

Monitoring & Evaluation Checklist for LLIN Center

Particulars:	
Complete address of facility:	
Union council & taluka:	
District & province:	
Population of district:	
Catchment population of facility:	
Name, official address & phone # of focal person:	
Name of monitoring officer with designation:	
Date of visit:	
Outlet:	
Location:	
Geographical accessibility:	
Surroundings:	
Security concerns:	
Offloading space:	
Spacious area for storage (dimensions of room):	
Ventilation, humidity, temperature, protection from sunlight:	
Protection from fire:	
Pest control measures:	
Cleanliness situation/arrangements:	
Storage: Racks available or not Storage on ground Pallets (bales of 100 each) three can be piled up	
Mobility within store:	
Distribution:	
Recording desk	
Stationary	
Distribution window	
Waiting area: Space Designated for waiting area Protection from sunlight and rain.	

Inventory control:			
Stocks & stationery:			
Item	Available (number)	Stock out since when?	Remarks
LLIN			
Stock register			
Daily expense register			
Reporting forms			

Disease specific data:				
LLIN distributed during	Pregnant women	Children>5	Malaria patient	Remarks
Previous month				
Current month (till date)				

Trainings conducted for community in previous month & target audience:

Name of trainings	Number of Participants
1	
2	
3	
Comments/remarks by monitoring officer:	
Monitoring officer name, Designation, Signatures Date	

Guidelines on Monitoring & Evaluation Checklist for Long Lasting Insecticide Nets (LLIN) Center

Particulars:

Give the detailed particulars of the facility.

Give the population of district and also the catchment population of facility

Write down the name, address and contact no. of focal person

Write down the name and designation of monitor along with date of visit

Outlet:

Give the name of outlet from where long-lasting insecticidal nets (LLIN) for *malaria* prevention are being supplied.

Location:

Give the exact location of outlet where it is situated.

Geographical accessibility:

Write down the ways to approach the outlet.

Surroundings:

To clearly demarcate the facility, write down surrounding position.

Security concerns:

Describe the security position at store and distribution area.

The involvement of security persons must be systematic in urban areas to prevent fighting and guarantee effective distribution.

Offloading space:

An ample space should be available for this activity. A truck can easily enter to offload the LLIN.

Spacious area for storage (dimensions of room):

Write down the dimensions of the room to assess the spaciousness of the storage.

Ventilation, humidity, temperature, protection from sunlight:

Storage area should have provision of these items.

Protection from fire:

Check the facilities in the store for exit and fire extinguisher.

Pest control measures:

Check whether the pesticide sprays and other concerned modalities are present in the store and/are being practiced regularly. Please verify from the record.

Cleanliness situation/ arrangements:

Check for the cleanliness situation and what measures are being adopted by the staff for this purpose.

Storage:

Check the capacity of store as well as also observe the following:

- **Racks available or not**
- **Storage on ground**
- **Pallets (bales of 100 each) three can be piled up**

Bales of LLINs are well and securely packed; the nets are essentially non-perishable and are usually individually wrapped in sealed plastic bags. Bales are relatively easy to handle, being light enough to be moved manually. The principal concern in their storage is thus the volume rather than weight. The very large volumes involved make it critical that there is adequate storage capacity at all levels. The tightly packed and tied bales can be stacked several layers high (up to a height of 5 m) without any damage to the bottom layers.

Mobility within store:

Store should not be fully packed with LLIN but there must be an ample space available in the store for mobility.

Distribution:

Check the following items at distribution place:

- **Availability of Recording desk**
- **Availability of required Stationary**
- **Availability of Distribution window**

Waiting area:

Check the space designated for waiting area with protection from sunlight and rain.

Inventory control:

An efficient inventory control system tracks how much product you have in stock and forecasts how long your supplies will last based on your activity. This allows you to place orders far enough ahead of time to prevent stock outs. Check the inventories in stock register.

Stock s & stationery:

Stock position of LLIN, stock register, daily expense register and reporting forms should be checked. Also examine from the record the stock out of any of these items and the time period since these items are stock out.

Disease specific Data:

Give the no. of LLIN distributed to pregnant ladies, children >5 years, malaria patients and any other person during previous month as well during current month till date.

of trainings conducted for community in previous month & target audience: Check the record as well as verify from the community.

Comments/remarks:

Monitor will write down his comments, any issue noticed by him or raised by staff or by community. The monitor should also give his recommendations to improve the work in future.

In the last, monitor will write down his name, designation and sign along with the date of visit.