



Standard Procedures for National Call and Principal Recipient(s) (PRs) Selection Process for Global Fund Proposals

1. Introduction

The Swaziland Country Coordinating Mechanism (CCM) is a country level partnership that develops and submits grant proposals to Global Fund; monitors their implementation and coordinates with other donors and domestic programmes. The CCM is the overall policy making and guiding body for use of Global Fund (GF) resources in Swaziland.

2. Purpose of the Procedures

The objective of this document is to set a standard procedure for call for national proposal for the purposes of selecting grant implementers for the Global Fund supported activities in Swaziland. The document seeks to ensure adherence to the principles of transparency, multi-stakeholder-ship and national ownership in the selection of Principal Recipients (PRs) of GF grants in Swaziland.

3. Procedures for National Call for Proposal/Expression of Interest

3.1 CCM Decision to Apply: The CCM shall decide at any point before or after the GF Call for proposal whether to apply or not. The CCM reserves the right to withdraw the decision at any time even if the proposal writing process has started based on evidence on the ground on whether the proposal would be successful or not. After the CCM has made a decision to apply, it shall appoint a Sub Committee known as Proposal Development Team [PDT] to develop and oversee the proposal for adoption by the CCM.

3.2 CCM National Call For Proposal: When the Global Fund announces its call for proposals, the CCM shall make a national call for Proposal in national newspapers at least three (3) times; also widely circulating CCM and non-member stakeholders. The national call shall have the following specifications:

- a. Disease components the country would like to apply for under the current GF call for proposal.
- b. Clear objectives for each disease component
- c. Services Delivery Areas to be covered for each component
- d. Invitation for PRs
- e. Selection criteria and documentation for organizations to be considered for PRs
- f. Closing date for the call
- g. How the responses to the applications shall be submitted.
- h. Feedback method to both successful and unsuccessful organisations.

4. PR Selection Criteria Process

4.1 PR Selection Panel: The CCM Oversight Committee shall be constituted into a PR Selection Panel to select PRs from the submitted applications or expression of interest. The team shall consist of CCM members and other technical persons with programmatic, finance/administrative know-how and social science background. The CCM selection panel shall work within the confines of the CCM Conflict of Interest Guidelines and shall be guided by the following:

- 1. Only members/organisations authorised by the CCM shall take part in the selection process. No organisation shall have more than one representative in the committee.**
- 2. Only organisations who submitted their applications as stipulated in the national call for proposal shall be considered to be PRs**
- 3. All members shall treat the deliberations of the committee in strict confidence. Members shall not divulge any information pertaining to their duties in the selection process to anyone including their principals.**
- 4. The outcomes of the selection process shall be communicated only through the CCM when submitted by the Committee.**
- 5. Decisions of the committee shall be by either consensus or by vote.**
- 6. Selection panel members from organisations that submitted applications to be considered as PRs shall not read, comment, discuss or contribute in anyway in decisions relating to their applications.**
- 7. The final decisions on the selection process for PRs for inclusion in proposal to the GF rests with the CCM.**

Duties: The duties of the selection panellists shall be to:

- 1. The team members shall report to CCM. The team shall not in anyway communicate directly with any of the applicants without authority from the CCM.**
- 2. Read and familiarise with the Global Fund's eligibility criteria with regard to the selection of PRs for grant implementation.**
- 3. Develop the selection criteria of PRs for the CCM proposal to the Global Fund**
- 4. Read and comment on all submissions received from the National Call for proposal.**
- 5. Select and recommend to the CCM, organisations deemed suitable to be PRs for CCM proposal to the GF.**
- 6. Recommend for inclusion in the GF proposal, activities addressing national priorities (drawn from submitted proposals).**
- 7. Ensure that the process is transparent and complies to the CCM Conflict of Interest policies.**
- 8. The panellist team is free to solicit expert services. The CCM secretariat would provide logistical support and secretarial services to the team.**

4.2 PR Selection Criteria

The PR selection criteria shall be based on the follow basic requirements

- Submissions of interest by a proposed PR - Electronic and hard copy**
- Clear goal(s) with relevance to national programs**
- SMART objectives**

- Clear Service Delivery Areas (SDAs) in line with component to be applied for by CCM
- Technical quality of the proposal
- Performance of current and previous grants (Global Fund and/or any grant)
- Cost of administering the grants

4.2.1 Principal Recipient

- Legal Status
- Registration
- Ability to enter into contract with Global Fund
- Experience and track record in grant and programme management

a. *Financial Management Capacity*

- Preparation of financial statements/reports
- Asset management
- Audit arrangements

b. *Institutional and Programmatic Capacity*

- Management of organization
- Infrastructure and Information systems
- Health Expertise (responsibility with the sector/disease area)

c. *Procurement and Supply Management Capacity*

- Procurement policies
- Ability to out-source PSM services

d. *Monitoring and Evaluation Capacity: Current M & E systems*

5 Notification of successful Organisation(s)

The CCM Secretariat shall formally inform successful organisations in writing as well as unsuccessful organizations and also be circulated through the CCM constituencies. The main message of the notice shall be to inform the nation that “the selection process was complete and successful organizations have been informed”. No reason shall be given to the applicant why the application was unsuccessful.

6 Proposal Development

The organizations selected as PRs shall be co-opted in the proposal writing process since they would be the key structure in the implementation of the grants. SRs shall also be consulted heavily in the proposal development process. However, care will be taken to ensure that the proposal remains national and not tailor made towards a particular organization. Proposals tailor made for a given organization become difficult to implement when the implementation structure changes.

7 Amendments to this Document

The procedures for the National Call for Proposal shall be reviewed for improvement and adjustments before each call for proposal. This is in recognition that the GF is dynamic hence the need to continually ensure that the CCM documents used in the GF process comply with the GF policies and procedures.