August 2014

# Template for LFA reviews relating to CCM funding

LFAs may be asked to assist in reviews and verifications related to CCM funding. For further information, please refer to the LFA Manual and the LFA Terms of Reference for reviews relating to CCM funding, available on the Global Fund website.[[1]](#footnote-1)

This template can be used and adapted depending on the nature of the services requested from the LFA. The LFA and Country Team/Fund Portfolio Manager should agree on the format of reporting by the LFA on any requested review relating to CCM funding before the start of the LFA service.

CCM funding requests, yearly expenditure reports and supporting documentation are provided in an online tool, a pdf of which can be shared by the Country Team. If the LFA is requested to review information provided by the CCM in the online tool, access for the LFA and the associated password will need to be requested via the Country Team. Comments made within the online tool are visible to all users with access to the CCM funding request and report concerned.

1. **General information**

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| Region |  | | |
| Country |  | | |
| CCM/RCM |  | | |
| Recipient entity |  | | |
| Agreement number |  | | |
| CCM funding request period | | | |
| From | dd/mm/yy | To | dd/mm/yy |
| Expenditure report period | | | |
| From | dd/mm/yy | To | dd/mm/yy |

1. **LFA review that the funding recipient is a legal entity and/or of CCM funding request**

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| **1** |
| Y/N | **The Recipient entity is a separate legal entity.** |

If the recipient entity is the CCM, confirm that the CCM is a legal entity. Where the CCM is not a legal entity, the LFA should verify that the recipient entity proposed by the CCM is a separate legal entity and already an administrator of funds; that the bank account details provided belong to the recipient entity and that the recipient entity’s contact information is accurate.

LFA Comments:

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| **2** |
| Y/N | **Adequate systems and controls are in place to manage the CCM funding.** |

Review systems and controls to be used to manage the funds. Comment whether the systems are adequate to administer the proposed CCM funding and/or make recommendations for strengthening.

LFA Comments:

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| **3** |
| Y/N | **The budget is arithmetically accurate.** |

LFA Comments:

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| **4** |
| Y/N | **The total CCM funding amount complies with the CCM funding policy.** |

LFA Comments:

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| **5** |
| Y/N | **The CCM funding request does not duplicate funding provided by other donors.** |

LFA Comments:

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| **6** |
| Y/N | **All budget items and planned activities are eligible and within the cost categories set out in the guidelines for CCM funding.** |

LFA Comments:

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| **7** |
| Y/N | **The budget is sufficient for the planned activities.** |

LFA Comments:

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| **8** |
| Y/N | **Unit costs are realistic and consistent with local operating costs.** |

LFA Comments:

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| **9** |
| Y/N | **Salary levels are reasonable and in line with national salary scales.** |

To ascertain the reasonableness of proposed costs under the Human Resources category provide any relevant information and comment on such issues as:

• The budgeted positions are in line with the CCM funding guidelines.

• What salary scale(s) and comparable position(s) within this scale, are used to determine the level of remuneration? If a national framework on salaries and remuneration is in place, how is it used for establishing levels of remuneration? What relevant positions can the budgeted positions be compared to within this framework?

• What has been the evolution of the proposed remuneration over the past two years? Explain any increase/decrease and applicable procedure for revision of salaries.

• Are other donors solicited to co-fund HR costs (what donors, what amounts?)

• The process used to recruit for this position.

LFA Comments:

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| **10** |
| Y/N | **The previous year’s budget has been appropriately spent, i.e. according to the agreed budget (applicable only to repeat CCM funding applications).** |

LFA Comments:

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| **11** |
|  | **Total budget amount requested by CCM** | US/EU |  |
|  | **Total budget amount LFA recommended** | US/EU |  |

LFA Comments:

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| **12** |
| Y/N | **The CCM contact information is correct.** |

LFA Comments:

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| **13** |
| Y/N | **The bank information and signatories are accurate.** |

LFA Comments:

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| **14** |
| Y/N | **All CCM members have signed the request for funding.** |

LFA Comments:

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| **15** |
| Y/N | **Adequate systems are in place to collect and report data related to the selected indicator(s).** |

LFA Comments:

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| **16** |
| Y/N | **Baselines and targets set by the CCM for each indicator in the performance framework are accurate, measurable and realistic.** |

LFA Comments:

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| **17** |
| Y/N | **The CCM has mobilized a minimum of 20% of the amount exceeding US$ 200,000 from sources other than the Global Fund for the same CCM budget period.** |

LFA Comments:

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| **18** |
| Y/N | **Additional comments and recommendations.** |

LFA Comments:

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1. **LFA verification of CCM bank account information**

When requested to conduct a bank account information verification for purposes of CCM funding, the LFA should follow the same guidance and process as for the verification of bank account information for a grant. The relevant guidelines and templates are available on the Global Fund website.[[2]](#footnote-2)

1. **Verification of CCM expenditure report and disbursement request**

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| **1** |
| Y/N | **The reported activities are consistent with the activities indicated in the signed CCM funding agreement.** |

LFA Comments:

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| **2** |
| Y/N | **Expenditures in the current reporting period have been correctly recorded and supporting evidence adequately documented.** |

LFA Comments:

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| **3** |
| Y/N | **Funds have been appropriately spent, in line with the CCM funding policy and the signed CCM funding agreement.** |

LFA Comments:

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| **4** |
| Y/N | **Variances in the current reporting period have been sufficiently explained.** |

LFA Comments:

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| **5** |
| Y/N | **The CCM funding report is arithmetically accurate.** |

LFA Comments:

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| **6** |
|  | **Cash balance as per CCM report** | | US/EU |  |
|  | **Cash balance as verified by LFA** | | US/EU |  |
| Y/N | | **The cash balance is correctly calculated.** | | |

LFA Comments: Please provide detailed explanations in cases where the cash balance in the CCM report differs from the amount determined by the LFA.

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| **7** |
| Y/N | **The CCM disbursement request for the remaining period has been calculated correctly and the request does not exceed the approved total two-year funding amount.** |

LFA Comments:

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| **8** |
| Y/N | **Planned costs for the remaining funding period have been reasonably estimated.** |

LFA Comments:

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| **9** |
|  | **Additional comments, areas of concern and recommendations.** |

LFA Comments:

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Signed on behalf of the LFA:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. See http://www.theglobalfund.org/en/lfa/documents/ [↑](#footnote-ref-1)
2. http://www.theglobalfund.org/en/lfa/documents/ [↑](#footnote-ref-2)