**Sample Workplan for Implementing an NSCA**

Note: Timelines are not estimated in this workplan given that the timelines may vary based on geographic location, stakeholder response times, and type of NSCA selected

The table below outlines key activities that need to be included in the workplan for an NSCA activity. The “Responsible” column outlines which individual or organization is responsible for executing the item in the workplan. The “Notes” section includes some examples of the types of notes, questions, or status indicators that may be included in this column as the workplan is being implemented.

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| **№** | **Activities** | **Responsible** | **Timeline** | **Notes** |
| **1** | **Preparatory Planning and Mapping** | | | |
| 1.1 | Preparation for the Assessment (Information gathering & introduction to MoH and USAID mission) |  |  |  |
| 1.2 | LMIS screenshots; data collection form with Dashboards indicating list of KPIs at each level (Central, facilities, etc.) |  |  | Screen shots from eLMIS? What type of reports do you need? |
| 1.3 | Mapping of supply chain level. Order schedule across the supply chain (Central Store -->Facility) |  |  | Are there remaining questions on this? |
| 1.4 | Identifying and updating list of Tracer Commodities, including funding source |  |  |  |
| 1.5 | All facilities identified and selected for the assessment |  |  | MOH input? How was this approached in other NSCAs? |
| 1.6 | Profile of data collectors circulated to (insert relevant stakeholder) |  |  | We will discuss what's the best approach of hiring data collectors that meet the min quals. |
| 1.7 | (insert relevant stakeholder) identify and select data collectors. Final list submitted to (insert relevant stakeholder) |  |  | Need to figure out how long would this process take. Should the approach be to hire individuals or to hire a firm? |
| **2** | **Develop and Approve NSCA Scope of Work (SOW) and Budget** | | | |
| 2.1 | Final Draft NSCA SOW submitted to (insert relevant stakeholder) |  |  |  |
| 2.2 | Final Approval from MoH |  |  | This takes time. When would this be needed? We can set deadline and work to it with a buffer in there? |
| 2.3 | Budget assumptions |  |  | What is required here? |
| 2.4 | Draft budgets for review on (insert date). Plan to finalize no later than May (insert date). |  |  |  |
| **3** | **NSCA Tool Development** | | | |
| 3.1 | Final Draft Modules, KPIs and other elements circulated for review |  |  |  |
| 3.2 | (insert relevant stakeholder) and MoH feedback |  |  |  |
| 3.3 | Modules Final. Customization of NSCA Toolkit to (insert country) context |  |  |  |
| 3.4 | Final Draft Training Plan circulated for review |  |  |  |
| 3.5 | (insert relevant stakeholder) and MoH feedback |  |  | This will likely need more time as above for the MOH turn around |
| 3.6 | Final Training Plan |  |  |  |
| **4** | **Logistics** | | | |
| 4.1 | Printing of questionnaires and other materials |  |  | Is this our cost? Can we have an idea of page numbers and quantities please? Can it be assumed that there is minimal cost since mostly electronic? |
| 4.2 | Training venue secured (for 5 days) |  |  |  |
| 4.3 | Send an invitation letter to health facilities |  |  | Is this just an introduction letter? What are we inviting them to? |
| 4.4 | Letter of Introduction for Field Teams |  |  |  |
| 4.5 | Hiring of vehicles for data collection |  |  |  |
| 4.6 | Travel logistics |  |  | What is the need for additional support o travel logistics? |
| **5** | **In Country Implementation** | | | |
| 5.1 | Meeting with (insert relevant stakeholders) |  |  |  |
| 5.2 | Meeting with MoH and (insert relevant stakeholders) |  |  |  |
| 5.3 | Training of data collectors |  |  |  |
| 5.4 | Organize teams for data collection |  |  |  |
| 5.5 | Data analysis |  |  |  |
| 5.6 | Debrief of initial findings with MoH and (insert relevant stakeholders) |  |  |  |
| **6** | **Post Assessment Report** | | | |
| 6.1 | Assessment report |  |  | Will MOH have a chance to provide feedback or responses to some of the findings? |
| 6.2 | NSCA Dissemination Workshop |  |  |  |