



THE ROLE OF CIVIL SOCIETY ORGANIZATIONS (CSOs) IN INSECTICIDE-TREATED NET (ITN) DISTRIBUTION

NOVEMBER 2023

amp | The Alliance for Malaria Prevention
Expanding the ownership and use of mosquito nets

CSO carrying out sensitization session with members of Keke drivers' union in Niger State. September 2022



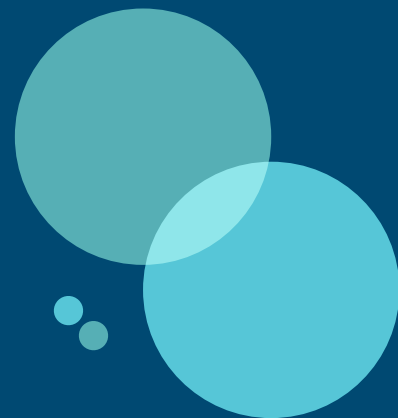
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AL MALARIA ELIMINATION PROGRAMME
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It is important for national malaria programmes to remember that these guidelines will need to be adapted to their campaign strategy, activities, roles and responsibilities of CSOs and other stakeholders.

***Note:** These tools can also be downloaded separately in MS Word. See the AMP website.

1. DEFINING CIVIL SOCIETY ORGANIZATIONS

Civil society organizations, i.e. non-state, not-for-profit voluntary entities formed by people in the social sphere, represent a wide range of interests. They “comprise the full range of formal and informal organizations within society”¹ and can include faith-based organizations (FBOs), community-based organizations, local non-governmental organizations, National Red Cross and Red Crescent Societies, etc. CSOs have a unique role in society because they can operate within the public sphere outside the market and the state but can still exert some influence on (and be guided by) these².

Roles and responsibilities of CSOs in society

The roles and responsibilities of CSOs in society are varied and can include:

- “Watchdog: holding institutions to account, promoting transparency and accountability
- Advocate: raising awareness of societal issues and challenges and advocating for change
- Service provider: delivering services to meet societal needs such as education, health, food and security; implementing disaster management, preparedness and emergency response
- Expert: bringing unique knowledge and experience to shape policy and strategy, and identifying and building solutions
- Capacity builder: providing education, training and other capacity-building
- Representative: giving power to the voice of the marginalized or under-represented
- Citizenship champion: encouraging citizen engagement and supporting the rights of citizens
- Solidarity supporter: promoting fundamental and universal values”³

Depending on the objectives of engagement by national malaria programmes and partners, CSOs can play one or all the above roles in ITN distributions.

1. World Economic Forum: https://www3.weforum.org/docs/WEF_FutureRoleCivilSociety_Report_2013.pdf

2. Ibid.

3. Role of Civil Society. Civil Society Bahamas. <https://www.civilsocietybahamas.org/role-of-civil-society>

Involving CSOs in ITN campaigns

The involvement of CSOs is of benefit to the national malaria programme as members of CSOs are generally in close touch with, and are trusted members of, local communities. In the case of mass ITN distribution campaigns, CSOs may be engaged formally, with specific terms of reference developed during macroplanning by the national malaria programme covering, for example:

- Advocacy visits to community influencers and other stakeholders to ensure safe and full access to communities
- The mobilization of households and communities to participate fully in the campaign through interpersonal visits or techniques such as street theatre
- The promotion of positive ITN use, care and repair behaviours in communities through community meetings, door-to-door visits, school-based social and behaviour change communication (SBCC)
- Training of community leaders, teachers or school health educators so that these can contribute positively to SBC efforts in the ITN campaign

Alternatively, CSOs may be engaged informally, based on their presence and activities in targeted areas. In these cases, CSOs may be engaged in a way that does not include a budget for the implementation of their activities. The support to the ITN distribution is incorporated into their ongoing activities as a contribution to achieving malaria prevention targets.

In addition, national malaria programmes need to decide on the timing for CSO involvement in the ITN campaign. CSOs may be engaged for the short term and only during one ITN campaign phase, meaning pre, during or post distribution for a “defined” period. Alternatively, CSOs may be engaged over a longer period to achieve more sustainable gains. This might mean engaging CSOs in the planning process, the implementation phase and post-distribution activities, as well as between mass campaigns for routine activities in support of malaria control targets, including prevention. While the latter strategy may have significant cost implications, it might mean achieving and sustaining gains over the long term.

These guidelines have been developed for national malaria programmes and their partners to demonstrate how they can engage CSOs in ITN distribution campaigns. As noted above, the extent to which CSOs can be engaged for ITN campaigns varies greatly. These guidelines assume a broader and longer-term engagement of CSOs which includes the training of community leaders, schoolteachers and school educators in the implementation of school-based SBC activities and monitoring the work being carried out by these stakeholders. Some national malaria programmes may choose a different strategy, for example engaging CSOs to implement school-based SBC activities within their targeted areas rather than playing a capacity-building and oversight role for schoolteachers and educators.

2. ENGAGEMENT OF CIVIL SOCIETY ORGANIZATIONS

To ensure sustainability at the community and local government level, it is recommended that CSOs be engaged for longer-term programming. Typically, this would include, but not necessarily be limited to, the following roles and responsibilities:

Planning

CSOs potentially have in-depth knowledge about the districts and communities in which they operate and can contribute a wealth of information that is necessary for planning the campaign. This may include:

- Identification (and eventually access during household registration and distribution) of special populations such as ethnic minorities, nomadic tribes, etc.
- Identification of resources, possible risks and mitigating measures for campaign implementation in their area
- Cultural norms that need to be respected (such as gender norms) in their area
- Languages to be used during SBC activities as well as door-to-door (D2D) household registration and D2D or fixed point ITN distribution

Typically, CSOs should be engaged during the microplanning process, as this is the first campaign activity that is carried out at field level. Some national malaria programmes may prefer, however, to include CSO participation during macroplanning if specialized knowledge on an area is needed.

Social mobilization

For social mobilization for a mass ITN distribution campaign, CSOs can play an important role in facilitating community access to ITNs by:

- Mobilizing communities to participate actively in the household registration and ITN distribution
- Advocating for community, religious and other targeted leaders to support the ITN campaign by encouraging their members to be registered and receive their ITNs
- Ensuring that women in their region have equitable access to campaign information and ITNs
- Ensuring that marginalized groups in their region have equitable access to campaign information and ITNs
- Keeping communities up-to-date on the campaign, such as when there are changes or delays
- Identifying communities and households that are not participating in the campaign activities for targeted follow-up
- Identifying and addressing rumours and misinformation about the campaign or the ITNs

Encouraging positive ITN use, care and repair behaviours

CSOs can encourage positive ITN use, care and repair by:

- Disseminating (and facilitating the dissemination of) key messages about malaria and ITNs to communities to support social and behaviour change
- Setting a good example by demonstrating good malaria prevention and ITN use, care and repair practices within their own household, neighbourhood and workplace
- Maintaining positive ITN use, care and repair practices as a priority within communities in between mass ITN campaigns for sustained malaria reductions

It is important to note that proper ITN care and repair has been shown to contribute to improved physical durability of ITNs⁴. It is therefore important to encourage households to adopt positive ITN care and repair behaviours to extend ITN lifespans and maximize the investment in getting ITNs to households. CSOs are in a unique position to promote these continuous practices/behaviours as they often have a more permanent presence in the communities in which they work.

Advocacy

CSOs can actively seek the support of community leaders both within and outside their organizations (village leaders, religious leaders, women's group leaders, youth leaders, union leaders, etc.), as well as of other community influencers (e.g. sports or entertainment personalities, social media influencers) to ensure that the ITN campaign achieves its short- and long-term objectives.

In the short term, this could include ensuring that campaign personnel have access to communities, that community resources are mobilized in support of the campaign and that campaign risks and potential bottlenecks are mitigated during campaign implementation. In the longer term, this could include ensuring that malaria and ITN use, care and repair continue to be priorities for local stakeholders such as traditional chiefs, leaders of women's groups, etc.

CSOs, as organizations working in and for their communities and societies, must pay close attention to community members who, due to different factors, may not have equitable access to campaign information or services, such as women, people with disabilities, etc. In this respect, CSOs must use their local knowledge and membership to:

- Identify community level leaders and community influencers within their targeted areas
- Identify community groups that may not receive campaign information or services
- Provide targeted leaders and influencers with the resources (including tools, skills and knowledge through training) to be able to meet their objectives⁵
- Brainstorm and plan with community leaders and influencers how they can best support the implementation of the ITN campaign in their communities to ensure all members of the community are reached with ITNs and information
- Brainstorm and plan with community leaders and influencers how to best maintain positive ITN use, care and repair, as well as other health-seeking behaviours, in their communities between ITN mass campaigns

4. <https://malariajournal.biomedcentral.com/articles/10.1186/s12936-020-03549-2>

5. Guidance and resources for national malaria programmes can be found on the AMP website: *Guidance for training of community leaders in an insecticide-treated net (ITN) campaign*: <https://allianceformalariaprevention.com/resource-library/resource/guidance-for-the-training-of-community-leaders-in-an-insecticide-treated-net-itn-campaign/>
Job aid for community leaders during an insecticide-treated net (ITN) campaign. https://allianceformalariaprevention.com/wp-content/uploads/2023/07/Job_aid_community-leaders_ITN_distribution_072023_EN.docx
Engagement of community leaders in ITN distribution in the context of COVID-19 transmission resource (<https://allianceformalariaprevention.com/wp-content/uploads/2021/03/Engagement-of-community-leaders-EN.pdf>).
Note that the information in the resource is equally relevant if COVID-19 is no longer an issue.

3. REQUIREMENTS FOR ENGAGEMENT

Training and orientation of CSOs

Short-term engagement would typically require CSOs to disseminate key information and messages on malaria, ITNs and the campaign to their communities through various activities and communication channels. In this scenario, CSOs may only need an orientation or information session to learn their roles and responsibilities.

In longer-term engagements, CSOs may be required to build capacity of other community level stakeholders to implement social mobilization and SBCC activities by providing training or orientation⁶ for school-based activities, community, religious and union leaders, women's groups, motorized street announcers, town criers, etc. In this scenario, CSOs should be provided with the tools, knowledge and skills to (1) train targeted community members or specific members of community-based structures, (2) supervise and monitor the activities being carried out and (3) report on the implementation of these activities. It is recommended that CSOs be provided with a detailed training (see example agenda in Annex 1⁷) to ensure that they have all the necessary tools and resources to implement their roles and responsibilities and achieve set targets.

CSO supervision and monitoring of activities

It is important that CSOs have a structure in place to supervise and monitor activities. If this structure does not exist, then the national malaria programme and partners should support the CSO to establish this structure, keeping in mind that this may require additional financial and non-financial resources which the CSO may not have.

CSOs should be "supervising" all activities that are being implemented by their staff, volunteers or members. These can include:

- Training of community leaders and schoolteachers, ensuring that all tools and resources are available, and that information is being effectively conveyed to participants
- Ensuring dissemination of key messages by town criers and motorized town announcers is carried out according to the schedule established and with the correct key messages

CSOs should also be "monitoring" activities to assess their completeness and to help make decisions on whether changes are needed to improve quality, coverage or both (see Annex 3⁸). Examples of activities or events to monitor include:

- Media spots on television and radio during the campaign period
- Rumours, misinformation and disinformation about malaria, ITNs and any aspect of the ITN distribution
- School-based SBCC activities to ensure that they are being implemented according to the agreed frequency

6. AMP definition of training is imparting sufficient knowledge and skills in a practical and interactive way to allow participants to do a specific job. Orientation is giving basic information to acquaint participants with the nature of the activity (e.g. ITN campaign), its purpose and its main components.

7. Also downloadable as a separate adaptable tool. See the AMP website. <https://allianceformalariaprevention.com/resource-library/resource/the-role-of-civil-society-organizations-csos-in-insecticide-treated-net-itn-distribution/>.

8. Ibid.

While CSOs may have existing tools for supervision and monitoring of the activities that they are implementing, both during and beyond a mass ITN campaign, it is important to ensure that these are adapted to the specific campaign needs. The national malaria programme and partners should have tools and materials available to provide to CSOs or should work with the CSOs to develop tools that respond to their roles and responsibilities, as well as reporting requirements. Examples of these tools are introduced under the activities with which CSOs might be involved (see below). See also Annex 2⁹, which is an example of a supervision and participation list for training or orientation of various categories of campaign actors.

Reporting

If there is a formal engagement with a CSO, the organization must report on the activities that it has facilitated or implemented for accountability to national malaria programmes, their partners and donors. Reporting can also contribute to improved efficiency and effectiveness of campaign activities in future by documenting best practices and lessons learned, and to elevate the role of the CSO for future work on ITNs or other malaria interventions.

Detailed financial and non-financial reporting might be relatively new to some CSOs: they need to have the necessary structure and resources that will allow them to report on the implementation of activities in a timely manner. If the preferable structure and resources do not exist, the national malaria programme and partners may have to support the CSO in either (1) putting them in place (which may require financial and non-financial resources that the CSO does not have) or (2) developing a reporting mechanism based on the CSO's current structure and available resources, that meets the requirements of the ITN campaign.

To help CSOs report on their roles and responsibilities, a reporting template should be provided. An example of a reporting template is attached as Annex 4¹⁰. The reporting template, how to complete it and when and to whom to submit it, should be clearly explained to CSOs when they are being formally engaged, and reinforced during their training.

4. MOBILIZATION OF COMMUNITY AND RELIGIOUS LEADERS

In a formal engagement, CSOs may be required to mobilize community and religious leaders to support the implementation of the ITN campaign. During a mass campaign, community and religious leaders can play an important role in ensuring that campaign staff can access all households safely by informing their communities about:

- The ITN campaign and the importance of ITNs to prevent malaria
- How the ITNs will be distributed within their community (including who will be distributing the ITNs and when/where it will happen)
- The need to provide correct information to the community health workers or registration and distribution teams during household visits

9. Also downloadable as a separate adaptable tool. See the AMP website. <https://allianceformalariaprevention.com/resource-library/resource/the-role-of-civil-society-organizations-csos-in-insecticide-treated-net-itn-distribution/>.

10. *ibid*

Community and religious leaders can also be critical in:

- Finding rapid, efficient local solutions to issues arising during implementation
- Responding to and debunking rumours, misinformation and disinformation or crises (e.g. if there is aggression towards campaign personnel)
- Providing campaign staff with access to local resources (such as local security, storage areas, etc.)
- Providing information on security changes in the targeted area
- Helping to establish or reinforce positive behaviours within their community and helping to make these behaviours socially acceptable norms. This may require community and religious leaders to continue messaging about malaria, ITN use, care and repair on a continuous basis, as well as monitoring that community members are practising these positive behaviours

Training of community and religious leaders

Training is required for leaders to carry out their roles and responsibilities. While the training session need not be long, it is critical as leaders need to understand and practise how they will use their strengths and existing resources to support successful campaign implementation and outcomes. As community and religious leaders will need to implement actions, mobilize resources and resolve issues arising during implementation, their training needs to be interactive, practical and focused on their specific roles and responsibilities.

A training guide and a job aid for community leaders are available to download from the AMP website. The training guide details identification of community leaders and gives an example of the contents of a training session. The job aid that accompanies the training guide is used by community leaders for reinforcement of the main messages to disseminate during an ITN campaign. Both documents can be adapted by national malaria programmes to suit their specific requirements. See:

<https://allianceformalariaprevention.com/resource-library/resource/guidance-for-the-training-of-community-leaders-in-an-insecticide-treated-net-itn-campaign/>
https://allianceformalariaprevention.com/wp-content/uploads/2023/07/Job_aid_community-leaders_ITN_distribution_072023_EN.docx

CSO supervision and monitoring of community leaders' activities

National malaria programmes should provide guidelines and support to CSOs so that they can supervise and monitor the quality and completeness of activities under their responsibility. The following tools can help CSOs carry out supervision and monitoring of activities implemented by community leaders:

- The “*Training/orientation supervision and participation list*” (see Annex 2¹¹) allows CSOs to supervise community-level training and orientation activities (including the training of community leaders) to ensure completeness and quality
- The “*Monitoring checklist for community-based activities*” (see Annex 3¹²) allows CSOs to monitor activities being implemented by community leaders to ensure completeness and quality

11. Also downloadable as a separate adaptable tool. See the AMP website. <https://allianceformalariaprevention.com/resource-library/resource/the-role-of-civil-society-organizations-csos-in-insecticide-treated-net-itn-distribution/>

12. Ibid

5. MOBILIZATION OF SCHOOLTEACHERS/ SCHOOL HEALTH EDUCATORS FOR SCHOOL-BASED SBC

Schoolteachers can be strong influencers in a community: they provide children access to important information that can help them become agents of change within their household and in the broader community where they live. Some countries, regions or districts have school health educators in each school (or a group of schools) that provide health education to students that national malaria programmes and CSOs may wish to target.

Teaching children and adolescents is not the same as teaching adults and teachers and school health educators have been trained and educated on the most effective ways for engaging students and ensuring learning objectives are achieved. It is important that teachers are provided with information, tools and resources to make learning about malaria and the ITN campaign interesting and fun for their students. Teachers should be provided with standardized tools and materials to ensure consistency in messaging, as well as options (that they can use or not) on how to disseminate this information to their students.

Orientation of schoolteachers/school health educators

CSOs should be provided with a list of schools within their targeted region: these schools and the contact details of the person responsible for management of the school should already have been listed during the microplanning workshops. CSO facilitators should organize an orientation session with targeted teachers or school health educators. The orientation session should be implemented as a group session and not as individual sessions, allowing teachers or school health educators to share ideas and learn from each other.

CSO facilitators should refer to the *Job aid for schoolteachers/school health educators*¹³ which should be adapted and used by schoolteachers and school health educators as a reminder of the key messages to impart about malaria and the upcoming campaign, and which also has suggestions for lesson plans.

CSO supervision and monitoring of school-based SBC activities

The following will help CSOs carry out the supervision and monitoring of schoolteachers' activities:

- The “*Training/orientation supervision and participation list*” (see Annex 2) allows CSOs to supervise their community level training and orientation activities (including the orientation of schoolteachers/school health educators) to ensure completeness and quality
- The “*Monitoring checklist for school-based SBCC*”, annexed to the *Job aid for schoolteachers/school health educators*, allows CSOs to monitor activities being implemented by these actors to ensure completeness and quality

The monitoring sheet should be submitted to the national malaria programme after each phase of the campaign.

13. https://allianceformalariaprevention.com/wp-content/uploads/2023/09/Job-aid_schoolteachers_ITN-distribution_092023_EN.docx

6. MOBILIZATION OF TOWN CRIERS AND MOTORIZED STREET ANNOUNCERS

Orientation of town criers and motorized street announcers

CSOs may be required to recruit and orientate town criers and/or motorized street announcers and ensure that they are able to disseminate key messages before, during and sometimes after the ITN campaign. The primary role of the town criers/motorized street announcers is to:

- Mobilize communities to participate actively in the household registration and/or ITN distribution phases of the campaign
- Disseminate key messages about malaria and ITNs to communities to support social and behaviour change

CSOs should refer to the *Standard operating procedures for town criers*¹⁴ and the *Standard operating procedures for motorized street announcers*¹⁵ to implement the orientation sessions. Note: while the documents were developed during the height of the COVID-19 pandemic, the guidance is equally relevant if COVID-19 is no longer an issue.

CSOs should recruit town criers/motorized street announcers with the following characteristics:

- Be from the local area
- Speak the local language
- Be available for the full duration of training and implementation
- Have experience as a town crier/motorized town announcer

As much as possible, it is important for CSOs to ensure that women are equally represented as town criers and as motorized town announcers. CSOs must also encourage the participation of other marginalized groups to be town criers or motorized town announcers to help ensure that all targeted populations have access to campaign information. In addition, town criers/motorized street announcers who will be driving a vehicle will need to be in possession of a valid driver's license.

Town criers and motorized street announcers must be supervised both to report on their work and to understand and resolve any issues that they faced during the day.

Community level supervisors from the CSOs should work with town criers and motorized street announcers to map out the routes of villages, settlements or neighbourhoods within towns that need to be covered on any given day, avoiding any duplication with other planned social mobilization activities (see the standard operating procedures [SOPs] for an example of a daily workplan).

An orientation session should also be organized with a group of town criers and motorized street announcers to allow for discussion and sharing of experiences.

14. https://allianceformalariaprevention.com/wp-content/uploads/2022/06/SOPs_Town_Criers_ITN_campaign_COVID_EN_022022-1.pdf

15. https://allianceformalariaprevention.com/wp-content/uploads/2022/02/SOP_Motorized_Street_Announcers_ITN-campaign_COVID_ENG_022022.docx

7. USE OF STREET THEATRE/DRAMA

In many countries, street theatre and drama are popular ways of mobilizing communities. CSOs may be required to organize these street theatre and drama shows, mainly for social mobilization. While CSOs know what works best in their communities, it is important that they are provided with some key tools and directives to make the activity a success. These include:

- Clear indications on what needs to be on visibility materials, including key messages, logos, branding, etc.
- Clarity in what messages need to be communicated to communities orally
- Guidelines on how to make visibility materials reusable for future activities. For example, the use of positive ITN behaviour pictorials on posters or banners might mean that the material can continue to be used post-campaign

8. SUPERVISION AND MONITORING OF CSOs BY CAMPAIGN STAFF

The work implemented by CSOs should be supervised and monitored by campaign supervisors and monitors as defined in the campaign supervision and monitoring structure in the campaign macroplan. Often, CSOs are supervised by a district level (or equivalent) campaign supervisor focused on SBC and health education, as the roles and responsibilities of CSOs are usually predominantly SBC-related. The supervisor, with support from the national malaria programme, is responsible for ensuring that CSOs are provided with the necessary resources to carry out their tasks. These include financial and non-financial resources such as training, job aids and other tools and materials, as well as the funds required to implement activities. CSOs should then report on their implementation of activities as per their agreement with the national malaria programme. This can include reporting in person during daily review meetings, as well as submitting interim progress and financial reports

Available resources

There are several tools that CSOs can use to support the implementation of their roles and responsibilities during ITN campaigns. CSOs should familiarize themselves with the following resources:

- *Engagement of community leaders in ITN distribution in the context of COVID-19 transmission*^{16*}
- *Job aid for community leaders*¹⁷
- *Guidance for the training of community leaders in an ITN campaign*¹⁸
- *Job aid for schoolteachers/school health educators*¹⁹
- *Standard operating procedures (SOPs) for town criers in the COVID-19 context*^{20*}
- *Standard operating procedures (SOPs) for motorized street announcers in the COVID-19 context*^{21*}

***Note:** the information in the guidance listed is equally relevant if COVID-19 is no longer an issue.

16. <https://allianceformalariaprevention.com/wp-content/uploads/2021/03/Engagement-of-community-leaders-EN.pdf>

17. https://allianceformalariaprevention.com/wp-content/uploads/2023/07/Job_aid_community-leaders_ITN_distribution_072023_EN.docx

18. <https://allianceformalariaprevention.com/resource-library/resource/guidance-for-the-training-of-community-leaders-in-an-insecticide-treated-net-itn-campaign/>

19. https://allianceformalariaprevention.com/wp-content/uploads/2023/09/Job-aid_schoolteachers_ITN-distribution_092023_EN.docx

20. https://allianceformalariaprevention.com/wp-content/uploads/2022/06/SOPs_Town_Criers_ITN_campaign_COVID_EN_022022-1.pdf

21. https://allianceformalariaprevention.com/wp-content/uploads/2022/02/SOP_Motorized_Street_Announcers_ITN_campaign_COVID_ENG_022022.docx

Other available resources

Other resources that are available to CSOs include:

- *The Malaria SBC toolkit for community and faith leaders from Breakthrough Action*²²



22. <https://communityleadermalaria toolkit.org/>

ANNEX 1

Civil society organization (CSO) training agenda

The following is a suggested two-day agenda for the training of CSOs.

National malaria programmes must adapt the agenda based on what CSOs are engaged to do for the ITN campaign.

Day 1			
Time	Description	Type of activity	Person responsible
8.00 – 8.30 am	Arrival and registration		All
8.30 – 9.00 am	Introduction to the training <ul style="list-style-type: none"> ▪ Introductions ▪ Setting of ground rules ▪ Time management ▪ Workshop objectives ▪ Review of agenda ▪ Selection of rapporteur ▪ Parking lot 	Practical activities	
9.00 – 10.00 am	General overview of the ITN campaign <ul style="list-style-type: none"> ▪ Campaign objective ▪ Strategy for campaign and key activities ▪ Timelines ▪ Roles and responsibilities at each level 	PowerPoint (PPT) presentation	Facilitator
10.00 – 10.30 am	Refreshment break		All
10.30 – 11.00 am	Malaria and malaria prevention <ul style="list-style-type: none"> ▪ Facts about malaria in the region ▪ What is malaria? ▪ What are the signs and symptoms of malaria? ▪ How do you prevent malaria? ▪ ITN as an effective malaria prevention tool 	Mix of PPT and practical activities, plenary discussions	
11.00 – 11.30 am	ITN use, care and repair <ul style="list-style-type: none"> ▪ How to use and care for an ITN ▪ Why it is important to use and care for an ITN properly ▪ Tools and materials 	Practical exercises and open group discussions	
11.30 – 12.30	Social and behaviour change (SBC) <ul style="list-style-type: none"> ▪ What is SBC? ▪ Objective of SBC ▪ SBC strategies for the ITN campaign (including communication channels) ▪ Key campaign messages 	Mix of PPT, practical exercises and group discussions	
12.30 – 1.00 pm	Role of CSOs in the ITN campaign	PPT and group discussions	
1.00 – 2.00 pm	Lunch break		All



Day 1			
Time	Description	Type of activity	Person responsible
2.00 – 3.00 pm	Advocacy <ul style="list-style-type: none"> What is advocacy? Advocacy at the community level Target audience for advocacy Advocacy tools and packages 	Mix of PPT, practical group exercises and group discussions	
3.00 – 4.00 pm	Social mobilization <ul style="list-style-type: none"> Making social mobilization effective (introduction to social mobilization package, tools and strategies) Challenges of social mobilization 	Mix of PPT, practical group exercises and group discussions	
4.00 – 4.30 pm	Daily evaluation Closing activities		
4.30 pm	End of day 1		

Day 2			
Time	Description	Type of activity	Person responsible
8.00 – 8.30 am	Arrival and registration		All
8.30 – 9.00 am	Recap of previous day's training		Rapporteur
9.00 – 9.30 am	Interpersonal communication <ul style="list-style-type: none"> What is interpersonal communication (IPC)? Why is IPC critical in ITN campaigns and for malaria prevention? 	Mix of PPT, practical group exercises and group discussions	
9.30 – 10.30 am	Social and behaviour change communication (SBCC) <ul style="list-style-type: none"> What is SBCC for ITN mass campaigns? Objectives of SBCC SBCC activities, tools and materials 	Mix of PPT, practical group exercises and group discussions	
10.30 – 11.00 pm	Refreshment break		All
11.00 – 12.00 pm	Engagement of community leaders <ul style="list-style-type: none"> Who are community leaders? How to engage and mobilize leaders Training of community leaders (includes tools and materials) Supervision/monitoring and reporting 	Mix of PPT, practical group exercises and group discussions	
12.00 – 1.00 pm	Engagement of schoolteachers/school health educators <ul style="list-style-type: none"> Children as agents of change How to engage and mobilize teachers/ school health educators Training of teachers/school health educators (includes tools and materials) Supervision/monitoring and reporting 	Mix of PPT, practical group exercises and group discussions	
1.00 – 2.00 pm	Lunch break		All



Day 2			
Time	Description	Type of activity	Person responsible
2.00 – 3.00 pm	Other social mobilization activities <ul style="list-style-type: none">▪ Orientation package for town announcers and motorized town announcements▪ Street theatre and drama▪ Mobilization scripts: guidelines and discussion on language to use	Mix of PPT, practical group exercises and group discussions	
3.00 – 4.00 pm	Managing misinformation and rumours <ul style="list-style-type: none">▪ What are mis- and disinformation and rumours?▪ What is the rumour management system?▪ Identifying, reporting and addressing rumours		
4.00 – 4.30 pm	Supervision/monitoring and reporting		
4.30 – 5.00 pm	Next steps and way forward		All
5.00 – 5.15 pm	Workshop evaluation/closing activities		



Airing of new ITNs before use can be challenging in urban and peri-urban settings where physical space with adequate shade can be limited. Niger State, Nigeria. September 2022



ANNEX 2

Training/orientation supervision and participation list

This tool should be used by CSOs to supervise training/orientations of community/religious leaders, schoolteachers/school health educators, town announcers and motorized street announcers.

Name of training/orientation: _____ (please complete as required)

Village/community: _____ (please complete as required)

Attendance list

	Participant's name	Designation/group/membership	Contact details
	Mary Scott	Leader of youth group	
	Lola Brown	Secondary schoolteacher	

Supervision checklist

Note that it is advised to disaggregate the elements in the checklist to ensure data are collected about each based on the description in the macroplans.

Item	Yes	No	Partially
Are all the tools and materials (this includes training manual, copies of job aids and tools, etc.) needed for the training available?			
Are the facilitators covering all the topics as per the training agenda/training manual?			
Is the training being held in a comfortable place? For example, if outside, are all community leaders seated in a shaded area?			
Are participants receiving refreshments?			
Are all participants being provided with their job aid?			
Is the facilitator referring regularly to the job aid to ensure that participants are familiar with it and its content?			
Did participants do role plays/practical exercises?			

Name/signature of supervisor : _____

Date: _____



ANNEX 3

Monitoring checklist for community-based activities

This tool should be used by civil society organizations (CSOs) to monitor social and behaviour change (SBC) activities being carried out at the community level by community leaders or school health educators/schoolteachers. It can also be adapted to monitor other community-based activities.

Name of CSO monitor	
Name of district/county/state	
Name of local government area	
Village/community where activity is being held	
Activity being monitored (e.g. community meeting by village chief, SBC session in school)	
Number of people participating in the activity	Male: Female: Children:
Date that activity is being held	

Monitoring checklist

Note that it is advised to disaggregate the elements in the checklist to ensure data are collected about each based on the description in the macroplans.

Item	Yes	No	Partially
Is the activity being held in a safe and comfortable place (e.g. in a classroom, in the village square, out of the sun)?			
Who is leading the activity? (e.g. community leader, teacher, school health educator)			
Has the person leading the activity been trained or received an orientation on the ITN campaign?			
Is the person leading the activity using the job aid specifically designed for the ITN campaign?			
Is the person leading the activity following the job aid that was provided?			
Are correct key messages being provided to people attending the activity?			
Are people attending the activity given the opportunity to ask questions?			
When questions are asked, is the person leading the activity able to respond accurately?			

Name/signature of monitor : _____

Date: _____



ANNEX 4

Reporting template for CSOs

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 programmes 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							
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 to the table 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						
6						
7						
8						
9						
10						
	Totals					



The "Raise Foundation" CSO mobilizing communities in Meena, Niger State, through motorized announcements. September 2022



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*²³ and Annex 1 of the *Job aid for schoolteachers/school health educators*²⁴). 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								
9								
10								
11								
12								
13								
	Totals							

23. <https://allianceformalariaprevention.com/resource-library/resource/guidance-for-the-training-of-community-leaders-in-an-insecticide-treated-net-itn-campaign/>

24. https://allianceformalariaprevention.com/wp-content/uploads/2023/07/Job_aid_community-leaders_ITN_distribution_072023_EN.docx



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				
	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
1				
2				
3				
4				
5				
	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.



Practical training sessions using SBC tools, Jalingo, Taraba State, Nigeria, September 2022

AMP CONTACTS

To join the weekly AMP conference call each Wednesday at 10:00 AM Eastern time (16.00 PM CET) use the following Zoom meeting line:

<https://us06web.zoom.us/j/2367777867?pwd=allhZk9KQmcxMXNaWnRaN1JCUTQ3dz09>

You can find your local number to join the weekly call:

<https://zoom.us/u/acyOjkIj4>

To be added to the AMP mailing list visit:

<https://allianceformalariaprevention.com/weekly-conference-call/signup-for-our-mailing-list/>

To contact AMP or join an AMP working group please e-mail:

allianceformalariaprevention@gmail.com

For further information please go to the AMP website:

<https://allianceformalariaprevention.com>