Logo of United States Agency for International Development

USAID Global Health Supply Chain Program

Technical Assistance, National Supply Chain Assessment Task Order

NSCA Brief Template

NSCA 2.0

# Logos of USAID, Center for disease control and prevention and Department of Health & Human Services

# logo of PEPFAR

# Gneral information for an NSCA Brief

## General Guidance for an NSCA Brief

The goal of an NSCA Brief may vary. Dependent on the goal, different types of audience may be the focus. Please see Table 1 for an overview of some of the possible goals and audiences that may be the focus for an NSCA Brief. Think about the NSCA Brief as a stand-alone document; that is, an individual should not have to read the final report to understand the NSCA Brief.

|  |  |  |
| --- | --- | --- |
| NSCA BRIEF |  |  |
| TYPE OF BRIEF | GOAL | AUDIENCE |
| **Policy** | Prompt A Change On Policy Or Guidelines | National Decision- And Policy-Makers |
| **Action** | Prompt Action Regarding Resource Allocation Or An Intervention | Moh Leadership, Program Or Department Heads, Central Medical Stores Director |
| **Evidence** | Provide Overview Of Evidence To Increase Knowledge And Awareness. For Example, It May Describe The Impact Of Previous Interventions Or Changes. | Moh Leadership, Program Or Department Heads, Central Medical Stores Director |

As the Brief is developed, consider including a few key graphics that may help communicate your message. Consider including a photo or sidebar (e.g., call-out box) to help crystallize the intended message.

If your team utilized the additional analyses (e.g., regression or other approach), consider including pertinent findings in the summary of evidence section of the Brief template outlined below.

## General Guidance for Formatting an NSCA Brief

There are a few general guidelines for formatting an NSCA Brief that should be followed. These general guidelines are provided below:

* Keep an NSCA Brief between 2-4 pages long.
* Make sure that the content is jargon free and written for a lay audience (i.e., not a supply chain professional)
* Include project branding and/or partner logos, as appropriate and as required by funders.
* Include a disclaimer in the footer of each page from the cover page to the end of the report, as appropriate or as required by funders.

# Template for an NSCA Brief

This sample below is focused specifically on developing an NSCA Brief.

## Insert Title

* Insert issue topic and insert date of brief.

## Brief Summary

* Include 2-3 sentences that provide some background on the country where the assessment is taking place and the type of work the country has focused on within the supply chain prior to the assessment.
* Describe why the NSCA 2.0 Assessment was done at this time (e.g., prior to developing a strategic plan, to prioritize further investments, to track progress from earlier assessments).
* Describe the big picture view of the supply chain assessment findings; one place to look for these insights is in the summary section of the final report.
* Describe the specific issue being addressed in this Brief and why it is important. For example, why is the issue significant for improving the supply chain in the setting that was assessed, and why was it important to assess at this time.
* Describe the recommended changes and the impact that the changes are expected to have.

## Summary of Evidence

* Provide key points related to any findings related to “successes.” Within the final report, this information may be found in the relevant functional area/levels of service discussion and conclusion sections. For each key “success,” be sure to outline its magnitude. To help inform this piece, look to the final report or underlying raw data (e.g., analysis workbooks) as needed. If possible, use graphs or tables to summarize this information.
* Provide key points related to gaps, weaknesses, challenges, or failures that existed. Within the final report, this information may be found in the relevant functional area/levels of services discussion and conclusion sections. For each “gap/weakness/challenge/failure,” be sure to outline its magnitude. To help inform this piece, look to the final report or underlying raw data (e.g., analysis workbooks) as needed. If possible, use graphs or tables to summarize this information.
* Provide key points related to the impacts felt throughout the health system as a result of the positive findings and challenges.

## Conclusions

* Weave together findings to create a compelling argument for change as needed. Describe the key messages in the Brief for the reader.

## Detailed Recommendation(s)

### Recommendation One:(Minimum of one, maximum of three)

* Describe the recommendations defined above in greater detail, to better support change.
* For each recommendation, include information on how this proposed action or policy change is different than what is currently in place.
* For each recommendation, include information related to the expected impacts of taking this action/making this policy change.
* For each recommendation, include information related to any barriers to adoption.
* For any barriers to adoption, include strategies to overcome those barriers.

## Methodology

* Provide a short overview of how data were captured. This information can be pulled from the methods section of the final report. Sample language is provided here: The assessment examined the capability and performance of the [INSERT TYPE OF SUPPLY CHAIN] supply chain system, utilizing the NSCA 2.0. The toolkit measured the capability, functionality, and performance of supply chain functions at [DESCRIBE SCOPE OF ASSESSMENT: E.G., ALL LEVELS, SPECIFIC LEVELS] of [INSERT COUNTRY] national health supply chain system through a process of data collection and interviews at sample sites. The NSCA 2.0 toolkit is comprised of three primary elements: Supply Chain Mapping, the Capability Maturity Model (CMM) tool, and the Key Performance Indicators (KPIs). The assessment sampled the [INSERT TYPES OF LEVELS SAMPLED AND NUMBER SAMPLED OF EACH: E.G., 5 REGIONAL WAREHOUSES, ETC.]. The NSCA 2.0 is a standardized global tool that measures supply chain capability based on a maturity model and a core set of KPIs data were collected for a set of performance measures (such as stock-out rate or on time delivery) using tracer commodities.

## References and Additional Resources

* Include key references used for this Brief, if applicable.
* Include key additional resources that may be helpful to the reader if they want additional information related to the issue or recommendations.

# **Optional Sections Depending on Space, Country Context and Funder Requirements**

## Acknowledgements

Insert acknowledgements such as:

* Thank the country for their support.
* Thank the funder for their support.
* Thank the key partners for their support.
* Thank the team of data collectors, if applicable.
* Include any additional information required by the client.

About [INSERT NAME OF PROJECT, IF RELEVANT]

* Name and succinctly describe a project or program that supported the assessment and/or prepared the Brief. Provide any other project information as required by the funder.

About [INSERT NAME OF ORGANIZATION(S)]

* Name and describe the governmental or non-governmental organization(s) that led or supported implementing the assessment and/or prepared the Brief.
* Include a link to the organization’s website (if applicable).

## Recommended Citation

* Include a recommended citation for people who refer to the report contents in other documents.
* {INSERT NAME OF CONTACT ORGANIZATION}
* Include physical mailing address for the organization that should be contacted for follow up.
* Include email, phone number and fax number for the organization (if applicable).
* Include website for the organization.

## Contract Number

* Include a sentence identifying the name of the funder/client and the contract number, if relevant.