

CALL FOR PROPOSALS

FREQUENTLY ASKED QUESTIONS

Date of publication: 12/03/21

Reference: AP-Init–2022–01 & AP-Init-2022-02

STRENGTHENING HEALTH SYSTEMS AT ALL LEVELS (COMMUNITY TO NATIONAL)

&

STRENGTHENING THE ROLE OF KEY AND VULNERABLE POPULATIONS IN RELATION TO HIV, TUBERCULOSIS AND / OR MALARIA TO IMPROVE THEIR HEALTH AND WELL-BEING

Questions accepted until: JANUARY 17th 2022

Call closing: JANUARY 24th 2022 AT 12:00 (UTC+1)

Requests for link to access the Cloud accepted: **Between December 8th 2021 and January 19th 2022 (final deadline)**

CALLS FOR PROPOSALS AP-Init-2022-01 / AP-Init-2022-02

FREQUENTLY ASKED QUESTIONS

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GENERAL QUESTIONS

APPLICATION PROCESS

What documents do you need to submit a project?

Applications must include all of the documents requested in the Call for Proposals Guidelines. Incomplete applications will be rejected, and missing documents will not be requested from applicants.

Proposals must be drafted in French or in English and include the following documents:

1. **Letter of intent** (using the template provided in annex 1)
2. **Simplified budget** in Euros (in line with the template provided in annex 2 - Tab 2.2 Budget)
3. **Administrative form** (in line with the template provided in annex 3)
4. A **copy of the lead applicant's statutes** (in French or English)
5. **Budget for last approved financial year** (2020) and projected 2021 budget. The annual budget should be calculated based on the total expenditure for the last approved financial year (2020) and projected expenditure for the year 2021 (which will be verified in phase 2 based on approved accounts, if the project is preselected).
6. The **estimated budget** of the lead application organization for the year 2022
7. **Latest annual activity report**
8. **Latest approved audit report**
9. **Letters of commitment** for each partner organization involved in implementing the project. Please note that these will be required if your project is pre-selected.

How are we supposed to submit our proposal?

All proposal documents must be uploaded to the Expertise France Cloud by **12 noon on 24 January 2022 (Paris time - UTC + 1)** (date and time of upload as proof).

Lead applicants must **request a Cloud access link between December 8, 2021 and January 19, 2022** by sending an email entitled "link request + call for projects number + chosen theme (HSS or VP)" to the following address : i5pc-ap@expertisefrance.fr. An email containing the link and the access codes will be sent in response as quickly as possible. The link will give applicants access to an individual space on the Cloud, to which only the applicant and L'Initiative administrators will have access. This is where proposal files should be uploaded.

Access link requests sent after January 19th will not be accepted.

Only one access link will be created and sent to the applicant per project, and it will only be sent upon request.

The Cloud will be open for downloading proposal files **until January 24th, 2022 at 12 noon (UTC + 1)**.

We highly recommended that you upload the proposal documents to the Cloud as early as possible before the deadline of noon on January 24, 2022 to allow the time required for uploading, which may vary depending on the size of the documents and the quality of your Internet connection.

Can we submit an expertise channel application in order to draft a project for the call for proposals?

The expertise channel aims to provide technical assistance to facilitate access to Global Fund grants or to support the implementation of the grants. It is not supposed to support the drafting of projects to be submitted to the L'Initiative project channel. Therefore, this request would be rejected.



Should the request for cloud access links be made once for each project proposal or once for several project proposals?

A separate application must be made for each project regardless of the number of projects submitted to the same call or to another call. Thus, if an organization wishes to submit two projects to the same call, it must make two separate requests. Each request for a link to the cloud must clearly state the call reference and the chosen theme (PV or RSS).

Can a project already submitted but not selected in the framework of a previous call for proposals be sent again?

It is possible to resubmit a project rejected in a previous call by adapting it to the comments received during the first submission and to the evolution of the Rules of the Call for Proposals.

Can the same organization submit two project proposals for each call for proposals (AP-Init-2021-01 and AP-Init-2021-02)?

An organization can be the lead applicant on a maximum of two projects per call for proposal. But, an organization can only submit three projects as lead applicant across all of the 2022 calls for projects (HSS, VP, OR). There is no limit with regards to being an implementing partner or associated stakeholder.

What does VP and OR mean?

VP refers to Vulnerable Populations and OR to Operational Research. In the context of the guidelines, it refers to the subject of each of the 3 calls for proposals (Health System Strengthening, Vulnerable Populations and Operational Research).

In the framework of the call for proposals AP-Int-2022-01, can we submit a project that includes activities related to HIV, tuberculosis and malaria together?

Yes, it is perfectly possible to submit a project proposing activities related to all three pandemics.

Can we make two different registrations (i.e. the same project registered under the HSS theme and then under the other VP theme) in the cloud?

No, the same project can only be submitted to one call at a time.

In Phase 1, organizations only submit the Letter of Intent or all project documents?

During phase 1, you should submit all documents mentioned in section 8. of the Call for Proposals Guidelines "Proposals: documents to provide".

APPLICANT's ELIGIBILITY

Can a local NGO be a lead applicant? Or could a local NGO apply without sub grantees?

A local NGO can indeed be the lead applicant of the project. However, every project has to be implemented in partnership (one lead applicant and at least one implementing partner, with at least one of the partnership's organisations being legally located in the project's implementation country). It is therefore not possible to apply without implementing partners (subgrantees). If you are located in the implementation country, you can choose implementing partners from other eligible countries + France. Please note that the relevance and the added value of the proposed global partnership dynamics will be duly assessed by the evaluators.

LEAD APPLICANT

What kind of organizations are eligible as lead applicant?

The project lead applicant must be a legal entity with a board of directors / management committee and a registered office in an eligible country or in France. International organizations, with the exception of regional non-state organizations, may not be the lead applicant or an implementation partner of projects. However, they can be associated stakeholders that do not receive any part of the project funding. Organizations must not have



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any statutory provisions that would prevent Expertise France or any external auditor appointed by Expertise France to carry out on-the-spot checks and inspections and have relevant rights to access the project sites and premises where the project will be carried out, including access to all documents and electronic data relating to the technical and financial management of the project.

Can international stakeholders with an establishment agreement in an eligible country submit a project as lead applicant?

According to the Call for Proposals Guidelines, "The project lead applicant must be a legal entity with a board of directors / management committee and a registered office in an eligible country or in France.(e.g. to have statutes registered in an eligible country, or France)". An international NGO (with a head office not located in an eligible country) with an establishment agreement (or a representation /or an office) in an eligible country and with only an authorization to work in this country is not eligible as lead applicant as its statutes are not registered in an eligible country. It is the country of registration of the statutes (i.e. the document detailing the composition of its board of directors/managing committee and the location of its headquarters) that is decisive.

Is it possible for governments (i.e., Ministries of Health from eligible countries) to apply as the lead applicant?

Ministries of Health from eligible countries can indeed submit applications as a lead applicant.

The Guidelines state: « The project lead applicant is a legal entity with a board of directors / management committee and a registered office in an eligible country or in France.» Does "eligible country" refer to the same countries as the eligible implementation countries?

The eligible countries we are referring to are indeed the countries listed as "eligible implementation countries", meaning that the lead applicant has to be a legal entity either from France or from the list of eligible implementation countries.

To be eligible does the lead applicant and/or its partners need to have a national coverage in the implementation country?

It is not necessary for either the lead applicant or its implementing partners to have a national coverage in the country of implementation, as long as the eligibility criteria set out in the guidelines of the call for proposals are respected.

Can international NGO with their headquarters inside the European Union and offices duly registered in an eligible country of implementation be lead applicant? Implementing partners?

The guidelines of the 2022 Call for Proposals states that: "The project lead applicant must be a legal entity with a board of directors / management committee and a registered office in an eligible country or in France". If the headquarters of your organization are located in another European country than France, your organization cannot be eligible as a lead applicant despite the presence of duly registered country offices in an eligible implementing country.

However, your organization can be an implementing partner for one or more projects as long as the lead applicant or at least one implementing partner is registered in the country of implementation; the guidelines stating that: "Projects must be implemented in partnership with a local organization in the country of implementation ». In this case, the relevance and added value of the proposed global partnership dynamics will be duly assessed by the evaluators.

If you speak of lead applicant to be the sole recipient who will submit letter of intent and fills complete proposal, you do recognize that considering the expertise this applicant will have he can implement some of the activities of the program as well?

You are correct, the lead applicant can (and should) implement activities of the project.

Can the Local Authority (Provincial Health Office) be a lead applicant and submit a proposal?

A local Authority can indeed be the lead applicant of the project, and therefore submit the proposal.



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For the organizations carrying a project, can we understand that ALL those located outside France are not eligible?

As mentioned in article 4.6 of the rules of the calls for projects, the project must have as main sponsor a legal entity having its board of directors/managing committee and its headquarters registered in an eligible country or in France. Therefore, organizations that are based in other countries are not eligible as lead applicant but can take part in projects as implementing partner or stakeholder.

Can Local Non-Governmental Organizations apply under the current call for proposed as referenced above?

Yes, local NGOs are eligible to apply to the calls of proposals

PARTNERSHIPS

Can United Nations affiliated organizations submit an application?

International organizations, with the exception of regional non-state organizations, may not be the lead applicant or an implementation partner of projects. However, they can be associated stakeholders that do not receive any part of the project funding. The term International Organization here refers to the United Nations and its associated agencies, as well as regional state organizations.

Is an institutional partner (ministry, public institution) required in order to submit a project?

To apply with an institutional partner is not a requirement; all the partners can be non-governmental institutions. Governmental Institutions can also be partners or lead applicants.

Can the local partner be a European NGO (non-French) with a longstanding presence in the country?

A European NGO will not be considered a local partner, even if it has a significant history of intervention in the project country. However, it can be an implementing partner of the project.

Do projects have to include at least a partner from each beneficiary country?

Projects must be implemented in partnership with a local organization in the country of implementation. For multi-country projects, this means that at least one local organization is needed in each of the implementing countries. In these instances only, the lead applicant is not obliged to have partnerships in their country of origin.

Can an NGO not based in an ineligible country be an implementing partner of a project which is led by an eligible lead applicant organization and be able to receive funding from L'Initiative for the implementation of activities in eligible countries?

A project can be submitted as long as the lead applicant is an organization based in an eligible country and the activities are carried out in eligible countries.

An NGO based in an ineligible country can then be an implementing partner and receive project funding from the lead applicant as part of the project's activities.

Can the number of partners involved in the project implementation change between the submission of the letter of intent and the complete project submission (considering the letter of intent would have been selected at the end of the stage 1)?

In case of a change of partner or evolution of the number of partners between the 2 stages, this aspect must be specifically justified by the applicant; this will be particularly looked at by the evaluators and will give rise to a specific comment by the evaluators to the project selection committee.

What is a « partner letter »; is there a template for this letter? Who do these letters need to be addressed to?

It is required to include in your application a partner letter for each partner involved in the implementation of the project. We do not have a template for this letter which must lay out the extent of the partnership for each partner. The format of the letter is up to you: For instance, these letters can be written by each partner and addressed to the lead applicant to inform them of their commitment to participate in the implementation of the project if funding is granted.



As a partner and not a lead applicant is there a cap on how many letters of Intent sub recipients/partners can be a part of? Are there any other restrictions on the partners themselves?

If you do not apply as a lead applicant, you are not limited to the number of projects you can participate in. Nevertheless, you should remain attentive to your management capacities. All the restrictions applicable are detailed in the guidelines.

Does a mandatory partnership with a local organization mean that there must be a different beneficiary and implementing partner in each country of implementation?

An organization, depending on the logic of intervention of the project, can be considered both as a beneficiary and as an implementing partner as long as it meets the following definition of implementing partner (see Call for Proposals guidelines): "the implementing partners are involved in the conception and implementation of the project and receive a budget delegation". In case of a multi-country project, at least one local partner is required in each of the implementing country (who can be both beneficiary and implementing partner as well).

Are local organizations allowed to apply as a consortium ?

Local organizations may apply in partnership with a local lead applicant and any other local implementing partners, as stated in the call for proposals guidelines, as long as all eligibility criteria described in section 4 of said guidelines are met.

Can an International Non-Governmental Organization working in the field of health be an implementing partner?

As indicated in footnote 12, the term "International Organizations" refers to "United Nations organizations and associated agencies, regional state organizations". A non-governmental organization is therefore perfectly eligible as a lead applicant (if it is based in an eligible country or in France) or as an implementing partner (whatever its country of origin).

Would it be allowed for one organization to act as both a lead applicant and implementing partner (just being one, not as consortium of implementers)?

It is mandatory to implement the project within a partnership including at least one lead applicant and one implementing partner, with at least one of them being a local organization). Your organization cannot therefore act as both lead applicant and implementing partner.

Does an implementing partner without a budget delegation necessarily have to produce a letter of support?

An organization without a delegated budget will not be considered as an implementing partner (see definition of implementing partner at the beginning of part 4 of the rules of the three calls). In this case, the organization can be considered as a stakeholder and a letter of support is not necessary.

We would have liked to know if the project leader can be alone and therefore implement all the actions. Overall, if the project leader is a local organization, can it also be the only implementing organization?

Projects must be implemented in partnership and this applies even if the project leader is himself from the country of implementation. A lead applicant cannot implement all the activities of a project alone.

In our projects we work with local representatives of the Ministry of Health as partners. Strategic decisions are made in consultation and the implementation is done jointly (the staff of the local services of the ministry is present during the activities with our staff). These people can receive reimbursement for travel or food (per diem) and the budgeting of certain activities is done jointly, but the public services do not receive a budget envelope to spend independently. Is this type of partnership considered in this call for proposals?

In order to be considered as an implementing partner, an organization must necessarily receive a budget delegation from the lead partner, otherwise it will be considered only as a "stakeholder" (see part 4 of the call for proposals). Furthermore, we would like to draw your attention to the fact that Malawi is not an eligible country for the Initiative's calls for projects

We are in the process of recruiting a local CSO for the long-term implementation of a component of the project (awareness in villages), but the partner has not yet been identified. Is it possible to participate in the call for proposals under these conditions, and to confirm certain aspects related to the partner later?

The partnership is an important evaluation criterion for the letters of intent submitted. Nothing prevents you from not specifying the name of the partner if it is not yet known/identified, but it is possible that this will be judged unfavorably in favor of projects whose implementing partners are already clearly identified and have a significant history of work with the applicant.

Will it be possible to reposition "implementation partners" as stakeholders between the 1st and 2nd stages? (linked to the return of administrative information from partners) - if the project is accepted? It is possible to better specify the partnership within the project between phase 1 and phase 2. We draw your attention to the fact that i) the budget cannot increase from phase 1 to phase 2 due to the reconfiguration of the partnership and ii) as indicated in the call regulations, "Letters of commitment for each of the partner organizations involved in the implementation of the project will be required in case of pre-selection of your project.

ELIGIBLE COUNTRIES

Does the submitted project need to cover a whole country or can it focus on a part of a country?

The submitted project can cover the whole country or only a part of it. The applicant must design the project according to the needs identified.

Are eligible countries to L'Initiative always the same?

The list of eligible countries is specified for each call for proposals. You will need to verify in the call for proposals guidelines you intend to apply to, to see if the countries you would like to implement the project in are eligible.

COMPLEMENTARITY WITH THE GLOBAL FUND

Does the lead applicant need to be a Global Fund recipient?

Being a recipient of Global Fund grants is not an admissibility criterion.

On L'initiative's website, your country is listed as eligible, but the global fund does not have any ongoing funding related to the theme of your project in your country. Can you still submit a project?

With the exception of Call for Proposals No.3 (operational research), which is exclusively dedicated to HIV,HPV and associated cancers , the two other calls are intended to supplement Global Fund financing with HSS actions (Call No. 1) or actions aimed at vulnerable populations (Call No. 2). Applicants must submit projects that complement the Global Fund's current funding in the country. To be eligible, the proposals sent must describe precisely the link with Global Fund grants in terms of implementation, coordination, synergies and added value.

FINANCIAL ISSUES

MANAGEMENT CAPACITIES

What kind of audit statement can be submitted: audit statement related to the organization or related to specific projects?

The requested audit statement is related to the organization and performed by an independent auditor. If an audit statement of the organization is unavailable, a project audit can be provided. In this case, it is preferable to choose a project that is of a similar size to the one submitted to L'Initiative.

« The average annual cost of a project must not exceed 70% of the annual budget of the lead applicant organization »: Why?

The average annual cost of a project must not exceed 70% of the annual budget of the lead applicant organization; if it is the case the project will be considered as ineligible.



This criteria was set by the Steering Committee to ensure that applicants have adequate management and absorptive capacities.

How to calculate the annual budget of the lead applicant?

The annual budget of the lead applicant organization is taken from the last financial report provided. The Annual budgets will be calculated based on the total expenditure for the last validated financial year (2020) submitted in annex 5 and the projected expenditure for the year 2021 in phase 1. This information must also be completed in the administrative form (Annexe 3).

What does « most recent validated annual financial statements » mean?

The « most recent validated annual financial statements » is the most recent annual financial statement validated by a statutory auditor, an audit firm or, by default, the board of directors of the organization in question.

The requested documents include an annual report and an audit statement. We are a limited liability company and do not have these documents, what can we do?

The annual report is a report describing the activities implemented by the organization for the past year; if you do not possess an annual report, all documents providing information on the activities implemented by the organization for the past year can be assessed.

The most recent audit statement is the most recent annual financial statement validated by an independent auditor. If an audit statement of the organization is unavailable, a project audit can be provided. In this case, it is desirable to choose a project that is of a similar size to the one submitted.

It is the applicant's responsibility to provide any necessary and available documents to present its experience and management capacity.

Section 4.3 and 4.7 of the 2022 Call for proposal (HSS) with the following extract: "This annual budget will be calculated based on the total expenditure of the last approved financial year (2020) and the projected expenditure for the year 2021, submitted in annex 5" Is the total annual budget calculated from: (Yr 2020 + Yr 2021), OR (Yr 2020) only OR (Yr 2020 + Yr 2021)/2 (the average of the two) as the example provided in 4.7 only uses the 2020 actual expenditure ?

The annual budget will be calculated based on the total expenditure of the last approved financial year (2020). As the expenditures for 2021 surely will not be available in January, you are asked to submit an 'expected' amount of expenditures spent in 2021. The definitive approved documents for 2021 will be requested on Phase 2 if the project is selected. The average annual budget of your project then must not exceed 70% of the total expenditures of your organization (2020 or 2021). The calculation is done twice: once comparing the average annual budget of your project to the 2020 expenditures of your organization and once comparing it to the 2021 expected expenditures of your organization.

How can you prove that the budget requested to L'Initiative represents 70% of the annual budget of your organization?

The average annual cost of the project (calculated based on the project total budget and not uniquely on the share requested to L'Initiative) must not exceed 70% of the annual budget of the lead applicant. This annual budget will be established on the basis of the total expenses of the last validated financial year (2020) and the declaration of the year 2021, submitted in Annex 5. To be considered as valid, those documents have to have been validated by an auditor or eventually by your board of directors, as part of an official annual report, for example.

Is the 2022 budget that must be attached to your application a provisional budget for all donors or not?

The budget of the project presented is indeed a total budget specifying the share requested from L'Initiative and the share of the other donors.

Is the budget requested in annex 2 a specific budget for the project?



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The budget requested in annex 2 is indeed the budget of the submitted project.

What is meant by "exercise for year 2021"?

The financial year 2020 or 2021 refers to the financial report of your organization. This is a document summarizing all the expenditure and resources of your organization for a calendar year - depending on the country in which you are based, this document must be validated every year by an independent authority (such as an auditor) or, failing that, by your board of directors or management committee.

For the calculation of the annual budget, does your organization need to include OR exclude indirect costs as part of the total expenditure from your last audited financial statement for FY2020?

The calculation of the annual budget of your organization must be based on all expenditures of the relevant year.

The annual budget should be calculated based on the total expenditure for the last approved financial year (2020) and projected expenditure for the year 2021 (which will be verified in phase 2 based on approved accounts, if the project is preselected). As, we have the financial (audited) statement of 2020, so we can precisely say how much we spent for 2020 and we also have the approved budget plan (budget projection) of 2021 by our board/committee which one we should prepare for this required annex ?

You can provide both documents: the approved and audited financial statement of 2020 and the projected expenditures for 2021. If the project is selected for phase 2, you will be asked to provide the audited financial statement of 2021 (who should be available by then).

Is it possible to apply without an audit report?

The audit report is one of the compulsory documents to be provided with the letter of intent. It can be either a report certified by an external entity on the accounts of the lead applicant or an audit report from a previous project implemented by the lead applicant. If your organization does not have such a document, it cannot apply as a lead applicant, but can still participate in a project as an implementing partner.

With reference to Section 4.7 of the 2022 Call for proposal (HSS), please could you clarify the following: For the submission of the budget in the "Template Budget" spreadsheet, only the total project budget is to be indicated. Where we can enter the budget per year, so you can verify each year is within the 70% limit of our 2020 expenditure?

You do not need to indicate the year-by-year budget of your project. We will calculate the average yearly spending based on the total budget requested for the project and the requested implementation period of the project that you must indicate in the letter of intent. Each yearly spending period shall not exceed 70% of your 2020 (or 2021) expenditures.

Is it compulsory for a Social Enterprise/CBO to submit Audit Report? Could we submit alternative one?

Yes, submitting such report is compulsory for any applicant. However, an "audit" report can take various forms depending on the laws of your country of residence. We shall accept any reports from an external organization/authority validating your annual accounts. It may also be an audit report of one of your previous projects for example - if it is large enough comparing to your annual budget.

In case that we must submit Audit Report, could we submit it in the later phase as it will take time a bit to conduct & generate a quick audit report?

You must submit an annual report in Phase 1.

AMOUNT REQUESTED

How much can we request to L'Initiative?

The total grant amount from L'Initiative must cover at least 50% of the project budget and be **between €500,000 and €3,000,000**. Please also note that the average annual cost of the project must not exceed 70% of the annual budget of the lead applicant. If the budget does not meet those two criteria, your submission will not be considered eligible.



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On point 4.3 "Amount requested", it is mentioned that L'Initiative will cover at least 50% of project budget and that organizations with previous budget exceeding € 5 million will have to co-finance 10%, may you explain to us if L'Initiative can go beyond 50% regarding the amount that is co-financed?

Does it mean that, for example, if the organization with previous budget exceeding € 5 million, is able to co-finance 12% L'Initiative can cover rest 88%? 50% is the minimum amount of the total cost of the project that must be funded by L'Initiative (within a range from € 500 000 to € 3 000 000 covered by L'Initiative). If the budget of the lead applicant exceed € 5 000 000, L'Initiative will only cover up to 90% of the total budget of the project. It is indeed possible for L'Initiative to cover 88% of the total cost of the project, with your organisation covering the remaining 12% with co-financing.

CO-FINANCING

Are there specific instructions/requirements related to cofinancement ?

The Call for Proposals Guidelines states that applicants with an annual budget higher than €5 million must obligatorily include a co-financing in the budget. There is no other specific instructions about co-financing. However, the Call for Proposals Guidelines stipulates that co-financing can be «from internal or external (other donors) funds».

Do partner organization also need to provide cofinancing?

Partner organizations do not have to provide cofinancing.

Does the co-financing requirement for applicants with annual budget above 5 million euro relate to organization's own resources or does it also include other donor funds, e.g. Global Fund, PEPFAR, and state budget?

The budget of the lead applicant includes all resources of the organization: the organization's own resources as well as funding received from other funders.

Specifically on co-financing, is co-financing both in-kind and in-cash allowed under this proposal?

Co-financing is allowed both in-kind and in-cash. For in-kind co-financing, the calculation method of its cost evaluation shall be transparent and justifiable.

Can the Local government contribute 10% or 20% of the total project cost?

National contributions and co-financing are welcomed and encouraged, as long as L'Initiative provides at least 50% of the total cost of the project. Please note that it is also mandatory for organizations with an annual budget over €5 million to provide a co-financing of at least 10% of the total project budget.

Regarding co-financing: should a tentative and to be confirmed external co-financing amount be included in the project's total budget amount?

Yes, a co-financing still to be confirmed has to be mentioned in your total project budget. Please make sure to also mention in annex 3. Template Administrative form AP-Init_2022, in the section: "in case of co-financing", the amount of your co-financing, the name of donor and if the co-financing has already been granted. If it is not the case, you need to mention the expected commitment date of your donor.

Can you confirm whether only the coordinator must have co-financing or whether this is the case for all partners? Co-financing is provided by the main sponsor. The inclusion of co-financing from own or external funds of at least 10% of the total budget of the project is mandatory for structures with an annual budget of more than 5 million euros.

COST ELIGIBILITY

As the salaries paid to civil servant are not eligible, are the daily allowance (per diem) given to participate to the activities eligible for these stakeholders?

Per diem to participate in project activities are eligible only when travel outside the place of residence is necessary. In this case, the per diem allowance must not exceed the rate set by the French Ministry for the



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Economy and Finance except in the case of national staff and participants, for whom daily per diem are set in agreement with Expertise France. The rates applied by the French Ministry for the Economy and Finance can be found on the Internet via the following link: http://www.economie.gouv.fr/dgfp/mission_taux_chancellerie/frais.

As it is common in many countries that a fee is requested by trainers from a Ministry to deliver an intervention in a training not planned by the Ministry itself but organized by NGOs. Is the payment of fees (in addition to the daily allowance) for trainers from the Ministry of Health considered as eligible?

No, for civil servant trainers, only a daily allowance (per diem) to participate in activities is eligible when travel outside the place of residence is necessary. In this case, the per diem allowance must not exceed the rate set by the French Ministry for the Economy and Finance except in the case of national staff and participants, for whom daily per diem are set in agreement with Expertise France. The rates applied by the French Ministry for the Economy and Finance can be found on the Internet via the following link : http://www.economie.gouv.fr/dgfp/mission_taux_chancellerie/frais.

Is there a limit to the level of Human resources and coordination costs in the budget submitted to L'Initiative?
There is no limit set concerning the Human resources and coordination costs; the percentage of budget dedicated to Human resources and coordination will be assessed project by project.

Can all the costs for partners be presented in the activities heading or must they be split under the different headings?

The costs for partners must be split under the different headings of the budget (HR and coordination, activities etc.).

Can salaries paid to public servant (ministry, hospital, university, etc.) be part of the co-financing?

The salaries paid to public servant and being part of the project can be considered as co-financing regarding the proportion of their involvement in the project, as these are not considered as eligible cost for L'Initiative.

Our organization is not in a position to request 500,000 euros, because on the basis of this amount our budget for the previous years will not allow the average annual cost of the project to exceed 70% of our annual budget, so can we apply on the basis of a budget of 150,000 euros?

For this call for proposals, the minimum amount requested from the Initiative per project must be 500,000 euros.

Organizational costs are listed as ineligible, can you clarify what types of costs are considered "organizational costs"? For example would country office costs be considered an organizational cost, or an allowable coordination expense?

Organizational costs refer to costs that are not directly linked to the project. Regarding office rent cost for example, it could only be eligible if the office is used by the project team directly.

In dividing the budget into categories:

- What sort of costs would be considered "Communications". Does this include project management communication costs (internet, phone etc), development and printing of communication materials, or both? Would printing of training hand outs be considered communications cost?

Communication refers to development and printing of any communication materials. Phone and internet costs can be put under coordination costs.

-aside form Midterm evaluation, what sort of costs would be considered "Learning and Knowledge Sharing"? Would things like dissemination workshops come under that heading? What about Project review workshops?

Yes, dissemination workshops are considered Learning and Knowledge sharing costs. Project review workshops could be considered as coordination costs.

- It appears that a number of things that would otherwise come under the category of "Activities" would also fit as "Communications" or "Learning and Knowledge sharing". Can you confirm then that what we list as

activities costs should be excluding those activities which qualify as Communications and Learning & Knowledge Sharing, since that is listed separately?

You are free to choose whatever category you see fit for your project costs as long as there is no duplicate costs. Please note that the detailed budget will be asked on Phase 2 if the letter of intent is selected. In Phase 1, you are only supposed to provide a simplified version of the budget.

It is mentioned in the document on the rules of the AAP 2022 on the RSS in paragraph 5 "eligibility of costs" that: Are eligible "Health products, only in the context of pilot or innovative activities with a view to a transition to scale or under the possible operational research component. On the other hand, in the paragraph on non-eligible costs, nothing is specified about the criteria for non-eligibility of health product costs.

Do the health products mentioned here include drugs, diagnostic tests, medical consumables (protective masks, disinfectants, etc.) and biomedical equipment (microscope, etc.)? We would like to know what criteria are used to define "pilot or innovative activities with a view to being scaled up" that would allow the eligibility of health product costs. For example, does the "pilot or innovative" character have to be demonstrated by the applicant or formally attested as such by the country authorities?

Health products include drugs, medical consumables, diagnostic tests, blood products, vaccines, etc. Biomedical equipment such as microscopes are not included in health products and can be funded. The pilot or innovative nature of the project will be judged at the time of the evaluation of the letters of intent on the basis of the details provided by the applicant.

In all cases, the health products presented in the budget must not be covered by current Global Fund grants in the country and must constitute a minority share of the budget.

It is mentioned in the HSS PAA 2022 rules document in paragraph 5 "eligibility of costs" that: "Structural costs other than administrative costs (7% maximum) are not eligible. What is included in structural costs? Is that an office rent and its current charges (electricity, telephone, insurance...) are not eligible and must be covered by the administrative costs?

The structure costs correspond to the costs that are not directly linked to the project itself. The rent and charges of a project office are considered as coordination costs (eligible) and not as structural costs, insofar as the activities of the project depend directly on them."

For a public university, can you confirm that permanent staff are not eligible?

Salaries and bonuses of civil servants or any other salaries already financed by other programs, especially those of the Global Fund, are not eligible. If these staff are involved in the project, their salaries (or part of their salaries in proportion to their involvement) can be listed as co-financing.

OTHER

Our organization plans to subcontract a specialized part of the work to a partner organization. Given the specificity of this work, we would prefer to award a fixed price contract with specific deliverables. Would the Initiative consider a fixed price sub-contract acceptable under the main grant?

It is possible to have budget lines dedicated to specific deliverables being elaborated by partners organizations. Note that at this stage of the call for proposals, only a simplified version of the budget is requested.

The annual budget will be established on the basis of the total expenses of the last validated fiscal year (2020) and the declarative for the year 2021 (which will be verified in phase 2 on the basis of the validated accounts, if the project is pre-selected, we have a consolidated annual financial report that takes into account the operation and the programs for this purpose, but only the accounts of the programs/projects supported by the partners are audited, would we be eligible if we use the consolidated financial reports of which the operation part remains uncertified?

Your organization is eligible if it is able to provide a validated annual financial report. It can be validated by your board of directors/management committee or by an external body (such as an auditor, depending on the laws in force in your country).

Then on point 8 - last validated audit report, can the annual audit reports of certified projects/programs accounts be used as audit report in this case of call for projects?

Yes, the project audit reports are accepted.

Will the stakeholders receive the funds directly (if the project is accepted, of course), as opposed to the implementing partners who will have funds passed on by the coordinator?

If the project is selected, the Initiative will pay the funds directly to the project owner. The project leader will delegate the implementation of activities through the signature of an agreement with the project implementation partners. The project leader will be solely responsible to Expertise France for the implementation of the project and the eligibility of expenses. As indicated in the call regulations, stakeholders do not receive budgetary delegation.

RANDOM

Are you required to cover all indicative types of projects that can be submitted indicated in all 4 areas i.e. (1. Projects to strengthen the capacity of national or regional actors, including community actors; 2. Projects to strengthen national procurement and supply management (PSM) systems for medicines and health products as well as strengthening pharmaceutical governance. 3. Projects to align HIV, tuberculosis and malaria control programs with sexual and reproductive health, maternal, child and adolescent health programs and integrated service delivery platforms at all levels of the health system, including the community level; 4. Projects to strengthen laboratory networks.) if you wish to apply to AP-2022-01 (HSS) or can you select one or a combination from the list?

The list you are referring to only provides examples of types of projects that could be funded. However, you are not required to cover all aspects in one project.

Does a proposal for project renewal need to meet the criterion of geographical coverage, particularly in the context of an initial project involving more than 3 countries?

It is not possible to submit a multi-country project in more than 3 countries, even for the potential renewal of funding of a project initially covering more than 3 countries.

How long should submitted projects last?

Projects should last between 24 to 48 months for call for proposals AP-Int-2022-01 [HSS] and between 24 to 36 months for call for proposals AP-Int-2022-02 [PV].

Does the letter of intent to be submitted before 24 January 2022 have to contain a description of the project, on a maximum of three pages?

The requested letter of intent must indeed describe the project in a succinct way, on a maximum of 3 pages. If the letter of intent is selected, a more complete document will be requested in phase 2.

Is there a template letter of commitment from the implementing partners already available?

There is no template for a letter of commitment from implementing partners, a simple dated and signed letter is sufficient.

Let's consider an organization has existing programs funded by other donors targeting some Key Population, and that it wishes to rely on L'Initiative fund to serve other KPs, varying the services provided to include those of strengthening KPs participation, covering the gaps already noticed to support them, and of course reaching as many as capabilities allows. Is this doable with this call for proposal?

This is indeed doable. However, you will have to explain the articulation between the two sources of funding within the project, and the added value of L'Initiative's funding.



In the Guidelines it is stated that the following documents must be submitted as an annex:

- 5. Last validated financial year (2020) and declarative for 2021. The annual budget will be established on the basis of the total charges (expenses) of the last validated financial year (2020) and the declarative for the year 2021 (which will be verified in phase 2 on the basis of the validated accounts, if the project is pre-selected).

- 8. The last validated audit report

It would appear that there is a duplication between the last validated financial year (2020) in annex 5 which also corresponds to the last validated audit report (2020) in annex 8. We would therefore like to know whether applicants are expected to attach only the provisional budget for 2021 in annex 5 and the validated budget for 2020 in annex 8, or whether the validated financial year for 2020 (in annex 5 and 8) should indeed be attached twice. If neither interpretation is correct, could we have some clarification?

The last validated year (2020) and the audit report (2020) are indeed two different documents. The audit report does validate the 2020 accounts of your organization, but is not in itself the validated 2020 financial year. The audit report requested is therefore either the auditor's annual report (especially for associations under French law) or, in its absence, an audit report on a previous project of approximately the same size as the one you intend to submit. These two documents should therefore be attached as Annexes 5 and 8 respectively, as indicated in the call rules.

By « A copy of the lead applicant's statutes (in French or English) », do you mean official registration or organizational regulations/policies/SOPs for implementation?

The 'statutes' refer to the official registration documents stating official details information of the organization such as its name, address, date of creation and governance (composition of its board of directors/management committee, internal regulations etc.). The document may also be called "bylaws" or "article of association" depending on the country.

Does strengthening the capacity of health centers and communities to intervene in order to increase the provision of and demand for health care services align with HSS or PV as defined by the two thematic initiatives?

It is difficult to answer this question without seeing the project in detail. The relevance of the project to the selected call will be assessed during the evaluation of the letters of intent by the Initiative team.

An annual activity report has been produced each year in the local language of our organization, there is no English version. How can we do this?

Similarly for the last approved audit report, there is no English version. How can I do this? All supporting documents must be provided in French or English.

Is it possible to submit a proposal tackling only one pandemic or two, not necessarily all three?

Your project can targets either one or several pandemics as well as broader health system strengthening activities.

We are a consortium of several organizations. Can we bid on the basis of audit reports, or the sum of the budgets of the member organizations that will be implementing partners? What is the procedure to follow in case this is not possible because the budgets of the platform cannot meet the criteria of the calls for projects? Can the member organizations form a consortium specifically to bid?

Your organization must have its own legal existence to be able to submit to the Initiative's calls for projects, i.e. have an official registration with the authorities in your country, an annual activity report and a financial report in its name. If this is not the case, your organization is not eligible for the call for projects. However, your organization's member organizations may apply by forming a partnership with the following arrangement: one member organization as the project leader and one or more other member organizations as implementing partners (see definitions in article 4 of the call regulations).

Regarding your simplified budget template, we are not sure under which headings the following costs should be included:

- **Our shared and other costs such as insurance, rent, cars – under which heading should these be included?**
Under coordination costs.
- **Training & Capacity Building, as this will be a core part of activities proposed – under Activities?** Yes, under activities.
- **Behavior Change Communication - do these costs fall under Activities or Communication?** To clarify and for example : if this activity is about setting up training/worshops or others activities aiming at supporting patients/health workers/communities etc behavior changes: this should be mentionned in activities. If it is about communicating around the project: this should be in the communication section.
- **Materials & Supplies, including staff laptops – under which heading should these be included?** Materials and supplies for the projet activities: under activities. Staff laptops under HR and coordination.
- **Review Meetings – should these be included in HR & Coordination or Activities?** Under HR and coordination.

We are a young governmental organization, our status is not yet validated and this is the first time we are making a submission, we would like to have some guidance concerning the annexes to be attached to the administrative form?

You will find in section 8 of the call for proposals the list of all the documents to be provided as well as the templates to be filled out accessible via the link below: <https://www.initiative5pour100.fr/en/appel-propositions>.

Concerning your status which is not yet validated, to answer our calls for projects each organization must have a legal existence to be able to submit to the calls for projects of The Initiative, that is to say to have an official registration with the authorities of your country, an annual activity report and a financial report in its name. If this is not the case, your organization is not eligible for the call for projects.

The principles of the Call for Proposals clearly recognize the possibility that a national public administration applies. However, the administrative file to be presented must absolutely include a certain number of documents (audited accounts, budget for the previous year, etc.) which are difficult or impossible to obtain in a public administration (the complete budget of the country's Ministry of Public Health would probably not be of much interest and it exceeds 5M euros. What do you recommend we do to present this project?

In order to respond to our calls for projects, each organization must indeed have its own legal existence in order to be able to submit to the Initiative's calls for projects, i.e. have an official registration with the country's authorities, an annual activity report and a financial report in its name.