

# Roadmap to Completing Your Gavi Full Portfolio Planning

1 2 3 4

## STEP 1 Situational Analysis

Analyse the current state of your immunisation system (using available data) to understand and address both enablers and barriers.

### Key features

- Compile background information and data
- Conduct data analyses

### Review

- 🔍 [Situational Analysis Checklist](#)

### Complete

- ✓ [Situational Analysis Checklist](#)

## STEP 2 Theory of Change

Clearly articulate how you will use Gavi support to build an effective and sustainable immunisation system and reach zero-dose children.

### Key features

- Convene relevant stakeholders to develop your Gavi ToC
- Develop and convey your ToC

### Review

- 🔍 [Theory of Change Instructions](#)
- 🔍 [Programme Funding Guidelines](#)
- 🔍 [Budget Eligibility Guide](#)

### Complete

- ✓ Theory of Change (using a template of your choice or the Gavi template [1](#) or [2](#))
- ✓ [Strategic Narrative](#)

## STEP 3 Gavi Support Detail

Build a comprehensive multi-year Gavi support plan for your immunisation programme.

### Key features

- Map out objectives, activities, related indicators, and budget
- Review vaccine dose allocations and co-financing amounts

### Review

- 🔍 [Gavi Support Detail Instructions](#)
- 🔍 [Budget Template User Guide](#)

### Complete

- ✓ [Gavi Support Detail template with:](#)
  - ✓ Costed workplan
  - ✓ New Vaccine Support Details (for new vaccine introductions or campaigns planned in first 24 months)
  - ✓ Grant-related Key Performance Indicators
  - ✓ Targeted Areas
- ✓ [Budget template](#)
- ✓ Mandatory attachments: (see below)

### Share

- New Vaccine Support Details to obtain the estimated co-financing calculation

## STEP 4 Completion Checklist

Ensure your application is ready for submission by including all the mandatory attachments and endorsements.

### Key features

- Upload any required supporting documentation
- Review application package for quality and completeness
- Secure required endorsements

### Review

- 🔍 For quality and completion

### Upload

- 📎 Required attachments
- 📎 Endorsements



To understand the full process for review and approval of your Gavi Application, please see the [Application Process Guidance](#)

To ensure your Gavi **Full Portfolio Planning (FPP) Request** is ready for submission, use the checklist below to confirm that you have completed all components and required attachments.

## 1 Situational Analysis

- Situational Analysis Checklist

## 2 Theory of Change

- Theory of Change (using the format/template of your choice)
- Strategic Narrative

## 3 Gavi Support Detail

- Costed Workplan, reflecting
- New Vaccine Support Details – for new vaccine introductions or campaigns planned in the first 24 months (if applicable)
- Grant-linked Key Performance Indicators (KPIs)
- List of areas targeted with Gavi Support

### Budget

- Gavi Budget Template<sup>1</sup>

## 4 Attachments

### Country Plans & Technical Reports

- National Immunisation Strategy (NIS) or equivalent country immunisation strategy (highly recommended, but not mandatory)
- Effective Vaccine Management (EVM) Assessment (updated within the last 5 years) and Improvement Plan (updated within the last 6 months)
- Most recent EPI Review (if not already provided to Gavi)

### Endorsements

- Minister of Health and Minister of Finance (or delegated authorities) signatures<sup>2</sup>
- Coordination forum (ICC, HSCC, or equivalent) minutes, endorsements, & signatures
- NITAG minutes, endorsements & signatures<sup>3</sup>

<sup>1</sup> Gavi 'Standard' countries are not required to submit a detailed budget template. The costed-workplan within the Gavi Support Detail is sufficient.

<sup>2</sup> For vaccine requests that do not result in a co-financing requirement for countries, Gavi will accept evidence that the MoF has been informed, in lieu of MoF signature.

<sup>3</sup> Only required when requesting new vaccine support.

## Documentation specifically required for Vaccine Support requests

In addition to the below specific supporting documentation required for vaccine applications, all vaccine applications need to include:

- An implementation plan, in the form of a New Vaccine Introduction Plan, Plan of Action or switch plan, as specified below. These documents can be combined (e.g., when support for both a routine introduction and a campaign/SIA is requested)
- A workplan (using the Gavi template provided online)
- If applicable, a completed targeted areas sheet (i.e., in case of sub-national introductions/campaigns)
- Detailed budget<sup>4</sup>
- Endorsements, as per above<sup>5</sup>

	Routine	Campaign*
<b>Cholera</b>	n/a	<ul style="list-style-type: none"> <li>• <a href="#">Multi-year PoA</a> &amp; Macroplan</li> <li>• <a href="#">Hotspot Analysis</a> (workbook and report)</li> <li>• Reports from 3 most recent preventive and/or reactive campaigns (if applicable)</li> <li>• <a href="#">National Cholera Control Plan</a> (strongly recommended for first application, required for subsequent applications)</li> </ul>
<b>Cholera diagnostic support</b>	<ul style="list-style-type: none"> <li>• <a href="#">Cholera diagnostic application form</a></li> </ul>	
<b>Covid-19</b>	<ul style="list-style-type: none"> <li>• <a href="#">C19 Dose Request Form</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">C19 Dose Request Form</a></li> </ul>
<b>DTPcv boosters</b>	<ul style="list-style-type: none"> <li>• <a href="#">NVIP</a></li> <li>• Ministry of Education signature for school-based strategies</li> </ul>	n/a
<b>Hexavalent</b>	<ul style="list-style-type: none"> <li>• <a href="#">Hexavalent switch form</a></li> </ul>	n/a
<b>Human Papillomavirus</b>	<ul style="list-style-type: none"> <li>• <a href="#">HPV Workplan</a> &amp; budget</li> <li>• <a href="#">HPV Implementation plan</a></li> <li>• <a href="#">HPV region profile</a></li> <li>• MoE signature for school-based strategies</li> </ul>	<p>*For HPV: Multi-aged cohort (MAC)</p> <ul style="list-style-type: none"> <li>• <a href="#">HPV Workplan</a> &amp; budget</li> <li>• <a href="#">HPV Implementation plan</a></li> <li>• <a href="#">HPV region profile</a></li> <li>• MoE signature for school-based strategies</li> </ul>
<b>Inactivated Polio</b>	<ul style="list-style-type: none"> <li>• <a href="#">IPV switch form</a> (when requesting IPV 2nd dose routine introduction)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PoA</a></li> </ul>
<b>Japanese Encephalitis</b>	<ul style="list-style-type: none"> <li>• <a href="#">NVIP</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PoA</a></li> </ul>
<b>Malaria</b>	<ul style="list-style-type: none"> <li>• <a href="#">NVIP</a> with details on phased approach and sub-national areas with highest burden and need</li> </ul>	n/a
<b>Measles Measles-rubella</b>	<ul style="list-style-type: none"> <li>• <a href="#">NVIP</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PoA</a></li> </ul>

<sup>4</sup> Except for Gavi Standard countries.

<sup>5</sup> For vaccine requests that do not result in a co-financing requirement for countries, Gavi will accept evidence that the MoF has been informed, in lieu of MoF signature.

	<ul style="list-style-type: none"> <li>Annual EPI plan with Measles &amp; Rubella activities (as part of Joint Appraisal process)</li> <li>MCV1 domestic financing commitment (if not yet financing domestically)</li> </ul>	<ul style="list-style-type: none"> <li>Annual EPI plan with Measles &amp; Rubella activities (as part of Joint Appraisal process)</li> <li>MCV1 domestic financing commitment (if not yet financing domestically)</li> </ul>
<b>Meningitis A</b>	<ul style="list-style-type: none"> <li><a href="#">NVIP</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">PoA</a></li> <li>Risk Assessment Report &amp; District Prioritisation Tool (if applicable). Full report materials for preventive campaigns and main conclusions for catch up campaigns.</li> <li>Catch-up Campaign Targeting: areas and target population per district or region where the catch up will be conducted, disaggregated by year since the preventive campaign, including the source.</li> </ul>
<b>Pneumococcal</b>	<ul style="list-style-type: none"> <li><a href="#">NVIP</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">PoA</a> as part of NVIP</li> </ul>
<b>Rotavirus</b>	<ul style="list-style-type: none"> <li><a href="#">NVIP</a></li> </ul>	n/a
<b>Typhoid</b>	<ul style="list-style-type: none"> <li><a href="#">NVIP</a></li> <li><a href="#">Typhoid data guidance</a> (tables 1 and 2)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">PoA</a></li> <li><a href="#">Typhoid data guidance</a> (tables 1 and 2)</li> </ul>
<b>Yellow Fever</b>	<ul style="list-style-type: none"> <li><a href="#">NVIP</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">PoA</a></li> <li>Risk assessment report</li> <li>EYE Strategy implementation plan (recommended)</li> </ul>
<b>Yellow Fever diagnostics</b>	<ul style="list-style-type: none"> <li><a href="#">Yellow Fever diagnostics application form</a></li> <li>Director of national YF laboratory signature</li> </ul>	n/a

### Documentation specifically required for CCEOP requests

- [WHO Inventory & Gap Analysis Tool](#) with recent inventory report and facilities segmentation (updated within the last 12 months)
- [Comprehensive CCE Needs Document](#) for CCEOP Support
- [CCEOP budget](#) template
- [Workplan](#) (utilising Gavi template)
- Proof of status for CCE Tariff exemptions waiver: Import Duty Exemption Certificate (IDEC)
- \* Countries should also provide the [Operational Deployment Plan](#) (ODP) as part of WHO pre-screening