

Performance Monitoring Tool for the National Expanded Program on Immunization

Annex F:

Process flow



PAHO



In partnership with

Canada

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Annex F. Process flow

Category	Sub-category	Action	Responsible	Supporting materials
Phase I: Preparation				
Set-up phase	Country buy-in and agreement	Assess willingness of the Member State to implement the EPI self-assessment, through the PAHO Country Office	PAHO Regional Office	
		Request to the PAHO Country Office to launch the EPI self-assessment	Member state	
		Share and present monitoring methodology to the Member State	PAHO Regional Office	Annex C: Member state_Presentation to introduce the tool Annex B: Protocol - Performance Monitoring Tool for EPI .docx
		Hire an international or national consultant to implement the day-to-day activities of EPI the self-assessment	PAHO Regional / Country Office	Annex D: TOR_Consultant_EPI self assessment.docx Annex E: Consultant_Introduction of responsibilities.pptx
		Nominate and onboard the members of the NCT, with the consultant and the CIM focal point from the PAHO Country Office acting as secretariat		
		Draft estimated budget for the EPI self-assessment (travel, self-assessment sessions)	PAHO Regional / Country Office	
		Finalize a tentative date for the self-assessment in the country		
	Onboard the consultant	Onboard the consultant on the country context	PAHO Regional Office	Annex B: Protocol - Performance Monitoring Tool for EPI .docx Annex A: Overview of the Annexes Annex F: Process flow
		Train the consultant on supporting all phases of the the EPI self assessment	PAHO regional office	Annex E: Consultant_Introduction of responsibilities.pptx
	Onboarding	Onboard the NCT	Provide technical support and guidance to the NCT and consultant throughout the assessment	PAHO regional office
Onboard the NCT on the purpose of the tool, the role of NCT in the EPI self-assessment, expected outcomes			PAHO Country Office and consultant	Annex 1: NCT_Presentation to introduce the tool Annex F: Process flow

Situation analysis	Collect and match documents	Identify responsible stakeholders for each EPI component	NCT		
		Discuss with the stakeholders the relevant legislative, policy documents, background documents, guiding and training documents available	NCT		
		Request stakeholders to share those relevant documents / data reports for the last 5 years. Consult the recommended document list provided by PAHO.	NCT	Annex 3: Recommended document list for desk-review	
		Go through the documents received for each component and match them with the questions on the tool	NCT		
		Identify questions that cannot be matched with the document / data reports received	NCT		
		Reach out to responsible individuals once again to locate remaining documents	NCT		
		Map received documents/data to the remaining questions on the adapted version of the tool on excel	NCT		
		Set up a drive with all documents arranged component wise	NCT		
	Finalize situation analysis report	Update the situation analysis report with required data, leveraging data/documents gathered from the desk-review	Consultant	Annex 4a. Situation analysis report.docx	
		Validate findings with the NCT and RCT	Consultant		
		Share final EPI situation report with National EPI and PAHO	Consultant		
		Update situation analysis deck with data from the situation analysis report to present during workshops	Consultant	Annex 4b. Situation analysis presentation	
	Tool adaptation	Adapt the tool	Adapt the tool to the country's context (e.g, N/A questions, terminology, name of documents, EPI structure, etc.)	NCT	Annex 5: Guidelines to adapt the tool

Phase 2: Implementation				
Preparations: Sub-national and local level	Budget	Finalize budget for the EPI self-assessment sessions	NCT	Annex 6. Template Budget .xlsx
	Plan the sub-national level assessment	Select three sub-national areas where the self-assessment can be conducted (ideally: high risk, medium risk, low risk) <i>It is at the national levels discretion to determine how many sub-national levels to conduct the self-assessment in</i>	NCT	Annex 7. Selection Criteria for Subnational Areas for the EPI Performance Monitoring Tool.docx
		Select three health facilities (ideally: high, medium and low performing) in each sub-national area for the field visit	NCT	Annex 7. Selection Criteria for Subnational Areas for the EPI Performance Monitoring Tool.docx
		Coordinate with the EPI officers of the three sub-national areas to gauge willingness to receive the field visits <i>(It is at the sub-national level's discretion to determine how many health facilities can be visited in their area)</i>	NCT	
		Finalize dates of the field visits	NCT	
		Identify 1-2 persons from the national level to travel to the sub-national level to support the implementation of the assessment	NCT	
		Share logistics details about the self-assessment and the persons to be invited to complete the self-assessment at the sub-national level.	NCT	Annex 8: Sub-national level_ Presentation to introduce the tool
		Travel to the sub-national level to support the self assessment	Appointed national-level participants	
Preparations: National level assessment	Set the agenda	Plan the agenda for the self-assessment workshops (one component will be reviewed in each session, with two sessions running simultaneously. The whole exercise should take 5 days.	NCT	Annex 10. Agenda for national level workshops .docx
	Invites	Identify participants for each EPI component	NCT	Annex 9a: Selection of participants for the workshops
		Send out invites to participants along with a document introducing the methodology and tool	NCT	Annex 9b: List of participants and attendance sheet for the national-level workshops.xlsx Annex 11: Guidelines to conduct the national level workshop
	Venue	Select a venue	NCT	
		Set up an online meeting link for workshops for participants who are attending virtually (ex, PAHO Advisors in Regional Office)	NCT	
	Logistics	Procure materials for the workshops (stationary, papers, printing etc)	NCT and consultant	Annex 6. Template Budget .xlsx
	Preparing for the sessions	Divide roles between the NCT for the workshops	NCT	Annex 11: Guidelines to conduct the national level workshop
		Add all questions from the excel version of the tool onto powerpoint (one question per slide)	NCT and consultant	Annex 14: Format for questions
		Review the moderator's guide thoroughly	Moderators	Annex 11: Guidelines to conduct the national level workshop
		Conduct a simulation activity / role-playing activity before the workshop to ensure everyone is empowered to execute their roles	NCT	Annex 11: Guidelines to conduct the national level workshop

Self assessment Sub-national and local level	Conduct the assessment	Review components 2-13 with the sub-national level participants. Questions from the tool may be presented on a slide for ease of viewing. Score each question and write brief notes detailing the reasons behind the scoring	Sub-national level participants + appointed national-level participants	Annex 14: Format for questions
	Conduct field visit	Conduct field visit to self-assess component 14	Appointed participants for field visit	
	Compile results from sub-national level	After completing the sub-national and local level assessment(s), compile the scores for each question into a single excel version of the tool. These findings will be used to inform the national-level self-assessment	NCT	
Self assessment National level	Workshop	Host an opening ceremony on day one of the performance monitoring self assessment	NCT	Annex 10. Agenda for national level workshops .docx Annex 12: Opening ceremony_Presentation to introduce the tool
		Conduct one session per component	NCT present in that workshop, RCT	
		Mark attendance of participants	NCT present in that workshop	Annex 9b. List of participants and attendance sheet for the national-level workshops.xlsx
		Introduce the purpose of the tool, methodology to conduct the assessment and a brief situation overview of the component	Moderator	Annex 13: Component workshop_Presentation to introduce the tool
		Review the gold standard for each component before starting the workshop	Moderator	Annex 15: Gold standards for components
		In each session, review the component, engage in discussion for each question, draw from scoring and insights from the sub-national review to enrich the discussion, decide a final score for each question and decide on action points to improve	Participants	
		Conduct a 10-minute wrap up discussion with the workshop facilitation team to briefly review how the session went	Moderator	Annex 11: Guidelines to conduct the national level workshop
	End of day	Conduct a debrief session at the end of each day with all workshop facilitation teams and: - Consolidate notes from each workshop onto an online drive - Consolidate all action point notes for the closing ceremony	NCT present in that workshop	Annex 11: Guidelines to conduct the national level workshop
	End of workshop	Host a closing ceremony for the self-assessment and review key action points and reiterate impact of this work	NCT	Annex 10. Agenda for national level workshops .docx

Phase 3: Follow up				
Scores	Final scores	Finalize scores for each component using only the national level scores <i>(for countries where national level assessment happens before the sub-national assessment, finalize scores for each question after reviewing sub-national scores first. If there is a major discrepancy between the two, discuss the final national level score with NCT and include this insight in the final report)</i>	NCT	
	Data visualization	Use the subnational level data visualizations to only supplement/validate the scores at the national level - in case of major difference in scores for each component, the NCT may decide to investigate the reason and reach a final decision for the score, which is closest to the situation of the country	NCT	
Reports	Final report and action plan	Develop a final report based on insights and notes from the workshops	NCT and RCT	Annex 16: Final report for the self assessment - template
		Identify priority areas from the different components for the country	NCT and MoH	
		Since finalizing the action plan may take a while, prioritize the identification of actions that can be implemented immediately	NCT	
		Present to the national authorities the final report and immediate actions to be taken	NCT	
		Develop an action plan for priority areas using actions discussed in the workshops	NCT	Annex 17: Action plan - template
		Present action plan to national authorities for approval	NCT	
		Implement the action plan	NCT and PAHO Country Office	