

Mission Report – Nigeria

Logistics Technical Assistance

Alain Daudrumez, Akko Eleveld – consultants for AMP

Mission dates	:	25 April – 15 May 2015
Location	:	Abuja, FCT and Nasarawa State, Nigeria
Date of report	:	26 June 2015
Subject of report	:	Commodity Management Audit (CMA) Pilot

1. Context, objectives, outputs

- Background
 - Following the national mass LLIN campaigns in all 36 states in Nigeria between 2008 and 2013, the country recently finished the first part of replacement campaigns in 18 states, with close to 50 million nets distributed;
 - Commodity Management Audits have been adopted into the revised Nigeria LLIN campaign guidelines, making it an integral and critical part of the LLIN replacement campaigns;
 - A first AMP mission in March 2015 saw the development of a series of CMA tools and the capacity building of a national CMA core team that are planned to accompany contracted firms during the CMA implementation in 18 states.
- Objective of this AMP mission
 - Pilot, field test, fine-tune and finalize the developed CMA tools in one out of the eighteen replacement campaign states;
 - Based on the finalized tools, conclude the CMA reporting format and orientation package.
- Expected outputs
 - Fine-tuned, field tested, finalized CMA tools;
 - CMA report and reporting format;
 - CMA orientation package.

2. Consultants in-country

- Alain Daudrumez: 25 April – 15 May 2015
- Akko Eleveld: 26 April – 14 May 2015

3. Meetings attended and key people met during mission

- 27 and 28 April, the consultants met with the core CMA team in a two-day preparatory workshop. Attached the CMA Core Team participants list ([Annex 1](#));

- During the piloting fieldwork, between 29 April and 7 May, the consultants and CMA core team met the State Director of Health of Nasarawa for introduction, as well as the LGA Directors of Health of each of the respective LGAs. The team collaborated closely with the Roll Back Malaria focal persons and logisticians at LGA level;
- Monday 11 and Tuesday 12 May, the consultants and CMA core team met as a group for debriefing of the CMA pilot field exercise, finalizing all data collected and drawing up lessons learned for future CMAs as well as future campaigns. The group was the same as the group that gathered on 27 and 28 April;
- A “debriefing/exit” meeting was held on 15 May with the CMA core team and the lead-consultant, Alain Daudrumez. The National Coordinator of the NMEP was out of the office.

4. Mission roll out and main accomplishments

The planned roll out of this second CMA mission in Nigeria has been subject to changes, as a result of the findings and obstacles encountered during the piloting fieldwork. The initial schedule has been adapted and extended to assure, at least, the finalization of the CMA tools by the end of this mission. It is commonly agreed that there has been a level of underestimation by all stakeholders in the time and focus needed in the development and testing of these new tools.

The Excel based CMA tools are specially developed “software”, that, following the initial investment period, can be used in Nigeria and other countries (with adjustments to specific contexts).

A. Preparation of the pilot

The mission started with a two-day meeting with the CMA core team to review the CMA tools that were developed during the first CMA mission in March 2015 (see CMA Nigeria mission report + annexes). The tools consist of a number of Word and Excel documents that assess the different supply chain documents used during the LLIN mass distribution campaign at three different levels.

- **State level**
Waybill (white), warehouse stock sheet, waybills (green/yellow)
- **LGA level**
Waybill (white), warehouse stock sheet, waybills (green/yellow)
- **Distribution point (DP) level**
Waybill (white), Inventory Control Card (ICC), Tally sheets

Then the **sampling** exercise of the distribution points to be audited followed, using the sampling protocol developed with the support of the JSI/Deliver team. The CMA core team had already selected Nasarawa State for this pilot and had randomly selected five LGAs. Following an evaluation of these five LGAs on security and accessibility, the CMA core team decided to replace two out of the five LGAs. The final LGAs to be audited were Akwanga, Karu, Keffi, Lafia and Nasarawa Eggon. Consequently, twelve distribution points were randomly selected for each LGA.

The **Reconciliation report** was reviewed and the CMA tools were prepared and populated for the fieldwork. The Reconciliation report is a deliverable for the State Support Teams after the campaign has ended. It consists of two Excel workbooks, the Distribution report, and the Logistics report¹:

- The Logistics report is meant to represent the LLIN supply chain from State, to LGAs and to DPs. It starts with the number of nets received at State level, and ends with the number of nets delivered to each DP (based on stocksheets data).
- The Distribution report starts with the number of nets received at each DP, and ends with the number of nets distributed at each DP (based on tallysheet data).

The purpose of the Reconciliation report is to match logistics data with distribution data in order to give a complete and accurate picture of how the LLINs were managed, from initial reception to final distribution. It is aimed ultimately at demonstrating transparency and accountability.

B. Conducting the pilot

Between 29 April and 7 May, the CMA core team and consultants conducted the CMA, first visiting the State capital, Lafia, for an audit on the State level documents and a visit to the State Central Medical Store (CMS). This visit was communicated in advance through an announcement letter from the National Coordinator of the National Malaria Elimination Program (NMEP). In addition, a member of the CMA core team had followed up on the letter in direct contact with the RBM Program Manager based in Lafia. Most supply chain documents were presented upon request and were reviewed in good order.

The audit of the documents at most LGA levels turned out to be a struggle as the LGA teams were not all sufficiently aware in advance of the arrival of the CMA group and the expectations. This led to significant delays in being able to review the documents upon arrival. Whereas most LGAs could quickly organize themselves and present a majority of supply chain documents from the LGA level, it turned out to be impossible to present a complete set of documents of the different DPs, despite the LLIN National Guidelines stating that all campaign documents from DP level should be stored/filed at the LGA.

C. Evaluating the pilot

On 11 and 12 May, the CMA core team and consultants met for a debriefing exercise to formulate lessons learned for the CMA going forward, as well as for future campaigns. Changes to the CMA Scope of Work and CMA tools were immediately incorporated, whereas recommendations for the future campaigns were documented, to bring forward at the appropriate forum. Find the listed recommendations for both CMA and future campaigns in respectively [Annex 2](#) and [Annex 3](#). The time allocated for the evaluation of the pilot was also used to complete the library of scanned documents, a tedious and time consuming exercise, that involved the complete CMA core team. The library could not be completed, despite a two-day extension for the consultants, so by the end of the pilot a list was shared with the CMA core team lead with all the documents missing that needed to be gathered and named and filed accordingly (see [Annex 4](#)).

The two-day extension of the consultants' in-country presence was agreed with the AMP

¹ Unfortunately, these two workbooks are not linked together, which gives way to some discrepancies (see section 5 below).

secretariat and the CMA core team lead. The extension aimed to finalize the CMA Nasarawa pilot report, CMA reporting format and the CMA training package. These deliverables could unfortunately not be realized during the extension, as a result of the findings of the audit that required further investigation, and the numerous efforts to complete and correct the data collection.

5. Discussion points / decisions pending / lessons learned

The pilot allowed for very valuable insights and has painted a realistic picture of what the firms will be facing when conducting the CMAs and how best the firms should be trained/oriented. The pilot presented the potential pitfalls in case the firms do not possess the right mindset and capacities and showed the importance of management capacity during the CMA exercise. Feedback on the CMA tools has been incorporated and the tools and Standard Operating Procedures have been updated. Other relevant feedback is presented below.

Sampling protocol

During the first two-day meeting on 27/28 April, it was agreed that the sampling protocol needs to be reviewed and updated. During the last year, different considerations have been included/added to the sampling protocol, taking away from the random character of the selection. The CMA core team is responsible to bring this up for review to the JSI M&E team, and take into account that within each State, all Senatorial districts need equal representation. A decision needs to be made whether all wards within an LGA can be or should be equally represented. Global Fund will need to sign off on the final sampling protocol.

Reconciliation report

Timely availability of a quality Reconciliation report remains of big concern, especially as the CMA cannot start without having this data available. To date, the process of how this report comes about remains unclear, including the timelines for presenting all data and who is finally responsible.

The Reconciliation report for Nasarawa State has been found to have incorrect and missing data, affecting its reliability. Normally, the nets delivered to DPs (according to the Logistics report) should match the nets received at DPs (as found in the Distribution report) and the cells containing this data in the two workbooks should be linked together. However, in the Nasarawa Reconciliation report, the cells are not linked and the data differ in many instances. Unfortunately, this is just one example of several errors that were found in the Reconciliation report, which all together are rendering the document unreliable.

The State Support Teams that are responsible for the Reconciliation report do not gather copies or scans of the supporting documentation, which makes independent verification on the quality of work and correctness of data impossible.

Software compatibility

During the preparatory meeting, blank document formats were shared with all involved in the pilot. However, different CMA core team members were unable to open and work with the newer versions of Excel files (.xlsx). Though the lesson to save in .xls and .doc has been incorporated in the development and naming of the Excel (and Word) files, it is key to assure

that the involved firms have, and use, adequate software. This should be addressed during the orientation of the firms.

CMA communication

The pilot learned that adequate, timely and clear communication to State and LGAs is key for the success and timely completion of the CMAs. Whereas the pilot showed a well-prepared team at State level in Lafia, subsequent CMAs at all LGA levels showed mostly unprepared teams, leading to long (but avoidable) delays for the CMA team, as well as (too often) the incomplete presentation of supply chain documents.

Attached as Annex 5 is the letter that was sent to Nasarawa State, signed by the NMEP National Coordinator. This communication was followed upon by the CMA Core Team lead with the Nasarawa State RBM Program Manager, a personal contact. No direct contact was established from the NMEP with the LGAs relevant staff, and the State RBM Program Manager was not present during the data collection/entry exercise.

CMA deliverables

Clear, non-negotiable deliverables for the firms conducting the CMAs need to be communicated and taken up in the contract, including clear timeframes for both the firm and the contracting agency (NMEP) regarding review, feedback, clarification, presentation and finalization of the CMA exercise and CMA State specific reports. Below some of the deliverables are shortly discussed. For a more exhaustive deliverable list, see Annex 6.

CMA assessment files

Each State, each LGA and each DP have two assessment files:

1. Excel (.xls) - Assessment workbook
2. Word (.doc) – Stocksheet Assessment form

Note: An additional “Notes” section has been added to the Excel Assessment workbook that needs to be used by the firms to document their findings as a result of their investigation, inquiry and analysis, especially concerning net accountability where figures between waybills, stock sheets, tally sheets and reconciliation report do not match.

CMA supporting documentation

All documents reviewed during the CMA need to be scanned/photographed and submitted as part of the CMA deliverables. This daunting task does not only require a digital camera, but also a steady hand, concentration and organizational skills as the number of documents to be scanned are many. For example, at an LGA where twelve DPs are audited, there are 12 Inventory Control Cards, 12 Waybills (white) and at least 60 Tally sheets to be scanned, named and filed properly.

CMA naming and filing structure

All CMA supporting documentation that has been scanned needs to be named and filed, following the “Naming and filing guidance” provided (Annex 7). The pilot learned that this essential task is time consuming and requires great attention for detail.

CMA report

The CMA report is the main deliverable from the firms (the others already mentioned will be annexes to the report).

The Nasarawa CMA report produced for the pilot exercise will serve as a model for all future CMA reports to be submitted by the firms.

The report contains 5 sections:

1. Purpose and Objectives
2. Methodology
3. CMA tools
4. Findings
5. Conclusions and recommendations

Section 1 is standard and common to all CMAs. Sections 2 and 3 are mostly standard, but will need some adjustments from State to State. Section 4 uses Tables 1 and 2 (from the State Assessment Workbook) as the basis for presentation of consolidated results and data analysis. Section 5 is the interpretation of the findings and the formulation of pertinent recommendations.

CMA specific skills requirement

Successfully conducting CMAs is dependent on a number of different skills such as attention to detail, accuracy and organizational skills. There are numerous documents to assess and data needs to be put in correctly.

In addition, the pilot taught us that another set of skills is similarly essential, in order to conclude the CMA and write the CMA report. Whereas the initial thought was that firms need to first and foremost do data entry, we learned that in addition, they will need to investigate, inquire and analyze, to present a complete picture of the CMA, especially on net accountability. A separate “Notes” section was included in the Excel workbooks for this purpose.

Use of guiding documents

It is absolute critical that the firms use the guidelines that are provided. The detailed descriptions of *how to use* the different workbooks and the step-by-step guides MUST be followed. It will help the firms to better understand and follow the process and avoid skipping important matters. From experience we now know that “forgetting” the guiding documents happens easily, which affects the quality of the CMA.

Red flag/Full audit cut-off point

It was initially thought that with the experience of the pilot CMA, NMEP and Partners would be in a position to determine the “cut-off” point (applicable to any State) at which a full-scale audit would be recommended. In practice, the pilot CMA showed that the cut-off point is not a straightforward issue. It does not directly depend on availability and quality scores, nor on the level of accountability alone. We believe it is a “judgement call” that will be based on a combination of these factors, and that will need to be done on a one-to-one basis.

6. Key strengths, challenges and recommendations

Strengths

- This pilot was absolutely needed before the orientation of any firm. It taught the AMP consultants and the CMA core group important lessons that need to be taken into account moving forward and that will need to be incorporated in the orientation of the firms that will conduct the CMAs;
- CMA communication to State level was well done and followed up on. Note that the CMA Core Team knew the Program Manager at State level and that Nasarawa State is very close to Abuja;
- Using the Master List of Sampled LGAs and DPs simplifies the work and reduces the likelihood of error, as well as providing a good structure to the naming and filing of the CMA tools and the supporting documentation.

Challenges

- The time needed to finalize the CMA Nasarawa report and the reporting format took much longer than anticipated, delaying the finalization of the orientation package;
- The supporting documents of supply chain tools assessed during this CMA (pilot) were not all collected and scanned/photographed (despite the documents being present). Incomplete sets of supply chain documents do hinder CMA progress and affect the scoring;
- The CMA communication from the national level did not reach the LGA level. As a result, LGA teams were not (well) prepared;
- The time elapsed after the end of the campaign in Nasarawa was 6 months, resulting in loss of focus and memory on what actually happened, as well as “forgotten” documentation;
- Working conditions in the field are not always ideal: No electricity, little space, very hot offices;
- Not surprisingly, working with a large group in this CMA pilot, without being assigned specific tasks/deliverables, is not efficient nor effective;
- The absence of good cameras to scan the supporting documentation required the group to be creative (bring soft copy documents to Abuja or take low-quality photocopies to be scanned in Abuja) and extended the time needed to finalize the field work;
- Some valuable time could have been saved if all deliverables would have been finalized by the respective teams before return to Abuja. It highlights the need for a deliverable list for the firms.

Recommendations

- In order to inform the different States and LGAs in a timely manner, and be time efficient during the orientation, it is recommended to not include the sampling exercise as part of the orientation, but do it beforehand. Sampling can be done by the CMA core team and partners, in the presence of the LFA;
- To be considered for the procurement process of the audit firms for the CMA: Select three firms that will each take on one State. Depending on the quality of the work done, firms will be awarded more States. This allows for increased quality control and improved contract management;
- A communication plan needs to be developed to assure that all documents are found present when visiting the State and LGAs. It is crucial to assure that the communication from national (NMEP) level is received and followed up at both State and LGA levels. Despite the autonomy of States and the subsequent complexity/sensitivity for the NMEP

at Federal level to communicate with LGAs, an arrangement needs to be found to increase the “control” of the NMEP and the firms at LGA level;

- Deliverables for State and LGA need to be clearly listed, communicated to the relevant stakeholders, and strictly adhered to. A check on document availability needs to be done by the firm through the RBM Manager in each State, before the firms travel to the States. The national CMA core team member that will accompany the firm will act as a liaison;
- Deliverables/expectations for the firms need to be clearly listed, communicated and adhered to. This includes assuring the right expectations of working in the field, the need for accuracy, attention to detail, quality report writing and the agreement that payment is only done upon delivery of satisfactory work;
- Finalized and checked Reconciliation reports need to be received before the upcoming orientation of the firms for all targeted CMA States;
- Departure of firms from State and LGA back to Abuja can only happen when all data is collected, entered and the need for clarifications from State and LGA personnel have been documented (with scanned documents, the data entry could in theory be done anywhere);
- A qualified point person at NMEP is recommended to exclusively coordinate the management of the CMAs and the respective firms;
- A qualified, second, point person at NMEP is recommended to support and troubleshoot with the CMA tools.
- Adequate preparation and execution of the orientation for the CMA firms is of the utmost importance, to assure the success of the rollout of the CMAs in Nigeria. The orientation will capitalize on the CMA investments made to date (development of CMA tools, standard operating procedures, checklists, piloting fieldwork, report writing etc) and aim to transfer all the knowledge and guidance to the CMA firms, so they can independently conduct the CMAs;
- The CMA core team’s role to assist and facilitate the firms to effectively, efficiently and independently conduct the CMA is important. All CMA core team members are expected to further increase capacity during the orientation and the first CMAs, before being able to independently support the CMA process and trouble shoot in case of need;
- Given that this activity is new to Nigeria and the information and tools are complex, the CMA core team should more specifically determine their need for support and further capacity building from AMP.

List of Acronyms

AMP	Alliance for Malaria Prevention
CMA	Commodity Management Audit
CMS	Central Medical Store
DP	Distribution Point
GF	Global Fund to fight AIDS, Tuberculosis and Malaria
LFA	Local Fund Agent
LGA	Local Government Area
LLIN	Long Lasting Insecticide Treated Net
NMEP	National Malaria Elimination Program
PMI	President's Malaria Initiative
RBM	Roll Back Malaria

List of Annexes

Annex-1	CMA workshop participants list
Annex-2	CMA pilot lessons for future CMAs
Annex-3	CMA pilot lessons for future campaigns
Annex-4	CMA scanned document availability
Annex-5	CMA implementation Package – File Structure
Annex-6	CMA document Assessment Workbook
Annex-7	CMA naming and filing guidance

Annex 1

ATTENDANCE LIST FOR LLINs COMMODITY MANAGEMENT A

NAME

ZAINAB ALI
OLUDAYO ADEKUNLE
GBENGA JOKODOLA
MOHAMMED SHUAIBU
SAM ABUTU
STANLEY CHINDOVE
HOPE OBOKOH
A. DAUDRUMEZ
ALDO ELEVED
OKIBE EGBUTA
HAMISU HASSAN

**ASSESSMENT (CMA) WORKSHOP HELD AT BOLTON WHITE HOTEL, G.
ORGANISATION**

- Malaria Action Plan For States
- USAID/DELIVER
- National Malaria Elimination Program
- National Malaria Elimination Program
- National Malaria Elimination Program
- National Malaria Elimination Program
- National Malaria Elimination Program
- Alliance For Malaria Partnership
- Alliance For Malaria Partnership
- National Malaria Elimination Program
- National Malaria Elimination Program

ARIKI AREA 11, ABUJA - DATES: 27/28 APRIL, 11/12 MAY, 2015.

DESIGNATION

Preventive Specialist

Log. Advisor Malaria

Technical advisor

Logistic officer

Logistic officer

PSM Advisor

IVM Officer

Consultant

Consultant

Head/PSM

Logistic Advisor

Lessons for future CMAs

- Sampling of LGAs and DPs not to be done during orientation but well in advance, in presence of Partners and LFA, to allow for targeted and timely communications of expectations/deliverables for selected State and LGAs;
- Deliverable/check list to be developed for:
 - o The firms that will be conducting the CMAs;
 - o The State and LGAs that are subject to CMAs.
- Timely and appropriate Communications and follow-up to State and LGA before commencement of travels;
- Partners and State Logistics Officer to support collection and organization of all documents (according the deliverable list) ahead of visit of the CMA team to State and LGA;
- All documents at State and LGA level need to first be sorted and filed, before the start of data entry. Recommended is to make separate folders for the different documents;
- A list of required/needed equipment/tools needs to be shared with the firms (and included) in the contract: Laptop, digital photo camera (or smart phone), flash drive, writing materials). It is the responsibility of the firm to assure this equipment;
- A “Notes” section will need to be included in the Excel workbooks. This will need to be used for clarifications/observations on the findings;
- A screenshot of the CMA tools needs to be included in the SOPs;
- To assure that Word and Excel versions 1997-2004 are used, or at least that the documents are saved in .xls and .doc formats;
- Scanned documents are an important part of the deliverables;
- Waybill copy colours cannot be relied on! A White copy of a waybill can be used as a proxy for the green Waybill, under the condition that there is a signature for reception;
- Scanned documents need to be of good quality with a file size of around 1 MB.

Lessons for future campaigns

These lessons come as a result of findings during the CMA pilot in Nasarawa State and are documented for consideration of adaptations to the current Guidelines or Materials.

Procurement

- Warehouse Stock Sheets and ICCs need to be printed without numbers. At present these documents are pre-numbered 1-13;
- Waybill blocks should be printed in sets of 10 instead of 50. This would allow for lower level/smaller sites to receive and use Waybills (for example for reverse logistics) and will reduce wastage of (parts of) complete blocks;
- Waybill blocks need to be printed using the correct colors, in such a way that it can clearly be distinguished what colour/Waybill is for whom, should go where;
- Waybill block design needs to be reviewed before printing with one person to sign off.

Training/capacity building

- Lower level training should focus more on the use of tools;
- A complete review of the training structure, training approach and staff selection is recommended;
- Logistics training should incorporate the use of tallysheets as a complementary tool to the ICC. This is particularly important for the return of LLINs at the end of a distribution day. Across the board in Nasarawa State, this was not done (correctly);
- Logistics personnel should be selected based on demonstrated skills (see above: Selection to be reviewed);
- Physical inventory report MUST be generated at the end of each logistics operation at State, LGA and DP level. In Nasarawa State, NO physical inventory report was found;
- If existing routine distribution stocks are being used for the campaign (NOT recommended, routine distribution should be separate from mass campaigns), transfer of stocks needs to be adequately documented;
- The Guidelines need to clearly stipulate where campaign documents are to be stored after the campaign and who is responsible (Recommendation is that the RBM focal person at State and LGA level needs to do this no later than two weeks after the closure of operations).

SCANNED DOCUMENT AVAILABILITY – FOR CMA – ABUJA

STATE LEVEL

WAYBILLS

- **ALL** waybills (“IN” and “OUT”) for Nasarawa State level are missing. We saw them on Day 1 when we started the CMA pilot exercise in Lafia. I asked team 2 that travelled there, has anything come back?
 - o We need WBs “IN” (W) for LAFIA and AKWANGA CMS stores. According to the Reconciliation report there should be 55 WBs “IN”.
 - o We need WBs “OUT” (Y/G) for LAFIA and AKWANGA CMS stores to ALL sampled LGAs, 29 according to the State Stocksheet, 30 according to the Reconciliation report

LGA 1 – AKWANGA

LGA LEVEL

WAYBILLS

- We need the WBs “OUT” (Y/G) OF DP1

DP LEVEL

WAYBILLS

- Waybill (W) for DP 1 is missing
- Waybill (W) for DP 6 is missing

TALLYSHEETS

- We need ALL tallysheets for DP 1,2,3,4 and 10. They should be there as the assessment workbook has been filled for these DPs!
- Tallysheet DP 8, Day 4 is missing
- Tallysheet DP11, Day 4 missing

LGA 2 - KARU

LGA LEVEL

WAYBILLS

- WB 3979 missing

DP LEVEL

STOCKSHEETS

- Something is really wrong in Karu. The non-capacity of the logistician Ango could well be part of the problem. The facts, besides what is mentioned above:
 - a. Stocksheel 1 shows 13 WBs in adding to a total of 7,324 bales = 366,200 LLINs. The “next” (available) stocksheel has an exit of 111 bales from a opening stock (calculated) of 5879 bales/293950 LLINs. There is a huge gap between these numbers that may be explained through **a missing stocksheel?**
 - b. Reconciliation report has 51 DP (deliveries). Where are the 51-42=9 entries? On the missing stocksheel?

TALLYSHEETS

- DP 10 – Tallysheet Day 6 missing
- DP 1 (PHC Luvu) ALL tallysheets are missing!! The person did not come to bring them to RBM focal person.
- Tallysheet(s) Day 5 for DP6 is missing.

LGA 3 – KEFFI

ALL GOOD

LGA 4 - LAFIA

LGA LEVEL

STOCKSHEETS

- We need ALL the stocksheets!

DP LEVEL

TALLYSHEETS

- We need ALL the tallysheets for DP12
- DP4 – tallysheet Day 5 missing
- DP9, tallysheet Day 4 missing
- DP10, tallysheet Day 5 missing
- DP11, tallysheet Day 4 & 5

LGA 5 – NASSARAWA EGGON

DP LEVEL

ICC

- ALL ICC for DP 4 missing

TALLYSHEETS

- ALL tallysheets for DP 4 missing

➤ DP 11, Day 4 tallysheets missing

FEDERAL MINISTRY OF HEALTH

DEPARTMENT OF PUBLIC HEALTH

NATIONAL MALARIA AND VECTOR CONTROL DIVISION

OFFICE ADDRESS:

Abia House, Near Adamawa Plaza,
First Avenue, Abuja
Tel: 09-6712135



NMEP/PSM/14/1/86
Ref: No:

20th April, 2015

Date:

The Hon. Commissioner
Nasarawa State Ministry of Health
Lafia, Nasarawa State

Attention: State Malaria Programme Manager

CONDUCT OF PILOT LLINs CAMPAIGN COMMODITY MANAGEMENT AUDIT (CMA) IN NASARAWA STATE BY NMEP CMA CORE GROUP WITH SUPPORT FROM AMP INTERNATIONAL CONSULTANTS

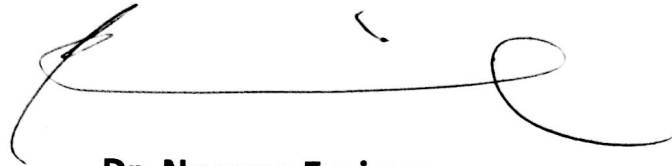
Nigeria has adopted the use of Long Lasting Insecticidal Nets (LLINs) as a major intervention for malaria vector control in the Country. Consequent upon this, over 60 million LLINs have been distributed in the 36 states and the FCT between 2009 and 2014.

2. The quality of campaign implementation is dependent on the management of the supply chain to ensure the timely distribution of the correct number of LLINs from the distribution points identified during the micro-planning. Commodity (LLINs) security throughout the supply chain guarantees availability of the nets at the distribution points.

3. To ensure lessons learned in logistics data management during each campaign are used to strengthen future State campaigns, NMEP and RBM partners have decided to conduct a Commodity Management Audit (CMA). This is a critical element of the campaign process.

4. In view of the above, the National Malaria Elimination Programme with support from Global Fund has concluded plan to conduct a pilot LLINs campaign CMA in Nasarawa State. During the exercise, the CMA core group with support from Alliance for Malaria Partnership (AMP) Consultants will visit the State CMS and five (5) sampled LGAs namely; Awe, Kanan, Keffi, Akwanga and Karu.

5. The LLINs proof of delivery documents that will be reviewed at both state CMS and the selected LGAs during the exercise includes; warehouse stock sheets, waybills, Inventory control card and tally sheets. These documents are supposed to be made available to the team at their visit
6. The team is expected to arrive Lafia on Wednesday 29th April, 2015 for an 8 day working visit and it will be highly appreciated if you accord them maximum cooperation.
7. Please accept the assurances of my best regards.

A handwritten signature in black ink, consisting of a long horizontal line with a large loop at the end and a smaller loop at the beginning.

Dr. Nnenna Ezeigwe
National Coordinator

Document availability – relevant for State and LGA staff

The following supply chain documents need to be made available by the responsible RBM Program Manager or Focal Point upon arrival of the firm and member(s) of the CMA core team.

- **State level**
Waybill (white), warehouse stock sheet, waybills (green/yellow)
- **LGA level**
Waybill (white), warehouse stock sheet, waybills (green/yellow)
- **Distribution point (DP) level**
Waybill (white), Inventory Control Card (ICC), Tally sheets

Note that both the LGA and DP documents are expected to be available during the visit at LGA level. The Master list of sampled LGAs and DPs in each State is included in the Communication Plan to State and LGA level, in advance of the visit. The Communication includes the request to have the documents well sorted and organized in separate folders.

Deliverables – relevant for the firms

The following deliverables are listed for the firms that conduct the CMAs:

1. CMA Excel Assessment workbooks (named and filed according to the guidance)
2. CMA Word Stocksheet Assessment Forms (named and filed according to the guidance)
3. Scans (named and filed according to the guidance) of all the documents that have been reviewed as part of the CMA
 - a. State level
 - i. Waybill (white)
 - ii. Warehouse stock sheet
 - iii. Waybills (yellow/green)
 - b. LGA level
 - i. Waybill (white)
 - ii. Warehouse stock sheet
 - iii. Waybills (yellow/green)
 - c. DP level
 - i. Waybill (white)
 - ii. Inventory Control Card
 - iii. Tally sheets

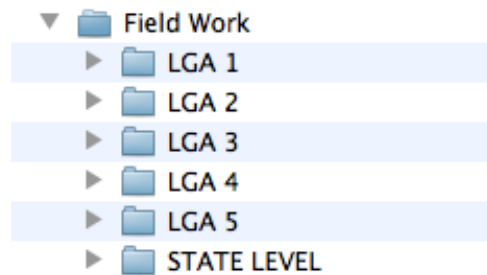
4. Scans (named and filed according to the guidance) of all other relevant documents that are part of the CMA and are mentioned in the “notes” section. For example, scans of documents that support or explain certain findings. An example is that a remainder of campaign LLINs was absorbed by the stock of LLINs for routine distribution. Although there may not be a waybill to explain this transfer, nor a stock sheet exit, there may be a recorded entry on the stocksheets of LLINs for routine distribution. Another example is a picture of LLINs that were left at the end of the campaign.

CMA document Naming and Filing Guidance

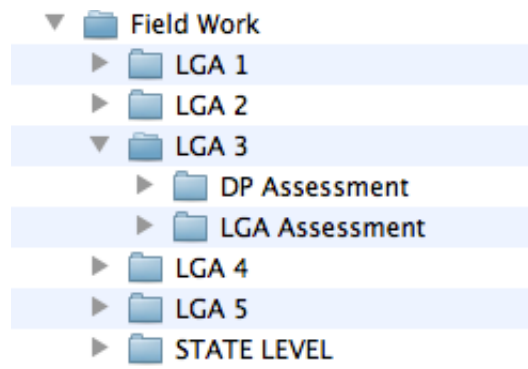
The following is part of the deliverables for the contracted firms for the CMAs.

FOLDER STRUCTURE

Below you find the Field Work folder structure.



LGA and DP ASSESSMENT



Within every LGA folder there are two sub-folders;

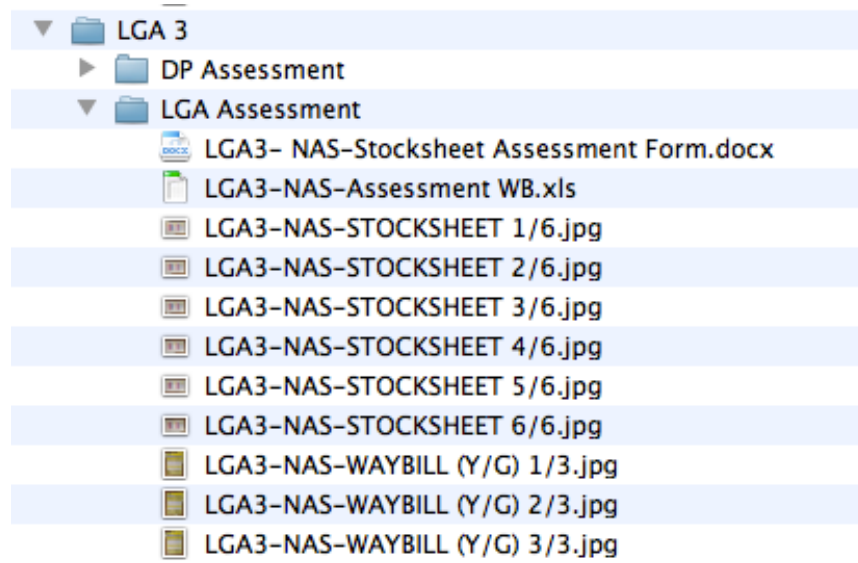
1. LGA Assessment
2. DP Assessment

Note: We continue to use the numbers as per our Master list.

LGA ASSESSMENT FOLDER – DOCUMENTS

In each LGA Assessment folder, we expect to find one **Word file** and one **Excel file**. This concerns the Stocksheet Assessment Form and the LGA Assessment workbook.

Attention for the naming of the files. Please copy the exact naming logic and apply it for the LGAs and DPs relevant to you.



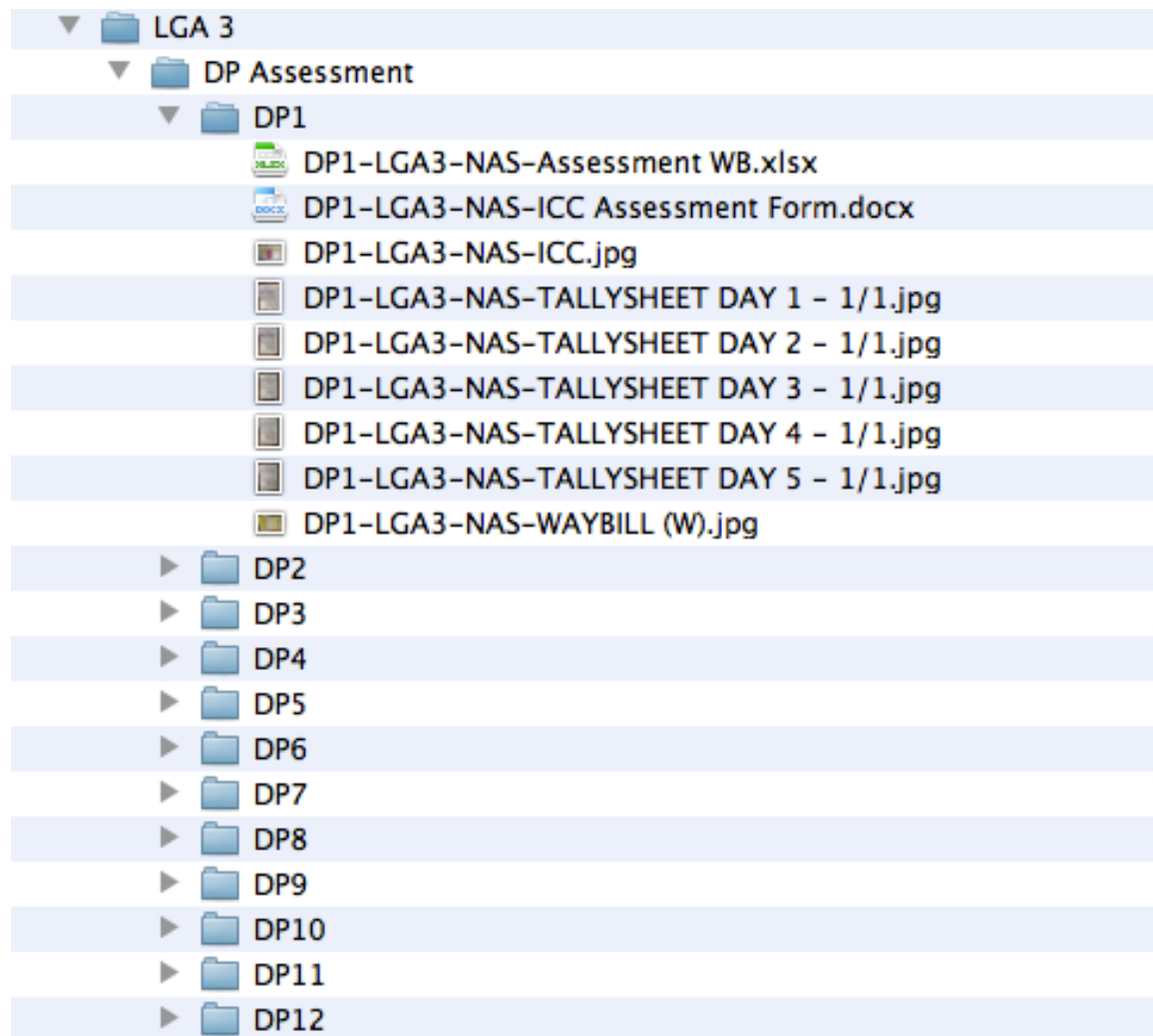
LGA ASSESSMENT FOLDER - PHOTOS/SCANS

In addition to the Word and Excel file, there are the photos/scans that we took of the documents that we reviewed. These documents are a MUST and a key deliverable for the firms, as well as for this pilot.

In the example above (Karu), you see that there were 6 stock sheets and 3 waybills (Y/G). Please use the names as below consistently and make sure to number the different photos/scans.

DP ASSESSMENT FOLDER - DOCUMENT

In each DP Assessment folder, we expect to find one Word file and one Excel file (per DP subfolder). These are the ICC Assessment Form and the DP Assessment workbook.



DP ASSESSMENT FOLDER – PHOTOS/SCANS

Our Karu LGA pilot showed us yesterday that there was one Waybill (White) and five Tallysheets for 5 days, with one Tallysheet per day used.

In case of more than one tallysheet per day (which happens a lot!), they should be numbered 1/3, 2/3, 3/3 if there are 3 Tallysheets for a day, for example.