AMP The Alliance for Malaria Prevention
Expanding the ownership and use of mosquito nets

Accountability and ITN tracking for last mile logistics in the COVID-19 context

V1. March 2021

Remember the COVID-19 infection prevention measures[1]

- Maintain physical distance of at least one metre from all others, except immediate members of the family or people with whom you share accommodation
- Regularly and thoroughly clean your hands with an alcohol-based sanitizer or wash them with soap and water. WHO recommends washing hands often with soap and water for at least 20 seconds. If soap or hand sanitizer are not available, rub hands vigorously with wood ashes
- Avoid going to crowded places
- Avoid touching your eyes, nose and mouth
- Practise respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately dispose of the tissue[2] and wash your hands
- If you have fever or respiratory symptoms, you should stay home and not go to work
- Wear a fabric mask if there is widespread community transmission, and especially where physical distancing cannot be maintained
- Correctly use and dispose of any COVID-19 infection prevention materials provided. Follow national government guidance for disposal
- Maintain all other measures described even when wearing protective equipment
- Keep up to date with the latest guidance and regulations put in place by WHO and the national government

NOTE: As the pandemic evolves, WHO updates the infection prevention measures based on new scientific findings. Check for any updates on https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public.

Core AMP documents: *Key guidance for distribution of insecticide-treated nets (ITNs) during COVID-19 transmission*
Planning for safe ITN distribution in the context of COVID-19 transmission
https://allianceformalariaprevention.com/about/amp-guidelines-and-statements/

See also: *Considerations for logistics macroplanning in the COVID-19 context*.
https://allianceformalariaprevention.com/about/amp-guidelines-and-statements/

Understand the concept of last mile logistics

For the purposes of a mass ITN campaign, last mile logistics applies to any logistics operation needed to provide ITNs on a daily basis to distribution teams. This could mean supplying ITNs to distribution teams during:

[1] https://www.WHO.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
[2] Follow WHO and national guidance on waste disposal. Waste should be disposed of appropriately where it will not be in the environment risking contaminating others. See also: https://www.who.int/publications/i/item/water-sanitation-hygiene-and-waste-management-for-the-covid-19-virus-interim-guidance

- Outreach distribution: serving a community or group of communities more than five kilometres from the fixed site distribution point for one day or more but where storage of ITNs is not possible
- Mobile site distribution: serving a community or group of communities more than five kilometres from the fixed site distribution point, or where access is difficult, where the means of transport (e.g. motorcycle, pick-up) serves as a storage site and fixed distribution point
- Door-to-door distribution, whether using a single-phase door-to-door strategy (registration and distribution at the same time) or a two-phase door-to-door strategy (registration followed at a later date by distribution)[3]

Last mile logistics does not apply to fixed or outreach distribution points where ITNs can be stored for the period of the distribution.

Last mile logistics requires detailed planning to ensure that ITNs are supplied in a timely manner to teams using appropriate transport means. When last mile logistics is not well planned, it will lead to communities being missed (e.g. where a community requires a mobile distribution point for a half-day but no motorcycle is planned and budgeted) or to the distribution period being extended (e.g. where door-to-door teams are not resupplied in a timely manner over the course of a day and do not meet the minimum daily targets for the distribution).

As with every other movement of ITNs in the supply chain, proper tracking and accountability must be ensured during last mile logistics. In addition, the issue of security for the personnel transporting the ITNs as well as for the ITNs themselves must be taken into consideration. Compliance with national COVID-19 infection prevention measures must be a priority, with campaign personnel using any mandatory personal protective equipment (PPE), such as masks.

Decide on the last mile logistics strategy

The overall campaign strategy must be decided by the members of the different sub-committees (technical/M&E, logistics and social and behaviour change [SBC]) before the last mile logistics strategy can be developed as there are major differences between last mile logistics strategies for outreach or mobile fixed point distribution and for door-to-door distribution. Additionally, different strategies may be proposed for different areas (e.g. door-to-door distribution in urban areas where crowding is difficult to avoid and modified fixed sites in rural areas) that will require specific last mile logistics planning and budgeting.

For last mile logistics, it will be necessary to make decisions on how outreach, mobile and/or door-to-door distribution teams will be supplied with the ITNs that they are expected to distribute during the day. Many options and configurations will be possible depending on the context of each area and each should be considered in terms of deciding the strategy for safe distribution of ITNs to households.

Last mile logistics for door-to-door ITN distribution

For door-to-door distribution, taking into consideration the terrain, the security of campaign personnel, the security of the ITNs and the COVID-19 context, there are three main options for last-mile logistics:

[3] For a discussion of different distribution strategies, see AMP core guidance: *Key guidance for distribution of insecticide-treated nets (ITNs) during COVID-19 transmission*
https://allianceformalariaprevention.com/about/amp-guidelines-and-statements/

1. Pre-position ITNs at one or more community stores in the areas to be covered as per the planning to allow distribution teams to resupply themselves during the day
2. Supply ITNs just once daily to distribution teams
3. Resupply distribution teams with ITNs multiple times during the day

A distribution team carrying ITNs in large bags
© National Malaria Control Programme, Central African Republic

Carrying a bale of ITNs
© National Malaria Control Programme. Mozambique

For door-to-door distribution, it is estimated that a distribution team of two members can carry between a half and a full bale of ITNs between them. To facilitate carrying the ITNs, they can be supplied with large bags, preferably made with strong material to avoid bags needing to be replaced multiple times during the distribution period.

Option 1: Pre-position ITNs at temporary stores to allow distribution teams to resupply themselves during the day

ITNs are delivered from pre-positioning sites (which are fixed stores) to temporary stores in each community, such as the home of a community leader or other trusted community member in the area that the door-to-door teams will cover each day. The number of temporary stores should be based on door-to-door teams not having to walk long distances to resupply themselves over the course of their day's work which may mean changing the location of the temporary stores more than once during the planned distribution period.

Using an appropriate means of transport, ITNs are transported from the pre-positioning site to the temporary stores at the beginning of each day, based on the planning for the teams and expected number of ITNs to be distributed. For example, bicycles that community health workers (CHWs) have been provided with as part of their routine activities can be used to transport two or three bales from the pre-positioning site to the temporary stores. Alternatively, in areas with many door-to-door teams, a motorcycle or pick-up truck may be used to supply ITNs to multiple temporary stores at the beginning of the day based on the daily movement plan for the teams.

At the start of each distribution day, door-to-door distribution teams pick up ITNs from the temporary stores (the number would depend on what materials are supplied for the distribution – e.g. bags that can contain more or less than 25 ITNs) and would start their distribution for the day. As needed, they would return to the temporary stores (community storage point) to resupply themselves.

Advantages:

- No need for resupplying from pre-positioning site to temporary stores during the day
- No need for payment of local means of transport to resupply teams from temporary stores
- Temporary store is close to and linked with the pre-positioning site to facilitate ITN reconciliation at the end of the day
- Limited stock remaining with door-to-door teams if the planning is well done in terms of number of ITNs required for targeted households per day
- Limited movement of different transport means and people in and out of communities in line with COVID-19 infection prevention and control

Disadvantages:

- If not well planned, could lead to not meeting targets per day per team (e.g. insufficient ITNs moved from pre-positioning site to temporary stores leading to stock ruptures, too much distance from temporary stores to where teams are working)
- If there are leftover ITNs at the end of the day, they would need to be transported back to the pre-positioning site for daily reconciliation
- Difficult to plan for reverse logistics from temporary stores to the pre-positioning site not knowing how many ITNs will be remaining, if any

Option 2: Supply distribution teams only once on a daily basis with ITNs required for the day

ITNs are delivered from pre-positioning sites to door-to-door teams based on the daily route planning and expected number of households to be served and ITNs to be distributed. ITNs may be delivered to teams using any means of transport that is appropriate for the context (as described above, CHW bicycles or other transport means), but whatever means will be used should be quantified and budgeted at the time of macroplanning and resources required for the context refined during microplanning. Alternatively, teams may be asked to pick up their daily supply of ITNs at the pre-positioning site and transport them to the area where they are working themselves, which may require budgeting for payment per bale to ensure that the ITNs are picked up and moved to targeted areas as planned.

At the start of each day, door-to-door teams are supplied with the ITNs that they need for the day, e.g. two bales of 50 ITNs if it is planned to visit 30—33 households per day and give an average of three ITNs per household. Calculations should be done using the parameters established by the national malaria programme to determine the number of bales that would be required per team per day.

Advantages:

- No need for payment of local means of transport to resupply teams during the day
- Limited stock remaining with door-to-door teams if the planning is well done in terms of number of ITNs required for targeted households per day
- Limited movement of different transport means and people in and out of communities in line with COVID-19 infection prevention and control

Disadvantages:

- If not well planned, could lead to not meeting targets per day per team (e.g. if the parameters used for estimating the number of ITNs required per day are not aligned to the local context)
- May lead to fewer hours worked if daily targets are achieved early, for example in areas where houses are close together or many households live in a single concession or building
- Door-to-door teams may need to identify their own temporary stores if they cannot carry all the ITNs for the day's work at one time, which may create an accountability risk
- Difficult to plan for reverse logistics not knowing how many ITNs will be remaining, if any

Distribution teams use their own transport to pick up their ITNs, each with one bale per transport means.
© National Malaria Control Division, Uganda

Option 3: Resupply distribution teams throughout the day

ITNs are delivered from pre-positioning sites to door-to-door teams over the course of the day, ensuring a regular resupply of ITNs. Route maps are developed showing which areas teams are working in each day and these form the basis for defining the supply circuit for moving ITNs regularly out to teams.

Resupplying distribution teams throughout the day may involve different options depending on the context of the distribution. Different options may work better in urban and rural areas where traffic and distance may respectively be critical factors for ensuring that daily targets are met during the distribution. Some options for resupplying teams throughout the day include:

- Adding a third person to the door-to-door team that is responsible for resupplying ITNs during the day: this option would mean that teams have their own resupply mechanism and are able to time the resupply for when ITNs are needed. No communication airtime would be required. The resupply person would be required to have their own means of appropriate transport – bicycle, tricycle, motorcycle, wheelbarrow, etc. – to ensure timely resupply. In this option, the person responsible for the resupply may also be responsible for security of ITNs and teams depending on the context of the area and the level of insecurity or difficulty expected. Where insecurity is a strong possibility or certainty based on the risk assessment and mitigation plan[4], the resupply and security functions should not be blended.
- Adding a resupply person that is responsible for resupplying ITNs to multiple teams during the day: this option means that one person with an appropriate transport means – car, motorcycle, cart, etc. – is responsible for the resupply. As the resupply person will not be with each team all the time, this option may involve providing teams with telephone airtime to call the resupplier when they are running low on stocks.
- Adding a "mobile warehouse" (such as a pick-up with a stock of ITNs and a stores manager): with this option, which may be best adapted to urban or densely populated areas, the "mobile warehouse" would circulate in the areas where the teams are working to provide a

[4] See AMP toolkit, Chapter 5, Brief 3: *Risk mitigation planning*. https://allianceformalariaprevention.com/amp-tools/amp-toolkit/

constant resupply of ITNs. A mobile warehouse can carry many bales and therefore supply teams many times in a single circuit. With this option, the human resources requirements for supply chain management are increased as it is necessary to have a stores manager at the pre-positioning site as well as a stores manager for the mobile warehouse.

- Using supervisors and monitors planned in the campaign budget to resupply teams: this option would involve using supervisors and monitors from different levels to resupply teams in the areas where they are working. Supervisors and monitors would use the means of transport that they have been provided with for their activities to also move ITNs to door-to-door teams. This option is not recommended as it runs a serious risk of compromising the data and implementation quality if supervisors and monitors are busy with resupply. Additionally, this option may lead to problems with accountability and tracking if implemented in an *ad hoc* manner.

Advantages:

- Regular resupply of teams ensuring that daily targets can be met or exceeded
- Reverse logistics of any leftover ITNs at the end of the day is facilitated through the means of transport used for the resupply

Disadvantages:

- May involve significant expenditure for resupply of teams with small transport means that are also difficult to procure at the local level in line with policies in place (may require request to deviate from procedures)
- Managing and coordinating multiple smaller transport means from one pre-positioning site may increase risks for poor accountability if the stores manager is overwhelmed with multiple requests for resupply at once
- If not well planned, could lead to not meeting targets per day per team (e.g. if the number of means of resupply is insufficient to limit stock ruptures of teams)
- More movement of different transport means and people in and out of communities, which is difficult to align with COVID-19 infection prevention and control

Distribution team resupply
© National Malaria Control Programme, Benin

Last mile logistics for outreach and mobile distribution point ITN distribution

Outreach and mobile distribution points are generally used to serve communities that are enclaved or otherwise hard to reach with ITNs, as well as communities more than five kilometres from the fixed distribution point (or country-specific distance after which households risk investing significant time or using financial resources to reach the fixed distribution point).

Outreach and mobile sites are considered as fixed site distribution points, with the difference being that they are supplied daily from the stores at the main fixed site that will serve households throughout the entire campaign period, often a health facility or similar location. The last mile logistics strategy will generally involve supplying ITNs each day to outreach and mobile sites in the morning and returning any leftover ITNs to the fixed distribution point stores at the end of the day.

For mobile distribution points, the distribution teams move with the identified means of transport to targeted areas based on a circuit established prior to the distribution period. In this case, the mobile distribution point will serve simultaneously as a store (mobile store) and a distribution point to serve households. Mobile distribution points, like outreach distribution points, are linked to a fixed distribution point for ITN storage and will return any leftover ITNs to the fixed distribution point at the end of the day, where ITN reconciliation will take place.

Outreach and mobile distribution points may be established every day of the planned distribution period or only over a limited number of days based on the identification of the areas that need to be served by one or the other type of distribution point. Either way, it is critical that detailed planning is done for transport means, quantity of transport means required for number of bales to be moved and establishment of a plan that ensures that all communities are reached within the period of the distribution. This detailed planning must be done during the microplanning to avoid problems during implementation, including insufficient resources to reach all targeted communities and households.

Quantify the number of pre-positioning sites and temporary stores for door-to-door distribution

The number of pre-positioning sites and community stores required will depend in large part on whether door-to-door distribution teams will be resupplied with ITNs during the day or if they will resupply themselves during the day.

At the macroplanning stage, parameters should be established to estimate the number of pre-positioning sites and temporary stores that will be required for successful door-to-door ITN distribution. At this stage, when the specific context of targeted areas is not being taken into account, it is better to estimate for more pre-positioning sites and temporary stores to allow for flexibility during microplanning when more detailed operational planning will take place and budgets aligned to the needs to achieve campaign targets will be established. At the macroplanning stage, estimates for the number of pre-positioning sites may be made according to the number of teams that would work in the catchment area of the pre-positioning site, the number of households they are expected to reach each day, the number of days for the distribution and the average number of ITNs that a household will receive based on how ITNs will be allocated and average household size. Once the number of pre-positioning sites has been established, quantification for the number of temporary stores can be based on an estimated percentage of communities where teams will be working and cannot resupply themselves directly from the pre-positioning site. Quantification of human resources and tools needed can also be estimated at this time.

Quantify the number of outreach and mobile fixed distribution points

At the macroplanning stage, parameters should be established to estimate the number of fixed sites (taking into account COVID-19 infection prevention and the need to limit the number of people to be served per day to ensure adherence to physical distancing guidelines). At this stage, when the specific context of targeted areas is not being taken into account, it is better to estimate for more fixed distribution points to allow for flexibility during microplanning when more detailed operational planning will take place and budgets aligned to the needs to achieve targets will be established. At the macroplanning stage, estimates for the number of fixed distribution points should be based on the number of households that can be served or estimated number of ITNs to be distributed each

day and the number of days for the distribution. Once the number of fixed distribution points has been established, quantification for the number of outreach and mobile distribution points can be based on an estimated percentage of communities where household representatives cannot easily reach the fixed distribution point for whatever reason. If fixed distribution points were used in the previous campaign, the microplans developed could be used to provide more accurate estimates of the number of outreach or mobile distribution points required even at the macroplanning stage.

Ensure detailed information is collected in advance of microplanning[5]

Last mile logistics planning must be undertaken in detail during the microplanning workshops. It is critical that the logistics sub-committee requests sufficient information in the list of information to be collected in advance of the workshops to develop micro micro transport plans and ensure that the budget appropriately reflects what will be required to reach all areas. The list of information to collect in advance should also include brief definitions for when a temporary store or outreach or mobile distribution point may be needed, as well as the minimum criteria for their selection. Microplanning workshop participants should be asked to gather as detailed information as possible in advance of the workshop to ensure a smooth logistics operation up to the last distribution points.

Decide on locations of pre-positioning sites and temporary stores

At the time of macroplanning, criteria for pre-positioning sites and temporary stores should be established. In rural areas, the location of pre-positioning sites must take into account distance (e.g. be no more than five kilometres from the households to be served), while in urban or more densely populated areas, the location of pre-positioning sites must be focused more on traffic and security. If adapting the campaign strategy from fixed site to door-to-door distribution in line with COVID-19 infection prevention measures, pre-positioning sites may be fixed distribution points used during the previous campaign if these seem to be sufficient and meet the minimum criteria.

The pre-positioning sites or temporary stores will need to be close to the community or communities they will serve, particularly as part of limiting movement in and out of communities to reduce the transmission of COVID-19. Therefore, it is important that minimum criteria for selection of pre-positioning sites or temporary stores are defined and that this information is communicated to microplanning workshop participants in advance of the workshops so that they can bring a list of the potential options available. Minimum criteria for selection of pre-positioning sites or temporary stores may include:

- Health facility or other location (e.g. schools, churches, mosques, pharmacies, homes of community leaders) that can meet the level of security desired
- Accessible to both the selected means of transport and the door-to-door distribution teams or resupply personnel
- Solid structure without leaks or water damage with sufficient space for the quantity of ITNs to be stored

There may be considerable advantages to using fixed distribution points from the previous campaign as pre-positioning sites for door-to-door ITN distribution if they are sufficient in number and meet the minimum criteria. Advantages include:

- More reliable quantification for pre-positioning sites and temporary stores through updating previous campaign planning to account for population growth, population movement and special groups (e.g. refugees, internally displaced persons) since the last campaign

[5] See AMP guidance: *Microplanning guidelines* (pre COVID-19). https://allianceformalariaprevention.com/amp-tools/tools-resources/ and various documents about microplanning in the COVID-19 context under the **Microplanning** heading on: https://allianceformalariaprevention.com/about/amp-guidelines-and-statements/

- Microplanning tools would not need major modifications to adjust from the fixed site to door-to-door approach in terms of planning for ITN pre-positioning

Ensure accountability for ITNs during last mile logistics

No matter what strategy is adopted for the ITN distribution – fixed distribution points of any kind (including outreach and mobile) or door-to-door distribution – the logistics sub-committee is responsible for ensuring the accountability of the ITNs from the point of delivery in the country through the distribution and reverse logistics to the final reconciliation and reporting on stocks received. To do this, the sub-committee must develop tools that allow all ITNs to be tracked. For last mile logistics, no matter what mode of transport is used to transport the ITNs, it is essential that all ITNs are tracked so that at the end of each day it is possible to reconcile the number of ITNs distributed, returned to stock and remaining in stock.

National malaria programmes must be able to demonstrate, with supporting documents, that all ITNs received for a campaign have been distributed. If all ITNs have not been distributed, then they must be able to demonstrate, with supporting documents, that the remaining balance is either securely stored, or has been transferred to another distribution channel (e.g. routine, continuous). With well-designed tracking tools and thorough training on the use of the tools, logistics personnel can ensure that every phase of the ITNs' journey from supplier to recipient is recorded.

Up to the pre-positioning site or the fixed distribution point, the essential tracking tools to be used to ensure accountability for ITNs in the supply chain are the waybill and the warehouse stock sheet. In the majority of campaigns, the distribution of ITNs will be tracked using a tally sheet, though for single-phase door-to-door distribution, a single register may be used and summary data for technical/M&E and logistics sub-committees generated at the end of each day from the single tool.

ITNs delivered to pre-positioning sites should be tracked on stock sheets at the previous storage point of the ITNs, on waybills used to track ITN transport and on simple stock sheets at pre-positioning sites. Ensure handwashing or sanitizing on exchange of documents during the ITN transfer and ensure people use their own pens.

All data collection forms used during whichever strategy for ITN distribution is adopted should be collected at the end of distribution as described in standard operating procedures (see below) developed on the basis of the decisions taken by the national malaria programme. For example, data collection forms may be collected at the health facility level or pre-positioning site, where district or other campaign personnel can collect both the logistics and the programme data from a single location while verifying the physical inventory of stock remaining for reverse logistics or transfer to health facilities for routine distribution.

See the Annex for examples of modified tracking tools. The Excel versions are also attached as Resources.

Door-to-door distribution

For door-to-door distribution, no modifications are required to the tracking tools for ITNs following the same supply chain route down to pre-positioning sites, but there will need to be an additional tool (or tools depending on decisions taken) to track the ITNs to their final destination (during micro micro transport). The ITN tracking tools which will be used by distribution teams or resupply personnel need to be as simple to fill in as possible, since training sessions and timing are likely to be adjusted in line with COVID-19 infection prevention and control measures, such as limiting time spent indoors or the number of people that can be gathered in one place. For a single-phase door-to-door strategy (simultaneous registration and ITN distribution), tracking of ITNs distributed should

be merged into a single household registration and ITN distribution data collection form (see the Annex for an example of a dual-purpose tool).

Accountability for the ITNs for last mile logistics will depend on which option presented above (or other option as identified by the national malaria programme) has been selected.

Option	ITN accountability
Pre-position ITNs at temporary stores to allow distribution teams to resupply themselves during the day	Waybill from pre-positioning site and/or simple stock sheet or document that combines both reception of ITNs at the temporary stores and stock transfer to teams
Supply distribution teams on a daily basis with ITNs required	Storage point stock sheet documents transfer to door-to-door teams and ITNs received should be recorded by teams on the data collection tool being used to track ITNs distributed (tally sheet or combined registration and ITN distribution form, for example)
Resupply distribution teams throughout the day	A simple log sheet should be developed that resupply personnel will fill out when picking up ITNs from the stores (including time, quantity and name of warehouse staff handing over bale(s)) and on delivery to distribution teams (including time, quantity and names of the members of the distribution team). The log sheet should be submitted at the end of the day and kept with the stock sheet as verification for the daily movements registered and for use during daily and final ITN reconciliation.

Outreach and mobile distribution points

Outreach distribution points should only be supplied once during the day if the quantification for the number of ITNs required has been accurately done. The ITNs should be marked as “out” on the stock sheet at the fixed distribution point, including information about where the ITNs have been transported to (e.g. the name of the outreach site). Distribution teams working at outreach sites should indicate on their tally sheet or other data collection tool each time they move ITNs from where they have been delivered and placed for storage for the day “in” to the distribution area, including the time that the ITNs were moved for distribution to household representatives. At the end of the day, the distribution teams should summarize the number of ITNs that have been distributed on their data collection tool, as well as the number of ITNs remaining to be returned to the fixed distribution point.

Mobile distribution points act as both a store and a distribution point. ITNs that will be distributed through mobile distribution teams should be marked as “out” on the stock sheet at the fixed distribution point, including the names of the communities to be covered that day from the mobile distribution point. The mobile distribution team should mark the ITNs received from the fixed distribution point as “in” on the tally sheet or other data collection tool. At the end of the day, the mobile distribution team should summarize the number of ITNs that have been distributed on their data collection tool, as well as the number that were returned to the store at the fixed distribution point.

Plan for contingency stock depending on the ITN distribution strategy adopted

For any ITN distribution strategy adopted that does not include a separate household registration phase (e.g. single-phase door-to-door) or does not leave time to verify ITN requirements exactly (e.g. two-phase with the distribution starting the day after the registration to limit crowding and maintain physical distancing in line with COVID-19 infection prevention measures), plans should be put in place to ensure that a contingency stock is available to avoid stock ruptures or missed daily targets for households to be reached or ITNs to be distributed. The amount of contingency stock should be based on the context of the area targeted for the distribution (e.g. urban areas where households are closer together and more may be reached per day than initially planned may need a higher amount of additional ITNs). If household registration is implemented as a separate phase, it will be possible to pre-position ITNs with more accuracy based on final data showing population and households registered and ITNs required to achieve the campaign targets.

Develop standard operating procedures and ensure training on last mile logistics

Develop standard operating procedures (SOPs) for all operations involved in the supply chain, including for ITN tracking, reporting on stocks received and distributed, instructions for the daily reconciliation of ITNs and measures for prevention of COVID-19 transmission during the logistics operations. These SOPs should be used during the training of logistics personnel, including personnel responsible for last mile delivery of ITNs if that is the strategy.

Develop daily plans for last mile logistics during ITN distribution

For door-to-door distribution, it will be important, as with the training for the household registration, to develop route maps for the ITN distribution teams to ensure that the logistics arrangements for last mile transport can be put in place.

For outreach and mobile distribution points, it will be important to develop a circuit for each day of the distribution to ensure that all communities and households will be reached within the distribution period. This will also allow the owners/drivers of different transport means to be informed in advance of the days they will be working and the locations they will be working in to avoid any problems with non-availability of transport due to poor planning.

Ensuring daily plans are in place facilitates messaging for SBC, in addition to establishing a plan for sufficient ITNs to be available in the right places and at the right times.

Ensure security for campaign personnel, householders, ITNs and PPE

See *Considerations for logistics macroplanning in the COVID-19 context*.
https://allianceformalariaprevention.com/about/amp-guidelines-and-statements/

Ensure waste management measures are put in place

See *Guidance on managing waste generated during mass ITN distribution campaigns in the COVID-19 context* and *Considerations for logistics macroplanning in the COVID-19 context*.
https://allianceformalariaprevention.com/about/amp-guidelines-and-statements/

Waste management arrangements must be carefully considered for door-to-door distribution. To avoid ITN packaging being left for management at the household level when ITNs are distributed, the ITNs should be removed from the individual packages and the packages collected in a waste bag that is returned to the pre-positioning site for integration in the waste management plans. Planning for reverse logistics (see below) should include the transport of bags of waste materials.

Last mile reverse logistics

With small quantities of ITNs being moved in last mile transport and where quantification for daily needs for the distribution has been accurately done, it is likely that there will be few or no ITNs to be returned by the distribution teams to the pre-positioning site or fixed distribution point stores at the end of the day. However, it is important that a plan is in place for reverse logistics from temporary stores and outreach distribution points in case there are ITNs remaining as there is a high risk for leakage and loss if ITNs cannot be moved to secure storage locations at the end of the day of distribution.

For door-to-door distribution where teams are being resupplied during the day or where teams will move the quantity of ITNs to be distributed for the day to the targeted area using their own means of transport, the reverse logistics can be done using the same means of transport as for the initial supply to the distribution teams. For door-to-door distribution where teams are resupplying themselves over the course of the day from temporary stores, the number of ITNs remaining at the temporary stores must be marked on the data collection tools and the quantity to be returned to secure storage communicated to the distribution or community supervisor for their action. In many cases, the distribution or community supervisor will have a means of transport available that can move the small quantities of ITNs remaining back to secure storage.

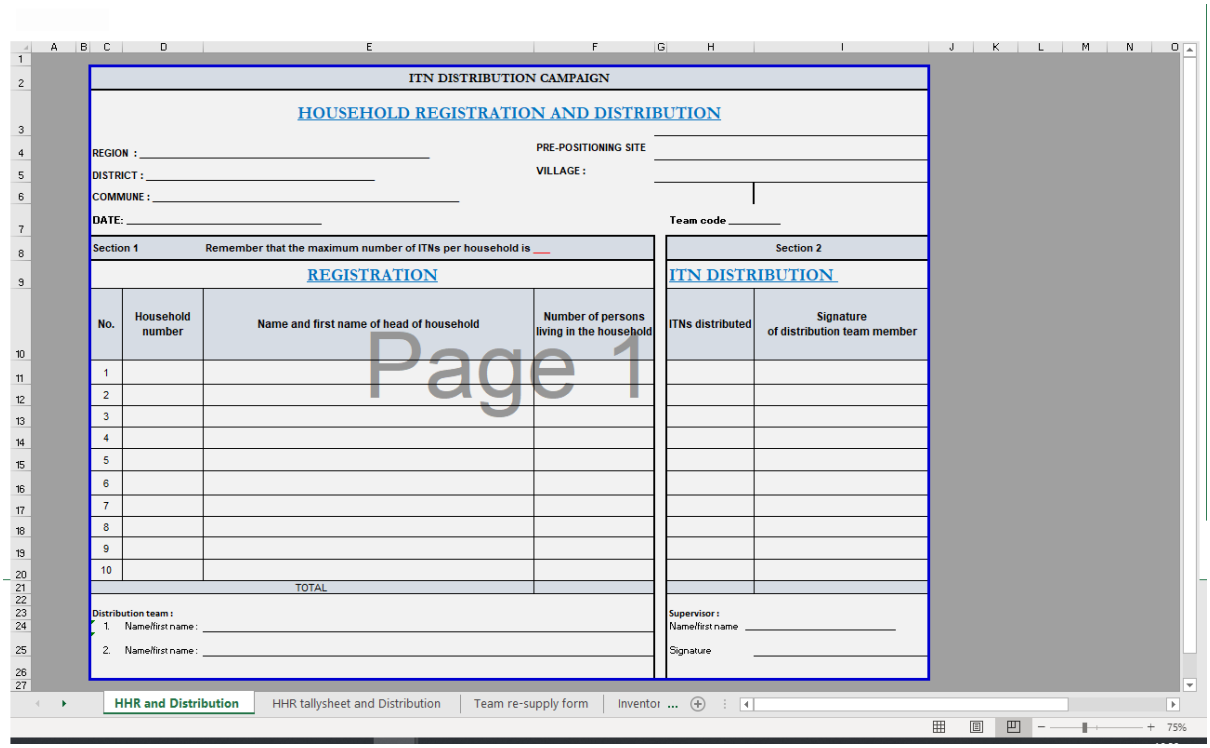
For outreach sites, the number of ITNs remaining at the end of the day of distribution must be marked on the data collection tools and the quantity to be returned to the fixed distribution point stores communicated to the distribution or community supervisor for their action. As above, in many cases, the distribution or community supervisor will have a means of transport available that can move the small quantities of ITNs remaining back to secure storage.

ITN reconciliation

At the end of each day of distribution, whether door-to-door or from outreach and mobile distribution points, ITN reconciliation must be done at the pre-positioning site or the fixed distribution point with the stores manager and/or distribution team supervisor. This will include verifying the number of ITNs received by distribution teams, the number of ITNs distributed and the number of ITNs remaining based on the data collection tools used, as well as a physical count of stocks returned from distribution teams at the end of the day before entering the stock on the stock sheet at the stores.

Annex:

Examples of tracking tools for single phase door-to-door registration and distribution and resupply of distribution teams with ITNs during the day. The Excel version of these tools can be found as a Resource.



ITN DISTRIBUTION CAMPAIGN

HOUSEHOLD REGISTRATION AND DISTRIBUTION

REGION : _____ PRE-POSITIONING SITE _____

DISTRICT : _____ VILLAGE : _____

COMMUNE : _____

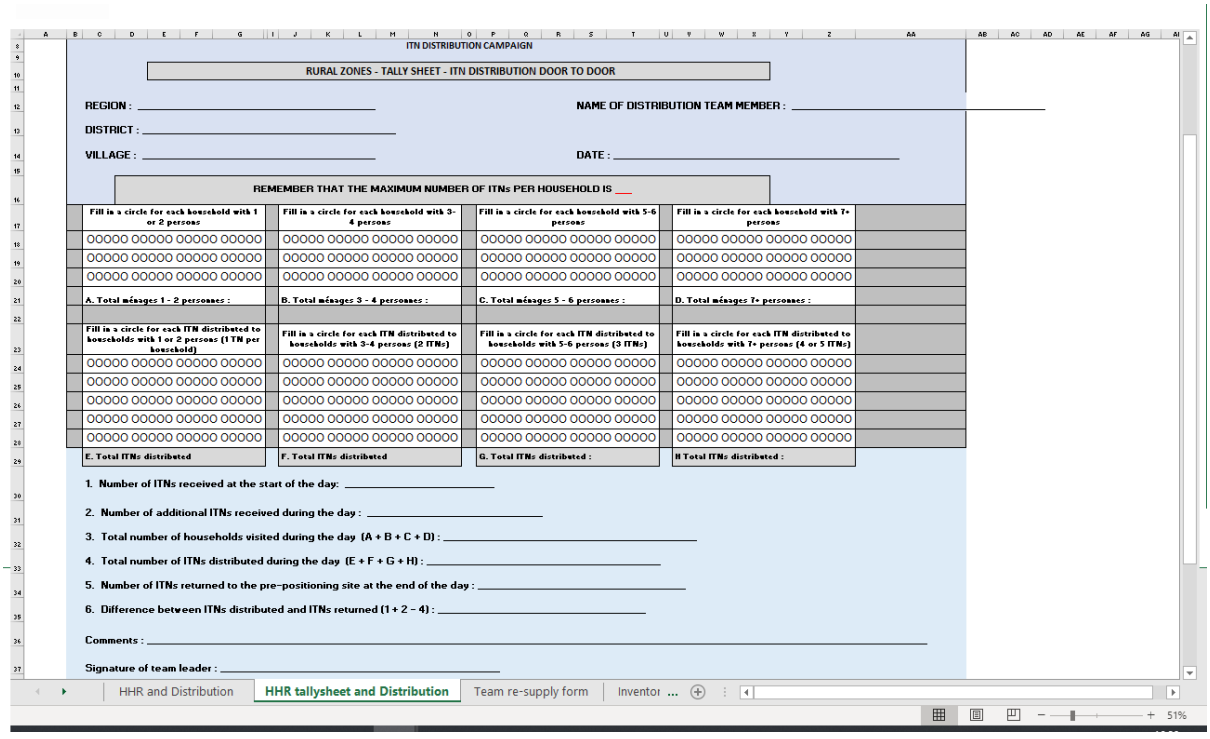
DATE: _____ Team code _____

Section 1	Remember that the maximum number of ITNs per household is ___		Section 2	
REGISTRATION			ITN DISTRIBUTION	
No.	Household number	Name and first name of head of household	Number of persons living in the household	ITNs distributed	Signature of distribution team member
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
TOTAL					

Distribution team :
1. Name/first name : _____
2. Name/first name : _____

Supervisor :
Name/first name _____
Signature _____

HHR and Distribution | HHR tallysheet and Distribution | Team re-supply form | Inventor ...



ITN DISTRIBUTION CAMPAIGN

RURAL ZONES - TALLY SHEET - ITN DISTRIBUTION DOOR TO DOOR

REGION : _____ NAME OF DISTRIBUTION TEAM MEMBER : _____

DISTRICT : _____

VILLAGE : _____ DATE : _____

REMEMBER THAT THE MAXIMUM NUMBER OF ITNs PER HOUSEHOLD IS ___

Fill in a circle for each household with 1 or 2 persons	Fill in a circle for each household with 3-4 persons	Fill in a circle for each household with 5-6 persons	Fill in a circle for each household with 7+ persons
00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000
00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000
00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000
A. Total ménages 1 - 2 personnes :	B. Total ménages 3 - 4 personnes :	C. Total ménages 5 - 6 personnes :	D. Total ménages 7+ personnes :

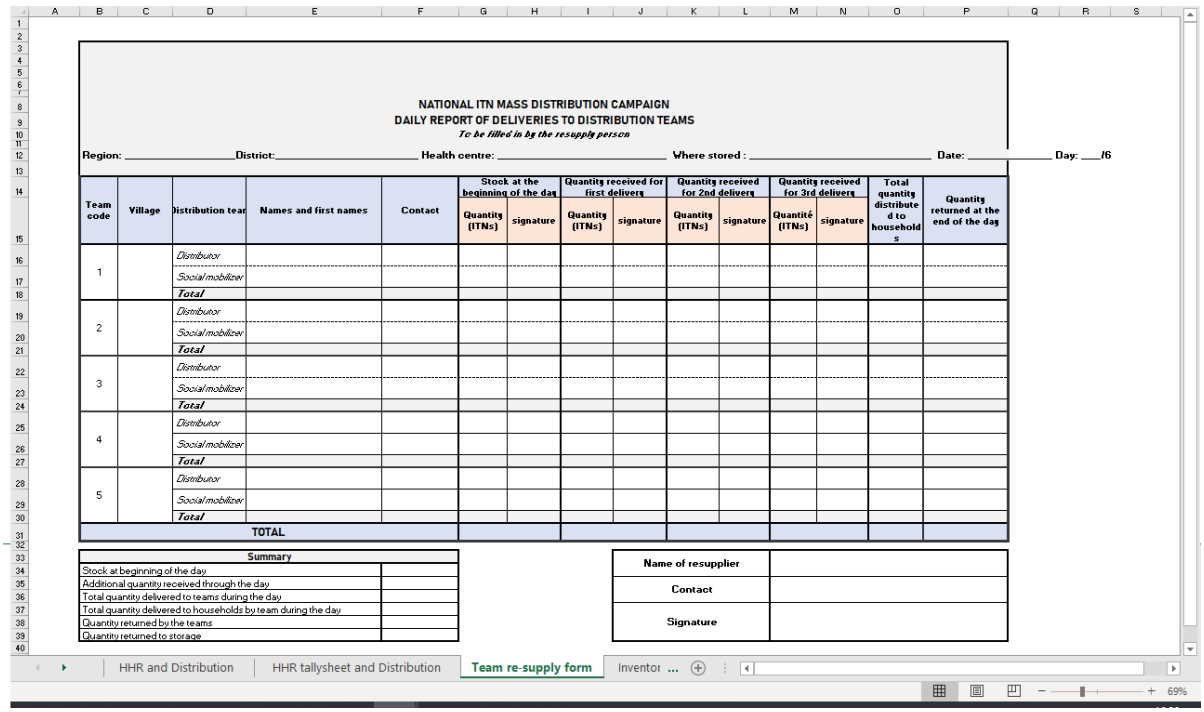
Fill in a circle for each ITN distributed to households with 1 or 2 persons (1 ITN per household)	Fill in a circle for each ITN distributed to households with 3-4 persons (2 ITNs)	Fill in a circle for each ITN distributed to households with 5-6 persons (3 ITNs)	Fill in a circle for each ITN distributed to households with 7+ persons (4 or 5 ITNs)
00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000
00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000
00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000
00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000
00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000	00000 00000 00000 00000
E. Total ITNs distributed	F. Total ITNs distributed	G. Total ITNs distributed :	H Total ITNs distributed :

1. Number of ITNs received at the start of the day: _____
2. Number of additional ITNs received during the day : _____
3. Total number of households visited during the day (A + B + C + D) : _____
4. Total number of ITNs distributed during the day (E + F + G + H) : _____
5. Number of ITNs returned to the pre-positioning site at the end of the day : _____
6. Difference between ITNs distributed and ITNs returned (1 + 2 – 4) : _____

Comments : _____

Signature of team leader : _____

HHR and Distribution | HHR tallysheet and Distribution | Team re-supply form | Inventor ...



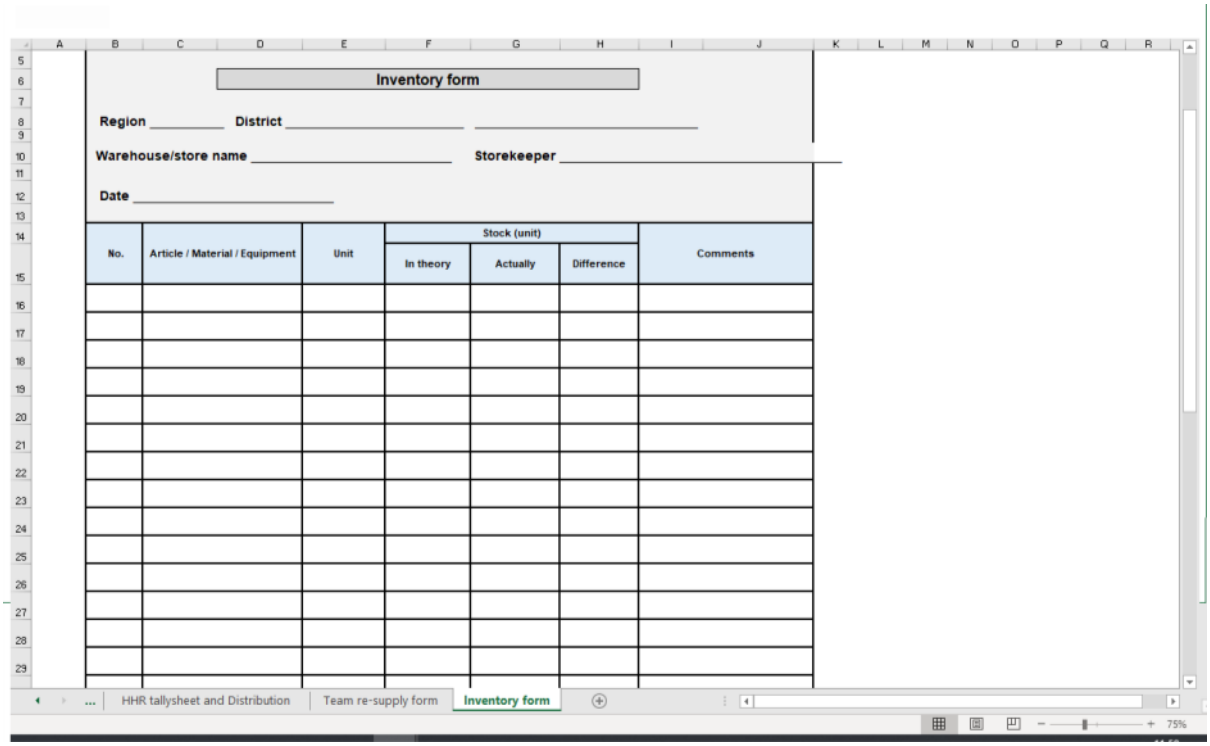
NATIONAL ITN MASS DISTRIBUTION CAMPAIGN
DAILY REPORT OF DELIVERIES TO DISTRIBUTION TEAMS
To be filled in by the resupply person

Region: _____ District: _____ Health centre: _____ Where stored : _____ Date: _____ Day: ___/6

Team code	Village	Distribution tear	Names and first names	Contact	Stock at the beginning of the day		Quantity received for first delivery		Quantity received for 2nd delivery		Quantity received for 3rd delivery		Total quantity distributed to households	Quantity returned at the end of the day
					Quantity (ITNs)	signature	Quantity (ITNs)	signature	Quantity (ITNs)	signature	Quantité (ITNs)	signature		
1		*Distributeur*												
		Social mobilizer												
		Total												
2		*Distributeur*												
		Social mobilizer												
		Total												
3		*Distributeur*												
		Social mobilizer												
		Total												
4		*Distributeur*												
		Social mobilizer												
		Total												
5		*Distributeur*												
		Social mobilizer												
		Total												
TOTAL														

Summary	
Stock at beginning of the day	
Additional quantity received through the day	
Total quantity delivered to teams during the day	
Total quantity delivered to households by team during the day	
Quantity returned by the teams	
Quantity returned to storage	

Name of resupplier	
Contact	
Signature	



Inventory form

Region _____ District _____ _____

Warehouse/store name _____ Storekeeper _____

Date _____

No.	Article / Material / Equipment	Unit	Stock (unit)			Comments
			In theory	Actually	Difference	