**Template for process evaluation report**

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| Section | Contents |
| Executive summary  | Brief bulleted or numbered points |
| 1. Background | Brief (2 pages maximum) description of the context in which the process evaluation took place (malaria burden with statistics; ITN access:use ratio; main objective of the campaign (coverage); geographic scope (national, regional, rolling); type(s) of ITNs distributed; funding and implementing partners, etc.) |
| 2. Purpose and scope | Aim of the process assessment, brief description of which processes and how observed, as well as geographical target. |
| 3. Methodology | Detail of process assessment areas: documentation, direct observation of implementation, key informant interviews, focus group discussions, etc. Potential limitations of the methodology used should also be described.  |
| 4. Coordination, implementation arrangements and roles and responsibilities  | Coordination structure, roles and responsibilities of different central groups (include organigram if possible), regional level, district level and community level. Key campaign partners and roles and responsibilities of key stakeholders in the campaign. |
| 5. Implementation | Description of the roll-out of the campaign covering microplanning, supply chain management, transport, storage, tracking and accountability, training, social and behaviour change (SBC), household registration, data handling, distribution, supervision and monitoring, reporting. This should include any adaptations made for either COVID-19 or deployment of multiple ITN types as part of the distribution.  |
| 6. Recommendations | Table showing lessons learned and recommendations covering some or all of the following areas:* Coordination
* Documentation
* Timeline
* Budget
* Urban and rural strategies
* Microplanning
* Training
* Household registration
* Logistics
* SBC
* ITN distribution
* Supervision and monitoring
* Financial management
* Data management
* Human resources
* COVID-19 adaptations
* Multi-product ITN adaptations
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| 7. Conclusion | One to two paragraphs to summarize and conclude the report. |
| Annexes | * Campaign Plan of Action (PoA) (including SBC PoA, M&E PoA)
* Logistics Plan of Action
* Campaign timeline
* Risk assessment and mitigation plan
* Budget
* Summary results of microplanning
* Summary results of registration and distribution (table)
* People interviewed (list with contact numbers)
* Summary of results of key informant interviews and focus group discussions
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