

REVISED Terms of Reference for Cedric MINGAT in Malawi, 2011 UC LLIN campaign:

1. Meet with NMCP and partners to review the terms of reference and prioritize the activities according to their immediate and short term needs. Establish a plan for the first month of work.
2. Work with NMCP and partners on a revision of the existing supporting materials as necessary based on country's timeline (training guidelines, data collection tools and management system, etc.).
3. Where necessary and possible, work with the NMCP and partners to develop or revise budgets for activities.
4. Based on the implementation guideline, timeline and budget, flag any gaps in operational planning/costs that could impact on the successful rollout of the campaign.
5. Work with NMCP and the central logistics team to ensure that all the required documentation is in place for customs clearance and arrival of nets in the country.
6. Work with the logistics consultant to support preparation of the training of the distribution agents selected through the tendering process. Work with NMCP to identify participants and locations of trainings, ensuring that all persons involved in the supply chain receive training.
7. Work with the central logistics team to follow the pipeline of LLIN shipping and arrival to ensure no issues arises with clearing, transport or warehousing.
8. Work with the central logistics team to verify district level warehouse space and condition.
9. Work with NMCP to respond to questions and clarifications from the LFA and/or GFATM.
10. Follow the implementation of activities for all sub-committees at central level. Participate in supervision at the operational level during campaign implementation.
11. Work with NMCP and partners to develop a training plan, as well as a plan for supervision of training sessions. Ensure that all supplies needed for trainings are in place on time for rollout. Assist with facilitation of training of the central, regional and district level supervisors (as possible).
12. Work with NMCP and partners to develop a data collection and management plan to facilitate collation and synthesis of data.
13. Support the implementation of the household registration activity. Assist with collation and synthesis of data collected.
14. Based on household registration data, assist with decision-making for the LLIN distribution if there are gaps/surpluses of LLINs at district level.
15. Support the implementation of the LLIN distribution. Assist with collation and synthesis of the data collected.
16. Follow the priority planning and implementation activities each month (to be determined in the monthly work plan). Ensure that the campaign timeline is followed and activities take place on time.