

Standard Operation Procedures (SOPs) for Micro planning at district and community level for Community mobilization.

In order to achieve polio eradication goal and effectively mobilize the community, create demands for polio vaccination and routine immunization. Micro plan is very important and critical step to have specific catchment area for community social mobilizers and vaccination teams with clear demarcation and boundaries. Daily mobility with identification of first and last house of day to be visited for the purpose of social mobilization/IPC and vaccination

To have a standard micro plan for all community mobilizers and vaccination teams, there is need for SOPs to guide the DSMC in micro planning process exercise. The micro planning process described as below:

Step 1 – District Over All Plan:-

- DSMC to conduct coordination meeting with partners (WHO and NGOs), have to plan liaison meetings with different department like Education, Justice etc. for strengthening mobilization activity at the district level.
- Collect team's micro plan from WHO field officers DPO to add communication part in the micro plan In synchronization with Vaccination team movement Plan
- Share standard format of micro plan In addition to this we also have to specify the reporting processes of the campaign
- DSMC's have to compile profile of Community Mobilizers, Movement Plan of Mounted Vehicle Megaphone, proper plan for I.E.C. display, and have to map out all the present nomadic/migrants/mobile population in the district.
- At the end of completion of the mobilization activity DSMC's have to compile the report on the standard formats and share it with the team.
- Coordination: - at the district level coordination with the DPO and MoH will be on high priority.

Coordination framework and C4D activities at District level During SIAs							
Day	DPO	DSMC	C4D Activities				SIA
-10	Coordination and planning meeting						
-9							
-8							
-7			Mosque announcements	Vehicle mounted Megaphones		Mobilization of schools, religious leaders, teachers and influencers	Focused mobilization of resisting families and communities
-6							
-5							
-4	Review of progress						
-3							
-2					Community Mobilization		
-1							
1	Evening meetings to review progress each day						Polio SIA
2							
3							
4							
5	Review and data sharing						

DPO: District Polio Officer (WHO)

DSMC: District Social Mobilization Coordinator (UNICEF)

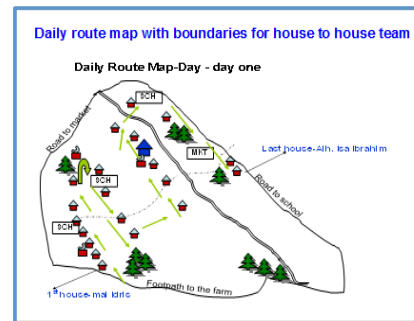
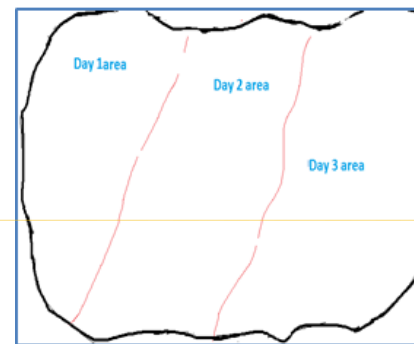
Step 2 – Planning Activity at village/settlement level

- The District Social Mobilization Coordinator (DSMC) to identify the community elders in this particular village/settlement and solicit his support
- Meeting with community and religious elders and brief them on the purpose of the micro planning exercise for polio eradication and strengthening routine immunization.
- List of estimate number of households

- List of estimate number of under five year children
- Identify a community mobilizer through the support of community if needed
- Determine boundaries of the village/area/settlement
- Identify mosque and name of Imams for megaphone announcement
- Identify schools, madrasa, kindergarten where children can be found

Step 3 – Micro Planning at Community Mobilizer/Team level

- Identify specific catchment, Walk through the catchment areas of each social mobilizers *this should be linked to the vaccination team microplan*
- In urban setting one social mobilizer to cover 50-60 houses per day for three days 150-180 households
- In remote rural area should be flexibility how to reach maybe instead of three days community mobilization only day will apply and having social mobilizers from the local community and **clan**.
- Sketch mapping of the area on the standard format and develop daily movement plan for each social mobilizer.
- To define boundaries of each village/catchment area
- Determine specific strategies targeting each community in order to achieve a given vaccination coverage
- To Plan Social mobilization activities that are convenient to community targeted.
- To determine the resources required to achieve the desired vaccination coverage
- Estimate distances of each settlement from the take off point
- Determine 1st and last house of the day
- The DSMC, Community elder/Key influential and community mobilizers, DFAs if possible to participate in micro planning process



Julianne Birungi 6/26/14 11:12 AM
Comment [1]: This sentence not clear. Please rephrase. I thin we should consider the megaphones for the remote areas. These vehicles with the megaphones can transport the social mobilisers so they can move easily.

- Have to cover all landmarks in the catchment area like mosque, madarsa, schools, Clan Leader house, local doctors clinic, community leaders house, PHC, major public transport stop point, play grounds, IDP camps etc.

Below are the minimum information should entered the micro planning template for each community mobilizer area.

- Name of village/Area
- # of total houses
- # of <5 year children
- Special sites:
 - Name of Quranic schools
 - Madrasa
 - Name of nursery schools/kindergarten
 - Name of Shrine
- Listing of Nomads/pastoralist, IDPs, Migrant/mobile settlements if any in the surrounding area
- Name of the mosque all in that day work
- Name of Mosque and Name of Imam specifically for announcement
- Name of village elder/Influential
- Starting point of the day
- End point of the day

Step 4 – Compilation & Verification of Micro Plan

- Verification and compilation of community mobilizers micro plan by DSMC for his/her district and catchment area.
- Provide copy of the micro plans to zonal office

Step 5 – Implementation of Micro Plan

- Implementation of micro plan

- Modification and revision of micro plan if needed
- Can call two minimum two meeting with Community Mobilizers before and after the campaign
- Before campaign
 - Can call a joint meeting of all Community Mobilizers to:-
 - Ensure every community mobilizer is having a copy of updated micro plan with them for the coming campaign
 - Provide blank tally sheet copy to community mobilizer to be used in the campaign
 - To update community mobilizers about the target age group for the campaign, latest update of the polio cases in Somalia and any other important issue to be shared with community mobilizers.
- After completion of the campaign
 - Can again call a joint meeting of all Community Mobilizers to:-
 - Ensure collection of all correctly filled HTH tally sheet (social mobilization formats)
 - To get feedback from community mobilizers.
 - Any other issue to discuss about the campaign.

Who is a Community Mobilizer?

- A Community Mobilizer (CM) is a community based and community selected individual who mobilizes her/his community to avail themselves of available development services such as immunization, water and sanitation, nutrition, education etc. She/he creates awareness, provides correct information and generates demand within the community for such services. The success of the SM is measured by the level of awareness and demand for the services over a given period in her/his community.
- Community Mobilizer should be from the same community and able to cover his/her catchment area within walking distance and acceptable to the community, having the IPC skills to convince the family for vaccination, able to walk for H2H social mobilization and read and write.

Community Mobilizer Role - Pre-Campaign (2-3 days depending on size/number of households of the area assigned)

- Each CM will be assigned a number of households that can be conveniently covered walking around the community and with delivery of required messages.
- The CM will do dot marking (in consultation with WHO and MoH – if agrees) on each house and identify under 5 years in each house and use tally sheet for pre campaign house to house social mobilization.
- Update the dots/list (through HTH format) before each campaign (this will be used to compare the tally sheet vaccination coverage after each campaign with her/his list to ensure all children are covered)
- CM will know the team number and names of members with phone contact (if available) assigned to cover his/her area
- CM will meet with the team before the campaign and as needed move with them from house to house during campaign days if possible
- CM will also identify location of the nearest health facility to her/his assigned area; the name and phone contact of the health worker that does routine vaccination at the centre.
- Inform caregivers/mothers/fathers and members of the community assigned to her/him about each campaign with correct dates. This can be done through:
 - house to house visits where feasible
 - community meetings
 - mosque announcement through the local religious leader
 - women's meeting
 - youth meeting
 - local school teachers/students where there is a school
 - any other forum within the community
- In any of the above means of reaching the caregiver/mother/father and community ensure to **give correct date of campaign; state importance of OPV (only means to prevent children from paralysis; polio is incurable and cannot be treated); hand washing at critical times to avoid contracting the germ that causes polio; accept OPV for your child**
- Display IEC materials (posters and banners) at strategic locations in the community assigned (where allowed and feasible)
- Distribute campaign handbills/leaflets (where allowed and feasible)
- Organise the launching of the campaign by a local leader within the community((where allowed and feasible)

Mosque Announcement:

- Advocacy for POLIO message announcement in the district through Mosque.
- Enlisting of those mosque and Imam who support and give consent for POLIO message announcements for campaign
- Sharing of standard message with them. (in writing – pre approved by MoJ, MoH and UNICEF)
- In synchronization of vaccination team movement plan mosque announcement plan is also to be prepared
- Follow up on the announcement on activity day.
- Compiling report at the end of the campaign.

Mounted Vehicle Megaphone:

- Enlisting of all the Vehicle and movement plan in the format.
- Sharing of the standard message for the announcement.
- Movement Plan and mapping of that movement is to be done
- Megaphone announcement will start one week a head of the campaign (or as per instruction)
- Follow up on the announcement at the community level through monitoring format data collection
- Ensure that all community market places and places where people assemble should be reached by megaphones mounted vehicles and megaphone announcement are made from vehicle which is standing (not moving)

Annex 1: Micro Plan Social Mobilization template

Implementing Partner:		Region:			District:				
Month		Type of SIA (NID, SNID, SIADs):							
Regional Social Mobilization Coordinator Name:				Name of DPO:			Name of DSMC:		
Mobile Number:				Mobile Number:			Mobile Number:		
Email:				email:			email:		
DFA Name and Code Number	Mobile number	Team Code No:	Total Houses	Total Children under 5 Year	Areas/villages to be covered				
					Social Mobilization Team	Three day's before start of campaign	Two day's before start of campaign	One day's before start of campaign	Remark if any
		1			Area				
					Name of Community Mobilizer				
					Starting point				
					Ending point				
					Total Houses Day Wise				
					special Sites* Mosques, Schools, Madrasa, shrines , Pastoralist, Nomads-community etc.				

				Name of Local Influencers-Teacher, Clan Leader, Religious Leader, Local Leader, IDP-Gate keeper, Local Birth Attendant, Local Gov., NGO (imp.) etc.				
				Name of Local Imam and Mosque for Announcement				
		2		Area				
			Name of Community Mobilizer					
			Starting point					
			Ending point					
			Total Houses Day Wise					
			special Sites* Mosques, Schools, Madrasa, shrines , Pastoralist, Nomads-community etc.					
			Name of Local Influencers-Teacher, Clan Leader, Religious Leader, Local Leader, IDP-Gate keeper, Local Birth Attendant, Local Gov., NGO (imp.) etc.					
			Name of Local Imam and Mosque for Announcement					
		3		Area				

				Name of Community Mobilizer				
				Starting point				
				Ending point				
				Total Houses Day Wise				
				special Sites* Mosques, Schools, Madrasa, shrines , Pastoralist, Nomads-community etc.				
				Name of Local Influencers-Teacher, Clan Leader, Religious Leader, Local Leader, IDP-Gate keeper, Local Birth Attendant, Local Gov., NGO (imp.) etc.				
				Name of Local Imam and Mosque for Announcement				
		4		Area				
				Name of Community Mobilizer				
				Starting point				
				Ending point				
				Total Houses Day Wise				

				special Sites* Mosques, Schools, Madrasa, shrines , Pastoralist, Nomads-community etc.				
				Name of Local Influencers-Teacher, Clan Leader, Religious Leader, Local Leader, IDP-Gate keeper, Local Birth Attendant, Local Gov., NGO (imp.) etc.				
				Name of Local Imam and Mosque for Announcement				
		5		Area				
			Name of Community Mobilizer					
			Starting point					
			Ending point					
			Total Houses Day Wise					
			special Sites* Mosques, Schools, Madrasa, shrines , Pastoralist, Nomads-community etc.					
			Name of Local Influencers-Teacher, Clan Leader, Religious Leader, Local Leader, IDP-Gate keeper, Local Birth Attendant, Local Gov., NGO (imp.) etc.					
			Name of Local Imam and Mosque for					

Announcement

* special sites means Mosques, Schools, Madrasa, shrines and other places that can be used for Social Mobilization and communications. These needs to be reflected in the micro plans and house to house teams need to visit these

Map of catchment area for Community Mobilizer

NORTH



