



PEPFAR Technical Support to Global Fund Grants



PEPFAR Funded Technical Support to Recipients of Grants from the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund)

1. OVERVIEW & FREQUENTLY ASKED QUESTIONS (FAQ)

Background: Since 2005 the U.S. Government (USG) has withheld up to 5% of its annual contributions to the Global Fund to provide technical support (TS) to improve Global Fund grant implementation. These funds are programmed on an annual basis with prioritized countries and technical areas based on the three disease programs for TB, malaria (President’s Malaria Initiative) and HIV (PEPFAR).

Who can request this technical support (TS)?

Country Coordinating Mechanisms (CCMs) and principal recipients (PRs) in countries with Global Fund grants may request TS. Subrecipients (SRs) are eligible to receive TS, but the request should be made through the PR or CCM. In cases in which the PR is an agency of the United Nations (UN) or an international nongovernmental organization (or INGO), direct requests from the SR will be considered. In exceptional circumstances, the US Government (USG) may consider direct requests from SRs, but these must be accompanied with an explanation of why the CCM or PR is not included¹.

Also, USG PEPFAR Missions may use this form to request technical assistance to increase their engagement with Global Fund supported mechanisms or activities at the country level.

What kind of support is available?

The purpose of the TS is to improve the planning and implementation of Global Fund grants in order to support strong national programs and disease responses. **The TS should be outcome-oriented and should strengthen local capacity.** Support is available within the following general categories:

- National Strategic Plan (NSP) or Investment Case Support – This includes technical assistance in the facilitation, costing, and development of inclusive processes and evidence-based NSPs at the country level.
- Concept Note Development – Provided this is a country owned and led process, should the program require outside facilitation and support to make the CN development robust, inclusive and based on sound evidence, there is central support for this technical assistance.
- Grant Management Technical Assistance for CCMs, PRs and SRs – Across the three diseases, for short term support to “unblock” a grant or meet Global Fund eligibility requirements, there are a number of options to provide support in governance, M&E, procurement and supply chain (PSM) and grant and financial management.
- Medium to Longer Term Assistance – The USG provides several ways to access medium to longer term assistance to build local capacity in improving grant oversight/management as well as for specific technical areas, such as financial management/costing and monitoring and evaluation

How do CCMs or HIV PRs request this support?

CCMs and/or PRs must complete an application to request TS, including a cover letter, completed application form, and scope of work (SOW). If a CCM or PR requires help in developing a SOW, it may request assistance from the U.S. Embassy Point of Contact.

Who will provide the TS?

The USG utilizes a variety of implementing partners and multilateral partners to meet technical support needs. Based on the nature of the request and anticipated Scope of Work, different partner mechanisms will be assigned.

¹ Please note that the following Global Fund grants are not eligible for USG supported Global Fund grant TS: grants in countries on the U.S. Department of State’s list of state sponsors of terrorism. UN agencies or US-based groups that are serving as PRs are also not eligible to receive TS under this mechanism.



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Over what period of time is the TS provided?

The timing of TS will depend largely on the nature of the requested need. For short-term needs, the total level of effort will typically not exceed eighteen person-weeks, but may include shorter responses as well. Medium or longer-term requests may require a consultant or team to respond over the course of three to 12 months. The duration of TS will be determined up front, based on an analysis of the need and through discussions with the requestor and selected implementing mechanism.

How will the U.S. Government process the TS request?

The USG will review applications and proposed scopes of work on a rolling basis. Applicants for TS are not competing against each other for available TS funding, although approval of any request is subject to the availability of funds, as well as analysis and prioritization of needs based on USG disease programs.

How will the U.S. Government notify CCMs and PRs of the status of their TS request?

The Office of the U.S. Global AIDS Coordinator (OGAC) will notify the applicant of approval of the request within 30 days of receiving it.

Will all requests be approved for U.S. Government-funded TS?

Unfortunately, due to resource constraints and high levels of demand, the USG is not able to meet the needs of every request submitted. Each request will be reviewed and analyzed separately, but factors such as urgency, disease burden, prior TA received, funding portfolio and PEPFAR presence will be considered. Where the USG mechanisms are unable to respond to a request, every effort will be made to ensure coverage from another donor partner or multilateral institution.

What costs will the USG cover?

Funding to support the TS teams will flow directly through USG contracts, agreements, or grants. TS providers will receive support for consultant salaries, travel, per diem costs, hotels, and the production of documents (such as manuals and plans) and reports (including translation). CCMs and PRs are encouraged to use grant funds, if available, to support in-country costs such as working space, venues for workshops and meetings, and other activities that will enable the TS teams to work more efficiently.

Can CCMs use this support to develop a new Concept Note to the Global Fund?

The USG will support some of the processes related to Concept Note development. See above for types of support available.

What role does the U.S. Embassy play?

The CCM or PR may choose to work with the U.S. Embassy Point of Contact to complete the application. Once complete, the U.S. Embassy or the CCM or PR will send the application by e-mail to Emily Hughes (hughesejl@state.gov) and Christy Wahle (wahlecs@state.gov), in the Office of the U.S. Global AIDS Coordinator (OGAC). TS providers will be subject to the same procedures and oversight followed by all USG temporary duty (TDY) contractors and grantees. If requested, the TS provider will brief U.S. Embassy staff at the beginning and end of the TDY. The TS provider will provide the U.S. Embassy a copy of the final consultancy report if it requests one.

How can I find out more information about my local Global Fund grant?

For more information, please visit the Global Fund website: www.theglobalfund.org.



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APPLICATION CHECKLIST

When submitting your application, please include all of the following documents and check all the boxes below to indicate that all documents listed have been included.

- Cover letter signed by the principal TS requestor
- SOW no more than 2 pages, including:
 - Problem/issue to be addressed
 - Purpose of the TS
 - Results expected
- Application form

Once the elements on the checklist have been completed, please send the request for TS to the U.S. Government contacts: Emily Hughes, USG Technical Assistance Coordinator (hughesej1@state.gov) and Christy Wahle, USG Technical Assistance Advisor (wahlecs@state.gov)



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2. REQUEST FOR TS – APPLICATION FORM

Please read the accompanying **FACT SHEET** and **SCOPE OF WORK GUIDELINES** before completing this **APPLICATION FORM** and the associated **SCOPE OF WORK**.

CONTACT INFORMATION

Country: _____ Date: _____

Name of TS requestor: _____

TS requestor's affiliation: CCM PR USG Other: _____

TS requestor's position within CCM/PR/other: _____

TS requestor's organization/agency: _____

TS requestor's position within this organization/agency: _____

Address: _____ Phone: _____

Please identify an alternate person to be contacted if the person named above is unreachable:

Name: _____

E-mail: _____ Phone: _____

Individual who will provide direct oversight of TS team (please include name and all contact information) _____

Agencies, institutions, or other entities (and contact persons within each) with whom the TS team will consult and collaborate _____

Name and contact information for person or entity to whom TS team should submit draft and final reports _____

E-mail: _____ Phone: _____

SUPPORT REQUESTED



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Type of TS Requested: (Check all that apply)

- CCM Support, Other Support, PR Support

If this is a request for PR support, please complete the following:

Grant ID _____

Does the request involve other PRs: No Yes: Please list: _____

Does the request involve SRs: No Yes: Please list: _____

BACKGROUND INFORMATION

Are there pending requests to other agencies/entities to provide TS for this grant?

- Yes No

If yes, please explain the nature of the TS provided or requested and the agency/entity involved:

Has the Global Fund Secretariat given any written feedback to the PR or CCM with concerns about the performance of this grant (Early Alert)? Yes No

If yes, please describe briefly: _____

For PR requests: what is the current grant rating/last rating received? _____

What is the level or urgency of this request? (Please check the one or two most important issues below, and note any deadlines you must meet.)

Table with 2 columns: National Strategic Plan or Investment Case Support, Deadlines (if any). Rows include Review, updating, or development of National Strategic Plan and Investment Approach or Investment Case development.



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<input type="checkbox"/>	Costing of NSP	
<input type="checkbox"/>	Costing of Investment Approach/Case	
	Concept Note Development Support	Deadlines (if any)
<input type="checkbox"/>	Facilitation of Country Dialogue	
<input type="checkbox"/>	Facilitation of key stakeholder inclusion	
<input type="checkbox"/>	Support related to specific technical areas	
<input type="checkbox"/>	Support related to data analysis and availability	
	Grant Management Technical Assistance for CCMs, PRs, SRs	Deadlines (if any)
<input type="checkbox"/>	CCM Eligibility Assessment	
<input type="checkbox"/>	CCM Governance and/or Oversight Strengthening	
<input type="checkbox"/>	Other CCM issues or bottlenecks (e.g. OIG response, risk mitigation)	
<input type="checkbox"/>	Issues, bottlenecks or conditions precedent on an existing grant	
<input type="checkbox"/>	SR selection or management	
<input type="checkbox"/>	Crosscutting problems with procurement and supply management	
<input type="checkbox"/>	Crosscutting problems with monitoring, evaluation, reporting	
<input type="checkbox"/>	Systemic problems with financing or financial management	
<input type="checkbox"/>	Unsatisfactory performance of a grant	



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	Medium to Longer Term Assistance	Deadlines (if any)
<input type="checkbox"/>	CCM capacity building for improved governance and oversight	
<input type="checkbox"/>	CCM Secretariat capacity building	
<input type="checkbox"/>	PR capacity building for financial management or costing	
<input type="checkbox"/>	PR capacity building for M&E	
<input type="checkbox"/>	PR capacity building for other technical area	

What is the preferred time period for TS? *Please check the preferred quarter for initiation of this support.*

Quarter: October-December January-March April-June July-September

For PRs, does the grant have TS funding in the grant budget? : No Yes

If yes, please describe what TS was funded under this grant, by whom, and when: _____

SCOPE OF WORK

Please attach SOW here.

SCOPE OF WORK GUIDELINES

On the pages following the application form, please write a scope of work (SOW) for the technical support (TS). Please keep the SOW to no more than two pages, and in it address the following three elements.



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Context, Background and Issue (approximately a half page)

- Describe the current situation and contextual issues or problems which motivate this request for TS.
- Describe the level of urgency for this request. Please specify whether the Global Fund has imposed any conditions precedent on the PR and whether the CCM or PR is currently trying to meet a deadline. Please state whether the CCM currently meets the Global Fund's requirements for funding eligibility.
- If relevant, please describe any previous TS provided for the grant to which this TS request relates, including who provided the TS and the results achieved.

Purpose of the TS (approximately a half page)

- For the PR applicants: Succinctly describe the TS needed to help the PR overcome obstacles to grant start-up or implementation, get started and/or make progress toward its targets or required results.
- For the CCM applicants: Succinctly describe structural governance reforms that might be needed to improve strategic leadership, requirements to strengthen oversight capacity and the need for a CCM dashboard. Please follow the guidance in the preceding "Fact Sheet" when defining the purpose of the TS. Specific implementation concerns will vary depending on the country, grant context and other issues.
- For the USG applicants: Please describe the specific needs facing your engagement at the country level and how/if these are also being addressed through bilateral activities.

Anticipated Results (approximately a half page)

- Describe the results the CCM or PR expects as a result of the TS. The TS team will work with the CCM or PR to define the most appropriate results; as a result, the SOW can provide a very general description.
- For the USG: Please describe how results will be sustained through bilateral programming or multilateral technical partners in-country.
- Please note that while the TS provider will be responsible for assuring achievement of the stated results the CCM or PR expects, the TS provider will not assume responsibility for the ultimate resolution of those issues that have caused concern to the Fund Secretariat or the LFA or other problems with Global Fund grant performance.

The USG will review applications for TS on a rolling basis. During the USG's review of applications, clarifications might be asked of applicants. These questions will be addressed to the TS requestor named in the "Application Form". Please submit all application documents to Emily Hughes (hughesej1@state.gov) and Christy Wahle (wahlecs@state.gov) at the Office of the U.S. Global AIDS Coordinator, with a copy sent to the U.S. Embassy Point of Contact.