**The role of civil society organizations (CSOs) in insecticide-treated net (ITN) distribution**

**Annex 4: Reporting template for CSOs**

October 2023 Adaptable tool

Whether it is for one or for all campaign phases, CSOs should report on the activities that they implement in support of the ITN campaign within their operational area. CSOs should use this reporting template to develop their reports. National malaria Pprogrammes should adapt this reporting template according to the extent of CSO involvement in the campaign. If CSOs are involved in all phases of the campaign, they should submit the following reports:

1. An **interim report** detailing the activities implemented before and during the **household registration** (this can include advocacy visits to create awareness of the upcoming campaign, or activities to mobilize households to participate in the household registration process)
2. A **final report** of activities implemented for the **distribution** (including mobilization of communities before and during the actual distribution) as well as activities implemented **after** the distribution as part of the planned **post-campaign activities**

The need for interim reports can be removed if CSO involvement is only for a short time, for example if CSOs are only responsible for social mobilization activities during the household registration. The report must be submitted to the supervisor (as defined in campaign structure or contract) within seven days of the end of the phase.

**The template**

|  |  |
| --- | --- |
| **Name of CSO** |  |
| **Name of operational area (location)** |  |
| **Contact person at CSO** |  |
| **Number of CSO personnel mobilized** |  |
| **Interim or final report** |  |
| **Period covered by the report (dates)** |  |
| **Date report submitted** |  |

1. **Introduction:**

* Introduce the ITN campaign and all social and behaviour change (SBC) activities carried out during the reporting period
* Highlight any key aspects of the operational context that had an impact on the SBC activities. Example “while heavy rains caused flooding of river XX, community leaders were able to provide us access to boats that helped us reach isolated communities”
* Highlight any key outcomes of the activities implemented

**2. Advocacy activities carried out:**

Briefly describe planned advocacy activities and whether (and how) they were implemented.

State very briefly the objective of the advocacy session. Examples can include:

* Awareness of ITN campaign
* To obtain access to community members
* To secure community support for storage and security of ITNs
* Support for recruitment of campaign workers

Use the table below to list the advocacy meetings/sessions that CSOs have implemented to gain support for the campaign. Note the following details:

* Type of advocacy: mention whether this was an “individual” or “collective” advocacy meeting/session
* Contact person/group details: if this is an individual meeting, please put the name and contact details of the person. If this is a group advocacy session, please put the name and contact details of the group, or the name of one representative from the group of participants
* Number of male/female participants: should be the number of people reached directly with the advocacy session

Add rows to the table if needed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Date** | **Location** | **Name of community** | **Type of advocacy** | **No. of male participants** | **No. of female participants** | **Comments** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |
|  | **Totals** | |  |  |  |  |  |

**3. Training and orientation sessions held**

Briefly describe planned training and orientation sessions and whether (and how) they were implemented.

CSOs may be holding several training and orientation sessions during the campaign. These include training sessions for community and religious leaders, orientation of town criers, etc.

Note the following:

* Target of training/orientation: specify whether the training/orientation session is for community and religious leaders, school health educators/schoolteachers, town criers or motorized street announcers.

Add rows if needed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Date of session** | **Location** | **Type of orientation** | **No. of male participants** | **No. of female participants** | | **Comments** |
| 1 |  |  |  |  |  | |  |
| 2 |  |  |  |  |  | |  |
| 3 |  |  |  |  |  | |  |
| 4 |  |  |  |  |  | |  |
| 5 |  |  |  |  |  | |  |
|  | **Totals** | |  |  | |  |  |

**4. Community-based activities implemented**

Using the *Monitoring checklist for community-based activities* (Annex 3), briefly describe all activities and whether (and how) they were implemented.

Note that all community-based activities should be reported in the table below under “type of activity” including:

* Community dialogues or meetings
* Religious services or meetings
* Door-to-door messaging
* School lessons
* Others (add any other type of activity as planned)

These community-based activities can be implemented by the CSO or community members that the CSO has trained (e.g. community and religious leaders or schoolteachers).

To help keep track of the community-based activities that are implemented by community and religious leaders, as well as by teachers, make sure that every community and religious leader, as well as every school health educator/schoolteacher is provided with the “SBC monitoring sheet” (see Annex 1 of the *Guidance for the training of community leaders[[1]](#footnote-1)* and Annex 1 of the *Job aid for schoolteachers/school health educators*[[2]](#footnote-2)). Make sure that they submit the SBC monitoring sheet sufficiently early for compilation and summary of the information received and completion of the table below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Date of activity** | **Location** | **Name of Community** | **Type of activity** | **No. of adult males reached** | **No. of adult females reached** | **No. of children under 18** | **Other significant comments** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
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| 12 |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |
|  | **Totals** | |  |  |  |  |  |  |

**5. Motorized street announcers**

Briefly describe how motorized street announcers were identified, provided with an orientation and deployed to communicate messages to communities. Briefly describe whether (and how) motorized street announcements were implemented.

Complete the following table by summarizing the completed workplan/reporting form for motorized street announcers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Date** | **Location** | **No. of communities reached with messages** | **Comments** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
|  | **Totals** | |  |  |

**6. Town criers**

Briefly describe how town criers were recruited, provided with an orientation and deployed to communicate messages to communities.

Complete the following table by summarizing the completed workplan/reporting form for town criers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Date** | **Location** | **No. of communities reached with messages** | **Comments** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
|  | **Totals** | |  |  |

**7. Key successes and innovations**

List any key successes or innovations experienced during this phase of activities.

**8. Major challenges and lessons learned**

List the major challenges that were experienced during this phase of activities, as well as any lessons learned from implementing activities.

**9. Financial summary (for final reports)**

Please provide a financial summary of the activities implemented. This summary should be based on a detailed financial report that needs to be submitted with this report (usually in Microsoft Excel).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Activity** | **Budget** | **Expenses incurred** | **Balance remaining** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Totals** |  |  |  |

**10. Recommendations for future implementation**

List any recommendations for future ITN campaigns, specifically related to this phase of activities.

**11. Pictorial representation**

Attach any images showing the implementation of any of the above activities that you would like to use to visually demonstrate work accomplished.

1. <https://allianceformalariaprevention.com/resource-library/resource/guidance-for-the-training-of-community-leaders-in-an-insecticide-treated-net-itn-campaign/> [↑](#footnote-ref-1)
2. <https://allianceformalariaprevention.com/wp-content/uploads/2023/07/Job_aid_community-leaders_ITN_distribution_072023_EN.docx> [↑](#footnote-ref-2)