
Health Product Management Template User Guidelines

9 APRIL 2021
VERSION 4

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Introduction

The Health Products Management Template (HPMT) replaces the List of Health Products (LoHP) that was used in the previous two allocation cycles.

The HPMT is the grant document which captures all information pertaining to the procurement and supply management of health products under the grant. This document is the source document which is used – once it has been approved – to populate the Finance Detailed Budget Template. All grant revisions, during the implementation period, which are related to the procurement and supply management of health products, must be reflected in the HPMT before being inputted into the Detailed Budget (DB) Template. Where deviations between the HPMT and DB are identified, the approved HPMT takes precedence.

The HPMT captures information on the items, quantities, and unit costs of health products that PRs intend to procure with grant funds during the grant implementation period. The HPMT reflects the time period (quarter) in which purchase orders must be confirmed with manufacturers/suppliers and NOT, necessarily, the time period (quarter) in which funds are needed for payments. Based on data entered in the SETUP worksheet of the HPMT, the detailed budget worksheet is generated. The detailed budget worksheet indicates the time period (quarter) in which funds must be disbursed from the Global Fund to the PR.

The HPMT links programmatic targets, with the health products required to achieve these, and produces the budget required for this.

The HPMT is a product of various activities that must be finalized in-country prior to the HPMT being developed. As such, the HPMT is submitted with a number of supporting documents (e.g. National Diagnostic and Treatment Guidelines, Stock Status Reports, Quantification Reports and Calculation Files).

To determine the reasonableness and feasibility of the HPMT, the HPM Specialist supporting programs must have a sound knowledge of the country's health product management (procurement and supply chain management) system, including the major actors and donors, how grant activities and implementation arrangements are aligned with this, and the capacity of stakeholders to manage health products. In addition, the HPM Specialist must critically review all supporting documents in order to understand which items, quantities, and unit costs have been used to populate the HPMT worksheets.

The HPM Specialist is expected to ensure that the patient numbers/targets used to quantify the needs are aligned with those in the Programmatic Gap Tables and those in the Performance Framework. The HPM Specialist is expected to ensure that grant contributions are aligned with the funding landscape and with the timing and support provided by various donors.


The HPMT is periodically revised together with other grant documents and includes version control features. The HPMT is not an implementation tracking tool. PRs are strongly encouraged to track implementation in a separate file (which items were actually procured, in which quarter, quantities, and all associated costs) and to submit the up-dated tracking file with HPMT revisions. This approach helps to identify grant savings timely, to support proactive use and reprogramming of grant funds.

COVID-19 Response Mechanism (C19RM) is a financing mechanism to support countries in their response to COVID-19 and to mitigate the impact of COVID-19 on HIV, TB, and Malaria Programs as well as on health and community systems for health. C19RM was launched in 2020 with additional donor funding and is continuing in 2021. The HPMT has been updated to include all Covid-19 health products that are eligible for financing under C19RM 2021.

Definitions and Abbreviations

Workbook	The workbook refers to an Excel spreadsheet file, in this case, the HPMT
Worksheet	Within the workbook is where you'll find documents called worksheets . Also known as spreadsheets, you can have multiple worksheets nestled in a workbook. Tabs at the bottom of the of the screen will indicate which of your worksheets you are currently working on.
Cells	A cell is a rectangle (or block) housed in a worksheet. Any data that you want to enter into your worksheet must be placed in a cell.
Field Names	To ensure that data is entered in the same order for each record, headings are added to each column of a table. These column headings are referred to as field names.
Pivot Table	This is a data summarization tool most commonly used to sort, average, or to sum up data automatically. Pivot Tables makes it easy to retrieve specific information from a large source of data.
Key Info	Worksheet provided for each of the 3 diseases which provides specific programmatic information as well as information on the available infrastructure (e.g. laboratory equipment).
Z grant template	Includes all disease components' worksheets (i.e. HIV, TB, and Malaria) and RSSH worksheet
HPMT	Health Product Management Template (previously LoHP: List of Health Products)
MF	Modular Framework
PF	Performance Framework
HPM	Health Product Management
PSM	Procurement and Supply Management (of health products)
HPs	Health Products, as defined in the Global Fund's Guide to the Global Fund Policies on Procurement and Supply Management of Health Products
DB	Detailed Budget
CT	Country Team (of the Global Fund)
PPL	Partners of People Living with HIV
RSSH	Resilient and Sustainable Systems for Health
C19RM	COVID-19 Response Mechanism (of the Global Fund)

Useful information about the HPMT

- a. The HPMT is the grant document which captures all information pertaining to the procurement and supply management of health products under the grant. This document is the source document which is used – once it has been approved – to populate the Detailed Budget Template. All grant revisions, during the implementation period, which are related to the procurement and supply management of health products, must be reflected in the HPMT before being inputted into the Detailed Budget. Where deviations between the HPMT and DB are identified, the approved HPMT takes precedence.
- b. There are 5 versions of the HPMT which corresponds to the 5 versions of the Detailed Budget Template: HIV, TB, Malaria, Z (Multi / combined grants e.g. HIV/TB or HIV/TB/Malaria), and C19RM 2021 Grant Templates
 - i. The PR should ensure that they are using the same component HPMT as is being used for the Performance Framework and Detailed Budget Template i.e. if the HIV PF and HIV DB Templates are being used, the HIV HPMT must be used.
- c. Certain cells in the “SETUP” and “Key Info sheets” are mandatory and are highlighted in RED

 - i. Ideally, information provided in these worksheets should be supported by planned activities, historical implementation, and robust data.
 - ii. If the PR does not have access to such information, they should use a “best-guess” estimate which is agreed with the HPM Specialist
- d. Where drop-down lists appear, do not try to free text/type.
 - i. If there is information missing in the drop-down menus of the SETUP worksheet, please contact your HPM Specialist in the CT.
 - ii. If there is a product missing in the drop-down menus of any of the product-specific worksheets, please select the option with “other” in the column “product INN” and in the column named “specification”, select the option “Other - Enter details in Comments”.
 - iii. When selecting “Other - Enter details in Comments” from any of the drop-down menus, the PR cannot type or enter any information. The PR should use the Comments column at the end right of the table to provide the required details.
- e. When entering information on the products planned to be procured under the grant, **all products require that 3 fields are filled**
 - i. Category
 - ii. Type of Product / Product INN
 - iii. Specification

NOTE: If specific products need to be changed, it is “best practice” to delete the information in all 3 fields and then re-enter the correct product.

- f. The HPM costs worksheet will auto-populate the figures based on the information provided in the individual product worksheets; the PR can only edit the percentages (%) – in column E – assigned to the individual product categories.
- g. The Detailed Budget worksheet will auto-populate; the PR cannot edit any information in this worksheet. The Detailed Budget aggregates all cost inputs by “cash outflow” and will not populate a unit cost or a quantity.
- h. The Detailed Budget worksheet will be used by the Finance Officer to fill the Grant Detailed Budget Template.
- i. All quantities of products that the PR plans to procure should be entered into the quarter in which the order will be placed / confirmed to the manufacturer/supplier. Based on information provided in the SETUP worksheet, information on when the funding is required, will be placed in the relevant budget quarter.

Documents worksheet (Mandatory Supporting Documents)

HPMT is not a stand-alone document. It should link programmatic targets, with the health products required to achieve these and which Global Fund will fund.

The table below provides a checklist of sources of information and assumptions expected to be used in order to determine the quantities and fill the HPMT. Please attach the relevant documents when you submit the HPMT.

Checklist	
	National treatment guidelines for the relevant Disease and / or protocols of care at time of submission <i>If the protocols are under revision, please provide a transition plan (e.g. change of regimens, introduction of new paediatric formulations, shortened regimens for MDR, roll-out plan and timeliness, supply chain preparation for the transition)</i>
	Diagnostic test algorithms for the relevant Disease
	National Quantification Report (including laboratory products) based on which the quantities in the Health Product Management Template (HPMT) have been derived
	Entities involved in forecasting/national forecasting committee, including the latest meeting minutes
	Program capacity and scale up plans/targets for the three-year grant period
	Investments into health equipment (e.g. GeneXpert): national strategy and information on use across programs, long-term sustainability strategy for routine maintenance, repairs and services, and reagent procurement
	Financial contributions for health products (all sources of funding available to meet the targets) and the financial gap analysis for health products for the three-year grant period
	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
	Copy of the integrated stock status report showing stock-on-hand and purchase order quantities (pipeline) for key commodities covering all sources including NGOs where applicable.
	Buffer stock and rationale for inclusion in the calculations
	Calculation worksheets with assumptions used and the formula
	Sources and justification of unit costs for health products: The PR must provide all relevant information used to estimate the unit cost, such as a copy of the most recent Global Fund reference price list for core items (available on the Global Fund website), the GDF catalogue for TB program health products, the UNICEF catalogue, PQR, etc.
	PSM / HPM costs estimation (Please separate operational costs from infrastructure / PSM system strengthening funds): The PR must provide all relevant information to support the individual percentages assigned to each product category (e.g. ARVs) and each cost input (e.g. freight and insurance 7.2). This can include the procurement agent fee structure, third-party logistics fees structure, past invoices, etc.
	Any assessment reports of the supply chain and/or the laboratory network, which were conducted in the last two years, irrespective of the funding source for the assessment.

	This refers to assessments of the entire system or any part/section of it. It can be focused in one category of health products or the full range of essential health products and laboratory.
	<p>National Strategic Plan for managing health products</p> <p>This includes any strategic document that is available and valid (e.g. National Medicines Policy, National Supply Chain Strategy, Strategy of Medicines Regulatory Agency, Medicines Financing Strategy (as part of the Health Financing Strategy), Laboratory Services Strategy and relevant costed implementation plans).</p> <p>It should be noted that any funding request for systems strengthening should be based on a defined national strategy/vision and have an implementation plan. In the absence of a strategy document and/or an implementation plan, a request for funding to develop these documents is also possible.</p>
<p>NOTE:</p> <p>For the following worksheets, quantities per item/health product that are needed in Y1 should reflect the quarterly schedule of the Global Fund funded procurements, indicating the quarter when the orders need to be placed.</p> <p>For Y2 & Y3, if the details are not available, procurement quantities can be tentatively entered as a single annual order, in first quarter of that year, with the expectation that a more specific procurement schedule will be progressively incorporated as part of the annual review of demand forecast, particularly for High impact and core portfolios.</p>	
<p>In Case of reprogramming / reallocation / use of savings, the following supporting documents are mandatory:</p>	
<ul style="list-style-type: none"> i. Updated financial gap for health products funding; ii. Updated program targets to justify additional request for health products; iii. Supporting evidence of all assumptions used to update the request for funding additional health products; iv. Updated unit costs; and v. For procurements already executed during the grant period and until the submission, update retrospectively quantities already procured and actual final costs (projected at the grant signing vs. actuals at the time of the submission of the new request). 	

Important notes:








- 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 HPM Template must refer to Q1 of the implementation period as agreed in the Performance Framework and Detailed Budget.
- c. The quarterly quantities entered in the HPM Template should reflect the PR’s desired timing of placing the order with the assumption that purchase orders shall be confirmed in a timely manner taking into account the procurement methods and estimated lead-times.

Standard worksheets which are applicable to all versions of the HPMT

(after Documents worksheet mentioned above)

1. SETUP worksheet

Purpose: This worksheet captures information on the Grant, the PR, the various procurement mechanisms that will be used to procure the different health products, the associated payment modalities, and the indicative delivery lead times.

Health Product Management Tool - Set up							
      	COUNTRY: <input type="text"/>						
	LANGUAGE: English						
	CURRENCY: <input type="text"/>						
	COMPONENT: <input type="text"/>						
	PR: <input type="text"/>						
	PR CONTACT: <table border="1"><tr><td>Full name:</td><td><input type="text"/></td></tr><tr><td>Position:</td><td><input type="text"/></td></tr><tr><td>Email:</td><td><input type="text"/></td></tr></table>	Full name:	<input type="text"/>	Position:	<input type="text"/>	Email:	<input type="text"/>
	Full name:	<input type="text"/>					
Position:	<input type="text"/>						
Email:	<input type="text"/>						
GRANT NUMBER: <input type="text"/>							
Implementation Period Start Date (DD/MM/YYYY): <input type="text"/>							
Implementation Period End Date (DD/MM/YYYY): <input type="text"/>							

Select the Grant/Program Details from the drop-down menus

- Country
- Language
- Currency
- PR entity – For example Ministry of Health and Social Welfare (MOHSW)
- Grant Number

Click the box to the right of each Field Label. A drop-down arrow will appear. Select the correct information from the drop-down list. Repeat for “Country”, “Currency”, “PR”, and “Grant Number”.

NOTE: The drop-down menu for the Fields “PR” and “Grant Number” will only display if the “Country” has been selected.

Enter/Type the following details

- PR contact details – Name, Position, and email **of the HPM Specialist / PSM Officer (in PR Program Management Office) responsible for data entry into the template**
- Implementation Period Start Date and End Date in the format MM/DD/YYYY

NOTE: If the Grant Information is captured correctly, this information will populate automatically in all the worksheets

Health Product Management Tool - Set up










COUNTRY:			
LANGUAGE:			
CURRENCY:			
COMPONENT:			
PR:			
PR CONTACT:			
Email:			







GRANT NUMBER:

Implementation Period Start Date (DD/MM/YYYY):

Implementation Period End Date (DD/MM/YYYY):

While the Global Fund will ensure that the information is regularly updated, in the event that you cannot locate your specific PR entity and Grant Number, please enter the details, manually, in the boxes provided.

Health Product Management Tool - Set up

COUNTRY:	Tanzania		
LANGUAGE:	English		
CURRENCY:	USD		
COMPONENT:	HIV		
PR:			
PR CONTACT:			
Full name:			
Position:			
Email:			

GRANT NUMBER:

Please Fill PR Name in Box below, if NA in List

Please Fill Grant Number in box below, if NA in List

Version of the HPM Template

(column I-M rows 3 & 4)

- This information is controlled by the Global Fund Secretariat and reflects the version of the HPM Template (starting with #1) together with the release date (May 2020). Version 2 was released on 31 August 2020. Version 3 has been released on 6 April 2021.
- The PR cannot edit this information.

	VERSION of HPM template	1
	LAST UPDATE (DD/MM/YYYY)	17.05.20

PR Version, PR Date, and HPM Specialist Approval of the HPMT

(column K-M rows 5-12)

- This information captures the version of the HPMT that the PR submits to the Global Fund for approval.
- The PR should select the version from the dropdown menu in column K (starting with A) and should add the date (in column L) on which the HPMT was submitted to the HPM Specialist (or CT) for review and approval.
- The HPM Specialist will input the date (in column M) on which the HPMT was approved.


Please indicate PR Version in table below

Version	PR Submission Date- Filled By PR	HPM Approval Date- Filled by HPM
A		

Date Format
MM/DD/YYYY

Information about the Procurement Entity

This table is essential to determine the period when the orders will place and in which period the funds will be needed for payment. It is essential to indicate the procurement entity together with the payment modalities and the expected lead time (from procurement to availability in-country), which will automatically indicate the period when the funds are expected. **Please note:** the *Payment Modality* is linked to “when the country requires funds to be disbursed from the Global Fund to the PR”.

 **PROCUREMENT ENTITY:**

HPMT Cost Categories	HPM Costs	Procurement Entity	Payment Modality	Delivery Lead Time (in quarters) (Min=1 & Max=4)
HIV-Pharmaceuticals	ARVs	PPM	At delivery	1
	Opioid substitute medicines	PPM	Upfront	0
	OIs, STIs & other medicines	non-PPM	Upfront	0
HIV-Equipment	HIV Equipment	UN-agency	Upfront	0
HIV-Other HPs	Condoms	UN-agency	At delivery	1
	Lubricants	GDF	At delivery	1
	RDTs for HIV	non-PPM	At delivery	1
	RDTs for TB for HIV program	PPM	At delivery	4
	RDTs for STIs, OIs, & hepatitis	PPM	At delivery	3
	Reagents for VL & EID	non-PPM	At delivery	2
TB-Pharmaceuticals	Reagents & Consumables	GDF	At delivery	1
	Sensitive TB medicines	PPM	At delivery	1
	MDR/XDR TB medicines	PPM	At delivery	2
TB Non-Pharmaceuticals	OI, STIs & Other medicines	non-PPM	At delivery	1
	Microscopy - Equipment & reagents	non-PPM	Upfront	0
	RDTs for TB	non-PPM	Upfront	0
	Culture/DST/LPA - Equipment & reagents	GDF	Upfront	0
	Consumables & other equipment	PPM	Upfront	0
Malaria-Pharmaceuticals	Antimalaria medicines - treatment	PPM	Upfront	0
	Antimalaria medicines - prevention	PPM	Upfront	0
Malaria Non-Pharmaceuticals	Microscopy - Equipment & reagents	non-PPM	Upfront	0
	RDTs for Malaria	PPM	At delivery	1
	LLINs (mass campaign)	PPM	At delivery	1
	LLINs (routine distribution)	PPM	At delivery	2
	IRS equipment & insecticides	non-PPM	At delivery	4
	Consumables	non-PPM	At delivery	3
	Other equipment for malaria	non-PPM	At delivery	2

HPMT Worksheet	HPM Costs	Procurement Entity	Payment Modality	Delivery Lead Time (in quarters) (Min=1 & Max=4)
C19RM	COVID Pharma	PPM	Upfront	3
	COVID Ag RDTs	PPM	Upfront	2
	COVID PCR Diagnostics reagents & co	PPM	Upfront	1
	COVID Molecular Test (PCR) Equipme	PPM	Upfront	1
	COVID Medical Oxygen Consumables	PPM	Upfront	2
	COVID Medical Oxygen Equipment	PPM	Upfront	3
	COVID Liquid Oxygen	PPM	Upfront	4
	COVID Supportive Hospital Equipmer	PPM	Upfront	3
	COVID PPE	PPM	Upfront	2
	COVID Disinfectants	PPM	Upfront	1
	COVID General Laboratory Equipmen	PPM	Upfront	1
	Cold Chain Consumables	PPM	Upfront	2
	Cold Chain Equipment	PPM	Upfront	3
	Waste management	PPM	Upfront	4
	COVID Ab RDTs & Sequencing	PPM	Upfront	2

- Column E, rows 20 onwards: select the type of procurement entity (e.g. PPM, non-PPM, GDF, UN agency) that will be used to procure each type of product
- Column F, rows 20 onwards: select the payment modality (“Up-front” or “At Delivery”) based on the type of procurement entity selected in column E
 - o For PPM portfolios, please select “At Delivery”
 - o For UN agencies (e.g. UNDP) that require the Global Fund to disburse funds to their accounts before they can initiate procurement, please select “Up-front”
- Column G, rows 20 onwards: indicate the delivery lead time
 - o If payment modality is “up-front”, please select a number from zero (0) to four (4) which represents the time period (quarter) in which the products are likely to be delivered in-country.
 - o If payment modality is “at delivery”, please select a number from one (1) to four (4) which represents the time period (quarter) in which the products are likely to be delivered in-country.
 - 0 = the products will arrive in-country in the same quarter that the order is confirmed/placed with manufacturer(s)
 - 1 = 3 months/1 quarter after the order is confirmed/placed with manufacturer(s)
 - 2 = 6 months/2 quarters after the order is confirmed/placed with manufacturer(s)
 - 3 = 9 months/3 quarters after the order is confirmed/placed with manufacturer(s)
 - 4 = 12 months/4 quarters after the order is confirmed/placed with manufacturer(s)
 - o For PPM portfolios, please use the information available in the latest version of “Category and Product-Level Procurement and Delivery Planning Guide: Indicative Lead Times” for the “Delivery Lead Time” which is regularly updated in the Global Fund’s website.
- For the payment modality “at delivery”, the lead time will determine where the funds should be reflected in the Grant’s Detailed Budget

2. Search Product

Purpose: This worksheet allows PRs and HPM Specialists to search for a specific product in order to determine whether this product is listed in the HPMT and in which specific worksheet(s). It should be used if a specific product cannot be located and/or before using the Products labeled “Other”.

PRs can search for a specific product by scrolling through the list or by using “Ctrl F”. The search worksheet will allow to you find a specific product and then see in which component-specific worksheet and section this product should be entered. It also allows you to see which Logistics (HPM) Cost Category the product is associated with.

Control F



Find



A	B	C	D	E	F	G	H	I
Component	Worksheet	Section	Logistics Cost Category	Product Category	Product INN	Specification	Cost Input*	Unit of measure*
HIV	HIV-Equipment	1	HIV Equipment	TrueNat for HIV program	Trueprep	Equipment		6.4 Each
HIV	HIV-Equipment	1	HIV Equipment	TrueNat for HIV program	Trueprep	Spare parts and accessories		6.4 Each
HIV	HIV-Equipment	1	HIV Equipment	TrueNat for HIV program	Trueprep	Warranty, maintenance and service		6.5 Each
HIV	HIV-Equipment	1	HIV Equipment	Waste management for HIV: Equipment	Waste management: Autoclave	Equipment		6.6 Each
HIV	HIV-Equipment	1	HIV Equipment	Waste management for HIV: Equipment	Waste management: Autoclave	Spare parts and accessories		6.6 Each
HIV	HIV-Equipment	1	HIV Equipment	Waste management for HIV: Equipment	Waste management: Autoclave	Warranty, maintenance and service		6.5 Each
HIV	HIV-Equipment	1	HIV Equipment	Waste management for HIV: Equipment	Waste management: Other equipment	Equipment		6.6 Each
HIV	HIV-Equipment	1	HIV Equipment	Waste management for HIV: Equipment	Waste management: Other equipment	Spare parts and accessories		6.6 Each
HIV	HIV-Equipment	1	HIV Equipment	Waste management for HIV: Equipment	Waste management: Other equipment	Warranty, maintenance and service		6.5 Each
HIV	HIV-Other HPs	1	Condoms	Condoms	Female condom	latex - ring		5.3 Piece
HIV	HIV-Other HPs	1	Condoms	Condoms	Female condom	latex - sponge		5.3 Piece
HIV	HIV-Other HPs	1	Condoms	Condoms	Female condom	nitrile - ring		5.3 Piece
HIV	HIV-Other HPs	1	Condoms	Condoms	Female condom	Other - Enter details in Comments		5.3 Piece
HIV	HIV-Other HPs	1	Condoms	Condoms	Female condom	polyurethane		5.3 Piece
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	49 mm - dotted - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	49 mm - plain - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	49 mm - ribbed - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	49 mm - with color - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	49 mm - with flavor/scent - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	52 mm - contoured - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	52 mm - dotted - contoured - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	52 mm - ribbed - contoured - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	53 mm - dotted - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	53 mm - plain - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	53 mm - ribbed - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	53 mm - with color - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	53 mm - with color - with flavor/scent - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	53 mm - with flavor/scent - pack of 144		5.2 Pack
HIV	HIV-Other HPs	1	Condoms	Condoms	Male condom	Other - Enter details in Comments		5.2 Pack
HIV	HIV-Other HPs	1	Lubricants	Lubricants	Lubricant	Other - Enter details in Comments		5.8 Pack
HIV	HIV-Other HPs	1	Lubricants	Lubricants	Lubricant	water based 20ml tube		5.8 Pack
HIV	HIV-Other HPs	1	Lubricants	Lubricants	Lubricant	water based 4.3ml sachet 1000		5.8 Pack
HIV	HIV-Other HPs	1	Lubricants	Lubricants	Lubricant	water based 5ml sachet 1000		5.8 Pack
HIV	HIV-Other HPs	2	RDts for HIV	RDts for HIV	Rapid Diagnostic Test - HIV	Capillary Tubes - EDTA 50ul, 100 tubes		5.4 Pack
HIV	HIV-Other HPs	2	RDts for HIV	RDts for HIV	Rapid Diagnostic Test - HIV	HIV 1 - Generic Rapid Diagnostic Test KR - 1 test		5.4 Pack
HIV	HIV-Other HPs	2	RDts for HIV	RDts for HIV	Rapid Diagnostic Test - HIV	HIV 1/2 - Determine HIV Combo KR - accessories included - 100 tests		5.4 Pack
HIV	HIV-Other HPs	2	RDts for HIV	RDts for HIV	Rapid Diagnostic Test - HIV	HIV 1/2 - Determine HIV Combo KR - no accessories - 100 tests		5.4 Pack
HIV	HIV-Other HPs	2	RDts for HIV	RDts for HIV	Rapid Diagnostic Test - HIV	HIV 1/2 - DPP HIV 1/2 Assay - 20 tests		5.4 Pack
HIV	HIV-Other HPs	2	RDts for HIV	RDts for HIV	Rapid Diagnostic Test - HIV	HIV 1/2 - Generic Differentiated Detection Rapid Diagnostic Test KR - 1 test		5.4 Pack
HIV	HIV-Other HPs	2	RDts for HIV	RDts for HIV	Rapid Diagnostic Test - HIV	HIV 1/2 - Multisite HIV Rapid Test - 20 tests		5.4 Pack

3. HPM Costs worksheet

Purpose: This worksheet captures information on all costs associated with the procurement of health products under the grant. The information is disaggregated by “prior to arrival in-country” (Section 1) and “in-country” (Section 2) costs and by type of cost input (budget category 7).

- The HPM costs worksheet will auto-populate the figures based on the information provided in the individual product worksheets.

- The PR can only edit the percentages (%) assigned to individual product categories – in column E.
- For PPM portfolios, please ensure that you use the latest PSA fees reference document
- If, for any of the cost categories mentioned here, your assumptions are not based on a fixed percentage (%), but rather a specific amount / value, please transform this amount / value into a percentage by determining the estimated percentage in relation to the total value of a specific product category. For further guidance, please consult your HPM Specialist.

NOTE: All costs inputted under this section should have appropriate reference source as described in the 'Documents' worksheet.

Section 1 – Health Product Management costs: Costs associated with procurement

Input the following for each type of health product (i.e. Antimalarial, Antiretroviral medicines, CD4 reagents etc.) as relevant:

- Percent of commodity cost for each procurement activity (Procurement Agent and Handling Fees (7.1), Freight and Insurance costs (7.2), QA and QC costs (7.5), and Custom duties and clearance charges (7.6)).
 - o This will allow automatic calculation of quarterly and yearly costs under each column.

Section 2 – Health Product Management costs: Costs associated with in-country supply chain management.

Input the following for each type of health product (i.e. Antimalarial, Antiretroviral medicines, CD4 reagents etc.) as relevant:

- Percent of commodity cost for each type of in-country activity (Warehousing and Storage (7.3), In-country Distribution (7.4), In-country QA/QC (7.5), and Other Procurement and Supply Management costs (7.7)).
 - o This will allow automatic calculation of quarterly and yearly costs under each column.

4. RSSH: HPM & Lab Systems worksheet

Purpose: This worksheet records/summarizes information on the planned investments in the Modules “Health Products Management Systems Strengthening” and “Laboratory Systems Strengthening” and their associated interventions.

NOTE: Unlike the other worksheets in the HPMT, data for this worksheet is a copy of information from the Detailed Budget Template. Even if health products (e.g. equipment) will be procured for a RSSH intervention, the details are provided in the Detailed Budget Template and are not entered into any of the component-specific worksheets.

- The RSSH worksheet comprises two Sections – Section 1 for the Module “*Health Products Management Systems Strengthening*” and Section 2 for the Module “*Laboratory Systems Strengthening*”.
- Within each Section / Module, the PR can select the appropriate Intervention from the dropdown menu (Column A), ensuring that it is aligned with the information in the Detailed Budget Template.
- The PR must provide a brief description (Column E) on the planned activities for each Intervention.
- The consolidated quarterly and annual budget figures, taken from the Detailed Budget, at the level of “Module + Intervention”, should be reflected in this worksheet.
- The specific activities and associated cost inputs for these two modules must be located in the Grant’s Detailed Budget Template. This includes activities related to the procurement of laboratory equipment, for example cost input 6.6, where the laboratory equipment being procured forms part of a “Health Product Management Systems Strengthening” (module) and “Regulatory/quality assurance support” (intervention).
- As such, the costs associated with the procurement and management of health products when part of are not reported in the Detailed budget worksheet of the HPMT.

1 Investment in RSSH for health products management systems

[Go to PSM costs \(section 1\)](#)
[Go to in country SC management \(section 2\)](#)

Section 1 provides information - taken from the Grant's Detailed Budget - on interventions that will be supported by the grant to strengthen the systems being used to manage health products.

1. COLUMN A: Choose the intervention from the drop-down menu
2. COLUMN J: Provide a description of the intervention - what is being funded, why, and what will be the outcome/impact of these activities.
3. COLUMNS O TO AB: Take the total budget for this "MODULE" + "INTERVENTION" from the Grant's Detailed Budget and indicate the budget per quarter. The figures should include all cost inputs associated with this "MODULE" + "INTERVENTION" and not only those linked to Cost Inputs 4 (Medicines/Pharmaceuticals), 5 (Other health products), 6 (Health Equipment), and 7 (HPM costs).

Intervention of RSSH for HPM systems	Concise description (e.g TA for the development of a supply chain master plan, TA to assess distribution system, refurbishment of regional warehouse...)	Please fill setup				
		Y1 Q1 cost	Y1 Q2 cost	Y1 Q3 cost	Y1 Q4 cost	Y1 total cost
Policy, strategy, governance						
Storage and distribution capacity						
Procurement capacity						
Regulatory/quality assurance support						
Avoidance, reduction and management of health care waste						

NOTE: This worksheet is not optional: any planned investments in the two Modules, which are included in the Detailed Budget Template, must be reported here at an aggregated level (Module + Intervention).

5. Detailed Budget worksheet

Purpose: This worksheet is used to populate the Grant’s Detailed Budget Template by “Module + Intervention + Cost Input” and is intended to simplify the alignment across grant documents.

- This worksheet is automatically populated with information captured in the other worksheets of the HPMT.
- It records the budget / financial needs for all planned procurements of health products under the grant.
- It does not capture information on the budget / financial needs associated with Health System Strengthening activities for the HPM System and the Lab System.
- This worksheet allocates the health products to “Modules + Interventions” based on information contained in the 3 Key Info worksheets – HIV-Key Info, TB-Key Info, Malaria-Key Info.

- The PR cannot make any changes or edits to this worksheet.
- Once the HPMT is approved by the HPM Specialist, the Finance Officer must “copy and paste” the information from the DB worksheet into the Detailed Budget Template. The Finance Officer will need to “copy and paste” column-by-column.

6. Pivot Tables

Purpose: The default Pivot Tables provided in the HPMT all data to be summarized from the detailed budget worksheet and presents this data in various formats e.g. by Cost Input or by Module/Intervention.

- PRs and HPM Specialists can create their own pivot tables, too.
- Once data is entered, deleted, or changed in the HPMT, the Pivot Tables will need to be “REFRESHED” in order to reflect the latest information.

Component	Sum of Y1 Q1 cost	Sum of Y1 Q2 cost	Sum of Y1 Q3 cost	Sum of Y1 Q4 cost	Sum of Y1 Total Cash Outflow	Sum of Y2 Q1 cost	Sum of Y2 Q2 cost	Sum of Y2 Q3 cost	Sum of Y2 Q4 cost
MDR-TB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case detection and diagnosis: MDR-TB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.4 Rapid Diagnostic Test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.6 Laboratory reagents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.8 Other consumables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6.3 Microscope: Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6.4 TB Molecular Test equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6.5 Maintenance and service costs for health equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6.6 Other health equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.1 Procurement agent and handling fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.2 Freight and insurance costs (Health products)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.3 Warehouse and Storage Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.4 in-country distribution costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.5 Quality assurance and quality control costs (QA/QC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.6 PSM Customs Clearance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.7 Other PSM costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment: MDR-TB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.2 Anti-tuberculosis medicines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.7 Other medicines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.7 Syringes and needles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.1 Procurement agent and handling fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.2 Freight and insurance costs (Health products)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.3 Warehouse and Storage Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.4 in-country distribution costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.5 Quality assurance and quality control costs (QA/QC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.6 PSM Customs Clearance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7.7 Other PSM costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Disease-specific worksheets

1. HIV

HIV-Key Info worksheet

Purpose: *This worksheet provides a snapshot of some key information about the HIV programme (e.g. prevention, treatment) and the infrastructure (e.g. health equipment) that is available to deliver on it. This information is critical for determining and evaluating the health product needs and is frequently requested by various stakeholders. This information is expected to reflect basic information that is used in program targets/gaps which by default is used in the assumptions for quantification.*

NOTES:

All information inputted under this section should have an appropriate reference source(s) as described in the 'Documents' worksheet.

If you plan to purchase equipment with grant funds during the new implementation period, the new equipment and quantities must be captured in the "HIV-EQUIPMENT" worksheet and should not be included in the HIV-Key Info tables.

Condom Programming

- This table, in the HIV-Key Info worksheet, provides the key populations that are reflected in the Modular Framework and Detailed Budget Template with which HPMT needs to be fully aligned.
- Recognizing that programmes do not procure condoms by key population, the HPMT allows the programme to specify the total quantities of male condoms, female condoms, and lubricants that will be procured under the grant (HIV-Other HPs, Section 1).
- The programme then specifies the proportion of each commodity that will be used for each key population. This can either be based on actual data or planned activities or it can be an estimate. By specifying a percentage (%), the investment by key population is automatically calculated and reflected in the pivot worksheets "Mod Int with HIV KP SB", "HIV Aggregation SB", and "Population SB".
- The "Population SB" worksheet will be used to fill the information required in the "Detailed Budget Template Key Population" worksheet.
- Programmes cannot select "female condoms" for the following two key populations, which is why they are reflected as 0.00% and this cannot be changed: "Men who have sex with men" and "Men in high prevalence settings".

Group/population	% of total male condoms	% of total female condoms	% of total lubricant
Prevention - Non-specified population groups	0.00%	0.00%	0.00%
Prevention - Men who have sex with men			
Prevention - Transgender people			
Prevention - Sex workers and their clients			
Prevention - People who inject drugs and their partners			
Prevention - People in prisons and other closed settings			
Prevention - Adolescent girls and young women in high prevalence settings			
Prevention - Other vulnerable populations			
Prevention - Men in high prevalence settings			
PMTCT			

Rapid Diagnostic Tests (RDTs) for HIV, co-infections, and co-morbidities

- This table, in the HIV-Key Info worksheet, provides the key populations that are reflected in the Modular Framework and Detailed Budget Template with which HPMT needs to be fully aligned.
- Recognizing that programmes do not procure RDTs by key population, the HPMT allows the programme to specify the total quantities of each type of RDT that will be procured under the grant (HIV-Other HPs, Section 2).
- In this table, we have two distinct sets of information that the programme must provide – the first relates to the types of RDTs being procured and the second relates to the type of service delivery.
- Type of RDT
 - o We differentiate two types of product categories – HIV RDTs and non-HIV RDTs. Non-HIV RDTs include RDTs for hepatitis, syphilis, cryptococcus, and TB (Lam or GeneXpert).
 - o The programme should specify the proportion of each type of product that will be used for each key population. This can either be based on actual data or planned activities or it can be an estimate.
- Type of service delivery
 - o The programme should specify the proportion of all types of RDTs (HIV and non-HIV) that will be used for each key population by type of service delivery model. This can either be based on actual data or planned activities or it can be an estimate.
 - o For PMTCT, all tests are assumed to be administered at facility level which is why the PR cannot enter a percentage for community-based and self-testing.
- By specifying these percentages (%), the investment by key population is automatically calculated and reflected in the pivot worksheets “Mod Int with HIV KP SB”, “HIV Aggregation SB”, and “Population SB”.
- The “Population SB” worksheet will be used to fill the information required in the “Detailed Budget Template Key Population” worksheet.

Group/population	% of total HIV tests	% of total non-HIV tests	% facility-based	% community-based	% self-testing
Prevention - Non-specified population groups	0.00%	0.00%	0.00%	0.00%	0.00%
Prevention - Men who have sex with men					
Prevention - Transgender people					
Prevention - Sex workers and their clients					
Prevention - People who inject drugs and their partners					
Prevention - People in prisons and other closed settings					
Prevention - Adolescent girls and young women in high prevalence settings					
Prevention - Other vulnerable populations					
Prevention - Men in high prevalence settings					
Prevention: Partners of people living with HIV					
PMTCT					

HIV-Pharmaceuticals worksheet

Purpose: This worksheet captures the details of all pharmaceutical products, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period.

- The worksheet consists of 2 Sections
 - o **Section 1 – Antiretroviral medicines and Medicines for Opioid Substitution Therapy**
 - o **Section 2 – Other medicines e.g. medicines to manage opportunistic infections, sexually transmitted infections)**
- Instructions for filling each Section are provided in the HPMT, just below each Section heading.
- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.
- The correct Budget Cost Input is automatically assigned based on the “Category + Type of Product + Specification” selected.
- Products, quantities, and unit costs should be supported from list of documents in ‘Documents’ page.

HIV-Equipment worksheet

Purpose: This worksheet captures the details of all laboratory equipment, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period. Details on “Warranty, Maintenance and Service” are also included here.

- This worksheet only has 1 Section
- Instructions for filling this Section are provided in the HPMT, just below each Section heading.
- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.
- The correct Budget Cost Input is automatically assigned based on the “Category + Type of Product + Specification” selected.
- Products, quantities, and unit costs should be supported from list of documents in ‘Documents’ page.

HIV-Other HPs worksheet

Purpose: This worksheet captures the details of all non-pharmaceutical and non-equipment health products, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period.

- This worksheet consists of 4 Sections
 - o **Section 1 – Condoms and Lubricants**
 - o **Section 2 – Rapid Diagnostic Tests (RDTs) for HIV, TB, Syphilis, Hepatitis B, Hepatitis C, Cryptococcus**
 - o **Section 3 – Laboratory Reagents for Viral Load and Early Infant Diagnosis (EID)**
 - o **Section 4 – Reagents, Consumables, and Other Health Products**
- Instructions for filling each Section are provided in the HPMT, just below each Section heading.

- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.
- The correct Budget Cost Input is automatically assigned based on the “Category + Type of Product + Specification” selected.
- Products, quantities, and unit costs should be supported from list of documents in ‘Documents’ page.

NOTE: All pharmaceuticals and health equipment must be captured in the previous two worksheets (“HIV-Pharmaceuticals” and “HIV-Equipment”). If you cannot locate the specific product that you are looking for, please use the “Search Product” worksheet. If the product does not exist in the HPMT, please follow the guidance under Useful Information about the HPMT, points cii and ciii.

2. TB

TB-Key Info worksheet

Purpose: This worksheet provides a snapshot of some key information about the TB programme (e.g. prevention, treatment) and the infrastructure (e.g. health equipment) that is available to deliver on it. This information is critical for determining and evaluating the health product needs and is frequently requested by various stakeholders. This information is expected to reflect basic information that is used in program targets/gaps which by default is used in the assumptions for quantification.

NOTES:

All information inputted under this section should have an appropriate reference source(s) as described in the 'Documents' worksheet.

If you plan to purchase equipment with grant funds during the new implementation period, the new equipment and quantities must be captured in the "TB-EQUIPMENT & OTHER HPs" worksheet and should not be included in the TB-Key Info tables.

Data on Cases to be treated

- The data provided in this table, in the TB-Key Info worksheet, will support the allocation of the total budget for laboratory supplies (procurement of laboratory equipment, reagents, and consumables) across sensitive- and resistant-TB.
- Recognizing that programmes do not procure laboratory supplies by type of TB, the HPMT allows the programme to specify the total quantities of each type of commodity that will be procured under the grant (TB-Other HPs).

DATA - EXPECTED NUMBER OF CASES TO BE TREATED						
	Target - End of Y1 Please fill setup		Target - End of Y2 Please fill setup		Target - End of Y3 Please fill setup	
	National target	Number supported under the grant	National target	Number supported under the grant	National target	Number supported under the grant
TOTAL EXPECTED NUMBER OF TB CASES	-	-	-	-	-	-
PERCENTAGE of expected sensitive TB cases	0.00%	-	0.00%	-	0.00%	-
PERCENTAGE of expected M/XDR TB cases	0.00%	-	0.00%	-	0.00%	-
Total number of expected sensitive TB cases	-	-	-	-	-	-
Total number of expected ADULTS sensitive TB cases	-	-	-	-	-	-
Number of expected ADULTS sensitive TB new cases	-	-	-	-	-	-
Number of expected ADULTS sensitive TB retreatment	-	-	-	-	-	-
Total number of expected PEDIATRICS sensitive TB cases	-	-	-	-	-	-
Number of expected PEDIATRICS sensitive TB new cases	-	-	-	-	-	-
Number of expected PEDIATRICS sensitive TB retreatment	-	-	-	-	-	-
Total number of expected MDR TB new cases	-	-	-	-	-	-
Total number of expected XDR TB new cases	-	-	-	-	-	-
Is the country transitioning to injection free treatment regimen?	Yes		If yes, please specify when			

TB-Pharmaceuticals

Purpose: This worksheet captures the details of all pharmaceutical products, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period.

- This worksheet consists of 4 Sections
 - o **Section 1 – Anti-tuberculosis medicines for Sensitive TB treatment**
 - o **Section 2 – Anti-tuberculosis medicines for Resistant TB treatment**
 - o **Section 3 – Anti-tuberculosis medicines for TB Prevention**
 - o **Section 4 – Other medicines (e.g. to manage adverse reactions)**
- Instructions for filling each Section are provided in the HPMT, just below each Section heading.

- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.
- The correct Budget Cost Input is automatically assigned based on the “Category + Type of Product + Specification” selected.
- Products, quantities, and unit costs should be supported from list of documents in ‘Documents’ page.

TB-Equipment & Other HPs

Purpose: *This worksheet captures the details of all non-pharmaceutical health products, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period.*

- This worksheet consists of 4 Sections
 - o **Section 1 – Microscopy Equipment and Reagents**
 - o **Section 2 – Rapid Diagnostic Tests (RDTs), including GeneXpert Equipment and Cartridges**
 - o **Section 3 – Culture and DST Equipment and Reagents, including Line Probe Assay**
 - o **Section 4 – Other Reagents, Consumables, Equipment, and Warranty, Maintenance and Service**
- Instructions for filling each Section are provided in the HPMT, just below each Section heading.
- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.
- The correct Budget Cost Input is automatically assigned based on the “Category + Type of Product + Specification” selected.
- Products, quantities, and unit costs should be supported from list of documents in ‘Documents’ page.

NOTE: All pharmaceuticals must be captured in the previous worksheet (“TB-Pharmaceuticals”). If you cannot locate the specific product that you are looking for, please use the “Search Product” worksheet. If the product does not exist in the HPMT, please follow the guidance under Useful Information about the HPMT, points cii and ciii.

3. Malaria

Malaria-Key Info worksheet

Purpose: *This worksheet provides a snapshot of some key information about the Malaria programme (e.g. vector control, prevention, treatment) and the infrastructure (e.g. health equipment) that is available to deliver on it. This information is critical for determining and evaluating the health product needs and is frequently requested by various stakeholders. This information is expected to reflect basic information that is used in program targets/gaps which by default is used in the assumptions for quantification.*

NOTES:

All information inputted under this section should have an appropriate reference source(s) as described in the 'Documents' worksheet.

If you plan to purchase equipment with grant funds during the new implementation period, the new equipment and quantities must be captured in the "HIV-EQUIPMENT" worksheet and should not be included in the HIV-Key Info tables.

Tables for:

- Recognizing that programmes do not procure health products by type of sub-activity, the HPMT allows the programme to specify the total quantities of each type of commodity that will be procured under the grant (Malaria-Pharmaceuticals and Malaria-Other HPs).
- Data provided in the following four tables, in the Malaria-Key Info worksheet, will support the automatic allocation of the total budget for by type of commodity to the various "Module + Intervention" combinations in the HPMT Detailed Budget worksheet.
 - o Cases to be treated
 - o Specific Prevention Interventions (SPI)
 - o Case Management / diagnosis
 - o Vector Control / LLINs / Routine Distribution & Mass Distribution

Malaria-Pharmaceuticals

Purpose: *This worksheet captures the details of all pharmaceutical products, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period.*

- This worksheet consists of 2 Sections
 - o **Section 1 – Antimalaria medicines for treatment**
 - o **Section 2 – Antimalaria medicines for prevention**
- Instructions for filling each Section are provided in the HPMT, just below each Section heading.
- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.
- The correct Budget Cost Input is automatically assigned based on the "Category + Type of Product + Specification" selected.
- Products, quantities, and unit costs should be supported from list of documents in 'Documents' page.

***** MANAGEMENT OF ACTS PROCURED THROUGH THE CO-PAYMENT MECHANISM*****

For ACTs that are procured for the private sector through the co-payment mechanism, the **primary grant document and source of information** is the **Grant Detailed Budget**.

- The PR enters the details of the co-pay ACTs (and associated costs) directly into the detailed budget using Module: Case Management + Intervention: Private Sector Case Management
- The PR references a standalone document, which contains the details of products, quantities, costs, etc. The co-pay ACTs are NOT listed in the HPMT.
- PR enters the details of the ACTs against Cost Input 4.6 and all PSM costs against the relevant Cost Input linked to (budget category 7)

Malaria-Equipment & Other HPs

Purpose: *This worksheet captures the details of all non-pharmaceutical health products, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period.*

- This worksheet consists of 4 Sections
 - o **Section 1 – Microscopy Equipment & Reagents**
 - o **Section 2 – Rapid Diagnostic Tests (RDTs)**
 - o **Section 3 – Vector Control (LLINs, IRS, Insecticides)**
 - o **Section 4 – Consumables, reagents, and other equipment and Warranty, Maintenance and Service**
- Instructions for filling each Section are provided in the HPMT, just below each Section heading.
- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.
- The correct Budget Cost Input is automatically assigned based on the “Category + Type of Product + Specification” selected.
- Products, quantities, and unit costs should be supported from list of documents in ‘Documents’ page.

NOTE: All pharmaceuticals must be captured in the previous worksheet (“Malaria-Pharmaceuticals”). If you cannot locate the specific product that you are looking for, please use the “Search Product” worksheet. If the product does not exist in the HPMT, please follow the guidance under Useful Information about the HPMT, points cii and ciii.

4. C19RM 2021

The C19RM HPMT is required for all applicants.

The C19RM Health Products Management Template (C19RM HPMT) captures the details, on a grant-by-grant basis, of all health products and health technologies that will be financed through the Global Fund. For each health product, the list specifies: technology and service, the estimated quantities (and frequency) to be procured for each year of the implementation period, the estimated reference unit price, and procurement and supply management (PSM) costs related to the products management for treatment, diagnosis, care and prevention.

The C19RM HPMT is also designed to capture all major supporting information used as assumptions for the quantifications related to the procurement of health products, services and their management costs. As mentioned in the C19RM HPMT, any additional relevant information (such as National Treatment and/or Testing Strategy and Algorithms, Forecast and Quantification National Report, stock and pipeline reports and health technology roll-out plan) can be submitted in a format that is suitable to each applicant.

For more information on how to fill in the C19RM HPMT, please refer to the instructions tab within the template.

Quantification or needs assessment for COVID-19 health products

The PR must provide the “quantification or needs assessment” for the COVID-19 health products included in the HPMT. The “quantification or needs assessment” must include all financial and/or commodity contributions, from domestic and other funding sources, together with the projected pipeline and the current stock-on-hand. The applicant can submit this information in any format.

The PR can reference any standard quantification tool (e.g. WHO COVID-19 Essential Supplies Forecasting Tool) or a nationally agreed tool that is being used. If these are not available or have not been used to-date, the PR should link the quantification to the available national pandemic progression modelling data for future projections building on 2020 data (ideally from the national COVID-19 response coordinating body) to rationalize the demand and forecast. Such a national quantification or needs assessment should lead to a sub-set of quantities to be filled in the C19RM HPMT, accounting for domestic and other donor-funding.

Main COVID-19 activities	Information to be shared with the C19RM Fast-Track and Full Funding Request if a standard quantification tool is not available	
Testing	<ul style="list-style-type: none"> COVID-19 National Testing Strategy including number of PCR machines and Antigen Rapid Diagnostics tests (Ag-RDT) strategy, plans for optimizing testing on different platforms Estimated number of tests for xx months Assumptions of the quantity of equipment/PPE for testing or estimated monthly consumption 	<ul style="list-style-type: none"> in-country stock pipeline quantities future domestic and other donor-funded health products being planned and/or estimated percentage of Global Fund request
Infection and Prevention Control (IPC)	<ul style="list-style-type: none"> Estimated number of Health Care Workers and population covered for xx months Estimated number of Health Facilities and/or communities covered for xx months Assumptions of the quantity of equipment/PPE for IPC or estimated monthly consumption 	
Treatment	<ul style="list-style-type: none"> Estimated number of Health Care Workers covered for xx months Estimated number of patients covered for xx months, served with oxygen services/corticosteroid Assumptions of the quantity of health products or estimated monthly consumption Assumptions of the quantity of equipment/PPE or estimated monthly consumption 	

Useful References:

- [WHO COVID-19 Essential Supplies Forecasting Tool \(ESFT\)](#) (in English and Russian only)
- WHO – [COVID-19 PPE webpage](#)
- WHO - [Technical specifications of personal protective equipment for COVID-19](#)
- [WHO interim guidance on Rational use of personal protective equipment for coronavirus disease \(COVID-19\) and considerations during severe shortages](#)
- [WHO List of priority medical devices for COVID-19 case management per level](#)
- [WHO Corticosteroids for COVID-19](#)

C19RM 2021 – Pharmaceuticals

Purpose: This worksheet captures the details of all pharmaceutical products, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period.

- This worksheet consists of 1 Section
 - o **Section 1 – Medicines for the prevention and/or treatment of COVID-19**
- Instructions for filling each Section are provided in the HPMT, just below each Section heading.
- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.

- The correct Budget Cost Input is automatically assigned based on the “Category + Type of Product + Specification” selected.
- Products, quantities, and unit costs should be supported from list of documents in ‘Documents’ page.

C19RM 2021 – Other Health Products

Purpose: *This worksheet captures the details of all non-pharmaceutical health products, quantities, and unit costs that the PR plans to procure with grant resources during the grant implementation period.*

- This worksheet consists of 6 Sections
 - o **Section 1 – COVID Molecular (PCR) Diagnostics and Antigen Rapid Diagnostic Tests (Ag RDTs)**
 - o **Section 2 – COVID Case Management: Oxygen Therapy and Supportive Hospital Equipment**
 - o **Section 3 – COVID Infection Prevention and Control: PPE and Disinfectants**
 - o **Section 4 – General Laboratory Equipment to support COVID Diagnosis**
 - o **Section 5 – Health Products and Waste Management Systems**
 - o **Section 6 – COVID Surveillance - Antibody Rapid Diagnostic Tests (Ab RDTs) and Genomic Sequencing**
- Instructions for filling each Section are provided in the HPMT, just below each Section heading.
- The Total Quantity and Total Cost of each commodity for each year and for the total grant period is calculated automatically.
- The correct Budget Cost Input is automatically assigned based on the “Category + Type of Product + Specification” selected.
- Products, quantities, and unit costs should be supported from list of documents in ‘Documents’ page.