

AEFI**Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs	Describe	Associated costs
DHMT time spend collecting and reporting AEFI on average per week		
Number of people responsible for reporting		
Number of AEFIs reported		

NOTES

COLD CHAIN

Main contact persons

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs

A. NEWLY PURCHASED EQUIPMENT

Type of equipment	Brand name	Make/model number	Capacity in m3/cm3	Purchase date	Number purchased	Where equipment went in country (national/ specific district names)	% Used for COVID-19	Purchase price	Freight costs	In-country transport costs of cold chain equipment	Installation costs	Maintenance costs	Useful lifetime (years)	Notes
Refrigerator														
Cooler boxes														There are likely different sizes in use; list each size on a different row
Ice packs														
Thermometers														
Remote temperature device														
Other														

B. EXISTING EQUIPMENT (opportunity costs)

Volume of COVID-19 vaccines

To be calculated based on procurement data

Type of equipment	Brand name	Make/model number	Capacity in m3/cm3	Year of purchase	Number purchased	Where equipment went in country (national/ specific district names)	% Used for COVID-19	Purchase price	Freight costs	In-country transport costs of cold chain equipment	Installation costs	Maintenance costs	Useful lifetime (years)

C. SUPPLIES

Item	Number purchased or used	Purchase price
Gas cylinders		
Temperature recording books?		

D. Excluding

Electricity
Buildings

NOTES

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Communications

Main contact persons

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs	Describe	Associated costs

NOTES

Main contact persons

Funders

Data needs

*** If can't get centrally, revise this section to record by DHMT

Other	Describe
Minimum wage to calculate opportunity costs	
Where staff were deployed	
Extra staff hired per DHMT	
Overtime allowance	See below
Volunteer allowances	See below
Subsistence allowance	See below

Notes

M&E**Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs	Describe	Associated costs
Electronic appointment system		
DHIS2 expansion for coverage data		
Data clerks for data entry		
Laptops		
Computers		
Printers		
Internet modems		
Mobile phones		
Tablets		
Airtime		
Training		
Vaccination cards		
Vaccination registers		
E-card development		

NOTES

Planning

National level planning. Planning at district level informed the national level. Planning committee formed in each district led by district commissioner

Main contact persons

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Data needs	Describe	Associated costs
Taskforce payments		
Number of people engaged		
Number of days planning lasted		
Average salary of officer		
Percentage of time		
Time period of engagement		

NOTES

PPE**Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs	No. purchased	Unit price	Total price
Masks			
Gloves			
Hand sanitizer			
Other			

NOTES

Refreshments**Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs	No. purchased	Unit price	Total price	For whom (describe)

NOTES

**Regulatory
Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs	Describe	Associated costs

NOTES

SOCIAL MOBILIZATION**Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs	Describe			Associated costs
Arm ready				
Lets Talk				
IEC materials				
Development of material				
Radio time				
TV time				
Social media adds				
Community events				
Merchandise				
Meetings with community leaders				
Volunteers for communicating				
Signage				

NOTES

SUPERVISION

Main contact persons

Name	Organization	Role	Contact information

Funders

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Data needs	Describe	Associated costs
How vaccination activities were supervised (who, estimated LOE, etc.)		

NOTES

SYRINGES AND SAFETY BOXES**Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs

Item	Number purchased or used	Unit price	Notes
Syringes			
Diluent			
Safety boxes			
Cotton wool			

NOTES

Training of health workers for vaccine delivery**Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs	Describe	Associated costs
Development of material		
Time		
Number of people training according to online and in person		
Venue rental		
Subsistence allowance		
Transport allowance		
Refreshments		
Printing of materials		
Trainer fee		

Methods for training	Describe

NOTES

TRANSPORT

Main contact persons

Name	Organization	Role	Contact information

Funders

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Data needs

Type of transport	Type of vehicle	Frequency of trips	Number of trips	Number of vehicles	Fuel cost or distance (km)	Number of drivers

Notes

ULTRA COLD CHAIN

Main contact persons

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Data needs

A. NEWLY PURCHASED EQUIPMENT

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UCC refrigerator														
Other														

B. EXISTING EQUIPMENT (opportunity costs)

Volume of COVID-19 vaccines

To be calculated based on procurement data

Type of equipment	Brand name	Make/model number	Capacity in m3/cm3	Year of purchase	Number purchased	Where equipment went in country (national/ specific district names)	% Used for COVID-19	Purchase price	Freight costs	In-country transport costs of cold chain equipment	Installation costs	Maintenance costs	Useful lifetime (years)

C. SUPPLIES

Item	Number purchased or used	Purchase price
Gas cylinders		
Temperature recording books?		

D. Excluding

Electricity
Buildings

NOTES

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VACCINE TRANSPORT

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Data needs

Type of transport	Type of vehicle	Frequency of trips	Number of trips	Number of vehicles	Fuel cost or distance (km)	Number of drivers	Cost of security (contracted out?)
Transport national storage to regional?							
Transport national storage/regional to districts							
Transport districts to facilities							

Notes

WASTE MANAGEMENT

Main contact persons

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Funders

Name	Organization	Role	Contact information

Data needs

Type of waste management	Description	Associated cost

Notes

OTHER**Main contact persons**

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs

Description	Associated cost

Notes

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VACCINE PROCUREMENT

Main contact persons

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Data needs

A. VACCINES - PURCHASES AND DONATIONS

No.	Vaccine	No. of Doses Acquired and (supplier)	Cost per dose	Total Cost (*freight and other logistical costs not included)	Delivery Status	Payment Status	Freight and customs clearance	Purchased or donated?

NOTES

DELIVERY MODALITIES (DELIVERY STRATEGIES)

Main contact persons			
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Data needs																						
Doses delivered per modality			Total all DHMTs																			
Modality	Description	Notes	%	Total number	DHMT1	DHMT2	DHMT3	DHMT4	DHMT5	DHMT6	DHMT7	DHMT8	DHMT9	DHMT10	DHMT11	DHMT12	DHMT13	DHMT14	DHMT15	DHMT16	DHMT17	DHMT18
Fixed points	Health facilities (including hospitals?)	Most common	#DIV/0!	-																		
Outreach services	Malls, schools, work places, mobile stops (spot identified for vaccination)	Schools for students and teachers only	#DIV/0!	-																		
Private health facilities			#DIV/0!	-																		
Drive-through			#DIV/0!	-																		
Total			#DIV/0!	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Cross check with the number of doses procured

Notes

OUTREACH

Main contact persons

Name	Organization	Role	Contact information

Funders

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Data needs

Notes	Total all DHMTs	DHMT1	DHMT2	DHMT3	DHMT4	DHMT5	DHMT6	DHMT7	DHMT8	DHMT9	DHMT10	DHMT11	DHMT12	DHMT13	DHMT14	DHMT15	DHMT16	DHMT17	DHMT18
	Total number																		
How many outreach services were done?																			
How many outreach spots were there in each district?																			
Approximate distance of each outreach spot																			
How many doses were delivered via outreach?																			
Subsistence allowances per DHMT																			
Transport costs per DHMT																			
Distance travelled for outreach																			
Fuel																			
Overtime for drivers																			
Driver salaries																			

Notes

PRIVATE FACILITIES
Main contact persons

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs

Notes	Total all DHMTs	DHMT1	DHMT2	DHMT3	DHMT4	DHMT5	DHMT6	DHMT7	DHMT8	DHMT9	DHMT10	DHMT11	DHMT12	DHMT13	DHMT14	DHMT15	DHMT16	DHMT17	DHMT18
	Total number																		
How many private facilities were used?																			
How many doses were delivered via private facilities?																			
How were vaccines distributed to private facilities?																			
Were private facilities paid to deliver COVID-19 vaccines?																			
Other costs incurred																			

Notes

DRIVE THROUGH
Main contact persons

Name	Organization	Role	Contact information

Funders

Name	Organization	Role	Contact information

Data needs

Notes	Total all DHMTs Total number	DHMT1	DHMT2	DHMT3	DHMT4	DHMT5	DHMT6	DHMT7	DHMT8	DHMT9	DHMT10	DHMT11	DHMT12	DHMT13	DHMT14	DHMT15	DHMT16	DHMT17	DHMT18
How many drive-through locations were there?																			
How many doses were delivered via drive-through?																			
Which HR were used at drive-through sites?																			
How were vaccines distributed to drive-through sites?																			
Subsistence allowances per DHMT																			
Transport costs per DHMT																			
Distance travelled for drive-through																			
Fuel																			
Overtime for drivers																			
Driver salaries																			

Notes