

Guidance on CCM Eligibility Requirements 1 & 2

Version August 2020

This document provides updated guidance to Country Coordinating Mechanisms (CCMs) and Regional Coordinating Mechanisms (RCMs) on eligibility requirements 1 and 2. Eligibility requirement 1 (Transparent and inclusive funding request development process) and eligibility requirement 2 (Transparent and documented PR selection process) are assessed by the Global Fund Secretariat at the time a funding request is submitted to the Global Fund.

Non-CCM and other multicountry applicants need to demonstrate compliance with the overall principle of inclusiveness, as appropriate, given countries' context.

Eligibility Requirement 1: Transparent and inclusive funding request development process

The Global Fund requires applicants to:

- a) Coordinate the development of all funding requests through transparent and documented processes that engage a broad range of stakeholders – including CCM members and non-members – in the solicitation and the review of activities to be included in the application; and
- b) Clearly document efforts to engage key affected populations in the development of funding requests.

Eligibility Requirement 2: Transparent and documented Principal Recipient (PR) selection process

The Global Fund requires applicants to:

- a) Nominate one or more PR(s) at the time of submission of their application for funding¹;
- b) Document a transparent process for the nomination of all new and continuing PRs based on clearly defined and objective criteria; and
- c) Document the management of any potential conflicts of interest that may affect the PR nomination process.

¹ In exceptional cases, the Global Fund will directly select PRs for the CCM under the [Additional Safeguards Policy](#).

Key supporting documents

The Global Fund Secretariat reserves the right to request documentation from the CCM/RCM to demonstrate compliance at any time. The documents used to illustrate compliance are detailed in Annex 1, along with the brief descriptions below.

For **eligibility requirement 1** (transparent and inclusive funding request development process), the CCM should illustrate that the funding request has been developed through a consultative process with meaningful engagement of key and vulnerable populations;

For **eligibility requirement 2** (transparent and documented PR selection process), the CCM should illustrate that transparent criteria were used for retaining the existing PR or selecting a new PR and any conflict of interest was appropriately managed.

If the documentation provided by the CCM results in the determination by the Global Fund Secretariat of non-compliance with eligibility requirements 1 and/or 2, the Secretariat reserves the right to apply administrative measures until such requirements are duly complied with (for example, delaying grant signing).

ANNEX 1

Guidance on documentation to be submitted by applicants when classified under standard review CCM Eligibility Requirement.

Guidance on documentation to be submitted for CCMs classified under standard review		
CCM Eligibility Requirement 1: Transparent and inclusive funding request development process	a) Transparent and documented processes that engage a broad range of stakeholders – including CCM members and non-members – in the funding request development process, including the review of funding requests before submission	<ul style="list-style-type: none"> Minutes, reports and participant lists from funding request development consultations, stakeholder meetings, technical working groups and/or panels. Minutes of meetings that record decisions taken as well as stakeholder input and participation. If the CCM shared funding request drafts with various stakeholders and requested written contributions, evidence of email invitations and meeting minutes. Public announcements using print media, television, radio or internet. Email announcements (with distribution list) inviting stakeholders to participate.
	b) Efforts to engage key population groups, in funding request development	<ul style="list-style-type: none"> Minutes from funding request development workshops/consultations, stakeholder meetings, technical working groups and/or panels. In the case that providing a participants list including names and contact information may put populations at risk, provide as an alternative the constituency groups represented by each member without providing name and contact information. Membership list of the funding request writing team. Email announcements (with distribution list) inviting stakeholders to participate in consultations.
CCM Eligibility Requirement 2: Open and transparent PR selection process	a) Nominate one or more Principal Recipients at the time of submission of their application for funding. b) Document a transparent process for the nomination of all new and continuing Principal Recipients based on clearly defined and objective criteria. c) Document the management of any potential conflicts of interest that may affect the Principal Recipient nomination process.	<p>For selection of new Principal Recipients:</p> <ul style="list-style-type: none"> Minutes of CCM meetings where Principal Recipient nomination is planned, discussed and confirmed. Minutes should include a summary of discussions, a list of participants, decision points and a record of who and which constituency took part in the decision-making process. CCM meeting minutes should also demonstrate how conflict of interest was managed. The criteria used for Principal Recipient selection. Documentation that demonstrates that the CCM published a call for Principal Recipient applications. Evidence that the CCM formed a committee to review applications based on clear criteria and, where necessary, presented a shortlist to the CCM. Documentation demonstrating the transparent selection process and how conflict of interest was managed in the voting process. <p>For re-appointment of existing, well performing (B1 or above) Principal Recipient(s):</p> <ul style="list-style-type: none"> Minutes of CCM meetings where Principal Recipient continuation is planned, discussed and confirmed. Minutes should include a summary of discussions, a list of participants, decision points and a record of who and which constituency took part in the decision-making process and the criteria used for the Principal Recipient re-appointment decision. Documentation demonstrating the transparent decision process and how conflicts of interest were managed. <p>For re-appointment of existing, poor performing (B2 and lower) Principal Recipient(s):</p> <ul style="list-style-type: none"> Minutes of CCM meetings where Principal Recipient continuation is planned, discussed and confirmed. Minutes should include a summary of discussions, a list of participants, decision points and a record of

		<p>who and which constituency took part in the decision-making process and the criteria used for the Principal Recipient re-appointment decision.</p> <ul style="list-style-type: none">• Documentation demonstrating the transparent decision process and how conflicts of interest were managed.• Documentation of the discussion of risk mitigation processes to address the poor performance of the continuing Principal Recipient and key milestones for improvement to substantiate this selection, including a contingency plan should the Principal Recipient continue to perform poorly.
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