**DRAFT VERSION 28.11.2024**

**Integrated Micro-Plan Template for Birth Registration: A Training Tool for Municipal Planning.**

**1. Title Page**

|  |  |
| --- | --- |
| **Details to Include** | **Participant Input** |
| Title: Integrated Micro-Plan for Birth Registration | [Insert Commune Name] |
| Prepared by | [Insert Names and Roles of Participants] |
| Date | [Insert Date] |

**2. Situational Analysis**

|  |  |
| --- | --- |
| **Details to Include** | **Participant Input** |
| Current Registration Rates | [Insert Data Specific to the Commune] |
| Key Challenges: Access, awareness, costs, and capacity gaps | [Describe Local Challenges Based on Commune’s Context] |
| Stakeholder Mapping: Traditional and religious leaders, health workers, schools, NGOs, and partners | [List Key Stakeholders in the Commune and Their Potential Roles in Registration] |
| Coordination Mechanisms : Based on stakeholder mapping | [List mechanisms in place to coordinate activities among stakeholders] |

**3. Strategic Framework for Action**

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| --- | --- | --- | --- |
| **Strategic Area** | **Activity** | **Objective** | **Participant Input** |
| Awareness and Outreach | Campaigns using existing LDP/CDP communication channels, social media, and community events | Changing behaviour of parents and actors | [Define Activities: e.g., using local media channels, mobilizing leaders, and running communication campaigns] |
| Health Interoperability | Registration during vaccination drives | Register newborns at health facilities | [Describe Planned Actions: e.g., collaboration with health facilities, coordination with immunization drives] |
| Education Integration | School-based detection and registration in collaboration with relevant Ministries | Register school-aged children | [Detail Efforts: e.g., identify unregistered students during school enrollment campaigns] |
| Decentralization | Establish secondary registration points | Improve access to services | [Propose Locations and Strategies for Secondary Registration Points] |

**4. Prioritization Framework**

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| --- | --- | --- |
| **Criteria** | **Details** | **Participant Input** |
| Alignment with Local Goals | Activities should align with the LDP/CDP’s development priorities | [Provide Supporting Details Based on Local Plans] |
| Feasibility | Availability of resources, accessibility of the area | [Assess Feasibility for Each Activity] |
| Impact Potential | Expected benefits for underserved populations | [Rank Activities Based on Expected Impact] |
| Prioritized Activities | Ranked list of proposed actions | [List Activities in Order of Priority] |

19-Nov-24 Page 1 of 2

**5. Budget and Resource Plan**

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| --- | --- | --- | --- | --- |
| **Activity** | **Cost Item** | **Estimated Cost (CFA)** | **Funding Source** | **Participant Input** |
| General birth registration activities | Staff, overhead costs | [Insert Amount] | Municipal budget/NGO grants | [Provide Additional Context and Specific Resource Needs] |
| Community Outreach Campaign | Transport, materials | [Insert Amount] | Municipal budget/NGO grants | [Provide Additional Context and Specific Resource Needs] |
| Training for Registrars | Trainers, materials, logistics | [Insert Amount] | Local government funds | [Break Down Costs for Training Sessions in the Commune] |
| Secondary Registration Points | Setup costs (equipment, staff) | [Insert Amount] | Partner funds (local and development agencies)  FEICOM | [Detail Budget for Establishing Secondary Registration Points in Rural Areas] |
| Health Integration Activities | Awareness campaigns, health provider visits | [Insert Amount] | Partner funding | [Include Cost Estimates for Collaboration with Health Units and Local Health Systems] |
| Education Integration Activities | Awareness campaigns, school visits | [Insert Amount] | Partner funding | [Include Cost Estimates for Collaboration with Schools and Local Education Systems] |

**6. Monitoring and Evaluation (M&E)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Data Collection Method** | **Frequency** | **Responsible Party** | **Participant Input** |
| Increase in Registration Rate | Review of registry data | [Insert Timeline] | [Identify Stakeholders] | [Describe M&E Tools or Approaches Planned] |
| Community Engagement Metrics | Outreach attendance and feedback | [Insert Timeline] | [Insert Responsible Party] | [Specify Reporting or Feedback Mechanisms] |
| Use of Secondary Registration Points | Field surveys and reports | [Insert Timeline] | [Insert Stakeholders] | [Outline Monitoring Processes] |

**7. Reporting Achievements**

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| --- | --- | --- |
| **Reporting Area** | **Details to Include** | **Participant Input** |
| Alignment with Development Goals | Showcase how birth registration aligns with broader LDP/CDP priorities (e.g., health, education, and social services). | [Provide Supporting Details Specific to Commune’s LDP/CDP] |
| Metrics and Progress Updates | Registration rates, number of outreach activities conducted, number of partnership agreements signed, new registration points established. | [Add Quantitative and Qualitative Updates] |
| Success Stories and Lessons Learned | Share examples of successful outreach campaigns or process improvements. | [List Success Stories to Inspire Replication] |