

Guidelines to Implement Harvard Polling Process

Technical Proposal sign-off

- *Chief of Polio* needs to review the Technical Proposal put forward by HORP¹ and agree on the methodology, sampling and budget. Final sign off needs to be expressed to HORP and HQ in writing (e.g. by email);
- In the email, the CO should indicate that the proposal has been shared with the *M&E officer* in country, RO, and the GPEI.
- The email should state that the study has the support of the *Country Representative and Government*.
- In case there is no *Chief of Polio* in the country office, the Technical Proposal can be signed off by Chief of Health or the Deputy Representative;

Funds disbursement

- Payment to HORP will be made from HQ. Therefore, all funds for the study must be sent to HQ before the study is underway.
- Timeline of payments to HORP:
In general, payment from UNICEF to HORP is made in three installments, in connection with the three major Milestones outlined in the Technical Proposal (Timeline section):
 1. Signing off of the Technical Proposal and starting of polling process²;
 2. Start of field work (data collection);
 3. Completion of report;
- Internal flow of funds
 1. Country office is responsible for the agreed budget and needs to send a “**Fund Reservation (FR)**” code³ to HQ Polio budget and programme focal points (Angela Powell, Michiyo Shima, cc: Xiaodong Cai and Sherine Guirguis). By now, each country office should have the funds ready for disbursement. If HQ needs to top off any funds, CO’s need to stipulate this when the budgets are being signed off on.
 2. Once this FR is received by HQ, the funds will be disbursed to HORP at the fore-mentioned milestones, in consultation with the CO that deliverables have been completed with satisfactory performance;
 3. In some cases, there may be a funding gap between available funds at CO and the budget needed. CO needs to notify HQ the amount of the gap for consideration of top-up.

Use of data

- As part of the deliverables, HORP will compile a report of the key findings based on the strategic and analytic goals of the UNICEF Country Office team;
- The Country Office is expected to utilize the polling data in evidence-based programming and decision-making. Each CO will be requested to submit an action plan for using the data once the results are disseminated
- The CO should also develop a dissemination plan for the study results, together with Harvard and HQ.

¹ Harvard Opinion Research Program

² Start of polling process includes questionnaire localization, translation, feedback from local research team (implementation partner), field testing and finalization. This does not include field work of data collection.

³ There should be a WBS code and grant number attached to this information.