# Special Investigation Tool

**Assessment of Reasons for Missed Children**

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| State/Province |  |
| District/LGA |  |
| Sub-district/Ward |  |
| Village/settlement which triggered the investigation |  |
| Area of community  | 🞏 1. Urban 🞏 2. Peri-urban 🞏 3. Rural |
| Investigation team(*If one of more partners did not participate, explain why*) | MOH:UNICEF:WHO: |
| Reason for investigation (*check all that apply*) | 🞏 Zero-dose AFP case/cluster 🞏 WPV/cVDPV 🞏 Cluster of missed children 🞏 Cluster of refusals🞏 Other (*specify*: ) |
| Date of above event identified *(DD/MM/YY)* |

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| Date of last campaign in the community *(DD/MM/YY)* |

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| **PART A**: District-levelAssessment  |

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☐Completed (*Date completed (DD/MM/YY)*):☐Not completed*If not completed, state reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **PART B**:Sub-district-Level Assessment |

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| **PART C**:Community Risk Assessment |

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☐Completed (*Date 20th questionnaire completed (DD/MM/YY)*):☐Not completed*If not completed, state reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

# Part A: District-level assessment

# *This section reviews plans and staff capacity at district level. Review microplans, social mobilization, OPV and training plans, and taskforce meeting minutes, and interview the below key informants to identify gaps or challenges at district level.*

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# Key informant 1: Senior District Polio Official

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| Review date (*DD/MM/YY*) |

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| Reviewer’s name |  |
| District Administrative Officer’s Name |  |
| Official title |  |

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| Assessment of knowledge and leadership*Have a brief conversation with the informant about the polio situation in this district in general. Also assess his/her knowledge prior to this investigation about the village/settlement that triggered the investigation. Was s/he aware of the problem in this village/settlement? What are the mitigating measures that have been taken to address any challenges? To assess his/her leadership and involvement (e.g. chairing a meeting, inaugurating a campaign, etc.), ask him/her to give you an example of a recent challenge that s/he had, how s/he solved it and held staff accountable for the outcome. Based on this conversation, answer the following questions:* |
| Q1 | How knowledgeable is s/he about the polio situation in this district in general? | 🞏 1. Very knowledgeable 🞏 2. Somewhat knowledgeable 🞏 3. Needs improvement*Describe below:* |
| Q2 | How knowledgeable is s/he about the polio situation in the focus village/settlement specifically? | 🞏 1. Very knowledgeable 🞏 2. Somewhat knowledgeable 🞏 3. Needs improvement*Describe below:* |
| Q3 | What is his/her level of leadership and involvement in polio activities? | 🞏 1. Very good 🞏 2. Moderate 🞏 3. Needs improvement*Describe below:* |
| Q4 | What does s/he think are the main obstacles to reducing the number of missed children in the village/settlement?(*tick all the apply)* | 🞏 1. Limited financial resources 🞏 2. Poor management, inadequate supervision, or poor accountability🞏 3. Inadequate/inappropriate IEC materials and messages🞏 4. Poor team performance 🞏 5. Poor social mobilization performance🞏 6. Poor community support (community leaders do not support, etc)🞏 7. Inaccessibility (due to geographic complexity, security issues, etc)🞏 8. Mobility of the population🞏 9. Others (*Specify*: )*Briefly explain/elaborate further on the items above that were selected:* |

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| Funding  |
| Q5 | Is there written evidence of when s/he received funds for the last campaign from UNICEF? | 🞏 1. Yes 🞏 2. No

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*If “yes,” when* (*DD/MM/YY)?*

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*Compare this date with the date of the onset of the last campaign, how many days does this precede the campaign?*  |
| Q6 | Is there written evidence of when s/he received funds for the last campaign from WHO? | 🞏 1. Yes 🞏 2. No

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*If “yes,” when* (*DD/MM/YY)?*

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*Compare this date with the date of the onset of the last campaign, how many days does this precede the campaign?*  |
| Q7 | Is there written evidence of when s/he released funds for the last campaign? | 🞏 1. Yes 🞏 2. No

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*If “yes,” when* (*DD/MM/YY)? Operations* *Social Mobilization**Compare this date with the date of the onset of the last campaign, how many days does this precede the campaign?*

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*Operations**Social Mobilization*

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| *Any additional comments:* |

# Key informant 2: District Polio Focal Point

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| Reviewer’s name |  |
| District Polio focal point’s  Name |  |
| Official title |  |

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| Assessment of knowledge and leadership*Have a brief conversation with the informant about the polio situation in this district in general. Also assess his/her knowledge prior to this investigation about the village/settlement that triggered the investigation. Was s/he aware of the problem in this village/settlement? What are the mitigating measures that have been taken to address any challenges? To assess his/her leadership and involvement (e.g. chairing a meeting, inaugurating a campaign, etc.), ask him/her to give you an example of a problem that s/he had, how s/he solved it and held staff accountable for the outcome.* |
| Q1 | How knowledgeable is s/he about the polio situation in this district in general? | 🞏 1. Very knowledgeable 🞏 2. Somewhat knowledgeable 🞏 3. Needs improvement*Describe below:* |
| Q2 | How knowledgeable is s/he about the polio situation in the focus village/settlement specifically? | 🞏 1. Very knowledgeable 🞏 2. Somewhat knowledgeable 🞏 3. Needs improvement*Describe below:* |
| Q3 | What is his/her level of leadership and involvement in polio activities? | 🞏 1. Very good 🞏 2. Moderate 🞏 3. Needs improvement*Describe below:* |
| Q4 | What does s/he think are the main obstacles to reducing the number of missed children in the village/settlement?(*tick all the apply)* | 🞏 1. Limited financial resources 🞏 2. Poor management, inadequate supervision, or poor accountability🞏 3. Inadequate/inappropriate IEC materials and messages🞏 4. Poor team performance 🞏 5. Poor social mobilization performance🞏 6. Poor community support (community leaders do not support, etc)🞏 7. Inaccessibility (due to geographic complexity, security issues, etc)🞏 8. Mobility of the population🞏 9. Others (*Specify*: )*Briefly explain/elaborate further on the items above that were selected:* |

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| Microplan Assessment*Review the district micro plan of the last campaign and ask questions regarding the plan.* |
| Q5. Are the following elements included in the micro plan? |
| a | District map with clear identification of high risk areas? | 🞏 1. Yes 🞏 2. No  |
| b | Clear definition of high risk groups? | 🞏 1. Yes 🞏 2. No  |
| c | An integrated communications and operational plan? | 🞏 1. Yes 🞏 2. No  |
| d | Identification of challenges based on most recent campaign data?  | 🞏 1. Yes 🞏 2. No  |
| e | District level social maps? | 🞏 1. Yes 🞏 2. No  |
| f | Identification of events (such as festivals) for the last vaccination? | 🞏 1. Yes 🞏 2. No |
| g | A logistics plan for OPV | 🞏 1. Yes 🞏 2. No |
| h | A logistic plan for cold chain equipment | 🞏 1. Yes 🞏 2. No |
| i | A logistic plan for transportation | 🞏 1. Yes 🞏 2. No |
| Q6 | Did you receive sub-district micro plans from all the sub-districts prior to the last campaign? | 🞏 1. Yes, from all sub-districts 🞏 2. Yes, but not from all sub-districts 🞏 3. No, none of the sub-districts submitted. |
| Q7 | Did the key informant sign and date all the sub-district plans in advance of the last campaign? (*observation)* | 🞏 1. Yes, from all sub-districts 🞏 2. Yes, but not from all sub-districts 🞏 3. No, none of the sub-districts submitted. |

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| Funding and Logistics*Ask the key informant the following questions.* |
| Q8 | Is there written evidence of when s/he received funds before the last campaign? | 🞏 1. Yes 🞏 2. No

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*If “yes,” when* (*DD/MM/YY)?*

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*Compare this date with the date of the onset of the last campaign, how many days does this precede the campaign?*  |
| Q9 | Is there written evidence of when s/he released funds before the last campaign? | 🞏 1. Yes 🞏 2. No

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*If “yes,” when* (*DD/MM/YY)?*

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*Compare this date with the date of the onset of the last campaign, how many days does this precede the campaign?*  |
| Q10 | Were there any sub-districts with insufficient number of vaccination teams in your district during the last campaign? | 🞏 1. Yes 🞏 2. No*If “yes”, list below the sub-districts with an unreasonable workload for vaccination teams, and ensure these sub-district plans are reviewed in part B.* |
| Q11 | Have you seen stock-outs of OPVs in any sub-district during the last campaign?  | 🞏 1. Yes 🞏 2. No*If “yes”, list the sub-districts with stock-outs below and review the OPV plans in part B:* |

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| Training*Q 12 Was there a training plan and materials for the district for the last SIA?* 🞏 1. Yes 🞏 2. No *If “no,” describe the reason below:**If “yes,” review the plan for the last campaign and assess the following:* |
| a | Were the training materials in accordance with national guidelines? | 🞏 1. Yes 🞏 2. No |
| b | Was there a specific module on IPC included, which was facilitated by a UNICEF-supported focal point? | 🞏 1. Yes 🞏 2. No |
| c | How many trainees (sub-district trainers) are identified? |

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| d | Is there a record of the last training?  | 🞏 1. Yes 🞏 2. No *If yes, answer the following questions based on the record. If no, skip to the following section.* |
| When was the training?(*DD/MM/YY)* |

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*Compare this date with the date of the onset of the last campaign, how many days does this precede the campaign?*  |
| How many actually participated? |

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| Interagency participation in meetingsQ13. Are there minutes and clear action points from the last task force meeting held in advance of the last campaign? 🞏 1. Yes 🞏 2. No*If “no,” describe the reason here:**If “yes,” check all the agencies which participated the meeting based on the minutes.*  |
| 🞏 1. 🞏 2. 🞏 3. 🞏 4. 🞏 5. 🞏 6. 🞏 7.  |

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| *Any additional comments?* |

# Key informant 3: District Communication Supervisor

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| Review date (*DD/MM/YY*) |

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| Reviewer’s name |  |
| District Communication Supervisor’s Name |  |
| Official title |  |

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| Assessment of knowledge and leadership*Have a brief conversation with the informant about the polio situation, and social challenges, in this district in general. Also assess his/her knowledge prior to this investigation about the village/settlement that triggered the investigation. Was s/he aware of the problem in this village/settlement? What are the mitigating measures that have been taken to address any challenges? To assess his/her leadership and involvement (e.g. chairing a meeting, inaugurating a campaign, etc.), ask him/her to give you an example of a communication problem that s/he had, how s/he solved it and held staff accountable for the outcome.* |
| Q1 | How knowledgeable is s/he about social and communication issues as they related to the polio situation in this district in general? | 🞏 1. Very knowledgeable 🞏 2. Somewhat knowledgeable 🞏 3. Needs improvement*Describe below:* |
| Q2 | How knowledgeable is s/he about social and communication issues as they relate to the polio situation in the village/settlement specifically? | 🞏 1. Very knowledgeable 🞏 2. Somewhat knowledgeable 🞏 3. Needs improvement*Describe below:* |
| Q3 | What is his/her level of leadership and involvement in social and communication activities? | 🞏 1. Very good 🞏 2. Moderate 🞏 3. Needs improvement*Describe below:* |
| Q4 | What does s/he think are the main social and communication problems to reducing the number of missed children in the village/settlement?(*tick all the apply)* | 🞏 1. Limited financial resources for IEC materials and social mobilization activities🞏 2. Inadequate/inappropriate materials and messages🞏 3. Poor management, inadequate supervision, or poor accountability🞏 4. Poor team performance/cultural acceptability 🞏 5. Poor social mobilization performance 🞏 6. Poor community support (community leaders, social mobilizers or influencers do not support, trust the programme, etc)🞏 7. Inaccessibility (due to geographic complexity, security issues, etc)🞏 8. Mobility of the population🞏 9. Others (*Specify*: )*Briefly explain/elaborate further on the items above that were selected:* |

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| Assessment of social mobilization planQ5. Is there a social mobilization plan for the district? 🞏 1. Yes 🞏 2. No*If “no,” describe the reason below:**If “yes,” review the plan for the last campaign and assess the following:* |
| a | Is this plan integrated into the microplan? | 🞏 1. Yes, sufficiently🞏 2. Yes, but insufficiently🞏 3. No, not at all |
| b | Were activities identified to increase caregivers’ awareness before the campaigns (Information, Education and Communication-IEC- materials, street theatre, miking, etc)? | 🞏 1. Yes, sufficiently🞏 2. Yes, but insufficiently🞏 3. No, not at all |
| c | Were activities identified to specifically target non-compliant/refusal families? | 🞏 1. Yes, sufficiently🞏 2. Yes, but insufficiently🞏 3. No, not at all |
| d | Were activities identified to address children who were absent when team visited (e.g. campaign awareness through schools, madrassa’s, mobilization activities in transit and cross-borders, etc.)? | 🞏 1. Yes, sufficiently🞏 2. Yes, but insufficiently🞏 3. No, not at all |
| e | Is there a recent social map that has been developed? | 🞏 1. Yes, sufficiently🞏 2. Yes, but insufficiently🞏 3. No, not at all |
| f | Has the plan been signed and dated by a supervisor? (*observation)* | 🞏 1. Yes 🞏 2. No  |

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| Funding*Ask the key informant the following questions, if relevant to this key informant.* |
| Q6 | Is there written evidence of when s/he received funds before the last campaign? | 🞏 1. Yes 🞏 2. No

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*If “yes,” when* (*DD/MM/YY)?*

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*Compare this date with the date of the onset of the last campaign, how many days does this precede the campaign?*  |
| Q7 | Is there written evidence of when s/he released funds before the last campaign? | 🞏 1. Yes 🞏 2. No

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*If “yes,” when* (*DD/MM/YY)?*

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*Compare this date with the date of the onset of the last campaign, how many days does this precede the campaign?*  |

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| *COMMENTS AND KEY CONCLUSIONS OF THE INVESTIGATORS:**Please provide your general assessment of the district, and any key conclusions that need to be raised in the final report:* |