**Standard operating procedures for how to complete the microplanning template**

V.1 November 2020

**Remember the COVID-19 infection prevention measures**[[1]](#footnote-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 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]](#footnote-2) and wash your hands
* If you have fever or respiratory symptoms, you should stay home and not continue 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 such as masks and gloves
* 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*

*General considerations for safe ITN distribution during the COVID-19 pandemic:* <https://allianceformalariaprevention.com/about/amp-guidelines-and-statements/>

**NOTE**: These SOPs are provided as an example and should be adapted to the specific context of each country in terms of the activities, roles and responsibilities and COVID-19 infection measures put in place for the microplanning workshop.

The microplanning template[[3]](#footnote-3) is a tool designed to help districts in developing microplans. It contains six spreadsheets:

1. Directives
2. Baseline
3. Unit costs
4. Micro-positioning plan
5. Budget
6. Additional information

The six spreadsheets contain various cells with comments. The users of the microplanning templates (including both facilitators and workshop participants) must read all the comments in those cells as they provide IMPORTANT information on how to use and fill out the template.

**Below is a description of each of the spreadsheets, along with instructions on how to use them:**

**1. Directives**

The first thing that the users must do when they receive the template is to READ carefully each spreadsheet, starting with the first one Directives. *Note that normally, all the sheets and cells are protected except for the cells where users must enter data. However, the Directives sheet is important in case the users receive (by error) an unprotected template.*

**2. Baseline**

This sheet contains all the parameters regarding the implementation of campaign activities at district level. These parameters are used in the Micro-positioning plan and the Budget sheets. *Note that the users must not enter anything in the Baseline sheet as these parameters are fixed by the national level with their financial and technical partners.*

**3. Unit costs**

This sheet contains all the unit costs used for the calculations in the Budget sheet. *Note that the users/district must not enter anything in the Unit costs sheet. Where the user identifies discrepancies between the unit costs and the actual costs in the areas where they are working, they should add this information in the Additional information sheet.*

**4. Micro-positioning plan**

This is the main sheet in the microplanning template. It is the sheet where the users must enter their data. First, they must READ the three small summary tables at the top and all the column titles with the comments in each cell.

Before starting to enter data, the users must:

1. Already have done a mapping of their district (by health facility catchment area)
2. Have identified all the health facilities and the community stores where the ITNs will be pre-positioned
3. Have identified the villages/communities attached to each health facility and each community store (i.e. the catchment areas of the health facilities and community stores)
4. Have updated population figures for each village/community in the list for each catchment area

**Entering data in the micro-positioning plan:**

***Note:*** *While filling in the template, it is important to ensure that you frequently save it, so that you do not lose any information.*

District profile:

1. Enter the name of the district in cell E10
2. Enter the total population of the district according to the latest census in cell E11 (CSO in example below)
3. Enter the total population of the district according to the CHW annual registration in cell E12 (head count in example below). NOTE: many national malaria programmes and Ministries of Health will not have CHWs doing an annual registration in their area of work. In these cases, the national malaria programme should identify a source of population data that will be used as a comparison against the microplanning data (e.g. population from previous registration projected to year of campaign, population from neglected tropical diseases or other health programmes, etc.)
4. Enter the total number of health facilities (HFs) in the district in cell E13. NOTE: this data should be taken from the DHIS2 or other routine reporting system where all facilities in the country are tracked and should be used as a comparison against the microplanning data to ensure that all health facilities and their catchment area villages/populations have been included
5. Enter the name of the Head of the District Health Management Team (DHMT) in cell H10



Note that once the micro-positioning plan has been filled in as described below, the information entered from these different sources will be compared with the results of the microplanning. The cells shown below in blue will provide the totals using information collected from the implementation level.

Table

Description automatically generated

Filling in the micro-positioning plan:

1. Enter the name of the first health facility in column C
2. Enter the name of the zone in column D
3. Enter “1” in cell E24, and enter in cell F24 the name of the village where the health facility is located. Then enter “2” in cell E25 and enter in cell F25 the name of the corresponding village. Repeat for each village in the catchment area of the health facility
4. Enter the population of each village in column H

**Graphical user interface, application, table, Excel

Description automatically generated**

1. The next six columns (in blue) will automatically calculate (for each village) the number of households, number of community-based volunteers (CBVs), number of ITNs, number of bales, number of bales to be distributed per day, and number of bales to be distributed per day and per CBV.

Table

Description automatically generated

1. The information in columns AC to AQ will be calculated automatically based on the data entered in columns C to H.

A picture containing table

Description automatically generated

*Filling in columns T, U, V and W :*

*This information will help for planning “last mile” logistics*

1. For each village listed in column F, enter the distance (in kilometers) between the village and the health facility (or the community stores) in cell T24. Note that the distance of the first village in the list will always be zero since it is the village where the health facility (or the community store) is located.
2. For each village indicate in column U whether it is located in a hard-to-reach area (Y/N)

*(if YES, put a comment in the cell to explain briefly why the village is hard to reach).*

1. In column V indicate what would be the best mode of transport to reach the villages from the health facility (or the community store).
2. In column W indicate (if known) the number of bales that can be carried with each type of transport mode

A picture containing table

Description automatically generated

*Filling-out columns Y, Z, and AA :*

*This information will help plan the “micro-transport” from the district store to the health facilities and the community stores.*

1. In column Y indicate the distance (in kilometres) between the district store and the health facility (or the community store).
2. In column Z indicate what would be the best mode of transport to deliver the nets from the district store to the health facility (or the community store). If known, indicate the rental cost per day.
3. In column AA indicate (if known) the number of bales that can be carried with the chosen transport mode.

Note that the information entered into columns Y, Z and AA, as well as the number of bales needed (column P) for each village will calculate the number of trips needed (column AB) automatically.

**Table

Description automatically generated**

**5. Budget**

This sheet is generated automatically once the “Micro-positioning plan” is completed. The sheet is entirely protected.

**6. Additional information**

This sheet should be used to provide any additional information that is important to take into account when the microplans are cleaned and verified. Information may include differences between unit costs and actuals in the area being targeted, special populations that are not captured through the standard microplanning template (e.g. enclaved populations where health services do not reach), etc. During the microplanning cleaning and verification, central level staff of the national malaria programme should ensure that they contact districts that have filled information on this sheet and that the specificities of the district are accounted for in the operational plan and budget.

The microplanning template is complete. Ensure that it is sent to the central level (via the microplanning workshop facilitators or other means) for cleaning and validation.

**Resources**

Example of microplanning template (Excel)

1. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance [↑](#footnote-ref-1)
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> [↑](#footnote-ref-2)
3. See Resources for an Excel example of the template [↑](#footnote-ref-3)