

 UNITED NATIONS DEVELOPMENT PROGRAMME SUVA, FIJI	Global Fund Project Field Monitoring Report
Project Title: Western Pacific Multi-country Grants to fight HIV/TB & Malaria (Vanuatu Only)	Project ID: Award ID:
Member(s) of the Team Participated in the Visit: <i>Imran Khan – Logistic & Supply Assistant, GF Section, UNDP, Suva, Fiji Islands</i>	
Monitoring Visit Start Date: 15/03/2016 Monitoring Visit End Date: 18/03/2016	Place(s) Visited: <i>National TB Programme Office</i> <i>National HIV Programme Office</i> <i>National Malaria Office</i> <i>Central Medical Stores (warehouse), VCH</i> <i>National Laboratory, VCH</i> <i>UN Country Office</i> <i>Vanuatu Self Storage Facility</i>
Approved Mission Itinerary: VANUATU <i>14/03/2016 – Suva – Nadi – Port Vila</i> <i>19/03/2016 – Port Vila - Nadi -Suva</i>	Counterparts Discussed-with/Met :(In each location) <i>Mr. Markleen Tagaro – NTB Coordinator</i> <i>Mr. Saen Fanai – Assist NTB Coordinator</i> <i>Mr. Caleb Garae – National HIV Coordinator</i> <i>Ms. Lolyne Jeremiah – Assist National HIV Coordinator</i> <i>Mr. Guy Emile – National Malaria Program</i> <i>Mr. Wilson Lilip – Manager CMS</i> <i>Ms. Amanda Taleo – Stores Officer, CMS</i> <i>Mr. Timothy Phatu – Senior Serology Lab Tech</i> <i>Mr. Reymond Seule – Senior Lab Officer</i> <i>Mr. Roderick Mera – PHD Medical Officer, VCH</i> <i>Mr. Russel Tamata –Program Analyst, GF, UNDP</i> <i>Mr. Donald Wouloseje, Country Manager, UNDP</i>
Objectives of the Mission : This mission was conducted with the following objectives: <ul style="list-style-type: none"> • To strengthen communication and coordination with Country HIV/STI Coordinator & Central Medical Stores and Laboratory with GF PMU to ensure zero stock out of health products for uninterrupted continued treatment through timely, accurate & reliable reports. • Follow up visits to warehouses to monitor and facilitate evaluation of storage conditions, as recommended in warehouse assessment conducted by PSM Advisor in August, 2015. • To assess the central medical warehouse / pharmacy of the Ministry of Health of Vanuatu as a part of procedure necessary to obtain insurance for the GF commodities stored at the warehouse • Conduct warehouse assessment of the leasing warehouses for LLIN storage • To draft Country Communication and Supply Plan for Health Products which ease of communication between GF PSM team and each reporting site in country and Country coordinators. • To obtain a Tax exempt letter for Health Products exported to Vanuatu, as a SR of GF HIV/TB & Malaria Grant. • To participate in GeneXpert Training from 17th – 18th March. 	



Planned Activities/Interventions during the mission:

- *Meeting with DG, MOH to brief on mission objectives*
- *Meeting with UNDP Country Manager to brief on mission objectives*
- *Meeting with the HIV Team to discuss the HIV patients on Treatment, their current regimens and expected to be new regimens, expected detection of new patients based on current and future testing program and number to be started on Treatment, Chlamydia and Syphilis treatment approach to be shifted to syndromic from aetologic, Condom distribution, take up, preference on types of condoms preferred, ARV supply to patients, use of PEP kits and PMTCT Kits.*
- *Meeting with TB Team on the preparations for GeneXpert Training and installation of GeneXpert Instrument, Supply of MTB-RIF cartridges, reporting of stocks & quantification on forecasted use. Discussion on FLD & SLD TB medications. Site Visit to TB Lab to inspect the site for installation of new GeneXpert Instrument*
- *Meeting with Malaria Team on leasing of warehouse for 3 months temporary storage of 92,900 LLINs until distribution to provinces. Discussion on LLIN Distribution Plan (timeframe). Discussion on maintenance of GP Warehouse (Previous Warehouse), as per Warehouse assessments later this year, to convert to Central LLIN Warehouse.*
- *Meeting with Lab Section to conduct stocktake of GF Lab Consumables previously supplied by SPC, assessment of inventory management and storage was conducted, collect data on HIV and STI testing from 2014 till date to quantify HIV & Syphilis Test Kits and HIV confirmatory Kits based on Consumption. To discuss PATLAB initiative and collect CD4 cartridges consumption for HIV program per year.*
- *Meeting with Manager of Pharmaceutical Services to follow up on recommendations made after warehouse assessment of CMS by PSM consultant in August 2015 and conduct the Warehouse assessment of the Central Medical Warehouse.*
- *Meeting with Revenue & Customs Authority to understand the processes involved in getting Import Tax Exemption on GF Commodities supplied to MoH by UNDP GF and documents required to be forwarded by UNDP GF & MoH for Tax exemption.*
- *Attend the GeneXpert Training*

Description of Mission Conduct/ Main Findings (vis-à-vis the objectives /activities above):

- *Meeting with the Malaria National Coordinator, Guy Emile, was held to discuss the warehouse leasing option. Guy had managed to get quotes from the Real estate Agents and Warehouse leasing companies. Discussion on required storage capacity was made and based on this warehouse were to be shortlisted. However, Guy advised that the Real Estate Agents offer for lease of more than 6months and we only required it for a total of 3 months. Thus this was out upon confirming with the agents. Only option available was with Vanuatu Self Storage, who offer Store Units ranging from 54cbm to 250cbm. An inspection visit was made to Vanuatu Self Storage facility to conduct a detailed assessment of these units offered for leasing. The Assessment report is filed in PSM folder with pictures of this warehouse. Guy Emile was advised to get quotes from other warehouse leasing companies, which he will submit upon receipt of offer as soon as possible. Discussion on LLIN Distribution continued, where Guy advised that the Malaria Team in conjunction with UNDP GF Program Analyst, Russel Tamata, will be visiting provinces and mapping out their distribution plans in April. Once they are back in office, then they will share these information.*

Guy Emile, was advised that the 92,900 LLINs are expected to arrive in Port Vila by 30th April. Shipping documents will be shared upon receipt from Suppliers by UNDP.

- *Meeting with the Manager of Central Medical Stores, Wilson Lilip, was held to follow up on the implementation of the Warehouse assessment recommendations made by UNDP PSM Consultant in August 2015. It was advised by Mr. Wilson that due to restraints in MoH Budget, no implementation was made. He had forwarded the assessment report to MoH to provide funds for improvements but unfortunately no funds were received. He had requested if UNDP could assist in funding for the improvements. Warehouse assessment was once again conducted together with Wilson and Stores Officer, Amanda.
Stock reports from the mSupply (IMS) were printed for ARVs & STI medicines and a spot check of these physical stocks was done to measure the controls. The stock report reconciled with the physical stock balances. However, it was noted that the expired items are kept together with the fresh batches and are not disposed on a regular basis. This was reflected in the warehouse assessment report with a recommendation. Stock takes for OI meds, PPD & Isoniazid was also requested.*
- *A meeting was held with CMS Procurement & Shipping Section was done to understand the customs clearance process. There have been issues with previous clearances, where it took more than a week to get the items cleared as a fresh letter was required to be obtained from Prime Minister's Office for Import Duty & VAT exemption on items provided by UNDP under the grant to Customs.
Efforts were made to meet with the Administrator of the Prime Minister's office to get a one off letter for Import duty exemption, to avoid these delays in clearance, but this wasn't successful as he was busy.
He had advised over phone that they cannot issue a "one-off import duty exempt letter" as a fresh letter is required for each import clearance. However, he had advised that the items shipped by UNDP under the grant, from now on can be cleared by "Central Medical Stores" and stored at their facility while the clearance process is being carried out. This will ensure items are utilized and being stored at the required temperature while the processes are completed to avoid further delays. Wilson is the focal point for this liaison with PMs office.*
- *Meeting with HIV/STI Team was conducted to discuss the HIV patients on Treatment, their current regimens and expected to be new regimens, expected detection of new patients based on current and future testing program and number to be started on Treatment, Chlamydia and Syphilis treatment approach to be shifted to syndromic from aetologic, Condom distribution, take up, preference on types of condoms preferred, ARV supply to patients, use of PEP kits and PMTCT Kits. Patient Summary report was received with their current ART regimens. It was noted that they had 1 new case, pregnant women who delivered, in March 2016. In addition to this, we were advised the PEP kits were not used in any sexual abuse cases as there has less knowledge of this Kits usage but assessment to initiate PEP Kits usage for Occupational Injury was done several times for staff but the risk was very small.*
- *A meeting with Lab Section was held to conduct stocktake of GF Lab Consumables previously supplied by SPC, assessment of inventory management and storage was conducted, data on HIV and STI testing from 2014 till date was requested to quantify HIV & Syphilis Test Kits and HIV confirmatory Kits based on Consumption, PATLAB initiative was discussed, CD4 cartridges consumption for HIV program per year was requested. The testing data for Vanuatu was received for quantification. It was noted that Lab stores and controls their own stock which are received directly from Central Medical Stores upon receipt from GF PR. The stocktakes are done as per the Lab Technician on Biannual basis prior to procurement exercise then procurement is done based on consumption method. The stocktake of Lab Commodities supplied by SPC, as previous PR of GF, was conducted to estimate the months of stock available for use and procurement quantification. It was noted that there is no proper system for inventory management to manage the inventory. The site for installation of GeneXpert Instrument was inspected which was perfect and complying with all the terms of an acceptable lab for installation of the instrument.*

- *A meeting with UNDP Country Officer Manager was conducted and briefed on the mission objectives and expected outcome. Mr. Donald was supportive and welcomed if any support is required from his end to successfully complete the mission.*
- *GeneXpert Instrument Installation and Training was carried out the National Lab in Vila Central Hospital by Mr. Priyank Verma, Cepheid Trainer. This training was first for Vanuatu as for the first time a GeneXpert Instrument was installed in Vanuatu to detect TB and rifampicin resistance directly from sputum in under two hours using MTB-RIF assays and for measurement of blood plasma HIV-1 RNA concentration (known as HIV viral load) in HIV Patients using HIV-VL Assay (which done for the first time in GF PICs).*
- *The training had participants from the four provinces, with a total of 9 participants to fully utilize this capacity building opportunity. After the two day training, the participants will now be able to use GeneXpert instrument to conduct tests using the MTB/RIF and HIV-VL assays, perform basic maintenance and trouble shooting and communicate with the support team. The certificates were issued at the end of the training. Pictures from the training available.*

Specific Project Performance/Implementation Issues (including key challenges) :

- *Warehouse assessment has the issues well documented*

Recommendations/Follow-up Points and by whom:

Warehouse Assessment are fully documented and annexed.

Major highlights which Wilson & Amanda needs to work on, such as:

- Physical verification of the (GF) stocks was performed during the visit against the reports from mSupply (Inventory Management System). No Discrepancies. However, it was noted that the expired items are not removed from the shelves and are kept with the fresh expiry. It is recommended that the items to be removed once they expire and disposed off as per CMS procedures.
- The warehouse was observed fully occupied and lacking storage capacity. On the other hand, because of clutter and chaotic positioning, it was difficult to judge with accuracy if some of the commodities were not waste, damage / expired, or quarantined, waiting to be removed from the warehouse to free the space for good / new products.
- Cleanliness in the warehouse is suboptimal. The warehouse urgently requires decluttering and cleaning. Cleaning schedule needs to be introduced and observed.
- The warehouse needs to confirm if a contract with the pest control company is in force. If not, it needs to be extended or a new one needs to be established.
- It was highly recommended to remove kitchen from the warehouse premises to reduce the risk of pest invasion in the previous assessment report, however the kitchen is still attached. Only the access from inside of the CMS has been blocked.
- Immediate inventory verification exercise is strongly recommended. This one is to be followed by removal and disposal of foreign items, damaged and expired products; furthermore, arranging products for storage in logical flow, which needs to be maintained.
- The warehouse needs to conduct regular temperature control, and especially for the cold chain items stored in the fridges. Daily control of the temperatures must be reflected in the monitoring sheets put on the front doors of the refrigerators. UNDP expresses special concerns in this regards because some of the commodities supplied through the GF grants are cold chain items and compliance with good storage practices is critical.
- The warehouse needs to report leaking roof to the ministry of health and seek for funds to make necessary repair.
- Fire safety equipment requires regular maintenance check.

✍

UNDP is committed to follow up the implementation of recommendations by September 2016 as a part of PSM M&E Plan.

- **Guy Emile** to obtain warehouse quotations from other Real Estate Agents for consideration and comparison. This needs to be submitted by 22nd March 2016.
- **Guy Emile**, to share the LLIN Distribution plan after the National LLIN Consultation workshops throughout the provinces by 28th April.
- **Caleb Garae & Dr. Roderick** to advice on the new patient regimen by 25th of March and share DNA PCR result of the infant to determine the ART regimen and procurement need, if any, for new medications.
- **Markleen & Saen** to forward the quantification and need for PPD by 29th March 2016 for TB screening.
- **Timothy Phatu**, to forward the Serology Lab data at end of every quarter for consumption forecast of RDTs.
- **Imran Khan** to:
 - Print and ship the GeneXpert Training Certificates to Vanuatu TB Program for issuance to Participants.
 - Forward LLIN shipping Documents, upon receipt from supplier, to Malaria Team
 - Share the Assessment reports of LLIN Leasing Warehouse with Malaria Team and outcome of procurement exercise in contacting a warehouse for 3 months temporarily storage of LLINs until distribution.

Attachments/Annexes to this Report:

1. Vanuatu Mission draft Agenda
2. Warehouse Assessment Report – CMS
3. Warehouse Assessment Report – Vanuatu Self Storage Facility

Reported by: Imran Khan

Signature: 

Endorsement by Supervisor /Head of the Unit

I have read this report (and its Appendices) and support its outcomes and conclusions including the action plan

Signature..... 

Date..... 22/4/16

General Instructions:

1. The field monitoring report should be filled maximum one week following the mission
2. The filled field Monitoring Checklist is a mandatory attachment to every field monitoring report.
3. The PMU will archive both soft and hard copy versions of the final approved Field Monitoring Report.

Imran Khan

From: Travel Document <itinerary@amadeus.com>
Sent: Wednesday, 09 March, 2016 12:26 PM
To: Shirlyn Prakash
Subject: KHAN/IMRAN 14MAR2016 SUV NAN

FIJI AIRWAYS TRAVEL CENTRE SUVA
COLONIAL BUILDING
VICTORIA PARADE
SUVA
FIJI
TELEPHONE: 679 330 4388

BOOKING REF: 2LHLVM
DATE: 09 MARCH 2016
KHAN/IMRAN

FLIGHT FJ 012 - FIJI AIRWAYS MON 14 MARCH 2016

DEPARTURE: SUVA, FJ (NAUSORI INTL) 14 MAR 13:15
ARRIVAL: NADI, FJ (NADI INTL) 14 MAR 14:00
FLIGHT BOOKING REF: FJ/2LHLVM
RESERVATION CONFIRMED, ECONOMY (L) DURATION: 00:45

BAGGAGE ALLOWANCE: 23K
MEAL: NO MEAL SERVICE
NON STOP SUVA TO NADI
OPERATED BY: FIJI LINK
AIRCRAFT OWNER: FIJI AIRWAYS, FJ
EQUIPMENT: DE HAVILLAND DHC-6 TWIN OTTER

FLIGHT FJ 263 - FIJI AIRWAYS MON 14 MARCH 2016

DEPARTURE: NADI, FJ (NADI INTL) 14 MAR 17:15
ARRIVAL: PORT VILA, VU (BAUERFIELD INTL) 14 MAR 18:50
FLIGHT BOOKING REF: FJ/2LHLVM
RESERVATION CONFIRMED, ECONOMY (Y) DURATION: 02:35

BAGGAGE ALLOWANCE: 23K
MEAL: REFRESHMENTS
NON STOP NADI TO PORT VILA
OPERATED BY: FIJI AIRWAYS, FJ
AIRCRAFT OWNER: FIJI AIRWAYS, FJ
EQUIPMENT: AEROSPATIALE/ALENIA ATR 72

FLIGHT NF 074 - AIR VANUATU SAT 19 MARCH 2016

DEPARTURE: PORT VILA, VU (BAUERFIELD INTL) 19 MAR 11:00
ARRIVAL: NADI, FJ (NADI INTL) 19 MAR 14:15
FLIGHT BOOKING REF: NF/2LHLVM
RESERVATION CONFIRMED, ECONOMY (M) DURATION: 02:15

BAGGAGE ALLOWANCE: 23K
MEAL: REFRESHMENTS
NON STOP PORT VILA TO NADI
OPERATED BY: AIR VANUATU, NF
AIRCRAFT OWNER: AIR VANUATU, NF
COCKPIT CREW: AIR VANUATU, NF
CABIN CREW: AIR VANUATU, NF
EQUIPMENT: AEROSPATIALE/ALENIA ATR42/72

FLIGHT FJ 025 - FIJI AIRWAYS SAT 19 MARCH 2016

DEPARTURE: NADI, FJ (NADI INTL) 19 MAR 20:15
ARRIVAL: SUVA, FJ (NAUSORI INTL) 19 MAR 20:45

FLIGHT BOOKING REF: FJ/2LHLVM
RESERVATION CONFIRMED, ECONOMY (Y)

DURATION: 00:30

NON STOP BAGGAGE ALLOWANCE: 23K
 MEAL: NO MEAL SERVICE
 NADI TO SUVA
 OPERATED BY: FIJI LINK
 AIRCRAFT OWNER: FIJI AIRWAYS, FJ
 EQUIPMENT: AEROSPATIALE/ALENIA ATR42/72

FLIGHT TICKET(S)

TICKET: FJ/ETKT 260 2422857689 FOR KHAN/IMRAN

GENERAL INFORMATION

-
- . NON REFUNDABLE/PENALTY + FARE DIFFERENCE FOR CHANGES
 - . NO SHOW RENDERS COUPON VOID/PAY NEW FARE
 - . TICKET IS NON TRANSFERABLE/NON REFUNDABLE
 - . PLEASE ENSURE NAMES BOOKED MATCH PASSPORT
 - . OR NEW BOOKING AND RE-PRICE REQUIRED
 - . PASSPORT MUST BE VALID 6 MONTHS FROM DATE OF ARRIVAL
 - . PLEASE ENSURE THAT VALID VISA IS HELD FOR DESTINATION
 - . VISA MAY ALSO BE REQUIRED FOR CITIES WHERE THERE
 - . IS TRANSFER BETWEEN DIFFERENT AIRLINES
 - . THROUGH-CHECKS ARE NOT FACILITATED FOR :
 - . FLIGHTS TO USA OR
 - . TRANSFERS BETWEEN DIFFERENT AIRLINES

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Draft agenda for Country Mission – Vanuatu

Staff: Mr. Imran Khan – Logistic & Supply Assistant, GF Programme Management Unit, UNDP, Fiji

Dates: 15th – 18th March 2016

Objectives:

- To strengthen communication and coordination with Country HIV/STI Coordinator & Central Medical Stores and Laboratory with GF PMU to ensure zero stock out of health products for uninterrupted continued treatment through timely, accurate & reliable reports.
- Follow up visits to warehouses to monitor and facilitate evaluation of storage conditions, as recommended in warehouse assessment conducted by PSM Advisor in August, 2015.
- To assess the central medical warehouse / pharmacy of the Ministry of Health of Vanuatu as a part of procedure necessary to obtain insurance for the GF commodities stored at the warehouse
- To draft Country Communication and Supply Plan for Health Products which ease of communication between GF PSM team and each reporting site in country and Country coordinators.
- Follow up on implementation of recommendation on warehouse assessment & PSM capacity assessment which was provided by PSM Advisor on her visit in 2015.
- To obtain a Tax exempt letter for Health Products exported to Vanuatu, as a SR of GF HIV/TB & Malaria Grant.
- To participate in GeneXpert Training.

Date	Activity	Propose people involved	Purpose
15 th March	Courtesy visit to Department of Health and Heads of Section	- Secretary of Health - UNDP CO	Briefing on mission objectives and activities
15 th March to 16 th March	<ul style="list-style-type: none"> - Meeting with HIV/STI & TB Coordinators - Meeting with Manager Lab, Chief Pharmacist (Manager CMS) - Site Visit warehouse / pharmacy, distribution facilities and VCCT sites - Perform stocktake of Global fund medicines - Review the inventory management & supply management plan for GF Health products - Working with HIV Physician to get Patient summary list and forecast for ARV and Lab consumables procurement - Working with TB Coordinator to identify the PPD needs and IPT requirement. TB FLD & SLD stock issues and problems faced through ordering through Manila stockpile. 		<ul style="list-style-type: none"> - Discussions completed on PSM arrangements (reporting, inventory management & supply management) in Vanuatu - Completion of Draft of Country Communication and Supply Plan for Health Products - Country-specific PSM map is developed - Site visit(s) are completed - Stock reports and procurement needs are collected - Update on recommendations from PSM Capacity Assessment report is completed - CMS & Coordinator briefed on PSM report requirement and intervals
16 th March	Visit Revenue & Customs Authority for Tax exemption of items provided by GF and its clearance tax.	Revenue & Customs Authority Officers	Receipt of Tax Exempt certificate for GF items exported to Vanuatu

	Meeting with Malaria Team	<ul style="list-style-type: none"> - LLIN distribution plan - Site visit to George Pompidou Warehouse 	<ul style="list-style-type: none"> - Follow up on implementation of recommendation on warehouse assessment & PSM capacity assessment
	GeneXpert Training	<ul style="list-style-type: none"> - Ensure payment of invoices for training & other accountable advances - Preparation of training venue for training 	<ul style="list-style-type: none"> - Successful preparations for the training - Invoices and other source documents available for verification
17 th March – 18 th March	GeneXpert Training		Successful completion of training



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UNDP – GLOBAL FUND PROGRAMME MISSION TO VANUATU

Terms of Reference

Vanuatu
15th – 18th March 2016

Background:

The Vanuatu Ministry of Health, in response to their National Strategic Plans for TB/HIV and Malaria, submitted proposals to the Global Fund to fight AIDS, TB and Malaria (Global Fund). Vanuatu has been a recipient of Global Fund support for over ten years. In 2014 Vanuatu, along with 10 other Pacific Island Countries submitted a Concept Note to the Global Fund to ongoing funding support through to 2017. Funding has been approved by the Global Fund and partners are now implementing the new programs.

Funds provided by the Global Fund are managed in the region by a Principal Recipient. In late 2015, the Secretariat for the Pacific Community notified that they would not continue as Principal Recipient for these grants. The Pacific Islands Regional Multi-Country Coordinating Mechanism responsible for oversight of the grants has selected the United Nations Development Program (UNDP) as the Principal Recipient for the Multi-country Western Pacific Grants from 1 July 2015. UNDP has been working with partners including the Vanuatu Ministry of Health and Vanuatu Country Coordinating Mechanism since July 2015 to support the transition to the new grants. Vanuatu is a recipient of two grants: HIV/TB and Malaria. The Ministry of Health (MoH) is the identified implementing partner for the grants and completed a self-assessment and a third party assessment by Ernest & Young as a first step towards grant implementation.

The UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations. UNDP is a lead agency in UNAIDS for addressing the dimensions of HIV and AIDS relating to human rights, gender and sexual diversity. In addition, UNDP contributes to public health and development partnerships through collaborations with the Global Fund to Fight AIDS, Tuberculosis and Malaria (the 'Global Fund'), Roll Back Malaria, Stop TB Partnerships, and special programmes on human reproduction and infectious diseases that disproportionately affect poor populations.

For the implementation of the Multi-country Programmes, Vanuatu has been recently provided a GeneXpert Instrument for TB (MTB-RIF cartridges), STI & HIV (HIV-VL Cartridges) Diagnosis to the National TB Program to be used collaboratively with STI/HIV program

As part of the regional activity from the grant, Installation of GeneXpert Instrument in the Port Vila Hospital Laboratory and an on-site training on use of GeneXpert Instrument, the MTB/RIF and HIV-VL assays, basic maintenance and troubleshooting will be provided by an Engineer from Cepheid from 17th – 18th of March. The training is funded through regional grant as well in collaboration with National TB Coordinator for in-country arrangements.

The PMU staff on mission will also attend the GeneXpert Training held in Port Vila. He will also use his during his mission to work closely with HIV/STI Coordinator, TB Coordinator



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and Malaria coordinator on the reporting of various stock reports, consumption data, stock out reports, supply management, inventory management and storage of the health products supplied through the Program, with site visits to Central Medical Stores and LLIN storage warehouse as a follow up visits to monitor and facilitate evaluation of storage conditions, as recommended in warehouse assessment conducted by PSM Advisor in August, 2015

Mission Objectives:

- To strengthen communication and coordination with Country HIV/STI Coordinator & Central Medical Stores and Laboratory with GF PMU to ensure zero stock out of health products for uninterrupted continued treatment through timely, accurate & reliable reports.
- Follow up visits to warehouses to monitor and facilitate evaluation of storage conditions, as recommended in warehouse assessment conducted by PSM Advisor in August, 2015.
- To assess the central medical warehouse / pharmacy of the Ministry of Health of Vanuatu as a part of procedure necessary to obtain insurance for the GF commodities stored at the warehouse
- To draft Country Communication and Supply Plan for Health Products which ease of communication between GF PSM team and each reporting site in country and Country coordinators.
- Follow up on implementation of recommendation on warehouse assessment & PSM capacity assessment which was provided by PSM Advisor on her visit in 2015.
- To obtain a Tax exempt letter for Health Products exported to Vanuatu, as a SR of GF HIV/TB & Malaria Grant.
- To participate in GeneXpert Training.

Proposed Activities:

- Meetings with key stakeholders
 - HIV/ STI coordinator
 - TB Coordinator
 - Manager CMS
 - Malaria team
 - Customs & Revenue Office,
- Field and courtesy visits
 - Vila Central Hospital manager
 - Central Medical Stores (CMS)
 - VCH Pharmacy
 - LLIN storage room
 - Laboratory Department
- Attend the GeneXpert Training

Expected Outputs:

1. Discussions completed on PSM arrangements (reporting, inventory management & supply management) in Vanuatu
2. Completion of Draft of Country Communication and Supply Plan for Health Products
3. Country-specific PSM map is developed



4. Site visit(s) are completed
5. Stock reports and procurement needs are collected
6. Update on recommendations from PSM Capacity Assessment report is completed
7. CMS & Coordinator briefed on PSM report requirement and intervals.
8. Tax Exemption letter is received from MoF.
9. Successful completion of GeneXpert Training

Mission Team Member(s):

1. Mr. Imran Khan, UNDP/GF PMU Logistics & Supply Chain Assistant

Travel Dates: Port Vila - 14– 19 March 2016



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1. Name and location of the warehouse:

Central Medical Stores (CMS)

Physical Address: Vila Central Hospital, Port Vila, Vanuatu

Postal Address: PMB 9101, Port Vila, Vanuatu

2. Warehouse Manager:

Wilson Lilip

wlilip@vanuatu.gov.vu

Additional contact:

Lari Stephens

lstephens@vanuatu.gov.vu

3. Date of inspection:

March 16, 2016

4. Total storage capacity (sq m or cub m):

600 sq m +/- 20 sq m

5. Storage area currently used and unused/available (sq m, cub m):

The warehouse was evidenced as fully used at the time of the visit

6. Material of walls:

Concrete

7. Material of roof:

Iron sheets

8. Material of doors:

Metal, rolling door

9. Loading ramp and entryway doors, W x H, m:

2,5 m x 2,0 m (+/- 0,2 m)

10. Loading/unloading method at warehouse:

Manual

11. Warehouse insurance, Y/N, if yes please provide details:

No

12. Inspection was performed by Imran Khan, UNDP, in presence of Wilson Lilip & Amanda Taleo, MoH.

(A) GENERAL DESCRIPTION

a)	Are the products protected from exposure to sunlight and fluorescent light?	<u>Yes</u>	There are no curtains on the windows; however, most of the commodities are kept in cartons, away from the direct sunlight.
b)	Are the products protected from moisture and water?	<u>Partially</u>	Some potential roof leaks were observed.
c)	Is the store locked, are proper security measures available and is access limited to authorize staff only?	<u>Yes</u>	The warehouse is within the fenced hospital compound with 24/7 security guards. 3 sets of keys are with the warehouse superiors. Fire fighting equipment needs maintenance.
d)	Are the roof, floor and walls maintained to prevent sun and water infiltration?	<u>Partially</u>	The warehouse is generally safe from sun and water infiltration, however, some potential roof leaks were observed (especially in the supporting store unit).
e)	Are the stores kept in good condition (clean, no trash, sturdy shelves and organized boxes)?	<u>No</u>	Cleanliness in the warehouse is suboptimal and requires more attention. Shelving is not sufficient, and some commodities are stored on the floor. Storage placements are unsystematic and cluttered, with limited access for checks and cleaning.

(B) DETAILED DESCRIPTION

STORAGE

1. Storage areas are clean, dry and maintained within acceptable temperature limits (15-25°C or depending on climatic conditions up to 30°C).

Y/N: No

Observations: At the time of the inspection storage areas were found to be relatively clean and dry. However, dried leakages were seen on the ceilings. There are A/Cs in the store but temperature is not formally controlled; thermometers and temperature records are absent. Temperature as felt by a healthy human was about 23-24°C. Accepted for storage of pharmaceuticals and other health products, not cold chain.

2. Special storage conditions required on the label (e.g. temperature, relative humidity) are provided, checked, monitored and recorded

Y/N: No

Observations: Special storage conditions are not formally monitored and recorded.

3. Available SOP for storage including:
 - SOP for cold storage
 - SOP for rejected products (damaged/returned/expired, etc.)
 - SOP for sanitation (cleaning and maintenance)
 - SOP for product quarantine

Y/N: No

Observations: None of the above SOPs exist.

4. Pharmaceutical products are stored off the floor and suitably spaced to permit cleaning and inspection. Pallets are kept in a good state of cleanliness and repair.

Y/N: Partially

Observations: Pharmaceutical products are kept off the floor, however, access to some shelves is blocked by the cartons with other health products stored in boxes on the floor or in pallets. Space to access store areas for cleaning is limited.

5. Quarantine areas are organized and clearly marked and their access restricted to authorized personnel.

Y/N: No

Observations: -

TEMPERATURE CONTROL

1. Available SOP for temperature mapping

Y/N: No

Observations: -

2. Warehouse has been temperature mapped and an adequate number of monitoring devices are located throughout the facility

Y/N: No

Observations: The warehouse is equipped with A/C and fans in working condition (and supported by the hospital back-up generator). Temperature is assumed to be within the acceptable range 23-25 C, however, not monitored at all.

3. Documentation indicates compliance with temperature and storage conditions for each stored product

Y/N: No, N/A (re to i. 2 above)

Observations: Cold chain items (2...8°C) are kept in 2 refrigerators: Fisher & Paykel; Sanyo Medicoool.

Sanyo Medicoool fridge has temperature indicator, temperature drop and open door alarm system.

4. WAREHOUSE OPERATIONS

1. Available SOP for receipt of products

Y/N: No

Observations: Warehouse operation SOPs are virtual, not physically available in the warehouse for reference. Operations are performed as per the best knowledge of the warehouse manager.

2. Surveillance system to detect and control hazards from damp pallets, damp floors and walls, overhead moisture in storage areas condensation, and wet unloading and loading conditions

Y/N: No

Observations: -

3. Flow of products through the warehouse is logical, preferably unidirectional

Y/N: No

Observations: Although some shelves are marked for storage of specific products (Bay locations), actual storage arrangements are evidenced as random, lacking systematical compliance. Finding products to pack for dispatch, for physical verification, QA, etc is apparently problematic.

5. PEST CONTROL

1. Available SOP for pest control

Y/N: No

Observations: -

2. Adequate pest control measures provided by a contracted service are visible

Y/N: No

Observations: Pest control is done by Ezzy Kill contracted by MoH, quarterly. Staff kitchen located at the warehouse premises might be attracting pests.

6. SECURITY

1. Available SOP for security services

Y/N: No

Observations: -

2. Storage areas are secure to prevent access by unauthorized persons

Y/N : Yes

Observations: Access to the compound with warehouse premises is limited, guarded gates to be passed.

3. Written procedures are in place to restrict unauthorized access of personnel to pharmaceutical products

Y/N: No

Observations: -

4. Codes of practice and disciplinary procedures are in place to prevent and address the misappropriation or theft

Y/N ; No

Observations: There were no cases of theft according to the store manager.

Notes/Recommendations:

1. Photos from inspection are available.
2. mSupply inventory management software provided / supported by DFAT is used at the warehouse.
3. Physical verification of the (GF) stocks was performed during the visit against the reports from mSupply (Inventory Management System). No Discrepancies. However, it was noted that the expired items are not removed from the shelves and are kept with the fresh expiry. It is recommended that the items to be removed once they expire and disposed off as per CMS procedures.
4. The warehouse was observed fully occupied and lacking storage capacity. On the other hand, because of clutter and chaotic positioning, it was difficult to judge with accuracy if some of the commodities were not waste, damage / expired, or quarantined, waiting to be removed from the warehouse to free the space for good / new products.
5. Cleanliness in the warehouse is suboptimal. The warehouse urgently requires decluttering and cleaning. Cleaning schedule needs to be introduced and observed.
6. The warehouse needs to confirm if a contract with the pest control company is in force. If not, it needs to be extended or a new one needs to be established.
7. It was highly recommended to remove kitchen from the warehouse premises to reduce the risk of pest invasion in the previous assessment report, however the kitchen is still attached. Only the access from inside of the CMS has been blocked.
8. Immediate inventory verification exercise is strongly recommended. This one is to be followed by removal and disposal of foreign items, damaged and expired products; furthermore, arranging products for storage in logical flow, which needs to be maintained.
9. The warehouse needs to conduct regular temperature control, and especially for the cold chain items stored in the fridges. Daily control of the temperatures must be reflected in the monitoring sheets put on the front doors of the refrigerators. UNDP expresses special concerns in this regard because some of the commodities supplied through the GF grants are cold chain items and compliance with good storage practices is critical.
10. The warehouse needs to report leaking roof to the ministry of health and seek for funds to make necessary repair.
11. Fire safety equipment requires regular maintenance check.
12. This report with recommendation is to be shared with CMS and concerned parties within the Ministry of Health of Vanuatu.
13. UNDP is committed to follow up the implementation of recommendations by September 2016 as a part of PSM M&E Plan.

1. Name and location of the warehouse:

Vanuatu Self Storage

Physical Address: Bladinere Estate, PORT VILA, Shefa 1126 Vanuatu

2. Warehouse Manager:

Bronwyn Revo

VANUATU SELF STORAGE

PH: 7114040, Email: selfstore@vanuatu.com.vu

3. Date of inspection:

March 15, 2016

4. Total storage capacity (sq m or cub m):

Fit for storage of 8 x 20' containers

2 Large Units# 45 & 46: (L) 12m x (W) 7m x (H) 3m = 250cbm

2 x Small Units# 43 & 41: (L) 6m x (W) 3m x (H) 3m = 100cbm

Thus a total of 350cbm

5. Storage area currently used and unused/available (sq m, cub m):

Fit for storage of 8 x 20' containers

2 Large Units# 45 & 46: (L) 12m x (W) 7m x (H) 3m = 250cbm

2 x Small Units# 43 & 41: (L) 6m x (W) 3m x (H) 3m = 100cbm

Thus a total of 350cbm

6. Material of walls:

Concrete

7. Material of roof:

Corrugated Iron Sheets and timber with heat protector.

8. Material of doors:

Units# 45 & 46: Entryway & rear doors: wooden

Units# 43 & 41: Entryway door: Metal Shutters & Wooden

Both doors are locking

9. Loading ramp and entryway doors, W x H, m:

Units# 45 & 46: Entryway & rear doors 1.0 x 2.50 m

Units# 43 & 41: Entryway door: Metal Shutters: 2.5m x 2.5m

Units# 43 & 41: Entryway door: 1.0 x 2.50 m

10. Loading/unloading method at warehouse:

Only manual. As the Warehouse is only of 1 level (ground). The doors provide adequate space for carriage of items and shutters allow huge space for entry into storerooms

11. Warehouse insurance, Y/N, if yes please provide details:

No

12. Inspection is performed by Imran Khan, UNDP, in presence of Guy Emile, MoH Vanuatu and Bronwyn Revo, Manager, Vanuatu Self Storage.

(A) GENERAL DESCRIPTION

a)	Are the products protected from exposure to sunlight and fluorescent light?	<u>Yes</u>	There are no windows that allow exposure to sunlight. The Doors are of solid wood and metal shutters. LLINs, which would be stored, are essentially non-perishable; well and securely packed in individual plastic bags and in robust outer packaging in bales.
b)	Are the products protected from moisture and water?	<u>Yes</u>	There are no windows that allow exposure to sunlight. The Doors are of solid wood and metal shutters.
c)	Is the store locked, are proper security measures available and is access limited to authorize staff only?	<u>Yes</u>	<p>24 hours on premises security is provided.</p> <p>The occupant will have to provide their own locks to lock their units. Thus the entry is limited to authorized personnel</p> <p>Fire safety measures are in place, with fire extinguishers on premises.</p> <p>Access into the premises is only between 8am – 5pm. For Access beyond these hours, the occupant has to provide this in writing to the Manager.</p>
d)	Are the roof, floor and walls maintained to prevent sun and water infiltration?	<u>Yes</u>	The warehouse is generally safe from sun and water infiltration
e)	Are the stores kept in good condition (clean, no trash, sturdy shelves and organized boxes)?	<u>Yes</u>	<p>Cleanliness in the warehouse premises is regularly maintained. Onus will on occupant to clean their units.</p> <p>There is no shelving in the Units. It depends on the occupant whether to install shelves or not. LLINs would be stored on the floor on the wooden platforms, stacked several layers high up to 2 m</p>

(B) DETAILED DESCRIPTION

STORAGE

1. Storage areas are clean, dry and maintained within acceptable temperature limits (15-25°C or depending on climatic conditions up to 30°C).

Y/N: N/A

Observations: Not applicable, LLINs, that would be stored, are not temperature sensitive commodities, there is no need to maintain specific temperature limits at the warehouse.

Storage premises are cleaned on regular basis by the leasor, however the occupant has to clean their area.

2. Special storage conditions required on the label (e.g. temperature, relative humidity) are provided, checked, monitored and recorded

Y/N: No, N/A

Observations: Special storage conditions do not apply for the type of commodity (LLINs, that will be stored). LLINs are well packed and do not deteriorate physically.

3. Available SOP for storage including:
 - SOP for cold storage
 - SOP for rejected products (damaged/returned/expired, etc.)
 - SOP for sanitation (cleaning and maintenance)
 - SOP for product quarantine

Y/N: No

Observations: This will be on occupant to provide their own SOPs..

4. Pharmaceutical products are stored off the floor and suitably spaced to permit cleaning and inspection. Pallets are kept in a good state of cleanliness and repair.

Y/N: N/A.

Observations: Not applicable, pharmaceutical products are not kept in the assessed warehouse.

LLINs, that would be stored, are tightly packed and tied bales can be stacked on the floor or off the floor, on the wooden platforms, several layers high (up to a height of 5 m) without any damage to the bottom layers.

5. Quarantine areas are organized and clearly marked and their access restricted to authorized personnel.

Y/N: No

Observations: There is sufficient space at the storage premises and quarantine area can be easily organized.

TEMPERATURE CONTROL

1. Available SOP for temperature mapping

Y/N: No, N/A

Observations: Products (LLIN) that would be stored are not temperature sensitive.

2. Warehouse has been temperature mapped and an adequate number of monitoring devices are located throughout the facility

Y/N: No, N/A

Observations: Products are not temperature sensitive.

3. Documentation indicates compliance with temperature and storage conditions for each stored product

Y/N: No, N/A

Observations: -

4. WAREHOUSE OPERATIONS

1. Available SOP for receipt of products

Y/N: Not Applicable

Observations: Not Applicable, as this is a leased facility..

2. Surveillance system to detect and control hazards from damp pallets, damp floors and walls, overhead moisture in storage areas condensation, and wet unloading and loading conditions

Y/N: No

Observations: -

3. Flow of products through the warehouse is logical, preferably unidirectional

Y/N: Not Applicable

Observations: It depends on the occupant (MOH), how they will organize it. However, the doors are wide enough with two units having shutters.

5. PEST CONTROL

1. Available SOP for pest control

Y/N: No

Observations: -

2. Adequate pest control measures provided by a contracted service are visible

Y/N: No

Observations: -

6. SECURITY

1. Available SOP for security services

Y/N: No

Observations: Restriction of entry into premises is limited to authorised personnels only from 8am-5pm, access beyond these hours has to be advised in written to the manager.

2. Storage areas are secure to prevent access by unauthorized persons

Y/N : Yes

Observations: 24 hours security present on premises. Restriction on entry into premises is limited to authorised personnels only from 8am-5pm, access

beyond these hours has to be advised in written to the manager. The Occupant has to provide pad locks to lock their storeroom.

3. Written procedures are in place to restrict unauthorized access of personnel to pharmaceutical products

Y/N: N/A

Observations: -

4. Codes of practice and disciplinary procedures are in place to prevent and address the misappropriation or theft

Y/N ; N/A

Observations: There were no cases of theft according to the store manager.

Notes/Recommendations:

1. Photos from the inspection are available.
2. Premises commonly referred to as Vanuatu Self Storage offers numerous small & large storage spaces (Units) for short term and long term leasing.
3. The units are hollow which allows occupant to decide how they want to store their goods.
4. The premises is fully maintained by the company "Vanuatu Self Storage," The goods are stored at the occupant's risk who should take out insurance cover.
5. The storage at George Pompidou is provided to the programme free of costs, however, costs for casual labour necessary at receiving and dispatch are involved; and major security and general safety constraints (guarding, fire safety) are there.

Conclusion: Units at "Vanuatu Self Storage" are suitable for temporarily leasing for LLIN storage for Vanuatu Malaria Program.

