



GC7 Health Product Management Template

**Guidance for the 2023-2025 Allocation Period
(Grant Cycle 7)**

24 February 2023

This session is being recorded.

Content

1

Overview of the Health Products Management Template (HPMT) – 10 minutes

2

Changes from GC6 (NFM3) Template – 10 minutes

3

In-depth Look at the Worksheets – 5 minutes
Q&A – 10 minutes

4

Demonstration of the Tool – 60 minutes

5

Q&A – 15 minutes

This presentation was developed in collaboration with UNDP



1

Overview of the Health Products Management Template (HPMT)

Health Product Management Template (HPMT)

Introduction

- Health Products represent a significant portion of grants budget (about 50% of grant funds are used for procurement of health products).
- Important to know ‘what’, ‘when’, ‘how’ and at ‘what cost’ is procured.
- Facilitates grant budgeting planning.
- The HPMT is a grant document which stores key information pertaining to the procurement and supply management of health products funded through the grants.
- The HPMT captures a product level information (item description, specification, quantity, unit cost, ordering quarter, procurement channel, indicative lead time).
- The HPMT links programmatic targets by listing the health products required to achieve these and financial requirements by producing the budget required.
- As an output, the HPMT produces detailed budget disaggregated at module, intervention and cost input level.
- Useful source of health products related data for all stakeholders (Principal Recipients, in-country partners, Global Fund Secretariat, and others).

Health Product Management Template (HPMT)

Introduction

HPMT doesn't represent:

- Quantification assumptions.
- Quantification tool.
- Procurement planning, tracking or implementation tool.
- Output or product of the detailed budget.
- Ordering tool.
- Use/consumption tracking or monitoring tool.

Health Product Management Template (HPMT)

Requirements

- The preparation and submission of HPMT for all High Impact and Core Portfolios with Health Products budget (cost inputs 4-7).
- Not mandatory for focused portfolios; in the following circumstances Country Teams may advise Principal Recipients to prepare an HPMT:
 - Total HPM budget (costing groups CGs 4-7) represents more than 50% of the grant budget.
 - When budget for health products is less than 50% of the total grant, but more visibility in health products procurement is required, CCM, PR or Country Team agree to develop an HPMT.
- One HPMT per grant is expected (exceptions can be allowed).
- Where HPMT is unavailable (e.g., focused portfolio grants), health products related lines can be entered into the Finance Detailed Budget (DB) template. But when HPMT is available, health products lines **cannot** be entered into the Finance DB template.

General Requirements

Dos and Don'ts

- Please use only a licensed version of MS Excel 2010 (or later versions).
- Please do not use HPMT with Google Sheets, or alternative spreadsheet processing software as the template may not work properly.
- The template can be filled-in offline, or online if the file is saved to One Drive.
- Please do not unlock the file or worksheets.
- Please do not tamper with or overwrite the formulae by using “copy/paste”:
 - If copying/pasting data, please use “paste as value” only.
 - If the file is corrupted, the PR will need to migrate the information in a new template (please download a new template in this case).



2

Changes from GC6 (NFM3) Template

Health Product Management Template (HPMT)

Summary of key changes and enhancements (1/3)

Updated Tabs

Tab	Update
Fixed Cost (HPM) Tab	Added
Other Implementers (Tab)	Added
Documents tabs (EN, FR, SP)	Removed
Cost Input Summary Budget (SB)	Removed
Module/Interventions Summary Budget (SB)	Removed
Module/Interventions with HIV KP Summary Budget (SB)	Removed
HIV Aggregation Summary Budget (SB)	Removed
Populations Summary Budget (SB)	Removed
DB-pivot	Renamed (<i>formerly Blank Pivot</i>)

Updates to Key Information Sheets

- Reflects changes in the **GC7 Modular Framework** and the enhanced list of product categories.
- **Consolidates HIV lab and diagnostic data**, focusing only on key information.
- **Does not collect information on the number of type of VL/EID platforms and number of tests/sample type/equipment type per year.** This can now be submitted with supporting documents.

HPMT and Finance DB integration



- The HPMT is mandatory for all High Impact and Core countries, and optional for Focused countries (with some exceptions for Focused countries submitting a HPMT).
- For portfolios with health products (HP) budget but no HPMT, the Finance Detailed Budget (DB) template allows entries for cost grouping 4 – 7 for HPs. **PRs need to check “No HPMT” on the set-up tab of the Finance DB template**, enabling them to manually input the budget for HPs into the “DB - non-HP worksheet” of the Finance DB template.

Consolidation of HIV, TB, Malaria input worksheets

- HIV, TB, malaria – input worksheets are now consolidated in two tabs:
 1. PHARMA
 2. NON-PHARMA
- The “Other-HPs” tab have been removed.

Health Product Management Template (HPMT)

Summary of key changes and enhancements (2/3)

SETUP Tab (Updated)

- Re-designed SETUP worksheet (non-PR implementing organizations can be specified – e.g., sub-recipients.)
- Revised approach on HPMT version tracking with a table that lists up to seven HPMT revisions for funding request and grant-making.

HIV, TB and malaria input worksheets (updated)

- Users can now select between US\$ and EUR for “payment currency”. This can differ from the grant currency.
- Reference prices for certain health products are pre-populated in the template and are adjustable by users +/- 30% with proper justification.
- Manual entry of unit costs is still supported.
- Item level procurement channel selection if necessary (default channel is prepopulated).
- Summary tables are now available for users to input worksheets and show sub-total for each section.

HIV, TB and malaria Key info (updated)

- Reflects changes introduced in the GC7 Modular Framework.
- HPMT now supports higher number of modules/interventions.
- facilitates allocation of budget to right interventions.



The **HPMT User Guidelines** are available with an excel-based **Annex** that enables users to search tables that include an updated Product Master, Product Categories with HPM Costs and Modules/ Interventions with associated Product Categories.

Health Product Management Template (HPMT)

Summary of key changes and enhancements (3/3)

RSSH and HPM Cost Tabs (Major changes)

RSSH: Users can budget for HP for RSSH interventions.

HPM cost: For percentage based PSM/HPM costs, users can define percentages individually for each year.

Fixed Cost and Other Implementers Tabs (New)

- **Fixed Cost:** Users can budget PSM/HPM costs at fixed rates.
- **Other Implementers:** Users can include in the HPMT Health Product budget for more than one implementer.

Detailed Budget (DB) (Updated)

- The updated HPMT integrates better with the Finance DB template. The HPMT output can now be copied and pasted into the DB, aligning two key Global Fund grant documents.
- Users can now split of HP budget between modules/interventions. The GC 7 HPMT supports higher number of modules/interventions.

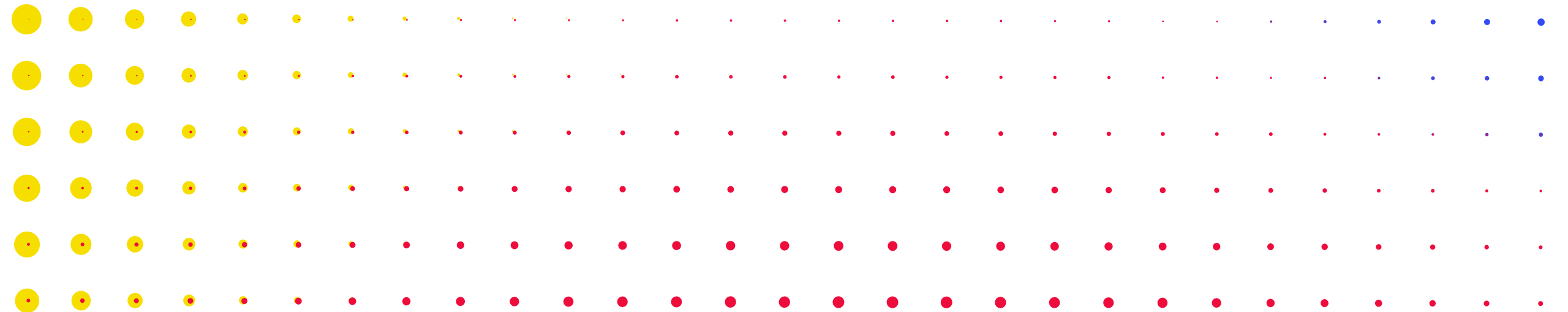


The **HPMT User Guidelines** are available with an excel-based **Annex** that enables users to search tables that include an updated Product Master, Product Categories with HPM Costs and Modules/ Interventions with associated Product Categories.



3

In-depth Look at the Worksheets



HPMT Structure (GC7)

1

Input worksheets

SETUP

3 x Key Info

3 x PHARMA

3 x NON-PHARMA

HPM Costs

RSSH

Fixed Costs

Other Implementers

Output worksheets

Detailed Budget

Support worksheets

SEARCH

Checker

DB Pivot-1

New worksheets

HPMT Structure (GC7)

The list of health products – Product Master – is pre-defined and users cannot enter any products using “free text”:

- Products have **3 mandatory fields** – Product Category + Product Name + Specification.
- There are a limited number of “Other” products available, which PRs can use and include the product details in the “Comments” column.

Screenshot from a product master (not from an input worksheet)

Product Category	Each	Packaging
ARVs (for PEP)	Emtricitabine/Tenofovir 200/300mg tablet	Container/pack of 30 tablets - no carton
ARVs (for PrEP)	Emtricitabine/Tenofovir 200/300mg tablet	Container/pack of 30 tablets - no carton
ARVs (Treatment - adult formulations)	Emtricitabine/Tenofovir 200/300mg tablet	Container/pack of 30 tablets - no carton

Product Category	Each	Packaging
Other supportive medicines	OTHER Medicines	Enter details in Comments
Other medicines	OTHER Medicines	Enter details in Comments
Other Supportive Medicine	OTHER Medicines	Enter details in Comments

HPMT Structure (GC7)

The Global Fund has linked each health product to certain Product Categories:

- The same product specification can be linked to more than one Product Category.
- All Product Categories are linked to a unique **HPM Cost Category**; however, one HPM Cost Category can have multiple Product Categories.

Screenshot from a product master (not from an input worksheet)

Product Category	Each	Packaging
ARVs (for PEP)	Emtricitabine/Tenofovir 200/300mg tablet	Container/pack of 30 tablets - no carton
ARVs (for PrEP)	Emtricitabine/Tenofovir 200/300mg tablet	Container/pack of 30 tablets - no carton
ARVs (Treatment - adult formulations)	Emtricitabine/Tenofovir 200/300mg tablet	Container/pack of 30 tablets - no carton

Category	HPM Category
ARVs (for PEP)	ARVs
ARVs (for PrEP)	
ARVs (Infant prophylaxis)	
ARVs (Treatment - adult formulations)	
ARVs (Treatment - pediatric formulations)	

HPMT Structure (GC7)

The Global Fund has linked each Product Category to a specific combination of **Modules/Interventions** and to a specific **Cost Input** (for the Finance Detailed Budget.)
These cannot be changed.

Product Category	Each	Packaging	Cost Input Finance
DR-TB medicines	Bedaquiline 100mg tablet	Container/pack of 188 tablets	4.2 Anti-tuberculosis medicines

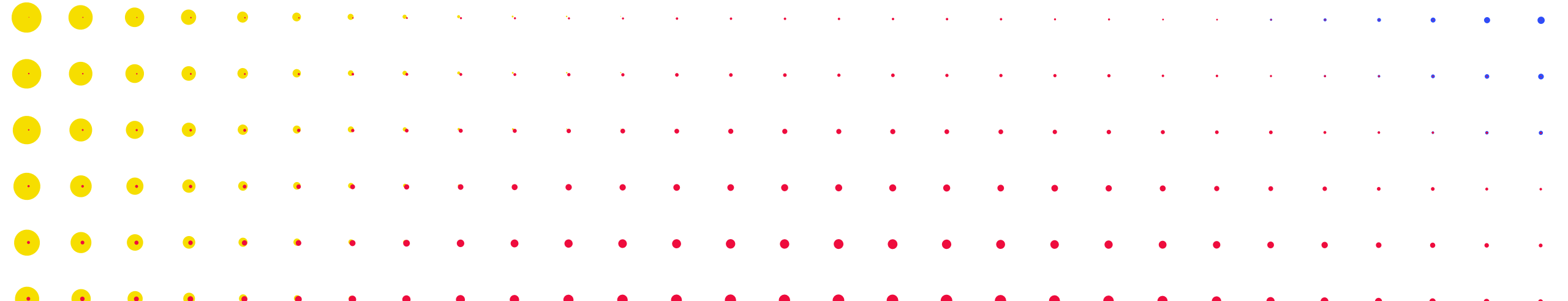
Key and vulnerable populations – TB/DR-TB	<ul style="list-style-type: none"> 1. KVP - Children and adolescents 2. KVP - Miners and mining communities 3. KVP - Mobile population (migrants/refugees/IDPs) 4. KVP - Others 5. KVP - People in prisons/jails/detention centers 6. KVP - Urban poor/slum dwellers 	TB - PHARMA	1	Anti-tuberculosis medicines: Treatment for Drug Sensitive TB (DS-TB)	DS-TB medicines
		TB - PHARMA	2	Anti-tuberculosis medicines: Treatment for Drug Resistant TB (DR-TB)	DR-TB medicines
		TB - PHARMA	3	Anti-tuberculosis medicines: Prevention of DS-TB & DR-TB	<ul style="list-style-type: none"> 1. TB medicines for Prevention (DR-TB) 2. TB medicines for Prevention (DS-TB)
		TB - NON-PHARMA	1	TB Microscopy	<ul style="list-style-type: none"> 1. TB Microscopy: Equipment 2. TB Microscopy: Maintenance & Services 3. TB Microscopy: Spare parts & Accessories 4. TB Microscopy: Consumables 5. TB Microscopy: Reagents
		TB - NON-PHARMA	2	TB Molecular Testing	<ul style="list-style-type: none"> 1. Molecular instruments: Spare parts & Accessories 2. Molecular Testing: Maintenance & Services 3. Molecular: Fully automated instruments 4. Molecular: manual, nucleic acid extraction 5. Molecular: manual, thermocyclers 6. Molecular: POC / Near-POC instruments 7. Molecular testing: automated, TB 8. Molecular testing: manual, nucleic acid extraction 9. Molecular testing: manual, TB 10. Molecular testing: POC/near POC, TB 11. Molecular Testing: Consumables 12. Molecular testing: Surcharge

The Excel file **“Annex to HPMT Guidelines”** provides information about all the Products available in the HPMT, the Product Categories and HPM Cost Categories, and the links between Product Categories and Modules/Interventions.



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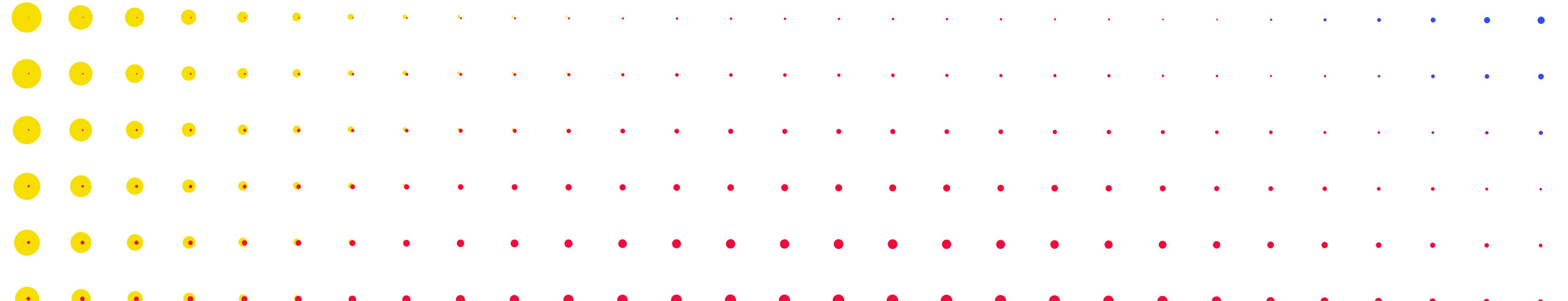
Demonstration of the Tool

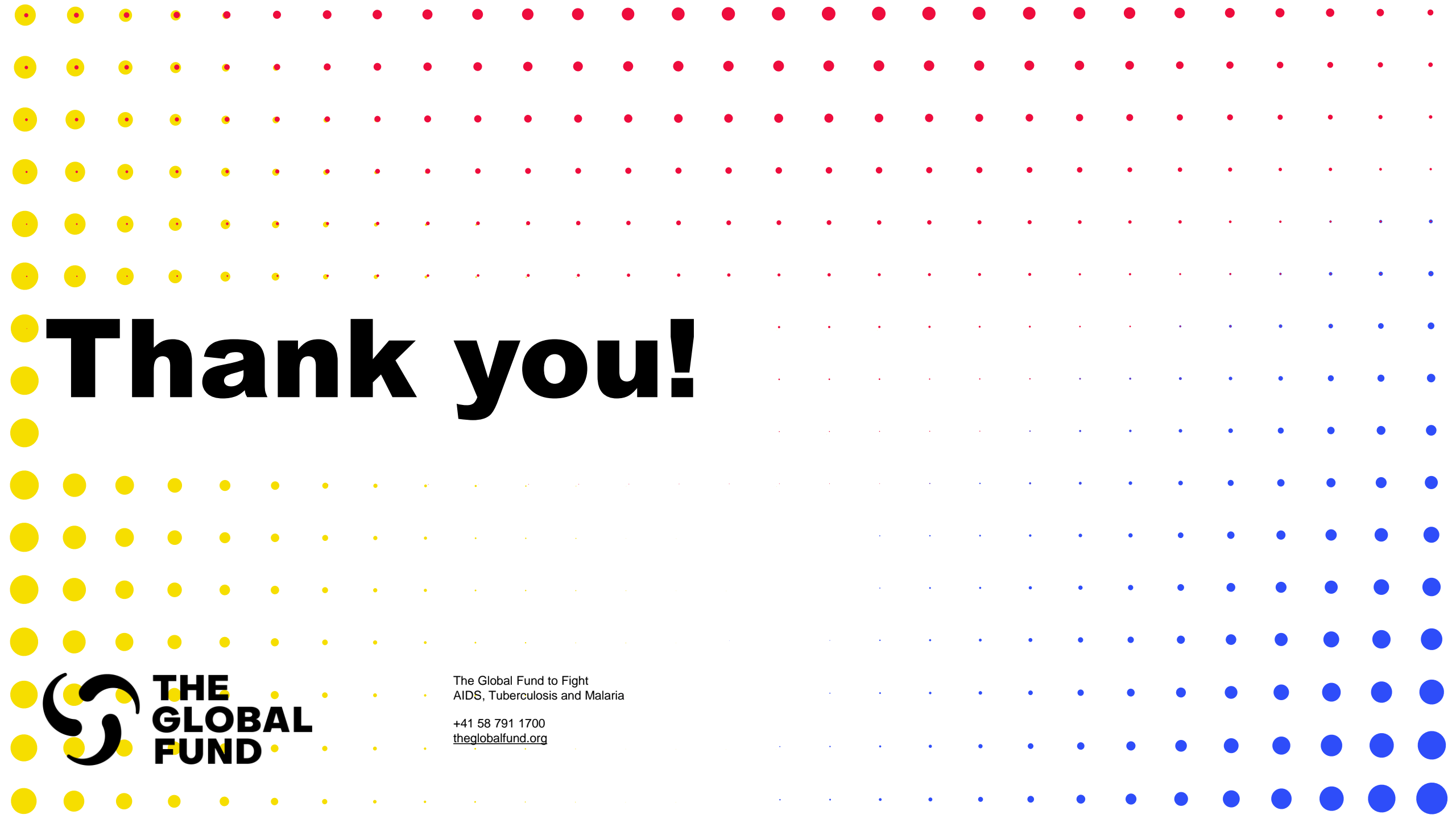




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Q&A





Thank you!



The Global Fund to Fight
AIDS, Tuberculosis and Malaria

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