



# List of Health Products (LOHP) Template User Instructions

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## Introduction

The LoHP lists all health products with estimated quantities, estimated costs and related PSM costs that will be funded by the Global Fund. The document is a core document that contributes to the detailed grant budget.

This document is to provide users with a step-by-step guidance for data entry in the LoHP template. The user requires items below as a prerequisite for data entry in the list of health products (LoHP) template and subsequent justification.

- a) Copy of the health product **needs forecast/quantification report and related assumptions** according to, among others, PSM cost estimation (refer to section-B), national treatment guidelines, diagnostic test algorithms, program capacity and scale up plans/targets for the three-year grant period.
- b) Copy of the **national supply plan** which reflects the negotiated schedule of Global Fund contributions to national stock requirements for the three-year grant period. The PR shall collaborate with relevant entities to prepare a schedule of TGF stock deliveries for Year-1 taking into account the schedule of deliveries from other (domestic or partner) sources.

Note that Y1 should specify the quarterly schedule of TGF-supported needs while Y2 & Y3 needs can be tentatively entered as a single annual delivery, in any quarter of that year, with the understanding that a more specific schedules will be progressively incorporated as part of the annual review of needs and supply plans particularly for High impact and core portfolios.

- c) Copy of the integrated national **stock status report** showing stock-on-hand and stock-on-confirmed purchase orders (pipeline) for key commodities covering all sources including NGOs where applicable. This document informs the supply-plan and includes aggregate quantity of usable stock available at different levels of inventory control in the country and expected deliveries.
- d) Copy of the most recent **Global Fund reference price list** for core items; this is available on the Global Fund website. To estimate cost of products not included in the updated Price Reference Report, the PR will require additional up to date price reference sources such as the International Drug price indicator guide, GDF catalogue for TB program needs, UNICEF catalogue, PQR, procurement agent fee structure, third-party logistics fees structure, etc to estimate cost of other products and related costs.

**Important note:**

- a. *Health product estimated quantities may include buffer stock amounts within limits of national inventory management policies and according to the Global Fund budgeting, financial and grant-closure guidelines.*
- b. *Program activities of a Global Fund grant are implemented and completed according to an agreed timeframe called a “grant implementation period” which is usually up to three years. The grant year in the implementation period may follow a calendar year or the country’s financial year. Q1 of the LoHP must refer to Q1 of the implementation period as agreed in the Performance Framework and Budget.*
- c. *The quarterly delivery schedules entered in the LoHP should reflect the PR’s desired timing of stock delivery in-country with the assumption that purchase orders shall be confirmed in a timely manner taking into account the procurement methods and estimated lead-times.*

**A. Create your List of Health Products**

- 1) Enter the required **grant information on the “set-up” sheet** to start building your list of health products by selecting the applicable language, disease component, country, grant recipient name, and grant currency from the drop-down menu. In addition, indicate the grant implementation start and end period in the relevant field.
- 2) Enter item name, specification, quantity, unit price and schedule by program module and intervention according to the various data sheets:

**Important note:** Refer to section C. below for “tips” to simplify data entry and minimize errors.

- **“Pharmaceuticals” Sheet:**

Populate the pharmaceuticals sheet with core medicines by selecting the appropriate module, intervention, product cost category, product name<sup>1</sup>, product specification and product recipient from a drop-down menu. These fields on this data input sheet have restrictions on format and value of entries. Cells with wrong or missing data will be highlighted red for your attention. Complete entry by entering product unit cost (numeric value field) and required quantity in a specific quarter (numeric value field). The fields “item number” and “unit of measure” in this sheet will auto fill.

The following core categories are provided in the pharmaceuticals sheet:

- 4.1 Antiretroviral medicines
- 4.2 Anti-tuberculosis medicines
- 4.3 Antimalarial medicines
- 4.4 Opioid substitutes medicines

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<sup>1</sup> The list of products in the drop down menu has been compiled on the 23 February and will be regularly updated. Principal Recipients must rely on the list of Health Products published on the Global Fund’s website at: <http://www.theglobalfund.org/en/sourcing/qa/>.

Note that other pharmaceutical items like opportunistic infections and STI medicines should be included in “Other Pharma & Health Products” under “other medicines category”.

- **“Health Products & Equipment” Sheet:**

Populate the sheet with core products by selecting the appropriate module, intervention, product cost category, product name<sup>1</sup>, product specification and product recipient from a drop-down menu. These fields on this data input sheet have restrictions on format and value of entries. Cells with wrong or missing data will be highlighted red for your attention. Complete entry by entering product unit cost (numeric value field) and required quantity in a specific quarter (numeric value field). The fields “item number” and “unit of measure” in this sheet will auto fill.

The following product categories are provided in the Health products & Equipment Sheet.

- 5.1 Insecticide-treated Nets (LLINs)
- 5.2 Condoms - Male
- 5.3 Condoms - Female
- 5.4 Rapid Diagnostic Test
- 5.5 Insecticides
- 6.1 CD4 analyzer/accessories
- 6.2 HIV Viral Load analyzer/accessories
  - *HIV Early Infant Diagnosis reagent bundle by equipment and specimen type*
  - *HIV Viral Load test reagent bundle by equipment and specimen type*
  - *HIV VL Equipment/parts/consumables*
- 6.3 Microscopes (TB/HIV)
- 6.4 TB Molecular Test equipment
- 6.5 Maintenance and service costs for health equipment
- 6.6 Other health equipment
  - *Analyzer (consumables/reagents): chemistry, hematology, immunology*
  - *Analyzer (equipment/accessories): chemistry, hematology, immunology*
  - *Biological Safety Cabinets*
  - *Blood Collection*
  - *Laboratory centrifuges & accessories*
  - *Specimen collection and transport*
  - *X-ray Equipment/consumables*

- **“Other Pharma & Health Products” Sheet**

This is a **free-text data input** sheet. Populate this sheet with data for **other health products** by selecting module, intervention and cost category, then type item name and specification or copy/paste from an external file. Complete data entry by entering quantity and schedule data. Complete entry by entering product unit cost (numeric value field) and required quantity in a specific quarter (numeric value field).

The following item category of products and equipment are provided in the sheet:

- 4.5 Opportunistic infections and STI medicines
- 4.6 Private Sector subsidies for ACTs
- 4.7 Other medicines
- 5.6 Laboratory reagents
- 5.7 Syringes and needles
- 5.8 Other consumables
- 6.3 Microscopes (Malaria only)
- 6.6 Other health equipment

## B. “PSM cost” sheet

Develop your PSM costs estimates based on cost categories available in your “PSM Detailed budget” sheet.

After you complete entry of **ALL** item names, specifications, quantity, prices and schedules by module, intervention and cost category, the “PSM detailed budget” sheet will show the total cost of all items by cost-category, intervention and module. Use this information and apply logical assumptions to populate the “PSM cost” sheet, (use this as guidance rather than a mandatory approach to develop PSM cost estimates).

Take copy of the worksheet “PSM detailed budget” at this stage and apply assumptions to calculate PSM costs for health products in each module, intervention or cost category.

Some or all PSM costs will be based on item value (as a percentage of value) e.g. procurement agent fees for PPM countries, GDF fees for anti-TB medicines, etc. Note that rates associated with each item category may be different depending on the procurement channel and/or product type.

In other scenarios, the PSM costs may NOT be associated with cost of items at all e.g. annual cost of renting a warehouse is the same regardless of item value or whether it is fully utilized or not. Another example is cost of transport services to cover a fixed number of health facilities per delivery cycle is the same regardless of value of products dispatched. You may allocate this type of costs to different product categories based on some logic such as annual cubage/volume or proportion of item value to the total.

Summarize your PSM costing assumptions based on scenarios that apply to your grant making sure that entries in the PSM cost sheet are consistent with the range and combination of cost-categories, interventions and modules picked from the PSM detailed budget as explained above. Do NOT introduce new interventions or modules in the PSM sheet.

NOTE: Some PSM related items such as civil works, training, technical assistance, data collection, facility supervision costs, etc. cannot be added to the LoHP; these items are included directly in the detailed budget of the grant, under the respective cost input/category

<b>Illustrative example of a PSM cost assumptions table:</b>				
<b>Cost category</b>	4.1, 4.4 , 4.7 & 5.4	6.1, 6.2, 6.3 & 6.6	5.2 & 5.5	5.1 (LLINs)
7.1 Procurement agent and handling fees	1.50%	2.00%	3.00%	\$4,000
7.2 Freight and insurance costs	2.20%	3.00%	4.00%	\$8,000
7.3 Warehouse and Storage Costs	2.50%	7.00%	1.00%	\$20,000
7.4 In-country distribution costs	3.00%	1.00%	11.00%	\$30,000
7.5 Quality assurance and quality control costs	\$10,000/yr	0.10%	5.00%	\$10,000
7.6 PSM Customs Clearance	0.10%	0.10%	0.10%	\$5,000
7.7 Other PSM costs (or TOTAL)	9.30% +\$10,000/ yr +	13.20%	24.10%	77,000/ year

Example of PR remarks:

- 6.1, 6.2 & 6.6 are distributed to a small number of referral labs located in the capital, easy to access and therefore associated with lower cost of distribution but majority of items in these categories require cold storage which relatively expensive
- Procurement agent fees based on PPM rates
- LLIN distribution PSM costs based on historical values and contractor estimates

*In this example, the PR allocates total PSM cost to each group of related items. PR then applies one budget code 7.7 to simplify data entry and communicate the total PSM cost in a single line for each category of items by intervention and module rather than apply all seven PSM cost categories to each group of items.*

- 1) Take PSM cost estimates from your assumptions and enter in the “PSM cost” sheet.
- 2) Perform final check of the list of health products for completeness and fix any errors to ensure that output sheets (i.e.PSM Budget and Product Summary tables) are working correctly.

Congratulations and thank you for completing the List of Health Products.

### C. USER “TIPS”

- Always download from the GF website the LoHP template. Do not use a version that you would have saved in your file.
- Use the file at zoom of 100 to 120% for best view of the drop-down options.
- Don't make further changes to the set-up page particularly the selection of disease component otherwise such change will create errors in selection of eligible modules, interventions, cost categories or products.
- Use “freeze panes” function provided in the MS-Excel. Freeze panes on the “Module column” on the data input sheets to help navigate the sheet to enter easily
- Do not unlock the template (e.g. by cracking its password). This may change its structure. The template is intended for upload into the system. Files with affected/corrupted structure cannot be uploaded into the system.
- The template is fully functional on MS-Excel 2010 and higher, on windows
- Create multiple data entry lines using “copy/paste” function for repetitive module/intervention lines, column by column. Do not paste CORE item names/specs from an external files.
- Make sure you do not have blank rows in your dataset (do not skip rows).
- Ask your CTs for support or transfer data to a fresh copy of the LoHP template if your file fails to function correctly at any stage of data entry.
- Enter VL & EID test reagents needs based on standard “equipment/reagent bundles” for specimen types. Check the LoHP drop-down menu for comprehensive list of VL & EID test bundles.
- Enter requirements for the following category of items is simplified: Chemistry/immunology/hematology/culture analyzers/accessories/consumables. PR's will enter lump sum amounts in the LoHP rather than the full range of items needed for each type of analyzer.