

Cover Note for CCMs on the Aidspan Documents for In-Country Submissions

Aidspan has prepared the following documents to assist CCMs with the process of soliciting in-country submissions for possible integration into the CCM's country consolidated proposal:¹

1. A sample Template for In-Country Submissions
2. A Guidance Note for Completing the Template for In-Country Submissions
3. A sample Template for In-Country Submissions (Annotated Version)

The first two documents – the Template and the Guidance Note – are designed to be used by organisations in-country that are submitting applications to the CCM. The idea is that the CCM would adapt these documents and then include them in its call for submissions.

The third document – the annotated version of the Template – is intended to be used solely by the CCM. It contains suggestions for the CCM concerning ways in which the CCM can adapt the Template to meet its particular needs.

Note: Although the Aidspan documents for in-country submissions have been designed for use by CCMs, they are equally applicable to Sub-National Coordinating Mechanisms (Sub-CCMs), and can be adapted for use by Regional Coordinating Mechanisms (RCMs) and Regional Organisations (ROs).

We have prepared these documents because there are currently no forms or templates available to assist CCMs with the in-country submissions process.² As a result, many CCMs have asked potential applicants to use the proposal form that the Global Fund has designed for the country coordinated proposals. This is problematic because the proposal form was not really designed for in-country submissions. For example, there are large sections of the proposal form – relating to the CCM itself and to the national context – that organisations preparing in-country submissions are not in a position to fill out.

We have designed the sample Template to serve two purposes: (1) to enable the CCM to obtain information that will allow the CCM to make a judgement on the suitability of the proposed project; and (2) to enable the CCM obtain the information in a form that makes it easier to collate into the CCM's country consolidated proposal.

The sample Template can be adapted in a number of ways. For example:

- CCMs can use the sample Template pretty much as is, but modifying some questions and adding information that is pertinent to the country in question.

¹ Aidspan uses the term, "country coordinated proposal" ("proposal" for short) to refer to the proposal that a CCM submits to the Global Fund; and the term "in-country submission" ("submission" for short) to describe the "mini-proposals" that in-country stakeholders submit to the CCM for possible inclusion in the country coordinated proposal.

² However, Aidspan does provide some guidance concerning the in-country submissions process in "The Aidspan Guide to Building and Running an Effective CCM – Second Edition," released in September 2007, and available via www.aidspan.org/guides.

- CCMs can use certain portions of the sample Template, while discarding or reworking other portions. For example, if a CCM decided to provide a strategic framework for the in-country submissions, it could choose to remove the sections of the sample Template where the applicant is asked to identify objectives and service delivery areas for the project and, instead, provide the main strategic objectives of the country consolidated proposal, requesting that submissions fit into this framework.
- The CCM might decide to use a two-phase applications process, whereby a short concept document is solicited and used to pre-qualify applicants, who are then invited to send in a full submission. The sample Template could be adapted so that only high-level (“concept”) information is solicited. Alternatively, a separate concept document could be developed and the sample Template could then be used for the second part of the process – i.e., for the full submission. The main advantages of the two-phase process are that it makes it possible to reduce the number of submissions that have to be integrated into the final proposal, and that it spares small organisations from working on a full-scale submission before they know their overall ideas meet the basic criteria set by the CCM. However, a two-phase process requires more time.

No single template can possibly meet the needs of all CCMs. Therefore, any CCM that decides to use the sample Template should take the time to adapt it to ensure that it reflects the needs of that particular CCM.

Special Note: *The sample Template has been designed using the Global Fund’s Round 7 proposal form as a guide. It is possible, of course, that the Fund will make some changes to the proposal form for Round 8 (and/or for subsequent rounds). If a CCM waits until the call for proposals for Round 8 is issued before making use of the sample Template, the CCM will be able to make changes to the Sample Template to reflect any changes that have been made to the Fund’s proposal form. However, Aidspan strongly recommends that CCMs issue their calls for in-country submissions well before the Global Fund issues its call for proposals. The rationale for this recommendation is that there is not enough time between the call for proposals and the deadline date for applications for the CCM to both (a) solicit and review in-country submissions, and (b) do all that is required to develop the proposal and complete the proposal form. For more details, please see “The Aidspan Guide to Building and Running an Effective CCM – Second Edition,” available via www.aidspan.org/guides.*

We considered including questions in the template concerning whether the applicant wants to be considered as a PR, SR or SSR for the project, and what experience the applicant has in project implementation. In the end, we decided to leave these questions out. We believe that combining the technical submission (i.e., project details) with the implementation details risks creating conflict. For example, what happens if an applicant’s submission is good, and the applicant wants to be a PR, but it is felt that the applicant would not make a suitable PR? Or, if the applicant would make a suitable PR, but the submission was not of good quality?

(This does not mean that the applicant will not be involved in the implementation of the project. On the contrary, if Applicant X submits a project, if the CCM incorporates the project into its proposal to the Global Fund, and if the proposal is funded, Applicant X should logically be the one to implement the project. However, that does not necessarily mean that Applicant X should be either a PR or an SR.)

We concluded that the discussion on who should be a PR, SR or SSR should probably happen after the submissions have been accepted and reviewed, an overall national project has been

developed, and some decisions have been made concerning what sort of "architecture" makes the most sense for the overall national project. CCMs will need to ensure that they leave enough time to think about PR and SR selection issue once the overall national project is pretty much designed.

CCMs may want to insert information at the beginning of the Guidance Note describing the call for submissions it is issuing. Alternatively, CCMs can include this information in a covering note accompanying the Guidance Note and the Template for In-Country Submissions.

CCMs may want to strengthen the guidance provided for items 2.5, 2.6 and 2.7 in the Guidance Note by making specific reference to their national strategic plans, especially the "universal access" plan for HIV.

Finally, we should note that this is Aidspace's first attempt to design a sample Template and Guidance Note for CCMs to use for soliciting in-country submissions. Please provide us with feedback on whether you found these documents to be helpful and on how they can be improved. This feedback will help us to improve the documents for future rounds of funding.