



Guidelines for GAVI Alliance CSO Support:

**Support to Strengthen the Involvement of Civil Society
Organisations in Immunisation and Related Health Services**

May 2007

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Abbreviations and Acronyms

APR	Annual Progress Report
cMYP	Comprehensive Multi-Year Plan for Immunisation
CSO	Civil Society Organisation
HSCC	Health Sector Coordination Committee (highest level group in-country coordinating the development, implementation and monitoring of the GAVI HSS proposal)
HSS	Health system strengthening
ICC	Interagency Coordination Committee for immunization
INGO	International Non-Governmental Organisation
IRC	Independent Review Committee
LDC	Least Developed Country
NGO	Non-Governmental Organisation
NNGO	National Non-Governmental Organisation
TWG	Technical Working Group
UN	United Nations
UNICEF	United Nations Children's Fund
WHO	World Health Organisation

Executive summary

These guidelines and application forms are for use by countries wishing to apply for GAVI Alliance support to strengthen the involvement of civil society organisations (CSOs) in immunisation and related health services.

Two types of support are available:

1. **GAVI Alliance support to strengthen coordination and representation of CSOs.**
All GAVI eligible countries are eligible for this support and may apply to the GAVI secretariat on an ongoing basis. Activities should be completed by October 2009 and the funding available per country is outlined on page 12.
2. **GAVI Alliance support for CSOs to help implement the GAVI HSS proposal or cMYP in 10 pilot countries.** Only Afghanistan, Burundi, Bolivia, Democratic Republic of Congo, Ethiopia, Georgia, Ghana, Indonesia, Mozambique and Pakistan are eligible for this funding and may submit their application at the same time as GAVI HSS application deadlines. The activities should also be completed by October 2009 and the funding available per country is outlined on page 18.

The guidelines are split into five sections and outline in more detail the aims of the funding, the eligibility and the process for application, with the actual application forms in section 5.

Guidelines for GAVI Alliance Support to Strengthen the Involvement of Civil Society Organisations in Immunisation and Related Health Services

1. Introduction

1.1 The GAVI Alliance

Launched in 2000, the GAVI Alliance (formerly the Global Alliance for Vaccines and Immunisation), is a public-private global health partnership committed to saving children's lives and protecting people's health through the widespread use of vaccines. Governments in industrialised and developing countries, UNICEF, WHO, the World Bank, the Bill & Melinda Gates Foundation, non-governmental organisations, vaccine manufacturers from industrialised and developing countries, and public health and research institutions work together as partners in the Alliance. GAVI resources help strengthen health and immunisation systems, accelerate access to selected vaccines and new vaccine technologies—especially vaccines that are new or underused, and improve injection safety. More information can be found on the GAVI Alliance website www.gavialliance.org.

1.2 Who are these guidelines for?

These guidelines complement the other GAVI guidelines and application forms (new vaccines, injection safety, immunisation services support, and health system strengthening (HSS)).

The target audience of these guidelines related to support to Civil Society Organisations (CSOs) are:

- National Health Sector Coordination Committees (HSCCs)¹ or equivalents
- CSOs involved with immunisation, child health care and/or health system strengthening
- Governments and partners involved in immunisation, child health care and/or health system strengthening activities
- Inter-Agency Coordination Committees for Immunisation (ICCs)

These guidelines are to be used by National Health Sector Coordination Committees (HSCC), or equivalent bodies, as well as by civil society organisations to apply for GAVI Alliance support to strengthen the involvement of civil society organisations in immunisation and related health services.

The guidelines will also be useful for GAVI Alliance partners at a country level such as WHO, UNICEF, the World Bank, other UN health agencies, bilateral donors, and civil society organisations who may assist governments and HSCCs with the process of applying for GAVI Alliance support.

1.3 What do these guidelines contain?

These guidelines are split into the following five sections:

1. Introduction
2. Types of GAVI Alliance CSO support
3. GAVI Alliance support to strengthen coordination and representation of CSOs
4. GAVI Alliance support for CSOs to help implement the GAVI HSS proposal or cMYP
5. Application forms for GAVI Alliance CSO support

¹ Most countries have a forum for partners and Government planners who make decisions that affect the health sector (not restricted to immunisation). This group is known by different names in different countries (such as the health donor coordination group or national steering committee) but for GAVI purposes is referred to as the 'Health Sector Coordination Committee'. A new committee should not be created if an existing committee fulfils the required functions.

The introduction section outlines the rationale for this new type of GAVI Alliance support. It also provides information on the basic aims and expected outcomes of the support, the duration of support (how long it is available for), some basic definitions, and who the guidelines are aimed at.

Section 2 then introduces the two types of GAVI Alliance CSO support that are available, with a summary of who can apply for the funds and the basic application processes. These are described in more detail in sections 3 and 4, with full details given of the underlying principles and aims of the support, an indication of what the funds are to be used for, who can apply, the application and review processes, the funds available and the funding, management and reporting mechanisms.

Finally, section 5 includes the three forms to be used to apply for GAVI Alliance CSO Support. The forms are presented as instructions indicating the information to be provided, and the tables that should be completed.

1.4 Rationale for the GAVI Alliance CSO support

GAVI Alliance resources are designed to accelerate the development and introduction of new and under utilised vaccines, enhance injection safety and strengthen routine immunisation services and those health systems that support immunisation and child health care services. Traditionally, these resources have gone directly to governments.

Civil society organisations, however, have a long history of involvement in public health and community mobilisation and increasing access to services especially for marginalised and hard-to-reach populations in areas with less than optimal government infrastructure.² CSOs also play a vital role in providing technical assistance, monitoring and evaluation, documentation, implementation and operational research.

Despite the strengths and benefits that CSOs can and do bring to increasing immunisation coverage, and strengthening the delivery of immunisation, child health and other related health services, they have often had difficulty in accessing forums where GAVI Alliance proposals are developed and monitored at country level, and in influencing GAVI policies at the global level.

The decision to provide financial support to strengthen the involvement of CSOs in GAVI-eligible countries³ is based upon the recognition that in order to fully strengthen a country's capacity to deliver immunisation and health system strengthening activities, GAVI needs to reflect the role of CSOs in global immunisation programmes, technical assistance and health system strengthening and in mobilising communities to increase the demand.

1.5 Aim of the GAVI Alliance CSO support

GAVI Alliance support to strengthen the involvement of CSOs in immunisation and related health services is a new, innovative and catalytic type of support. The aim of the support is to build sustainability at a country level by involving local civil society organisations in the planning and delivery of immunisation, child and other health services, and encouraging cooperation and coordination of efforts between the public sector and civil society. The funding is not designed to support the creation of new, stand-alone projects.

1.6 Outcomes of the GAVI Alliance CSO support

Although studies have shown that many of the Inter Agency Coordination Committees (ICCs) have civil society representation, many of these organisations are not involved in routine immunisation or related health system strengthening. CSOs can often provide evidence of their involvement in promoting and improving the utilisation of immunization and child health services, however there tends to be limited information available to those outside the CSO community on which CSOs are involved in routine immunisation, child health care or health system strengthening in the country.

² <http://www.tarsc.org/WHOCSI/pdf/WHOTARSC1.pdf>

³ Countries with GNI per capita below US\$ 1,000 are eligible for GAVI support (currently 72 countries)

By strengthening the coordination and representation of CSOs in national level coordination mechanisms, the GAVI Alliance support is designed to facilitate:

- a) greater understanding of CSOs working in immunisation, child health and health system strengthening;
- b) more representative and vocal civil society inputs to national planning and implementation;
- c) stronger capacity at country level to support communities, increase immunisation coverage, and deliver immunisation, child health care and health system strengthening activities; and
- d) increased cooperation and coordination of efforts between the government and civil society.

By also financially supporting and strengthening partnerships with specific CSOs in ten pilot countries, greater numbers of children will have access to immunisation and other child health care services, contributing to achieving both the GAVI Alliance and the Millennium Development Goals (particularly reducing child mortality (MDG4) and improving maternal health (MDG5)).

1.7 Availability of GAVI Alliance CSO support

GAVI Alliance support to strengthen the involvement of CSOs in immunisation and related health services is a time-limited investment, available for two years, from 2007 until the end of 2008. All supported activities need to be completed by the end of October 2009.

The impact and process of this initial investment to support the involvement of CSOs will be evaluated in late 2009 to assist the GAVI Alliance and GAVI Fund Boards in deciding on possible future investment options for CSOs from 2010.

This funding is in addition to and complementary to any other GAVI funding allocated to a country.

1.8 GAVI Alliance definition of civil society organisations

The GAVI Alliance has adopted the following definition of civil society organisations (CSOs) for the purpose of this support:

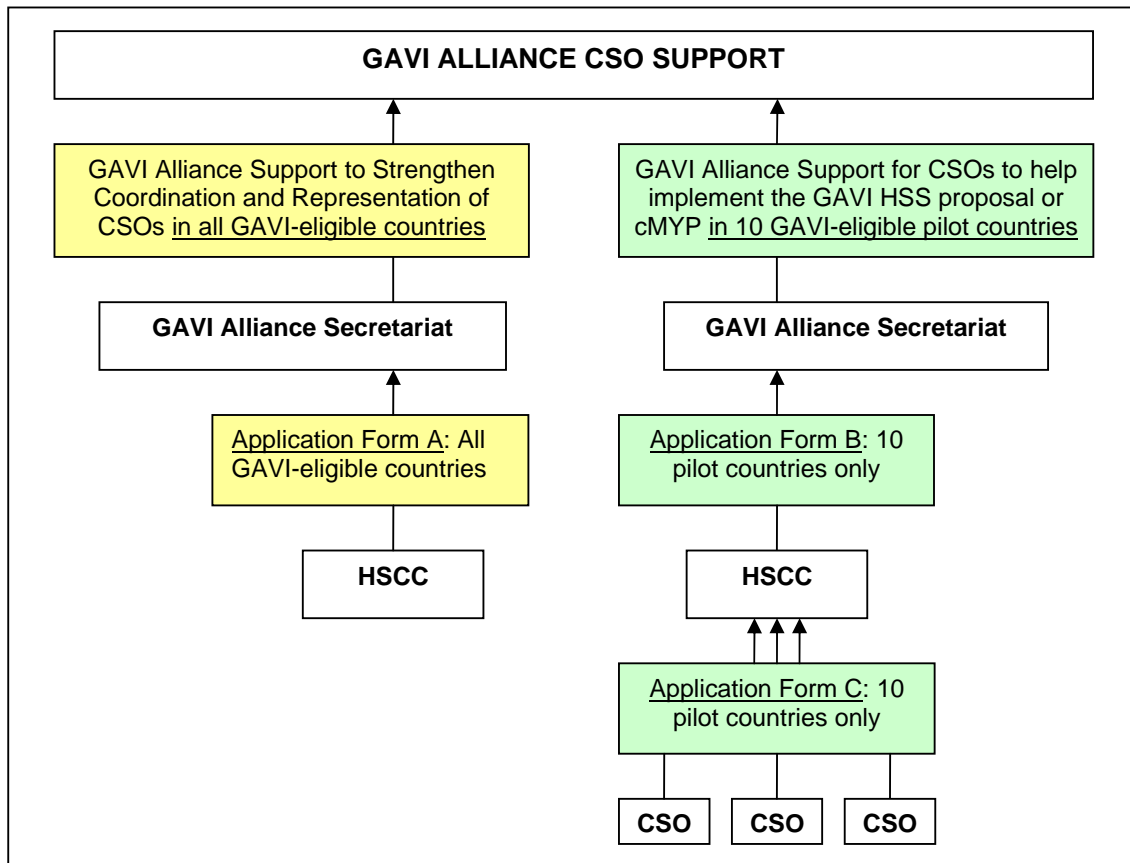
- a) Organisations with aims consistent with the spirit and purposes of the GAVI Alliance, focused on immunisation, child health and health system strengthening.
- b) Organisations that agree to work collaboratively with the relevant government, the GAVI Alliance Secretariat, and other GAVI Alliance partners
- c) Civil Society organisations may be non governmental organisations, community-based groups / or partnerships, professional associations, academic and technical institutions.
- d) CSOs may be involved with i) delivering immunisation or child health care packages in-country, ii) technically assisting in the design and implementation of immunisation or child health programmes, iii) monitoring / evaluating immunisation or child health programmes, iv) mobilising communities to increase demand for immunisation or child health care and v) advocating / lobbying for immunisation or child health care issues, vi) immunisation / child health rights-based organisations, or vii) undertaking operational research .
- e) Civil Society organisations should be national, local, regional or international in structure and scope and ideally represent the views of beneficiaries as much as possible.
- f) Organisations that have been working in the relevant areas for **at least three** years.

2. Types of GAVI Alliance CSO support

The GAVI Alliance CSO support has two components. The first is available to **all GAVI-eligible countries** to strengthen the coordination and representation of CSOs, while the second is additional, but only available to **10 nominated pilot countries**. Both types of support are available from late 2007 to October 2009.

Further details are given in chapters 3 and 4 of these guidelines. The different application forms to be used for the two types of support are included at the end of this document.

The two types of support (and relevant forms) are summarised below:



2.1 GAVI Alliance Support to strengthen coordination and representation of CSOs in all GAVI-eligible countries

This support is available to all GAVI Alliance-eligible countries. A lump sum is available to strengthen coordination among and with CSOs involved with immunisation, child health care and health system strengthening; and enhance civil society representation in the HSCC and ICC.

The funding for this type of GAVI Alliance CSO support is available from 2007 to the end of 2008. Countries can send their application on an on-going basis but shall be submitted to GAVI at latest by end 2008. All activities should be completed by October 2009.

2.2 GAVI Alliance Support for CSOs to help implement the GAVI HSS proposal or cMYP in 10 pilot countries only

Additional funding is available for 10 pilot countries⁴:

- Afghanistan
- Burundi
- Bolivia
- DR Congo
- Ethiopia
- Georgia
- Ghana
- Indonesia
- Mozambique
- Pakistan

This funding is available to enable CSOs to support the implementation of (or provide technical assistance to the country's GAVI Health System Strengthening (HSS) application or the comprehensive multi-year plan for immunisation⁵ (cMYP).

This funding is integrated into the existing GAVI window for HSS, to allow for a more harmonised, country- driven approach and to avoid fragmenting support to countries through multiple programme windows. This support to CSOs should therefore to the extent possible be aligned with the country's application for GAVI HSS.

The funding for this type of GAVI Alliance CSO support is available from 2007 to October 2009. The application should be submitted to the GAVI Alliance at the same time as the GAVI HSS application or deadline for HSS applications (next deadline is 5th October 2007). All activities should be completed by the end of October 2009.

⁴ The selection criteria for these 10 pilot countries is outlined in Section 4.

⁵ Or in those countries without a cMYP an equivalent of a multi-year, costed immunisation plan

3. GAVI Alliance Support to Strengthen coordination and representation of CSOs in all GAVI-eligible countries

3.1 Principles of support

For immunisation programmes to succeed and be sustained it is important to establish a stronger and more representative civil society constituency for immunisation, child health care and health system strengthening in GAVI-eligible countries and on regional and global level forums. National governments should be able to benefit from the skills, resources and collaboration with CSOs – and vice versa. This requires adequate representation of CSOs and transparent CSO coordination.

The process of establishing and strengthening immunisation and child health civil society networks at country, regional and global levels will take considerable time and effort, and evolve in different ways and at different rates in different regions. It is therefore important that the GAVI Alliance maintains a flexible approach and allows national and regional coordination mechanisms to decide how best to encourage civil society organisations to add value to GAVI Alliance programmes.

3.2 Aim of the support

The aim of this support is to identify CSOs involved in immunisation, child health care and health system strengthening, stimulate stronger CSO representation, improve CSO coordination, and facilitate effective partnerships between CSOs, Governments and bilateral partners.

The support should be used to encourage participation of CSOs in meetings of stakeholders, such as the HSCC and ICC; to stimulate dialogue and share information between partners; for example establishing a forum (web-based or otherwise) to allow CSOs to demonstrate best practice.

3.3 Outputs of the support

Three core outputs are expected from this GAVI Alliance investment:

- a) a mapping exercise of relevant CSOs at country level,
- b) improved immunization services through the activities of civil society organizations, and
- c) adequate CSO representation in the HSCC, ICC and sub-national coordination bodies.

3.4 Use of support

3.4.1 Mapping Exercise

The aim is to produce a mapping or description (a database or profile) of all CSOs that are involved with or contribute to immunisation, child health care and / or health system strengthening if this information is not already available at country level.

The mapping should identify:

- Names of CSOs involved with or contributing to immunisation, child health care and / or health system strengthening, their capacities and scope of activities, including the target groups and nature of activities (either delivering, technically assisting or socially mobilising)
- Location of operation of the CSOs, number of beneficiaries and duration of operation
- CSOs currently contributing to meeting national immunisation and health goals
- Existing coordination mechanisms for CSOs and description of how they work together
- CSO funding and the funds flow from donor and / or Ministry of Health to the CSOs
- Results of any other previous mapping of CSOs in the country

This mapping will result in:

- a) A database of CSOs that contribute to the cMYP and health system strengthening efforts
- b) Improved in-country understanding of the competencies of various CSOs

- c) Identification of suitably qualified CSOs for potential partners to governments and other actors
- d) Identification and assistance in matching service delivery gaps
- e) A mechanism and support for periodically updating the database

The HSCC should identify the entity or organisation who will undertake the mapping exercise. The government could undertake the lead in this, or even undertake the mapping itself. However the HSCC is encouraged to review all options, including whether an independent body could be designated (such as a neutral academic institute or body that has been involved with mapping exercises before). Countries are encouraged to use in-country partners, however if this is not possible, the HSCC may wish to consult with the GAVI Secretariat for other options.

A tool designed to assist with the mapping exercise (if required) is available on the GAVI Alliance website (www.gavialliance.org). If assistance is required on the use of the tool, countries are recommended to contact the GAVI Alliance Secretariat for further information.

It should be noted that the mapping exercise is intended to be a time-limited exercise, providing basic information on the CSOs operating in the country at a particular time. It is **not** intended to be a long and in-depth research study, resulting in an exhaustive set of information on every CSO.

In countries where the mapping exercise has already been carried out we still encourage countries to apply for this funding and focus on using the results of the mapping to strengthen the activities specified below and make any results of previous mappings available with the application.

The mapping will assist countries in preparing for possible support to civil society organisation in all GAVI-eligible countries after the pilot project has been evaluated in 2009.

3.4.2 Nomination of CSO representatives

Nomination of CSO members to the HSCC and ICC (where this has not already occurred) should be transparent and fair, with active involvement of CSOs. The most appropriate mechanism should be decided upon by the country. For example, if networks of CSOs operating in the health sector already exist, they should be involved in the nomination process. GAVI Alliance support could be used to support CSO stakeholder meetings or other enable appropriate exchanges between key stakeholders.

The HSCC and ICC should decide on the most appropriate number of CSO representatives, and prepare country specific criteria to ensure the nominations are representative and transparent. Ideally, the CSO nominated candidates should aim to represent the following areas:

- a) CSOs involved with implementation and delivery of immunisation and / or child health care services, and / or health system strengthening activities
- b) CSOs providing technical assistance in immunisation and / or child health care services, and / or health system strengthening activities
- c) CSOs involved with advocacy and community mobilisation / community based groups related to immunisation, child health care services and / or health system strengthening

The HSCC (including the CSO representatives) should also be prepared to nominate a CSO representative to represent civil society issues in regional and global forums, if requested. The aim of this is to create a civil society constituency available to participate in GAVI Alliance governance structures or other regional or global forums (as appropriate) in future. Currently (May 2007) civil society organisations have one seat on the GAVI Alliance Board, a Civil Society Task Team, a representative in the GAVI Working Group and a representative in the GAVI HSS Task Team.

3.5 Who can apply?

Any GAVI-eligible country can apply for this type of GAVI Alliance CSO support. It is intended that the Government and the HSCC take the lead in preparing the application and in managing the implementation of this support. CSOs are expected to be involved at all stages of the process. It is also expected that GAVI Alliance partners will assist the process as required.

3.6 Application process

The application should be submitted by the HSCC to the GAVI Alliance, where it will be reviewed in cooperation with the GAVI Civil Society Task Team. Countries should use the following application form to apply for this type of GAVI CSO support:

Application Form A

GAVI Alliance Support to Strengthen Coordination and Representation of Civil Society Organisations should be used by the appropriate country level entity (usually the Health Sector Coordination Committee) to apply to the GAVI Alliance for this type of CSO support:

Application Form A is included in Chapter 5 of these guidelines. The application should include:

- **Section 1: Baseline information** on the current composition of the ICC and HSCC, (including the number and names of CSO members); the involvement of CSOs in the cMYP and Health Sector Strategic Plan; and details of current CSO coordination mechanisms
- **Section 2: Mapping exercise** specifying who the entity or organisation nominated to conduct the exercise, the expected results and timeline, and the process for carrying it out.
- **Section 3: Nomination process** identifying the process for fairly and transparently nominating CSO representatives to the HSCC and ICC.
- **Section 4: Implementation of the support** showing who has overall management responsibility, the funds available, the budget required (for the mapping exercise and the nomination process) and the proposed mechanism for channelling funds into the country.
- **Section 5: Endorsement of the application** including the signature of the Chair of the HSCC on behalf of the members, details of the meeting at which the HSCC endorsed the application, and details of the appropriate person to contact in case of enquiries.

3.7 Funding arrangements

3.7.1 Deadline and Duration

The funding for this type of GAVI Alliance CSO support is available from 2007 to October 2009. There is no firm deadline but applications are welcomed on an on-going basis, however all activities should be completed by October 2009.

3.7.2 Available funds

The table overleaf shows the funds allocated to each country, proportional to each country's birth cohort (with a minimum \$10,000 and maximum \$100,000). Funds will be disbursed following approval by the GAVI Alliance Secretariat.

3.7.3 Channelling of funds

It is recommended that the HSCC (or equivalent) propose and oversee the funding channel most likely to facilitate prompt execution of the programme and accountability. The mechanism will be directly related to who undertakes the mapping exercise and how the process for nominating CSOs to the HSCC and ICC is undertaken.

Suggested mechanisms for channelling the funds into the country are:

- Existing funding channels (including through Government if appropriate)

- Through HSCC (possibly using the same mechanism as for GAVI HSS)
- Third party funding agent (including GAVI Alliance partners or others)
- Through a financial management agency (such as those used by the Global Fund for AIDS, TB and Malaria).

3.8 Reporting

Countries will need to report on activities in their Annual Progress Report (APR) to the GAVI Alliance. The report should include results of the mapping exercise and the nomination processes for inclusion of CSO representatives in the ICC and HSCC. The APR should also include a financial report on the use of the GAVI Alliance CSO funds. If funds are pooled in a common basket or SWAp mechanism, the joint / SWAp report (including a report on the activities and utilization of funds) should be attached to the GAVI APR. The timing and review processes for the annual report are outlined in the reporting component of section 4.

Table 1: GAVI Alliance funds available to strengthen CSO coordination and representation in all GAVI eligible countries.

Country	GAVI Alliance funds (US\$)	Country	GAVI Alliance funds (US\$)
Afghanistan	100,000	Lao PDR	20,355
Angola	74,878	Lesotho	10,000
Armenia	10,000	Liberia	16,358
Azerbaijan	13,221	Madagascar	70,421
Bangladesh	100,000	Malawi	54,999
Benin	34,073	Mali	64,697
Bhutan	10,000	Mauritania	12,327
Bolivia	26,463	Moldova	10,000
Burkina Faso	60,120	Mongolia	10,000
Burundi	33,009	Mozambique	76,876
Cambodia	42,179	Myanmar	99,225
Cameroon	56,199	Nepal	78,583
Central African Republic	14,887	Nicaragua	15,292
Chad	45,574	Niger	73,370
Comoros	10,000	Nigeria	100,000
Congo, Dem. Rep.	100,000	Pakistan	100,000
Congo, Rep.	17,170	Papua New Guinea	17,557
Cuba	13,606	Rwanda	36,497
Cote d'Ivoire	66,129	Sao Tome and Principe	10,000
Djibouti	10,000	Senegal	41,896
Eritrea	16,592	Sierra Leone	24,493
Ethiopia	100,000	Solomon Islands	10,000
Gambia, The	10,000	Somalia	35,921
Georgia	10,000	Sri Lanka	32,993
Ghana	67,909	Sudan	100,000
Guinea	38,280	Tajikistan	18,559
Guinea-Bissau	10,000	Tanzania	100,000
Guyana	10,000	Timor-Leste	10,000
Haiti	10,000	Togo	23,270
Honduras	20,562	Uganda	100,000
India	100,000	Ukraine	39,111
Indonesia	100,000	Uzbekistan	61,056
Kenya	100,000	Vietnam	100,000
Kiribati	10,000	Yemen, Rep.	82,553
Korea, Dem. Rep.	34,939	Zambia	46,809
Kyrgyz Republic	11,554	Zimbabwe	38,376

4. GAVI Alliance Support for CSOs to help implement GAVI HSS proposal or cMYP

Only applicable to: Afghanistan, Burundi, Bolivia, Democratic Republic of Congo, Ethiopia, Georgia, Ghana, Indonesia, Mozambique and Pakistan.

4.1 Principles of support

The GAVI Alliance recognises that in order for countries to fully implement their immunisation cMYPs and GAVI HSS proposals, every actor working in immunisation, child health and health system strengthening at a country level has to be involved. By providing additional resources to strengthen partnerships with CSOs in ten pilot countries, the GAVI Alliance hopes to strengthen the capacity of the country to deliver immunisation and child health care services, and health system strengthening activities and hence reach the GAVI Alliance goals and the MDGs.

GAVI Alliance support to strengthen partnerships with CSOs should be coordinated with similar inputs, support or initiatives from other sources including other global health partnerships. The support must also be complementary to other efforts to increase immunisation coverage, improve child health and strengthen health systems. The support is *not* intended to stimulate the creation of stand-alone and independently managed projects but to encourage cooperation and coordination. It should be noted that this support will be monitored in the context of indicators for Aid Effectiveness⁶ outlined by the OECD Development Assistance Committee (DAC) and detailed in the Paris declaration on AID effectiveness, March 2005.

The 10 pilot countries can apply for this additional GAVI Alliance funding to support the activities of relevant CSOs *as well as* the GAVI Alliance funding to strengthen coordination and representation of CSOs (outlined in Section 3 of these guidelines). Ideally, countries should have undertaken the CSO mapping exercise and nominated appropriate CSO members to the ICC and HSCC before applying for this additional funding to support the activities of CSOs, however this is not a pre-requisite for GAVI Alliance support to CSOs in the ten pilot countries.

This funding is integrated into the existing GAVI window for HSS, to allow for a more harmonised, country- driven approach and to avoid fragmenting support to countries through multiple programme windows. This support to CSOs should therefore to the extent possible be aligned with the country's application for GAVI HSS.

4.2 Aim of the support

This GAVI Alliance support to CSOs is intended to strengthen partnerships with relevant CSOs and support their activities in order to help the country deliver the comprehensive multi-year plan for immunisation (cMYP) and / or implement the GAVI Health System Strengthening (HSS) proposal.

4.3 Eligible countries

Support to CSOs is a new direction for the GAVI Alliance. The GAVI Civil Society Task Team and Alliance Board therefore recommended a pilot approach be adopted and evaluated before investments are possible extended to all GAVI-eligible countries. 10 pilot countries were selected for support from 2007 to the end of 2008 with an evaluation planned for 2009. However this support has been shifted from late 2007 to late 2009 (with an evaluation planned late 2009 / early 2010) in the following 10 pilot countries:

- Afghanistan
- Burundi
- Bolivia
- Georgia
- Ghana
- Indonesia

⁶ 12 indicators broadly classified as ownership, alignment, harmonisation, managing for results and mutual accountability

- DR Congo
- Ethiopia
- Mozambique
- Pakistan

The 10 pilot countries were selected to be representative of a broad range of contexts, as follows:

- High numbers of un-immunised children
- Varying degrees of civil society network functioning
- Geographical diversity
- Harmonisation with country selections from other global health partnerships (such as Health Metrics Network, Global Fund for AIDS, TB and Malaria and Partnership for Maternal and Neonatal Health and countries applying for GAVI Health Systems Support
- Inclusion of fragile states (3 in the list)
- Representation of Francophone countries (2 in the list)
- Focus on sub-Saharan Africa (5 in the list)

4.4 Use of support

This GAVI Alliance CSO funding is designed to support CSOs contribution to the implementation of the country's GAVI HSS proposal or cMYP. The funding can be used to support the activities of a number of CSOs.

Examples of potential activities that could be funded with this GAVI Alliance CSO support include:

- Provision of immunisation or related child health care services for hard-to-reach populations (living in rural areas or urban slums), marginalised populations and those in crisis situations where national infrastructure may be less than optimal.
- Provision of services that strengthen health systems, particularly at district and sub-district level such as training initiatives, management strengthening and monitoring and evaluation.
- Technical assistance for planning, implementation and monitoring and evaluation.
- Mobilisation and linking populations with child health care and immunisation services or any activities increasing and sustaining demand for quality services.
- Operational research for programme enhancement.

4.5 Who can apply?

The HSCC, or assigned Technical Working Group (see below) should lead the preparation of the overall application to the GAVI Alliance Secretariat, and manage the implementation of this support. The overall application to the GAVI Alliance Secretariat should be based on individual applications for support made by CSOs to the HSCC.

It is expected that the GAVI Alliance support will be used to fund the activities of more than one CSO per country so that linked but complementary organisations and activities can be undertaken, but countries are encouraged not to spread the available funds too thinly across too many CSOs.

Requests for support are encouraged from CSOs involved in routine immunisation, child health care or health system strengthening. Organisations in urban and rural areas working in service delivery, technical assistance and social mobilisation are also encouraged to apply. Four broad types of civil society organisations, in line with the GAVI Alliance definition of CSOs outlined in more detail on page 5, are invited to submit applications to the HSCC:

- a) CSOs delivering immunisation and other child health services.
- b) CSOs strengthening health systems required to deliver immunisation and other child health services.
- c) CSOs providing technical assistance to national immunisation and child health services, teaching and training health professionals, and / or designing and implementing operational research on improving health systems.

- d) CSOs in community mobilisation/advocacy influencing decision-makers, donors and others.

In addition, CSOs need to meet the following eligibility criteria in order to submit an application to the HSCC:

- Competence and relevance to the scope and objectives of the GAVI Alliance
- Officially registered for **at least three** years
- Transparent and democratic decision-making mechanism
- Adequate financial records that can be audited annually if necessary
- Abiding by the principles of internationally recognised codes of conduct for civil society organisations (using UN standards)

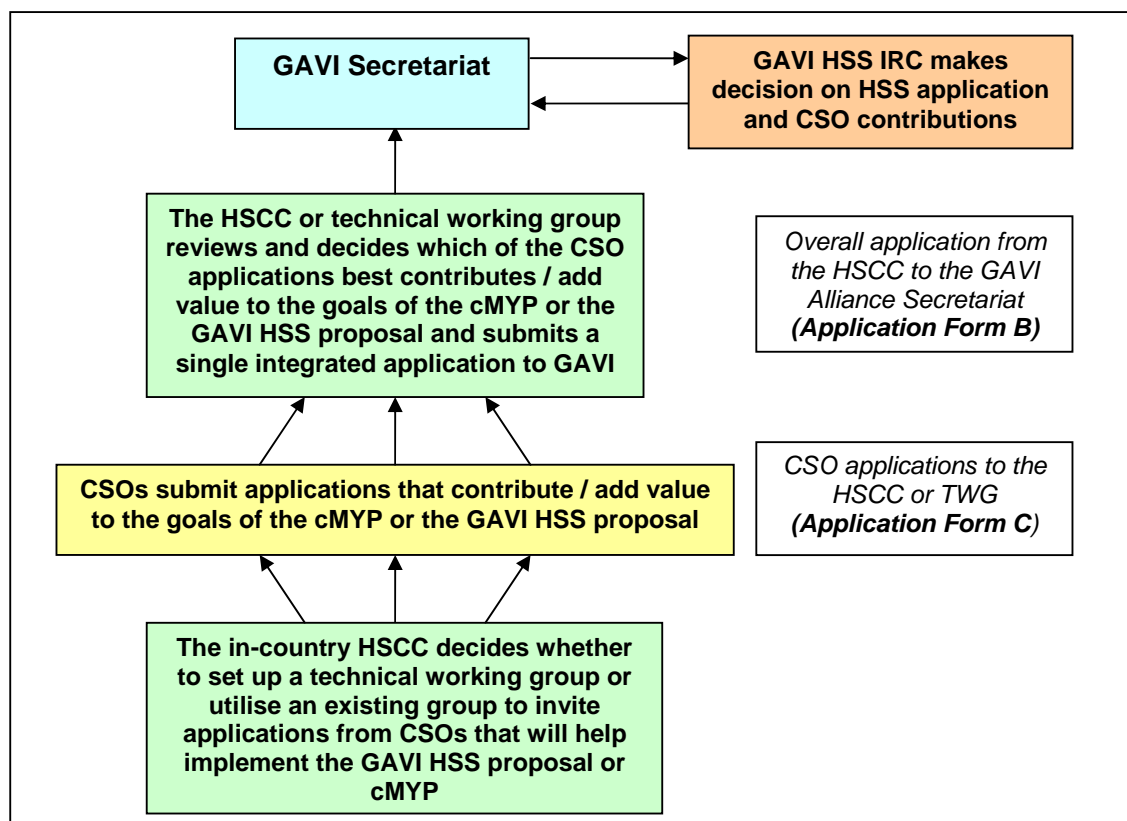
The funding is primarily designed to support national CSOs, however if international organisations are registered in the country and can show that they are working closely with local NGOs or CSOs, then they are also eligible to apply for funds. In this case, a joint application would be encouraged (although this is not a condition). Joint applications from national CSOs will also be accepted.

4.6 Application and review process

The following diagram summarises the two-stage application process this type of GAVI Alliance CSO support, comprising:

- a) individual applications from CSOs to the in-country HSCC (or TWG), and
- b) overall application from the country HSCC to the GAVI Alliance Secretariat

It also indicates the key decision points (for example, whether the HSCC should set up a separate TWG) and the review process for the CSO applications and the overall application from the HSCC.



The HSCC is strongly encouraged to set up a Technical Working Group (TWG), to support the application and manage the implementation process, or ensure an existing group undertakes this

role. The group should be ultimately responsible to the HSCC, and the HSCC will still need to sign the overall application to the GAVI Alliance Secretariat. There are a number of tasks involved with applying for and managing this support that could be undertaken by such a group, including:

- Raise awareness among CSOs of the GAVI Alliance support
- Identify the key areas for CSO support (GAVI HSS proposal and / or cMYP)
- Send out application forms as they are requested by interested CSOs
- Provide assistance to CSOs in completing the forms (if required)
- Evaluate the completed application forms against a set of criteria
- Make recommendations to the HSCC on CSOs to be selected for support
- Prepare the overall application form to the GAVI Alliance Secretariat on behalf of the HSCC
- Identify the most appropriate route to channel the GAVI Alliance funds into the country
- Disburse the funds to the CSOs in the most appropriate manner
- Monitor performance of the CSOs on a regular basis
- Report to the GAVI Alliance Secretariat

Applications from CSOs to the HSCC (Application Form C)

For *Civil Society Organisations to apply for GAVI Alliance Support* should be used by CSOs to apply to the appropriate country level entity (usually the Health Sector Coordinating Committee) to be a potential recipient of this additional funding from the GAVI Alliance.

The HSCC (or TWG) may decide to refine this application form should they found it necessary, to develop the final application form appropriate for the country use. The following information about the organisation and the proposed activities/project should be included:

- **Section 1: Background** outlining the scope of the organisation, structure and objectives, track record in immunisation, child health or health system strengthening, size (staff and turnover), target groups, location of operation and level of work (national / strategic level).
- **Section 2: Goal analysis** describing the goals, objectives and expected results of the project to be funded with GAVI Alliance CSO support.
- **Section 3: Target group / participants** should be described as well as how they will participate in the implementation and follow-up of the project.
- **Section 4: Activities** and implementation timetable, outlining a summary of the proposal, the major activities, how they will support the cMYP and / or GAVI HSS proposal, the expected outcomes over time, and the roles and responsibilities of different stakeholders.
- **Section 5: Programme Implementation Plan** outlining the use of funds for the period of the proposal including: rationale; expected results; objectives; milestones; activities; organisation and management; overall strategy; and how the project will support the cMYP and/or the GAVI HSS proposal, be coordinated with others, and the role of stakeholders.
- **Section 6: Monitoring and Evaluation** stating how progress will be monitored. The same indicators and monitoring procedures as those used for the cMYP or GAVI HSS proposal should be used wherever possible. A plan to show how activities will be followed-up and reported on, as well as how the project will be evaluated should be included.
- **Section 7: Risks and Sustainability** listing the factors that can prevent the implementation of the activities and plans for how to deal with them. An indication of how the contribution will be phased out as well as how the activities will continue without support from GAVI.
- **Section 8: Costs and Sources of Funding** a budget covering all activities requiring financing, including activities not financed by the GAVI Alliance, and sources of funding. Any administrative costs should also be specified as well as the cost for financial auditing.
- **Section 9: Endorsement of the Application** including the signature of the Executive Director of the CSO and contact details of the person to contact in case of enquiries.

The HSCC or TWG should review the applications submitted by the CSOs and decide which ones:

- a) are relevant CSOs (i.e. meet the basic criteria for GAVI Alliance CSO support),
- b) best add value to / contribute to the cMYP or the GAVI HSS application, and
- c) fit within the allocated budget for GAVI support to CSOs for the country (see table 2).

Application from HSCC to the GAVI Alliance (Application Form B)

GAVI Alliance CSO Support in 10 Pilot GAVI Eligible Countries should be used by the appropriate country level entity (usually the HSCC) to apply to the GAVI Alliance to support the selected CSOs. Application Form B is included in Chapter 5 of these guidelines.

The final CSO applications that are recommended by the TWG and selected by the HSCC should be incorporated by the HSCC into an overall application and submitted to the GAVI Alliance Secretariat⁷. This application should be submitted **by the deadline for HSS applications** and will be reviewed by the GAVI HSS Independent Review Committee. The GAVI HSS IRC will review the overall applications from the HSCC and confirm whether they meet the basic conditions and will then make recommendations to the GAVI Alliance Board for funding.

Ideally, the application for GAVI Alliance support to CSOs will be reviewed as a component of the GAVI HSS application (and should therefore be submitted at the same time as the GAVI HSS application), however countries that have already applied for GAVI HSS funding are still encouraged to submit their application for CSO support separately (for review by the HSS IRC).

The application should include:

- **Section 1: Application Development Process** including information on the HSCC, TWG and application development process, including information on the roles and responsibilities of key partners and additional recommendations from the HSCC or TWG to the GAVI IRC.
- **Section 2: Summary of GAVI Alliance CSO Support** describing the current role of CSOs in the delivery or strengthening of GAVI related health services, the CSOs chosen to receive GAVI Alliance support, the objectives of the programme, the major activities and related outcomes, plans for sustainability and an overall Programme Implementation Plan.
- **Section 3: Programme Implementation Plan** summarising the CSO plans, including: rationale; expected results; objectives and milestones; activities; organisation and management; overall strategy; and how the project will support the cMYP and / or the GAVI HSS proposal, be coordinated with other projects, and the role of stakeholders.
- **Section 4: Monitoring and Evaluation** stating the indicators that will be used to monitor performance, and the mechanisms that will be used to monitor progress of the indicators. The indicators should be in line with those within the cMYP or HSS proposal to avoid duplication of monitoring processes or indicators.
- **Section 5: Implementation Arrangements** outlining how the GAVI Alliance CSO support will be managed, the roles and responsibilities of key partners in implementation, the financial management arrangements and the arrangements for reporting on progress.
- **Section 5: Costs and Funding for GAVI Alliance CSO Support** calculating the amount of funds available, and the costs of all activities (by CSO) for the duration of the GAVI support.
- **Section 6: Endorsement of the Application** including the signature of the Chair of the HSCC on behalf of the members, details of the meeting at which the HSCC endorsed the application, and details of the appropriate person to contact in case of enquiries.

4.7 Management of support

It is expected that the HSCC will take the lead in management of the GAVI Alliance CSO support, through a specially designated Technical Working Group, or existing group or another mechanism. The HSCC, the GAVI Alliance partners and other stakeholders at country level have a critical role

⁷ Unsuccessful CSO applications should be notified at this stage, and have an opportunity to discuss and feedback.

in supporting CSOs. Partners are strongly encouraged to assist the HSCC in disseminating information about this opportunity, preparing the application, and monitoring progress.

4.8 Funding arrangements

4.8.1 Deadline and Duration

The funding for this type of GAVI Alliance CSO support is available from the first deadline (October 5th 2007) to October 2009. The application should be submitted to the GAVI Alliance at the same time as the GAVI HSS application, when possible. The application should however always be submitted to GAVI Alliance Secretariat within the same deadlines as for GAVI HSS applications. All activities should be completed by the end of October 2009.

4.8.2 Available funds

This support for CSOs is in addition to existing GAVI Alliance funds. CSOs are also encouraged to seek additional resources to complement the GAVI Alliance funds. The table below indicates the funding available for the 10 pilot countries. The figures are based on the absolute numbers of children not immunised with DTP3 and the UN Least Developed Country (LDC)⁸, classification as follows:

- Each country is eligible through its CSOs to access \$3 annually for every infant not immunised with DTP-3 in a given year, if classified by the UN as a LDC.
- Each country is eligible through its CSOs to access \$1.5 annually for every infant not immunised with DTP-3 in a given year, if NOT classified by the UN as a LDC.

Table 2: GAVI Alliance funds available for CSOs to help implement GAVI HSS or cMYP

Country	Least Developed Country	Fragile state	Un-immunised infants (DTP 3)	Total Budget Available (US\$)
Afghanistan	x	x	404,333	2,425,998
Bolivia			47,644	142,932
Burundi	x	x	76,920	461,520
DR Congo	x	x	886,420	5,318,520
Ethiopia	x		553,327	3,319,962
Georgia			10,467	31,402
Ghana			127,617	382,850
Indonesia			1,300,006	3,900,018
Mozambique	x		194,251	1,165,506
Pakistan			1,529,00	4,587,000
Total	5	3	5,129,985	21,735,708

An overall budget for the GAVI Alliance CSO support should be included in the application form. The HSCC should ensure that the full costs of managing the GAVI Alliance CSO Support are incorporated into the budget for support as well as the costs of implementation of the activities of each CSO. These costs include managing all of the communication, application and review process as well as the monitoring, reporting and evaluation of the progress of CSO activities.

4.8.3 Channelling of funds

The HSCC should indicate in the application to the GAVI Alliance Secretariat how funds should flow to the national CSOs. Different mechanisms may include:

- Existing CSO funding channels
- Third party funding agent (including in-country international NGOs if present)

⁸ UN least developed country classification reflects income per capita, human resource capacity & economic vulnerability

- Through GAVI Alliance partner such as UNICEF, WHO, another civil society organization, or a bilateral donor

As far as possible, the GAVI Alliance encourages using existing funding channels (including joint donor accounts) rather than setting up new mechanisms for release and distributions of funds. The HSCC may consult the GAVI Alliance Secretariat for advice as and when necessary.

The HSCC need to show how funds will be dispersed to CSOs within the country and describe how they will be tracked and financially reported.

4.8.4 Audit

GAVI will need to receive audit reports within one year of the close of the financial year. These should be generated through the existing country system. The GAVI Alliance expects the funds to be audited by normal audit systems; however a specific audit can be requested in case of concerns over how funds are used or failure to report to the GAVI Alliance Secretariat promptly on use of the funds. GAVI in-country partners, the Government and the HSCC can raise any concerns they might have about the use of funds to the GAVI Alliance Secretariat at any time.

4.9 Reporting

CSOs are expected to report to the in-country HSCC or Technical Working Group at half-yearly intervals on progress against the expected activities and results stated in their applications. It is the role of the HSCC (or TWG) to monitor progress.

The HSCC will incorporate the results of these individual reports into their GAVI Annual Progress Report (APR), for submission to the GAVI Alliance Secretariat. The APR should summarise how the CSOs are contributing to the goals set out in the overall application, and report on the use of funds. If funds are pooled in a common basket or SWAp mechanism, the joint / SWAp report (including a report on the activities and utilization of funds) should be attached to the GAVI APR.

The timing of the Annual Progress Report submission is 15 May of each year (for all GAVI Phase 2 support). All countries should submit an APR, even if the GAVI Alliance CSO support has been received for less than 12 months by 15 May of the following year. The reports will be reviewed by the GAVI Alliance Monitoring Independent Review Committee. If a country has not achieved the expected results, the GAVI Alliance reserves the right to withhold future support.

4.10 Evaluation

The investment in the 10 selected 'pilot' countries will be reviewed in late 2009 / early 2010 before considering possible expansion to all GAVI- eligible countries.

5. Application Forms for GAVI Alliance CSO Support

5.1 Introduction

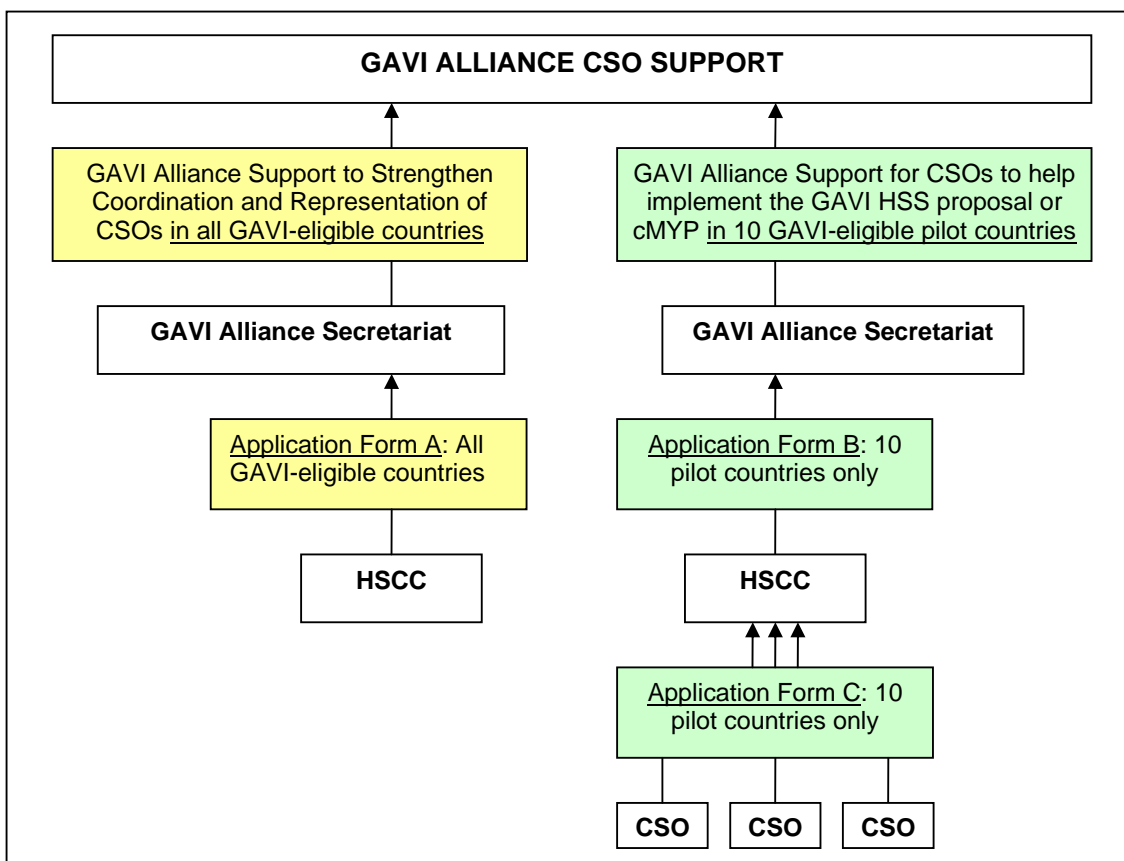
The three types of application forms related to the GAVI Alliance CSO Support are included within these guidelines. Please use and fill in the appropriate form to apply for each type of GAVI Alliance CSO support as follows:

GAVI Alliance Support to strengthen coordination and representation of CSOs in all GAVI-eligible countries

- Application Form A:**
GAVI Alliance Support to Strengthen Coordination and Representation of Civil Society Organisations should be used by all GAVI eligible countries appropriate entity (usually the Health Sector Coordination Committee) to apply to the GAVI Alliance secretariat.

GAVI Alliance Support for CSOs to help implement the GAVI HSS proposal or cMYP in 10 pilot countries only

- Application Form B from HSCC to the GAVI secretariat:**
GAVI Alliance Support to Civil Society Organisations in 10 Pilot GAVI Eligible Countries should be used by the appropriate country level entity (usually the Health Sector Coordinating Committee) to apply to the GAVI Alliance secretariat to support the selected in-country CSOs.
- Application Form C from CSOs to HSCC:**
For Civil Society Organisations in 10 pilot countries to apply for GAVI Alliance Support should be used by CSOs to apply to the appropriate country level entity (usually the Health Sector Coordinating Committee) to be a potential recipient of this additional funding from the GAVI Alliance.



5.2 Banking Forms

Two types of banking forms (and associated covering letters) are included at the end of this document. The first should be attached to HSCC applications to the GAVI Alliance Secretariat, and the second for CSO applications to the HSCC.

5.3 Instructions for submission of applications

All documents and attachments sent to the GAVI Secretariat should be submitted in English or French. Email submissions of the application forms required by the GAVI Alliance Secretariat are highly recommended, including scanned documents containing the required signatures. All required information should be included in the space provided within the application forms. No separate stand-alone proposal documents will be accepted.

The GAVI Alliance Secretariat is unable to return documents and attachments. Unless otherwise specified, they may be shared with GAVI Alliance partners, collaborators and the general public.

Please send the completed applications to:

Dr Craig Burgess
Senior Programme Officer, HSS
GAVI Alliance Secretariat
c/o UNICEF, Palais des Nations
1211 Geneva 10, Switzerland
Email: cburgess@gavialliance.org

For Application Form B:

Please ensure that the application has been received by the GAVI Alliance Secretariat on or before the day of the GAVI HSS deadline (first deadline is October 5th 2007 and deadlines within 2008 will be announced later in the year). The GAVI secretariat cannot be held responsible for delays or non-delivery of proposals by courier services.

Application Form A for:

GAVI Alliance Support to Strengthen Coordination and Representation of Civil Society Organisations

Please fill in text directly in the boxes below, which can be expanded to accommodate your text by computer

Abbreviations and Acronyms

Please ensure that all abbreviations and acronyms presented in the application and supporting documents are included at the beginning of the application form.

Executive Summary (one page)

Please provide an executive summary of the proposal.

Section 1: Baseline Information (one page)

Please provide the following details about the current coordination and representation of CSOs:

- Current composition of the ICC and HSCC, including the names of any CSO members
- Details of any CSO involvement / inclusion in the cMYP
- Details of any CSO involvement / inclusion in the Health Sector Strategic Plan
- Current CSO coordination mechanisms

Section 2: Mapping Exercise (one - two pages – this could also be an attached separate document or excel spreadsheet if necessary)

Please provide all of the details about the proposed mapping exercise in this section of the form. Please indicate which entity or organisation will conduct the mapping exercise, the expected results and the proposed timeline. Please also describe the overall process for how the mapping exercise will be carried out and managed, and the specific methodology to be adopted. If there are plans to update the mapping exercise on a regular basis, please describe this in this section.

Please note that the aim of the mapping exercise is to develop a database or profile of in-country CSOs who could potentially be involved in GAVI-related issues. The CSOs to be targeted should therefore be those involved or contributing most to immunisation, child health and health system strengthening. A short list of those CSOs most closely related is preferable to a long list of marginal players. Consideration needs to be given to how CSOs will be encouraged to share information.

Section 3: Nomination Process (one page)

Please indicate in this section the proposed process for fairly and transparently nominating CSO representatives to the national level coordination mechanisms: the HSCC (or equivalent) and ICC.

Please give details of the expected roles of the different stakeholders in the process, and how the HSCC (or equivalent) and ICC will work to ensure full participation of the CSO community in the identification of the terms and criteria for their representation, and in the election process.

Section 4: Management of the Support (one - two pages)

The aim of this section is to show how the support will be managed in country, from both the technical and the financial perspective. Firstly, please provide full details of who will have overall management responsibility for the support. Then please give details of the financial aspects:

- Total funds available from the GAVI Alliance CSO support
- Budget for the two core activities (mapping exercise and nomination process)
- Proposed mechanism for channelling funds into the country

Please supply all cost information in US\$, and convert at the current conversion rate. Please use the table below to provide information on the budget.

Cost of implementing GAVI Alliance CSO support

Cost of core activities	Cost per year in US\$ (,000)			TOTAL COSTS
	2007	2008	2009	
Mapping exercise				
Nomination process				
Management costs				
TOTAL COSTS				

Section 5: Endorsement of the Application

Representatives of the Health Sector Coordinating Committee (HSCC), or equivalent, should endorse the application, and the Chair of the HSCC should sign the application on their behalf. All HSCC members should sign the minutes of the meeting where the GAVI CSO application was endorsed. The minutes should be submitted with the application.

Please note that the signature of HSCC members represents their agreement with the information

and plans provided in this application, as well as their support for the implementation of the plans. It does not imply any financial or legal commitment on the part of the partner agency or individual.

“The Health Sector Coordination Committee representing Government and partners affirms its commitment to engaging civil society organizations to provide support towards raising immunization coverage and strengthening immunization services and health systems. The HSCC requests that GAVI Alliance funding partners provide financial assistance for strengthening the coordination and representation of CSOs as outlined in this application.

- **Chair of HSCC (or equivalent):** Name, Post, Organisation, Date, Signature

Members of the HSCC (or equivalent) endorsed this application at a meeting on The signed minutes are attached.”

This section should also include the name and contact details of the person for the GAVI Alliance Secretariat to contact in case of any queries. Please provide the following information:

- **Contact person:** Name, Post, Organisation, Tel No., Fax No., Address, Email

ANNEX Documents Submitted in Support of the GAVI CSO Support Application

Please submit the following documents with the application (in electronic copy if possible):

- HSCC minutes
- Banking Form

**Application Form B from the HSCC to GAVI Alliance Secretariat for:
GAVI Alliance CSO Support in 10 Pilot GAVI Eligible Countries**

Please fill in text directly in the boxes below, which can be expanded to accommodate your text by computer

Abbreviations and Acronyms

Please ensure that all abbreviations and acronyms presented in the application and supporting documents are included at the beginning of the application form.

Executive Summary (two pages)

Please provide an executive summary of the proposal. Please include details of any Technical Working Groups that have been created to support the process, review proposals etc.

Section 1: Application Development Process (one – two pages)

The aim of this section is to describe the process for developing the application for GAVI Alliance CSO support. Please begin with a description of the Health Sector Coordinating Committee (HSCC) or equivalent, including:

- Name of HSCC (or equivalent)
- Date HSCC has been operational since
- Frequency of meetings
- Overall role and function of the HSCC
- Name of any CSOs represented on the HSCC

Next, please describe the process your country followed to develop the application, including details of the Technical Working Group (if such a group has been established / used) covering:

- Who coordinated and provided oversight to the application development process?
- Who led the drafting of the overall application and was any technical assistance provided?
- What was the process for individual CSOs to submit their applications for support?
- What mechanism was adopted for choosing which CSOs to put forward for support?

Please then outline the specific roles and responsibilities that key partners played in this process in the table below:

Roles and responsibilities of key partners (HSCC / TWG members and others)

Title / Post	Organisation	HSCC / TWG member?	Roles in the development of the application for GAVI Alliance CSO support

Finally, please use this opportunity to include any additional comments or recommendations that the HSCC (or TWG) would like to make on the application to the GAVI Alliance Secretariat and the Independent Review Committee at the end of this section.

Section 2: Overview of GAVI Alliance CSO Support (one – two pages)

The purpose of this section is to describe the current and the intended future role of CSOs in the delivery or strengthening of health services, in particular immunisation, child health care and health system strengthening.

Please begin by outlining the current role of CSOs in the delivery or strengthening of immunisation, child health care services and the health system. Then please state the overall objectives of this application for GAVI Alliance CSO Support. Please ensure the chosen objectives are SMART (specific, measurable, achievable, realistic and time-bound).

Please then list the CSOs that have been chosen as potential recipients of the GAVI Alliance CSO support. In the table below, please summarise the major activities that will be undertaken by each CSO during the course of the GAVI Alliance CSO support, and the expected outcomes per year.

--

Major activities and outcomes for each CSO over the duration of the GAVI support

Name of each CSO, type of organisation and their activities to be supported	Expected outcomes		
	2007	2008	2009

Finally, please indicate how you intend to sustain the programme, both technically and financially when GAVI resources terminate (if relevant), stating the source and amount of potential funding.

Section 3: Programme Implementation Plan (one – two pages)

Please prepare and submit an overall Programme Implementation Plan for the entire duration of the CSO support, based on the individual Programme Implementation Plans received in the applications from CSOs. Please decide upon the most appropriate framework for your plan, and ensure that it includes the following:

- Introduction: rationale and summary of expected results, objectives and milestones
- Specific activities for implementing the project and implementation schedule
- Organisation and management of the project
- Overall strategy to achieve results
- Specify how the project will support the cMYP and / or the GAVI HSS proposal
- Specify how this project will be coordinated with others, and the roles of key stakeholders

Section 4: Monitoring and Evaluation (one page)

The purpose of this section is to present the indicators that will be used to monitor performance during the course of the GAVI Alliance CSO support. The indicators in this application should be based on the indicators given in the CSO applications, which should reflect the indicators used in the cMYP and / or GAVI HSS proposal. Please insert the relevant information in the table below.

Indicators that will be used to monitor performance

Indicator	Estimate of baseline ¹	Data Source (if any)	Date of Baseline	Target	Date for Target

¹ If baseline data is not available indicate whether baseline data collection is planned and when.

Finally, please give details of the mechanisms that will be adopted to monitor these indicators, including the role of beneficiaries in the monitoring of the progress of the activities, if appropriate.

Section 5: Implementation Arrangements (one – two pages)

Please describe in this section how the GAVI Alliance CSO support will be managed. Please provide the following information:

- Name of lead organisation responsible for managing implementation of the programmes
- Name of lead organisation responsible for coordination, monitoring and quality control
- Role of HSCC (or equivalent) in implementation
- Mechanism for coordinating GAVI Alliance CSO support

Please then outline the specific roles and responsibilities of key partners in implementation in the table below:

Roles and responsibilities of key partners (HSCC / TWG members and others)

Title / Post	Organisation	HSCC / TWG member?	Roles in the implementation of the application for GAVI Alliance CSO support

Please also describe the financial management arrangements for the GAVI Alliance CSO support:

- Mechanism for channelling GAVI Alliance CSO funds into the country
- Mechanism (and responsibility) for budget use and approval
- Expected duration of the budget approval and transfer process
- Mechanism for disbursement of GAVI Alliance CSO funds
- Auditing procedures (and details of auditors, if known)
- Justification of management fees (if applicable)

Finally, please describe the arrangements for reporting on the progress in implementing and using GAVI Alliance CSO funds, including the responsible entity for preparing the APR.

and plans provided in this application, as well as their support for the implementation of the plans. It does not imply any financial or legal commitment on the part of the partner agency or individual.

“The Health Sector Coordination Committee (HSCC) representing Government and partners commits itself to providing support to the Civil Society Organisations in this application to implement the strategy. The HSCC further certifies that the CSOs are bona fide organisations with the expertise and management capacity to complete the work described successfully.

The HSCC requests that GAVI Alliance funding partners provide financial assistance to support CSOs that can contribute to the implementation of the GAVI HSS proposal and / or the cMYP as outlined in this application.

- **Chair of HSCC (or equivalent):** Name, Post, Organisation, Date, Signature

Members of the HSCC (or equivalent) endorsed this application at a meeting on The signed minutes are attached.”

This section should also include the name and contact details of the person for the GAVI Alliance Secretariat to contact in case of any queries. Please provide the following information:

- **Contact person:** Name, Post, Organisation, Tel No., Fax No., Address, Email

ANNEX Documents Submitted in Support of the GAVI CSO Support Application

Please submit the following documents with this application (in electronic copy if possible). Please number and list the documents in the table below:

Document (with equivalent name used in-country)	Available (Yes/No)	Duration	Attachment Number
Last CSO annual and audited report			
Registration document			
CSO constitution			
Strategic plan (if available)			
Reports of recent similar projects completed (if any)			
Reports of any external evaluations of the CSO (if any)			
Banking Form			

Application Form C for:

Civil Society Organisations to apply for GAVI Alliance support

Please fill in text directly in the boxes below, which can be expanded to accommodate your text by computer

Abbreviations and Acronyms

Please ensure that all abbreviations and acronyms presented in the application and supporting documents are included at the beginning of the application form.

Executive Summary (one page)

Please provide an executive summary of the proposal.

Section 1: Background (one page)

Please specify the scope of the organisation, including structure and objectives. Please indicate how your organisation is involved in, or contributing to immunisation, child health or health system strengthening. Please state the size of your organisation (staff and turnover), target groups and location of operation in the country. Please state if you currently work at a national / strategic level.

Section 2: Goal Analysis (half page)

Please clearly state the goals, objectives and expected results of the project or programme that you would like to be supported by the Health Sector Coordinating Committee with GAVI Alliance CSO Funds.

Section 3: Target group / participants (half page)

Please indicate the target group that the project is designed to reach. Please describe how they will participate in the implementation and follow-up of the project.

Section 4: Activities (one page)

Please provide a summary of the project that funding is required for in this section, and how these will support the cMYP and GAVI HSS proposal. Please then complete the table below to show the timetable for implementation of the major activities and the expected outcomes.

Timetable for implementation

Major activities	Expected outcomes		
	2007	2008	2009

Finally, please give details of the roles and responsibilities of the different stakeholders, and how the activities will be coordinated with partners (where relevant).

Section 5: Programme Implementation Plan (one page)

Please submit a Programme Implementation Plan for the entire duration of the support. Please decide the most appropriate framework for your plan, but ensure that it includes the following:

- Introduction: rationale and summary of expected results, objectives and milestones
- Specific activities for implementing the project and implementation schedule
- Organisation and management of the project
- Overall strategy to achieve results
- Specify how the project will support the cMYP and / or the GAVI HSS proposal
- Specify how this project will be coordinated with others, and the roles of key stakeholders

Section 6: Monitoring and Evaluation (half page)

Please describe how progress towards achievement of the goals and objectives will be measured. Please then select one indicator for each activity that reflects the indicators in the cMYP and / or the GAVI HSS proposal, and provide the following information for each one:

- Name of indicator

- Estimate of baseline
- Data source (if any)
- Date of baseline
- Target
- Date for target

Finally, please indicate the reporting procedures to be adopted and a plan for the final evaluation. The report should include a paragraph on progress on each of the activities plus key achievement and challenges. Please include a plan to specify how activities will be followed-up after completion.

Section 7: Risks and sustainability (half page)

Please describe any external and internal factors that may prevent the implementation of the activities, and a plan for attempting to deal with these risk factors. Please also describe how local capacity will continue to run these activities once the support from the GAVI Alliance has finished.

Section 8: Costs and sources of funding (one page)

The aim of this section is to calculate the costs of all activities for the duration of the project, as well as the sources of all funding (not only those requested from the GAVI Alliance CSO Fund).

In the table below, please indicate the sources of all funding, clearly indicating the total funds required from the GAVI Alliance CSO fund, and the source and amount of any additional funds.

Sources of funding for the duration of the project

Activity / Area for Support	FUNDING PER YEAR			TOTAL FUNDS
	2007	2008	2009	
GAVI Alliance CSO Support				
Other source:				
Other source:				
Other source:				
TOTAL FUNDS				

In the following table, please show the costs of all activities, whether they will be funded by the GAVI Alliance or not. Please add or delete rows to give the right number of activities. Please include all management costs and the cost of financial auditing when preparing the budget.

Cost of all activities for the duration of the project

Activity / Area for Support	COST PER YEAR	TOTAL
-----------------------------	---------------	-------

	2007	2008	2009	COSTS
Management costs				
Financing auditing costs				
TOTAL COSTS				

Section 9: Endorsement of the Application for Support

The Executive Director of the CSO should sign the application. In the case of a joint application, the senior official responsible for every organisation involved should sign. Please complete the following information and include as part of the application for support:

“..... [CSO Name] commits itself to achieving all the objectives outlined in this application. Performance will be reviewed annually through a transparent monitoring system.”

- **Executive Director of the CSO:** Name, Title, Signature, Date

This section should also include the name and contact details of the person for the HSCC to contact in case of any queries. Please provide the following information:

- **Contact person:** Name, Post, Organisation, Tel No., Fax No., Address, Email

ANNEX Documents Submitted in Support of the GAVI CSO Support Application

Please submit the following documents with this application (in electronic copy if possible). Please number and list the documents in the table below:

Document (with equivalent name used in-country)	Available (Yes/No)	Duration	Attachment Number
Last CSO annual and audited financial report			
Registration document			
CSO constitution			
Strategic plan (if available)			
Reports of recent similar projects completed (if any)			
Reports of any external evaluations of the CSO (if any)			
Banking Form			

BANKING FORMS

Banking Form for HSCC Applications to the GAVI Alliance Secretariat

Covering Letter

(To be completed by HSCC chair on letter-headed paper)

TO: Dr Julian Lob-Levyt
Executive Secretary
GAVI Alliance Secretariat
C/o UNICEF
Palais de Nations
CH 1211 Geneva 10
Switzerland

On the I received the original of the BANKING DETAILS form, which is attached.

I certify that the form does bear the signatures of the following officials:

	Name	Title
Government's authorizing official
Bank's authorizing official

Signature of UNICEF Representative:

Name

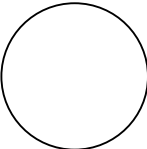
Signature

Date

SECTION 2 (To be completed by the Bank)

FINANCIAL INSTITUTION	CORRESPONDENT BANK <i>(In the United States)</i>
Bank Name:	
Branch Name:	
Address:	
City –	
Country:	
Swift code:	
Sort code:	
ABA No.:	
Telephone No.:	
Fax No.:	

I certify that the account No. is held by
(Institution name) at this banking institution.

The account is to be signed jointly by at least <i>(number of signatories)</i> of the following authorized signatories:	Name of bank's authorizing official:
1 Name:	Signature:
Title:	Date:
2 Name:	Seal:
Title:	
3 Name:	
Title:	
4 Name:	
Title:	

Banking Form for CSO Applications to the HSCC

Covering Letter

Please prepare a covering letter to the funding agency with the form below on letter-headed paper.

Banking Form

Name of funding agency

Banking Form

SECTION 1 (To be completed by the CSO)

Name of Institution: (Account Holder)
Address:
City – Country:
Telephone No.:
Amount:
Swift code:
Sort code:
ABA No.:
Telephone No.:
Fax No.:
For credit to:
Bank account title:
Bank account No.:
At: Bank's name:

This bank account must be used *exclusively* for this project⁹

By whom is the account audited?

Signature of CSO authorizing official:

Name:
Title:
Signature:
Date:

⁹ If it is not possible to set up a separate bank account, please include a justification (from an auditing company) that the finance system in operation to track the income and expenditure for this project at any given point in time is robust.