Health Product Management Template User Guidelines

SEPTEMBER 2020
VERSION 3

TheGlobalFund
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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 periods.

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 (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 are needed.

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 of documents review and quantification 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 Health Products Management (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.
## Definitions and Abbreviations

<table>
<thead>
<tr>
<th>Workbook</th>
<th>The workbook refers to an Excel spreadsheet file, in this case, the <strong>HPMT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet</td>
<td>Within the workbook is where you'll find documents called <strong>worksheets</strong>. Also known as spreadsheets, you can have multiple worksheets nested in a workbook. <strong>Tabs</strong> at the <strong>bottom of the screen</strong> will indicate which of your worksheets you are currently working on.</td>
</tr>
<tr>
<td>Cells</td>
<td>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.</td>
</tr>
<tr>
<td>Field Names</td>
<td>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 <strong>field names</strong>.</td>
</tr>
<tr>
<td>Pivot Table</td>
<td>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.</td>
</tr>
<tr>
<td>Key Info</td>
<td>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).</td>
</tr>
<tr>
<td>Z grant template</td>
<td>Includes all disease components’ worksheets (i.e. HIV, TB, and Malaria) and RSSH worksheet</td>
</tr>
<tr>
<td>ACTs</td>
<td>Artemisinin based combination therapies</td>
</tr>
<tr>
<td>HPMT</td>
<td>Health Product Management Template (previously LoHP: List of Health Products)</td>
</tr>
<tr>
<td>MF</td>
<td>Modular Framework</td>
</tr>
<tr>
<td>PF</td>
<td>Performance Framework</td>
</tr>
<tr>
<td>HPM</td>
<td>Health Product Management</td>
</tr>
<tr>
<td>INN</td>
<td>International Non-proprietary Name</td>
</tr>
<tr>
<td>PSM</td>
<td>Procurement and Supply Management (of health products)</td>
</tr>
<tr>
<td>DB</td>
<td>Detailed Budget</td>
</tr>
<tr>
<td>CT</td>
<td>Country Team</td>
</tr>
<tr>
<td>PMTCT</td>
<td>Prevention from Mother to Child Transmission</td>
</tr>
<tr>
<td>PPM</td>
<td>Pooled Procurement Mechanism</td>
</tr>
<tr>
<td>RSSH</td>
<td>Resilient and Sustainable Systems for Health</td>
</tr>
</tbody>
</table>
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 4 versions of the HPMT which corresponds to the 4 versions of the Detailed Budget Template: HIV, TB, Malaria, Z (Multi / combined grants e.g. HIV/TB or HIV/TB/Malaria) 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. If you are using version 1 of the HPMT, you cannot enter the same “category + product + the same technical specifications” twice in a specific section of a worksheet. All quantities that are planned for procurement for a specific product must be entered in one line. If you enter the same product twice, the workbook will only consider the quantities included in the first entry.

For example: under “TB-Pharmaceuticals Section 4: Other Medicines”

<table>
<thead>
<tr>
<th>Category</th>
<th>Product INN</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIs, STIs &amp; other medicines</td>
<td>Other medicines</td>
<td>[enter specifications manually]</td>
</tr>
</tbody>
</table>

In version 2 of the HPMT, it is possible to enter the same “category + product + the same technical specifications” twice in a specific section of a worksheet.

g. 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.

h. 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.

i. The Detailed Budget worksheet will be used by the Finance Officer to fill the Grant Detailed Budget Template.

j. 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.

<table>
<thead>
<tr>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>National treatment guidelines for the relevant Disease and / or protocols of care at time of submission 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, rollout plan and timeliness, supply chain preparation for the transition)</td>
</tr>
<tr>
<td>Diagnostic test algorithms for the relevant Disease</td>
</tr>
<tr>
<td>National Quantification Report (including laboratory products) based on which the quantities in the Health Product Management Template (HPMT) have been derived</td>
</tr>
<tr>
<td>Entities involved in forecasting/national forecasting committee, including the latest meeting minutes</td>
</tr>
<tr>
<td>Program capacity and scale up plans/targets for the three-year grant period</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Buffer stock and rationale for inclusion in the calculations</td>
</tr>
<tr>
<td>Calculation worksheets with assumptions used and the formula</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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.

National Strategic Plan for managing health products
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).
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.

NOTE:
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.

For Y2 & Y3, if the details are not available, procurement quantities can be tentatively entered as a single annual order in the 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.

In Case of reprogramming / reallocation / use of savings, the following supporting documents are mandatory:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTRY:</td>
<td></td>
</tr>
<tr>
<td>LANGUAGE:</td>
<td>English</td>
</tr>
<tr>
<td>CURRENCY:</td>
<td></td>
</tr>
<tr>
<td>COMPONENT:</td>
<td></td>
</tr>
<tr>
<td>PR:</td>
<td></td>
</tr>
<tr>
<td>PR CONTACT:</td>
<td>Full name:</td>
</tr>
<tr>
<td></td>
<td>Position:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td>Grant Number:</td>
<td></td>
</tr>
</tbody>
</table>

**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”, “Component”, “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.

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.

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 has been released on 31 August 2020.
- 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**

(clear 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**

<table>
<thead>
<tr>
<th>Version</th>
<th>PR Submission Date - Filled by PR</th>
<th>HPM Approval Date - Filled by HPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 therefore essential to indicate the procurement entity as the payment modalities depend on it, as well as the expected lead time, which will automatically indicate the period when the funds are expected.
- 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 worksheet

**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”.

**VERSION 1:**

*This search tool can be used to look for worksheet(s) and section where a particular product is available in drop down.
* Please note, this search feature works with local Version 2001 and beyond only.
* If you have a TG or E5 account, you can also use the search feature online by clicking on the icon.

To search for a product, make sure that the “Choose Specification” and “Enter Product” are blank.

- **To search for a product, begin typing the “Product Name” in the box “Enter Product Name” (cell D5).** The dropdown list should appear automatically, and you can select the product from the list. Then select the correct specification from the “Choose Specification” box (cell E5). The Cost Input will display (cell F5) as well as all “Worksheets + Sections” in which this product is available (rows 10-13).
**NOTE:** If the dropdown list does not appear automatically, click Enter and then click the dropdown menu button.

- To search for a second product, please ensure that you first clear the Product Specification and then the Product Name.

* This search tool can be used to look for worksheet(s) and section where a particular product is available in dropdown.
* Please note this search feature works with Excel Version 2001 and beyond only.
* If you have a TSF or EXL account, you can also use the search feature online by clicking on the icon.

---

**Search For A Product in HPM Template**

<table>
<thead>
<tr>
<th>Enter Product Name</th>
<th>Choose Specification</th>
<th>Cost Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumables: Blood collection</td>
<td>enter specifications manually</td>
<td>5.8</td>
</tr>
</tbody>
</table>

**Look Up In Following**

<table>
<thead>
<tr>
<th>Worksheet</th>
<th>Component</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIV-Other HPS</td>
<td>for HIV program</td>
<td>4</td>
</tr>
<tr>
<td>TB-Other HPS &amp; Equipment</td>
<td>for TB program</td>
<td>4</td>
</tr>
<tr>
<td>Malaria-RDT LUX IRS Etc</td>
<td>Malaria Consumables</td>
<td>4</td>
</tr>
</tbody>
</table>

To Start The Search
Enter Few Characters
Once search is complete the drop down will populate.
Please be patient.

Tool may take few seconds to complete the search of the catalogue and populate drop downs - please be patient!

---

**VERSION 2:**

The Search function has been revised in Version 2. PRs can search for a specific product by scrolling through the list or by using “Ctrl F”. The search worksheet will allow you to 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**

Ctrl F

Find
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)).
  - 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 RSSH – HPM and laboratory systems, are not reported in the Detailed budget worksheet of the HPMT.
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.

- PRRs 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.
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 reflect 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”.

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

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 reflect 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
  - 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).
  - 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
  - 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.
  - 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.

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

**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
  - Section 1 – Antiretroviral medicines and Medicines for Opioid Substitution Therapy
  - 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).

### 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
  - **Section 1** – Anti-tuberculosis medicines for Sensitive TB treatment
  - **Section 2** – Anti-tuberculosis medicines for Resistant TB treatment
  - **Section 3** – Anti-tuberculosis medicines for TB Prevention
  - **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
  - **Section 1** – Microscopy Equipment and Reagents
  - **Section 2** – Rapid Diagnostic Tests (RDTs), including GeneXpert Equipment and Cartridges
  - **Section 3** – Culture and DST Equipment and Reagents, including Line Probe Assay
  - **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 ciix.

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 “MALARIA -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.
  - Cases to be treated
  - Specific Prevention Interventions (SPI)
  - Case Management / diagnosis
  - 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
  - Section 1 – Antimalaria medicines for treatment
  - 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
  - Section 1 – Microscopy Equipment & Reagents
  - Section 2 – Rapid Diagnostic Tests (RDTs)
  - Section 3 – Vector Control (LLINs, IRS, Insecticides)
  - 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.