

## Guidance on CCM Eligibility Requirements 1 & 2

version July 2019

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 funding<sup>1</sup>;
- 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.

---

<sup>1</sup> 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 required documentation related to CCM Eligibility Requirements 1 and 2.

<p><b>CCM Eligibility Requirement 1:</b> Transparent and inclusive funding request development process</p>	<p><b>a)</b> 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</p>	<ul style="list-style-type: none"> <li>• Minutes, reports and participant lists from funding request development consultations, stakeholder meetings, technical working groups and/or panels.</li> <li>• Minutes of meetings that record decisions taken as well as stakeholder input and participation.</li> <li>• If the CCM shared funding request drafts with various stakeholders and requested written contributions, evidence of email invitations and meeting minutes.</li> <li>• Public announcements using print media, television, radio or internet.</li> <li>• Email announcements (with distribution list) inviting stakeholders to participate.</li> </ul>
	<p><b>b)</b> Efforts to engage key and vulnerable population groups in funding request development</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Membership list of the funding request writing team.</li> <li>• Email announcements (with distribution list) inviting stakeholders to participate in consultations.</li> </ul>
<p><b>CCM Eligibility Requirement 2:</b> Open and transparent PR selection process</p>	<p><b>a)</b> Nominate one or more Principal Recipients at the time of submission of their application for funding.</p> <p><b>b)</b> Document a transparent process for the nomination of all new and continuing Principal Recipients based on clearly defined and objective criteria.</p> <p><b>c)</b> Document the management of any potential conflicts of interest that may affect the Principal Recipient nomination process.</p>	<p><b>For selection of new Principal Recipients:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The criteria used for Principal Recipient selection.</li> <li>• Documentation that demonstrates that the CCM published a call for Principal Recipient applications.</li> <li>• Evidence that the CCM formed a committee to review applications based on clear criteria and, where necessary, presented a shortlist to the CCM.</li> <li>• Documentation demonstrating the transparent selection process and how conflict of interest was managed in the voting process.</li> </ul> <p><b>For confirming existing Principal Recipient that have a rating of B2 and lower:</b></p> <ul style="list-style-type: none"> <li>• The criteria used for Principal Recipient confirmation.</li> <li>• Documentation demonstrating the transparent selection process and how conflict of interest was managed in the voting process.</li> <li>• If applicable, copies of any invitations made to existing Principal Recipients of the same disease component to submit an expression of interest to continue as Principal Recipient.</li> </ul>