Guidelines on Emergency Fund Strategic Initiative

For External Use

Approved on:	12 September 2022
Approved by:	Executive Grant Management Committee
Process Owner:	Grant Portfolio Solutions and Support Department
Associated Procedures:	See Annex 2

Contents

1. Purpose of the Guidelines 2
2. Emergency Fund Strategic Initiative 3
3. Applying for Emergency Funding 5
4. Integrating Emergency Fund Awards into Grants 6
5. Implementing Emergency Fund Grants 7
6. Reporting and Monitoring 9

Annex 1: Pre-Qualification of Potential Implementers 10

1. Purpose of the Guidelines

1.1 The Emergency Fund is one of the strategic initiatives that was established following approval by the Global Fund Board in 2014[1]. The continuation and replenishment of the Emergency Fund as a strategic initiative is decided by the Global Fund Board for each allocation period[2].

1.2 These Guidelines on the Emergency Fund Strategic Initiative (Guidelines) define the approach for operationalizing the initiative including the objectives, requirements and end-to-end application to the closure process.

1.3 These Guidelines have been developed based on the general parameters approved by the Global Fund Board and are amended from time to time to reflectlessons learned from implementation.

1.4 The primary audience of these Guidelines are Global Fund Country Teams, recipients, and implementers of Emergency Fund financing (mainly Principal Recipients (PRs)), Country Coordinating Mechanisms (CCMs)[3] and other external partners.

[1] Approved by the Board under decision point GF/B31/DP06, and as set forth in GF/B31/08A – Revision 1.
[2] For information on the Emergency Fund as a Strategic Initiative for the 2023-2025 Allocation Period, please see: Catalytic Investments for the 2023-2025 Allocation Period (GF/B47/06).
[3] In the context of these Guidelines, CCMs are interpreted to include Regional Organizations (ROs) and Regional Coordinating Mechanisms for multi-country grants.

2. Emergency Fund Strategic Initiative

Objectives of the Emergency Fund

2.1 Emergency situations have severe local and regional consequences on health in general, including on HIV, tuberculosis and malaria. During emergency situations, the response to the three diseases is affected in several ways including, but not limited to:

- Risk of discontinuation of ART, anti-TB and anti-malaria treatment and prevention;
- Lack of diagnostic capacity to detect new cases without satisfactory quality assurance mechanisms;
- Risk of communicability of malaria and TB in overcrowded camps for internally displaced people (IDP) and refugees or alike;
- Disrupted prevention services leading to new HIV infection risks in fragile settings;
- Increased vulnerability of the affected population to risk of sexual exploitation and violence;
- Lack of data to inform planning for adequate disease responses;
- Internally displaced populations due to internal conflict or natural disaster; and
- Influx of refugees or other forced cross-border movements of population impacting on health systems in neighboring countries.

2.2 The Emergency Fund provides eligible applicants quick access to funds and greater flexibility to fight the three diseases in certain emergency situations. It is meant to support the provision and continuity of essential prevention and treatment services for HIV, tuberculosis and malaria when reinvestment of existing Grant Funds is not possible or will take too much time[4]. It does not support general humanitarian purposes, which fall outside the Global Fund's mission and mandate.

2.3 During emergencies, the PR and CT may reinvest existing Grant Funds to prevent gaps or disruptions to service delivery. However, it may also not be possible to do so. For example, when the emergency involves cross-border displacement, when all Grant Funds are committed or when the process of identifying savings and/or reallocating available resources is lengthy. Moreover, when regular humanitarian channels take a long time to mobilize or do not possess the resources required to prioritize the three diseases, additional financing from the Emergency Fund may be necessary.

2.4 The Emergency Fund is administered by the Global Fund Secretariat and has a separate application process.

Eligible Countries

2.5 Countries that are eligible to receive Emergency Fund award are those that are (i) eligible to receive Global Fund financing, and (ii) are facing emergency situations as defined in paragraph 2.7.

2.6 Countries eligible to receive Global Fund financing are determined in accordance with the Global Fund Eligibility Policy.[5] Populations from an eligible country can be the beneficiaries of Emergency Fund award even when they have migrated or have been displaced to an ineligible country due to an emergency.

[4] In such cases, Emergency Funding may be requested on the condition that these funds be reimbursed to the Emergency Fund pool at a later stage.
[5] The annual Eligibility List identifies which countries are eligible for an allocation and for which components: HIV, TB, and/or malaria.

2.7 Eligible emergencies are those where the Inter-Agency Standing Committee (IASC) has implemented the Humanitarian System-Wide Scale-Up Activation ("Scale-Up activation"),[6], or Grade 2 or 3 emergencies as classified by the World Health Organization.[7] The Secretariat may also consider providing support to other emergencies based on strong justification.

Eligible Activities

2.8 The Emergency Fund can be used for activities to prevent disruptions to the continuity of essential prevention and treatment services for HIV, TB and malaria. Eligible activities under the Emergency Fund include, but are not limited to:

a. Continuity of anti-retroviral treatment and tuberculosis treatment among displaced and affected populations;
b. Supporting preventive measures, such as indoor residual spraying and long-lasting insecticidal nets (LLIN) among the displaced, and those affected in malaria endemic/epidemic areas;
c. Supporting risk and situation assessments of the three diseases and related health systems functionality; and/or
d. Supporting costs of procurement and distribution of health products and limited operational costs of service delivery and staffing requirements during emergency situations, within reasonable ranges (e.g. proportionate to the requested amount of the Emergency Fund award).

Amount and Length of Funding

2.9 Funding under the Emergency Fund is short-term and time-bound for up to twelve months. During implementation, an extension of up to six months may be granted on an exceptional basis with strong justification. Such an extension may be granted when there are savings from the Emergency Fund award to finance the extension and there are no alternative mechanisms available to continue the emergency response.

2.10 Applicants are expected to integrate activities into other mainstream programs or regular Global Fund grants upon expiration of the Emergency Fund award. Therefore, applications need to factor in longer-term sustainability plans beyond the requested project term. Such plans will be assessed by the Global Fund Secretariat in its review of the Emergency Fund request.[8]

Implementation Arrangements

2.11 Implementers of Emergency Fund award generally must have experience in Global Fund grant implementation and emergency response. As outlined in this Guidance, the Global Fund Secretariat will determine the most appropriate implementer to respond to emergencies.

2.12 Emergency Fund award is channeled through existing grants and implemented by existing PRs and Sub-recipients (SRs) in a country. In exceptional circumstances when existing implementers are not able to undertake the Emergency Fund award , one of the international organizations pre-qualified by the Global Fund may be brought in as a new SR, under an existing grant, or a new PR. Implementing the Emergency Fund award through a stand-alone grant is possible only in the rarest circumstances and requires prior approval by the Global Fund.

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[6] IASC Humanitarian System-Wide Scale-Up Activations and Deactivations (as updated from time to time)

[7] The grading is announced officially throughout WHO from the Regional Director in Grade 2 and the Director General in Grade 3. This grading relates to the health impact of the emergency situation. https://www.who.int/emergencies/overview; https://www.who.int/emergencies/grading

[8] Activities can continue, on an exceptional basis, only through a new application.

2.13 **Pre-qualified Emergency Fund implementers.** For each allocation period, the Global Fund invites international organizations with experience implementing Global Fund grants and working on emergency responses to submit an expression of interest to be pre-qualified as potential implementers of Emergency Fund award. During an emergency, a pre-qualified implementer may be called upon on an exceptional basis to implement Emergency Fund award if the existing implementers in a country are not able to undertake this role. The pre-qualification process and the list of prequalified entities are set out in Annex 1.

3. Applying for Emergency Funding

3.1 When an emergency occurs, the Country Team engages as early as possible with in-country partners (e.g., CCM, PRs, emergency response coordination bodies etc.) to determine the impact of the emergency on the three diseases and the required response. The discussion can also be initiated by an in-country partner.

3.2 Support for the emergency response is accommodated under existing grants as much as possible by identifying and reinvesting savings or re-allocating Grant Funds to the emergency response or other sources such as available Portfolio Optimization windows or other donor financings. An application for additional funding from the Emergency Fund is only considered when the emergency response cannot be funded through existing Grant Funds or other sources (e.g., for the reasons set out in section 2.3 above).

3.3 If additional funding from the Emergency Fund is needed, the application process described below must be followed (details in Annex 2).

CT discusses emergency response with in-country partners	**CT seeks guidance on planned Emergency Fund award**	**PR submits Emergency Fund request**	**CT reviews Emergency Fund request**	**EGMC decides**	**CT informs PR and CCM**
CT, CCM, PRs and in-country partners discuss emergency and need for Emergency Fund award. CCM provides inputs, if possible, in coordination with PR.	CT seeks internal guidance including from Head, of Grant Management Division on the overall scope of the planned Emergency Fund request and the implementation arrangements[9].	Identified PR prepares the Emergency Fund request, including supporting documents. CCM is informed of the Emergency Fund request.	CT (with inputs from other teams) reviews the request based on the defined criteria and recommends to the Executive Grant Management Committee (EGMC) through an internal memo.	EGMC reviews and decides on the Emergency Fund request, based on the defined criteria (see below).	Country Team informs PR and CCM of the Global Fund decision and next steps.

[9] This includes getting approval for the exceptional case when a stand-alone EF grant is proposed.

3.4 The Global Fund reviews and approves Emergency Fund requests, based on the following criteria:

- Clear articulation of the emergency and the impact on the three diseases;
- Elaborate the need of Emergency Fund, and provide strong justifications if the emergency does not fall under the general eligibility of section 2.7;
- Appropriateness of the proposed interventions to the emergency, including a summary performance framework and budget (see Annex 2 for further details), with a clear timeline for implementation;
- Suitability of selected implementer and implementation arrangements;
- Identified risks and mitigation measures;
- No duplication of efforts - interventions are not being financed by other donors or cannot be financed effectively from the Global Fund country allocation through revision of existing grants or other sources such as available Portfolio Optimization windows or other donor financing; and
- Exit strategy ensuring the sustainability of the emergency response after the end of the emergency funding and integration of the emergency activities into other ongoing programs (including Global Fund grants) or to be funded by other donors.

4. Integrating Emergency Fund Awards into Grants

4.1 **Top-up to an existing grant.** Emergency Fund financing is integrated into an existing grant/implementation period through an additional funding revision as described in Annex 2[10]. While the additional funding revision process is being completed, the Country Team may authorize the PR to initiate implementation of approved Emergency Fund activities if there are available uncommitted funds[11] within the existing grant that can be used for this purpose[12].

4.2 The additional funding revisionmust be completed within a maximum of two calendar months, following the notification to the PR of the Global Fund's approval of the Emergency Fund request. If a grant does not have sufficient uncommitted funds to initiate Emergency Fund activities, the additional funding revision must be completed immediately.

4.3 **Stand-alone Emergency Fund grant.** In the exceptional case that the Global Fund approves the implementation of Emergency Fund award through a stand-alone grant, a simplified grant-making process is undertaken as described in Annex 2. The grant-making process (i.e., Grant Confirmation fully signed) must be completed within two calendar months following the notification to the PR of the Global Fund's approval of the Emergency Fund request.

[10] CTs are advised to consult with their Legal Counsel to include a ring-fencing requirement for Emergency Funds in the Implementation Letter integrating the additional funding into the grant.
[11] Available uncommitted funds include available cash in-country, funds committed through annual funding decision but not yet disbursed, and signed but not committed funds.
[12] The authorization and parameters for using uncommitted funds to initiate approved Emergency Fund activities will be communicated through the Notification Letter informing the PR (and country) of the Global Fund's decision on the Emergency Fund. CTs must consult with the CT Legal Counsel when drafting the Notification Letter.

5. Implementing Emergency Fund Grants

Emergency Funding Integrated into an Existing Grant

5.1 Implementation of the Emergency Fund award follows the standard process for the host grant with some flexibilities, so the emergency support may be implemented in a rapid manner.

5.2 **Annual Funding Decisions and Disbursements:** In most cases, the Emergency Funding is committed to the PR account through a supplementary funding decision, except when the approval of the Emergency Funding coincides with a scheduled annual funding decision (see OPN and Procedures on Annual Funding Decisions and Disbursements). The full amount can be released in one disbursement.

5.3 **PR Reporting:** Progress on the Emergency Fund activities are reported by the PR through the scheduled Progress Update/Disbursement Request (PU/DR) and Pulse Checks (as applicable) for the grant. The Local Fund Agent (LFA) verifies Emergency Fund activities and related expenditures as part of their verification of the PU/DR (see OPN and Procedures on Oversee Implementation and Monitor Performance).

5.4 **Reinvesting Emergency Fund:** Emergency Fund financing must remain invested in eligible activities. Savings/efficiencies can be reinvested to scale-up EGMC-approved activities following the general budget or programmatic revision approach[13] defined in the OPN Grant Revisions. Material changes to the approved interventions or reinvestment into interventions not previously approved under the Emergency Funding award require EGMC approval.

5.5 **Extending implementation of Emergency Fund award.** An extension of up to six months beyond the standard 12 months of implementation of the Emergency Fund award is possible, provided the extension is within the grant implementation period, the extension is financed from savings, the case is strongly justified, and there are no alternative mechanisms available to continue and sustain the emergency response. Extensions are approved by the Regional Manager or Department Head (High Impact Department). The following documents are required for the extension request:

- Written request for an extension from the PR, with notice to the CCM;
- Revised Detailed Budget to include the extension period;
- Revised Performance Framework to include the extension period; and
- CT review of the extension request and the justification (including an assessment that confirms the emergency response cannot be integrated in existing programs).

5.6 **IP Reconciliation and Grant Closure:** Since Emergency Fund financing is integrated into the existing grant, the closure of the Emergency Fund component will be undertaken as an integral part of the closure approach for the grant per the OPN and Operational Procedures of the Implementation Period Reconciliation and Grant Closure. If there are unspent funds from the Emergency Fund, these must be returned to the Emergency Fund pool.

Stand-alone Emergency Fund Grant

5.7 When the Global Fund exceptionally approves Emergency Funding to be implemented through a stand-alone grant, the implementation approach will follow standard approaches with flexibilities, given the emergency nature of the grant.

[13] Material programmatic changes related to the Emergency Fund award do not require review by the Technical Review Panel.

5.8 **Annual Funding Decisions and Disbursements:** The annual funding decision is processed following the first AFD process (see OPN on Annual Funding Decisions and Disbursements). The full amount can be released in one disbursement.

5.9 **PR Reporting:** The PR will report on progress on a semi-annual basis (Core and High Impact portfolios) or annual (Focused portfolios) through the PU/DR process (see OPN on Oversee Implementation and Monitor Performance). The following sections of the PU/DR form below need to be completed (see PU/DR Instructions):

- Progress against impact, outcome, and coverage indicators and/or work plan tracking measures (per agreed Performance Framework);
- PR cash reconciliation, recipient expenditure report and forecast for the disbursement request as applicable;
- Reporting on procurement information on key health products in the Price and Quality Report (PQR tool) as applicable;
- Analysis of risk of stock-out and expiry for key health products;
- Progress on Grant Requirements, mitigating actions and management issues; and
- Tax reporting for import duties and VAT related to goods and services paid from Emergency Fund grant.

The Country Team may request the LFA or an alternative service provider (e.g.,external auditor) to verify the results reported and/or undertake spot checks during implementation.

5.10 **Health Products Procurement**: Health products procured through the Emergency Fund must comply with the Guide to Global Fund Policies on Procurement and Supply Management of Health Products. Procurement through the Global Fund Pooled Procurement Mechanism/Wambo.org must follow the OPN and Operational Procedures on Pooled Procurement Mechanism.

5.11 **Reinvesting Emergency Fund:** Emergency Fund financing must remain invested in eligible activities. In general, savings/efficiencies can be reinvested to scale-up approved activities following the general budget or programmatic revision[14] approach defined in the OPN on Grant Revisions. Material changes to the originally approved interventions or reinvestment into interventions not previously approved under the Emergency Fund award require EGMC approval.

5.12 **Extending Grant Implementation:** An extension of up to six months beyond the standard twelve months of implementation is possible, provided the extension is financed from savings, the case is strongly justified, and there are no alternative mechanisms available to continue and sustain the emergency response. Extensions are approved by the Regional Manager or Department Head. The following documents are required for the extension request:

- Written request for extension from the PR, with notice to the CCM;
- Revised Detailed Budget to include the extension period;
- Revised Performance Framework to include the extension period; and
- CT review of the extension request and the justification (including an assessment that confirms the emergency response cannot be integrated in existing programs).

5.13 Additional funding from the Emergency Fund cannot be requested through an extension. Request for additional funding from the Emergency Fund must be submitted through a new application and reviewed following the Emergency Fund application process, considering progress and achievements from the initial application and medium and long-term sustainability plans for the emergency response.

[14] Material programmatic changes related to the Emergency Fund award do not require review by the Technical Review Panel.

5.14 **Closing Grants:** The closure process for the Emergency Fund grant follows the general process defined in the OPN and the Operational Procedures of the Implementation Period and Reconciliation and Grant Closure. Any unused Emergency Fund funds will be returned to the Emergency Fund pool of funds.

6. Reporting and Monitoring

6.1 The Grant Management Division manages the Emergency Fund Strategic Initiative and works with the Strategic Initiatives Project Management Office to comply with reporting to Senior Management and the Board on the Emergency Fund implementation.

6.2 The following data points will be monitored:

a) Number of Emergency Fund requests registered, submitted, reviewed and recommended by allocation period and cumulatively;
b) Focus of investments of approved Emergency Fund financing; and
c) Timelines from EGMC approval and issuance of Notification Letter to additional funding revision completion or grant signature (in exceptional cases).

Annex 1: Pre-Qualification of Potential Implementers

Purpose of the Pre-qualification Process

1. Every four years, the Global Fund invites already prequalified organizations to confirm their interest to remain on the list of prequalified potential implementers and invites new organizations to submit an expression of interest to potentially manage funding that the Global Fund may provide to maintain HIV, tuberculosis or malaria responses in certain countries or regions facing emergency situations.

2. The purpose of this process is to maintain a pool of experienced organizations that can be called upon to alleviate the impact that emergency situations may have on the continued fight against HIV, tuberculosis, and malaria.

Assessment Criteria

3. Interested organizations are assessed using the following criteria:

   i. Proven success managing donor funds and program implementation in emergency situations at the global or regional levels;
   ii. Comparative advantage over other potential implementers due to factors such as access, networks, capacities, and resources;
   iii. Ability and commitment to sound financial management practices including keeping financial records, using international accounting standards; and
   iv. Agreement to audit the program accounts at least once at the end of the implementation period and make the auditing results available.

4. The Ethics Office checks the organizations against sanctions and counter-terrorist financing lists.

Prequalification Process

Invitation to renew interest or submit an expression of interest	Confirmation/ submission of interest	EGMC approval & notification	Framework Agreement Negotiated and Signed
Head of Grant Management invites existing pre-qualified potential implementers and new international organizations who are currently PRs and SRs, to express interest to implement grants under the Emergency Fund.	Existing entities confirm continued interest. New organizations submit an expression of interest where they present their track record in managing funds in emergency settings.	The information provided by the new organization is reviewed against the criteria and the list of pre-qualified potential implementers is submitted to the EGMC for approval. The organizations are notified of the outcome.	If no agreement has already been signed, the Global Fund signs a Framework Agreement with pre-qualified potential implementers.

Pre-qualified Potential Implementers

The Global Fund last completed the pre-qualification exercise 2021. The following international organizations have been pre-qualified as potential implementers for Emergency Fund grants for the current period.

January 2022 to December 2025:

1) Catholic Relief Services - United States Conference of Catholic Bishops
2) Collegio Universitrio Aspiranti Medici Missionari (CUAMM)
3) International Medical Corps UK (IMC)
4) International Organization for Migration (IOM)
5) International Rescue Committee Inc. (IRC)
6) Médecins Sans Frontières
7) Plan International, Inc. and Plan International Canada Inc.
8) Population Services International (PSI)
9) Première Urgence Internationale
10) Save the Children Federation, Inc.
11) Stichting Cordaid
12) The office of the United Nations High Commissioner for Refugees (UNHCR)
13) United Nations Children's Fund (UNICEF)
14) United Nations Development Programme (UNDP)
15) United Nations Office for Project Services (UNOPS)
16) World Food Programme (WFP)
17) World Vision

Annex 2: Emergency Fund Operational Procedures

1. Applying For Emergency Fund		
Deliverables	**Timeline**	**Responsibilities**
Discussion among CT, CCM, PR and in-country partners on emergency response, reprogramming possibilities under the existing grants, the need for Emergency Fund financing including general scope and implementation arrangements	Upon onset of an emergency or crisis	Prepared by: • CT and PR and in-country partners with CCM when possible Inputs by: • COE Team on emergency response approach • OE Team on eligibility for Emergency Funding and EF process Steer by: • Head, GMD
Emergency Fund Request that includes: a) A succinct narrative description of the emergency, proposed emergency interventions and the amount of Emergency Fund support requested, and rationale explaining why proposed interventions cannot be funded with existing Grant Funds and the need to access the Emergency Fund, implementation arrangements, and how these interventions will be continued after Emergency Fund support. Refer to criteria listed in 3.4, above b) Indicators and Targets c) Budget (at module, intervention, and cost category level) d) Health Product Management Template ("HPMT") capturing health product quantities and cost to be procured, as applicable	Following steer from Global Fund	Prepared by: • PR Informed: • CCM
Internal memo to the Executive Grant Management Committee (EGMC) capturing the outcome of the Country Team's review and	Following submission of the EF request	Prepared by: • FPM, PO or FPA (Focused) with inputs from PHME Specialist (Performance

recommendation of the Emergency Fund request in accordance with section 3 above.		Framework), Finance Specialist (High Impact and Core) / PST Specialist (Budget), HPM Specialist (Procurement) and Legal Counsel Reviewed by: • Disease Advisor • Operational Efficiency Team • COE Team • Risk Management Specialist • Regional Manager and/or Regional Department Head Endorsed by: • Head, GMD
EGMC Decision on Emergency Funding Request	24 hours following submission of the memo to EGMC or the end of the following working day	Executive Grant Management Committee Chair, EGMC communicates EGMC decision to Country Team within 24 hours from EGMC approval or the end of the following working day
Notification Letter to PR on Emergency Fund decision	Following receipt of EGMC decision	Prepared and sent by FPM, with input from Legal Counsel

2. Integrating Emergency Fund into an Existing Grant		
Deliverables	**Timeline**	**Responsibilities**
(As applicable) Change requests to update relevant Grant Entity Data for the grant revision	As soon as possible and well ahead of the additional funding revision process	See OPN Grant Entity Data and Operational Procedures Grant Entity Data
Grant revision initiated and Budget Template and Performance Framework Template sent to PR		Prepared by: • Grant Operations (Grant Ops) Team (as agreed) initiates the additional funding revision in GOS, registers for the GAC, generates Performance Framework Template and sends to CT[15] • The following information needs to be selected:

[15] PR and CTs update existing signed budgets and submit revised budget. Grant Ops do not generate budget templates.

		<table><tr><td>Revision type:</td><td>Additional Funding Revision</td></tr><tr><td>GAC meeting:</td><td>Emergency Fund</td></tr></table> Note: GAC review is not required for Emergency Fund revision but the field 'GAC meeting' is mandatory to select for an Additional Funding revision type in GOS.
Updated Budget[16], the Amended Performance Framework[17] and Revised Health Product Management Template (if applicable) to capture the Emergency Fund Award. Resources: *Guidance on Performance Framework Template* *Instructions for Completing the Detailed Budget Template* *Instructions on the HPMT*		Prepared by: • PR Reviewed by: • CT • FPM, PO or FPA submits final versions in GOS for specialist validation. • After specialists validate attached files, Grant Ops Team verifies data quality and returns to CT in case of missing or incorrect data. • Once files pass Grant Ops Pre-import verification they submit for import, GOS automatically creates the import ticket for IT to import the Updated Budget/Performance Framework in GOS. • IT imports the Updated Budget and Performance Framework in GOS. • Grant Ops Team confirms the data is completely and correctly imported and informs FS to complete the GSC.
Update Grant Signing Calculator[18] incorporating additional funding from the Emergency Fund Award.	Immediately following Grant Ops confirmation of successful import of Updated Budget including the emergency funding	Prepared by: • Finance Specialist (High Impact and Core) / PST Specialist (Focused) in GOS Approved by: • Grant Finance Manager

[16] Revisions to the Detailed Budget must capture approved emergency activities and funding to be implemented in the current IP. Emergency Fund activities to be implemented in the next IP are incorporated into the Detailed Budget of the next IP during grant-making.
[17] All activities funded by Emergency Fund must be captured under the Emergency Fund module and interventions. Even if Emergency Fund are scaling-up existing activities under the current grant, they need to be included in the Emergency Fund modules/interventions so the Emergency Fund amounts match.
[18] In cases where C19RM 2020 remaining award needs to be transferred from the 2017-2019 allocation period IP to the 2020-2022 allocation period IP, 2 GSCs will be needed.

Update Grant **Purchase Order** - The grant Purchase Order cannot be submitted for approval until the Implementation Letter is fully signed.	Immediately following Grant Finance Manager approval of the Grant Signing Calculator.	**Update Purchase Order:** - Submitted by: Automatically submitted to Fusion (via GOS) if the following conditions are met: o Validation of imported PF/Budget o Grant / IP Integrated with Fusion o PR details available in Fusion o Grant Signing Calculator is approved - CTs to note that when the grant's Purchase Order status is not approved (i.e., under revision), Wambo purchase requisitions cannot be completed. CTs need to coordinate with Supply Operations (Principal Recipient Services Team) and complete the requisition approval process before initiating the PO revision in GOS.
PDF version of the **Summary Budget, Performance Framework** and **the Grant Confirmation table** (from GOS) to be attached to the Implementation Letter.	Immediately following Finance Specialist (High Impact and Core) / PST Specialist (Focused) update of the grant Purchase Order	Prepared by: Grant Ops Team - The Grant Confirmation Table cannot be generated before the grant Purchase Order is updated
Implementation Letter	Immediately following Grant Finance Manager approval of the Grant Signing Calculator and update of PO.	Prepared by: • FPM/PO (High Impact and Core) or FPA (Focused) captures Emergency Fund related grant requirements in GOS and drafts IL Reviewed by: • Legal Counsel

		CT follows standard signature process (see Delegation of Signatory Authority). PO/FPA shares fully signed and dated Implementation Letter with Grant Ops Team and captures grant requirements communicated in the IL in GOS . Grant Operations Team attaches the signed Implementation Letter in GOS.
Revised Grant Purchase Order approved and revision registered	Immediately following signature of the IL. Revision must be completed maximum of two calendar months, following the notification to the PR of the Global Fund's approval of the Emergency Fund request	Submitted by: - : Automatically submitted to Fusion (via GOS) if the following conditions are met: o Validation of imported PF/Budget o Grant / IP Integrated with Fusion o PR details available in Fusion o Grant Signing Calculator is approved Approved by: • Grant Finance Manager Registered by: • Grant Ops Team

3. Simplified Grant-Making for Stand-alone Emergency Fund Grant (Exceptional Case)		
Deliverables	**Timeline**	**Review and Approval**
Grant created in the system	Following EGMC approval	Preparation of Request • OE (EGMC-EF Secretariat) will reach out to Access to Funding (A2F) to initiate the grant-creating process. • Access to Funding Supper user instructs IT to create a placeholder FR Review and Grant creation • IT creates placeholder FR and changes the "Funding Request Stage" to "Grant-Making • Access to funding approved the process
Detailed Budget **Performance Framework** **Health Product Management Template** (as applicable) Resources: *Guidance on Performance Framework Template* *Instructions for Completing the Detailed Budget Template* *Instructions on the HPMT*	Following EGMC approval	Templates generated by CT and shared with PR Prepared by: • PR Reviewed by: •CT (with LFA support as applicable) and submits for import to GOS
Grant Entity Data completed by PR in the partner portal to capture PR and bank account details.		See OPN Grant Entity Data and Operational Procedures Grant Entity Data.
Grant Financial Calculator	After Detailed Budget is uploaded and approved	Prepared by: • Finance Specialist (High Impact and Core)/PST Specialist (Focused) Approved by: • Regional Finance Manager (High Impact and Core) / PST Manager (Focused)
Grant Purchase Order created	After Grant Financial Calculator is approved	Prepared by: • Finance Specialist (High Impact and Core) or PST Specialist (Focused) Approved by: • Regional Finance Manager (RFM)

Grant Confirmation signed including: -Performance Framework -Summary Budget	Maximum of two calendar months, following the notification to the PR of the Global Fund's approval of the Emergency Fund request	Prepared by: • Legal Counsel based on CT inputs Reviewed by: CT • CT follows standard signature process (see Delegations of Signatory Authority).

4. Grant Implementation
Refer to: OPN and Operational Annual Funding Decisions and Disbursements OPN on Grant Revisions OPN and Operational Procedures on Oversee Implementation and Monitor Performance Progress Update and Disbursement Request Form Instructions OPN and Operational Procedures on Implementation Period Reconciliation and Grant Closure

CHANGE HISTORY:

Version No.	Approved by	Change Description	Date
1.0	EGMC	Original	August 2015
1.1	EGMC	Allowed extension of up to six months, on an exceptional basis if the case is strongly justified, there are savings from the Emergency Fund grant to finance the extension ("non-costed'') and if there are no alternative mechanisms available to continue and sustain the emergency response.	November 2015
1.2	OE	Change to Annex to capture updated pre-qualified implementers approved by the EGMC	July 2019
2.0	EGMC	Changes introduced based on lessons from three cycles of Emergency Fund implementation and learning from the C19RM approach: - Updated eligible emergencies to align with revised approach by IASC and also cover other types of emergencies. - Clarified CCM role in developing the request; - Increased emphasis that EF is channeled through existing grants and implemented by existing Principal Recipients and Sub-Recipients in a country. In exceptional circumstances, new SR or PR may be brough in from the pre-qualified implementers with approval by Global Fund. - Simplified review and approval process – removed the two-step process for new grants. - Captured the updated list of pre-qualified implementers - Added procedural guidance.	12 September 2022