

**M&E SUB COMMITTEE MEETING HELD AT NATIONAL MALARIA ELIMINATION CENTER MAIN BOARDROOM, LUSAKA-29<sup>TH</sup> AUGUST, 2019.**

**Attendance List**

<b>N O</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ORGANIZATION</b>	<b>PHONE</b>	<b>E-MAIL ADDRESS</b>
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**Agenda**

- Opening prayer
- Introductions
- Opening remarks

- Review of the M&E scope of work
- AOB
- Closing remarks/prayer

## **Opening Remarks**

The meeting was called to order around 10:20 hrs after an opening prayer from the research fellow at NMEC. The chairperson (Vector Control Specialist welcomed the members present and thanked everyone who took time to attend this very important meeting aimed at M&E of the LLIN mass campaign for the year 2020.

Introduction were done and the principle ITN officer gave an over view of the mandate of the M&E sub- committee. The principle ITN officer further informed the house that there were other committees that had been instituted in line with the 2020 ITN mass campaign. These included: SBCC, Logistics and procurement, Technical and implementation.

Further she requested the house to elect a chairperson for the sub –committee, Dr J Stevenson proposed Dr Jennifer Somtore and this was seconded by Mr Peter Chabwela and adopted by the house.

DR J Somtore was then ushered to her new chairmanship, she thanked the house for entrusting her with this position. In her maiden speech she informed the house that she was new in Zambia but not new to malaria as she had worked in programme for years.

The Principle ITN officer continued to inform the house on the strategy for the 2020 ITN mass campaign. This was explained that the unit of operation is the health facility catchment area and areas where IRS will be conducted will not receive LLINs and areas that will receive LLINs will not receive IRS. She informed the house that the targeted population was 22.9 million. This was projected from the household registration data from the 2017 mass campaign. The total LLIN need for 2020/21 campaign is 8.4 million of which 2.2 million has been committed by President Malaria Initiative (PMI). The remaining 6.2 million has been requested from Against Malaria Foundation (AMF) and the programme is waiting for a response.

The Principal ITN officer then shared the gphant chart for the ITN Mass campaign activities to the house. Among the notable activities were sub-committees had all been formulated, ITNs had not been procured at the time of the meeting. Others were, by Nov 2019 all plans to be finalised (See attached gphant chart).

The house was later informed of some of the deliverables of the M&E sub-committee as: formulation of the M&E plan, budget for sub-committee, trainings and ensuring that SBCC logistics have been procured and finalized. She also echoed that this campaign will be little different from the previous one as data collection was going to be electronic after a pilot was done in four provinces during the previous campaign with support from Against Malaria Foundation.

The launch for the campaign was planned before the commencement of the campaign activities in August, 2020.

### **Review of the M&E Scope of work**

- a) Determine human resource needs for the beneficially identification (and household LLIN allocation strategy) and for monitoring and supervision of the campaign activities.

The Principal ITN officer informed the house of what human resources will be needed to register intended beneficiaries and that the unit of operation is the HFCA, to note here was that only catchment areas that were not sprayed will be registered. The chairperson wanted to find out if at HFCA level the actual names of beneficiaries could be accessed, in response the house was informed that that information is there.

- b) Calculation requirements for all management tools (household registration forms, vouchers, tally sheets, indelible ink markers, supervision checklist, monitoring tools, etc) and ensure they are finalised, validate and reproduced on time.

The secretariat informed the house that the following forms were used during the past campaign;

1. Household registration and distribution form A
2. Aggregation for Health Facility Form B
3. District Aggregation Form C
4. Provincial aggregation form D

She further informed the house that all these forms were paper based. The distribution was also fixed point, and distribution tally sheets were used. Luapula province also used coupons when issuing the LLINs at the distribution points. The other forms that were in use supervision forms checklist, monitoring and validation forms and tools.

There was also an excel sheet that was shared by Against Malaria Foundation. There was a question on the source of funding for printing of these documents. In response, the partners supporting the campaign support the printing as well. Additional partners will be approached. On progress on the matter the following was agreed,

1. Mass campaign report for the previous campaign to be shared before the next meeting.
  2. M&E previous report to shared
  3. Mass distribution guideline
  4. And Plan of Actions.
- c) Monitor and supervise implementation of all activities from initial provincial and district coordination meetings through micro planning and recruitment and training of personnel, to the household registration, LLIN distribution and post- distribution activities.

This item was adopted as it is by the house.

- d) Develop coverage and utilization and evaluation protocol and questionnaire to access effectiveness of all elements of campaign implementation, as well as work of the sub-committee.

The house wanted to know if there was a protocol in place for M&E, in response the house was informed that the protocol was in place and it was done as a processes from data collection to post distribution M&E.

### **Closing Remarks**

There being no other business to discuss, the chairperson informed the house that there was need that the sub-committee meets regularly and it was agreed that the subgroup can be meeting twice a month. She further suggested to the house that small sub groups be formed within the M&E sub-committee to look into each deliverable and make submissions during the next meeting.

The next meeting was scheduled for 19<sup>th</sup> September, 2019 at 10AM.

The chairperson thanked everyone for their participation and urged everyone to observe time during meetings.

Sarah Hanyinza  
**Secretariat**  
**Sign**

Jennifer Somtore  
**Chairperson**  
**Sign**