 **INSTRUCTIONS.** *This questionnaire is organized by topic area. It is meant to guide your interview and collect a few standard indicators. Note that the most important part of collecting data is engaging the interviewees, listening, and asking probing questions to get a complete picture. Request hardcopy documents when indicated. Make sure all questions are answered and with one response per question unless otherwise indicated. Use the back of the sheet to make notes or separately in notebook*. The green annotations provide discussion points; notes from these questions do not need to be entered in a database but can be presented during debriefing.

FORM 1. NATIONAL LEVEL QUESTIONNAIRE

**Interviewer name: Date of interview (D/M/Y): / /**

 For each person participating in the interview, list the following

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| **Name** | **Role/Position** |
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| PROGRAM MANAGEMENT and FINANCING Discuss immunization planning, budgeting, and funding; note major strengths and weaknesses. | | |
|  | Is there a law for the national immunization programme in the country? Request a copy  Discuss and note whether the law is adequate, clear, comprehensive: | Yes – specific to immunization  Partial – within general health law  No  Don’t know/not seen |
|  | Does NIP have operational guidelines that includes a up-to-date and clear immunization schedule? Request a copy  Note what needs or improving: | Yes – good guide  Partial – needs updating, improving  No  Don’t know/not seen |
|  | Does the NIP have an up-to-date multi-year strategic plan (cMYP) (Request a copy)  Notes quality and completeness: | Yes  Partial – needs updating, improving  No  Don’t know |
|  | Does the NIP have a up-to-date operational plan (annual work plan) (Request a copy)  Notes quality and completeness: | Yes  Partial – needs updating, improving  No  Don’t know |
|  | Does the NIP have a budget itemizing all critical activities?  Notes quality and completeness: | Yes - its based on the work plan  Yes – stand-alone budget  No  🞏 Don’t Know |
|  | Are there adequate institutional arrangements for NIP to inform Ministry of Finance on budget needs?  Notes this mechanism: | Yes – adequate  Somewhat – improvement is needed  No – not adequate  🞏 Don’t Know |
|  | Does the NIP have a dedicated line item in the health budget? | Yes  No  🞏 Don’t Know |
|  | What percentage of total NIP budget came from national Government in <<YEAR>> | 90- 100%  50% - 89%  49% or less  🞏 Don’t Know |
|  | Do funds received (government and donor) sufficiently cover EPI functions including to reach hard-to-reach populations?  Notes key underfunded areas: | Sufficient  Somewhat sufficient  Insufficient  🞏 Don’t Know |
|  | In the past 12months, were any critical immunization program activities cancelled because of lack of funds? | Yes  No  🞏 Don’t Know |
|  | If Gavi-eligible, is there a financial transition plan?  Request a copy  Notes quality of the plan, barriers or challenges to transition planning: | Yes  Partial – needs updating, improving  No  Don’t know |
|  | Does the country have a functioning National Technical Advisory Group for Immunization (NITAG) <<see definition page >> Request a copy of meeting notes  Notes on functionality: | Yes - fully functioning  Partial – partially functioning  No  🞏 Don’t Know |
|  | In general, what role do local governments have in immunization?  Notes on roles, engagement**,**  benefit/opportunities for more engagement: | Financial  Service Delivery  🞏 Other Role  🞏 No Role |
|  | What role do NGOs have in immunization?  Notes on roles, engagement**,**  benefit/opportunities for more engagement: | Financial  Service Delivery  🞏 Other Role  🞏 No Role |
|  | What role do other partners usually have in immunization?  Notes on roles, engagement**,**  benefit/opportunities for more engagement: | Financial  Service Delivery  🞏 Other Role  🞏 No Role |
|  | **Is there a functioning inter-agency coordinating committee (ICC)?**  <<see definition page >> | Fully functioning  Partially functioning  Not functioning or not existing No ICC in the country  🞏 Don’t Know |
| **Note any other comments about this section** | | |

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| HUMAN RESOURCE MANAGEMENT Discuss human resource for immunization, capacity building, supervision; note major strengths and weaknesses. | | |
|  | Is the national-level NIP organizational structure sufficient to implement all aspects of the program? Review organizational chart  Does the structure covers key functions and allow adequate access to decision makers | Sufficient  Partially sufficient  Insufficient  🞏 Don’t Know |
|  | **Does the EPI programme currently have staff to sufficiently cover the following tasks (numbers and expertise)?** | |
|  | EPI leadership & mangement | Suff  Partially Suff  Insuff  Don’t know |
|  | Cold chain | Suff  Partially Suff  Insuff  Don’t know |
|  | Data management and use (ie. HMIS, statistician) | Suff  Partially Suff  Insuff  Don’t know |
|  | Communication, Social Mobilization | Suff  Partially Suff  Insuff  Don’t know |
|  | VPD surveillance / IDSR | Suff  Partially Suff  Insuff  Don’t know |
|  | What are major national-level training needs? *Check all that apply*  Note why training is needed, how training could be most efficient | HR management skills  Planning (Strategic or work planning)  Immunization practice/new vaccines  Optimizing Service Delivery  Cold chain, Vaccine management  Data management & use  Communication/Demand  Surveillance/AEFI  Other  No training is needed |
|  | What are major DISTRICT-level training needs?  *Check all that apply*  District is meant to refer to the level that is directly responsible for service delivery catchment areas. Note why training is needed, how training could be most efficient | HR management skills  Planning (Strategic or work planning)  Immunization practice/new vaccines  Optimizing Service Delivery  Cold chain, Vaccine management  Data management & use  Communication/Demand  Surveillance/AEFI  Other  No training is needed |
|  | Does the current work plan include training in the national and district gap areas?  *Verify in plans* | Yes – All training needs included  Partial–not all training needs  No training planned  Not applicable  Don’t know |
|  | Are there a written and adequate plan for supportive supervision from national to sub-national levels? *Request and review plans*  *Note frequency of visits and to which level they take place* | Yes – adequate  Partial – needs improvement  No  Don’t know |
|  | In the past 6 months, has national level been able to conduct supportive supervision to the extent needed/according to plan?  *If not, note reasons including if due to funding, staff time, transportation etc…* | Yes - all  Partial  No – have not conducted supervision  Not applicable – no plan  Don’t know |
|  | Does national-level have an adequate supervisory checklist?  *Request and review.*  *Note if any critical areas are missing or if aspects of the list can be improved.* | Yes - adequate  Partial – needs improvement  No  Don’t know |
|  | In the last 6 months, is there any evidence that a checklist is being used?  *Request and review checklists and discuss how they are used* | Yes – documented evidence  Partial– reported but not seen  No  Don’t know |
|  | Are deficiencies identified during supportive supervision adequately documented and tracked for correction? *Check documentation*  *If not, note reasons and ways this can be improved* | Yes  No  Don’t know |
| **Note any other comments about this section** | | |

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| VACCINE SUPPLY, QUALITY, LOGISTICS Discuss immunization supply chain system in general; note major strengths and weaknesses. | | |
|  | Is the person responsible for vaccine supply and management in place and adequately trained?  *Reflect back on the answers given in the previous HR section; confirm if this person is trained and in place.* | Yes, in place and trained  Yes, in place but needs training  No, currently not in place  No, there is no such person responsible  Don’t know |
|  | Does national cold store have sufficient equipment?  *Note which equipment is not sufficient and reason (new vaccines, equipment breakdown etc..)* | Yes  No  Don’t know |
|  | Are there sufficient funds to support maintenance of all nationally-supported cold chain equipment? | Yes  No  Don’t know |
|  | Is there a sufficient guidance for forecasting and monitoring vaccine usage and supply needs?  Note needed improvements and how they may be achieved. | Sufficient  Somewhat sufficient  Insufficient  🞏 Don’t Know |
|  | Is there sufficient transport to deliver vaccines from national to sub-national levels?  *Discuss if any challenges, possibilities for improvement.* | Sufficient  Somewhat sufficient  Insufficient  🞏 Don’t Know |
|  | **In the past 6 months, has there been any national-level stock outs of any vaccine?** | Yes  No  Don’t know |
|  | **If there were stock-outs, specify which vaccine/supply has been out of stock and for how long**  Vaccine name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stock-out less than 2 months  2 or more months  Don’t know  Vaccine name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stock-out less than 2 months  2 or more months  Don’t know  Vaccine name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stock-out less than 2 months  2 or more months  Don’t know  Vaccine name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stock-out less than 2 months  2 or more months  Don’t know | |
|  | If there were stock-outs, what were the reasons?  *Can check multiple responses and note if different reasons for different vaccine stock-outs.* | Global level stock out  Inaccurate forecasting  More wastage than expected  More demand than expected  Other (specify):  Don’t know |
|  | Is there national level guidance on waste management for vaccines and supplies?  *Request copy of guidelines for verification; can be embedded in operational guidelines/field guide.* | Yes  No  Don’t know |
|  | Are there any barriers to implementing good waste management practices at sub-national and especially service delivery level.  *Note any barriers and approaches for improving the situation if needed.* | Yes  No  Don’t know |
|  | OBSERVATION. In the national vaccine supply area (cold store or fridge) do you observe any of the following: *Tick all issues that are observed*  Unable to observe national cold store  Trivalent OPV  Expired vaccine  Stage 3 or 4 VVM on any vaccine  Fridge tag showing alarm  Freeze tag showing alarm  Temp not monitored  Temp out of range in the past 3 months  Refrigerator not working  Non-vaccine items stored with vaccines  Other issue (specify): | |
| **Note any other comments about this section** | | |

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| SERVICE DELIVERY Discuss general opinion on whether immunization services are well performing and reach all target populations. Note major strengths and weaknesses. | | |
|  | **Is there guidance on the frequency in which health facilities should have fixed immunization sessions?**  *Verify policies and operational guidelines*  *Guidance based on population/session sizes, accessibility; rationale based on HR, funds?* | Yes – documented guidance  Partial – but could be improved  No  Don’t know or not seen |
|  | **Is there guidance on conducting a high quality fixed site EPI sessions?**  *Verify policies and operational guidelines*  *Guidance covers client flow, wait times, preparation, sequence of interventions, recording, communication etc…* | Yes – documented guidance  Partial – but could be improved  No  Don’t know or not seen |
|  | **What do you think are the main barriers to having high quality fixed immunization services?**  *Tick all that apply* | No barriers, sessions are high quality  Long wait times  Inconvenient schedule for caregivers  Not enough staff  Data recording cumbersome  Frequent stock outs of supplies  Lack of community volunteers  Other  Don’t know |
|  | **Is there guidance on the criteria and frequency in which health facilities should conduct outreach vaccination?**  *Verify policies and operational guidelines*  *Is it based on distance or accessibly, is the frequency reasonable?* | Yes  Partial – could be improved  No  Don’t know or not seen |
|  | **What do you think are the main barriers to having high quality outreach/mobile immunization services?**  *Tick all that apply* | No barriers – outreach is high quality  Insufficient transport  Not enough staff  Insufficient reimbursement for staff  Poor planning (ie. timing or location)  Frequent stock outs  Other (specify):  Don’t Know |
|  | **Is there guidance on vaccinating children who are missing doses (late vaccination or “catch up” vaccination)?**  *Verify guidelines*  *Note any gaps in the policy – are upper age limits specified and sufficient?* | Yes – it is adequate  Yes – but not adequate  No  Don’t know or not seen |
|  | **Is there guidance on how to conduct defaulter tracing?**  *Verify policies and operational guidelines*  *Note any gaps in the policy – are upper age limits specified and sufficient? Discuss barriers to defaulter tracing – HR, registries difficult to use…* | Yes – it is adequate  Partial  No  Don’t know or not seen |
|  | Do private providers deliver government-funded vaccines in the country?  *Discuss approx. proportion, which vaccines, any problems with vaccine management?* | There are no private providers using gov vaccines  All private providers report  Some  None  Don’t know |
|  | If private providers use government vaccines to vaccinate, do they report vaccination data (e.g. doses used and wasted) to the national health management information system?  *Discuss how they do this or why they don’t do it, ways to improve reporting if needed.* | Not applicable – no private providers use government vaccine  All report  Some  None  Don’t know |
|  | Are any immunization services routinely integrated with other health interventions?  *Discuss which vaccines and health interventions are integrated, advantages and disadvantages to integration, potential for integration.* | Growth Monitoring  Vitamin A  Deworming  Bed net distribution  Malaria treatment (Intermittent Preventive Treatment for Infants )  Family planning for caregiver  HIV/AIDS services  Health Education – specify topic  Other |
| **Note any other comments about this section** | | |

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| COVERAGE MONITORING Discuss district approach to data recording, reporting and use as well as coverage monitoring. Note major strengths and weaknesses. | | |
|  | Is the person responsible for data management & use in place and adequately trained?  *Reflect back on the answers given in the previous HR section; confirm if this person is trained and in place.* | Yes – in place and adequately trained  Partial – in place but needs training  No  Don’t know |
|  | **Do any of the Government-issued data recording and reporting tools need to be updated?**  *Tick all that apply. Tick if there are unclear or missing elements (ie, new vaccine). Paper and electronic versions should both be reviewed.*  *Note any changes that should be made or considered* | Tally sheets  Immunization register  Monthly report forms  Monitoring chart  Vaccine stock book/form  Other (specify):  Don’t know |
|  | **In the past 12months, has there been a stock out of Government-issued data recording and reporting tools?**  *Tick all that apply*  *Note any challenges with availability of these documents.* | Tally sheets  Immunization register  Monthly report forms  Monitoring chart  Vaccine stock book/form  Other (specify):  Don’t know |
|  | **Is there clear instruction on how to record and report vaccine doses that are given late?**  *Specify the problem if the answer is ‘no’* | Yes – instructions available and clear  Partial – instructions not clear  No  🞏 Don’t Know /not seen |
|  | **What is the source of the estimated number of children <1 year of age in the country?**  Verify population source, if possible. | National statistics office (census)  Ministry of Health (incl. EPI program)  Local government  Health facilities (self-reported)  Local headcount by district  Don’t know |
|  | **Do you feel the current estimate of the number of children <1year of age is accurate?**  *If not accurate discuss why and how this is dealt with, ideas for improvement* | Too high  About accurate  Too low  Don’t know |
|  | **How many districts are in the country?** | \_\_\_\_\_\_ # districts |
|  | **In <x calendar year> how many districts submitted all 12 monthly reports on vaccine consumption and coverage?**  *Ask to see record of submission for each monthly report in the specified year. Count how many were complete and submitted and report this number in the answer box.* | \_\_\_\_\_ # of districts with all 12 reports  Don’t know or not available |
|  | **In <x calendar year> how districts submitted monthly reports on-time to the next level?**  *Ask to see record of submission for each monthly report in the specified year. Count how many were submitted on time and report this number in the answer box.* | \_\_\_\_\_# of districts with 12 on-time reports  Don’t know or not available |
|  | **Based on responses above, if all monthly reports were not submitted OR not timely, what are the reasons?**  *Note other reasons and possible ways for improvement if needed* | Waiting for health facility reports  No staff were available to submit  Computer or software broken  Too busy/not enough time  Other (specify):  Don’t know |
|  | **Does the programme have a standard course of action for responding to incomplete, missing or late reports?**  *Note – is the documentation of what should be done or evidence that is being done?* | Yes – all three scenarios  Partial – for some scenarios only  No – no course of action  Don’t know |
|  | **Has the EPI programme accurately calculated DPT3 coverage at national and subnational levels over the last 12 months?** *Verify accuracy of national level calculation* | Yes – accurate and at multiple levels  Partial - not accurate or only at Nat’l level  No  Don’t know |
|  | **Has coverage been calculated and monitored for all vaccines in last 12 months?**  *Do not need to verify accuracy – just output*  *If no – which ones not monitored?* | Yes – all vaccines  Partial – come vaccines  No – no vaccines  Don’t know |
|  | **Has the EPI programme accurately calculated DTP1-DTP3 drop out at national and subnational levels over the last 12 months?** | Yes – accurate and at multiple levels  Partial - not accurate or only at Nat’l level  No  Don’t know |
|  | **Does the EPI program sufficiently use coverage and drop –out data to guide program activities and resources?**  *Describe strengths or weaknesses* | Sufficient  Somewhat sufficient  Insufficient  🞏 Don’t Know |
|  | **How often should a higher level convene districts or meet districts specifically to review their data quality?** *Verify plans, if feasible.* | Monthly (when report submitted)  Quarterly  Annually  As needed  Never  Other time period (specify):  Don’t know |
| **Note any other comments about this section** | | |

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| SURVEILLANCE and AEFI monitoring Discuss surveillance systems and capacity at district level. Note major strengths and weaknesses. | | |
|  | Is the person responsible for surveillance activities in place and adequately trained?  *Reflect back on the answers given in the previous HR section; confirm if this person is trained and in place.* | Yes – in place and adequately trained  Partial – in place but not adequately trained  No  Don’t know |
|  | **Are up-to-date operational guidelines for VPD surveillance with case definitions available at the national level?**  *Verify.* | Yes  Partial – needs improvement  No  Don’t know/not sighted |
|  | **Does the program have an adequate system to respond to a case or outbreak of a notifiable disease?**  *Ask about the processes used to respond.*  If not adequate, discuss reasons and way forward | Yes  Partial  No  Don’t know |
|  | **Do you have all the forms and supplies needed to investigate and report all vaccine-preventable diseases?**  If not adequate, why not and discuss way forward | Yes  Partial  No  Don’t know |
|  | **For the last full reporting year <add year>, were surveillance standards for Acute Flaccid Paralysis met**? *If not, why not?* | Yes  No  Don’t know |
|  | **For the last full reporting year <add year>, were surveillance standards for suspect measles met**? *If not, why not?* | Yes  No  Don’t know |
|  | **For the last full reporting year <add year>, were surveillance standards for Adverse Event Following Immunisation (AEFI) met?** *If not, why not?* | Yes  No  Don’t know |
|  | **In the past 12months, how often has the national level provided written feedback on VPD surveillance results, including lab results, to the sub-national level?** *Verify* | Annually  Quarterly  Monthly  Weekly  Ad hoc (ie. meetings)  Never  Don’t know/not seen |
|  | **Does the country have operational guidelines for conducting AEFI surveillance?** *Verify.* | Yes – available and sighted  Partial – reported but not sighted  No  Don’t know/not sighted |
|  | **Does the country have AEFI investigation and reporting forms?** *Verify.* | Yes – available and sighted  Partial – reported but not sighted  No  Don’t know/not sighted |
|  | **Are there processes in place for review and classification of all reported AEFI (i.e. national review committee)?**  *Request documentation and verify* | Yes – in place and functioning  Partial – in place but not functioning  No  Don’t know |
|  | **In the last 6 months, has someone from the national level received training on AEFI?**  *Note how many and usefulness of training.* | Yes  No  Don’t know |
| **Note any other comments about this section** | | |

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| DEMAND GENERATION Discuss activities and plans related to communication/social mobilization on immunization. Note major strengths and weaknesses | | |
|  | Is the person responsible for communication & social mobilization in place and adequately trained?  *Reflect back on the answers given in the previous HR section; confirm if this person is trained and in place.* | Yes – in place and adequately trained  Partial – in place but not adequately trained  No  Don’t know |
|  | Are there significant instances of individual or community-level resistance to vaccination in the country?  *If yes, please describe groups, concerns, approaches to improve. Include discussion of any evidence gathered to date.* | Yes  Partial – in some areas but no big issue  No  Don’t know |
|  | Is there a need to further assess reasons or ways to improve low demand for vaccination?  *Discuss why additional information needed, what kind of assessment could be considered.* | Yes  No  Don’t know |
|  | Is there a national level communication/social mobilization plan for routine immunization?  *Verify. Plan should be for routine immunization, not campaigns.* | Yes – available and sighted  Partial – reported but not sighted  No  Don’t know/not sighted |
|  | Does the national level have sufficient human resource capacity to implement communication/social mobilization activities?  *If somewhat sufficient or insufficient discuss gaps and ways forward.* | Yes  Partial  No  Don’t know |
|  | Does the national level have sufficient budget to implement the communication/social mobilization activities?  *If somewhat sufficient or insufficient discuss gaps and ways forward.* | Yes – sufficient budget  Partial – some funding gaps  No  Don’t know |
|  | Does the district have IEC materials targeting any of the following?  *Verify and Tick all that apply*.  *Request examples; take pictures of good and bad materials.* | Caregivers  Community volunteers  Government health centers  Private health centers  Media  Local authorities  NGOs  Community leaders  Other (specify):  Don’t know |
|  | Does the country have a risk communication strategy (ie. to respond to adverse events following immunization or rumors about a vaccine)? *Verify* | Yes – available and sighted  Partial – reported but not sighted  No  Don’t know/not sighted |
| **Note any other comments about this section** | | |

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| SUMMARY. This is a summary for the Reviewer to complete based on overall impressions. Discuss further if needed but you will likely have had enough discussion to complete. | | |
|  | **How would you (the reviewer) rate the overall capacity of the immunization programme at this district in the following areas** | |
|  | **EPI program management** | Sufficient  Somewhat sufficient  Insufficient  Don’t know |
|  | **Human resource management** | Sufficient  Somewhat sufficient  Insufficient  Don’t know |
|  | **Vaccine supply and logistics** | Sufficient  Somewhat sufficient  Insufficient  Don’t know |
|  | **Service delivery** | Sufficient  Somewhat sufficient  Insufficient  Don’t know |
|  | **Coverage monitoring** | Sufficient  Somewhat sufficient  Insufficient  Don’t know |
|  | **Surveillance of VPDs and AEFIs** | Sufficient  Somewhat sufficient  Insufficient  Don’t know |
|  | **Demand generation** | Sufficient  Somewhat sufficient  Insufficient  Don’t know |
| **What are the main reasons for under-vaccinated children in the country?** | | |
| **Have you identified best practices or innovations to share?** | | |
| **Main suggestions for improving immunization services in the country** | | |