APPLICATION FORM FOR COVAX COLD CHAIN EQUIPMENT (CCE) SUPPORT

CCE Application Form	**Purpose of this document:** This application form must be completed to apply for COVAX CCE Support. Applicants are required to read the **Application Guidelines**. Thereafter, applicants should complete this CCE Application Form and associated attachments, and submit by email to covaxproposals@gavi.org.
CCE TG (((•)))	**Resources to support completing this application form:** • **Technology guide for COVAX CCE** (Link) • **Cold chain sizing and inventory tools (WHO,** Link**)** • **Supply & Logistics Guidance for COVID-19 Immunisation:** *Please reach out to UNICEF Regional Offices for latest version.*

Weblinks and contact information:

All application documents are available on the Gavi site for COVAX and related support (Link).
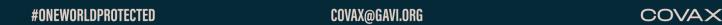
For any questions regarding the application guidelines, current Gavi-eligible and Gavi-transitioned COVAX Participants are requested to contact their Gavi Senior Country Manager (SCM). All other COVAX Participants should contact covax@gavi.org for referral to your contact point.

☆	Applicants are informed that based on post IRC recommendations, **final approved amounts may be different** from what Applicants have requested. This final approved amount will be dependent on the availability of funding. When applying to procure cold chain equipment (across all categories), Applicants will be requested to submit a minimum of three (3) brand preferences.[1] UNICEF SD will develop a cost estimate for procurement from within these preferences, prioritizing product availability and delivery timing considerations. In the unlikely event that there is no reasonable access to any of the preferred products, UNICEF SD will seek equivalent supply from an alternative provider.

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[1] In the event that less than three brands are available for the equivalent category, the Applicant should provide as many alternatives as is possible (two or none).

CONTENTS

PART A: APPLICANT INFORMATION

1. Applicant information	
Participant / Applicant	
Date	
Contact name	
Email address	
Phone number	
Total funding requested for COVAX CCE (US $)	*This should correspond exactly to the budget requested in the attached template.*
Signatures *Include signed (and official) COVAX CCE procurement application endorsement by:* a) *Minister of Health (or delegated authorities)* b) *Members of the Coordination Forum (HSCC/ICC or equivalent body established for COVID-19 Vaccine introduction)*	*We the undersigned, affirm the objectives and activities of the COVAX CCE procurement support proposal are fully aligned with the national health strategic plan (or equivalent) and that the Ministry of Health will commit to maintaining the CCE procured under this mechanism:* **Minister of Health (or delegated authority)** Name: Signature: Date:

PART B: MANDATORY ATTACHMENTS

This section provides a list of documents which must be attached as part of the application.

	All documents listed in the table below are **mandatory**, must be **attached** to your application, and they must be **final** and **dated**. Only **complete applications** will be assessed.

No.	Strategy / Plan / Document	Attached Yes/No	Final version (dated)	Comments
1	COVAX CCE Application *(This document)*			
2	Signature sheet for the Minister of Health or their delegates			
3	Minutes of the Coordination Forum meeting (ICC, HSCC, COVID-19 Taskforce or equivalent body for COVID-19 vaccine introduction) endorsing the proposal[2]			
4	Updated Cold Chain Inventory (CCI) *Note 1: CCI is only required for supply chain levels at or above where CCE is being requested[3]* *Note 2: CCI must have been updated within the past 12 months.*			
5	Completed WHO CCE sizing tool			
6	Operational Deployment Plan			
7	Budget Template (including brand preferences)			
8	Proof of status for CCE tariff exemptions waiver and customs clearance			
9	Proof of Vaccine Request (VR) submission			

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[2] Minutes must reflect that support for COVID vaccine CCE was discussed and endorsed.

[3] For example, if CCE is being requested only for national and regional levels, there is no need to provide district-level CCI data. However, if national and district CCI data is being requested, please provide data for the regional level.

PART C: APPLICATION NARRATIVES

This section comprises the main narrative submission for the Application – summarizing the details of the request COVAX CCE Support, its motivation and key background to inform the Independent Review Committee's (IRC) evaluation This section must be filled with appropriate reference to the Applicant documents listed in Part B.

Please ensure that all questions / prompts are addressed in the completed responses.

C1: Overview of Health System

1. Overview of geography and health system *(Maximum of 0.25 pages) Please respond to all prompts.*

The goal of this section is to provide IRC reviewers a general overview of relevant political and health system structures, so that geographic and system references in subsequent answers can be better understood. Descriptions do not need to be exhaustive, so Applicants are encouraged to err on the side of brevity or use attachments in lieu of drafting new content.

> a) *What are the major national and subnational political boundaries (e.g. number of regions, provinces, districts)?*
> b) *How is the health system organized at national and subnational levels?*

2. Overview of key demographic information *(Maximum of 0.5 pages) Please respond to all prompts*

> a) *Please complete the table below, summarizing the total population, and the rural/urban divide;*
> b) *Please describe any populations that are hard-to-reach or otherwise access constrained. This should include populations such as migrants, refugees, and internally displaced persons (IDP);*

Table: Summary of population and urban/rural divides

Category	Value
Total Population	
% of Population Rural	
% of Population Urban	
Internally displaced persons (If applicable)	

Migrants & refugees (if applicable)	

3. Summary of your current immunisation program and its performance (*Maximum of 1.0 pages)*
Please respond to all prompts

a) Please describe how the immunisation program is managed at national/central and subnational levels;
b) Role (if any) of private sector in immunisation;
c) Please briefly summarize the current vaccine schedule and any vaccine introductions planned in the next two years

3. Immunisation supply chain context *(Maximum 0.5 page) Please respond to all questions*

a) How is the immunisation supply chain administered for routine immunisation?
   o How many levels are in the supply chain? (e.g. national, regional, district, facility)
   o How many cold storage points exist at each level?

b) How is vaccine transport managed in the routine immunisation supply chain?
   o What is the recommended policy/SOP on vaccine transport between each level? i.e. Who transports the vaccines and how? At what frequency?
   o Are vaccines transported using cool water packs or conditioned ice packs?

C2: COVID-19 Vaccine Service Delivery Overview

Note: Information in this table may have been provided in the Vaccine Request or in the National Deployment and Vaccination Plan (NDVP). If attached to this application, Applicants have the option to cross-reference those documents (with page references) under the respective prompts.

1. Please populate the following table, providing the target groups to be prioritized among the first 20% of the population, and whether they would be targeted during the initial 3% of doses or subsequent 17%.

(Maximum of 1.0 pages) Please respond to all prompts

a) *Please populate the table below with the following information:*
  - *Target group for immunisation (w/ brief description if needed)*
  - *# of individuals*
  - *% of total population (this should include refugee, migrant, and IDP populations, as applicable)*
  - *Prioritization during the first 3%, 17% or both (see below)*

Applicants are encouraged to consult the <u>*WHO SAGE values framework for the allocation and prioritization of COVID-19 vaccination (14 September 2020), which recommends*</u> *3% should be allocated towards health care workers (HCWs), with the second 17% best targeted towards high-risk and vulnerable population groups. More rows can be added as needed.*

b) *For each of the groups identified in the table below, please provide a short rationale for their selection.*

Table B1: Priority groups for COVID-19 immunisation

#	Target Group *(with description as needed)*	Population Size	*% of National Population*	Prioritized During 3% or 17% phase
				3% ☐ 17% ☐
				3% ☐ 17% ☐
				3% ☐ 17% ☐
				3% ☐ 17% ☐
				3% ☐ 17% ☐
				3% ☐ 17% ☐

2. Please briefly describe the service delivery strategies that will be used to reach the target groups described in Section C2 (e.g. outreach, facility-based, mass immunisation sessions). *(Maximum of 0.5 pages) Please respond to all prompts*
  - *Where a given target group will be reached with a mix of strategies, please describe each accordingly. Where the same strategy is used across multiple groups, information can be cross-referenced.*
  - *This should include any specialized strategies needed to reach hard-to-access populations (e.g. the very remote, conflict areas, internally displaced persons, migrants and refugees)*

Target Group *(per table in preceding question)*	Vaccination Strategies

C3: COVID-19 Immunisation Supply Chain Overview

1. Approach to storing and distributing COVID-19 vaccine *(Maximum 2 pages) Please respond to all questions*

- Applicants are encouraged to cross reference (document title, page number) attached mandatory documents (e.g. CCI)

Information is required to cover the following areas, unless otherwise noted:

COVID-19 vaccine storage and distribution model

a) *What is the supply chain design for COVID-19 vaccine storage? This should include details on (i) the levels and type of sites at which the Applicant proposes to store COVID-19 vaccine, as well as (ii) how vaccine distribution between storage points and service delivery points will be managed.*

b) *On what basis did the Applicant identify the target levels for storing COVID-19 vaccine and how were efficiencies sought? (e.g. considerations of service delivery model; vaccine distribution constraints, cost-effectiveness of logistics)*

c) *What weaknesses or gaps exist in <u>storage capacity / equipment quality</u> at these targeted levels, and how will they be mitigated?*

d) *What weaknesses or gaps exist in the <u>distribution</u> of vaccine between these targeted levels, and how will they be mitigated?*

COVID-19 vaccine stock data management

e) *How will data related to COVID-19 vaccine stocks be tracked and managed? This should include details on (i) managing stock level, ordering and consumption reporting, as well as (ii) track-and-trace efforts to avoid losses and/or falsification.*

f) *What weaknesses exist in <u>stock data management</u> systems for COVID-19 immunisation, and how will they be mitigated?*

2. Summary of CCE Needs for COVID-19 vaccine delivery *(Maximum 1 pages) Please respond to all questions*

- **Applicants are encouraged to cross reference (document title, page number) attached mandatory documents.**
- Please note that this description should cover all needs associated with COVID-19 immunisation, not only those that the Applicant is requesting for support through this application.

Total CCE needs

a) *What are the overall active storage CCE (e.g. fridges, cold rooms, freezers) needs to immunize initially targeted 20% of the population with COVID-19 vaccine?*
   - *This calculation should be done with the WHO Supply Chain sizing tool, available here. (Link).*
   - *Please ensure to account for any distribution or supply chain strategies that reduce / impact cold chain requirements. (e.g. level skipping, increasing delivery frequency, improving distribution capacity)*
   - *Applicants should also ensure that calculations align to the assumptions provided in the Technical Annex of the Application Guidance document.*

b) ***[Only complete if requesting passive devices]*** *What are the overall passive storage CCE (e.g. cold boxes, vaccine carriers) needs to immunize initially targeted 20% of the population with COVID-19 vaccine?*
   - *Applicants should demonstrate a clear link between this need and the COVID-19 service delivery and transport strategies described in C2 and C3.*

C4: Summary of CCE Request

1. Please summarize the amount and type of CCE being requested for support *(Maximum of 1.0 pages) Please respond to all prompts*

    a)   *Please complete the table below, summarizing the size and type of equipment requested.*

    b)   ***If requesting any solar direct-drive (SDD) units*** *-- Please briefly describe how the choice between SDD and ILR procurement was assessed and made.*

    c)   ***If requesting any walk-in cold rooms for procurement*** *– Please describe the following:*
-   *Please describe how the decision between WICR and (multiple) ILR procurement was decided.*
-   *Are there any sites which will require refurbishment or other activity to be made ready for WICR deployment? If YES, please describe how this will be achieved, including target timelines and funding source.*

    d)   ***If requesting a short term 'bridge' lease --*** *Please provide:*
-   *A clear rationale for why support for a short-term "bridge" lease is necessary for COVID-19 immunisation.*
-   *A description of alternative approaches that have been considered (such as shifting routine vaccines to lower levels or alternative storage sites to create national-level space) and why they are insufficient.*
-   *A reference any prior experience with such arrangements, including $/mo. for the volume of space leased/rented.*

Table: COVID-19 CCE needs

	# of Units Requested by Supply Chain Tier		
	Central Supply Chain Tier	**Regional / Secondary Supply Chain Tier**	**Additional Supply Chain Tier** *(only supported in exceptional circumstances)*
Walk-in Cold Rooms			
Walk-in Cold Room (Procured)			
Walk-in Cold Room (Lease/Rental Service)			
Refrigerators and Freezers			
Ice Lined Refrigerators			
Solar Direct-Drive (SDD) Refrigerators			
Freezers (Mains Powered)			
Freezers (SDD)			
Passive Devices			
Cold Boxes (Traditional)			
Vaccine Carriers (Traditional)			

Cold Boxes (Freeze Preventative)			
Vaccine Carriers (Freeze Preventative)			
Additional Resources			
Spare Parts			
Remote Temperature Monitoring (RTM) Devices *(Note: Only count devices requested in addition to those that are bundled with CCE)*			
"Bridge" Lease support for National Level[4] (Yes / No)			

*Note: Please supplement this data with specific cold chain inventory data and capacity analysis for all cold chain storage points at targeted supply chain tiers. This data should provide evidence of existing cold chain capacity to demonstrate the proportion of capacity utilized for routine immunisations (both current immunisation needs and planned introduction of new vaccines over the next 3-5 years) and indicate available 'buffer/spare capacity' available for COVID-19 vaccine. This should be done in the attached WHO Cold Chain Sizing tool.

2. Long-term management and utilization of <u>procured</u> equipment *(Maximum 0.75 page) Please respond to all questions*

- **Applicants are encouraged to cross reference (document title, page number) attached mandatory documents.**

Information is required to cover the following areas:

a) *How will the safety of the vaccine and temperature performance of this equipment be monitored during the COVID-19 period and afterwards? (e.g. Who will monitor temperature data, the frequency of temperature data collection and review processes)*

b) *What risks could impede equipment being deployed in a timely manner (e.g. site readiness for WICRs) and how will these be mitigated?*

c) *How will routine and corrective maintenance services be provided for this equipment?*

d) *What opportunities exist to repurpose the equipment procured under the support after the COVID-19 period in support of immunisation or other health outcomes? (Brief summary)*

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[4] Please review to Application Guideline for parameters of "bridge" leasing requests

3. Long-term management and utilization of leased equipment / cold storage space *(Maximum 0.5 page)*
Please respond to all questions

- This section is **only required if** the Applicant is requesting support for the leasing of cold storage space/equipment.

Information is required to cover the following areas:

a) *Please briefly describe any previous experience using private sector providers for vaccine storage services.*

b) *Please describe the major factors motivating the choice to lease equipment rather than procure.*

c) *As possible, please describe the government process/stakeholders for approving a leasing and vaccine storage agreement of this nature.*

4. Other implementation details *(Maximum 0.25 page) Please respond to all questions*

Information is required to cover the following areas:

a) *How will the Applicant facilitate the manufacturer's or their representative's role in equipment clearance, distribution, and installation of this equipment?*

b) *Please briefly describe the protocols to be followed ("deviation plan") in the event that recipient sites are found to be unprepared for installation at the time of delivery.*

5. [Optional] Rationale for seeking service bundle exception *(Maximum 0.5 page) Please respond to all questions*

This section is only required to be completed if the Applicant is seeking an exception to the service bundle package due to <u>access/insecurity considerations</u>. Applicants without such restrictions will receive equipment with bundled services.

a) *Please specify why an exception is needed, providing supporting evidence or attaching materials as needed;*

b) *Please describe how the requested equipment will be deployed and installed in the absence of a service provider.*

PART D: BUDGET TEMPLATES

This section details the number of requested equipment items and equivalent budget. The process for determining funding levels is in development and will be communicated via your SCM or equivalent Gavi contact. Please note the following:

- In consultation with the Secretariat and partners, the number of equipment items may be modified, and the support may vary within the limit of the approved maximum amount.

- Budgets must be completed in the attached budget template and reflect the requirements of the **COVAX CCE guidelines and COVAX CCE Technology Guide.**

9. COVID-19 CCE - Budget Template

*To be filled by **ALL** Applicants after selection of equipment that best suit their CCE needs (e.g. specific model and make). The completed budget template should be sent as an attachment along with application form.*

Applicants will plan with indicative PQS prices and corresponding service bundle estimates (depending on equipment being on/off-grid, procured/leased, and estimated costs of service bundle). Planning price ranges are provided in the COVAX CCE template.

How to fill the attached budget template*:*

Applicants should:

- *Select appropriate 'Equipment Model' against the listed equipment types*
- *Fill out the 'Estimated service bundle cost' and 'Number of equipment' requested*
- *For each equipment type, fill out second and third preference for each model selected. The second and third preference should be comparable products in the same capacity segment. **Participants are informed that Gavi, and its Alliance partners (principally UNICEF), will try as much as possible to respond to applicants preferences, but ultimate cost estimates will reflect factors (including supply availability, price and timelines) as evaluated by the UNICEF SD.***
- *Equipment needs that are being pursued through a cold-storage leasing/rental arrangement should also be completed in these tables, in the indicated sections.*

Budgeting for Buffer and Procurement fees
- <u>Buffer fees:</u> A 7% buffer on **total equipment cost** is built into all procurement budgets. This will cover currency variations and other potential costs.
- <u>Procurement Fees:</u> A 5% procurement fee is included as part of all equipment and associated services.

PART E: PERFORMANCE FRAMEWORK

In applying to receive COVAX CCE support, Applicants are committing to the reporting requirements summarized below.

- For Gavi eligible participants, programmatic reporting updates, as well as targets and indicator updates, will be made as part of the Gavi Grant performance framework, Joint Appraisal, and annual Multi Stakeholder Dialogue process.

- For non-Gavi eligible participants, this reporting should be submitted directly to their Gavi focal point (to be communicated in due course to each country).

In addition to reporting on progress against targets, applicants will be required to submit a report detailing how any equipment procured through this platform will be repurposed in the coming years. Participants will be required to redeploy this equipment in support of immunisation programs, unless they can demonstrate that all routine immunisation needs (e.g. CCE retirement, cold chain expansion, etc) have been met. A template for this report will be made available to applicants in 2021, and the report will be due 12 months from the start of support.

10. Indicator monitoring and reporting requirements
Applicants need to monitor and report on: - *3 MANDATORY intermediate results indicators (complete the table below);*   - *The Participant's proposed approach for the future use of any cold chain equipment procured under this platform* (due one year after the support is approved)

USE THE TABLE BELOW TO COMPLETE MANDATORY INDICATORS (please note that indicators should be cumulative, where appropriate)

Indicator	Definition	Data Source (identify data source)	Reporting frequency	Baseline (Year) (Provide numerator and denominator for calculating percentage)	Target Year 1 (Provide numerator and denominator for calculating percentage)	Target Year 2 (Provide numerator and denominator for calculating percentage)	
1. **CCE Installation**	Percentage of targeted sites where requested CCE has been installed and functional		Quarterly (update numerator)	Numerator = Denominator= Percentage=	Numerator = Denominator= Percentage=	Numerator = Denominator= Percentage=	
2. **CCE performance (Freeze):**	Percentage of installed and leased/rented CCE reporting any freeze excursions in the last 30 days;		Quarterly (update numerator)	Numerator = Denominator= Percentage=	Numerator = Denominator= Percentage=	Numerator = Denominator= Percentage=	
3. **CCE performance (Heat):**	Percentage of installed and leased/rented CCE reporting any heat excursions in the last 30 days;		Quarterly (update numerator)				
4. **CCE Redeployment Report**	Report summarizing plans for redeploying procured equipment (template to be provided)		Annual		Report prepared and submitted to relevant Gavi representative		

PART F: PROJECT MANAGEMENT

The effective and successful implementation of COVAX CCE support relies heavily on the local project management team (PMT), which in turn requires strong management. This project manager, designated by the Ministry of Health, will have to:

- Establish the Project Management Team (refer to UNICEF's Project Management Support Package for Terms of Reference)
- Coordinate the planning, rollout and monitoring of the CCE
- Mobilise the required resources for the project
- Provide status updates to the National Logistics Working Group (NLWG) or equivalent existing mechanism
- Coordinate with all stakeholders including the vendor and UNICEF
- Report on deviations
- Manage risks

Note: Applicants that are currently receiving support through the Gavi Cold Chain Equipment Optimization Platform (CCEOP) are encouraged to use the same PMT.

17. Project Management
The Applicant is asked to please provide the following information: *a) Name and contact details of the dedicated project manager designated by the MoH*   *b) Describe how the project manager will be empowered and supported to ensure the smooth implementation of CCE OP*

a) Project Manager details are presented below:
       i.   First and last Name:………………………………………………………………………
      ii.   Title:…………………………………………………………………………………..
     iii.   Department/Direction:………………………………………………………………
     iv.   E-mail:…………………………………………………………………………………..
      v.   Cell phone: 00 (XXX) ……………………………………………………………………
    b)