

# Supervisory Checklist for Vitamin A Supplementation Program in Tanzania



2008



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## **Supervisory Checklist for Vitamin A Supplementation Program in Tanzania**

### *Purpose*

The purpose of the checklist is to help R-RCH and R-CCO to guide health facility and district staff during their routine supervisory and planning visits. It aims to keep the focus or attention of district staff on the six-monthly planning and implementation activities. It should be used at least once or twice per year per district. The overall goal is to achieve and maintain >90% coverage of VAS and deworming in the twice-yearly VAS distribution.

The checklist is a reminder for the regional supervisors to cover specific program components. It can record information about program components that are potentially weak so that they can be strengthened, and identify components that are very strong so that they can be used as examples. The progress of districts can be clearly seen over time if these components are recorded and reviewed by districts themselves and regional supervisors. Regional supervisors can give the districts the responsibility to fill in the questionnaire and forward to the regional supervisors, who will then have the responsibility to review the forms at an appropriate regional gathering such as a VAS review meeting.

### *Method*

Based on the schedule of supervision visits, take copies of this tool to the field. Ask for a meeting with the staff who are directly involved with planning, implementing, recording and report writing for the six monthly VAS distributions. Read each item (column 1) in the checklist and the second column that describes the purpose and gives instructions. Then discuss the meaning of the question with respondents so that the question is well understood. Record the response in the last two columns. If a weak component is identified, ask about how it can be strengthened and give examples, suggestions and tools to strengthen it; then note down what steps have been agreed upon. Circle the answers that need to be followed up and carry the completed form in the next visit to the same facility.

## Regional Supervisory Checklist for VAS Program, Tanzania

### *Microplanning, supplies, budget and coordination*

Question	Instructions	Response	Comment
1. Has the council included VAS and de-worming in the most recent CCHP?	Review current CCHP plan	Yes    No	
2. Is the money <i>planned</i> for the upcoming VAS and de-worming round greater or equal to 50% of the estimated financial requirement?	Review current <i>planning</i> budget in CCHP and discuss with CHMT (for requirement). Note if the Planning and Budgeting Tool was used.	Total estimated need: _____Tsh Total planned for VAS/de-worming: _____Tsh Amt. based on.....	
3. What were the sources of planned funds (according to CCHP) for the most recent round of VAS / deworming campaigns?	Review current <i>planning</i> budget in CCHP and discussion with CHMT (for the funding sources)	Source: UNICEF: Tsh. _____ Gov. Block Grant: Tsh. _____ District council: Tsh. _____ Basket Fund: Tsh. _____ Others (specify): _____:Tsh. _____ _____Tsh. _____	
4. Is/are the funding source/s reliable?	Record opinion of district staff, based on if they will provide funds again for the next round	<ul style="list-style-type: none"> <li>• Very reliable/will definitely provide for next round</li> <li>• Reliable/want to but not sure about next round</li> <li>• Not reliable/ will not provide (check one)</li> </ul>	
5. Is there a VAS coordinator?	Record response	Yes    No	
6. Is the VAS coordinator on the planning team for CCHP?	Review CCHP team list	Yes    No	

### *Management and leadership*

Question	Instructions	Response	Comment
7. Was the number of distribution sites for the most recent round adequate ?	Record opinion of district staff	Yes    No	
8. Were there any major problems with the distribution with regard to the following?	Discuss with district staff, as noted below:		
Supplies	(Procurement officer)	Yes    No	
Budget release	(DMO)	Yes    No	
Volunteer mobilization	(VAS coordinator)	Yes    No	
Volunteer/staff work	(VAS coordinator)	Yes    No	
CHMT assistance	(VAS coordinator)	Yes    No	
Non-health district government (CMT)	(DMO)	Yes    No	

***Logistics Supply***

Question	Instructions	Response	Comment
10. Are sufficient VAS and de-worming supplies available at least two months before the campaign?	Review record from most recent distribution round, MSD delivery note	Yes No Date of receipt of VAC: _____ Date of start of round: _____	
11. Were IEC materials and other communications available and used during last distribution round?	Record opinion of district staff	Yes No	
12. Is transportation of VAC and de-worming tablets reliable to sites within the district?	Record opinion of district staff or transport officer	Very reliable Reliable Not reliable  (circle one)	

***Supervision and monitoring***

Question	Instructions	Response	Comment
13. How many sites were visited by a supervisor during the event?	Review record from most recent distribution round	# sites visited by supervisor _____ Total # sites: _____ % visited _____	
14. Are twice-yearly VAS and deworming services included in district's supervision checklist?	Review district's supervision checklist and interview district individual	Yes No	

***Advocacy and community ownership***

Question	Instructions	Response	Comment
15. Are the following aware of the impact on child mortality and cost-effectiveness of the VAS and de-worming program? - CHMT members - Heads of departments of the District Council	Record opinion of district staff, or interview individual staff	(circle one)  Most aware Some None Most aware Some None	
16. Did the community get involved in any of the following?	Record opinion of district health staff		
Mobilize parents/caretakers		Yes No	
Follow up on those who miss the services		Yes No	
Providing accommodation to service providers		Yes No	
17. Did the community contribute food or funds to support the distribution?	Record opinion of district health staff	Yes No	

***Human resources***

Question	Instructions	Response	Comment
18. Was there adequate manpower for the distribution?	Record opinion of district staff	Yes      No	
19. Were social groups (CORPS, religious institutions, local NGOs, etc.) used for mobilization activities for the most recent distribution?	Record opinion of district staff	Yes      No  # of social groups used: _____	

***Coverage***

Question	Instructions	Response	Comment
20. What was the district coverage for the last 2 distribution rounds?	Review records from past 2 distribution rounds	Coverage most recent round: _____% Coverage from previous round: _____%	

**COMMENTS ON PROGRESS MADE AND FOLLOW UP ACTIONS:**

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 .....  
 .....

Date..... Supervisor.....

District Officer In-Charge.....