

Document Title:

STANDARD OPERATIONAL PLAN FOR LENDING SCHEME ACTIVITY

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1. PURPOSE

The purpose of this SOP is to provide appropriate instruction on the implementation of the lending scheme. It includes overall steps of implementation, level of involvement and responsibilities of all key holders, and how data collection is done and reported.

2. SCOPE

The lending scheme is implemented as part of the efforts to reach the targeted mobile migrant population in the malaria endemic areas. This implementation involves the commitment of public health system, and the private sector to maintain its roles. The quality of work will rely on the level of commitment, coordination, and management of these related stakeholders.

Such implementation should be integrated into public health system via monthly reporting from VMWs. This will enable the public health facilities to keep track of information related to long lasting insecticide treated nets (LLIN/LLIHN), including distribution and loss/damage, and farms participated in the scheme. VMWs under HF coverage will play crucial roles in maintaining and updating the system.

3. ABBREVIATIONS

| | |
|--------|---|
| BTB | Battambang |
| CAP-M | Control and Prevention of Malaria |
| CNM | Cambodia National Malaria Control Program |
| FO | Farm owner |
| HC | Health Center |
| HE | Health Education |
| HF | Health Facility |
| LLIN | Long Lasting Insecticide Net |
| LLIHN | Long Lasting Insecticide Hammock Net |
| MIS | Malaria Information System |
| MMP | Mobile Migrant Population |
| OD | Operational District |
| PHD | Provincial Health Department |
| SOP(s) | Standard Operating Procedure(s) |
| VMW | Village Malaria Worker |

4. CRITERIA FOR LENDING SCHEME

The objective of implementing lending scheme is to provide nets (LLINs/LLIHNs) to MMPs who stay and work in malaria endemic areas. Thus, selecting the right villages for this activity is crucial,

and based on the existing information available at HC and village level. The following information is collected, and justified by VMW/HC staff, whether or not the villages require lending scheme activity.

- a) Malaria prevalence obtained from HC, and VMWs in the villages under HC catchment area
- b) Dynamicity of MMP who stay and work in agricultural or construction field in the villages

The decision of choosing the villages for lending scheme activity will be evaluated by HC staff. The villages with frequent reports of malaria cases from those villages, together with high dynamicity of MMPs will be first selected for implementing lending scheme activity.

5. ROLES AND RESPONSIBILITIES

Policy summary: CAP-M provide supports to HC staff and VMWs to implement net distribution to target groups through lending scheme approach. The roles of these key actors should be properly defined as below:

CAP-M staff:

- Advocate and coordinate with PHD/OD/HC staff about lending scheme activity
- Jointly identify villages/annex villages for lending scheme based on existing OD malaria data
- Prepare plan of conducting LLIN lending scheme activity, including census and LLIN distribution.
- Prepare all procurement and financial work such logistic work (documentation, stationary, checklist, per diem, other expenses...), and LLIN distribution to the target villages
- Data collection at village level, and reporting to OD office, and central office
- Reporting and sharing results with counterparts (HC/OD/PHD)

HC staff

- Communicate with village chief, and VMWs in malaria endemic villages under HC catchment area
- Work with CAP-M staff to identify the endemic villages for implementing lending scheme activity
- Participate in the event of census, and net distribution
- Report and share information to OD office

VMWs/MMWs/Village Chief

- Conduct the census with all the families in the villages
- Verify and certify tangible families with MMPs, and provide nets (LLINs/LLIHNs) to the farm owners.
- Provide malaria health education (HE) messages to all farm owners, and workers about sleeping under nets (LLIN/LLIHN).

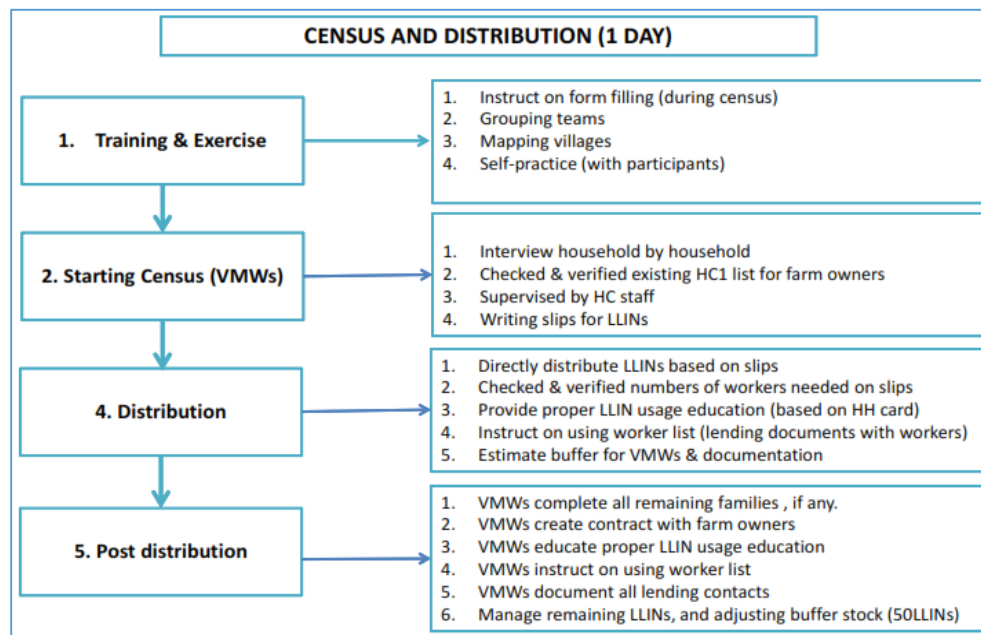
- Maintain and take ownership of lending scheme in the village, including LLIN monitoring and topping-up.
- Share reports with HC staff, and CAP-M staff after completion of census, and distribution

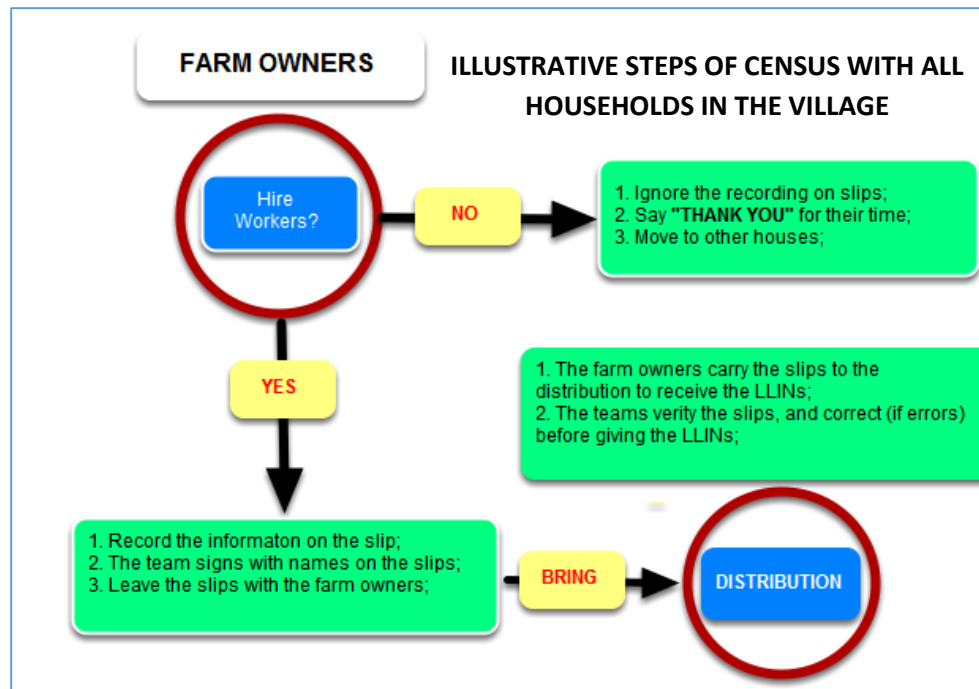
6. LENDING SCHEME APPROACH

Policy summary: CAP-M designed a good modal of lending scheme approach which provides real-time needs of nets to MMPs in the farms. The method combines census, net distribution, and reporting at all levels.

First, the lending scheme in all identified villages begins with census or mapping all households for farm owners, who actually employ MMPs for their work.

Second, based on the census result, nets are distributed to the farm owners in the same day. Depending on the size of the village, a whole process might take from one day to three days to complete. Below is a diagram that illustrates a whole process of lending scheme, including census.





7. TRAINING

Policy summary: All VMWs and village chiefs at village level that are involved in the census prior to net distribution are trained at the scene ahead of net distribution. During the census, all of them will be supported by HC/CAP-M staff when they encounter any challenges in data collection. The training will be facilitated by HC/CAP-M staff.

The following steps of training sessions are described as below:

1. Introduce and instruct how to use a simple questionnaire to collect information from all the families; the participants will exercise the form using their own personal information that enable to understand fast. Typically, it is expected to take from 45 minutes to 1 hour ahead of the data collection.
2. HC/CAP-M staff will put the participants into groups of data collector, reviewers and net distributor. The team will map all the households in the village on piece of paper so as to manage the team, and to avoid the missing.
3. At the same time, the village chief, and one of VMWs who are responsible for net distribution will be asked to review and verify the information recorded on a slip and issued by data collectors to the farm owners to receive the nets. This will help prevent the moral hazard of the farm owners.

8. DATA COLLECTION, REPORTING, AND ARCHIVING PROCESSES

Policy summary: VMWs must collect all relevant information in the village using the forms or checklist designed by national program/CAP-M. A detail explanation or instruction about using

those forms must be developed in order for VMWs to follow. The reporting will be done by VMWs/village chief to HC staff, and CAP-M staff.

8.1. Documents

The following will be used during the census, and net distribution by VMWs/Village chief. The instruction of how the forms/checklists are used is attached with this SOP in the annex section.

| No | Items | Description | Used when | Used by whom? | What do content mean and how to use it? |
|----|---------------------------------------|--|--|------------------------|---|
| 1 | (Census) slips | For eligible farm owners only; used for recording basic information about MMPs, and nets to be distributed. | Issued to eligible farm owners during the census | VMWs/ village chief | <ul style="list-style-type: none"> – See instruction in annex section. – The owners will have to show it to the village chief/VMWs for further verification before receiving the net. |
| 2 | Farm owner list/net distribution list | This form list all farm owners/companies and nets distributed in a whole village. | During net distribution | VMWs | <ul style="list-style-type: none"> – See instruction in annex section. – VMWs/Village chief record basic info and numbers of net distributed to the farm owners. – This documents is kept at VMWs, HC, and CAP-M office. |
| 3 | Worker list | Listing all MMP workers request nets from farm workers. | When workers borrows net from and return them to the farm owners | Farm owners | <ul style="list-style-type: none"> – See instruction in annex section. – The farm owners who received the nets will use this form to record any borrowing and returning of nets among MMPs who work in their farms. |
| 4 | Mobile family list | Listing all mobile families or independent MMPs (not under management of any farm owners) when they receive the nets from VMWs/village chief | Census | VMWs/ village chief | <ul style="list-style-type: none"> – See instruction in annex section. – VMWs use this form to record some basic information, including nets, collected from mobile families (refer to definition section) |

8.2. Data reporting

The information about total numbers of households in the villages, total farm owners, and total nets distributed are reported by VMWs/village chief once all work is completed in each village. Such information will be one time shared at all levels once the project completes all identified lending scheme villages in each HC. The following levels and documents will be shared:

- 1- VMW to CAP-M staff:
 - a. Census form
 - b. Census slips
 - c. Net distribution list
 - d. Mobile family list
- 2- VMWs to HC staff:
 - a. Net distribution list
 - b. Mobile family list
- 3- CAP-M to OD/PHD: a table summary of farm owners/net distributed in each ODs

9. ANNEX SECTION – USING FORMS/CHECKLIST

This is the explanation of LLIN lending scheme forms. . There are 4 sections:

1. Slips
2. Farm owner list/net distribution list
3. Worker form
4. Mobile family form

The following section will deal with each form in a bit more detail.

9.1. SLIPS:

This slip is used for data collection during the census, and for receiving the nets from HC/CAP-M team. Once identified as the eligible farm owners (using above census diagram), it will be issued to them immediately for receiving the nets. The record is based on the actual and acceptable estimation of their workers by farm owners, which will later be verified by village chief/VMWs at the distribution site, per season or per year.

CENSUS AND DISTRIBUTION SLIP

| Village.....Health Center.....Operational district.....Province..... | | | | | | | | | | |
|--|-----------------------|-----------------|---------|----------|-----------|--------|-------|------------------|-------------------|--------------------------|
| No. | Farm Owner/Company | 2 Farm location | | | # Workers | | | # LLIN needed | # LLINs lended | Signatures/ Thumprint |
| | | Village | Commune | District | Local | Mobile | Total | | | |
| 1 | 1 | | | | 3 | 4 | 5 | 6 | 7 | 8 |
| Date: | | | | | | | | | | |
| Signature | | | | | | | | | | |

1. Name of the farm owners or the company from which the census team collected information;
2. Farm location: the address where their farms locate. These are usually inside the villages, or outside their village. The idea for these fields are to be used for LLIN monitoring design;
3. Local (# Workers): are workers who live in the same villages or nearby villages. PRACTICALLY, these workers usually return home by the end of the working days; thus, LLINs are not available for this group because we assume that they already received all LLINs through the distribution for the local residents;
4. Mobile (# workers): are mobile and migrant workers whose permanent addresses are in other areas or provinces. PRACTICALLY, these workers stay with and work for the farm owners or companies for a period of time. They are eligible to borrow LLINs from their farm owners or companies because we assume that they did not carry along the nets from their hometowns;
5. A sum of local and mobile workers;
6. LLINs needed: are numbers of LLINs needed for the mobile and migrant workers. It is equal to (#4).
7. LLINs lent: are the actual numbers of LLINs the farm owners will receive through the distribution. It should be equal to (#4), or lesser than that BUT not more than. In Cambodia, the census team helped adjusting the needs of LLINs with the farm owners based on their real needs. Some owners might not want to get all LLINs as told in (#4) for the reasons that they might not be able to manage them well or for other reasons;
8. During the census, this field is not yet filled. Leave it blank

9.2. FARM OWNER LIST:

This is the same to the slip. ONLY it is used during the distribution as a whole list to record all farm owners, and companies in each village. It will be kept at VMWs, health facility staff, or the project staff for data management.

| Table 1- Census Form for Farm Owners/Companies | | | | | | | | | | |
|--|--------------------|---------------|---------|----------|-----------|--------|-------|---------------|----------------|----------------------|
| Village.....Health Center.....Operational district.....Province..... | | | | | | | | | | |
| Date.....Month.....Year..... | | | | | | | | | | |
| No. | Farm Owner/Company | Farm location | | | # Workers | | | # LLIN needed | # LLINs lended | Signatures/Thumprint |
| | | Village | Commune | District | Local | Mobile | Total | | | |
| 1 | | | | | | | | | | |

This section follows the same explanation in the slip. Except only the signatures or thumbprints need to be made when distributing the LLINs to the farm owners.

9.3. WORKER FORM:

This list is used by the farm owners or the companies to record the LLIN borrowing of each farm workers.

| Table 2 - Worker List | | | | | | | | | | | | | | |
|---|--------|-----|-----|--------------|---------------|---------------------|---------|----------|----------|------------------|-----------|------------------|-----------|---|
| Farm Owner/Company..... Village Commune..... District.....Province..... | | | | | | | | | | | | | | |
| Health Center: Operational District: | | | | | | | | | | | | | | |
| No. | Worker | Age | Sex | Pregnant Y/N | Total members | Permanent Residence | | | | # LLINs borrowed | Date | # LLINs returned | Date | |
| | | | | | | Village | Commune | District | Province | | Signature | Signature | Signature | |
| 1 | | 1 | | 2 | 3 | | | | | 5 | | 6 | 7 | 8 |

1. Name of the workers, Age, Sex
2. Pregnant (Y/N): for female workers.
3. Total members: If the workers come as a group or family, the head of group/family may stand up for borrowing LLIN. If there is a single worker, this field should be 1.
4. Permanent address: are locations where the workers came from; it is usually their permanent residence.
5. # of LLINs lent by the farm owners based on the actual # of their workers. This should be the same as (#3);
6. Date and signature of all the workers during the borrowing the nets
7. # of LLINs returned by the farm workers to their owners after they complete their work. This should be the same as (#5);
8. Date and signature of all the workers during the returning the nets

9.4. MOBILE FAMILY FORM:

This form is not for LLIN lending scheme, but it is used as part of LLIN distribution to the mobile migrants. The groups who benefit in this category are usually called mobile families. They are the mobile migrants who come to work, settle new houses and tend to live longer than the farm workers. Usually, these people are not under direct management of the farm owners.

The net distribution to this group was done together with LLIN lending scheme in each village. However, not all the lending scheme villages have mobile families. In the cases, there are some, the following procedures are practiced:

- i. Identify the mobile families (through the village authority: village chief, or deputy chief)
- ii. Inform them to go directly to the distribution team;
- iii. They meet a village authority (one of the above, or others) who take part in the distribution;
- iv. With a verification of the latter authority, dis tribute the LLINs to them, and record in this form.

| Table 3 - Form for Mobile families | | | | | | | | | | | | | | |
|--|---------------|----------------------|----------|---|------------|---|-----------|---|---------------|---------------|-----------------------|--------|---------|--------------------------|
| Health facility:.....OD: Province: | | | | | | | | | | | | | | |
| Date:.....Month.....Year..... | | | | | | | | | | | | | | |
| No | Family leader | Date of distribution | <5 years | | 5-15 years | | >15 years | | Total Members | # of Pregnant | 8 # LLINs distributed | | | Signature/ Thumbprint |
| | | | M | F | M | F | M | F | | | LLIN | LLIHNs | Treated | |
| 1 | 1 | 2 | 3 | | 4 | | 5 | | 6 | 7 | | | | 9 |

- 1. A family leader name
- 2. Distribution date
- 3. (#3, #4, #5): Age category of all members who live with the family leaders;
- 4. All total family members under each mobile family who receives the LLINs.
- 5. If any, write the actual #; if no, write 0
- 6. Categories of nets: write down # of LLINs given which should be equal to (#6), or maybe lesser than depending on the distribution criteria. In Cambodia, LLIHNs and treated nets are 0 because we did not distribute them to these mobile families.
- 7. Signatures /Thumbprint of the receivers (the family leader is ideal).