

# ESPEN IU Planner

## Standard Operating Procedures (SOP) for Implementing Partners

**Title:** Using the Implementation Unit Planner for Monitoring MDA and Survey Funding Plans

**Version:** 1.0

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**Approved by:** Elizabeth Juma

**Applicable to:** All ESPEN Partners, Donors, and In-country Implementing partners

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## Definition of terms

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- **Implementation unit (IU):** The smallest geographical area used for planning and executing interventions
- **IU planner:** A web-based application that provides information on MDAs and surveys at subnational IU level.
- **Donor** – A non-government entity who is the original source of funding used to support implementation of programs (e.g., MDA or surveys). This can be represented by either a multilateral or bilateral group, or private philanthropy. This category is intended to capture external financial support to programs, acknowledging all countries provide support for their programs.
- **Fund Manager** - Typically represents an intermediary who receives funding from a donor and then disperses to an implementing partner or country directly to support implementation of programs (e.g., MDA or surveys). It is possible for the donor and Fund Manager to be the same entity if the Fund Manager represents a donor collective or does its own fundraising for programs. This may not apply to all countries, so you can also select 'not applicable'
- **Implementation Partner** - Represents the entity that is the final recipient of funding and is accountable to the fund manager or donor to ensure quality execution of funded activities. Implementation Partner and Fund Manager can be the same entity if the Fund Manager organization also supports program implementation in-country. Countries can also be listed as the 'Implementation Partner' if they receive funding directly.

## Purpose

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The purpose of this SOP is to guide implementing partners in using the **Implementation Unit (IU) Planner** web application to monitor and update Mass Drug Administration (MDA) and survey plans for four Preventive Chemotherapy Neglected Tropical Diseases (PC-NTDs): Lymphatic Filariasis (LF), Onchocerciasis (Oncho), Schistosomiasis (SCH), and Soil-transmitted Helminthiasis (STH). This tool enhances planning by identifying funding gaps, improving the allocation of resources, and supporting strategic intervention planning.

## Scope

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This SOP pertains to all those involved in the planning and execution of MDAs and Surveys including:

- Implementation partners
- Funders/ Donors
- Other NTD stakeholders

This document provides step-by-step instructions on accessing, updating, and maintaining the accuracy of data within the IU Planner.

## Responsibilities

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### Users:

Users are expected to verify and update the IU planner once they get a notification from ESPEN. This will be after funding commitments from the respective countries are received. Users should also update the IU planner anytime there is a change in activity funding.

- **Implementing Partners:** Responsible for verifying, updating, and maintaining accurate information on MDA and survey plans in the IU Planner.
- **Donors and Fund Managers:** Responsible for coordinating with partners to ensure timely updates and strategic planning for funding allocations.

## Administrators:

- **ESPEN (WHO-AFRO):** Oversees platform functionality, provides support, and ensures data accuracy via the Joint Application Package (JAP).

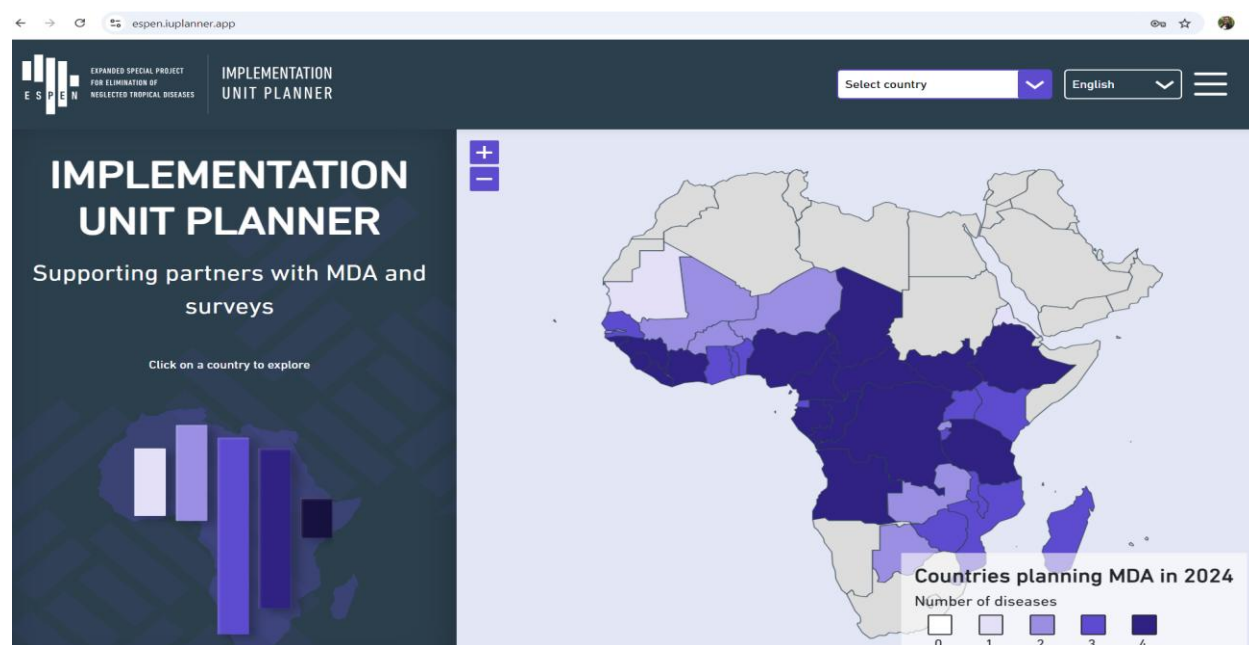
## Benefits of Using the IU Planner

- **Strategic Resource Allocation:** The IU Planner allows partners to identify funding gaps, ensuring efficient distribution of resources for MDA and surveys.
- **Enhanced Collaboration:** Promotes transparency and fosters collaboration between partners, donors, and national health programs.
- **Data-driven Decision Making:** Partners and funders can make informed decisions based on real-time, accurate data.
- **Reduction in Medicine Expiry:** Aligning drug forecasts with confirmed funding ensures better management of medicine stocks and reduces wastage.

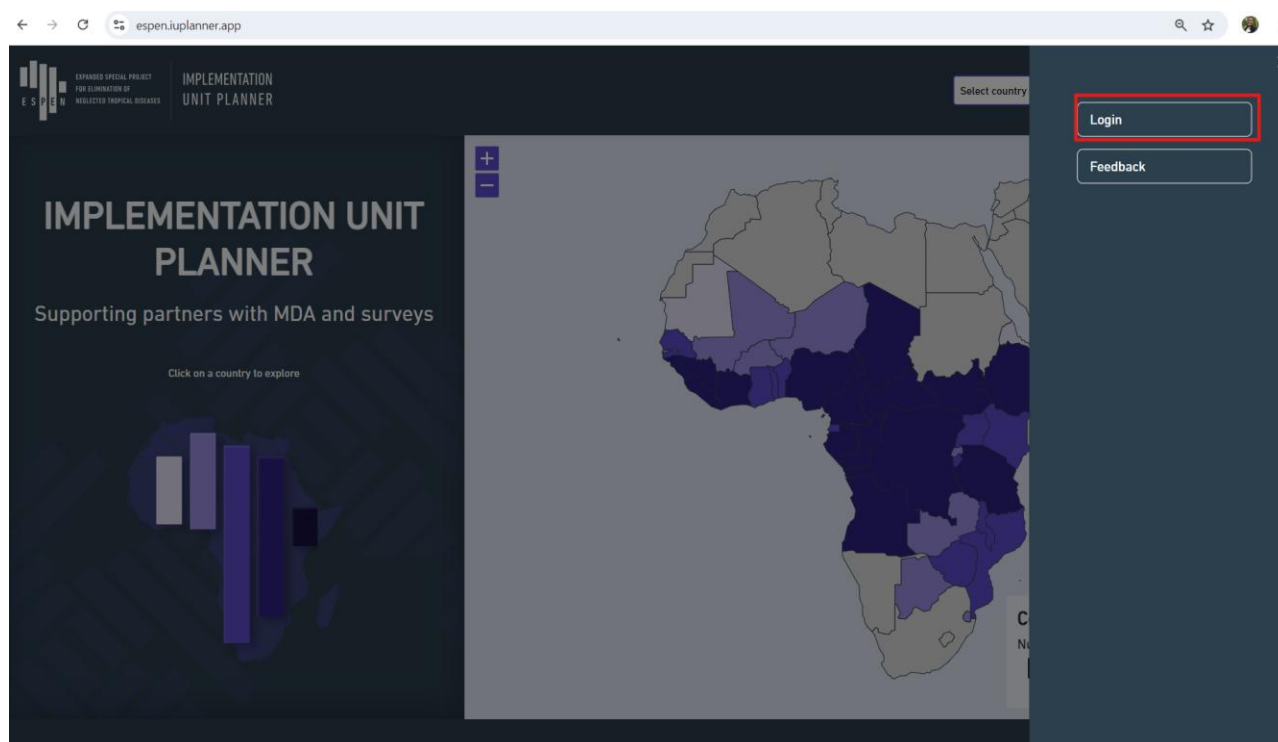
## How to use the IU Planner

### Access to the IU Planner:

1. Navigate to the [IU Planner](https://espen.iuplanner.app). You can select the preferred language at the top left.



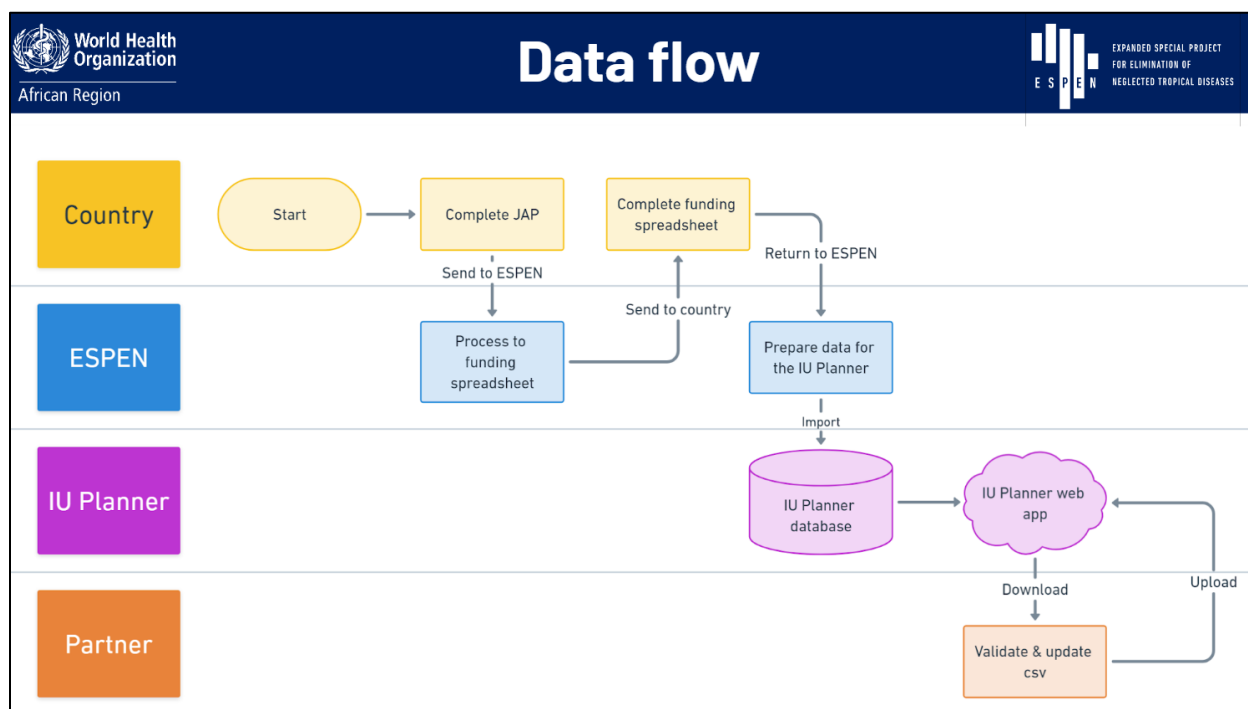
2. Log in using your authorized credentials provided by ESPEN.



3. If you do not have access, contact ESPEN support via [espensupport@who.int](mailto:espensupport@who.int) for assistance.

# Populating the IU Planner

The platform is pre-populated with data from the Joint Application Package (JAP). This is done by ESPEN after country JRSMs are approved. This provides disease-specific endemicity at IU level for lymphatic filariasis, onchocerciasis, soil-transmitted helminthiasis (STH) and schistosomiasis (SCH), and estimates of population requiring preventive chemotherapy against these diseases.



Implementing partners will get email notifications when data is ready for their review and validation in the IU Planner web application.

Overall, implementing partners are expected to:

- Review the data entries for MDA and survey plans in their respective countries and regions.
- Verify that the funding information for the upcoming years is accurate.
- Update information regarding their activities, including:
  - Planned MDA rounds
  - Survey implementation schedules
  - Status of funding for each activity at the IU level

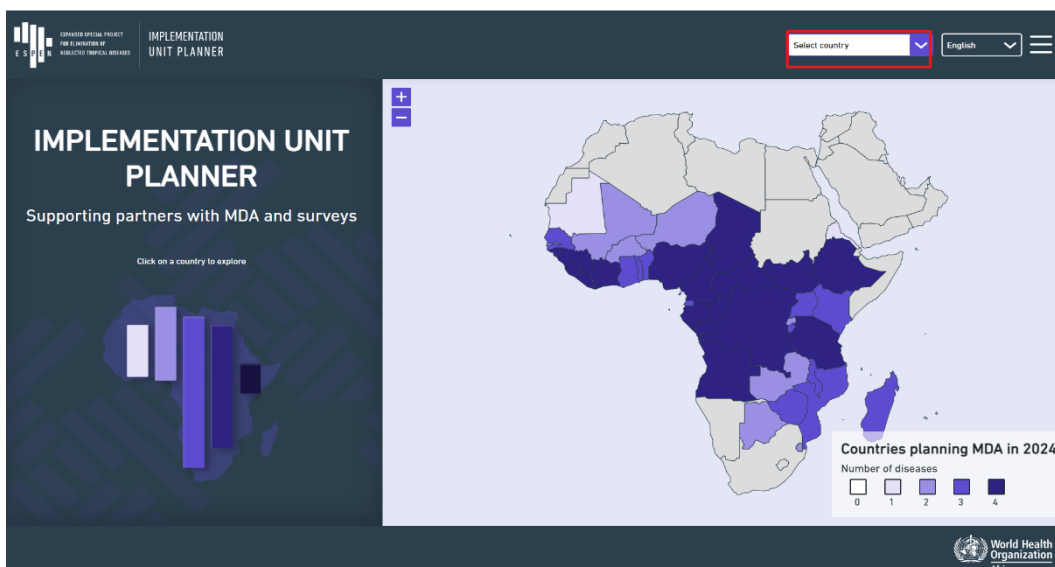


# Updating the IU Planner

To update or verify information:

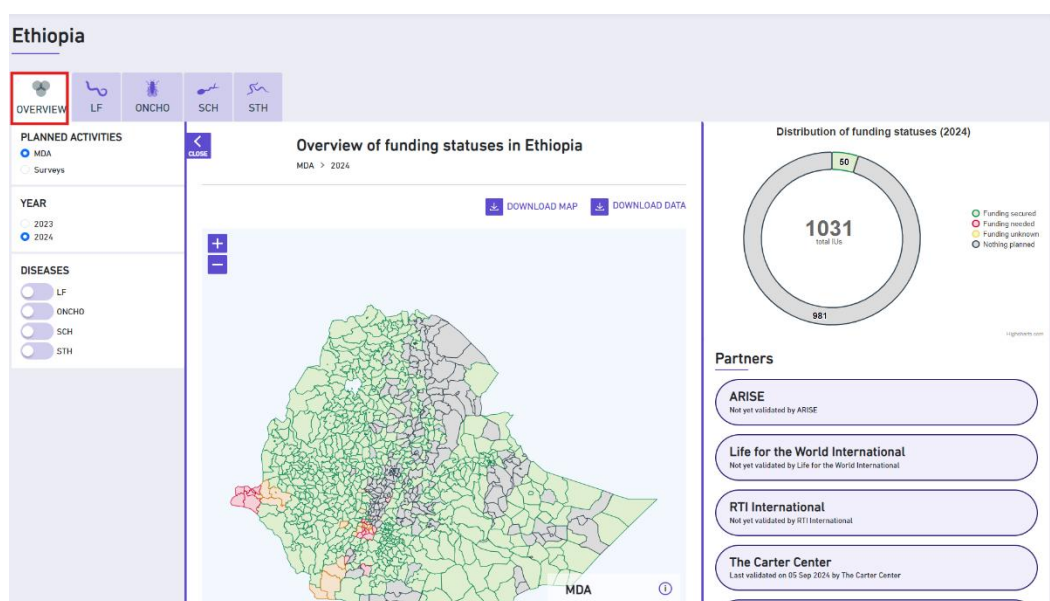
## 1. Access the IU Funding Data:

- Select the country you support from the dropdown.

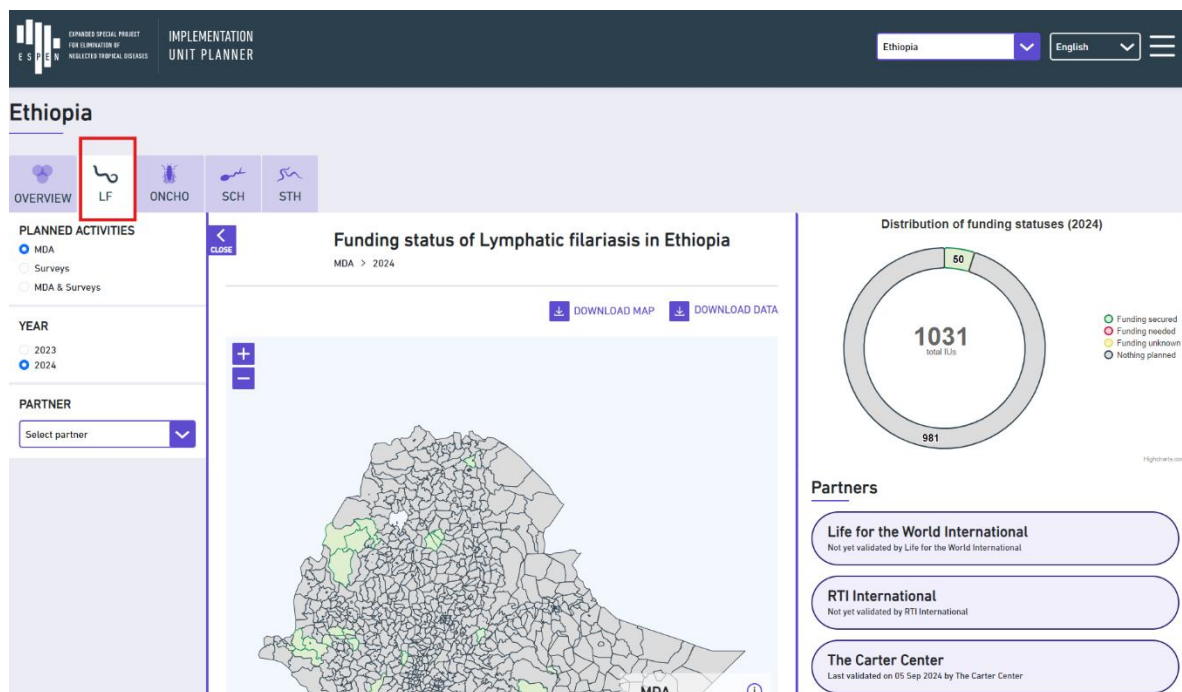


## 2. Overview of IU planner functions

The IU planner allows the user to get a snapshot of the funding status per disease area, type of activity and implementation year.



- Please filter for the respective activity, year and disease area on the left.
  - The filters can be closed / hidden to improve overall visibility of a specific view on the screen.
  - The available data can be downloaded in Excel and picture formats.
  - To view the existing entries for MDAs and surveys, select a specific disease to see the partners offering support in that area.



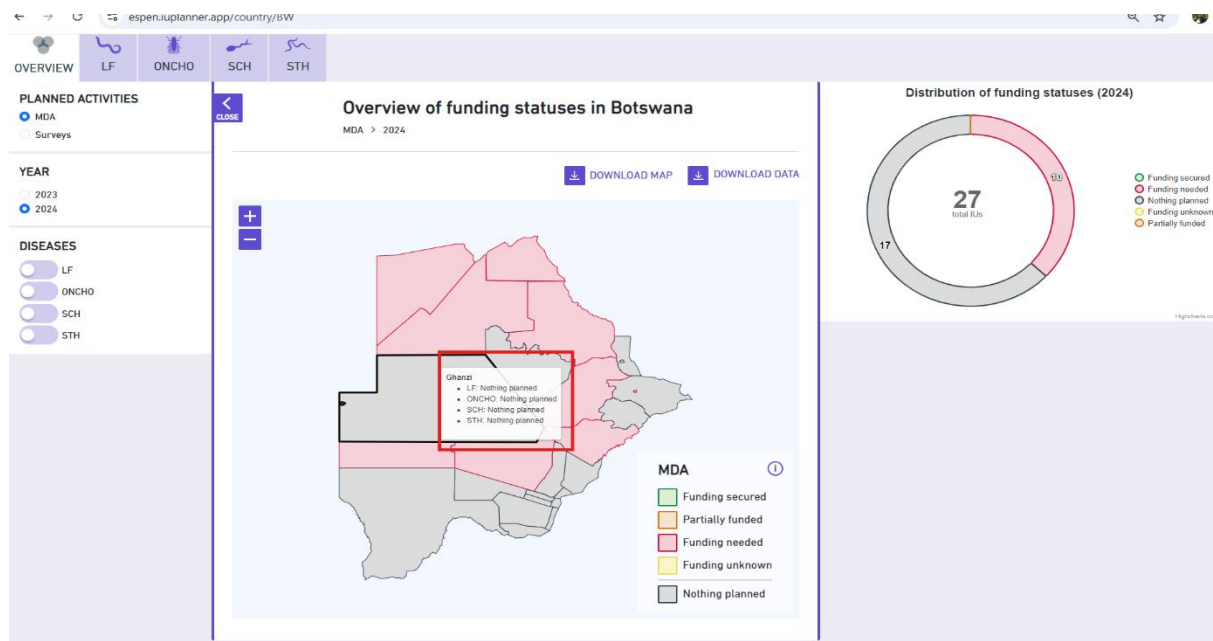
- You can then select a specific partner using the drop down at the bottom left.
- You can also hover over the map to see details for a specific IU as shown below
- Clicking a specific region will show activity and funding details for that region on the right-hand side.

Funding status on the map is colour coded as below;

**Green:** Funding Secured

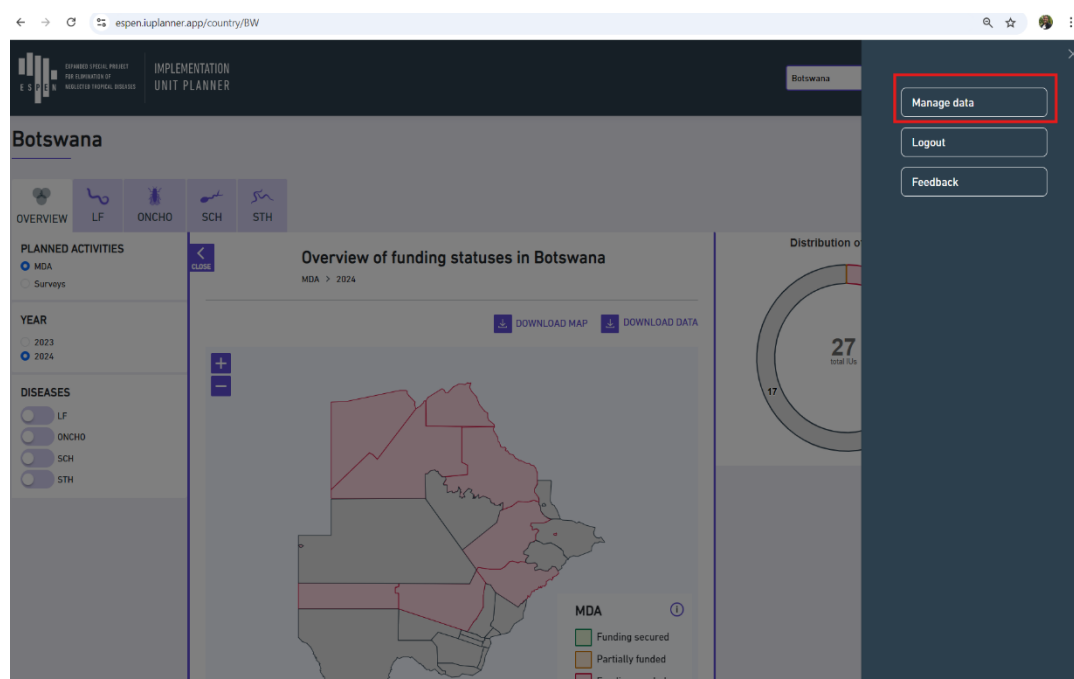
**Red:** Funding needed

**Yellow:** Funding unknown

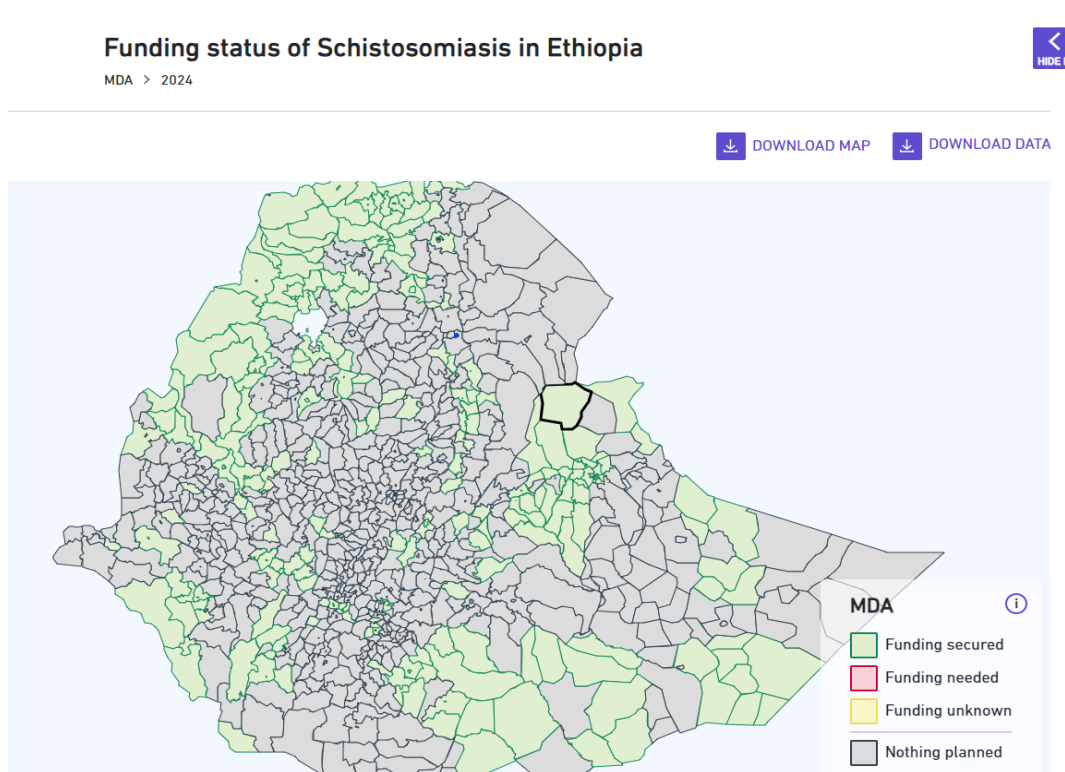


#### 4. To Edit Funding Details:

- Implementers who are listed and are logged in may edit the funding status. Click the "Edit" button next to the respective IU data entry.
- From the menu on the top right, select the manage data option.



- Filter for the respective disease and country and “export data.”



- Once logged in, you can filter by country, disease and partner

[illegible]

- Review and update the appropriate columns in the csv file such as:

1. Partner name
2. Activity type
3. Role
4. Funding status &
5. Year

- Save your updates.
- “Import” the filled csv file into the IU planner.

#### 5. Add New Information:

- If additional MDA or surveys are planned, click on “Add New Entry.”
- Complete all relevant fields:
  - IU location.
  - Target disease (LF, Oncho, SCH, or STH).
  - Funding source and amount.
  - Scheduled date of MDA or survey.
- Save the new entry.

## Reporting Issues or Errors

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If you encounter any issues or discrepancies in the IU Planner, follow these steps:

- **Contact ESPEN Technical Support:** Email: [support@espen.com] Provide details of the issue, including the IU and data involved.
- **Internal Error Reporting:** Notify your regional coordinator or ESPEN focal person for guidance.

## Data Accuracy and Maintenance

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It is critical that the data entered into the IU Planner remains up to date and accurate to ensure the effective planning and allocation of resources.

Implementing partners are requested to review the IU entries and update any changes in funding, MDA dates, or survey timelines as soon as they occur.

Implementing partners registered to use the IU Planner will receive notifications when new data is uploaded to the system and requires their review and validation.

## Confidentiality and Data Protection

All data entered into the IU Planner must be handled with confidentiality and in accordance with WHO's data protection policies. Implementing partners must ensure that:

- **Data Access:** Only authorized personnel access the platform.
- **Sensitive Information:** Any sensitive or confidential funding data should be reported directly to ESPEN for guidance on handling.

## Review of the SOP

This SOP will be reviewed annually, or more frequently if significant changes are made to the IU Planner tool or processes. Partners are encouraged to provide feedback to ensure continuous improvement of the tool and its usage guidelines.

