| **Tool 1: TOR Template** |
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| NAME OF THE COUNTRY (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Preamble**  The Terms of Reference of the National Logistics Working Group (NLWG) was approved on \_\_\_\_\_\_\_\_\_, by the Minister of Health. The NLWG operates as a SC leadership group and coordination mechanism amongst partners to facilitate the implementation of national supply chain priorities.  Legal framework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (decision, decree, circular)  **Mandate**  The NLWG’s mandate is to coordinate national immunization logistics and supply chain activities with supply chain investments from government agencies and development partners. The NLWG provides guidance, expertise, and technical assistance on all matters concerning supply chain operations and improvement initiatives. Within its mandate, the NLWG engages with key stakeholders in the process to:   * Share information, evidence, and lessons learned * Identify and overcome program bottlenecks * Explore opportunities for innovation * Make optimal use of resources   The NLWG is a key element of the national EPI strategy that works towards ensuring the availability of effective vaccines for children and adults at all levels of the health system.  **NLWG strategic and operational framework**  The main responsibility of the NLWG is to identify priorities to strengthen immunization supply chain management and correspondingly to coordinate partners’ support in these areas. The NLWG also provides evidence-based recommendations in the areas of immunization supply chains and logistics to government officials such as the EPI director, other departments in the MOH, other immunization groups such as National Immunization Advisory Groups (NITAG), and other logistical groups (i.e. pharmacy and drug supply chain).  NLWG covers the following key strategic and operational areas:   1. Reviewing, developing and adopting guidance related to immunization supply chain management 2. Developing and monitoring the operational supply chain Improvement Plan and coordinating technical assistance 3. Informing decision makers and practitioners about immunization supply chain issues 4. Coordinating technical assistance and partners’ investments to align it with national priorities 5. Planning immunization SC and logistics activities 6. Monitoring and evaluating the progress of immunization supply chain activities once implemented   **Governance**  The NLWG provides advice and reports to the Interagency Coordinating Committee and the National Immunization Programme. The chair of the NLWG, sometimes referred to as executive secretary, should be the MOH National Immunization Programme logistics manager, as delegated by the National Immunization Programme Manager.  **Composition and membership of the NLWG**  The size of the NLWG will depend on the country and availability of experts. It consists of (select and/or add members in the country): |
| * EPI SC Manager * EPI SC Officer * Chief CCL Officer * National logisticians * Donors * Implementingpartners * …………………………………. * …………………………………..   The size of the NLWG is typically between 10 and 15 members. Selection criteria/membership considerations Members are selected based on expertise and responsibility/accountability for immunization supply chain management. They can be nominated from the public and private sectors, but should cover the following main expertise areas:   * Forecasting and quantityproductneeds * Procurement * Storage and distribution * Use of medicalproducts * Resource management  Conflict of interest In the interest of transparency, members should declare any conflict of interest. Given financial and other implications that recommendations may have for the public and private sectors, members should be free of conflict of interests. A member, who is in any doubt as to whether they have a conflict of interest that should be declared, or whether they should take part in the proceedings, should ask the executive secretariat and chairperson for guidance. Geographical consideration (Select options and/or add options depending on the country’s context)   * Sub-national logistics working groups are created at regional/district levels * Existing sub-national logistics working groups can be invited to attend NLWG meeting in accordance with the agenda  Members’ nomination, rotation, and termination process Members, including the chairperson, are formally nominated and appointed by senior-level government officials:   * The chair is recognized as a senior expert in immunization supply chain and logistics or a person accountable and/or responsible for immunization supply chain functions with strong programme management skills. The NLWG is chaired by the national ISCL manager * Members commit to attend NLWG’s meetings and to fulfill duties and responsibilities of the group. * Members are nominated for (Number) year terms with provisions for term renewals. Appointments may be renewed at the end of the first term of office on the condition of satisfactory appraisal. * Possible reasons for the termination of memberships include: failure to attend three consecutive meetings, a change in affiliation resulting in a conflict of interest, or a lack of professionalisminvolving, for example, a breach of confidentiality. |
| **Executive secretary**  A subgroup of members is assigned as executive secretariat of the NLWG. The executive secretariat is in charge of providing the chairperson and leadership with strategic advice on NLWG management and to report to the ICC and NIP. Its key functions are the followings:   * NLWG and secretariat functioning (procedures, documentation of activities, etc.) * Preparation of evidence and background documents * Strengthening of technical capacities (e.g., organization of dedicated training sessions and visits to other NLWGs) * Organization of meetings * Planning for the financial sustainability of the NLWG   The WHO and UNICEF are assigned as executive secretariat of the NLWG.  **NLWG’s work plan**  The NLWG’s annual work plan is developed based on the comprehensive EVM Improvement Plan and should align with the national immunization strategy, the cMYP, and the national health strategy. Members define priorities in consultation with the MOH based on national priorities and other factors, including feasibility in the short term, existing delivery capacity, funding equity, economic affordability, and sustainability.  Government and development partners’ support is identified in accordance with the activities forecasted in the work plan:   * 1. Developing and monitoring the ISCL annual work plan   2. Collecting and analyzing national data and evidence for strategic and operational decisions   3. Preparing and conducting meetings   4. Conductingresearch for innovative solutions   5. Providing technical assistance, training, and supervision   6. Fundraising and advocacy   **Process of meetings**  The meetings are prepared in accordance with the annual work plan.  The executive secretariat of the NLWG is in charge of preparing meeting agendas, sending invitations for regular and special meetings, disseminating minutes, mobilizing members, and updating lists of questions/subjects to be discussed by NLWG in accordance with the National Immunization Program’s policy and strategy. The secretariat keeps files of the NLWG (knowledge management), and monitors and evaluates the NLWG’s effectiveness.  ***Meeting agendas***  Questions to be addressed by the NLWG are identified by the MoH. However, based on their expertise, members may propose important topics and issues to be addressed to the executive secretariat and chairperson.  ***Process to review and share evidence with the group***  Based on the annual plan, it is mandatory to assign members or a subgroup of members to gather, analyze and prepare information for presentation and recommendations during meetings.  The agenda is circulated at least one week prior to meetings with necessary relevant background documents attached. This is necessary to allow NLWG members to prepare themselves for the discussion ahead.  ***Meeting frequency***  The NLWG meets on a regular basis quarterly. On rare occasions, additional meetings might be organized for urgent or important matters.  ***Invited guests***  If needed, other experts can be invited, including NGO members, independent consultants, or vaccine and technology manufacturing representatives. Manufacturers should not be allowed in meetings, but occasionally they may be invited, as observers, to inform the NLWG about their products. However, the setting and handling of meetings must prevent undue influence from these manufacturers.  ***Communication and reports***  The meeting report is written within a week of the meeting’s conclusion. Content should focus on main conclusions and recommendations of the NLWG. The reports are sent to the EPI manager and ICC members. During immunization ICC meetings, a summary of key conclusions and recommendations is presented.  **Monitoring and evaluation**  The NLWG will monitor and evaluate its functioning performance using the following set of indicators:   * Formallegislative or administrative status * Formalwrittenterms of reference * Members required to systematically declare any interest * Members are selected based on acknowledged expertise in immunization supply chains and logistics * NLWG meets at least once/twice a month * Agendas and background documents are circulated at least one week ahead of meetings * Meeting reports and recommendations are circulated to decision makers and key stakeholders   The NLWG is consulted for any key decisions on immunization strategies and policies. |