
Presenting forecasting and supply planning results

Guidance Manual on Forecasting and Supply Planning

for Vaccines and other
Immunization Supplies

Contents

Presenting forecasting and supply planning results

Following the development of the forecast and supply plan using the ratified data and assumptions, the next activity is presenting results to key stakeholders. This section discusses why the presentation is important, the audience for the presentation, and the key elements of the presentation and the final report. This presentation to the stakeholders should be led by the chairperson of the forecasting and supply planning (FSP) team or an assigned designate. The document is organized into the following sections.

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Discusses the purpose of presenting FSP results, including the expected impact
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Recommends the key stakeholders that should be present during the FSP results presentation
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Acronyms

Acronym	Definition
EPI	Expanded Programme on Immunization
FSP	Forecasting and supply planning
MOH	Ministry of Health
NLWG	National logistics working group
PSM TWG	Procurement and supply management technical working group

Definition of terms

Term	Definition
Commodity forecast or Forecast	The quantity of doses of each vaccine that will be consumed or utilized for a specific period in the future.
Commodity requirements	The quantity of each commodity needed to meet the forecasted consumption and ensure that adequate stock levels within the supply chain are maintained to ensure continuous commodity supply.
Expanded Programme on Immunization (EPI) team	The team responsible for coordination of the national immunization programme to ensure equitable access to life-saving vaccines.
Financial requirements	The cost of the total quantity of each commodity needed to meet the forecasted consumption and ensure that adequate stock levels within the supply chain are maintained to ensure continuous commodity supply. This can include other add-on costs, including product shipping, insurance, customs, handling and distribution costs.
Forecasting and supply planning (FSP) team	The government-led team responsible for coordinating all forecasting and supply planning-related activities.
National logistics working group (NLWG) or procurement and supply management technical working group (PSM TWG)	The committee or team responsible for coordinating national logistics and supply chain activities as well as supply chain investments made by government agencies and development partners. The NLWG or PSM TWG provides guidance, expertise and technical assistance on all matters concerning supply chain operations and improvement initiatives.

Importance of presenting forecasting and supply planning results

The purpose of this activity is for the FSP team to collect feedback, secure approval, and advocate for action from targeted decision makers and/or the audience, with the following significance:

- Provides an avenue for securing stakeholders' buy-in and endorsement of the FSP data, assumptions, forecast and supply plan
- Validates funding from multiple funders
- Facilitates advocacy, mobilization and allocation of resources
- Serves as an opportunity for clarifying the roles and responsibilities of all stakeholders
- Share plan for use

Audience for forecasting and supply planning presentation

Depending on the country's context, the following can be the targeted audience for the FSP presentation:

- The national logistics working group (NLWG) or any other government-led (integrated) procurement and supply management technical working group (PSM TWG) or a designated unit within the Ministry of Health (MOH).
- Any relevant working group at the Expanded Programme on Immunization (EPI) level
- Any other stakeholder, organization or coordination platform as determined by the entity responsible for leadership oversight and/or EPI, including programme managers, policy makers, funders, procurers, etc.

Key elements of the forecasting and supply planning presentation

The presentation should summarize:

- Programme background data
- Forecasting and supplying scope, purpose and time frame
- Forecasting data and assumptions, including data sources, their limitations, and adjustments made
- Supply planning data and assumptions, including data sources and their limitations
- Method(s) and tool(s) used
- Commodity forecasts (annual and multiyear)
- Commodity and financial requirements
- Confirmed funding and financial gaps
- Shipment plan by supplier
- Critical recommendations that will ensure the effective implementation, including responsible stakeholders and timeline where applicable

The presentation can be in one session or multiple targeted sessions. Stakeholders may suggest minor or major changes to the initial assumptions that inform the presented results. All the suggested changes should be reflected in the final FSP report.

The entity responsible for FSP team leadership oversight should oversee the activities for the presentation of results.

The final forecasting and supply planning report

Once the forecast and supply plan are approved, the FSP team should develop a formal FSP report. This report should be more detailed than the FSP presentation, and serves as the official reference for short-, medium- and long-term reviews. The report should be structured as follows.

— Background

- Country context
- Programme background data
- Forecasting and supplying scope, purpose and time frame

— Methods

- Forecasting data and assumptions, including data sources, their limitations, and adjustments made
- Supply planning data and assumptions, including data sources and their limitations
- Method(s) and tool(s) used

— Results

- The information presented here should be disaggregated by product.
 - Commodity forecasts (annual and multiyear)
 - Commodity and financial requirements
 - Confirmed funding and financial gaps
 - Shipment plan by supplier

— Key recommendations

- Critical recommendations that will ensure the effective implementation, including responsible stakeholders and timeline where applicable





Key takeaways

- Presenting FSP results (1) **provides an avenue for securing stakeholders' buy-in** and endorsement of the FSP data, assumptions, forecast and supply plan, (2) **ensures validation of funding** from multiple funders, (3) **facilitates advocacy, mobilization and allocation of resources**, (4) **serves as an opportunity for clarifying the roles and responsibilities of all stakeholders**, and (5) **enables sharing of plan for use**.
- **The entity responsible for FSP team leadership oversight should oversee the activities on the presentation of results.**
- Depending on the country's context, **the targeted audience for the FSP presentation can include relevant supply chain and programme working groups and any other stakeholder, organization or coordination platform as determined by the entity responsible for leadership oversight and/or EPI.**
- **The presentation should summarize the programme and forecasting background, as well as the output(s) from each phase of FSP.** It should also discuss the key recommendations that will ensure effective implementation.
- **Once the forecast and supply plan are adopted, the FSP team should develop a detailed FSP report** that will serve as the official reference for short-, medium- and long-term reviews.

References

John Snow, Inc., 'Quantification of Health Commodities: A guide to forecasting and supply planning for procurement', John Snow, Inc., Arlington, Va., 2017, <https://publications.jsi.com/JSIInternet/Inc/Common/download_pub.cfm?id=18172&lid=3>, accessed 3 November 2021.

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