



Reporting on current support through the country portal

<https://portal.Gavi.org>

Grant performance framework

Financial reporting

Campaign reporting

General programme information

A step-by-step guide to help you report on your grants

This section of the country portal allows you to:

- In **grant performance framework**, enter results against targets, revise targets and indicators and comment on variance.
- In **financial reporting**, upload expenditure reports and audited financial statements for all direct financial support.
- In **campaign reporting**, upload documents relevant to campaigns.
- In **general programme information**, update Gavi on overall expenditure and financing for immunisation, governance, gender, data quality, injection safety, and surveillance; upload supporting documents.

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Before you start...

- Make sure you have your login details to access the portal. Your senior country manager will have requested individual logins for all individuals who require access to the country portal. As such, you should have received an e-mail with the different usernames and passwords. Note that there are three types of profiles with different rights: **Administrator**, which allows starting, editing and submitting an application; **Contributor**, which only allows editing data; and **Read-only**, which only allows consulting information on the portal.
- All the information you will be asked to provide in the country portal is similar to what was requested from you in the Annual Progress Report (APR). The APR is no longer used and the country portal tool is replacing it.
- For a better experience, we strongly recommend using Google Chrome as your browser, even if other browsers such as Internet Explorer and Firefox still work properly. If you are using Internet Explorer, ensure that the version you are using is 11 or above.
- The pictures used in this tutorial are for instructive purposes only. Your country will have different vaccines so the content may vary depending on your grant. However, the layout of the categories and steps to follow are all the same as the ones you will find when you fill in your request on the country portal.
- Note that some information may already be provided while you navigate through the pages. This information has been automatically populated by Gavi based on readily available information, making it easier for your country to fill in the request.
- After you sign in, your account will remain active as long as you are working. However, if you remain inactive for more than 30 minutes, you will be automatically logged out.
- The country portal has an auto-save feature which saves the information you input automatically. This prevents any loss of information and allows your data to be preserved despite any technical difficulty you might encounter while filling in your application.
- Two or more people can be logged in at the same time and, depending on their rights, can edit information on the portal. You must refresh the page in order to see changes made by the last user.
- Remember that if you need support at any time on how to use the country portal, you can reach the country portal team at the address countryportal@gavi.org. The country portal team will do its best to reply to your enquiry as soon as possible.

Logging in to the country portal

Go to <https://portal.gavi.org> and enter your username and password in the required spaces as shown in the picture below, then click on **Login**.

Username
Insert username

Password
Insert password

LOGIN

The page you are now on is the main page, also known as your **Country dashboard**. Three categories are displayed: **Apply for new support**, **Report on current support**, and **Renew support**.

[countryName] dashboard

APPLY FOR NEW SUPPORT

START NEW

Current processes	Period	Status
Application for health system strengthening support >	2016-2021	Started

REPORT ON CURRENT SUPPORT

7 active grants

Current processes	Period	Status
Grant performance framework >		Ongoing
Financial reporting >		Ongoing
Campaign reporting >		Ongoing
General programme information >	2016	Not yet started

START

RENEW SUPPORT

Current processes	Period	Status
New vaccine support >	2016-2021	Not yet started
Health system strengthening support >	2016-2021	Not yet started

START

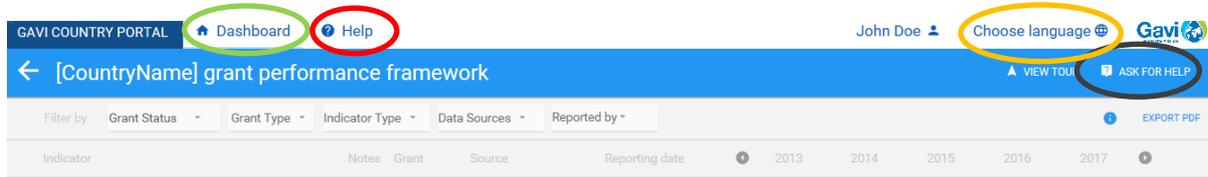
This tutorial explains the different sections under **Report on current support**. For the **Grant performance framework**, **Financial reporting** and **Campaign reporting**, you have the flexibility to report at your own convenience throughout the year. No submission is required, and all the data you input is automatically saved. **General programme information** is the only section that needs to be submitted once a year.

Note that you can move freely through the reporting sections as you please. This means that you can click on and complete any section from the menu depending on your preference or the data that you have. All the categories will have to be completed in order to have comprehensively reported information on a grant

In this tutorial, we will start with the grant performance framework. Click on the **Grant performance framework** link, as circled in red in the picture above,

1. Grant performance framework

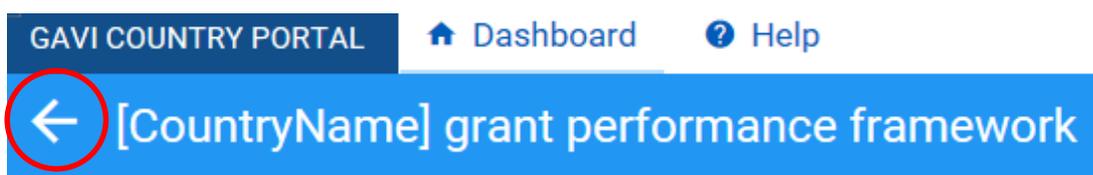
1.1 Navigating through the grant performance framework



Before you start filling in your information, note that you have several options to help you at any stage of your reporting.

- The **Help** button, circled in red in the picture above, will take you to a page with all the tutorials available on the country portal. These tutorials will give you a comprehensive view of the reporting process.
- The **Ask for help** button, circled in black, which will allow you to contact the country portal team in Geneva with any specific concern you may have.
- At any time you wish to leave the reporting process and return to your main page, click on **Dashboard**, circled in green in the picture above.
- You can also change the language of the interface by clicking on **Choose language**, circled in orange in the picture above.

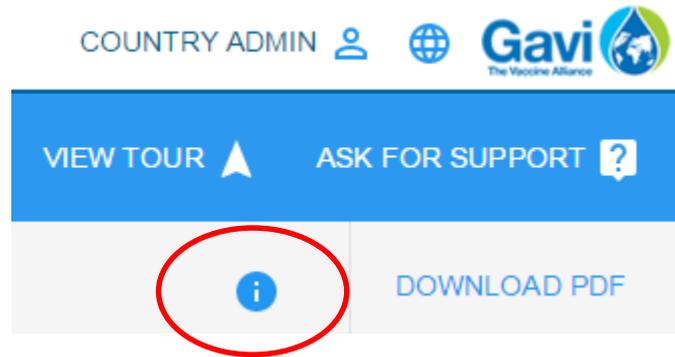
Once you've clicked on a section, the title will indicate where you are in the reporting process. The first section is the **Grant performance framework**. There is an arrow to the left-hand side, circled in red in the picture below, which allows you to go back to the main page, or **Dashboard**, where you can see the different categories to be filled in order to complete reporting for your country.



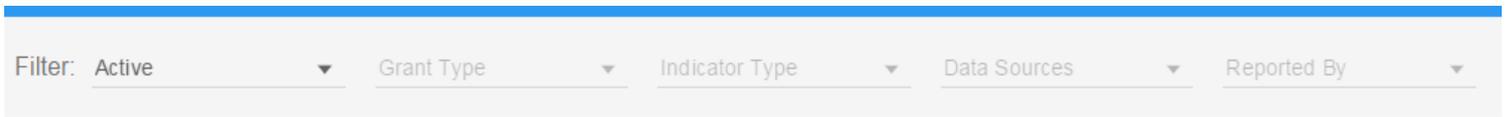
In the grant performance framework, note that, whenever possible, Gavi has already input information based on available data. These entries will be in grey and cannot be edited.

*Reminder: This tutorial will give a broad overview of the grant performance framework. A detailed, in-depth tutorial on the grant performance framework is available online in the **Help** section.*

Within the grant performance framework, many different icons are used throughout. For ease of understanding, a legend that explains each individual icon has been provided. You can access this legend by clicking on the information icon, circled in red in the picture below, in the top right corner of every page.

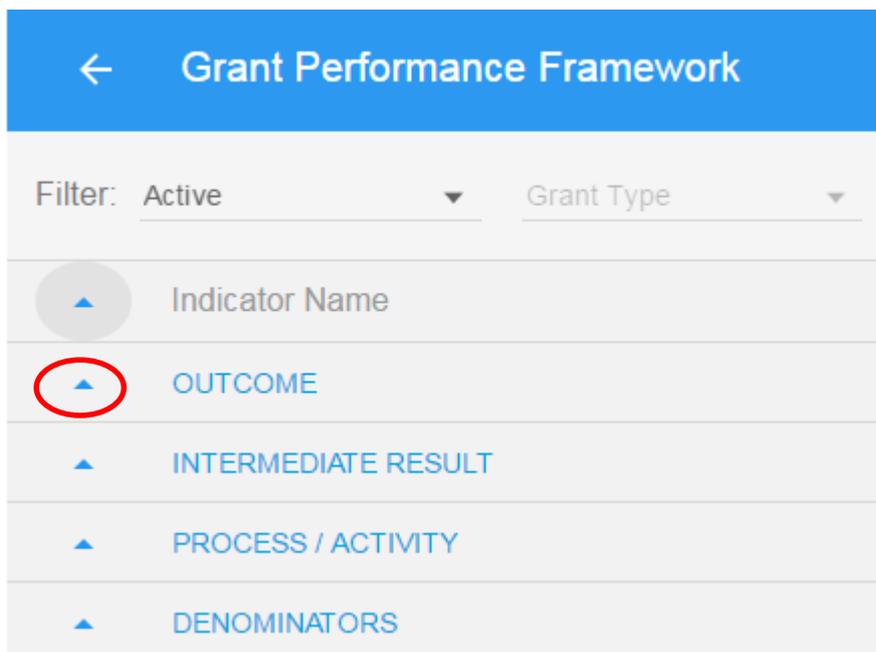


Also note that at the top of the page, you have a selection of filters for grant status, grant type, indicator type, data source, and reporting by, as shown in the picture below. You can use one filter at a time, or select multiple filters to further refine what information is shown in the performance framework. To view everything without any filter, you can select **All** for each entry.



1.2 Reviewing Indicators

You will see a list of indicators arranged by type as per the picture below. In order to view the content under one category, simply click on the arrow next to the type you wish to view, as circled in red in the picture below.



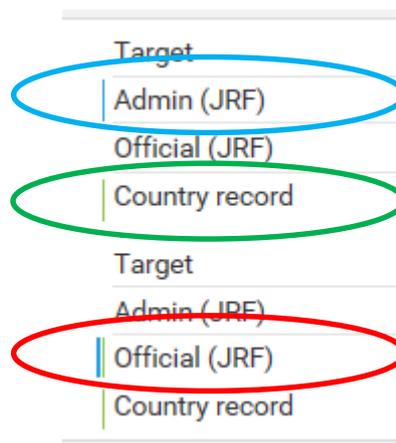
Once you have clicked on arrow, the content will appear underneath it. In the following example, we have opened **Outcome** indicators, as per the picture below.

OUTCOME		2014	2015
Core			
OI-C 1.1 Pentavalent 3 coverage	 	PENTA HSS	Target
		Admin (JRF)	May 2016 85%
		Official (JRF)	May 2016 85%
		Survey	
		WUENIC	May 2016 94%

The pen symbol, circled in red in the picture above, allows you to edit some information relating to the indicator. If this is a core indicator, certain parts such as the name and the definition will be greyed out and cannot be edited. When reporting, you are only able to change your reference data source for all NVS indicators. In addition, for HSS indicators, you are able to add baseline years. You can also leave a comment for a specific indicator by clicking on the comment box, circled in orange in the picture above.

Reminder: If the information is greyed-out, this means that you cannot edit or modify the information that is available. Some indicators are set by default and cannot be modified.

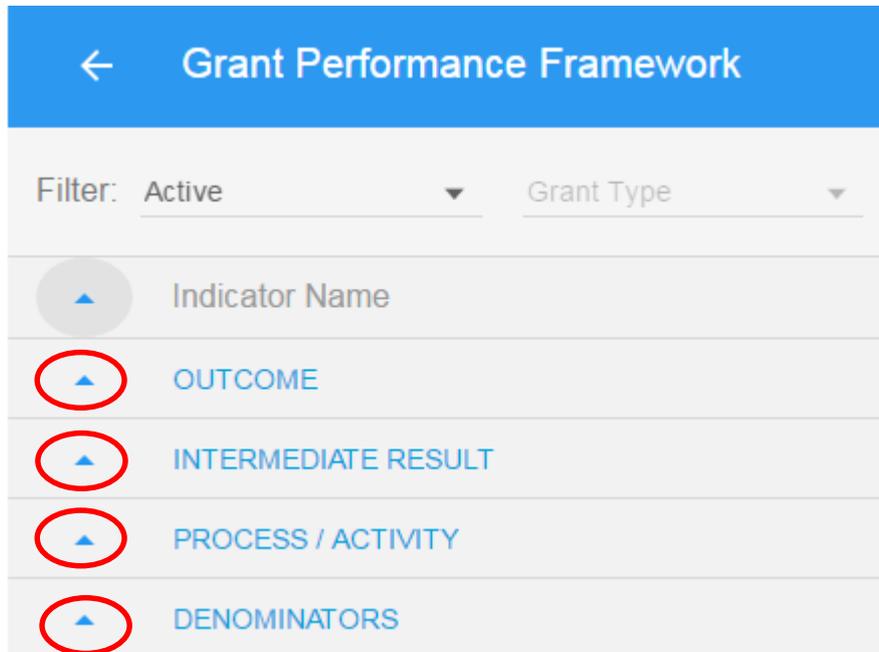
Data sources



When the data source is preceded by a green vertical bar as shown in the picture above circled in green, this means that the data source is country-reported, i.e. you can report for that indicator and data source. When the data source is preceded by a blue vertical bar, this means that this is what you have chosen as your reference data source or the data source that targets are measured against. If an indicator is preceded by both a green and blue vertical bar, as circled in red in the picture above, this means that this is a reference data source that the

country can report on. Remember that when editing an indicator you can choose which data source is your reference by selecting one of the sources listed.

Reminder: Remember to report on all the indicators in your grant performance framework. Maximize the content of all the categories of indicators to ensure that the reporting has been completed, as circled in red in the picture below.



Reporting Date

The reporting date column indicates when the indicator is expected to be reported on. For Gavi-reported data sources, this information is pre-set and cannot be modified. For country-reported data sources, you can click on the green + sign if a reporting date did not previously exist, or the date, if the reporting date has already been set. An example of both instances is given in the picture below, as circled in red.

Core	Notes	Grant	Source	Reporting date
Pentavalent 3 coverage at the national level (Penta 3)		PENTA HSS	Target	
			Admin (JRF)	May 2016
			Official (JRF)	May 2016
			Survey	
			WUENIC	May 2016

By clicking on the + button or the date, a pop-up window as per the picture below will appear. Within this pop-up, you can change the frequency of reporting, and the month and year of the

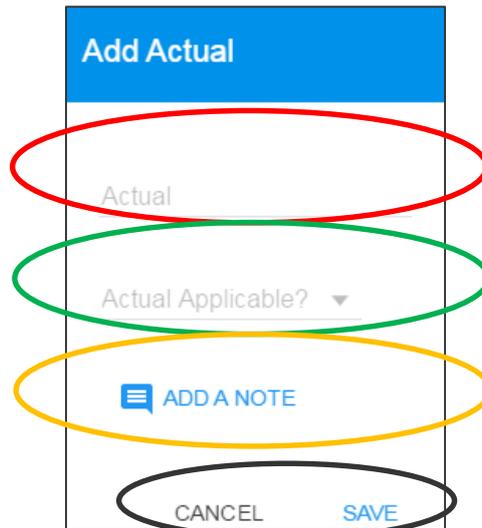
next expected reporting date, as circled in red in the picture below. You can also apply the frequency and expected reporting date to all the indicators by checking the box circled in green in the picture below. Click on **Save**, circled in orange, to save your selection, or on **Cancel**, circled in black, to discard.

Reminder: Indicators which have multiple data sources can have different reporting frequencies. For example, one data source can have a quarterly reporting frequency and another data source can have a semi-annual reporting frequency.

Reporting on Actuals

When reporting, you will be able to add actuals into the country-reported rows for both the current year and the previous year. You can add the value where you see a + button. The + button will appear as green if the reporting date has not yet passed, or orange + if it is overdue.

When you click on the + button, a small pop-up will appear. Note that this pop-up will look different depending on the reporting frequency. For example, the annual frequency has only one line to input a value, whereas the quarterly frequency has four lines to input values, one for each quarter. In the example pictured below, the pop-up for reporting has an annual frequency and therefore one line to input a value, circled in red.



Reminder: Quarterly and semi-annual values should reflect what was achieved in that particular quarter or half (and not the cumulative value).

You can click on **Actual Applicable?** circled in green in the picture above and choose if the data is **Not Applicable** or **Data Not Available**. In addition, within this pop-up, you can add a note in the field circled in orange explaining any variance or key information you wish to add to give context to the value input. When data is unavailable, add a small note justifying its absence. Then select **Save** or **Cancel**, circled in black in the picture above, depending on whether you wish to save your entry or discard it.

Once selected, an **N/A** or **ND (no data)** will appear in the performance framework to indicate you have selected this. For example, in the picture below, **Data not available** was selected and thus **ND**, circled in red, appears in the performance framework. A small grey box next to **ND** indicates that a note was written to justify the unavailability of data.



*Reminder: For the **Survey** data source, you will also be asked to indicate the specific survey name.*

Once you input a figure and select **Save** in the pop-up, the number you input will be saved in the grant performance framework, with an underline beneath the number to indicate this figure as proposed. Once this is approved by Gavi, this underline will be removed. You will also see that the reporting date will have been automatically updated to the next expected reporting date based on the chosen reporting frequency, for example, one year in advance for annual, three months in advance for quarterly.

Reminder: For quarterly and semi-annual indicators, the value input into the latest quarter or half will appear.

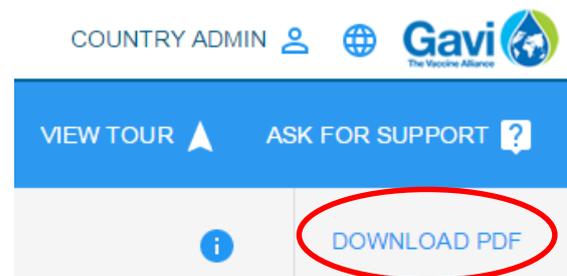
Revising Targets

For some indicators, revising targets for upcoming years is possible. Targets for some indicators cannot be revised and will appear as grey. Targets that are not editable are a part of the NVS renewal process. If you wish to revise these targets, this must be done within your NVS renewal.

Targets that can be revised will follow the same process as adding actuals. A revised target will appear as underlined in the grant performance framework until the revision has been approved by Gavi.

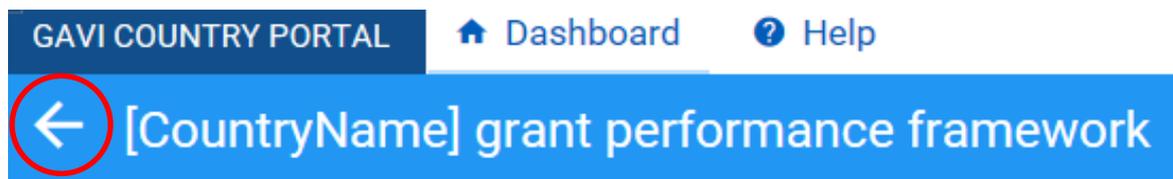
Exporting the grant performance framework

You can export the grant performance framework in PDF format by clicking on the **Download PDF** button in the top right corner, as circled in red in the picture below. This version of the PDF includes notes that were left on individual values and on each indicator.



Returning to other reporting sections

When you have finished, simply click on the back arrow, circled in red in the picture above, to return to the dashboard. All the data you have input is automatically saved in the portal. No submission is required.



2. Financial reporting

In this section, three types of documents are required to be uploaded: **Financial expenditures report**, **Annual financial statement** and **Audit report**. Click on **Attach new** next to each entry, as circled in red in the picture below.

Document type	Documents
REPORTING DOCUMENTS	
Financial Expenditures Report	 Attach new
Annual Financial Statement	 Attach new
Audit Report	 Attach new

When you click on **Attach new**, a pop-up window will appear, as shown in the picture below. First, select the relevant file from your computer by clicking on **Select a file**, as circled in red in the picture below. Then choose the reporting period by selecting the start and end date that the document covers, as circled in green in the picture below.

Attach a document

 **SELECT A FILE** A file is required.

Reporting period concerned by this document



Select a date ▾

to



Select a date ▾

Please indicate which grants are concerned by this document

HSS1

VIG-IPV

VIG-PNEUMO

VIG-ROTA

Select Document Language ▾

CANCEL
ADD

Also, select the grants concerned by the document by checking the correct boxes in the space circled in orange in the picture above (Note that the grants shown in the picture above are only an example and may be different from the grants your country has). Finally, select the language of the document you are uploading from the dropdown menu circled in blue in the picture above, then click on **Add** if you wish to upload it, or **Cancel** if you wish to discard. Both the **Add** and **Cancel** buttons are circled in black in the picture above.

When you have uploaded a document, information related to that document will be shown in the table, as per the picture below. The title of the document and the language you have selected (in this example, English was used, hence the **EN**) are circled in red; the reporting period you indicated when uploading is circled in green; the username of the person who uploaded is circled in orange; the concerned grant that you have previously selected when uploading is circled in blue; and the date when you uploaded the document is circled in black.

Documents	Notes	Reporting period	Uploaded by	Concerned grants	Attach translati...	Date uploaded	Replace	Remove	<input type="checkbox"/>
Test.pdf	EN	08/03/2016 to 22/03/2016	Country Admin	HSS	⌘A	22/03/2016	↻	🗑️	<input type="checkbox"/>

DOWNLOAD SELECTED DOCUMENTS

Also, the menu allows you to insert notes relating to a particular document, by clicking the comment box as circled in red in the picture below. You can also attach a translation to your document in the attach translation column, circled in green. If you wish to replace the document you uploaded, then click on the replace button circled in orange. To delete it, click on the remove button, circled in blue. You can also select one or more documents to download by clicking on the checkbox circled in black, then clicking on **Download selected documents**.

Documents	Notes	Reporting period	Uploaded by	Concerned grants	Attach translati...	Date uploaded	Replace	Remove	<input type="checkbox"/>
Test.pdf	EN	08/03/2016 to 22/03/2016	Country Admin	HSS	⌘A	22/03/2016	↻	🗑️	<input type="checkbox"/>

DOWNLOAD SELECTED DOCUMENTS

When you have finished, click on the back arrow, circled in red in the picture below, to return to the dashboard.

GAVI COUNTRY PORTAL Dashboard

report on financial activities

3. Campaign reporting

In order to report on campaign activities, simply upload the documents required in the table as shown in the picture below. Click on **Attach new** next to each entry to upload the document indicated in each row of the table, as circled in red in the picture below. Required reporting documents are: **SIA technical report**, **Campaign coverage survey report**, **Close out plans**, and **WHO-UNICEF joint annual report**.

Document type

REPORTING DOCUMENTS	
SIA technical report	 Attach new
Additional	 Attach new
Campaign coverage survey report	 Attach new
Close out plans	 Attach new
WHO-UNICEF joint annual report	 Attach new

Follow the same steps described in the previous section to upload documents. When you have finished uploading all the documents mentioned, click on the arrow next to the page title, as circled in red in the picture below, to return to the dashboard.

GAVI COUNTRY PORTAL  [Dashboard](#)  [Help Center](#)

 [report on campaign activities](#)

4. General programme information

This section is the only one you need to report on once a year. When you click on **Start** for the first time next to **General programme information**, as circled in red in the picture below, the status changes to **Started**, as per the field circled in green. Consequently, you can enter that section by clicking on the link **General programme information**, circled in orange. Note that this section needs to be submitted, unlike the other sections under reporting.

[countryName] dashboard

APPLY FOR NEW SUPPORT START NEW

Current processes	Period	Status
Application for health system strengthening support >	2016-2021	Started

REPORT ON CURRENT SUPPORT
7 active grants

Current processes	Period	Status
Grant performance framework >		Ongoing
Financial reporting >		Ongoing
Campaign reporting >		Ongoing
General programme information >	2016	Not yet started

START

RENEW SUPPORT

Current processes	Period	Status
New vaccine support >	2016-2021	Not yet started
Health system strengthening support >	2016-2021	Not yet started

START

4.1 Overall expenditures

The first category in this section is dedicated to overall expenditures and financing for immunisation. Note that for the general programme information, unlike the previous sections, several categories need to be filled. A left-hand side menu will show you the different categories you need to go through to fill in all the information, as circled in red in the picture below. The category you are working on will be highlighted in white.

←
Country information

- Overall expenditures
- General program management
- Country documents
- Country information submission

1. Overall expenditures and financing for immunisation

1.1 Please indicate the average exchange rate used on expenditures

1 US\$ =

Step 1

Under 1.1, enter the average exchange rate used on expenditures in the space circled in green in the picture above.

Step 2

Under 1.2, a table indicates all expenditures and financing for immunisation from all sources in US\$. The rows show the expenditures by category, while columns show the various sources. You must fill each entry when possible. Spaces to be filled show **Add US\$**, as circled in red in the picture below. Input the data for each source. If you wish to add a source to the existing ones (Gavi, UNICEF, WHO), then enter the name of the source in the **Add source** space, circled in green in the picture below.

Expenditures by category	Expenditure in year 2016	Domestic	GAVI	UNICEF	WHO	Add source
RECURRENT COSTS FOR ROUTINE (IMMUNISATION)						
Gavi supported vaccines	US\$0.00	Add US\$				
Non-Gavi vaccines	US\$0.00	Add US\$				

Note that whatever figures you input in each row will automatically yield a sum in the **Expenditure in year 2016** column. In the picture below, the example shows the sum that automatically appears, circled in red, of the input of 5 and 4 in the same row.

Expenditures by category	Expenditure in year 2016	Domestic	GAVI
RECURRENT COSTS FOR ROUTINE (IMMUNISATION)			
Gavi supported vaccines	US\$9.00	5	4

*Reminder: Figures that are greyed-out cannot be edited nor changed. Some grey fields as in the example above show automatic calculations. Ensure, however, that you have filled in all the spaces with the **Add US\$** mention.*

Once all the fields have been filled, click the **Next** button, shown in the picture below.



4.2 General program management

Step 1

The second category of **General programme information** gathers many sub-categories, as shown in the picture below. All of them need to be completed, as circled in red in the picture below. To view the content under a sub-category, simply click on the arrow next to a title, as circled in green in the picture below.

Overall expenditures	> 2. Governance	TO BE COMPLETED
General program management	> 3. Monitoring of the implementation of gender policy	TO BE COMPLETED
Country documents	> 4. Adverse event following immunization (AEFI)	TO BE COMPLETED
Country information submission	> 5. Surveillance	TO BE COMPLETED
	> 6. Progress of transition plan for injection safety	TO BE COMPLETED
	> 7. Planned assessments and surveys	TO BE COMPLETED
PREVIOUS NEXT		

First, start by maximizing the view for sub-category **2. Governance**, by clicking on the small arrow next to the title. This will show the content for that particular sub-category, as shown in the picture below.

▼ 2. Governance

2.1 Please indicate how many times the ICC met in 2015?

2.2 Are any Civil Society Organizations members of the ICC?
 Yes No

2.3 Which ones ?

Start by indicating the number of times the ICC met in the past year, as circled in red in the picture above. Then, select if there are any civil society organisations members of the ICC. If

you select yes, as circled in green in the picture above, an additional field, 2.3, will appear asking you to give a short explanation, as circled in orange in the picture above.

*Reminder: A ✓ symbol indicates that a category has been completed. Categories that have not yet been completed show **To be completed**, as per the picture below.*

> 2. Governance	✓
> 3. Monitoring of the implementation of gender policy	TO BE COMPLETED

Step 2

Move to sub-category 3 addressing gender policy. Ensure that you have included the latest data for the two mentioned indicators through the grant performance framework. Under 3.1, answer by selecting **Yes** or **No** to the availability of sex-disaggregated data. When you select **Yes**, question 3.2 will appear underneath asking you to input a year and a month, as circled in red in the picture below.

3.1

Yes No

3.2 When?

Year

Year

If you select **No** under 3.1, then question 3.2 will not appear and you can directly move on to question 3.3 which allows you to briefly describe, in the text space available, how the discrepancy in reaching boys and girls has been addressed programmatically.

Then, under 3.4, briefly describe in the text space, circled in orange in the picture below, how gender-related barriers have been addressed.

Describe

Step 3

For sub-categories **4. Adverse event following immunization (AEFI)** and **5. Surveillance**, all the questions require you to select **Yes** or **No** as per the picture below. Make sure you have answered all the questions before moving on to the next sub-category.

Yes No

Step 4

Under sub-category 6 on progress of transition plan for injection safety, table 6.1 allows you to fill in the types of syringes used per vaccine, circled in red in the picture below, as well as the funding sources, circled in green. Input the information for each vaccine in the list.

6.1 Please report what types of syringes are used and the funding sources of injection safety material in 2015

Vaccines	Types of syringe used in NaN	Funding sources
BOL-IPV-IPV-1-LIQ	Describe	Source
BOL-PNEUMO-PCV13-LIQ	Describe	Source
BOL-ROTA-ROTA2	Describe	Source

Once all the information has been input, move on to 6.2. If your country has an injection safety plan, select **Yes** as circled in red in the picture below. When you select **Yes**, an additional question, 6.3, appears as per the picture below. Enter a brief text in the space as circled in green.

6.2 Does the country have an injection safety plan?

Yes No

6.3 Have you encountered any obstacles during the implementation of this injection safety policy/plan?

Some text

If you select **No** for question 6.2, then question 6.4 will appear, as per the picture below. Provide some text in the field, as circled in green.

6.2 Does the country have an injection safety plan?

Yes No

6.4 When will the country develop the injection safety policy/plan?

Some text

Then answer the last remaining question by selecting **Yes** or **No** and move on to the next step.

Step 5

Under sub-category 7 relating to planned assessments and surveys, indicate in table 7.1 the name of the survey, as circled in red in the picture below, then select the month and the year the survey is planned, as circled in green. You can also add some comments in the comments field circled in orange. Note that as soon as you start filling in the first row, another row will

automatically appear underneath if you wish to put another survey. You can delete a row by clicking on the bin symbol, circled in blue in the picture below.

7.1 Please indicate all surveys and assessments planned date in the table below:

Planned assessments / surveys / evaluations	Date planned	Comments
Survey name	January 2018	Comments
Survey name	Year	Comments

In order to move on to the next section, click the **Next** button, shown in the picture below circled in red. If you wish to review something from the previous categories, click on **Previous**.



4.3 Country documents

In this section, first start by uploading the mandatory documents as per the list shown in the table. Each row relates to a document you must upload. Next to each category, click on **Attach**, circled in red in the picture below, and follow the same steps as previously explained.

Country documents

MANDATORY DOCUMENTS **ADDITIONAL DOCUMENTS**

DOWNLOAD SELECTED DOCUMENTS

Category	Documents	Attach Translation	Date uploaded	Language	Replace	Remove	Available	Select all
DATA QUALITY								
Final report from the Annual Desk Review of Immunisation Data Quality		ATTACH						<input type="checkbox"/>

When you have uploaded all the mandatory documents, you also have the possibility to upload additional documents. For that, click on **Additional documents**, circled in green in the picture above. This will show a table similar to the one of the mandatory documents, pictured below, where you can upload any other additional document that you did not have the possibility to upload in the mandatory documents.

Country documents

MANDATORY DOCUMENTS **ADDITIONAL DOCUMENTS**

DOWNLOAD SELECTED DOCUMENTS

Category	Documents	Date uploaded	Language	Replace	Remove	Select all
Additional document	ATTACH					<input type="checkbox"/>

In order to move on to the next section, click the **Next** button, shown in the picture below circled in red.

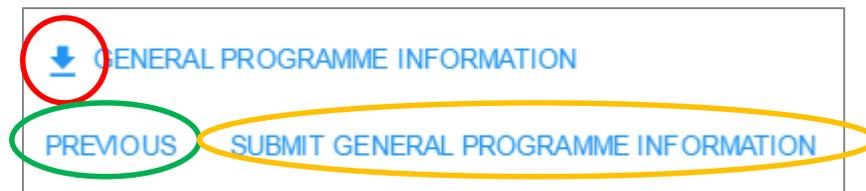


4.4 General programme information submission

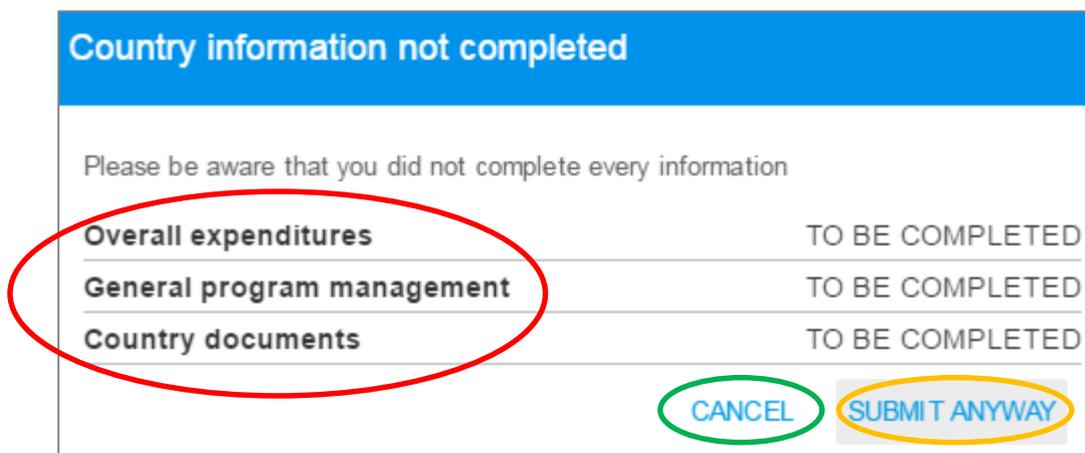
The last section allows you to submit the general programme information to Gavi. You can generate a PDF that will capture all the data you have already input by clicking on the arrow, as circled in red in the picture below.

If you wish to come back to previous sections to modify certain entries, then click on **Previous**, as circled in green.

If you wish to submit the general programme information, then click on the link as circled in orange in the picture below.



If you have not completed all the sections of the general programme information and clicked on the **Submit** button, then a message will pop-up and indicate this, as per the picture below. In this example, several sections were not completed, as circled in red. If you wish to return to those sections and complete them, then click on **Cancel**, circled in green, and go to the highlighted fields to add your data. You can still submit your information by clicking on **Submit anyway**, as circled in orange in the picture below.



The country portal team is available should you need any support. It can be reached through the e-mail address countryportal@gavi.org and will do its best to quickly respond to any enquiry you may have.