

School-Based ITN Distribution Step-by-Step Template

Planning and Implementation



Step	Activities	Tools & Resources	Responsible	Month				Month				Month				Month			
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Convene a Coordination Committee																		
	Establish a National Coordination Committee	VW School ITN Distribution Pilot Report and Evaluation (Guinea) (pp 11-12)																	
	Establish a Regional, District, and/or Local Coordination Committee(s)																		
	Establish roles and responsibilities for SNP stakeholders and implementers	VW SNP Implementation Guide (Tanzania) (pp 5-6; 18-19) VW Standard Operating Procedures for School ITN Distribution (Ghana) (pp 9-10)																	
	Conduct coordination meetings																		
	Conduct advocacy and microplanning meetings	VL Phase 1 ITN Distribution_SNP 7_Report (Tanzania, pp 4-5)																	
	Conduct Pre-alert meetings																		
2	Develop a Timeline																		
	Convene the national coordination committee to prepare the implementation plan	VW Standard Operating Procedures for School ITN Distribution (Ghana) (pp 4-8)																	
	Develop a timeline and include key milestones, responsible parties	VW Chronogramme_Annex A (DRC) Guide de la Mise en Oeuvre de la Distribution Scolaire (DRC) (pp 4-5)																	
	Develop a School-based ITN Distribution Implementation plan	VW SNP Implementation Guide (Tanzania) VW Guide de la Mise en Oeuvre de la Distribution Scolaire (DRC)																	
	Develop a checklist for the School-based ITN Distribution plan	Guide de la Mise en Oeuvre de la Distribution Scolaire (DRC) (Annex B, pp 21-22)																	
3	Develop a Budget																		
	Convene the national coordination committee to prepare the budget																		
	Develop a budget template	VW Template Budget_Annex C (DRC)																	
	Conduct costing exercises and fill in budget template																		
	Review budget with key organizational cost leads, and validate with donor	VW Guide de la Mise en Oeuvre de la Distribution Scolaire (DRC) (pp 5-6)																	
4	Quantify ITN Need																		
	Convene the national coordination committee to prepare a macro-identification plan																		
	Conduct Macro Planning to identify ITN needs; if appropriate use NetCalc or NetCalc Lite	VW Guide de la Mise en Oeuvre de la Distribution Scolaire (DRC) (p 7)																	
	Gather data on class size, attendance and determine which classes will be eligible to receive ITNs (and to meet coverage needs)	VW SNP Implementation Guide (Tanzania) (p 8) VL Phase 1 ITN Distribution_SNP 7_Report (Tanzania, p4)																	
	Engage with Ministry of Health and Ministry of Education to develop and validate ITN quantification	VW Engagement with Ghana Education Service Deputy Director General about Process and Procedures for School Distribution ITN Quantification (Ghana)																	
	Conduct Microplanning	VW Guide de la Mise en Oeuvre de la Distribution Scolaire (DRC) (pp 8)																	
5	Create a Logistics and Supply Chain Plan and Prepare for Implementation																		
	Convene the national coordination committee to develop or review the logistics and supply chain plan																		
	Determine forward and reverse logistics	Guide de la Mise en Oeuvre de la Distribution Scolaire (DRC) (pp 8-9)																	
	Establish warehouse and storage quality assurance checklist																		
	Develop ITN Transport Plan	VW Storage Assessment Form_Annex D (DRC)																	
	Identify and produce or update ITN transportation tracking tools, for each level and between levels	VW SNP Implementation Guide (Tanzania) (pp 9-15, 20)																	

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	PMI VectorWorks Engagement with Ghana Education Service Deputy Director General about Process and Procedures for School Distribution ITN Quantification	Ghana																					
	PMI VectorWorks Orientation of Key Stakeholders for Schools ITN distribution (available as Word document and PPT presentation)	Ghana																					
	PMI VectorWorks Report on Monitoring of Activities of School Health Teams and Clubs and Teacher-Student ITN Use Follow-up	Ghana																					
	PMI VectorWorks SBD ITN Monitoring	Ghana																					
	PMI VectorWorks Standard Operating Procedures for School ITN Distribution	Ghana																					
	PMI VectorWorks SBCC Materials_Guinea (Classroom poster, job aid, sticker, round table TOR, micro-program script)	Guinea																					
	PMI VectorWorks School ITN Distribution Pilot Report and Evaluation	Guinea																					
	PMI VectorWorks Training, Supervision Tools	Guinea																					
	PMI VectorWorks Ability of SBD of ITNs to Sustain Universal Coverage in Zambezia Province (Results of Outcome Evaluation)	Mozambique																					
	PMI VectorWorks Resultados da Avaliação do Piloto de Distribuição de Redes na Esolas na Zambézia_Dissemination Workshop PowerPoint	Mozambique																					
	Monitoring ITN Ownership Coverage targets in Tanzania at Regional Level Using Lot-Quality Assurance Sampling	Tanzania																					
	PMI VectorLink Phase 1 ITN Distribution_SNP 7_Report	Tanzania																					
	PMI VectorWorks SNP 6 Final Report - USAID Approved	Tanzania																					
	PMI VectorWorks SNP Implementation Guide, USAID Approved	Tanzania																					
	PMI VectorWorks SNP4 Process Evaluation	Tanzania																					
	PMI VectorWorks SNP5 Cost Analysis - USAID Approved	Tanzania																					
	SNP Trainer Manual - USAID Approved	Tanzania																					
	Trip Report - Monitoring of Zimbabwe School-based ITN Distribution Pilot	Zimbabwe																					