ROADMAP TRACKING TOOL

A simple guidance document for the use of the USB-key based Roadmap tracking tool
**Table of Content**

Introduction ............................................................................................................... 5  
Purpose of the tool ..................................................................................................... 6  
How this guide is organized ..................................................................................... 6  

**Part 1 – Getting started** .................................................................................... 7  
A. Downloading the application ............................................................................. 7  
B. Use of the tool ................................................................................................... 8  
C. Design of the tool ............................................................................................ 10  

**Part 2 – Developing the roadmap** ..................................................................... 13  
A. Populating the application ................................................................................ 13  
   1. Country summary ......................................................................................... 14  
   2. Implementation plan ..................................................................................... 14  
   3. Resources ..................................................................................................... 15  
   4. Technical Assistance ..................................................................................... 16  
   5. Threats to implementation ............................................................................ 16  
B. Validating the information ............................................................................... 16  
C. Submitting the information .............................................................................. 17  

**Part 3 – Monthly reporting** ............................................................................... 18  
A. Preparing the report ......................................................................................... 18  
   1. Selecting the reporting period ....................................................................... 18  
   2. Filling the reporting section .......................................................................... 19  
B. Frequency and timeliness of reporting ............................................................. 21  
C. Validating the report ........................................................................................ 22  
D. Submission of the report .................................................................................. 22  

**Part 4 – Data Viewer application** ................................................................. 23  
A. Purpose ............................................................................................................ 23  
B. Downloading the application .......................................................................... 23  
C. Preparing the files ............................................................................................ 23  
D. Browsing the Roadmap and Report ................................................................ 25  
E. Changing the country/state ............................................................................. 25  

**Part 5 – Technical Support for the use of the Tool** .................................. 26  
A. Malfunctioning of the key .............................................................................. 26  
B. Recovering your data ...................................................................................... 26  
C. Contact Persons for the use of the tool ......................................................... 26
**Introduction**

Since the launch of the Global Malaria Action Plan (GMAP) in 2008, the Roll Back Malaria Partnership (RBM) initiated annual reviews in collaboration with the National Malaria Control Programs (NMCPs) to assess the attainment of the objectives of the plan. From 2009 to 2011 countries developed roadmaps for the implementation of malaria control interventions on a PowerPoint template. Tracking of the implementation of these roadmaps however was challenging. In July 2011, a new roadmap development and tracking tool was introduced. Countries effectively used this new tool to develop and track on a monthly/quarterly basis the implementation of their planned activities or the attainment of their set milestones. The tool allows partners at country level to actively participate in the development and tracking of the implementation of planned activities as set in the roadmaps.

The purpose of this guide is to assist countries in using appropriately the tool to develop their annual roadmaps and track implementation. The tool also provides a unique opportunity to develop a three year Business Plan in line with the directives of the Global Malaria Action Plan.\(^1\)

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Purpose of the tool

The roadmap tracking tool is a program planning and management tool and not a quantification tool. It is complementary to the Strategic plans, and must align with information from the gap analysis and operational plans.

Used regularly, the tool allows the National Malaria Control Programs (NMCPs) and partners to determine on a monthly basis or at any point in time, where countries/states/regions are and helps detect at an early stage implementation bottlenecks. Information from the monthly reports allows partner engagement in the identification and resolution of these bottlenecks.

How this guide is organized

This document is organized into five parts:

1. **Getting started**: takes you through the process of downloading the application from a link provided by e-mail. The link in this guide is only an example and cannot be used for downloading the country roadmap application.

2. **Developing the Roadmap**: populating the tool with your roadmap information

3. **Monthly reporting**: how and when to prepare and submit your periodic updates

4. **Data Viewer application**: this is a new application for stakeholders and helps to share the roadmap and updates information for discussion prior to publication on the RBM website – the link provided in this guide can be used by all stakeholders.

5. **Technical support for the use of the tool**: what to do and who to contact when problems occur during the use of the application.
Part 1 – Getting started

A. Downloading the application

To get the application from the link provided and follow the steps below:

1. Click on the link provided:


Please note that each country has a coded link which will be provided to you by e-mail each time.

2. Save the downloaded zipped file to a new USB-key or on the computer.

You can also copy and paste the zipped file from the computer to the key. An old key can be used, but you must ensure that the key is empty and free from viruses.

3. Locate the zipped file on the key or computer.
4. If the downloaded file is on computer, you can either copy the file from its location and place it on the USB key and extract the files on the key, OR extract the files directly to the USB key if the zipped file is on the key already. Once placed on the key, the zipped files can be extracted to the key.

5. Once extracted, you will get the new application with the usual Roll Back Malaria logo. At the end of the extraction, the zipped file must be DELETED from the key and/or computer.

N.B: Never use an old link to download the application unless you are downloading it for the very first time

6. Start using your application.

B. Use of the tool

Please follow the steps below to start using the tool:

1. Open the application as indicated above. A personalization page will open.
2. Fill the various fields and **select your country/state/region**
   N.B: if you select the wrong country/state/region, you will have to re-download the application from the start.

3. Click on **Submit**. A new window will open
C. Design of the tool

The tool is organized into three parts:

- Development of the roadmap – **Country Facts**
- Monthly reporting – **Monthly Reports**
- Uploading and backing up of data – **Upload files, Local Backup**

1. **Country facts**

The country facts provide information on the main interventions in malaria control: Prevention (Vector management), Case management, M&E, BCC/IEC and Program Management /Program development.
2. Monthly report

A dropdown list from January to December is provided. **Countries are encouraged to report on a monthly basis for closer follow up by partners.**

As you move from one month to the other, you can either:

i. Work from a blank month, or

ii. Work with data from the previous month.

You are strongly encouraged to select the second option which allows the importation of data from the previous reporting period.

3. Upload files, Local Backup

Once the roadmap and or monthly reporting have been done, click on **Upload files.** Your information will then be received at RBM secretariat for posting on the website.

To safeguard your data in case of system failure, you are advised to do a **Local backup** of your files.

- Click on Local backup
You will be taken to the directory of your computer. There you can create a folder and label it "Roadmap backup files"

Note that this is only a preventive measure. You cannot work from these backed up files. They are only there to save your data in case of loss of function of the key.

Follow the instructions from your computer to back up the files.
Part 2 – Developing the roadmap

A. Populating the application
This exercise should be done in consultation with your local partnership.

Click on Insert data.

A new window opens to all the interventions: LLINs, IRS, ACTs, Diagnostics, IPT, M&E, BCC/IEC, PM/PD

For each intervention, there is a set of tabs below: Country summary, Implementation plan, Resources, Technical assistance and Threats to implementation.

For Case management (ACTs & Diagnostics) however, there is a third layer to take into account case management in the Public sector, Private sector and Community case management where applicable.
1. Country summary

Information provided for each of the interventions should be aligned to the gap analysis.

In line with the Global Malaria Action Plan (GMAP), the milestones are indicated. Countries are required to indicate their own milestones contributing towards the attainment of the GMAP milestones.

In some interventions where universal coverage (UC) is applicable, countries are required to provide information on gaps for reaching UC.

2. Implementation plan

In this section, countries are required to provide by areas of intervention details on outputs, indicators, means of verification and list major activities/milestones.
Start and end dates of activities

As this is a planning and management tool, be sure that the correct start and end dates of the activities/milestones are entered.

**Example:** We are developing the roadmap for 2013. LLINs mass Campaign will take place in **February 2014**. However, there are several activities leading on to this campaign, such as procurement of LLINs, micro-planning of the campaign etc. Routine nets for 2013 should have already been in country in **2012**.

If a planned activity did not materialize during a given period for example in 2013, and is carried over to be implemented in the following year (2014), when doing the 2014 roadmap, re-enter the activity and indicate in the comments/assumptions, that it is an activity that is carried over from the previous year.

3. **Resources**

In this section, countries are required to indicate the activities by source of funding and amount (if possible), provide the disbursement deadline, which if not met (i.e. funds are not received) will cause implementation delays or cancellation.
4. **Technical Assistance**

Please indicate here: **the type of support** needed, the **source of funding** (donor) and determine the **period** during which the support is required.

![Technical Assistance Table]

5. **Threats to implementation**

Extrinsic factors impeding successful program implementation should be described here.

![Threats to Implementation]

Please back up your data at this point in time

**B. Validating the information**

This is a mandatory process for partner buy-in. As earlier indicated, the roadmap must be developed in consultation with the local partnership which can be done during the regular partners’ meeting/forum either at the end of the year or at the beginning of the calendar year.

Following the validation, the roadmap is ready to be submitted.
C. Submitting the information

Before uploading, please ensure that the **Network status** is **Online**

From the home page click on **Upload files**

Your submission is received at the RBM Secretariat and posted on the website within days.

**Please visit the Roll Back Malaria Website for viewing of your submitted report**

http://rollbackmalaria.org/countryaction/index.html
Part 3 – Monthly reporting

With the roadmap fully developed in Part 2, countries are now ready for the monthly/quarterly reporting depending on agreed timing. This will also require the participation of the local partnership.

A. Preparing the report

1. Selecting the reporting period

Select the reporting period from the drop down menu then click on Go. A new window opens.

As you select the reporting period month after month, the tool memorizes the information from the last reporting period. An option message is given - Please read carefully before proceeding.

You can either report using an “existing file” i.e a previous reporting period (from the drop down menu) OR a “blank reporting template”.
It is better to choose an existing file so that you do not have to start afresh your reporting month after month.

2. **Filling the reporting section**

Once the reporting period has been selected, a new window opens.

In the reporting, there are 5 areas as indicated above:

a. Commodities status - **to be completed by the end of the year**

b. Implementation plan – On a monthly basis or according to timing

c. Resources - On a monthly basis or according to timing

d. Technical assistance - On a monthly basis or according to timing, and

e. Threats to implementation - On a monthly basis or according to timing

1. **Commodities status**

This section provides information on commodity gaps. If during the calendar year, commodities are received to fill the original gap, please do not hesitate to indicate it during your monthly reporting. This is important information for partners to mobilize the necessary resources.
2. Implementation plan

This section provides important information of implementation status.

a. **Completed** – The activity has been successfully completed
b. **On track** – activity on-going without delays
c. **Not yet started** – activity not yet due to start within the reporting period
d. **Off track** – delayed (please provide reason for this under Comments)
e. **Dropped** – Activity could not be implemented (please provide reason for this under Comments)
f. **Support required** – please indicate type of support needed also under Comments only if support required is ticked.

Comments on the left are those from the Roadmap. Comments on the right (green), are those expected during the reporting.

**N.B:** If this section is not completed, any submission attempt will fail as the application cannot identify a blank implementation plan.

3. Resources

Please indicate in this section the amount to be provided by the donor(s) and state whether this amount has or not been disbursed. If partially disbursed please indicate in the comments the amount disbursed.
4. Technical Assistance

This section is to be filled at the end of the indicated period of the requested technical support. Please assess the supported received and provide any other information on the support in the **Comments** section.

5. Threats to implementation

Please indicate here whether the threat(s) materialized and in the **Comments**, describe action taken to mitigate the threat if it did (yes) materialize.

B. Frequency and timeliness of reporting

For effective reporting, countries are encouraged to submit monthly updates no later than the 15th of the month following the reporting period. If the submissions are quarterly, the updates should be received in April, July, October and January, following the respective end of quarter.

**Example:** if the reporting period is January, the update should be submitted no later than February 15.
C. Validating the report

Just like the development of the roadmap, it is important that the report be validated in collaboration with the local partnership.

D. Submission of the report

Similarly to the roadmap, after validation of the report, go to the home page and upload files.

Please visit the Roll Back Malaria Website for viewing of your submitted reports

http://rollbackmalaria.org/countryaction/index.html
http://www.rollbackmalaria.org/countryfacts/rbmroadmaps2014.html

The reports will be posted on a weekly basis as and when the reports are submitted. Should you not see the posting by the Friday following your submission, please contact Roll Back Malaria on the contacts provided at the end of this guide.
Part 4 – *Data Viewer* application

**A. Purpose**

As opposed to the Roadmap application in Part 1, the *Data Viewer* application is intended for all stakeholders to view information of a specific country/state submitted on the server whether published on the RBM website or not. This allows the user to visualize the information without being able to modify anything. It will be most important during the development of the roadmaps for sharing of information between the partners and the NMCP.

**B. Downloading the application**

The application is downloaded to a key or computer and the files extracted following the same procedure as in Part 1 using the following link:

http://www.philmeurope.com/downloads/Rollbackv2support/RollBackMalariaViewer_GMC_2_1_1.zip

This link is made available to anyone who needs to view country/state information.

**C. Preparing the files**

1. Once the application is downloaded, locate it on the key or computer and click on the application file. It is advisable to use an empty new key rather than the computer to avoid interference.

2. A *Data Viewer* personalization mask page will open:
3. Select the **language** then the **country/state** you wish to view from the dropdown menu.

4. Please pay attention to the message that appears to confirm the country/state you wish to view. If a wrong country/state is selected, you will need to delete the downloaded files and start all over again.

5. Once the country/state has been selected, click on **Sync**.

6. Within seconds **ALL** the data on the server will be synchronized with the application. If this fails, reload the application.
7. You can now:
   a. Browse the Roadmap
   b. Select the month of reporting
   c. Browse the reporting

D. Browsing the Roadmap and Report

With the cursor, you can navigate through the entire Roadmap and report without being able to change any of the information.

E. Changing the country/state

If you wish to view another country/state, you will need to DELETE ALL previously downloaded files from the key/computer and reinstall the application. Failing to do so, you will only be viewing the memorized previously uploaded country files. Another possibility would be to download the application on another key.
Part 5 – Technical Support for the use of the Tool

A. Malfunctioning of the key

Always close the APPLICATION and then EXIT the KEY before removing it from the computer. Failing to do so will cause the key to stop functioning. If you receive a message asking you to format the key, it means that the key is damaged.

If for any reason, including the above, the key stops functioning, please send a message to:

Dr Boi-Betty Udom: udomb@who.int with copy to inforbm@who.int

B. Recovering your data

Please do not attempt to download the application from the link in Part 1 or any other link you may have received earlier.

A new link will be provided to you to use following the steps in Part 1. Once downloaded, previously posted information on the RBM website or saved in your back-up folder will automatically be recovered allowing you to continue working from the last submitted or saved information.

C. Contact Persons for the use of the tool

For all information and technical support on the content of the tool, please contact the respective Subregional Network Coordinator with copy to bandaj@who.int, udomb@who.int and inforbm@who.int