

Note: This extract contains Chapter 4, Part 4 only.

Chapter 4, Part 4: Attachment D to the Proposal Form

[Note: As indicated earlier in this chapter, Aidspace has not attempted to provide step-by-step guidance on how to fill out Attachments A, B or C. Each of these attachments is either very easy or fairly easy to complete. Attachments A and C contain instructions.]

IMPORTANT INFORMATION ON HOW TO USE THIS CHAPTER

Please read this explanation carefully

The flow of this chapter follows the flow of the proposal form. This is how it works:

1. Each item from the proposal form is shown in a box at the top of a page. (The box is shaded in a light yellow colour. If you print the guide using a black and white printer, the shading will appear as a very light grey.)
2. This is followed by verbatim guidance from the R8 Guidelines for Proposals–MCA concerning how to fill out this item. This guidance is identified by the following heading

What the R8 Guidelines for Proposals–MCA Say:

and the text is indented.

If there is no guidance for the item in question in the R8 Guidelines for Proposals–MCA, you will see “N/A” under the heading.

3. Finally, additional guidance from Aidspace is provided. This guidance is identified by the following heading:

Additional Guidance from Aidspace

If Aidspace has nothing to add to what is on the proposal form or to the guidance from the R8 Guidelines for Proposals–MCA, you will see “N/A” under the heading.

Please note:

1. We have applied the concept of “one-stop-shopping” to the development of this chapter. This means that you have all of the guidance you need right here on how to fill out the proposal form. This chapter reproduces the entire proposal form, as well as the entire section of the R8 Guidelines for Proposals–MCA that provides guidance on how to fill out the proposal form. Readers who are already familiar with the proposal form and the R8 Guidelines for Proposals–MCA can go directly to the “Additional Guidance from Aidspace” section for each item.
2. We have provided Aidspace guidance only where we believe we have something of value to add to the guidance contained in the R8 Guidelines for Proposals–MCA. The Aidspace guidance usually takes one or more of the following forms: (a) examples of how previous applicants have answered the question; (b) suggestions for how to organise your response; (c) references to relevant strengths and weaknesses identified by the TRP in proposals submitted in previous rounds of funding; and (d) clarifications, in cases where we believe that the guidance provided by the Global Fund is not completely clear.

3. Volume 1 of this guide contained an entire chapter (Chapter 4: Lessons Learned from Earlier Rounds of Funding) describing the major strengths and weaknesses of proposals from Rounds 3-7, as identified by the TRP. The Aidspace guidance included in this chapter makes frequent references to these strengths and weaknesses. (Copies of Volume 1 can be obtained at www.aidspace.org/guides.)
 4. Throughout this chapter, we use the term “proposal” to describe the application you are submitting to the Global Fund, and we use the term “programme” to describe the activities that you will be implementing if your proposal is accepted for funding. For the purposes of this chapter, we assume that all proposals will be for a five-year period (the maximum allowed), though they can be for a shorter duration.
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Attachment D CCM, Sub-CCM and RCM Minimum Eligibility

[Some applicants have to complete Attachment D. See the guidance on this topic in Section 2.2.]

Extract from the proposal form (Attachment D)

Principle of broad and inclusive membership

Requirement 1 → Selection of non-governmental sector representatives

- (a) Provide evidence of how the Coordinating Mechanism members representing each of the non-governmental sectors (*i.e. academic/educational sector, NGOs and community-based organizations, private sector, or religious and faith-based organizations*), have been selected by their own sector(s) based on a **documented, transparent** process **developed within their own sector**.

*Please indicate below (via the check-box below) which documents are relied on to support the Applicant's statement of compliance with this requirement **AND** attach as an annex the documents showing **each sector's transparent process** for Coordinating Mechanism representative selection, and **each sector's** meeting minutes or other documentation recording the selection of their current representative.*

Documentation relied on to support compliance with Requirement 1	Identify which annex to this proposal contains these documents
<input type="checkbox"/> Selection criteria for each sector developed by each respective sector	
<input type="checkbox"/> Minutes of meeting(s) at which the sector transparently determined its representative	
<input type="checkbox"/> Rules of procedure, constitution or other governance documents of a sector representative body identifying the process for selection of their member	
<input type="checkbox"/> Letters and other correspondence from a sector describing the transparent process for election and the outcome of the selection process	
<input type="checkbox"/> Newspaper advertisements or other publicly circulated calls for members of each sector to select a representative of that sector for membership on the Coordinating Mechanism	
<input type="checkbox"/> Other: <i>(please specify):</i>	

- (b) **Please briefly summarize how the information provided within the annexes listed above satisfies Requirement 1.**

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What the R8 Guidelines for Proposals–MCA Say:

[The R8 Guidelines for Proposals–MCA do not provide any guidance on how to complete Attachment D. However, some of the items in Attachment D are similar or identical to items in Section 2 of the proposal form. In Attachment D itself, the Global Fund provides a description of the six minimum requirements for coordinating mechanisms.

[Attachment D also contains the following note:

Please note that the following sections follow the order set out in the document entitled 'Clarifications on CCM Minimum Requirements' at: http://www.theglobalfund.org/pdf/Clarifications_CCM_Requirements.pdf

Additional Guidance from Aidspan

In item (a), you are asked to indicate which types of documentation you have attached to your proposal as evidence of compliance with Requirement 1. To tick a box in item (a), move the cursor to the textbox, right click, select "Properties," and then under "Default value" select "Checked." Finally, click on "OK."

In the right-hand column, list the annex numbers and titles (i.e., document descriptions) for each annex. Remember to include these annexes in the list of annexes you provide at the end of Section 2 of the proposal form (write "Attachment D" in the "Section" column).

In item (b), you should briefly summarise the selection processes used by each sector. Please note: You are **not** being asked: (a) which organisations were selected; (b) how many members there are from each sector; or (c) what the RCM did to request that the various sectors select their representatives. In past rounds of funding, many applicants provided this type of information here. But that is not what is being requested.

Principle of involvement of persons living with and/or affected by the disease(s)

Requirement 2 → People living with and/or affected by the disease(s).

Describe the involvement of people living with and/or affected by the disease(s) in the Coordinating Mechanism. *(Importantly, Applicants submitting HIV/AIDS and/or tuberculosis components must clearly demonstrate representation of this important group. Please carefully review the Global Fund's 'Clarifications on CCM Minimum Requirements' document before you complete this section.)*

Additional Guidance from Aidspace

The Global Fund requires evidence that the membership of the RCM includes people living with, and/or affected by, the diseases. Although the wording is ambiguous, this requirement has been interpreted to mean that the RCM must include people *living with* the diseases (or, in the case of malaria, representatives of any community or civil society group working on malaria, or affected by malaria).

Principle of transparent and documented proposal development processes (Requirements 3, 4 and 5).

As part of the eligibility screening process for proposals, the Global Fund will review supporting documentation setting out the Coordinating Mechanism's proposal development process, the submission and review process, the nomination process for Principal Recipient(s), as well as the minutes of the meeting(s) where the Coordinating Mechanism decided on the elements to be included in the proposal and made the decision about the Principal Recipient(s) for this proposal. We will also review how, during the program term, the Coordinating Mechanism will oversee implementation.

Please describe and provide evidence of the applicant's **documented, transparent and established** processes to respond to each of the 'Requirements' set out below:

Requirement 3(a) → Process to solicit submissions for possible integration into this proposal.

Requirement 3(b) → Process to review submissions received by the Coordinating Mechanism for possible integration into this proposal.

Requirement 4(a) → Process to nominate the Principal Recipient(s) for proposals.

Requirement 4(b) → Process to oversee/review program implementation by the Principal Recipient(s) during the proposal term.

Requirement 5(a) → Process to ensure the input of a broad range of stakeholders, including Coordinating Mechanism members **and non-CCM members**, in the proposal development process.

Requirement 5(b) → Process to ensure the input of a broad range of stakeholders, including Coordinating Mechanism members **and non-CCM members**, in grant oversight processes.

Additional Guidance from Aidspan

The Global Fund requires that you submit documents supporting the information provided above. Each document should be clearly named and given an annex number. The documents should be included in the list of annexes you provide at the end of Section 2 of the proposal form (write "Attachment D" in the "Section" column).

For Requirement 3(a) – the process to solicit submissions, Requirement 3(b) – the process to review submissions, and Requirement 5(a) – input from a broad range of stakeholders, see the guidance provide for Section 2.2.2.

For Requirement 4(a) – nominating the PR – see the guidance provided for Section 2.2.4. For Requirements 4(b) and 5(b) – the grant oversight process – see the guidance provided for Section 2.2.3.

Principle of effective management of actual and potential conflicts of interest	
<i>Requirement 6</i> → Are the Chair and/or Vice Chair of the Coordinating Mechanism from the same entity as the nominated Principal Recipient(s) in this proposal?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If yes , summarize below the main elements of the Applicant's documented conflict of interest policy to mitigate any actual <u>or</u> potential conflicts of interest and attach a copy of the Conflict of Interest policy/plan to this proposal as an annex.	

Additional Guidance from Aidspan

See the guidance provided in Section 2.2.7.