

Performance Framework Quality Assurance Guidance for Funding Request submission and Grant-Making purposes

July 2017

Kindly ensure that the following elements have been addressed accurately in the Performance Framework, and the principles of compliance, completeness and consistency are abided by.

GENERAL
1. There are no error messages or red or orange fields showing throughout the document**
2. Ensure that the PRs listed in the PF and the Budget are identical
3. Ensure that each PR listed in the PF is assigned indicators they are responsible for
4. In case translations are required, please ensure they are properly completed prior to submission to TRP/GAC- for example, French translation in French columns. Please do not provide any translations in the comments field
5. Do not tamper the template or unprotect the file by unlocking the password; in all such cases a re-submission of the Performance Framework will be required.
OVERVIEW – SECTION A
1. Each section on the “Overview – Section A” worksheet is complete (Applicant information, Principal Recipient, Periods, Goals, Objectives, Modules, and Work plan Tracking Measure details as relevant).
2. The Implementation Period (IP) Dates/Allocation Utilization Period (AUP) dates are correctly and completely filled and the IP and AUP dates are aligned
3. PR section: Ensure the PR names are selected from the drop down menu in case of existing PRs and/or fully completed in case of new PRs (if the PR is unknown, please list “TBC”). Please do not overwrite the dropdown menu and ensure only one PR is indicated per row.
4. Period section: Ensure all periods are completed correctly. If a period is not included (e.g. the third year is missing) this will impact on the full PF, as this period will not appear on subsequent tabs and indicators targets for this period cannot be filled).
5. Ensure the Programmatic and financial reporting cycles are aligned, or, where they differ, there is agreement to have one common reporting cycle, which is correctly completed in the PF.
6. Goal section: Ensure that each goal is documented separately in a dedicated field. Ensure the goals are specific.
7. Modules section: each module is only selected once (if this is not the case the duplicate module will be flagged in red)
IMPACT, OUTCOME and COVERAGE INDICATORS – SECTION B, C and D
1. Ensure the Baseline information is completed for all indicators. This includes custom indicators; in case data is missing it is obligatory to provide explanation in the comments field

2.	Ensure the Target information is completed for all indicators. This includes custom indicators; in case data is missing it is obligatory to provide explanation in the comments field
3.	Custom indicators should be kept to a minimum. If required, enter them only in the dedicated column and select the correct module. Please do not overwrite any standard indicators.
4.	If custom indicators are used, they are coded as per the 'Instructions for Completing the Performance Framework Template'
5.	Targets are correctly completed in the designated fields: numerator, denominator, percentage (ex: target in percentage should be in the field "Target %")
6.	For indicators requiring numeric targets, ensure that the "Target N#" field is filled. Any additional information related to denominators and target assumptions should be provided in comments field.
7.	For indicators expressed as rate e.g. per 100,000: Only complete the "Target N#" field with rate per 100,000 (or 10,000 or 1000, as applicable). Include the population figures used to calculate the rate in the comments field
8.	For indicators requiring numerator, denominator and a percentage (%) target ensure that both the numerator and denominator are completed in the N & D fields.
9.	Complete the target information for only those periods where the measurement allows for reporting on these.
10.	At the Grant Making stage, please ensure the correct 'cumulation type' is selected for indicators that are reported semi-annually
11.	Ensure comments or information are provided (e.g. target assumptions), but only in the dedicated comments fields in the baseline section – information entered outside such fields are not considered to form part of any official submission
12.	Ensure the columns 'Responsible PR' and 'Country' are fully completed for all indicators throughout all tabs. The CCM is not an Implementer and cannot be proposed as a PR/Implementer.
DISAGGREGATION – SECTION E	
1.	The Global Fund has identified significant non-compliance in terms of disaggregation information completion – as such please ensure that for any relevant indicators the disaggregation sections is fully completed.
2.	Ensure that essential disaggregation information such as baselines, source of baseline values and/or narratives are provided in the comments field.
WORK PLAN TRACKING MEASURES – SECTION F	
1.	Work Plan Tracking Measures (WPTM) should be kept to a minimum. They are only included as relevant, for multi-country applications, and/or for modules and interventions that do not have suitable coverage indicators to measure progress over the grant implementation period
2.	If WPTM are selected, the Milestones/Targets and the Criterion for completion should be fully entered. Grants will be assessed based on the agreed milestones/targets

* Where-ever issues of compliance, completeness or consistency are identified by the Global Fund Secretariat upon TRP or GAC2 submission, and they are not addressed by the CCM or PR, the Global Fund reserves the right to make corrections to ensure such compliance, completeness and consistency as part of data quality assurance, prior to TRP and/or GAC2 review.