

OPERATIONAL PROCEDURES

For External Use

COVID-19 Response Mechanism

Approved: 8 June 2020**Approved by:** Executive Grant Management Committee**Applicable Policies and Guidance¹:**

- Global Fund Board Decision on Additional Support for Country Responses to COVID-19 (GF/B42/EDP11)
- [Guidance Note on Responding to COVID-19](#)
- [OPN on Annual Funding Decision and Disbursements](#)
- [OPN on Implementation Period Reconciliation and Grant Closure](#)
- [Guidelines for Grant Budgeting](#)

PURPOSE

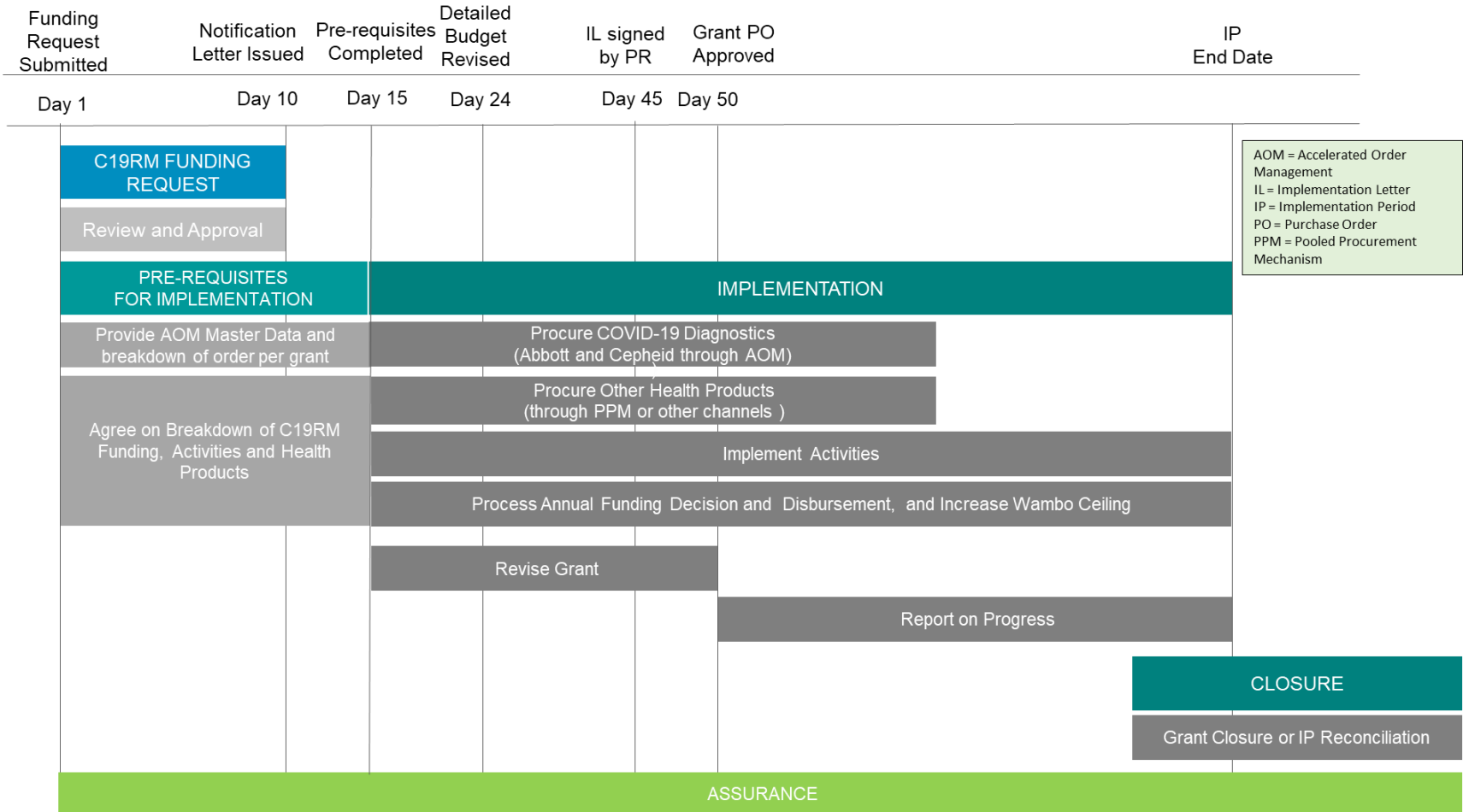
1. This document provides procedural guidance for Global Fund Country Teams (CTs), country applicants and Principal Recipients (PRs) on the operationalization of the COVID-19 Response Mechanism (C19RM)².
2. Funding requests for C19RM are reviewed by the Global Fund Secretariat through a simplified and expedited process. C19RM funding and activities approved by the C19RM Investment Committee are then integrated into the identified existing grant(s) through an additional funding revision.³ Implementation is managed as part of the existing grant(s), following standard approaches per defined policies and procedures, including allowable flexibilities during the COVID-19 period and exceptions set out in these procedures.
3. Figure 1 provides an overview of the end-to-end processes from submission of the C19RM funding request to grant implementation and closure. Detailed guidance for each process is provided in the dedicated sections of these procedures. Annex 1 provides a decision tree to guide CTs and PRs in initiating implementation following a positive C19RM funding decision.

¹ In case of inconsistency between these Operational Procedures and the internal guidance, OPNs and guidelines outlined in this section, these Operational Procedures shall prevail.

² The C19RM was approved by the Global Fund Board pursuant to GF/B42/EDP11 (Additional Support for Country Responses to COVID-19).

³ Grant flexibilities (use of savings and reprogramming for the COVID-19 response) which have been approved but not yet integrated into the existing grant, can be integrated at the same time as the approved additional C19RM funding. The Investment Committee has delegated authority to approve the additional funding revision.

Figure 1. High Level Overview of the C19RM Processes



FUNDING REQUEST SUBMISSION, REVIEW AND APPROVAL

| Task | Timeline | Responsibilities |
|---|---|--|
| 1. Applicant prepares the C19RM funding request . | Ongoing, until C19RM funding request is submitted | CTs support countries, in collaboration with other teams, including Finance, TAP/CRG, Supply Operations and Risk, as applicable and well ahead of submission if possible. |
| 2. C19RM funding request is submitted to the C19RM Secretariat by email (C19RM@theglobalfund.org). | The submission of a completed C19RM funding request starts the clock for the review and approval process. | CCM submits the C19RM funding request. C19RM Secretariat receives it in the C19RM inbox. |
| 3. Review of overall completeness of the funding request and compliance with Eligibility Requirement 1 ⁴ In case the funding request is not complete, the C19RM Secretariat informs the CT, who communicates with the applicant to obtain clarifications/missing documents. The clock will be started only when the C19RM funding request submission is complete. | 1 day ⁵ after receipt of the C19RM funding request | C19RM Secretariat conducts overall review of the C19RM funding request for completeness. CCM Hub reviews compliance with Eligibility Requirement 1. |
| 4. If applicable: Translate C19RM funding request If the C19RM funding request contains an Annex 2 – request for COVID-19 diagnostics, this will be reviewed by Supply Operations at the same time as the C19RM funding request is sent for translation. | 1 – 2 days after receipt of the C19RM funding request | C19RM Secretariat determines if translation needed and sends for translation. Communications Department – Translations team arranges translation and sends back to C19RM Secretariat. If applicable, C19RM Secretariat sends C19RM funding request to Supply Operations for review of Annex 2. |

⁴ Per the Global Fund Country Coordinating Mechanism Policy (GF/B39/DP09), Eligibility Requirement 1 provides that “[t]he Global Fund requires all CCMs to: i. Coordinate the development of all funding requests through transparent and documented processes that engage a broad range of stakeholders, including CCM members and non-members, in the solicitation and the review of activities to be included in the funding request; and ii. Clearly document efforts to engage Key Populations in the development of funding requests.”

⁵ All references to “day” in these procedures should be interpreted to mean “business day”.

| Task | Timeline | Responsibilities |
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| <p>5. Concurrent review of the C19RM funding request by:</p> <ul style="list-style-type: none"> - Country Team - TAP - CRG - Supply Operations - Risk - CCM Hub <p>Each reviewer will provide individual recommendations on each C19RM funding request.</p> <p>Reviews will be recorded in a C19RM Review and Recommendations Form (RRF) on a dedicated SharePoint folder, where the C19RM funding request and supporting documents are also stored.</p> <p>Once the review is complete, Risk may request to review the RRF again, through communication with the C19RM Secretariat.</p> <p>When all reviewers have completed their reviews, the CT will carry out a final check and propose to the Investment Committee the funding to be awarded now and later, including potential conditions. This can include a mix between Priority 1 and Priority 2 requests. CTs may propose prioritization of interventions from Priority 2 for immediate award, or in exceptional cases de-prioritization of interventions proposed in Priority 1. Annex 2 will not be reviewed by the CT as part of the consolidated final check.</p> | <p>2 - 4 days after receipt of the C19RM funding request</p> | <p>C19RM Secretariat requests review and sends SharePoint link where documents are stored.</p> <p>CT reviews financial aspects such as allocation amount ceilings, complementarity/potential duplication with COVID-19 grant flexibilities, savings and budget. It also reviews implementation arrangements, mitigation of impact on the three diseases, alignment with national response plans (if applicable) and coordination with funding from other partners.</p> <p>CT provides a final check of the consolidated reviews and recommends funding amounts along each category of interventions⁶ for Investment Committee decision, including potential conditions. CT to consult with CT Legal Counsel if conditions are proposed before final check is completed.</p> <p>TAP reviews alignment with WHO and Global Fund technical guidance, whether funding request is reasonable to mitigate impact on the three diseases and mitigation plans for any potential impact on TB/HIV viral load testing (if applicable).</p> <p>CRG reviews whether there is evidence that the investments proposed do not align with the Global Fund's underlying principles of gender equity and human rights as well as provide observations on Eligibility Requirement 1.</p> |

⁶ Funding can be requested for the following categories: 1. Mitigating COVID-19 impact on HIV, TB, Malaria programs; 2. Reinforcing national COVID-19 response; 3. Urgent improvements in health and community systems

| Task | Timeline | Responsibilities |
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| | | <p>Risk assesses if there are significant and unusual risks in excess of the underlying grant due to the proposed implementation arrangement (at the application stage) and/or activities (programmatic, financial, supply operations and governance or grant oversight).</p> <p>Supply Operations reviews the diagnostics section of the C19RM funding request (including Annex 2) for alignment with WHO diagnostic consortium quotas and feasibility of the C19RM funding request.</p> <p>Reviewers inform the C19RM Secretariat upon the finalization of their reviews.</p> |
| <p>6. If TAP/CRG determines that partner consultation is required, they must notify the C19RM Secretariat as soon as possible. The partner consultation will be taken into consideration when the CT and C19RM Secretariat consolidates the funding request review. This should not delay submission of the RRF (expected 4 days after receipt of the C19RM funding request).</p> | <p>2 days after receipt of the C19RM funding request</p> | <p>The reviewer who requests partner inputs is responsible for informing the C19RM Secretariat (through email to C19RM@theglobalfund.org) and other reviewers.</p> <p>The reviewer responsible for reaching out to partners is also responsible for documenting the consultation in the RRF.</p> |
| <p>7. Preparation of the final recommendation and Investment Committee brief/dashboard.</p> | <p>5 days after receipt of the C19RM funding request</p> | <p>C19RM Secretariat reviews the RRF and prepares the final recommendation and Investment Committee brief. C19RM Secretariat may need to seek clarifications from the RRF reviewers.</p> <p>If needed, C19RM Secretariat may also reach out to advisors (including from Risk, Supply Operations, GMD, TAP, Finance and Legal) for additional views on the funding request.</p> |

| Task | Timeline | Responsibilities |
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| <p>8. Send final recommendation and brief/dashboard to the Investment Committee.</p> <p>The completed RRF, C19RM funding request and supporting documentation will be made available to the Investment Committee.</p> | <p>6 days after receipt of the C19RM funding request</p> | <p>C19RM Secretariat sends C19RM funding request brief and accompanying documents to the Investment Committee.</p> |
| <p>9. The Investment Committee decides on C19RM funding request awards.</p> <p>The Investment Committee can make the following decisions:</p> <p>a. Immediate award – funds are released immediately for grant revision. In case there are conditions attached to the release of funds, funds will only be released in the Investment Management Module (IMM) once the conditions are met. These and other conditions (e.g. those required to be met during implementation) will be communicated through the notification letter.</p> <p>b. Contingent to funding – this is similar to “In principle endorsement” awards in the portfolio optimization context, where the decision is to award the funds when they become available. Contingent to funding decisions will not be communicated in the notification letter to the applicant at (a) above. Once the funds become available, the C19RM Secretariat will check with the CT if the applicant still needs the full award or not, and based on their feedback (including the CT’s assessment on whether the amounts remain within the 10% allocation ceiling, taking account of any subsequently approved COVID-19 grant flexibilities), release either the full or partial award in IMM. There is no need to return to the Investment Committee to review the decision. Any additional funding will need to be reflected in the C19RM funding dashboard and communicated to the C19RM Secretariat prior to grant revision (see grant revision section below).</p> | <p>7 days after receipt of the C19RM funding request</p> | <p>Investment Committee meets to make decisions on the C19RM funding requests.</p> <p>A group of advisors connected to the Investment Committee provides advice and guidance to decision making as appropriate for specific funding requests and on Investment Committee demand.</p> <p>The C19RM Secretariat will document the Investment Committee decision and communicate decisions on diagnostics to supply ops.</p> |

| Task | Timeline | Responsibilities |
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| <p>Subsequent revisions to the grant will need to follow the grant revision steps mentioned below.</p> <p>c. No award – the application is deemed unfit for any award.</p> <p><i>Some requests within a C19RM funding request could be given immediate award, contingent to funding and/or no award. The Investment Committee may also decide to prioritize for immediate award a higher amount of funding than the allocated 3.25%. For requests approved below the allocated 3.25%, the country may be given the opportunity to revise and resubmit their request for the remaining amount. This will be communicated in the Investment Committee decision and will be decided by the Investment Committee on a case-by-case basis.</i></p> | | |
| <p>10. Record Investment decision in the IMM (GOS)</p> | <p>8 days after receipt of the C19RM funding request.</p> | <p>Grant Controlling Team inputs and approves based on segregation of duties principles.</p> |
| <p>11. Prepare C19RM notification letter outlining the Investment Committee decision for either immediate award, and any conditions if applicable, or no award.</p> <p>The notification letter will be sent in English.</p> | <p>9 days after receipt of the C19RM funding request.</p> | <p>C19RM Secretariat prepares notification letter and sends to CT.</p> <p>CT Legal Counsel supports and advises as needed.</p> |
| <p>12. Notify applicant and PR of the Investment Committee funding decision.</p> | <p>10 days after receipt of the C19RM funding request.</p> | <p>CT sends the notification letter to the applicant (cc: PR, C19RM Secretariat).</p> |

PRE-REQUISITES FOR IMPLEMENTATION

| Task | Timeline | Responsibilities |
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| <p>1. PR and CT work together to complete the pre-requisites for implementation:</p> | | |
| <p>Accelerated Order Management (AOM) Master Data confirmation and breakdown of COVID-19 diagnostic orders per grant (if applicable)</p> <ul style="list-style-type: none"> - If Abbott or Cepheid COVID-19 diagnostic products are to be procured, (i) confirmation of the relevant order details, such as delivery address and incoterm, and (ii) breakdown of approved COVID-19 diagnostics per grant (if applicable), are required. | <p>Initiate immediately upon receipt of the C19RM funding request.</p> <p>Complete within 5 days after issuance of the notification letter.</p> | <p>AOM Master Data:</p> <ul style="list-style-type: none"> - Supply Operations - PR Services Focal Point sends request to PR. - PR indicates order details to PR Services Focal Point. - For PRs that already have access to wambo.org, if required, PR updates wambo.org Onboarding Form and sends to PR Services Focal Point. <p>Breakdown of COVID-19 diagnostic orders per grant (if applicable):</p> <ul style="list-style-type: none"> - Supply Operations – PR Services Focal Point (in consultation with HPM Specialist) determine with relevant PRs. |
| <p>Breakdown of approved C19RM funding, activities and health products to facilitate implementation of activities which will include:</p> <ul style="list-style-type: none"> - Breakdown of C19RM funding per grant if C19RM will be implemented through multiple grants; - Breakdown of budget at quarterly and cost-input level to facilitate revision of the Detailed Budget, if possible; - Breakdown of health products, including list of items, quantities and costs and delivery schedule; and - Differentiation between two Implementation Periods (IP). C19RM activities may be implemented until 30 June 2021. If the activities are expected to cut across two IPs, the PR must define which activities will be implemented under the current and next IP. | <p>Initiate immediately upon receipt of the C19RM funding request. If applicants are preparing detailed breakdown during Funding Request development, the CT may share the template.</p> <p>Update following issuance of the notification letter.</p> <p>Complete within 5 days after issuance of the notification letter.</p> | <p>PR completes template and sends to CT.</p> <p>CT reviews (with support from LFA as required):</p> <ul style="list-style-type: none"> - Finance/PST Specialist reviews the budget breakdown. - HPM Specialist reviews the breakdown of health products. - FPM approves based on Finance/PST Specialist and HPM Specialist recommendation. |

| Task | Timeline | Responsibilities |
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| <ul style="list-style-type: none"> - If efficiencies are identified, these can be reinvested towards activities that have been awarded contingent to funding. Reinvestment of efficiencies towards activities that are not part of the contingent to funding award requires Investment Committee approval. - The Supplementary Information Template is available here. | | <ul style="list-style-type: none"> - Based on approved breakdown, FPM communicates to PR to initiate implementation subject to availability of uncommitted funds in the existing grant (see Annex 1 on Decision Tree to Guide Implementation) |

ANNUAL FUNDING DECISION AND DISBURSEMENTS AND INCREASE IN WAMBO CEILING⁷

| Task | Timeline | Responsibilities |
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| <p>1. Determining uncommitted funds. PR and CT identify uncommitted funds from the existing grant to cover PR cash needs and increases in Wambo ceiling pending the grant revision.</p> <ul style="list-style-type: none"> - To increase Wambo ceiling (for AOM and Pooled Procurement Mechanism (PPM) orders), 'signed but not committed' funds may be used. - For PR cash needs to implement other activities, in-country cash, undisbursed funds from existing Annual Funding Decision (AFD), and 'signed but not committed' funds may be used. | <p>Following CT review and approval of breakdown of approved C19RM funding, activities and health products.</p> <p>(6 days after issuance of the notification letter)</p> | <p>PR to determine in-country cash balance.</p> <p>Finance/PST Specialist determines 'undisbursed' and 'signed but not committed' funds.</p> |
| If uncommitted funds are sufficient to cover approved C19RM activities: | | |
| <p>a. Use of in-country cash balance If there is available in-country cash balance, PR shall use this to initiate implementation of approved C19RM activities (excluding Wambo AOM or PPM procurement orders).</p> | <p>Following CT review and approval of breakdown of approved C19RM funding, activities and health products.</p> <p>(6 days after issuance of the notification letter)</p> | <p>FPM indicates to PR when in-country cash balance can be used to initiate implementation.</p> |

⁷ Please refer to Annex 1 for an illustration of this process.

| Task | Timeline | Responsibilities |
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| <p>b. Disbursements and AFD</p> <ul style="list-style-type: none"> - If there is insufficient in-country cash balance but sufficient undisbursed funds from existing AFD or 'signed but not committed' funds, the CT shall process disbursements and/or AFD (supplementary or new within the existing grant ceiling) to initiate implementation of approved C19RM activities (see below process for Wambo AOM or PPM procurement orders). - Disbursements will be processed without requiring cash balance report. - At the request of the PR, direct disbursements to third party organizations engaged by the PR may be processed. | <p>Following CT review and approval of breakdown of approved C19RM funding, activities and health products.</p> <p>(6 days after issuance of the notification letter)</p> | <p>FPM and Finance/PST Specialist process AFD and disbursement per OPN on AFD and Disbursements, Guidance Note on Responding to COVID-19 and Q&A: Supporting Countries and Grants during the COVID-19 Pandemic.</p> |
| <p>c. Increase Wambo ceiling based on Investment Committee approved procurement of health products through AOM or PPM.</p> <p>Scenario 1. Wambo ceiling is sufficient. No increase needed.</p> <p>Scenario 2. Wambo ceiling is insufficient but there are 'signed but not committed' funds available within the grant. CT to use these funds to increase Wambo ceiling.</p> | <p>For procurements through Wambo AOM: following issuance of the notification letter and receipt of AOM Master Data and breakdown of approved COVID-19 diagnostics per grant (if applicable).</p> <p>For procurements through Wambo PPM: following issuance of the notification letter and approval of</p> | <p>Finance Specialist/PST Specialist, in consultation with FPM, increases Wambo ceiling in GFS.</p> <p>See Operational Procedures on Accelerated Order Management for COVID-19 Diagnostic Products and Operational Procedures on PPM.</p> |

| Task | Timeline | Responsibilities |
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| | breakdown of approved C19RM funding, activities and health products. (6 days after issuance of the notification letter) | |
| If uncommitted funds are insufficient | | |
| <p>CT and PR must fast track the grant revision process to allow for an increase of the grant signed amount and grant Purchase Order ceiling in GFS.</p> <ul style="list-style-type: none"> - Procurement through Wambo AOM: Pending the grant revision and increase in Wambo ceiling, the AOM purchase order can be placed pursuant to paragraph 15 of the AOM for COVID-19 Diagnostic Products Operational Procedures for C19RM funding decisions. - Procurement through Wambo PPM: PPM purchase orders cannot be placed until the Wambo ceiling has been increased. - Procurement outside of Wambo: Pending the grant revision, the Global Fund Secretariat may issue a commitment letter⁸ for the PR to initiate procurement activities outside of AOM or PPM which require upfront commitment of funds if requested. - After the grant revision is completed and the grant Purchase Order ceiling in GFS is increased, the CT can process AFD and disbursements and increase Wambo ceiling. | Immediately following approval of the revised Detailed Budget. | See Section on Grant Revision below and Operational Procedures on Accelerated Order Management for COVID-19 Diagnostic Products and Operational Procedures on PPM . |

CT to consult with Legal Counsel in the first instance about issuing a commitment letter.

PROCUREMENT OF HEALTH PRODUCTS

| Task | Timeline | Responsibilities |
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| COVID-19 Commodities | | |
| <p>1. For Cepheid and Abbott COVID-19 diagnostics, the Global Fund Supply Operations Department initiates the procurement through Wambo: Accelerated Order Management (AOM).</p> <p>The Global Fund is the lead procurement partner for the WHO-led allocation of these products.</p> | <p>Following confirmation of AOM Master Data and breakdown of COVID-19 diagnostics per grant (if applicable) and increase in Wambo ceiling (if there are sufficient uncommitted funds)</p> <p>(within 5 days after issuance of notification letter)</p> | <p>See Operational Procedures on Accelerated Order Management for COVID-19 Diagnostic Products (and in particular paragraph 15 on exception process if funds are insufficient).</p> <p>See section on Annual Funding Decisions and Disbursements and Increases to the Wambo ceiling.</p> |
| <p>2. For Roche/Thermo Fisher COVID-19 diagnostics, if any, the PR undertakes the procurement through UNICEF who is the lead procurement partner for the WHO-led allocation of these products.</p> | <p>Following CT approval of breakdown of approved C19RM funding, activities and health products.</p> <p>(6 days after issuance of notification letter)</p> | <p>PRs contact UNICEF directly, until further notice.</p> <p>UNICEF and the Global Fund are working to bring the UNICEF catalogue onto wambo.org for PRs already using wambo.org.</p> |
| <p>3. For other COVID-19 commodities (e.g., personal protective equipment), the PR undertakes procurement through wambo.org for available products in the platform or through other channels following the terms of the Grant Agreement.</p> | <p>Following CT approval of the breakdown of approved C19RM funding, activities and health products.</p> <p>For Wambo PPM orders, this can be done after the Wambo ceiling is increased (only allowed if there are sufficient uncommitted funds. Otherwise, after grant revision process).</p> <p>(6 days after issuance of the notification letter)</p> | <p>PRs with access to wambo.org can initiate procurement through wambo.org, for products that are available through the platform, or use other procurement channels (see OPN and Operational Procedures on PPM).</p> <p>PRs without access to wambo.org can pursue other procurement channels. If funds are needed to initiate this process, PR may use in-country cash or request disbursement from the Global Fund (see section on AFD and Disbursement).</p> |
| HIV, TB and Malaria Health Products | | |

| Task | Timeline | Responsibilities |
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| 4. For PRs participating in PPM, PR initiates the procurement process through wambo.org. | Following CT approval of the breakdown of approved C19RM funding, activities and health products and increase in Wambo ceiling (only allowed if there are sufficient uncommitted funds. Otherwise, after grant revision process). (6 days after issuance of the notification letter) | See OPN and Operational Procedures on PPM for relevant requirements. |
| 5. For PRs not participating in the PPM, the PR undertakes their own procurement following the terms of the Grant Agreement. | Following CT approval of the breakdown of approved C19RM funding, activities and health products. (6 days after issuance of the notification letter) | PR manages this process. If funds are needed to initiate this process, PR may use in-country cash or request disbursement from the Global Fund (see section on AFD and Disbursement). |

GRANT REVISION

| Task | Timeline | Responsibilities |
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| 1. CT to confirm that legal signatory authority for the Grant Confirmation as captured in the Master Data module is up to date. | As soon as possible and well ahead of submission of the C19RM funding request. | PO/FPA to ensure that any changes to signatory authority are reflected in GOS Master Data module as soon as possible |
| 2. PR and CT agree on revised Detailed Budget <ul style="list-style-type: none"> - Based on final C19RM funding amount per grant approved by the Investment Committee. - All activities funded by C19RM must be captured under the COVID-19 module and interventions. Even if C19RM funds are scaling-up existing activities under the current grant (e.g., CSS/HSS or disease-related activities), they need to be included in the COVID-19 | Send Detailed Budget template immediately to PR after issuance of notification letter. Complete 14 days from issuance of the notification letter | FPM/PO/FPA initiates grant revision and generates Detailed Budget template from GOS – Grant Revision Module: <ul style="list-style-type: none"> - Revision type: additional funding revision. - GAC meeting: GAC review is not required. For system purposes, select the GAC meeting nearest to the Investment Committee decision meeting. |

| Task | Timeline | Responsibilities |
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| <p>module/interventions so the C19RM funding amounts match.</p> <ul style="list-style-type: none"> - Revisions to the Detailed Budget are expected to follow standard requirements on level of detail of budget per defined portfolio category (see Guidelines for Grant Budgeting). However, where this is not possible due to COVID-19 disruption, modules and interventions introduced for the first time can be budgeted at cost-grouping level (human resources and indirect cost recovery to remain at cost-input level throughout). - Revisions to the Detailed Budget must capture approved C19RM activities and funding to be implemented in the current IP. C19RM activities to be implemented in the next IP are incorporated into the Detailed Budget of the next IP during grant-making. - Revisions to the Detailed Budget related to approved C19RM funding and approved COVID-19 grant flexibilities (savings and reprogramming) should ideally be consolidated. COVID-19 activities financed from grant flexibilities will be captured under COVID-19 module and interventions (same approach as C19RM activities). For COVID-19 grant flexibilities that require budget revision only, prior CCM endorsement is not required. For COVID-19 grant flexibilities that require a program revision, CCM endorsement of the program revision (through email or other form of documentation) is required prior to issuance of the IL. Grant Revision Forms A and B will not be required. | | <p>FPM/PO/FPA sends template to PR.</p> <p>PR prepares revised Detailed Budget.</p> <p>Finance/PST Specialist reviews with inputs from CT and LFA (as required).</p> <p>FPM approves based on recommendations from Finance/PST Specialist.</p> |
| <p>3. Based on revised Detailed Budget, CT submits to the C19RM Secretariat (C19RM@theglobalfund.org) the final C19RM funding amount including:</p> <ul style="list-style-type: none"> - Final C19RM funding per grant; - For each grant, C19RM funding amount per IP (if activities are implemented across two IPs); and | <p>Immediately following approval of the revised Detailed Budget</p> <p>(15 days after issuance of the notification letter)</p> | <p>FPM completes C19RM funding dashboard and sends to C19RM Secretariat. (Template forthcoming)</p> <p>C19RM Secretariat sends dashboard to the Investment Committee for their information/notification.</p> |

| Task | Timeline | Responsibilities |
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| <ul style="list-style-type: none"> - Proposed re-investment of identified efficiencies (if applicable). | | C19RM Secretariat responds to CT on the same day with confirmation to proceed to issuance of the IL. |
| <p>4. CT and Operational Efficiency (OE) Team import the revised Detailed Budget in GOS.</p> <ul style="list-style-type: none"> - CT attach the notification letter. - Grant Revision Forms A and B are not required. | <p>Immediately following approval of the revised Detailed Budget.</p> <p>(16 days after issuance of the notification letter)</p> | <p>FPM/PO/FPA sends revised Detailed Budget to OE Team.</p> <p>OE Team imports revised Detailed Budget in GOS.</p> <p>Finance/PST Specialist validates revised Detailed Budget in GOS.</p> |
| <p>5. CT updates Grant Calculator in GOS incorporating additional funding from C19RM</p> <ul style="list-style-type: none"> - For C19RM funding that will be implemented across current and next IP, CT updates the Grant Calculator to capture funding for the current IP only. Remaining funding is added to the next IP during grant-making. | <p>Immediately following CT approval of the revised Detailed Budget.</p> <p>(16 days after issuance of the notification letter)</p> | <p>Finance/PST Specialist prepares.</p> <p>Regional Finance Manager/PST Manager approves.</p> |
| <p>6. CT updates grant Purchase Order ceiling in GFS</p> <ul style="list-style-type: none"> - The grant Purchase Order cannot be submitted for approval until the Implementation Letter is fully signed. | <p>Immediately following CT approval of the revised Detailed Budget.</p> <p>(16 days after issuance of the notification letter)</p> | Finance/PST Specialist updates in GOS. |
| <p>7. CT prepares Implementation Letter which includes:</p> <ul style="list-style-type: none"> - Grant Confirmation table with new grant Purchase Order amount; - revised Summary Budget integrating C19RM funding for the current IP and COVID-19 grant flexibilities revisions and other pending revisions as applicable; - requirement providing that C19RM funding cannot be reprogrammed outside of the COVID-19 response; and | 17-19 days after issuance of the notification letter | <p>PO/FPA prepares draft IL.</p> <p>Finance Officer reviews.</p> <p>FPM reviews.</p> <p>Legal Counsel reviews and signs off.</p> |

| Task | Timeline | Responsibilities |
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| <ul style="list-style-type: none"> - additional restrictions (e.g. the 30 June 2021 use by deadline / other Investment Committee decision conditions). | | |
| <p>8. Global Fund signatory authority signs the IL and sends to PR.</p> | <p>20 days after issuance of the notification letter</p> | <p>Regional Manager or Department Head for High Impact and High-Risk Core Portfolios (per ERI rating).</p> <p>FPM/PO/FPA sends IL to PR for signature and requests PR confirmation that signature will be obtained within 15 days.</p> <p>It is critical that the IL is signed as early as possible to ensure continued disbursements for grant activities as well as to enable payment of Wambo invoices.</p> |
| <p>9. PR signatory authority signs IL.</p> | <p>21-35 days after issuance of the notification letter</p> | <p>The CT should quickly escalate any issues with delays in signature to CT Legal Counsel for advice. CT Legal Counsel will work with PR to expedite signature/documentation of agreement by PR.</p> <p>PR signatory authority signs the IL. PR sends back to CT.</p> |
| <p>10. Global Fund signatory authority reviews and countersigns IL.</p> | <p>36-37 days after issuance of the notification letter</p> | <p>Regional Finance Manager (Core and High Impact) or Senior Manager, Grant Finance Center of Expertise (Focused).</p> |
| <p>11. CT attaches signed IL in GOS.</p> | <p>38 days after issuance of the notification letter</p> | <p>FPM/PO/FPA</p> |
| <p>12. OE registers grant revision in GOS.</p> | <p>38 days after issuance of the notification letter</p> | |

| Task | Timeline | Responsibilities |
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| 13. Finance submits revised grant Purchase Order for approval attaching the fully signed IL. | 40 days after the issuance of the notification letter | Finance/PST Specialist submits. RFM/PST Manager approves revised Purchase Order. |

PROGRESS REPORTING

| Task | Timeline | Responsibilities |
|---|---|---|
| 1. PR reports on progress of implementation and use of C19RM funding as part of the scheduled reporting for the existing grant (PU/DR). Reporting is based on the COVID-19 module and interventions captured in the Detailed and Summary Budget through the grant revision process and documented in the IL. | Per defined reporting schedule for the existing grant | Per PU/DR Guidelines , Guidance Note on Responding to COVID-19 and Q&A: Supporting Countries and Grants during the COVID-19 Pandemic . |
| 2. CT (supported by LFA as required) reviews progress of implementation and use of C19RM funding as part of the standard progress review for the existing grant (e.g., review of PU, PU/DR). | Per defined reporting schedule for the existing grant | LFA and CT reviews per PU/DR Guidelines , Guidance Note on Responding to COVID-19 and Q&A: Supporting Countries and Grants during the COVID-19 Pandemic . FPM approves report and sends PR Performance Letter capturing results of review and required management actions. |

GRANT CLOSURE AND IP RECONCILIATION

| Task | Timeline | Responsibilities |
|--|--|---|
| Grant Closure: Change of PR or Transition from Global Fund Financing | | |
| 1. Remaining C19RM activities and funding as of the IP end-date are included in the Grant Closure Plan and Budget. Implementation of these C19RM activities will be completed during the Closure Period but not beyond 30 June 2021. | As part of grant closure planning six months prior to the IP end-date. | PR includes these remaining activities and funding in the Grant Closure Plan and Budget. (See OPN on IP Reconciliation and Grant Closure). |

| Task | Timeline | Responsibilities |
|--|--|--|
| | Closure requirements completed during the Closure Period. | <p>CT (with support of LFA as required) reviews and approves Grant Closure Plan and Budget by way of IL.</p> <p>PR undertakes closure of the grant (including C19RM activities) based on approved Closure Plan and Budget.</p> |
| IP Reconciliation / Grant Consolidation: PR is continuing to the next IP | | |
| <p>2. If C19RM funding and activities are planned to be implemented across the current and next IPs, the CT and PR include remaining C19RM funding and activities in the next IP as part of grant-making.</p> | <p>During grant-making for the next IP</p> | <p>PR captures remaining C19RM activities and funding in the Detailed Budget for the next IP.</p> <p>CT (with support of LFA as required) reviews as part of review of Detailed Budget for the next IP.</p> <p>CT includes C19RM in the Grant Calculator and grant Purchase Order for the next IP.</p> |
| <p>3. For grants ending on 30 December 2020 (without extension): If C19RM funding and activities are planned to be implemented during the current IP but delays are experienced, transfer of unused C19RM funds to the next IP must be formally requested and approved by 20 December 2020.</p> <p>All unused C19RM funds not formally requested and approved by 20 December 2020 will be managed following standard allocation utilization period (AUP) cut-off and may be returned to the general pool.</p> <p>The first-in first-out principle shall apply to C19RM and grant flexibilities funds to determine the amount required to be carried over to the next IP. Accordingly, the CT operates on the basis that the COVID-19 grant flexibilities amounts have been used first and the remainder forms part of the C19RM funds to be carried over.</p> | <p>PR submission latest by 30 November 2020.</p> <p>Global Fund shall provisionally approve latest 20 December 2020 subject to confirmation of the actual amount to be transferred to the next IP in January 2021.</p> | <p>PR request in writing transfer of unused C19RM funds including relevant activities to the next IP.</p> <p>CT (with support of LFA as required) reviews and confirms potential unused funds from C19RM. LFA will reconfirm the actual amount to be transferred to the next IP in January 2021</p> <p>Regional Finance Manager approves the unused C19RM funds to be transferred.</p> <p>If grant-making has not been completed, CT and PR include the C19RM funds and activities to be transferred in the Detailed Budget, grant signed amount and grant Purchase Order for the next IP.</p> |

| Task | Timeline | Responsibilities |
|---|----------|--|
| For grants ending after 30 December 2020 and before 30 June 2021: Deadlines forthcoming. | | If grant-making has been completed, CT and PR include the C19RM funding and activities after Board approval of the next IP. This will be done through an additional funding revision (following the grant revision process defined above). |

ASSURANCE

| Task | Timeline | Responsibilities |
|--|--|---|
| C19RM Funding Request | | |
| 1. The cross-functional Secretariat review and the Investment Committee decision making process provide the necessary assurance on due diligence performed at the stage of application review and award. | Funding request review and investment committee approval process | See Section on Funding Request Submission, Review and Approval. |
| Implementation | | |
| 2. During implementation, approved C19RM funding and activities are subject to the same internal controls and assurance planned for the existing grant. Where the approved C19RM activities introduced are new and pose different types of risks, CTs must tailor the assurance to mitigate identified risks. <ul style="list-style-type: none"> - Existing PRs and to the extent possible, existing SRs/SSRs, should be used for implementing approved C19RM activities. - Global Fund investments for COVID-19 diagnostics, PPE or therapeutics need to complement the national response. Hence support can be extended to geographical areas or health service providers not currently covered by Global Fund grants. - Where new implementers/service providers are being used, the PR or SR must ensure compliance on key grant requirements for reporting. To expedite this process, the PR or SR may explore MoUs and/ or service level agreements, as relevant. | As part of the grant implementation processes and defined assurance activities for the existing grant. | CT, LFA and other assurance providers per defined Global Fund operational policies and guidelines, Guidance Note on Responding to COVID-19 and Q&A: Supporting Countries and Grants during the COVID-19 Pandemic . CT to consult Risk Specialists and other Global Risk Owners (Finance/SO) for tailoring assurance activities and or seeking management approval where relevant for risk trade-off decisions. |

| Task | Timeline | Responsibilities |
|--|---|---|
| <ul style="list-style-type: none"> - To mitigate heightened risk of diversion of health products and other commodities supported under C19RM, PRs to the extent feasible must use existing in-country supply chain systems with a clear understanding of internal controls over inventory management throughout the entire supply chain or partner harmonized systems for warehousing, distribution and reporting. Where alternate systems or channels are proposed, the PR needs to document the supply chain system and controls in place for CTs approval. | | |
| <p>Closure</p> <p>3. During grant closure or IP reconciliation, C19RM activities will be captured in the reporting and assurance requirements.</p> | <p>Per defined grant closure or IP reconciliation timelines</p> | <p>CT, LFA and other assurance providers per OPN on IP Reconciliation and Grant Closure</p> |

Annex 1. Decision Tree to Guide Implementation of Approved C19RM Funding

