
Validation of Continuation Request

Multicountry Instructions Allocation Period 2020-2022

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Introduction

This document supports applicants in the completion of the multicountry Validation of Continuation Request Form.

Responses to questions in the validation of continuation request should be aligned with prioritized regional and country needs and guided by a relevant National Strategic Plan(s) (NSP) or Regional Strategic Plan. The validation of continuation request should be developed through dialogue with the concerned countries and should be supported by epidemiological data and technical guidance. Responses to all questions should be clear and succinct.

The submitted Validation of Continuation Request Form will follow a rigorous review by the Global Fund Secretariat to assess appropriateness of approach as well as alignment with national programs and approved by the Grant Approval Committee (GAC). Once final grants are Board-approved, the Global Fund may publish or share information submitted as part of the requests.

For questions, please contact accesstofunding@theglobalfund.org.

Part I: Getting Started

Complete Application

Mandatory documents to be submitted with this funding request are listed in **Annex 1** of the Validation of Continuation Request Form. The Secretariat and GAC will only review complete application packages.

Use of Existing Country Documentation

The validation of continuation request encourages the use of existing country and/or regional documentation, for example, NSPs, to avoid duplication of information. Applicants are requested to reference relevant regional and country-specific documents in the narrative to avoid repeating information available elsewhere.

Regional and country-specific documents referenced in the Validation of Continuation Form should then be submitted as part of the application package. These attachments can be submitted as links or email attachments, or through another file sharing mechanism (Google Drive, Dropbox or others). In case documents are publicly available online, applicants are advised to provide corresponding web links, to limit the number of documents attached to the continuation request. **Applicants should not attach documents that are not referenced in the validation of continuation request and should reference only those that directly respond to the question in the request form.**

Recommended length of responses

The applicant should respond to the questions under 1.1, with respect to the context of the continuation request, in approximately 1 page. For question 1.2, on how the TRP and Secretariat recommendations from the 2017-2019 cycle have been addressed, the applicant should dedicate about half to a full page maximum per recommendation. This guidance also applies to question 1.3 on additional lessons learned; a half to full page per lesson is appropriate. With respect to questions 1.4 on evaluation framework and transition planning and 1.5 on synergies with national programs, the applicant responses should be approximately 2 pages per question.

One page corresponds to approximately 500 words, using standard size 11 Arial font, and single line spacing. Applicants are invited to make use of visual representations, such as graphs or tables, to portray key information or trends.

Timing of Submission and Implementation Periods

The allocation period refers to the period when eligible applicants can apply for and access multicountry funding. The period during which an allocation for an eligible multicountry priority can be used is known as the allocation utilization period (AUP). Grant implementation periods are typically aligned with the AUP.

Grants are expected to last three years and funds for the 2020-2022 allocation period must be accessed before the end of December 2022.

Translation of Documents

The Global Fund accepts application documents in English, French or Spanish. The working language of the Secretariat is English.

The Global Fund will translate only the Validation of Continuation Request Form and core application documents submitted in French or Spanish. Supplementary attachments can be submitted in the documents' original language but translation by the Global Fund will be limited to specific sections, within reason.

As the Secretariat cannot ensure translations of all supplementary documents, applicants are encouraged to translate and submit the most critical attachments in English, whenever possible.

Part II: Completing the Validation of Continuation Request Form

The Multicountry Validation of Continuation Request approach allows for the continuation of an existing multicountry/regional program, incorporating minor adjustments if justified by achieving higher program impact and/or enhanced sustainability. This streamlined process was designed to significantly reduce the level of effort by the applicant and the Secretariat during the review stage.

A broad range of groups responding to and affected by the diseases should be engaged in the regional dialogue to develop a successful validation of continuation request, ensuring that investments in the fight against the three diseases are delivering the needed impact.

The regional program design should complement existing national strategies (for example, as documented in NSPs) to avoid duplication of program activities and be guided by up-to-date data that accurately reflects the regional context and informs strategic priorities.

The Global Fund provides the following resources that can be used as a reference by applicants as they complete their continuation request:

- [Global Fund Strategy 2017-2022: investing to end epidemics](#)
- [Global Fund Applicant Handbook](#)
- [Global Fund Information Notes on: HIV; TB; Malaria; and Building Resilient and Sustainable Systems for Health](#)
- [Global Fund Multicountry Guidance Note](#)
- [Global Fund Modular Framework Handbook](#)
- [Global Fund Technical Briefs](#)
- [Global Fund Sustainability, Transition and Co-Financing Guidance Note](#)
- [Guidelines for Grant Budgeting](#)

Summary Information

This information is used for data purposes:

Section	Requested Information
Disease Component	Component of the continuation request.
Multicountry priority	Multicountry priority that the continuation request responds to.
Applicant	The entity that presents the validation of continuation request (i.e. Regional Coordinating Mechanism or Regional Organization) ¹ .
Implementer (Principal Recipient)	The entity or entities nominated by the applicant to implement the program.
Planned grant start date	Projected start date for the grant(s). The proposed date should confirm the continuation of the program once the current grant ends.
Planned grant end date	Projected end-date for the grant(s). Three years later from above date.
Currency	Current grant currency; either Euro or US dollar.
Requested amount	Amount requested. The amount entered should be consistent across all application documents.

Countries included in the proposal	Eligibility status
List of countries covered by the continuation request.	Eligibility status of each of the countries included in the continuation request as per the Global Fund Eligibility List 2020 ² . A multicountry proposal needs to be composed of at least 51% countries that are eligible for the disease

¹ https://www.theglobalfund.org/media/9639/fundingmodel_2020-2022multicountryfunding_guidelines_en.pdf?u=63726164135000000

² https://www.theglobalfund.org/media/9016/core_eligiblecountries2020_list_en.pdf?u=63715738616000000

	component of the multicountry priority. <u>Countries that are classified as “Transition” will be considered as eligible.</u>
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Section 1.1 Context Related to the Validation of Continuation Request

This section asks the applicant to confirm the adequate performance of the Principal Recipient (PR), inclusive of programmatic and grant financial performance (i.e. financial absorption). Well performing PRs are rated B1 or above. In addition, applicants are asked to confirm that the context for the Multicountry grant has not substantively changed from the 2017-2019 Funding Request, which would allow the grant to continue with no or minor changes in the 2020-2022 allocation cycle.

Furthermore, the applicant is asked to confirm that the CCMs of the constituent countries (or Ministry of Health if CCM is not present) have been consulted and have endorsed the overall approach for the continuation request as it relates to their country. For more details on the endorsement of the validation for continuation request, please refer to the corresponding section on page 9 below.

Section 1.2 Changes Derived from TRP and Secretariat Recommendations from 2017-2019 Allocation Cycle

This section asks applicants to indicate how the TRP and Secretariat recommendations from the 2017-2019 allocation cycle have been addressed and how on-going adjustments will be carried out in the next grant.

Applicants may refer to key sources of information (e.g. TRP responses form and annexes, or new national/regional strategy documents, as relevant) to inform how the individual issues were addressed and will continue to be addressed in the continuation of the grant. Applicants are also encouraged to liaise with their regional team on the specific recommendations to be discussed in this section.

The applicant should briefly describe the recommendation in the title line and then provide its response in the “applicant response” designated text box. After the applicant’s submission of the Validation of Continuation Form, the Global Fund Secretariat will provide its input in the designated “Secretariat comments” text box before the validation request is sent to the GAC for review.

Section 1.3 Changes derived from other Lessons Learned and Adaptations for Higher Impact and Sustainability

The applicant must articulate in the validation for continuation request how they will build on the lessons learned from the current grant, and what strategic areas may need to be strengthened for higher impact and sustainability.

The applicant is expected to consider lessons learned, challenges, results and impact achieved during the current implementation period. This should include a synthesis of findings and recommendations of national program reviews, evaluation of program and data quality assessments, as well as impact assessments, to propose minor changes to the program. Applicants could also describe which programmatic approaches did not deliver anticipated results, and how obstacles or limitations will be addressed to increase the outcomes and impact of the response.

In this section, any regional differences in intervention coverage, program performance relating to key and/or vulnerable populations, efforts to reduce human rights and gender-related barriers to services, efforts to address inequities in access to services and in health outcomes, and the role played by communities should be summarized. Lessons learned that have informed program design may draw from wider program reviews, evaluations and other donor programs.

The applicant should briefly describe the recommendation in the title line and then provide its response in the “applicant response” designated text box. After the applicant’s submission of the Validation of Continuation Form, the Global Fund Secretariat will provide its input in the designated “Secretariat comments” text box before the validation request is sent to the GAC for review.

Section 1.4 Evaluation Framework and Transition Planning

Based on the evaluation framework from the 2017-2019 grant, the applicant should provide an update on grant performance and progress against milestones as well as the catalytic effect of the investments. The applicant should also detail progress on strengthening sustainability of the program and the interventions financed by the multicountry grant, including advanced planning for transition from Global Fund support. In the context of this question, applicants should specifically consider how the multicountry proposal will deliver on its objectives during the implementation period, while avoiding the creation of dependences on Global Fund financing to maintain interventions beyond the implementation period. In general, a multicountry program should not be considered as long-term investments, but rather a punctual investments that seek to achieve their objectives and create lasting change, while working to mitigate the creation of systems, structures, or interventions that rely on external financing. If interventions are designed in a manner that will require long-term financing beyond the implementation period, the applicant should be clear on how these interventions will be gradually transitioned to domestic management and/or financing. If relevant, applicants should explain how additional resources from national governments and other donors will be leveraged to support or take up key costs included in the grant. Where relevant, describe how the elements of the multicountry program will be transferred to the national programs.

Section 1.5 Synergies with National Programs and Other Ongoing Interventions

In answering this question applicants should explain how the continuing grant and proposed interventions complement and introduce a catalytic effect in existing programs at regional and national levels, and what mitigation measures have been put in place to avoid the risk of duplication.

Section 1.6 COVID-19 Implementation Modalities and Interventions

The applicant should explain how the implementation modalities and interventions adapted to mitigate the risks related to COVID-19 are still appropriate to the country/regional context and whether they are likely to allow the grant to achieve the anticipated results and impact. Here the applicant may also refer to potential funding received through the COVID-19 Response Mechanism (C19RM) initiative.

Annex 1. Additional Documents to Include with the Validation of Continuation Request

In addition to the Validation of Continuation Request Form, applicants are required to submit the following core documents as part of their request for continuation of the program. A checklist is included as an Annex to the Validation of Continuation Request Form.

Performance Framework and Budget

The Performance Framework and Budget are used throughout the grant lifecycle and will be modified as needed during grant-making and throughout implementation. These templates should be completed at a strategic overview level during the application stage and then further developed during grant-making.

The Budget and Performance Framework templates for the funding cycle 2020-2022 will be provided by your regional team. These are generated from the Global Fund internal Grant Operating System (GOS) and the applicant will not be able to reuse the Performance Framework and Budgets from the 2017-2019 cycle.

Performance Framework and Work-plan Tracking Measures

Multicountry grants should contain well-defined, measureable goals and objectives and outcomes (expected results) that address gaps and encourage accelerated impact against the relevant disease.

Multicountry grants should include clear measures reflecting the key achievements of the program to date and enhance the evidence-base for further supporting these programs. These measures could be captured in:

- a) The Performance Framework using impact, outcome and coverage indicators available from technical partners. In selecting these indicators, applicants should assess the relevance of the indicators in relation to the activities supported by the program and whether these can be achieved and reported during the grant implementation period; and/or
- b) The Work-plan Tracking Measures if suitable impact, outcome and coverage indicators to measure progress of activities supported by the multicountry program are not available, or do not allow reporting on progress during the grant implementation period. Accordingly applicants are requested to select (i) a set of measurable and achievable milestones under the Work-plan Tracking Measures section of the Performance Framework template, and (ii) a set of Evaluation Questions to assess the impact and inform decisions for continued investment in the multicountry grant.

Key considerations in selection of Work-plan Tracking Measures:

- Selecting appropriate Work-plan Tracking Measures will require identifying some key activities from the work-plan and budget and selecting related milestones for progress reporting.
- The Work-plan Tracking Measures can be qualitative milestones and/or process indicators with emphasis on key outcomes/results of the grant activities.
- In deciding an appropriate milestones related to the selected activity, focus on expected results that will allow assessing the progress over the grant term.
- The purpose of Work-plan Tracking Measures is not to duplicate the grant work-plan and budget in the Performance Framework. It is rather to demonstrate how the grant is progressing to achieve the objectives and goals of the multicountry program.
- Selection of Work-plan Tracking Measures is based on activities that constitute a high proportion of the grant budget and are critical in achieving the grant's objectives.
- Choice and number of Work-plan Tracking Measures should be agreed with the Country Team and the implementer. It is recommended that three to five Work-plan Tracking Measures be used per reporting period.

Implementation Arrangement Map (if applicable)

We request Applicants to submit an Implementation Arrangement Map only in case of significant change since submission of the 2017-2019 funding request.

An Implementation Arrangement Map is a visual depiction of a grant (or a set of grants), detailing: (i) all entities receiving grant funds and/or playing a role in program implementation, (ii) the reporting and coordination relationships between them, (iii) each entity's role in program implementation, and (iv) the flow of funds and commodities and reporting data.

The diagram should depict every entity (organization, not person) that receives Global Fund money in the path from input of funds to the implementation of activities at the beneficiary level. It is critical to include all entities (for example, both the regional and district level offices of the National Health System should be captured separately), not to group entities into generic groups (for example, health facilities), not to ignore certain types of entities (for example, key repeat vendors), and not stop short of the beneficiary level (for example, stopping at the sub-recipient level). **Rather, all unknowns should be clearly recorded in the map.** This is critical to track what further information-gathering is needed to obtain an accurate understanding of the implementation arrangements on the ground.

The [Guidance on Implementation Arrangement Mapping](#) provides further details on this exercise.

Documents confirming the Applicant and Implementer Status

Documents confirming the continuation of Applicant status

An applicant must be a RCM or RO that demonstrates technical and programmatic capacity in the multicountry strategic priority, sufficient regional knowledge and experience in broad stakeholder engagement, and a commitment to open and inclusive dialogue and decision-making.

In order for a RO to be considered an eligible applicant for continuation, it must confirm its compliance by providing documentation indicating the capacity to apply for funding under the same applicant status in force in the current grant:

1. Demonstrate broad regional stakeholder consultation and involvement by:
 - Having a broad experience in working in the region on the issues targeted by the multicountry priority;
 - Having experience in working with other regionally / multicountry focused initiatives and programs;
 - Having a broad experience and confirmed track record of working with people living with and/or affected by the diseases targeted by the multicountry priority.
2. Not be a United Nations, multilateral or bilateral agency.
3. Be a legally registered entity in at least one of the countries forming part of the continuation request.
4. Demonstrate capacity to develop elements for sustainability for the regional strategic priority.

The Global Fund Secretariat will screen the applicants for compliance with the above. The applicant is requested to submit any relevant documentation, such as organizational status, by-laws etc. It is the applicant's responsibility to provide the Global Fund Secretariat with sufficient documentation to confirm the continuation of adherence to these requirements.

Documents confirming the continuation of Implementer status

Eligible Global Fund implementers are:

- Local³ and legal entities from the public or private sector or civil society. Locally-incorporated international non-governmental organizations are considered local stakeholders and are acceptable as implementers. The same requirements apply to Sub-recipients.
- In exceptional cases, should the RCM/RO conclude that there is no local entity qualified to be implementer, the local office of an multilateral organization can be approved to take on the responsibilities of being the implementer. In this case, firm evidence must be presented by the RCM/RO that there are no local entities with the requisite capacity, and Country Teams must confirm their agreement.
- The Global Fund expects that engaging multilateral organizations or international NGOs to be temporary, and that one or several local entities may be phased-in as implementer(s) once their capacities had been strengthened. The grant agreement with a non-local implementer may include plans for developing the capacity of one or several local entities and a timeline for passing implementer responsibility to them.
- In rare cases where no other options are considered as acceptable, bilateral organizations (including the consulting arm of bilateral organizations, even if these are private entities) can be considered as implementers. This would be the case where the country context proves to be challenging and where the RCM/RO and the Global Fund country/regional team conclude that no other international organizations can be appointed as implpneneter. The use of a bilateral organization as an implementer would require approval from Global Fund Senior Management.

The Global Fund Secretariat will screen the nominated Implementer to ensure compliance with the above. The Implementer is requested to submit any relevant documentation, such as organizational status, by-laws etc. It is the applicant's responsibility to provide the Global Fund Secretariat with sufficient documentation to confirm the nominated Implementer(s)' adherence to these requirements as part of the continuation.

In cases where the applicant is a RO and proposes to also act as the implementer, this section can be omitted.

³ Local means being registered as legal entity in in at least one of the countries forming part of the funding proposal.

Endorsement of Validation of Continuation Request

Endorsement of the continuation request by Regional Coordination Mechanism (RCM) or Regional Organization (RO)

The Global Fund requires endorsement of the final Validation of Continuation Request Form and corresponding Performance Framework and Budget by all RCM members (or their designated alternates) or legal representative of the RO, documented in the designated form⁴. Additionally, a representative of each nominated Implementer (PR) must sign off on the bottom of the endorsement sheet confirming that they endorse the continuation request and are ready to begin grant-making and implementation.

Note that the endorsement sheet must be signed by all RCM members. Where this is not possible, emails from RCM members endorsing the continuation request should be compiled and submitted electronically. Applicants must clearly name and number these emails in the supporting documents tab of the endorsement form. In cases where an RCM member is unwilling to endorse the request form, that member must inform the Global Fund in writing (AccessToFunding@theglobalfund.org) stating the reason for not endorsing the validation of continuation request form, to ensure that the Global Fund understands the member's position.

Endorsement of the Validation of Continuation request by CCMs

The Global Fund requires multicountry applicants to provide evidence of endorsement from the CCMs of all participating countries.

To ensure that the interventions proposed in a multicountry request do not duplicate and are consistent with initiatives under existing national programs, the membership of the CCM of each country included in the multicountry request form (at a meeting or through another documented process) must agree to endorse the validation of continuation request. It is important to note that the respective CCMs are not approving the budget, or the specific interventions. Rather, the CCMs are endorsing the overall approach as the validation of continuation request relates to their country.

Applicants must demonstrate endorsement by the CCM members through a signed letter from the CCM Chair and the Civil Society Representative for each country included in the regional application, to confirm their endorsement of the multicountry validation of continuation request form. In case the CCM Chair is not available, the endorsement letter may be signed by the CCM Vice-Chair if justification of the Chair's unavailability is provided as well as who has delegated authority to sign in their place. If available, minutes of the respective CCM meetings should be submitted.

For countries where there is a CCM, but no CCM endorsement, applicants must provide a short explanation of the reason(s). Additionally, applicants must describe how support will be obtained from in-country partners to implement the proposed interventions as well as the approach to the operational and legal challenges to program implementation.

For countries where there is no CCM, efforts must be made to obtain letters of endorsement from the legal representative of existing national bodies (for example the Ministry of Health or other relevant national coordinating body). The applicant should describe how the RCM / RO will work with existing national mechanisms to implement the proposed interventions and address any operational, policy or legal challenges to implementation.

⁴ [Link to RCM/RO Endorsement Sheet.](#)

Health Product Management Tool (HPMT)

NOTE: Filling in the HPMT template is only relevant when the Global Fund funding is requested to cover health products and/or associated management costs.

The [Health Product Management Tool \(HPMT\)](#) is an instrument that captures in detail all health products, and health technologies, in addition to key assumptions on quantities and costs that will be financed through the Global Fund. For each health product, the list specifies: technology and service, the estimated quantities (and frequency) to be procured for each year of the implementation period, the estimated reference unit price, and costs related to the product management for treatment, diagnosis, care and prevention to meet grant targets.

The HPMT is to be used during the continuation request stage, validated during grant-making and updated regularly during implementation. This will allow refinement of the demand forecast based on the progress in reaching the targets and as a proportion of other available funding sources.

At the continuation request stage, the HPMT is designed to capture all major supporting information used as assumptions for the quantifications related to the procurement of health products, services and their management costs. Any additional relevant information (such as National Treatment and/or Testing Guidelines, Forecast and Quantification National Report, QuanTB, stock and pipeline reports, health technology roll out plan) can be submitted in a format that is suitable to each applicant.

Full alignment and consistency throughout all the core documents is encouraged, including the HPMT, the Performance Framework, Programmatic Targets, and Detailed Budget during the continuation request and grant-making stage and maintained/adjusted during implementation.

For more information on how to fill in the HPMT, refer to the instructions tab within the tool.

List of Abbreviations and Annexes

Applicants should use the list of abbreviations and annexes to list uncommon or country-specific abbreviations and acronyms used in the application. The applicant should also use this document to list all all documents referenced in the Validation of Continuation Request Form.