalization of this implementation guideline. Lastly but not least, we appreciate the efforts and contributions from every individual in reviewing this document.

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Permanent Secretary,
Ministry of Health.

ABBREVIATIONS AND ACRONYMS

CMA	Commodity Management Assessment
DAS	District Administrative Secretary
DED	Council Executive Director
DMO	District Medical Officer
DN	Delivery Note
DMFP	District Malaria Focal Person
GoT	Government of Tanzania
GRN	Goods Received Note
JHU	Johns Hopkins University
LLIN	Long Lasting Insecticide treated Nets
VL	Logistic Vendor
MFP	Malaria Focal Person
MoH	Ministry of Health,
MSD	Medical Stores Department
NATNETS	National Insecticide Treated Nets
NMCP	National Malaria Control Program
NBS	National Board of Statistics
PE	Process Evaluation
PO-RALG	President's Office – Regional and Local Government Authorities
PMI	President's Malaria Initiative
PR	Principal Recipient
SB	Sub Recipient
RAS	Regional Administrative Secretary
REO	Regional Education Officer
RC	Regional Commissioner
RMO	Regional Medical Officer
SBCC	Social and Behaviour Change Communication
SNP	School Nets Programme
SLO	Statistic and Logistic Officer

SOP	Standard Operating Procedures
TNVS	Tanzania National Voucher Scheme
ToT	Trainers of Trainers
USAID-PMI	United States Agency for International Development ——President's Malaria Initiative
U5CC	Under Five Catch Up Campaign
UCC	Universal Coverage Campaign
VW	VectorWorks
WHO	World Health Organization
WHOPES	World Health Organization Pesticides Evaluation Scheme

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1. OVERVIEW

Tanzania is the largest country in East Africa with a total population of 67,438,106 (estimate for 2023). About a third of the population in Tanzania is urban and over 50% is under the age of 25, with a growth rate of nearly 3%. The life expectancy at birth is 62.6 years. 93% of Tanzania's population on the mainland live in areas where malaria is transmitted, with a malaria prevalence of 8.1% (DHS 2022) and 5,998,540 malaria cases reported annually, leading to 2,460 deaths (2020 DHIS2 report). Malaria is still a leading cause of morbidity and mortality, especially among children under the age of 5 years.

The use of insecticide treated nets (ITNs) as a key malaria vector control intervention has been shown to be effective in preventing malaria and reducing the number of malaria episodes in areas of high malaria transmission by 50%.

Tanzania has a rich and innovative history of ITN distribution, ranging from the early social marketing of net retreatment kits and nets bundled with insecticide in the early 2000s (SMARTNET and KINET), to the world's first voucher scheme - Tanzania National Voucher Scheme (TNVS) or "Hati Punguzo" which provided subsidized ITNs to pregnant women and infants while strengthening retail sales and distribution networks. The TNVS ran from 2004-2014 and was replaced in 2016 by a new system, the reproductive and child health (RCH) distribution program, for direct delivery of free ITNs to pregnant women and infants at health facilities. Through the RCH program, pregnant women receive an ITN at their first ANC visit, as do infants when they receive their first measles vaccination at the Expanded programme for immunization. In Tanzania, ITNs are also distributed through the school-based and mass distribution channels.

School-based ITN distribution is one of the ITN continuous distribution channels used in Mainland since 2013 to help sustain ITN coverage. The pilots for school-based ITN distribution were conducted in Lindi, Mtwara, and Ruvuma regions with funding from the United States President's Malaria Initiative (PMI) and the Swiss Agency for Development and Cooperation. Since then, the implementation processes for school-based ITN distribution have evolved each year and more regions have been targeted for implementation.

To ensure sustainability and cost-effectiveness, all school-based ITN distribution activities will be implemented using existing government structures and systems as much as possible. A system will be set up to ensure effective accountability of ITNs supplied and issued to the target beneficiaries.The following chapters describe the processes for planning and coordination, logistics and supply chain management, training and orientation, documentation and reporting, accountability, monitoring and supervision, and social and behavior change communication for school–based ITN distribution.

2. PLANNING AND COORDINATION

Planning and coordination for school-based ITN distribution activities should happen at all levels before every year/round of implementation. At national level and all agreed issues and action points will then be communicated to Local Government Authorities (LGAs) by President's Office Regional Authority and Local Government (PORALG) through normal and formal government communication channels.

National Level

It is important to ensure that there is a common understanding of school-based ITN distribution among partners and also effective support for all distribution activities at the highest levels. At national level, the Ministry of Health (MoH) through the National Malaria Control Program (NMCP), President's Office Regional Authority and Local Government (PORALG) and implementing partners will meet to review past implementation processes and collectively plan for the activities for the upcoming rounds of implementation in all targeted regions. Participants for these review and planning meetings should include personnel from the following organizations:

- Units within PORALG and (MoHCDGEC) – Directorate of Information Communication Technology (DICT), Dorectorate for Education, Medical Stores Department (MSD)
- Development partners and donors - The United States President's Malaria Initiative, the U.K. Department for International Development, and the Global Fund to Fight AIDS, Tuberculosis and Malaria
- Other relevant implementing partners, including non-governmental organizations (NGOs) and projects working in malaria, education, logistics, and social and behaviour change

For effective monitoring and oversight of activities at all levels, there will be inter-ministerial coordination and collaboration between PORALG and MoHCDGEC. PORALG will be responsible for all administrative-related and field implementation matters whereas MoHCDGEC will be responsible for all technical issues and support for school-based distribution activities. Continuous engagement with stakeholders at the national level will be through scheduled meeting like the ITN Task Force meetings. Adhoc or program-oriented meetings will also be scheduled with key stakeholders and donors as needed.

Regional Level

The outcomes of the national level meetings will be communicated to regional authorities by PORALG using official means and available social media platforms.

At the regional level, similar meetings should be held prior to implementation to plan and coordinate school–based ITN distribution activities. Coordination committees will be formed based on existing committees for planning and implementation of activities at the regional level.

The coordination committee should include the following persons:

- Regional Commissioner
- Regional Administrative Secretary
- Regional Medical Officer
- Regional Education Officer
- Regional Malaria Focal Person

The regional committee will be responsible for the planning, coordination, implementation, monitoring, and supervision of school–based ITN distribution in their regions and will also provide technical support to district and ward personnel for effective implementation.

District Level
At the district level, meetings should be held prior to implementation to plan and coordinate school–based ITN distribution activities. Coordination committees will be formed based on existing committees for planning and implementation of activities at the district level.

Participants of these meetings should include the following persons:

- District Commissioner
- District Executive Director
- District Medical Officer
- District Education Officer
- District Malaria Focal Person

The district committee will be responsible for the planning, coordination, implementation, monitoring, and supervision of school–based ITN distribution in their districts and will also provide support to the ward and school personnel for effective implementation.

For the regional and district coordination committees, Focal Persons for each aspect of implementation (i.e. logistics and supply chain management, training, monitoring and supervision, data collection and reporting, and SBCC) should be identified. These Focal Persons will lead the planning and coordination of relevant aspects of the school-based ITN distribution and will report to the larger committee.

Key issues to be discussed at national, regional and district levels should include:

- Roles and responsibilities for school-based ITN distribution activities
- Review of enrolment data and ITN quantification
- Planning and review of implementation timelines for all activities
- Advocacy and sensitization of leaders and implementers at all levels
- Trainings and orientations of personnel at all levels
- Review of existing and newly developed tools for data collection, monitoring and supervision, and accountability for ITN distribution
- Effective supervision of ITN distribution activities

3. LOGISTICS AND SUPPLY CHAIN MANAGEMENT

The core processes for ITN logistics management (quantification, procurement and supplies) will follow the same procedures as those for other health commodities and will be managed by the MSD and selected private logistics vendors as required.

3.1 Quantification, Class Selection, and Data Validation

To maintain ITN coverage of at least 80% in each region, a minimum number of ITNs are required to be distributed through the school-based channel in each region. The quantities of ITN needed for each region are calculated using the following data:

- Known latest estimates of ITN coverage for each region – DHS/ MIS
- ITN quantities distributed through all channels in the past in each region

According to the School-Based ITN Distribution implementation guideline the quantification of ITNs for school-based ITN distribution is carried out at the national level using a population quantifier. Enrolment data for class selection is obtained from PORALG. Class selection depends on the number of ITNs allocated for that region compared to the number of enrolled pupils.

Overall, during the review meeting, there were no concerns about how quantification and class selection were done. However, there are still some issues with the validation of enrolment data as it is not thoroughly done leading to an oversupply of ITNs, an undersupply of ITNs, or the exclusion of a few schools. It was recommended for the PORALG – Directorate of Education Administration and the Regional Education Department should take the lead in ensuring that the SLO timely validate data before ITN delivery to ensure:
- All registered schools in their councils are on the list
- The number of pupils in the selected classes is correct

Also, based on past years of implementation, it has been determined that quantify ITN needs using "population x 17%" for each region will help to maintain ITN access above 70%. These two processes of quantification should be used are the results compared. As data is gathered each year, the 17% quantifier should be tested and adjusted.

ITN quantification will be conducted on an annual basis, one year in advance of when ITNs are needed for supply to schools. This will be led by the NMCP and supported by implementing partners.

3.2 Procurement

To ensure that ITNs are available for school-based distribution at the required times, the procurement process should begin at least 1 year in advance (i.e., the procurement process for ITNs for 2022 should start in 2021).

Funding for school-based ITN distribution in Tanzania currently depends on

donor funding cycles. Funding should be guaranteed at least 1 year ahead of the ITN procurement process. Funding partners will therefore be required to plan and commit funds in advance to ensure continuous availability of ITNs. ITNs should be procured through an agreed government or donor selected procurement agency.

All ITNs procured for use in Tanzania should be in line with the World Health Organization Pesticide Evaluation Scheme recommendations and registered with the Tropical Pesticides Research Institute (TPRI) and the Tanzania Bureau of Standards (TBS). Post-distribution surveillance to assess durability and bio efficacy of ITNs procured will be conducted by NIMR.

3.3 Selecting Eligible Classes

To be able to select the right combination of classes to be targeted for ITN issuance in each region, ITN quantifications for each region will have to be matched with enrolment data from Ministry of Education School Information System (SIS). **PORALG will provide** school enrollment data from the SIS for all classes (standard 1 – 7) in all primary schools (public and private schools) per ward, council and region, disaggregated by gender.

Quantifications will then be matched with enrolment data from Ministry of Education BEMIS system to select the right combination of targeted classes for each region

Process and Frequency of Quantification

MoHCDGEC/NMCP and the program/ implementing partner collectively will use the enrolment data from PO-RALG to quantify the total need and select eligible classes. Once the quantification and class selection has been completed, NMCP should send back to PORALG for PORALG to share with Regional Administrative Secretaries (RASs) for the RASs to share with District Executive Directors (DED) to review and ascertain number of schools in the council and number of pupils per school in the council. When verification is completed at the council level i.e., DED, data is sent back to RAS, and RAS sends back to PORALG and PORALG shares with NMCP, NMCP shares with the project and project shares the same with ITN transporter for ITN supplies to regions, councils and schools.

There should be classes that will be eligible to receive ITNs in each year in all the 14 PMI project regions. Class selection is predetermined in advance before other processes at national level. NMCP and the Implementing Partner after completing processing enrolment data obtained from PORALG and selected eligible classes should inform PO-RALG, LGAs and other relevant SNP stakeholders. Once a class is selected, all students in that class will be eligible for an ITN on issuing day. Eligible classes may vary from region to region or may be similar for some regions. The main determinant for number of eligible classes is the total number of ITNs that have been allocated for that region. Number of ITNs to be allocated/required by an individual region is determined by number of ITNs needed to maintain universal coverage at 85%. Social mobilization activities should support communication of this message to community members at large to counteract questions that are usually raised by parents and care takers of pupils regarding the reasoning for selective issuing of ITNs to some classes and pupils in a given

year.

3.4 ITN Supplies

This section provides guidance on transportation of ITNs from manufacturer/ supplier to the issuing points. It also describes all receiving and dispatching documentations at each level; Regional, Districts/Councils and Schools. Currently SNP implementation is technically coordinated by TVCA project, however in the future the SNP implementation should be led fully by PORALG. In this section both scenarios have been described. Furthermore, the detailed matrix summarizing documentation procedures.

ITNs from Supplier to Regions

In order to improve efficiency and reduce the operations cost of ITNs supply to schools, the manufacturer should deliver the ITNs at regional level. Once nets arrive at the regional level, they should be received by the Project Implementer, however, in the future ITN will be received by DED's office using all appropriate receiving documents. In this case the receiving documents are delivery note, way bill document, Good receiving note and other relevant documents.

Implementing Partner staff or representative will then hand over the ITNs to the transporter who should be transporting the ITNs from the region to councils and schools.

Receiving Documents
    1. Manufacturer/supplier Waybill
    2. Delivery Notes
Generated Documents
    1. Good Receiving Note (GRN)
    2. Update the Stock Bin Card (If applicable)
Dispatching Documents
    1. Issue Note/Delivery Note/Dispatch Note (As applicable)

ITNs from Regions to Councils

Once ITNs have been received at the region, will be dispatched and transported and received at the DED's office, in which a representative from Council SNP coordination teams (District Malaria and IMCI Focal Person, District Statistician and Logistic and Statistic Officer) should be assigned to receive the ITNs on behalf of the DED. The appropriate document will be received and generated accordingly.

At council level transporter's trucks should serve as temporary warehouses until the consignment is full offloaded, re-bundled and loaded to small vehicles which will supply

the ITNs to individual schools as per the ITN distribution manifests. Council SNP coordination teams are supposed to be aware/participate/observe the whole process of receiving the consignment at District Executive Director's (DED) office. Once nets arrive at DED's office, the transporter should accomplish all paperwork needed at this level.

> Receiving Documents
>   1. Issue Note/Delivery Note/Dispatch Note (As Applicable)
> Generated Documented
>   1. Good Receiving Note (GRN)
>   2. Update the Stock Bin Card (If applicable)
> Dispatching Documents
>   1. Issue Note/Delivery Note/Dispatch Note (As <u>Applicable)</u>

ITNs from Councils to Schools

At the school, ITNs should be received by the School Head Teachers or designated representative by signing appropriate documents. Before the head teacher signs to acknowledge the receipt of ITNs for his/her school, ITNs transporter representative supplying ITNs at school should open all the ITNs bales and count together with the Head teachers/designated representative in order to be sure with quantity of ITNs supplied at school. Thereafter, the ITNs will be issued to individual students using ''Form A'' (annex 3) provided to each school. After receiving the ITNs the students must the sign the ''Form A'' against their names as the acknowledgement of receiving an ITN.

> Receiving Documents
>   1. Prepared GRN with the reference of
>   Dispatch/Issue Note issued by councils
> Issuing Documents
> 1. Issuing Class Forms

4.4 Re-bundling of ITNs

ITNs consignments are usually packaged in bales. Re-bundling of ITNs should be done at a Regional, Council and, School level and should be managed by transport contractor. When necessary, a bale will be broken loose to get nets needed for subsequent level.
Re-bundling will be done in between off-loading and on-loading from larger vehicles to smaller vehicles for distribution or during delivery at school.

Fig. 4.1. Movement of ITNs
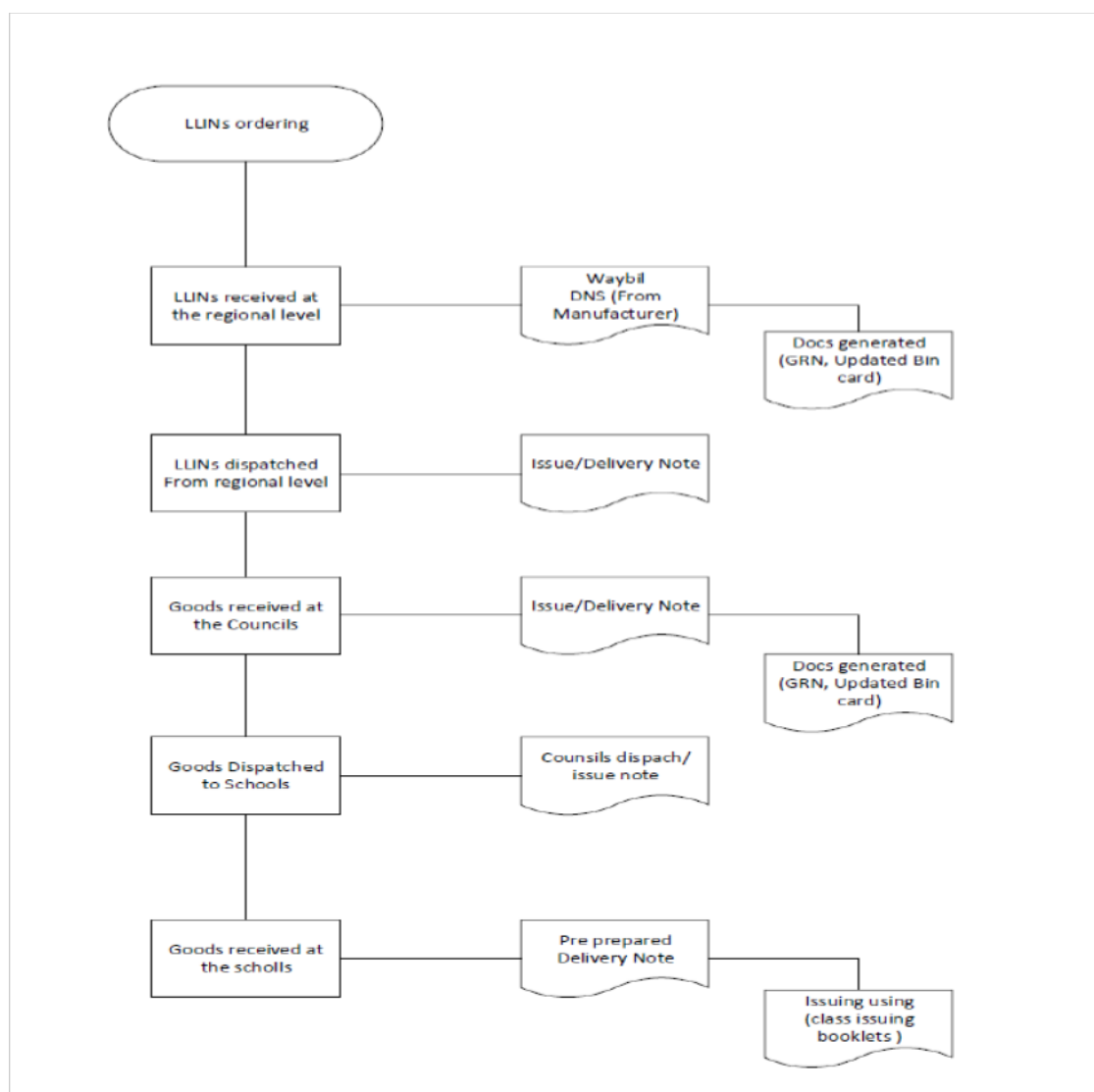
2.2 Training and Orientation

Training and orientation for implementers of School-based ITN distribution is critical to ensure a well-run and successful program. School Net Program (SNP) will use cascade mode of training[1]. Under National Malarial Control Programme, national level trainer of trainers will train regional level trainers who in turn will train council level coordination and implementation teams. All levels of training and orientation should well be supervised.

The current School-Based ITN Distribution Implementation Guideline stipulates that: implementers will be trained on school-based ITN distribution processes and procedures when the program is first introduced in a region and conduct a refresher training when there is a 15-20% staff turnover rate and conduct on-the-job orientation (one-to-one) during supervisions

Training for the implementers and supervisors of School Net Program aims at building the capacity of national, regional and council coordination teams to be able execute all

activities related to School-based ITN distribution. Trainer at all levels should be trained on the following;

- Background and rationale for continuous ITN distribution
- ITN supplies to schools and ITN issuing to pupils
- Documentation of ITNs during supply at all council and school level
- Documentation of ITNs issued to pupils at Class and School level
- Validation of ITN issued to pupils by Ward Education Officers
- Targeted spot-check supervision of ITN issued
- ITN issued reporting platform
- Social Behaviour Change Communication (SBCC) on net use, care and repair
- Roles and Responsibilities of each stakeholder involved in School-based ITN distribution

Trainees should also be trained on the importance of implementing the program as per the procedures and documenting all information regarding nets received and nets issued (nets received and nets dispatched) since at every stage and individuals involved will be accountable and ensure that school net distribution is well executed without compromising its standards. Training of trainers and implementers will be conducted in cascade way as follows;

- **National Level Training**

There should be a team of national trainer of trainers (ToT) that will comprise members from PO-RALG and Ministry of Health(NMCP) officials. NMCP should train ToTs centrally using standard trainer manual in reference to the implementation guide.

- **Regional Level Training**

National level trainers (ToTs) should facilitate regional level training. At regional level trainees should be three officials who are Regional Education Officer (REO), Regional Malaria Focal Person (RMFP) and Regional Statistician and these are basically the regional coordination team members and implementers at their level.

- **Council Level Training**

Regional trainers should facilitate council level training under the supervision of national supervisors, training should be conducted at regional centre; all trainees from councils should be gathered at regional centre. At council level trainees should be three, officials who are District Malaria Focal Person (DMFP), District Statistician and Statistic and Logistics Officer (SLO) who should be trained according to a trainer manual and the implementation guide. These are the council coordination team members and implementers at their level.

5. ISSUING OF NETS IN SCHOOLS

Nets should be issued to eligible classes and pupils in target regions. Before, during and after ITNs issuing, the following should be instituted.

5.1 Before Issuing

ITNs supply to schools should always be preceded by the following activities;

I. Pre-Delivery Communication

    a) This should be done before the delivery of the consignment to schools in the respective councils. MoHCDGEC/NMCP will inform PORALG of the SNP implementation status and plans for ITN supply to regions, councils, and schools. Once PORALG is informed of this should as well cascade the information to RASs, RASs to DEDs and DEDs to lower levels (Ward and Schools) via formal letters and other means and platforms like Social Media such as What's App etc. ITNs transporter, Regional and Councils are required to inform other government authorities such as the Regional Commissioners (RC), Regional Police Commander (RPC) District Commissioners (DC) and District Police Commander (OCD) of the upcoming ITN distribution in their regions and councils.

    b) On actual delivery days, Regional and Council SNP coordination teams led by Regional and Council Education Offices respectively should inform WEOs and Head teachers via What's App groups existing which have been used to communicate other official/work related information and proved to be very effective and efficient.

II. Actual supply of ITNs to schools – On the days of ITNs supply to schools, ITNs should be transported up to school level on a ''Just In Time'' (JIT) principle. The ITN transporter should supply schools with ITNs as well as ITN issuing forms as per the supply plan;

    Form A – Class Level Issuing Form
    Form B – School Level Issuing Form

Important: All ITNs and ITN Issuing Forms received at school should be entered into the school ledger book and should also be issued out using the school ledger book.

➢ Immediately after virtual pre-alert meeting, DED should inform ALL WEOs and Head teachers through letter on the upcoming ITNs issuing exercise, proper documentation of ITNs (ITNs received and issued), their involvement and timeline as well. School Head teacher's roles and responsibilities into School Net Program should be communicated to them by DED in the same letter.

    i) Supervision

The current implementation guideline stipulates that supervision will be jointly conducted involving the national, regional, and council teams. It will be a targeted supervision i.e. schools to be visited will be determined by ITN issuing data from

the SIS; the supervision team will visit an average of 5% - 10% of schools in a particular council. If the number of schools with issues is less than 10%, the team will select the remaining % to add up to 10% of the schools visited. National and regional supervision teams before they leave their respective regions/councils should conduct an exit meeting and develop a performance improvement plan which includes the identified gaps, recommended improvements, and decided the way forward. The developed performance plan will be reviewed in the next supervision visit to track improvement before supervision starts

5.2 During Issuing

➤ Class teachers will issue nets to pupils in eligible class/es
➤ He/she should follow instruction as indicated in the Form A
➤ Class teachers will use ''Form A'' provided by the program
➤ Pupils' names on ''Form A'' should be written when issuing a net to a pupil and not prior issuing exercise
➤ Every pupil receiving a net should sign/put thumbprint after his/her name
➤ Every pupil receiving a net should also be given a SBCC material (if available)
➤ ITNs issuing exercise should be conducted in classrooms and NOT outside classrooms

5.3 After Issuing

Issuing Data Management
Issuing data management is a critical process once ITNs have been issued to pupils. ITNs issuing reporting forms would be TWO i.e., Class Level where pupils should be signing and School Level that should be used to aggregate school level ITN issuing data by school head teacher and validated and collected by Ward Education Officer (WEO) then sent to Council Coordination Team for another level of verification.

Head teacher and class teachers
➤ After completion of issuing exercise, the class teacher should submit to the head teacher ''Form A'' and remaining nets (if ANY)
➤ The head teacher in collaboration with academic teacher and health teacher should manage the re-distribution of the remaining nets to pupils from non-eligible classes who comes from poor families and those who are performing well in their academics as an incentive.
➤ The head teacher should verify class issuing data in Form A and compile them to school issuing data summary (Form B)
➤ School summary (Form B) will have 2 copies including the original.
One original copy of the school summary should be handed over to the Council level (DED) while the other copy will remain at school level

➤ Head teachers will keep copy of GRN, issuing data by class and school

summary in the files.

Ward Education Officer (WEO)
- ➢ The WEO should visit all schools in his or her ward to validate issuing data documented in form A with that in the SIS but also collect issuing data in Form B to be submitted to the council

NB: WEO should conduct validation of ITN issued to pupils following validation protocol described under section 2.3 - Validation of ITN Issuing data and *Supervision*

Council Officials
- ➢ Validate ITN issuing data into the SIS
- ➢ Together with national and regional team, conduct supervision of ITN issuing to schools
- ➢ Sign (on behalf of DED) all documents regarding ITN distribution as requested by the ITN distributor
- ➢ Receive School ITN issuing reports/data from WEO
- ➢ Prepare and share SNP Implementation report (data as well) with Council and Regional Authorities

Regional Officials
- ➢ In collaboration with national and council, conduct supervision of ITN issuing
- ➢ Share with National level (PORALG & MoHCDGEC) SNP Implementation Report (and data)

National level
- ➢ Immediately after issuing there should be a meeting to assess regional performance (the meeting should be held before program closure)
- ➢ Permanent Secretary for PO-RALG who should share final ITNs issuing report/data with Permanent Secretary for MoHCDGEC, and copy will be shared with implementing partner who will share with donors.
- ➢ Key actors at different levels will be provided with access to the SIS and view progress made.

5.4 Reporting of ITNs Issued using SIS

School Information System (SIS) is used by PO-RALG to collect school annual census for all schools registered (public and private schools) in Tanzania Mainland. The SIS will also be used to collect data on ITNs issued to pupils in all schools from eligible regions. After completion of ITNs issuing exercise, issuing data should be entered into the SIS by school class teacher. Some of reports that could be generated from SIS;

- ITNs supplied vis-a-vis enrolment (to individual school or district/council)
- ITNs issued vis-a-vis ITNs delivered (to individual school or district/council)
- ITNs remaining vis-à-vis ITNs issued (to individual school or district/council)

ITNs issuing data entered into SIS can be triangulated with ITN distribution manifest data as well as paper-based data that have been signed and stamped by school head teacher (i.e., GRN).

Visualization and exportation of data from SIS
All ITNs data that have been entered into SIS dashboard will be displayed as tables and simple charts. However, ITNs data from SIS can be exported into different formats such as pdf, excel and html.

5.5 Management of shortage and excess ITNs

Shortage of ITNs at Council Level
Where there is shortage of ITNs at council level; the DED from respective council should inform the region, who will inform the Permanent Secretary (PS) for PO-RALG who will inform the Permanent Secretary (PS) for (MoHCDGEC) and the PS for MoHCDGEC will inform the implementing partner and other relevant stakeholders like donors collectively find solution to fill the gap.

Shortage of ITNs at School Level
Where there is shortage of ITNs at school level; the respective school head teacher should inform the council (DED) who will inform the region and the region will inform the Permanent Secretary (PS) for PO-RALG who will inform the Permanent Secretary (PS) for (MoHCDGEC) and the PS for MoHCDGEC will inform the implementing partner and other relevant stakeholders like donors collectively find solution to fill the gap.

Excess ITNs at Council Level
In case ITNs have remained from the council level it is the responsibility of the DED from the respective council to make sure these ITNs are properly stored. Documentation should be done of the ITNs remaining at the council, NMCP will give direction on the re-distribution of these remaining ITNs.

Excess ITNs at the school level
Once ITNs issuing to eligible pupils from eligible classes have been completed, class teachers should submit to head teacher a class ITN issuing report/data using the appropriate issuing form (Form A).
Remaining nets should be re-distributed to pupils from non-eligible classes who comes from poor families and those who are performing well in their academics as an incentive. The head teacher together with academic teacher and health teacher will determine the receiving pupils from other classes. The re-distribution of the remaining nets will be

documented in "**Form A**" where other pupils have signed while receiving the nets. A pupil's class should also be indicated appropriately on the issuing forms. **Data of ITNs issued to pupils from non-eligible classes should as well be entered into their respective classes into SIS.** Issuing to non-eligible classes will be done immediately after all eligible pupils have been covered and only remaining nets will be re-distributed.

2.3 Validation of ITN Issuing data and Accounting for ITNs Supplied

There should be supervision of all activities in the whole course of implementation of School Net Program to ensure timely and adherence to the pre-set/agreed Standard Operating Procedures (SOPs).

Validation of ITN issuing data by Ward Education Officers.

Prior to spot-check supportive supervision, data validation should be conducted to ensure that ITN issuing data is complete and the range of values is consistent with what is expected. Validation of ITN issuing data should be conducted following the below protocol.

Ward Level

Activities needs to be implemented by Ward Executive Officers (WEO) with regard to ITNs validation

- Collect school summaries from all schools
- Compare data from school summaries, enrollment data and logistics information (GRN) to validate what has been entered on SIS at School
- Correct all the data discrepancies found in the SIS
- Send counter-signed forms to the council Level

Steps of Data Validation by WEOs

Step 1: Compare Enrolment Data with ITNs supplied to school (From Good Received Note)-*Do this for all schools*
1. Aggregate number of students from eligible classes using school summaries
2. Compare aggregated number with number indicated in the school summary form
3. Compare the amount of ITNs supplied to school (from GRN) with total number of students enrolled at that school from all the eligible classes
4. Compare the amount of ITNs supplied to school (from GRN) with that in the SIS (validate if they match)

Step 2: Compare Number of ITNs issued to students at school in the SIS with that from School Summaries-*Do this for all schools*
1. Compare numbers of Boys from each class issued ITNs from school summary with that in the SIS

2. Compare numbers of Girls from each class issued ITNs from school summary with that in the SIS
3. Look to make sure class no number has been entered into classes which were not eligible for ITNs issuance

Step 3: Correction and Validation in the SIS
1. For any observed errors inform the schoolteacher involved in the ITNs issuance make necessary corrections
2. Counter-sign school data in the SIS as validated

Spot - Check Supportive Supervision

National team (NMCP, PORALG and Project Implementer) should develop plans for supervision and PORALG should communicate the agreed plans with Local Government Authorities (LGAs). Supportive supervision should be conducted after ITN supply to schools and ITN issuing to pupils. Selection and decision of schools to be targeted for visitation should be led by the results from the SIS dashboard. It should be **a joint supervision** – each supervision team will have members from national, regional and council team. If the SIS dashboard shows that all ITN issuing data in a particular region/council is correct still supervision will be conducted in that particular region/council. An average of 5% - 10% of schools in a particular council will randomly be selected for the visit to learn best practices also confirm that there are no issues. The decision on percentage (%) of schools to be visited will be made by Monitoring and Evaluation (M & E) department.

Spot - Check Supervision should follow the below guideline;
At the regional level, the National Team should do the following:
- Conduct a courtesy call to the RAS's office
- Meet SNP Regional Coordination Team
- Work with Regional Coordination Team to form supervision teams based on the number of councils and the predetermined number of schools to be visited per council
- Orient all team members (national and regional) on the processes for supervision at all levels and on tools to be used
- Travel to councils

At the council level, the joint national and regional supervision team will do the following:
- Conduct a courtesy call to the DED's office
- Meet with SNP Council Coordination Team
- Access SIS and work with Council Coordination Team to Identify schools to be visited using data/ reports from SIS – *based on agreed percentage/ number of schools to be visited, all schools that have variances in ITN logistics data, issuance data, enrollment data or whose report has not been approved by WEC should be prioritized for visiting. Remaining schools to be visited (to make up the total number of schools to be visited in a council) should be randomly sampled. For random selection, schools should be sampled from all wards. Random selection should be informed by number of schools in each ward. If all schools do not have variances in data or their reports are approved by*

WECs, all schools to be visited should be randomly selected and schools should be selected from all wards
- Alert all WECs whose schools will be visited for spot checks/ supervision
- Request for a copy of the ITN distribution manifest
- Request for a copy of the ITN distribution summary submitted by ITN transporter and compare to ITN distribution manifest
- Compare ITN Distribution Summary submitted by ITN transporter with GRNs to validate ITN supply information for schools selected for visiting. Document variances, if any
- Carry ITN Distribution Summary and council's copies of GRNs for selected schools along for comparison with GRNs in schools during visits

At School level, the joint national, regional and council supervision team will do the following:
- Request for class enrollment register for all streams of each targeted classes that received ITNs
- Request for Form A from Head Teacher for all streams of each targeted class that received ITNs
- Request for Form B (report on ITNs supplied to school and issued to children) from the Head Teacher
- Request for the GRN for ITNs issued to school from the Head Teacher
- Use supervision checklist (Annex 1) to conduct supervision, provide constructive feedback and develop action plan for identified challenges

A targeted and joint supervision will be starting TWO MONTHS after ITN supply to schools and issuing has been completed in a particular region/council. The assumption is;
- **First SIX** weeks - for ITN issuing to pupils and data entry into SIS at school level (class teacher and head teacher)
- **Week SEVEN and EIGHT** - for the Ward Education Officer (WEO) to visit all of his/her schools to validate ITN issuing data (class and school level hard copies data against what has been entered into the system). After WEO has validated the issuing data he/she has to submit the issuing data (Form B) to council
- **NINETH** week - will be for supervision team (national, regional & council) to visit schools. Supervision will be conducted for one week in each region

Nevertheless, Regional and Council teams (LGAs) should be allowed to start supervision of ITNs supply to schools and issuing of the same to pupils immediate as ITNs supply starts in the regions/councils by using their own resources **using Integrated supervision approach** which has been the government emphasis and it is happening for other activities implemented in the regions and councils.

6. MONITORING AND EVALUATION

6.1 Targeted Monitoring

It is important to monitor implementation of all activities step-by-step to ensure that program is implemented as per plan. Program monitoring tracks progress versus targets, help in identifying and documenting successes and challenges arising in the course of implementation. SNP implementation involves data collection and reporting at different points. During transportation, ITNs will be systematically tracked and recorded until they are delivered at schools. Schools should use Class level issuing to register pupils who have been issued with ITNs and report using the ''Form A''. The school summary form (Form B) will be compiled at school level. Data will be entered at school level by both school class teacher and school head teacher. During the implementation process, the following key performance indicators will therefore be monitored.

Indicator	Data Source	Frequency
Number of SNP coordination, review and/or planning meetings held by NMCP with the President's Office Regional Administration & Local Government (PORALG) and other key stakeholders.	Coordination meeting reports	Quarterly
Number of people trained in LLIN distribution by NMCP by sex, engagement level and location.	Training reports	Quarterly
Percent of schools visited by a supervision team during LLIN issuing.	Supervision reports	Quarterly
Number of insecticides treated nets (LLINs) purchased with donor funds that were distributed by NMCP	Procurement documents; transportation manifest	Yearly
Percent of SNP distribution points (schools participating in SNP) that received the correct number of nets during the reporting period.	SIS	Yearly
Proportion of targeted beneficiaries who received an LLIN by location and sex.	SIS	Yearly

6.2 Program Evaluation

Evaluation is an essential component of programme implementation to provide data for the assessment of the program ability to maintain net coverage over time. At the end of each SNP implementation year, NMCP will contract an independent research agency to: 1) Assess implementation processes,

2) Assessing if schools as a continuous distribution mechanism are successful in ensuring that ITNs reach households

3) Assessing if school nets are being used by individuals who need nets and

4) Assessing if enough ITNs are being distributed to meet national targets for universal coverage.

5) Asses cost effectiveness of SNP

The SNP being part of the continuously nets distribution strategy, will also be evaluated in other periodic evaluation at national and sub-national level including the malaria indicator survey.

5.6 Behaviour Change Communication (BCC)

Behaviour Change Communication is a process of using communication to encourage continuous positive behaviours. BCC works by influencing factors like social norms, perceptions of risk and self-efficacy. By changing these factors, BCC can promote and sustain individual, family, community and societal behaviour change. BCC works best when multiple communication channels are used, and when messages are tailored to communities. In order to increase awareness about the issuing of nets to pupils, community members should be reached through various channels of communication. The objective is to make sure that parents/caretakers of pupils are aware of the exercise, they ensure nets are used every night properly, nets are taken care of, nets are repaired and are washed using basins and not in running water in rivers etc.

Various communication channels should be used to convey SNP key messages such as eligibility, school distribution process, ITN use, ITN care and repair, as well as intra-house, and inter-house sharing of ITNs for those with excess ITNs, in schools. Public wide events in the form of road shows, informational booths, short movie showings and discussions, as well as council events involving informal interviews with council personnel, will also be used to ensure communities are informed and responds positively.

Roles and responsibilities of National, Regional, Council, Ward and School level Officers

NATIONAL LEVEL	
MoHCDGEC	- In collaboration with the President's Office Regional Administration and Local Government (PORALG), coordinate all activities related to School-based ITN distribution - Communicate with the PORALG, all matters/issues relating to school-based ITN distribution activities - Write to the PORALG on communication to the sub-national levels regarding school-based ITN distribution - Request for primary school pupil's enrolment data from the Permanent Secretary of PORALG each year for ITN quantification - Ensure that Regional and Council Coordination Teams complete and submit ITN distribution data and budgeting template to support timely

	• Share with the Permanent Secretary of PORALG, ITN quantifications showing details of eligible classes for each region for each year • Share with contact information of Regional Education Officer (REO), District Education Officer (DEO), Statistics and Logistic Officer (SLO), Ward Education Officer (WEO) with Implementing Partners • Coordinate and ensure availability of ITNs • Participate In supervision of school-based ITN distribution activities in collaboration with PORALG, Implementing Partners and sub-national level authorities
PORALG	• Inform and update Regional Secretariat and sub-national level authorities of school-based ITN distribution activities and plans • Share primary school pupils' enrolment data with MOHCDGEC for ITN quantification • Approve and return ITN quantities to be supplied to schools to Regional Secretariat and sub-national level authorities • Share budget template for school-based ITN distribution activities with Regional Secretariat and sub-national level authorities for filling and return within 2 weeks • Participate in supervision of ITN distribution activities in collaboration with MoHCDGEC, Implementing Partners and sub-national level authorities • Ensure that Regional and Council Coordination Teams completes and submit reports/requested information, including validated ITN distribution data and budget templates timely and accurately • Provide contact details of Regional Administrative Secretaries (RASs), Regional Education Officers (REOs), District Education Officers (DEOs), Statistics and Logistic Officers (SLO)s, Ward Education Officers (WEOs) and all Head Teachers to stakeholders as needed • Share approved ITN quantities and supply manifests with regional authorities of all targeted regions • Provide access to the school ITN distribution dashboard for national, regional, council level authorities and other stakeholders to allow for monitoring and validating data entries for ITNs supplied to schools and issued to beneficiaries
REGIONAL LEVEL	
	• Coordinate and supervise school-based ITN distribution activities in the region • Ensure security of ITNs and ITN transporters in the region • Supervise and ensure that Council Coordination Teams provide support to the ITN transporters • Supervise and facilitate ITN-related social and behaviour change activities in the region

Regional SNP Coordination team	• Share contact information of REOs, DEOs, SLOs, WEOs and Head Teachers with PORALG • Share approved ITN quantities and supply manifests with District Executive Directors (DEDs) • Share school-based ITN distribution implementation reports (and data) with PORALG and MoHCDGEC
COUNCIL LEVEL	
Council SNP Coordination team	• Inform WEOs and Head Teachers of the quantity of ITNs that will be supplied by the transporter and the eligible classes in their ward/school • Coordinate and supervise all school-based ITN distribution activities in the council • Validate enrolment data to be used for ITN quantification and supplies • Share contact information of DEOs, SLOs, WEOs and Head Teachers with RAS • Ensure the security of ITNs and ITN transporters in the council • Supervise and facilitate ITN-related social and behaviour change activities in the council • Provide support to the ITN transporter for supplies of ITNS to schools • Supervise ITN supply to and issuing in schools • Sign (by or on behalf of the DED) all documents on ITN supplies to schools as required by the ITN transporter • Receive school ITN issuing reports/data from WEOs • Validate school ITN issuing data in the SIS • Prepare and share school-based ITN distribution implementation reports (and data) with regional authorities
WARD LEVEL	
Ward Education Officer (WEO)	• Inform all Head teachers in their ward of ITN distribution plans and activities • Supervise ITN supplies and issuing in all schools in their ward • Visit schools and validate ITN Issuing data entered into SIS for all schools in their ward • Collect copies of ITN issuing data (form B) from schools and submit to council coordination team
SCHOOL LEVEL	
	• Receive ITNs from the transporter and document using the school ledger • Inform all teachers of the upcoming ITN distribution in their school (eligible classes, ITN quantities to be received) • Hand over ITNs and Class level ITN Issuing Form (form A) to Class Teachers of eligible classes • Supervise ITN Issuing in their school

Head Teacher	• Head Teacher to work with Class Teachers and School Health Teacher to manage issuing of left-over ITNs (if any) to pupils in non-eligible classes as per the set criteria • Receive class level ITN issuing data (form A), validate and aggregate to obtain School level ITN issuing data (form B) • Validate class level ITN issuing data as entered in the SIS by the Class Teachers • Enter logistics information (GRN number, ITN supplied at school by the distributor and ITNs handed over to Class Teachers) into the SIS • File all ITN-related documents for future reference and use for validation and supervision
Class Teacher	• Receive ITNs from the Head Teacher • Issue ITNs to pupils in the eligible classes • Enter ITN issuing data into the SIS for their classes • Complete and over ITN issuing forms (Form A) and remaining ITNs (if any) to the Head Teacher • Share malaria messages and issue SBCC materials (if any) to pupils