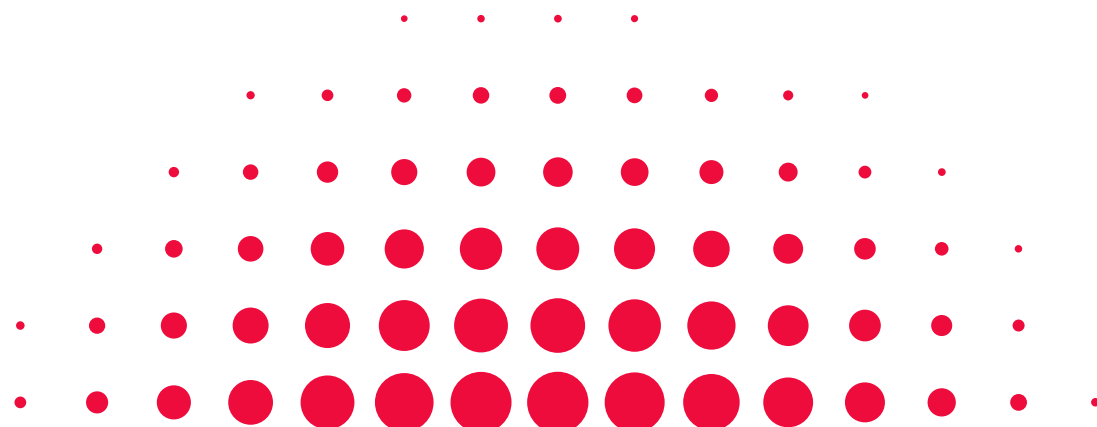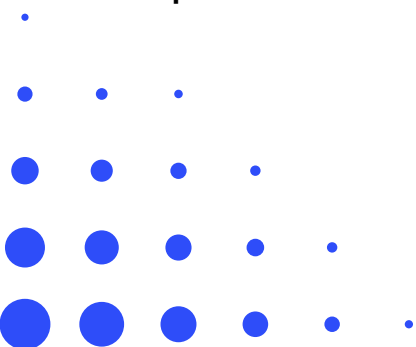# PR Reporting Handbook

Interactive Guide for LFAs

Date published: 29 April 2025

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How to Use This Manual

This manual provides comprehensive guidance for LFAs' review of Progress Updates (PUs), Progress Updates and Disbursement Requests (PUDRs), Final PUs*, and Financial Closure Reports (FCRs) in the Partner Portal. Please note that while LFAs are not expected to review the Pulse Checks (PCs), details related to PCs are included for information only to provide insight into the reporting requirements for PRs.

The manual includes "how to" sections which walk through how to complete each tab of the online forms. The manual also clarifies PR reporting requirements for different grant cycle Implementation Periods (IPs): Grant Cycle 7 (GC7) regular grants, Grant Cycle 6 (GC6) regular grants, and GC6 COVID-19 Response Mechanism (C19RM).

All Implementation Oversight resources can be found on the dedicated page on the [Global Fund website](#).

The handbook is structured into the following sections, reflecting the tabs in the online forms:

Introduction & Access	Overview of the PR Reporting process and how to access the Partner Portal
Programmatic reporting	Step-by step guidance on the different tabs in the online forms and how to complete them
Financial reporting	Step-by step guidance on the different tabs in the online forms and how to complete them
PSCM & Grant Management	Step-by step guidance on the different tabs in the online forms and how to complete them
Resources & Support	Quick reference to useful resources and contacts for technical issues

* The term PU/DR is used to refer to PUs, PUDRs, and Final PUs, unless otherwise specified.

Legend

Sections in the online form

Programmatic

Finance

PSCM & Grant Mgmt

Navigation buttons

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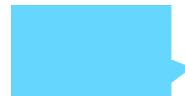
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Overview

The Global Fund is continuously strengthening the oversight of grant investments to improve performance and results in the fight against HIV, TB and malaria. The PC, PU/DR, and FCR are tools that provide visibility into HIV, TB, malaria, resilient and sustainable systems for health (RSSH) and C19RM investments. The tools support timely identification of emerging risks and issues, enabling quick course correction where needed. PCs are submitted twice per implementation year for High Impact and Core portfolios. The PC is submitted between mid-year PU and year-end PUDR. The FCR covers the 6-month closure period and is due after the closure period end-date.
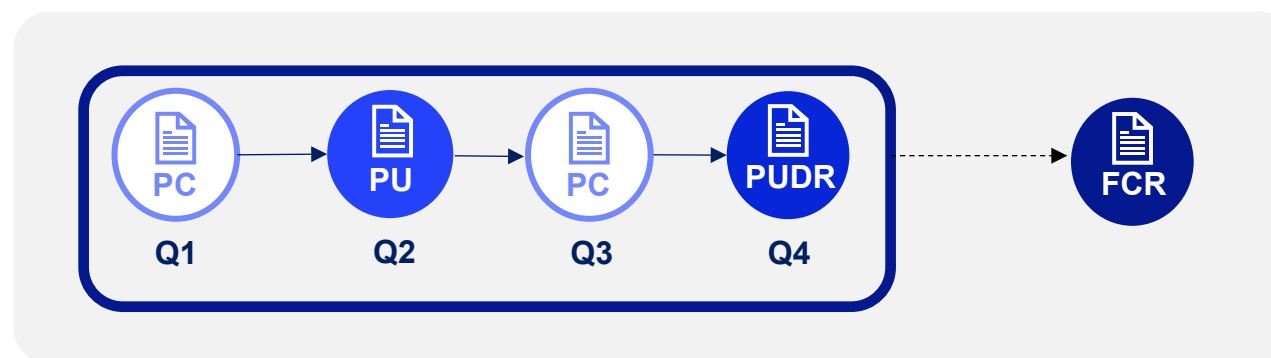
* The term PU/DR is used to refer to PUs, PUDRs, and Final PUs, unless otherwise specified.

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Overview

Online forms are available in the following languages:

Online form	English	French	Spanish
PC	●	●	
PU	●	●	
PUDR & Final PU	●	●	●
FCR	●	●	●

Please note: PRs and LFAs are expected to report inaccuracies in pre-populated data to Country.Support@theglobalfund.org.

LFAs are not responsible for reviewing the PC. Any details of the PC are included in this handbook for information only.

Cover Sheet and Executive Summary

The PU/DR includes a Cover Sheet and Executive Summary which contains general grant information – report type, country, disease component, implementation period, current programmatic and financial reporting periods, PR name, LFA name, and IP and local currencies.

The **Cover Sheet** outlines the reporting period (next page) and disbursement request information*.
The **Executive Summary** is view-only and is pre-populated based on PR and LFA entries in subsequent sections of the PU/DR.

* All dates have the format *dd-mmm-yyyy* (e.g. 31-Mar-2024).

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Reporting Periods

Legend:
- Programmatic reporting period
- Financial reporting period
- PSCM & Grant Management

For Y1-Y3

	Q1	Q2	Q3	Q4	Closure
	PC	PU	PC	PUDR	FCR

High Impact & Core Portfolios

Focused portfolios

All portfolios

	Q1	Q2	Q3	Q4	Closure
PR submission	Within 35 days	Within 45 days	Within 35 days	Within 60 days	Within 45 days of closure period
LFA submission		Within 20 days		Within 20 days	Within 20 days

Q1*
Q1

Q2*
Q1-2**
Q1-2
Q1-2

Q3*
Q1-3

Q4*
Q3-4**
Q3-4
Q1-Q4***
Q1-Q4

Y1-Y3 Triangulation — Closure Period

Programmatic reporting section
- Aggregation of results over the reporting periods (in PU, Q3 PC and PUDR) is automated based on cumulation type in the Performance Framework.
- Results-to-date are displayed on the Coverage indicator landing page.

Financial reporting section
- Each report is cumulative. Example: In Q3 reporting must include Q1-Q3.

* For programmatic indicators that are reported on a quarterly basis.
** For programmatic indicators that are reported on a 6-month basis.
*** For programmatic indicators that are reported on an annual basis.

ABC

Scope of LFA review

In case of a difference between the scope the CT has informed the LFA of and the options listed in this table, please confirm with the CT as exceptions may apply.

Report type	Programmatic	Financial		PSCM	Grant Mgmt.
		30 Jun 24	Beyond 30 Jun 24		
Tailoring level	*Indicators / WPTM Milestones*	*Full section*		*Full section*	*Full section*
Mid-term PU	CT choice *(if no CT decision received, no review)*	No review	No review	CT choice *(highly recommended)*	CT choice* *(based on the scope of tailoring of other sections)*
PUDR		Required	Default: no review, unless otherwise determined by the Global Fund		
Final PU					
FCR			Required *(until further guidance is provided)*		

* LFA review recommended if KMAs/Grant Requirements linked to high/very high risks.

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LFA / Assurance Provider Review Scope

PU/DR & FCR

Prior to commencing their review of the PU/DR & FCR, the LFA confirms the [scope of work](), the verification approach, and the estimated Level of Effort with the Global Fund. If, during the review, circumstances arise that impact the Level of Effort agreed with the Global Fund, the LFA informs the Global Fund immediately and agrees the scope and Level of Effort. In their review, the LFA exercises professional judgment and seeks further clarifications from the Global Fund, as needed.

The scope of the LFA's verification varies depending on various factors including the portfolio categorization, assessed level of grant risks, disease burden, materiality, country/grant context, and available Global Fund resources. The CT informs their LFA about specific scope of PU/DR & FCR review for each grant.

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LFA / Assurance Provider Review Scope

LFA PU/DR & FCR review

The LFA:

- Reviews the validity, accuracy, quality, and completeness of the PR-reported information, including availability of supporting documentation, as per the agreed scope of work and requirements stated in this document.
- Drawing on historical and contextual knowledge of the grant/country, including from previous reviews or routine monitoring of risks, uses a risk-based approach to define a verification methodology (including data sampling criteria or sampling size, where relevant) consistent with the risk level in each of the functional areas (programmatic/monitoring and evaluation, finance, health product procurement and supply chain management, and governance), and discloses this methodology to the Global Fund in their report;
- Identifies and assesses risks of material misstatements or omissions in reported information and, as relevant, reviews the effectiveness of internal control procedures put in place by the PR to mitigate risks. In the event of material misstatement or omission, the LFA will promptly inform the CT and discuss the need for the PR to resubmit.

The LFA's report to the Global Fund must be timely and accurate, based on sound analysis, review of supporting documentation and must include relevant recommendations.

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LFA / Assurance Provider - Recommended Approach for Review

In discussion with the Global Fund, the LFA ensures that a clear link exists between the risks identified and the verification methodology adopted.

LFA review is undertaken in the following ways:

- The LFA reviews data at the PR level. This includes databases of information, reports from the lower levels or any data system that aggregates the data e.g., DHIS-2.

- In addition to email and telephone communication, the LFA meets with the PR's program managers, monitoring and evaluation, procurement, finance, and accounting staff, as relevant. The LFA can also engage with key SR staff and other key grant stakeholders' staff as needed.

- In exceptional circumstances, the Global Fund can request an extended scope of work from the LFA, which can involve detailed reviews of SR reporting. Such additional work can be requested where critical issues/risks are identified outside the realm of the PU/DR scope of work and verifications (e.g., requiring verification at the level of SRs, Sub-SRs, suppliers, and other stakeholders). As a rule, spot checks beyond the PR level are be conducted outside of the PU/DR review.

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LFA / Assurance Provider - Recommended Approach for Review

Accounting and programmatic records remain the primary source of information used in the LFA's review and analysis. Other sources of information may include:

- Published reports for relevant diseases (e.g., Global TB Report, World Malaria Report, Global AIDS Monitoring Report) or any regional/country reports from other donors, government or civil society organizations.

- Surveys/study reports.

- Information published by the Global Fund on its website (www.theglobalfund.org), e.g., disbursements report by grant.

- Tender announcements for procurement of products and services.

- Mainstream media.

- Other sources (e.g., audit reports, data quality audit reports, Office of the Inspector General reports).

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LFA / Assurance Provider - PU/DR Review Approach in Focused Portfolios

If LFA in Focused portfolio is requested to perform review of certain sections of **PUDR**, the scope of their review will differ from that of High Impact and Core portfolios (and the guidance included in this document for each respective sections) as follows:

Programmatic Reporting:
- Data verification is not required except in exceptional circumstances when data consistency checks and spot checks/Data Quality Reviews indicate serious data quality issues.
- The LFA would normally only undertake data consistency checks (desk reviews), spotting basic mistakes in the data sent by the PR to the Global Fund, including results are reported consistently with targets in the Performance Framework.
- Such consistency checks are not data verifications against source documents. The results of this check are entered in the column "Verified Results".

Health Product Procurement and Supply Chain Management Reporting:
- If an LFA review is required as part of the tailored scope of the LFA PUDR review, it is limited to a review of certain critical data based on risk/materiality. The LFA need to agree with the CT the specific areas of review.

In other areas, the LFA in Focused Portfolio follows the guidance provided in the respective sections in this document.

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Contents (Tabs) for Each Report

Tabs		PC[1]	PU	PUDR	Final PU	FCR
Programmatic	Impact Outcome Indicators	●	●[3]	●	●	
	Impact Outcome Disaggregation			●	●[6]	
	Coverage El. Indicators	●	●	●[4]	●[4]	
	Coverage Indicators	●	●	●	●	
	Coverage Disaggregation			●	●[6]	
	WPTMs	●[5]	●	●	●	
Finance[2]	Cash Reconciliation	●	●	●	●	●
	Open Advances	●	●	●	●	●
	SR Cash Reconciliation			●	●	●
	Commitments & Obligations			●	●	●
	Commitments & Obligations Listing				●	●
	Expenditure Report		●	●	●	●
	Triangulation Controls[6]			●	●	●
	Tax Reporting			●	●	●
	Non-compliant Expenditures		●	●	●	●
	Forecast report[6]			●		
	Disbursement Request[6]			●		
PSCM & Grant Mgmt	Health Products-PSCM		●	●	●	
	Grant & Risk Management		●	●	●	
	Assessment		●	●	●	
	Sign-off			●	●	
	LFA Findings & Recommendations		●	●	●	

● Simplified

[1] The LFA is not expected to review the Pulse Checks. This is included for information only to provide further insight into the reporting requirements of the PR.

[2] If the PR is submitting the Final PU and FCR together, the financial tabs in the FCR are completed (i.e. the financial tabs in the Final PU are not required).

[3] Only in the form if grant has a RSSH O-3 or HIV O-29 indicator in its Performance Framework and reports on these on a quarterly basis.

[4] Only for GC7 regular grants.

[5] For GC6 regular + C19RM or C19RM only grants.

[6] Tabs not applicable for C19RM only grants.

Overview of Content Included in the PC

For LFA reference only – LFA does NOT review the PC

The PC is completed at Q1 and Q3 of each grant implementation year. The content is comprised of the following areas:

PC	Programmatic	Coverage Elementary Indicators	Coverage Indicators	Work Plan Tracking Measures (WPTM)
	Financial	Cash Reconciliation	Open Advances	

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Overview of Content Included in the PU

The PU is completed by the PR at Q2 of each grant implementation year. The content is comprised of the following areas:

PU					
Coversheet	Coversheet – read only				
Programmatic	Impact/Outcome Indicators*	Coverage Elementary Indicators**	Coverage Indicators	WPTM	
Financial	Coversheet	Cash Reconciliation	Open Advances	Expenditure Report	Non-compliant Expenditures
PSCM & Grant Management	Health Products	Grant & Risk Management	Self-Assessment	LFA Findings & Recommend.	

* Only appears with quarterly reported Outcome Indicators or Impact/Outcome indicators with Report Due Date in the first semester (S1).
** GC7 only.

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Overview of Content Included in the PUDR & Final PU

The PUDR is completed by the PR at Q4 of Year 1 & 2; the Final PU at the end of Q4 of Year 3. The content is comprised of the following areas:

Coversheet	Coversheet – read only				
Programmatic	Impact/Outcome Indicators*	Coverage Elementary Indicators**	Coverage Indicators	WPTM	
	Impact/Outcome Disaggregation		Coverage Indic. Disaggregation		
Finance	Coversheet	Cash Reconciliation	Open Advances	SR Cash Reconciliation	Commitments & Obligations
	Commitments & Obligations Listing	Expenditure Report	Triangulation Controls	Tax Reporting	Non-compliant Expenditures
PSCM & Grant Management	Health Products	Grant & Risk Management	Assessment & Sign-off	LFA Findings & Recommend.	
Finance (Disbursement)	Forecast Report	Disbursement Request			

PUDR / Final PU

* Only appears with quarterly reported Outcome Indicators or Impact/Outcome indicators with Report Due Date in the first semester (S1).
** GC7 only

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Overview of Content Included in the FCR

Tabs included in the FCR

FCR

Financial

Coversheet	Cash Reconciliation	Open Advances	SR Cash Reconciliation	Commitments & Obligations
Commitments & Obligations Listing	Expenditure Report	Triangulation Controls	Tax Reporting	Non-compliant Expenditures

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PC Process

For LFA reference only – LFA does NOT review the PC

Global Fund status   **PR** Principal Recipient

Global Fund   Partner Portal status

End of reporting period

1. Global Fund verifies and shares the PC form with PR

PR

2. PR receives notification and accesses online PC form in portal

PR

3. PR completes and submits complete online PC form.

Due 35 days after reporting period end[1]

4. Global Fund reviews information

Complete

Global Fund to share form

PR to complete and submit form

Global Fund to validate

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PU Process

Legend:
- 🖥 Partner Portal status
- 🌐 Country Team
- PR Principal Recipient
- ⬜ Optional
- 🟣 Other actors
- LFA Local Fund Agent

LFA request for PR re-submission

Request approved: PR to re-submit ✓

CT reviews request for re-submission

Request for re-submission sent to CT for review

Request rejected: LFA to complete ✗

End of reporting period

PR

1. PR completes and submits complete online PU form¹

(option to submit each section individually before the final submission)

🖥 PR to complete and submit form

45 days² after reporting period end

LFA review required?

For section(s) without LFA review

For section(s) with LFA review

LFA

2. LFA³ accesses form in the Partner Portal

Request for PR re-submission?

Y / N

LFA

3. LFA³ reviews & submits form in Partner Portal

(option to submit each section individually before the full LFA submission)

🖥 LFA / Assurance Provider to review

20 days² after receipt of the full PR submission

4. Global Fund reviews programmatic and Financial information and confirms PSCM and Grant Management information

🖥 Global Fund to review

15 days after PR submission (35 days if LFA review required)

Complete

¹ PRs are strongly encouraged to directly enter data into the online form. A supporting Excel is available for data collection & collaboration and can be imported into the online form. It cannot be used for submission to the Global Fund.

² Calendar days; PRs with portfolios categorized as Challenging Operating Environments have 60 days to submit the PU.

³ LFA or other Assurance Provider.
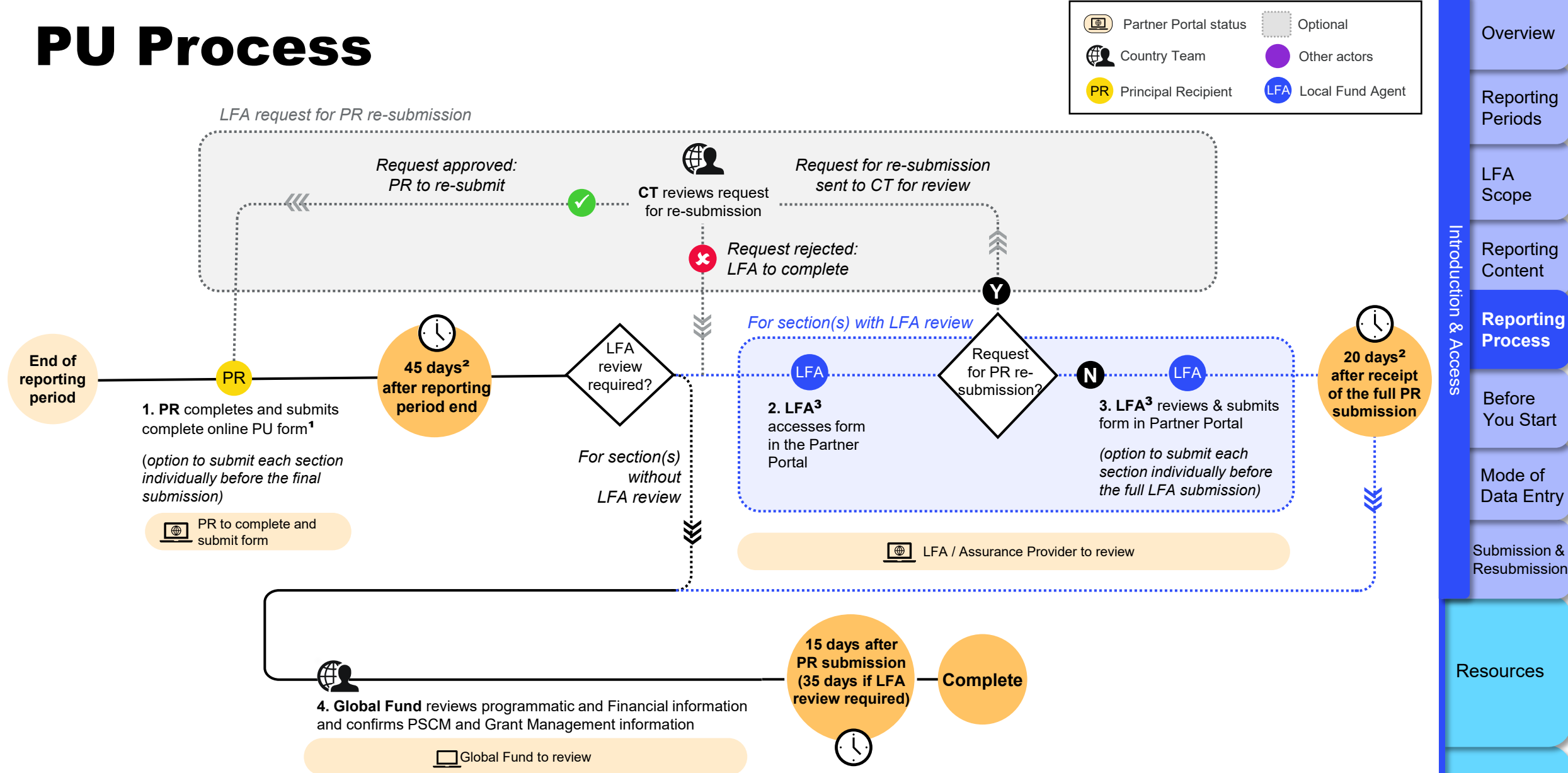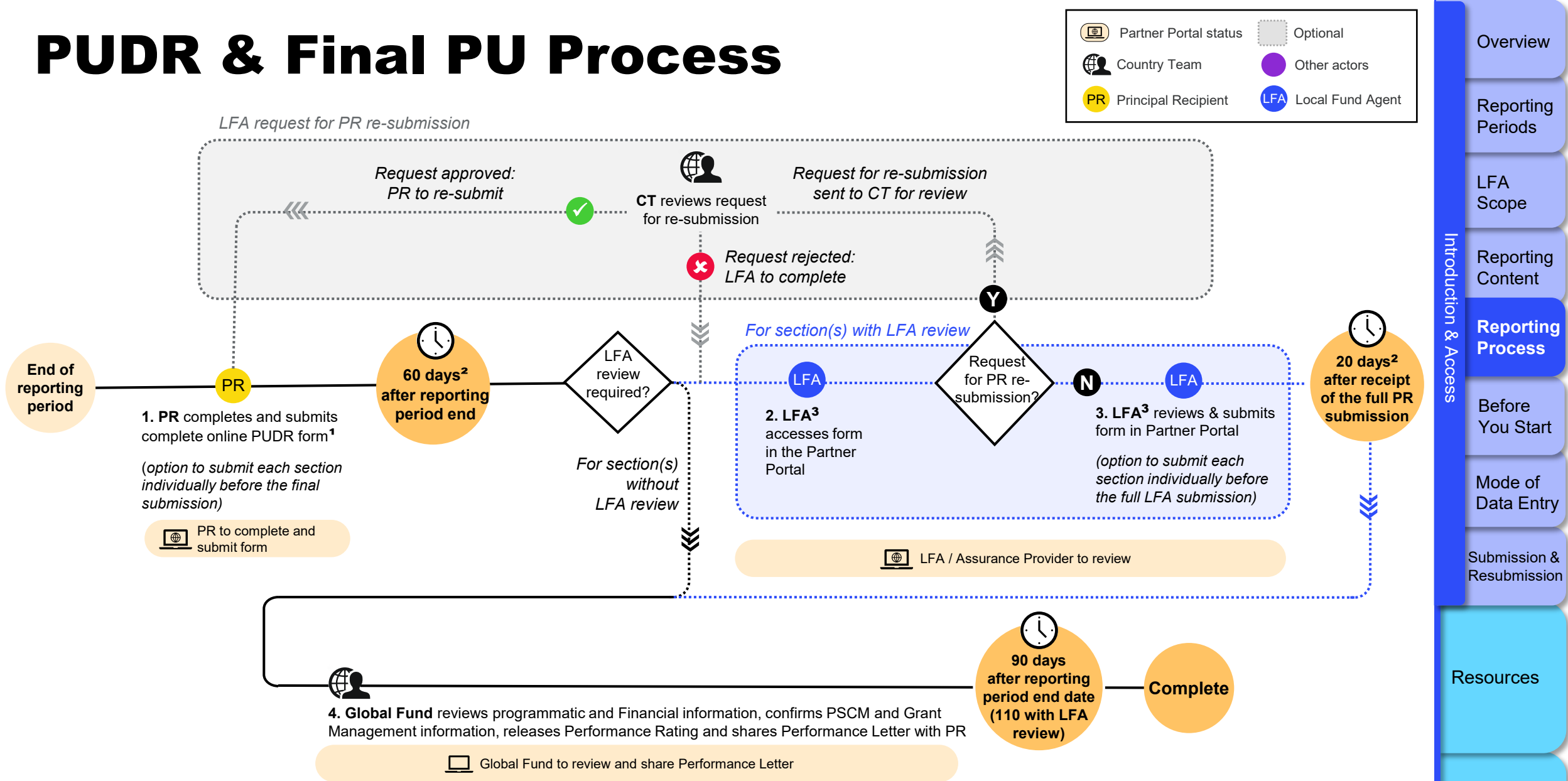
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PUDR & Final PU Process

Legend:
- 🖥 Partner Portal status
- 🌐 Country Team
- **PR** Principal Recipient
- ⬜ Optional
- 🟣 Other actors
- **LFA** Local Fund Agent

LFA request for PR re-submission

Request approved: PR to re-submit ✅

CT reviews request for re-submission

Request for re-submission sent to CT for review

Request rejected: LFA to complete ❌

For section(s) with LFA review

End of reporting period

PR

1. PR completes and submits complete online PUDR form[1]

(option to submit each section individually before the final submission)

🖥 PR to complete and submit form

60 days[2] after reporting period end

LFA review required?

For section(s) without LFA review

LFA

2. LFA[3] accesses form in the Partner Portal

Request for PR re-submission? — Y / N

LFA

3. LFA[3] reviews & submits form in Partner Portal

(option to submit each section individually before the full LFA submission)

🖥 LFA / Assurance Provider to review

20 days[2] after receipt of the full PR submission

4. Global Fund reviews programmatic and Financial information, confirms PSCM and Grant Management information, releases Performance Rating and shares Performance Letter with PR

🖥 Global Fund to review and share Performance Letter

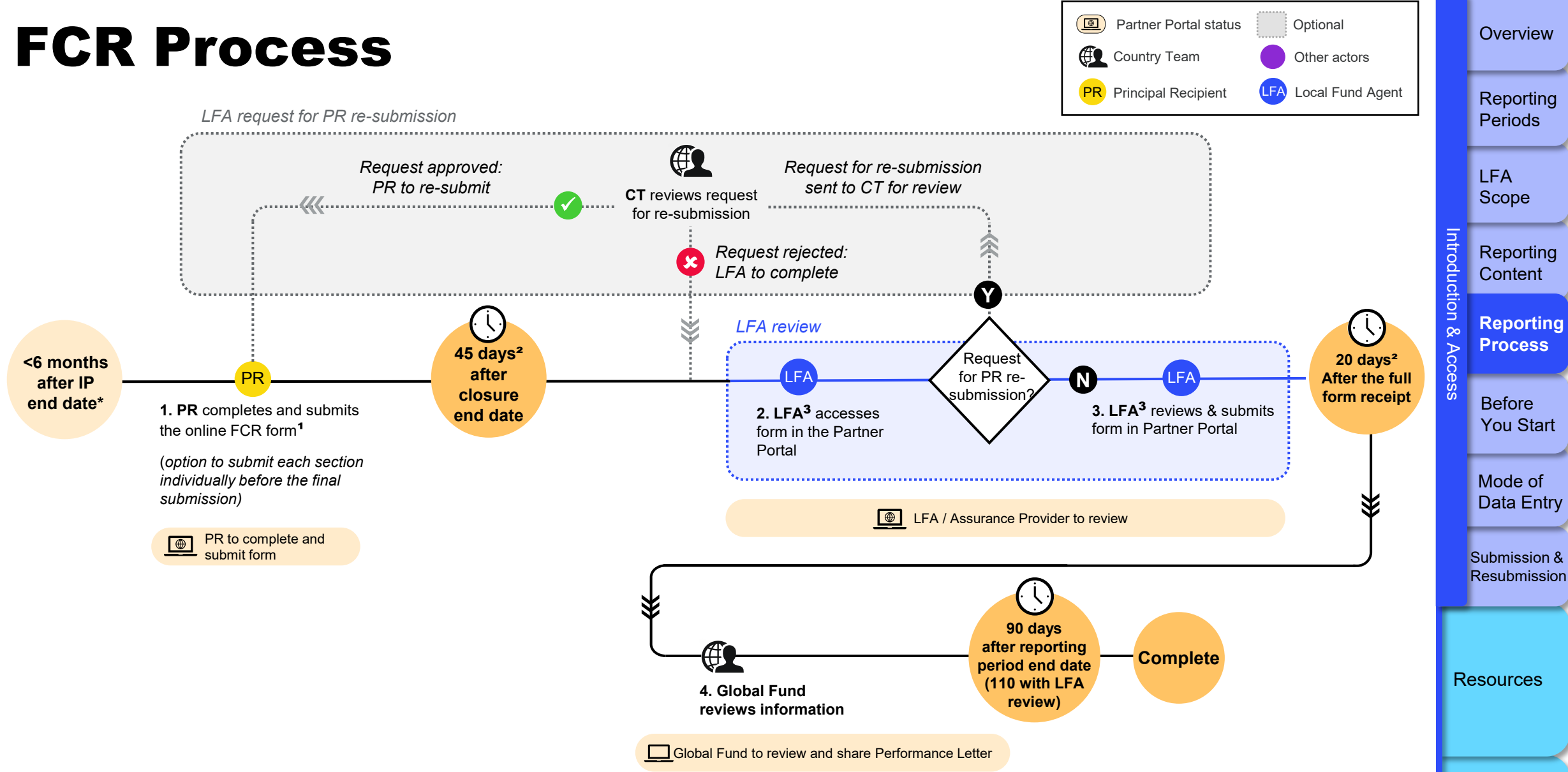**90 days after reporting period end date (110 with LFA review)**

Complete

[1] PRs are strongly encouraged to directly enter data into the online form. A supporting Excel is available for data collection & collaboration and can be imported into the online form. It cannot be used for submission to the Global Fund.

[2] Calendar days.

[3] LFA or other Assurance Provider.

FCR Process

Legend:
- 🖥 Partner Portal status
- 🌐 Country Team
- **PR** Principal Recipient
- ▢ Optional
- 🟣 Other actors
- **LFA** Local Fund Agent

LFA request for PR re-submission

Request approved: PR to re-submit ✅

🌐 **CT** reviews request for re-submission

Request for re-submission sent to CT for review

❌ *Request rejected: LFA to complete*

< 6 months after IP end date*

PR

1. PR completes and submits the online FCR form[1]

(option to submit each section individually before the final submission)

🖥 PR to complete and submit form

45 days[2] after closure end date

LFA review

LFA

2. LFA[3] accesses form in the Partner Portal

Request for PR re-submission? (Y / N)

LFA

3. LFA[3] reviews & submits form in Partner Portal

🖥 LFA / Assurance Provider to review

20 days[2] After the full form receipt

🌐 **4. Global Fund reviews information**

90 days after reporting period end date (110 with LFA review)

Complete

🖥 Global Fund to review and share Performance Letter

[1] PRs are strongly encouraged to directly enter data into the online form. A supporting Excel is available for data collection & collaboration and can be imported into the online form. It cannot be used for submission to the Global Fund.

[2] Calendar days.

[3] LFA or other Assurance Provider.

Sidebar navigation:
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Before You Start

Make sure you have the following at hand before you complete and submit your online form:

- **The email notification from the Global Fund**. This contains a link to the grant-specific online form you need to complete.

- **Your user ID** (e.g. ***@ext.theglobalfund.org) **and password** to the Global Fund Partner Portal. Note that there are two types of users:

  - **Editors:** LFA staff that can complete the online form but cannot submit it.

  - **Submitters:** LFA staff that can complete **and** submit the online form to the Global Fund.

> ℹ️ **Forgotten your password?** Please go to https://passwordreset.microsoftonline.com
>
> **Need technical support?** Please email country.support@theglobalfund.org

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Log-in to the Partner Portal

Open the notification email you received from the Global Fund*.

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Dear recipient,
The FCR for ▮▮▮▮▮▮▮▮▮ for the Reporting Period ending 2024-06-30 has been submitted by the Principal Recipient (▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮) and is now available for LFA / Assurance Provider review and verification.
[Next Steps]: Click this link to access the FCR in the Partner Portal, complete and submit the FCR by: 2024-09-26. Once the FCR is submitted, it will be reviewed by the Global Fund.

The LFA / Assurance Provider has 20 calendar days to submit the FCR following the date of PR submission of all sections. LFAs / Assurance Providers proactively flag the risk of delayed submission to the Global Fund. They capture root causes for any delays in PR submission in the Performance Evaluation section in the Assessment and Sign-off tab in the FCR form.

This is an automatic message from the Global Fund Partner Portal. Please do not reply.

Support and resources:
To access your FCR go to: https://portal.theglobalfund.org
Visit this link to access the PR reporting resources.
If you have forgotten your password, go to: https://passwordreset.microsoftonline.com. You can contact country.support@theglobalfund.org if you face any system issues.
Chrome is the recommended browser to access the Partner Portal.

* Note: Instead of clicking the link from the email, you can also access the online form by going to the Partner Portal at https://portal.theglobalfund.org.

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Log-in to the Partner Portal

- Sign into the Global Fund Partner Portal by entering your user ID (e.g.***@ext.theglobalfund.org).
- Then, click **Next**.
- Enter your password and click **Sign in**.

- Click **Yes** to stay signed into the site.
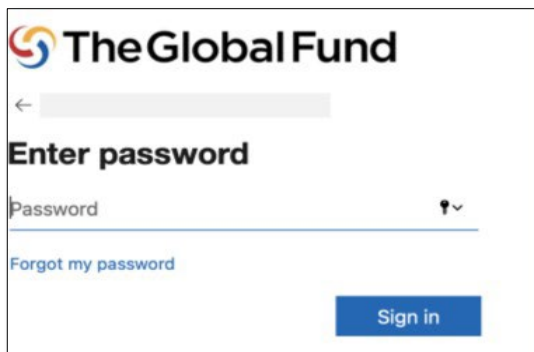- In the Allow Access screen, click **Allow**. This opens up the report page.

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1. Navigate to the PR Reporting app

2. Click on the tile of the grant you are reporting on

Access the Online Form

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Home   PR Reporting

Home > PR Reporting > **XXX-Z-PR1P02**

⌄   **XXX-Z-PR1P02 Report**

Type: ⬤ PU

Reporting period end date: 30-Jun-2024

Due date: 14-Aug-2024

Last update by/on   **Person 1**

Implementation Period Name: **XXX-Z-PR1P02**

Implementation Period: 1-Jan-2024 to 31-Dec-2026

Implementation Currency: USD

3. The report opens to the Submit tab

✓	PR to complete and submit form	LFA / Assurance Provider to review

Download   Attach   Online Form   **Submit**   Help

PU

> Programmatic

> Financial

> PSCM & Grant Management

✓ No errors / warnings   ⚠ Warning   🔺 Error   ➤ Section submitted   ◯ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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HOW TO **Access the Online Form**

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English | Français | Español

THE GLOBAL FUND

Home   PR Reporting

Home > PR Reporting   **XXX-Z-PR1P02**

∨   **XXX-Z-PR1P02**   :

Type: ◯ PU

Reporting period end date: 30-Jun-2024

Due date: 14-Aug-2024

Last update by/on: **Person 1**

Implementation Period Name: **XXX-Z-PR1P02**

Implementation Period: 1-Jan-2024 to 31-Dec-2026

Implementation Currency: USD

4. Click 'Online form' to access the report

✓   PR to complete and submit form   LFA / Assurance Provider to review

Download   Attach   Online Form   **Submit**   Help

PU

> Programmatic

> Financial

> PSCM & Grant Management

✓ No errors / warnings   ⚠ Warning   🔺 Error   ➤ Section submitted   ◯ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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Extracted Excel – Important Information

Extracting data from Partner Portal to an Excel file has been enabled for LFAs to support their review. There are certain limitations to be aware of when using the extracted Excel:

- **Row Order Discrepancy**: Rows with values often appear in a different order than in the online form. The LFA is requested to take extra care if data/comments are copied from the Excel into the online form.

- **Expenditure Report Tab**: Some rows at the bottom of the table may display '0' and 'N/A' values. This does not have an impact on the calculated fields. The rows with values appear at the top of the table.

- **Triangulation and Expenditure Report Tabs**: Please disregard any data populated in the Global Fund results columns.

- **ADEx Integrated Grants**: The ADEx values for PRs **do not appear in the extracted Excel**. For these values, please consult the online form.

- **Translation in the FCR**: The item "Cost input" in the Excel is not translated into French or Spanish.

THE GLOBAL FUND

Access the Performance Letter

Note: Once the **Performance Letter** is available online, the LFA is informed via email (cc'd in the email sent by the Global Fund to the PR)

XXX-Z-PR1P02 Report

Type: ◉ PUDR
Reporting period end date: 31-Dec-2024
Due date: 5-Feb-2025
Last update by/on: Global

Implementation Period Name: **Grant**
Implementation Period: 1-Jan-2024 to 31-Dec-2026
Implementation Currency: USD

GED Contacts
Organization representatives for notices

Submitter & Editor

1. Click on the 'Download' tab to access and download the performance letter

Process complete

Download | Attach | Online Form | Submit | Help

Filters

Reset

Document Name
Filter...

Document Type
Performance Letter -

Language
All

Version
All

2. The Performance Letter will be displayed under the list of documents

Results
2 / 22

Download selected | Download all

3. Click to download

| Document Name ↑↓		Document Type ↑↓	Attached ↑↓	Language ↑↓	Version ↑↓	
📄DOC	XXX_Z_PRP02_RP_DdMmYYYY_PerformanceLetterFinal_N 2 XXX_Z_PR1__PerformanceLetter_reportingPeriod_DdMm_... ..	Performance Letter - Final Word	22-Jan-2025 The Global Fund	English	2	⬇ ✓

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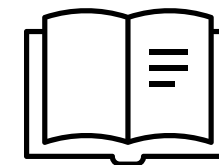
Ensure Your Grant Entity Data is Up-to-date

Grant Entity Data (GED) consists of the organization and contact information required from Grant Entities (PRs, LFAs, CCMs, and third-party organizations) to enable them to process key grant life cycle activities and achieve business milestones in a timely and quality manner.

- Up-to-date Grant Entity Data allows PRs, LFAs and other to successfully complete grant deliverables through the Global Fund Partner Portal

- Remember to update your GED immediately through a **Change Request** when organization or contact information changes (to allow time for review & validation by the Global Fund).

Grant Entity   **Global Fund**

| Submit | Review | Validate |
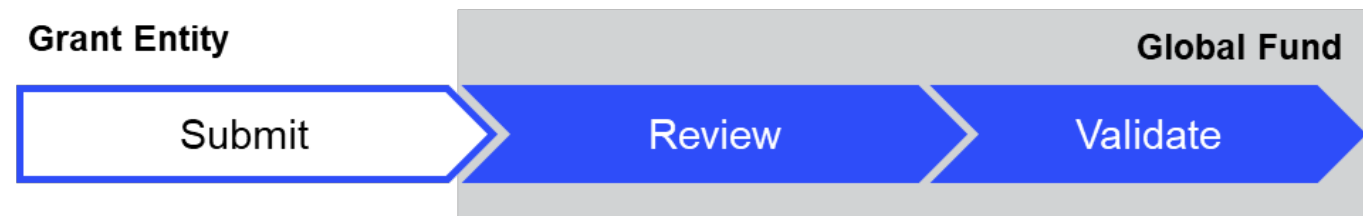
Raising a Change Request

The Grant Entity contact with access rights submits the Change Request to create, update or deactivate an organization/contact through the **GED Module** in the Global Fund Partner Portal.

For step-by-step guidance:
GED Interactive Guide

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Direct entry
of data into online form

Type data directly into online form.

For more details on how to do this, refer to the 'Mode of entry' tab in each content section.

A supporting work in progress Excel can be downloaded **for reference**

①　Extract Excel

②　View the PR submitted data and any LFA work in progress in the Excel extract*.

The Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.
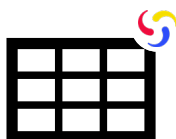
How to >>

No input is required for fields that are greyed out in the online form.

* Requires Microsoft Excel version 2019 or newer. The Excel extract and the information it contains are only available to LFAs.

THE GLOBAL FUND

Extract the Excel (LFA only)

1 Download supporting Excel

2 View the PR submitted data and any LFA work in progress in the Excel extract.

Type: ○ PU
Reporting period end date: 30-Jun-2024
Due date: 14-Aug-2024
Last update by/on: **Global Fund** on 15-Jul-2024

Implementation Period Name
Implementation Period: 1-Ja
Implementation Currency: U:

✓ | PR to complete and submit form

Download | Attach | Online Form | Submit | Help

1.Click on the 'Download' tab to access the Excel

2. Click on the 'Extract online form' button to extract information into an Excel

✓ | ∨ | LFA / Assurance Provider to review | Global Fund to review

Download | Attach | Online Form | Submit | Help

Documents

Filters

⊗ Reset | Extract online form

The extracted Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

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Extract the Excel (LFA only)

① Extract Excel

② View the PR submitted data and any LFA work in progress in the Excel extract.

3. Click on the 'Proceed' button. The extract will appear in the Download tab ~~in~~ 15 minutes later

Information

⚠️ You are about to extract a copy of the PR submission and the information you have currently completed in the online form. The Excel extract will be available for you to download in the 'Download' tab in 15 minutes. Confirm you would like to proceed.

Cancel | Proceed

4. The extract copy will be displayed under the list of documents 15 minutes after clicking on 'Proceed'. It is necessary to refresh the page

Download | Attach | Online Form | Submit | Help

Documents

Filters

Document Name

Filter...

Language | Version
All | All

Reset | Extract online form

Results
1 / 1

Download selected | Download all

Document Name ↑↓	Document Type ↑↓	Attached ↑↓	Language ↑↓	Version ↑↓		
XXX_D_XXX_RP_30June2024_GeneratedProgressReport_1 XXX-D-XXX_PU_Exported	Generated Progress Report Excel	3-Jul-2024 The Global Fund	English	1	⬇	✓

‹ 1 ›

1 - 1 / 1

5. Click to download

The extracted Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

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Overview: LFA Requests PR Re-submission

Criteria for LFAs to request a re-submission: The PU/DR is of such low quality that an adequate LFA review is not possible. For example, sections are incomplete/key information is missing and/or the quality of the provided information is very low (difficult to make sense of; significant number of errors/inconsistencies; etc.). It is strongly advised that the LFA discuss the intention of requesting a re-submission of the PR's report with the Country Team to ensure alignment.

LFA timeframe for requesting a re-submission: Within 2 working days of receipt of the PU/DR. The LFA can request re-submission of the full report or of individual section(s). If the LFA requests re-submission, the submit and request re-submission buttons are disabled.

Once the request is submitted: the LFA can no longer edit the form (or section of the form). The Country Team decides to either:

i. Approve the request for PR re-submission and the report will go back to the PR for completion and re-submission (the status of the report changes to 'PR to complete and submit form') or;

ii. Reject the LFA request for PR re-submission. In case of rejection, the LFA will receive a notification explaining the reason for rejection. It is expected then that the LFA continues its review of the PR report. The status of the report is 'LFA/Assurance Provider to review', or 'PR to complete and submit form' if one or more sections are still with the PR to submit.

Timeline of LFA review after PR re-submission: Regardless of whether the full PR report or just a section of it is requested to be re-submitted, the LFA has 20 calendar days for its review starting at midnight (UTC+1) on the day following the receipt of the re-submitted PU/DR.

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Request PR Re-submission

1. Navigate to the 'Submit' tab, which shows an overview of each section

2.a Click this 'Request PR re-submission' button for the complete re-submission by the PR

| | | | LFA / Assurance Provider to review | Global Fund to review |

Download   Attach   Online Form   **Submit**   Help

PU

Submit form to the Global Fund   Request PR resubmission

>	Programmatic	⚠ 1 Error(s) ⚠ 79 Warning(s) edited by Person 1	Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission
>	Financial	edited by Person 1	Submitted by PR	LFA review not applicable	➤ Submit Section	Request PR resubmission
>	PSCM & Grant Management	⚠ 3 Error(s) edited by Person 1	Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission

✅ No errors / warnings   ⚠ Warning   ⚠ Error   ➤ Section submitted   ◯ Data quality check required   ➤ Section submitted with warnings   ➤ Section not a...

2.b Or click the 'Request PR re-submission' button for the individual section(s)

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3. Select one or more reasons for the re-submission from the provided options.

Request PR resubmission of section

Download   Attach   Online Form   **Submit**

PU

* Select reason

4 Option(s) Selected ▼

Incomplete information ✕   Incorrect information ✕   At request of PR ✕   Other ✕

* Comments

Comments

4. Provide comments to explain your request clearly and provide any necessary details or feedback.

Cancel   **Request PR resubmission**

➤ Submit Section   Request PR resubmission

5. Click on "Request PR re-submission" to submit your request.

Programmatic ⚠ 17 Warning(s)

Subsection

✅ Impact/Outcome Indicator

➤ Coverage Elementary Indicator

⚠ Cove...

✅ WPT...

Fina...

PSCM & Grant Management

✅ No errors / warnings   ⚠ Warning   ⚠ Error   ➤ Section submitted   ⭕ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

Submit form to the Global Fund

LFA review

Go to section

Not Applicable   Go to section

LFA review   Go to section

LFA review   Go to section

not applicable   ➤ Submit Section   Request PR resubmission

LFA review   ➤ Submit Section   Request PR resubmission

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Overview:
LFA submits the Form to the Global Fund

Modes of submission: There are two ways for the LFA to submit the form to the Global Fund. They can either:

i. **submit each section individually**: once the LFA has completed a section, e.g. programmatic reporting section, it has the option (but it is not mandatory) to submit it to the Global Fund before completing and submitting the other sections. Once a section is submitted, the LFA can **no longer edit it.** All sections which are in scope of the LFA review have to be submitted by the LFA submission deadline. Or;

ii. **submit the full form/all completed sections at once**: The LFA may submit the full form once all sections which are in scope of the LFA review have been completed and are ready to be submitted.

Timeframe of LFA review: irrespective of the mode of submission, the LFA has 20 calendar days for its review starting at midnight (UTC+1) on the day following the receipt of the full PR report.

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1. Navigate to the 'Submit' tab, which shows an overview of each section

| ✓ | | LFA / Assurance Provider to review | Global Fund to review |

Download   Attach   Online Form   **Submit**   Help

PU

Submit form to the Global Fund   **Request PR resubmission**

>	Programmatic	edited by	Person 1	Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission
>	Financial	edited by	Person 1	Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission
>	PSCM & Grant Management	edited by	Person 1	Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission

✅ No errors / warnings   ⚠️ Warning   ⚠️ Error   ➤ Section submitted   ◯ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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Submit the Form

3. Blue button allows the LFA to submit the entire form (all sections) to the Global Fund

	LFA / Assurance Provider to review	Global Fund to revi...

Download   Attach   Online Form   **Submit**   Help

PU

2. The LFA can submit individual sections here once all tabs in scope for review in that section have a green check mark

Submit form to the Global Fund   Request PR resubmission

>	Programmatic	edited by **Person 1**		Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission
>	Financial	edited by Person 1		Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission
⌄	PSCM & Grant Management	edited by Person 1		Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission

Subsection	Info	LFA review	
✅ Health Products	No errors / warnings	LFA review	✏ Go to section
✅ Grant & Risk Management	No errors / warnings	LFA review	✏ Go to section
✅ Self Assessment	No errors / warnings	LFA review	✏ Go to section
✅ LFA Findings & Recommendations	No errors / warnings	LFA review	✏ Go to section

✅ No errors / warnings   ⚠ Warning   🔺 Error   ➤ Section submitted   ◯ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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Submit Section

Section	PC	PU	PUDR	Final PU
Impact Outcome Indicators	●	●	●	●
Impact Outcome Disaggregation			●	●
Coverage El. Indicators	●	●	●	●
Coverage Indicators	●	●	●	●
Coverage Disaggregation			●	●
WPTMs	●	●	●	●

PR Programmatic Reporting

Overview

The approach and technical content of results reporting remains same as in GC6, except for the enhancements to form design and mode of data entry:

- **Pulse Check (PC):** For High Impact and Core portfolios, PCs are reported in Q1 and Q3 between PU and PUDRs. GC6 and GC7 grants require quarterly reporting on a sub-set of standard coverage indicators from the latest signed grant Performance Framework (PF). For required PC indicators, please refer to Annex 1 and Annex 2. Additionally, Country Teams can select other coverage indicators from the signed grant PFs for PC reporting, based on the individual needs of the grant. For C19RM grants, PCs focus on quarterly reporting of Work Plan Tracking Measures (WPTMs) with milestones/targets set within the reporting period.

- **Progress Update (PU):** For High Impact and Core portfolios, all grant types (GC6, GC7 and C19RM) require six-monthly reporting (semesterly) on the full set of indicators included in the latest signed grant PFs. This includes indicators reported in the Pulse Check, as well as any WPTMs with milestones/targets set within the reporting period.

- **Progress Update and Disbursement Request (PUDR)**: All portfolios (High Impact, Core and Focused) and all grant types must report on the full set of indicators included in the latest signed grant PFs, including disaggregations and WPTMs.

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PR Programmatic Reporting

Overview

The programmatic reporting periods are based on the latest signed grant PFs and are aligned to the grant start and end dates.

The indicators and/or WPTMs required for reporting at PC and PU/DR are pre-populated in the reporting form.

- Results for standard coverage indicators in GC7 grants are reported using elementary indicators. The term **elementary indicator** refers to the numerators and denominators of the standard coverage indicators as defined in the GC7 Indicator Guidance Sheets. Details are provided in the Coverage Indicator tab.

- GC6 and C19RM standard coverage indicators, as well as GC6 and GC7 custom indicators, do not have elementary indicators. The results for these indicators are reported directly in the coverage indicator section.

- All WPTMs are reported in the WPTM section of the form.

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Results are reported only for the quarter or semester included in the reporting period. For **quarterly reported** indicators in the **PU or PUDR, PRs are to only provide Q2 or Q4 results respectively,** as per the indicator definition. The results for these indicators will be aggregated over the semester and year by the Global Fund using the cumulation type assigned in the latest signed grant PF.
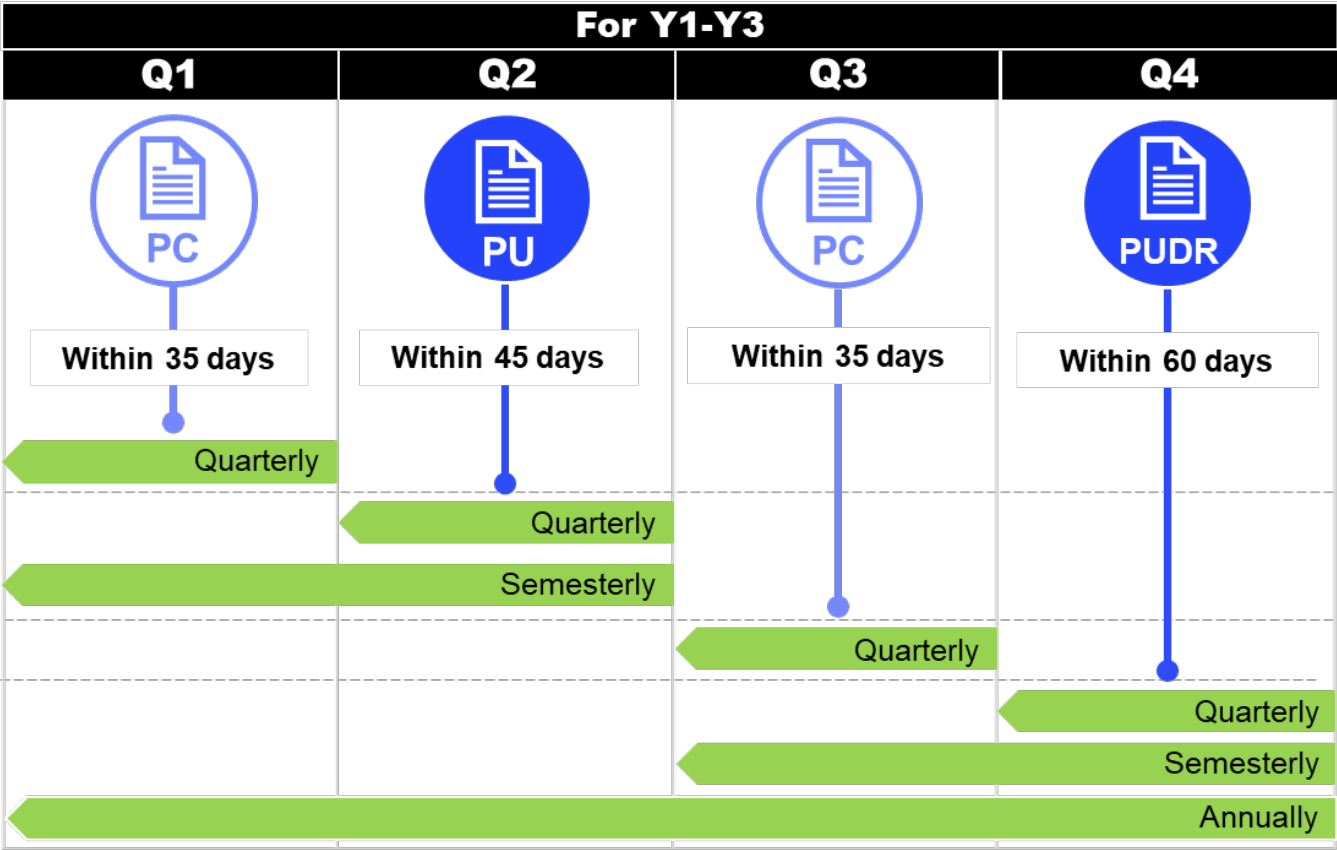

Figure 1. For programmatic indicators reported on a quarterly, semesterly, and annual basis.

Results reported in Q1 can be updated at the time of PU reporting. Results reported **in Q1, Q2, Q3, and S1 (for semesterly indicators)** can be updated at the time of PUDR reporting. **No previously reported results can be updated at the time of the Q1 or Q3 pulse checks.** For semesterly reported indicators, PRs are to report the results for the specified six-month period in the S1 or S2 field. The **quarterly reporting columns (Q1, Q2, Q3, Q4)** will not be available for reporting semesterly indicators. Some illustrative examples are given on the following page.

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Automatically aggregated and populated in the system based on the cumulation type in the PF

PR to report Q2 results only as per indicators definition. They do not enter total for S1 in Q2 field

Indicators	Cumulation	Q1	Q2	S1
TCS-1.1: % of people on ART among all people living with HIV at the end of the reporting period.	Non-cumulative-other	30/100	**45/100**	45/100
VT-1: % of pregnant women who know their HIV status.	Non-cumulative-special	50/100	**35/100**	85/100
DRTB-2: Number of people with confirmed RR-TB and/or MDR-TB notified.	Non-cumulative	100	**105**	205

Figure 2. Reporting results for quarterly indicators in the PU: Illustrative examples for different cumulation types. The same methodology applies at PUDR for Q3, Q4, and S2 and total annual results (Q1+Q2+Q3+Q4 for quarterly indicators and S1+S2 for semesterly indicators).

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Reporting Disaggregated Values

Reporting disaggregated numerator and denominator values are based on the corresponding aggregate numerator and denominator results as illustrated below.

N

For numerator-only indicator: For mutually <u>exclusive</u> disaggregation categories (e.g., age, gender), the sum of disaggregated numerator values for each disaggregation category equals the aggregate numerator result.

For mutually <u>inclusive</u> disaggregation categories (e.g., "Type of test" or "Regimen type") where overlaps may occur, the total disaggregated numerator values may not equal the aggregate numerator result.

%

For percentage indicators: For mutually <u>exclusive</u> categories, the sum of disaggregated numerator values equals the total aggregate numerator result, and the sum of disaggregated denominator values equals the total aggregate denominator result.

For mutually <u>inclusive</u> disaggregation categories (e.g., "Type of test" or "Regimen type") overlaps may result in totals not aligning, as explained above.

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Direct entry
of data into online form

Type data directly into online form.

A supporting work in progress Excel can be extracted for reference

1 Extract Excel

2 View the PR submitted data and any LFA work in progress in the Excel extract*.

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* Requires Microsoft Excel version 2019 or newer. The Excel extract and the information it contains are only available to LFAs.

THE GLOBAL FUND

LFA Data Entry in the Partner Portal

Direct entry
of data into online form

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Coverage Indicators

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Direct data entry is explained in each content tab

Click to expand and the tabs below appear

Right sidebar navigation:
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- Impact/Outcome
- Coverage Elem. Indicators
- Coverage Indicators
- WPTM
- Check Data Quality
- Submit Section
- Programmatic
- Resources
- Technical Support

LFA Data Entry in the Partner Portal

Direct entry
of data into online form

Type data directly into online form.

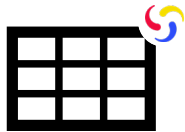A supporting work in progress Excel can be extracted **for reference**

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Extract the Excel (LFA only)

1 Extract Excel

2 View the PR submitted data and any LFA work in progress in the Excel extract.

Type: ○ PU
Reporting period end date: 30-Jun-2024
Due date: 14-Aug-2024
Last update by/on: **Global Fund** on 15-Jul-2024

Implementation Period Name
Implementation Period: 1-Ja
Implementation Currency: U

✓ | PR to complete and submit form

Download | Attach | Online Form | Submit | Help

1. Click on the 'Download' tab to access the extracted Excel

2. Click on the 'Extract online form' button

✓ | ⌄ | LFA / Assurance Provider to review | Global Fund to review

Download | Attach | Online Form | Submit | Help

Documents

Filters

⊗ Reset | Extract online form

The supporting Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

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1 Extract Excel

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Cancel | Proceed

4. The Extract copy will be displayed under the list of documents 15 minutes after clicking on 'Proceed'. It is necessary to refresh the page

Download | Attach | Online Form | Submit | Help

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Reset | Extract online form

Document Name | | | **Language** | **Version**
Filter... | All | | All | All

Results
1 / 1

Download selected | Download all

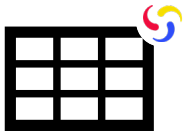| **Document Name** ↑↓	**Document Type** ↑↓	**Attached** ↑↓	**Language** ↑↓	**Version** ↑↓	
XXX_D_XXX_RP_30June2024_GeneratedProgressReport_1 XXX-D-XXX_PU_Exported	**Generated Progress Report** Excel	3-Jul-2024 The Global Fund	English	1	⬇ ✓

« 1 »
1 - 1 / 1

5. Click to download

The supporting Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

Impact and Outcome Indicators

PC	PU	PUDR	Final PU
•	•	•	•

This section outlines all impact and outcome indicators due for reporting during the reporting period, based on the latest signed PFs. This includes their disaggregation and any outstanding impact/outcome indicators from previous periods.

Results entry

The Impact/Outcome section of the report serves as the data entry page for both the numerators and denominators for all standard and custom impact/outcome indicators and required disaggregations for GC6 and GC7 grants. Results are reported by selecting "Provide results" on the landing page and entering data in the white cells of the pop-up page.

Users can also add comments on reported indicators, including a performance analysis for the reporting period:

- Explain performance, especially if over- or underperforming, at:
  - National level;
  - By implementation service provider (e.g. SR);
  - Describe trends over time and compare them to the same period last year; and

- Describe planned mitigation actions to further strengthen implementation.

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PC	PU	PUDR	Final PU*
		•	•

Disaggregated Reporting

The **Impact/Outcome Disaggregation landing page** is view-only and shows disaggregated results for indicators requiring disaggregation in the PUDR. To enter results, go to the **Impact/Outcome Indicators landing page** and click "Provide results" for the desired indicator.

Total <u>annual</u> disaggregated results are entered below the aggregate results on the pop-up page, by selecting the disaggregation "Category" from the drop-down list and clicking the "View disaggregation" button. Enter the numerator [N], denominator [D] or percentage results, as applicable, with the year and data source in the specific fields.

Comments explaining the results, trends, or data quality can be added in the Comments box below each disaggregation category.

* Tab not applicable for C19RM only grants.

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Impact and Outcome Indicators

PC	PU	PUDR	Final PU
•	•	•	•

Specific LFA requirements

Unless otherwise agreed, within the designated scope, LFAs:

- Verify PR-reported data for the reporting period as per the PF, based on the relevant data sources, and include any modifications to PR reported results following LFA verification by selecting "Provide results" and entering data in the 'LFA / Assurance provider results' column within the pop-up page, unless otherwise specified.
- For the indicators within the LFA scope, which were not verified, indicate unverified results by selecting 'Not verified' from the dropdown list and provide an explanation.
- Comment on:
  - Variations in data sources or data collection methods from agreed measurement approaches.
  - Issues with data collection and reporting.
  - Completion status for surveys or any delays in implementation.
  - The rationale provided by the PR.
  - Whether the expected result was not achieved or information on the results achievement was not provided by the PR.
- Conduct additional analysis as relevant.
- Select the verification method used to verify the result.

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Impact and Outcome Indicators

1. Click on the tab on the left-hand side to access the impact and Outcome indicators

Note: The online form will open to the Coversheet. This is read only – no inputs are required

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< Previous indicator   Next indicator >   **Close**

Impact Indicator

Indicator Code: HIV I-1?   HIV I-13 Percentage of people living with HIV   XXX-Z-PR1P02

Baseline (Date Source): Spectrum estimate
N: D: % 1.36%   Year 2022

Target
N: D: % 1.30%   Year 2024   **Refresh**

PR Results (01-Jan-24 to 31-Dec-24)   LFA / Assurance Provider Results (01-Jan-24 to 31-Dec-24)

Result

		PR		LFA
N:	1.0000	N:	
D:	1	D:	
%	100.00	%	
Year	2024	Year	Select
Data source		Data source	

PR Comments ⓘ

LFA / Assurance Provider Comments ⓘ   Verification method

Select

7. Click 'View disaggregation'

∨ **Impact / Outcome Disaggregation**   Please select a category ∨   View disaggregation

6. Select the disaggregation category from the drop-down list

Note: This section appears when the indicator requires disaggregated results

ABC 🏠 ◁ ▷   **61**

HOW TO

Impact and Outcome Indicators: Disaggregation

10. Click 'Close' or 'Next Indicator' to take you to the next one. The data will save automatically.

Click 'Refresh' to refresh the data on the page

8. Enter the Numerator [N], Denominator [D] or percentage, as applicable, and the year and data source for each disaggregation

9. Provide disaggregation comments

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Coverage Elementary Indicators

For reference only – LFAs do NOT review Coverage Elementary Indicators

GC7 only

Entering coverage indicator results

Results for the standard coverage indicators in GC7 grants are entered in the "Coverage Elementary Indicator" section of the report, which displays only the required indicators due for reporting. **Numerator [N] and denominator [D]** values for each standard coverage indicator are pre-populated on separate rows, showing their codes and names. To report results, users click on "Provide results" and input data in the white cells on the pop-up page.

Results for standard coverage indicators follow the definitions of numerators and denominators in the Indicator Guidance Sheets and apply to the current reporting period.

Custom indicators included in the GC6 or GC7 PF will be pre-populated in the "Coverage Indicator" section (see Coverage Indicators tab). The numerator and denominators for these indicators will not be shown in the "Elementary Indicator" section.

For each reporting period, results entered for elementary indicators are used to calculate the coverage indicator results, which are displayed in the "Coverage Indicator" section.

Example

$$\frac{60}{100} \xleftarrow{\hspace{1cm}} \textit{Numerator [N]} \\ \xleftarrow{\hspace{1cm}} \textit{Denominator [D]}$$

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Coverage Elementary Indicators

For reference only – LFAs do NOT review Coverage Elementary Indicators

GC7 only

Shared Numerators and Denominators

Numerators and denominators that are common across multiple standard coverage indicators are listed once in the "Coverage Elementary Indicator" section for single data entry. These reported results are reused to construct the respective standard coverage indicators (see Coverage Indicators tab).

- For example, the numerator and denominator for the standard coverage indicators TCS-1.1 and TCS-9 respective, have the same definition: "Number of people on ART at the end of the reporting period". If both indicators are included in the grant's PF, only TCS-1.1 [Numerator] appears in the form, requiring one data entry. This result auto-populates and constructs results for both TCS-1.1 and TCS-9 standard coverage indicators in the Coverage Indicator section. See Figure 3 on next slide.

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Coverage Elementary Indicators

GC7 only

Figure 3. Example of Coverage Elementary Indicators

The N and D values are used to automatically construct the standard coverage indicator result on the coverage indicator tab*.

El. Code	Elementary coverage indicator	Standard coverage indicator
CM-1a [N]	Number of all suspected malaria cases that received a parasitological test at public sector health facilities	CM-1a: Proportion of suspected malaria cases that receive a parasitological test at **public sector** health facilities.
CM-1a [D]	Number of all suspected malaria cases that present at public sector health facilities	
TCS- 9 [N]	Number of people living with HIV and currently on ART who received 3 – 5 or >6 months of ARV medicine at their most recent ARV medicine pick-up	TCS-9: Percentage of people living with HIV and currently on antiretroviral therapy who are receiving multi month dispensing of antiretroviral medicine.
TCS-1.1 [N]	Number of people on ART at the end of the reporting period	TCS-1.1: Percentage of people on ART among all people living with HIV at the end of the reporting period.
TCS-1.1 [D]	Estimated number of people living with HIV	

One elementary indicator may be used multiple times to construct other standard coverage indicator results

* The coverage indicators that share same elementary indicators (numerators or denominators) are referred to as interlinked indicators. See Annex 3 for the list of interlinked coverage indicators with shared numerator or denominator definitions.

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Box 1. PC and PU/DR forms allow reporting results for interlinked coverage indicators with different scopes of target.

Numerators: All numerator results, whether national or subnational in scope, are entered in the "Coverage Elementary Indicator" section (highlighted in **orange** in Figure 4 on next page).

Denominators: Coverage indicators with shared denominators that have:
- National scope of targets, results are entered in the "Coverage Elementary Indicator" section (highlighted in **orange**).
- Subnational scope of targets, results are entered in the "Coverage Indicator" section (highlighted in **blue** in Figure 4).

Figure 4 illustrates data entry for interlinked indicators with different scopes of target.

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Coverage Elementary Indicators GC7 only

For reference only – LFAs do NOT review Coverage Elementary Indicators

Figure 4: Data entry for interlinked coverage indicators with different scopes of target.

		Interlinked Indicators	Geographic Scope of target	Result numerator	Result denominator
One indicator sub-national	Example #1	KP-1a	National, 100% of national target	50	100
		HTS-3a	Sub-national, <100% of national target	20	100
	Example #2	TBDT-1	National, 100% of national target	100	- NA
		TBDT-3a OR	Sub-national, 100% of national target	50	100
		TBDT-3a	Sub-national, <100% of national target	30	40
Both indicators sub-national (e.g. results from different geographic areas in the country)	Example #3	TB/HIV-7.1	Sub-national, <100% of national target	300	600
		TCS-9	Sub-national, <100% of national target	200	500

Results highlighted in orange:
Remaining results, i.e., all numerators and national denominators will be entered on the elementary indicator pop-up page.

Results highlighted in blue:
Sub-national denominator results will be entered on the coverage indicator pop-up page.

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PSCM & Grant Management

Open full screen | Refresh form

(((•))) Online   Last auto saved: ✓ Save

Coversheet

XXX-Z-PR1P02

Type: ● PU

Local Fund Agent (LFA) / Assurance Provider name: **LFA1**

(Disease) Component: **Malaria**

Current programmatic reporting period: **01-Jan-24 to 30-Jun-24**

Financial reporting period: **01-Jan-24 to 30-Jun-24**

(Multi-) Country: **XXX**

Principal Recipient (PR):   **PR1**

Implementation Period: **01-Jan-24 to 31-Dec-26**

IP currency: **EUR**

Local currency: **XXX**

Executive Summary (view only)

Based on ... provided by the Principal Recipient and the LFA / Assurance Provider review scope, provide an assessment of performance, including key risks / challenges / capacity gaps that could negatively impact quality grant delivery and achievement ... remainder of the implementation period.

Click on the tab on the left-hand side to view Coverage Elementary Indicators

LFA / Assurance Provider recommendations for the Global Fund's attention

Forward-looking assessment of expected implementation progress by module for the coming reporting period

Item	Module	PR response	LFA / Assurance Provider evaluation
1	Case management	On track ⌄	Select ⌄

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Coverage Elementary Indicator

XXX-Z-PR1P02

> ⓘ Errors and Warnings   ≡ Check data quality   ◯ PR   ◉ LFA   uality check required

To view PR submitted data click on the 'Provide results' link . No action from LFA required.

| | | PR | | LFA |

Item	Code ↑	Indicator	Results reporting period	Frequency	Country / Scope of Target	Action
1	DRTB-1 [D]	Total number of laboratories that undertake drug susceptibility testing during the same reporting period	01-Jul-24 to 31-Dec-24	Semesterly	Geographic National, 100% of national program target	Provide results
2	DRTB-1 [D]	Total number of laboratories that undertake drug susceptibility testing during the same reporting period	01-Jul-24 to 31-Dec-24	Semesterly	Geographic Subnational, less than 100% national program target	Provide results
3	DRTB-1 [N]	Number of laboratories showing at least 95 percent proficiency for isoniazid and rifampicin drug susceptibility testing during the specified reporting period	01-Jul-24 to 31-Dec-24	Semesterly	Geographic National, 100% of national program target	Provide results
4	DRTB-1 [N]	Number of laboratories showing at least 95 percent proficiency for isoniazid and rifampicin drug susceptibility testing during the specified reporting period	01-Jul-24 to 31-Dec-24	Semesterly	Geographic Subnational, less than 100% national program target	Provide results

Note: Any information coming from ADEx integration will automatically show on the landing page and in the pop-up but will not be editable.

Coverage Indicators

This section lists all coverage indicators, **including their disaggregations,** due for reporting based on the latest signed PFs.
- It is a view-only section for GC7 standard coverage indicator results with national targets (see section above), pre-populated from the "Coverage Elementary Indicator" section.
- Data entry is done through the "Coverage Elementary indicator" section.

This section serves as the data entry page for both the numerators and denominators of the following types of indicators:

- GC7 custom indicators
- GC7 standard coverage indicators with sub-national denominators
- GC6 HIV, TB, malaria and RSSH indicators (standard and custom indicators)
- GC6 and GC7 standard indicator disaggregation
- C19RM indicators

Results entry: at the time of PU

The coverage indicator landing page shows total S1 results for all standard and custom coverage. Users can:
- Enter the Q2 results for quarterly-reported indicators
- Enter S1 results for semesterly-reported indicators
- Update Q1 results for quarterly-reported indicators. PRs <u>must</u> provide a specific explanation / justification on the correction made in the comment box for the specific indicators.

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Results entry: at the time of PUDR

For High Impact and Core portfolios: The coverage indicator landing page initially displays total S2 results for all standard and custom coverage indicators. Key features include:

- "Calculate Annual Results" button (top left) beside the toggle to show S2 and Annual Achievement ratios (Note: user needs to click this button after any updates to see the results entered in the form).
- Users can:
  - Enter Q4 results for quarterly-reported indicators.
  - Enter S2 results for semesterly-reported indicators.
  - Update results for Q1, Q2 and Q3 (quarterly-reported). PRs <u>must</u> provide a specific explanation / justification on the correction made in the comment box for the specific indicators.
  - Update S1 results (semesterly-reported). PRs <u>must</u> provide a specific explanation / justification on the correction made in the comment box for the specific indicators.

Comments section

Users can add comments and performance analysis for the reporting period, including:

- Explain performance, especially if over- or underperforming:
  - At national level
  - At subnational level (by district – e.g., five best and worst performing);
  - By implementation service provider (e.g., SR);
  - Trends over time and compared to the same period last year; and
- Planned mitigation actions to strengthen implementation.

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PC	PU	PUDR	Final PU*
•	•	•	•

Disaggregation

The Coverage Indicator Disaggregation landing page is view-only and displays disaggregated results for indicators requiring disaggregation in the PUDR.

Entering Disaggregated Results

- Navigate to the Coverage Indicators landing page and click on "Provide results" for the relevant indicator.
- In the pop-up page, select the disaggregation "Category" from the drop-down list and click on the "View disaggregation" button. Enter the total <u>annual</u> disaggregated results below the aggregate coverage indicator results
- Provide numerator [N], denominator [D] or percentage results (as applicable) along with the data source for the required disaggregation in the designated fields.

Adding context

Use the comments box below each disaggregation category to provide:

- Data source for reported results;
- Contextual explanations for the results;
- Observed trends or patterns;
- Insights into data quality.

* Tab not applicable for C19RM only grants.

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Specific LFA requirements

For the indicators selected by the Global Fund for LFA review, the LFA:

- Reviews consistency of PR results with how targets were set in the PF and with agreed measurement methods, frequency, and data sources.
- Verifies compliance of results with indicator definition as per Global Fund indicator guidance sheets and/or PF results correspond to the respective reporting period.
- Enters **verified Semester 1 results for PU and enters verified annual results for PUDRs**. <u>Verified annual disaggregated results are also reported in the PUDR</u>. Differences between LFA and PR results must be explained. The LFA considers PRs' explanations / justifications for the correction of prior reported results. Specifies verification method and how results for each indicator were obtained (e.g., desk review or on-site). If other review methods were used, the LFA explains the methodology followed.
- Indicates any discrepancies between the target accumulation in the PF and the PR-reported results to ensure results are aligned to the appropriate reporting period.

(Continued on next page)

Coverage Indicators

Specific LFA requirements (cont.)

Recommended review approach for reported results:
- For PUs, the LFA reviews Semester 1 results; for PUDRs, the LFA reviews results against the source (e.g., national reporting system, a report published by technical partners) and, where applicable, check consistency with results reported for other indicators and adjusts, as needed, both the numerator and denominator. If based on estimates, the validity of the estimate must be reviewed against the source. If a numerator or denominator used cannot be verified, this is explained in the review comments.
- Comment on progress to date and explains any significant variance between targets and results and any deviations from the related work plan activities. The LFA is expected to not copy and paste comments provided by the PR.
- Review that the PR's performance assessment is consistent with agreed targets as set in the PF and request PR to provide further analysis / details during the review if not provided already in the PU/DR.
- Raise any data quality issues in the comment box for the specific indicators.
- Click "Calculate Annual Results" button <u>after</u> results have been entered to update the Results & Achievement Ratios and the Average Achievement on the LFA assessment tab.

Please note: The LFA must indicate if results for indicators that are in scope for the LFA to review have not been reviewed and provide an explanation.

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1. Click on the tab on the left-hand side

Note: The online form will open to the Coversheet. This is read only – no inputs are required

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  - Coverage Indicators
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HOW TO Coverage Indicators

2. Click on the 'Provide results' link

Note: Any information coming from ADEx integration will automatically show on the landing page and in the pop-up but will not be editable.

Note: This indicator is not in the scope of review and therefore shows as 'Not Applicable'. There is no link to provide results for this indicator.

Coverage Indicators: Disaggregation

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< Previous indicator   Next indicator >

Close

Coverage Indicator

Indicator Code: HTS-5   HTS-5 Percentage of people newly diagnosed with HIV initiated on ART   **XXX-Z-PR1P02**

Scope of Targets: Geographic National, 100% of national program target

Cumulation Type: Non cumulative

Baseline (Date Source):
N: 12,437   D: 13,282   % 93.64%   **Year** 2022

Target(Oct - Dec)
N: 5,851   D: 5,851   % 100.00%

Reverse Indicator: No

	Related Elementary Indicators	Q1 Jan-2024 to Mar-2024	Q2 Apr-2024 to Jun-2024	S1 Jan-2024 to Jun-2024	Q3 Jul-2024 to Sep-2024	Q4 Oct-2024 to Dec-2024	S2 Jul-2024 to Dec-2024	Annual Jan-2024 to Dec-2024	Verified Results
PR Results	HTS-5 [N] HTS-5 [D]	N 1	N 1	N 2	N 1	N 1	N 2	N 4	N
		D 1	D 2	D 3	D 3	D 4	D 7	D 10	D
		% 100.00	% 50.00	% 66.67	% 33.33	% 25.00	% 28.57	% 40.00	% 40.00

Refresh

PR Comments ⓘ

LFA / Assurance Provider Comments ⓘ

Verification Method

Desk Review

> 8. Click 'View disaggregation'

∨ **Coverage Indicator Disaggregation**

Please select a category

View disaggregation

> 7. Select the disaggregation category from the drop-down list

Note: This section appears when the indicator requires disaggregated results

Coverage Indicators   Cove

Calculate Annual Results

Cumulation Type

lative   N: D: %

lative – other   N: D: %

lative – other   N: D: %

lative – other   N: D: %

lative   N: D: %

lative   N: D: %

Action

Provide results
Provide results
Provide results
Provide results
Provide results
de results

ABC 🏠 ◁ ▷ **78**

Coverage Indicator

Indicator Code: HTS-5 | HTS-5 Percentage of people newly diagnosed with HIV initiated on ART

Scope of Targets: Geographic National, 100% of national program target

Baseline (Date Source):
N: 12,437 D: 13,282 % 93.64% Year 2022

Target(Oct - Dec)
N: 5,851 D: 5,851 % 100.00%

Related Elementary Indicators	Q1 Jan-2024 to Mar-2024	Q2 Apr-2024 to Jun-2024	S1 Jan-2024 to Jun-2024	Q3 Jul-2024 to Sep-2024	Q4 Oct-2024 to Dec-2024	S2 Jul-2024 to Dec-2024	Annual Jan-2024 to Dec-2024	Verified Results	
HTS-5 [N] HTS-5 [D]	N 1	N 1	N 2	N 1	N 1	N 2	N 4	N 4	Refresh
	D 1	D 2	D 3	D 3	D 4	D 7	D 10	D 10	
	% 100.00	% 50.00	% 66.67	% 33.33	% 25.00	% 28.57	% 40.00	% 40.00	

LFA / Assurance Provider Comments ⓘ

Verification Method
Desk Review ▾

∨ **Coverage Indicator Disaggregation**

Age ▾ | View disaggregation

	Required Disaggregation	Baseline (Date Source): N: 11,516 D: % Year 2022	LFA / Assurance Provider Results
Result	15+	N: D: % Data source Comments	N: D: % Data source Comments

11. Click 'Close' or 'Next Indicator' to take you to the next one. The data will save automatically

12. Once closed, click on "Calculate Annual Results" button to update the Results & Achievement Ratios and the Average Achievement on the LFA assessment tab

Click 'Refresh' to refresh the data on the page

10. Enter the Numerator [N], Denominator [D] or percentage, as applicable, and the data source for each disaggregation

9. Provide disaggregation comments

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Work Plan Tracking Measures

For Pulse Checks: this tab applies for GC6+C19RM or C19RM only

Progress on Work Plan Tracking Measures (WPTMs) included in the grant PF is reported through the "Work Plan Tracking Measures" section. All WPTMs across all portfolios and grant types due for reporting are pre-populated in the form.

Not started   Started   Advanced   Completed
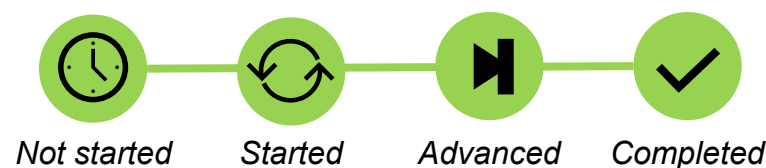
For each WPTM, select progress status (Not started, Started, Advanced, Completed) and provide a comment with a performance analysis. Include:

- Progress made and results achieved
- Reasons for deviation from workplan activities and milestones (where applicable)
- Catch-up plans and any other contextual information

The WPTM score will auto-calculate based on the selected statuses.

Specific LFA requirements

For the defined scope, the LFA reviews the PR reported results and self-attributed progress status against the activities and agreed milestones and assigns a progress status based on the LFA's own analysis.

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> PSCM & Grant Management

Open full screen　⟳ Refresh form

((•)) Online　Last auto saved:　✓ Save

Coversheet

XXX-Z-PR1P02

Type: ◉ PU

(Multi-) Country: **XXX**

Local Fund Agent (LFA) / Assurance Provider name: **LFA1**

Principal Recipient (PR): **PR1**

(Disease) Component: **Malaria**

Implementation Period: **01-Jan-24 to 31-Dec-26**

Current programmatic reporting period: **01-Jan-24 to 30-Jun-24**

IP currency: **EUR**

Financial reporting period: **01-Jan-24 to 30-Jun-24**

Local currency: **XXX**

Executive Summary (view only)

Based on the information provided by the Principal Recipient and the LFA / Assurance Provider review scope, provide an assessment of performance, including key risks / challenges / capacity gaps that could negatively impact quality grant delivery and achievement of targets during the remainder of the implementation period.

...e Global Fund's attention

Forward-looking assessment of expected implementation progress by module for the coming reporting period

Item	Module	PR response	LFA / Assurance Provider evaluation
1	Case management	On track ▾	Select ▾

---

1. Click on the tab on the left-hand side

Note: The online form will open to the Coversheet. This is read only – no inputs are required

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●	●	●	●

For Pulse Checks: this tab applies for GC6+C19RM or C19RM only

Note: Use this toggle to show or hide the PR data

WPTM

XXX-Z-PR1P02

⌄ ⓘ Errors and Warnings | ≣ Check data quality | ○ PR ⬤ LFA | Data quality check required

○ Show PR Data

Item	Intervention	Activity	Milestone / Targets	Criteria for Completion	LFA Progress Status	LFA Score	LFA Comments ⓘ
1		Malaria Indicator survey	...= Nothing done 1 ...otocol written 2 ...otocol submitted to ...nce 3 (Completed)= Approved protoccol in place	Select ⌄		
2		mass campaign set up	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.	1 (Not Started)= Nothing done 1 (Started)= draft Protocol written 2 (Advanced)= Protocol submitted to ERC for clearance 3 (Completed)= Approved protoccol in place	Select ⌄		
3		SBC campaign	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.	2 (Not Started)= Nothing done 1 (Started)= draft Protocol written 2 (Advanced)= Protocol submitted to ERC for clearance 3 (Completed)= Approved protoccol in place	Not Applicable	Not Applicable	Not Applicable

2. Select the Progress Status from the dropdown menu

3. Provide comments

Note: This activity is not in the scope of LFA review and therefore shows as 'Not Applicable'.

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Check Data Quality

To ensure PR and LFA submissions are accurate and complete upon submission

Data Quality Checks are a set of automated actions that the system performs to flag irregularities.

The checks aim to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in Partner Portal:

⚠️ **Error**

- Alerts when the data does not comply with validation rule
- Does not allow PR/LFA to submit until the error is corrected.
- Allows the system user to review and correct the data before submitting the form

⚠️ **Warning**

- Flags the system user to check if the data captured is correct or contains a potential error.
- Requires a justification comment if the warning is overruled.
- Allows PR/LFA to proceed and submit.

Note: For programmatic results, only enter a '0' when the result is zero. If the result is not (yet) available, leave the cell blank and provide a justification.

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Programmatic Errors

$$\frac{60}{100}$$

60 ← Numerator [N]

100 ← Denominator [D]

Errors require the **correction** of inputted values for users to proceed.
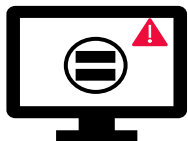
- These rules check that the related indicators have the **same values**.
- The system does not save data or allow form to be submitted **if the values are not the same**.

Illustrative list

Programatic Error Messages	Action Required	Type
HTS-5 Numerator cannot be more than TCS-1.1 numerator	Update the value(s) accordingly	⚠ Error
VT-2 Denominator cannot be greater than denominator for VT-1		
TCS-1.1 <5 and 5-14 age disaggregation must be equal to the <15 age disaggregation.		
KVP-1 numerator cannot be more than TBDT-1 numerator.		
KVP-2 numerator cannot be more than TBDT-1 numerator for same target area.		
This result must be blank as no target was provided		
One or more 'Progress Status' fields are blank.	Select a progress status	

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Programmatic Warnings

Warnings require **correction** or a **justification comment** to allow users to proceed.

Example

$$\frac{60}{100}$$

60 ← *Numerator [N]*

100 ← *Denominator [D]*

Illustrative list

Programmatic Warning Messages	Action Required	Type
Missing results (numerators and/or % results)	Update the value(s) or provide a justification	⚠ Warning
If N is greater than D for Percentage indicators		
If CM-2a Numerator more than CM-1a Numerator*		
If CM-2b Numerator more than CM-1b Numerator*		
If CM-2c Numerator more than numerator of CM-1c*		
TB O-2a results should be equal to TBDT-2 results		
TB O-4 results should be equal to DRTB-9 results		
The numerator should not be more than the denominator result		
This result has increased/decreased by 50% compared to the previous period.		
A result is required given that a baseline value was provided		
The sum of disaggregated results cannot exceed the aggregated results by more than 5%		
The reporting year for the targets and the results should be the same		
The denominator result is different from the result validated in the previous period		
The denominator result entered is the same as the target numerator		

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Check Data Quality

1. Click' Check data quality'.
On the right you will see the number of errors and warnings.

Impact / Outcome Indicator

XXX-Z-PR1P02

Errors and Warnings   ☰ Check data quality   ○ PR ● LFA   ⚠ 5 Warnings

Field details	Source	Description of warning or error	Justification
⚠ Malaria I-1	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-2.1	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-10	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-11	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-12	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification

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Check Data Quality

2. Click the down arrow to view all errors and warnings

Impact / Outcome Indicator

XXX-Z-PR1P02

⌄ ⓘ Errors and Warnings ⚙ Check data quality ◯ PR ⬤ LFA ⚠ 52 Warnings

Field details	Source	Description of warning or error	Justification
⚠ Malaria I-1	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-2.1	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-10	LFA	The result should not be blank. Enter a value or provide a justification.	Please ... ...cation
⚠ Malaria I-11		...esult should not be blank. Ent...	
⚠ Malaria I-12	LFA	The result should not be blank. Ent...	

3. View the description of the error/warning and take the required action

4. This space is only for justification comments. If results need to be adjusted, adjust them in the cell where they were entered.

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Note: Using the toggles you can view or hide the PR warnings with their justifications.

Impact / Outcome Indicator

XXX-Z-PR1P02

Errors and Warnings — Check data quality — PR ⬤ LFA ⬤ — ⚠ 5 Warnings

Field details	Source	Description of warning or error	Justification
⚠ Malaria O-2	PR	The reporting year for the targets and the results should be the same. Update the value(s) or provide a justification.	Verified data
⚠ Malaria I-1	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-2.1	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-10	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-11	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification
⚠ Malaria I-12	LFA	The result should not be blank. Enter a value or provide a justification.	Please add your justification

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HOW TO **Submit Section – Request PR Re-submission**

1. Navigate to the 'Submit' tab, which shows an overview of each section

LFA / Assurance Provider to review

Global Fund to review

Download   Attach   Online Form   **Submit**   Help

PU

Submit form to the Global Fund   Request PR resubmission

Programmatic   ⚠ 17 Warning(s) edited by **Person 1**   Submitted by PR   LFA review   ➤ Submit Section   Request PR resubmission

	Subsection	Info		
✓	Impact/Outcome Indicator	0 Error(s), 11 Warning(s)	LFA review	✏ Go to section
➤	Coverage Elementary Indicator		Not Applicable	✏ Go to section
⚠	Coverage Indicator	0 Error(s), 6 Warning(s)	LFA review	✏ Go to section
✓	WPTM	No errors / warnings	LFA review	✏ Go to section

2. Click the 'Request PR resubmission' button for the individual section(s)

> Financial edited by **Person 1**   Submitted by PR   LFA review not applicable   ➤ Submit Section   Request PR resubmission

> PSCM & Grant Management edited by **Person 1**   Submitted by PR   LFA review   ➤ Submit Section   Request PR resubmission

✓ No errors / warnings   ⚠ Warning   ⚠ Error   ➤ Section submitted   ○ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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3. Select one or more reasons for the resubmission from the provided options.

LFA / Assurance Provider to review

Global Fund to review

Download   Attach   Online Form   Su...

PU

Request PR resubmission of section

form to the Global Fund   Request PR resubmission

Programmatic   edited by Na...

*Select reason

4 Option(s) Selected ▼

Incomplete information ✕   Incorrect information ✕   At request of PR ✕   Other ✕

*Comments

mit Section   Request PR resubmission

Subsection

Comments

Coverage Indicator

5. Click on "Request PR resubmission" to submit your request.

WPTM

4. Add comments to explain your request clearly and provide any necessary details or feedback.

mit Section   Request PR resubmission

Financ...

PSCM   mit Section   Request PR resubmission

Cancel   **Request PR resubmission**

⊘ No errors / warnings   ⚠ Warning   ⚠ Error   ➤ Section submitted   ○ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

More details on Request PR resubmission <u>here</u>

Submit Section

1. Navigate to the 'Submit' tab, which shows an overview of each section

			LFA / Assurance Provider to review	Global Fund to review
✓		✓		

Download   Attach   Online Form   **Submit**   Help

PU

[Submit form to the Global Fund] [Request PR resubmission]

Programmatic ⚠ 17 Warning(s) edited by **Person 1**   [Submitted by PR] [LFA review] [➤ Submit Section] [Request PR resubmission]

	Subsection	Info	LFA review	
✅	Impact/Outcome Indicator	0 Error(s), 11 Warning(s)	[LFA review]	[✏ Go to section]
➤	Coverage Elementary Indicator		Not Applicable	[✏ Go to section]
⚠	Coverage Indicator	0 Error(s), 6 Warning(s)	[LFA review]	[✏ Go to section]
✅	WPTM	No errors / warnings	[LFA review]	[✏ Go to section]

Example: The Impact/Outcome Indicator and WPTM tabs have no unresolved errors/warnings and are ready for submission. The Coverage Indicator tab has unresolved warnings

>	**Financial** edited by **Person 1**		[Submitted by PR] [LFA review not applicable] [➤ Submit Section] [Request PR resubmission]
>	**PSCM & Grant Management** edited by **Person 1**		[Submitted by PR] [LFA review] [➤ Submit Section] [Request PR resubmission]

✅ No errors / warnings ⚠ Warning 🔺 Error ➤ Section submitted ◯ Data quality check required ➤ Section submitted with warnings ➤ Section not applicable

Note: Symbols legend

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Mode of data entry

Impact/ Outcome

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Coverage Indicators

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Check Data Quality

Submit Section

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LFAs have the option to submit individual sections before the entire form is completed, if they are confident that the section(s) is final, does not require any further modification and is ready for Global Fund review. Once submitted, the LFA cannot edit the section anymore. Alternatively, LFAs complete fully all sections in scope and submit the entire form to the Global Fund.

3. Blue button allows the LFA to submit the entire form (all sections) to the Global Fund

✓   ✓   ✓   LFA / Assurance Provider to review

Download   Attach   Online Form   **Submit**   Help

PU   Submit form to the Global Fund   Request PR resubmission

| ⌄ | Programmatic | ⚠ 17 Warning(s) edited by **Person 1** | | Submitted by PR | LFA review | ➤ Submit Section | Request PR resubmission |

	Subsection	Info			LFA review		
✔	Impact/Outcome Indicator				LFA review		Go to section
➤	Coverage Elementary Indicator				Not Applicable		Go to section
⚠	Coverage Indicator	0 Error(s), 6 Warning(s)			LFA review		Go to section
✔	WPTM	No errors / warnings			LFA review		Go to section

2. The LFA can submit individual sections here once all tabs in scope for review in that section have a green check mark

| ⌄ | Financial | edited by **Person 1** | | Submitted by PR | LFA review not applicable | ➤ Submit Section | Request PR resubmission |
| ⌄ | PSCM & Grant Management | edited by **Person 1** | | Submitted by PR | LFA review | ➤ Submit Section | Request PR resubmission |

✔ No errors / warnings   ⚠ Warning   ▲ Error   ➤ Section submitted   ◯ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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FINANCIAL REPORTING

Overview

Mode of Data Entry

Report Content

Check Data Quality

Submit Section

Section	PC	PU	PUDR	Final PU	FCR
Cash Reconciliation	●	●	●	●	●
Open Advances	●	●	●	●	●
SR Cash Reconciliation			●	●	●
Commitments & Obligations			●	●	●
Commitments & Obligations Listings				●	●
Expenditure Report		●	●	●	●
Triangulation Controls			●	●	●
Tax Reporting			●	●	●
Non-compliant Expenditures		●	●	●	●
Forecast report			●		
Disbursement Request			●		

Financial Reporting

Overview

Financial reporting provides the Global Fund a minimum set of reliable information on the implementation of grants. This financial information is important:
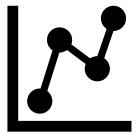
To assist grant management: Having financial breakdowns and variance analyses and being able to link financial information to programmatic performance, strengthens the ability to make informed funding and investment decisions (e.g. allocations, annual funding decisions and disbursements).

To pinpoint areas of financial risk: Tracking expenditures against gets also enables an analysis of financial risks across the grant portfolio. For example, where is the largest proportion of funds being allocated and used? Are the funds being spent in the planned areas in a timely manner? Are there any bottlenecks that impact absorption and program implementation (such as in procurement)?, etc.

For external reporting and resource mobilization: Being able to demonstrate the efficiency of Global Fund investments and that funding is spent in line with the approved Global Fund grant agreement to achieve maximum impact in the disease program is critical for Board/donor reporting and resource mobilization and the next replenishment.

THE GLOBAL FUND

Financial Reporting
Overview

Data-driven decision-making for early intervention: Quality data to enable the rapid generation, analysis and use of disaggregated data for maximum impact.

For transparency and accountability: Being able to accurately report on the use of funds to donors, the general public, and other stakeholders in an efficient and timely manner is one of the core principles of the Global Fund.

The information reported in the financial sections is based on the PR's accounting and other program records, and on those of SRs. It is supported by relevant breakdowns, schedules, summaries, and notes based on the financial, accounting and management systems used.

Supporting documents must be made available for review of the Global Fund and the LFA. Where applicable, supporting documentation can be included in the annexes.

The PR is not expected to replace existing accounting and financial information systems or create parallel systems but is required to adapt, as needed, accounting and financial information from existing systems to meet the Global Fund's requirements.

THE GLOBAL FUND

PR Financial Reporting
Overview

As part of its financial reporting requirements, the Global Fund is required to provide periodic financial information to its donors, Board and other stakeholders. Throughout the grant life cycle, different financial reports are provided on a quarterly basis, namely the Pulse Check (PC), the Progress Update (PU), the Progress Update and Disbursement Request (PUDR) and the Financial Closure Report (FCR)*.

All figures are to be reported in Grant Currency, as stipulated in section 3.6 of the Grant Confirmation.

Cover Sheet (update forthcoming)

Errors and warnings

The first part of the coversheet provides a summary of all errors and warnings with the links to the relevant sections where these have been identified for ease of correction, if any, by the PR (see Tab on Check Quality Data).

Financial Summary

This section provides the cash balance at the end of the period and also the time lapsed since the start of the IP.

* The content of the financial information requested for each quarter may be revised by the Global Fund. Additional sub-tabs will appear in the "Financial Reporting" tab as needed.

THE GLOBAL FUND

PR Financial Reporting

Overview

Exchange Rates

The third part contains the applicable exchange rates applicable to the reporting period as follows:

Item 1 - "Exchange rate to convert opening cash balance"

This is the rate used to convert opening cash balances denominated in currencies other than the grant currency. This corresponds to the rate used to convert closing balances of the previous reporting period.

Item 2 - "Exchange rate to convert closing cash balance"

This is the spot rate at the end of the reporting period used to convert closing cash balances denominated in currencies other than the grant currency.

Item 3 - "Exchange rate to convert total PR cash outflow for the reporting period"

Expenditures incurred in a currency other than the grant currency are to be translated into the grant currency using the spot rate applicable on the day of each transaction. If the use of daily rates is not practical, the average exchange rate (monthly or quarterly) for the reporting period is to be used. The source and actual exchange rates used in the calculations are to be disclosed. The exchange rate applied for expenditures (which is inclusive of commitments) is the same rate applied for converting cash outflows.

PR Financial Reporting

Overview

Please note: In cases of significant currency rate fluctuations, a separate average exchange rate is to be calculated each month. Monthly average exchange rates can be obtained or calculated from the country's central/national bank or other official sources (e.g., the International Monetary Fund or other international financial institutions).

Item 4 - "Comments on Exchange rates":

This field is provided for the PR to give contextual information on the rates of exchange used, including sources and arbitrations made.

THE GLOBAL FUND

Overview

Key Definitions

The Allocation Utilization Period (AUP): The period (usually three years) during which the country allocation per disease component can be utilized to implement a grant.

Financial commitment: A current contractual obligation to pay a specified amount against goods and services already received i.e., the goods/services have been received <u>before</u> the reporting period end date; however, the related payment is not yet made (all or partial) either due to delay in/non-receipt of invoices, use of favorable payment terms or prolonged payment process. Financial commitments mainly include accounts payable and creditors.

Financial obligation: A current contractual obligation to pay an agreed amount (as per signed contract and/or Purchase Order) to a third party for the provision of goods/services at a certain point of time in the future, i.e., goods or services are yet to be received.

The PR is required to share any additional information that can improve understanding of the reported financial information. The PR is also required to make every possible effort to facilitate the work of the LFA during its program review and verification process, whether it's done on-site (PR's premises) or remotely.

THE GLOBAL FUND

Introduction & Access

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Open Advances

Expenditure Report

Non-comp. Expenditures

SR Cash Reconciliation

Commitments & Obligations

Commit. & Oblig. Listing

Triangulation Controls

Tax Reporting

Forecast Report

Disbursement Request

Check Data Quality

Submit Section

Financial

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PR Financial Reporting

Overview

Special Cases

If any of the special cases outlined below apply to a grant, the PR explicitly discloses the nature of the situation and any departures from these guidelines in their reporting.

1. Restatement of financial information reported previously for the same implementation period, as stipulated in section 3.7 of the Grant Confirmation.

In certain cases, past expenditure and budget information reported in one or several previous PU/DR(s) need to be updated to correct material errors, such as erroneous exchange rate assumptions, ineligible transactions* or arithmetic errors.
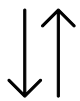
Adjustments must be made in the subsequent PU/DR to correct the reported cumulative and actual expenditure, disbursements to SRs and budget amounts can require updating current cash balances. Such adjustments are done in <u>the current reporting period column</u> of the subsequent PUDR <u>and not directly in the cumulative period column</u>.

Following such adjustments, the PR is required to issue an official letter or provide a copy of the note to file duly approved by the accountable official of the PR to the Global Fund indicating the correct cumulative and actual cash outflow and budget amounts, as well as a description of the adjustments and reasons for these adjustments.

* For purposes of PUDR reporting, ineligible transactions include both non-compliant expenditure as defined in section 2.5.1 of the <u>Global Fund Guidelines for Grant Budgeting</u> and/or income, foreign exchange and any other adjustments required to arrive at the accurate cash position.

PR Financial Reporting

Overview

Special Cases (Cont.)

2. Reporting under fiduciary agency (including fiscal agent) arrangements

Reporting for a grant that utilizes the services of a fiduciary or management agency is no different from reporting under regular grants managed directly by a PR. All budgets, actual expenditures, revenues, disbursements, and other financial information related to the grant are to be reported as though directly managed by the PR, even if, for example, some expenditures and cash balances are to be found at the fiduciary or management agency level.

THE GLOBAL FUND

LFA data Entry in the Partner Portal

Direct entry of data into online form	A supporting work in progress Excel can be extracted **for reference**
Type data directly into online form.	**1** Extract Excel **2** View the PR submitted data and any LFA work in progress in the Excel extract*.

The Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

* Requires Microsoft Excel version 2019 or newer. The Excel extract and the information it contains are only available to LFAs.

THE GLOBAL FUND

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Open advances

Expenditure Report

Non-comp. Expenditures

SR Cash Reconciliation

Commitments & Obligations

Commit. & Oblig. Listing

Triangulation Controls

Tax Reporting

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LFA data Entry in the Partner Portal

Direct entry
of data into online form

Type data directly into online form.

A supporting work in progress Excel can be extracted **for reference**

1 Extract Excel

2 View the PR submitted data and any LFA work in progress in the Excel extract.

The Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

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LFA Data Entry: Direct Entry

PU

- Coversheet
  - Programmatic
  - Financial
  - PSCM & Grant Management

Open full screen   Refresh form

((•)) Online   Last auto saved: ✓ Save

Coversheet

XXX-Z-PR1P02

Type: ○ PU

Local Fund Agent (LFA) / Assurance Provider name: **LFA1**

(Disease) Component: **Malaria**

Current programmatic reporting period: **01-Jan-24 to 30-Jun-24**

Financial reporting period: **01-Jan-24 to 30-Jun-24**

(Multi-) Country: **XXX**

Principal Recipient (PR): **PR1**

Implementation Period: **01-Jan-24 to 31**

IP currency: **EUR**

Local currency: **XXX**

Direct data entry is explained in each content tab

Executive Summary (view only)

Based on the information provided by the Principal Recipient and the LFA / Assurance Provider review scope, provide an assessment of performance, including key risks / challenges / capacity gaps that could negatively impact quality grant delivery and achievement of targets during the remainder of the implementation period.

Assurance Provider recommendations for the Global Fund's attention

d-looking assessment of expected implementation progress by module for the coming reporting period

	Module	PR response	LFA / Assurance Provider evaluation
1	Case management	On track	Select

Financial

- Coversheet
- Cash Reconciliation
- Open Advances
- Expenditure Report
- Non-compliant Expenditures

Click to expand and the tabs below appear

THE GLOBAL FUND

ABC

LFA data Entry in the Partner Portal

Direct entry
of data into online form

Type data directly into online form.

A supporting work in progress Excel can be extracted **for reference**

1. Extract Excel

2. View the PR submitted data and any LFA work in progress in the Excel extract.

The Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

THE GLOBAL FUND

1 Extract Excel

2 View the PR submitted data and any LFA work in progress in the Excel extract.

Type: ⬤ PU

Reporting period end date: 30-Jun-2024

Due date: 14-Aug-2024

Last update by/on: **Global Fund** on 15-Jul-2024

Implementation Period Name

Implementation Period: 1-Ja

Implementation Currency: US

✓   PR to complete and submit form

Download   Attach   Online Form   Submit   Help

1.Click on the 'Download' tab to access the extracted Excel

✓

2.Click on the 'Extract online form' button

Download   Attach   Online Form   Submit   Help

Documents

Filters   ⊗ Reset   **Extract online form**

The extracted Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

THE GLOBAL FUND

Extract the Excel (LFA only)

Introduction & Access

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SR Cash Reconciliation

Commitments & Obligations

Commit. & Oblig. Listing

Triangulation Controls

Tax Reporting

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Check Data Quality

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Technical Support

1 Extract Excel

2 View the PR submitted data and any LFA work in progress in the Excel extract.

3. Click on the 'Proceed' button. The extract will appear in the Download tab in 15 minutes later

Information

⚠ You are about to extract a copy of the PR submission and the information you have currently comp[...] the online form. The Excel extract will be available for you to download in the 'Download' tab in 15 [...] minutes. Confirm you would like to proceed.

Cancel   Proceed

4. The Extract copy will be displayed under the list of documents 15 minutes after clicking on 'Proceed'. It is necessary to refresh the page

Download   Attach   Online Form   Submit   Help

Documents

Filters

Reset   Extract online form

Document Name

Filter...   A[...]   Language   Version
All   All

Results
1 / 1

Download selected   Download all

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XXX-D-XXX_PU_Exported   Excel

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THE GLOBAL FUND

ABC

PR Financial Reporting

Overview

Information flow for LFAs

- The LFA is expected to provide its verified amounts for the different sections of the concerned report. For the following sections, the LFA will propose adjustments (including relating to prior periods), where applicable, to the PR reported figures to arrive at the LFA verified amounts. This is applicable to the following sections: Cash Reconciliation, SR Cash Reconciliation, Commitments & Obligations (current financial reporting period only), Expenditure Report and Non-compliant Expenditures.

- For Open Advances and Tax Reporting, the LFA will provide its verified figures directly into the report.

- Please note that for maintaining proper trail of information and adjustments, the LFA is expected to provide opening balances, where requested, based on the LFA validated closing balances of the previous reporting period, if applicable. For instance, if PR reported closing cash balance at the end of Y1 is 100, LFA verified balance is 105 and Global Fund validated amount is 115, the opening cash balance to be reported by the LFA is 105. In Y2 the LFA will start from the PR balance of 100 and then bring an adjustment of **5** in the LFA adjustment column in the opening cash balance line of the report to reach the LFA validated closing balance as per the previous reporting period of 105.

- Then, in line 4.1 of the Cash Reconciliation section, the LFA will book the additional **10** to align to the Global Fund validated amount.

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A. Cash Reconciliation Statement

The PR Cash Reconciliation Statement ("cash reconciliation statement") provides information on the program's cash position as of the reporting period end, showing the movements in cash (cash inflows and outflows) during the period covered by the report. The cash reconciliation statement reported to the Global Fund covers the PR's cash balance to support the Global Fund disbursement decisions. The PR cash reconciliation statement is included in all PR reporting in the same format.

The statement includes:
- Cash balances available at the start of the period
- Disbursements made directly to the PR and on its behalf to third parties
- Other income received, including that related to income generating activities
- Refunds made to the grant and reimbursements
- PR cash outflows
- Reconciling adjustments including net gains and losses arising from exchange rate fluctuations

The cash reconciliation statement is required to:
i. Fully reflect all cash balances held and bank accounts owned and held by the PR for implementation of grant activities irrespective of physical location and currency denomination of those accounts. It includes any grant funds held with fiduciary agents (if applicable).
ii. Provide information on the PR's bank statement balances as detailed below.

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For reporting purposes, a distinction is made in the cash reconciliation statement between regular funds, C19RM funds and other non-fungible sources of funds as may be applicable. Disbursements made by the Global Fund to and on behalf of the PR as well as cash outflows from the PR's side are to be provided under the correct funding source.

The cash reconciliation statement only covers financial transactions for the grant implementation period as provided in the header section of the cash reconciliation statement.

Item 1.1 – 'PR cash balance: beginning of the current financial reporting period'*

In case of a continuing PR, the PR's opening cash balance for any financial report up to and including the first PU/DR under the current IP is required to correspond to the FCR - validated cash balance of the previous IP, less cash refunds made to the Global Fund after the financial closure as communicated by the Global Fund in the Implementation Letter. Until the FCR is validated, the cash balance is nil, including in the Q1 PC and the Q2 PU where the FCR has not yet been established.

If this opening cash balance coming from the FCR of the previous implementation period includes SR cash balances, then the portion relating to the SRs is included as an outflow as part of item 3.4 – PR disbursement(s) to sub-recipients.

Example

* The opening cash balance of the first PU represents any available in-country cash balances (PR, SR, procurement agents, etc.) at the end of the previous implementation period and/or grants that were incorporated as part of the funding available for the current implementation period.

A. Cash Reconciliation Statement

Specific LFA requirements (when in scope)

Guidance on Item 1.1:

The LFA reviews and proposes adjustments as appropriate. Explanations for adjustments for exceptions and additional context regarding PR-reported information are included in the LFA section.

The LFA's scope of work, unless otherwise agreed with the Global Fund, includes:

- Reviewing the opening cash balance reported by the PR against the FCR (in the first PUDR) or against prior period closing cash balance and the Global Fund validated amount communicated in the Implementation Letter or Management Letter, providing comments for identified deviations, and proceeding to the required adjustments where applicable. For maintaining proper trail of information and adjustments, the LFA is expected to provide opening balance based on the LFA validated closing balance of the previous reporting period. For instance, if PR reported closing cash balance at the end of Y1 is 100, LFA verified balance is 105 and Global Fund validated amount is 115, the opening cash balance to be reported by the LFA is 105. In Y2 the LFA will start from the PR balance of 100 and then bring an adjustment of **5** in the LFA adjustment column in the opening cash balance line of the report to reach the LFA validated closing balance as per the previous reporting period of 105. The remaining adjustment of 10 between Global Fund validated closing balance from prior period and LFA validated amount should be included in the line 4.1
- Reviewing consistency with previous periods' information and providing comments for identified deviations.
- Review the split of the opening cash balance by source of funds, where applicable.

A. Cash Reconciliation Statement

Example

FCR closing cash balance (for previous IP): FCR closing cash balance: US$1,000 (includes PR cash balance of US$700 of regular funds and SR cash balance of US$200 for regular funds and US$100 for C19RM).

US$1,000 is split as US$900 under the Regular Funds column and US$100 under the C19RM section. The PR provides comments under line 1.1 to explain the cash balance split.

Section 3.4 - PR disbursement(s) to sub-recipients: US$200 of regular funds are included under in the Regular Funds column and the US$100 under the C19RM column.

For subsequent reports post 1st PUDR validation, the opening cash balance of any cash reconciliation statement up to the PU/DR for that period is to correspond to the prior PU/DR's closing cash balance as reported by the PR* under line 5.1.

Figure 5. Financial Reports: Open cash balance to be used

Period-end cash reconciliation statement	Opening cash balance to be used
Q1	Nil – as FCR is not yet available
Q2	
Q3	FCR balance as communicated by Global Fund
Q4	
Q5	Q4 balance
Q6	
Q7	
Q8	
Q9	Q8 balance
Q10	
Q11	
Q12	

Any adjustment required of validated figures by the Global Fund is to be reported under other reconciliation adjustments and/or as justification or reimbursements for ineligible transactions in the current reporting period. There is to be no restatement of prior period records unless required for audit purposes.

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* This is to be based on the accounting records and transactions of the PR.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 2 – 'IP Income'

This is to capture all income received under the grant from the start of the <u>current financial period</u> as included in the header of the report.

Item 2.1 – 'Disbursement made directly by the Global Fund to the Principal Recipient'

Direct disbursements made to the PR by the Global Fund for regular or C19RM funds, based on information contained in the disbursement notification letter sent to the PR are pre-populated in this section.

If there are direct disbursements made by the Global Fund to SRs, these are included under the respective columns based on the source of funding. The PR is then required to include as part of line 3.4 - PR disbursement(s) to sub-recipients the respective amounts disbursed to the SRs based on the funding source. The notification letters from the Global Fund will specify the nature, amounts and payees for the disbursements.

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A. Cash Reconciliation Statement

Item 2.2 – 'Disbursements made by the Global Fund through PPM / wambo.org'

Direct payments made by the Global Fund through the Pooled Procurement Mechanism (PPM)/ wambo.org using regular or C19RM funds are pre-populated in this section. This amount corresponds to the disbursement notification letters sent to the PR for such payments.

Item 2.3 – 'Other direct disbursements made by the Global Fund'

Direct payments made by the Global Fund to third parties, using regular or C19RM funds, as authorized by the PR (e.g., payments made to the Global Drug Facility (GDF) or Fiscal Agent) are pre-populated in this section. This amount corresponds to the disbursement notification letters sent to the PR for such payments.

Please note: Any associated bank charges, foreign exchange fees and other financial transactions costs on disbursements **are not** included here. Instead, these must be included as expenditure under section 3.5 'Bank charges on disbursements and payments.' The PR (and SRs where applicable) need to confirm the amounts actually received and intermediary bank charges are then recorded in the dedicated section 3.5.

A. Cash Reconciliation Statement

Item 2A – 'Total disbursements made by the Global Fund'

This is the summation of items 2.1, 2.2 and 2.3 and represent total disbursements made by the Global Fund to and on behalf of the PR.

Item 2.4 – 'Interest received on bank accounts'

This represents income received during the current reporting period from bank accounts held by the PR as indicated in bank statements.

Please note: The grant agreement does not authorize the PR to invest cash in other financial instruments or in long-term deposits*. Funds deposited in an interest-bearing account are to be available for immediate use for program purposes as needed.

* As stipulated in clause 3.4 (1) (c) of the Grant Regulations (2014) or Global Fund Grant Regulations Version 2 (2023).

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Disbursements made after the closing period end date

- Disbursements made or refunds received after the closure period end date are <u>not captured in the FCR</u>.

- Disbursements made for PPM/Wambo or directly to 3rd parties have **no** impact on the PR cash balances.
  - The impact must be reflected in the expenditures section – for a disbursement, expenditures must be increased and for a refund the expenditures must be reduced.
  - There is also no impact on open advances to the extent that the full disbursement amount is matched as expenditures incurred.
  - If there is a difference between payments made and expenditures recognized, then the net impact must be recorded in section 6.5 of the Open Advances section.

> Example: The Global Fund made a direct disbursement to Cepheid of $100. However, the value of GX cartridges received was $80. The correct adjustment is to increase expenditures by $80, increase open advances by $20 and the triangulation variance caused of $100 is then recorded in 13.15.

Disbursements made directly to the PR must be recorded as a reconciling item in section 4.1 of the PR Cash Reconciliation section. Please note that this will not result in any triangulation difference.

Where C19RM closes and disbursements are made after the closure period end date, they must also be reflected in 13.3.5.

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A. Cash Reconciliation Statement

Item 2.5 – 'PR's revenue from income-generating activities and other income (e.g., income from disposal of assets, etc.), if applicable'

This represents additional income arising from the sale of commodities/products and other services, if applicable (e.g., sale of bid documents, etc.), as well as other income-generating activities funded by the program and approved by the Global Fund. It also includes any income outside the above items which arise outside normal or regular grant activities, e.g. income arising from disposal of assets, or program specific donations or contributions by third parties.

Item 2B – 'Total other income for PR'

This is the summation of items 2.4 and 2.5 and represents total other income received by the PR exclusive of refunds (if any).

Item 2.7.1 – 'Refunds received at PR level from third parties'

This line captures all refunds received from third parties at the level of the PR. For instance, when advance payments are made and there are surpluses paid, any refunds are classified under this line.

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•	•	•	•	•

Item 2.7.2 – 'Refunds received from SRs'

When refunds are received from SRs, like when an SR is closing operations within the grant IP, then the cash balances returned to the PR are captured under this line.

Item 2.7.3 – 'Tax refunds received (e.g. VAT/other tax returns)'

This represents all reimbursements received from tax authorities in the current reporting period with respect to taxes incurred. This comes from item 12.3 ("Tax Reporting" tab).

Item 2.7.4 – 'Reimbursement of non-compliant expenses made into PR account'

When reimbursements for non-compliant expenditures are made by the PR <u>within the implementation period</u>, these need to be made into the grant account and captured under this line.

A. Cash Reconciliation Statement

Item 2C – 'Total refunds received'

This is the summation of items 2.7.1 – 2.7.4 and represents total refunds received by the PR.

Item 2.7 – 'Total IP Income'

This is automatically calculated based on the financial information entered in the fields above and is the summation of items 2A, 2B and 2C.

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A. Cash Reconciliation Statement

Specific LFA requirements (when in scope)

Guidance on Items 2.1, 2.2 and 2.3

This information is pre-populated by the Global Fund and does not require detailed review. In the case where the LFA notices any discrepancy between the pre-populated figures and the PR's underlying records, the LFA is requested to provide the required comments where applicable.

Requirements for Items 2.4, 2.5, 2.7.1, 2.7.2, 2.7.3 and 2.7.4.

The LFA:

- Reviews the accuracy of entries and source documents for interest received on grant income, income generating activities, and any other sources of income and refunds received.
- Ascertains whether the events, transactions, balances, and other matters disclosed in the cash reconciliation statement:
  - Are correctly recorded.
  - Have occurred and/or are relevant to the reporting period.
  - Pertain to the entity.
  - Are correctly and accurately disclosed (with regards to amounts).
- Provides comments with sufficient details with respect to any adjustments or key considerations made in the report.

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Item 3 – 'IP Cash Outflows'

This item comprises total payments made in the period of the report, split between funding sources, except for bank charges on disbursements and on payments, which are to be reported together under regular funds.

Item 3.1 – 'Principal Recipient Payments (including advance payments)'

These represent the cash outflows attributable to activities implemented by the PR to be split by each funding source. It also includes indirect and any overhead* expenditures incurred under the grant.

Item 3.2 – 'PPM / wambo.org payments made by the Global Fund on behalf of the PR'

The same data as provided in line 2.2 above is automatically populated.

* The Indirect Cost Recovery (ICR) is calculated based on actual expenditure incurred by the PR and disbursements to SRs (excluding any commitments). When refunds are received from SRs, the PR needs to apply an adjustment on ICR on the refund received to reflect the accurate ICR amount.

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A. Cash Reconciliation Statement

Item 3.3 – 'Payments to other third parties by the Global Fund on behalf of the Principal Recipient'

The same data as provided in line 2.3 above is automatically populated.

Item 3.4 – 'Principal Recipient disbursement to Sub-Recipients'

This includes all disbursements made to SRs by the PR during the reporting period for activities to be funded under each funding source. In the case of a first reporting under the new IP, these lines also include SR cash balances forming part of the opening cash balance under line 1.1. Additionally, any direct disbursements made by the Global Fund to SRs are included under the respective lines.

Please note: Payments made for goods or services to be rendered by suppliers contracted by the PR as per valid purchase orders/contracts and as per agreed grant Budget and Work Plan are also to be accounted for as advances and reflected in the cash reconciliation statement as PR expenditure (i.e., under item 3.1).

A. Cash Reconciliation Statement

Item 3.5 – 'Bank charges on disbursements and payments'

These include all fees arising from the PR's normal banking relationship for transactions involving receipt (e.g., disbursement received from the Global Fund) and payments for grant activities, as indicated in the PR's bank statements (e.g., bank charges, transfer fee, etc.).

Item 3.6 – 'Total IP Cash Outflows'

This is automatically calculated as the sum of items 3.1 to 3.5 based on the information entered in the fields above.

Specific LFA requirements (when in scope)

Requirements for Items 3.1– 3.5

The LFA reviews that the grant cash outflows consist of compliant expenditures and provide details/analysis on exceptions to eligibility as part of budget variance analysis. The LFA also provides comments with sufficient details with respect to any adjustments or key considerations made in the report.

In case the LFA identifies non-compliant expenditures, these are adjusted in the reported expenditures and identified under item 10.1. However, since the cash outflow has already occurred, **no adjustments** can be made to cash outflows. Any reimbursement received in relation to non-compliant expenditures into the PR's bank account should be recorded under item 2.7.4.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 4. Reconciling Adjustments: (Adjustments at PR level only)

This item captures adjustments required in reconciling the cash balance at the level of the PR only (SR adjustments are not included here).

Item 4.1 – 'Other reconciliation adjustments (including for previous financial reporting periods)'

These mainly include, but are not limited to, changes arising from prior periods' financial information (i.e., any of the elements of grant income and expenditure above, impacting the calculation of PR cash balance) emanating from correction of errors, inaccurate posting or new information available. This amount can be positive or negative depending on the nature of the adjustments. The PR is required to also include or consider adjustments that were validated, cleared, and officially communicated by the Global Fund in Performance Letters (PLs) covering prior periods.

For FCR only: disbursements by or on behalf of the Global Fund and refunds to the Global Fund <u>after</u> the Financial Closure period ended (i.e. those that are not prepopulated in sections 2.1, 2.2 and 2.3) shall be included in 4.1 with clear and distinct comment on these transactions.

A. Cash Reconciliation Statement

Item 4.2 – 'Net exchange gains/losses on translation of balances'

This adjustment is to consider gains or losses from translating closing cash balance in transaction (or local) currency to grant currency at the end of the reporting period. Where there is an overall net loss in foreign currency translation*, this is recorded as a negative value.

Item 4.3 – 'Total reconciling adjustments'

Automatically calculated as the sum of items 4.1 and 4.2 based on the information entered in the fields above.

* In the event disbursements are made by the Global Fund in local currency, the PR will be informed by the Global Fund of the applicable exchange rate to convert transactions in the grant currency.

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A. Cash Reconciliation Statement

5. Total cash balance: end of the current financial reporting period.

Item 5.1 – 'Total cash balance in-country'

Closing cash balance at the PR level reported in grant currency is a calculated field. It is translated at the spot exchange rate as of the end date of the reporting period (in the event the cash is held in transaction or local currency). The foreign exchange adjustment derived from the translation is entered in Item 4.2 of the cash reconciliation. It represents total cash balances, whether from regular or C19RM funds.

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A. Cash Reconciliation Statement

Specific LFA requirements (when in scope)

For Item 4 (Items 4.1 – 4.3) and Item 5 (5.1)

The LFA:

- Recommends and explains adjustments to the reported figures as appropriate.
- Reviews all prior reporting period adjustments including those officially communicated to the PR by the Global Fund have been accurately entered in the reporting period and are backed by adequate supporting documents. In the event there was no adequate supporting documentation available or other issues identified by the LFA, the LFA captures the findings in the LFA Findings and Recommendations tab.
- If the amount of LFA adjustment included in the line 4.1 consists of multiple adjustments, LFA should provide in the Comments box full details of all of the individual adjustments. In the line 4.1 LFA also includes an adjustment, if applicable, relating to the closing cash balance of the previous reporting period if there was a difference between LFA-verified closing cash balance and Global Fund-verified closing cash balance (refer [here](#) for further details).
- Reviews the accuracy of computations for 'net exchange gain/losses arising from foreign exchange translations' with reference to applicable closing spot rates used with reference to official central bank spot rate or other applicable inter-bank rate.
- Reviews the accuracy and consistency of closing cash balances (at PR level only), ensuring that the spot exchange rate is reasonable with reference to official central bank spot rate or other applicable inter-bank rate and that the amounts agree with updated cash book balances from month end bank reconciliations.
- Reviews the reasonableness of exchange rates used to convert period and cumulative expenditures into the grant currency.
- Provides comments with sufficient details with respect to any adjustments or key considerations made in the report.

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A. Cash Reconciliation Statement

Additional sections specific to FCR

There are 4 additional lines provided in the PR Cash Reconciliation Statement for the FCR only. At the end of the life cycle of the grant when the FCR is produced, there must not be any open advances remaining to be carried over. As such these are considered as cash equivalents and reported as part of cash balances remaining at the end of the FCR period.

Item 5.2 – 'Open advances at the end of the financial closure reporting period'

For the FCR, the PR first fills in the relevant sections relating to open advances in items 6.1 to 6.8 before coming back to item 5.2. If both the regular funds and the C19RM funds have the same implementation period end dates, then any open advances remaining under item 6.8 will be carried over to line 5.2.

However, in case the FCR is being produced with respect to regular funds only, then only the amount of open advances remaining under item 6.8 in the regular funds section will be carried over to item 5.2.

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A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Additional sections specific to FCR

Item 5.3 – 'Closing Cash Balance for the IP'

This is the summation of items 5.1 and 5.2 and shows the total of cash and cash equivalents remaining at the end of the implementation period by source of funds.

Item 5.4 – 'Closing Cash Balance to be refunded to Global Fund'

This field captures cash balances that are to be refunded to the Global Fund at the end of an implementation period. For regular funds, this applies to PRs which do not continue implementation of GF-funded grants in subsequent implementation period.

Also, for some PRs, irrespective of whether they continue implementation in the subsequent grant, their policies and procedures require them to refund back to the Global Fund any cash balances remaining at the end of an implementation period.

For C19RM closures, all funds remaining at the end of the implementation period must be returned to the Global Fund.

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A. Cash Reconciliation Statement

	PC	PU	PUDR	Final PU	FCR
	•	•	•	•	•

Additional sections specific to FCR

> **Item 5.5 – 'Closing Cash Balance to be recycled for transfer to next IP'**

This field is calculated as the difference between the determined total closing cash balance for the IP and funds earmarked to be returned to the Global Fund. For regular funds, this could apply to PRs implementing grants in the subsequent implementation period, including grants which are consolidated.

For non-continuing PRs under regular funds and for all C19RM balances, this field is expected to be nil.

B. Bank Reconciliation Statement Balances

This section provides information on the PR's bank statement balance and bank reconciliation statement balance.

Item 9.1 – 'Principal Recipient Cash Balance as per bank statements'

The PR is requested to provide the Global Fund with the cash balance as per PR bank statement(s) as of the reporting period end to determine annual funding and subsequent disbursement decisions. These balances are for bank accounts maintained in grant currency and for those in other currencies (including local currency) translated into grant currency using the official spot exchange rate on the reporting date.

In the case of a comingled account, providing the grant allocated bank balance is required and is referred to as 'fund balances' and indicated as such in the comments field.

Item 9.2 – 'Bank reconciliation net amount'

Reflecting any bank reconciliation items, this represents the cash balance as reported under line 9.1, which is adjusted for reconciling items, such as unpresented checks or bank charges not booked in the PR's accounting. This section is also used for PRs using comingled accounts.

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B. Bank Reconciliation Statement Balances

Item 9.3 – 'Variance between bank statement balance and PR cash balance'

This is automatically calculated as the difference between the PR cash balance as computed in section 5.1 and the amounts appearing in the PR's bank statements. In case of variance, commentary is <u>mandatory</u>.

Item 9.4 – 'Variance between bank reconciliation statement balance and PR cash balance'

This is automatically calculated as the difference between the PR cash balance as computed in section 5.1 and the amounts appearing in the PR's bank reconciliation statements. In case of variance, commentary is <u>mandatory</u>.

Please note: There is a field provided <u>for the PRs</u> to attach their bank statements and bank reconciliation statements.

C. Note

Item 2.1a and 2.1b – 'Disbursement made directly by the Global Fund to the Principal Recipient' Direct disbursements made to the PR by the Global Fund for regular (Item 2.1a) or C19RM (Item 2.1b) funds, based on information contained in the disbursement notification letter sent to the PR. If there are direct disbursements made by the Global Fund to SRs, these are included under these respective sections. The PR is then required to include as part of lines 3.4a - Regular Funds: PR disbursement(s) to sub-recipients and 3.4b - C19RM Funds: PR disbursement(s) to sub-recipients the respective amounts disbursed to the SRs. The notification letters from the Global Fund will specify the nature and payees for the disbursements.

Specific LFA requirements (when in scope)

Guidance on Items 9 (9.1 – 9.4).
The LFA reviews:
- The reported PR bank statement balance against official bank statements.
- That a bank reconciliation statement has been prepared by the PR for the financial reporting period closing cash position.
- That cash in transit amounts are accurate with reference to disbursement notification letters for disbursements to the PR and to third parties on behalf of the PR, ensuring they relate to the periods as explained above.

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Source breakdown by column to split the cash position by funding sources

FCR

> Coversheet
∨ Financial
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  Commitments & Obligations listing
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Open full screen   ↻ Refresh form

Cash Reconciliation

((•)) Online   Last auto saved: ✔ Save

XXX-Z-PR1P02

Financial Reporting Period
01-Jan-24 to 30-Jun-24

Implementation Period currency
USD

> ⓘ Errors and Warnings   ⋮ Check data qual...   PR ◉ LFA   ⚠ 22 Errors ⚠ 1 Warnings

PR   Show only LFA data   ◉ Compare Data

Principal Recipient cash reconciliation statement in IP currency

∨ Cash Balance: beginning of the current financial reporting period

1. Click on the tab on the left-hand side

3. Provide comments

Item No.	Description	LFA / Assurance Provider adjustments for Regular Funds	Regular Funds as verified by LFA / Assurance Provider	LFA / Assurance Provider adjustments for other C19RM Funds	Other C19RM Funds as verified by LFA / Assurance Provider	Total as verified by LFA / Assurance Provider	1. Explain any variation between PR reported cash flows and your verified cash outflows 2. Comment on the data sources used by the PR to report results 3. Provide any other contextual information
1.1	PR Cash Balance: beginning of the current financial reporting period		481,854		3,970,046	4,451,899	⋯

2. Enter amount

∨ 2. IP Income

Item No.	Description	LFA / Assurance Provider adjustments for Regular Funds	Regular Funds as verified by LFA / Assurance Provider	LFA / Assurance Provider adjustments for other C19RM Funds	Other C19RM Funds as verified by LFA / Assurance Provider	Total as verified by LFA / Assurance Provider	1. Explain any variation between PR reported cash flows and your verified cash outflows. 2. Comment on the data sources used by the PR to report results 3. Provide any other contextual information
2.1	Disbursements made directly by the Global Fund to the PR		0		0	0	⋯
2.2	Disbursements made by the Global Fund through PPM / wambo		0		0	0	Lorem Ipsum is ⋯

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Cash Reconciliation

FCR

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  - Coversheet
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  - Commitments & Obligations listing
  - Expenditure Report
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  - Tax Reporting
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Open full screen   Refresh form

((•)) Online   Last auto saved: ✓ Save

Cash Reconciliation

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USD

> ⓘ Errors and Warnings   ≡ Check data quality   ○ PR ●○ LFA   ⚠ 22 Errors ⚠ 1 Warnings

▢ PR   ▢ LFA   ○ Show only LFA data   ●○ Compare Data

A. Principal Recipient cash reconciliation statement in IP currency

Item No.	Description	Regular Funds	LFA / Assurance Provider adjustments for Regular Funds	Regular Funds as ver... / Assurance P...	...ds	LFA / Assurance Provider adjustments for other C19RM Funds	Other C19
1.1	PR Cash Balance: beginning of the current financial reporting period	481,854			3,970,046		

1.1. PR Cash Balance: beginning of the current financial reporting period

2. IP Income

Item No.	Description	Regular Funds	LFA / Assurance Provider adjustments for Regular Funds	Regular Funds as verified by LFA / Assurance Provider	C19RM Funds	LFA / Assurance Provider adjustments for other C19RM Funds	Other C19
2.1	Disbursements made directly by the Global Fund to the PR	0		0	0		
2.2	Disbursements made by the Global Fund through PPM / wambo	0		0	0		
2.3	Other direct disbursements made by the Global Fund	25,000		25,000	0		

Use toggles to hide/view PR data or change to compare data

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4. Enter amount

5. Provide comments

3. IP cash outflows

Item No.	Description	LFA / Assurance Provider adjustments for Regular Funds	Regular Funds as verified by LFA / Assurance Provider	LFA / Assurance Provider adjustments for other C19RM Funds	Other C19RM Funds as verified by LFA / Assurance Provider	Total as verified by LFA / Assurance Provider	1. Explain variation between reported cash ... your verified ... outflows. 2. Comment ... data sources ... by the PR to report ... 3. Provide any other contextual information
3.1	PR Payments (including advance payments)	50,000,000	50,010,000		2,000	50,012,000	💬
3.2	PPM / wambo payments made by the Global Fund on behalf of the PR		0		0	0	💬
3.3	Payments to other third parties by the Global Fund on behalf of the PR		25,000		0	25,000	💬
3.4	PR disbursement(s) to sub-recipients		10		30	40	💬
3.5	Bank charges on disbursements and payments for PR		10			10	💬
3.6	Total payments and disbursements	50,000,000	50,035,020	0	2,030	50,037,050	💬

4. Reconciling adjustments: (PR only)

Note: Adjustments are reconciled at PR-level only

Item No.	Description	LFA / Assurance Provider adjustments for Regular Funds	Regular Funds as verified by LFA / Assurance Provider	LFA / Assurance Provider adjustments for other C19RM Funds	Other C19RM Funds as verified by LFA / Assurance Provider	Total as verified by LFA / Assurance Provider	1. Explain any variation between PR reported cash flows and your verified cash outflows. 2. Comment on the data sources used by the PR to report results 3. Provide any other contextual information
4.1	Other reconciliation adjustments (including for previous financial reporting periods)	5	15	(20)	0	15	
4.2	Net exchange gains/losses on translation of balances		20		10	30	💬
4.3	Total reconciling adjustments	5	35	(20)	10	45	💬

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B. Bank Reconciliation Statement balances

Item No.	Description	LFA / Assurance Provider adjustments for Regular Funds	Regular Funds as verified by LFA / Assurance Provider	LFA / Assurance Provider adjustments for other C19RM Funds	Other C19RM Funds as verified by LFA / Assurance Provider	Total as verified by LFA / Assurance Provider	1. Explain any variation between PR reported cash flows and your verified cash outflows. 2. Comment on the data sources used by the PR to report results 3. Provide any other contextual information
9.1	PR balance as per bank statements (for information only)						
9.2	Bank reconciliation net amount						
9.3	Variance between bank statement balance and PR cash balance					45,553,285	
9.4	Variance between bank reconciliation statement balance and PR cash balance					45,553,285	

6. Enter amount

7. Provide comments

Variance between the bank statement and PR cash balance and bank reconciliation and PR cash balance is introduced. In case of variance, commentary is mandatory.

Tips for 9.1:
If the PR hold Global Fund funds in more than one account, a sum of all accounts are entered in this field and the PR attaches the bank statement from all accounts.

Tips for 9.2:
This represents the bank balance as reported under line 9.1, which is adjusted for reconciling items, such as unpresented checks or bank charges not booked in the PR's accounting. Bank reconciliation is also used for grants with comingled account.

Tips for 9.4:
This represents the difference between the bank reconciliation (9.2) and the reported PR cash balance (5.1). The variances between those two should be minimal. For example, petty cash.

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5. Total cash balance: end of the current financial reporting period

Source breakdown by column to split the cash position by funding sources

1. Enter amount

2. Provide comments

Item No.	Description	LFA / Assurance Provider adjustments for Regular Funds	Regular Funds as verified by LFA / Assurance Provider	LFA / Assurance Provider adjustments for other C19RM Funds	Other C19RM Funds as verified by LFA / Assurance Provider	Total as verified by LFA / Assurance Provider	1. Explain any variation between PR reported cash flows and your verified cash outflows. 2. Comment on the data sources used by the PR to report results 3. Provide any other contextual information
5.1	Total PR cash balance	(49,999,995)	(49,521,321)	(20)	3,968,037	(45,553,285)	…
5.2	Open advances at the end of the financial closure reporting period		126,701		924,872	1,051,572	…
5.3	Closing Cash Balance for the IP		(49,394,620)		4,892,928	(44,501,692)	…
5.4	Closing Cash Balance to be refunded to Global Fund		500		600	1,100	…
5.5	Closing Cash Balance to be recycled for transfer to next IP		610,283		4,892,328	5,502,611	…

The Cash Reconciliation largely remains the same as introduced in the Pulse Check, however, specifically for FCRs additional 4 elements (5.2-5.5) have been introduced to determine the use of closing balances:
- 5.2 relates to advances at the end of the closure period and it is directly linked from the Open Advances tab.
- 5.3 is the total of 5.1 and 5.2.
- 5.4 is the only input cell required by the PR and the LFA. The PRs are required to enter any funds that they intend to refund to the Global Fund at the end of the closure. LFA verifies the amount based upon supporting document provided by the PR.
- 5.5 is the balance of the total closing cash balance (5.3) less the PR's refund (5.4) to determine the final cash balance to reconcile against the next IP.

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Open Advances

> Open advances are cash outflows for which no corresponding expenditure has been recognized by the PR. Three levels of aggregation of open advances are provided with respect to SRs, PPM / wambo.org advances and PR advances for other procurement or staff advances, for instance.

Note: this section is replicated according to the applicable sources of funding.

- **Sub-recipient Advances:** These are funds advanced by the PR to the Sub-recipients (SRs) for which the corresponding expenditure has not yet been validated by the PR. The information in this section of the PU/DR comes directly from the Sub-recipient(s) cash reconciliation section.

- **PR Procurement Advances (PPM/Wambo only):** These relate to open advances arising from PPM / wambo.org transactions only. They represent the differences between total disbursements made by the Global Fund and the value of goods received in-country as confirmed by the PR. Payments made to other suppliers directly by the Global Fund such as GDF, Cepheid, etc. are included under 'PR Other Advances' section.

- **PR Other Advances:** these relate to other advances, which include but are not limited to advances provided to staff for travel-related costs, advances to local suppliers, payments made to GDF and other direct payments, funds balances sitting in mobile money platforms and prepayments for goods and services. The PR is required to submit to the Global Fund the required schedules supporting the reported amount of other advances.

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Open Advances

Simplified: for PC and PU only

Item 14.1 – 'Sub-recipient Advances'

Funds advanced by the PR for which the respective expenditure has not yet been validated by the PR. The information in this section comes directly from the Sub-Recipient(s) cash reconciliation for the PU/DR. For PCs, the closing balance of SR advances in the books of the PR is reported in line 14.1.

Item 14.2 – 'PR Procurement Advances (PPM/Wambo only)'

These relate to PPM / wambo.org advances only. Payments made to other suppliers directly by the Global Fund such as GDF, Cepheid, etc. are included under 'PR Other Advances' section. These represent net unliquidated advances, i.e. total disbursements made by the Global Fund less the value of goods received as confirmed by the PR.

Item 14.3 – 'PR Other Advances (GDF, prepayments, etc.)

These relate to other unliquidated advances, which include but are not limited to, staff advances for travel, payments made to GDF and other direct payments, cash balances on mobile money platforms, and other prepayments for goods and services.

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Open Advances

For PUDR, Final PU and FCR

Item 6.1 – 'Open advances at the beginning of the current financial reporting period'

The PR's open advances balance at the beginning of the current financial reporting period for the first progress report is required to be nil.

For subsequent reports, it is to correspond to the prior period's closing balance as reported by the PR under item 6.8.

Item 6.2 – 'Disbursements made through PPM / wambo.org'

The same data as provided in 2.2 ("PR Cash Reconciliation" tab) is automatically populated.

Item 6.3 – 'Other direct disbursements made by the GF'

The same data as provided in 2.3 ("PR Cash Reconciliation" tab) is automatically populated.

Item 6.4. – 'Disbursements to sub-recipient(s) and other suppliers'

These are cash outflows at the PR level in favor of the respective service providers.

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Open Advances

For PUDR, Final PU and FCR

> **Item 6.5. – 'Less: value of goods and services delivered against open advances'**

The value of goods and services delivered during the current financial reporting period for which an advance was recorded is reported here. It corresponds to the value of advances liquidated during the current financial reporting period.

> **Item 6.6. – 'Sub-recipient(s) other income'**

These constitute income arising from regular grant activities as covered in the grant confirmation's Budget, such as income generating activities and bank interest income. This can also include income arising outside normal grant activities, such as realized proceeds from the approved disposal of grant assets.

> **Item 6.7. – 'Sub-recipient(s) refunds'**

This represents the refunds received (if any) from the SR(s) during the reporting period. The same amount is reflected in item 2.7.2. ("PR Cash Reconciliation" tab).

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Open Advances

For PUDR, Final PU and FCR

Item 6.9. – 'Net exchange gains/(losses) on translation of balances'

This adjustment is to consider gains or losses from translating closing open advances positions in transaction (or local) currency to grant currency at the end of the reporting period for SR advances only. Where there is an overall net loss in foreign currency translation, this is recorded as a negative value.

Item 6.8. – 'Open advances at the end of the current financial reporting period'

This is automatically calculated based on the information entered in the fields above. Note that the numbering is intentionally not sequential for this item.

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Open Advances

Specific LFA requirements (when in scope)

For Items 6 (6.1 – 6.8)

The LFA:

- Completes the respective fields based on the information reviewed at PR level. **It is not required** to proceed with a detailed review of each SRs' underlying records unless requested by the Global Fund.
- The balances at start of the period in section 6.1 in the LFA section should match the closing balances as verified by the LFA as of the previous reporting period.
- Reviews the completeness and accuracy of the value of goods and services delivered during the reporting period as reported by the PR to determine the closing balance of open advances for PPM / wambo.org.
- Reviews the completeness and accuracy of the reported amount of other advances and include comments wherever applicable on the ageing of such advances, the timely liquidation thereof into expenditures and any other relevant information.

FCR

> Coversheet

∨ Financial

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Open full screen | Refresh form

((•)) Online   Last auto saved: ✓ Save

Open Advances

XXX-Z-PR1P02

Financial Reporting Period
01-Jan-24 to 30-Jun-24

Implementation Period currency
USD

> ❶ Errors and Warnings   [≡ Check data quality]   ⚪ PR 🔵 LFA   ⚠ 3 Errors

🟨 PR   🟦 LFA   🔵 Show only LFA data

Schedule of open advances in IP currency

Regular Funds   C19RM   Total

Item No.	Description	SR advances	PR procurement advances	PR other advances	Comments
	Open advances at the beginning of the current financial reporting period	225,657	500		•••
	Disbursements made through PPM / wambo		0		•••
6.3	Other direct disbursements made by the Global Fund			25,000	•••
6.4	Disbursements to sub-recipient(s) and other suppliers	1,286,802			•••
6.5	Less: value of goods and services delivered against open advances	1,411,018	230		•••
					•••

Use toggles to hide/view PR data

Note: Switch between funding sources here

1. Click on the tab on the left-hand side

2. Enter amount by funding source

Open advances are cash outflows for which no corresponding expenditure has been recognized by the PR.
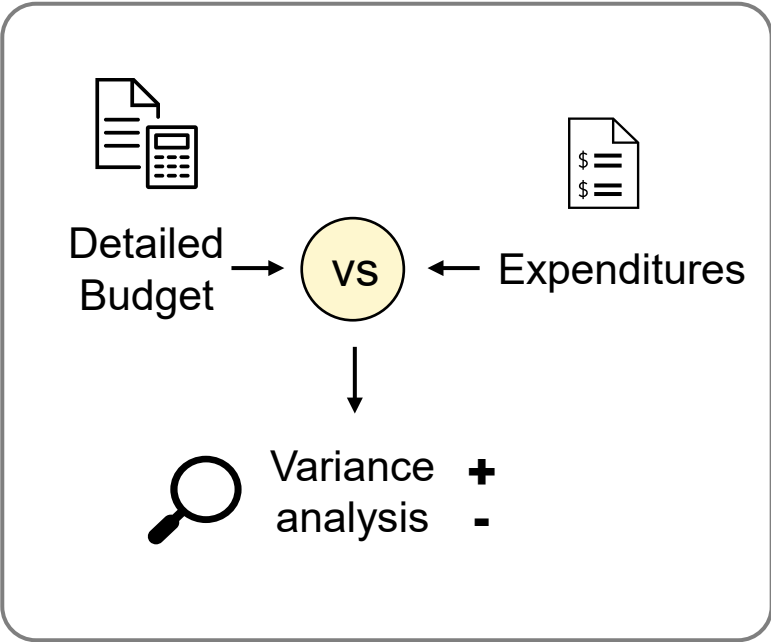
For Q1, Q2 and Q3 a simplified report on open advances is requested by funding sources. The detailed reconciliation of open advances will be requested in Q4.

Expenditure Report

The purpose of PR expenditure reporting is to enhance the overall expenditure analysis of Global Fund investments. The report covers expenditures and variance analysis against the approved activity plan for regular and C19RM (where applicable) activities and funding for PRs and SRs. In line with the approved Detailed Budget for grants, the Expenditure Report requirement provides a standardized reporting approach that incorporates the costing dimension (cost grouping/inputs) as an integral part of the overall modular approach, which further enhances the standardized modules and interventions.

This integrated approach and standardized menu for cost and modular classification removes ambiguity and provides greater alignment with partners, country data systems, and national health accounts. It also provides analytical granularity for both budgeting and expenditure reporting and thus enhances strategic and operational information in the management of Global Fund investments. The Expenditure Report is thus fully aligned to the modular approach and costing and provides additional visibility to better understand expenditures. It also provides information on Global Fund investments and their linkages to programmatic results and impact.

Detailed Budget → VS ← Expenditures

↓

Variance analysis + -

Expenditure Report

Reporting Schedule

The PR is required to submit the Expenditure Report for each grant at least annually from the agreed grant start date (i.e., month 12, month 24, etc.). The first Expenditure Report for any grant, depending on the start date and alignment to country/PR reporting cycles, can cover a period of six to 18 months, and every 12 months thereafter.

The PRs implementing grants in High Impact and Core portfolios as part of the half-yearly Progress Update (PU) report, are to provide all expenditures incurred in those 6 months in addition to cumulative expenditures from the start of implementation to the reporting period end date in the Expenditure Report.

In the PUDR, all PRs (including those that report in the half-year PU) are required to include **annual** expenditures in addition to cumulative expenditures from the start of implementation to the reporting period end date in the Expenditure Report.

The Global Fund at its own discretion can request more frequent reporting (i.e., every quarter for certain PRs from High Impact or Core countries).

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Expenditure Report

Financial Information

The reported financial information is required to include the approved budgets, expenditures, and variance analysis by (a) cost dimension groupings; (b) modules and interventions; and (c) implementers (PRs and SRs). The total budget and expenditure amounts across all three breakdowns are to be the same.

In the Global Fund Expenditure Report, amounts reported as expenditures are required to include all activities for which the goods and services have been received by the grant implementer. This will include:

- Payments made in the current or previous period(s) for goods and services* delivered during the reporting period; and
- Financial commitments** at the end of the period.

However, payments made for which no corresponding goods have been received or services rendered are not to be included as expenditures. These are to be treated as open advances. Common examples include payments made directly by the Global Fund with respect to PPM/wambo.org procurement but for which the goods have not been received, payment of the advance for external audit services when audit report has not been received, or rental deposit for premises occupied.

* Including indirect and any overhead amounts charged to the grant.
 ** A current contractual obligation to pay a specified amount of cash against goods and services already received, i.e., the goods/services have been received <u>before</u> the reporting period end date however the related payment is not yet made (all or partial) either due to delay in/non-receipt of invoices, use of favorable payment terms or prolonged payment process. Financial commitments mainly include accounts payable and creditors.

Expenditure Report

The diagram below depicts the key considerations when determining the expenditure to be recognized in the current or next reporting period.

Figure 6: Expenditure reporting for Global Fund purposes.

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Expenditure Report

The reporting by costing dimension is based on the cost grouping or cost inputs*.

The reporting by implementing entity is required to include both the name and the type of implementing entity. This reporting is to be done at the PR and SR levels (it is not necessary to report at the Sub-Sub-Recipient level).

Financial information is reported for the current financial reporting period (whether on semi- annual or annual basis) and cumulatively from the beginning of the implementation period. Reporting covers the entire grant implementation period budget and expenditure information.

Annual depreciation expenses will not be considered in the Expenditure Report and equipment acquired during the year needs to be expensed fully in the year of acquisition. Consequently, the full cost of equipment is included in the Expenditure Report of the year of acquisition.

Inventory (health products and non-health products) is also expensed fully in the Expenditure Report at the time of acquisition and not at the time when it is used.

* Refer to the Global Fund Guidelines for Grant Budgeting.

Expenditure Report

Treatment of Budget Variances

The financial reporting is used to explain all variances from the most recent approved Budget for each module/intervention, cost grouping/cost input and by implementing entity on a cumulative basis only. Variances arising from the current financial reporting period are no longer required to be reported separately.

As a general principle, even in the case of non-material budgetary adjustments*, detailed variance analysis for expenditures is required for variances that are below 85% and above 115% of the official approved Budget for the specific intervention, or by implementing entity, or the costing dimension under the differentiated reporting requirement.

Based on automated controls, an Expenditure Report is not fully compliant if the cumulative variance exceeds the above-mentioned threshold, and the relevant variance analysis has not been provided by the PR.

Please note: Budgets are prepared on an annual basis. Consequently, for 6-month PUs, variances may arise due to timing differences. These 6-month PUs serve as interim updates on expenditures, providing insight into the progress of implementation. Accordingly, the variance analysis includes comments that explain upcoming expenditures, bottlenecks in implementation, savings already identified and other contextual factors, which will enhance the analysis of the forecast for the year-end absorption landing.

* Refer to relevant section of the Global Fund Guidelines for Grant Budgeting.

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Adjustments to Reported Expenditures

All adjustments (including those coming from the audit of the financial statements) to PR and SR expenditures in Expenditure Reports which have already been reported and approved (prior period Expenditure Report) are to be made in the current reporting period and explained in the variance analysis of the most current reporting cycle. Comments on variance analysis must be detailed enough to distinguish adjustments related to prior reporting periods from adjustments for the current reporting period.

It is not possible to change expenditure data in the reports which have already been submitted to and approved by the Global Fund, because prior period expenditure data is locked from further changes. Such changes can result from finalization of expenditure verification, refunds received from suppliers/procurement agents or other audit adjustments for PR/SR/Sub-Sub-Recipient activities. Consequently, the adjustment is captured as part of the current Expenditure Report and not as a re-statement of the previous Expenditure Report to which the adjustment relates.

Enhancement made to the Expenditure Report now do not require the PR to provide both current period expenditures and cumulative period expenditures. Instead, only current period expenditures are to be provided and these are then added to the reported information for the previous reporting period to give the cumulative expenditure.

Additionally, PRs now provide expenditures separately for each source of funding. For grants that, for instance, have both regular and C19RM activities, a separate section for each funding source is provided. To facilitate PR reconciliation, a total is also provided which automatically calculates the sum of expenditures under regular funds and C19RM funds.

Expenditure Report

Regular Funds & C19RM Expenditure*

Column 'Budget for the current financial reporting period'

Pre-populated and corresponds to the approved budget amount for the relevant period, as per the Grant Confirmation or subsequent revisions formalized through an Implementation Letter.

Column 'Expenditure for the current financial reporting period'

Corresponds to the actual expenditure (PR direct expenditure, SR direct expenditure and financial commitments) incurred during the current reporting period as reported by the PR.

Please note: The PR is not required to report the disbursements to SRs as expenditure, as they report the actual expenditure incurred by the SRs. All sub-sub-recipient expenditures as validated and compliant are captured as part of SR expenditures.

* The C19RM Expenditure section covers in-country expenditures and variance analysis against the approved activity plan for C19RM activities only and funding for PRs and SRs. The principles for reporting on C19RM expenditures are the same as those presented in the section above on regular funds expenditure reporting.

Expenditure Report

Regular Funds & C19RM Expenditure

Column 'Budget vs. Expenditure variance for the current period'

Automatically calculated based on the information entered in the fields above. It is the difference between the Budget and the expenditure for the period.

Column 'Absorption Rate'

Automatically calculated based on the information entered in the fields above. It is the expenditure divided by the budget for the period.

Column 'Cumulative expenditure reported by PR up to the start of the current financial reporting period'

Automatically populated from the last reported PUDR submitted by the PR. This value is nil for the first PUDR.

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Regular Funds & C19RM Expenditure

Column 'Cumulative Global Fund validated expenditure up to the start of the current financial reporting period'

Automatically populated from the last reported PUDR validated by the Global Fund. This value is nil for the first PUDR. This field provides the PR with the details as to where adjustments, if any, have been made by the Global Fund to PR reported figures.

Column 'Cumulative budget up to the end of the current financial reporting year'

Pre-populated and corresponds to the approved cumulative budget amount for the relevant period, as per the Grant Confirmation or subsequent revisions formalized through an Implementation Letter.

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Expenditure Report

Regular Funds & C19RM Expenditure

> **Column 'Cumulative Expenditure at the end of the current financial reporting period'**

Automatically calculated as the sum of expenditure for the current financial reporting period and cumulative expenditure reported by PR up to the start of the current financial reporting period. This field is no longer required to be populated by the PR but is automatically calculated based on PR inputs.

If there are adjustments to be made to previously reported figures, the PR makes them in the current period reporting such that taken on a cumulative basis, the correct figures are reported.

> **Column 'Budget Vs. Expenditure variance'**

Automatically calculated based on the information entered in the fields above. It is the difference between the cumulative budget and the cumulative expenditure at the end of the reporting period. It is on this variance that the PR provides comments on when these are below 85% or above 115% of the Budget.

Expenditure Report

Regular Funds & C19RM Expenditure

> **Column 'Explain cumulative period Variances'**

It is mandatory to provide an explanation for variances below 85% and above 115% of the cumulative budget. The PR is required to be as specific as possible when commenting on variances and must explain the link with programmatic results.

Please note: In cases where a more detailed analysis of the variance is necessary to ensure an adequate explanation of the variance and the relationship to the programmatic results, the PR is required to summarize the explanation in the 'Explanation of Variances' column and provide additional information justifying the variance in a separate attachment. Please include in the 'Explanation of Variances' the reference to the detailed explanation, if applicable (e.g., See Attached File "xxx".).

Expenditure Report

Specific LFA requirements (when in scope)

The LFA reviews that:
- The Actual Expenditures are eligible. Eligible expenditures are those that have been incurred in line with the Global Fund approved Budget and used solely for program purposes consistent with the terms and conditions of the grant confirmation.

The LFA:
- Recommends and explains its adjustments to the reported figures (for the current period and the knock-on effect on the cumulative period) due to identified ineligible transactions (including mistakes/inaccuracies) or other relevant issues as appropriate.
- Comments on the PR's explanation of variances.
- In case of need of adjustments to PR and SR expenditures in Expenditure Reports which have already been reported and approved (prior period Expenditure Report) they are to be made in the current reporting period. It is <u>mandatory</u> to provide comments on those adjustments. The LFA include those adjustments in the column "LFA / assurance provider adjustment on the current period expenditures" in the LFA's section of the form. Comments in the "Explanation of Variance" column must be detailed enough to distinguish adjustments related to prior reporting periods from adjustments for the current reporting period.

Expenditure Report

The three-dimensional breakdown remains the same: cost group/cost input, module/interventions and implementing entities.

2. Enter the proposed adjustment to PR reported figures to calculate the expenditure as per the LFA by cost dimensional items. The cumulative expenditure is calculated based on the previous reported amounts (from previous PUDR).

1. Click on the tab on the left-hand side

Costing Dimensions are populated based on the Full IP Budget so that the PR can report on any expenditures that have been advanced compared to Budget.
In addition, it is possible to include costing dimensions that were not part of the original Budget.

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Non-compliant Expenditures

This section of the cash reconciliation statement is meant for the tracking of non-compliant transactions to ensure transparency and alignment on potential recoverable amounts as at the reporting period end date, arising from expenditures which have been declared as non-compliant during the current implementation period of the grant and formally communicated through Performance, Implementation or Notification Letters.

Note: this section is replicated according to the applicable sources of funding.

Item 10.1 – 'Non-compliant expenditures validated for the current financial reporting period'

Relates to identified expenditure in the current reporting period deemed non-compliant by the PR based on the guidelines on non-compliant transactions*.

* Based on the guidelines on ineligible transactions contained in section 2.5.1 of the Global Fund Guidelines for Grant Budgeting.

Mode of Data Entry

Cash Reconciliation

Open advances

Expenditure Report

Non-comp. Expenditures

SR Cash Reconciliation

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Triangulation Controls

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Forecast Report

Disbursement Request

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HOW TO # Non-compliant Expenditures

Funding source breakdown

2. Enter amount of proposed adjustment

3. Provide comments

1. Click on the tab on the left-hand side

In comparison to the GC6 PUDR form, section 10 on Non-compliant Expenditures has been simplified to only requesting the LFAs to enter required adjustments to PR reported figures to calculate the non-compliant expenditures for the current reporting period and any commentary to that.

Note: Unrecovered taxes are considered non-compliant. However, those are NOT to be reported in this section, but rather in the Tax Reporting section.

Mode of Data Entry

Cash Reconciliation

Open advances

Expenditure Report

Non-comp. Expenditures

SR Cash Reconciliation

Commitments & Obligations

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SR Cash Reconciliation

To support annual funding decisions and decisions on cash transfer needs, the PR provides financial data on the management of SR advances. These reflect the balances as per the PR's books and records, which can differ from the actual balances at individual SR levels due to timing of validation of SR reports and cut-off periods, etc. It is sufficient for the PR to report on the balances as per its books and records.

The SR cash reconciliation statement captures the reconciliation of funds provided to SRs at a given reporting period end date. SR open advances are defined as the residual amounts from PR disbursements made to SRs and SR expenditures validated and recorded by the PR in its records as fully liquidated amounts (i.e., recognized officially as SR expenditure by the PR in its own records) as adjusted for other income, refunds and net exchange differences.

To ensure financial control over resources at the disposal of SRs, the Global Fund strongly recommends that the PR establishes advance accounting principles for disbursements made to SRs for program implementation. Although disbursements made to SRs are treated as 'cash-outflow' for purposes of PU/DR reporting, it is important that the PR includes SRs' expenditure in their records upon verification and/or validation of SR reports (including verification by assurance providers).

SR Cash Reconciliation

In certain instances, where 'zero-cash or restricted cash policy'* is in place, the PR is required to report payments made under such policies as actual disbursements to SRs (Item 3.4 of the PR cash reconciliation statement) and also in the SR cash reconciliation section (column 4).

If adequate controls and risk mitigation measures are in place, the PR is required to apply a risk-based approach for the verification of SRs' expenditure, and verification can be performed on a sample basis.

Sample expenditure verification can also be performed by assurance providers depending on the country context.

Note: this section is replicated according to the applicable sources of funding.

1. **Sub-Recipient Name:** the SR(s) for which financial details are being given are listed. Where there are a significant number of SR(s) involved in the implementation of the grant and to simplify the reporting process, the PR can be authorized by the Global Fund to input 'Other' to group SRs that have managed a cumulative budget below US$50,000 as at the end of the reporting period.

2. **Cumulative sub-recipient expenses for previous financial reporting periods at PR level:** the cumulative expenditure amount validated by the PR and entered into its accounting records derived from amounts previously disbursed to SRs as at the end of the previous **reporting period.**

* Such policies imply that the PR makes direct payments on behalf of the SRs.

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SR Cash Reconciliation

3. **SR Open Advances at beginning of financial reporting period at PR level:** open balances from the previous reporting period regarding advances provided to SRs that are yet to be validated and/or booked as grant expenditure as part of the PR's regular accounting closure process*.

4. **Disbursements made by the PR or directly by the Global Fund during the current financial reporting period:** all direct disbursements made by the PR to SRs during the reporting period and direct disbursements made by the Global Fund to the SRs. These are cash outflows at the PR level, which impact the cash balance, however, they do not constitute expenditure in the form of payments for goods and services. This amount is to fully reconcile and correspond to the amount reported in item 3.4 (i.e., 'PR disbursement to SRs') in the PR cash reconciliation statement.

5. **Other Income during the current financial reporting period:** constitutes income arising from regular grant activities as covered in the grant confirmation's Budget, such as income generating activities and bank interest income. This can also include income arising outside normal grant activities, such as realized proceeds from the approved disposal of grant assets.

6. **Expenditures validated by the PR during the current financial reporting period:** expenditure accepted and/or validated by the PR as SR expenditure for the PU/DR reporting period, following a formal process of verifying supporting documents** of expenditure transactions.

* The Global Fund strongly recommends a monthly closing of accounts by all implementers and recipients of funding.
** The verification of SR expenditure is based on a risk-based approach and can be performed on a sample basis in cases when adequate controls and risk mitigation measures are in place.

SR Cash Reconciliation

7. **Refunds Received from the SR:** Refunds received (if any) from the SR(s) during the reporting period. There should be a consistency with what is reported under item 2.7.2 in the Cash Reconciliation section under the different funding sources, where applicable.

11. **Net exchange gains/(losses) on translation of balances:** This adjustment is to consider gains or losses from translating closing open advances positions in transaction (or local) currency to grant currency at the end of the reporting period. Where there is an overall net loss in foreign currency translation, this is recorded as a negative value.

8. **SR open advances at closing at PR level:** Open SR advances maintained by the PR as at reporting period end date. It represents funds advanced which is yet to be validated, cleared, and recognized by the PR as expenditures in its accounting records; funds for activities which are yet to be implemented by the SR; and/or savings from activities implemented. It does not require any direct input from the PR and is automatically calculated.

9. **Actual SR cash balance (if applicable):** to be filled in by the PR upon proper verification and validation of SR cash balances as at the reporting period end date. In all cases, the PR must have oversight mechanisms in place to provide assurance on reasonableness of SR expenditure and cash balances.

* The verification of SR expenditure is based on a risk-based approach and can be performed on a sample basis in cases when adequate controls and risk mitigation measures are in place.

SR Cash Reconciliation

10. **Variances on SR Balances:** does not require any direct input from the PR and is the difference between the closing balance at PR level in respect to open SR advances and actual SR cash balances. The PR is required to ensure that it takes all steps necessary to ensure that this variance is kept to a reasonably low level by ensuring proper oversight of SR(s) expenditure, timely disbursements, and reporting.

PR comments: In respect of every SR, the PR is expected to provide contextual comments to enable a clear understanding of the implementation of activities at the level of the SRs.

Specific LFA requirements

Only if requested by the Global Fund, the LFA reviews and reports on this section of the PU/DR and/or FCR.

The LFA review is based on the documents **available at the PR level**, e.g., SR reports collected by PR. As part of PU/DR or FCR review LFA does not review other documents at SR level unless specifically requested by the Global Fund. Depending on risk factors, LFA financial verification work can include site visits to SRs in addition to verifying PR-held financial information on SRs. Usually, such site visits take place as a separate LFA service, e.g. spot checks.

SR Cash Reconciliation

Specific LFA requirements (cont.)

The LFA reviews:
- Consistency of cumulative SR expenses for prior periods with the amounts reported in the previous PU/DR.
- Correspondence of SR open advances to both closing balances for the previous PU/DR reporting period and PR's underlying books and records.
- Correspondence of the reported PR disbursements to SRs, notifications sent to SRs and amounts entered in PR's accounting records for advances, which form the basis for the entry made on item 3.4 of the PR cash reconciliation statement.
- Completeness and accuracy of 'other income' reported at the level of SRs.
- Accuracy and support for amounts booked by the PR as per SR reports collected by the PR as constituting validated SR expenditures, and also accuracy of closing SR open advances reported by the PR.
- Reasonableness of reported SR cash balance, including recommending adjustments to these balances where there is inaccuracy, provided the PR has been requested to provide SR cash balance information in the column.
- 'Actual SR Cash Balance (if applicable)'. Where a PR elects to provide SR cash balance information, the LFA reviews upon request of the Global Fund.
- The adequacy of underlying systems and oversight controls in the management of SR advances by the PR.
- LFA includes their adjustments per SR in a single column on the righthand side from the PR's part as well as consolidated (not by SR) adjustments for each column reported by PR on the bottom of the form.

HOW TO SR Cash Reconciliation

Mode of Data Entry

Cash Reconciliation

Open advances

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SR Cash Reconciliation

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Open full screen | Refresh form

Online   Last auto saved: ✓ Save

SR Cash Reconciliation

XXX-Z-PR1P02

Financial Reporting Period
01-Jan-24 to 30-Jun-24

Implementation Period currency
USD

Highlight mandatory blank fields

Errors and Warnings | Check data quality | PR ◯ ● LFA   ⚠ 10 Errors ⚠ 1 Warnings

PR   LFA   ● Show only LFA data

Regular Funds   C19RM   Total   ← Funding source breakdown

Total			6,499	108,618	
#	(1) Sub-recipient Name		LFA / Assurance Provider Adjustments	SR open advances at closing at PR level as verified by LFA / Assurance Provider	LFA / Assurance Provider Comments
1	SR 2			0	⋯
2	SR			22,588	⋯
3	SR 3			18,744	⋯
4	SR 4			52,874	⋯
5	SR1		500	8,413	⋯

1. Click on the tab on the left-hand side

2. Enter the amounts of proposed adjustments per Sub-recipient

3. Provide comments

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SR Cash Reconciliation

Ensure the toggle is set to the left to display PR data, then scroll down

PR LFA ⬤ Show only LFA data

#	(1) Sub-recipient Name	(2) Cumulative sub-recipient expenses for previous financial reporting periods at PR level	(8) SR open advances at closing at PR level	(9) Actual SR cash balance (if applicable)	(10) Variances on SR balances	LFA / Assurance Provider Adjustments	SR open advances at closing at PR level as verified by LFA / Assurance Provider	LFA / Assurance Provider Comments
	Total	**1,100**	**600**	**140**	**460**	**80**	**680**	
1	SR 1	100	550	50	500	70	620	nbnb
2	SR 2	1,000	50	90	(40)	10	60	bnvbn
	+ Add Sub-Recipient							
	Total	**1,100**	**600**	**140**	**460**	**80**	**680**	

LFA / Assurance Provider Adjustments

→	LFA / Assurance Provider adjustments	10	70		
	LFA / Assurance Provider verified totals	1,110	670	50	620

4. Enter the amounts of proposed adjustments per columns

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Commitments & Obligations

Financial commitments and financial obligations (see [Key Definitions](#) in the Financial Reporting Overview section) arising at PR and SR levels are to be recorded here together with the amount of accrued severance entitlements.

Note: this section is replicated according to the applicable sources of funding.

Item 7.1a and 7.1b – 'Total financial commitments'

Financial commitments (7.1a and 7.1b) should be entered manually. For the previous period, those should correspond to the closing balance of the financial commitments and for the current period those should be entered as per the balance of the current period Commitments and Obligations listing. Exception is noted for the FCRs, where the commitments for the current period must be zero as a general rule. For split closure, where one source of funding closes before the other, commitments for the continuing components can be recorded and should then be included as per the Commitments and Obligations listing.

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Commitments & Obligations

PC	PU	PUDR	Final PU	FCR
		•	•	•

Item 7.2a, 7.2b and 7.2c– 'Financial obligations and accrued severance'

Balances at the end of the current financial reporting period are reported here.

Please note: For accrued severance entitlements, where applicable, the PR is required to report on the cumulative balance at the end of each financial reporting period.

Item 7.4* – 'Total financial commitments & financial obligations'

This is the total amount of items 7.1a to 7.2c, above.

Specific LFA requirements (when in scope)

For items 7 (7.1 – 7.4)
The LFA reviews the reasonableness of the amounts disclosed as PR financial commitments and other financial obligations in accordance with the applicable PR accounting principles and with reference to the definitions on financial commitments and obligations. This includes assurance that these commitments and other obligations have third party supporting documents and represent goods and services rendered or expected to be rendered with reference to the currently approved grant Budget, annual funding decisions and associated disbursements made to the PR. SR financial commitments and obligations are verified based on the SR reports collected by PR. It is not required to verify other supporting documents at SR level.

⑄ THE GLOBAL FUND   * Previously used category 7.3 has been retired and is no longer in use.

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  - Triangulati...

Open full screen | Refresh form | Online Last auto saved: | Save

Commitments and Obligations

XXX-Z-PR1P02

Financial Reporting Period
01-Jan-24 to 30-Jun-24

Implementation Period currency
USD

Errors and Warnings | Check data quality | PR | LFA | Data quality check required

PR | LFA | Show only LFA data

Principal Recipient financial commitments obligations

Regular Funds | C19RM | Total

Funding source breakdown

3. Provide comments

Item No.	Description	Previous financial reporting period	LFA / Assurance Provider adjustments for current financial reporting period	As verified by LFA / Assurance Provider	...iation between PR reported ...ws and your verified cash outflows. 2. ...t on the data sources used by the PR ...eport results 3. Provide any other contextual information
7.1a	PR total financial commitments	44	1	1	
.1b	SR(s) total financial commitments	33	6,800	14,000	
.2a	PR financial obligations		0	0	
7.2b	SR(s) financial obligations		5,999	25,999	
7.2c	Accrued severance		0	1,000	
7.4	Total financial commitments & financial obligations		12,800	41,000	

2. Enter amount

1. Click on the tab on the left-hand side

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Commitments & Obligations Listing

PC	PU	PUDR	Final PU	FCR
			•	•

For Final PU and FCR only

The detailed listing of financial commitments and obligations is required to be provided in the prescribed format for the **Final PU only**.

For the financial commitments detailed listing, the PR is expected to provide the activity description, the relevant module, intervention, cost input/cost grouping and implementer associated with the activity, the amount of the commitment and the actual delivery date of the related good/service.

Note that the goods/services must have been delivered by the reporting period end date and payments in relation thereto have not been made to qualify as commitments.

Then, as part of the **Financial Closure Report**, the actual payment date and the final amount for which the commitment was liquidated need to be provided. Any differences between commitments booked in the Final PU and the actual amount for which the commitments have been liquidated need to be adjusted in the expenditures.

Example

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Commitments & Obligations Listing

PC	PU	PUDR	Final PU	FCR
			•	•

For Final PU and FCR only

Example

For example: In the final PU as of 31 December 2023, IT supplies have been delivered on 28 December 2023 for a total amount of US$10,000 as per order made by the PR. The whole US$10,000 was recognized in expenditures in line with Global Fund guidance. However, upon receipt of the final invoice, the total amount appears as US$10,800. This was settled on 18 April 2024. In the FCR, there is an additional amount of US$800 that needs to be recognized as expenditure. Conversely, if the invoice was settled for US$9,500, then expenditures are adjusted downwards by US$ 500.

Note that slippages approved by the Global Fund (goods and services which were initially expected to be received before the end of the implementation period but have now been delayed to within 180 days from the end of the allocation utilization period and meeting the set criteria) are to be recognized as expenditures during the closure period only.

Note: this section is replicated according to the applicable sources of funding.

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∨ Financial

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Commitments & Obligations listing

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Non... ...penditures

Open full screen   Refresh form

Online   Last auto saved: ✓ Save

Commitments and Obligations Listing

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Implementation Period currency
USD

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Highlight mandatory blank fields

Funding source breakdown

> ⓘ Errors and Warnings

Check data quality   PR   LFA   Data quality check required

PR   LFA   Show only LFA data

Regular Funds   C19RM

2. Select dimension

3. Enter the proposed adjustment

Financial Commitments   Financial Obligations   Accrued Severance

...t	Implementers	Type of Implementer	Amount in IP currency	Delivery date	Payment date	LFA / Assurance Provider adjust...	As verified by LFA / Assurance Provider	Implementers	Comments
managem ∨	Implementers	SR ∨	5,000	17-Mar-24	21-May-24	5,000	10,000		
managem ∨	Implementers	SR ∨	5,000	17-Mar-24	21-May-24	0	5,000		
managem ∨	Implementers	SR ∨	5,000	17-Mar-24	21-May-24	0	5,000		
	Implementers	SR ∨	5,000	17-Mar-24	21-May-24	0	5,000		
	Implementers	SR ∨	5,000	17-Mar-24	21-May-24	0	5,000		
managem ∨	Implementers	SR ∨	5,000	17-Mar-24	21-May-24	0	5,000		
managem ∨	Implementers	SR ∨	5,000	17-Mar-24	21-May-24	0	5,000		
managem ∨	Implementers	SR ∨	5,000	17-Mar-24	21-May-24	0	5,000		

1. Click on the tab on the left-hand side

4. Provide comment

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Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

> The objective of triangulation is to ensure completeness and accuracy of financial information presented in the PU/DR and FCR. It involves the reconciliation of the closing cash balance in the Principal Recipient Cash Reconciliation section with Total Expenditure, taking into consideration financial commitments and open advances.

Triangulation controls section has been enhanced to allow not only for the verification of reported figures for the current financial reporting period but also on a cumulative basis. This is also to recognize the correction of errors in the prior reporting periods which if looked in isolation does not provide an overall correct picture of the soundness of the financial information reported in the grant.

Hence, the triangulation controls section for an FCR, for instance, will include the individual triangulation line items as included in the previous PUDRs on an annual basis.

Please note: All figures are automatically calculated based on inputs in other sections. Space for comments is provided. Triangulation differences must be investigated and explained.

* Tab not applicable for C19RM only grants.

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Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Item 13.1 – 'Cash balance: beginning of the current financial reporting period'

PR cash balance at the start of the financial reporting period from item 1.1.

Item 13.2 – 'Open advances: beginning of the current financial reporting period'

Sum of item 6.1 – open advances at the level of the SRs, PPM / wambo.org and other PR advances.

Item 13.3a – 'Total IP income'

Item 2.7 – total of disbursements and other income for the current financial reporting period.

Item 13.3b – 'Total refunds received'

Item 2C – total of refunds and reimbursements received for the current financial reporting period.

* Tab not applicable for C19RM only grants.

THE GLOBAL FUND

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Item 13.4 – 'Total expenditure per PR expenditure report'

Total expenditure for the current financial reporting period as per the Expenditure Report – total of regular funds and C19RM funds.

Item 13.5 – 'Net change in total financial commitments from previous year'

Difference between the current financial reporting period and the previous reporting period for items 7.1a and 7.1b.

Item 13.6 – 'Open advances at the end of the current financial reporting period'

Sum of item 6.8 – open advances at the level of the SRs, PPM / wambo.org and other PR advances.

Item 13.7 – 'Total reconciling adjustments'

Populates from item 4.3 – total reconciling adjustments.

* Tab not applicable for C19RM only grants.

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Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Item 13.8 – 'Total expected PR closing cash balance'

Calculated as opening cash balance at PR level (13.1) plus the open advances (13.2) plus all income received by the PR (13.3a) minus all refunds received (13.3b), minus all expenditures recognized (13.4) and adjusted for net change in financial commitments (13.5), open advances at the end of the period (13.6) and reconciling adjustments (13.7).

Item 13.9 – 'PR cash balance'

item 5.1, the calculated in-country cash balance at the level of the PR.

* Tab not applicable for C19RM only grants.

THE GLOBAL FUND

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Item 13.10 – 'Triangulation variance to be reconciled or reimbursed by PR'

Item 13.8 – total expected PR closing cash balance, minus item 13.9 – total cash balance in country.

Examples of the justified triangulation variances include:

- SR income
- SR net exchange gain or loss from translation of balances
- Open ineligibles
- Refund of taxes
- SR refunds (excluding SR refunds to the PR)

The above variances can be broken down in sections 13.11 - 13.15, that serve as justified triangulation variances. Any remaining unjustified variances will be calculated in 13.17 – Total Unexplained variances.

* Tab not applicable for C19RM only grants.

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Triangulation Controls

Specific LFA requirements (when in scope)

For Items 13 (13.1 – 13.17):
This section is a compilation of information provided elsewhere in the PUDR or FCR. The LFA's analysis of the variances and any recommended adjustment are required to be made in the respective sections.

Note: Certain elements such as ineligibles or refunds which impact the cash reconciliation across different reporting periods may create triangulation difference for the reporting period. Known causes of triangulation differences are provided in items 13.11 – 13.14 for the LFA to explain the amount in item 13.10. An additional line item 13.15 provided for other triangulation differences that could arise.

Specifically for GC6 FCR:
For GC6 closures of grants which host C19RM funds, the split of C19RM and Regular funds closing balances needs to be done. The former GC6 PUDRs tracked the disbursements and expenditures by funding source but did not request the split of other elements of the cash reconciliation by funding sources. Therefore, the prescribed methodology for calculation of the cash balance split is first to derive the C19RM cash balance as follows:
C19RM opening cash balance + C19RM disbursements - C19RM expenditures = C19RM closing cash balance

LFAs are required to verify the computation done by the PR and propose any relevant adjustments based on their reviews accordingly.

* Tab not applicable for C19RM only grants.

Triangulation Controls

Expenditure check (Section 13.2.1 – 13.2.4): This is relevant for FCR only as for GC7 PU/DR reporting, the enhancements to expenditure reporting will cater for this check. The expenditure check serves as an arithmetic check on the cumulation of the expenditures, by cumulating standalone period expenditures and comparing them against the reported period expenditures to check if there was an error, which would need to be corrected.

Cash balance split by source of funding (Section 13.3.1 – 13.3.7): For GC6 closures of grants which hosts C19RM funds, the split of C19RM and regular funds final closing balances needs to be done as these funding sources have different rules governing their utilization.

The former GC6 PUDRs tracked the disbursements and expenditures by funding source, however, did not request the split of other elements of the cash reconciliation by funding sources.

Therefore, the prescribed methodology for calculation of the cash balance split is first to derive the C19RM cash balance as follows:

C19RM opening cash balance
(+) C19RM disbursements
(-) C19RM expenditures
(=) C19RM closing cash balance

Note: Section 13.3 - split of cash balance by funding sources will be applicable only for GC5 and GC6 grants.

* Tab not applicable for C19RM only grants.

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However, in some cases adjustments might need to be made to the above methodology to derive the correct C19RM closing balance. Such adjustments need to be made in item 13.3.5. Below, there are two examples for which adjustments might be made:

1. Compensation for C19RM 2020 disbursements:

For GC6 grants which started before June 2021, there might be C19RM 2020 expenditures included in the GC6 grant as well. Disbursements for those activities were not tagged and just captured as part of regular grant disbursements. Therefore, the calculation will have to be adjusted for those C19RM 2020 disbursements not to distort the final C19RM cash balance.

2. Adjusting for any other reconciling items (e.g. Forex)

In some cases, the PR might want to allocate some costs to C19RM. For example, if the PR identified large forex loss on transaction, the PR might allocate part of it to C19RM not to penalize the regular grant or if the regular grant has already ran out of funds. These adjustments, the calculation of those (including source of exchange rates) and adjustments entries to be posted to the accounts **must** be agreed with the Global Fund Country Team prior submission of the FCR.

* Tab not applicable for C19RM only grants.

THE GLOBAL FUND

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Specific LFA requirements (when in scope)

The LFA's analysis of adjustments made by the PR in order to derive the correct C19RM closing balance shall:

- Ensure that the methodology (calculation of adjustment, source of exchange rates, and adjustments entries to be posted to the accounts) and adjustments made by the PR have been agreed with the Global Fund Country Team prior to submission of the FCR.
- Review the accuracy of computations for 'net exchange gain/losses arising from foreign exchange translations' with reference to applicable closing spot rates used with reference to official central bank spot rate or other applicable inter-bank rate.
- Verify that the PR has computed the corresponding adjustment in the regular funds to ensure an overall balanced financial information. Such adjustments need to be made in item 13.3.5.

* Tab not applicable for C19RM only grants.

The triangulation for the period is linked directly from the respective cells as reported by the PR in other tabs of the FCR.

Use toggle to view/hide PR data

FCR

> Coversheet

∨ Financial

Coversheet

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Open full screen   ↻ Refresh form

Triangulation

Financial Reporting Period
01-Jan-24 to 30-Jun-24

Implementation Period currency
USD

> ❶ Errors and Warnings   ☰ Check data quality   ⚪ PR   ⚠ No errors or warnings

PR   LFA   🔵 Show only LFA data

Item No.	Description	Extracted from PUDRs			Period	Cumulative	Comments
		Year 1	Year 2	Year 3			
13	Triangulation of financial figures						
13.1	Cash balance: beginning of the current financial reporting period	29,529,470	7,896,514	21,709,164	11,460,186	29,466,053	💬
13.2	Open advances: beginning of the current financial reporting period	0	6,308,959	435,600			💬
13.3a	Total IP income	78,891	34,624,854	15,195,118	33,824	50,009,544	💬
13.3b	Total refunds received				5,702	5,702	💬
13.4	Total expenditure per PR expenditure report	(17,882,933)	(23,263,770)	(25,972,018)	(71,997,549)	(71,572,911)	💬
	Net change in total financial commitments from previous year	3,891,137	(3,606,577)	132,432	16,724	433,715	💬
13.6	Open advances at the end of the current financial reporting period	(6,308,959)	(435,601)				💬
		0	0				💬

2. Provide comments

1. Click on the tab on the left-hand side

3. Justify any variances arising from SR cash reconciliation, open ineligibles, refunds, etc. by breaking down those variances into the cells between 13.11-13.15.

The Triangulation in the FCR has been enhanced to cater for the cumulative triangulation for the Implementation Period. The principle and calculation methodology remains the same and data from previous triangulations will be populated into the cumulative triangulation form.

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As stipulated in Section 3.5 of the Global Fund Grant Regulations* applicable to allocation-based model grants, Global Fund funding is based on the principle that grant funds are intended to be free from taxation, so that all the grant funds provided by the Global Fund contribute directly to the prevention, diagnosis, and treatment of the three diseases in the country and building resilient and sustainable systems for health alongside pandemic preparedness and response.

The required tax exemption for Global Fund purposes mainly includes (but is not limited to):

- Customs duties, import duties, taxes or fiscal charges of equal effect levied or otherwise imposed on the 'Health Products'** imported into the Host Country under the Grant Agreement or any related contract (collectively 'Custom/Import Duties');
- VAT levied or otherwise imposed on goods and services purchased using grant funds.
- Any other taxes that are applicable in-country based on local fiscal legislations and not specifically mentioned.

The Global Fund has been requested by its donors to report on how this provision is applied across all our grants before donor commitments are released to the Global Fund. PRs are required to report on tax exemption information once a year to verify compliance with grant agreements.

* Available at Global Fund Grant Regulations Version 1 (2014) or Global Fund Grant Regulations Version 2 (2023).
** As defined in the Global Fund's Guide to Global Fund's Policies on Procurement and Supply Management of Health Products.

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Tax Reporting

PC	PU	PUDR	Final PU	FCR
		•	•	•

The purpose of the Tax Report is to collect information for import duties, VAT related to goods and services (including commodities and other health products) and any other taxes paid from Global Fund grants in every reporting period. The tax reporting period is now fully aligned to the PUDR reporting period.

Additionally, at the end of every implementation period and as part of the FCR, a final tax reporting status is now provided which regroups the tax reports submitted as part of each PUDR and also for the financial closure period. This final tax report provides the opportunity for the PR to ascertain its final tax recoverable amount for the implementation period taking into consideration tax refunds received from authorities throughout the implementation period.

'Specify Fiscal Year': is pre-populated and corresponds to the period covered by the PU/DR or FCR.

'Grant Tax Exemption Status': the PR is required to select the appropriate tax exemption status from the drop-down menu list. Tax exemptions related to social contributions and salary income tax do not need to be reported. When different SRs have different tax exemption status, please choose the option that covers the majority of funds managed by the SRs.

Please note: The PR is required to ensure the documentation confirming its tax exemption status and that of the SR(s) is available upon request

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Tax Reporting

PC	PU	PUDR	Final PU	FCR
		•	•	•

'Overall Tax Exemption Status': is automatically calculated based on the information entered in the fields above.

Item 12.1 – 'Balance of Taxes Unrecovered at the start of the Reporting Period' (PR and SR)

Pre-populated from previous reporting periods and represents the sum of all unrecovered taxes at the start of the financial reporting period.

Item 12.2 - 'Taxes paid during the reporting period' (PR and SR)

The total taxes (in grant currency) paid by the PR and SR(s) in the reporting period.

Item 12.3 - 'Tax recovered from tax authorities during the reporting period' (PR and SR)

The total taxes (in grant currency) recovered from the government by the PR and SR(s) in the reporting period. This amount is reported in 2.7.3.

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Item 12.4 - 'Closing balance of taxes not yet recovered from tax authorities' (PR and SR)

Automatically calculated and represents the total taxes (in grant currency) not recovered from the tax authorities by the PR and SR(s).

Item 12.5 - 'Total taxes reimbursed by implementer to grant account during the reporting period' (PR and SR)

Relates to any reimbursements for taxes made by the PR or SRs into the grant account during the reporting period. These would typically arise during the course of implementation where taxes unrecovered from tax authorities are reimbursed into the grant account <u>before</u> the issuance of a demand letter in relation to these unrecovered taxes.

Tax Reporting

Item 12.6 - 'Total taxes reimbursed by implementer to the Global Fund during the reporting period' (PR and SR):

Relates to any reimbursements for taxes made by the PR or SRs to the Global Fund during the reporting period. These would typically arise where taxes unrecovered from tax authorities are reimbursed into the grant account <u>after</u> the issuance of a demand letter in relation to these unrecovered taxes.

Item 12.7 - 'Balance of taxes unrecovered at the end of the reporting period' (PR and SR)

Automatically calculated and represents the total taxes (in grant currency) remaining unrecovered from the tax authorities by the PR and SR(s) at the end of the reporting period. At FCR stage, this amount is deemed non-compliant and is adjusted in expenditures.

Please note: The PR is required to enter in the comments field the amount of additional recoveries expected for the period.

Tax Reporting

Tax Information Comments: the PR is required to enter any relevant comments that will facilitate the review of the Global Fund in relation to taxes paid.

Final Tax Statement for the Implementation period has been added to the FCR in order to summarize the taxes reported and recovered throughout the grant cycle. Information in this section will be pre-populated from previous reports including the information for the closure period. However, given that the previous PUDR version did not include the information on taxes reimbursed (12.5 and 12.6) the PR is requested to make adjustments for the entire Implementation Period directly in lines 12.5 and 12.6 of the FCR.

Tax Reporting

Specific LFA requirements (when in scope)

The LFA is required to:

- Review the tax exemption status of the PR and provide contextual comments as to the scope of such exemption (in terms of types of payments covered, whether for PR and SR activities amongst others).
- Assess the information provided by the PR in all sections of the PU/DR form (if they were in the scope of the LFA review) for completeness and accuracy and provide relevant comments as to the unrecovered taxes. In particular, whether these are at all recoverable or if simply a timing difference. A dedicated LFA-specific section is provided in the PUDR/FCR form for LFA comments.
- The LFA includes the final amounts as verified by them and not the amount of the adjustment proposed by LFA in the respective fields of the Tax Report.
- A cumulative statement of taxes paid and reimbursements received is provided with each PUDR and in the FCR. The expectation is that the LFA will comment on the adequacy of the PR reported figures and make necessary adjustments based on the review performed.

- For item 12.3: Please verify that amount reported is coherent with amount reported in item 2.7.3 («Cash reconciliation» tab)
- For item 12.5, 12.6 and 12.7: Verify that amount deemed as non-compliant is adequately adjusted by the PR. Please note that taxes unrecovered that are deemed as non-compliant expenditures shall be reimbursed back to Global Fund.

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The tax reporting is now required to be submitted by PR in the FCR as well. The overall information remains the same as in the PUDR, however the structure has changed for better understanding.

Use toggle to view/hide PR data

2. Select values

3. Enter amounts*

4. Provide comments

1. Click on the tab on the left-hand side

FCR

> Coversheet

Open full screen   Refresh form

Tax Reporting

XXX-Z-PR1P02

Implementation Period currency
USD

Check data quality   PR   LFA   ⚠ No errors or warnings

LFA   Show only LFA data

...ding sub-recipient taxes

		PR	SR	TOTAL
...ption Status		Both	Both	Full Exemption
	...es Unrecovered at the start of the Reporting Period	0		0
12.2	Taxes Paid During the Reporting Period	10,000	79,999	89,999
12.3	Taxes Recovered from Tax Authorities during the Reporting Period	588	58,888	59,476
12.4	**Closing Balance of Taxes Not Yet recovered from Tax Authorities**	9,412	21,111	30,523
12.5	Total Taxes Reimbursed by Implementer to Grant Account during the Reporting Period	9,000	78,787	87,787
12.6	Total Taxes Reimbursed by Implementer to Global Fund during the Reporting Period	6,675	787	7,462
12.7	**Balance of Taxes Unrecovered at the end of the Reporting Per...**	(6,263)	(58,463)	(64,726)

Expenditure Report

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Non-compliant expenditures

...formation comments

Note: Unrecovered taxes are considered non-compliant. However, those must NOT be duplicated in the "Non-compliant Expenditures section".

* In this case, the LFA should include the final amounts as verified by them and not the amount of the adjustment proposed by the LFA.

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Forecast Report

PC	PU	PUDR*	Final PU	FCR
		.		

LFA review NOT required for this section

This section of the PUDR contains the revised forecast layout which provides opportunity for the PR to reprogram the use of grant funds through the forecast exercise. For instance, at the PUDR for the first year of implementation, the PR can adjust its forecast for the second and third year of implementation through the dedicated columns included in the form. Similarly, at the end of the second year of implementation, the forecast for the third year of implementation can be readjusted by the PR.

The forecast must be based on a solid understanding of grant implementation realities and planned programmatic activities. Supporting evidence may need to be provided by the PR to justify the change in forecast. These can be submitted in a flexible format, by cost dimension, module and intervention and implementing entity. In addition, this forecast is to be broken down by sources of funding, where applicable.

The forecast includes new activities to be implemented (new contracts/procurement for goods and services) and open existing contracts (financial commitments and financial obligations) from which payments are to be made during the period covered by the forecast.

 * Tab not applicable for C19RM only grants.

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Forecast Report

LFA review NOT required for this section

The PR is required to consider several factors in determining its forecast of cash needs, such as (but not limited to):

- **Program absorption capacity:** What are the current budget absorption rates (expenditure/budget) over the most recent periods and are they high or low? What are the factors causing this, and do any of these factors affect the current period?

- **Changes to the work plan:** Have there been major changes to the work plan for the next period of implementation, such as the postponement or acceleration of activities, or delays or advances in major procurements which have an impact on the cash needed for the period?

- **Unit price changes:** How do current/expected unit prices compare to those in the Budget?

- **Financial Commitments and Financial Obligations:** Are there current confirmed commitments and obligations to be paid during the disbursement request period?

- **Macroeconomic factors:** Have there been major changes in inflation or exchange rates that can affect the cash needs for the period?

 * Tab not applicable for C19RM only grants.

Forecast Report

LFA review NOT required for this section

If the forecasted expenditure is significantly different from budgeted amounts, the PR must specify the major drivers of the deviation and their impact on the variance (in terms of specific amounts) in the PUDR.

In case of significant variances between forecasted expenditures and budget, the PR is required to present an updated Work Plan and Budget at the Global Fund's request.

Recognizing that PRs have different ways of presenting forecasts, the minimum requirements set out in the detailed description above are nevertheless to be respected. This detailed forecast must be shared with the Global Fund at the time of submission of the PUDR, if not already shared as part of budget revision or cash releases requests.

Such analysis is to be done separately for activities to be financed from the regular allocation and those to be financed from C19RM, where applicable.

This section of the PUDR contains a summary of the cash expenditure forecast for activities to be financed under the regular allocation and under C19RM, where applicable, for the period immediately following the period covered by the PUDR and for an extra cash 'buffer' period of up to six months where applicable.

 * Tab not applicable for C19RM only grants.

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Forecast Report

LFA review NOT required for this section

It also contains a calculation of the disbursement amount requested by the PR based on the cash balance, the forecasted cash outflows for the period immediately following the period covered by PUDR (as well as for an extra cash 'buffer' period of up to six months) and cash 'in transit', if any.

The forecast totals reported are to include activities in the approved budgets requiring payment of goods and services in the next execution period plus buffer period.

- **Cash balances:** Are there significant cash balances at the SR level, which can reduce the additional cash required from the PR and consequently the Global Fund? The PR is required to state whether and to what extent the information on the SR cash balances has been used in the calculation of the requested disbursement amount.

 * Tab not applicable for C19RM only grants.

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LFA review NOT required for this section

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	Forecast report
	D...ursement Request
	...M & Grant ...gement

1. Click on the tab on the left-hand side

	...sion							
...otal	4,988,831	0	4,988,831	0	0	0	0	

	Total IP budget	Cumulative expenditure at the end of the current financial reporting period	Expenditure gap	Forecast Y2	Forecast Y3	Updated forecast until end of IP	Planned utilization	Provide comment on updated forecast
	699,355	0	699,355	0	0	0	0	⋯
	2,795	0	2,795	0	0	0	0	⋯
	910,505	0	910,505	0	0	0	0	⋯
	843,297	0	843,297	0	0	0	0	⋯
	260,010	0	260,010	0	0	0	0	⋯
	133,242	0	133,242	0	0	0	0	⋯
	243,355	0	243,355	0	0	0	0	⋯
	69,513	0	69,513	0	0	0	0	⋯

The PR Complete each section:
  A: Breakdown by Costing Dimension
  B. Breakdown by Module / Intervention
  C. Breakdown by Implementing Entity
Totals must tally across all sections.

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LFA review NOT required for this section

'Implementation Quarter'

Pre-populated and corresponds to quarters covered by the disbursement request period, including a maximum of six months of buffer.

'Source of Funding'

Distinguishes between regular funds and C19RM funds, where applicable.

'Approved Budget'

Pre-populated and corresponds to the Budget (by quarter) covered by the disbursement request period for regular allocation and C19RM funding, where applicable.

'Principal Recipient Forecast'

The cash forecast (by quarter) of the PR analyzed by regular allocation activities and C19RM activities, where applicable. The total amount by quarter for each component needs to correspond to the underlying detailed forecasts to be shared by the PR.

* Tab not applicable for C19RM only grants.

Disbursement Request

LFA review NOT required for this section

'Cash balance at the end of current financial reporting period covered by Progress Update'

Calculated automatically based on the closing cash balance (Item 5.1 of the Principal Recipient Cash Reconciliation and taking into consideration the indicative C19RM cash balance, where applicable as per Table D. The Indicative Cash Balance for C19RM Allocation is in Tab 5: Principal Recipient Expenditure Report for C19RM Activities).

'Cash in transit for the current financial reporting period (Disbursements to PR)' and
'Cash in transit for the current financial reporting period (Third Party disbursements)'

The disbursements made by the Global Fund** to the PR or to a Third Party on behalf of the PR during the current reporting period but received by the PR after the reporting period end date. For example, a disbursement made to the PR on 28 June 2022, during the PU semester period ending 30 June 2022 but received by the PR on 15 July 2022. As this constitutes cash resources at the disposal of the PR, this amount is automatically deducted from the total forecast amount for the disbursement request period.

'Cash in transit after the current financial reporting period (Disbursements to PR)' and
'Cash in transit after the current financial reporting period (Third Party disbursements)'

In certain instances, the Global Fund can release disbursements to the PR (or to a Third Party on behalf of the PR) after the reporting period end date, but prior to the due date for PUDR or Final PU submission. When such disbursements are made to and received by the PR after the current progress, they are included here.

* Tab not applicable for C19RM only grants.
** The date on the Disbursement Notification Letter transmitted by the Global Fund is during the current reporting period.

Disbursement Request

LFA review NOT required for this section

'Forecasted Disbursement to Principal Recipient'

Represents the anticipated direct disbursement needs of the PR.

'PPM / Wambo.org forecasted disbursement'

Represents the forecasted disbursement to be made by the Global Fund under the Pooled Procurement Mechanism (PPM).

'Forecasted Direct Disbursement by entity'

Represents the forecasted disbursement to be made to Third Parties by the Global Fund on behalf of the PR (do not include disbursements made under PPM). The PR can designate here specific payees like the Fiscal Agent, Global Drug Facility (GDF), Cepheid or the External Auditor, amongst others, where payments are made directly by the Global Fund.

* Tab not applicable for C19RM only grants.

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LFA review NOT required for this section

'Disbursement Request'

Automatically calculated based on the information from the fields above. **Note:** The amount for each period and by funding type for this table needs to match with the amount appearing in the same 'Disbursement Request' line of the previous table.

Column 'Execution Period Total'

Automatically calculated based on information entered for the respective quarters of the execution period.

Column 'Buffer Period Total'

Automatically calculated based on information entered for the respective quarter(s) of the buffer period, where applicable.

At the end of the section of the PUDR, there is a field for the PR to explain any significant variance between the forecasted amounts and the amounts as per approved budgets.

* Tab not applicable for C19RM only grants.

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LFA review NOT required for this section

For the Execution Period

Distinguishes between Regular Funds and C19RM funds, where applicable

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| > PR M & Grant Management |

Regular Funds

Total forecasted net cash expenditures by the Principal Recipient for the coming financial reporting period (immediately following the current financial reporting period covered by the Progress Update)

#	Implementation Quarter			Execution Period		
				01-Jan-25 to 31-Dec-25		Execution Period Total
1	Approved Budget				1,967,807	0
2	Forecast net of commitments	100	200	3,000	0	19
3	Liquidation of commitments	103	200	3,000	0	
4	**Total Forecast**	203	400	6,000	0	19
5	Cash balance at the end of current financial reporting period covered by Progress Update	708,546				
6	Open advances at the end of the current financial reporting period	0				
7	Cash in transit for the current financial reporting period (Disbursements to PR)	0				
8	Cash in transit for the current financial reporting period (Third party disbursements)	0				
9	Cash in transit after the current financial reporting period (Disbursements to PR)	0				
10	Cash in transit after the current financial reporting period (Third-party disbursements)	0				
	Disbursement Request	0	0	0	0	0

PR enters amounts for the cash forecast, per quarter

The total amount by quarter must correspond to the underlying detailed forecasts shared by the PR

PR enters amounts for 'Cash in transit'

1. Click on the tab on the left-hand side

HOW TO **Disbursement Request**

LFA review NOT required for this section

For the Execution Period

PR enters amounts for the anticipated direct disbursement needs of the PR, per quarter

#	Implementation Quarter			**Execution Period**		
				01-Jan-25 to 31-Dec-25		**Execution Period Total**
1	Forecasted disbursement to PR	50,000	100,000	1,700,000	1,000	1,851,000
2	PPM / wambo forecasted disbursement	0	0	0	0	0
3	**Forecasted direct disbursement by entity**	0	0		0	0
4	Economic Relations Division, Ministry of Finance of the People's Republic of Bangladesh					0
	+ Add Implementation quarter					
	Disbursement Request	**50,000**	**100,000**	**1,700,000**	**1,000**	**1,851,000**

PR enters amounts for the the forecasted disbursement to be made by the Global Fund under PPM, per quarter

PR explanation on significant variance between the forecasted amounts and the amounts as per approved budgets. Please specify the main factors and related ... t represent major drivers of the variance.

The **Disbursement Request** is automatically calculated based on the information from the fields above. The amount for each period and by funding type for this table needs to match with the amount appearing in the same 'Disbursement Request' line of the previous table.

PR adds comments to explain the variance any significant variance between the forecasted amounts and the amounts as per approved budgets

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Disbursement Request

LFA review NOT required for this section

For the Buffer Period

PR enters amounts in the same way for the Buffer Period columns (in both tables)

Buffer Period			
01-Jan-26 to 30-Jun-26		Buffer Period Total	Total
160,000	160,000	320,000	
0	0	0	
0	0	0	
		0	
160,000	**160,000**	**320,000**	**2,171,000**

Check Data Quality

To ensure PR/LFA submissions are accurate and complete upon submission

Data Quality Checks are a set of automated actions that the system performs to flag irregularities.
The checks aim to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in Partner Portal:

⚠️ **Error**

- Alerts when the data does not comply with validation rule
- Does not allow PR/LFA to submit until the error is corrected
- Allows the system user to review and correct the data before submitting the form

⚠️ **Warning**

- Flags the system user to check if the data captured is correct or contains a potential error
- Requires a justification comment if the warning is overruled
- Allows PR/LFA to proceed and submit.

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List of Financial Errors (1/2)

Errors require the **correction** of values entered for users to proceed.

Financial Error Messages	Action Required	Type
One or more fields in this section are blank.	Enter a numerical value (Can be a '0')	
The exchange rate field cannot be blank.	Enter a numerical value	
A rationale is required for the value entered under Item No. 4.1 'Other reconciliation adjustment'.	Provide a rationale in the 'Comments' field under Item No. 4.1	
There is a variance between the Bank Statement balance and the PR cash balance.	Provide a rationale in the 'Comments' field under Item No. 9.3	
There is a variance between the Bank Reconciliation Statement balance and the PR cash balance.	Provide a rationale in the 'Comments' field under Item No. 9.4	
A rationale is required for the value entered under Item No. 10.1 'Non-compliant expenditures validated for the current financial reporting period'.	Provide a rationale in the 'Comments' field under Item No. 10.1	⚠ Error
A bank statement or equivalent must be attached – If there is no document attached of file type bank statement/equivalent.	Attach the document in the 'Attach' tab	
A bank reconciliation statement must be attached – If there is no document attached of file type bank reconciliation.		
The absorption percentage for the cumulative period is less than 85% or more than 115%.	Provide a rationale in the 'Explain cumulative period variances' field	
One or more reconciling adjustment(s) have been entered in sections 13.11 to 13.15.	Provide a rationale in the 'Comments' field	
There is a variance in section 13.17.		
There is a variance in section 13.2.4.		

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- **Check Data Quality**
- Submit Section

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List of Financial Errors (2/2)

Errors require the **correction** of values entered for users to proceed.

Financial Error Messages	Action Required	Type
The sum of value(s) entered under Item no. 2.7.3 'Tax refunds received' in the Cash Reconciliation section does not equal the sum of PR values under Items No. 12.3 'Taxes recovered from Tax Authorities' and No. 12.5 'Total taxes reimbursed by implementer to Grant account' in the Tax Reporting section.	Update the value(s) accordingly	⚠️ Error
The adjustments made for Item 8 'SR open advances at closing at PR level' for each sub-recipient must be equal to the adjustments made at a total level.		
The expenditure totals of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal.		
The cumulative expenditure in the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables cannot be negative.		
The 'Savings for reinvestment' totals of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal.		
The 'Delayed activities' totals of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal.		
The 'Other variance' totals of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal.		
The amounts forecasted for subsequent years broken down by 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' must be equal.		
The amounts forecasted for subsequent years must be equal to the Expenditure Gap.		
The total 'Forecast net of commitments' for the execution period must be equal to the 'Forecast for the year' set in the Forecast section. Update the value accordingly.		
The liquidation of commitments by quarter must be equal to the total commitments reported in Commitments and Obligations section.		
The value entered in this field cannot be negative.		
The calculated disbursement request amount must be equal to the breakdown of disbursements by type and entity.		

List of Financial Warnings

Warnings require **correction** or a **justification comment** for users to proceed.

Financial Warning Messages	Action Required	Type
A negative value has been entered in Item No. 5.1 'Total PR cash balance'.	Update the value or provide a justification	⚠️ Warning
The value entered is less than the value validated in the previous period for the same item(s).		
The cumulative expenditure reported in the current period (Item 2) does not equal the cumulative expenditure reported in the previous period (Item 2 + Item 6).		
The amount reported in Item 6 'Expenditures validated by the PR during the current financial reporting period' does not equal the expenditure reported for sub-recipients in the 'Detailed Expenditures' tab.		
The 'total taxes remain unrecovered at the end of the Reporting Period' reported in the Closure tax report does not equal the sum of all tax reports for each year.		
The balance of recoveries in the 'Recovery' module does not equal Item 12.7 'Balance of taxes unrecovered at the end of the Reporting Period'.		

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1. Click' Check data quality'.
On the right you will see the number of errors and warnings.

Cash Reconciliation   **XXX-Z-PR1P02**

Financial Reporting Period
01-Jan-24 to 30-Jun-24

Implementation Period currency
EUR

	ⓘ Errors and Warnings	☰ Check data quality	⚪ PR 🔵 LFA	⚠ 28 Errors

	Field details	Source	Description of warning or error	Justification
⚠	Item 1.1	LFA	This field cannot be blank. Enter a numerical value or a '0'.	
⚠	Item 1.1	LFA	This field cannot be blank. Enter a numerical value or a '0'.	
⚠	Item 2.4	LFA	This field cannot be blank. Enter a numerical value or a '0'.	
⚠	Item 2.4	LFA	This field cannot be blank. Enter a numerical value or a '0'.	
⚠	Item 2.5	LFA	This field cannot be blank. Enter a numerical value or a '0'.	

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XXX-Z-PR1P02

2. Click the down arrow to view all errors and warnings

⌄ ℹ **Errors and Warnings** | ≡ Check data quality | 🔘 PR 🔘 LFA | ⚠3 Errors ⚠1 Warning

Field details	Source	Description of warning or error	Justification
⚠ Total Taxes Uncovered	PR	The 'total taxes remain unrecovered at the end of the Reporting Period' reported in the Closure tax report does not equal the sum of all tax reports for each year. Update the value(s) or provide a justification	Please add your justification
⚠ Item 2.4	LFA	This field cannot be blank. Enter a numerical value or a '0'.	
⚠ Item 2.4	LFA	This field cannot be blank. Enter a numerical value or a '0'.	
⚠ Item 2.5	L...	This field cannot be blank. Enter a numerical value or a '0'.	

3. View the description of the error/warning and take the required action

4. This space is only for justification comments. If values need to be adjusted, adjust them in the cell where they were entered.

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Tax Reporting

Financial Reporting Period
01-Jan-24 to 30-Jun-24

Note: Use the toggles to view or hide the PR warnings with their justifications

Field details	Source	Description of warning or error	Justification
⚠ Total Taxes Uncovered	PR	The 'total taxes remain unrecovered at the end of the Reporting Period' reported in the Closure tax report does not equal the sum of all tax reports for each year. Update the value(s) or provide a justification	test5
⚠ Item 2.4	LFA	This field cannot be blank. Enter a numerical value or a '0'.	
⚠ Item 2.4	LFA	This field cannot be blank. Enter a numerical value or a '0'.	
⚠ Item 2.5	LFA	This field cannot be blank. Enter a numerical value or a '0'.	

ℹ Errors and Warnings ≡ Check data quality PR LFA ⚠3 Errors ⚠1 Warning

Data Quality: Additional Considerations

Control point	Description of control point
PR cash reconciliation –opening balance	If it differs from previous closing balance or if the C19-Regular split is not correct, then manual adjustment by the LFA is necessary.
PR cash reconciliation –closing balance	Negative closing balances: These can be allowed for C19RM continuing grants if there is enough undisbursed funds for C19RM to compensate for the negative balance. Not allowed for Regular funds. LFAs should simply highlight these in their reporting.
Advances	If the validated closing balance in the prior reporting period is different between PR/LFA and Global Fund, the correct figure will have to be entered manually to give the correct opening cash balance. Otherwise, this will create triangulation errors.
Commitments & obligations	Total commitments (for both funding sources) at the start of the reporting period should match the validated total commitments at the end of the previous financial reporting period.
C19RM and Regular cash split consistency	This section serves as a mini triangulation to help determining the C19RM closing balance. Guidance is included across three pages, beginning here.
Expenditure – data quality issue	With the new embedded controls, some data quality issues from previous periods could prevent PR submissions. Guidance is included here.
Non-compliant expenditures	Section 10 of the FCR should only include new non-compliant expenditures (other than tax) identified during the review of the closure.

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Data Quality: Expenditures

Example

▾A. Breakdown by Costing Dimension

		Period					Cumulative Financial Reporting Period		
	Total	104,201	566,561 ①	(566,561)		24,005,900	24,572,461 ②	164,570	
Cost Input		LFA / Assurance Provider adjustments on current period expenditure	Expenditure as verified by LFA / Assurance Provider	Budget vs Expenditure variance for the current period	Absorption	Cumulative expenditure reviewed by LFA / Assurance Provider up to the start of current financial reporting period	Cumulative Actual Expenditure at the end of the current financial reporting period	Budget vs expenditure variance	Absorption
1.1 Salaries - program management		67,248	91,437	(91,437)	Not Budgeted	4,676,277	4,767,714	(721,860)	116.9%

▾B. Breakdown by Module / Intervention

		Period					Cumulative Financial Reporting Period		
		Total	103,723	566,083 ①	(566,083)		24,006,378	24,572,461 ②	164,570	
Module	Intervention	LFA / Assurance Provider adjustments on current period expenditure	Expenditure as verified by LFA / Assurance Provider	Budget vs Expenditure variance for the current period	Absorption	Cumulative expenditure reviewed by LFA / Assurance Provider up to the start of current financial reporting period	Cumulative Actual Expenditure at the end of the current financial reporting period	Budget vs expenditure variance	Absorption
COVID-19	COVID Diagnostics and testing	(1)	(1)	1	Not Budgeted	2,492	2,491	1	100%

- Starting from the Reporting period ending 30 June 2024, all expenditures are separated by source of funding (previously for GC6, it was divided into Total Expenditure and C19RM Expenditure, with Regular Expenditure calculated as the difference between the two).

- In some cases, interventions designated as C19RM-exclusive also included expenditures from Regular Funds. For instance, certain C19RM-specific cost inputs (e.g., 5.12 – Oxygen) encompassed other expenditure elements. As a result, after corrections, the cumulative expenditures at the start of the reporting period may not be equal across the three costing dimensions.

- To correct these, the expenditures for the current reporting period <u>must vary across the 3 costing dimensions</u> ① (A. Breakdown by Costing Dimension, B. Breakdown by Module / Intervention, C. Breakdown by Implementing Entity). This will trigger a warning message only, requiring justification in the comment section. The key <u>focus is to ensure that the cumulative expenditures align across all three dimensions at the end of the reporting period</u> ② .

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1. Navigate to the 'Submit' tab, which shows an overview of each section

LFA / Assurance Provider to review | Global Fund to review

Download   Attach   Online Form   **Submit**   Help

PU

Submit form to the Global Fund

∨ Programmatic   ⚠ 17 Warning(s) edited by   **Person 1**   Submitted by PR | LFA review | ➤ Submit Section | Request PR resubmission

Subsection	Info		
✔ Impact/Outcome Indicator	0 Error(s), 11 Warning(s)	LFA review	✏ Go to section
➤ Coverage Elementary Indicator		Not Applicable	✏ Go to section
⚠ Coverage Indicator	0 Error(s), 6 Warning(s)	LFA review	✏ Go to section
✔ WPTM	No errors / warnings	LFA review	✏ Go to section

2. Click the 'Request PR resubmission' button for the individual section(s)

> Financial   edited by   **Person 1**   Submitted by PR | LFA review not applicable | ➤ Submit Section | Request PR resubmission

> PSCM & Grant Management   edited by   **Person 1**   Submitted by PR | LFA review | ➤ Submit Section | Request PR resubmission

✔ No errors / warnings   ⚠ Warning   ⚠ Error   ➤ Section submitted   ○ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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3. Select one or more reasons for the resubmission from the provided options.

Request PR resubmission of section

*Select reason

4 Option(s) Selected ▼

Incomplete information ✕   Incorrect information ✕   At request of PR ✕   Other ✕

*Comments

Comments

5. Click on "Request PR resubmission" to submit your request.

4. Add comments to explain your request clearly and provide any necessary details or feedback.

Cancel   **Request PR resubmission**

More details on Request PR resubmission here

THE GLOBAL FUND

1. Navigate to the 'Submit' tab, which shows an overview of each section

✓	✓	LFA / Assurance Provider to review	Global Fund to review

Download   Attach   Online Form   **Submit**   Help

PU

[Submit form to the Global Fund]   [Request PR resubmission]

>	Programmatic	edited by	Person 1	Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission

∨	Financial	⚠ 2 Error(s)	edited by	Person 1	Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission

	Subsection	Info		LFA review
✓	Coversheet	No errors / warnings		LFA review	✏ Go to section
⚠	Cash Reconciliation	2 Error(s), 0 Wa...		LFA review	✏ Go to section
✓	Open Advances	No errors / warnings		LFA review	✏ Go to section
✓	Expenditure Report	No errors / warnings		LFA review	✏ Go to section
✓	Non-compliant Expenditures	No errors / warnings		LFA review	✏ Go to section

Example: The Open Advances, Expenditure report and Non-compliant expenditure have no unresolved errors/warnings and are ready for submission. The Cash Reconciliation tab has unresolved warnings

>	PSCM & Grant Management	edited by	Person 1	Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission

✓ No errors / warnings   ⚠ Warning   ⚠ Error   ➤ Section submitted   ○ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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LFAs have the option to submit individual sections before the entire form is completed, if they are confident that the section(s) is final, does not require any further modification and is ready for Global Fund review. Once submitted, the LFA cannot edit the section anymore. Alternatively, LFAs complete fully all sections in scope and submit the entire form to the Global Fund.

3. Blue button allows the LFA to submit the entire form (all sections) to the Global Fund

Global Fund to review

Download   Attach   Online Form   **Submit**   Help

PU

Submit form to the Global Fund   Request PR resubmission

| Programmatic | edited by Nayeem Chowdhury | | Submitted by PR | LFA review | ➤ Submit Section | Request PR resubmission |

| Financial | edited by Nayeem Chowdhury | | | | ➤ Submit Section | Request PR resubmission |

2. The LFA can submit individual sections here once all tabs in scope for review in that section have a green check mark

Subsection	Info		LFA review	
✓ Coversheet			LFA review	✏ Go to section
✓ Cash Reconciliation	No errors / warnings		LFA review	✏ Go to section
✓ Open Advances	No errors / warnings		LFA review	✏ Go to section
✓ Expenditure Report	No errors / warnings		LFA review	✏ Go to section
✓ Non-compliant Expenditures	No errors / warnings		LFA review	✏ Go to section

| PSCM & Grant Management | edited by Nayeem Chowdhury | | Submitted by PR | LFA review | ➤ Submit Section | Request PR resubmission |

✓ No errors / warnings   ⚠ Warning   ⚠ Error   ➤ Section submitted   ○ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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PSCM & GRANT MANAGEMENT

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Report Content

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Submit Section

Section	PC	PU	PUDR	Final PU
Health Products-PSCM		•	•	•
Grant & Risk Management		•	•	•
Assessment		•	•	•
Sign-off			•	•
LFA Findings & Recommendations		•	•	•

LFA Data Entry in the Partner Portal

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Direct entry
of data into online form

Type data directly into online form.

A supporting work in progress Excel can be downloaded **for reference**

1. Extract Excel

2. View the PR submitted data and any LFA work in progress in the Excel extract*.

The Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

* Requires Microsoft Excel version 2019 or newer. The Excel extract and the information it contains are only available to LFAs.

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LFA Data Entry in the Partner Portal

Direct entry
of data into online form

Type data directly into online form.

A supporting work in progress Excel can be downloaded **for reference**

1. Extract Excel

2. View the PR submitted data and any LFA work in progress in the Excel extract.

The Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

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LFA Data Entry: Direct Entry

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Open full screen | ⟳ Refresh form

Coversheet
- Programmatic
- Financial
- **PSCM & Grant Management**

(((•))) Online   Last auto saved: ✓ Save

Coversheet

XXX-Z-PR1P02

Type: ◯ PU

Local Fund Agent (LFA) / Assurance Provider name: **LFA1**

(Disease) Component: **Malaria**

Current programmatic reporting period: **01-Jan-24 to 30-Jun-24**

Financial reporting period: **01-Jan-24 to 30-Jun-24**

(Multi-) Country: **XXX**

Principal Recipient (PR): **PR1**

Implementation Period: **01-Jan-24 to 31-De**

IP currency: **EUR**

Local currency: **XXX**

> Direct data entry is explained in each content tab

Executive Summary (view only)

Based on the information provided by the Principal Recipient and the LFA / Assurance Provider review scope, provide an assessment of performance, including key risks / challenges / capacity gaps that could negatively impact quality grant delivery and achievement of targets during the remainder of the implementation period.

nce Provider recommendations for the Global Fund's attention

ng assessment of expected implementation progress by module for the coming reporting period

ule	PR response	LFA / Assurance Provider evaluation
e management	On track ▾	Select ▾

PSCM & Grant Management
- Health Products
- Grant & Risk Management
- Self Assessment
- LFA Findings & Recommendations

> Click to expand and the tabs below appear

LFA Data Entry in the Partner Portal

Direct entry
of data into online form

Type data directly into online form.

A supporting work in progress Excel can be downloaded **for reference**

1 Extract Excel

2 View the PR submitted data and any LFA work in progress in the Excel extract.

The Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

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1 Extract Excel

2 View the PR submitted data and any LFA work in progress in the Excel extract.

Type: ⬤ PU
Reporting period end date: 30-Jun-2024
Due date: 14-Aug-2024
Last update by/on: **Global Fund** on 15-Jul-2024

Implementation Period Name
Implementation Period: 1-Ja
Implementation Currency: U

✓   PR to complete and submit form

Download Attach Online Form Submit Help

1.Click on the 'Download' tab to access the supporting Excel

✓

2.Click on the 'Extract online form' button

Download Attach Online Form Submit Help

Documents

Filters   ⊗ Reset   **Extract online form**

The extracted Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

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① Extract Excel

② View the PR submitted data and any LFA work in progress in the Excel extract.

3.Click on the 'Proceed' button. The extract will appear in the Download tab in 15 minutes later

Information

⚠ You are about to extract a copy of the PR submission and the information you have currently comp... the online form. The Excel extract will be available for you to download in the 'Download' tab in 15 minutes. Confirm you would like to proceed.

Cancel | Proceed

4. The Extract copy will be displayed under the list of documents 15 minutes after clicking on 'Proceed'. It is necessary to refresh the page

Download | Attach | Online Form | Submit | Help

Documents

Filters

Reset | Extract online form

Document Name

Filter...

Language All

Version All

Results
1 / 1

Download selected | Download all

Document Name ↑↓	Document Type ↑↓	...uage ↑↓	Version ↑↓	
XXX_D_XXX_RP_30June2024_GeneratedProgressReport_1 XXX-D-XXX_PU_Exported	Generated Progress Report Excel	...h	1	⬇ ✓

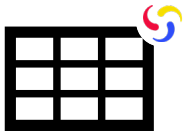5. Click to download

The extracted Excel cannot be attached or submitted to the Global Fund. All data for submission to the Global Fund must be entered directly in the online form in the Partner Portal.

THE GLOBAL FUND

Health Products

Please note: In GC7 grants, Focused portfolio PRs need to continue reporting on Table A (Price & Quality Reporting), Table B (Risk of Stock-out & Expiry) and Table 8.F (Additional Information, where applicable) as part of PU/DR (Tables C-E are applicable only to High Impact/Core grants, unless an exception has been granted by the Global Fund).

Price & Quality Reporting (PQR)

Table A requests PRs with grants having budgets for health products reportable to the PQR to provide confirmation that the required information has been entered in the PQR for reportable pharmaceuticals and health products they have received during the period covered by the PU/DR*.

The PR is required to:
- Indicate in the PU/DR whether the PQR has been updated with the required information on the health products received during the period covered by the PU/DR. The PR must select from one of the available options: 'Yes', 'No', 'N/A'. If 'No' is selected, the PR must explain why PQR information has not been entered, even if the system currently allows submission without answering the PQR question (system limitation); and

- Provide all supporting information (e.g., price quotes, pro-forma or final invoices, shipping documents, etc.) for PQR product categories to the LFA for verification, for the relevant reporting periods.

> **Supporting documents:** The PR is required to provide:
> - An extract from the procurement tracking tool, supplies report, or any relevant document showing the list of items received.
> - All purchase orders, invoices and proof of delivery related to consignments received.
> - Invoices for consignments received prior to the reporting period but entered into the PQR system during the period covered by the PU/DR (entries reported into the system with delay).

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Risk of Stock-out & Expiry

This section helps measure the level of risk of program implementation delays and treatment interruption, or risks of wastage, and highlights the need for actions to mitigate the risk.
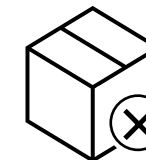
Please note: Any scale-up or program acceleration plans need to be considered when estimating future needs and assessing the risk of stock-out.

Regarding the risk of expiry and risk of stock-out, the PR is required to note the following:

The risk of expiry exists if:
i.   The months of stock in the country exceed the product shelf life.
ii.   The months of stock in the country exceed the maximum levels recommended in the country's inventory management policy without planned scale up of consumption during this period.
iii.   There is a serious disparity in the distribution and location of stock at the different sites in the country.
iv.   There is a significant number of sites holding redundant or slow-moving stock.
v.   Others, as applicable.

Health Products

Risk of Stock-out & Expiry

The <u>risk of stock-out</u> exists if:

i.   The proportion of under-stocked sites in the country is high regardless of the level aggregate national stock position.
ii.   There is imminent expiry of a large proportion of stock.
iii. There are critical disparities in the distribution and location of stock at different sites in the country.
iv.   Logistics Management Information Systems (LMIS) reporting/recording compliance rates are low and/or data quality is unreliable.
v.   The central level stock position is below the minimum recommended.
vi.   The national stock position is below the minimum recommended.
vii. Other reasons, as applicable.

Please note:
- Stock status, including pipeline monitoring, is an ongoing activity essential for proper management of the national inventory.
- PRs (or SRs / procurement agents, as applicable) are required to inform the Global Fund and in-country stakeholders at any time outside of the PU/DR process when a risk of expiry or stock-out becomes imminent.

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Risk of Stock-out & Expiry

The PR analyses the risk of stock-out or expiry for the key pharmaceuticals and health products listed in the PU/DR.

The category **'Other'** includes other products that are procured under and represent a significant expenditure for a grant and/or are critical for achieving the program goals and objectives as determined by the Global Fund, LFA or PR, (e.g., needles and syringes, methadone in programs for opioid substitution therapy; insecticides for IRS, etc.). The product description is specified in the comment section.

The PR selects 'Yes,' 'No' or 'N/A' next to each product category under the 'Risk of Expiry' and 'Risk of Stock-Out' columns.

If 'Yes' is selected for either column, the PR must provide additional contextual information on specific items at risk of stock-out or expiry and briefly outline the mitigation measures in place or to be implemented in the 'PR comments' column.

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Health Products

Risk of Stock-out & Expiry

PRs are expected to include in their comments:
- A summary analysis of important supply and demand factors to facilitate reaching a conclusion on the optimality of the national inventory position and the likelihood of stock-outs and/or expiry of products in the country over the period of the next six months.
- Key challenges and bottlenecks in health products management and the decisions made to mitigate the reported risks.
- A brief update on ongoing or planned procurements from various sources of funding.
- Any product batches at risk of expiry over the next six months regardless of funding source.
- The quantity of products expired in the last reporting period, regardless of funding source.
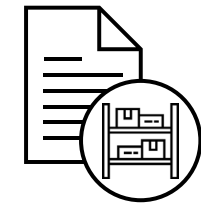
The PR is required to use the most up-to-date stock status data, including pipeline monitoring data. The PR and LFA are required to use existing formats of a country's national stock status report, which needs to include the below listed data elements. PRs can request guidance from the Global Fund in preparing and utilizing a suitable national report format.

The PR is accountable for the accuracy and completeness of the information in the PU/DR and is required to collaborate with various implementing partners responsible for procurement and national stock monitoring to obtain the data required to complete this section of the PU/DR.

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Supporting documents: The PR is required to prepare and submit the following documents for/during the PU/DR reporting period:

- **Stock on Hand (SoH) report:** This is the aggregate quantity of usable stock available at the central level covering all sources (e.g., government, Global Fund, PEPFAR, etc.).

- **Average Monthly Consumption (AMC):** This is the average quantity of a health product consumed per month calculated based on the analysis of the reported total consumption in the past (normally calculated for a period of 6 to 12 months) appropriately adjusted to reflect future demand levels and/or account for 'no consumption' due to stockouts.

  - The national AMC is determined based on LMIS consumption information reported to the Ministry of Health (MOH) from the pool of all health facilities in the country, including NGO or private health facilities contributing to the national program supported by the Global Fund.

  - Other reports such as 'stock issue reports' from provincial and district level warehouses can also be used in the absence of a formal LMIS report from sites to higher levels of the health system, or in the absence of functional LMIS, upon approval from the Global Fund. This will require manual calculations and take into consideration quantity of stocks issued from district level warehouses to sites over the same period (6-12 months).

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Supporting documents (cont.):

- **Quantity on Order (and expected delivery dates):** This is the aggregate quantity of stock (on the different confirmed purchase orders) that has been formally ordered from suppliers(s) by one or more funding sources, and which is expected to arrive in the country during the next reporting period. This quantity is required to exclude planned procurements which have not yet been contracted.

- **Months of Stock (MoS):** This is the stock on hand with useable shelf-life and quantity on order expressed in the estimated number of months of service coverage. It is determined by dividing the quantity by the average monthly consumption.

- **Expiry date:** Expiry date for each batch of a product in stock is shown. Stock reports are disaggregated by expiry date and batch number. If this is not possible, the PR excludes from the MoS calculation stock that will expire within 3 months from the start of the next reporting period.

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Health Product Procurement and Supply Chain Management (HP-PSCM) Metrics

For High Impact and Core portfolios only, there are three HP-PSCM metrics that all GC7 grants must set targets for: **(i) Quantification & Forecasting; (ii) Grant Procurement Planning Performance; and (iii) Central Stock Level - Stocked According to Plan.**

However, grants that meet the following criteria are excluded from target setting in GC7:
- Grants with no health product (HP) budget
- Grants with procurement and supply management costs only
- Grants with three years HP budget that is less than US$500,000 and/or is less than 5% of the total grant Budget.
- Grants with HP with specific, stand-alone usage which do not benefit from the regular PSCM metric overview e.g., insecticide treated nets for mass distribution, test kits and consumables for a survey.
- Grants with HP budget that most comprise of non-core, non-routine health products like laboratory consumables.

Other exemption criteria:
- Grants with very challenging country contexts with Country Team-requested agreement with Manager, Health Product Management.
- GC6 grants extended with GC7 funds.
- Grants in grant-making.
- Grants that are yet to be signed.

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Quantification & Forecasting (High Impact and Core Portfolios only):

This table contains pre-populated 'tracer' product categories and agreed quantification completion date(s) for each category. The 'tracer' product categories and quantification completion dates are determined by the Global Fund, in consultation with PRs, prior to start of the implementation period. 'Tracer' health product categories are selected for inclusion when they are procured with grant funds and have significant budget allocation and/or importance for the achievement of grant goals and objectives.

The PR is required to:
- Work with in-country stakeholders to complete quantification as per the planned dates. Additional information and documents (e.g., quantification worksheets, minutes of working group meeting, etc.) can be requested by the Global Fund and/or LFA from the PR as part of PU/DR reporting.
- Provide the following information for each 'tracer' health product category pre-populated in the reporting form:
  - If quantification has been completed for a 'tracer' health product category, the PR inserts the date of completion of quantification and forecasting under column '*Quantification updated on (date)*'.
  - Along with the PU/DR, the PR submits evidence of completion of quantification and forecasting for a 'tracer' product category on the date provided.
  - Depending on the date filled in column '*Quantification updated on (date)*' and as compared to the target date, column '*Quantification updated during IP (Yes/No)*' will be automatically populated with the 'Yes' or 'No' value to provide confirmation whether quantification was completed within the target date.

* In certain cases, a selected 'tracer' health product category may have two quantification and forecasting completion dates. In such cases, if the second quantification completion date falls within the reporting period, the PR is required to provide the date and supporting evidence for the second quantification cycle completion. If a second quantification cycle is not set or not due for reporting, the respective column will remain blank or will show 'Not applicable for this reporting period.'

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Quantification & Forecasting (High Impact and Core Portfolios only)

The PR is requested to include additional information in the PR comments column . If the PR is unable to complete the quantification for a 'tracer' health product category, or the process was completed with significant delay (i.e., more than **30** days between planned and actual quantification dates), the PR is requested to provide an explanation (note: the 30-day criterion applies even though the Excel and online form currently mentions 3 months).

Note: When the target date for the quantification cycle is marked as 'Not applicable for this reporting period', and/or is blank, the PR should not report on it even if both the columns for quantification completion dates are editable and allow data entry (system limitation). PRs should exercise due diligence when entering quantification completion dates. The dates entered should correspond to the applicable quantification cycle ONLY - the 1st quantification cycle completion date should correspond to the 1st quantification cycle target date and the 2nd quantification cycle completion date should correspond to the 2nd quantification cycle target date.

Supporting documents: The PR is required to submit the following documents for the reporting period covered by the PU/DR:
- Quantification reports: the PR is required to submit evidence that quantification process for 'tracer' health product categories selected in the PU/DR has been completed. The evidence can include:
    - a quantification report with approval of the respective authority; or
    - a quantification report approved by the Global Fund; or
    - minutes of the national quantification working group meeting endorsing the quantification outcomes.
- Evidence showing the date of completion of the quantifications, including second quantification cycles, if applicable.

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Grant Procurement Planning Performance (High Impact and Core Portfolios only)

This table contains pre-populated data on agreed targets (planned procurement dates i.e. quarter/year) for selected 'tracer' products. 'Tracer' products are determined by the Global Fund, in consultation with PRs, prior to the start of the implementation period. This information is used to assess the PR's effectiveness in procurement planning and implementation by measuring the timeliness of order placement.
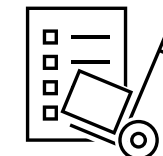
The items under the columns '*Tracer products selected for grant procurement planning*' and '*Planned order placement date according to Health Product Management Template or procurement plan (quarter)*' are pre-populated based on the targets set for the 'tracer' health products.

The PRs are required to:
- Report data only for 'tracer' products presented in the table.
- Report on the quarter of actual order placement for each 'tracer' product in column '*Actual order placement date during reporting period (Q1-Q4)*'. Where a 'tracer' product has not yet been ordered, PR is required to select 'Not ordered'.
- Note that the Column '*Order placed according to plan (Yes/No)*' is automatically populated with 'Yes' or 'No' to indicate if the order has been placed according to plan.
- In case of delays in order placement (e.g., delays of more than 3 months or order is not placed yet), the PR is required to provide an explanation and background information under the column 'Provide specific comments on order placement of more than 3 months'.

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Grant Procurement Planning Performance (High Impact and Core Portfolios only)

> **Supporting documents:** The PR is required to submit the following documents for the PU/DR reporting period:
> - Evidence (such as signed price quotes/ cost estimates/ confirmed contract(s) or purchase order(s)) showing that the tracer health products (selected in the PU/DR) were ordered as per the procurement plan and as per the quarters indicated for the respective tracer health products in the PU/DR form.
> - An up-to-date procurement plan or Health Product Management Template (HPMT) for the grant (one at the beginning of the grant and an updated one for each year).

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Central Stock Level - Stocked According to Plan (High Impact and Core Portfolios only)

This table contains pre-populated data on agreed minimum and maximum stock levels at the central level for selected 'tracer' products. 'Tracer' products are determined by the Global Fund, in consultation with PRs, prior to start of the implementation period. This information will be useful to assess **stock levels at the central level**, to identify and to address any risk of expiry or shortage of key health products at the central level.
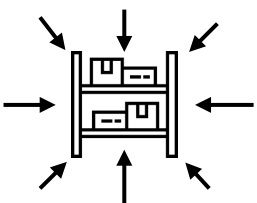
The values under columns '*Minimum stock level (months of stock)*' and '*Maximum stock level (months of stock)*' are pre-populated based on the targets set for the 'tracer' health products.

The PR is required to use the most up-to-date stock status data to monitor central stock status on an on-going basis, as an essential activity for proper management of the national inventory.

The PR is ultimately accountable for the accuracy and completeness of the information in the PU/DR. The PR is required to collaborate with various implementing partners responsible for procurement and national stock monitoring to obtain the data required to complete this section of the PU/DR.

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Central Stock Level - Stocked According to Plan (High Impact and Core Portfolios only)

The PR is required to:

- Confirm whether the 'tracer' products are stocked according to plan (SATP) and provide additional documents as outlined below:
- Provide information regarding the source of the information for AMC under the column 'Data source' by selecting among the options provided in the drop-down menu:
  - Average monthly consumption (AMC) – when AMC is calculated using consumption data from LMIS or program reports.
  - CMS-Issue/distribution data – when AMC is calculated using Central Medical Store (CMS) issue/distribution data.
  - Service delivery data (estimated) – when AMC is calculated using estimated consumption based on program target.
  - Other.
- Enter quantity of products in stock (stock-on-hand) as of the last day of the reporting period (in packs) in column '*Stock on hand in packs*'.
- Input the 'Average monthly consumption (AMC) in packs' for the product as per the methodology described below.
- Based on the PR-reported information, the values under the columns "*All stocked plan during the reporting period (Yes/No)*" and under column "*Actual reported stock level in months of stock*" are automatically generated by the form.
- **IMPORTANT:** The PR (or SRs/procurement agents, as applicable) is required to promptly inform the Global Fund and in-country stakeholders at any time outside of the PU/DR process when a risk of expiry or stock-out becomes imminent.

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Central Stock Level - Stocked According to Plan (High Impact and Core Portfolios only)

Supporting documents: The PR is required to prepare and submit the following documents for/during the PU/DR reporting period:

- **Stock-on-Hand (SoH) report:** showing the quantity of tracer health products at the central level. The quantity is required to be an aggregate quantity of usable stock available at the central level covering all sources (e.g., government, Global Fund, PEPFAR, etc.)

- **Average Monthly Consumption (AMC):** showing average monthly consumption for tracer health products. The AMC normally is calculated based on the reported total consumption of a product during the last 6 -12 months period. The AMC, if necessary, can appropriately be adjusted to reflect future demand levels and/or account for 'no consumption' due to stockouts.

  - The national AMC is determined based on LMIS consumption information reported to the Ministry of Health (MOH) from the pool of all health facilities in the country, including NGO or private health facilities contributing to the national program supported by the Global Fund.

  - In the absence of reliable AMC, in exceptional circumstances 'distribution data' (e.g., quantity issued during the reporting period, e.g., past 6 or 12 months divided by number of months) can be used in lieu of AMC.

(Continued on next page)

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Central Stock Level - Stocked According to Plan (High Impact and Core Portfolios only)

> **Supporting documents (cont.):**
>
> - For new health products, which are being introduced, and no historical consumption or distribution data is available, a projected consumption can be used. Projected consumption can be calculated based on projected targets and anticipated consumption to reach these targets.
> - **Months of Stock:** This is the stock on hand with useable shelf-life expressed in the estimated number of months of service coverage. It is determined by dividing the stock-on-hand quantity by the AMC. The PR is required to also identify and present a source of data for AMC (e.g., consumption data from LMIS or program reports, Central Medical Store (CMS) distribution data, projected service delivery etc.).

Additional Information

The PR is required to comment on any additional issue(s) or information related to the procurement and supply management of health products that can impact program implementation and highlight any mitigation measure already in place or to be implemented.

Based on contextual information and in-depth discussion and verification of data with implementers, PR to provide information to aid in the interpretation of the results in Sections C, D, and E, including context on factors within and beyond the PR's control.

Examples

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Examples

Below are some examples of factors to consider when making recommendations.

Section C. Quantification and Forecasting:
- Quantification was delayed since PR was anticipating a change in treatment guidelines or quantification was completed on time, but the quality of produced quantification was poor.

Section D. Grant Procurement Planning Performance:
- Delay in ordering due to reasons outside PR's control such as unexpected change in procurement policies/ treatment guidelines/ diagnostic algorithms affecting product stock levels and / or order placement dates.

Section E. Central Stock Level (Stocked According to Plan):
- Stock levels are outside defined min/max levels due to: (i) need to operate with large buffer stock with a justified reason, or (ii) orders were placed on time but stock levels are lower due to international supply constraints.

- Consider other changes in international/ national treatment guidelines/ diagnostic algorithms affecting health product stock levels and / or order placement dates.

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Specific LFA Requirements (when in scope)

Table A. and Table G. - Status update on Price and Quality Reporting
The LFA is required to:

- Indicate, based on available information, whether the PR has fulfilled its obligation and reported all eligible entries into the PQR system.
- Comment on the accuracy and completeness of the procurement data entered in the PQR by the PR.
- Ensure that the values of health products verified as correct are based on validated amounts derived from supporting documents (e.g., price quotes, pro-forma or final invoices, shipping documents, etc.). In case of major discrepancies (>5%) between the information in the supporting documents and the data reported in the PQR, the amounts need to be updated in the PQR by the PR and reviewed by the LFA. In case of LFA disagreement with the PR reported information in the PQR, the LFA is required to state any requests for corrections within the PQR system (in the field 'Remarks on Consignment'). Doing this will return the entry to the PR for correction.
- Identify and document any variance between the amounts due for reporting vs the amounts reported by the PR and explain major reasons for the variances.
- Review the conversion to the selected currency using the appropriate exchange rates when there is a mixture of invoices in multiple currencies.

Refer to A Quick Guide to the Global Fund's Price and Quality Reporting System for further information.

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	•	•	•

Specific LFA Requirements (when in scope)

Please note:

- The amounts in the PQR and expenditure amounts on health products can be different due to a time-lag between payments and delivery of health products, and because the PQR includes information of only selected product categories.

- Table G "Value of Pharmaceuticals and Health Products in the PQR" enables verification of completeness of information in the PQR system and is **not** for comparing PQR amounts vis-à-vis expenditure amounts in the total PR cash outflow section.

- In table G "Value of Pharmaceuticals and Health Products in the PQR", the currency is linked through a formula to the grant currency stated on the PU/DR cover page. There may be cases where the invoices recorded in the PQR are in a different currency (e.g. in USD) from the IP/grant currency (e.g. which may be Euro), plus in some cases same category-related invoices might be paid in different currencies if procured from different sources (e.g. TB FLD vs SLD). Currently, it is not possible for LFAs to change the currency in table G (cell O38) without changing the IP/grant currency on the Cover Page. In order to address this, the LFA is requested to confirm the exchange rate used by the PR (spot rate, monthly or quarterly average) in agreement with the CT and apply that to verify the non-grant currency expenditure. Exchange rates are explained in the [Financial Reporting](#) section.

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Specific LFA Requirements (when in scope)

Table B. – Risk of Stock-out and Expiry
The LFA is expected to:

- Review the completeness and accuracy of the PR-reported information.
- Comment on the reasonableness of the PR's assessment of risks of stock-outs and expiry and of risk mitigation measures proposed by the PR to address them.
- Provide additional information on the risk of expiry and stock-out based on the guidance above, based on the most up-to-date information on stock levels at the <u>central</u> level, consumption data and procurement planning or, in their absence, other available information.

In cases where major risks exist, the LFA is required to describe the risks in the 'Findings and Recommendations' section, propose actionable recommendations to address identified risks.

Please note: for high-risk grants (as identified by the Global Fund), LFA reviews on specific aspects of health product management may be requested by the Global Fund as a separate service before and/or after the PUDR review (or proposed by the LFA and agreed in writing by the Global Fund). In all other cases, the LFA's PSM expert provides input through a desk review of PR-reported information, without an on-site verification.

<u>**IMPORTANT**</u>

Poor information systems for pharmaceuticals and other health products need to be classified as an important management issue in the 'Findings and Recommendations' section of the PU/DR, for grants with a major procurement component.

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Specific LFA Requirements (when in scope)

Table C. – Quantification and Forecast

The LFA is required to:

- Review the accuracy and completeness of PR-reported information.
- In their review LFA should verify two key areas: 1- Comprehensiveness: that all selected product categories (e.g., ARVs for Adults) have been quantified as per the set target date(s). 2- Timeliness: The timing of the quantification and forecasting exercise (e.g., check the dates of: the PR quantification report, meeting minutes, or other valid evidence)
- In their review LFA should analyse the reasonableness of the assumptions used by the PR, alignment with the program targets, consumption data, existence of the approval of the respective authorities and any other relevant information which is used in the calculations.
- Provide a brief explanation under 'LFA comments' column if 'average number of days between planned and actual quantification completion dates' is 30 days or more (please note this is capped at 60 days).
- When the target date for the quantification cycle is marked as 'Not applicable for this reporting period', the LFA does not need to review it. This interim solution will remain in place until the section is updated to 'Read only' or 'Not editable', which will be implemented in the next system update.

Table D. – Grant Procurement Planning Performance

The LFA is required to:

- Review the information and documents submitted by the PR.
- Assess reasonableness of the order data used by the PR (e.g., . Purchase Order, dates of signed price quotation).
- Provide a brief explanation in the 'LFA comments' column if 'order placement according to plan' is populated as 'NO'.

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Specific LFA Requirements (when in scope)

Table E. – Central Stock Level (Stocked According to Plan)
The LFA is required to:
- Review the information and documents submitted by the PR (e.g., National stock reports, Warehouse Management System stock reports, pipeline orders stock data, price quotations for pipeline orders and delivery dates within the reporting period, Consumption reports for the tracer products for the past 6-12 months, program scale up plans during the reporting period to validate the PR reported Average Monthly Consumption (AMC)).
- Review the accuracy and completeness of the information and PR-reported information and provide alternative information if in LFA's view the PR-reported information requires correction.
- Enter the months of stock calculated based on the verified PR-reported stock on hand and average monthly consumption (AMC). Note: in the form, the LFA column header reads as "*Actual reported Min/Max stock levels in Month of Stock*" but the correct text should be "*Actual reported stock levels in months of stock*" - this will be corrected in future updates.
- Provide a brief explanation in the 'LFA comments' if 'stocked according to plan' is populated as 'NO"

Table F. – Additional Information
The LFA is required to comment on issues reported by the PR and any additional issues related to the procurement and supply management of health products and the mitigation actions already in place or to be implemented by the PR and that have come to the LFA 's knowledge.

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Self Assessment

LFA Findings & Recommendations

Open full screen | Refresh form

(((•))) Online   Last auto saved: ✓ Save

Health Products

XXX-Z-PR1P02

> ⓘ Errors and Warnings   ☰ Check data quality   ⬤ PR ⬤ LFA   Data quality check required

⬤ Show PR Data

A. Price Quality Reporting

Description	Local Fund Agent	Comments
Is the Price Quality Reporting (PQR) updated with the required information on the pharmaceuticals and health products received during the period covered by this PU/DR (if applicable)? If health products procurement information has not been entered into the PQR, please explain why. ! For further guidance on PQR data entry, please refer to the Guide to Global Fund Policies on Procurement and Supply Management of Health Products.	Select ⌄	

B. Risk of Stock out and Expiry

...most up-to-date stock situation, are there any risks of stock-outs or expir...ucts listed below at the central level in the n...

Key Pharmaceuticals & health products	Risk of expiry	Risk of stock out	...ents
1. Anti-malaria medicines	Select ⌄	Select ⌄	
2. Bed nets	Select ⌄	Select ⌄	
3. In-Vitro Diagnostic Products (core/main products only)	Select ⌄	Select ⌄	
4. Condoms	Select ⌄	Select ⌄	
5. Anti-retrovirals (provide info for core/main ARV products used to treat 70% of the people on treatment)	Select ⌄	Select ⌄	

Use toggle to view/hide PR data

1. Click on the tab on the left-hand side

2. Select options

3. Provide comments

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These sections apply to **High Impact and Core portfolios for GC7 only**

C. Quantification and Forecast

Target date for quantification completion (2nd quantification cycle, if applicable)	Quantification updated during IP (1st quantification cycle) (Yes/No)	Quantification updated on (date) (1st quantification cycle)	Quantification updated during IP (2nd quantification cycle) (Yes/No)	Quantification updated on (date) (2nd quantification cycle)	Average number of days between planned and actual quantification completion dates	Provide specific comments on delays of more t...
	○ Yes ◉ No	dd-MMM-yy 📅	○ Yes ◉ No	dd-MMM-yy 📅	60	
	○ Yes ◉ No	dd-MMM-yy 📅	○ Yes ◉ No	dd-MMM-yy 📅	60	
	Average number of days between planned and actual quantification completion dates				60	

4. Enter dates

5. Provide comments

D. Grant Procurement Planning Performance

Planning indicator	Planned order placement date according to Health Products Management Template or procurement plan (quarter)	Actual order placement date during reporting period (Q1-Q4)	Order placed according to plan (Yes/No)	Score calculation-tracer product(s) procured as per the plan (Yes=1 / No=0)	Provide specific comments on order placeme... than 3 months
90 - no carton		Select ▾	○ Yes ◉ No	0	
30 - no carton	Q1-24	Select ▾	○ Yes ◉ No	0	
nbo Kit - accessories	Q1-24	Select ▾	○ Yes ◉ No	0	
accessories included	Q1-24	Select ▾	○ Yes ◉ No	0	
Test - accessories	Q1-24	Select ▾	○ Yes ◉ No	0	
	Percentage (%) of the orders for tracer health products that are placed on time			0%	

6. Select options

7. Provide comments

These sections apply to **High Impact and Core portfolios for GC7 only**

E. Central Stock Level (Stocked According to Plan)

or	Minimum stock level (months of stock)	Maximum stock level (months of stock)	All stocked to plan during the reporting period (Yes/No)	Actual reported minimum / maximum stock levels in months of stock	Score calculation-Tracer product(s) within stock plan (Yes=1 / No=0)	LFA / Assurance Provider comments
carton	4	8	○ Yes ● No		0	⋯
carton	4	8	○ Yes ● No		0	⋯
accessories	4	7	○ Yes ● No		0	⋯
cessories	4	7	○ Yes ● No		0	⋯
ies included -	4	7	○ Yes ● No		0	⋯
			Percentage(%) of the tracer health products that are within Max/Min stock levels as per the central stock report			

9. Enter values

10. Provide comments

F. Additional Information

	LFA / Assurance Provider comments
Comment on additional issues related to the procurement and supply management of pharmaceuticals and health products. Provide information to aid in the interpretation of the results, including context on factors within and beyond the PR's control.	

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Grant Requirements

Grant requirements are pre-populated in Tab 9.A., based on the Grant Confirmation or any subsequent Implementation Letters, and including all outstanding requirements from previous periods.

For the relevant reporting period, the PR provides a status update on progress on all grant requirements that were due to be fulfilled (including those whose fulfilment was outstanding from previous periods). While grant requirements can vary in importance, they are all required to be met within the specified timelines before any further disbursements are authorized by the Global Fund.

The PR chooses from the available fulfilment status options:

Requirement fulfilment status	PRs are required to provide the following information
Met	Details on progress necessary for understanding the fulfilment of the requirement.
Unmet – in progress	Comments on progress towards achievement, including clear reasons and explanations for any delays, indicating timelines for expected completion.
Unmet – not started	Clear reasons and explanations for non-fulfilment and indicate timelines for expected completion, unless previously waived by the Global Fund.

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Grant Requirements

Please note: A response provided by the PR on the fulfilment of grant requirements is only the PR's self-assessment of its own accomplishments. It is subject to LFA verification (if included in the LFA scope of work by the CT) and Global Fund review. A requirement remains effective until formally cleared by the Global Fund in writing. The PR is required to make available all documentation evidencing fulfilment of grant requirements.

Some requirements can apply to more than one period of grant implementation (e.g., counterpart financing). Their fulfilment during one period does not automatically imply fulfilment in subsequent periods. The LFA verifies (if included in the LFA scope of work by the CT) that the status of such requirements is reported by the PR during each period concerned.

Assessments of overall grant performance will consider adequate and timely fulfilment of grant requirements.

Grant & Risk Management

Mitigating Actions

Information on sub-risks, completion due dates, and KMA/MA details is pre-populated, based on the identified risks and mitigating actions as communicated by the Global Fund in the previous reporting period.

Please note: The Global Fund can choose to provide a separate Annex to the PU/DR capturing implementation actions (communicated through Performance Letters), in which case, the PR in discussion with the Global Fund, can decide which format is the most appropriate for reporting.

The PR:
- Comments on progress toward fulfilment for each action;
- Provides clear explanations for any delays, indicating timelines for expected completion; and
- In case a separate Annex is used to report implementation actions: lists all outstanding actions already assigned to the PR by the Global Fund, including a reference to the date of the respective Performance Letter and action number.

Grant & Risk Management

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	•	•	•

Specific LFA Requirements (when in scope)

Table A. – Grant Requirements

The LFA is required to:

- Review grant requirements for each functional area.
- Examine the reported financial, PSCM and programmatic results as applicable to support review of the PR reported fulfilment status. The depth of analysis the LFA can provide is determined by the scope of the LFA review of other sections of the PU/DR.
- Comment on the PR's progress in fulfilling grant requirements, as well as on the PR's compliance with the standard terms and conditions of the grant confirmation, as applicable.
- Review that all grant requirements applicable to the period covered by the PU/DR are accurately listed by the PR, including all outstanding requirements from previous periods, and all requirements due for reporting during the period covered by the PU/DR (whether they are met or not).
- In cases of omissions/underreporting by the PR, inform the PR and document the findings when evaluating the completeness and accuracy of the PR's PUDR submission in the Assessment and Sign-off tab (section 5 LFA/Assurance Provider recommendations to the Global Fund). In the latter section, the LFA considers missing information when evaluating completeness and accuracy of the PR submission based on LFA scope of review defined by the CT.
- Indicate the fulfilment status of all applicable requirements and provide comments on progress towards the achievement of yet unfulfilled requirements. Comments are to reflect the LFAs' own analysis based on the review of the available information.

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Specific LFA Requirements (when in scope)

Please note: The involvement of LFA technical and functional experts (such as LFA PSM, Programmatic/M&E experts) in the review will depend on the nature of the grant requirements. If a previously fulfilled requirement, classified as critical, is reopened due to new circumstances, it is to be disclosed in the Findings and Recommendation tab. At the discretion of the Global Fund, said issue can be followed up through the management actions assigned to the PR by the Global Fund.

Table B. – Mitigating Actions and Management Issues

The LFA is required to:
- Comment on progress towards the fulfilment of each action based on the LFA's own analysis and review of the available information.
- In case a separate Annex is used to report on Mitigating Actions: list any actions omitted or removed from the list by the PR and follow up with the PR with a request for clarification. Include any relevant comments on their status in the LFA Findings and Recommendations tab. The review of such an Annex, if requested by the CT, should ideally be done outside the PUDR.

Use toggle to view/hide PR data

1. Click on the tab on the left-hand side

2. Select option

3. Provide comments

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B. Mitigating Actions and Management Issues

Item	Sub Risk	Completion Due Date	Mitigating Action	KMA	LFA / Assurance Provider verified progress status	LFA / Assurance Provider completion date (if status is completed)	LFA / Assurance Provider comment on implementation progress
1	HP Distribution Systems	15-Aug-24	Following the initiation of 4PL services through WFP for warehousing and distribution of condoms, the PR is required to: submit to the Global Fund: 1) a description of coordination mechanisms and central and provincial level to manage and monitor the SLA; 2) quarterly assessments on the performance of the 4PL service; 3) a proposal to expand services coverage (beyond the 68 districts and inclusion of other outreach products), as well as to sustain the approach across the grant life cycle.	No	Select	dd-MMM-yy	
2	Program Design & Relevance	30-Sep-24	FDC and MoH/DPC to sign an MoU on ART linkages in Health community follow-up on retention in both Ajuda and non aju... management of the peer navigators in health facilities covered by different implementers.			dd-MMM-yy	
3	Data Generation, Availability & Quality	31-Dec-26	Once the Data Quality plan is finalised, CT closely follow-up on the operationalisation of the Data Quality Improvement Plan which will guide strategies to improve data quality across the 3 programs (primary source data VS monthly reports VS Data in SISMA).	No	Select	dd-MMM-yy	
4	HP Warehousing Systems	31-Dec-24	The PR needs to implement the activities in GC7 grant (HIV and C19RM) to support distribution to decongest storage facilities and ensure that Disease Programs make use of HP.	Yes	Select	dd-MMM-yy	
5	PR Governance	30-Jun-24	The Ministry of Health will work with TA (KPMG) to develop a plan to enhance oversight and management of the relevant Global Fund grants (PMU) and demonstration of implementation of recommendations, in terms of governance, DAF and DA strengthening (non-health procurement).	Yes	Select	dd-MMM-yy	

4. Select option

5. Select date (if status is completed)

6. Provide comments

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PR Self Assessment

10.A.1. PR Performance – Self-Assessment during the reporting period covered by the PU/DR

The PR provides a high-level self-assessment of performance in the reporting period covered by the PU/DR, integrating programmatic, financial, procurement and supply chain management components of the program delivery.

This includes, but is not limited to:
- A summary of grant performance, combining a quantitative and qualitative overview of key accomplishments in programmatic, HP-PSCM and financial areas, as well as linkages between them.
- Key challenges in any of the functional areas (monitoring and evaluation, finance, HP-PSCM and program management) which put successful program implementation under risk and/or that negatively impacted quality and timely delivery during the reporting period.
- Possible risks that compromise future implementation.

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PR Self Assessment

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10.A.2 External factors beyond the control of the PR that have negatively impacted quality and timely program delivery during the reporting period covered by the PU/DR

The PR:
- Explains any external factors beyond the control of the PR that have negatively impacted program delivery during the reporting period covered by the PU/DR; and
- Describes any issues or risks, including external factors (e.g., force majeure, political and civil issues at the country level, etc.) that have posed or can pose challenges to the successful delivery of the program.

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PR Self Assessment

10.A.3 PR forward-looking assessment on implementation delivery by module for the coming reporting period

Please note: This section is not required for the Final PU.

The PR provides a qualitative self-assessment of anticipated implementation progress by module for the next reporting period (immediately following the reporting period covered by the PU/DR).

The PR's prospective self-assessment captures whether the program is on track, and how key risks and bottlenecks are to be addressed in the coming reporting period and remainder of the grant.

Relevant modules for reporting are prepopulated based on the signed PF and Budget.

Cumulative absorption rate through the end of the reporting period is provided for reference only and is calculated as a ratio of cumulative PR cash outflow to cumulative budget amounts to date.

PR Self Assessment

The PR is required to select one applicable answer from the drop down-menu for each of the modules to reflect the status of the implementation, referring to the scale below, and to provide further for any other challenges not stated below.

	In the coming reporting period, programmatic indicators expected to achieve an average of:		Service delivery, financial absorption and health product procurement and supply chain management; and mitigation of key implementation risks
On-Track	Above 90% of targets	AND	No major challenges
Off-track with minor issues	Between 60% and 90% of targets	AND	No major challenges
Off-track with major issues	Between 60% and 90% of targets	AND	Major challenges
Module at risk	Below 60% of targets	AND	Major challenges

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10.A.4 – Planned changes to the program (if any)

The PR provides a detailed description of the planned / required changes to the program vis-à-vis the grant agreement (including the PF) based on the results demonstrated and gaps identified during the period covered by the PU/DR.

The required changes are to clearly articulate the scope of change, timelines, and impact on the programmatic, financial, and HP-PSCM components of the program delivery, taking into consideration agreed workplan and planned activities in the next reporting period(s).

Proposed changes to the program can trigger a revision and subsequent amendment to the signed grant documents. If a revision process is required, the PR is required to discuss with the Global Fund the most appropriate timeline for initiating and completing the revision process*.

* For further details on the Revisions process and requirements, refer to the Operational Policy Manual.

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LFA Assessment

Specific LFA Requirements (when in scope)

The LFA's ability to complete these tabs/sections and the analytical depth of its input are **determined by the scope** of the LFA review of the Programmatic, Finance, HP-PSCM and Grant Management tabs/sections.

Various LFA technical experts contribute into the completion of this section in the relevant functional areas. The LFA Team Leader is responsible for drawing linkages between various areas <u>in scope</u>, providing quality assurance and ensuring that LFA comments/analysis provide a comprehensive and cohesive picture.

LFA / Assurance Provider Performance Assessment

The LFA (**<u>for the sections within the LFA review scope)</u>**:
- Provides an overall assessment of the grant performance and a forward-looking assessment of grant delivery by commenting on the PR's self-assessment, evidence of impact, key risks/bottlenecks/capacity gaps that could impede quality implementation and negatively impact the achievement of targets during the remainder of the implementation period.
- Considers in its grant performance analysis relevant contextual information of the portfolio, LFA verified results and lessons learnt.

IMPORTANT: The LFA is required to provide an analysis of how programmatic, financial, HP-PSCM and grant management performance to-date are linked (**<u>for the sections which fall under the LFA scope of review</u>**), as well as an assessment of any major implications of historical performance on future performance.

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LFA Assessment

Specific LFA Requirements (when in scope)

After the LFA provided its overall evaluation and performance assessment for the reporting period (based on the scope of the LFA review), it reviews the indicator/WPTM performance ratings and considers whether to recommend a technical adjustment to the quantitative indicator rating or WPTM rating. If an adjusted rating is recommended, the LFA has to select the reasons for the technical adjustment and provide a rationale for the recommended technical adjustment.

The recommendation of a technical adjustment may be considered when:

In some specific scenarios, the **Quantitative Indicator Rating may not reflect the actual grant/program performance due to the linkages and correlation across indicators.** For example:

1. Achievement or overachievement of one **indicator when correlated with another indicator** indicates gap in reaching people in need of services i.e., below 60%.

2. In case of **multiple PRs**, underperformance of one indicator for one PR is resulting in over-performance of another related indicator for another PR, when the actual performance of the latter is below 60% of the expected target.

3. In case of disease **grants with substantial investments in RSSH and/or CRG related modules**, that include both coverage indicators and Work Plan Tracking Measures (WPTMs), if the **overall WPTM rating is below 60%**, the Quantitative Indicator Rating can be downgraded by one rating point.

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LFA Assessment

Specific LFA Requirements (when in scope)

LFA review of PR forward-looking assessment on implementation delivery by module

The LFA is required to provide a qualitative assessment for each module for the coming reporting period taking into consideration PR self-evaluation, contextual knowledge of the operating environment and any other relevant information available based on the PU/DR verification completed. **The depth of analysis the LFA can provide is determined by the scope of the LFA review of other sections of the PU/DR.** Relevant modules for reporting are prepopulated in the form.

The LFA:
- selects the most appropriate answer on the status of implementation from the drop-down menu,
- comments on whether the module is on track to meet the targets for the coming reporting period;
- analyses the key risks and bottlenecks which can adversely impact grant implementation during the coming reporting period, including actions to address them

As part of the forward-looking review of implementation delivery, the LFA is requested to provide its **assessment on the effectiveness of the implementation arrangements** to deliver quality implementation for the remainder of the period and to recommend any changes, as relevant**.**

LFA Assessment

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Specific LFA Requirements (when in scope)

LFA recommendations for Global Fund attention

The LFA provides the **top five key recommendations** for Global Fund attention which will drive the implementation of the program forward while addressing critical bottlenecks in implementation delivery. The recommendations are related to underlying issues and/or root causes pertinent to specific thematic area(s): programmatic, financial, PSCM and/or governance by technical area.

The recommendations captured in this section can differ from the recommendations captured in the LFA Findings and Recommendations tab in their nature and focus on the strategic and cross-cutting issues the program is facing.

Recommended actions can vary depending on the unique portfolio / grant context. The LFA is required to apply professional judgment and profound understanding of the operating environment when preparing such recommendations.

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LFA Assessment

Specific LFA Requirements (when in scope)

LFA recommendations for Global Fund attention
The LFA:
- Ensures that each recommendation is specific, measurable, time-bound, actionable and reflects how the proposed action will benefit the program in the short-, mid-, or long-term, including impact on the quality of implementation delivery for the selected functional area.
- Captures the resulting implications in case of no action taken, clearly articulating negative effects on the program, implementation of the core activities, timelines, and funding.
- Provides specific recommendations to the Global Fund for the purpose of supporting prioritized decision making and Global Fund action.

Assessing quality of the PU/DR PR submission
Based on the scope of LFA review of PU/DR as set by the CT, the LFA assesses the completeness and accuracy of the information submitted by the PR for the reporting period, including in the PU/DR and in supporting documentation. Please refer also to this slide for information on documenting incomplete PR submissions identified by the LFA in the 'Grant and Risk Management' tab.

The reference scale is provided on the next slide.

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LFA Assessment

Specific LFA Requirements

Assessing quality of the PU/DR PR submission
If some parts of PU/DR were not in scope of LFA review, this should be clearly stated in the Comments.

Dimension	No Issues	Minor Issues	Major Issues
Completeness of information	All information as required by Global Fund and as captured in the form / instructions is provided by PR.	Core information provided however some relevant contextual details are missing. LFA can proceed with verification.	Core information is missing and/or required sections were left blank by the PR. LFA is not able to proceed with verification based on the information provided. A partial / full resubmission of the PU/DR is required.
Data accuracy (calculations)	Financial and programmatic information and results correctly calculated as per Global Fund Modular framework guidelines, supporting documentation and grant Performance Framework.	The data/calculations provided by the PR are largely correct. There are minor inaccuracies in the information provided which do not affect overall calculation of performance metrics.	The data/calculations provided by the PR are largely incorrect, do not follow provided methodology / instructions or significantly deviate from the LFA-verified information.

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Open full screen | Refresh form

Self Assessment

Errors and Warnings | Check data quality | PR | LFA | Data quality check required

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Use toggle to view/hide PR data

Show PR Data

LFA / Assurance Provider Performance Assessment

Based on the information provided by the Principal Recipient and the LFA / Assurance Provider review scope, provide assessment of performance, including key risks / challenges [...] gaps that could negatively impact quality grant delivery and achievement of targets during the remainder of the implementation period.

2. Provide comments

Is the module on track to meet targets for the coming reporting period? What are the key risks and bottlenecks which can adversely impact grant implementation during the coming reporting period, and what actions are / will be taken to mitigate these?

Review of PR forward-looking assessment / perspective outlook on grant delivery

Item	Module	LFA / Assurance Provider evaluation	LFA / Assurance Provider: 1)Comment on PR response, 2)Comment on own analysis addressing the two questions below(based on the scope of review)
1	Differentiated HIV Testing Services	Select	
2	Treatment, care and support	Select	
3	RSSH: Monitoring and evaluation systems	Select	
4	Elimination of vertical transmission of HIV, syphilis and hepatitis B	Select	
5	TB/HIV	Select	

1. Click on the tab on the left-hand side

3. Select options

4. Provide comments

Note: select an option from the drop drown list as relevant: On track, Off track with minor issue, Off track with major issue, Module at risks, Not applicable

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LFA Assessment
Recommending a Technical Adjustment (PUDR only)

Grant with Coverage Indicators due in the Reporting Period (Yes / No) - **Yes**

Programmatic Rating Tool

Rating Scale

A (>=100%)	B (90-99%)	C (60-89%)	D (30-59%)	E (<30%)

Average Performance All Indicators / Average WPTM Performance (as applicable) — 74%

All Indicators Rating / All WPTM Rating (as applicable) — C

Quantitative Indicator Rating Not applicable for WPTM Rating — C

LFA / Assurance Provider Technical Adjustment to Quantitative Indicator Rating (or WPTM Rating) recommended? (If YES, provide rationale below) — Yes

1. Choose whether you recommend or not a Technical Adjustment to the Quantitative Indicator Rating

Adjusted Quantitative Indicator Rating / Adjusted WPTM Rating

B (90-99%)	D (30-59%)

2. If yes, select the Adjusted Rating

Reason for technical adjustment

- Achievement or overachievement of one indicator when correlated with another indicator indicates a gap in reaching people in need of services, i.e. below 60%. ○ Yes ○ No
- In case of multiple PRs, the underperformance of one indicator for one PR is resulting in over-performance of another related indicator for another PR, when the actual performance of the latter is below 60% of the expected target. ○ Yes ○ No
- In case of disease grants with substantial investments in RSSH and/or Community Rights and Gender related modules, which include both coverage indicators and Work Plan Tracking Measures (WPTMs), if the overall WPTM rating is below 60%, the Quantitative Indicator Rating can be downgraded by one rating point. ○ Yes ○ No
- Other reason, please provide comment ● Yes ○ No

3. Select a reason for the Technical Adjustment

Provide rationale for the recommended Technical Adjustment (as applicable)

4. Provide a rationale for the recommended Technical Adjustment

Based on the information provided by the Principal Recipient and the LFA / Assurance Provider review scope, provide an assessment of performance including key risks / challenges / capacity gaps that could negatively impact quality grant implementation and achievement of targets during the remainder of the implementation period.

5. Provide an assessment of performance

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Recommend any changes as deemed appropriate, in consideration of the Principal Recipient's proposal in section called "Planned Changes in the grant, if any", based on the scope of LFA / Assurance Provider review.

To expand the text, click on the 3 dots.

LFA / Assurance Provider analysis of the effectiveness of the implementation arrangements and it's ability to deliver quality implementation during the remainder of the period (considering delivery of grant activities, funds flow, procurement and supp... chain management, HR arrangements, health information flows et al.) ℹ️

Item	Effectiveness of Implementation Arrangements	Comments
1	Effective ⌄	⋯

1. Click to select the level of effectiveness

2. Provide comments

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List up to five key recommended actions for the Global Fund to take forward in the coming reporting period to enable the grant to make a step change in grant and PR performance (considering programmatic, financial, procurement and supply chain management (PSCM), grant and risk management aspects) based on the scope LFA / Assurance Provider review.

To expand the text, click on the 3 dots.

2. Select from dropdown section menu

3. Provide comments

LFA / Assurance Provider recommendations for the Global Fund attention ⓘ

Item		Comments
🗑 1	Select ⌄	⋯
🗑 2	Select ⌄	⋯
	+ Add findings & recommendations	

1. Click to add findings & recommendation

Description	Completeness	Accuracy	Comments
Based on the scope of LFA / Assurance Provider review and information provided by the Principal Recipient: Did the Principal Recipient submit a quality PU/DR and supporting information, (with quality including completeness and accuracy), for this reporting period? (Please consider the first version of the PU the PR submitted for LFA / Assurance Provider review when assessing this).	Select ⌄	Select ⌄	⋯

4. Select completeness and accuracy

5. Provide comments

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PR Sign-off

The PR's sign-off section is pre-populated with summary information. By providing a sign-off on the PUDR or Final PU, the PR acknowledges that:

- All the information provided in the PUDR or Final PU form is complete and accurate.

- The funds disbursed in accordance with the request made through the PUDR can be deposited in the bank account specified in the Core Data Forms.

- The funds disbursed shall be used in accordance with the Grant Agreement.

- The details for the Authorized Signatory for Disbursement Request provided in the form match the validated information in the Partner Portal Grant Entity Data (GED) Module*.

After completing the PUDR or Final PU the Authorized Signatory for Disbursement Requests signs a printed version or electronically signs the PUDR form (by downloading the Excel support file), and an authorized PR Submitter submits it to the Global Fund in the Global Fund Partner Portal.

* Refer to the Grant Entity Data webpage for further details on the creation and update of the organization and/or contact details in the GED Module in the Partner Portal.

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Specific LFA Requirements

By signing the verified version of the PU/DR, the LFA Signatory for Disbursement Requests acknowledges that the information captured in the LFA-verified sections in the online form is complete and accurate.

Please note: After completing the verification of the PU/DR in the online form, the LFA Signatory for Disbursement Requests is required to sign a printed version of the Assessment and Sign-off tab from the Excel Extract, either in PDF or Excel format. The LFA Submitter submits this attachment to the Global Fund via the Global Fund Partner Portal in the Attach tab. The full PU/DR form is no longer needed to be attached as the online form contains the LFA verified information. Once the LFA review is fully completed and the online form finalized and submitted to the Global Fund, the LFA should extract and save the form for its own records. Please note that this is only possible until the entire PU/DR process is completed.

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2. Check the data quality of the Assessment and Sign-off section

PUDR

1. Click on the tab on the left-hand side

Assessment and Sign-off

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⌄ ⓘ Errors and Warnings ··· Check data quality ◯ PR ⬤ LFA ⚠ 1 Errors

Field details	Source	Description of warning or error	Justification
⚠ Mandatory supporting document	LFA	A 'Signed Progress Report' with the Authorized Signatory for Disbursement Requests' signature is a mandatory document for submission. Attach a 'Signed Progress Report' in the 'Attach' tab.	

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⌄ **XXX-Z-PR1P02**

Type: ◉ PUDR
Reporting period end date: 31-Dec-2024
Due date: 3-Feb-2025
Last update by/on: LFA Submitter on 2...

Implementation Period Name: XXX-Z-PR1P02
Implementation Period: 1-Jan-2024 to 31-Dec-2026
Implementation Currency: USD

3. Go back to the Submit page and Click on the Download tab

4. Click on Extract online form
It takes 15 min to get the extract after requesting it

✓ LFA / Assurance Provider to review Global Fund to review and share Performance Letter

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Filters ⊗ Reset **Extract online form**

Document Name	Document Type		Language	Version
Filter...	All ▾		All ▾	All ▾

Results
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Document Name ↑↓	Document Type ↑↓	Attached ↑↓	Language ↑↓	Version ↑↓	
XLS XXX-Z-PR1P02_RP_31Dec2024_ProgressReportExtractLFA_1 XXX-Z-PR1P02_PUDR_LFA_Exported_date	Progress Report Extract (LFA) Excel	21-Jan-2025 The Global Fund	English	2	⬇ ✓

5. Download the excel and prepare the printed signed page

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LFA Sign-off (2/2)

Signed by the Signatory for Disbursement

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6. Go to the Attach tab

Type: ○ PUDR
Reporting period end date: 31-Dec-2024
Due date: 3-Feb-2025
Last update by/on: **Global Fund** on 20-Jan-2025

Implementation Period Name: XXX-Z-PR1P02
Implementation Period: 1-Jan-2024 to 31-Dec-2026
Implementation Currency: USD

Upload Files

PDF LFA document name…
193 KB

1 of 1 file uploaded   Done

LFA / Assurance Provider to review | Global Fund to review and share Performance Letter

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7. Click on Attach

Documents   ⬆ Attach

No results found.

Attach Documents

8. Select and upload or drop your file in the pop-up

LFA document name

Select Documents
⬆ Upload Files | Or drop files

ⓘ Select the Language and Document Type for each Document.

PDF Signed PDF XX_X_XXX_XX_RP_31Dec2024_ProgressReportExtractLFA.pdf
PDF

English ▾

Select the Document Type ▾   🗑

9. Select the document type 'Signed Progress Report (LFA)'

Progress Report (LFA)
Signed Progress Report (LFA)
Annex (LFA)
Management Issues and Actions (LFA)
Other (LFA)

Close   Save & Close

10. Click on Save & Close

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Type: ○ PUDR
Reporting period end date: 31-Dec-2024
Due date: 3-Feb-2025
Last update by/on: **Global Fund** on 21-Jan-2025

Implementation Period Name XXX-Z-PR1P02
Implementation Period 1-Jan-2024 to 31-Dec-2026
Implementation Currency USD

GED Contacts
Organization representatives for notice
Submitter & Editor

LFA / Assurance Provider to review | Global Fund to review and share Performance Letter

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Filters   ⟳ Reset

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Filter...	All ▾	All ▾	All ▾

Results
                            ⬇ Download selected ⬇ Download all

Document Name ↑↓	Document Type ↑↓	Attached ↑↓	Language ↑↓	Version ↑↓	
Signed PDF XX_X_XXX_XX_RP_31Dec2024_ProgressReportExtractLFA.pdf Original name of document PDF	Signed Progress Report (LFA) PDF	21-Jan-2025 Name user	English	1	⬇ 🗑 ✓

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11. The Attachment is listed in your attached document. Go to the Submit section

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LFA Findings & Recommendations

PC	PU	PUDR	Final PU
	.	.	.

Specific LFA Requirements (when in scope)

The LFA can only report findings and related recommendations for areas that were in scope of the LFA review.
In this section, LFA is required to document the risks identified that impact grant implementation or achievement of results, including their root causes and recommend actions to address them.

The LFA is required to review whether grants comply with the Global Fund requirements as stipulated in the Grant Agreement documents.

The LFA completes the LFA Findings and Recommendations tab and:

- Identifies all major risks which impact grant implementation/achievement of results, including the related sub-risks and root causes. Examples include key issues identified through LFA assurance services provided during the reporting period, as relevant, and/or findings reported in the other sections of PU/DR, as per the scope of the LFA review.
- Recommends for each of the identified risks, mitigating actions, e.g. capacity-building/ strengthening measures to be implemented by the PR. These are to be relevant, specific, measurable and actionable by the PR within a reasonable time frame.

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Specific LFA Requirements

Please note:
- 'Major' issues are significant gaps in capacities/processes/systems that pose major risks to successful implementation and results of the reviewed/assessed activity and need to be addressed as high priority. The severity classification of issues is based on the LFA's professional judgment.
- The Global Fund may use the recommended remedial measures to define assurance activities for the mitigating actions to be communicated to the PR.

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Self Assessment
LFA Findings & Recommendations

Open full screen | Refresh form

(((•))) Online   Last auto saved: ✓ Save

LFA Findings & Recommendations

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> ❶ Errors and Warnings   Check data quality   PR LFA   Data quality check required

Item	Risk	Sub Risk	Root Cause	Recommended Action	Recommended Completion Date

+ Add findings & recommendations

1. Click on the tab on the left-hand side

2. Click to add a finding or recommendation

3. All fields must be completed, and a recommended completion date must be added.

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Sidebar navigation:

Check Data Quality

To ensure PR/LFA submissions are accurate and complete upon submission

Data Quality Checks are a set of automated actions that the system performs to flag irregularities.
The checks aims to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in Partner Portal:

⚠️ Error

- Alerts when the data does not comply with validation rule
- Does not allow PR/LFA to submit until the error is corrected.
- Allows the system user to review and correct the data before submitting the form

⚠️ Warning

- Flags the system user to check if the data captured is correct or contains a potential error.
- Requires a justification comment if the warning is overruled.
- Allows PR/LFA to proceed and submit.

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List of PSCM & Grant Management Errors (1/2)

Errors require the **correction** of values entered for users to proceed.

PSCM & Grant Management Error Messages	Action Required	Type
Additional information is required when stock-out/expiry risks are selected. Provide a rationale for each pharmaceutical & health product with risk of stock-out/expiry.	Provide a rationale in the 'Comments' field	⚠️ Error
Additional information on the delays are required when the number of days between the planned and actual quantification completion dates is 30 days or more.		
Additional information is required when orders are not placed according to plan.		
Additional information is required when 'No' is reported in the field 'Score calculation - Tracer product(s) within stock plan'.		
Additional information is required when 'Other' is selected in the field 'Data source'.		
The comment field in the 'Price Quality Reporting' section cannot be blank.		
The 'Comments on implementation progress' fields cannot be blank if the 'Progress status' is marked as 'Off-track' or 'Delayed'.		
The 'external factors beyond the control of the PR' field cannot be blank.		
The 'Comments on Implementation progress' fields cannot be blank if the 'Verified progress status' is marked as 'off-track or 'delayed'.		
The 'Principal Recipient Performance - Self-Assessment' field cannot be blank.	Provide a summary of the grant performance during the current reporting period.	
The 'Verified progress status' fields cannot be blank. For each grant requirement, select a value from the drop-down menu.	Select a value from the dropdown menu	
The 'Verified progress status' fields cannot be blank. For each KMA/MA, select a value from the dropdown menu.		
The 'Completion date' fields cannot be blank if the 'Progress status' is marked as 'Complete'.	Select a date in the 'Completion date' field(s)	
The fields 'PR Response' and 'Forward-looking assessment of performance per module' cannot be blank.	For each module, select an option from the drop-down menu and provide a comment.	

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List of PSCM & Grant Management Errors (2/2)

Errors require the **correction** of values entered for users to proceed.

PSCM & Grant Management Error Messages	Action Required	Type
The 'overall evaluation' field cannot be blank.	Provide an overall evaluation and assessment	
The 'adjusted rating' field cannot be blank if the 'technical adjustment to quantitative indicator rating' is marked as 'Yes'.	Select an adjusted rating from the dropdown menu	
The 'Reason for Technical Adjustment' fields cannot be blank if the 'LFA / Assurance Provider Technical Adjustment to Quantitative Indicator Rating' is marked as 'Yes'.	For each 'Reason for Technical Adjustment', select a value from the dropdown menu	
The 'rationale for the recommended technical adjustment' field cannot be blank if the 'technical adjustment to quantitative indicator rating' is marked as 'Yes'.	Provide a rationale for the recommended technical adjustment	
The 'assessment of performance including key risks / challenges / capacity gaps' field cannot be blank.	Provide an assessment based on the tailored review	
The 'forward looking assessment' fields cannot be blank.	For each module, select an option from the dropdown menu and provide a comment	⚠ Error
The 'Effectiveness of Implementation Arrangements' fields cannot be blank.		
When a recommendation to the Global Fund is added, subsequent fields cannot be blank.		
The 'Completeness', 'Accuracy' and 'Short summary of issues observed' fields in the 'PU/DR quality review' section cannot be blank.	Select options from the dropdown menus and provide a summary of issues observed	
The 'summary' field in the 'LFA / Assurance Provider Sign-off' section cannot be blank.	Provide a summary of the LFA / Assurance Provider's approach used for verification	
The 'Sub Risk' field cannot be blank if a risk is selected.	Select a value from the dropdown menu	
The 'LFA / Assurance Provider Technical Adjustment to Quantitative Indicator Rating' field cannot be blank.		
The 'Root Cause' field cannot be blank if a risk is selected.	For each risk, provide a root cause	
The 'Recommended Action' field cannot be blank if a risk is selected.	For each risk, provide a recommended action	
The 'Recommended Completion Date' field cannot be blank if a risk is selected.	For each risk, select a recommended completion date	

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List of PSCM & Grant Management Warnings

Warnings require **correction** or a **justification comment** for users to proceed.

PSCM & Grant Management Warning Messages	Action Required	Type
The 'Risk of expiry' fields should not be blank. For each pharmaceutical & health product, select an option from the dropdown menu or provide a justification.	Select an item from the dropdown menu or provide a justification	⚠️ Warning
The 'Risk of stock Out' fields should not be blank. For each pharmaceutical & health health product, select an option from the dropdown menu or provide a justification.		
The 'Actual order placement date' fields should not be blank. For each tracer health product, select an option from the dropdown menu or provide a justification		
The 'Price Quality Reporting' section should not be blank.		
The 'data source' fields should not be blank. For each tracer health product, select an option from the dropdown menu or provide a justification.		
The date(s) entered should not fall outside the Implementation Period.	Update the date(s) or provide a justification	
The 'Stock-on-hand in packs' fields should not be blank. For each tracer health product, enter a numerical value or provide a justification.	Enter a numerical value or provide a justification	
The 'Average Monthly Consumption (AMC) in packs' fields should not be blank. For each tracer health product, enter a numerical value or provide a justification.		
The 'Actual reported minimum / maximum stock levels in months of stock' fields should not be blank. For each tracer product, enter a value or provide a justification.		

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Check Data Quality

1. Click' Check data quality'.
On the right you will see the number of errors and warnings.

LFA Findings & Recommendations

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⌄ ❶ Errors and Warnings   ☰ Check data quality   ⬤ PR   ⬤ LFA   ⚠ 4 Errors

Field details	Source	Description of warning or error	Justification
⚠ Sub Risk	LFA	The 'Sub Risk' field cannot be blank if a risk is selected. For each risk, select a 'Sub Risk' value from the dropdown menu.	
⚠ Root Cause	LFA	The 'Root Cause' field cannot be blank if a risk is selected. For each risk, provide a root cause.	
⚠ Recommended Action	LFA	The 'Recommended Action' field cannot be blank if a risk is selected. For each risk, provide a recommended action.	
⚠ Recommended Completion Date	LFA	The 'Recommended Completion Date' field cannot be blank if a risk is selected. For each risk, select a recommended completion date.	

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2. Click the down arrow to view all errors and warnings

Health Products

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⌄ ⓘ **Errors and Warnings** | ☰ Check data quality | ○ PR ⬤ LFA | ⚠ 1 Errors ⚠ 2 Warnings

Field details	Source	Description of warning or error	Justification
⚠ B. Risk of Stock out and Expiry	LFA	Additional information is required when stockout/expiry risks are selected. Provide a rationale in the 'Comments' fields for each pharmaceutical & health product with risk of stockout/expiry.	
⚠ B. Risk of Stock out and Expiry	LFA	The 'Risk of expiry' fields should not be blank. For each pharmaceutical & health product, select an option from the dropdown menu or provide a justification.	Please add your justification
⚠ B. Risk of Stock out and Expiry	LFA	The 'Risk of stock Out' fields should not be blank. For each pharmaceutical & health product, select an option from the dropdown menu or provide a justification.	Please add your justification

3. View the description of the error/warning and take the required action

4. This space is only for justification comments. If values need to be adjusted, adjust them in the cell where they were entered.

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Check Data Quality

Note: Use the toggles to view or hide the PR warnings with their justifications.

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Errors and Warnings   Check data quality   ⬤ PR   ⬤ LFA   ⚠ 1 Warnings

Field details	Source	Description of warning or error	Justification
⚠ C. Quantification and Forecast	PR	The date(s) entered should not fall outside the Implementation Period. Update the date(s) or provide a justification.	Justification
⚠ C. Quantification and Forecast	LFA	The date(s) entered should not fall outside the Implementation Period. Update the date(s) or provide a justification.	Justification

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HOW TO Submit Section – Request PR Re-submission

1. Navigate to the 'Submit' tab, which shows an overview of each section

2. Click the 'Request PR resubmission' button for the individual section(s)

LFA / Assurance Provider to review | Global Fund to review

Download Attach Online Form **Submit** Help

Submit form to the Global Fund | Request PR resubmission

PU

Programmatic	edited by Person 1		Submitted by PR	LFA review	Submit Section	Request PR resubmission
Financial	edited by Person 1		Submitted...	LFA review	Submit Section	Request PR resubmission
PSCM & Grant Management	⚠ 1 Error(s) edited by Person 1		Submitted by PR	LFA review	Submit Section	Request PR resubmission

Subsection	Info		
⚠ Health Products	1 Error(s), 0 Warning(s)	LFA review	✏ Go to section
✔ Grant & Risk Management	No errors / warnings	LFA review	✏ Go to section
✔ Self Assessment	No errors / warnings	LFA review	✏ Go to section
✔ LFA Findings & Recommendations	No errors / warnings	LFA review	✏ Go to section

✔ No errors / warnings ⚠ Warning ⚠ Error ➤ Section submitted ◯ Data quality check required ➤ Section submitted with warnings ➤ Section not applicable

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3. Select one or more reasons for the resubmission from the provided options.

LFA / Assurance Provider to review

Global Fund to review

Request PR resubmission of section

Download   Attach   Online Form   **Submit**   Help

PU

Submit form to the Global Fund   Request PR resubmission

**Select reason

4 Option(s) Selected ▼

Incomplete information ✕   Incorrect information ✕   At request of PR ✕   Other ✕

**Comments

Comments

> Programmatic   edited by Person 1   ⮞ Submit Section   Request PR resubmission

> Financial   edited by Person 1   ⮞ Submit Section   Request PR resubmission

⌄ PSCM & Grant Management ⚠ 1 Err   ⮞ Submit Section   Request PR resubmission

Subsection

5. Click on "Request PR resubmission" to submit your request.

⚠ Health Products   Go to section

4. Add comments to explain your request clearly and provide any necessary details or feedback.

✔ Grant & Risk   LFA review   ✎ Go to section

✔ Self Assessme   LFA review   ✎ Go to section

Cancel   **Request PR resubmission**

✔ LFA Findings   LFA review   ✎ Go to section

✔ No errors / warnings   ⚠ Warning   ⚠ Error   ⮞ Section submitted   ◯ Data quality check required   ⮞ Section submitted with warnings   ⮞ Section not applicable

More details on Request PR resubmission here

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HOW TO # Submit Section

1. Navigate to the 'Submit' tab, which shows an overview of each section

		LFA / Assurance Provider to review	Global Fund to review
✓	✓		

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[Submit form to the Global Fund] [Request PR resubmission]

>	Programmatic	edited by **Person 1**		Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission
>	Financial	edited by **Person 1**		Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission
∨	PSCM & Grant Management	⚠ 1 Error(s) edited by **Person 1**		Submitted by PR	LFA review	➤ Submit Section	Request PR resubmission

	Subsection	Info	LFA review	
⚠	Health Products	1 Error(s), 0 Warning(s)	LFA review	✏ Go to section
✔	Grant & Risk Management	No errors / warnings	LFA review	✏ Go to section
✔	Self Assessment	No errors / warnings	LFA review	✏ Go to section
✔	LFA Findings & Recommendations	No errors / warnings	LFA review	✏ Go to section

Example: All subsections have no unresolved errors/warnings and are ready for submission. The Health products tab has unresolved errors.

✔ No errors / warnings   ⚠ Warning   ⚠ Error   ➤ Section submitted   ◯ Data quality check required   ➤ Section submitted with warnings   ➤ Section not applicable

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LFAs have the option to submit individual sections before the entire form is completed, if they are confident that the section(s) is final, does not require any further modification and is ready for Global Fund review. Once submitted, the LFA cannot edit the section anymore. Alternatively, LFAs complete fully all sections in scope and submit the entire form to the Global Fund.

3. Blue button allows the LFA to submit the entire form (all sections) to the Global Fund

2. The LFA can submit individual sections here once all tabs in scope for review in that section have a green check mark

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Annex 1: GC7 Pulse Check Reported Indicators

Annex 2: GC6 Pulse Check Reported Indicators

Annex 3: List of Interlinked Indicators

Annex 4: C19RM Reporting - 3 Scenarios

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General Guidance

- [Operational Policy Note on Implementation Oversight](#)
- Video demos:
    - PC playlist: [English](#) | [French](#)
    - PU/DR play list: [English](#) | [French](#)
    - FCR playlist [English](#)

For Guidance on the Programmatic Section

- GC7 Modular Framework Handbook [English](#) | [French](#) | [Spanish](#)
- HIV Indicator Guidance Sheets [English](#) | [French](#) | [Spanish](#)
- Tuberculosis Indicator Guidance Sheets [English](#) | [French](#) | [Spanish](#)
- Malaria Indicator Guidance Sheets [English](#) | [French](#) | [Spanish](#)
- [C19RM Modular Framework](#) (English only)
- C19RM Indicator Guidance Sheets (automatic download) [English](#) | [French](#) | [Spanish](#)

For Guidance on the Finance Section

- [Guidelines for Grant Budgeting](#)

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ADEx	Aggregate Data Exchange	**MOH**	Ministry of Health
AMC	Average Monthly Consumption	**NGO**	Non-Governmental Organization
ARV	Anti-retroviral	**PC**	Pulse Check
AUP	Allocation Utilization Period	**PEPFAR**	The President's Emergency Plan for AIDS Relief
C19RM	COVID-19 Response Mechanism	**PF**	Performance Framework
CMS	Central Medical Store	**PL**	Performance Letter
DHIS2	District health information software, version 2	**PP**	Global Fund Partner Portal (Partner Portal)
GDF	Global Drug Facility	**PPM**	Pooled Procurement Mechanism
GFM	Grant Finance Manager	**PQR**	Price and Quality Report
FCR	Financial Closure Report	**PR**	Principal Recipient
GC6 / GC7	Grant Cycle 6 / Grant Cycle 7	**PU**	Progress Update
HMIS	Health Management Information Systems	**PU/DR**	Progress Update and Disbursement Request*
HIV	Human Immunodeficiency Virus	**Regular grant**	A grant with HIV, TB, Malaria and/or RSSH component(s)
HP-PSCM	Health Product Procurement and Supply Chain Management	**RSSH**	Resilient and Sustainable Systems for Health
HPMT	Health Product Management Template	**SR**	Sub-recipient
ICR	Indirect Cost Recovery	**TB**	Tuberculosis
IP	Implementation Period	**VAT**	Value Added Tax
KMA	Key Mitigating Action	**wambo.org**	The Global Fund's online procurement platform
LFA	Local Fund Agent	**WPTM**	Workplan Tracking Measures
LMIS	Logistics Management Information Systems	**WHO**	World Health Organization
MA	Mitigating Action		

* The term 'PU/DR' is used to refer to PUDRs, PUs, and Final PUs, unless otherwise specified.

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Annex 1: GC7 Pulse Check (Q1 & Q3) Reported Indicators (High Impact & Core portfolios only)

S/N	Indicator code	Indicator Prioritization (Group 1,2,3)	Available in routine HMIS/DHIS2?	Name of indicator
Indicators for reporting in HIV related grants				
1	HIV O-29	2	Y	% of HIV-positive results among the total HIV tests performed during the reporting period.
2	HTS-5	3	Y	% of people newly diagnosed with HIV initiated on ART.
3	TCS-8	3	Y	% of people living with HIV and on ART with viral load test result.
4	TCS-1.1	1	Y	% of people on ART among all people living with HIV at the end of the reporting period.
5	TCS-1b	1	Y	% of adults (15 and above) on ART among all adults living with HIV at the end of the reporting period.
6	TCS-1c	1	Y	% of children (under 15) on ART among all children living with HIV at the end of the reporting period.
7	TCS-10	1	Y	% of pregnant women living with HIV who received antiretroviral medicine to reduce the risk of vertical transmission of HIV.
8	VT-3	3	Y	% of women accessing antenatal care services who were tested for syphilis.
Indicators for reporting in TB related grants				
1	TBDT-1	1	Y	Number of patients with all forms of TB notified (new and relapse).
2	TBDT-4	1	Y	% of new and relapse TB patients tested using WRD tests at the time of diagnosis.
3	DRTB-2	1	Y	Number of people with confirmed RR-TB and/or MDR-TB notified.
4	DRTB-3	1	Y	% of people with confirmed RR-TB and/or MDR-TB that began second-line treatment.
5	TBP-1	1	Y	Number of people in contact with TB patients who began preventive therapy.
6	TB/HIV-6	1	Y	Percentage of HIV-positive new and relapse TB patients on ART during TB treatment.
Indicators for reporting in Malaria related grants				
1	CM-1a	1	Y	Proportion of suspected malaria cases that receive a parasitological test at public sector health facilities
2	CM-2a	1	Y	Proportion of confirmed malaria cases that received first-line antimalarial treatment at public sector health facilities
3	CM-1b	3	Y	Proportion of suspected malaria cases that receive a parasitological test in the community
4	CM-1c	3	Y	Proportion of suspected malaria cases that receive a parasitological test at private sector sites
5	CM-2b	3	Y	Proportion of confirmed malaria cases that received first-line antimalarial treatment in the community
6	CM-2c	3	Y	Proportion of confirmed malaria cases that received first-line antimalarial treatment at private sector sites
7	CM-9	3	Y	Proportion of detected malaria patients who contacted health care provider within 48 hours of onset of symptoms (elimination settings)
8	CM-10	3	Y	Proportion of cases reported at national reporting system within 24 hours of treatment (elimination settings)
Indicators for reporting in RSSH related grants				
1	RSSH O-3	1		On-Shelf Availability: Percentage of facilities with tracer health products for the three diseases- HIV, TB, malaria (as applicable) available on the day of the visit or day of reporting.

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Annex 2: GC6 Pulse Check Reported Indicators

(High Impact & Core portfolios only)

| S/N	Indicator code	Name of indicator
Indicators for reporting in HIV related grants		
1	HTS-2	Number of adolescent girls and young women who were tested for HIV and received their results during the reporting period
2	HTS-3a	Percentage of men who have sex with men that have received an HIV test during the reporting period and know their results
3	HTS-3b	Percentage of transgender people that have received an HIV test during the reporting period and know their results
4	HTS-3c	Percentage of sex workers that have received an HIV test during the reporting period and know their results
5	HTS-3d	Percentage of people who inject drugs that have received an HIV test during the reporting period and know their results
6	KP-1a	Percentage of men who have sex with men reached with HIV prevention programs - defined package of services
7	KP-1b	Percentage of transgender people reached with HIV prevention programs - defined package of services
8	KP-1c	Percentage of sex workers reached with HIV prevention programs - defined package of services
9	KP-1d	Percentage of people who inject drugs reached with HIV prevention programs - defined package of services
10	PMTCT-2.1	Percentage of HIV-positive women who received ART during pregnancy and/or labour and delivery
11	TCS-1.1(M)	Percentage of people on ART among all people living with HIV at the end of the reporting period
12	TCS-1b (M)	Percentage of adults (15 and above) on ART among all adults living with HIV at the end of the reporting period
13	TCS-1c (M)	Percentage of children (under 15) on ART among all children living with HIV at the end of the reporting period
14	TB/HIV-3.1a	Percentage of people living with HIV initiated on ART who are screened for TB in HIV treatment settings
15	YP-2	Percentage of adolescent girls and young women reached with HIV prevention programs- defined package of services
Indicators for reporting in TB related grants		
16	TCP-1 (M)	Number of notified cases of all forms of TB (i.e. bacteriologically confirmed + clinically diagnosed), new and relapse cases
17	TCP-8	Percentage of new and relapse TB patients tested using WHO recommended rapid tests at the time of diagnosis
18	MDR TB-2 (M)	Number of TB cases with RR-TB and/or MDR-TB notified
Indicators for reporting in Malaria related grants		
19	CM-1a (M)	Proportion of suspected malaria cases that receive a parasitological test at public sector health facilities
20	CM-1b (M)	Proportion of suspected malaria cases that receive a parasitological test in the community
21	CM-1c (M)	Proportion of suspected malaria cases that receive a parasitological test at private sector sites
22	VC-3 (M)	Number of long-lasting insecticidal nets distributed to targeted risk groups through continuous distribution

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Annex 3: List of Interlinked Indicators

Indicator	Indicator	Linkage
TB/HIV-7.1	TCS-1.1	TB/HIV-7.1 denominator should be the same as TCS-1.1 numerator at similar geographic coverage.
TB/HIV-5	TBDT-1	TB/HIV-5 denominator should be the same as TBDT-1 numerator.
TBDT-1	TBDT-2	TBDT-2 denominator should be the same as TBDT-1 numerator for the reporting period minus 12 months.
TBDT-1	TBDT-4	TBDT-1 denominator should be the same as TBDT-4 numerator.
TBDT-1	TBDT-3a	The numerator for TBDT-1 is the same as the denominator for TBDT-3a.
TBDT-1	TBDT-3b	The numerator for TBDT-1 is the same as the denominator for TBDT-3b.
TCS-10	VT-2	TCS-10 and VT-2 denominators should be the same.
DRTB-2	DRTB-3	DRTB-3 denominator should be the same as DRTB-2 numerator.
DRTB-5	DRTB-6	DRTB-5 and DRTB-6 denominators should be the same.
TCS-9	TCS-1.1	TCS-9 denominator should be the same as TCS-1.1- numerator.
HIV O-12	TCS-8	HIV O-12 denominator should be the same as numerator for TCS-8 when data source is programmatic reporting (not for estimates or survey data)
HTS-3a	KP-1a	HTS-3a and KP-1a denominators should be the same.
HTS-3b	KP-1b	HTS-3b and KP-1b denominators should be the same.
HTS-3c	KP-1c	HTS-3c and KP-1c denominators should be the same.
HTS-3d	KP-1d	HTS-3d and KP-1d denominators should be the same.
HTS-3e	KP-1e	HTS-3e and KP-1e denominators should be the same.
HTS-2	YP-2	HTS-2 and YP-2 denominators should be the same.
CM-7	CM-8	CM-7 and CM-8 denominators should be the same.
RSSH/PP M&E-1	RSSH/PP M&E-2	Numerator for RSSH/PP M&E-1 should be the same as denominator for RSSH/PP M&E-2.

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Annex 4: C19RM Reporting – 3 Scenarios

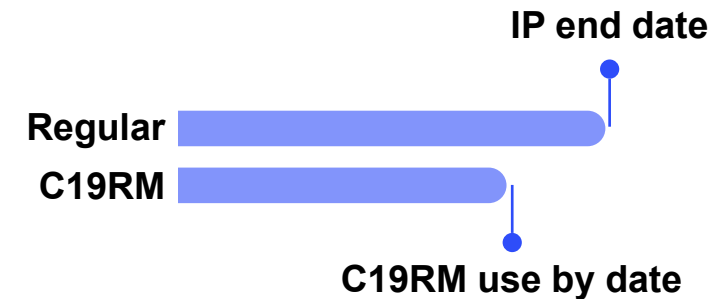**1** **C19RM use by date is equal to the IP end date.**

The C19RM reporting follows the regular GC6 reporting (see next page).

IP end date

Regular

C19RM
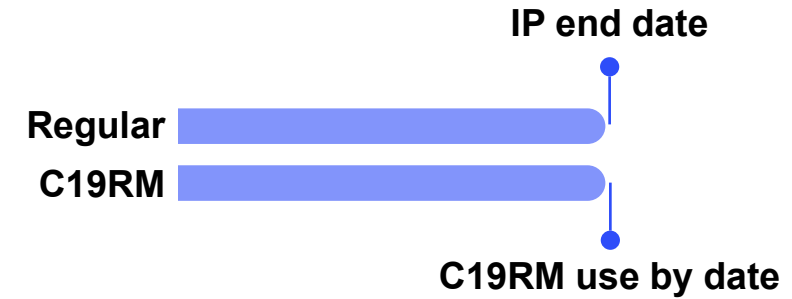
C19RM use by date

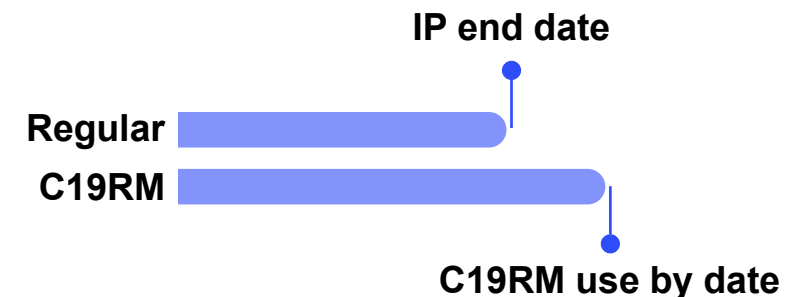**2** **C19RM use by date is before the IP end date.**

The C19RM reporting follows the regular GC6 reporting (see next page).

IP end date
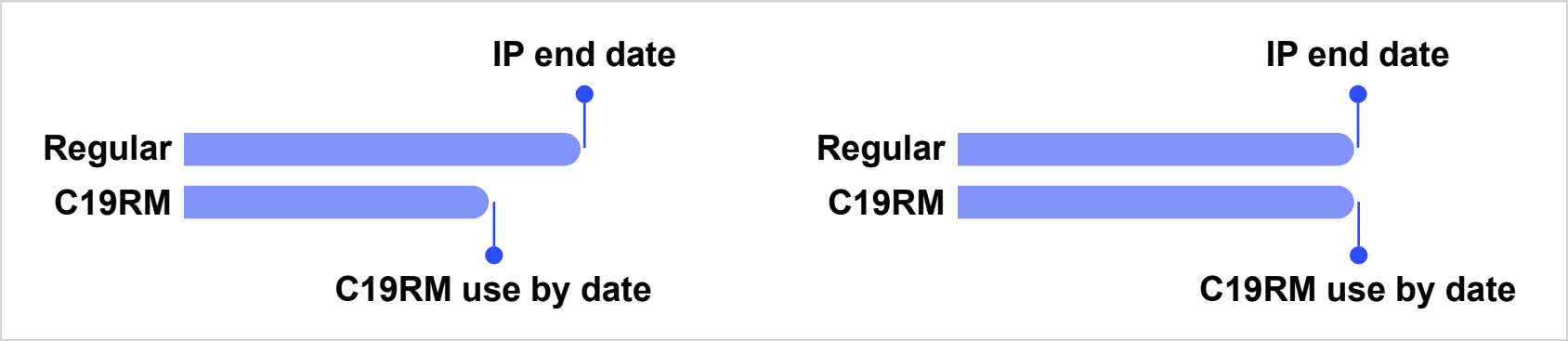
Regular

C19RM

C19RM use by date

3 **C19RM use by date is after the IP end date.**

Click here to see the reporting schedule.

IP end date

Regular

C19RM

C19RM use by date

C19RM Reporting – Scenarios 1 and 2

C19RM use by date is before or equal to the IP end date.

IP end date

Regular

C19RM

C19RM use by date

IP end date

Regular

C19RM

C19RM use by date

	Financial year				Financial year				Closure period
	Q1	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**	
GC6	PC*	PU*	PC*	PUDR	PC*	PU*	PC*	Final PU	FCR
C19RM	**Reporting embedded into GC6 forms**								

* High Impact and Core only

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C19RM Reporting – Scenario 3

C19RM use by date is after the IP end date.
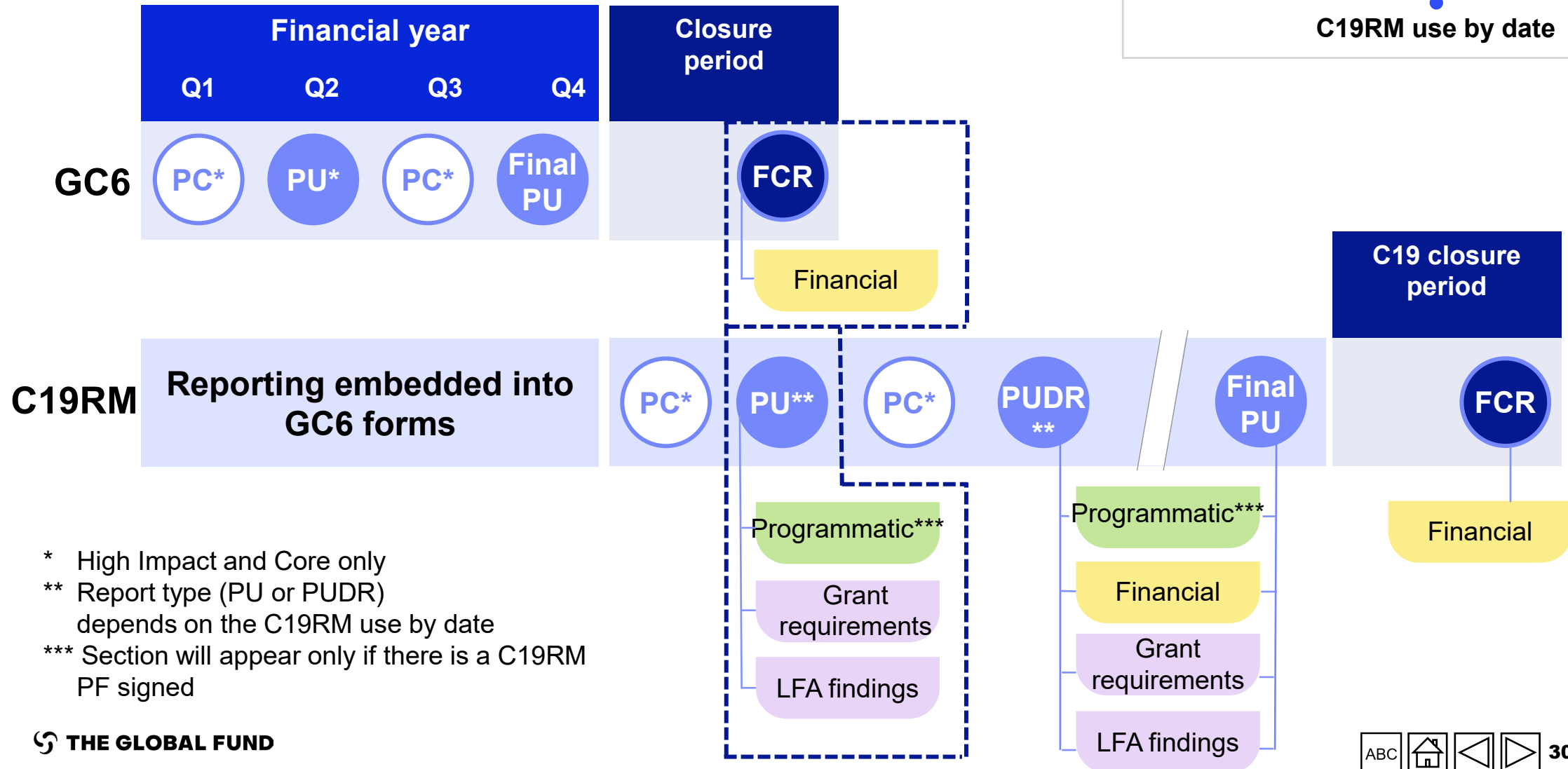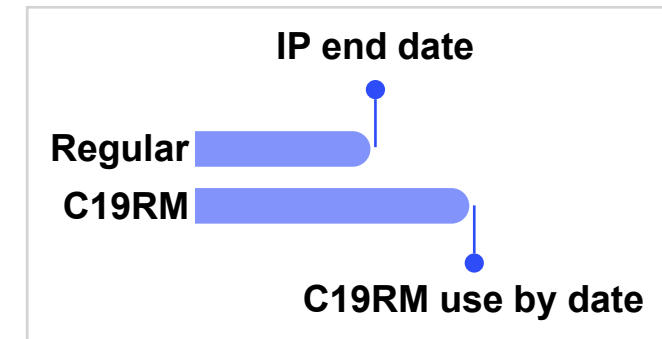
Legend diagram (top right):
- IP end date
- Regular
- C19RM
- C19RM use by date

Financial year				Closure period
Q1	Q2	Q3	Q4	

GC6

- PC*
- PU*
- PC*
- Final PU
- FCR
  - Financial

C19RM

Reporting embedded into GC6 forms

- PC*
- PU**
  - Programmatic***
  - Grant requirements
  - LFA findings
- PC*
- PUDR**
  - Programmatic***
  - Financial
  - Grant requirements
  - LFA findings
- Final PU
- **C19 closure period**
  - FCR
    - Financial

*   High Impact and Core only
** Report type (PU or PUDR)
      depends on the C19RM use by date
*** Section will appear only if there is a C19RM
       PF signed

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Home > PR Reporting >

Type: ⦿ Pulse Check

Reporting period end date: 31-Mar-2024

Due date: 5-May-2024

Last update by/on:

Implementation Period Name: E

Implementation Period: 1-Jan-2024 to 31-Dec-2026

Implementation Currency: EUR

GED Contacts
Organization representatives for notices
Signatory for legal agreements S
Submitter & Editor

✓ | PR to complete and submit form | Global Fund to validate

Download   Attach   Online Form   Submit   **Help**

1. Click the "Help" tab.

Need further support?

For more information on PR reporting visit. You can contact Country Support through the 'Request Support' button below if you face any system or Portal issues.

Request support

2. Click the "Request support" button. This opens an email to Country Support (country.support@theglobalfund.org)

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ABC   302