

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)

