



Concept note

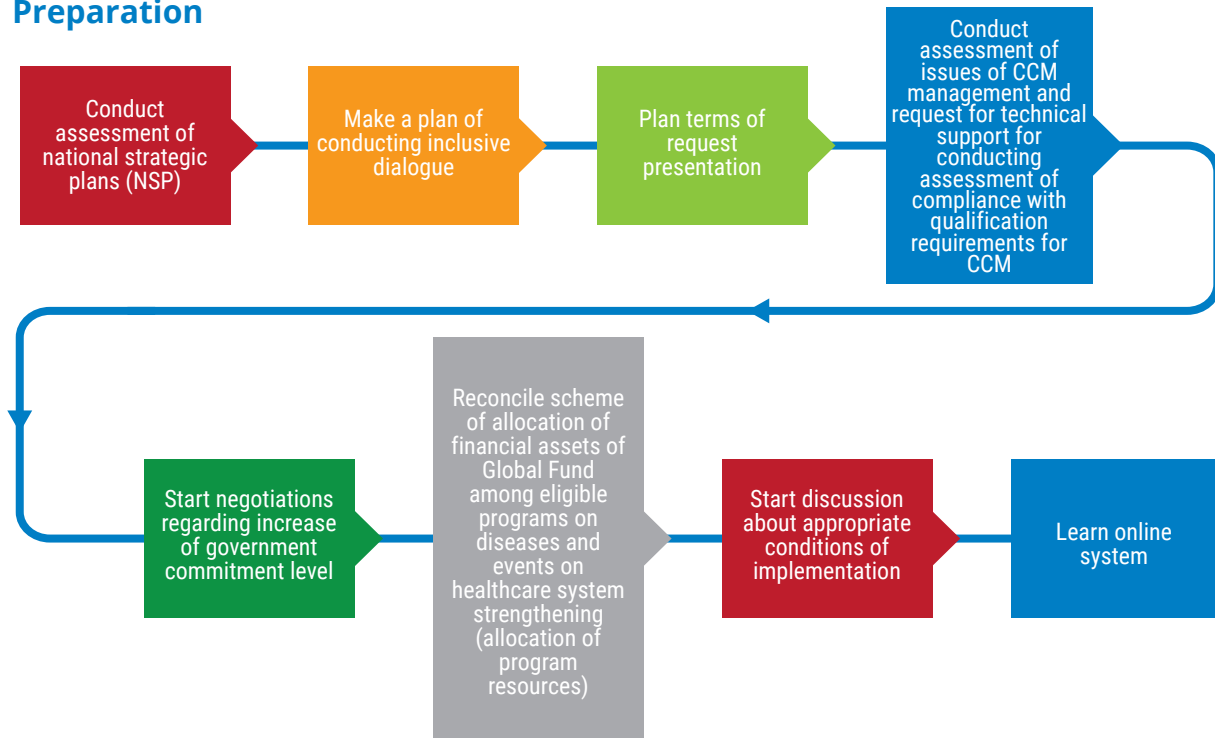
Concept note



One of key principles of new funding model is that Global Fund supports thoroughly developed national strategic plans (NSP) and/or investment project on HIV indicating order of priorities and evaluation of expenses on certain diseases. That is why candidates during submitting CN should obligatory attach country national strategic plans, national investment project on HIV (if applicable) and all supporting documentation in new online platform of project management (or attach a copy in case of sending by e-mail).

Process can tentatively be divided into three steps – **preparation, development and presentation.**

Preparation



Roles and responsibilities of civil society and main affected groups of population on the level of preparation of CN *

**You can learn more about contribution of all process participants, and about involvement of CS and communities on other levels of granting cycle in additional resources. Online course on involvement of civil society and key affected groups in response to epidemics will be developed in terms of the project Regional Platform-EECA.*

- ✓ Actively participate in discussions connected to preparation of concept note.
- ✓ Constantly and constructively participate in development of strategy and funding requests by negotiating with group leaders.



- ✓ Check existence and account of data on disease burden regarding main affected groups of population and provide participation of experienced providers in discussion of issues regarding program development.
- ✓ Assist in indicating and monitoring of legal and political barriers in the sphere of service provision and barriers in receiving medical aid, connected with quality of provided services and/or programs structure.
- ✓ Help to identify main components connected to service provision on the level of local communities and events on community systems strengthening, which should be included in funding request.
- ✓ If they will be chosen by country coordination committee, they will play the role of primary recipient or sub-recipient for provision of balance with state enforcement officers in terms of two-channel funding mechanisms.

NSP and CN



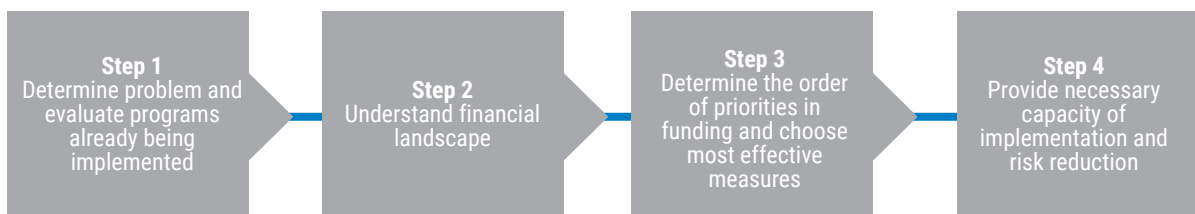
One of the key principles of the new funding model is that the Global Fund supports thoroughly prepared national strategic plans (NSP) and/or investment projects on HIV with indication of priorities and evaluation of expenditures on particular diseases. Therefore the candidates are supposed to upload the country's current national strategic plan, national HIV investment plan and any supporting documents together with the developed concept note into the new online project management system.

Development



Development of concept note is an element of country dialogue. To make a high-quality concept note, it is necessary to perform a range of activities before its beginning and in the process of its development (for example, analysis of epidemiological environment and influence, program evaluation, creation and update of NSP and analysis of lack of financial assets).

Steps of concept note creation:





Completed requests consists of the following documents. CCM should finalize and submit all these documents using online platform (Global Fund gets access to finalized requests directly through this platform):

Form of text part of typical concept note with the following sections:

1. Country context

- 1.1 Country context concerning disease, healthcare system and communities system
- 1.2 National strategic plans of fighting diseases

2. Financial landscape, additionality, sustainability

- 2.1 General financial landscape for the next implementation period
- 2.2 Requirements regarding co-funding

3. Request for funding

- 3.1 Analysis of program gaps
- 3.2 Request for funding
- 3.3 Module form
- 3.4 Target to main affected groups of population and/or events with main level of influence

4. Implementation mechanisms and risk assessment

- 4.1 General overview of implementation mechanisms
- 4.2 Provision of effective implementation mechanisms
- 4.3 Minimal standards regarding PR and program implementation
- 4.4 Current or foreseeable risks regarding effectiveness of program implementation and OP activity

5. Information on candidate, including list of chosen PR



Table 1. Table «Analysis of shortage of funds and other funding resources»

Table 2. Table (tables) with program gaps

Table 3. Module form

Table 4.

List of acronyms and attachments

Qualification requirements regarding CCM

Support of concept note from the side of CCM

Roles and responsibilities on the level of CN development

- ✓ Provide account of need and interests of main affected groups of population in the process of funding request prioritization and recommended events considering social epidemiological situation in the country.
- ✓ Actively participate in country dialogue on issued of concept note development as providers or service recipients.

Presentation



CCM presents concept notes to be considered on state technical inspection on evaluation. Approximately in 8-12 weeks candidate should receive a response from Global Fund.

During consideration of concept note, Secretariat pays particular attention to two aspects:

- Check of compliance to qualification requirements to CCM; and
- Analysis of concept note in the context of completeness of data and consecutiveness of content.

All process takes about 8 months from the moment of concept note submission to the first payment of funds.

Additional resources:

1. More detailed process description, specific recommendations on executing of separate parts of request and links to supporting documents are contained in the document TYPICAL CONCEPT NOTE GUIDANCE and Guidance for candidates:
[*New funding model of Global fund*](#)