**TEMPLATE LETTER OF REQUEST FOR IMPLEMENTATION SUPPORT**

**to WHO Country Office, from Ministry of Health**

3 March 2021

**To:** [WHO Country Office]

**Subject:** Frontline service readiness assessments implementation: Strengthening real-time health services tracking and monitoring in the context of the COVID-19 pandemic

Dear [Name],

In response to the development of the World Health Organization (WHO) suite of frontline service readiness assessments to support countries in monitoring health systems readiness, the Ministry of Health of [country] plans to implement the tools through regular surveys in sentinel facilities and communities across the country. This letter is to request WHO support to the Ministry of Health in the implementation of this important work.

The specific objectives of the work are to:

1. Generate rapid evidence to identify health systems bottlenecks through rapid and regular assessments at health facility and community levels.
2. Strengthen country capacities for real-time analysis and use through automated dashboards.
3. Document learning and recommendations for scaling to a sustainable real-time monitoring and early warning system for future health emergencies.

Implementation of the survey is proposed on a [quarterly/monthly] basis for regular and rapid data collection at health facility and community levels. Data will be collected through [3 telephone interviews] over the course of one year. Each round of data collection will be completed in [1 week] and the first round of data collection will begin in [month 2021]. The survey will focus on the implementation of the following survey modules:

1. COVID-19 case management capacities: Diagnostics, therapeutics, vaccine readiness, and other health products module in [hospitals and COVID-19 treatment centres];
2. Continuity of essential health services module in [hospitals and primary care facilities]; and
3. Community needs, perceptions and demand module in communities.

The estimated budget for this work is [USD] [as indicated in the attached concept note/budget]. Through this letter, the Ministry of Health of [country] requests the WHO to support the Ministry of Health in implementation of this work through [technical and/or financial] assistance.

Yours sincerely

[Ministry of Health]