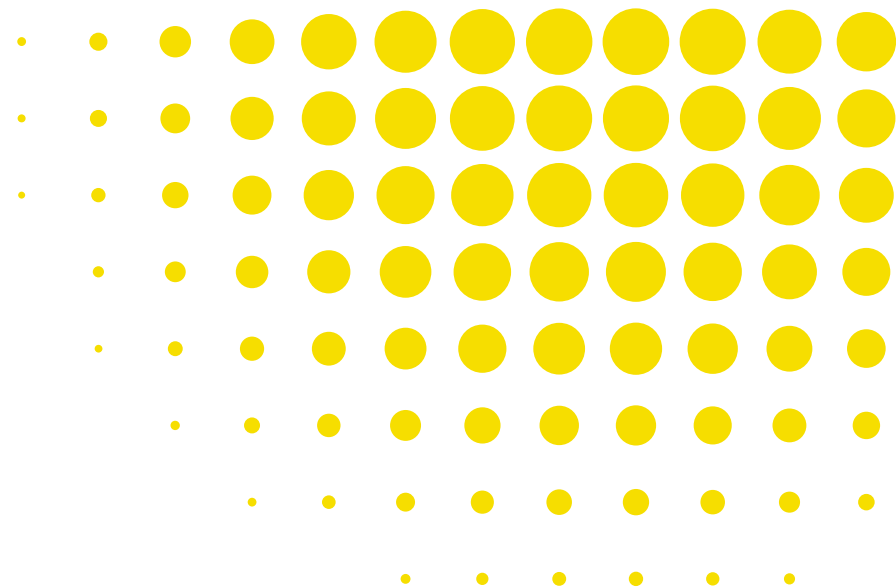
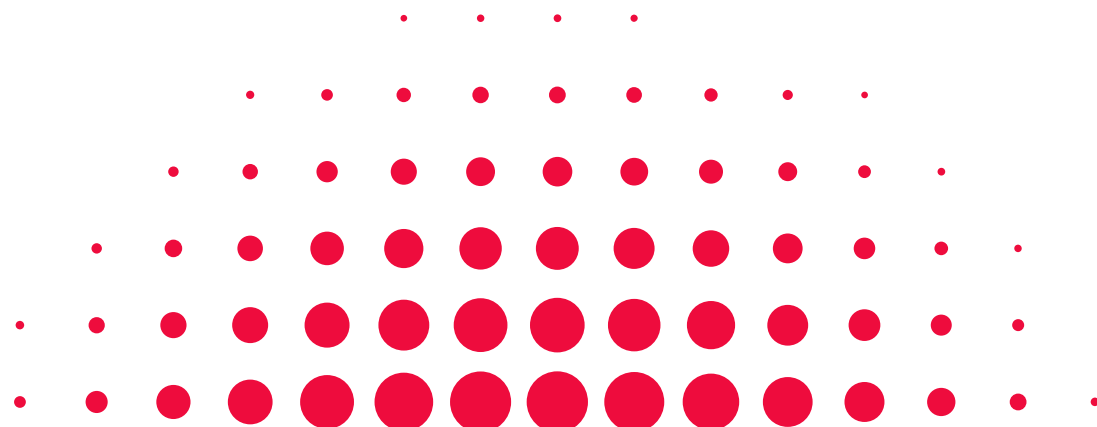
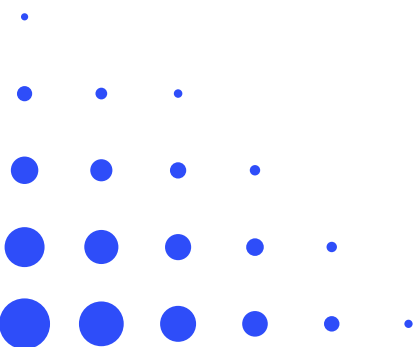




Partner Portal Manual

Co-Financing Commitment





Click on the sections below for direct access

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[Legend](#)

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[Grant Entity Data](#)

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[Commitment Form Submission](#)

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This manual provides comprehensive guidance for Principal Recipients (PRs) reporting Co-Financing commitments.

It includes “how to” sections which walk through how to report on each tab found in the online forms. You can navigate the pages by clicking on the ‘Previous’ and ‘Next’ buttons at the bottom of the screen, or simply scrolling through.

Resources related to Co-Financing can be found on the dedicated page on the [Global Fund website](#).

The manual is structured into the following sections:

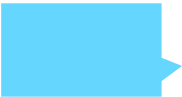
- **Home:** Direct access to the different sections and guide to navigation
- **Introduction & Access:** Instruction and how to access the Co-Financing module in the Partner Portal
- **Co-Financing Commitment Form:** Process flow & step-by-step guide for the module
- **Resources & Support:** Links to useful materials & technical support

Legend

System Instructions



Step-by-step instructions



For information

Symbols



Online form

Navigation Buttons



Go back or advance to the next page



Go to the home page



Go to abbreviations

Log in to the Partner Portal

Open the notification email you received from the Global Fund*. Click the link to the online form. The address begins with noreply-PartnerPortal <noreply-partnerportal@theglobalfund.org>.

The Global Fund invites the PR to complete and submit the Co-Financing Commitment Letter form for [REDACTED]

Click on the link to access the detailed information: [REDACTED]

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

Support and 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>.

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.



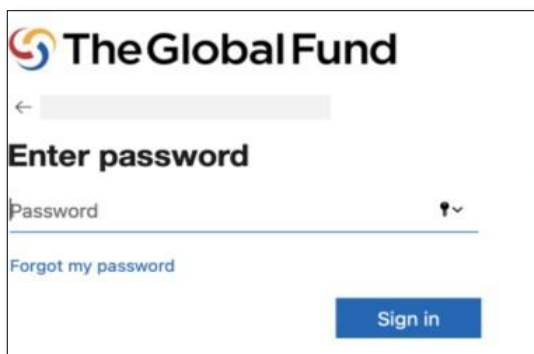
The Global Fund

Sign in

username@ext.theglobalfund.org or GF email

[Can't access your account?](#)

Back **Next**



The Global Fund

←

Enter password

Password 

[Forgot my password](#)

Sign in



The Global Fund

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No **Yes**

HOW TO

Access Co-Financing in the Partner Portal

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THE GLOBAL FUND

Report an Issue

Home All Applications Insights

Grant-making
Grant-making is the process of translating the funding request into quality grants, with the Global Fund strategy embedded in the grant design. The Grant-making application summarizes available information on grants being negotiated. PRs can download, at their discretion, their grant documents.

Principal Recipient Reporting
PR Reporting allows the Global Fund to maintain an overview of implementation progress. PRs regularly report to the Global Fund through Pulse Checks, Progress Updates, and other reporting mechanisms. The PR Reporting online

Health Product Management
Health Product Management allows PRs to capture information pertaining to the procurement and supply management of health products, in line with the programmatic targets, and as input into the grant budget. The HPM application allows PRs to complete, submit and view the latest approved HPMT.

Financial Management

1. Click Financial Management

English | Français | Español

THE GLOBAL FUND

Home Financial Management

Financial Management

Budget Adjustment

Budget Adjustment

Co-Financing Reporting

Co-Financing Reporting

GFSC Task Request

Create and manage GFSC Task Requests.

Integrated Financial Assessment

Integrated Financial Assessment

Co-Financing Commitments

Co-Financing Commitments

2. Click Co-Financing Commitments

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THE GLOBAL FUND

Home Financial Management

Financial Management > Co-Financing Commitments

Filters

Geography

All

Component

All

Grant Cycle

All

Status

All

Results

8 / 8

Geography

Component

Grant Cycle

Status

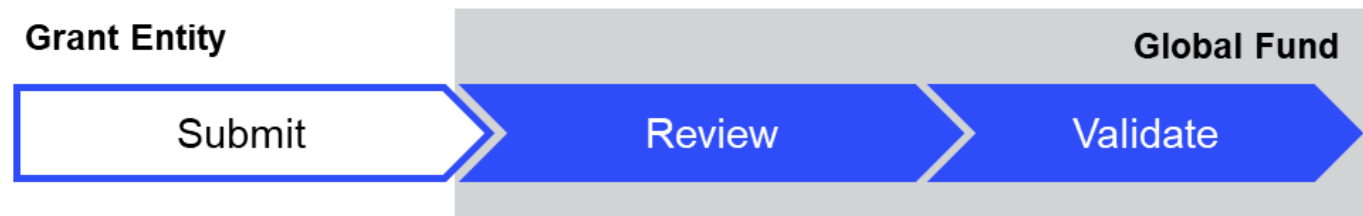
Online Form

3. Select the applicable grant

Ensure Your Grant Entity Data is Up-to-date

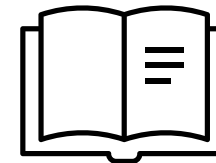
Grant Entity Data (GED) consists of the organization and contact information required from Grant Entities (PRs, LFAs, CCMs, and third-party organizations) to enable them to process key grant life cycle activities and achieve business milestones in a timely and quality manner.

- 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).



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](#)

CO-FINANCING COMMITMENT

Process

Commitment Form Submission

Signed Commitment Letter Submission

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Co-Financing Commitment Capturing Process

How co-financing commitments and realizations are captured and confirmed across the Government, the Principal Recipient (PR) and the Global Fund.

PROCESS STEP	KEY CONSIDERATIONS
1 CCM and Country Team align on responsible PR for reporting co-financing commitments	Once a responsible PR is identified, the Country Team and PR can agree through which grant.
2 PR discusses with Government regarding commitments and realizations, and the Government communicates commitments and realizations to the PR.	Reflect the latest agreed commitments and actual realizations by disease.
3 PR enters commitments and realizations into the online Co-financing Commitment Form and submits to the Global Fund.	Enter amounts in national currency; confirm exchange rates on the Overview tab before submitting.
4 Global Fund conducts a review of the co-financing commitments.	Review checks completeness, currency conversion and supporting documentation. In case of issues with the information submitted.
5 Global Fund shares the co-financing commitment letter and Annex with the PR to coordinate signing in country.	Letter and Annex confirm the amounts; the PR coordinates in-country signing with the government.
6 Government signs the letter and shares it back with the PR.	Signature formalizes the government's co-financing commitment.
7 PR enters the signed co-financing commitment letter into the online form.	Attach the signed letter as supporting documentation within the form.

High Level View of the Sections of the Form

Information on all the tabs is needed in order to submit the form.

Overview

Overall information about the Country / allocation cycle. Exchange rates to be entered here.

Disease Specific Financing

The tab on Disease Specific Financing is applicable to all countries. Allows reporting on financing of national HIV, TB and malaria responses and/or RSSH, as applicable.

Supporting Documents

Allows capturing of supporting documentation used to complete the form.

Home Financial Management

Financial Management > Co-Financing Commitments > Country x

Overview Government Health Expenditure Disease Specific Financing Programmatic Intervention Supporting Documents

Government Health Expenditure

The tab on Government Health Expenditure will only appear for low-income and lower-lower-middle countries. Allows reporting on government health expenditure

Programmatic Intervention

The tab on Programmatic Intervention is applicable to all countries. Allows reporting of financing of the key costs of key programmatic interventions.

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Overview Page and Exchange Rate

Summary information related to the country

Overview	Government Health Expenditure	Disease Specific Financing	Programmatic Intervention	Supporting Documents
Country	Country x			
Status	PR to Submit			
HFS focal point	HFS focal point name			
Components applicable for reporting	HIV/AIDS, Tuberculosis, Malaria, RSSH			
Allocation Period	2026-2028			
Allocation Currency	USD			
National Currency	National currency code			
Exchange rate (previous period)	1			
Exchange rate (current period)	2			

HFS focal point

Name of your Health Finance Specialist focal point for any clarifications, together with the Country Team.

Components applicable for reporting

The disease components to which the Country has an allocation in GC8, to which they need to report on Co-financing commitments and realizations

Allocation Currency

Co-financing commitment amounts are converted into the allocation currency using the exchange rate entered below.

National Currency

The country's national currency; co-financing commitments are entered into the form in national currency.

Exchange rate — *applies to both periods*

1 Previous period (GC7)

2 Current period (GC8)

Enter as [National Currency] per [Allocation Currency].

Example: Allocation Currency = USD,
National Currency = CHF
→ enter how many CHF equal 1 USD.

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Government Health Expenditure

Co-financing requirement 1 – Only applicable to LICs and L-LMICs – See [Co-Financing OPN](#).

1. Realization Type

GC7: Select realization type from Realization, Provisional Realization or Budget. This selection should be made prior to clicking edit button and entering data.

GC8: The realization type is fixed to Commitment.

2. Edit

Use this button to edit the information in the table.

Government Health Expenditure Commitments

- Select the Realization Type applicable for each year in the GC7 Allocation Period. For GC8, the Realization Type is fixed as Commitment.
- Click Edit to enter the Total Expenditure/Projected Spending for each year. Note: once in Edit mode, the Realization Type can no longer be changed.
- Report commitment in National Currency; the Allocation Currency will be calculated automatically based on the exchange rate set up on the Overview page.
- Click Save to store your entries.
- To provide context on your co-financing commitments, attach a short narrative to the commitment.
- For more information on co-financing requirements, refer to the [Co-financing requirements/sustainability-transition-and-co-financing/co-financing](#) page.

GC7 Reporting Years

GC8 Reporting Years

	2024	2025	2026	Total	2027	2028	2029	Total	Additional Commitment since previous cycle
Realization Type	Realization	Budget	Budget		Commitment	Commitment	Commitment		
Total Expenditure/Projected Spending (National Currency)	1,000			1,000	1,000			1,000	0
Total Expenditure/Projected Spending (Allocation Currency)	500			500	1,000			1,000	500

3. Total Expenditure / Projected Spending (National Currency)

Enter values in the National Currency as indicated on Overview tab.

Total Expenditure / Projected Spending (Allocation Currency)

These values will be automatically calculated based on the data entered in Total Expenditure / Projected Spending (National Currency) and the exchange rate entered on the Overview tab for GC7 and 8.

Additional Commitment since previous cycle

This represents the additional amount being committed in GC8 compared to the GC7 Realizations / Provisional Realizations / Budget.

Specific Programmatic Interventions

Co-financing requirement 2 – See [Co-Financing OPN](#).

Note: Information is entered in national currency. Amounts are automatically converted using the allocation currency exchange rate and displayed in the table below.

1. Realization Type

GC7: Select realization type from Realization, Provisional Realization or Budget. This selection should be made prior to clicking edit button and entering data.
GC8: The realization type is fixed to Commitment.

2. Edit

Use this button to edit the information in the table.

Overview Government Health Expenditure Disease Specific Financing Programmatic Intervention Supporting Documents

Specific Programmatic Commitments (national currency)

- Select the Realization Type applicable for each year in the GC7 Allocation Period. For GC8, the Realization Type is fixed as Commitment.
- Edit, then click +Add to create a new line for each Module, Intervention, Description of Activity, and Cost Input you want to report.
- Enter the expenditure/projected spending per year for each line item. Report commitments in National Currency; the Allocation Currency will be calculated automatically based on the exchange rate set up on the Overview page.
- Click Save to store your entries.
- To provide context on your co-financing commitments, attach supporting documents and add a comment when you click Submit.
- For more information on co-financing requirements, refer to the Global Fund website: <https://resources.theglobalfund.org/en/policies-requirements/sustainability-transition>
- For guidance on selecting Modules and Cost Inputs, refer to the GC8 Modular Framework Handbook and the Guidelines for Grant Budgeting.

GC7 Reporting Years					GC8 Reporting Years				
	2024	2025	2026	Total	2027	2028	2029	Total	Additional Commitment since previous cycle
Module	Budget	Budget	Budget		Commitment	Commitment	Commitment		
Intervention									
Description of Activity									
Cost Input									
Total	0	0	0	0	0	0	0	0	0

2 Edit

3. Module

Select the relevant modules for the components applicable for reporting from the dropdown.

4. Intervention

Select the relevant interventions for the selected modules from the dropdown.

5. Description of Activity

Briefly describe the activity that is being performed.

6. Cost Input

Select the relevant Global Fund Cost Inputs from the dropdown

For non-monetized commitments, if applicable, please indicate the quantity in the Description of the Activity. If the unit cost is available, please indicate the total amount (quantity x unit cost) in the yearly fields. Otherwise, if any yearly fields is not applicable, please indicate 0.

Disease Specific Financing

Co-financing requirement 3 – See [Co-Financing OPN](#).

Note: Information is entered in national currency. Amounts are automatically converted using the allocation currency exchange rate and displayed in the table below.

1. Realization Type

GC7: Select realization type from Realization, Provisional Realization or Budget. This selection should be made prior to clicking edit button and entering data.
GC8: The realization type is fixed to Commitment.

2. Edit

Use this button to edit the information in the table.

Disease-Specific expenditure and Projected spending (national currency)

- Select the Realization Type applicable for each year in the GC7 Allocation Period. For GC8, the Realization Type is fixed as Commitment.
- Click Edit to enter the Total Expenditure/Projected Spending for each year. Note: once in Edit mode, the Realization Type can no longer be changed.
- Report commitments in National Currency; the Allocation Currency will be calculated automatically based on the exchange rate set up on the Allocation page.
- Click Save to store your entries.
- To provide context on your co-financing commitments, attach a report to the commitment.
- For more information on co-financing requirements, refer to the Co-financing requirements page.

GC7 Reporting Years

GC8 Reporting Years

	2024	2025	2026	Total	2027	2028	2029	Total	Additional Commitment since previous cycle
1 Realization Type	Provisional Realizati...	Budget	Budget		Commitment	Commitment	Commitment		
3 HIV/AIDS	0			0				0	0
Tuberculosis	332,829			332,829				0	-332,829
Malaria	0			0				0	0
RSSH	0			0				0	0
Total									

3. Components applicable for reporting

Enter values only for the components applicable to your reporting. Only the relevant components for each country will be displayed. If a component is applicable in one grant cycle but not the other, it will be disabled for reporting in the grant cycle where it is not applicable.

Additional Commitment since previous cycle
Represents the additional amount being committed in GC8 compared to the GC7 Realizations / Provisional Realizations / Budget.

Supporting Documents and Submission

All required supporting documents must be attached to facilitate review and determine the country's co-financing compliance status.

1. Attach

Attach supporting documentation for the realizations and commitments that have been entered

2. Submit

Press Submit to send to the Global Fund for review once all information is entered,
Note: Upon submission there is a pop-up to provide any further contextual information for the realizations and commitments entered.

The screenshot shows the 'Supporting Documents' tab in the Global Fund interface. At the top, there are navigation tabs: Overview, Government Health Expenditure, Disease Specific Financing, Programmatic Intervention, and Supporting Documents. Below the tabs, there's a 'Documents' section with a 'Filters' area. The filters include 'Document Name' (with a 'Filter...' input), 'Document Type' (with a dropdown menu set to 'All'), and 'Attached On' (with a 'Filter...' input and a calendar icon). On the right side of the interface, there are two buttons: 'Attach' (with a paperclip icon) and 'Submit' (with a green background). Two blue callout boxes with numbered circles (1 and 2) point to these buttons respectively.

▶▶ Next Steps

After submission, the Global Fund will review the realizations and commitments and prepare the draft Co-Financing Commitment Letter.

The Commitment Letter must be downloaded from the Portal and signed.

Following the Global Fund's review of the realizations and commitments, the draft Co-financing Commitment Letter was shared via the Portal.

Download
Navigate to the Supporting Documents tab and download the "Co-financing Commitment Letter – Draft".

Commitment Letter Submission

Once the Commitment Letter has been signed, the signed letter must be uploaded and submitted to the Global Fund to complete the process.

English Français Español

Report an Issue Tracey Burton

THE GLOBAL FUND

Home Financial Management

Financial Management > Co-Financing Commitments > Indonesia

Overview Disease Specific Financing Programmatic Intervention Supporting Documents

Documents

Filters

Document Name Document Type Attached On

Filter... All Filter...

Results 1 / 1

Document Name %s	Document Type %s	Attached On %s
IDN_GC8_CofinancingCommitmentLetterDraft_1 sample document2	Co-financing Commitment Letter - Draft	26-Aug-2026 17:20 Joseph Nde Chenjoh

3. Share

After attaching the signed Commitment Letter, click "Share Signed Commitment Letter".

Note: If an error appears when clicking the "Share" button, ensure that a document of type "Co-financing Commitment Letter – Draft" has been attached.

1. Attach

After the Commitment Letter is signed, click "Attach".

2. Label

When attaching the document, select "Signed Co-financing Commitment Letter" as the document type and choose the appropriate language.

Attach Documents

Select Documents

Upload Files Or drop files

Name	Type	Language
IDN_GC8_CofinancingCommitmentLetterDraft_1 PDF	Signed Co-financing Commitment Letter	English

Cancel & Close Save & Close

FAQ

What if the commitment provided by the government is not annual?

If the commitment covers the entire Grant Cycle rather than individual years, divide the total committed amount equally across the reporting years. The sum of the annual amounts should always match the official committed amount.

How should Specific Programmatic Interventions be treated when they are not fully aligned across Grant Cycles?

Specific Programmatic Interventions may evolve between Grant Cycles, so an exact match is not required. If an intervention has changed significantly between Grant Cycles, create a separate intervention record for each Grant Cycle and enter the corresponding annual amounts. Where a yearly amount is not applicable, enter 0. Please note that, in these cases, the associated co-financing amounts will not be linked across Grant Cycles.

How to report non-monetized Specific Programmatic Interventions?

If quantity and unit cost information is available, include both in the intervention description and enter the resulting total amount (quantity × unit cost) in the relevant yearly fields. If neither quantity nor unit cost information is available, indicate this in the description and enter 0 in the yearly fields.

What should I do if a commitment relates to multiple interventions?

Allocate the commitment across the relevant interventions using the most reasonable and documented methodology available. This helps ensure that co-financing can be tracked accurately against Global Fund-supported programmatic interventions.

What if no realization has been reported for a commitment during a reporting year?

Enter zero amount for the reporting year and provide an explanation in the comments section prior to submission, if applicable.

What if no cost input category can be selected for a specific programmatic intervention?

Please flag it in the Description of the Activity and select the closest applicable cost input category. If the no close category can be identified, please select “Payment for Results”.

RESOURCES & SUPPORT

Online Resources

List of Acronyms & Abbreviations

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Operational Policy & Procedures

- [Co-Financing Operational Policy Note page](#)
- [The Global Fund Sustainability, Transition and Cofinancing Policy](#)

General Guidance

- Grant Entity Data (GED) Interactive Guide:
[English](#) | [Français](#) | [Español](#)
- GED Change Request Instructions:
[English](#) | [Français](#) | [Español](#)
- Grant Budgeting Guidelines:
[English](#) | [Français](#) | [Español](#)

Information Sessions

Information Session page ('Learn How'):

- Grant-making including Co-Financing
 - Presentation: [English](#)
 - Recording: [English](#)

List of Acronyms & Abbreviations

CL	Commitment Letter
GED	Grant Entity Data
GC7 / GC8	Grant Cycle 7 / Grant Cycle 8
HFS	Health Finance Specialist
HIV	Human Immunodeficiency Virus
LIC	Low Income Country
LMIC	Low-Middle-Income Country
L-LMIC	Lower-Low-Middle-Income Country
OPN	Operational Policy Note
PR	Principal Recipient
RSSH	Resilient and Sustainable Systems for Health
TB	Tuberculosis