Community Trace and Verify Tool

IMPLEMENTATION PROCEDURES: TANZANIA

The Community Trace and Verify (CTV) Tool was developed to provide programs with a way to verify that orphans and vulnerable children (OVC) who are reported as being provided with services by community-based organizations (CBOs) actually receive services. The tool is designed to be used as part of supervision. The questionnaire is fairly short so that its application will not be burdensome. It is not designed to be an inventory of all services received by OVC, but of selected services that can let a program know if children on their list are being served by the program. The tool consists of a questionnaire, tabulation plan, and implementation protocol. Instructions are itemized below:

1. Select the indicators to be verified. For each indicator, set the threshold level that determines whether the village passes or fails—the number of OVC who must provide a "yes" answer to pass.[1] Different indicators can have different thresholds, and the threshold for any given indicator can change through the course of the program implementation; especially if service delivery has improved.

2. Select the villages to undergo the CTV exercise. The selection of villages may be random or purposive, depending on the purpose of the CTV. Purposive selection is used to focus attention on a particular village or group of villages—for example, villages exhibiting problems or receiving special attention, etc. Random selection is used to obtain an overall impression of program performance.

3. Decide what information should be provided in feedback to the OVC committee and volunteers.[2] This could be group results—village pass/fail scores for each indicator. Should feedback also include findings about individual children or households?

4. Develop a protocol for fieldwork including a checklist of what the field teams should have with them when they go to the field, i.e., list of OVC to be located, map of households, questionnaires, pens. Print enough questionnaires for the teams to take with them during the fieldwork.

5. Develop the template to input responses from the questionnaire. Attached is an example.

6. Obtain the list of OVC[3] for each village to be assessed.

7. Randomly select 40 OVC from each village list. The CTV requires responses from a total of 19 OVC. Forty OVC are selected from the list to ensure that 19 OVC can be located and interviewed, since families may have moved or may not be around during the time of the assessment. You can use computer software to pick the 40 OVC or pull names out of a hat.

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[1] CTV uses Lot Quality Assurance Sampling (LQAS) to score village performance as acceptable (pass) or not acceptable (fail). The procedures described here should not be used to estimate finer levels of performance—for example, the percentage of children who have received a service.

[2] The Tanzania program for OVC establishes an OVC committee in each village. The committee maintains a listing of OVC who are in need of and eligible for services. Services are typically provided by volunteers.

[3] See previous note. Maintaining OVC lists is the responsibility of the OVC committees in Tanzania. Programs in other settings may have a different system.

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8. Train field staff on the questionnaire and methodology. Go through each question to ensure all field team members understand what they are asking the caregivers and that they understand any skip patterns in the questionnaire. Once you have gone through the questionnaire, conduct role plays with the team so they can try using the tool.

9. Meet with ward/village authorities to explain what the team will be doing in the village.

10. Meet with the OVC committee members or program volunteers to draw a map of the households to be visited. We do not want OVC committee members or volunteers to go with the field teams to the households. This could bias the findings as the caretakers may answer the way they think the OVC committee member or volunteer wants them to answer.

11. Implement fieldwork:
    - Before arriving at the household, be sure to complete the cover page of the questionnaire, which includes name of child, location of child, name of caretaker, name of interviewer, and date of interview.
    - Introduce yourself to the caretaker and explain why you are there.
    - Go over the informed consent statement and have the caretaker sign.
    - Read through the questionnaire with the caretaker (the child need not be present) and record the responses.
    - For the birth certificate question, record "yes" only if the birth certificate is seen; same for the community health card.
    - For the immunization questions, record on the questionnaire the date that the immunization was received.

12. Once 19 caretakers have been interviewed, fieldwork for that village is complete. It is not necessary to interview all 40 caregivers in the sample. Stop fieldwork, input data, and conduct analysis.

13. Analyze findings based on key indicators. Provide feedback to OVC committee members and volunteers after the analysis is complete.

Community Trace and Verify: English

COVER PAGE

Identification	
Village/ Street	
Name of Child	
Location of household	
Name of Caretaker	
Name of Interviewer	
Interview date	
Comments:	

INFORMED CONSENT

Hello. My name is _____, and I am working with (NAME OF ORGANIZATION). We work with most vulnerable children. We are conducting a survey and would appreciate your participation. We will use this information to improve our program. The survey usually takes 15 minutes to complete. Whatever information you provide will be kept strictly confidential.

Participation in this survey is voluntary and you can choose not to answer any individual question or all of the questions. You can stop the survey at any time. However, we hope that you will participate in this survey since your views are important.

Will you participate in this survey?

At this time, do you want to ask me anything about the survey?

Signature of interviewer: _____

Date: _____

❑ RESPONDENT AGREES TO BE INTERVIEWED
If respondent agrees to participate, continue with the questionnaire.

❑ RESPONDENT DOES NOT AGREE TO BE INTERVIEWED
If respondent does not want to participate thank the person and do not conduct the interview.

Thank you for agreeing to participate. I would like to ask you some questions about [Name].

No.	Questions and Filters	Responses/coding	Skip
001	Does [Name] live here?	Yes…1	
		No…2 *Do not continue the interview and thank the person.*	→ end
002	Do you take care of [Name] and can you answer questions about [Name]?	Yes…1	
		No…2	→ 004
003	If not, is there someone in the house who can answer questions about [Name]?	Yes…1 *Ask to speak to that person.*	
		No…2 *Do not continue the interview and thank the person.*	→ end
004	How old is [Name]?	If less than one year: Record months |_____||_____|	
		If 1 year or older: Record years |_____||_____|	
005	Does [Name] have a birth certificate?	Yes…1	
		No…2	→ 007
		Don't know …3	
006	Could you show us the birth certificate?	Yes, birth certificate shown…1	
		No…2	
007	Is the family enrolled with the Community Health Fund?	Yes…1	
		No…2	→ 011
		Don't know …3	→ 011
008	Does the family have a Community Health Fund card?	Yes…1	
		No…2	→ 009
		Don't know …3	→ 009
009	Could you show me the community health fund card?	Yes, card shown…1	
		No…2	→ 011
010	*Only ask if did not see the community health fund card.* Could you show me the receipt?	Yes, receipt shown…1	
		No…2	
011	Have you heard about the Most Vulnerable Child Committee?	Yes…1	
		No…2	
		Don't know …3	
012	Has [Name] been visited by a Most vulnerable Child Committee member or Volunteer in the past six months?	Yes…1	
		No…2	→ 014
		Don't know …3	→ 014

No.	Questions and Filters	Responses/coding	Skip
013	Who visited the child? *Ask anyone else until no more responses.*	Name, specify: _____ Other, specify: _____ Other, specify: _____	
014	In the past six months, did [Name] or the family receive supplemental food?	Yes…1	
		No…2	→ 016
		Don't know …3	→ 016
015	Who did they receive the food from? *Ask anyone else until no more responses.*	Name, specify: _____ Other, specify: _____ Other, specify: _____	
016	In the last six months, has [Name] received free soap?	Yes…1	
		No…2	→ 018
		Don't know …3	→ 018
017	Who provided the soap? *Ask anyone else until no more responses.*	Name, specify: _____ Other, specify: _____ Other, specify: _____	
018	In the past six months, was your family given counseling on parenting skills or how to take care of [Name]?	Yes…1	
		No…2	→ 020
		Don't know …3	→ 020
019	Who provided the counseling? *Ask anyone else until no more responses.*	Name, specify: _____ Other, specify: _____ Other, specify: _____	
020	In the past year, did [Name] receive bedding?	Yes…1	
		No…2	→ 022
		Don't know …3	→ 022
021	Who did [Name] receive these items from? *Ask anyone else until no more responses.*	Name, specify: _____ Other, specify: _____ Other, specify: _____	
022	In the past year, did [Name] receive clothing, other than school uniforms?	Yes…1	
		No…2	→ 024
		Don't know …3	→ 024

No.	Questions and Filters	Responses/coding	Skip
023	Who did [Name] receive these items from? *Ask anyone else until no more responses.*	Name, specify: _____ Other, specify: _____ Other, specify: _____	
024	Does your family participate in a caregivers club?	Yes…1	
		No…2	→ 026
		Don't know …3	→ 026
025	Has the family participated in income generating activities, such as Piggeries, farming, restaurant, tailoring?	Yes…1	
		No…2	
		Don't know …3	
026	Check question 004: age of [Name]. *Do not repeat this question to the caretaker.*	0–59 months (0–5 years)…1	→ 101
		More than 5 years (6+ years)…2	→ 201

The following questions are for caretakers of children 12–59 months (0–5 years):

No.	Questions and Filters	Responses/coding	Skip
101	Do you have a card or child health booklet where [Name's] vaccinations are written down? If yes: May I see it please?	Yes…1	
		No…2	→ 103
		Don't know…9	→ 103
102	Copy vaccination date for DTP3 and measles from the card or booklet. If vaccines are not recorded in child health card or booklet, fill in 99/99/9999. *For caretakers of children 12-59 months go to the end.*	Day/Month/Year DTP3…|___||___|/|___||___|/|___||___|___|___||___ MEASLES…|___||___|/|___||___|/|___||___|___|___||___	
103	Does [Name] have an insecticide Treated Bednet (ITN)?	Yes…1	End
		No…2	
		Don't know …3	
This is the end of the interview. Thank the caretaker for participating in the interview.			

The following questions are for children who are 6 years or older (school age children).

No.	Questions and Filters	Responses/coding	Skip
201	In the past six months, has [Name] participated in kid's clubs?	Yes…1	
		No…2	
		Don't know …3	
202	Has [Name] attended school during the past year?	Yes…1	
		No…2	→ 206
		Don't know …3	→ 206

No.	Questions and Filters	Responses/coding	Skip
203	During the past year, has [Name] received school supplies, such as uniforms, books, pencils or notebooks?	Yes…1	
		No…2	→ 205
		Don't know …3	→ 205
204	Who did [Name] receive the supplies from? Ask anyone else until no more responses.	Name, specify: _____ Other, specify: _____ Other, specify: _____	
205	During the past year, did someone help pay school fees for [Name]?	Yes…1	
		No…2	End
		Don't know …3	
This is the end of the interview for caretakers of children in school. Thank the caretaker for participating in the interview.			

The following questions are for MVCs attending vocational school:

No.	Questions and Filters	Responses/coding	Skip
206	Has [Name] attended vocational school during the past year?	Yes…1	
		No…2	→ End
		Don't know …3	→ End
207	During the past year, has [Name] received school supplies, such as uniforms, books, pencils or notebooks?	Yes…1	
		No…2	→ 209
		Don't know …3	→ 209
208	Who did [Name] receive the supplies from? *Ask anyone else until no more responses.*	Name, specify: _____ Other, specify: _____ Other, specify: _____	
209	During the past year, did someone help pay school fees for [Name]?	Yes…1	
		No…2	
		Don't know …3	
210	In the past year, did [Name] receive a vocational start-up kit?	Yes…1	
		No…2	End
		Don't know …3	
This is the end of the interview. Thank the caretaker for participating in the interview.			

#	Indicators	Correct Response Key	Interview/Questionnaire Number																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
001	Does [Name] lives Here ?	1 = yes 0 = no x = unknown																			
002	Do you take care of [Name] and can you answer questions about [Name] ?	1 = yes 0 = no x = unknown																			
003	If Not is there someone in the hous who can answer questions about [Name]?	1 = yes 0 = no x = unknown																			
004	How old is [Name]?	1 = yes 0 = no x = unknown																			
005	Does [Name] have a Birth Certificate ?	1 = yes 0 = no x = unknown																			
006	Could you show us the Birth Certificate ?	1 = yes 0 = no x = skipped																			
007	Is the family enrolled with the Community Health Fund?	1 = yes 0 = no x = unknown																			
008	Does the family have a Community Health Fund card?	1 = yes 0 = no x = skipped																			
009	Could you show me the community health fund card?	1 = yes 0 = no x = skipped																			
010	Could you show me the receipt?	1 = yes 0 = no x = skipped																			
011	Have you heard about the Most Vulnerable Child Committee?	1 = yes 0 = no x = unknown																			
012	Has [Name] been visited by a Most vulnerable Child Committee member or Volunteer in the past six months?	1 = yes 0 = no x = unknown																			

#	Indicators	Correct Response Key	Interview/Questionnaire Number																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
013	Who visited the child?	1 = CBO volunteer or MVCC x = nothing																			
014	In the past six months, did [Name] or the family receive supplemental food?	1 = yes 0 = no x = unknown																			
015	Who did they receive the food from?	1 = Mama John, Africare Mwajuma, church x = nothing																			
016	In the last six months, has [Name] received free soap?	1 = yes 0 = no x = unknown																			
017	Who provided the soap?	1 = CBO volunteer or MVCC x = nothing																			
018	In the past six months, was your family given counseling on parenting skills or how to take care of [Name]?	1 = yes 0 = no x = unknown																			
019	Who provided the counseling?	1 = CBO volunteer or MVCC x = nothing																			
020	In the past year, did [Name] receive bedding?	1 = yes 0 = no x = unknown																			
021	Who did [Name] receive these items from?	1 = CBO volunteer or MVCC x = nothing																			
022	In the past year, did [Name] receive clothing, other than school uniforms?	1 = yes 0 = no x = unknown																			
023	Who did [Name] receive these items from?	1 = CBO volunteer or MVCC x = nothing																			
024	Does your family participate in a caregivers club?	1 = yes 0 = no x = unknown																			
025	Has the family participated in income generating activities, such as Piggeries, farming, restaurant, tailoring?	1 = yes 0 = no x = unknown																			

#	Indicators	Correct Response Key	Interview/Questionnaire Number																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
201	In the past six months, has [Name] participated in kid's clubs?	1 = yes 0 = no x = unknown																			
202	Has [Name] attended school during the past year?	1 = yes 0 = no x = unknown																			
203	During the past year, has [Name] received school supplies, such as uniforms, books, pencils or notebooks?	1 = yes 0 = no x = unknown																			
204	Who did [Name] receive the supplies from?	1 = Mama John, Africare Mwajuma, church x = nothing																			
205	During the past year, did someone help pay school fees for [Name]?	1 = yes 0 = no x = unknown																			
206	Has [Name] attended vocational school during the past year?	1 = yes 0 = no x = skipped																			
207	During the past year, has [Name] received school supplies, such as uniforms, books, pencils or notebooks?	1 = yes 0 = no x = skipped																			
208	Who did [Name] receive the supplies from?	1 = CBO volunteer or MVCC x = nothing																			
209	During the past year, did someone help pay school fees for [Name]?	1 = yes 0 = no x = skipped																			
210	In the past year, did [Name] receive a vocational start-up kit?	1 = yes 0 = no x = skipped																			

#	Indicators	Received Response	Interview/Questionnaire Number																			Total Correct response	Sample Size
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
1	Received any service: • enrolled in health fund, • supplemental food, • soap, • parenting skills, • bedding, • clothing, • caregiver's club, • income, • school supplies, • vocational supplies, • school fees, • vocational fees, • kids club, or • vocational start-up kit	0 = no to any 1 = yes to at least one																				0	
2	Received bedding or non-school clothing																						
3	Attended school or vocation school and received help with school fees?	1 = yes 0 = no																				0	
4	Attended school or vocation school and received school supplies																						
5	Had to birth certificate and also saw it	1 = yes 0 = no																				0	
6	Received three or more services	1 = yes 0 = received less than three																				0	