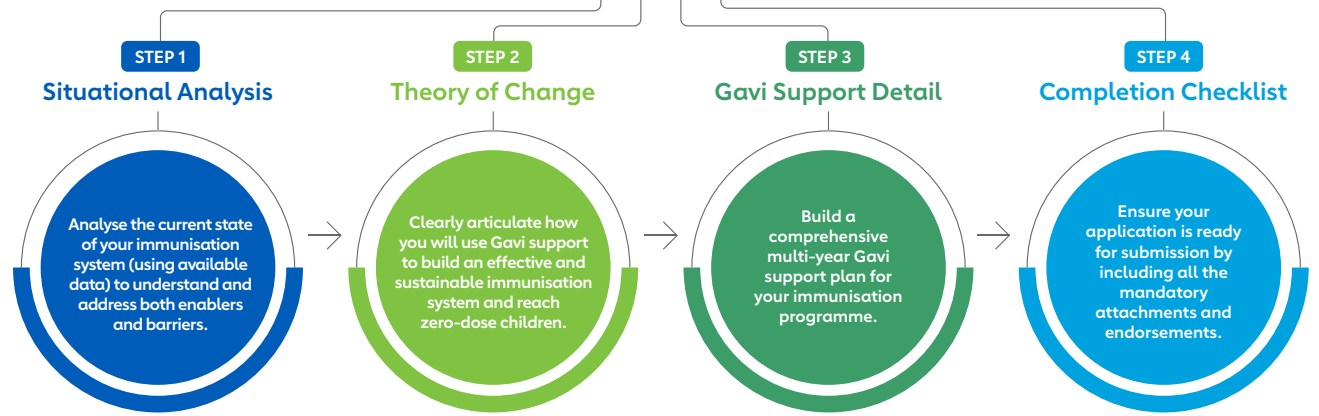


Roadmap to Completing Your Gavi Full Portfolio Planning

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.

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.

STEP 3

Gavi Support Detail

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

STEP 4

Completion Checklist

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

Key features

- Compile background information and data
- Conduct data analyses

Key features

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

Key features

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

Key features

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

Review

- 🔍 [Situational Analysis Checklist](#)

Review

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

Review

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

Review

- 🔍 For quality and completion

Complete

- ✔ [Situational Analysis Checklist](#)

Complete

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

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)

Upload

- 📁 Required attachments
- 📁 Endorsements



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

Share

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

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 Template¹

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 12 months)
- Most recent EPI Review (if not already provided to Gavi)

Endorsements

- Minister of Health and Minister of Finance (or delegated authorities) signatures²
- Coordination forum (ICC, HSCC, or equivalent) minutes, endorsements, & signatures
- NITAG minutes, endorsements & signatures³

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

² 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.

³ 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 budget⁴
- Endorsements, as per above⁵

	Routine	Campaign*
Cholera	n/a	<ul style="list-style-type: none"> • Multi-year PoA & Macroplan • Hotspot Analysis (workbook and report) • Reports from 3 most recent preventive and/or reactive campaigns (if applicable) • National Cholera Control Plan (strongly recommended for first application, required for subsequent applications)
Cholera diagnostic support	<ul style="list-style-type: none"> • Cholera diagnostic application form 	
Covid-19	<ul style="list-style-type: none"> • C19 Dose Request Form 	<ul style="list-style-type: none"> • C19 Dose Request Form
DTPcv boosters	<ul style="list-style-type: none"> • NVIP • Ministry of Education signature for school-based strategies 	n/a
Ebola	n/a	<ul style="list-style-type: none"> • Standalone vaccine application • PoA (narrative and workplan) • NITAG recommendation and ICC endorsement
Hepatitis B birth dose vaccine	New vaccine introduction plan (NVIP) Vaccine activities workplan Completed Gavi budget template	n/a
Hexavalent	<ul style="list-style-type: none"> • Hexavalent switch form 	n/a
	<ul style="list-style-type: none"> • New vaccine introduction plan (NVIP) 	n/a
Human Papillomavirus	<ul style="list-style-type: none"> • HPV Workplan & budget • HPV Implementation plan • HPV region profile • MoE signature for school-based strategies 	*For HPV: Multi-aged cohort (MAC) <ul style="list-style-type: none"> • HPV Workplan & budget • HPV Implementation plan • HPV region profile • MoE signature for school-based strategies

⁴ Except for Gavi Standard countries.

⁵ Only required when requesting new vaccine support.

Human rabies vaccine for postexposure prophylaxis	<ul style="list-style-type: none"> • Human rabies vaccine introduction plan (HRVIP) • Vaccine activities workplan • Completed Gavi budget template 	n/a
Inactivated Polio	<ul style="list-style-type: none"> • IPV switch form (when requesting IPV 2nd dose routine introduction) 	<ul style="list-style-type: none"> • PoA
Japanese Encephalitis	<ul style="list-style-type: none"> • NVIP 	<ul style="list-style-type: none"> • PoA
Malaria	<ul style="list-style-type: none"> • NVIP with details on phased approach and sub-national areas with highest burden and need 	n/a
Measles Measles-rubella	<ul style="list-style-type: none"> • NVIP • Annual EPI plan with Measles & Rubella activities (as part of Joint Appraisal process) • MCV1 domestic financing commitment (if not yet financing domestically) 	<ul style="list-style-type: none"> • PoA • Annual EPI plan with Measles & Rubella activities (as part of Joint Appraisal process) • MCV1 domestic financing commitment (if not yet financing domestically)
Meningococcal Vaccines	<p><u>MenACV</u></p> <ul style="list-style-type: none"> • NVIP 	<ul style="list-style-type: none"> • PoA (can be merged with NVIP) • Risk Assessment report • 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.
	<p><u>MMCV</u></p> <ul style="list-style-type: none"> • Switch Form (for switches to MMCV from MenACV) 	<ul style="list-style-type: none"> • PoA (can be merged with Switch Form) • Risk Assessment report (contact WHO Country Office focal point for guidance)
Pneumococcal	<ul style="list-style-type: none"> • NVIP 	<ul style="list-style-type: none"> • PoA as part of NVIP
Rotavirus	<ul style="list-style-type: none"> • NVIP 	n/a
Typhoid	<ul style="list-style-type: none"> • NVIP • Typhoid data guidance (tables 1 and 2) 	<ul style="list-style-type: none"> • PoA • Typhoid data guidance (tables 1 and 2)
Yellow Fever	<ul style="list-style-type: none"> • NVIP 	<ul style="list-style-type: none"> • PoA • Risk assessment report • EYE Strategy implementation plan (recommended)
Yellow Fever diagnostics	<ul style="list-style-type: none"> • Yellow Fever diagnostics application form • Director of national YF laboratory signature 	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*