



# FREE SANITARY PADS DISTRIBUTION

Celebrating A Healthy and Safe  
Menstrual Period

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### PROJECT INFORMATION

<i>Project Name</i>	Free Sanitary Product Distribution
<i>Project Objective</i>	
<i>Project Representative</i>	Margaret Akowuah-Manu
<i>Country and region of Project implantation</i>	Ashanti Region, Ghana
<i>Applicant`s Organization</i>	Period Pals Project
<i>Local Partner Organization</i>	The Kyereh Foundation
<i>Target Group</i>	2,250 inhabitants in Adam Nana
<i>Address</i>	NK 941, Adam Nana Ridge Road, Ghana (+233546999538)

## 1. Executive Summary

Kokofu is a small town in the Southern part of Ghana under Amansie West Municipality. The Town's population is approximately 23,000 with majority of them being women and girls, still in their menstruating age bracket. Currently, there is an insufficient supply of sanitary products making it difficult for the females in the township to experience a healthy and sanitary menstrual period.

Period Pals serves as a frontliner of a transformative crusade of championing the cause of menstrual equity. Our mission is to remove barriers that impedes the very wellbeing and educational advancement of women and girls. As a humanitarian organization, we believe in the access to menstrual hygiene products, a cornerstone of health and dignity.

Countless women and girls across mostly underserved communities and countries, find themselves in the middle of a silent crisis slowly unfolding. As most people quickly dismiss the issue of menstrual hygiene as non-life threatening, not worth the time or effort. This deprivation however transcends it being a mere inconvenience, as it stands as a formidable obstacle to females in accessing education and also gaining employment opportunities. Thereby throwing them into a constant state of entrenched poverty and gender-based inequality. In response, Period Pals has embarked on a pivotal project dedicated to the distribution of sanitary pads.

Our strategic plan is to collaborate with local educational institutions, healthcare providers and community-based organizations to ensure the smooth running of the program. This alliance is pivotal in ensuring a culturally attuned disseminations of sanitary pads. The primary beneficiaries of our program are women and girls in the Kokofu township.

Overall, this project outlines a comprehensive strategy of addressing the issue of healthy menstrual period for the women and girls in the Kokofu township. It has the potential to have a substantial impact on the health, educational and employment opportunities for these women thereby promoting a sustainable development in the community.

## 2. INTRODUCTION

### Background

Period Pals is a non-profit organization dedicated mainly to ending period poverty and also advocating for menstrual health and hygiene rights. With a firm belief in the power of promoting a safe and healthy menstruation period, we envision ourselves as a catalyst in unleashing the full potential of females, by striving to ensure that they gain equal access to the resources and support needed to manage their menstruation with dignity and confidence.

### Mission Statement

At Period Pals, our mission is to promote menstrual health and hygiene equity through education, advocacy, and access to menstrual products. We believe that menstruation is a perfectly natural aspect of life, and no one should face any kind of barrier because of it. Through our initiative and slated activities, we aim to foster a world where menstruation is celebrated, and where everyone has the resources and knowledge to manage their periods safely and hygienically.

### 3. PROJECT BACKGROUND

Menstrual health hygiene has long been relegated to the back and most menstrual issues are stigmatized as taboos, particularly in the rural communities of Ghana, where most of the female population are living in marginalized poverty. Lack of access to menstrual products, inadequate facilities and poverty are some of the various reasons menstruation often results in significant challenges for women.

Recognizing the need to address these challenges, Period Pals was founded with the mission to promote health and hygiene equity for all individuals in the rural part of Ghana, regardless of their socioeconomic status or cultural background. The main objective of our project is to try and address the root causes of menstrual health disparities and advocate for changes, the best way we can, to ensure that menstruation is no longer a barrier to health, education or dignity.

In lieu with our main objective, the team conducted a needs assessment in the town of Kokofu in the Bekwai Municipal district, located in the Ashanti Region of Ghana. The Township, as at the last population census boasted of 22,731 inhabitants with more than half being females within the menstrual age bracket. The needs assessment conducted revealed that, the root cause of the menstrual health disparity in Kokofu, could be attributed to shortage of sanitary products within the community. Additionally, our assessment revealed that a significant number of individuals particularly women and girls, are facing challenges due to the lack of access to a diverse range of menstrual products to choose from, some, which may be far more affordable, sustainable and hygienic. This lack of access not only impacts their health and well-being but also hinders their ability to fully participate in education, work and other daily activities.

Period pals has disseminated the findings from the needs assessment conducted with the local NGO (Kyereh foundation), and other key stakeholders including the Municipal and District assembly, community leaders and members, private intuitions, churches schools and philanthropists whose interest align with our mission statement and activities.

With these resources, the project aim is to distribute free sanitary products in the Kokofu township and also educate women and girls on the proper use of them. Through this sponsorship, we hope to secure sponsors who will offer sanitary products and mentors to give education on its proper usage.

#### 4. PROBLEM STATEMENT

*“Menstrual health is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity, in relation to the menstrual cycle”.*

(Terminology Action Group of the Global Menstrual Collective, 2021)

Menstrual health and hygiene are a basic right for girls and women all over the world and also a key element in achieving gender equality, as mandated in the Sustainable Development Goals (SDG's). However, according to the United Nations Populations Fund (UNFPA) women living particularly in the West and Central Africa face many challenges when it comes to accessing reliable, complete and accurate information and also to accessing adequate sanitation or protective products during their menstrual period (Menstrual Health and Hygiene 2022). This often results in many girls and women being denied such basic right such as their right to education, work, health and to a large extent, their dignity.

Kokofu is a town nestled in the western part of Africa within Ghana's Ashanti Region, it is a quaint town that forms part of the Bekwai Municipal district. This community thrives on agriculture, with farming being the predominant occupation. Remarkably, women stand at the forefront of the economy here, often serving as the primary providers for their families. According to the latest census data, Kokofu boasts a population of 22,731, with a significant majority being women of reproductive age. This demographic detail highlights the town's youthful and predominantly female populace, which plays a vital role in its social and economic fabric.

The issue of menstrual health and hygiene in Kokofu has of recently been a silent barrier to the progress of the town. The insufficiency of sanitary products has led to a significant gap in access, which in turn has profound implications for the community as a whole. The most affected being the women and girls, who form the very heart of the town's demographic. The education of these girls is often interrupted as they are compelled to stay at home during their menstrual periods, thereby hampering their personal growth and also contributing to a wider gender education gap.

Moreover, the repercussions of the menstrual health and hygiene issues in Kokofu extends beyond education, as the very economic activities that generate income in the town is also affected, due to the diminished participation of women in the workforce during their menstrual



cycles. This period of inactiveness in the farms and the local markets only means a decline in economic output, affecting the town's overall prosperity.

Addressing the issue of menstrual hygiene in Kokofu is not just about carrying out the various activities slated out, to achieve the end goal. Its about safeguarding the fundamental human rights of the women and girls in the community, their rights to education, economic participation and their dignity as females and members of the community. It is also about ensuring that women also have the same opportunities as their male counterparts. Additionally, investing in menstrual health and hygiene has proven to yield substantial socio-economic returns, enhancing educational outcomes and economic well being (Sanitation and Hygiene Fund, 2023). By promoting and prioritizing menstrual equity, Kokofu can transform this challenge into an opportunity for growth and empowerment of women and girls.

## 5. Beneficiaries and Beneficiary Selection Method

### 5.1 Beneficiary Selection Method

The selection of beneficiaries for the menstrual product distribution project in Kokofu was guided by principles of equity, inclusivity and community participation. The following methods were employed to ensure a fair and a transparent beneficiary selection

**Community Needs Assessment:** A comprehensive needs assessment was conducted by period pals to acquire an in-depth knowledge surrounding the specific challenges and requirement related to menstrual health and hygiene in Kokofu. This analysis helped ensured that the distribution efforts were targeted towards those that were most in need.

**Demographic Analysis:** Data on demographics, including gender economic status, age and geographic location were all collected to identify target population for the project.

**Partnership with Local Organizations:** In collaboration with Kyereh foundation a local NGO and other community-based organizations, period pals were able to reach out and engage with beneficiaries. These local partners also played a huge role in the identification and referring of eligible households for participation in the project.

### 5.2 Beneficiaries

The main beneficiaries are the women and girls of reproductive age. They face the direct impact of the insufficient menstrual products and also suffer the most consequences because of that. For the girls that are still in school, having a diverse range of menstrual products to choose from is crucial for an uninterrupted education. Without the means to properly manage their hygiene needs during their menstrual periods, they miss valuable school days, further widening the educational gap between them and their male counterparts. Empowering these young women ensures that they enhance their personal growth and also contributes to a more education community. Women in Kokofu actively participate in most of the economic activities in the town, be it in local markets or at the farms. Their contributions are seen as very vital for the economic growth of the town of Kokofu. However, during their menstrual cycle many of these women are forced to stay at home, stalling economic activities and progress. By providing these women with menstrual products, their economic role will proceed without an interruption and the ripple effect will benefit the entire community and the country at large.

The community needs assessment conducted by period pals provided detailed insight into the menstrual health challenges faced by the Kokofu community. The assessment revealed that the community consists of approximately 350 households, with each household comprising up to 5 women. It was identified that 200 households are particularly vulnerable and struggle with maintaining healthy hygiene due to a lack of access to sanitary products.

To address the issue, period pals plan to distribute menstrual health kit to each menstruating individual. The kit includes three types of menstrual product: a disposable menstrual pad, a reusable cloth and a menstrual cup. The main aim of this approach is to first introduce alternative sanitary products to the women and girls of the Kokofu community and also promote sustainability.

Taking into account the number of vulnerable households, the project requires an initial estimate of 600 menstrual products (200 households times 3 products per individual). However, so as to accommodate potential damages and or the possibility of additional households, an extra 100 products will be added to the total count. This brings the overall requirement to 700 menstrual products. This buffer ensures the project is well-prepared to support the menstrual health needs of the Kokofu community effectively.

## 6. INTERVENTION LOGIC

Addressing the issue of menstrual hygiene is an urgent matter. Period pal's commitment to distributing sanitary pads in Kokofu is driven by an understanding of the community's needs, as far as menstrual hygiene is concerned the absence of menstrual hygiene products has a profound effect on the daily lives of women and girls in the community, exposing them to many health risks such as infections and reproductive complications. By taking the initiative to ensure the availability of sanitary pads, Period Pals is taking a major step towards safeguarding the health and welfare of the community's female population.

Moreover, the initiative directly addresses Kokofu's pressing demand for menstrual hygiene solutions. This is because the lack of sufficient pads in the community often forces the women and girls in the community to resort to the use of unsanitary alternatives, which can lead to discomfort and health issues. The provision of sanitary pads presents a dignified and hygienic option, enabling women and girls to manage their menstrual cycles and confidence.

Additionally, the initiative also plays a very crucial role in breaking down barriers to female empowerment and societal participation in the Kokofu community. The lack of menstrual products frequently results in girls missing out on educational opportunities, adversely affecting their academic progress and future potential. By facilitating access to sanitary pads, Period Pals is championing the cause of continuous education and empowerment, thereby fostering gender equality and community development.

Period Pal's strategy in Kokofu is comprehensive, encompassing the distribution of sanitary pads, educational initiatives and striking community engagement. Through partnerships with local stakeholders, including school, health clinics and community centers period pals will procure and distribute high-quality sanitary pads to women and girls in Kokofu. Additionally, period pals will also host education workshops and sessions to raise awareness about menstrual hygiene practices and the importance of proper pad usage. By engaging with local leaders and community members, period pals aim to improve the quality of life of the women and girls in Kokofu and also promote a supportive environment where women and girls feel comfortable discussing their menstrual health needs.

**6.1 Overall Objective:** To achieve a 100% distribution of sanitary products to target population in Kokofu.

**6.2 Specific Objective:** A 50% increase in the use of alternative sanitary products categories in Kokofu.

**6.3 Expected Results:**

In order to successfully accomplish the goal of distributing sanitary products to the women and girls in Kokofu, the target population that is the women and girls should be willing to try the alternative product category that we intend to present to them. They must also be conversant with the project, understand its whole concept and in the end treat it as their own personal agenda. This will go a long way to indicate their agreement and support of the underlying objectives attached to the project. The next paragraph will explain in detail the anticipated outcome of the adoption of the distribution of sanitary products in the Kokofu township for this project.

The adoption of the distribution of sanitary products as proposed period pals is expected to yield several positive. Firstly, that through the conduction of a public workshops, there will be an increased willingness, for the women and girls in Kokofu to use the alternative sanitary products. The alternative sanitary products as mentioned earlier on in the proposal will include a sanitary cup, a reusable cloth and a disposable sanitary pad, offers a comprehensive range of options that cater to different preferences and needs. This multifaceted approach not only addresses the practical aspects of menstrual hygiene but also promotes environmental sustainability and cost-effectiveness. Secondly, the initiative promises to enhance the access and availability of these sanitary products within the Kokofu township. By ensuring that these essential products are readily obtainable, the period pals' program, aims to eliminate barriers to menstrual health and foster a more inclusive community.

Furthermore, the anticipated outcomes of this initiative extend beyond the immediate expected results. Some of the sustainable results to come out of this project includes:

- ❖ Improved menstrual health due to the easy access to affordable and sustainable menstrual products, ensures that women and girls can choose the option that best suits their bodies and lifestyle. (The World Bank, 2021).
- ❖ Enhancement education awareness through various workshops organized can also educate participants about menstrual health, thereby reducing stigma and promoting a more open dialogue about menstruation. (The World Bank, 2021).

- ❖ Women can experience economic empowerment through the use of cost effective and sustainable menstrual products, and can end up saving money and reducing their environmental footprint. (The World Bank, 2021).
- ❖ Increased school attendance for girls who have access to proper menstrual products, since they are less likely to miss school during their periods, which contributes to better educational outcomes. (The World Bank, 2018)
- ❖ Addressing menstrual health management can effectively help break barriers that hinder women and girls in Kokofu, thereby promoting gender equality. (The World Bank, 2018).

This project will embrace community participation, which is defined as when members of a community actively participate in decision-making processes that impact both their individual and collective well-being. It entails incorporating members of the community in the conception, execution and assessment of projects and programmes meant to address community needs and enhance people's quality of life. In this instance, the local leaders and community members will come together to help implement the initiative, so as to foster a sense of ownership and sustainability of the project.

The activities adopted for these expected results are made of up three main points; broken down into steps simple steps and they include;

- Distribute 600 Sanitary products in Kokofu.
  - Preparation
    1. Create awareness and publicity about the nature of the project to engage the community and ensure successful distribution.
    2. Identify the types and quantities of sanitary products to be distributed.
    3. Procure the sanitary products, ensuring a variety of types to cater to different preferences.
  - Logistics
    1. Organize transportation for the delivery of sanitary products to Kokofu.
    2. Plan the distribution route within Kokofu to ensure efficient and comprehensive coverage.
  - Community Engagement
    1. Coordinate with local community leaders in Kokofu for support and to identify distribution points.

2. Inform the community about the upcoming distribution through local announcements and social media.
- Distribution Execution
    1. Set up distribution points in Kokofu where people can easily access the sanitary products.
    2. Allocate the sanitary products among the distribution points based on the population density and need.
  - Monitoring and Feedback
    1. Monitor the distribution process to ensure smooth execution and adherence to the plan
    2. Collect feedback from recipient using surveys to assess the impact and identify areas for improvement.
  - Reporting
    1. Document the distribution process, including the number of products distributed, recipients' responses and any challenges faced.
    2. Prepare a report detailing the outcomes of the distribution activity for stakeholders and future reference.
- Conduct 5 educational workshops on the benefits of using alternative sanitary products. Thereby creating an awareness that reaches 5,000 people living in and beyond Kokofu.
- Planning
    1. Develop a comprehensive curriculum that covers some of the benefits and types of alternative menstrual products.
    2. Schedule the dates, times and locations for the workshops.
  - Outreach
    1. Identify and invite traders and producers who would benefit from the workshops.
    2. Promote the workshops through trade associations, information center and the local radio to ensure maximum participation.
  - Resource Preparation
    1. Arrange for speakers or experts in the field of menstrual health and products distribution.
  - Workshop Execution
    1. Demonstrate the use and benefits of alternative menstrual products

- Follow-Up
  1. Gather feedback from participants using surveys to evaluate the effectiveness of the workshops.
- Impact Assessment
  1. Monitor the increase in stocking and sales of alternative menstrual products by participating traders and producers.
  2. Assess the overall impact on access and availability in the community.
- Reporting
  1. Create a detailed report on the outcomes, challenges and future recommendations.
- Conducting 5 additional workshops for traders and producers and educating them on the need to stock up, on alternative menstrual products, to increase access and availability.
- Workshop Development
  1. Create a detailed workshop agenda focused on the significance of alternative menstrual products.
  2. Design educational content that highlights the environmental, health and economic benefits of these products.
- Workshop Execution
  1. Facilitate the workshops, ensuring they are interactive and provide practical insights.
  2. Demonstrate the demand and customer preference trends for alternative menstrual products.
- Evaluation
  1. Track changes in the stocking patterns of participants to gauge the impact of the workshops.
- Reporting
  1. Prepare a comprehensive report that can be shared with stakeholders and used for future planning.



## 7. Risks and Assumptions

The period pals initiative, aimed at distributing sanitary pads and promoting effective menstrual hygiene practices in Kokofu, is a commendable endeavor. However, it is very important to acknowledge some of the potential risks and underlying assumptions that could impact the project's success. By acknowledging these risks and assumptions, the project can then successfully take proactive measures to address these factors.

One of the primary risks is facing cultural resistance especially with the introduction of new sanitary products. There may be a preference for traditional menstrual hygiene materials such as cloth rags, which are familiar and perceived as more affordable. Introducing new sanitary products could be seen as an imposition of modern, foreign practices, leading to resistance. Respecting personal choices while highlighting the benefits of pads through comprehensive education is essential for fostering gradual transition. Additionally, access and affordability barriers, especially in a remote area like Kokofu, could also hinder the sustained use of sanitary pads if they are unaffordable or difficult to obtain, due to supply chain issues. Ensuring a robust local distribution channel is vital for the project's long-term success.

While acknowledging these risks, it is important to also understand the underlying assumptions that guide Period pal's initiative. One assumption is that introducing new sanitary products will improve menstrual hygiene management and reduce school absenteeism among girls in Kokofu. Another assumption is that exploring other sanitary products could increase affordability. Furthermore, the project also assumes some level of openness and willingness within the Kokofu community to learn about and adopt new menstrual hygiene practices. There is also an underlying assumption that proper disposal mechanisms for used sanitary products can be established to prevent environmental harm.

To mitigate these risks and validate assumptions, Period Pals is adopting a culturally sensitive, participatory approach involving the Kokofu community from the outset. This mainly includes collaborating with local leaders, women's groups, local NGOs, local clinics, hospitals and organizations to understand beliefs and design appropriate interventions, conducting educational campaigns, offering choices between traditional and new products, exploring local supply channel for affordability, and engaging the community as a whole to get everyone involved.

By acknowledging and addressing these risks and assumptions, the Period Pals initiative of distributing sanitary products can navigate the cultural landscapes more effectively, fostering sustainable change in menstrual hygiene practices within the Kokofu community.

## 8. Staffing and Resources

It takes an effective team with a wide range of expertise to effectively manage and distribute sanitary products in a community. The implementation of the Period Pals project requires a well-structured team and adequate resources. As period pals have already selected the target audience and also activities that will be used to implement our project, we have also completed the necessary steps of getting the community on board with our project drawn up an activity plan for the women and girls in Kokofu.

The overseeing of the overall management and coordination of the project, typically involving the project advertisement, developing and implementing the detailed project plans and strategies as well as facilitating communication among team members, stakeholders and partners will be the responsibility of the project coordinator in collaboration with the local NGO Kyereh foundation.

We have also established community outreach officers made up of volunteers from the Kokofu community and also members of the Period Pals, who are tasked with conducting community assessment to identify specific menstrual challenges and priorities, engage with community members to encourage participation in the project, distribute menstrual products and educational materials to beneficiaries and finally collect feedback from the community to inform project improvements. Furthermore, we have also employed the services of a menstrual health and hygiene specialist who, together with volunteers from the Kokofu government hospital will aid in conducting education workshops on menstrual hygiene. Finally, we will also have to train 5 selected traders of menstrual pads, to become familiar with the variety of menstrual products out there with the help of the menstrual health and hygiene specialist, these traders will be compensated for their time and efforts.

Access to the local community centers, market squares and assembly halls in the various schools will also have to be provided for our workshops and also as a point of distribution. Additionally, there will be erections of mobile stands at vantage points and the schools and community leaders have agreed to provide for us storage spaces to store the menstrual products and the educational materials. Information systems at the market square center will be our main

source of advertisement in addition with the Kokofu Fm, the community radio station, will aid in getting word out about the distribution points.

## 9. Monitoring, Evaluation, Accountability and Learning (MEAL) Strategy

An effective MEAL strategy is crucial to ensure Period Pals project meets its objectives, remains on track, and delivers meaningful and sustainable results to the women and girls in Kokofu. As we at Period Pals want to be sure about the effectiveness of our project, we will incorporate various monitoring and evaluation methods into the methodology. The main purpose of the monitoring and evaluation is to determine to what specific degree, the activities attached to the objectives have been achieved.

### 9.1 Monitoring Strategy

- ❖ Regularly track and maintain a detailed a daily activity log that keeps a record of all the distribution stations, locations, participants involved and also the different types of resources used.
- ❖ Community outreach officers are to submit a weekly progress directly to the project coordinator, giving a brief summary of completed activities.
- ❖ Together with the local NGO Kyereh foundation, the project coordinator is to conduct a bi-weekly site visits to the distribution stations and the workshops stations to monitor on-ground activities.
- ❖ Regular community feedback in the form of surveys, attendance list and snapshots will be taken to gauge the reception and effectiveness of the distributed menstrual products and educational workshops.

### 9.2 The evaluation strategy

- ❖ Utilize evaluation data to make necessary adjustments to project plans and activities.
- ❖ Conduct surveys and take attendance at the beginning and end of the project to measure changes in menstrual health knowledge, product usage and related health outcomes.
- ❖ Organize focus group discussions with beneficiaries to gain in-depth insights into their experiences and the project's impact on their lives.

### 9.3 Accountability Strategy

- ❖ Create a suggestion box so community members and or beneficiaries can leave their feedbacks and complaints.
- ❖ Create a hotline that beneficiaries can use to address project-related conflicts, disputes and misunderstandings.
- ❖ Quarterly reports will be shared with all stakeholders detailing project activities, expenditures and progress towards objectives.

### 9.4 Learning Strategy

- ❖ Build a database to store and share information about the project's progress and outcomes.
- ❖ Review and analyze processes on a regular basis to find areas for improvement and fresh ideas.

## 10. Cross-cutting issues

The sustainability of the Period Pals project is very important to ensure the long-term impact and effectiveness of our efforts in Kokofu. We as An NGO will make sure to address sustainability across the various dimensions be it social, economic, environmental and institutional. This comprehensive approach adopted by Period Pals will reassure donors that their investment will have lasting benefits, allowing for a seamless phasing out of the project once our primary objectives have been achieved.

### 10.1 Sustainability

#### 10.1.1 Social Sustainability

- ❖ Period pals in collaboration with the local intuitions in Kokofu such as the schools, community health centers, market and community groups, will integrate menstrual health education and product distribution into their regular activities. This will ensure that the project's benefits continue even after the initial implementation phase. In order to build local capacity, there will also be an establishment of a regular training sessions for teachers, health workers and selected traders in sanitary products.
- ❖ A degree of cultural sensitivity will also be achieved due to the project design which incorporate inputs from local leaders and community members, respecting cultural norms and practices regarding menstruation. Programmes and educational materials will be modified to better suit the cultural setting, guaranteeing greater community acceptance and involvement

#### 10.1.2 Economic Sustainability

- ❖ This project will generate employment opportunities for local businesses related to menstrual products. Training local traders on the production and sale of reusable menstrual products can create income-generating opportunities and ensure a continuous supply of affordable products.
- ❖ By proposing cost-effective solutions through promoting the use of reusable menstrual products such as menstrual cups, and cloth pads, we at Period Pals can reduce the long-term cost burden on women and girls, making menstrual hygiene more economically sustainable.

#### 10.1.3 Environmental Sustainability

- ❖ The Period Pals initiative will prioritize the distribution of environmentally friendly menstrual products. By promoting the use of the reusable products, we aim to reduce waste and the environmental impact associated with disposable sanitary products.

- ❖ The project will make sure that there will be an inclusion of information on the proper disposal and recycling of menstrual products to mitigate environmental pollution. We will collaborate with local waste management, Zoomlion, to ensure that disposal methods are sustainable and environmentally friendly.

#### 10.1.4 Institutional Sustainability

- ❖ This comes with training local health workers, volunteers and also the educators. This will ensure that the knowledge and skills that are required to support menstrual health are retained within the community. These trained individuals will continue to educate and support the community, even after the project concludes.
- ❖ As part of our phasing out strategy, Period Pals will gradually reduce direct involvement and contact, allowing local intuitions such as Kyere Foundation take over the project activities.

#### 10.2 Accountability

When it comes to the distribution of sanitary products, a few considerations must be made to account for vulnerable and marginalized segments of the population. These considerations include gender, disability, age and youth. A detailed explanation of this topic is provided below

##### Gender

- ❖ Empowerment and Equality: Making sure that women and girls have a full access to menstrual products and education is crucial to our mission. Gender-sensitive approaches will be employed by Period Pals to address the unique needs and challenges faced by females in Kokofu.
- ❖ Inclusive Education: This basically implies engaging both men and boys in the menstrual hygiene educational section. This will help break down menstrual taboos and foster a more supportive environment for women and girls.

##### Disability

- ❖ The distribution of the menstrual products and it accompanied educational materials will also be made easily accessible to women and girls with disabilities. This will include materials in braille or audio formats the use of a sign language interpreter and ensuring physical accessibility to distribution points and workshops.
- ❖ There will be tailored educational sessions organized to address the specific needs of women and girls with disabilities.

## Elderly

- ❖ Older women will be offered the opportunity to provide valuable insights and support. Their role will be that of a mentorship program, sharing knowledge and experiences to the younger generations.

## Youth and Children

- ❖ Integrating menstrual health education into school curricula ensured that young girls receive accurate information early on. Youth involvement in advocacy campaigns will also foster openness and support.
- ❖ Engaging the support of young boys and girls in the various activities will also promote a supportive community environment

### 10.2.1 Do-No-Harm Approach

#### Ethical Considerations:

- ❖ All project activities will be conducted in a manner that respects the dignity and privacy of the beneficiaries. Confidentiality will be maintained, and participants will be treated with respect and sensitivity.
- ❖ Participation in project activities will be voluntary, Informed consent will be obtained from all participants, ensuring they understand the purpose and nature of the project.

## Health and Safety

- ❖ Safe Environments: Workshops and the mobile shops for the distribution points will be set up in safe and accessible locations. Various measures will be in place to protect the health and safety of both beneficiaries and staff.
- ❖ Risk Mitigation: Potential risks, such as cultural backlash or logistical challenges, will be identified and mitigated through careful planning and community engagement.

## Cultural Sensitivity

- ❖ The initiative will be implemented in a way that promotes community harmony and avoids exacerbating existing conflicts. Continuous dialogue with community leaders and members will ensure that the project is seen as beneficial for all.

## 11. Finance and Budget Narrative

The budget for the Period Pals project is designed to efficiently allocate resources to achieve our objectives in promoting menstrual health and hygiene in Kokofu. Detailed below is a breakdown of the budget, further expressed in percentages allocated to each main component of the project. Attached will be a detailed itemized budget, including a comment column for further explanations.

The distribution of pads projects a total budget of € 100.000 over a 2-year period. The budget will be allocated across the following categories

### 1. Project Coordination and Management: 15,000 euros

This will typically include salaries for the project coordinator and other administrative staff, expenses for office supplies and communication expenses. This will also ensure an efficient planning, coordination and management of the project activities.

### 2. Community Outreach and Engagement (20,000 euros)

Funds are allocated for community outreach officers, travel expenses for field visits, community meetings, and workshops. This particular component is critical for engaging the community, understanding their needs, and ensuring participation in the project.

### 3. Educational Workshops and Training (25,000 euros)

This will cover the cost of organizing educational workshops on menstrual hygiene, including materials, venue rentals and fees for the guest hygiene specialist, the sign language interpreter as well as the trainers. These workshops are essential for building awareness and also providing the necessary education to women and girls.

### 4. Menstrual Product Distribution (35,000 euros)

A significant portion of the budget is allocated to purchasing and distributing menstrual products, such as reusable pads and menstrual cups. This ensures that beneficiaries have access to necessary hygiene products.

### 5. Monitoring, Evaluation, Accountability and Learning (MEAL) (30,000 euros)

This typically includes cost that is associated with data collection tools, surveys evaluations and staff training in the MEAL processes. Ensuring that there is an effective monitoring and



evaluation is very important for assessing the project's impact and also making the necessary adjustments when needed.

#### 6. Contingency Fund (5,000 euros)

A small percentage will be set aside to fund or cover unforeseen expenses such as the delay in logistics, to ensure the project can adapt to any unexpected challenges.

Overall, the budget is comprehensive and provides adequate resources to support the implementation and management of a successful distribution of sanitary product. Below is a detailed itemized budget

<b>Item</b>	<b>Cost per Unit</b>	<b>Quantity</b>	<b>Total Cost</b>	<b>Comment</b>
<b>Project Coordinator Salary</b>	500 euros/month	12	6,000	Annual salary for coordinator
<b>Office Supplies</b>	100 euros/month	12	1,200	Stationery, printing etc
<b>Communication Expenses</b>	50 euros/month	12	600	Phone, internet et
<b>Community Outreach Officer</b>	300 euros/month	12	3,600	Salary for outreach officers
<b>Travel expenses</b>	200 euros/month	12	2,400	Field visits and local travel
<b>Community workshops</b>	500 euros/event	10	5,000	Venue, materials refreshments
<b>Training materials</b>	200 euros/workshops	10	2,000	Manuals, handouts etch
<b>Guest Speakers, Trainer, Sign language interpreters</b>	300 euros/workshops	110	3,000	Fees for experts

<b>Menstrual Products</b>	2 euros/pack	10,000	20,000	Reusable pads, menstrual cups and disposable pads
<b>Meal Tools and Surveys</b>	500 euro/set	1	500	Data collection tools
<b>Contingency Fund</b>	5000 euros	1	500	Emergency expenses

### Budget Explanations

- To ensure that the essential part of the project is carried out, which is the distribution of sanitary products, the largest portion of the budget was dedicated to the cause. This is to make sure that every woman and girls in Kokofu has access to these sanitary products. The focus on reusable products also supports environmental sustainability.
- The next significant portion allocated to community engagement activities. This is important to ensure a widespread participation and to also tailor the project to meet specific needs of the community.
- Providing what we see as a comprehensive menstrual hygiene education is very crucial for Period Pals, because we see it as another way to empower women and girls and also to ensure that the initiative has a long-term impact. That is why the next significant portion of the budget was allocated to building workshops and training session, aimed at highlighting the importance of education in the initiative.

### Annual Budget Breakdown

The Period pals project is designed to be undertaken with two years, the budget is therefore disaggregated by year to align with our project plan and milestones. The attached itemized budget gives a breakdown of the annual budget;

## ANNEXES

### A. Detailed yearly budget

Year 1

Item	Total Cost
Project Coordination	5,000
Community Outreach	6,000
Educational Workshops	8,000
Menstrual Products	10,000
Meal	500
Contingency	500
Total	30,000

Year 2

Item	Total Cost
Project Coordination	5,000
Community Outreach	6,000
Educational Workshops	8,000
Menstrual Products	10,000
Meal	500
Contingency	500
Total	30,000

Year 3

Item	Total Cost
Project Coordination	5,000
Community Outreach	6,000
Educational Workshops	8,000
Menstrual Products	10,000
Meal	500
Contingency	500
Total	30,000

## B. Logical Framework Matrix

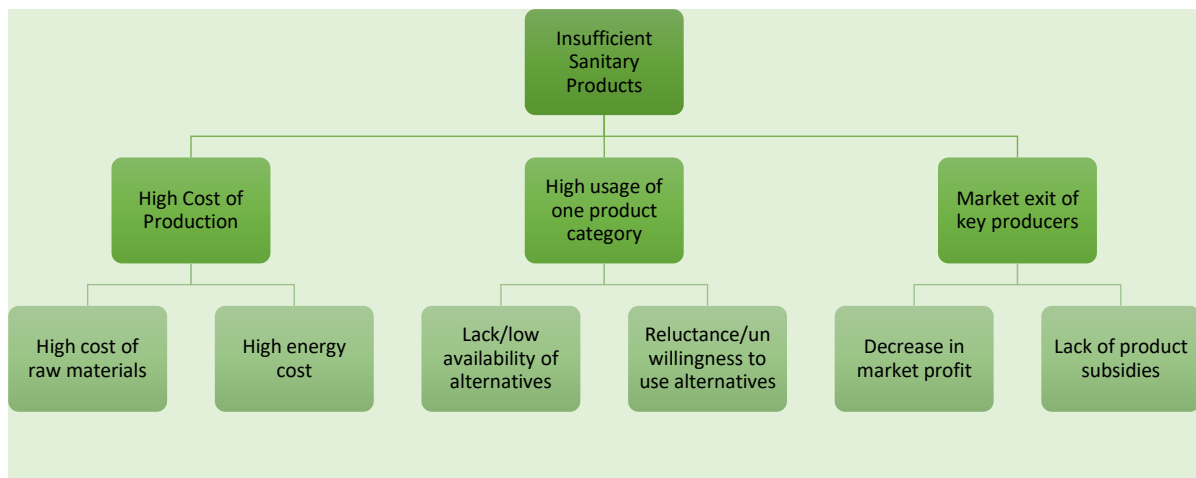
	Intervention Logic	Objectively Verifiable Indicators of Achievement	Sources and Means of Verification	Risks and Assumptions
Overall Objective	Achieve a 100% distribution of sanitary products to the target population in Kokofu.	Percentage increase in the distribution coverage of sanitary products.	Surveys and reports from the local health clinics and community feedback	Assumption that there will be consistent supply of alternative sanitary products. -Risk of logistical challenges affecting and disrupting distribution
Specific Objective	A 50% increase in the usage of alternative sanitary products categories in Kokofu.	Percentage increase in usage rates of sanitary products.	Data collected from distribution and usage surveys to conducted.	Assumption that members of the community are open to trying out and adopting alternative sanitary products. Risk of facing cultural resistance to new types of sanitary products.
Expected Results	Increased willingness to use alternative products in Kokofu	Alternative sanitary pads in every household in Kokofu.	Door-to-door, Records of receipts by households.	Assumption that the target audience are willing to use and adopt alternative sanitary products.
	Improve access and availability of alternative sanitary products in Kokofu	Availability of alternative sanitary products in Kokofu	Monitoring the stock levels at local stores. Surveys	Assumption that exploring other sanitary products could increase affordability. Risk that increased demand may not be met, due to supply chain issues
Activities	Distribute 600 Sanitary products in Kokofu.	Number of sanitary products distributed to	Distribution records and attendance lists. Interviews of beneficiaries	Assumption that introducing new sanitary products will improve menstrual hygiene management and reduce

		target audience.		school absenteeism among girls in Kokofu. Risk of unforeseen events disrupting the scheduled activities.
	Conduct 5 educational workshops on the benefits of using alternative sanitary products. Thereby creating an awareness that reaches 5,000 people living in and beyond Kokofu.	The number of educational workshops organized	Attendance list	Assumption that activities will be carried out as planned. Risk for a preference of traditional cloth rags
	Conducting 5 additional workshops for traders, educating them on the need to stock up, on alternative menstrual products, to increase access and availability.	The number of educational workshops organized	Pre and post workshops surveys to measure change in attitudes.	Assumption that activities will be carried out as planned. Risk of unforeseen events disrupting the scheduled activities.

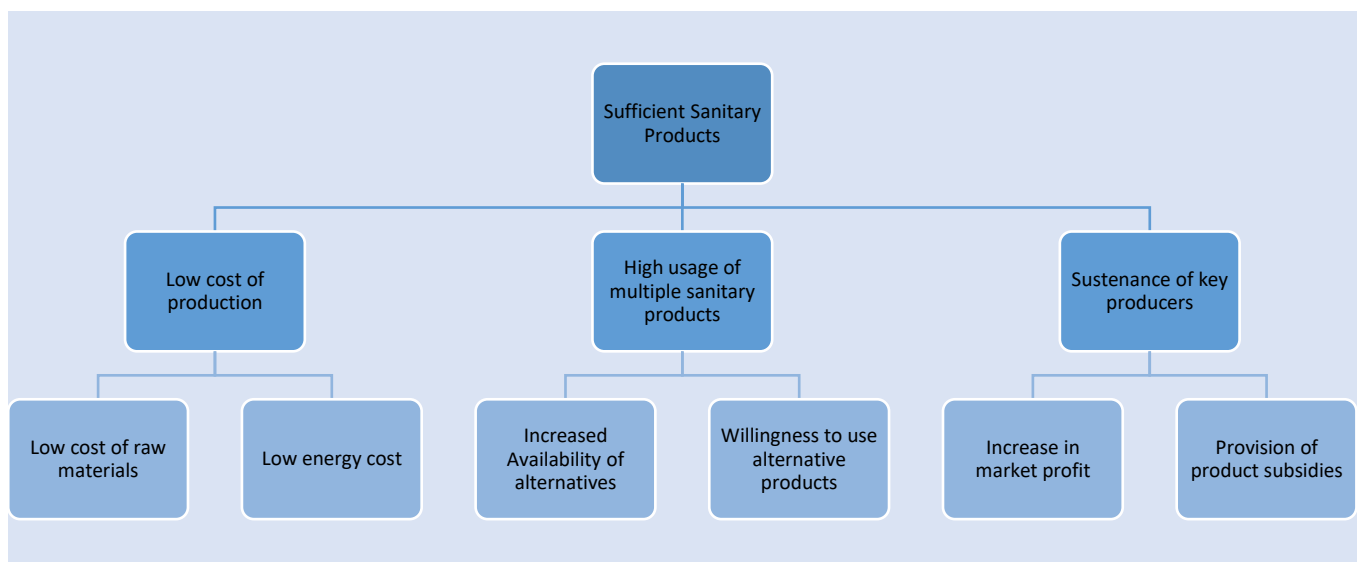
## C. Gantt Chart

Project Activities of "Distribution of Sanitary Pads"													
<p>Institution – Period Pals  Project Name – <b>Distribution of Sanitary Pads</b>  Project Manager – Margaret Akowuah-Manu  Start Date – Jan 2025  End Date – Dec 2027</p> <p><b>Project Description:</b>  The Distribution of Sanitary Products in Kokofu is a three year initiative that aims to distribute sanitary pads to the women and girls in Kokofu.</p>													
S.N	Activities/Months	2025/2026/2027											
		January	February	March	April	May	June	July	August	September	October	November	December
1	<b>Project Preparation Tasks (January -May 2025 before the start of the project)</b> <b>Who? Project Team/Community</b>												
	- Research and Data Collection												
	- Identification and selection of target												
	- Needs assessment												
	- Preparation of project proposal												
	- Preparation of Budget												
	- Identify Sponsors												
2	<b>Stakeholder Collaboration Tasks (June 2025 – October 2025)</b> <b>Who? Project Team</b>												
	- Start Local												
	- Identify other stakeholders												
	- Initial Contacts of Stakeholders												
	- Sending Proposals												
3	<b>Community Engagement Tasks (November 2025 – May 2026)</b> <b>Who? Project Team</b>												
	- Use Participatory approach tools in involving the community in meetings												
	- Identify strengths and weaknesses in the community												
	- Final assessments and conclusions with the community												
	- Allocate roles to community leaders and locals												
4	<b>Public Education Tasks (April 2026 – October 2026)</b> <b>Who? Project Team/Volunteers/Community</b>												
	- Community Communication Center Announcement												
	- Megaphone Announcements												
	- Designing Posters and Flyers												
	- Organize Workshops												
	- Door-to-door education												
5	<b>Distribution of Sanitary Products Tasks (August 2026–December 2026, January 2027 – May 2027, June 2027 – August 2027)</b> <b>Who? Project Team/Volunteers/Community</b>												
	- Scheduling period for Movement of Sanitary Products from Warehouse to Community												
	- Storage of Sanitary Products Community Storage halls												
	- Distribution of Sanitary Products (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> distribution process)												
6	<b>Awareness Creation Tasks (February 2024 – December 2026)</b> <b>Who? Project Team/Volunteers/Community</b>												
	- Visiting radio and Town halls												
	- Organize distribution activities (quarterly)												
7	<b>Monitoring and Evaluation Tasks (September 2026 – December 2027)</b> <b>Who? Project Team/Volunteers/Community</b>												
	- Tracking of progress												
	- Visit the community												
	- Regular assessments of results												
	- Evaluate the indicators to determine adjustments												
	- Applying adjustments												

## D. Problem tree analysis



## E. Objective tree analysis



## References

Menstrual Health and Hygiene (MHH). (2022). *Menstrual Health and Hygiene in West and Central Africa*. UNFPA .

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The World Bank. (2018, May 25). Menstrual Hygiene Management Enables Women and Girls to Reach Their Full Potential. pp. 1-5.

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