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Scaling Up Vector Control for Malaria Prevention

VectorWorks Ghana Annual Report – Year 1

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Acronyms

ANC	antenatal care
CCP	Johns Hopkins Center for Communication Programs
CMS	Central Medical Stores
CWC	child welfare clinics
DHMT	district health management teams
EPI	Expanded Programme on Immunization
GES	Ghana Education Service
GHS	Ghana Health Service
ITN	insecticide-treated mosquito net
M&E	monitoring and evaluation
MaVCOG	Malaria Vector Control Oversight Committee
MCH	Maternal and Child Health
NMCP	National Malaria Control Program
NMT	national monitoring team
PMI	President's Malaria Initiative
PTA	parent-teacher association
RHMT	regional health management team
Peers RUN	Peers for Regular Use of Nets
SHEP	Schools Health Education Program
USAID	U.S. Agency for International Development
VCWG	Vector Control Working Group

Background

Year 1 of the VectorWorks Ghana project began with pre-approval for specific activities, followed by approval of an interim work plan in February 2015. Approval of the interim work plan facilitated timely start-up of the project and laid a strong foundation for implementing Year 1 activities. By the end of this interim phase, the project recruited and oriented new staff.

The project consulted with its main partners, the Ghana Health Service (GHS) and the National Malaria Control Program (NMCP), to integrate approved VectorWorks activities into the NMCP's annual work plan; this was in line with the goal to increase Ghana's capacity to develop, monitor, and implement appropriate vector management interventions. The project also consulted with the Ghana Education Service (GES) and the Schools Health Education Program (SHEP). In May 2015 the project received approval for the full Year 1 work plan, which integrated interim work plan activities. This report covers all activities carried out in Year 1.

Summary of Activities

In Year 1, VectorWorks Ghana worked to strengthen capacity for effective planning, implementation, and monitoring of insecticide-treated net (ITN) distribution in Ghana. The project designed activities to complement NMCP activities and to address gaps in planning, supervision, monitoring, and accountability in mass and continuous distribution activities.

VectorWorks Ghana facilitated improved health facility-based distribution in four regions— Upper East, Northern, Ashanti, and Brong Ahafo. Key accomplishments included formation of a national monitoring team (NMT), reorientation of regional and district health management teams (RHMTs and DHMTs), and on-the-job training for health facility staff across the four regions.

VectorWorks Ghana also supported the point mass distribution campaign of the NMCP in two regions—Brong Ahafo and Western—through training of subdistrict supervisors on validation of community population data for ITN quantification and support for monitoring of point mass distribution activities.

In addition to improving ITN distribution systems, VectorWorks Ghana piloted Peers for Regular Use of Nets (Peers RUN), a behavior change communication program to improve ITN use in 35 communities.

In collaboration with the GES/SHEP parent-teacher association (PTA), the project held malaria update information meetings in five southern regions of the country—Volta, Eastern, Central, Greater Accra, and Western. These meetings aimed to sustain school malaria prevention education activities started during the predecessor NetWorks project.

To facilitate effective coordination across national stakeholders, VectorWorks Ghana supported ITN subcommittee meetings, attended Malaria Vector Control Oversight Committee (MaVCOC) meetings, and produced and distributed the *Ghana Malaria Action Alert* to sustain advocacy and collaboration among leadership of the country and the malaria programs partnership. Finally,

VectorWorks Ghana shared lessons learned at an international forum through participation of the chief of party and GES representative at the Vector Control Working Group (VCWG) meeting in Geneva.

Challenges

Shortage of ITNs at health facilities in the regions

Implementation of the health facility-based orientation and monitoring of ITNs depended upon availability of nets at the antenatal care (ANC) and child welfare clinics (CWCs) in the various regions and districts. During the first year, only four regions received an adequate supply of ITN for facility-level distribution, thus VectorWorks was not able to carry out its planned activities in all six regions. VectorWorks will work closely with the USAID | DELIVER PROJECT to ensure that the various regions receive nets at their regional and district locations on time for the second year's facility-based continuous distribution activities.

Increasing demand on VectorWorks staff time from NMCP

The point mass distribution campaigns of the NMCP require a sufficient number of trained technical workers. The NMCP depended on VectorWorks for this support, especially in the areas of validating community population data, training of volunteers, supervision, and monitoring of the distribution of nets at the various distribution points. These tended to take staff away from the other project activities for too long. VectorWorks will continually engage with the NMCP to ensure fair distribution of staff along the various activity lines and to improve capacity within the NMCP to meet these needs.

Competing activities for attention at the DHMTs and the District Education Directorates

Competing activities often led to postponement and delays in implementing some project activities, especially on-the-job training of health workers in continuous distribution and the organization of PTA malaria update meetings.

Regular and continuous consultation with these key stakeholders, including NMCP, R/DHMTs, GES, and SHEP, and regular engagement of regional and district malaria focal persons helped in mediating the effects of this challenge.

Opportunities

Regional and district health monitoring teams demonstrated enthusiasm and interest in being included in the monitoring of health facility-level distributions. This is a remarkable opportunity, which the project will capitalize on. In Year 2 VectorWorks proposes to support all RHMTs to draw up realistic monitoring schedules that will enable them to support the DHMTs in ensuring facility-

level workers follow established processes in distributing and documenting net distributions at the facilities. VectorWorks will also support the organization of regional review meetings that will enable DHMTs to share experiences among themselves.

Finally, VectorWorks Ghana has developed a positive relationship with the NMCP that is built on mutual trust and effective communication. The NMCP has expressed gratitude for the dependability and responsiveness of the VectorWorks Ghana team. This relationship has established a positive foundation on which to build Year 2 activities.

Status of Country Operations

Due to the closure in June 2015 of the e-Enhanced Social Marketing Initiative funded by the UK Department for International Development, VectorWorks lost the services of the compliance and monitoring officer who would have shared his time between the two projects in managing the monitoring and evaluation issues. This situation resulted in the continuous distribution manager taking on the additional responsibility of working with the M&E manager of the USAID Systems for Health project and the M&E unit of the NMCP to resolve data issues concerning planning and implementation of project activities. VectorWorks Ghana is working to address this challenge in Year 2 by hiring an M&E consultant to support project activities.

Status of Submitted Deliverables

VectorWorks Ghana has submitted all but two deliverables included in the approved Year 1 work plan for PMI's review. The project will submit the remaining two deliverables (summary report on the PTA malaria update meetings and the end-of-pilot report for the Peers RUN program) by the end of November 2015 once it has completed the activities. VectorWorks Ghana is currently waiting on PMI approval to disseminate the second issue of the *Ghana Malaria Action Alert*, submitted at the end of September.

Policy (PC) Activities

GH.PC.1 Coordination

GH.PC.1.A ITN Subcommittee Meetings

Progress report: VectorWorks Ghana supported two ITN subcommittee meetings during the year. The project held these meetings to plan for the implementation of point mass distribution campaigns in the Brong Ahafo Region in May and in the Western Region in June 2015. At each of these meetings, VectorWorks stressed the importance of its role in the campaign, which involved

helping the DHMTs and the subdistrict teams to validate population data to ensure equitable allocation of ITNs to the various communities.

Next steps: A major point that will continue to be central to discussions at future ITN subcommittee meetings is the availability and transportation of nets to various regions and districts when their campaign times are due. VectorWorks will continue to keep close contact with concerned partners, especially the USAID | DELIVER PROJECT and the NMCP, and will ensure adherence to the plans drawn for allocation and transportation of ITNs to the regions.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Minutes of ITN subcommittee meeting	PMI, NMCP, GHS	Q3	Share meeting minutes with audience via email	Submitted; no action required
Minutes of ITN subcommittee meeting	PMI, NMCP, GHS	Q4	Share meeting minutes with audience via email	Submitted; no action required

GH.PC.1.B MaVCOC Meeting

Progress report: VectorWorks participated in two MaVCOC meetings in Year 1. These meetings served as important forums for various vector control projects, agencies, and companies from both public and private sectors to present updates of their ongoing activities. VectorWorks’ discussion of health facility-level distributions, documentation, support for community mobilization, and behavior change communication for continuous and point mass distribution often attracted lively discussion of community members’ attitude towards continuing net use and other prevention behaviors.

Next steps: VectorWorks will continue participating in MaVCOC meetings in Year 2 as this will provide opportunities to keep all partners informed of continuous distribution and net use activities.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Minutes of MaVCOC meeting	PMI, NMCP, GHS	Q2	Share meeting minutes with audience via email	The NMCP releases meeting minutes. The project has not submitted minutes to avoid redundancy of efforts. VectorWorks will not include meeting minutes as formal deliverables in Year 2.
Minutes of MaVCOC meeting	PMI, NMCP, GHS	Q3	Share meeting minutes with audience via email	
Minutes of MaVCOC meeting	PMI, NMCP, GHS	Q4	Share meeting minutes with audience via email	

GH.PC.1.C Vector Control Working Group Meeting in Geneva

Progress report: The VectorWorks chief of party and the SHEP coordinator of the GES participated in the VCWG meeting in Geneva in January 2015. Participating in the VCWG meeting enabled the two officials to share Ghana’s experience in carrying out the school continuous distribution program in 2014 with other country representatives, especially Tanzania, which was about to initiate its own large-scale school distribution program. Lessons learned from Pakistan’s “lady health worker and community partners” community-based net use promotion program helped in developing and implementing the Peers RUN pilot program.

Next steps: VectorWorks will support participation in this meeting in Year 2 for an NMCP representative to share lessons learned in implementing key activities such as the health facility-level continuous distribution program, point mass distribution activities, and behavior change communication activities.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Summary participants report	PMI, NMCP, GHS, GES	Q2	Share participants report with audience via email	Submitted; no action required

Implementation (IM) and Capacity Building

GH.IM.1 Support for Health Facility-Based ITN Distribution

GH.IM.1.A Formation and Orientation of National-Level ITN Monitoring Team

Progress report: VectorWorks Ghana worked with the NMCP and GHS to form a national ITN monitoring team. The NMT comprised members from the NMCP; Maternal and Child Health Division; Expanded Programme on Immunization (EPI) Division; Central Medical Stores; the Health Promotion Unit; Policy, Planning, Monitoring and Evaluation unit; and other implementing partners.

VectorWorks Ghana conducted a two-day workshop for the NMT on the concept of ITN continuous distribution, training, and monitoring of health personnel at all levels on health facility-based ITN distribution. This approach aimed to provide a platform for stakeholders in antenatal and child welfare programs to discuss issues associated with the implementation of health facility distribution and to provide multisectoral solutions in addressing these issues. During the workshop, the NMT agreed on timelines for the orientation of DHMTs and the monitoring of ITN distribution in health facilities in regions where health facility-based distribution was ongoing.

VectorWorks reviewed training guidelines developed by the NetWorks project, NMCP, and other partners for all levels of health facility-based ITN distribution. The project then revised the guidelines based on lessons learned during the NetWorks project’s implementation in Ghana and experiences from other countries. The project used the revised training guidelines for orientation at the national level.

The functions of the NMT as agreed upon at the workshop are as follows:

- Training of regional and district monitoring teams who will in turn train health facility staff involved in continuous distribution implementation.
- Provision of monitoring support to regional and district monitoring teams to ensure implementation of continuous distribution is consistent with implementation guidelines.
- Continual review of continuous distribution implementation guidelines and provision of inputs to finalize the guidelines.

Next steps: The standing NMT will facilitate the training of regional and district teams in five regions in Year 2.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
List of members of the national ITN monitoring team	PMI, NMCP, GHS, EPI, MCH, CMS	Q2	Share list of members in an official letter to heads of all GHS units and divisions	Submitted; no action required
Report on proceedings of orientation for national ITN monitoring team	PMI, NMCP, GHS, EPI, MCH, CMS	Q2	Share orientation workshop report with audience via email	Submitted; no action required
Timelines for regional- and district-level reorientation and monitoring of health facility-based ITN distribution	PMI, NMCP, GHS, EPI, MCH, CMS, RHMTs	Q2	Send official letters to heads of all units and divisions and RHMTs to notify them of timing of regional reorientations	Submitted; no action required
Final revised general ITN CD guidelines, and training guidelines for training at all levels	PMI, NMCP, GHS, EPI, MCH, CMS	Q3	Share training guidelines with all stakeholders via email	Submitted; no action required

GH.IM.1.B Reorientation of Regional and District Health Management Teams for Monitoring of Health Facility-Based ITN Distribution

Progress report: VectorWorks trained a total of 615 regional and district officers from four regions (Upper East, Northern, Ashanti, and Brong Ahafo) to provide on-site training to health facility staff involved in ITN distribution. These officers received training on:

- The role of ITN in malaria prevention
- The health facility ITN distribution model
- Roles and responsibilities
- ITN logistics and supply chain
- Distribution, record keeping, reporting, and monitoring of ITN
- Communication and social mobilization

As a prelude to the discussions on the implementation of health facility distributions, NMTs led a review of data from the district health information management system (DHIMS 2) to showcase the performance of districts, discuss best practices, and discuss challenges and ways to address them as teams visit health facilities. Members of the regional and district monitoring teams have the responsibility of overseeing health facility-based ITN distribution and will ensure facilities receive ITNs, educate and distribute to target beneficiaries, document and report ITNs distributed.

Next steps: VectorWorks will support the regional and district monitoring teams with supportive supervision to health facility staff in Year 2.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Documentation of members of regional ITN monitoring teams	GHS, PMI, NMCP, EPI, MCH, CMS	Q3	Share list of members of regional and district teams and information on follow-on activities with GHS divisions and units	Submitted; no action required
Report on proceedings of orientation of regional monitoring teams	GHS, PMI, NMCP, EPI, MCH, CMS	Q3	Share orientation workshop report with audience via email	Submitted; no action required
Timelines for district-level reorientation	RHMTs, DHMTs, MCH, EPI	Q3	Send official letters to members of regional ITN monitoring teams and DHMTs to notify them of timing of district level reorientations	Submitted; no action required
Report on orientation of district monitoring teams	RHMTs, NMCP, MCH, EPI	Q3	Share report with audience via email	Submitted; no action required
Timelines for on-the-job training of health workers at health facilities	RHMTs, NMCP, MCH, EPI	Q3	Share report with audience via email	Submitted; no action required
CD documentation chart	DHMTs, ANC & EPI	Q3–Q4	Distribute charts through DHMTs	Submitted; no

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GH.IM.1.C. On-the-Job Training and Monitoring of Health Facility-Based Distribution

Progress report: VectorWorks worked with the NMCP, NMT, regional and district health management teams to provide orientation and on-the-job training to 6,289 ANC clinics, CWCs, and medical stores officers in 1,428 health facilities in four regions (Upper East, Northern, Ashanti, and Brong Ahafo). Trained district monitoring teams supported by regional teams visited each health facility, and with the aid of a checklist, the teams assessed progress and gaps in documentation and record keeping, education on ITN use and care, ITN logistics, and supply chain. The project conducted a pre- and posttest assessment with cumulative scores of 63.7% and 85.7% respectively. District and regional teams identified the following key gaps:

- Poor documentation of ITNs issued to ANC registrants and children due for the measles 2 dose in the respective registers, tally books, and monthly reports, resulting in non-reporting in DHIMS 2.
- Non-adherence to minimum and maximum stock levels and requisition protocols resulting in stock outs. In some facilities, there were no tally cards to keep records of ITNs received and issued to beneficiaries.
- Difficulty in transporting ITNs from regional warehouses to district/health facility stores due to absence of funds. There are no funds allocated for the transportation of ITNs from regional stores to health facilities. Districts and health facilities rely on internally generated funds to transport ITNs. ITNs are distributed free of charge.

Next steps: VectorWorks will support regional and district teams in Year 2 to continue to offer on-the-job coaching to health facilities to strengthen ITN supply chain, improve documentation and reporting, and enhance the capacity of staff to educate ITN recipients on ITN use and care. This will improve DHIMS 2 report on health facility ITN distribution.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Report on on-the-job trainings of health facility workers	RHMTs, NMCP, MCH, EPI	Q3–Q4	Share report with audience via email	Submitted; no action required
Timelines for on-the-job training of health workers at health facilities	RHMTs, NMCP, MCH, EPI	Q3–Q4	Share report with audience via email	Submitted; no action required

GH.IM.2 Support for Point Mass Distribution of ITN

VectorWorks supported the NMCP and partners in the point mass distribution of ITNs in the Brong Ahafo and Western Regions of Ghana. Areas of support included campaign planning, training of subdistrict supervisors to validate household registration data, and monitoring of the distribution exercise.

GH.IM.2.A Training of Subdistrict Supervisors on Validation of Community Population Data for ITN Quantification

Progress report: VectorWorks trained a total of 145 and 136 subdistrict officers in data validation in the Brong Ahafo and Western Regions respectively. National and regional trainers conducted on-site trainings for subdistrict officers. The process involved the use of a tool to check household registration data against existing community population data to detect variances.

Subdistrict supervisors, after going through the validation process and checking for errors, produced data that reflected household numbers for distribution of ITNs to prepositioning sites for the exercise.

Next steps: VectorWorks will include this exercise in the revised point mass distribution guidelines and will apply it to the five remaining regions due for distribution in Year 2 activities.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Report on proceedings of subdistrict-level trainings in two regions	PMI, NMCP, GHS, RHMTs, DHMTs	Q2	Share training reports with audience via email	Submitted; no action required
Populated validation tools from each subdistrict/district	NMCP, RHMTs, DHMTs	Q2–Q3	Share populated tools with audience via email	Submitted; no action required
Report on visit to identified subdistricts and communities to review ITN quantification	PMI, NMCP, RHMTs, DHMTs	Q3	Share report with audience via email	Submitted; no action required
Final ITN quantifications for two regions	PMI, NMCP, RHMTs, DHMTs	Q3	Share final ITN quantifications with audience via mail	Submitted; no action required

GH.IM.2.B Monitoring of Point Mass Distribution of ITN

Progress report: VectorWorks supported the NMCP and the Brong Ahafo and Western Region health directorates in monitoring the distribution of 1,380,497 ITNs and 1,438,345 ITNs in the two regions respectively. This support was in the form of personnel and vehicles. Monitoring teams ensured distribution of ITNs in accordance with pre-registered households and allocation of ITNs to households in accordance with the universal coverage policy of one ITN for every two people in a household. The project also emphasized education of community members on ITN use and care during the distribution.

Next steps: VectorWorks will provide support to the NMCP and regional health directorates in three remaining regions in Year 2.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Report on monitoring of mass distribution in two regions	PMI, NMCP, RHMTs, DHMTs	Q3	Share monitoring reports with audience via email	Submitted; no action required

GH.IM.3 Community Mobilization and Behavior Change Communication

GH.IM.3.A Peers for Regular Use of Nets (Peers RUN) Program

Progress report: VectorWorks is implementing the pilot Peers RUN program in 35 communities in seven districts, one district from each of the seven regions. Key activities that the Peers RUN program has undertaken so far include the following:

- (a) Developed and distributed a Peers RUN implementation guide to DHMTs, GES District Directorates, and SHEP coordinators of implementing districts.
- (b) Trained a total of 184 Peers RUN volunteers and their supervisors.
- (c) Held community meetings/durbars in all 35 communities during the pilot launch, volunteers introduced the pilot program to communities along with malaria-themed drama performances by school children, and DHMTs and community leaders called for improved use of nets to prevent malaria.
- (d) Produced Net Use Reminder Cards and posted them on doors in households that volunteers visited.
- (e) Volunteers visited a total of 3,912 households to promote net use and care during the first one-and-a-half months of implementing the pilot in six of the seven regions.
- (f) Engaged a total of 45 primary schools in implementing the program in these regions.
- (g) Addressed complaints from community members about worn-out nets. The complaints came mostly from the Central, Northern, and Upper East Regions where the last mass

distribution happened three years ago; the next distribution will take place in November 2015.

- (h) Volunteers also visited churches, markets, CWCs, and ANCs, and participated in community meetings organized by Chiefs and Queen mothers to educate the people on ITN use and care.
- (i) School health officers/teachers have begun to use weekly worship sessions at school assemblies as forums for disseminating messages on malaria prevention.
- (j) Malaria information sharing has become part of District Head Teachers meetings in the Central Region especially.

Next steps: VectorWorks project officers, district directors of health and education through their assigned staff, will continue to monitor the activities of the volunteers and their supervisors through the end of October 2015, which also marks the end of the pilot. The project will develop and disseminate a final monitoring report on the pilot at a stakeholders' meeting in the second week of November. Participants will include NMCP, GES, national SHEP, district directors of health and education from pilot districts, and selected Peers RUN volunteers.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Report on stakeholders' design workshop	PMI, NMCP, GHS, GES, DHMTs, District Assemblies	Q3	Share report with audience via email	Submitted; no action required
List of selected pilot districts	RHMTs, DHMTs	Q3	Send official letters to RHMTs and DHMTs to choice of districts for piloting of program	Submitted; no action required
Communication materials for Peers RUN	BCC subcommittee, NMCP, GHS, GES, SHEP, RHMTs	Q3-Q4	Distribute communication materials to households through CHOs and volunteers	Distribution complete; no action required
Summary monitoring report from Peers RUN activities in pilot communities	PMI, GHS, NMCP, GES, SHEP, RHMTs, DHMTs	Q3-Q4	Share report with audience via email	Incomplete; will share report once Peers RUN pilot is completed. Expected Q2 of Year 2
Midterm progress reports from pilot districts	PMI, GHS, NMCP, GES, SHEP, DHMTs	Q4	Share report with audience via email	Incomplete; will share reports once activity is completed. Expected Q2 of Year 2

GH.IM.3.B Community Mobilization for Point Mass Distribution

Progress report: VectorWorks employed the services of information vans to disseminate information to 150 commercial and highly mobile communities. The project worked with 15 FM radio stations in the Western Region through Live Presenter Mentions to rally communities to support household registration and to communicate dates and distribution points for the campaign. Additionally, VectorWorks produced 2,000 location marker posters to direct community members to distribution sites. The VectorWorks community mobilization effort ensured greater involvement and acceptance of the registration by community members who followed up to distribution points to redeem their coupons. This resulted in a redemption rate of more than 95%.

Next steps: VectorWorks will submit the electronic version of the distribution point location marker poster to NMCP for adoption and production for the mass distribution activities in the remaining five regions.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Report on community radio and mobile vans use	PMI, NMCP, GHS,	Q3	Share report with audience via email	Submitted; no action required
Report on production and distribution of location marker posters	PMI, NMCP, GHS	Q3	Share report with audience via email	Submitted; no action required

GH.IM.3.C Parent-Teacher Association Malaria Update Meetings

Progress report: The project held PTA malaria update meetings in the five southern regions—Volta, Eastern, Central, Western and Greater Accra. In all, there have been 1,678 meetings. National SHEP officers, district SHEP coordinators, and circuit officers of the GES received orientation and led the organization of these meetings. The project developed a five-page document titled *Basic Information on Malaria Prevention* as a resource for facilitating the meetings, and has distributed 1,147 copies so far to district directors, circuit supervisors, and SHEP coordinators who found them highly valuable. A total of about 154,423 people in the Volta, Greater Accra, Eastern, Central, and Western Regions participated in these meetings and benefited from the malaria prevention messages. Participants included parents; teachers made up of Chiefs, Queen mothers, and other community leaders; market women; farmers; fisher folks; and civil servants.

Next steps: PTA malaria update meetings will not continue in Year 2. Instead, orientation of PTAs, SMCs, and other SCOs will become part of activities for facilitating the school-based ITN distributions planned for 2016.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Report on PTA malaria updates meetings	PMI, NMCP, GHS, SHEP, GES	Q3	Share report with audience via email	Submitted; no action required
Report on production and distribution of malaria information sheets	PMI, NMCP, GHS, SHEP, GES	Q3	Share report with audience via email	Submitted; no action required

GH.IM.3.D Publication of *Ghana Malaria Action Alert*

Progress report: VectorWorks planned two issues of the *Ghana Malaria Action Alert* for Year 1. The first issue, “Invest in the future Defeat Malaria,” supported commemoration of World Malaria Day. The project printed and distributed 20,000 copies to various divisions and institutions of the Ministry of Health/Ghana Health Service, various government ministries, the GES, and national and regional houses of chiefs. VectorWorks finalized the second issue, “Sustaining health facility level distribution of ITNs in Ghana—Stakeholders involvement is key,” and presented it to PMI for approval before printing.

Next steps: There will be no further production of this advocacy newsletter through the VectorWorks project. Preliminary discussions with the NMCP indicate a desire by the NMCP to take up continued printing of this advocacy material. VectorWorks will provide some technical assistance for future issues on point mass distribution and schools-based distribution campaigns, as needed.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
15,000 copies produced	PMI, NMCP, GHS, GES, RHMTs, DHMTs, SHEP, schools	Q3	Print and distribute hard copies through GHS and GES commodity supply systems	Submitted; no action required
15,000 copies produced	PMI, NMCP, GHS, GES, RHMTs, DHMTs, SHEP, schools	Q4	Print and distribute hard copies through GHS and GES commodity supply systems	Submitted; awaiting PMI approval for distribution

Project Management (PM)

GH.PM.1 Project Setup and Operations

GH.PM.1.A Headquarters Staff

Progress report: Technical and administrative support from headquarters in Baltimore focused on responding to field office needs. April Monroe provided technical backstopping for the project at 60% LOE, Chris Matroniano supported financial administration at 10% LOE, and Matthew Lynch and Hannah Koenker provided higher-level management support at 5% LOE. Shola Robinson provided remote imprest financial documentation support at 20% LOE, and Kendra Hill provided institutional review board expertise at 5% LOE.

GH.PM.1.B Field Operations

Progress report: Ato Selby, Field Operations Director for VectorWorks, provided technical assistance and field operations support for the project at 30% LOE.

GH.PM.1.C Field Staff

Progress report: During Year 1, six technical staff supported project implementation. These included the continuous distribution manager and five program officers. The finance and administration manager and her assistant provided administrative and finance management support while the chief of party had overall technical and administrative oversight. There were also four drivers to support VectorWorks Ghana activities.

GH.PM.1.D Field Office

Progress report: The VectorWorks Ghana field office incurred expenses associated with both start-up and operations. Start-up required four laptop computers for new staff, computer software, mobile phones, printers, and office furniture. Operating costs included fuel, vehicle insurance, vehicle maintenance, office rent, generator fuel, generator and AC maintenance, and information technology support.

GH.PM.1.E Local Travel

Progress report: Local travel included ground transportation with VectorWorks vehicles. Some journeys to the Northern and Upper Regions were also undertaken using local air travels.

GH.PM.1.F Vehicle Repair

Progress report: The project repaired three available vehicles to ensure safe and reliable local transportation for project activities. Two of the vehicles are still under warranty and were repaired

at no charge. The third vehicle, which is a 2009 version of the Ford Explorer, continued to break down quite often and sometimes spent long periods at the workshop of the servicing company. This had adverse effects on staff movement to the field and led to delays in implementation of some activities. After the current series of repairs, the use of this vehicle will be restricted to local Accra and short distance travels, as traveling long distances might pose dangerous challenges.

GH.PM.1.G Field Staff Training

Progress report: VectorWorks conducted a two-day-training for new staff on the concept of ITN continuous distribution, the strategy and plans for the year, and project administrative issues. The project also used the session to clarify the role of VectorWorks and its program officers in supporting the point mass distribution campaigns in the various regions. Weekly staff update meetings led by the chief of party also provided opportunities for staff to continually learn from each other and share experiences. The chief of party will continue to lead weekly and biweekly update meetings to keep staff abreast of various developments on the malaria in the areas of program implementation, partnerships, malaria prevention, and net use.

GH.PM.2 Technical Assistance and Travel

GH.PM.2.A Technical Assistance Trips- Field Operations Director

Progress report: During this period, Ato Selby traveled from Nairobi to Accra on three separate occasions to provide technical assistance to the VectorWorks Ghana team. He provided technical assistance for planning meetings, support for the training of new staff, and facilitated the orientation workshop for the national ITN monitoring team.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Trip report	PMI	Q2	Share report with PMI via email	Submitted; no action required
Trip report	PMI	Q2	Share report with PMI via email	Submitted; no action required
Trip report	PMI	Q3	Share report with PMI via email	Submitted; no action required

GH.PM.2.B Technical Assistance Trips—Chapter Lead

Progress report: April Monroe traveled from Baltimore to Accra to provide technical assistance to the country team. She supported the training of new staff and the orientation of the national ITN monitoring team.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Trip report	PMI	Q2	Share report with PMI via email	Submitted; no action required
Trip report	PMI	Q3 or Q4	Share report with PMI via email	This trip was not made; no action required

GH.PM.2.C Chief of Party to Headquarters

Progress report: The chief of party attended the CCP worldwide meeting in June. The chief of party did not travel to headquarters for the VectorWorks Year 2 planning meeting due to ill health; the continuous distribution manager represented him.

Deliverable	Audience	Timing	Dissemination Plan	Status/Action for PMI
Trip report on worldwide meeting	PMI	Q3	Share report with PMI via email	Submitted; no action required
Trip report on work planning meeting	PMI	Q4	Share report with PMI via email	Did not attend; no action required

GH.PM.2.D Continuous Distribution Manager to Headquarters

Progress report: The VectorWorks continuous distribution manager, Prince Owusu, traveled to Baltimore for the Year 2 work planning meeting. In addition to meeting with headquarters staff to plan for Year 2 activities in Ghana, the trip provided an opportunity to share country experiences and to better appreciate the context and rationale for activities planned for Year 2.