# Procedure for the Engagement and Approval of Local Fund Agent Experts (External)

March 2022

**OVERALL OBJECTIVES**

Local Fund Agents (LFAs) must ensure that their LFA teams are fully staffed to meet Global Fund needs for required functional expertise, in particular in the areas of Team Leader, Finance, Procurement and Supply Management (PSM) for Health Products, and Programmatic/ Monitoring and Evaluation (M&E). LFA teams, composed of these key functional experts, must have the capacity and resources to effectively deliver the requested volume of LFA services in a quality, consistent, reliable and timely manner to meet the Global Fund’s information and risk management requirements for quality grant management decision-making. Depending on the services and nature of the work required, there may be a need to involve other experts. The process for Global Fund approval of key LFA experts is outlined in this document.

**MAIN PRINCIPLES**

1. The key [[1]](#footnote-2) LFA experts for each country or geographical region (when covering multiple countries in one or more regions), must:
   1. meet the minimum requirements as described in Annex A;
   2. be approved by the Global Fund; and
   3. be accountable for the LFA deliverables and recommendations specific to their functional area.
2. It is expected that key LFA experts work closely together to provide the Global Fund with holistic and comprehensive findings and recommendations. This includes, for example, the ability to link financial information to programmatic achievements.
3. LFAs may need to engage non-key LFA expert staff (e.g. support staff, junior experts, experts with specialized expertise) to assist or complement the approved key LFA experts on specific activities that are required in providing LFA services in a given country/multi-country portfolio depending on the context. Additional specialized expertise may include, but is not limited to, the following areas: legal, human rights/gender, complex financial management (including forensic work), disease control program strategies, quantitative analysis, civil engineering (e.g. rehabilitation and renovation), non-health procurement, supply chain, biomedical engineers and laboratory experts.
   1. The LFA and Country Team (CT)/Fund Portfolio Manager (FPM) should discuss the role of any non-key LFA experts as part of their agreement on the LFA team structure.
   2. Non-key LFA experts for which minimum requirements are included in Annex B of these Procedures are approved in a similar way as key LFA experts.
   3. For all other non-key LFA experts, the Global Fund does not stipulate a formal approval process. Refer to sub-section five [(5)](#_Engaging_non-key_LFA) below for further details regarding the engagement of non-key LFA experts.
4. The LFA Team Leader is ultimately responsible and, therefore, accountable for the quality and content of all LFA reports/documents submitted to the Global Fund. The LFA Team Leader is responsible for the allocation of tasks within the LFA team, involvement of the appropriate expertise and managing the LFA team.
5. As part of the LFA performance management system, the FPM (in consultation with the CT) will provide regular performance feedback to the LFA. As part of this feedback, the FPM may request certain changes in the LFA team.
6. LFAs are expected to implement their own robust performance management systems to proactively strengthen their teams, including the proposal of new key/non-key LFA experts (e.g. in response to poor performance/quality) or additional key LFA experts (e.g. particularly in response to expanding workloads or changing needs).
7. The Global Fund reserves the right to request the removal of an LFA expert from the LFA team due to poor performance or other concerns (e.g. conflict of interest).
8. If an LFA decides not to engage further with a previously approved key LFA expert, the LFA should notify the relevant FPM and the LFA Coordination Team of their decision and succession plan prior to such change.
9. Requests to approve new key and non-key LFA experts are submitted by LFAs to the Global Fund LFA Coordination Team through the Grant Entity Data Module in the Partner Portal, unless otherwise specified in the points below or unless an exception to the process has been agreed with the Global Fund.

**PROCESS**

1. **Proposing new key LFA experts and non-key LFA experts for which minimum requirements are specified in Annex B for the Global Fund approval, for one or several countries/regions**

When proposing new key LFA experts, the LFA should consider candidates who meet the Global Fund minimum requirements (see Annex A, or Annex B in the case of non-key LFA experts for which minimum requirements are specified), and submit the following information to the LFA Coordination Team:

* up-to-date CV of the LFA expert;
* a signed Declaration of the Absence of Conflict of Interest, as per Annex D;
* completed Checklist as per Annex E;
* proposed new team structure with appropriate justification of the requested change (in cases when the approval of the submitted request results in a change to the LFA team structure); and
* proposed changes to LFA Portal access and responsibilities among the LFA team as per Annex F (in cases when the approval of the submitted request results in a change to the LFA Portal access and responsibilities).

When an LFA plans to use a key LFA expert in more than one country and/or in one or more geographical regions, in addition to the information listed above, the LFA should also submit a plan on how the expert’s time will be allocated to cover all of those countries to comply with the expectations of the Global Fund country teams and to ensure timely delivery of quality information to the Global Fund.

1. **Proposing already approved key LFA experts for other countries/regions**

If an LFA plans to use in a new country/region a key LFA expert who was previously approved by the Global Fund for a specific country/list of countries, the LFA should submit to the Global Fund for approval:

* an up-to-date CV for the key LFA expert; (annex C)
* a revised declaration of the absence of conflict of interest for the key LFA expert to include all locations covered; (annex D)
* completed checklist (Annex E)
* proposed new team structure with appropriate justification of the requested change (in cases when the approval of the submitted request results in a change to the LFA team structure); and
* proposed changes to LFA Portal access and responsibilities among the LFA team as per Annex F (in cases when the approval of the submitted request results in a change to the LFA team access and responsibilities)

1. **Proposing key LFA experts for one-off assignments**

One-off assignments are instances when an approved key LFA expert from one country/region performs a service in another country/region on a one-off basis. This could occur in instances when an assigned key LFA expert is unable to perform a certain deliverable and the LFA proposes an alternative expert from another country/region to perform the service. Equally, in times of peak workload an additional expert from another country may be required to work on a particular deliverable. Such one-off assignments are limited to the key LFA expert working on one well-defined deliverable only.

If an LFA plans to use a key LFA expert who was previously approved by the Global Fund for a specific country/list of countries in another country/region on a one-off basis, the LFA should submit to the Global Fund **Country Team** for approval:

* an up-to-date CV for the key LFA expert;
* a declaration of the absence of conflict of interest for the key LFA expert to include all proposed locations.

The expert is not added to the country’s LFA team structure for the one-off assignment. Instead, upon service completion and at the time of completing the relevant information, such as actual LoE for the service in the LFA Portal, the LFA adds a comment with the name of the key LFA expert who performed the service in the comment box of the service.

Note: The above only applies if the proposed expert has previously been approved for another country for the role s/he will perform in the new country on a one-off basis. If this condition is not met, the LFA applies the procedure for the approval of new LFA key experts as per point one [(1)](#_Proposing_new_key) above.

1. **Proposing a new role for an existing LFA team member**

If an LFA plans to request a new role for an existing LFA team member, including an application for a more senior position, the LFA should submit to the Global Fund for approval:

* an up-to-date CV with all relevant information for the new role;
* completed Declaration of Absence of Conflict of Interest as per Annex D
* completed Checklist as per Annex E;
* proposed new team structure; and
* proposed changes to LFA Portal access and responsibilities among the LFA team as per Annex F (in cases when the approval of the submitted request results in a change to the LFA Team access and responsibilities)

1. **Engaging non-key LFA experts (except those for which minimum requirements are included in Annex B of these Procedures)**

When proposing a non-key LFA expert, the LFA should consider the level and area of expertise needed on the portfolio and propose candidates as appropriate. The role of any non-key LFA experts should be agreed upon with the Country Team. The LFA should also propose a daily rate (unless it already exists in the team structure) for the consideration by the Global Fund. The Country Team may request that the LFA submit the CVs of non-key LFA experts for the CT’s consideration.

Note: Junior experts are considered non-key LFA experts.

Note: All experts, key and non-key must be added to the appropriate team structure(s) to allow for reporting and invoicing. The LFA should submit the required documentation to the Global Fund proposing a daily rate. Exceptions to this are as per scenario 3, above, or if a unified junior role already exists where no names of junior experts are recorded in the LFA Team Structure.

**Proposing key LFA experts as part of LFA procurement process**

As part of its technical proposal in an LFA procurement process, the bidder must provide in their proposal:

* a proposed team structure accompanied by the proposed experts’ CVs;
* a Declaration of Absence of Conflict of Interest form covering the proposed team members; and
* a proposed rate for each expert, to be included in the cost proposal.

If a bidder is appointed to be an LFA for a given portfolio as a result of a procurement process, no additional approval of key LFA experts proposed by the bidder during the procurement process is required.

Should a key LFA expert proposed in the procurement process become unavailable after the Appointment Letter is signed, the LFA must immediately inform the Global Fund and propose an equally qualified and experienced candidate, following the relevant process described in the sections above.

**Annex A: Minimum Requirements for Key LFA Experts**

These Minimum Requirements should be used as Guidelines. Other factors, such as the country context, prior experience of working on the Global Fund programs and other relevant information will also be considered in the process of approval of the key LFA experts.

| **Role** | **Professional Experience** | **Qualifications** | **Language Competencies** |
| --- | --- | --- | --- |
| **Team Leader (TL)** | 10 years of management experience, preferably in the health, social or financial sector, with   1. strong project management and team management skills, ability to prioritize tasks and meet multiple deadlines in complex environment; 2. an in-depth knowledge of issues relating to project management in developing countries; 3. strong interpersonal skills, diplomacy and tact to effectively communicate with senior-level officials, multiple stakeholders and professionals from diverse cultural and professional backgrounds; and 4. strong professional oral communication, writing and analytical skills, including the development of reports, oral presentations, and technical/persuasive documents. | A Graduate Degree, or a degree followed by membership in an industry-recognised professional body (e.g. ACCA, CPA etc), in:   * Public Health; * Finance/Accounting; * Public Administration; * Business Administration; * Social Science; or * other relevant discipline. | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |
| **Finance Professional (FP)** | A **minimum** of 5 years of relevant experience working in a financial role, preferably with at least 2 years of post-qualification experience related to:   1. financial accounting, with the ability to review and analyse accounting transactions; 2. reviewing and negotiating budgets; 3. financial management systems, with the ability to review and assess internal controls and financial processes and procedures and provide recommendations for improvement; 4. review of financial statements (including income and expenditure statements, balance sheets and cash reconciliation statements); and 5. review and interpretation of audit reports. | It is preferable to have an internationally recognised professional finance or accounting qualification – e.g. Institute of Certified Management Accountants (ICMA), Certified Public Accountant (CPA), Chartered Management Accountant (CMA), Chartered Accountant Certification, Chartered Financial Analyst or Fédération des Experts-Comptables Européens etc.  • In the absence of a professionally recognised qualification a Graduate Degree/second level degree in Finance/Accounting with appropriate experience would be considered along with other factors; | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |
| **Procurement and Supply Management (PSM) Expert for Health Products** | A minimum of 7 years relevant experience in managing or advising on the procurement, supply and use of health products, particularly in developing countries with:   1. experience/expertise in assessing policies, systems and structures in the public and/or private health sector relevant for managing effective and efficient access to pharmaceuticals and other health products, particularly for AIDS, TB and malaria; 2. experience/expertise in the procurement of health products including regulations and tendering process; 3. experience/expertise in supply chain/logistics management systems; 4. experience in quantification and forecasting of health product needs in public health programs; 5. a good understanding of AIDS, TB, malaria market dynamics and existing global supply challenges as well as international health products procurement and supply management practices, applicable national and international laws and recognised standards; and 6. good writing and analytical skills. | **Required**  A Graduate Degree (MSc. equivalent) in:   * Public Health; * Pharmacy; * Medicine; or * other related discipline.   **Desirable**   * Professional training in procurement and supply management (PSM) of health products, logistics and/or public health. | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |
| **Programmatic/ Monitoring and Evaluation (M&E) Expert** | A minimum of 7 years relevant experience in the health sector, notably in monitoring and evaluating health programs in developing countries, and with the following expertise:   1. ability to interpret performance results of health programs and analyse the implications of such results in the country context; 2. strong understanding of public health monitoring and evaluation systems; 3. a thorough knowledge of epidemiology and programmatic interventions related to at least one of the three diseases (HIV, TB, or malaria); 4. understanding of the dimensions of health service quality and familiarity with reviewing and interpreting national service delivery guidelines; 5. strong interpersonal skills, diplomacy and tact to effectively communicate with senior level officials, multiple stakeholders and professionals from diverse cultural and professional backgrounds; and 6. strong professional oral communication and writing skills, including the development of reports, oral presentations, and technical/persuasive documents. | A Graduate Degree (MSc. equivalent) in:   * Public Health; * Medicine; * Epidemiology; or * other relevant discipline. | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |

**Annex B**

**Minimum Requirements for Non-Key LFA Experts**

Depending on the particular needs in-country or specific activities of a program, LFAs may be requested to access additional specialist expertise from time to time. As an example, the requirements for Procurement (Non-Health), Supply Chain and Laboratory Experts, Biomedical Engineering (Oxygen) Expert, Biomedical Engineering (Biomedical Equipment) Expert and Civil Engineering (Infrastructure Construction) experts are outlined in the table below.

| **Role** | **Professional Experience** | **Qualifications** | **Language Competencies** |
| --- | --- | --- | --- |
| **Procurement (Non- Health) Expert** | A minimum of 5 years relevant experience of procurement in developing countries, and with the following expertise:   1. procurement at a senior level for large projects in either the public or private sector involving procurement of goods and services; 2. procurement and contract management using World Bank / multilateral funding agency or internationally recognized guidelines; 3. review of purchasing/procurements systems to establish that best practices are followed resulting in delivery of best prices; 4. assessing the source of supplies, price trends and quality of materials and equipment; 5. procurement planning and preparing bidding documents/request for proposals; and 6. good computer skills are essential as are good writing and presentation skills. | Professional qualification and/or training in purchasing and logistics.  Professional membership such as CIPS or other recognised professional body.  A University Degree in:   * Finance/Accounting; * Business Administration; or * related discipline with significant experience in procurement audit. | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |
| **Supply Chain Expert** | A minimum of 12 years of experience of leading practice Supply Chain principles and their contextual appropriateness; including:   1. experience of supply chain systems, stakeholders and networks in developing countries, especially Africa. This should include senior operational Supply Chain experience – for example with a private sector 3PL and 4PL organization, a functional role within an international industrial corporation, or within a leading consulting organization. 2. Proven project and program management expertise gained in implementing change and leading Supply Chain techniques in similar situations. 3. Proven success working in complex multi-stakeholder environments, requiring decision making abilities with limited information available and under tight deadlines. 4. Strong experience of implementing and managing contracts for large technical assistance providers, Public Private Partnership (PPP)-type arrangements, outsourcing or 3PL/4PLs.   **Desirable**   * Several years of experience of both the public and private sectors. * Several years of operational Supply Chain experience gained with in a manufacturing organization*.* * Knowledge and experience of the Pharmaceutical Sector and understanding of pharmaceutical Supply Chains in developing countries. * Knowledge and experience of public health with relationships with some Global Fund high impact countries. * Membership of a recognized professional supply chain organization. | **Required**  A Graduate Degree (MSc. equivalent) directly related to Supply Chain Management  **Desirable**   * Formal training in Supply Chain Management or membership of a recognized professional supply chain organization, e.g., CILT * Project Management Certification (PMI Accreditation preferred or Price2 with relevant experience) | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |
| **Laboratory Expert** | A minimum of 10 years of professional experience working in laboratory services and the management of diagnostic products, including:   1. Experience with international agencies on strengthening laboratory services and/or diagnostic product/equipment matters 2. Experience with and strong understanding of the diagnostic platforms used for the management of HIV/AIDS, TB and malaria programs in limited resource settings 3. Proven expertise in working with and understanding Quality Assurance (QA) systems, the selection of laboratory diagnostics and the implementation of diagnostic programs especially in resource limited settings. 4. Working knowledge of procurement and supply chain good practices for diagnostic products. 5. Good understanding of the WHO prequalification program and the work of the Global Harmonization Task Force (GHTF) 6. Experience in preparing policy documents and technical guidelines. | **Required**  Advanced University Degree in medical biology or pharmacy | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |
| **Biomedical Engineering Expert (Oxygen)** | A minimum of **7 years** relevant experience in managing or advising ideally on the financing, design, specifications, sourcing and procurement, installation/assembly/ commissioning, storage and distribution, maintenance and use of equipment (and systems) used for treating patients, particularly in LMIC countries with:   1. experience/expertise in design and specification of medical oxygen equipment and systems in the public and/or private health sector; 2. experience/expertise in oxygen storage and distribution systems; 3. experience/expertise in installation, assembly and commissioning of oxygen equipment to PSA plants, with required infrastructure needs, maintenance and servicing; 4. a good understanding of the global and/or regional oxygen ecosystem, applicable national and international laws and recognized quality standards; and 5. good writing and analytical skills.   The below expertise/expertise would be very advantageous:   1. experience/expertise in the sourcing and procurement of all oxygen-delivery systems (PSA plants, ancillary devices and equipment) including regulations and tendering process; 2. experience/expertise in advising on financing of oxygen systems, incl. total cost of ownership. | **Required**  A Bachelor’s degree essential, recognized by relevant accreditation institutions, in:   * Biomedical engineering, * Electrical engineering, or * Mechanical engineering   A graduate degree (MSc. equivalent) preferred, which can be compensated by additional four years of professional experience.  **Desirable**   * Oxygen industry experience highly preferred * Professional training in various medical oxygen plant design, procurement, installation/assembly and maintenance. * Experience in overall system design and delivery of medical oxygen services in hospital. | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |
| **Biomedical Engineering Expert (Biomedical Equipment)** | A minimum of 7 years relevant experience in managing or advising ideally on the financing, design, specifications, sourcing and procurement, installation/assembly/ commissioning, storage and distribution, maintenance and use of biomedical equipment used for treating patients, particularly in LMIC countries with:   1. experience/expertise in design and specification of biomedical equipment in the public and/or private health sector; 2. experience/expertise in installation, assembly and commissioning of biomedical equipment, with required infrastructure needs, maintenance and servicing; 3. a good understanding of the global and/or regional biomedical equipment ecosystem, applicable national and international laws and recognized quality standards; and 4. good writing and analytical skills.   The below expertise/expertise would be very advantageous:   1. experience/expertise in the sourcing and procurement of all biomedical equipment (incl. ancillary devices) including regulations and tendering process; 2. experience/expertise in advising on financing of biomedical equipment, incl. total cost of ownership. | **Required**  A Bachelor’s degree essential, recognized by relevant accreditation institutions, in:   * Biomedical engineering, * Electrical engineering, or * Mechanical engineering   A graduate degree (MSc. equivalent) preferred, which can be compensated by additional four years of professional experience.  **Desirable**   * Biomedical industry experience highly preferred * Professional training in various biomedical equipment design, procurement, installation/assembly and maintenance. * Experience in overall biomedical equipment design and delivery of medical oxygen services in hospital | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |
| **Civil Engineering Expert (Infrastructure Construction)** | A minimum of 7 years relevant experience in managing or advising ideally on the design, specifications, contracting, construction and commissioning, and maintenance, particularly in LMIC countries with:   1. experience/expertise in design and specification of infrastructure in the public and/or private sector; 2. experience/expertise in the contracting of services for infrastructure systems, including regulations and tendering process; 3. experience/expertise in construction and commissioning of infrastructure, maintenance and servicing; 4. a good understanding of the global and/or regional construction ecosystem, applicable national and international laws and recognized quality standards; and 5. good writing and analytical skills.   The below expertise/expertise would be very advantageous:  Healthcare infrastructure, ideally hospitals, labs, oxygen plant, waste management, etc. | **Required**  A Bachelor’s degree essential, recognized by relevant accreditation institutions, in:   * Civil engineering, or * Structural engineering   A graduate degree (MSc. equivalent) preferred, which can be compensated by additional four years of professional experience.  **Desirable**   * Healthcare construction industry experience highly preferred * Experience in various healthcare infrastructure (hospitals, labs, oxygen plant, waste management, etc.) design, procurement, installation/assembly and maintenance * Required professional trainings | Must have good written and spoken English and, preferably, a good working knowledge of the official language(s) spoken in the country or countries in which the individual has been assigned to work. |

**Annex C**

**Proforma CV**

|  |  |  |
| --- | --- | --- |
| **Name:** | | **[Photo]** |
| **Title:** | |
| **Nationality:** | |
| **Home office:** | |
| **Professional qualifications:** | | |
| **Language skills:**   |  |  |  |  | | --- | --- | --- | --- | | **Language:** | **Reading:** | **Speaking:** | **Writing:** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **Relevant work experience, including the duration and responsibilities:** | | |
| **References:**    ***Name:***  ***Position:***  ***Organization:***  ***E-mail:***  ***Address:***  ***Telephone:***  ***Relationship:*** | ***Name:***  ***Position:***  ***Organization:***  ***E-mail:***  ***Address:***  ***Telephone:***  ***Relationship:*** | |
| **Certification:**  I declare that the information provided in this CV is accurate and hereby authorize the Global Fund to undertake whatever inquiries it may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vitae and relating to my suitability for the position for which I have been nominated. | | |
| **Date:** | | |

**Annex D**

**Proforma Declaration of Absence of Conflict of Interest**

**Local Fund Agent**

**Conflict of Interest Declaration Relating to Expert Assignment**

On behalf of the Contractor listed below, I hereby declare that:

1. The Contractor has read and understood the *Local Fund Agent Conflict of Interest Procedures* and the Conflict of Interest rules set forth in the Framework Contract between the Contractor and the Global Fund to Fight AIDS, Tuberculosis and Malaria including the definition of “conflict of interest” contained therein, namely:

*A situation in which the Contractor, any of its affiliates, or any of its sub-contractors, if any, has interests (financial, organizational, personal, reputational, or otherwise) that would or may appear to make it difficult for the entity to fulfil its obligations in providing Local Fund Agent Services to the Global Fund in an objective, independent, and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise*.  

1. For the arrangement described in **Box**1 below, the information checked in **Box 2** below is true and correct:

**Box 1**

|  |  |
| --- | --- |
| **Name(s) of Expert(s):** |  |
| **Role(s) of Expert(s):** |  |
| **Country/ Countries:** |  |

**Box 2 (please check one, as appropriate)**

|  |  |
| --- | --- |
| ☐ | No Conflict of Interest exists on the part of the Contractor or any affiliate or sub-contractor of the Contractor for the arrangement described in Box 1. |
| ☐ | A Conflict of Interest exists on the part of the Contractor, an affiliate, and/ or a sub-contractor of the Contractor for the arrangement described in Box 1; and  The Contractor has declared and disclosed that Conflict of Interest to the Global Fund pursuant to the procedures set forth in the Local Fund Agent Conflict of Interest Procedures available on the Global Fund’s website. |

**NAME OF CONTRACTOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Date:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex E**

**LFA Expert Approval Submission Checklist**

This annex contains one checklist which is designed to ensure that expert approval requests submitted by the LFA to the Global Fund are complete and contain the relevant information. Only requests that contain appropriately completed checklists will be considered for review and approval by the Global Fund.

*This checklist should be used when proposing any LFA expert to work in one or more country/regions.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposing an LFA Expert for the Global Fund’s approval** | | | |
| Salutation:  (Mr. Mrs. Dr. ...) |  | Type of Expert Approval Request | |
| ☐New Expert                  ☐New Role(s)                ☐New Country(ies) | |
| First Name: |  | Email Address: |  |
| Last Name: |  | **Mobile** Phone Number with Country Code (required for Partner Portal Access) | + |
| Proposed Country(ies) for LFA expert: | | Expert's Location:  (Fly-In / In-Country) | LFA Role:  LFA expert’s role within the LFA team |
|  | |  |  |
| **Minimum Requirements** | | | |
| *Please refer to*[*Annex A & B*](https://www.theglobalfund.org/media/3220/lfa_engagementandapprovaloflfaexperts_procedure_en.docx?u=637166002800000000)*for detailed requirements.* | | Justification of how this expert meets the requirements: | |
| Language: | ☐Meets |  | |
| ☐ Does Not Meet |
| Qualifications: | ☐ Meets |  | |
| ☐ Does Not Meet |
| Professional Experience: | ☐ Meets |  | |
| ☐ Does Not Meet |
| Proposed Daily Rate (in US$): | US$: | Proposed Start Date: |  |
| Supplementary Information:  Please include in the space below additional relevant information for the approval request:   * Reason why is this expert being proposed, or rationale for proposed change in role * If applicable, how the expert’s time will be managed with competing assignments/countries * Any related team structure changes, such as de-activations | | | |
|  | | | |
| Please make sure to attach the relevant documents with your expert approval request: | | | |
| ☐Up-to-date CV *(mandatory)* (note: the CV must list each position held by the expert, indicating the company/organization, responsibilities, duration by month and date, in a bullet point format)  ☐Declaration of the Absence of Conflict of Interest *(mandatory for new experts/new countries)*  ☐Changes to LFA Portal Access or Responsibilities *(As relevant) - use Annex F in addition to Annex E*  (in cases where the requested change will impact the current responsibilities for the Representative for Legal Notices, Submitter role for Grant Deliverables, Authorized Signatory for Disbursement Requests, or Work Plan or PET Access)  ☐Proposed new team structure with appropriate justification of the requested change *(As relevant, when the approval of the submitted request results in a change to the LFA team structure)* | | | |

**Annex F**

**Changes to LFA Portal Access or Responsibilities**

This annex is to be used in cases where LFAs are not able to submit Change Requests through Grant Entity Data. It is designed to capture any change in portal access and responsibilities among the LFA Team structure after a change in LFA Team members has occurred.

|  |  |  |
| --- | --- | --- |
| **Date:** | | |
| **LFA:** | | |
| **Country:** | | |
| **Responsibilities:** | **Contact Name(s)** | |
| **The LFA contact who will be listed as the Representative for 'Legal' Notices** |  | |
| This name of this contact will appear on the Grant Confirmation.  There can only be one contact assigned per grant. |
| **The LFA contact who is the Authorized Signatory for Disbursement Requests** |  | |
| There can only be one contact assigned per grant. |
| A signature specimen must be provided (available on the Global Fund website here: <https://www.theglobalfund.org/media/6848/lfa_2019-05-signatoryinformation_template_en.docx> |
| **The LFA Contact (s) who is authorized as Editor or Submitter of Grant Deliverables.**  A signed Authorization letter is required for contacts with **Submitter** rights (available here: <https://www.theglobalfund.org/media/11512/fundingmodel_submitters-global-fund-grant-deliverables-authorization-letter_template_en.docx>) |  | |
| **The LFA contact(s) who should have access to the LFA Workplan** (please ensure mobile phone numbers are provided for all relevant contacts) | Name | Mobile Number |
|  |  |
| **The LFA contact(s) who should have access to the LFA PET** (please ensure mobile phone numbers are provided for all relevant contacts) | Name | Mobile Number |
|  |  |

1. The key LFA experts are: Team Leader, Finance Professional, Procurement and Supply Management (PSM) Expert for Health Products, and Programmatic/ Monitoring and Evaluation (M&E) Expert. [↑](#footnote-ref-2)