**SCHOOL-BASED DISTRIBUTION OF ITNs**

**EXAMPLE TERMS OF REFERENCE FOR DIFFERENT LEVELS OF STAFFING**

**Adaptable tool**

V1. June 2025

Terms of reference (TOR) are essential for providing detailed descriptions of duties for personnel and stakeholders involved in insecticide-treated net (ITN) school-based distribution (SBD). These TORs should align with and complement broader TORs established by Ministry of Health (MoH) national malaria programmes (NMP) and Ministry of Education (MoE) stakeholders reinforcing clarity of roles and responsibilities for the key set of actors involved in planning, implementing, supervising and evaluating ITN SBD. They may also include clarification for coordination and communication between and among actors, which is particularly important in working across health and educations stakeholders, and in establishing overall ITN SBD management structures. TORs are effective tools which support ITN SBD stakeholders to understand their expected roles and accountabilities in achieving ITN SBD objectives within an efficient and well-functioning group of stakeholders.

The example given assumes that there is only one level below national, i.e. sub-national. In larger countries, the sub-national level may involve a hierarchy of levels, such as state – district – ward between national and community (school and health facility) levels. While the specific titles may vary, the core roles and responsibilities generally remain similar.

| **NATIONAL LEVEL** | |
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| National malaria programme | * Facilitate coordination between health and education systems and other stakeholders. * As part of the main malaria coordination structure, coordinate with the ITN and/or continuous distribution (CD) sub-committee, task force or working group (CDWG). * Engage the CDWG to collaborate with MoH and MoE staff to coordinate the ITN SBD programme, with endorsement by the main coordination structure. * Lead strategic planning to develop and update national malaria and ITN distribution policies and plans. Decisions relating to the selection of channels for distribution (e.g. school-based distribution) are generally included in the overall National Malaria Strategic Plan or equivalent. * As part of the overall CD plan, take the lead and work with stakeholders and national SBD coordinator to develop SBD strategy and budget. * Validate and disseminate SBD strategy and budget to all stakeholders and coordinate overall ITN SBD communication across stakeholders. * Lead and oversee ITN needs quantification for areas selected for ITN SBD (e.g. state/county/district) and for grades selected. Note that ITN procurement and delivery may be managed by a central mechanism. * Develop training materials and lead national training of trainers. * Supervise ITN SBD training and implementation. * Review and approve distribution of ITNs to districts/schools. * Develop and monitor key performance indicators (KPIs) for ITN SBD. * Ensure data quality and reporting standards are maintained throughout the SBD process. * Analyse and share ITN SBD results, successes and lessons learned with personnel at all levels. |
| Ministry of Education | * Collaborate with MoH and NMP to assign a coordinator for the SBD programme (usually an existing member of staff responsible for vector control or school health education). * Work within the CDWG to develop SBD strategy and budget. * Communicate SBD strategy to sub-national education authority for all areas selected for distribution. * Oversee the coordination, monitoring and supervision of school distribution at the national level. * Compile, review and validate enrolment data for the classes selected for SBD. * Review and reinforce accurate and timely reporting of school enrolment data. * Work with NMP to quantify ITN needs. * Share SBD planning details and relevant budgeting information with CDWGs at all levels. * Supervise ITN SBD training and implementation. |
| National SBD coordinator (typically an existing member of the NMP staff responsible for ITN distribution or school health education) | * Coordinate school ITN distribution activities at national level and provide regular progress updates to the MoH and MoE and sub-national ITN SBD personnel. * Oversee the monitoring and supervision of ITN SBD nationwide. * Review and approve school enrolment data for ITN stocks. * Coordinate with national medical stores to review and confirm the supply of ITNs for SBD and the logistics plan for delivery of ITNs to schools or agreed drop-off points. * Coordinate with national medical stores to reinforce that the correct number of ITNs arrive at specified delivery points within the required timeframe. * Endorse assignment of sub-national SBD coordinators and support their training and supervision. * Develop and implement social and behaviour change (SBC) plan for ITN SBD. * Develop and oversee the implementation of a comprehensive training programme, including pre- and post-training assessments, for head teachers, schoolteachers and students on malaria prevention, ITN use and care. * Identify areas for reinforcement and ensure programmatic adjustments based on data. * Conduct regular data quality audits and ensure corrective action when necessary. * Complete regular reports on SBD to be submitted to the NMP. |

| **SUB-NATIONAL LEVEL** | |
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| Sub-national SBD coordinator (typically an existing member of NMP staff responsible for malaria at the sub-national level) | * Disseminate guidance, coordinate and monitor ITN SBD activities for schools in the selected sub-national area(s). * Maintain regular communication with community leaders and stakeholders regarding ITN SBD activities. * Support ITN storage, transport, security, and tracking through third-party logistics providers or other official ITN SBD agents. * Review and validate sub-national enrolment data. * Report ITN stock receipts to the central level and identify any gaps. * Coordinate all SBD activities at sub-national level. * Review and endorse sub-national ITN allocations when received. * Inform all head teachers of ITN distribution plans and activities. * Train head teachers and schoolteachers on ITN distribution and SBC. * Monitor and supervise ITN distribution in sub-national area. * Ensure the quality of the education of pupils on malaria prevention, ITN use and care. * Visit schools and validate ITN distribution data. * Ensure appropriate post-distribution actions for leftover stocks. * Prepare and submit timely and accurate reports on ITN SBD activities to the national CDWG, including data on coverage, utilization and challenges. |
| Sub-national education authority | * Work closely with sub-national NMP representatives. * Review and approve school enrolment data for sub-national area. * Review and validate ITN stock requests for distribution within the sub-national area. * Take responsibility for ITN stocks when delivered. * Oversee supervision of training activities for head teachers and schoolteachers on ITN distribution and social and behaviour change (SBC) and educational messages for malaria prevention and management. * Oversee supervision of ITN distribution in sub-national area. * Review and validate ITN issuing data, and ensure data capture, e.g. in the HMIS/DHIS2, and ITN reporting. * Ensure appropriate post-distribution actions, for example to track and transfer ITNs to health districts and/or facilities for distribution during routine health services. * Ensure that schools have the necessary resources and support for successful ITN distribution. * Monitor and evaluate the effectiveness of ITN distribution and SBC activities within the sub-national area and provide feedback to the national level. |

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| **SCHOOL LEVEL** | |
| Head teacher | * Coordinate with the health facility(ies) in the community or other catchment area in which the school is located for planning and reporting. * Mobilize the school community and families for ITN distribution and promote ITN use. * Understand the ITN SBD plans, approaches, use of tools, reporting, and follow-up through active participation in training in ITN distribution system, tracking documentation and SBC. * Receive ITNs from the transporter and document using the tracking documentation supplied. * Inform all teachers of the upcoming ITN distribution in their school (eligible classes, ITN quantities to be received). * Provide ITNs and tracking documentation to class teachers of eligible classes. * Supervise ITN distribution, documentation and SBC in their school. * Manage post-distribution activities including issuing the secure storage and redistribution of leftover ITN according to the agreed criteria and reporting requirements. * Analyse school-level ITN distribution data and use the results to improve future distribution processes. * Establish post-distribution SBC activities. * Validate class level tracking data and enter into central tracking system. * Archive all ITN-related documentation. |
| Class teacher/school health educator | * Provide ongoing education and support to students and their families on malaria prevention, ITN use and care. * Receive training in ITN distribution, tracking documentation and SBC. * Receive ITNs from the head teacher. * Issue ITN to pupils in the eligible grades on the designated day. * Adapt lesson plans[[1]](#footnote-1) according to distribution eligibility and SBC messages to be disseminated. * Accurately and completely fill in tracking data for their grade(s) and submit in a timely manner. * Report with tracking documentation to head teacher. * Follow up with reinforcement of SBC messages. * Participate in community engagement activities related to ITN SBD as needed. |

1. See AMP guidance: [Job aid for schoolteachers during an ITN campaign](https://allianceformalariaprevention.com/resource-library/resource/job-aid-for-school-teachers-school-health-educators-during-an-itn-campaign/) for examples of lesson plans. [↑](#footnote-ref-1)