

Project Title/Name: Universal LLIN Distribution Campaign in Greater Accra, Northern and Upper West Regions, Ghana

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Activity Report for January to March, 2017

Venue of Activity: Northern, Greater Accra and Upper West Regions	Total Number of Districts in the Regions: Forty three (43) districts for AMF work
Implementation period: January to March, 2017	Report Date: June 8 th , 2017
Activities Organized by: National Malaria Control Programme (NMCP), Episcopal Relief & Development and ADDRO with support from Against Malaria Foundation (AMF)	

Introduction / Background

Episcopal Relief & Development and its partner, the Anglican Diocesan Development and Relief Organization (ADDRO) with support from Against Malaria Foundation (AMF) are supporting the implementation of the universal Long Lasting Insecticidal Nets (LLINs) campaign and long-term monitoring of net use in three regions in Ghana, namely, Northern, Greater Accra and Upper West Regions.

The campaign activities are in three phases: pre-distribution, distribution and post-distribution. The pre-distribution and distribution phases of the campaign which were led by the National Malaria Control Programme (NMCP) with support from Episcopal Relief & Development, ADDRO and other partners were successfully completed in 2016. The current ongoing activities fall within the post-distribution phase, which is led by Episcopal Relief & Development and ADDRO.

This report highlights activities carried out under the AMF-funded LLIN Campaign Program from January to March, 2017. However, it should be noted that all activities carried in January, 2017 (except some part of the mobile data collection) were reported in the November, December, 2016 & January, 2017 Activity Report submitted on April 12th, 2017.

Overview of Key Activities Implemented from January to March, 2017

From January to March 2017, Episcopal Relief & Development/Anglican Diocesan Development and Relief Organization (ADDRO) worked in collaboration with the Ghana Health Service (GHS) to implement the following major activities:

- Mobile data collection in Greater Accra Region (GAR)
- Collection of completed PDCU data forms in GAR
- Transportation of GAR PDCU forms to Data Entry Centre
- Training of data entry clerks for GAR PDCU forms
- Recruitment of supervisors and enumerators for Upper West Region (UWR) PDCU
- Capacity building/training of UWR ADDRO Regional Staff
- Training of supervisors and enumerators in UWR
- UWR PDCU Data collection by enumerators
- Monitoring & supervision of data collection by ADDRO staff in UWR
- Collection of completed PDCU forms in UWR
- Data entry
- Skype meeting to discuss and debrief on mobile pilot
- ADDRO PDCU review meeting

The table below provides a detailed update of activities implemented within the reporting period:

AMF Quarterly Activity Report – Table of Activities (January - March 2017)

No	Date(s)	Location	Activity	Brief Description of Activity	Stakeholders involved	Outcome / Findings / Comments
1. Post-Distribution Phase						
<ul style="list-style-type: none"> All activities within the current quarterly reporting period fall within the Post-Distribution Phase Activities which occurred earlier in January were reported with the previous quarterly activity report (Nov-Dec-Jan) submitted on April 12, 2017 More details on Post-Distribution activities in the Upper West are in the Post Distribution Check-Up (PDCU) Report to be submitted at the same time as this report. More details on the second round of Post-Distribution activities in the Northern and Greater Accra regions are forthcoming in the PDCU reports to be submitted July 15 and September 15, 2017, respectively. 						
1	Jan 25, to Feb 10, 2017	Shai Osoduku District, Greater Accra Region	Mobile data collection	<p>ADDRO deployed 21 enumerators (trained on using mobile devices to collect data) throughout the mobile data collection period in the Shai Osoduku District.</p> <p>During this period, ADDRO staff supported by Episcopal Relief & Development staff monitored and supervised the exercise.</p> <p>The mobile devices were delivered to enumerators at agreed locations on the first day of the data collection. These locations were planned and agreed by both ADDRO team and the enumerators during the training. Details of the mobile pilot is in the GAR PDCU report.</p>	ADDRO / Episcopal Relief & Development	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> The mobile data system enabled errors on data forms (e.g. HH ID) to be identified and rectified quickly/ while still on the field. Enumerators were informed immediately whenever these errors were detected on the database. ADDRO team saved time and cost as they did not have to go round collecting forms from supervisors as in the case of the paper based data collection ADDRO also saved time and cost on data entry (completed PDCU forms were submitted electronically to a cloud data server at the end of each day) The enumerators signed consent forms before the devices were delivered to them. Anytime ADDRO supervisors visited the enumerators, the household data on their mobile devices were uploaded to the server if there was internet connection at that location. Due to farming activities, enumerators had to visit households very early in the morning (before respondents leave to their farms) and/ or late evenings when they had returned home. <p>Challenges Encountered & Action Items Taken</p> <ul style="list-style-type: none"> On the first day of data collection, the ODK software did not function very well hence profile/biodata of households could not be displayed on the tablets. The consultant had forgotten to upload the final vision

						<p>after the pretest. The monitoring teams quickly visited the enumerators and uploaded the final version for the exercise to continue.</p> <ul style="list-style-type: none"> • Due to poor or no phone services, it was difficult to contact some of the enumerators. Hence the monitoring team spent long hours looking for such enumerators on the field until they met them. • Some enumerators had to cover long distances to visit some households due to dispersed settlement patterns in the communities.
2	Feb 1 to 10, 2017	Various locations, Greater Accra Region	Collection of completed PDCU data forms from supervisors	When the paper based PDCU data collection period ended (which took 7 days), the ADDRO team met with the supervisors and enumerators at various agreed locations and collected the completed PDCU forms. Each form was checked by the ADDRO team for completeness and accuracy before payment was made.	ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • Some enumerators collected data from all the sampled households including the spare list • 21,181 completed PDCU forms were collected from the supervisors and enumerators. <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> • In the Danfa and Tatana sub-district under the La-Nkwatanang-Madina District, the number of filled PDCU forms were low because most of the sampled household heads had relocated to unknown destinations. A total of 191 out of 740 PDCU data was collected in these two sub-districts.
3	Feb 13 to 14, 2017	Data entry Center, Bolgatanga	Transportation of PDCU forms to Data Entry Centre	A total of 21,181 completed PDCU forms were packaged and transported from Accra to the data entry centre at ADDRO HQ, Bolgatanga.	ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • All 21,181 completed PDCU forms were successfully transported to the data entry centre within the given period.
4	Feb 14, 2017	ADDRO conference hall and Data Entry Centre	Training of data entry clerks	A one-day refresher training was organized for the data clerks to build their capacity on data entry. Key discussions included: Checking of Household IDs on the PDCU against the Household list to ensure the correct household ID is entered. The clerks	ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • 47 data entry clerks were successfully trained.

				were also told to always check for warnings/error messages when submitting online data. This is because when submitting data and required fields are left out or there are errors in some fields, the system pops up with warning/error messages for the clerks to crosscheck the fields and submit the correct data.		
5	Feb 15 to 28, 2017	All 11 districts, Upper West Region, Wa	Recruitment of supervisors and enumerators	Prior to the recruitment, the positions were advertised. Advertisements were pasted in all vantage points - sub-districts, Churches, DHAs, etc., for interested eligible candidates to apply. In each district/sub-district, one person was identified as the contact person for all applicants to send their applications to. A total of 194 (124 enumerators and 70 supervisors) were recruited for the exercise.	ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • A total of 124 enumerators and 70 supervisors were recruited. <p>Challenges Encountered & Action Items Taken</p> <ul style="list-style-type: none"> • Reaching out to some enumerators and supervisors via phone for some clarification (on their availability for the PDCU and their exact location to avoid recruiting persons far from sampled communities) was challenging due to bad network/connectivity in some sub-districts particularly Wa-East (Fungsi) and some parts of Sissala East (Tumu). • ADDRO Wa staff travelled to such places to meet with such enumerators and supervisors.
6	Feb 15 to March 2, 2017	Data Entry center, Bolgatanga	Data entry	The Greater Accra PDCU forms were entered into the AMF Database. A total of two weeks was used to complete data entry, though a good number of clerks (more than half) completed their data entry five days earlier than scheduled.	ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • The data entry was carried out by 47 clerks, supervised by ADDRO data Manager. • A total of 21,181 household data were entered by these clerks. <p>Challenges Encountered & Action Items Taken</p> <ul style="list-style-type: none"> • No challenge was encountered
7	March 8, 2017	ADDRO Office, Wa	Capacity building of ADDRO Regional	ADDRO headquarters staff (Programme Health Coordinator and M&E Officer) organized a one day Training of Trainers (ToT) for the ADDRO Regional Staff in the		<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • All the three regional staff were present for the training. • The training was participatory and practical. • Questions were asked for more clarification and understanding of the

			Staff	Upper West region. The ToT training was aimed at building their capacity on the PDCU data collection form to help organize cascade training for the Enumerators and Supervisors.		<p>PDCU form. These questions were mostly centered on question two of the PDCU form - filling the table with LLINs received, number found hung and the category of people who slept under the hung LLIN the previous night.</p> <p>Challenges Encountered & Action Items Taken</p> <ul style="list-style-type: none"> • There was no significant challenge encountered.
8	March 9 to 11, 2017	Selected centres, Wa	Training of supervisors and enumerators	The eleven (11) districts in the region were zoned / clustered into seven (7) based on proximity to one another for the PDCU trainings. Two training teams were formed. Each team was composed of one ADDRO HQ staff and at least one Upper West regional staff. The seven clusters were shared (3 for one team and 4 for the other) among the teams.	ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • 120 Enumerators and 69 supervisors were trained. A total of 5 (4 enumerators and 1 supervisor) did not turn up for the training. • The training was participatory and practical. • The interpretation of the various terms in the local dialects was very helpful in boosting up enumerators and supervisors understanding of the questions and how to appropriately ask respondents in the local dialects to elicit the right responses. • A few enumerators were asked to collect data from more households to cover for the enumerators who did not turn up for the training. <p>Challenges Encountered & Action Items Taken</p> <ul style="list-style-type: none"> • There was no major challenge except that very few participants had difficulty understanding some aspect of the PDCU form, especially question 2. These participants were given special attention until they understood the PDCU form. Moreover, practicing filling of the PDCU form with the given scenarios and visiting nearby houses for the practical sessions helped them to understand the PDCU form.
9	March 13 to 19, 2017	All communities, Wa, Upper West Region	Data collection by enumerators	The trained enumerators visited sampled households and administered PDCU form to the sampled household heads. Education was given by the enumerators on the proper way of hanging LLIN if the household head did not know how to hang the nets correctly	ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • Data collection in all the 11 districts started the same day. • All the 120 enumerators and 69 supervisors participated in the data collection.

				or where it was obvious from the hanging LLINs. In instances where the nets were available but were not hung, the enumerators encouraged the beneficiaries to hang them. The enumerators were supervised by the sub-district supervisors.	
10	March 13 to 19, 2017	All districts, Wa	Monitoring & supervision of data collection by ADDRO staff	<p>ADDRO and Episcopal Relief & Development staff monitored the data collection on the field.</p> <p>The purpose of this monitoring was to provide technical support to enumerators and supervisors where need be and carry out data quality checks. It also offered the team the opportunity to go through the completed forms and make any corrections right on the field if there were any errors.</p> <p>The Head of Programs for ADDRO paired up with one Regional staff while the Program Officer of Episcopal Relief & Development also paired up with the other regional staff for the monitoring. This monitoring continued until the PDCU data collection period ended. The monitoring involved:</p> <ul style="list-style-type: none"> • ADDRO/Episcopal Relief & Development staff visiting some sampled households to find out if they were visited by enumerators for data collection. • Going through the filled PDCU forms of the enumerator on the field for accuracy checking and corrections 	<p>ADDRO / Episcopal Relief & Development</p> <p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • A total of 137 enumerators and supervisors (92 enumerators and 45 supervisors) out of 189 were supervised on the field. • One Enumerator in the Bissisan sub-district in the Sissala East had some difficulty understanding the form. He was taken through the PDCU form again during monitoring. <p>Challenges Encountered & Action Items Taken</p> <ul style="list-style-type: none"> • In the urban areas, some household heads could not be contacted because they had permanently relocated to unknown destinations. The spare household list was used to replace such household heads. • A few households had incorrect addresses, names, contacts, house locations on the list provided by AMF. Those households that could not be identified were replaced using the spare household list. • Some minor errors by enumerators such as filling the form using small letters instead of capital letters, leaving blank spaces instead of zero when nobody slept under nets the previous night, forgetting to let the household head sign were observed. These errors were corrected during the monitoring. • Poor network connectivity in some districts made it difficult to reach out to Enumerators and Supervisors on the field for supervision. ADDRO staff had to move round asking community members until some were found.

				<p>where necessary.</p> <ul style="list-style-type: none"> • Sharing best practices with and from other enumerators/supervisors • Communicating any updates from the debrief from the ADDRO HQ 		
11	March 23 to April 7, 2017	All districts, Wa	Collection of completed PDCU forms	<p>ADDRO team visited each sub-district to collect the completed forms. Each PDCU form was checked by the ADDRO team for completeness and accuracy before wages were paid to the enumerators. Each enumerator was paid according to the number of successfully completed PDCU forms. In all, 10,844 out of the total 11,706 main PDCU expected forms representing 93% were successfully filled. Also a total of 788 out of the expected 962 of the 5% checks PDCU forms (representing 82%) were successfully filled.</p> <p>Reasons for the 518 PDCU forms unaccounted included:</p> <ul style="list-style-type: none"> • Permanent relocation of some sampled household heads • Death of some household heads • Inability to locate some households due to wrong addresses or locations. 	ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • There was an improvement on the number of completed PDCU forms (93% compared to Greater Accra and Northern regions which achieved 71% and 84% respectively). <p>Challenges Encountered & Action Items Taken</p> <ul style="list-style-type: none"> • Collection of forms from Enumerators and Supervisors was successful, except that few PDCU forms were not correctly filled. These forms were from the Tumu Sub-district in the Sissala East district.
2. Project Planning & Miscellaneous Activities						
12	Feb 7, 2017	Via skype	Skype meeting to discuss and debrief on mobile pilot	The purpose of the meeting was to debrief on the mobile pilot in Greater Accra. The participants included relevant staff of ADDRO, Episcopal Relief & Development and DS Dayta Solutions.	ADDRO, Episcopal Relief & Development,	<p>Key outcomes & recommendations from debrief:</p> <ul style="list-style-type: none"> • Scale up of the mobile data collection system to all AMF supported districts due to the numerous benefits/advantages of the mobile data collection system over the paper based data collection system (as detailed in the GAR PDCU report submitted in April 2017)

					DS Dayta Solutions	<ul style="list-style-type: none"> • Need to add some space for qualitative/descriptive information. e.g. unusual numbers in a HH, refusal by HH to participate in the survey, etc. • ADDRO team to follow up on issues flagged by the consultant during the survey. e.g. wrong HH IDs entered by enumerators, etc. • ADDRO should provide the consultant with names of enumerators for the 5% main and those for the 5% checks • The consultant should preload the tool on the tablets prior to the enumerators training as this reduces internet challenges and saves time.
13	March 28, 2017	Conference Hall, ADDRO HQ	ADDRO PDCU review meeting	Having completed with the first round of PDCUs in Northern, Greater Accra and Upper West regions, ADDRO team had a review meeting. The purpose of this meeting was to look at areas/aspects that went well as well as aspects that need improvement.	ADDRO	<p>Top-Line Observations & Outcomes of the review:</p> <ul style="list-style-type: none"> • In Northern region, some enumerators were living far distances from sampled HH communities. The solution to this was to halt the recruitment/replacement of enumerators and supervisors until the sampled HH list was shared by AMF. • Enumerators and supervisors who performed poorly needed to be replaced during the next PDCU. • Consultative meetings with GHS is very key in promoting cooperation at community level • Clustering of districts during trainings helped in reducing cost and time • In future, there would be the need to design a form for enumerators to give to supervisors to fill and sign to indicate that their supervisors have visited and provided support to them • Strengthening the supervisors and involving them in the recruitment of enumerators will increase the effectiveness of PDCU • Getting the sampled HH list one month prior to the PDCU exercise would help in effective recruitment of supervisors and enumerators.

Conclusions

The activities undertaken during the reporting period were primarily focused on PDCU activities in the Upper West Region including recruitment and training of data collectors, data collection, monitoring and supervision, transportation of completed forms and data entry. All the activities in the Upper West Region as well as all other activities also implemented during the quarter were successfully carried out in all the three AMF supported regions.

Early recruitment of enumerators and supervisors reduced long distance travels and helped identify high calibre enumerators; translating the PDCU form in local dialect facilitated understanding of the form and reduced errors in form filling; and increased frequency of practicing scenarios and field practice sessions were some of the major improvements observed in the PDCU activities.

Though the data entered for the Upper West region PDCU is yet to be cleaned, preliminary results on the AMF database show that 93% of the target households were visited and data collected successfully.

ADDRO/Episcopal Relief & Development are poised to carry out all planned activities in the next quarter with zeal and enthusiasm.