

QUICK REFERENCE GUIDE: COVID-19 VACCINES IN VIVA

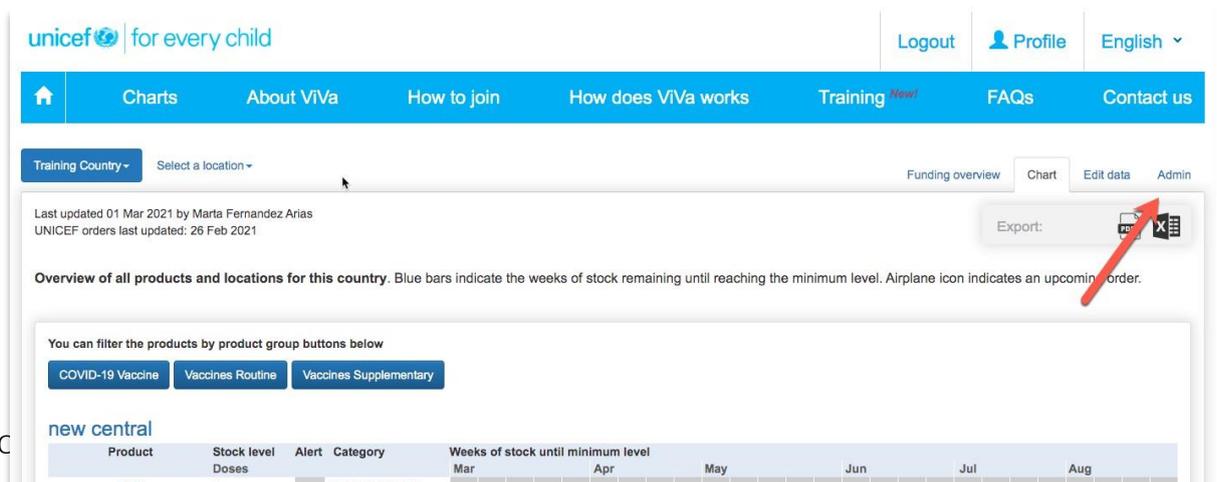
The following guidance is for existing users of the ViVa platform. Countries wanting to start using ViVa can get in touch at viva@unicef.org to request access.

PART 1: ADDING COVID-19 VACCINES TO YOUR LIST

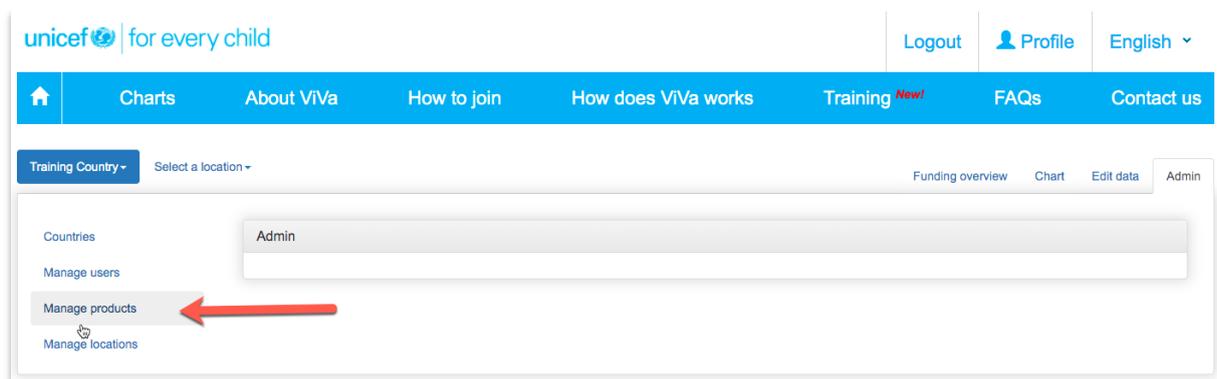
The first step for being able to monitor Covid-19 vaccines in ViVa is to add them to the country vaccine list. Each type of Covid-19 vaccine needs to be added separately. Only a user with a “Country Administrator” role can complete this process.

(If none of the users in your country has “Country Administrator” access, or if the any of the vaccines your country is using is not available on the Admin list, please get in touch at viva@unicef.org)

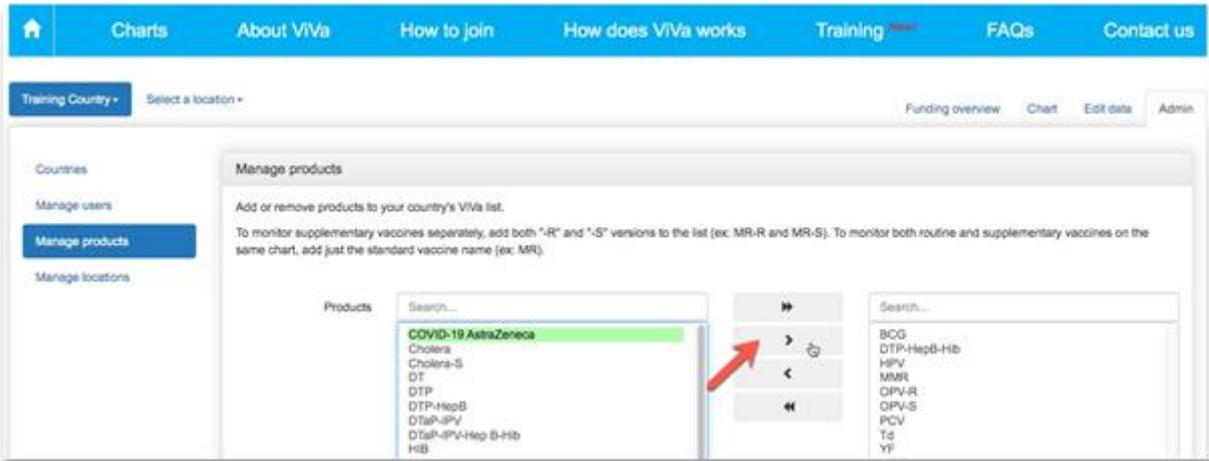
1. From the Country Overview page, select the “Admin” tab.



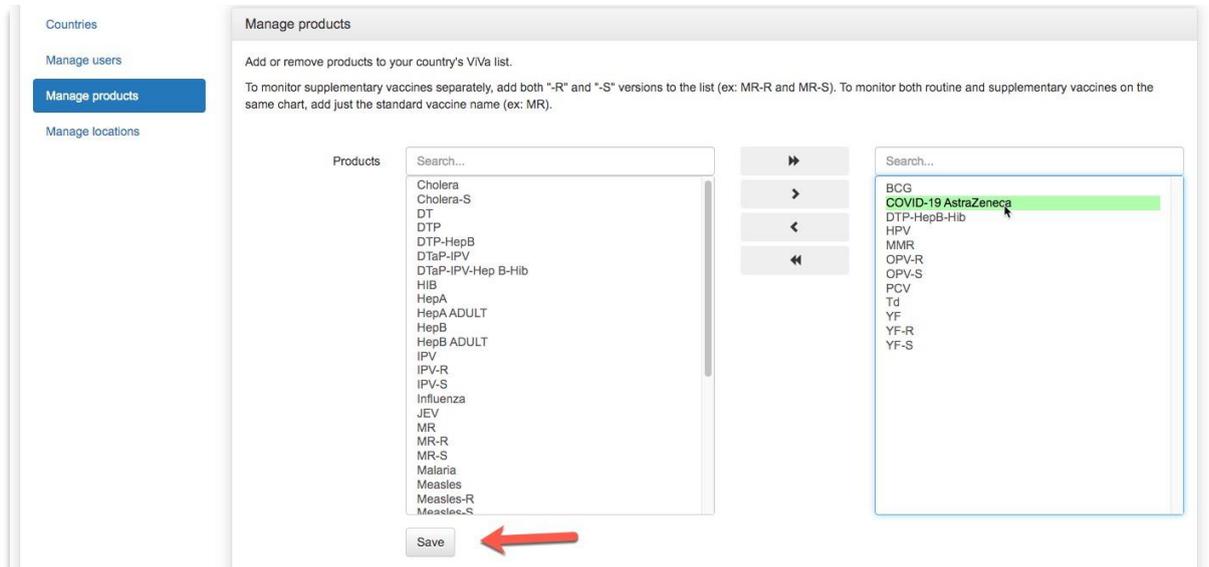
2. C



3. From the left column, select the Covid-19 vaccine that your country is managing or expecting to receive, and click the second arrow to move this product to the right column.

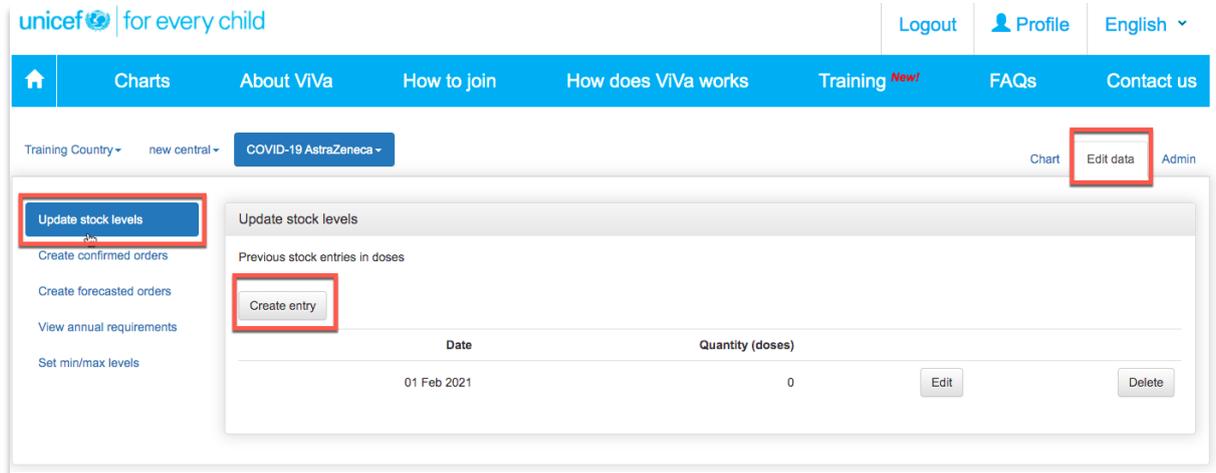


- Repeat the process if you want to add more vaccines to your country list. Once you have finished, click "Save".



PART 2: MONITORING COVID-19 SHIPMENTS IN VIVA

- To start, update the current stock levels of each Covid-19 vaccine. Even if you don't have any stock yet, make sure you enter that your current stock level is zero, so the charts have a starting data point.



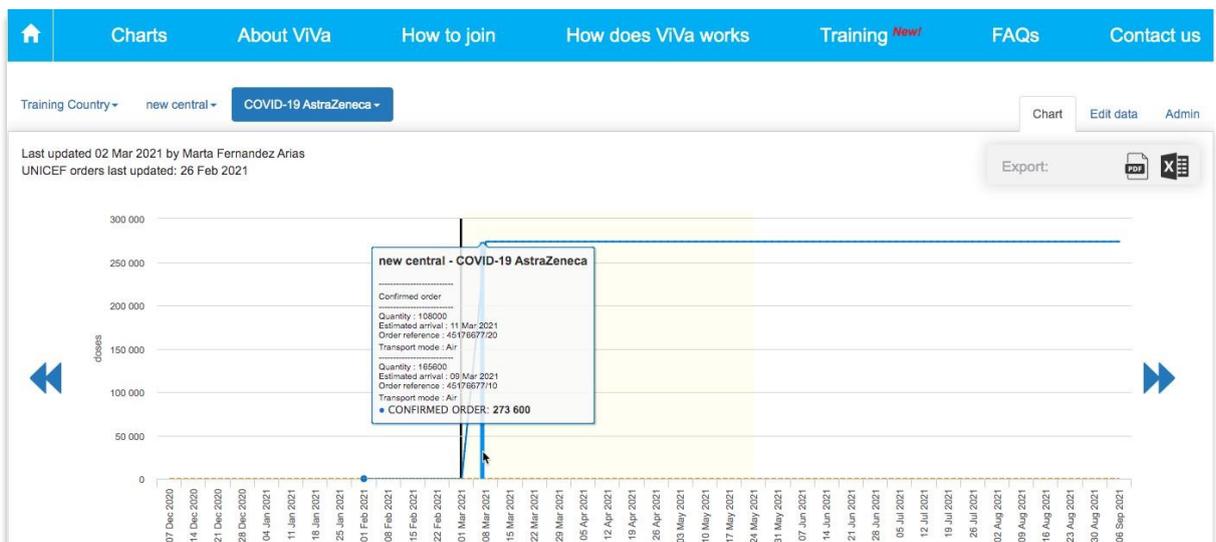
Training Country: new central - COVID-19 AstraZeneca

Update stock levels

Previous stock entries in doses

Date	Quantity (doses)	Edit	Delete
01 Feb 2021	0	Edit	Delete

- Review each product chart to monitor any upcoming shipments. Note that this information is updated twice a week by UNICEF.



- If your country is self-procuring vaccines or receiving any bilateral donations outside of UNICEF, the information must be entered manually by the ViVa user.

From the vaccine chart click on Edit data > Confirmed orders > Create non-UNICEF order

Home | Charts | About ViVa | How to join | How ViVa works | Training *New!* | FAQs | Contact us

Training Country: National Vaccine Store W | Select a product

Chart ¹ | **Edit data** | Admin

2 Update stock levels

- Confirmed orders**
- Forecasted orders
- Min/max levels
- Edit alert period
- Annual requirements
- Create a campaign
- Add comment

Edit confirmed order (non-UNICEF)

COVID-19 AstraZeneca

3 Create non-UNICEF order

Date	Quantity (doses)	Funding source	Activity type	Reference	Transport mode

COVID-19 Pfizer

On the pop-up window, enter the estimated date of arrival, quantity and any other relevant information, and click Save.

Create confirmed order (non-UNICEF) (COVID-19 AstraZeneca)

Date: 28/02/2022

Quantity (doses): 500000

Reference: Donation from Country X

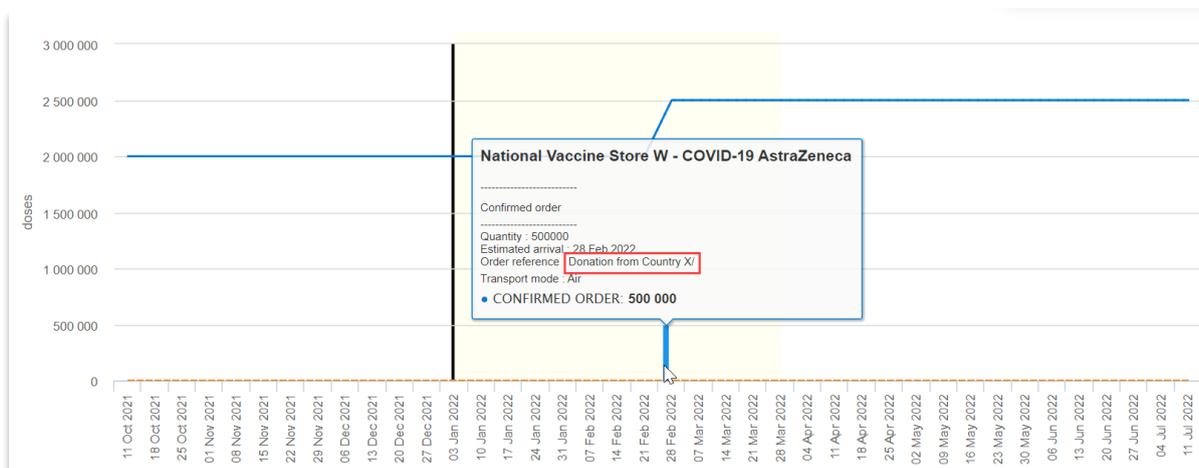
Funding source: Non GAVI

Activity type: Supplementary

Transport mode: Air

Save

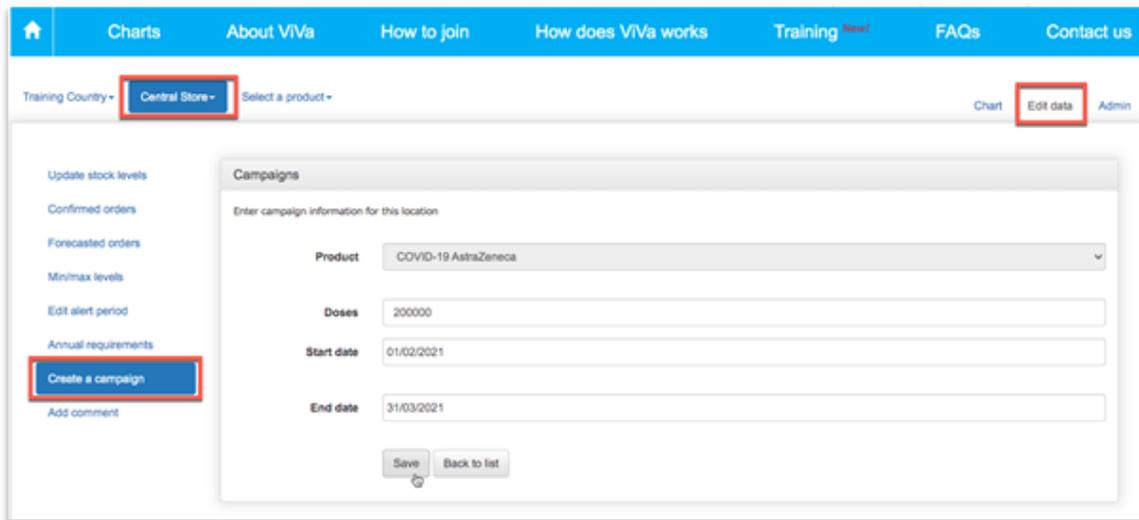
The shipment and stock levels will be updated accordingly on the vaccine chart:



PART 3: MONITORING ESTIMATED CONSUMPTION

1. Since data on annual needs for each Covid-19 vaccine is currently not available, ViVa will not be able to automatically estimate your weekly consumption, calculate minimum/maximum stock levels or provide alerts. Use the *campaigns* functionality to manually enter your vaccination plans. From the store level screen, click on Edit data > Create a campaign

This functionality allows you to add different estimated consumption for different periods of time by creating separate campaigns. Simply select the starting and end date, and the estimated number of doses to be utilized during that period. Repeat this process as needed.



The screenshot shows the 'Campaigns' form in the ViVa interface. The form is titled 'Enter campaign information for this location'. It includes the following fields:

- Product:** COVID-19 AstraZeneca
- Doses:** 200000
- Start date:** 01/02/2021
- End date:** 31/03/2021

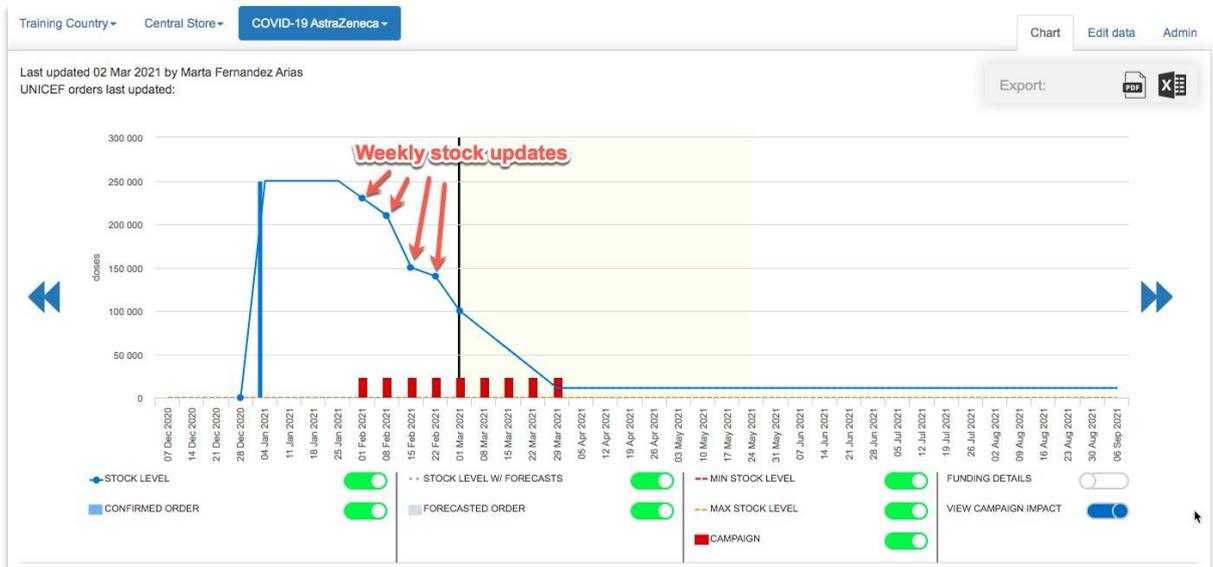
At the bottom of the form, there are 'Save' and 'Back to list' buttons. On the left sidebar, the 'Create a campaign' button is highlighted with a red box.

2. Weekly usage of vaccines will show on the chart as red bars. Use the “visualize campaign impact” button below the product chart to see how the planned campaign(s) will affect the stock levels:



- Once you start distributing and using your Covid-19 vaccine, make sure you update your stock levels at least weekly, so the charts for each vaccine remain relevant and up to date.

(For detailed instructions of how to update stock levels, refer to the [Quick Reference Guides](#))



PART 4: PLANNING COVID-19 VACCINE SHIPMENTS

ViVa allows the user to create different scenarios that can help identify the most appropriate times to receive new shipments of Covid-19 vaccines.

On the **example** below, based on current stock levels of Covid-19 Pfizer and planned vaccination campaigns, a stock out is anticipated to occur in 8 weeks from now.



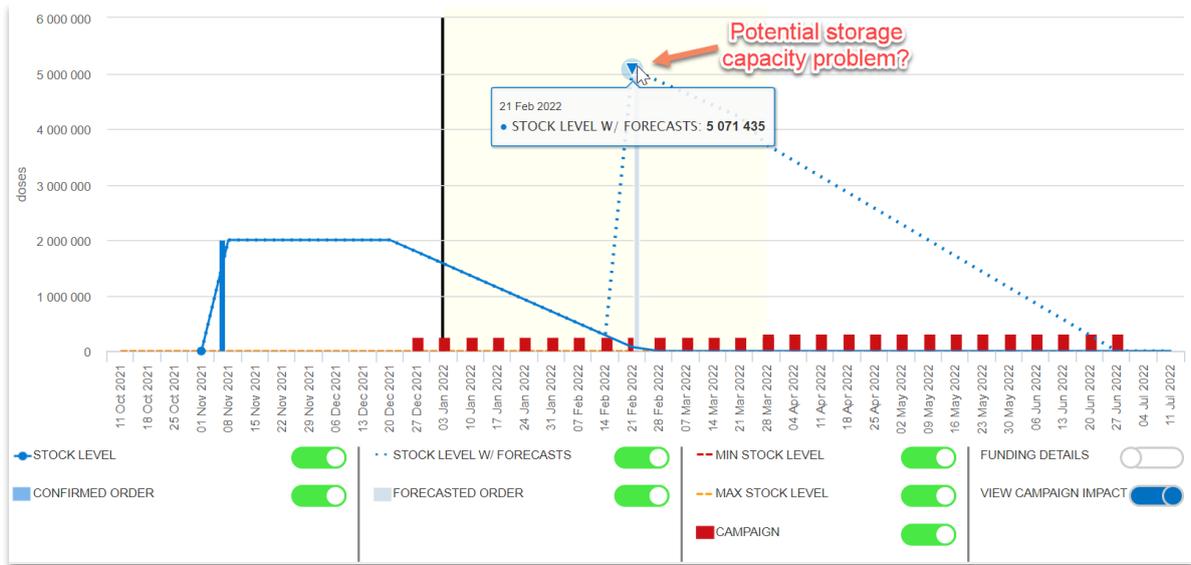
Country X has offered a donation of 5,000,000 doses of Covid-19 Pfizer to be given on the last week of February to support the continuation of the vaccination efforts.

The ViVa user in country creates a non-UNICEF forecasted order to see how that potential shipment would affect the stock levels. (Edit data > Create forecasted orders > Create non-UNICEF order)

Date	Quantity (doses)	Funding source	Activity type	Edit	Delete
21 Feb 2022	5,000,000	Non GAVI	Supplementary		

Based on the information entered, the ViVa charts show that the timing of the shipment would be adequate to prevent the stock out and sustain vaccination efforts until the end of June.

However, considering the stock projection seen in the chart, the user calculates the storage requirements, using the quantity from ViVa and the packaging volume details from Pfizer, and thereby determines that the country does not have sufficient cold chain capacity available, indicating that the quantity offered would create a problem with storage space.



The ViVa user deletes the previous forecasted order and creates a different scenario, in which the shipment is divided into 2. A total of 2,500,000 doses are received on the last week of February and additional 2,500,000 doses are received on the last week of April.

The ViVa chart shows that this scenario can prevent stock-outs and sustain the planned vaccination campaigns until the end of June. The user performs volume calculations and determines that this scenario will not create a problem of overstocking.



Important:

- Expiry dates are not taken into account in the ViVa charts. However, ViVa charts can be used to estimate how long it would take to utilize a vaccine shipment, and to help determine whether vaccines can be utilized before expiry.
- Volume calculations are not automatically shown in ViVa. Information in ViVa can be used to inform volume calculations, performed separately using volume information provided by each manufacturer.
- Each type of Covid-19 vaccine is monitored separately in ViVa, therefore additional calculations might be needed if the country is utilizing several types of Covid-19 vaccines at the same time.