

## GFATM round 6<sup>th</sup> China AIDS program update progress

(Up to March 14<sup>th</sup>, 2007)

1. PR was evaluated by Global fund
  - ◆ Chinese Association for STD& AIDS Prevention and Control, the PR of this program assessment was carried out by LFA on Jan 31<sup>st</sup>, 2007. Four areas, including project management, financial management, equipment management and M&E are included.
  - ◆ LFA gave oral feedback to PR on Feb 9<sup>th</sup> 2007.
  - ◆ PR did adjustments and improvements according to LFA's feedback after Feb 9<sup>th</sup>.
  
2. Program Management Office Establishing
  - ◆ PR issued the program management staffs' recruitment notice through websites on Jan 4<sup>th</sup>, 2007.
  - ◆ Qualified candidates by telephone interview were interviewed on Feb 14<sup>th</sup> and 5<sup>th</sup> March.
  - ◆ 1 program manager and 1 assistant have been confirmed, 1-2 program officers will be confirmed soon.
  - ◆ Rooms have been rent for Program Management Office since March.  
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3. SR selection, the SR application will be due on March 25<sup>th</sup>, 2007.
  - ◆ PR issued SR recruiting notice on Feb 26<sup>th</sup>, 2007.
  - ◆ PR has received many counseling related SR applications since Feb 26<sup>th</sup>.
  - ◆ PR, Program Management Office, one of Proposal composers, together with delegate from UNAIDS, the leader of AIDS working group, discussed the proposed questions and gave the response on March 9<sup>th</sup>.
  - ◆ PR, Program Management Office, one of Proposal composers and the delegates from AIDS working group organizations participated a meeting to discuss issues related international NGOs for SR application on March 12<sup>th</sup>.
  - ◆ PR, Program Management Office, one of Proposal composers had collected and finalized the discussion on 9<sup>th</sup> and 12<sup>th</sup> from 12<sup>th</sup> to 16<sup>th</sup>.
  
4. Establishing Technical Working Committee: Application will be closed before March 25<sup>th</sup>, 2007.
  - ◆ Application is in process.
  
5. Fund-raising from other sources to support the activities before program launching are in process by PR.

**Works in next step:**

1. Both SR and Technical Working Committee application will be due to 31<sup>th</sup> March 2007
2. Technical Working Committee will be established before the April. From March 30<sup>th</sup> to April 10<sup>th</sup>, PR will prepare to organize the training workshop, related experts and SR application organizations will be invited to discuss and revise the two years work plan.
3. SR assessment will be finished by the end of April.
4. The comprehensive two year work plan will be completed on May 10<sup>th</sup>.
5. After GF authorizing the two year work plan, the SWACO will issue and disseminate the official notice and two year work plan to PWACOs for assisting the implementation.

Program Management Office  
GFATM Round 6th China AIDS program

# **FAQ – Regarding process of selecting Sub-Recipients for GFATM Round 6th China AIDS Project**

(14 March 2007)

## **The questions about program progress**

**Q1: What is the process for the initial phase of start-up of the GFATM Round 6th China AIDS Project?**

A: This is still the preparatory phase. The call for applications for Sub-recipients and the technical review committee have been issued, and submissions are being received. The deadline for such applications is the 31 March 2007. For details on each activity and timeline, please see the “SR Selection Process” document.

## **The questions about SR and technical review**

**Q2: What is the difference between PR, SR, and SSR?**

A: PR stands for “Principle Recipient” and is the main implementing agency for the grant, the body that is responsible for the management of the total grant. “SR” stands for “Sub-Recipient”, and plays both an implementing and a management role with both financial and programmatic management functions. “SSR” stands for “Sub Sub-Recipient” and only has an implementing role in the grant. This project stresses that SRs should have close connections with grass-roots NGOs, and that fund given to SRs should be shared with additional groups (SSRs) to do implementation work rather than simply used by the SR for its own implementation. SSRs can carry out various implementation activities after this program was started up.

**Q3: Who can be the SR applicants?**

A: Any group that meets the criteria for being an SR can apply. Joint applications including multiple groups are encouraged.

**Q4: How can International NGOs apply to be an SR?**

A: Any group that meets the criteria for being an SR can apply.

**Q5: Can INGOs registered abroad apply to be SRs?**

A: SRs must meet the criteria in the “SR Selection Process” document.

**Q6: Can groups from outside the project provinces apply to be SRs?**

A: If the organization is an “original applicant”, it can apply, but all activities must be carried out inside project provinces.

**Q7: Which one are more satisfies the SR criteria, the Public Health Institute at a Medical College or the clinical medical chapter of a Preventive Medical Association?**

A: Regardless of whether it is a Medical College or a Preventive Medical Association, as long as an organization satisfies the SR selection criteria, it is eligible to apply

**Q8: If many organizations apply together, does there need a “lead” agency?**

A: Yes, but it is up to the organization to decide amongst themselves which agency is the “lead”

**Q9: If the agreement between PR and SR has not been finalized, there is no way to approach other organization to form a joint application, how to deal with?**

A: his application is only an initial “intention” phase, it is important to fully communicate this point with potential collaborative groups.

**Q10: What sort of organization is an “original applicant”?**

A: All groups included in the 53 project submissions that received approval from the GF6 Proposal Review team during June, 2006 (while the overall GF6 AIDS proposal was being drafted) are considered “original applicants”

**Q11. If an “original applicant” is not within one of the project providences, can it apply to be an SR?**

A: Yes, it can apply, but it must meet all the SR selection criteria’s and all project activities must be carried out inside the 15 project provinces

**Q12: Do “original applicants” who want to be SRs need to re-apply?**

A: Yes. The concept notes/proposals submitted by the original applicants have provided a very strong foundation for consideration. Because there are big differences between the budgets and activities in the final approved proposal and those in the proposals received from “original applicants”, if original applicants want to become SRs they should apply according to the requirements of the “SR Selection Process”. Regardless of who is an SR, they should consider original applicants when choosing SSRs.

**Q13: As an “original applicant”, can I expect to receive the amount of money that I initially applied for?**

A: No, funds must be re-applied for basing on the project objectives and activities. Proposal of the original applicants requested for more than 120 million USD, but the total approved 5-year budget is only 17 million USD (14 million USD in grant and 2 million USD in counterparts finance)

**Q14: Who will assess the potential SRs?**

A: The technical review committee will be responsible for assessing the SRs. The technical review committee is currently being formed (people are submitting their names) and will be established soon.

**Q15: Will the Global Fund HQ participate in the assessment of potential SRs?**

A: No, but the assessment process/work will become part of the assessment of the PR by the Global Fund, and if necessary the Global Fund’s opinion will be solicited.

**Q16: If somebody applies for and is approved as a member of the technical review committee and simultaneously applies to be an SR, will they participate in the SR selection process?**

A: Members of the technical review committee must respect the principle of avoiding any conflict of interest during the process of SR assessment.

**Q17: What criteria will be assessed regarding the infrastructure of potential SRs?**

A: Please see the SR selection criteria for information regarding SR criteria

**Q18: Can SSRs be either NGOs or local government departments?**

A: SSRs should mainly be NGOs, with government departments playing the role of support and do advocacy work. NGOs are encouraged to play a leading role, to cooperate with government departments. There are clear guidelines in the project proposal regarding the percentage of government participation in this project.

**Q19 : If due to limited funding INGOS cannot receive funding, how else can they participate in the project?**

A: Many INGOS have extensive experience, good management methods, and they can share these experiences and skills with domestic NGOs and act as technical support providers for this project. It is recommended that INGOS with such experience link up with domestic NGOs and apply as joint a SR.

**Q20: What is the deadline for applications to be on the Technical Advisory Board?**

A: The last day to submit an application is 31 March 2007

### **The questions about application form and the workplan**

**Q21: Is there a set format for the two-year Work plan?**

A: Please use the format that was included in the application materials during this initial period. Once SRs have been selected, the PR will work together with SRs to draft a more detailed two-year Work plan.

**Q22: How do I find the revised SR selection criteria online?**

A: The document can be downloaded from the GF China website. Be sure you are working from the PDF version, which is called “SR选择方案（终稿）07-2-24.pdf” (note, the document is English and Chinese, the document name Chinese only)

**Q23: Can you provide an electronic version of the program “fen bao” draft plan?**

A: It can be downloaded from the Chinese Association for STD&AIDS prevention and the GF China website: <http://www.chinaglobalfund.org> , <http://www.aids.org.cn>

**Q24: Is the Workplan for two years or five years?**

A: Two years

**Q25: How much of all the different amounts of money be used in different areas?**

A: Funds for Objectives 1, 2, and 3 are mainly to be used for activities within the project area and according to the project proposal. Human Resources, M&E, and other management costs includes the cost of hiring management staff and the daily running of offices, monitoring, etc. Once the SRs are confirmed, the allocation of these funds will be determined based on the actual amount of work to be done by each SR.

**Q26: What activities can be carried out? What sorts of (cost) standards are there?**

A: Activities should be designed in line with the project proposal, in order to achieve the objectives and meet the targets of the project. Any standard costs will be determined according to the project target and objectives, and will be determined by the PR and SRs after the confirmation of the SRs.

**Q27: How will different populations be differentiated when carrying out activities? Why do some areas have coverage for out of school Youth and others not?**

A: The division of target populations was made taking into consideration the original project proposal, the “original submissions” that went into writing the proposal, the size of high-risk populations in each province, the condition of each location’s NGOs, funding, workload, and other factors. In the end, the final target population size of each province was estimated after consulting with and taking into account expert opinions. If at the April meeting of SR applicants it emerges that there are problems with the population estimates (duplication or omissions) in project areas, these issues can be discussed and adjustments made if necessary.

**Q28: The budgets are too low in some areas, is it possible to adjust the budgets, for example for MSM and Youth?**

A: The PR is currently considering this issue and will discuss such adjustments with the Global Fund in the future.

**Q29: If there is not enough money for HR, what should we do?**

A: The budget will be determined according to the project proposal.

**Q30: What requirements are there regarding purchase of equipment?**

A: According to the requirements of the Global Fund, all computer, office equipment, and condom purchase must be made through a unified procurement mechanism.

**Q31: We have worked with many different partners, do we have to list them all? (On the application form, SR applicants are supposed to list our partner organizations)**

A: It is only necessary to list your main partners on the form

**Q32: How do we fill in the line on the application form for “sub-project number”?**

A: It is not necessary to fill in this line, just indicate which project area you are applying to work in.

**Q33: The last line on the SR application form asks “please provide the previous year’s**

**Workplan, work report, and financial report’’. What does this mean?**

A: This is the organization’s overall work report and financial report.

**Q34: At what level (national? provincial? Local?) will technical assistance and training activities take place?**

A: According to the project proposal there are such activities at both PR and SR level. Specific planning for project activities will take place after the SRs have been selected, and will be determined together by the PR and SRs.

**Q35: Can areas outside the GF6 provinces apply for support through GF6?**

A: No

**Q36: What to do about GF6 target populations outside of the project provinces?**

A: Due to geographic restrictions, this project cannot consider populations outside of the project provinces.

**Q37: If a national-level organization applies to be an SR and carry out activities at the local level, how does that work?**

A: SR applicants can apply to cover all activities in a single province, or can apply to cover only certain populations, and should produce a two year Workplan for whatever activities it choose to apply for. When applying to cover specific populations, potential SRs should think carefully about how they will support SSRs to perform project work, how to coordinate with local groups acting as SSRs, and how to coordinate and share resources with other Global Fund Round 6 local implementing groups.

**Q38: If we apply to work only in one area and one population, how will the budget for HR and management be determined?**

A: During this SR application phase, these budgets should not be considered. Once the SRs have been determined, funds for HR and management will be allocated according to the actual amount of project activities and funds to be conducted/used by each SR.

**Q39: When preparing the work in each province, the different parts of the work are linked in a wholistic way. Won’t applying for separate populations split up the work and create chaos in the implementation work?**

A: This is a possible problem, thus all applying organizations must pay careful attention to communication and cooperation during the implementation process. At the same time, once confirmed, SRs and the PR will discuss the best methods to reduce the risk of such problems arising.

**Management and others**

**Q40: Can the PR be responsible for all of the financial management?**

A: The Global Fund has very strict requirements regarding financial management, and financial management are intrinsically linked to project activities. The PR is not able to take on all of the financial management. However, the PR retains a certain amount of space to conduct

direct management of some organizations' financial management.

**Q41: How can an SR ensure the quality of the work done by an SSR?**

A: This is a test of the capacity of the SR, and SR applicants must thoroughly prepare during the application process.

**Q42: How will International NGOs (INGOs) who are not SRs be able to get access to project information?**

A: They can get information from the CCM AIDS working group and from websites. The PR will report on project progress to the AIDS working group, and the chairperson of the working group can collect information at any time. The PR will also release information via the following websites: [www.aids.org.cn](http://www.aids.org.cn) (Chinese Association of STD/AIDS Prevention and Control) , [www.chinaglobalfund.org](http://www.chinaglobalfund.org) (China program for Global Fund to fight AIDs,TB and Malaria) [www.chain.net.cn](http://www.chain.net.cn) (Chian HIV /AIDS Information Network).