



SQUEAC ASSESSMENT COMPANION

Guidelines for managers of SQUEAC assessments

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INTRODUCTION

With insufficient expertise or time dedicated to its preparation, a Semi-Quantitative Evaluation of Access and Coverage (SQUEAC) of Community-based Management of Acute Malnutrition (CMAM) programs can turn into an overwhelming experience for all involved within and outside the organisation. In order to avoid common setbacks, the Coverage Monitoring Network (CMN) has prepared a series of guidelines, which aim to navigate and advise different participants how to prepare, conduct and follow-up SQUEAC investigations. While the *SQUEAC Supervision Guidelines* are designed for Nutrition Advisors or Coordinators at HQ and country levels who intend to support SQUEAC investigation team leaders in their endeavours (directly or remotely¹), the *SQUEAC Assessment Companion* is dedicated to programme managers, performing the role of a SQUEAC investigation team leader.

Given the prerequisites of a team-leading role, which would inherently include an in-depth training on the SQUEAC methodology, *SQUEAC Assessment Companion* does not provide details about why and how different steps of a SQUEAC investigation are undertaken. If necessary, this information is available in a *SQUEAC & SLEAC Technical Reference* and *CMN Training Centre* (<http://www.coverage-monitoring.org/training-centre/>).

Instead, *SQUEAC Assessment Companion* unfolds a timeline of different stages of a SQUEAC investigation and their key elements, which need to be completed, reviewed and confirmed before moving onward. In this respect, *SQUEAC Assessment Companion* aspires to play a role in the quality assurance and methodology adherence of a SQUEAC investigation but it also includes a complete set of templates and forms developed and pre-tested by SQUEAC experts with the aim to facilitate the implementation of a SQUEAC investigation in all its stages.

¹ These guidelines assume that supervisors will be supporting the investigation remotely. If they happen to be in the same office as a SQUEAC investigation team leader, they should meet face-to-face when the guidelines indicate a Skype/phone call.

LEGEND



Focus



Overview



Timeframe



Main activities



Cross-references



Quality assurance



Intense & meticulous supervision involving oral communication channels (phone/Skype calls)



Moderate supervision involving oral and written communication channels (Skype/email exchanges), depending on SQUEAC investigation team's needs



Light supervision involving written communication channels only



Preparatory phase

Classroom

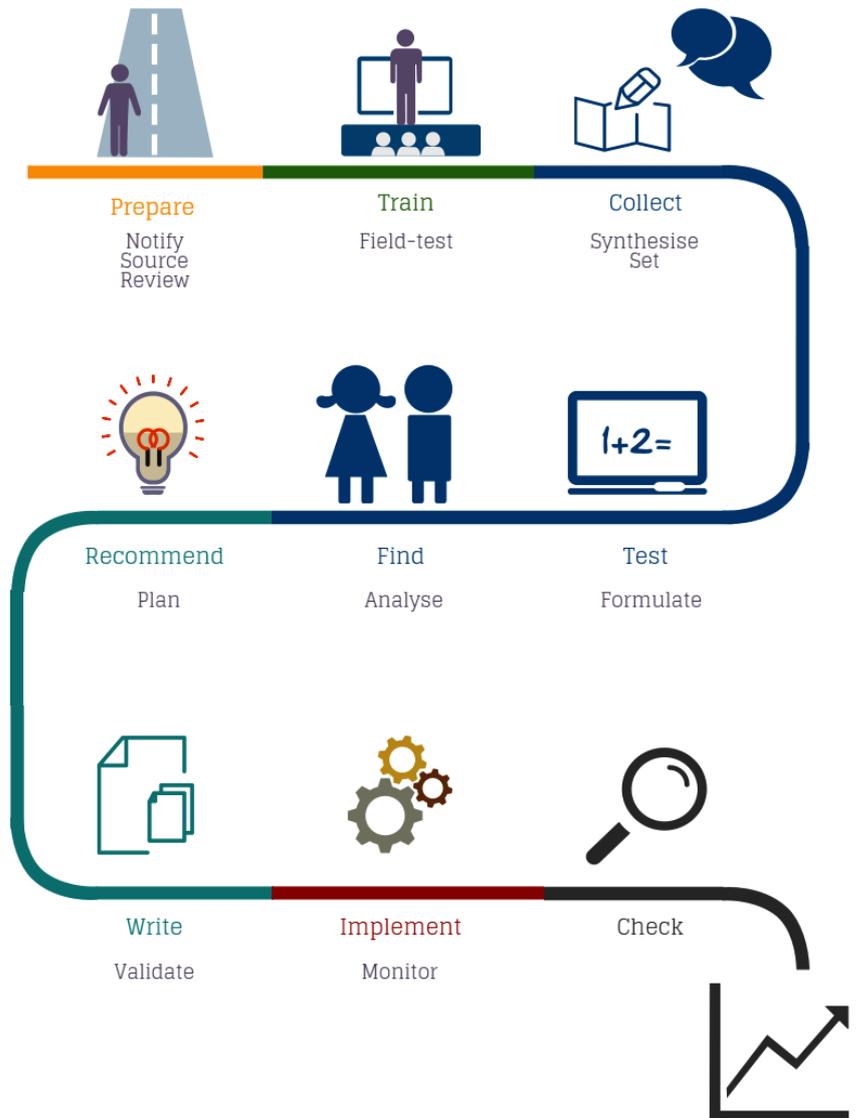
Field work

Optional field work

Pause

Report writing

PROCESS



PREPARATORY PHASE



Terms of reference
Finance and logistics
Human resources
Review of available quantitative and qualitative data



The preparatory phase of a SQUEAC investigation consists of setting in motion all support mechanisms allowing for a smooth implementation of the investigation. This includes, but is not limited to, a preparation and validation of Terms of Reference, communication to authorities and partners at the national, regional and local level, launching of relevant financial and logistical procedures, such as reservation of in-house logistical means and/or hiring external vehicles/drivers, recruitment of enumerators, reservation of a training venue, procurement of materials, etc. Due to its utmost importance, it is recommended to initiate the preparatory phase at least four (4) weeks before the onset of the investigation. The role of a SQUEAC investigation team leader is to plan and execute all steps of the preparatory phase before the roll-out of the investigation.



MAIN ACTIVITIES

4 weeks before the onset of the investigation

- Organise an introductory phone/Skype call with the appointed SQUEAC supervisor to discuss and plan a roll-out of the preparatory phase. It is recommended to prepare a detailed roadmap, which would indicate who and by when is responsible for specific activities (as listed in *Practical requirements for SQUEAC coverage assessments*). Please refer to Annex for a template of such roadmap.
- Organise an introductory meeting with all members of the Nutrition Department, informing them about an upcoming SQUEAC investigation and their role in all its stages.
- Draft Terms of Reference, including the budget and chronogram of the investigation, and send it to line managers for comments. Please refer to Annex for a template of Terms of Reference.

3 weeks before the onset of the investigation

- Maintain regular contact with the SQUEAC supervisor.
- Consolidate comments and recommendations of all reviewers and prepare a final draft of Terms of Reference. Circulate it for a validation.
- Inform all relevant national, regional and local governmental bodies about an upcoming SQUEAC investigation and seek their approval. Invite certain representatives to actively participate in the investigation, provided that they can guarantee their presence at 100%.
- Organise a meeting with Finance, Logistics and Human Resources departments, informing them about an upcoming investigation and their role in all its stages. Set in motion all mechanisms for the procurement of necessary materials and/or recruitment of personnel.

2 weeks before the onset of the investigation

- Maintain regular contact with a SQUEAC supervisor. It is recommended to organise a follow-up phone/Skype call to review the progress against a detailed roadmap. In case of difficulties or delay, ask a supervisor for guidance and support to address those problems.
- Source a detailed area map (in both electronic and print format). Please refer to Annex for more details.
- Prepare or source an exhaustive list of villages, their population size and a distance to the nearest health centre in an electronic format. Please refer to Annex for more details.

- Compile and consolidate quantitative, i.e. routine programme, data for the past 12 months, preferably 24 or 36 months. Send it to a SQUEAC supervisor for a review. Please refer to Annex for more details.
- Compile and consolidate qualitative data, i.e. project proposal, project monthly/mid-term reports, reports of sociocultural studies and surveys (SMART, RSCA, KAP-B, VCA, PRA, etc.), community mobilisation strategies, etc. Send it to a supervisor for a review. Please refer to Annex for more details.

1 week before the onset of the investigation

- Maintain regular contact with a SQUEAC supervisor. In case of difficulties or delays, contact a supervisor to seek guidance and prompt remedial actions to address identified problems.
- Organise a follow-up meeting with Finance, Logistics and Human Resources departments. Review their progress, making sure that all financial/logistical procedures are completed and all necessary materials are available for the onset of the investigation.
- Recruit and/or identify all SQUEAC investigation team members. Please refer to Annex for more details.
- Review and adapt standardised SQUEAC and Community Assessment training modules and interview guides for Stage I. Send them to a SQUEAC supervisor for a review. Please refer to Annex for templates.
- Draft a preliminary qualitative sampling framework and send it to a SQUEAC supervisor for a review. Please refer to Annex for more details.



CROSS-REFERENCES

- <http://www.coverage-monitoring.org/squeac-2/preparation/>
- Myatt. M, Guevarra. E, Fieschi. L, Norris. A, Guerrero. S, Schofield. L, Jones. D, Emru. E and Sadler. K, 2012. *Semi-Quantitative Evaluation of Access and Coverage (SQUEAC) / Simplified Lot Quality Assurance Sampling Evaluation of Access and Coverage (SLEAC) Technical Reference*, available to download [here](#).
- <http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annexes 1, 2 & 3



QUALITY ASSURANCE

	Complete
Detailed roadmap of the preparatory phase (who, what, when)	<input type="checkbox"/>
Terms of reference, including budget and chronogram	<input type="checkbox"/>
Communication to authorities and partners	<input type="checkbox"/>
Communication to intra-organisational departments (Finance, Logistics and Human Resources)	<input type="checkbox"/>
Procurement/reservation requests for:	
▪ training venue	<input type="checkbox"/>
▪ training materials	<input type="checkbox"/>
▪ refreshments (meals, drinks, snacks)	<input type="checkbox"/>
▪ overnight stays	<input type="checkbox"/>
▪ vehicles/drivers	<input type="checkbox"/>
▪ per diems	<input type="checkbox"/>
Recruitment/appointment of SQUEAC investigation team	<input type="checkbox"/>
Area map	<input type="checkbox"/>
Routine programme data (12 months min.)	<input type="checkbox"/>
Qualitative data	<input type="checkbox"/>
Training modules and agendas	<input type="checkbox"/>
Interview guides	<input type="checkbox"/>
Draft of a qualitative sampling framework	<input type="checkbox"/>

*Please note that you may not move onto next stage until all activities of this stage have been completed.

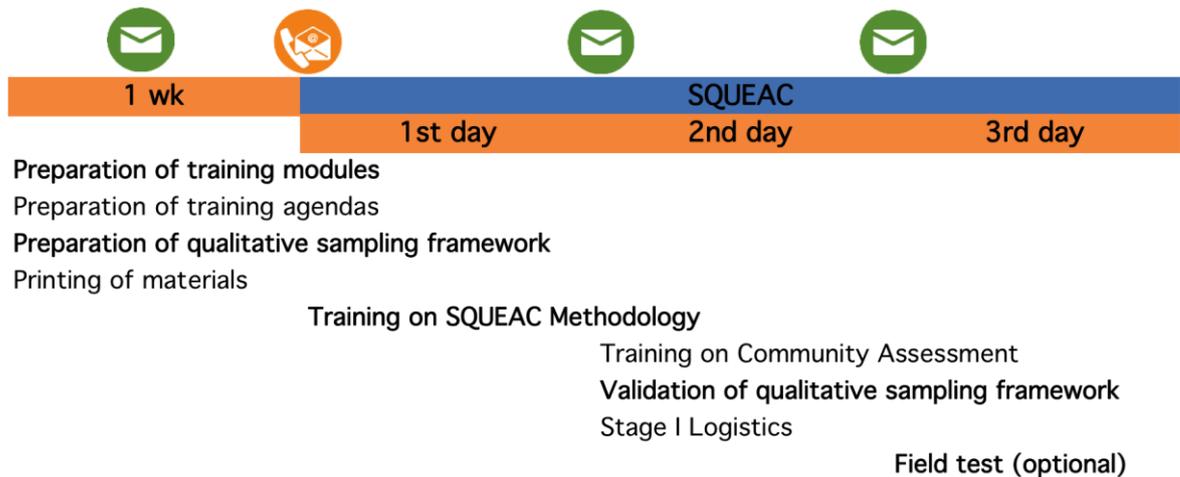
TRAINING



Training modules and agendas
Qualitative sampling framework
Field test
Stage I Logistics



The success of a SQUEAC investigation is directly proportional to the depth and quality of the training provided to a SQUEAC investigation team. The role of a SQUEAC investigation team leader is to prepare and deliver high quality training on both SQUEAC methodology and Community Assessment, ensuring that all team members understand applicable work methods and their role within the team. It is recommended to initiate the preparatory phase of the training at least a week before the onset of the investigation and to consult methodological uncertainties (if any) with a supervisor.



MAIN ACTIVITIES

1 week before the onset of the investigation

- Organise a follow-up meeting with all members of a Nutrition Department to review the progress against a detailed roadmap. In case of difficulties or delays, contact a SQUEAC supervisor to address identified problems.
- Adapt/modify SQUEAC methodology and Qualitative data collection training modules provided in the Annex and send them to a supervisor for a review. Use this opportunity to clarify methodological concerns, if any.
- Adapt/modify interview guides for Stage I provided in the Annex and send them to a supervisor for a review.
- Prepare a preliminary sampling framework and a rough outline of movement needs and send them to the Logistics and Security departments so that they can anticipate upcoming workload. Please refer to Annex for templates.

1 day before the onset of the investigation

- Organise a follow-up phone/Skype call with a SQUEAC supervisor to address any open tasks, which may need immediate attention.
- Ensure that all financial/logistical procedures are completed and all necessary materials are available for the onset of the investigation.
- Finalise the preparation of training modules and agendas. Print a copy of a training agenda for each participant.
- Print any other documents, which you may need for the training and field-testing. Do not forget to print a list of presence, which you usually use for internal administrative/financial purposes.

Day 1: Training on SQUEAC Methodology

- Deliver training on SQUEAC methodology. Make sure that all team members understand applicable work methods and their role within the team.

- Organise a quick follow-up Skype/email exchange with a SQUEAC supervisor to inform him/her about successes/difficulties encountered during the first training day. Seek technical support, as necessary.
- Prepare and print a list of all members of a SQUEAC investigation team, their roles and telephone numbers. Do not forget to add contact details of any other important personnel, such as logistical officers, whom the team may contact in case of difficulties.
- Complete context and supply analysis with team and review available quantitative data (See “SQUEAC quantitative BNA guidance” for more information)

Day 2: Training on Qualitative data collection

- Deliver training on Qualitative data collection. Dedicate sufficient time to simulations and clarifications of any uncertainties. Make sure that all team members understand their role within the team.
- Distribute a SQUEAC investigation team contact list and explain the logistics of an investigation. It is recommended to set strict departure time rules to ensure that teams have enough time to get to their locations, carry out the work and come back early for a daily debriefing session.
- Organise a quick follow-up Skype/email exchange with a SQUEAC supervisor to inform him/her about successes/difficulties encountered during the second training day. Seek technical support, as necessary.
- Finalise a qualitative sampling framework and communicate movement needs to the Logistics and Security departments.
- If a field testing is scheduled for the following day, prepare and print a detailed work plan together with any other needed materials.
- If a field testing is not scheduled for the following day, prepare and print a detailed work plan for Stage I together with any other needed materials.

Day 3: Field testing

- Check if all requested drivers/vehicles/motorcycles are ready to depart. Liaise with a designated logistical officer to ensure that your transport needs are met, as requested.
- Ensure that the entire investigation is present and ready to depart.
- Explain and distribute a detailed work plan, interview guides and any other needed materials, such as pens/pencils, recording devices, badges, movement authorisations, etc. Take time to answer any questions, which may arise.
- Set an optimal arrival time, allowing for an extensive debrief with the team at the end of the day.
- Upon arrival from the field, organise a whole team meeting and debrief. Take time to address any difficulties, which the team might have encountered.
- Organise a quick follow-up Skype/email exchange with a supervisor to inform him/her about successes/difficulties encountered during the field testing. Seek technical support, as necessary.
- Finalise and print a detailed work plan for Stage I together with any other needed materials.



CROSS-REFERENCES

- Myatt. M, Guevarra. E, Fieschi. L, Norris. A, Guerrero. S, Schofield. L, Jones. D, Emru. E and Sadler. K, 2012. *Semi-Quantitative Evaluation of Access and Coverage (SQUEAC) / Simplified Lot Quality Assurance Sampling Evaluation of Access and Coverage (SLEAC) Technical Reference*, available to download [here](#).
- <http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annexes 1 & 2
- <http://www.coverage-monitoring.org/squeac-2/stage-1-qualitative-data-collection/>



QUALITY ASSURANCE

	Complete
Training on SQUEAC Methodology	<input type="checkbox"/>
Training on Qualitative data collection	<input type="checkbox"/>
Qualitative sampling framework	<input type="checkbox"/>
Communication to intra-organisational departments (Logistics and Security)	<input type="checkbox"/>
Detailed work plan for field testing	<input type="checkbox"/>
Field test	<input type="checkbox"/>
Detailed work plan for Stage I	<input type="checkbox"/>

*Please note that you may not move onto next stage until all activities of this stage have been completed.

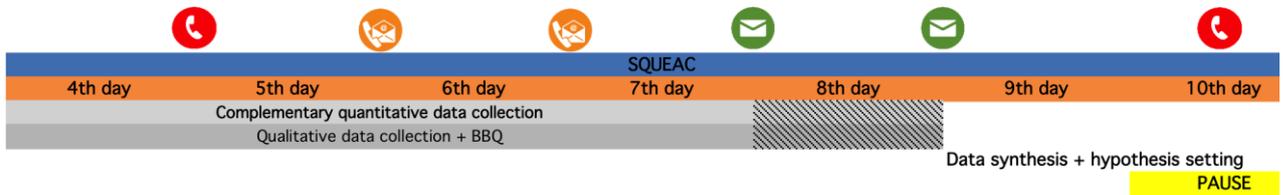
STAGE I



Complementary quantitative data collection
Qualitative data collection
Barriers, Boosters and Questions (BBQ)
Data synthesis and hypothesis setting



Stage I of a SQUEAC investigation consists of an intense quantitative and qualitative data collection, which lays a foundation for successive stages. Any deficiencies during this stage may translate unfavourably onto Stage II and III sampling and thus bias coverage estimations. The role of a SQUEAC investigation team leader is to oversee with great care and precision how quantitative and qualitative data is collected and analysed. For this reason it is highly recommended to organise daily debriefings with the entire team to discuss the content of semi-structured interviews and/or group discussions, to identify elements with a positive or negative impact on coverage and access to care and to transcribe them onto a BBQ tool. A SQUEAC investigation team leader should actively facilitate all discussions; inspire critical thinking of his/her team and tackle any uncertainties or errors as they arise.



MAIN ACTIVITIES

Day 4 – 7(8): Complementary quantitative data collection + Qualitative data collection + BBQ

- Check if all requested drivers/vehicles/motorcycles are ready to depart. Liaise with a designated logistical officer to ensure that your transport needs are met, as requested.
- Ensure that the entire investigation is present and ready to depart.
- Explain and distribute a detailed work plan, interview guides and any other needed materials, such as pens/pencils, recording devices, badges, movement authorisations, etc. Take time to answer any questions, which may arise.
- Set an optimal arrival time, allowing for an extensive debrief with the team at the end of the day.
- Upon arrival from the field, organise a whole team meeting aiming at building up a BBQ tool. Please refer to Annex for more details. Take time to address any difficulties, which the team might have encountered.
- Organise a quick follow-up Skype/email exchange with a supervisor to inform him/her about successes/difficulties encountered during the day. Seek technical support, as necessary.

Day 9: Data synthesis + hypothesis setting

- Organise a whole day meeting with the entire SQUEAC investigation team aiming to synthesise and analyse Stage I quantitative and qualitative data. Send relevant files to a SQUEAC supervisor for a review and validation. Please refer to Annex for more details.
- Finalise an electronic version of a BBQ tool and send it to a SQUEAC supervisor for a validation.
- Prepare a hypothesis for Stage II and send it to a SQUEAC supervisor for a review.

Day 10: PAUSE

- A day of rest for a SQUEAC investigation team but not its leader ☺
- Organise a follow-up phone/Skype call with a SQUEAC supervisor to thoroughly debrief on Stage I and plan for Stage II.
- Upon review and validation of Quantitative data analysis tool, BBQ tool and a hypothesis for Stage II by a SQUEAC supervisor, prepare a sampling framework for Small Area Survey and a rough outline of movement needs. Communicate them to the Logistics and Security departments so that they can anticipate upcoming workload.
- Prepare and/or adapt a training module for Stage II. Please refer to Annex for more details.
- Prepare and print all necessary materials for a field-testing exercise. Please refer to Annex for more details.



CROSS-REFERENCES

- Myatt. M, Guevarra. E, Fieschi. L, Norris. A, Guerrero. S, Schofield. L, Jones. D, Emru. E and Sadler. K, 2012. *Semi-Quantitative Evaluation of Access and Coverage (SQUEAC) / Simplified Lot Quality Assurance Sampling Evaluation of Access and Coverage (SLEAC) Technical Reference*, p. 19 - 73, available to download [here](#).
- <http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, p. 10 - 13, 16 - 20
- <http://www.coverage-monitoring.org/squeac-2/stage-1-qualitative-data-collection/>
- <http://www.coverage-monitoring.org/squeac-2/stage-1-qualitative-data-analysis/>
- <http://www.coverage-monitoring.org/squeac-2/stage-2-hypothesis-setting/>



QUALITY ASSURANCE

	Complete
Admission trends	<input type="checkbox"/>
MUAC/oedema on admission	<input type="checkbox"/>
MUAC at discharge	<input type="checkbox"/>
Distance from OTP	<input type="checkbox"/>
Defaulters	<input type="checkbox"/>
Length of Stay	<input type="checkbox"/>
Outcome trends	<input type="checkbox"/>
BBQ tool	<input type="checkbox"/>
Seasonal calendar	<input type="checkbox"/>
Communication channels matrix	<input type="checkbox"/>
Social mapping and relationship identification tool	<input type="checkbox"/>
Stage II hypothesis + sampling	<input type="checkbox"/>
Communication to intra-organisational departments (Logistics and Security)	<input type="checkbox"/>
Detailed work plan for Stage II	<input type="checkbox"/>

*Please note that you may not move onto next stage until all activities of this stage have been completed.

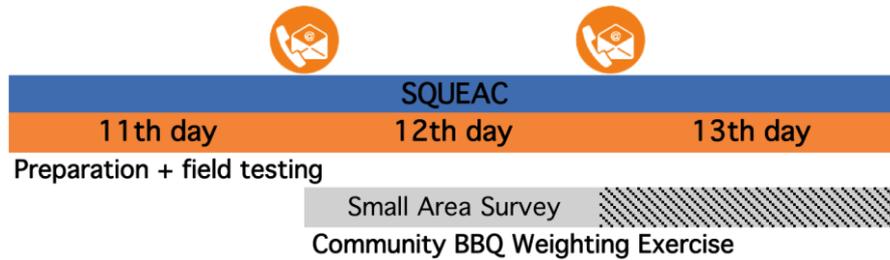
STAGE II



Small Area Survey Community BBQ Weighting Exercise



Stage II of a SQUEAC investigation consists of a Small Area Survey and a Community BBQ Weighting exercise, which is the first in a series of exercises contributing to the formulation of the prior. Depending on the experience of a SQUEAC investigation team leader as well as other team members, Stage II can take as little as two days. The role of a SQUEAC investigation team leader is to deliver high quality training and field-testing of active and adaptive case finding, which represents the core of field work for both Stage II and III. He also needs to oversee the realisation of Small Area Survey and a Community BBQ Weighting. It is highly recommended to maintain regular contact with a SQUEAC supervisor to review the process and to tackle methodological uncertainties, if any.



MAIN ACTIVITIES

Day 11: Stage II Preparation + field testing

- Deliver training on active and adaptive case finding. Make sure that all team members understand applicable work methods and their role within the team. Please refer to Annex for more details.
- Once ready for field-testing, distribute questionnaires, data sheets and any other needed materials, such as pens/pencils, MUAC tapes, badges, movement authorisations, etc. Take time to answer any questions, which may arise.
- Set an optimal arrival time, allowing for an extensive debrief with the team at the end of the day.
- Appoint a team of two (a man and a woman) to organise a Community BBQ Weighting exercise in a randomly selected community. Inform local leaders and ask for their permission to organise the exercise the following day. Seek their help in mobilising participants.
- Upon arrival from the field, debrief with each team individually. Take time to address any difficulties, which they might have encountered.
- Organise a quick follow-up Skype/email exchange with a SQUEAC supervisor to inform him/her about successes/difficulties encountered during the field testing. Seek technical support, as necessary.
- Confirm your movement needs to the Logistics and Security departments.
- Finalise and print a detailed work plan for Stage II together with any other needed materials.
- Prepare and print necessary materials for a Community BBQ Weighting exercise. Please refer to Annex for more details.

Day 12: Small Area Survey + Community BBQ Weighting exercise

- Check if all requested drivers/vehicles/motorcycles are ready to depart. Liaise with a designated logistical officer to ensure that your transport needs are met, as requested.
- Ensure that the entire investigation is present and ready to depart.
- Explain and distribute a detailed work plan, interview guides and any other needed materials, such as pens/pencils, MUAC tapes, badges, movement authorisations, etc. Take time to answer any questions, which may arise.
- If you haven't done so yet, explain Community BBQ Weighting exercise to a selected team of two and provide them with necessary materials, such as flashcards, voting points, notebook, pens/pencils, etc.
- Set an optimal arrival time, allowing for debrief with the team at the end of the day.
- Upon arrival from the field, debrief with each team individually. Take time to address any difficulties, which they might have encountered. Collect complete data packets, including blank pages, which you might use in the following days. Check the quality of collected data and ask for clarifications, if necessary.

- Enter collected data to determine if a set hypothesis was validated. In case a hypothesis was not validated, organise a quick follow-up Skype/phone call with a supervisor and seek his advice for setting a new hypothesis. Once reconsidered, prepare a new sampling framework and communicate your movement needs to the Logistics and Security departments.
- Prepare and print a new detailed work plan as well as all other necessary materials for the second day of Small Area Survey, if applicable.

Day 13: Small Area Survey

- Check if all requested drivers/vehicles/motorcycles are ready to depart. Liaise with a designated logistical officer to ensure that your transport needs are met, as requested.
- Ensure that the entire investigation is present and ready to depart.
- Explain and distribute a detailed work plan, interview guides and any other needed materials, such as pens/pencils, MUAC tapes, badges, movement authorisations, etc. Take time to answer any questions, which may arise.
- Set an optimal arrival time, allowing for debrief with the team at the end of the day.
- Upon arrival from the field, debrief with each team individually. Take time to address any difficulties, which they might have encountered. Collect complete data packets, including blank pages, which you might use in the following days. Check the quality of collected data and ask for clarifications, if necessary.
- Enter collected data to determine if a set hypothesis was validated. In case a hypothesis was not validated, organise a quick follow-up Skype/phone call with a SQUEAC supervisor and seek his advice.



CROSS-REFERENCES

- Myatt. M, Guevarra. E, Fieschi. L, Norris. A, Guerrero. S, Schofield. L, Jones. D, Emru. E and Sadler. K, 2012. *Semi-Quantitative Evaluation of Access and Coverage (SQUEAC) / Simplified Lot Quality Assurance Sampling Evaluation of Access and Coverage (SLEAC) Technical Reference*, p. 63 - 73, available to download [here](#).
- <http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, p. 15 + Annex 4
- <http://www.coverage-monitoring.org/squeac-2/stage-2-analysis-of-findings/>



QUALITY ASSURANCE

	Complete
Training on active and adaptive case finding	<input type="checkbox"/>
Field test	<input type="checkbox"/>
Confirmation of Stage II hypothesis	<input type="checkbox"/>
Community BBQ score	<input type="checkbox"/>

*Please note that you may not move onto next stage until all activities of this stage have been completed.

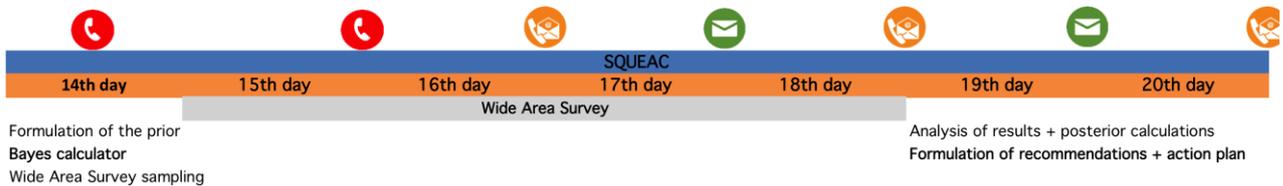
STAGE III



Formulation of the prior
Bayes calculator
Wide Area Survey sampling
Wide Area Survey
Posterior calculations
Recommendations and action plan



Stage III of a SQUEAC investigation consists of a series of exercises contributing to the formulation of the prior, a Wide Area Survey, which feeds into posterior coverage calculations, and the formulation of an action plan based on learnings and observations of a SQUEAC investigation team. The core of the field work during Wide Area Survey consists of active and adaptive case finding in selected locations. A SQUEAC investigation team leader must ensure the quality and accuracy of prior-formulating elements (failing to do so may result in inaccurate sampling for Wide Area Survey and hence biased results), to oversee the quality of Wide Area Survey sampling as well as the quality of performance of a SQUEAC investigation team during active and adaptive case finding. In the final stage of the investigation, a SQUEAC investigation team leader must ensure that all acquired knowledge is captured and translated into a workable action plan guiding service improvement and eventually an increase in coverage. For this reason it is highly recommended to maintain regular contact with a SQUEAC supervisor and to review progress and tackle methodological uncertainties (if any).



MAIN ACTIVITIES

Day 14: Formulation of the prior + Wide Area Survey sampling

- Organise a whole day meeting with the entire SQUEAC investigation team aiming to determine prior-formulating elements, such as a simple BBQ score, weighted BBQ score, histogram of belief and concept maps.
- Enter a combined score into the Bayes calculator and use resulting values for a preparation of a preliminary Wide Area Survey sampling.
- Send relevant files to a SQUEAC supervisor for a review and validation.
- Once validated, prepare a detailed work plan and communicate movement needs to the Logistics and Security departments.
- Print a detailed work plan as well as all other necessary materials for Stage III.

Day 15 - 18: Wide Area Survey

- Check if all requested drivers/vehicles/motorcycles are ready to depart. Liaise with a designated logistical officer to ensure that your transport needs are met, as requested.
- Ensure that the entire investigation is present and ready to depart.
- Explain and distribute a detailed work plan, interview guides and any other needed materials, such as pens/pencils, MUAC tapes, badges, movement authorisations, etc. Take time to answer any questions, which may arise.
- Set an optimal arrival time, allowing for debrief with the team at the end of the day.
- Upon arrival from the field, debrief with each team individually. Take time to address any difficulties, which they might have encountered. Collect complete data packets, including blank pages, which you might use in the following days. Check the quality of collected data and ask for clarifications, if necessary.
- Enter collected data and communicate partial results to a SQUEAC supervisor.
- Prepare and print a detailed work plan as well as all other necessary materials for the following day of Wide Area Survey, if applicable.
- Invite a varied selection of dynamic community representatives, including local and religious leaders, community health volunteers and health personnel, strictly observing gender equity, to a half-day

workshop on Day 20 aiming to share preliminary results and gather recommendations for future programming.

Day 19 - 20: Analysis of results + Recommendations

- Organise a whole day meeting with the entire SQUEAC investigation team aiming to analyse results of Stage III and to formulate recommendations and a basis for a detailed action plan.
- Organise a half-day workshop with invited community representatives aiming to share preliminary results and to collect feedback on possible ways forward in order to improve the coverage and quality of CMAM programming in their milieu.
- Organise a follow-up Skype/phone call with a SQUEAC supervisor to discuss posterior calculations and recommendations for the programme.
- Set a calendar for a report-writing phase and assign responsibilities, as required.



CROSS-REFERENCES

- Myatt. M, Guevarra. E, Fieschi. L, Norris. A, Guerrero. S, Schofield. L, Jones. D, Emru. E and Sadler. K, 2012. *Semi-Quantitative Evaluation of Access and Coverage (SQUEAC) / Simplified Lot Quality Assurance Sampling Evaluation of Access and Coverage (SLEAC) Technical Reference*, p. 73 - 109, available to download [here](#).
- <http://www.coverage-monitoring.org/squeac-2/stage-3-formulating-the-prior-and-estimating-the-coverage/>
- <http://www.coverage-monitoring.org/squeac-2/stage-3-sampling/>
- <http://files.enonline.net/attachments/2341/FEX-49-Web-Update.pdf>, p. 81
- <http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, p. 13 + 21
- <http://www.coverage-monitoring.org/wp-content/uploads/2015/07/Technical-brief-Community-Engagement-for-CMAM-20151.pdf>
- <http://www.coverage-monitoring.org/squeac-2/recommendations-and-action-plans/>



QUALITY ASSURANCE

	Complete
Simple BBQ score	<input type="checkbox"/>
Weighted BBQ score	<input type="checkbox"/>
Histogram of belief	<input type="checkbox"/>
Concept map	<input type="checkbox"/>
Formulation of the prior	<input type="checkbox"/>
Wide Area Survey sampling	<input type="checkbox"/>
Communication to intra-organisational departments (Logistics and Security)	<input type="checkbox"/>
Detailed work plan for Stage III	<input type="checkbox"/>
Daily summaries of covered, non-covered and recovering cases	<input type="checkbox"/>
Analysis of results and posterior calculations	<input type="checkbox"/>
SQUEAC investigation team recommendations and action plan	<input type="checkbox"/>
Community representatives' recommendations and action plan	<input type="checkbox"/>

*Please note that you may not move onto next stage until all activities of this stage have been completed.

REPORT WRITING



In-depth quantitative data analysis
In-depth qualitative data analysis
Recommendations and action plan
Final report



Report writing represents a boundary between a SQUEAC investigation and its follow-up. Not only does it allow summarising the findings in a consistent manner and therefore wrapping up a compilation and interpretation of data, it also lays out ground work for future goals and objectives. It is highly recommended to initiate a report writing process within first three days after a completion of a SQUEAC investigation and to finalise it within a four-week timeframe. Any further delay could result in a loss of essential information or its associations. More importantly, prolonged report writing interferes with or even impedes the roll-out of an action plan, which may not deliver its outputs within set timespan. Hence, the role of a SQUEAC investigation team leader is to lead the drafting process with the support of other members of Nutrition department, if applicable, and to seek support and guidance of a SQUEAC supervisor to ensure that all learning is captured and processed at its fullest potential.



MAIN ACTIVITIES

3 days after the investigation

- Initiate a report-writing process within first three days after a completion of a SQUEAC investigation. It is recommended to share responsibilities with other key members of Nutrition Department and prepare a detailed roadmap, which would indicate who and by when is responsible for specific activities. Please refer to Annex for a template of such roadmap.
- Send a draft of a roadmap to a SQUEAC supervisor for information to allow for a prompt feedback on various sections of the report.
- Start drafting a section on Stage I, including a quantitative and qualitative data analysis. Please refer to Annex for a template of the report.

1 week after the investigation

- Consolidate and finalise the first draft of a section on Stage I of the report. Send it to a SQUEAC supervisor for review. Arrange a phone/Skype call with a supervisor to clarify uncertainties, if necessary.
- Start drafting a section on Stage II and III of the report.

2 weeks after the investigation

- Consolidate and finalise the first draft of a section on Stage II and III of the report. Send it to a SQUEAC supervisor for review. Arrange a phone/Skype call with a supervisor to clarify uncertainties, if necessary.
- Review SQUEAC supervisor's comments on the first section of the report and adapt accordingly.
- Start drafting an Action Plan, based on recommendation of a SQUEAC investigation team and community representatives.

3 weeks after the investigation

- Consolidate and finalise the first draft of an Action Plan. Send it to a SQUEAC supervisor for review. Arrange a phone/Skype call with a supervisor to clarify uncertainties, if necessary.
- Review SQUEAC supervisor's comments on the second section of the report and adapt accordingly.
- Start drafting remaining sections of the report, such as Context and Executive Summary.

4 weeks after the investigation

- Consolidate and finalise the first draft of remaining sections of the report. Send it to a SQUEAC supervisor for review. Arrange a phone/Skype call with a supervisor to clarify uncertainties, if necessary.
- Review SQUEAC supervisor's comments on the action plan and adapt accordingly.
- Make use of *Quality Assurance Guidelines* and *Quality Assurance Checklist* to ensure that a report covers all essential elements of a SQUEAC report.
- Review SQUEAC supervisor's comments on remaining section of the report and adapt accordingly.
- Consolidate all sections of the report together with its annexes and send it to a supervisor for a final review.
- Review SQUEAC supervisor's comments on a consolidated report and adapt accordingly.
- Share a finalised SQUEAC report to all relevant persons within and outside the organisation for validation.
- Once validated, share results of a SQUEAC investigation with partners (MoH, Cluster, NGOs)
- Ensure that most critical recommendations of an agreed action plan are rolled out without delay.



CROSS-REFERENCES

- Myatt. M, Guevarra. E, Fieschi. L, Norris. A, Guerrero. S, Schofield. L, Jones. D, Emru. E and Sadler. K, 2012. *Semi-Quantitative Evaluation of Access and Coverage (SQUEAC) / Simplified Lot Quality Assurance Sampling Evaluation of Access and Coverage (SLEAC) Technical Reference*, p. 73 - 109, available to download [here](#).
- <http://www.coverage-monitoring.org/squeac-2/quality-assurance-report-writing/>



QUALITY ASSURANCE

	Complete
Executive summary	<input type="checkbox"/>
Objectives	<input type="checkbox"/>
Context	<input type="checkbox"/>
Stage I: Quantitative data	<input type="checkbox"/>
Stage I: Qualitative data	<input type="checkbox"/>
Stage II	<input type="checkbox"/>
Stage III	<input type="checkbox"/>
Discussions & Recommendations	<input type="checkbox"/>
Action Plan	<input type="checkbox"/>

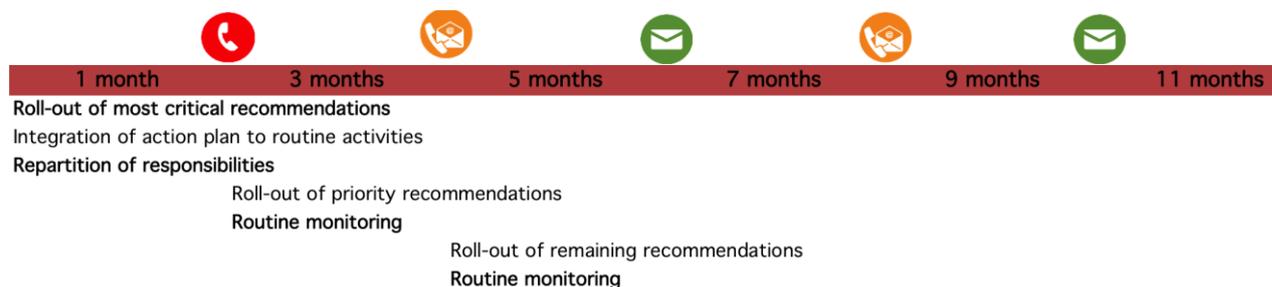
IMPLEMENTATION & FOLLOW-UP



Integration of action plan into routine activities
Gradual roll-out and follow-up
Routine monitoring of progress



Despite its obvious importance, a SQUEAC investigation represents only a small step in the amelioration of CMAM programming and consequent uptake of services by targeted populations. The investigation itself cannot guarantee an improvement in the service delivery if unaccompanied by a systematic follow-up of an agreed action plan roll-out. The implementation of recommendations need to be gradual – in order not to overwhelm programme teams – but must be launched within the first month following a SQUEAC investigation. It is recommended to integrate an action plan into routine activities and to ensure a balanced repartition of responsibilities. The roll-out of recommendations should be accompanied by a routine monitoring of progress, allowing for an adaptation of strategies, as necessary. The role of a Nutrition Program Manager is to maintain regular (bi-monthly) contact with a supervisor in order to oversee the evolution of activities and to address any difficulties, which may arise.



MAIN ACTIVITIES

1 month after the investigation

- Organise an introductory phone/Skype call with a SQUEAC supervisor to discuss an agreed action plan roll-out. Integrate it into routine activities and divide equally among all team members.
- Make sure that most critical recommendations are rolled out without delay.
- Decide on the best model of informing community members about results of a SQUEAC investigation and giving them an opportunity to engage in the implementation of the action plan. Plan accordingly.

3 months after the investigation

- Maintain regular contact with a SQUEAC supervisor.
- Follow up closely on team's routine activities. Make sure that priority recommendations are rolled out as planned.
- Prepare a commented version of an action plan, detailing ongoing and/or pending activities together with a % estimation of the progress, and send it to a SQUEAC supervisor for review.

5 months after the investigation

- Maintain regular contact with a SQUEAC supervisor.
- Follow up closely on team's routine activities. Make sure that remaining recommendations are rolled out as planned.
- Prepare a commented version of an action plan, detailing ongoing and/or pending activities together with a % estimation of the progress, and send it to a SQUEAC supervisor for review.

7 months after the investigation

- Maintain regular contact with a SQUEAC supervisor.
- Follow up closely on team's routine activities. Make sure that all recommendations are rolled out as planned.
- Prepare a commented version of an action plan, detailing ongoing and/or pending activities together with a % estimation of the progress, and send it to a SQUEAC supervisor for review.

9 months after the investigation

- Maintain regular contact with a SQUEAC supervisor.

- Follow up closely on team's routine activities. Make sure that all recommendations are being implemented as planned.
- Prepare a commented version of an action plan, detailing ongoing and/or pending activities together with a % estimation of the progress, and send it to a SQUEAC supervisor for review.

11 months after the investigation

- Maintain regular contact with a SQUEAC supervisor.
- Follow up closely on team's routine activities. Make sure that all recommendations are being implemented as planned.
- Prepare a commented version of an action plan, detailing ongoing and/or pending activities together with a % estimation of the progress, and send it to a SQUEAC supervisor for review.
- Launch a preparatory phase of a follow-up SQUEAC investigation to measure an evolution of CMAM coverage.



CROSS-REFERENCES

- <http://www.coverage-monitoring.org/wp-content/uploads/2015/07/Technical-brief-Community-Engagement-for-CMAM-20151.pdf>



QUALITY ASSURANCE

	Complete
Integration of an action plan into routine activities	<input type="checkbox"/>
Roll-out of most critical recommendations	<input type="checkbox"/>
1-month update	<input type="checkbox"/>
Roll-out of priority recommendations	<input type="checkbox"/>
3-month update	<input type="checkbox"/>
Roll-out of remaining recommendations	<input type="checkbox"/>
5-month update	<input type="checkbox"/>
7-month update	<input type="checkbox"/>
9-month update	<input type="checkbox"/>
11-month update	<input type="checkbox"/>
Preparatory phase of a follow-up SQUEAC investigation	<input type="checkbox"/>

ANNEXES

ANNEX 1: DETAILED ROADMAP (attached)
ANNEX 2: TERMS OF REFERENCE (attached)
ANNEX 3: PRACTICAL REQUIREMENTS (attached)

ANNEX 4: SQUEAC METHODOLOGY TRAINING AGENDA
ANNEX 5: SQUEAC METHODOLOGY TRAINING MODULES
ANNEX 6: SQUEAC METHODOLOGY TRAINING GUIDELINES
(to be developed)

ANNEX 7: COMMUNITY ASSESSMENT TRAINING AGENDA
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 1a)

ANNEX 8: COMMUNITY ASSESSMENT TRAINING MODULE
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 1b)

ANNEX 9: COMMUNITY ASSESSMENT TRAINING GUIDELINES
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 1)

ANNEX 10: QUALITATIVE SAMPLING FRAMEWORK
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 2)

ANNEX 11: PLANNING CALENDAR
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 2a)

ANNEX 12: SUMMARY OF KEY INFORMANTS
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 2b)

ANNEX 13: TEAM COMPOSITION
(<http://www.coverage-monitoring.org/squeac-2/stage-1-qualitative-data-collection/>)

ANNEX 14: INTERVIEW GUIDES
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3)

ANNEX 14a: MEN
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3a)

ANNEX 14b: WOMEN
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3b)

ANNEX 14c: CARERS OF MALNOURISHED CHILDREN (BENEFICIARIES OF CMAM PROGRAMME)
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3c)

ANNEX 14d: COMMUNITY LEADERS (RELIGIOUS AUTHORITIES, VILLAGE CHIEFS OR OTHERS)
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3d)

ANNEX 14e: COMMUNITY-BASED ORGANISATIONS & SCHOOL ESTABLISHMENTS
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3e)

ANNEX 14f: TRADITIONAL HEALERS & TRADITIONAL BIRTH ATTENDANTS
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3f)

ANNEX 14g: COMMUNITY HEALTH WORKERS
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3g)

ANNEX 14h: HEALTH CENTER PERSONNEL
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3h)

ANNEX 14i: HEALTH DISTRICT & NGO REPRESENTATIVES
(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3i)

ANNEX 14j: MARASMUS & KWASHIORKOR IMAGES

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 3j)

ANNEX 15: QUANTITATIVE DATA COLLECTION SPREADSHEET

(<http://www.coverage-monitoring.org/squeac-2/stage-1-quantitative-data-collection/>)

ANNEX 15a: TALLY SHEET – MUAC AT ADMISSION

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/MUAC-at-admission.pdf>)

ANNEX 15b: TALLY SHEET – MUAC AT CURE

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/MUAC-at-cure.pdf>)

ANNEX 15c: TALLY SHEET – MUAC AT DEFAULT

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/MUAC-at-DEFAULT.pdf>)

ANNEX 15d: TALLY SHEET – LENGTH OF STAY BEFORE CURE

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/LoS-before-cure.pdf>)

ANNEX 15e: TALLY SHEET – LENGTH OF STAY BEFORE DEFAULT

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/LoS-before-default.pdf>)

ANNEX 15f: TALLY SHEET – HOME VILLAGE AT ADMISSION AND DEFAULT

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/Home-village-at-admission-and-default.pdf>)

ANNEX 15g: TALLY SHEET – CMAM SITES OF CHILDREN ADMITTED TO INPATIENT CARE

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/CMAM-site-origin-of-children-in-SC.pdf>)

ANNEX 15h: TALLY SHEET – REFERRAL SOURCE

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/Referral-source.pdf>)

ANNEX 16: BBQ TOOL

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, p. 11 - 13)

ANNEX 17: COMMUNITY BBQ WEIGHTING TOOLBOX

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 4)

ANNEX 18: COMMUNITY PROFILE

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 5)

ANNEX 19: SOCIAL MAPPING AND RELATIONSHIP IDENTIFICATION TOOL

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 6)

ANNEX 20: COMMUNICATION CHANNEL MATRIX

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 7)

ANNEX 21: SEASONAL CALENDAR

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 8)

ANNEX 22: SWOT TOOL

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 9)

ANNEX 23: CONCEPT MAP TOOL

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/07/How-to-conduct-Community-Assessments-2015.pdf>, Annex 10)

ANNEX 24: AACF METHODOLOGY MODULE

(<http://www.coverage-monitoring.org/in-community-case-finding-techniques/>)

ANNEX 25: AACF METHODOLOGY TRAINING GUIDELINES

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/Case-finding-procedure.pdf>)

ANNEX 26: CASE FINDING PROCEDURE

(<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/Case-finding-procedure.pdf>)

ANNEX 27: QUESTIONNAIRE FOR COVERED CASES

<http://www.coverage-monitoring.org/wp-content/uploads/2015/08/Questionnaire-covered-SAM-cases.pdf>)

ANNEX 28: QUESTIONNAIRE FOR NON-COVERED CASES

<http://www.coverage-monitoring.org/wp-content/uploads/2015/08/Questionnaire-non-covered-SAM-cases.pdf>)

ANNEX 29: AACF DATA COLLECTION FORM

<http://www.coverage-monitoring.org/wp-content/uploads/2015/01/Active-case-finding-data-collection-form.pdf>)

ANNEX 30: STAGE 2 ANALYSIS TEMPLATE

<http://www.coverage-monitoring.org/squeac-2/stage-2-analysis-of-findings/>)

ANNEX 31: PRIOR MODE ESTIMATION TEMPLATE

<http://www.coverage-monitoring.org/squeac-2/stage-3-formulating-the-prior-and-estimating-the-coverage/>)

ANNEX 32: BAYES CALCULATOR

<http://www.brixtonhealth.com/bayessqueac.html>)

ANNEX 33: ACTION PLAN TEMPLATE

<http://www.coverage-monitoring.org/squeac-2/recommendations-and-action-plans/>)

ANNEX 33: REPORT TEMPLATE

<http://www.coverage-monitoring.org/squeac-2/quality-assurance-report-writing/>)

ANNEX 34: QUALITY ASSURANCE TOOL

<http://www.coverage-monitoring.org/squeac-2/quality-assurance-report-writing/>)

ANNEX 35: BEST PRACTICE DEVELOPMENT FORM

<http://www.coverage-monitoring.org/squeac-2/quality-assurance-report-writing/>)

ANNEX 36: METHODOLOGICAL LEARNING FORM

<http://www.coverage-monitoring.org/squeac-2/quality-assurance-report-writing/>)

ANNEX 1a: DETAILED ROADMAP (example)

ACTIVITY	RESPONSIBLE	DEADLINE	STATUS	COMMENTS
Preparation of ToR	Nutrition Coordinator	24.06.2015	Complete	
Validation of ToR	ACD-P	01.07.2015	Complete	
Submission of ToR to authorities	Nutrition Coordinator	02.07.2015	Complete	
Communication to partners	Nutrition Coordinator / Nutrition Manager	Next Cluster Mtg	Pending	
Communication to support departments	Nutrition Coordinator / Nutrition Manager	02.07.2015	Complete	
Reservation of a training venue	Nutrition Manager	03.07.2015	Ongoing	
Procurement request for training materials	Nutrition Manager	03.07.2015	Not initiated	Planned for 08.07.2015
Procurement request for refreshments	Nutrition Manager	03.07.2015	Not initiated	Planned for 08.07.2015
Procurement request for overnight stays	Nutrition Manager	03.07.2015	Pending security clearance	
Reservation of vehicles/drivers	Nutrition Manager	03.07.2015	Pending ACD-S approval	
Submission of per diem requests	Nutrition Manager	03.07.2015	Ongoing	
Recruitment of SQUEAC investigation team	Nutrition Coordinator	08.07.2015	Not initiated	SQUEAC team leader identified.
Acquisition of a detailed area map	Nutrition Coordinator	08.07.2015		
Compilation of an exhaustive list of villages, their population size and distances to the nearest health centre	Nutrition Manager	08.07.2015		Send to Nutrition Coordinator
Review & consolidation of routine programme data	Nutrition Manager	13.07.2015		Send to Nutrition Coordinator
Review & consolidation of qualitative data	Nutrition Manager	13.07.2015		Send to Nutrition Coordinator
Pre-SQUEAC meeting w/ support departments	Nutrition Coordinator/ Nutrition Manager	18.07.2015		
Prepare training modules and agendas	Nutrition Manager	20.07.2015		Send to Nutrition Coordinator for review
Prepare interview guides	Nutrition Manager	20.07.2015		Send to Nutrition Coordinator for review
Preparation of a draft qualitative sampling framework	Nutrition Manager	21.07.2015		Send to Nutrition Coordinator for review

ANNEX 1b: DETAILED ROADMAP (template)

ACTIVITY	RESPONSIBLE	DEADLINE	STATUS	COMMENTS
Preparation of ToR				
Validation of ToR				
Submission of ToR to authorities				
Communication to partners				
Communication to support departments				
Reservation of a training venue				
Procurement request for training materials				
Procurement request for refreshments				
Procurement request for overnight stays				
Reservation of vehicles/drivers				
Submission of per diem requests				
Recruitment of SQUEAC investigation team				
Acquisition of a detailed area map				
Compilation of an exhaustive list of villages, their population size and distances to the nearest health centre				
Review & consolidation of routine programme data				
Review & consolidation of qualitative data				
Pre-SQUEAC meeting w/ support departments				
Prepare training modules and agendas				
Prepare interview guides				
Preparation of a draft qualitative sampling framework				

ANNEX 2: TERMS OF REFERENCE

The main purpose of Terms of Reference (ToR) is to define objectives of a coverage assessment, its methodology, expected outputs, roles of participants, timing and budget. In some countries, a ToR might need to be validated by state authorities before the onset of the investigation. Therefore, it is highly recommended to initiate the preparatory phase at least four (4) weeks before the onset of the investigation.

Defining the purpose of an assessment

Before a ToR is drafted, it is vital that all involved in the decision-making process clearly understand the purpose of a SQUEAC investigation as different approaches alter how recommendations and an action plan will be acted on. In other words, SQUEAC investigations can be seen as means of evaluating a programme's effectiveness towards the end of a project cycle or they can be undertaken after a certain period of the implementation to monitor programme's bottlenecks and its success to date.

In emergency settings, where duration of a programme may be relatively short, a SQUEAC investigation might be planned within a relatively short time (e.g. 3 to 6 months) and may serve to evaluate the effectiveness of a programme. The outcome and recommendations of an investigation can then be used to improve the quality of CMAM programming until its completion or, more importantly, to guide the development of future programmes in the same area.

In development contexts, where longer project cycles are expected to meet programme goals, a SQUEAC investigation may be conducted at a later stage for programme monitoring purposes. The outcome and recommendations can then be used to drive improvements of programme's performance. In this respect, in the case of periodic investigations, it is important to note that a new investigation should be conducted only if a programme was able to take action and to address barriers identified in the previous SQUEAC investigation.

Deciding on the timing of a SQUEAC assessment

In general, a coverage assessment can be implemented at any time of the year so long as service delivery has been operating effectively before the start of an investigation and it is ongoing. An organisation may choose to carry out an investigation during a lean season as it may be easier to find cases. As a rule of a thumb, it is recommended to carry out coverage assessments at intervals no shorter than 3 months for emergency programmes and 6-12 months for development programmes.

ANNEX 2a: TERMS OF REFERENCE (template)

A. CONTEXT

(Please fill in programme specific information)

B. MAIN OBJECTIVE

(XXX)

C. SPECIFIC OBJECTIVES

(XXX)

D. EXPECTED OUTCOMES

(XXX)

E. METHODOLOGY

(XXX)

F. ROLES AND RESPONSIBILITIES

(XXX)

G. SELECTION CRITERIA

(XXX)

H. DATES AND DURATION OF AN INVESTIGATION

(XXX)

I. DETAILED CHRONOGRAMME

(XXX)

J. BUDGET

(XXX)

ANNEX 3: PRACTICAL REQUIREMENTS

A. AREA MAP

A map of the working area is an essential requirement to conduct a coverage assessment. Ideally, the map should have the following specifications:

- 1:50,000 scale on A0 or, if not, A1 paper
- Indication of administrative divisions, village locations, roads and rivers

If such detailed map is not available, the investigation team will need to draw one at the start of an investigation. This can be done by projecting a map onto a wall, tracing the map out on flipcharts and then adding health centres, towns, villages and main roads.

B. PROGRAMME DATA

The SQUEAC methodology relies on the availability of accurate and up-to-date programme data. A SQUEAC investigation team leader should compile the following programme data at least two weeks before the assessment commences:

Routine programme data

- Number of OTP and SFP sites in the working area;
- Monthly data, i.e. admission, cure, death, defaulter rates, length of stay, MUAC at admission, etc.

Please refer to Data Collection Spreadsheet for full details of data to be collected.

Demographic data

- List of villages with village population figures and average percentage of children aged 6-59 months (<5 years) in the target area.

Qualitative data

- national protocol for CMAM programmes;
- strategy for nutrition programmes in country;
- project proposal;
- community mobilisation strategy and/or detailed presentation of community outreach activities (i.e. description of community volunteer networks, their activities and follow-up, description of other actors and their respective roles, description of available communication channels, examples of BCC/IEC materials, etc.)
- reports of sociocultural studies and surveys linked to and/or having an impact on CMAM programme (i.e. SMART, RSCA, KAP-B, VCA, PRA, etc.) including, among others information on:
 - programme-specific contexts (historical, political, geographical, social, cultural and economic);
 - formal and informal community structure, organisation and institutions;
 - prenatal/postnatal & child care practices;
 - knowledge of childhood diseases and treatment preferences;
- other programme documentation of qualitative nature and/or any anthropological/socioeconomic/behavioural research.

C. SURVEY TEAM

Carrying out a SQUEAC investigation requires a team who has a good understanding of the geographical, socio-cultural and linguistic context of the area in which the study will be carried out. An experience with the implementation of surveys, such as SMART, KAP-B, RSCA or VCA, is an additional bonus. Special attention should be paid to the gender balance within the team, assuring a representation of women of at least 30%, aiming for 50%, if circumstances allow. The team should be selected well in advance and should comprise:

- SQUEAC investigation team leader or a lead investigator who has been previously trained in SQUEAC methodology. S/he must have a theoretical as well as practical knowledge of the organisation of a SQUEAC investigation;
- Community Mobilisation specialist involved in the CMAM programme;
- 3 - 4 supervisors who are computer literate and who are directly involved in the CMAM programme;
- 12 - 16 enumerators, ideally involved in the delivery of the CMAM programme. The participation of community members, partner organisations and/or the Ministry of Health should be strongly encouraged as this will not only enrich the collection of data and the interpretation of results but it will also allow for a live transfer of competencies and spur follow-up actions within each party's limits.

All participants with computer access need to use it throughout the investigation period. They are also advised to download (for free) the following essential software needed for the investigation:

- X-mind: <http://www.xmind.net>
- Bayesian calculator: <http://www.brixtonhealth.com/bayessqueac.html>

D. LOGISTICS

The following list outlines in detail all practical provisions required for the training, fieldwork and completion of a coverage assessment.

- **Transportation**

During the investigation the assessment team will require transportation means (e.g. vehicles/motorcycles/boats) with or without drivers to be available at all times for 10-12 days, i.e. approximately 5 days for Stage I, 2-3 days for Stage II and 3-4 days for Stage III, depending on the terrain and conditions. Each means of transport must carry a First Aid kit.

- **Training venue/work facility**

The assessment team will require a place for training and work with survey data. The room needs to be large enough for group work, with table and chairs, and with electricity and a power point projector.

- **Materials**

For training/classroom work

- Power point projector
- Flip chart (for writing)
- Marker pens in different colours (4 dozen)
- Stapler & staples
- Sticking tape
- Stick notes in at least 4 different colours
- Notepads for the team
- Pencils, sharpeners, erasers, rulers and drawing pins

For field work per team (approx. 8 teams of 2 people)

- Clip boards
- Plastic folders for loose papers
- MUAC bands
- RUTF packets
- Some OTP/SFP referral slips
- Any other logistics equipment necessary for the teams in the field (badges, movement authorisations, satellite telephones, etc...)

Other provisions

- Ample water should be made available for field work
- Lunch for training days and lunch allowance for enumerators during field work

E. NOTIFICATION TO INTERESTED PARTIES

As a courtesy to all stakeholders, it is recommended to notify all partners at the national, regional, district and local levels of an upcoming SQUEAC investigation. This notification should also cover key community figures, who may be instrumental in ensuring the smooth realisation of the assessment and/or its follow-up.