



U.S. Government-Funded Technical Support to Global Fund Grants

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FACT SHEET: U.S. Government-Funded Technical Support to Global Fund Grants

Who can request this technical support?

Country Coordinating Mechanisms (CCMs) and Principal Recipients (PRs) in countries with Global Fund grants may request technical support (TS). Sub-recipients (SRs) are eligible to receive TS, but the request should be made through the PR or CCM. In cases in which the PR is a United Nation (UN) agency or international agency non-governmental organization (NGO), direct requests from the SR will be considered. In other exceptional circumstances, the Office of the Global AIDS Coordinator may consider direct requests from SRs but these must be accompanied with an explanation of why the CCM or PR is not included.

Please note that the following Global Fund grants are not be eligible for US Government (USG) supported Global Fund grant technical support: grants in countries on the U.S. Department of State's list of governments that are state sponsors of terrorism; and HIV grants in focus countries in the President's Emergency Plan for AIDS Relief (PEPFAR)¹. UN agencies or US-based groups that are serving as PRs are also not eligible to receive technical support under this mechanism.

What kind of support is available?

The purpose of the TS is to improve the functioning of Global Fund grants. The TS should be time-limited (total consultancies per grant not exceeding 18 person-weeks), outcome-oriented, and should strengthen local capacity. TS through this contract should focus on alleviating specific bottlenecks that are causing grants to under-perform, including inadequate or poor performance in the following areas:

- **Organizational Development (including governance and leadership);**

- **Program and Financial Management;**
- **Procurement and Supply Management; and/or**
- **Monitoring and Evaluation.**

Roll Back Malaria, Stop TB, the Green Light Committee, and the UNAIDS African Technical Support Facilities can support disease-specific TS. For further details, contact these entities directly.

How do CCMs or PRs request this support?

CCMs and/or PRs must complete an application to request TS, including a cover letter, completed application form, and Scope of Work. If a CCM or PR requires help in developing a Scope of Work, it may request assistance from the U.S. Embassy Point of Contact.

Who will provide the TS?

The USG has awarded a Global Fund Technical Support contract to Management Sciences for Health (MSH), along with sub-partners Abt Associates, Constella Futures, International Program Assistance, Inc., and MIDEGO. This consortium will draw from a vast database of international TS providers to identify the most appropriate individuals for the consultancy.

Over what period of time is the technical support provided?

Due to the short-term nature of this TS, the total level of effort for most in-country consultancies will not exceed eighteen person-weeks (such as three persons for six weeks, two persons for nine weeks, or another combination). Some countries might need a series of short-term consultancies to address different problems or bottlenecks within one request. Local TS providers may also be assigned follow-up responsibilities for a limited period.

¹ PEPFAR teams in focus countries should plan and budget for technical support to Global Fund HIV/AIDS grants within their Country Operational Plans, but CCMs and PRs in PEPFAR focus countries with malaria or TB grants are eligible to apply for technical assistance through this award.



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Can CCMs and PRs request support to diagnose the problem?

Where the problem itself is unclear, the CCM or PR may use the Scope of Work to request an initial diagnostic to clarify the most crucial issue or issues that need resolution. Based on the results of the diagnostic or assessment, the CCM or PR will finalize the work plan for support and deliverables with the TS providers.

How will the U.S. Government process the TS request?

The USG Technical Support Advisory Panel (TSAP) will review applications and proposed scopes of work on a rolling basis throughout the year; applications must be received by the first day of the month in order to be reviewed within that month. The TSAP is comprised of five members from the OGAC Global Fund Core Group, representatives from the disease specific areas and the specific geographic areas. The TSAP will be in touch with the applicant by the end of the month in which the request is reviewed. Grantees are not competing against each other for available technical support funding, although approval of any request is subject to the availability of funds.

How will the U.S. Government notify CCMs and PRs if it has accepted their TS request?

A U.S. Government Global Fund Technical Support Advisory Panel (TSAP) will examine requests, and collect comments for any necessary revisions. The TSAP will notify the applicant of approval of the request within 30 days of receiving it.

What costs will the U.S. Government cover?

Funding to support the TS teams will flow directly through the U.S. Government Global Fund Technical Support contract. TS providers will receive support for consultant salaries, travel, *per diem* costs, hotels, and the production of documents (such as manuals and plans) and reports (including translation). CCMs and PRs are encouraged to use grant funds, if available, to support in-country costs such as working space, venues for workshops and meetings, and other activities that will enable the TS teams to work more efficiently.

Can CCMs use this support to develop a new proposal to the Global Fund?

The U.S. Government can **not** support the writing of new applications for future Global Fund grant

competitions, or ongoing, recurring costs of Global Fund grant programs (such as staffing).

What is the relationship between the requesting CCM or PR and the TS provider?

Upon USG approval of the Scope of Work (SOW), the TS provider will work directly with the CCM or PR to finalize details of the assistance requested, including the following: a work plan with estimated number of consultants and person-days needed; a proposed team of consultants; and the timing of TS delivery. The CCM or PR will complete a short evaluation once the TS project has concluded to give feedback on the skills of the TS consultant or team and the overall usefulness of the TS provided.

What role does the U.S. Embassy play?

The CCM or PR should work with the U.S. Embassy Point of Contact to complete the application. Once complete, the U.S. Embassy or the CCM or PR will send the application by email to Kimberly Bardy (BardyKC@State.Gov) at the Office of the U.S. Global AIDS Coordinator for review by the GF Technical Support Panel. TS providers will be subject to the same procedures and oversight followed by all U.S. Government temporary duty (TDY) contractors and grantees. If requested, the TS provider will brief U.S. Embassy staff at the beginning and end of the TDY. The U.S. Embassy may request a copy of the final report from the CCM or PR.

How can I find out more information about my local Global Fund grant?

For more information, please visit the Global Fund website: www.theglobalfund.org.

POINTS OF CONTACT:

U.S. Embassy Point of Contact:

Each U.S. Embassy has appointed a Point of Contact responsible for disseminating information about this USG-funded TS process. Contact the U.S. Embassy directly or the Global Fund Portfolio Manager to learn the Point of Contact in your country.

Office of the U.S. Global AIDS Coordinator (OGAC):

Ann Lion, Global Fund Technical Support Coordinator
U.S. Department of State
Washington, D.C. 20522-2920
Telephone: (202) 663-3848
LionAK@state.gov

Kimberly Bardy, Global Fund Technical Support Analyst
U.S. Department of State
Washington, D.C. 20522-2920
Telephone: (202) 663-2660
BardyKC@state.gov



Request for Technical Support – APPLICATION FORM

NOTE: Please read the accompanying FACT SHEET before completing this Application Form and the associated Scope of Work.

CONTACT INFORMATION

Country: _____ Date: _____

Name of Technical Support (TS) Requestor: _____

TS Requestor Affiliation: CCM PR Other: _____

Requestor Position within CCM/PR/Other: _____

Organization/Agency of Requestor: _____

Position in Organization/Agency: _____

Address: _____

Email: _____ Phone: _____

In the case that the primary contact is unavailable, please identify an alternate contact (including email and phone):

ELIGIBILITY

Grant Round #(s): _____ Component: HIV Malaria TB Other

Type of TS Requested: (Check all that apply)

- Organizational Development (including governance/leadership, CCM support)
 Program and Financial Management of Grants
 Monitoring, Evaluation, and Reporting
 Procurement and Supply Management

BACKGROUND INFORMATION

Are there pending requests to other agencies/entities to provide TS for this grant?

Yes No

If yes, please explain the nature of the TS provided or requested and the agency/entity involved: _____

Has the Global Fund Secretariat given any written feedback to the PR or CCM with concerns about the performance of this grant (Early Alert)? Yes No



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If yes, please describe briefly: _____

What is the level or urgency of this request? (Please check the one or two most important issues below, and note any deadlines you must meet.)

Table with 3 columns: Urgent issues, Deadlines (if any). Rows include: CCM no longer meets GFATM guidelines, CCM must meet conditions precedent regarding its functioning, Other CCM issues and problems, Pre-signature requirements for a specific grant, Issues, problems, conditions precedent on 2nd disbursement or Phase I, Issues, problems, conditions precedent on Phase 2 renewal, Issues, problems, conditions precedent on Phase 2 activities, Transition from existing PR to one or more new PRs, Crosscutting problems with pharmaceutical & supply procurement and management, Crosscutting problems with monitoring, evaluation, reporting, Systemic problems with financing, Unsatisfactorily slow performance of a grant, Other, PROBLEMS UNCLEAR - DIAGNOSIS REQUESTED.

What is the preferred time period for TS? Please check the preferred quarter for this support taking into account the short-term2 nature of the interventions.

Quarter: [] October-December [] January-March [] April-June [] July-September
Year: [] 2007 [] 2008 [] 2009

SCOPE OF WORK

2 The USG-funded Global Fund Technical Support is intended to resolve bottlenecks related to grant implementation that can be addressed on a short-term basis, defined as approximately eighteen person-weeks in country per type of TS requested. The use of local technical support providers does not count against the eighteen person-weeks, and is encouraged for use over longer periods.



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Please see attached Scope of Work (SOW) Guidance for information on what to include in the SOW; SOWs should be limited to 2-3 pages in length. Elements of the SOW include context and background, purpose of the proposed TS, and anticipated deliverables.

ROLES AND RELATIONSHIPS

Please include with the application a cover letter (on letterhead) to request assistance, signed by the principal client (e.g. the Chair of the CCM or Director of the PR).

Individual (from requesting entity) who will provide direct oversight of TS Team: *(please include name and all contact information)*

Please list the agencies, institutions, or other entities (and contact persons within each) with whom the TS Team will consult/collaborate:

Name and contact information for person or entity to whom TS Team should submit draft and final reports *(including key achievements, prioritized recommendations, and next steps):*

Application Checklist

Please make sure to include all of the following documents when submitting your request:

- Cover letter signed by the principal TS client *(see Roles and Relationships above)*
- Application Cover Sheet
- Scope of Work (approximately 2-3 pages), including:
 - Context and background
 - Purpose of the technical support
 - Deliverables expected

The U.S. Government will review applications for technical support on a rolling basis; applications must be received by the first of the month in order to be processed within that month. During the review, clarifications might be asked from the applicant; these questions will be addressed to the main point of contact listed on page 3. Please submit all application documents to Kimberly Bardy at the Office of the U.S. Global AIDS Coordinator (BardyKC@state.gov), with a copy sent to the U.S. Embassy Point of Contact.



Request for Technical Support – SCOPE OF WORK GUIDELINES

Through this Scope of Work (SOW), the CCM or PR should briefly explain the kind of assistance it needs to address deficiencies that are causing CCMs or grants to under-perform. Specifically, the SOW should describe bottlenecks related to *one or more* of the four areas of technical support (TS) offered by the USG to Global Fund grantees: organizational development (including governance and leadership); program and financial management; procurement and supply management; and monitoring and evaluation. The SOW should be 2-3 pages long, and must address the following three elements:

1. Context and Background (*approximately a half page*)

- Describe the current situation and contextual issues or problems which motivate this request for technical support.
- Describe the level of urgency for this request. Please specify whether or not the GFATM has imposed any conditions precedent on the CCM or PR; and if the CCM or PR is currently trying to meet a deadline. Please state whether or not the CCM is considered to meet the Global Fund's requirements for eligibility.
- If relevant, please describe any previous TS provided to support this grant, including who provided the TS and the results achieved.

2. Purpose of the Technical Support (*approximately a half page*)

This section should succinctly describe the technical support needed to help the grant overcome obstacles to get started and/or make progress toward its targets or required results. The guidance in the attached Fact Sheet should be a major consideration when defining the purpose of the TS. The bullets below are illustrative, and are listed only to give an idea of the kind of issues TS could address. Specific implementation concerns will vary depending on the country, grant context and other issues.

Illustrative examples of technical support requests include the following:

- Provide institutional leadership strengthening and structural modifications to the CCM to bring it into conformity with the Global Fund CCM requirements, or to address weaknesses identified by the Global Fund, the LFA or the CCM.
- Provide support in development of a CCM Secretariat: e.g., job descriptions for staff and definitions of management roles.
- Provide technical expertise for: the preparation of procurement and supply management plans; the forecasting and quantification of drugs, equipment, and other health commodities; quality assurance, inventory, and distribution systems; other PSM activities needed and/or affecting the efficient implementation of grants.
- Help design systems to assure the development of appropriate technical specifications of products to be procured, the implementation of National Treatment Guidelines, or to improve the use of competitive and transparent procurement guidelines.
- Provide technical assistance for the finalization of the management plan for the PR and/or lead sub-recipients, including any necessary program-management units.



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- Provide technical support and facilitation to address weaknesses identified (please describe) by the LFA or issues noted in the Fund’s Grant Performance Report or Disbursement Request Notes or Phase 2 Grant Score Card or any direct communication from the Secretariat to the CCM/PR about program performance concerns.
 - Provide technical support and facilitation to the PR to secure timely fulfillment of conditions precedent as set in initial grant agreement or in Phase 2 agreement.
 - Provide technical support and facilitation to the PR in preparing M&E plans and/or developing health information systems to serve national and program information needs.
- Provide technical support and facilitation to improve/finalize the partnership arrangements and procedures necessary for rapid, efficient financial disbursement and technical coordination.
- Provide technical support and facilitation for problematic issues related to the planning, budgeting, benchmarking, indicator and target preparation, and performance reporting required for submission of the Phase-2 application to the Global Fund Secretariat.
- Provide technical support to the PR to assist with contracting of sub-recipients and grants management.
- Provide technical support preparation of job descriptions for the recruitment of new staff or to set up a Program Management Unit.

3. **Anticipated Deliverables** (*approximately a half page*)

This section should describe the type of products and activities to be delivered by the TS team. Since the TS team will work with the CCM or PR to define the most appropriate deliverables, only a general request is needed in this Scope of Work.

Illustrative examples of deliverables include the following:

Area	Types of deliverables
Organizational Development	<ul style="list-style-type: none"> • Revised framework documents for the CCM and structural reforms • Revised framework documents for the CCM Secretariat • Capacity strengthening activities, including orientations, for CCM members & Secretariat • Support for membership renewal and election of officers
Program and Financial management of grants	<ul style="list-style-type: none"> • Operations manuals and other procedures for grants management • Analysis, procedures, capacity strengthening activities for improved financial management (PRs) • Documentation, modification of partnership (PR-SR) arrangements • Capacity strengthening of new PRs • Human resources plans or harmonized training plans • Phase II process, planning, budgeting • Reprogramming plan of funds, activities, partnerships



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PSM	<ul style="list-style-type: none">• Improved PSM Plans• Annual drug, supply, equipment quantification• Capacity building for quantification or monitoring
Monitoring & Evaluation	<ul style="list-style-type: none">• Clarified procedures to harmonize the GF grant reporting with national reporting requirements• Update or harmonized indicators• Monitoring and Evaluation (M&E) strengthening plan for grant recipients• Capacity building activities for grant recipients on GF M&E tools

Please note that while the TS provider will be responsible for assuring completion of the deliverables requested by the CCM or PR, it cannot be held responsible for their ultimate success or failure in terms of those issues that have caused concern to the Fund Secretariat or the Local Fund Agent (LFA) or other problems with Global Fund grant performance.