# Instructions for Completing the Performance Framework Template

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## I. Introduction

1. The purpose of this document is to provide guidance to all stakeholders involved in the development and review of Performance Frameworks at funding request and grant making stages of the grant lifecycle. This includes Country Coordinating Mechanisms (CCMs), Principal Recipients (PRs), other grant implementers, technical assistance providers, the Technical Review Panel, the Global Fund Secretariat and Local Fund Agents (LFAs).

2. A performance framework is submitted at the funding request stage and is developed further with additional information at grant making stage. It is part of the Grant Agreement between the Global Fund and the country/Principal Recipient and defines the indicators and targets to be achieved over the grant period.

3. The Performance Framework includes impact, outcome and coverage indicators, each with associated targets and a timeline for reporting. Each coverage indicator is attached to a specific module supported by the Global Fund grant. The Performance Framework template provides a standardized list of indicators[1] to select from. These are derived from technical partner guidance to ensure consistent and harmonized reporting.

4. The level of detail and type of information required in the Performance Framework varies at funding request and grant making stages. Please look for the icon at the beginning of this paragraph throughout these instructions that highlights the sections where differentiated level of information may be required.

[1] The core list of indicators for reporting to the Global Fund is included in the Modular Framework Handbook available at: http://www.theglobalfund.org/en/applying/funding/resources/

## II. General Guidance

5. This Performance Framework is an Excel template. It is compatible with MS Excel 2010 or later versions only. Some drop-down menus and formulae might not work in MS Excel 2007 or earlier versions. Hence, applicants/Principal Recipients with earlier MS versions are requested to upgrade to MS Excel 2010 or later versions before working on this file.

6. Users are requested not to tamper with the file. Performance Frameworks that were subject to tampering (e.g. where the template's password protection was broken, drop-down menus were overwritten by copying or pasting values, or structure of the form was changed by adding or deleting columns, etc.) **will be rejected** and users will be required to resubmit the information in a new template.

7. The Performance Framework template is available in English, which is the official Global Fund working language. The template is also available in French and Spanish.

8. **At the funding request stage:** The applicants should request the Country Team for a Performance Framework template. In their request the applicants should specify the component(s)[2] to be covered in their funding application(s). The Global Fund Country Teams will generate and share a Performance Framework template, specific for each applicant. The applicants will use one Performance Framework template to cover the full funding request for all nominated Principal Recipients.

9. **At the grant making stage:** After the funding application is reviewed and recommended for funding by the Technical Review Panel (TRP), the nominated Principal Recipient(s) will be requested to proceed with grant making. At this stage, the Performance Framework template(s), pre-populated with the indicators and baselines from the TRP reviewed funding request, will be shared by the Country Team with each nominated Principal Recipient(s). If more than one Principal Recipient was nominated at the funding request stage, the performance framework will be separated by implementer and made available to the different Principal Recipients. This will then serve as the basis for the negotiation of the indicators and targets during the Grant Making process.

10. The instructions follow the structure of the Performance Framework template and are divided accordingly into the following sections:
    - **Section A:** Overview
    - **Section B:** Impact Indicators
    - **Section C:** Outcome Indicators
    - **Section D:** Coverage Indicators
    - **Section E:** Disaggregation (Impact, Outcome and Coverage indicators)
    - **Section F:** Work Plan Tracking Measures

11. The last tab of the Performance Framework labelled "Print View" provides an overview of the information inputted in each of the sections to facilitate printing and review of the document. The columns can be hidden if needed to aid with printing.

[2] For details on Joint Submissions please refer to the Funding Request Instructions.

## III. Instructions

12. The detailed instructions for completing different sections of the Performance Framework template are provided below:

| **Overview- Section A** | |
|---|---|
| **Country/applicant** | • This field will be pre-populated by the Global Fund and sent to each country/applicant. |
| **Application Name** | • This field will be pre-populated by the Global Fund<br><br>**At the Funding Request Stage:**<br>• Before making the Performance Framework template available to the applicant, the application name will be pre-filled and will refer to the name of the application at the Funding Request stage.<br><br>**At the Grant Making Stage:**<br>• Once the request is recommended for funding, this field will refer to the name of the grant that will be based on the name of the country or the multi-country applicant, the disease component and the selected Principal Recipient. |
| **Proposed Implementation Period Start Date** | • This field refers to the start date of the Implementation Period, which will generally follow the end date of the previous Implementation Period, or the end date of the extension for the previous Implementation Period in case the applicant/Principal Recipient has an existing Global Fund grant. If the applicant has no existing Global Fund grants the Implementation Period Start Date will be the start date of the program as requested by the applicant.<br><br>• The date will be pre-populated in the Performance Framework template made available at the Funding Request stage. In case of a need to change the date, this can be made directly in the template by the applicants/Principal Recipients after informing the Country Team.<br><br>• The start of the Implementation Period should always be the first day of the month.<br><br>• This date should be consistent across all Funding Request and grant related documents (e.g. List of health products and Budget). |

| Overview- Section A | |
|---|---|
| **Proposed Implementation Period End Date** | • This field refers to the proposed end date of the Implementation Period.<br><br>• The date will be pre-populated in the Performance Framework template made available during the Funding Request stage. In case of a need to change the date, this can be made directly in the template by the applicants/Principal Recipients.<br><br>• The end of the Implementation Period should be the last day of the month.<br><br>• This date should be consistent across all Funding Request and grant related documents (List of Health Products and Budget). |
| **Fiscal Cycle Start Date** | • This refers to the start date (day and month) of the period the applicant/Principal Recipient uses for accounting purposes and preparing financial statements.<br><br>• The applicant/Principal Recipient should ensure that the programmatic and financial reporting cycles are aligned. In cases where in-country programmatic reporting cycles and fiscal cycles are different, there should be an agreement to have one common reporting cycle i.e. either aligned to the programmatic reporting cycle or to the fiscal cycle. |
| **Fiscal Cycle End Date** | • This refers to the end date (day and month) of the period the country uses for accounting purposes and should be the cut-off date for the preparation of the financial statements.<br><br>• The Fiscal Year End Date should be 12 months after the Fiscal Year Start Date. |
| | |
| **Page Navigation** | • This includes links to facilitate the navigation within each page. |
| | |
| **Component** | • The component will be selected for the applicant/Principal Recipient when the Performance Framework template is shared by the Country Team, as requested by the applicant.<br><br>• It will automatically populate the drop-down menus with relevant list of modules, interventions and indicators that are applicable to the component(s) selected. |
| | |

| **Overview- Section A** | |
|---|---|
| **Principal Recipients** | • Under the **Principal Recipient Name** column, users will include the name of the implementer(s).<br><br>• This can be done by using a drop-down menu that contains the list of all implementers who have previously managed a Global Fund grant.<br><br>• If the selected implementer is new and has not previously managed Global Fund grants, the user can manually type their name under the **New Principal Recipient Name** column. |
| | |
| **Reporting periods** | • The reporting periods will be pre-populated based on the annual reporting cycle and the reporting frequency agreed with the country.<br><br>• In order to align the grant start dates with the country's programmatic and fiscal reporting cycles, the first and last reporting periods of a grant could be longer or shorter than 12 months.<br><br>**At the Funding Request Stage:**<br>• The reporting frequency is set to 12 months for all funding requests by default.<br><br>**At the Grant Making Stage:**<br>• The reporting frequency may be adjusted based on the category of the country under the Global Fund differentiation framework.<br>    • <u>Focused Portfolios:</u> Portfolios categorized as Focused will report on an annual basis.<br>    • <u>Core/High Impact Portfolios:</u> Portfolios categorized as Core or High Impact are expected to report semi-annually. |
| **Reporting periods start date** | • The start date of the first reporting period should be aligned with the start date of the grant. The next reporting periods should start the day following the end date of the previous reporting period. |
| **Reporting periods end date** | • The end date of the reporting period is usually 6 or 12 months after the start date of the reporting period. The length of the reporting period may change to ensure alignment in the reporting cycle. |
| **Disbursement request** | **At the Grant Making Stage:**<br>• Indicate when a disbursement request will be submitted with the progress update. |
| | |

| **Overview- Section A** | |
|---|---|
| **Goal number** | • Include the serial number of the program goal. |
| **Goal description** | • Goal(s) are broad and overarching statements of a desired, medium to long-term impact of the program and should be consistent with the national strategic plans or regional strategies. |
| | |
| **Objective number** | • Include the serial number of the program objective. |
| **Objective description** | • Each goal should have a set of related, more specific objectives that will allow the program to achieve the stated goal(s). These objectives should be consistent with the objectives of the national strategic plans or regional strategies. |
| **Module order** | • This refers to the module number. The number of modules to be enlisted are restricted to fifteen. Users are encouraged to respect this number and avoid including many modules as part of their application/grant. |
| **Module name** | • Select the modules supported by the funding request from the drop-down menu. It is not possible to add any other modules outside this list.<br><br>• In case the funding request includes more than one component, the drop-down menu will show all the modules related to these components as well as various RSSH modules.<br><br>• For multi-component funding requests, it is recommended to include modules related to each of the components in order, rather than mixing them. For example, in a joint HIV and TB funding request, include all relevant HIV modules first, followed by the TB modules or vice versa. |
| | |
| **Interventions** | • ***For regional applicants/Principal Recipients only:***<br>If you are using Work Plan Tracking Measures to track progress against key activities, please include the list of interventions associated with the selected activities from the drop-down list.<br>The inclusion of custom interventions (i.e. interventions not in the drop-down list) is not recommended. These can be used only in exceptional circumstances and if these are absolutely necessary. The inclusion of custom interventions will require review and validation by the Country Team. |

| Impact Indicators - Section B | |
|---|---|
| **Impact indicator number** | • Include the serial number of the impact indicator. The indicators will appear in the same order in the performance framework as indicated. Please note that this is different from the indicator code. |
| **Standard impact indicator** | • Select the relevant impact indicators from the drop-down menu. The impact indicators are related to the defined goal(s).<br><br>• The drop-down menu includes a list of standard impact indicators, with a standard indicator code, for Global Fund reporting. These are derived from the technical partner recommended indicators used for global and national reporting.<br><br>• For multi-component funding requests, it is recommended to include indicators related to each of the components in order, rather than mixing them. For example, in a joint HIV and TB funding request, include all relevant HIV indicators first, followed by the TB indicators or vice versa. |
| **Custom impact indicator** | • Custom impact indicators, outside of the list of standard indicators provided, is allowed only in exceptional cases.<br><br>• Custom impact indicators should be coded as follows: (Component) then I (for Impact) - other 1 (the count for number of custom impact indicators). For example, a custom indicator for HIV would have the following code: HIV I - Other 1: Percentage of…<br><br>**At the Grant Making Stage**<br>• The inclusion of any custom indicators will require review and approval by the Monitoring & Evaluation and Country Analysis team at the Global Fund. |
| **Baseline value** | • The baseline data (value, year and source) for each impact indicator should be provided. Baselines serve as the starting point against which the performance of the program will be measured. Baselines refer to the latest available results from valid data sources.<br><br>• If no data is available at the funding request stage, then the baselines should be determined during grant making or during the implementation of the grant. |
| **Baseline year** | • The year of the baseline data should be indicated. |

| Impact Indicators - Section B | |
|---|---|
| **Baseline source** | • The data source for the baseline value should be indicated. It could refer to, for example, the name of the data system or the name of the survey/study, title of a report, etc.<br><br>• If the data source of the baseline is different from the data source that will be used to report on the indicator, this should be explained in the "comments" field. |
| **Required disaggregation** | • In order to ensure equity and to ensure that programs are reaching the key populations at risk or most affected by the diseases, some selected indicators from the Global Fund core list of indicators require reporting of disaggregated results.<br><br>• This column will be prepopulated based on this list and will indicate the disaggregation categories against which results should be reported in the progress updates that will be submitted during grant implementation.<br><br>• The baselines (value, year and source) for each of the required disaggregation categories are to be included in the tab titled "Disaggregation- Section E". |
| **Responsible Principal Recipient for reporting to the Global Fund** | • Impact indicators are to be reported at the national program level. In case multiple Principal Recipients were selected under one component, a common set of impact indicators and targets should be included in all grants across all Principal Recipients.<br><br>• Under this field, the applicant/Principal Recipient is expected to identify and include the name of one Principal Recipient (among all the Principal Recipients nominated or selected under the funding request/grant) who will be responsible for reporting on these indicators to the Global Fund. |
| **Country** | • This field is applicable in case of regional grants, whereby the applicant/Principal Recipient must specify the name of the country pertaining to each selected indicator.<br>• For regional applications, if an indicator covers two or more countries in the regional application, the field can be left blank and the related countries/geographic area can be specified in the comments column |

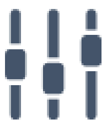
| **Impact Indicators - Section B** | |
|---|---|
| **Comments** | • This column should be used to provide additional information related to the indicator and targets, such as:<br>o Target assumptions;<br>o Data sources, if they are different from baseline data sources;<br>o Target population, if this is not already indicated in the standard indicator definition;<br>o Description of geographic area if targets are sub-national (for example, in case of NGO Principal Recipients reporting from specific project sites.)<br>o Entity responsible for data collection and reporting, e.g. conducting modeling or surveys;<br>o Area covered by the surveys;<br>o Any change in measurement methodology from previous year;<br>o In case of missing baselines and/or targets, indicate when this information will be available and the performance framework updated. |
| | |
| **Target year** | • Specify the year for which the target is applicable. |
| **Target numerator** | • Include the numerical target when relevant.<br>• Targets should be consistent with the national strategic plan or any other updated and agreed country targets. These should be included according to the frequency of their measurement. For example, if surveys are conducted in years 1 and 3, only in these years the targets should be provided. |
| **Target denominator** | • Provide an appropriate denominator for the target where relevant. |
| **Target %** | • Where applicable, this field will be automatically calculated based on the target numerator and denominator values inputted for the indicator. |
| **Report due date** | • Indicate the timelines when results for the impact indicators will be available in the country. This may be different from the date they will be reported to the Global Fund with the Progress Update. |
| **Mark if target is "TBD"** | • Input "TBD" if the targets will be determined at a later stage (for example, in cases where accurate baseline data is not available or survey results are awaited at the time of developing the performance framework and therefore it is not possible to set a target at the time of the submission of the Performance Framework). |

| Outcome Indicators- Section C | |
|---|---|
| **Outcome indicator number** | • Include serial number of the outcome indicator. The indicators will appear in the same order in the Performance Framework as indicated. Please note that this is different from the indicator code. |
| **Standard outcome indicator** | • Select the relevant outcome indicators from the drop-down menu. The outcome indicators are related to the defined goal(s).<br><br>• The drop-down menu includes a list of standard outcome indicators, with a standard indicator code, for Global Fund reporting. These are derived from the technical partner recommended indicators used for global and national reporting.<br><br>• For multi-component funding requests, it is recommended to include indicators related to each of the components in order, rather than mixing them. For example, in a joint HIV and TB funding request, include all relevant HIV indicators first, followed by the TB indicators or vice versa. |
| **Custom outcome indicator** | • Customized outcome indicators, outside of the list of standard indicators provided, is allowed only in exceptional cases.<br><br>• Custom outcome indicators should be coded as follows: (Component) then O (for Outcome) - other 1 (the count for number of outcome indicators). For example, a custom indicator for HIV would have the following code: HIV O - other 1: Percentage of...<br><br>**At the Grant Making Stage**<br>• The inclusion of custom indicators will require review and approval by the Monitoring & Evaluation and Country Analysis team at the Global Fund. |
| **Baseline value** | • The baseline data (value, year and source) for each outcome indicator should be provided. Baselines serve as the starting point against which the performance of the program will be measured. Baselines refer to the latest available results from valid data sources.<br><br>• If no data is available at the funding request stage, then the baselines should be determined during grant making or during the implementation of the grant. |
| **Baseline year** | • The year of the baseline data should be indicated. |

| Outcome Indicators- Section C | |
|---|---|
| **Baseline source** | • Indicate the data source for the baseline value. It could refer, for example, to the name of the data system or the name of the survey/study, title of a report, etc.<br>• If the data source of the baseline is different from the data source that will be used to report on the indicator, this needs to be explained in the "comments" field. |
| **Required disaggregation** | • In order to ensure equity and that the programs are reaching the key populations at risk or most affected, some selected indicators from the Global Fund core list of indicators will require reporting of disaggregated results.<br>• This column will be prepopulated based on this list and will indicate the disaggregation categories against which results will be reported in the progress updates during grant implementation.<br>• The baselines (values, year and source) for each of the required disaggregation categories should be inputted in the tab titled "Disaggregation- Section E". |
| **Responsible Principal Recipient for reporting to the Global Fund** | • Outcome indicators are to be reported at the national program level. In case multiple Principal Recipients were nominated under one component, a common set of outcome indicators and targets should be included in all grants across all Principal Recipients.<br>• Under this field, the applicant/ Principal Recipient is expected to identify and include the name of one Principal Recipient (among all the Principal Recipients nominated or selected under the funding request/grant) who will be responsible for reporting on these indicators to the Global Fund. |
| **Country** | • This field is applicable in case of regional grants, whereby the applicant/Principal Recipient must specify the name of the country pertaining to each selected indicator.<br>• For regional applications, if an indicator covers two or more countries in the regional application, the field can be left blank and the related countries/geographic area can be specified in the comments column |

| Outcome Indicators- Section C | |
|---|---|
| **Comments** | • This column should be used to provide additional information related to the indicator and targets, such as:<br>o Target assumptions;<br>o Data sources, if they are different from baseline data sources;<br>o Target population, if this is not already indicated in the standard indicator definition;<br>o Description of geographic area if targets are sub-national (for example, in case of NGO Principal Recipients reporting from specific project sites.)<br>o Entity responsible for data collection and reporting, e.g. conducting modeling or surveys;<br>o Area covered by the surveys;<br>o Any change in measurement methodology from previous year;<br>o In case of missing baselines and/or targets, indicate when this information will be available and the performance framework updated. |
| **Target year** | • Specify the year for which the target is applicable. |
| **Target numerator** | • Include the numerical target when relevant.<br>• Targets should be consistent with the national strategic plan or any other updated and agreed country targets. These should be included according to the frequency of their measurement. For example, if surveys are conducted in years 1 and 3, only in these years the targets should be provided. |
| **Target denominator** | • Provide an appropriate denominator for the target where relevant. |
| **Target %** | • Where applicable, this field will be automatically calculated based on the numerator and denominator values inputted for the indicator. |
| **Report due date** | • Indicate the timelines when results for the outcome indicators will be available in the country.<br>• This may be different from the date they will be reported to the Global Fund with the Progress Update. |
| **Mark if target is "TBD"** | • Input "TBD" if the targets will be determined at a later stage (for example, in cases where accurate baseline data is not available or survey results are awaited at the time of developing the performance framework and therefore it is not possible to set a target at the time of the submission of the Performance Framework). |

| Coverage Indicators - Section D | |
|---|---|
| **Coverage indicator number** | • Include serial number of the coverage indicators. The indicators will appear in the same order in the performance framework as indicated. Please note that this is different from the indicator code. |
| **Module name** | • Select the module name from the drop-down menu. The list will include all the modules supported by the grant and included in the Overview - Section A. |
| **Standard indicator** | • Select the relevant coverage indicators from the drop-down menu. The list includes standard coverage indicators, with a standard indicator code, for Global Fund reporting. These are derived from the technical partner recommended indicators used for global and national reporting.<br><br>• <u>Focused Portfolios:</u> Under the differentiated reporting requirements, the countries classified as "Focused Portfolios" by the Global Fund are expected to have fewer indicators in their Performance Frameworks. The recommended indicators are marked with an (M) in the Modular Framework Handbook and in the drop down list in the performance framework template. For further guidance please contact your Country Teams.<br><br>• <u>For multi-component funding requests</u>: It is recommended to include indicators related to each of the components in order, rather than mixing them. For example, in a joint HIV and TB funding request, include all relevant HIV indicators first, followed by the TB indicators or vice versa. |
| **Custom indicator** | • Customized coverage indicators, outside of the list of standard indicators provided, is allowed only in exceptional cases.<br><br>• Custom coverage indicators should be coded as follows: Module name (abbreviated as in the standard indicator list) - Other 1 (the count for number of custom coverage indicators). For example, a custom indicator related to the Malaria module "Case Management" should have the following code: CM - Other 1: Percentage of....<br><br>**At the Grant Making Stage**<br>• The inclusion of any custom indicators will require review and approval by the Monitoring & Evaluation and Country Analysis team at the Global Fund. |

| Coverage Indicators - Section D | |
|---|---|
| **Baseline value** | • Baseline data (value, year and source) should be provided for each indicator. Baselines serve as the starting point against which the performance of the program will be measured. Baselines refer to the latest available results from valid data sources.<br><br>• If no data is available at the funding request stage, then the baselines should be determined during grant making or during the implementation of the grant. |
| **Baseline N#** | • Include the numerical value in this column. |
| **Baseline D#** | • Include the denominator value in this column. If a denominator value is not available or not relevant, this cell can be left blank. |
| **Baseline %** | • The percentage value is automatically calculated when the numerator and denominator values are inputted. |
| **Baseline year** | • The year for the baseline data should be indicated. |
| **Baseline source** | • Indicate the data source for the baseline value in this column.<br><br>• If the data source for the baseline is different from the data source that will be used to report on the indicator, this should be specified in the “comments” field. |
| **Required disaggregation** | • In order to ensure equity and that the programs are reaching the key populations at risk or most affected, some selected indicators from the Global Fund core list of indicators require reporting of disaggregated results.<br><br>• This column will be prepopulated based on this list and will indicate the disaggregation categories against which results will be reported in the progress updates during grant implementation.<br><br>• The baselines (values, year and source) for each of the required disaggregation categories should be inputted in the tab titled “Disaggregation- Section E”.<br><br>• In case of missing baselines, indicate in comments box actions being taken and when this information will be available and the performance framework updated |
|  | • If an indicator is a subset of another indicator, the coverage indicator of the relevant indicator needs to be indicated in this column. |

| **Coverage Indicators - Section D** | |
|---|---|
| **If subset of another indicator (when applicable)** | **At the Grant Making Stage:**<br>• Principal Recipients that include in their performance frameworks an indicator that is a subset of another indicator to be reported by another Principal Recipient, will need to specify the relevant indicator number and code in the “comments” column. This is to improve the verification of reported results, ensure data quality and avoid double counting of portfolio wide results. |
| **Responsible Principal Recipient** | **At the Funding Request Stage:**<br>• The applicant must select the names of the nominated Principal Recipient(s) that will be responsible for implementing and reporting on the relevant indicator from a drop-down menu that will be pre-populated with the values inputted in the “Overview-Section A” tab.<br><br>**At the Grant Making Stage:**<br>• If more than one Principal Recipient was nominated at the funding request stage, the performance framework will be separated by implementer and made available to the different Principal Recipients for negotiation at the grant making stage. |
| **Geographic area (If Sub-National, specify under comments)** | • Indicate for each coverage indicator whether targets refer to the whole country (National) or to targeted geographical areas (Sub-National). If Sub-National, specify the coverage area in the comments field for the indicator. |
| **Cumulation type for annual funding decision** | **At the Funding Request Stage:**<br>• At the funding request stage, only annual targets are required. The applicants should select the category “Cumulative Annually” from the drop down list.<br><br>**At the Grant Making Stage:**<br>• <u>Focused Portfolios</u>: As per the differentiated reporting requirements, the grants in countries categorized as Focused should include annual targets.<br><br>• <u>Core/High Impact Portfolios</u>: The grants in Core and High Impact countries may include six-monthly targets depending on the type of indicator<br><br>• Under this column, indicate how the targets are set, i.e. the cumulation type for each indicator. Accordingly the targets will be aggregated over the reporting periods to assess the combined performance over the reporting periods at the time of Annual Funding Decision. The drop down menu provides four possibilities:<br><br>  ○ **Non-Cumulative- (A or C):** These reflect period specific targets i.e. the value refers to what will be achieved in a particular reporting period irrespective |

| Coverage Indicators - Section D | |
|---|---|
| | of the targets in the previous periods. In such cases, the relevant periodic targets (numerators or numerators and denominators as applicable) will be added up to calculate the indicator rating at the time of the Annual Funding Decision.<br>○ **Non-Cumulative- Special (B):** These also reflect period specific targets similar to the types A or C above, except that in such cases the denominators are common over the reporting periods (for example, population size estimates for Key Populations). Relevant periodic targets (numerators) will be added up however the denominator in the current reporting period will be used to calculate the indicator rating at the time of the Annual Funding Decision.<br>○ **Cumulative Annually- D:** It refers to targets that are already cumulated over the year/reporting period. In such cases, the targets in the last reporting period will be used to calculate the indicator ratings at the time of Annual Funding Decision.<br>○ **Non-Cumulative- Other (E):** This is applied to the indicators that refer to people currently receiving services irrespective of the targets in previous periods. For example, "Percentage of people living with HIV currently receiving ART". In such cases, the relevant periodic targets in the last reporting period will be used to calculate the indicator rating at the time of the Annual Funding Decision. |

| Coverage Indicators - Section D | |
|---|---|
| **Comments** | • This column should be used to provide additional information related to the coverage indicator and set targets, such as:<br>o Target assumptions;<br>o Target population, if it is not already indicated in the standard indicator definition;<br>o In cases of sub-national targets, specify the geographic area from where results will be reported;<br>o Coverage of related key services (e.g. describing the ANC attendance rates when setting PMTCT targets), the data sources used to generate the population size estimates;<br>o In case of missing baselines and/or targets, indicate when this information will be available and the performance framework updated;<br>o For interventions that include a package of services, describe components of the package;<br>o Any M&E system issues that may limit the ability to report on this indicator. |
| | |
| **Target numerator (N#)** | • Include the numerical target when relevant. Targets should be consistent with the national strategic plan or any other updated and agreed country targets and based on the programmatic gap analysis in the funding request.<br>• Not all indicators need to be reported during each period.<br>• Only include targets for periods when data will be collected and reported to the Global Fund. |
| **Target denominator (D#)** | • Provide appropriate denominator for the target where relevant. |
| **Target %** | • Where applicable, this field will be automatically calculated for the relevant indicators.<br>• For relevant indicators the results will be required to be reported as numerator, denominator and percentage. |
| **Mark if target is “TBD”** | • Input “TBD”, if the targets will be determined at a later stage (for example, in cases where accurate baseline data is not available or survey results are awaited at the time of developing the performance framework and therefore it is not possible to set a target). |

| Disaggregation (Impact, Outcome and Coverage indicators) - Section E | |
|---|---|
| **Indicator number, Indicator, disaggregation category and disaggregation value** | • These fields will be pre-populated based on the required disaggregation categories for the standard impact, outcome and coverage indicators selected in the previous sections. |
| **Baseline value** | • Include the baseline values for required disaggregation categories and variables.<br><br>• In case of missing baselines, indicate in comments box actions being taken and when this information will be available and the performance framework updated |
| **Baseline source** | • Include source of baselines for the disaggregated data. |
| **Baseline year** | • Include year of the baseline for the disaggregated data. |
| **Comments** | • Provide any relevant information related to disaggregated data. Indicate if the data source for disaggregation is different from the overall baselines. |

13. Work Plan Tracking Measures (WPTMs) could be included in the funding request for regional or multi-country applications, for modules and interventions that do not have suitable coverage indicators to measure progress over the grant implementation period. For example, those modules and interventions related to RSSH, or Human Rights, etc.

<table>
<tr><th colspan="2">Work Plan Tracking Measures - Section F<br>To be completed by regional applicants/ Principal Recipients</th></tr>
<tr><td>Key activity number</td><td>• Include the serial number of the work plan tracking measures (WPTMs) that will be monitored over the implementation period</td></tr>
<tr><td>Module name</td><td>• Insert the name of the module related to the activity from the drop-down menu.</td></tr>
<tr><td>Intervention</td><td>• Under each module, select the intervention related to the tracking measure from the drop-down menu.<br>• The interventions should be linked to the interventions in the detailed budget.</td></tr>
<tr><td>Key Activities</td><td>• Include the key activity to be monitored using the WPTMs.</td></tr>
<tr><td>Responsible Principal Recipient</td><td>• Specify the name of the country pertaining to each selected activity.</td></tr>
<tr><td>Comments</td><td>• Provide any relevant information related to the activity and/or the WPTM</td></tr>
<tr><td></td><td></td></tr>
<tr><td>Milestones/Targets description</td><td>• WPTMs could be qualitative milestones or quantitative targets.<br>• Identify the relevant measures to track progress of the selected activities in various reporting periods.<br>• Include limited number of WPTMs (up to five across all modules) to be reported over the implementation period of the grant. All reporting periods need not have WPTMs (i.e. a milestone or target).<br>• If the grant includes custom indicators, WPTMs should not be included.<br>• Milestone description should not exceed 200 characters.</td></tr>
<tr><td>Criterion for completion of the milestone/target</td><td>• Specify the criterion when the WPTM i.e. the milestone/target will be considered as "started", "Advanced" or "completed".<br>• These criteria will be used for scoring and rating of WPTMs to assess progress in the implementation of key activities. For example, for the milestone "Needs</td></tr>
</table>

| **Work Plan Tracking Measures - Section F**<br>***To be completed by regional applicants/ Principal Recipients*** | |
|---|---|
| | assessment conducted", the criterion for assessing progress could be as follows:<br>o **STARTED:** Protocol developed<br>o **ADVANCED:** Field work completed<br>o **COMPLETED:** Report of the needs assessment is endorsed by relevant authorities, published and disseminated on the website. |
| **Reporting period** | • Indicate the reporting period when the WPTM (milestone or target) is expected to be achieved and reported. |