Micro-plan Validation Guidelines

PEI, Pakistan- 2013

Micro-plan Validation

Micro-plan validation is the documented act confirming that Team/Area-In-Charge/UC level microplans are consistent to what is actually present on ground. It often includes the verification of documented activities compared to actually performed activities.

Incorrect validation can lead to data corruption or misleading information which may adversely affect all phases of campaign i.e. pre-campaign preparation, implementation and consequently the evaluation phase. Hence it is mandatory that validation process checks that data provided are valid, sensible, reasonable, and justifiable before being processed into information and disseminated further; for action.

Composition of Micro-plan Validation

Since a wide variety of procedures, processes, and activities need to be validated for ensuring quality preparation of Immunization campaigns, the validation is divided into two main categories as described below:

A. Desk Review:

It is the review of all desired components of Area-In-Charge/UC level micro-plans and their quality as per National Emergency Action Plan 2013 guidelines. This includes review of operational & communication plans, supervision & training plans in addition to logistics & high risk population plans with special focus on vaccination methodology, team composition, area maps, workload distribution, selection of supervisors & functionality of Union Council Polio Eradication Committees.

B. Field Validation:

It is the process of checking and verifying if the description made in micro-plan and map actually matches the ground realities. For instance; verifying the start and end points of a team's daily work plan, schools, mosques, important land marks, community influencers, priority populations, highest risk area for new population arrivals and movements, new construction sites as well as new economic element such as a factory where people come to work; often have to live in temporary shelters etc. mentioned in the micro-plan. Secondly; it facilitates the process of ruling out the possibility that any new relevant ground-reality change is not missed in the micro-plan like any new population settlement, school or other important land mark necessary for micro-plan & maps.

(See checklist for field validation: Annex-A)

		F	Polio E	radicat	ion Ini	tiative					
Province: District/Town:			Date of Campaign					Date of	validatio	on:	
Name of validating person:			Designa	ation:		Agency (Gvt/WHO/UNICEF):					
Union Council:				Number of AICs:					1		
Number of Teams:	Mobile:			Fixed			Transit	:			
Name of AIC whose Microplan is b	eing val	idated:				1		1			
Team Number whose Microplan is	being va	alidated									
Field Validation Variables (Tick appropriate) (Tick "Not Matching" if field is different from the microplan or map)	Team 1		Team 2		Team 3		Team 4		Team 5		
	Matching	Not Matching	Matching	Not Matching	Matching	Not Matching	Matching	Not Matching	Matching	Not Matching	Remarks
Check start point from any day work and varify first household details											
Select randomly one school mentioned the micoplan, then check in the field											
Select randomly any other school in the field then check in the micoplan											
Select randomly one Masjid mentioned the micoplan, then check in the field											
Select randomly any other Masjid in the field then check in the micoplan											
Select randomly one community Influential mentioned the micoplan, then check in the field											
Select randomly any other community Influential in the field then check in the micoplan											
Select randomly one priority population settlement mentioned in the micoplan, then check in the field											
Select randomly any other priority population settlement in the field then check in the micoplan											
Check end point for the same day work and varify last household details											
Check in field UC boundary households mentioned in the microplan & map											
Specify if any area/new settelment/nomadic population found in field and missed in the microplan (write description and											
estimated no.of houses in that settlement)											