

Performance Monitoring Tool for the National Expanded Program on Immunization

Annex A:

Overview of the annexes



PAHO



In partnership with

Canada

Performance Management Tool for National EPI teams in the Latin American and Caribbean Region

Annex A. Overview of the annexes

Category	Annex number	Annex name	Type	Description
Overview documents	A	Overview of the annexes	<i>Document</i>	Provides a brief overview of all the supporting documents for the Performance Monitoring Tool review process
	B	Protocol - Performance Monitoring Tool for EPI	<i>Document</i>	Provides a Detailed guide to executing the Performance Monitoring Tool in countries
	C	Member state - Presentation to introduce the tool	<i>Presentation</i>	Template to introduce the Performance Monitoring Tool to member states
	D	Terms of Reference for Consultants	<i>Document</i>	Provides a terms of reference for national/international consultants to be hired by PAHO to support the Performance Monitoring Tool in countries

	E	Introduction of responsibilities for Consultants	<i>Presentation</i>	Template to introduce the responsibilities of a consultant supporting the Performance Monitoring Tool in member states
	F	Process flow	<i>Spreadsheet</i>	Provides a step-by-step overview guide to conducting the Performance Monitoring Assessment in countries
Phase 1: Preparation	1	NCT - Presentation to introduce the tool	<i>Presentation</i>	Template for introducing the Performance Monitoring Tool and providing guidance on its implementation to the National Coordination Team
	2	Roles and responsibilities	<i>Document</i>	Outlines the roles and responsibilities of the National Coordination Team and the Regional Coordination Team
	3	Recommended document-list for desk review	<i>Spreadsheet</i>	Outlines a list of documents (non-exhaustive) recommended to gather for the desk review

	4A	Situation analysis report	<i>Document</i>	Template for the situation analysis report that needs to be updated using data from the desk review.
	4B	Situation analysis presentation	<i>Presentation</i>	Template for the situation analysis presentation that requires updating with data from the situation analysis report. The slides from this will be utilised in the presentations for national-level workshops (Annex 12 and 13)
	5	Guidelines to adapt the tool	<i>Document</i>	Provides the do's and don'ts for adapting the tool to the country context
Phase 2: Implementation	6	Template budget	<i>Spreadsheet</i>	Template for developing the budget to implement the Monitoring Tool
	7	Selection Criteria for Subnational Areas	<i>Document</i>	Provides guidelines to select subnational and local levels to conduct the EP Performance Monitoring self-assessment
	8	Subnational level -	<i>Presentation</i>	Template for introducing the

		Presentation to introduce the tool		Performance Monitoring Tool and providing guidance on its implementation at the Subnational level
	9A	Selection of participants for the workshop	<i>Spreadsheet</i>	Provides a recommended list of participants to invite to the self-assessment at the national, subnational and local level
	9B	List of participants and attendance sheet for the national-level workshops	<i>Spreadsheet</i>	Template to note down a confirmed list of participants attending the component-wise workshops at the national level and an attendance sheet to mark attendance
	10	Agenda for national level workshops	<i>Document</i>	Proposed agenda for the national level workshops - including opening and closing ceremony
	11	Guidelines to conduct the national level workshops	<i>Document</i>	Provides guidelines to conduct the national level workshop - including details about the Workshop Facilitation Groups and a Moderator's Guide
	12	Opening Ceremony -	<i>Presentation</i>	Template for introducing the

		Presentation to introduce the tool		Performance Monitoring Tool at the opening ceremony. This will draw from slides in Annex 4b (Situation Analysis Presentation)
	13	Component-wise workshop - Presentation to introduce the tool	<i>Presentation</i>	Template for introducing the Performance Monitoring Tool in each workshop. This will draw from slides in Annex 4b (Situation Analysis Presentation)
	14	Format for questions	<i>Presentation</i>	Template for presenting questions from the tool on a powerpoint slide. Recommended to use for national and subnational level assessments
	15	Gold standard for components	<i>Spreadsheet</i>	Outlines the gold standard for each component that is being assessed in the tool. This is to provide national-level workshop participants with an overview of what "excellent" means for the respective component
Phase 3: Follow up	16	Final report for the self assessment	<i>Spreadsheet</i>	Template for the final report to be developed upon the completion

				of the self-assessment at the national, subnational, and local levels."
	17	Action plan	<i>Spreadsheet</i>	Template for an action plan outlining the steps to be taken to improve EPI performance.