## PART B: Sub-District Assessment

# *This section reviews plans and staff capacity at sub-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 sub-district level.*

## Key informant 1: Senior Sub-district Polio Official

*Select the focal point responsible for overseeing the quality of polio campaigns in the community surveyed.*

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| Review date (*DD/MM/YY*) | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | / |  |  | / |  |  | |
| Reviewer’s name |  |
| Polio focal point’s name |  |
| Official title |  |

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| Assessment of knowledge and management*Have a brief conversation with the informant about the polio situation in this sub-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 sub-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 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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| Assessment of micro plan*Review the sub-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 micro plans from all the teams prior to the last campaign? | 🞏 1. Yes, from all teams  🞏 2. Yes, but not from all teams  🞏 3. No, none of the teams submitted |
| Q7 | Did the key informant sign and date all the team plans in advance of the last campaign? (*observation)* | 🞏 1. Yes, from all teams  🞏 2. Yes, but not from all teams  🞏 3. No, none of the teams submitted |

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| Funding and Logistics*Ask the following questions regarding the last campaign to the key informant.* | | |
| Q8 | Is there written evidence of when s/he received funds for the last campaign? | 🞏 1. Yes 🞏 2. No   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | / |  |  | / |  |  |   *If “yes,” when* (*DD/MM/YY)?*   |  |  |  | | --- | --- | --- | |  |  | days |   *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 for the last campaign? | 🞏 1. Yes 🞏 2. No   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | / |  |  | / |  |  |   *If “yes,” when* (*DD/MM/YY)?*   |  |  |  | | --- | --- | --- | |  |  | days |   *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 areas with insufficient number of vaccination teams in your sub-district during the last campaign? | 🞏 1. Yes 🞏 2. No  *If “yes”, list below the areas with an unreasonable workload for vaccination teams:* |
| Q11 | Were there any areas with insufficient OPV supply sufficient in your sub-district during the last campaign? | 🞏 1.Yes 🞏 2. No  *If “yes”, which areas had insufficient supply*: |

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| Training *Q12 Is there an updated sub-district training plan 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 | Are 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 vaccinators are identified in the training plan? | |  |  | | --- | --- | |  |  | |
| d | Is there a record of the last vaccinator 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)* | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | / |  |  | / |  |  |  |  |  |  | | --- | --- | --- | |  |  | days |   *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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| Taskforce 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 below:* *If “yes,” check all the agencies which participated the meeting based on the minutes.* |
| 🞏 1.  🞏 2.  🞏 3.  🞏 4.  🞏 5.  🞏 6.  🞏 7. |
| *Any additional comments?* |

Key informant **2**: Sub-district Social Mobilization Focal Point

*If this area is covered by the Government officer, select the government officer responsible for Polio in the area and if the area is covered by an NGO, select a specific focal point managing social mobilization and communication from the NGO*

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| Reviewer’s name |  |
| Social mobilization focal point’s name |  |
| Official title |  |

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| Assessment of knowledge and leadership*Have a brief conversation with the informant about social and communication issues as they relate to the polio situation in this sub-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 social and communication issues as they related to the polio situation in this sub-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 IEC materials and messages  🞏 3. Poor management, inadequate supervision, or poor accountability  🞏 4. Poor team performance  🞏 5. Poor social mobilization performance  🞏 6. Poor community support (community leaders, social mobilizers or influencers 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:* | |
| Assessment of social mobilization planQ5. Is there a sub-district social mobilization plan? 🞏 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 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 |
| b | Were activities included to specifically target non-compliant/refusal families? | | | 🞏 1. Yes, sufficiently  🞏 2. Yes, but insufficiently  🞏 3. No, not at all |
| c | 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 |
| d | Has the plan been signed and dated by a supervisor? (*observation)* | | | 🞏 1. Yes 🞏 2. No |

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| Funding | |
| Q6. Is there written evidence of when s/he received funds for the last campaign? | 🞏 1. Yes 🞏 2. No   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | / |  |  | / |  |  |   *If “yes,” when* (*DD/MM/YY)?*   |  |  |  | | --- | --- | --- | |  |  | days |   *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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| Quality of social mobilization activities*Ask the key informant the following questions.* | | | |
| Q7 | Were elements of these social mobilization plans integrated into the overall sub-district micro plan? | 🞏 1. Yes, it is well integrated  🞏 2. Yes, it is somewhat integrated | 🞏 3. No.  🞏 4. Not sure |
| Q8 | Is there a list of non-compliant/refusal households for all areas during the last campaign? | 🞏 1. Yes 🞏 2. No | |
| Q9 | Is there evidence of accurate tracking of missed children through tally sheets? | 🞏 1. Yes 🞏 2. No | |

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| *Any additional comments?* |

## Key informant 3: Team Supervisor for Most Recent Campaign

*Select the team supervisor from the target community to be surveyed.*

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| Reviewer’s name |  |
| 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 area. 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 area 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 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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| Assessment of micro plan*Review the team micro plan of the last campaign and ask questions regarding the plan.* | | |
| Q5. Are the following elements included in the micro plan? | | |
| a | Team 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 | Team 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 |
| j | List of names of social mobilizers? | 🞏 1. Yes 🞏 2. No |
| k | Is more than half of the social mobilizers from the same community? | 🞏 1. Yes 🞏 2. No |
| L | At least one name of influencer? | 🞏 1. Yes 🞏 2. No |

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| Logistics*Ask the key informant the following questions.* | | |
| Q6 | Did you have enough vaccinators to cover your area(s) during the last campaign? | 🞏 1. Yes 🞏 2. No  *If “no”, list below the areas with an unreasonable workload for vaccination teams.* |
| Q7 | Did all your teams have enough OPV during the last campaign? | 🞏 1. Yes 🞏 2. No  *If “no”, list the areas with stock-outs below.* |
| Q8 | Did you have enough finger markers during the last campaign? | 🞏 1. Yes 🞏 2. No |

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| Quality of social mobilization activities*Ask the key informant the following questions.* | | | |
| Q9 | Were critical elements of the social mobilization plans integrated into the overall team micro plan? | 🞏 1. Yes, it is well integrated  🞏 2. Yes, it is somewhat integrated | 🞏 3. No.  🞏 4. Not sure |
| Q10 | Is there a list of non-compliant/refusal households for all areas during the last campaign? | 🞏 1. Yes 🞏 2. No |  |
| Q11 | Is there evidence of accurate tracking of refusal children through tally sheets? | 🞏 1. Yes 🞏 2. No |  |
| Q12 | Did a social mobilizer accompany their designated team(s) during the round? | 🞏 1. Yes, always.  🞏 2. Yes, but only sometimes. | 🞏 3. No.  🞏 4. Not sure. |
| Q13 | Did the influencers identified in the micro plan participate in catch-up activities to reach missed children during the last campaign? | 🞏 1. Yes, always.  🞏 2. Yes, but only sometimes. | 🞏 3. No.  🞏 4. Not sure. |
| Q14 | Was there adequate visibility of polio materials during the last campaign (e.g. street chalking, banners, posters at the health centre, etc)? | 🞏 1. Yes, it was adequate.  🞏 2. Yes, it was somewhat adequate. | 🞏 3. No.  🞏 4. Not sure. |

## *Any additional comments?*