**Logistics plan of action (LPoA) for a mass ITN distribution campaign**

V1. July 2022

The guidance in this document is intended for national malaria programmes starting their macroplanning for their upcoming mass ITN distribution campaign. It outlines the key items to include in a logistics plan of action to support achievement of objectives defined in the overall ITN campaign plan of action. Contexts will vary, and each programme should include information that is related to their particular situation. National malaria programmes should replace the suggested text with their own narrative.

**LOGISTICS PLAN OF ACTION (**example of table of contents**)**

**Title page – logos, date of draft** (country specific)

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* List of tables
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All tables, figures, boxes, etc. to be numbered and referred to in the narrative text (to introduce them/explain the content)

**1. Introduction and purpose of logistics plan of action**

Brief section (1—2 paragraphs) introducing the campaign (copy and paste from the Introduction to the overall campaign PoA.

* Provide a table with a summary of the campaign, including scale, number of people targeted, number of ITNs planned for distribution and type of ITNs that will be distributed (see example)

**Table XX: Adapt to country context**

|  |  |
| --- | --- |
| Target population |  |
| Scale of campaign (e.g. national in four phases) |  |
| Total number of ITNs and funding partner (e.g. Global Fund, United States President’s Malaria Initiative, Against Malaria Foundation, government, etc.) |  |
| Number of standard ITNs |  |
| Number of PBO ITNs |  |
| Number of other ITNs (specify) |  |
| Number of other ITNs (specify) |  |
| Dates planned for microplanning |  |
| Dates planned for household registration |  |
| Dates planned for ITN distribution |  |

* Include a map of the country showing areas targeted and ITN types planned for distribution

Brief section (1—2 paragraphs) describing the purpose of the logistics plan of action that ensures that activities are carried out according to the principle of the “Three One’s”: One plan, One coordination and One monitoring and evaluation[[1]](#footnote-1).

* Document describing the supply chain and logistics strategy for the ITN distribution
* Guide for all logistics activities to ensure standardization across partners and levels of implementation

Brief section (1 paragraph) listing the materials accompanying the LPoA.

* Detailed logistics timeline (Excel)
* Detailed logistics budget (Excel)
* Terms of reference (TOR) for logistics coordination committees at levels planned
* TOR for logistics management positions (logistician, warehouse manager)
* Macro positioning and storage plans (Excel)
* Warehouse evaluation template
* Waste management plan
* Risk assessment and mitigation plan (if logistics risks are not included in the overall campaign risk assessment plan or if the logistics sub-committee will monitor and update the logistics-specific risks during the planning and implementation period)
* Tracking tools and standard operating procedures (SOPs) on how to fill them in
* Quantification of materials to be procured or printed (Excel)

**2. Country context and data to inform logistics planning**

(i) ***National context for supply chain management***

Describe the geographical structure of the country where the campaign will take place (include maps). Provide information on all features that will affect the ITN campaign planning and implementation, e.g. urban areas, road infrastructure, riverine or mountainous areas, hard-to-reach and/or insecure areas, etc.

***(ii) COVID-19 situation and, if relevant, national policies for infection prevention and control, including those for logistics activities in support of the ITN campaign (as applicable)***

* Describe the COVID-19 context, including differences throughout the country (e.g. areas more and less affected at time of writing)
* Describe the measures that have been put in place by the government to minimize the spread of infection from COVID-19
* Describe the measures in place for COVID-19 infection prevention and control (IPC) during the campaign for the different types of activities including:
  + Personal protective equipment (PPE) that must be used by campaign personnel
  + How meetings and trainings for coordination, macroplanning, microplanning and implementation of activities, including logistics and SBC, will be organized
  + How loading, offloading and overall transport and storage operations will be organized to ensure minimal risk of disease transmission

AMP has developed considerations for adaptations and/or measures for COVID-19 IPC for different campaign phases, referred to in the appropriate sections below and in Annex 2. The considerations must be adapted to the country context and aligned with the strategy adopted by the national malaria programme.

**3. Logistics lessons learned from previous campaign(s) and recommendations for current campaign**

(This section could also be attached as an annex depending on the length. It should be used to inform logistics and supply chain management improvements for the current campaign.)

Provide a summary in table format (see example below) of the logistics-specific lessons learned and recommendations from the previous campaign. Include a column for the current campaign to explain how the challenge or lesson learned will be addressed. NOTE: the timeline should add more precision regarding who is responsible for ensuring the recommendations are planned and implemented correctly.

**XX: To be completed with information about logistics lessons learned from previous campaign**

|  |  |  |  |
| --- | --- | --- | --- |
| **Campaign area** | **Challenge, lesson or recommendation** | **Specific detail related to challenge, lesson or recommendation** | **Plans for current campaign** |
| Logistics training | Training too early such that procedures for tracking and accountability were forgotten | Tracking documentation not filled in according to SOPs | * Revise training agendas and curricula to ensure that more time is spent on hands-on practice with tracking tools * Ensure training as close as possible to implementation period |

Add one or two paragraphs detailing any new campaign issues or strategies that will affect logistics and supply chain management planning or create new logistics challenges and that need to be taken into account during the planning for the upcoming campaign. This may include, for example, the introduction of digital data collection or the distribution of more than one ITN type during the campaign to address insecticide resistance.

**5. Campaign goal and objectives and logistics-specific objectives**

* Provide the overall campaign goal and the specific objectives for each phase of activity (from the overall PoA)
* Provide the logistics objectives in support of achieving the overall campaign objectives
* Ensure that the objectives have quantified and measurable targets (e.g. 100 per cent of ITNs are accounted for at all levels of the supply chain)

See examples of indicators in Annex 1 of the generic campaign PoA.

Note: The campaign logistics indicators, which should be included in a table in the PoA or the M&E PoA if it is a separate document, should align to the overall logistics goal and objectives

**6. Coordination, partners, roles and responsibilities and implementation arrangements**

* Describe the membership and function of the logistics sub-committee, including frequency of meetings. Annex the terms of reference (TOR) for the logistics sub-committee
* Describe the key logistics partners of the national malaria programme that will be involved in the campaign, as well as their roles and responsibilities. The description should also explain where and when they will be supporting campaign activities (e.g. US-PMI logistics partner will be responsible for overall logistics operation in regions A, B and C)
* Describe the roles and responsibilities of the sub-national coordination structures and logistics personnel at each level. Ensure that the role of the District Health Management Team (DHMT) clearly describes their action in leading the management of logistics activities in their district
* Describe the implementation arrangements for the campaign, including any activities that will be outsourced to third parties (such as ITN transport and storage)

**7. Campaign macro quantification and macro logistics**

* Macro-quantification should be described for ITNs, including the population base used for the ITN needs estimate and whether a contingency stock was procured (and the percentage if so). The quantification for ITNs should indicate whether one or more types of ITN is being procured and, if so, what types, why and where they will be targeted for distribution (use maps if available).
* If relevant in the COVID-19 context, include the national requirements for personal protective equipment (PPE). Quantification should be done early and discussions with financial partners should take place to ensure there are no gaps in PPE funding and procurement or misunderstandings regarding what can be procured and how (e.g. through which procurement mechanisms)
* Macro-quantification should be described for any other major items that will be procured, such as digitalization equipment and vouchers, including the quantification base used for estimates and whether a contingency stock was procured (and the percentage if so).
* Describe the strategy (e.g. single or double phase), how household registration and ITN distribution will be done (e.g. door-to-door, fixed distribution points, strategy for special populations) differentiated by urban and rural as applicable
* Describe the parameters that will be used for quantification for distribution points or pre-positioning sites in urban and rural areas (e.g. a distribution point will serve 150 households per day or a pre-positioning site will serve 10 door-to-door teams that are regularly resupplied with ITNs using appropriate transport means, etc.).
* If applicable for the quantification, describe last mile transport, i.e. how distribution teams will be supplied/resupplied with ITNs

The macroplanning package should be accompanied by a macro-quantification Excel file that shows the quantification for all campaign human resources, tools, materials, etc. based on parameters established for the macroplanning.

**8. Procurement and delivery of ITNs, personal protective equipment (PPE) and other equipment, tools or materials**

***ITNs***

Describe who is responsible for management of the ITN procurement process (e.g. entity responsible at country level and whether procurement is direct, through the pooled procurement mechanism (PPM) or through a third party) and provide information on procurement lead times or delivery timelines (particularly for multi-product or rolling campaigns)

* Describe whether a percentage of ITNs or other equipment and materials procured will be held back at a higher level such as district stores pending more accurate quantification data from microplanning or household registration before transport to the pre-positioning site or distribution point level
* Provide the ITN specifications for each type of ITN procured, as well as the quantity in a table (see below)

| ***Shape*** | ***ITN size and measurement*** | ***Colour*** | ***Denier*** | ***ITN type*** | ***Packaging*** | ***Bale size*** | ***Quantity*** | ***Donor*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Rectangular | Extra large 190 x 180 x 150cm | White | 100 | PBO | 50 nets per bale, no individual plastic packaging on nets | In m3 or length x width x height | 1,000,000 | PMI |
| Rectangular | Extra large 190 x 180 x 150cm | Blue | 125 | IG2 | 50 nets per bale, with individual plastic packaging | In m3 | 250,000 | GF |

* Describe where ITNs will be delivered on arrival (e.g. central, region, district). Describe the different levels of ITN storage for the ITNs procured
* Describe the respective roles and responsibilities along the pipeline to receive, transport and store ITNs from one level to the next down to the pre-positioning site or distribution point level. A flowchart could be used to give details of position and responsibilities
* Describe at what level the transfer of responsibility takes place from the procurement agent to the in-country partner (e.g. the national malaria programme or a different organization), as well as to service providers or other logistics partners as applicable throughout the levels of the supply chain

***PPE***

* Describe who is responsible for management of the PPE procurement process (e.g. entity responsible at country level and whether procurement is direct, through PPM or through a third party) and provide information on procurement lead times or delivery timelines
* Provide quantification of the PPE that will be procured by type in the macro quantification file (see below)
* Describe where PPE will be delivered on arrival (e.g. central, region, district). Describe the different levels of PPE storage for the PPE procured
* Describe the respective roles and responsibilities along the pipeline to receive, transport and store PPE from one level to the next down to the pre-positioning site or distribution point level. A flowchart could be used to give details of position and responsibilities
* Describe at what level the transfer of responsibility takes place from the procurement partner to the implementing partner (e.g. the national malaria programme or a different organization), as well as to service providers or other implementing partners as applicable throughout the levels of the supply chain

***Other equipment, tools, services and materials***

Equipment, tools, services and materials for campaign activities include all the different services and items required to ensure success for the technical/M&E, logistics and SBC sub-committees, as well as any other sub-committees. These services include procurement for different campaign activities including:

* Equipment (smartphones, tablets) that will be used for digitalized data collection, including chargers (electric, solar or other), power banks, wireless routers, data bundles, MiFi, etc.
* Training, workshops, orientations – venues, generators or projection equipment, catering services, training materials such as notebooks, pens, etc.
* Printing for SBC – all tools and materials such as large-size (A3) posters for health education at households while maintaining physical distancing, airtime on radio and television stations, vendors for production of creative briefs and message guides, etc.
* Printing for M&E – all tools and materials related to data collection, including registration forms, vouchers, supervision and monitoring tools, etc.
* Data packages or airtime for communication for all campaign supervisors and monitors and other personnel as required
* Supervision and monitoring, payment implementation and oversight – rental of vehicles, purchase of fuel, vehicle maintenance, etc.
* ITN distribution – bags to transport ITNs where distribution is door-to-door, chalk or other means for marking households served or for physical distancing at fixed sites, etc.

As described above for the procurement of ITNs and PPE, the LPoA should describe the lead times or delivery timelines for these different services for campaign activities and link to the campaign timeline. Information should also be provided regarding the management of the procurement process, the delivery levels and how materials will be moved through the supply chain to the implementation level, as well as who is responsible and how they will be returned and inventoried at the end of the campaign period (e.g. devices for data collection). The quantification for all equipment, tools, services and materials should be included in the macro quantification (Excel) file.

**9. Overall supply chain and logistics strategy**

* Describe the logistics strategy from point of delivery to distribution point (or pre-positioning site [PPS]), including the levels at which ITNs will be stored
* Describe the storage and transport of ITNs throughout the in-country supply chain, including roles and responsibilities for the ITNs at each level; describe any specific logistics planning for campaigns with more than one ITN type
* Describe the storage and transport of other campaign commodities, including vouchers, PPE (as applicable), equipment for digitalization, printed materials, etc. throughout the in-country supply chain, including roles and responsibilities at each level
* Describe the warehouse assessment process and at what levels it will take place, by who and when
* Describe the membership and function of reception committees at each level (as applicable)
* Describe the logistics human resources structure (e.g. logisticians, warehouse managers, warehouse assistants, security, etc.) that will be put in place at each level of the supply chain
* Describe whether conveyors will be used and, if so, at what levels and their roles and responsibilities
* Describe the last mile supply chain (e.g. ITN management at fixed, outreach and mobile distribution points or from pre-positioning sites to door-to-door teams)
* Describe procedures for daily reverse logistics from mobile warehouses supplying door-to-door teams and outreach sites
* Describe the criteria and procedures for reverse logistics at the end of distribution period (e.g. how, when and where to reverse)
* Describe how ITNs and other campaign commodities will be insured, by who and at what levels (as applicable)

**10. ITN and campaign commodity accountability**

* Describe the tools and procedures that will be used to ensure accountability for ITNs and other commodities received for the campaign throughout the supply chain, including during the reverse logistics process
* Describe any procedures that will be put in place if there is more than one ITN type to ensure high accountability for all ITNs received
* **NOTE:** Tracking procedures and tools should be the same for all materials, (i.e. waybill, stock sheet, tally sheet, inventory), in order to simplify both the supply of the tools and the training required to use them
* Tracking tools should be annexed as well as detailed SOPs on how to use them[[2]](#footnote-2)

**11. Waste management**

* Describe how waste – both from the ITN baling and packaging and from non-reusable PPE and other campaign materials and commodities – will be managed
* Annex detailed waste management plan and budget to the LPoA

**12. Logistics microplanning**

* Describe the objectives of the microplanning and expected outputs specific to logistics
* Describe the microplanning process, including the micro transport planning (e.g. for last mile populations) and the waste management planning
* Explain the different types of logistics information that will be gathered in advance of the microplanning workshop (e.g. transport conditions, access to populations, functional incinerators, etc.), as well as how much in advance the information to collect will be communicated to the implementation levels
* Describe any adaptations made for urban areas if different from rural (include how “urban” is being defined for the purposes of the campaign)
* Identify the participants required to ensure high-quality logistics microplanning at the sub-national levels
* Describe the steps for cleaning and validating the logistics microplans

Detail the immediate next steps following microplanning (e.g. identification of logistics personnel at sub-district levels)

**13. Logistics training**

* Describe the preparatory steps that will take place in advance of all training sessions:
* Development of training-specific agendas, tools and materials to ensure that training is well-targeted to achieve desired outcomes for each personnel and each level of the supply chain
* Production of materials including where materials will be produced and how they will be bundled and transported to training levels
* Selection of personnel based on criteria established
* If relevant, COVID-19 infection prevention and control for training sessions
* Summarize the trainings that will take place at every level (e.g. central, regional, district, sub-district, health facility, community) in a table (see example below of central and local training)

**Table XX: Complete with logistics training plan**

| **Level** | **Type of training** | **Objective of training** | **Participants** | **Facilitators** | **Number of days** |
| --- | --- | --- | --- | --- | --- |
| Central | Training of trainers for logistics activities (may be virtual depending on COVID-19 context) | Equip participants with the skills and knowledge for management of the supply chain, including use of microplans for daily planning to distribution teams, ITN accountability tools, reconciliation and reverse logistics, waste management, data collection and management, supervision and monitoring, payments, reporting, etc. | Three people from national malaria programme, three people from implementing partner 1 (IP1), three people from IP2, two people from PMI supply chain partner, | Chair of the logistics sub-committee, with support from three additional facilitators from the national malaria programme and the supply chain implementing partner | Four |
| Health facility | Training of distribution point supervisors for logistics, reconciliation, reverse logistics and waste management – IN-PERSON (insufficient capacity for virtual training) | To ensure familiarity with logistics procedures and tracking tools, including for reverse logistics and waste management | Maximum of 20 people per session, majority of sessions will be held outdoors | Two facilitators | One |

* Describe the training methodology, as well as key tools for logistics that will be introduced and used (e.g. standard operating procedures, tracking tools, etc.). Explain how sessions will be organized that allow for practice with campaign tools and, if relevant, COVID-19 infection prevention measures
* Explain how evaluation of the training sessions will take place, both for the overall training organization and quality and for the assessment of the capacity of trainees at the end of the sessions
* Explain where all training materials will be stored to ensure access by all partners (e.g. Google drive, Dropbox, etc.)

*Note:* Internet connectivity may not facilitate virtual trainings past the national or regional level (mapping should be done during microplanning to assess where virtual trainings are possible if this information is not available already).

**14. ITN distribution**

* Provide the objectives and expected outcomes of the ITN distribution from a logistics perspective
* Describe in detail the ITN distribution strategy or strategies (e.g. door-to-door or fixed site or other model or hybrid, such as door-to-door in urban areas and fixed site in rural areas) and the duration of the ITN distribution
* Describe the parameters that will be used for quantification for distribution points or pre-positioning sites in urban and rural areas (e.g. a distribution point will serve 100 households per day or a pre-positioning site will serve 10 door-to-door teams that are regularly resupplied with ITNs using appropriate transport means, etc.)
* For fixed site ITN distribution, describe the different types of fixed sites that will be used (fixed, outreach and mobile) and how the logistics will be organized
* For door-to-door distribution, describe the ITN resupply mechanism (if not detailed in the logistics section) as well as the plan for ITN accountability given the risks of loss and theft with this strategy
* Describe who will be responsible for logistics and ITN accountability during the distribution (e.g. the distribution point supervisor or a community supervisor for door-to-door distribution and their roles and responsibilities), including for rural and urban areas – see table below
* If vouchers were included for household identification during the registration phase, describe how they will be managed during the ITN distribution
* Describe how ITNs will be distributed to special populations identified during the microplanning (see above for examples)
* Briefly describe how the data collected will be summarized each day, transmitted, shared and used for action during the ITN distribution, including how digitalization aspects (details will be described in the data collection and management section)

**Table XX: Roles and responsibilities of distribution team members for logistics (examples – adapt to country context)**

|  |  |
| --- | --- |
| **Team member** | **Terms of Reference** |
| ITN delivery for door-to-door teams | * Work with the community supervisor and the stock manager at the pre-positioning site to establish the workplan for the teams for each day * Resupply teams as quickly as possible once stocks have been used * Ensure high accountability for the ITNs by filling in the log for pick-ups and deliveries and initialling against the stock sheet * Participate in the daily review meetings with the teams, the stock manager and the team supervisor each day to discuss problems and challenges for resolution * Provide a daily summary of stock received and delivered, as well as stock balances (if any) to the team supervisor/stock manager * Report to the team supervisor, particularly any major problems arising |
| Door-to-door team member responsible for SBC and registration during single-phase registration/ITN distribution | * Review the daily workplan with the team supervisor and the stock manager * Greet the household representative and explain the purpose of the team’s visit * Collect the data in the data collection form and determine how many ITNs the household should receive based on the allocation key * Provide health education to household representatives regarding benefits of ITNs and how to properly hang and care for them * Summarize the daily registration data * Work with the ITN distributor to compare the registration data and ITN allocation with the ITN tally sheet and ensure coherence * Work with the ITN distributor, the team supervisor and the stock manager to investigate any discrepancies between received and distributed ITNs (physical count of ITNs remaining) * Sign off on daily data with ITN distributor * Participate in daily review meetings |
| Door-to-door team member responsible for ITN distribution during single-phase registration/ITN distribution | * Review the daily workplan with the team supervisor and the stock manager * Distribute the required number of ITNs to the household after the SBC/registration team member has done the allocation * Mark the tally sheet for each ITN distributed * Summarize daily ITN distribution data: number of ITNs received for distribution, number of ITNs distributed, number of ITNs remaining at the end of the day and returned to the pre-positioning site * Work with the SBC/registration team member to compare the registration data and ITN allocation with the ITN tally sheet and ensure coherence * Work with the SBC/registration team member, the team supervisor and the stock manager to investigate any discrepancies between received and distributed ITNs (physical count of ITNs remaining) * Describe any discrepancies remaining between ITNs received and ITNs distributed on the ITN tally sheet at the end of the verification process * Sign off on daily data with SBC/registration team member * Participate in daily review meetings |
| DP supervisor | * Receive ITNs for the distribution, verify quantities and sign waybill assuming responsibility for ITN management; fill in tracking documents and facility management committee report * Organize distribution points in his/her catchment area (fixed, outreach and mobile) and assign roles to DP team members (including appointing a team lead for outreach or mobile DPs) * Oversee DP set-up * Supervise and maintain control of the distribution process * Oversee the data reconciliation * Aggregate data from all DPs in his/her catchment area and report progress against targets daily * Provide update on stock received and stock balances daily * Provide regular updates and reports to community and district supervisors, particularly related to any major problems arising * Ensure proper collection, management and disposal of waste and reporting according to defined procedures * Undertake final reconciliation of data (programme and logistics) and communicate final figures for reverse logistics as defined in the logistics procedures |

**15. Logistics data reconciliation**

* Describe the roles and responsibilities of for logistics data collection and management at all levels, including the process for archiving paper-based accountability tools
* Describe whether data will be collected on paper or through digital data collection or a hybrid model. **NOTE**: adapt sections above and below based on the system being used
* Describe the data transmission circuit and how data are validated at each level before transmission; describe how data will move from one level to the next and what the expected submission timelines are
* Describe the feedback system that will be put in place to ensure data-driven decision-making during the campaign
* Describe how data from supervision checklists will inform decision-making about quality of the logistics and supply chain management operations and how they can be improved
* Describe how programmatic and logistics data will be triangulated during and post ITN distribution
* Describe how the campaign will be closed (e.g. which data are required to ensure that all reporting requirements for the campaign are met before ITNs remaining are redeployed for distribution through routine or continuous distribution channels or for storage at a higher level of the supply chain)

**16. Supervision and monitoring**

* Describe the key logistics activities that will be supervised and monitored (e.g. selection and securing of transport companies, selection and securing of storage facilities at pre-positioning sites, development of transport plans including for the last mile supply for door-to-door distribution, selection and training of logistics personnel, ITN distribution including daily and final reconciliation, preparation of logistics report, etc.)

**17. Security and incident management**

* Describe security measures that will be put in place during the logistics and supply chain management operations
* Describe security measures that will be put in place to prevent ITN loss during transport and storage
* Briefly explain how incidents arising during the logistics and supply chain management operations will be reported on and managed (see the SBC PoA for further information on crisis communication)

**18. Supply chain risk assessment and mitigation** (from the Risk assessment and mitigation plan)

* Provide a brief summary of the key risks during logistics operation (e.g. rainy season, insecurity during transportation and warehousing, traffic, especially in urban areas, accessibility, theft, etc.) and mitigation measures

NOTE: the risk assessment and mitigation plan is a living document as risks will change over the period that the campaign is planned and implemented. The plan should be developed in Excel or Word as an Annex to the LPoA to allow it to be regularly updated. It should not be included as a table or figure in the LPoA as the plan will constantly evolve.

**19. Post-distribution logistics activities**

Describe any post-distribution activities, including:

* Final data reconciliation and validation through review meetings (describe what levels will have review meetings, who will participate, key expected outcomes and number of days at each level)
* Reverse logistics, including the time during which the operation should be complete and to which location leftover ITNs will be transported
* Digitalization equipment management, as described in the Digitalization plan of action (DPoA) (as applicable)
* Commodity management assessment[[3]](#footnote-3) (CMA) to look at the robustness of the supply chain management and ITN accountability system established; where CMA will take place, ensure that the procedures are described, including districts selected and why (e.g. districts bordering with other countries, urban areas with high risk of leakage, hard to access rural settings, etc.)

**20. Logistics alternatives in case of change in COVID-19 context**

* Briefly describe the alternative strategies and logistics considerations (e.g. planning for the campaign to be fixed site distribution under current COVID-19 context, but would move to hybrid door-to-door urban and fixed site rural in case of changes in the transmission context, which would require an adapted last-mile logistics strategy, etc.)
* Define the key adaptations from Plan A, as well as an indication of where the major cost drivers will be if the change(s) is (are) required (e.g. need to identify transport means between pre-positioning sites and door-to-door teams, contract and pay for them, etc.)

Note that even with some restrictions lifted, national malaria programmes should take a precautionary approach to planning and implementing mass ITN campaigns that involve contact between individuals.

If the COVID-19 situation has to be considered, follow the WHO guidelines[[4]](#footnote-4) for infection prevention and control and ensure that all campaign actors do the same:

* Get vaccinated as soon as it’s your turn and follow local guidance on vaccination.
* Keep physical distance of at least one metre from others, even if they don’t appear to be sick. Avoid crowds and close contact.
* Wear a properly fitted mask when physical distancing is not possible and in poorly ventilated settings.
* Clean your hands frequently with alcohol-based hand rub or soap and water.
* Cover your mouth and nose with a bent elbow or tissue when you cough or sneeze. Dispose of used tissues immediately and clean hands regularly.
* If you develop symptoms or test positive for COVID-19, self-isolate until you recover.

**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>.

**21. Documentation and reporting**

* Describe how information will be collected to inform the final logistics report, for example:
* Reports from various logisticians at all levels
* Data summarizing ITNs received, distributed and remaining at all levels
* Reports from CMA (as applicable)
* Collection of information from decentralized campaign personnel through online questionnaires, key informant interviews, focus group discussions or other methods
* Lessons learned and recommendations for future campaigns
* Describe how the final campaign report will be developed, validated and disseminated, including to whom, as well as how lessons learned will be used

**Annexes**

* Detailed logistics timeline (Excel)
* Detailed logistics budget (Excel)
* Terms of reference (TOR) for logistics coordination committees at levels planned
* TOR for logistics management positions (logistician, warehouse manager)
* Macro positioning and storage plans (Excel)
* Warehouse evaluation template
* Waste management plan
* Risk assessment and mitigation plan
* Tracking tools and standard operating procedures (SOPs) on how to fill them in
* Quantification of materials to be procured or printed (Excel)

**Annex 1: Examples of logistics indicators**

| **No.** | | **Description** | **Definition** | **Means of verification** | **Responsible** | | **Timing** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LOGISTICS** | | | | | | | | |
| 1 | Proportion of identified pre-positioning sites assessed | | Numerator: Number of identified pre-positioning sites assessed    Denominator: Number of identified pre-positioning sites for ITN storage | Stores verification checklist and report | National malaria programme and/or Ministry of Health sub-national structures depending on level  OR  Implementing partner | Prior to ITN transport to pre-positioning sites | | |
| 2 | Proportion of logistics training sessions implemented | | Numerator: Number of logistics training sessions that took place  Denominator: Number of logistics training sessions planned | Training reports  OR  Training post-tests | National malaria programme and/or Ministry of health sub-national structures depending on level  OR  Implementing partner | Prior to ITN arrival in each storage location | | |
| 3 | Proportion of pre-positioning sites with the required number of ITNs after household registration | | Numerator: Number of pre-positioning sites with the required number of ITNs after household registration  Denominator: Number of pre-positioning sites | Database (number of ITNs required per pre-positioning site) and logistics tracking tools (waybills indicating ITNs delivered to each pre-positioning site) | National malaria programme and/or Ministry of health sub-national structures depending on level  OR  Implementing partner | Immediately following delivery of ITNs to pre-positioning sites | | |
| 19 | Proportion of pre-positioning sites with ITN stocks correctly accounted for | | Numerator: Number of pre-positioning sites with ITN stocks correctly accounted for    Denominator: Number of pre-positioning sites visited during supervision | Supervision reports | Supervisors at all levels | During implementation of the logistics operation for each phase of the campaign | | |
| 20 | Proportion pre-positioning sites using stock sheets for control of entries and exits of ITNs | | Numerator: Number of pre-positioning sites using stock sheets for ITN movement control  Denominator: Number of pre-positioning sites visited | Supervision reports | Supervisors at all levels | During implementation of the logistics operation for each phase of the campaign | | |

**Annex 2: Reference documents**

Guidance documents on many aspects of ITN distribution (including logistics) can be found on:

<https://allianceformalariaprevention.com/tools-guidance/>

See documents under the following headings:

AMP Toolkit

Complex operating environments

Continuous distribution

Improving ITN campaign efficiency through use of digital tools

Multi-product ITN distribution

Examples of adaptations and measures for COVID-19 IPC can be found in AMP guidance documents on:

<https://allianceformalariaprevention.com/tools-guidance/itn-distribution-during-covid-19/>

but these must be adapted to the country context and aligned with the campaign strategy adopted by the national malaria programme.

**Core 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***

**Logistics-specific documents**

* *Considerations for logistics macroplanning in the COVID-19 context*
* *Accountability and tracking for last mile logistics in the COVID-19 context*
* *Resource – tracking tools for last mile logistics*

<https://allianceformalariaprevention.com/tools-guidance/itn-distribution-during-covid-19/>

1. https://reliefweb.int/report/world/unaids-three-ones-action-where-we-are-and-where-we-go-here [↑](#footnote-ref-1)
2. See AMP toolkit, Chapter 5, Brief 6, Management of the supply chain. <https://allianceformalariaprevention.com/tools-guidance/amp-toolkit/toolkit-2-0/> [↑](#footnote-ref-2)
3. See AMP guidance: *Commodity Management Audit*: https://allianceformalariaprevention.com/amp-tools/tools-resources/ [↑](#footnote-ref-3)
4. **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>. [↑](#footnote-ref-4)