ASAP Webinar Series: COP20 Work Plans

—

June 10th, 2020

Agenda

Welcome, USAID & ASAP Announcements- *Debbie Kaliel, Catherine Brokenshire-Scott*

Overview and importance of S/GAC work plans - *Nida Parks*

COP20 Work Plan - *Erin Dunlap*
- Overview
- Program & Budget Narrative
- Budget and projected expenditure template
- Budget and projected expenditure template submission (DATIM)
- Resources

IM Example of Program Narrative (ASAP)- *Yonas Asfaw*

USAID Announcements (June 2020)
# - Debbie Kaliel

USAID OHA Implementing Partner Solution Platform Networks

The next round of topics will begin in mid-June covering the topics of:

- Risk Communication and Community Engagement Program Solutions – **June 10**
- Orphans and Vulnerable Children Program Solutions – **TBD**
- Follow-up on Supply Chain Solutions – **TBD**

Round 3 will being in June covering solutions in Asia

Resources from previous IP Solutions Calls
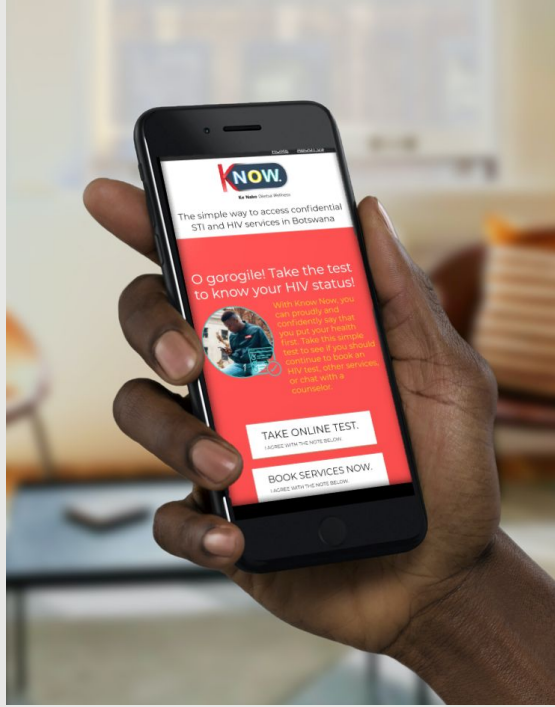
Gender Based Violence Programs– May 26 ([Webinar recording](#))
[Slide deck](#); [Notes](#)
Strategic Information Solutions– May 14 ([Webinar recording](#))
[Slide deck](#); [Notes](#)
Viral Load and Lab Solutions– April 30 ([Webinar recording](#))
[Slide deck](#); [Notes](#)
Testing and Linkage Solutions– April 28 ([Webinar recording](#))
[Slide deck](#); [Notes](#)
Facility Based Staffing Solutions– April 24 ([Webinar recording](#))
[Slide deck](#); [Notes](#)
Decentralized Drug Distribution– April 14 ([Webinar recording](#))
[Slide deck](#); [Notes](#)
Community And Social Distancing– April 15 ([Webinar recording](#))
[Slide deck](#); [Notes](#)

COVID-19 Technical Guidance for PEPFAR Programming

S/GAC continues to release updates every Wednesday and Friday at the website: www.state.gov/pepfar/coronavirus

June 5 release: Updates on DREAMS, Commodity delays in supply chain

June 3 release: Updates on clarification on housing referrals for Key Populations, Non-Medical Mask recommendations, ARV Delays, PPE Procurement

May 27 release: Updated guidance on Personal Protective Equipment (PPE)

USAID Resources for COVID-19

Resources on USAID's response efforts to COVID-19, please find the following information:

[USAID's COVID-19 Response](#)

[COVID-19 Unsolicited Proposal/Application Progress](#)

[COVID-19 Partner Resources Page](#)

[LearningLab COVID-19 Monitoring, Evaluation, and Learning Page](#)

[USAID's Business Forecast](#)

[New Partnerships Initiative](#)

[Doing Business with USAID](#)

[Guide for Adopting Remote Monitoring Practices during COVID-19](#)

[ProgramNet hosts a COR/AOR Central Webpage with COVID-19 guidance](#)

Additional Resources for COVID-19

WHO Disease Commodity Package
WHO COVID-19 Essential Supplies Forecasting Tool (ESFT)
WHO FAQs
UNICEF Oxygen Guidance
Diagnostics for COVID-19
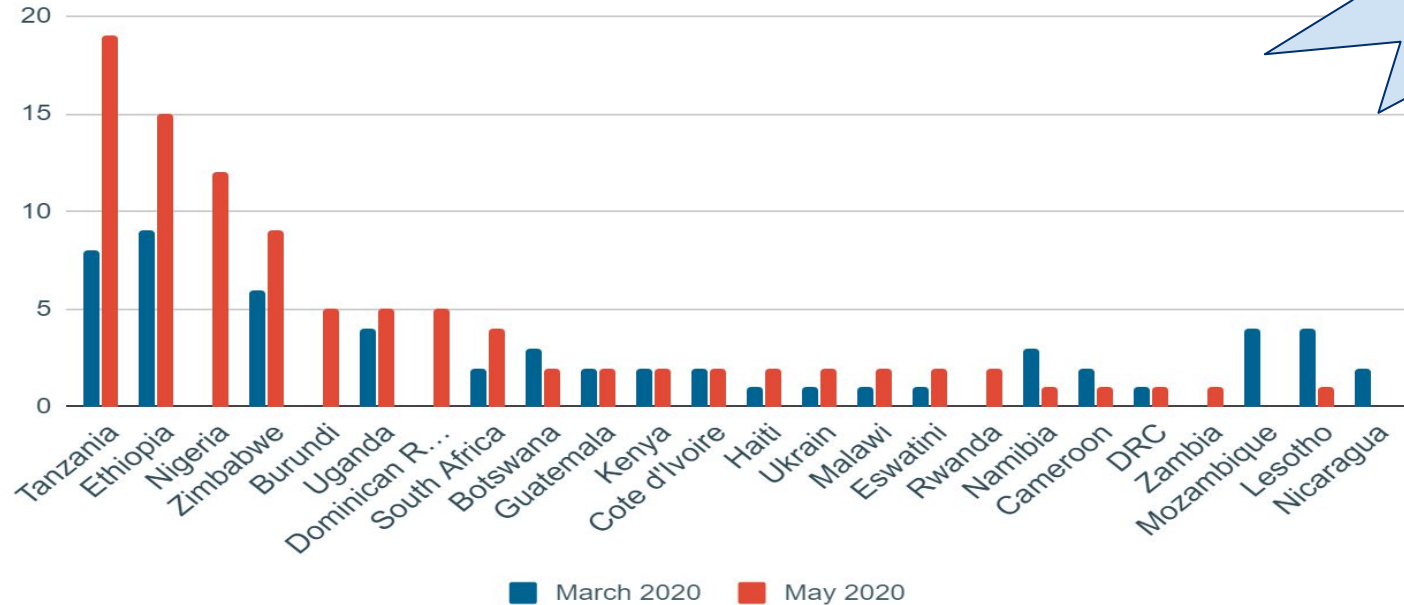Setting Up a Severe Acute Respiratory Infections Treatment Centre
Global Fund FAQs

ASAP COVID Survey – Responses by country
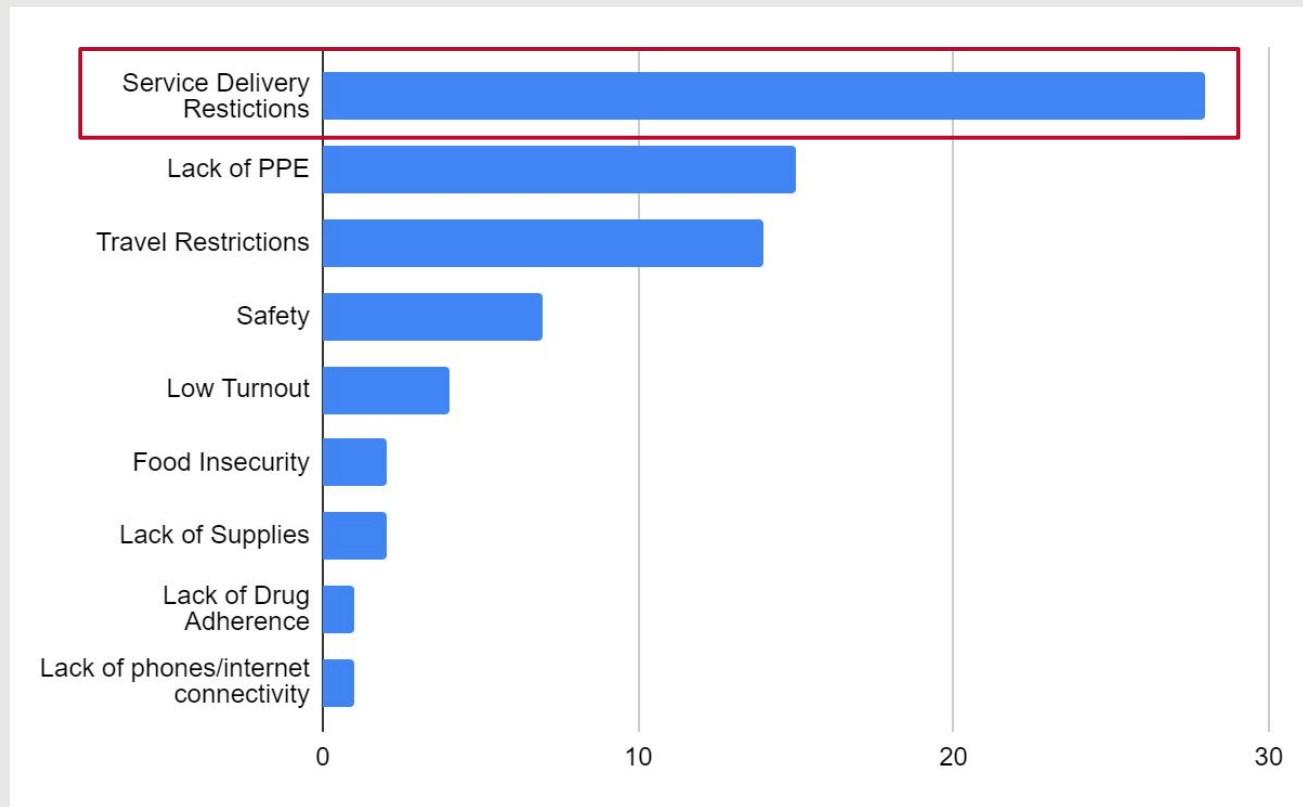
1st Survey (March) total 58 responses from 19 countries
2nd Survey (May) total 97 responses, from 23 countries

THANK YOU for your responses!

Common Barriers identified by Local Partners during COVID19

- **38% of responses noted direct service/project disruption**
- **20% of responses identified lack of PPE as a challenge**
- **Issues identified by respondents categorized into 9 themes**

Guidance to Local Partners from USAID Missions

Has the USAID Mission provided guidance on project implementation during COVID-19?
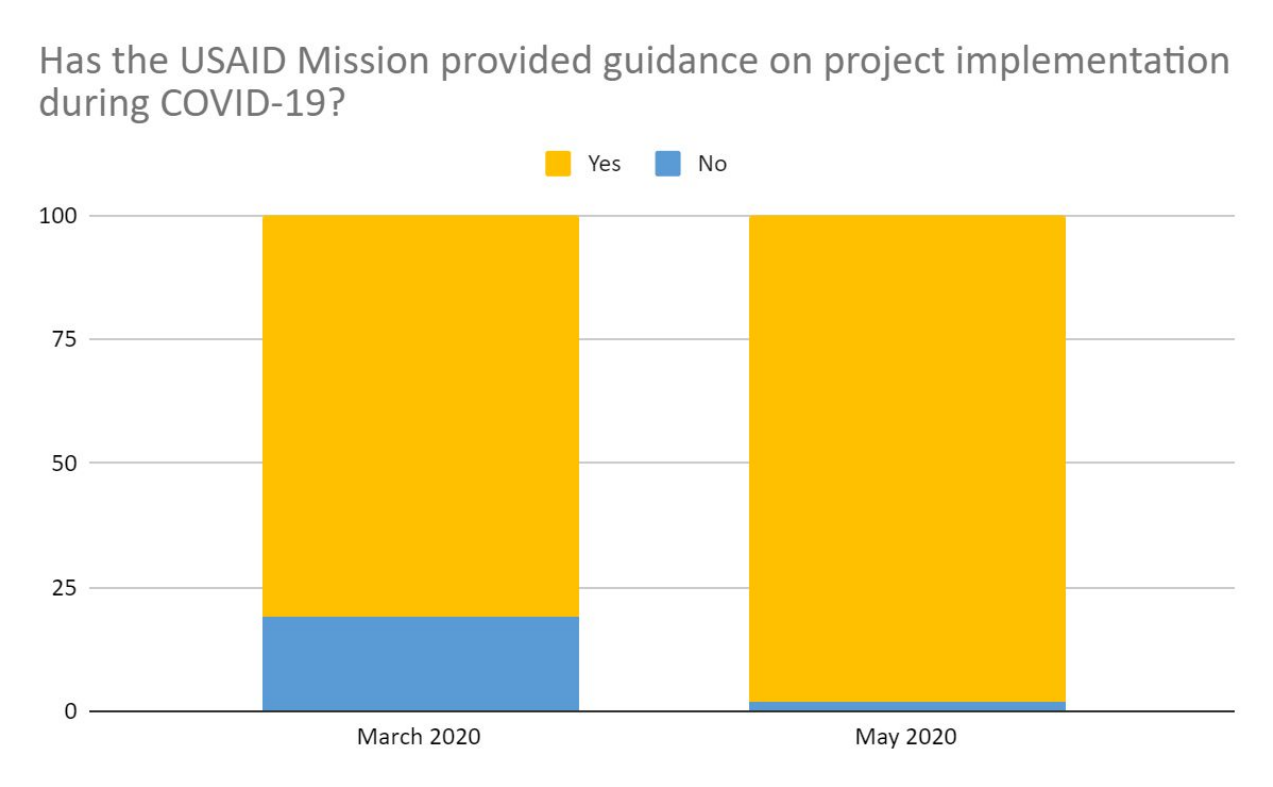
Are Local Partner Staff Working Remotely?

Percent of Staff Working Remotely
Nearly doubled from March to May 2020

65%

Some
63%

24%

12%

All
23%

None
14%

March

May
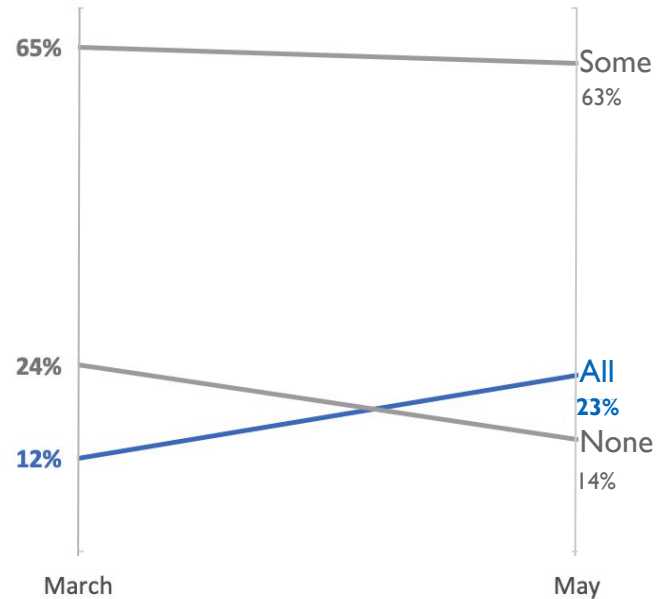
- Percent of Local Partner staff working remotely doubled from March to May

*ASAP dataset

What Have Local Governments Closed?
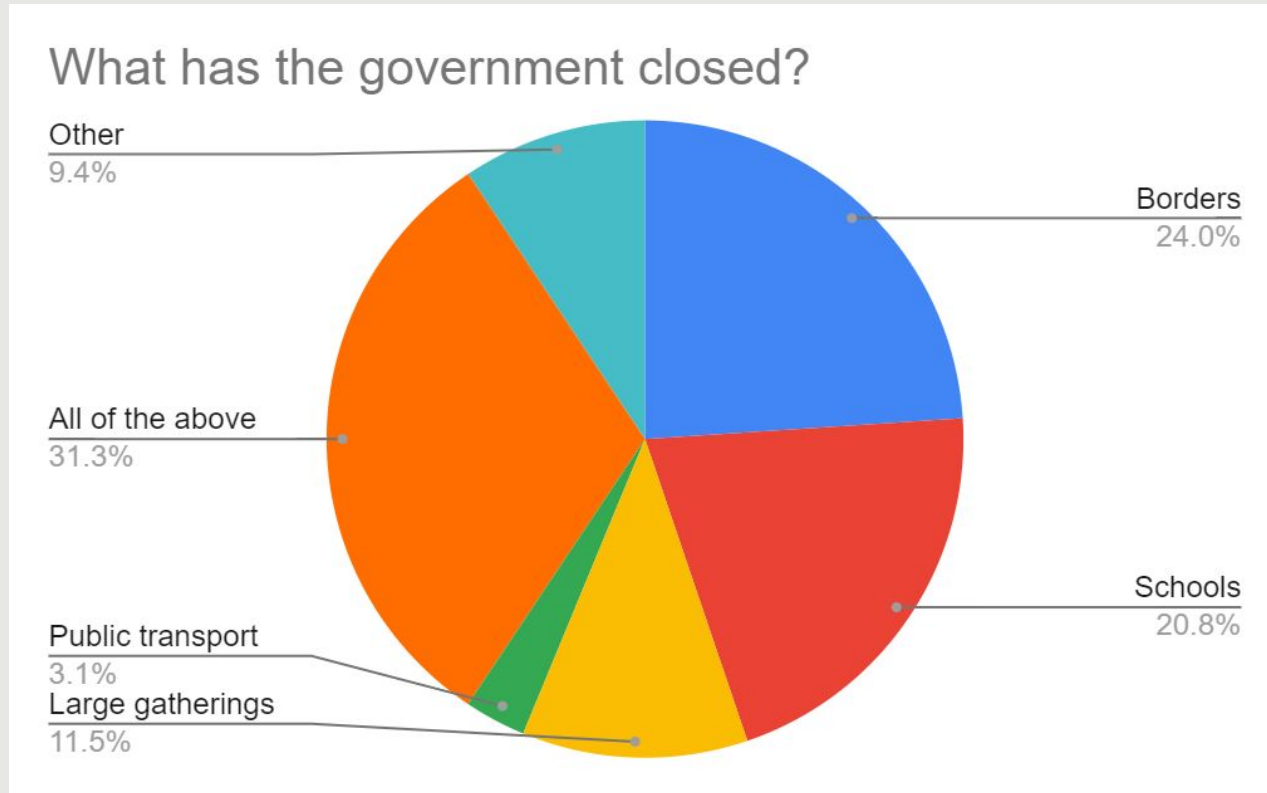
COVID-19 Survey Results – NEXT STEPS

- USAID/OHA leadership is concerned about bottlenecks and barriers partners are facing due to COVID-19;

  – ASAP survey data was shared with USAID Office of HIV/AIDS Front Office and USAID Missions in the field

  – Plans to share with S/GAC leadership and USAID Mission Directors later this summer

Our next English speaking webinar will be on **June 17th** on USAID Subaward Management

ASAP Webinar Series for 2020
USAID Award Management (English)
8:30 to 10:30 am (US EST)

Date	Topic
June 3	PLGHA and Compliance
June 10	S/GAC Work plans
June 17	Subaward Management – Creating, Pre-Award Assessments, Managing and Building Capacity
July 1	USAID Financial Policies, Internal Controls and Compliance (Repeat)
July 15	PEPFAR DATIM Reporting, Template Instructions, DQAs
July 22	Gender Equality and GBV Prevention and Response Services in USAID's PEPFAR Programs
July 29	Fraud: Preventing, WhistleBlower Programs, Detecting, Reporting, Investigating and Managing Cases
August 12	Understanding USAID's Journey to Self-Reliance
August 26	USAID's requirements on Collaboration, Learning and Adapting
September 9	PEPFAR Expenditure Reporting (Repeat)
September 23	Developing an Activity Monitoring, Evaluation and Learning Plan

Our next French speaking webinar is coming up on June 24th where we will be discussing Financial Management and Compliance

ASAP Webinar Series for 2020
USAID Award Management (French)
8:30 to 10:30 am (US EST)

Dates	Topics
May 21	USG Rules and Regulations
May 26	Description of FPD courses and launch of Open Enrollment
June 24	Financial Management and Compliance
July 23	PEPFAR DATIM Reporting Templates and Instructions
August 19	Fraud: Preventing, WhistleBlower Programs, Detecting, Reporting, Investigating and Managing Cases
September 16	PEPFAR Expenditure Reporting

COP20 Work Plan Overview & SUBMISSION Process

Erin Dunlap

PEPFAR Work Plan Overview

Objective:
Ensure planned implementing mechanism (IM) activities and budget are aligned to Country Operational Plan/Regional Operational Plan (COP/ROP20) strategic direction and program intent

Scope:
Work plans are <u>required</u> for all IMs with planned spending during COP20 (FY2021) implementation, regardless of award start date and funding year or funding source

Process:
Deadlines, elements, and review are directed by the Office of the Global AIDS Coordinator (S/GAC)

Note: S/GAC materials found on datim.zendesk.com may have different dates and methods of submission, please follow guidance and deadlines as communicated by your USAID A/COR

PEPFAR Work Plan Elements

1 **Program Narrative**

Explains how the IP will comply with management directives, and achieve targets, and above-site benchmarks in-line with the approved COP/ROP20

2 **Budget Narrative**

Description of how funds will be expended

3 **Budget & Projected Expenditure Template**

Allocation of budget amounts by intervention and cost category

Draft Work Plan Timeline & Review Process

Key Date / Deadline	Actions / Tasks
May 26	**SGAC** release work plan budget template & guidance
June 15	**IPs** submit completed IM Program Narratives, Budget Narratives, & Budget Templates to A/CORs via email for review
June 22 – July 15	**USAID Field & HQ** review and follow up with **IPs** for edits as necessary
By July 24	**IPs** upload Budget templates into DATIM (open date July 1st) **USAID Field & HQ** ensures completeness of OU submissions and submits all IM Program Narratives & Budget Narratives to SharePoint

You should work closely with your A/COR during the draft submission phase (May 26-June 15) to ensure all deliverables are in line with COP20 approved strategies.

USAID A/CORs will review and provide feedback as required after each draft submission

S/GAC Review and Final Submission *(August-September)*

1. USAID/HQ will submit the IM Program and Budget narratives to S/GAC for review via the PEPFAR SharePoint website by July 24.
2. S/GAC will share recommended edits with USAID by no later than August 21
3. A/COR will clear the revised documents per S/GAC's suggestions (if applicable) and send back to USAID for re-upload to the SharePoint NLT **September 18**

Note: S/GAC may elect not to provide comments for all work plan submissions. Only work plans that receive feedback must be revised and re-uploaded. The submission process for revised elements is the same as noted previously (requirements and review steps for the program narrative, budget narrative, and budget & projected expenditure template)

Questions?

S/GAC Work Plan - Program & Budget Narrative

Roles & Responsibilities in the Work Plan Process

Implementing Partners:
- Draft work plan deliverables
- Perform revisions as directed by USAID
- Submit draft work plan deliverables by the communicated deadlines
- Final submission of budget template in DATIM

USAID A/CORs & Approvers:
- Review draft deliverables submitted by IPs for completeness and alignment with COP20 approved strategies
- Communicate and coordinate with IPs for desired revisions
- Submit Program & Budget Narratives to S/GAC

S/GAC Approvers:
- Reviews work plan budget templates for alignment with COP/ROP strategy
- Grant final approval for COP20 work plans

1. Program Narrative - Core Components

Program narratives should include:

- The top-line targets as entered in DATIM and approved for FY2021 implementation (if applicable)
- Reflect the key activities and strategic alignment to the COP
- Acknowledge and detail changes to priority sub-national units (PSNU) and site coverage
  - Using the COP19 and COP20 sites by PSNU lists from DATIM, the work plans should indicate sites that are new (expansion) or discontinuing in COP19 and timeline and process for expansion or discontinuation
- Explain how expected benchmarks for above-site activities and outputs for the Surveys-Surveillance, Research, and Evaluation (SRE) activities will be achieved:
  - <u>Above-site</u>: activity category, activity description, proposed start/end dates, key system barrier addressed, indicators, COP20 benchmarks
  - <u>SRE</u>: activity type, project title, project lead, primary questions, proposed start/end dates, primary target populations, COP20 status (outputs) and how the project advances COP priorities

1. # Program Narrative – Core Components

Additionally, IPs should ensure program narratives also incorporate recommended USAID/OHA technical language and outline MER and custom indicators, where relevant:

- Client-Centered Care
- Service Delivery CQI
- Retention for Sustained VLS
- HTS efficiency by priority groups
- HIV Care and Treatment (DSD & MMD, U=U literacy, retention, OI tx)
- HRH aligned to COP priorities
- ARV drugs (optimized adult & peds)
- Recency & case based surveillance
- Surveillance & Public Health Response
- EMR/UI/data systems support

- VMMC $\geq$15 yrs old
- EID & ANC services
- TB Prevention, treatment, commodities
- PrEP
- DREAMS
- OVC testing, linkage, case management, violence prevention & services
- Cervical Cancer
- KP Index Testing
- Stigma, discrimination reduction & civil society engagement, community led monitoring

Note: Contact your USAID A/COR for guidance on the technical language and custom indicators that should be included in your Program Narrative.

1. # Program Narrative Format Examples

- **There is no required format or specific template for the Program Narrative section of COP20 Work Plans.**

- IPs may consult their A/COR for sample USAID PEPFAR templates and adapt as necessary

COP20 WORK PLAN

Prime Partner:
Primary Program Area:
October 1, 2020 – September 30, 2021
Submission Date:

_____

USAID AOR:
USAID Alternate AOR:
Submitted by:
[Partner]
Address:
E-mail:

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Element 2: Budget Narrative

Within the Work Plan budget narrative, IPs should explain the planned budget execution in FY2021 to achieve any targets and using the budget indicated, categorized by intervention and cost category. How will this budget result in meeting goals and targets?

There is no standard or required template for the budget narrative

Helpful Tips and Tricks: A/COR Perspective

- Be sure to have good communication with your A/COR early so that expectations are clear on formatting, content, and detail are clear

- If you have questions/concerns about targets and budgets that were set during COP20 planning raise those with your A/COR **ASAP** in order to have agreement and understanding for an on-time submission of June 15

- USAID is available to support you!

Questions?

S/GAC Work Plan Budget & Projected Expenditure Template

PEPFAR

Budget vs Expenditures in PEPFAR's Financial Framework

IPs should expect greater visibility and focus by the USG on comparing expenditures vs budget in total and at a program area level moving forward

	COP Budget (FAST) *USG*	Work Plan Budget *USG + IP*	Expenditure Reporting *IP*
	IM x Program Area x Beneficiary	*IM x Program Area x Beneficiary x Cost Category*	
COP 17/ FY 2018			$
COP 18 / FY 2019		*Optional*	$
COP 19 / FY 2020	$	*Optional*	$
COP 20/FY 2021	$	$	$

PEPFAR Financial Classification Framework

Structure by which funding for PEPFAR activities and services are:
- Uniformly organized
- Clearly identified
- Easily accounted for budgeting and reporting purposes
- Harmonized with Global Funding and UNAIDS financial classification structures.

PEPFAR funded activities and services are classified by:
- Organization classification: **Who is spending the money?**
- Program classification: **What was/is the purpose?**
- Beneficiary classification: **Who is benefitting?**
- Cost category: **What was/will be purchased?**

The unique combinations of programs and beneficiaries are referred to as "Intervention" and are the primary way all PEPFAR funding is classified.

For complete definitions of program areas, beneficiaries, and cost categories please refer to the 'PEPFAR Financial Classification Reference Guide" found on <u>*datim.zendesk.com*</u>*.*

Financial Classifications: Program Area

The Program classification is the broadest aggregation of PEPFAR efforts. The six major programs encompass everything PEPFAR does to achieve and sustain control of the HIV/AIDS epidemic.

Financial Classifications: Beneficiary

The beneficiary populations are the *intended* recipients of the PEPFAR programs.

Financial Classifications: Interventions

	Intervention 1	Intervention 2	Intervention 3	Intervention 4
Program Area	Testing	Socio-economic	Care & Treatment	Above-site
Subprogram Area	Community-based – Service delivery	Education assistance – Service delivery	HIV clinical services – Non-service delivery	HMIS, surveillance and research
Beneficiary Group	Key Pops	OVC	Non-targeted	Non-targeted
Sub - Beneficiary Group	Sex Workers	OVC	Not disaggregated	Not disaggregated

Interventions

For complete definitions of program areas, beneficiaries, and cost categories please refer to the 'PEPFAR Financial Classification Reference Guide" found on <u>datim.zendesk.com</u>.

Element 3: Budget & Projected Expenditure Template

COP20 Budget
in PEPFAR Financial Classification Structure

Program Area ✕ **Beneficiary** ✕ **Cost Category**

Determined by USAID field teams and approved by S/GAC during COP20 process and should be provided by your USAID PoC

Further disaggregated by partners into cost categories = "what we are buying"
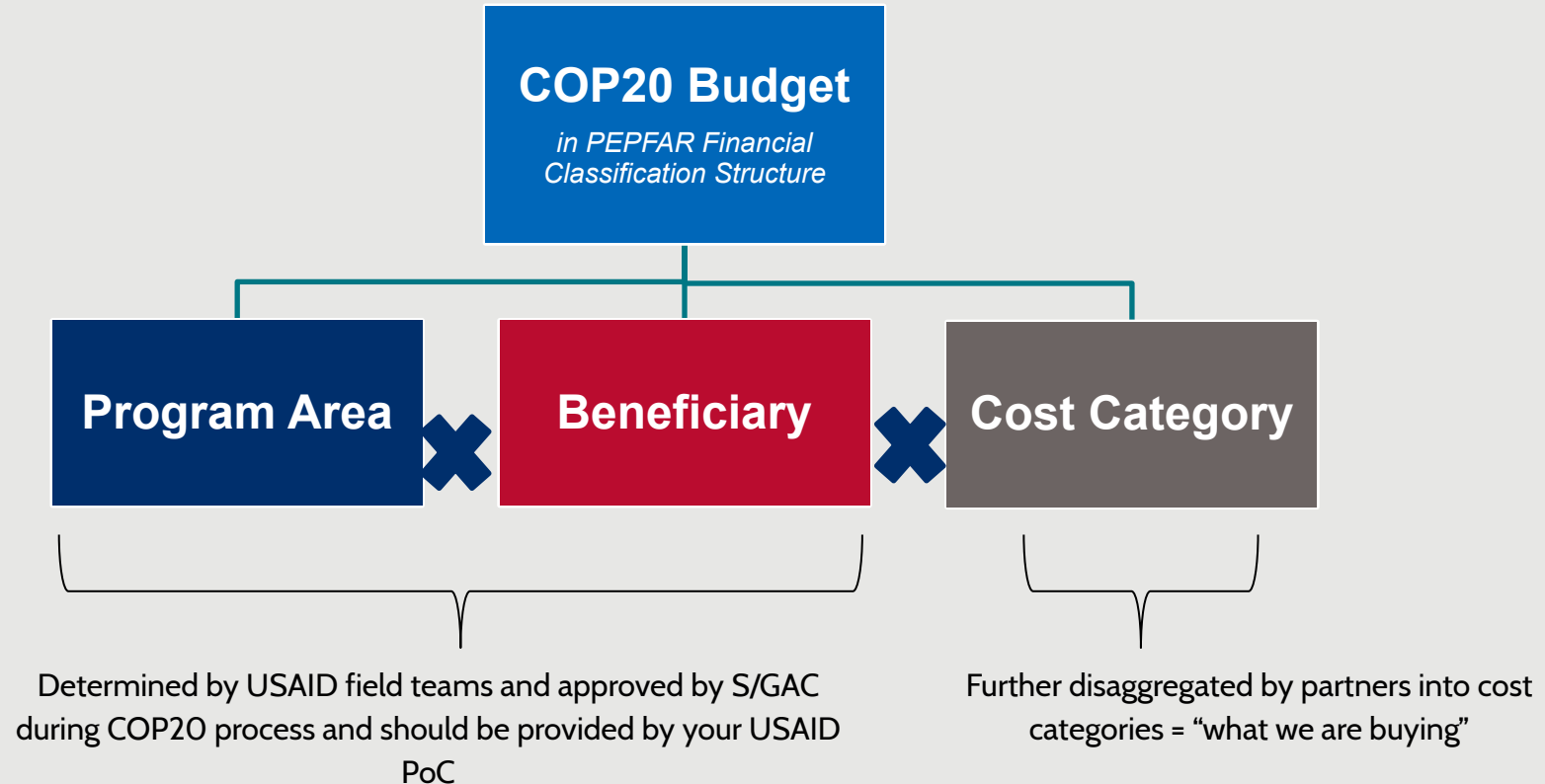
COP20 Work Plan Budget & Projected Expenditure Template

COP20 Budget & Projected Expenditure Template

What do I need to complete the COP20 Budget Template?

	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
Notes	*Program Management*			
Program Area	PM: IM Program Management-NSD			
Beneficiary	Non-Targeted Pop: Not disaggregated			
Cost Category	Program management Budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
Personnel: Salaries- Health Care Workers- Clinical	NA			
Personnel: Salaries- Health Care Workers- Ancillary	NA			
Personnel: Salaries- Other Staff				
Fringe Benefits				
Travel: International Travel				
Travel: Domestic Travel				
Equipment: Health Equipment				
	NA			
	NA			
...ical	NA			
...illary	NA			
	NA			
	NA			
		NA	NA	NA
Categories)	$0	$0	$0	$0

Example: COP20 Budget by Intervention

	Program Area: Sub Program Area-Service Level	Beneficiary: Sub Beneficiary	Total COP20 Budget for Intervention
1	PM: IM Program Management-PM	Non-Targeted Pop: Not disaggregated	$2,154,456
2	HTS: Community-based testing-SD	Non-Targeted Pop: Not disaggregated	$367,598
3	PREV: Not Disaggregated-SD	Females: Young women & adolescent females	$227,943
4	C&T: HIV Clinical Services-SD	Non-Targeted Pop: Not disaggregated	$636,555
Total			$ 3,386,552

hecks **Budget Template** ⊕

Template Completion: Metadata and Error Checks Tab

- Complete the first tab with the information specific to your mechanism
- Be sure to contact your A/COR if you are unsure of your Mechanism ID, DUNS Number, or Award Number

Template Completion: Budget Template Tab

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3	Notes			*Program Management*			
4	Program Area			PM: IM Program Management-NSD	HTS: Community-based testing-SD		
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated		
6	Cost Category			Program management Budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
7	Personnel: Salaries- Health Care Workers- Clinical			NA			
8	Personnel: Salaries- Health Care Workers- Ancillary			NA			
9	Personnel: Salaries- Other Staff						
10	Fringe Benefits						
11	Travel: International Travel						
12	Travel: Domestic Travel						
13	Equipment: Health Equipment						
14	Equipment: Non-Health Equipment						
15	Supplies: Pharmaceutical			NA			
16	Supplies: Health- Non Pharmaceutical			NA			
17	Supplies: Other Supplies						
18	Contractual: Contracted Health Care Workers- Clinical			NA			
19	Contractual: Contracted Health Care Workers- Ancillary			NA			
20	Contractual: Contracted Interventions			NA			
21	Contractual: Other Contracts						
22	Construction						
23	Training						
24	Subrecipient Total			NA			
25	Other: Financial Support for Beneficiaries						
26	Other: Other						
27	Indirect Charges				NA	NA	NA
28	Total Budget per Intervention (Sum of Cost Categories)			$0	$0	$0	$0

Metadata and Error Checks	**Budget Template**	⊕

1

Step 1. Enter in the program area + beneficiaries in rows 4 & 5 for each intervention in your budget

	Program Area: Sub Program Area-Service Level	Beneficiary: Sub Beneficiary
1	PM: IM Program Management-PM	Non-Targeted Pop: Not disaggregated
2	HTS: Community-based testing-SD	Non-Targeted Pop: Not disaggregated
3	PREV: Not Disaggregated-SD	Females: Young women & adolescent females
4	C&T: HIV Clinical Services-SD	Non-Targeted Pop: Not disaggregated
Total		

Example of an approved COP20 budget by intervention

Template Completion: Budget Template Tab

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3	**Notes**			*Program Management*			
4	**Program Area**			PM: IM Program Management-NSD	HTS: Community-based testing-SD	PREV: Not Disaggregated-SD	C&T: HIV Clinical Services-SD
5	**Beneficiary**			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Non-Targeted Pop: Not disaggregated
6	**Cost Category**			Program management Budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
7	Personnel: Salaries- Health Care Workers- Clinical			NA	$72,000		
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	$119,000		
9	Personnel: Salaries- Other Staff			$1,230,000	$14,872		
10	Fringe Benefits			$54,309			
11	Travel: International Travel			$43,988	$90,726		
12	Travel: Domestic Travel			$14,111	$24,000		
13	Equipment: Health Equipment						
14	Equipment: Non-Health Equipment						
15	Supplies: Pharmaceutical			NA			
16	Supplies: Health- Non Pharmaceutical			NA			
17	Supplies: Other Supplies						
18	Contractual: Contracted Health Care Workers- Clinical			NA			
19	Contractual: Contracted Health Care Workers- Ancillary			NA			
20	Contractual: Contracted Interventions			NA			
21	Contractual: Other Contracts						
22	Construction						
23	Training			$125,000	$47,000		
24	Subrecipient Total			NA			
25	Other: Financial Support for Beneficiaries						
26	Other: Other						
27	Indirect Charges			$687,048	NA	NA	NA
28	**Total Budget per Intervention (Sum of Cost Categories)**			**$2,154,456**	**$367,598**	**$0**	**$0**

Metadata and Error Checks | **Budget Template** | +

2

Step 2. Complete the template by entering in the budget for each intervention by cost category up to the amount approved by USAID

Template Completion: Budget Template Tab

	Program Area: Sub Program Area-Service Level	Beneficiary: Sub Beneficiary	Total COP20 Budget for Intervention
1	PM: IM Program Management-PM	Non-Targeted Pop: Not disaggregated	$2,154,456
2	HTS: Community-based testing-SD	Non-Targeted Pop: Not disaggregated	$367,598
3	PREV: Not Disaggregated-SD	Females: Young women & adolescent females	$227,943
4	C&T: HIV Clinical Services-SD	Non-Targeted Pop: Not disaggregated	$636,555
Total			$ 3,386,552

	A	B	C	D	E	F	G
1							
2				Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
3	Notes			*Program Management*			
4	Program Area			PM: IM Program Management-NSD	HTS: Community-based testing-SD	PREV: Not Disaggregated-SD	C&T: HIV Clinical Services-SD
5	Beneficiary			Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated	Females: Young women & adolescent females	Non-Targeted Pop: Not disaggregated
6	Cost Category			Program management Budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
7	Personnel: Salaries- Health Care Workers- Clinical			NA	$72,000		$179,000
8	Personnel: Salaries- Health Care Workers- Ancillary			NA	$119,000	$78,000	$99,000
9	Personnel: Salaries- Other Staff			$1,230,000	$14,872	$26,873	$34,000
10	Fringe Benefits			$54,309		$5,400	$40,000
11	Travel: International Travel			$43,988	$90,726		
12	Travel: Domestic Travel			$14,111	$24,000	$11,000	
13	Equipment: Health Equipment						
14	Equipment: Non-Health Equipment						
15	Supplies: Pharmaceutical			NA			
16	Supplies: Health- Non Pharmaceutical			NA			
17	Supplies: Other Supplies						
18	Contractual: Contracted Health Care Workers- Clinical			NA			$67,003
19	Contractual: Contracted Health Care Workers- Ancillary			NA			$32,019
20	Contractual: Contracted Interventions			NA			$4,302
21	Contractual: Other Contracts					$28,670	$3,295
22	Construction						
23	Training			$125,000	$47,000	$78,000	
24	Subrecipient Total			NA			$177,936
25	Other: Financial Support for Beneficiaries						
26	Other: Other						
27	Indirect Charges			$687,048	NA	NA	NA
28	Total Budget per Intervention (Sum of Cost Categories)			$2,154,456	$367,598	$227,943	$636,555

Step 3. The Total Budget row will auto-calculate as budget is entered into rows 7-27

**Be sure to check each intervention budget matches what was approved by USAID

3

Metadata and Error Checks | **Budget Template** | ⊕

Template Completion: Budget Template Tab

Template Updates for COP20

- Mirrors ER data collection template, most significant revisions include:
  - Revised cost categories for Personnel & Contractual
  - Program Management–Closeout Costs designation
- Refer to the *'PEPFAR Financial Classification Reference Guide" found on* datim.zendesk.com

Questions about your COP20 approved budget?

- Reach out to your A/COR and discuss your questions or concerns <u>in advance</u> of the June 15th deadline
- No additional interventions should be added / modified without prior discussion first
- Proposed budget shifts will need to go through an additional approval process

	Program Management	Categorization of Intervention 2
Notes	*Program Management*	
Program Area	PM: IM Program Management-NSD	PM: IM Closeout costs- NSD
Beneficiary	Non-Targeted Pop: Not disaggregated	Non-Targeted Pop: Not disaggregated
Cost Category	Program management Budget	Budget against Intervention 2
Personnel: Salaries- Health Care Workers- Clinical	NA	
Personnel: Salaries- Health Care Workers- Ancillary	NA	
Personnel: Salaries- Other Staff		
Fringe Benefits		
Travel: International Travel		
Travel: Domestic Travel		
Equipment: Health Equipment		
Equipment: Non-Health Equipment		
Supplies: Pharmaceutical	NA	
Supplies: Health- Non Pharmaceutical	NA	
Supplies: Other Supplies		
Contractual: Contracted Health Care Workers- Clinical	NA	
Contractual: Contracted Health Care Workers- Ancillary	NA	
Contractual: Contracted Interventions	NA	
Contractual: Other Contracts		
Construction		
Training		
Subrecipient Total	NA	
Other: Financial Support for Beneficiaries		
Other: Other		
Indirect Charges		NA
Total Budget per Intervention (Sum of Cost Categories)	$0	$0

Validations Errors in the Budget Template

	Program Management	Categorization of Intervention 2	Categorization of Intervention 3	Categorization of Intervention 4
Notes	*Program Management*			
Program Area	PM: IM Program Management-NSD	PREV: VMMC-SD	C&T: HIV Clinical Services-SD	
Beneficiary	Non-Targeted Pop: Not disaggregated	Females: Not disaggregated	Females: Young women & adolescent females	Females: Not disaggregated
Cost Category	Program management Budget	Budget against Intervention 2	Budget against Intervention 3	Budget against Intervention 4
Personnel: Salaries- Health Care Workers- Clinical	NA	$72,000		$179,000
Personnel: Salaries- Health Care Workers- Ancillary	NA	$119,000	$78,000	$99,000
Personnel: Salaries- Other Staff		$14,872	$26,873	$34,000
Fringe Benefits			$5,400	$40,000
Travel: International Travel		$90,726		
Travel: Domestic Travel		$24,000	$11,000	
Equipment: Health Equipment				
Equipment: Non-Health Equipment				
Supplies: Pharmaceutical	NA			
Supplies: Health- Non Pharmaceutical	NA			
Supplies: Other Supplies				
Contractual: Contracted Health Care Workers- Clinical	NA			$67,003
Contractual: Contracted Health Care Workers- Ancillary	NA			$32,019
Contractual: Contracted Interventions	NA			$4,302
Contractual: Other Contracts			$28,670	$3,295
Construction				
Training		$47,000	$78,000	
Subrecipient Total	NA			$177,936
Other: Financial Support for Beneficiaries				
Other: Other				
Indirect Charges		NA	NA	NA
Total Budget per Intervention (Sum of Cost Categories)	**$0**	**$367,598**	**$227,943**	**$636,555**

Metadata and Error Checks   **Budget Template**   ⊕

Potential errors in entry:
- No Program Management $$$
- Impossible program area + beneficiary combinations
- Incomplete interventions
- Missing or incorrect metadata such as mechanism ID or DUNS number

Validations Errors in the Budget Template

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
6	Prime DUNS Number											Data Set					
7	Reporting Period						FY21										
8																	
9											ERROR CHECKS						
10	Does the Prime DUNS number fail to meet data entry criteria? (Exactly nine digits and cannot be 000000000)											Yes, the prime DUNS number fails to satisfy the data entry criteria. Use leading zeroes if					
11																	
12	Does the program management budget still need to be entered?											Yes, the program management budget still need to be entered in Intervention 1.					
13																	
14	Have interventions been defined with incomplete program area and beneficiary information?											Yes, there are intervention(s) that have not been fully defined. This will cause an error w					
15																	
16	If yes, which intervention(s) have not been		1	2	3	4	5	6	7	8	9	10	11	12	13	14
17	fully defined?						X									
18																	
19	Have very unlikely combinations of program area and beneficiaries been selected?											Yes, very unlikely combinations have been selected. This will produce a warning when up					
20																	
21	If yes, in which intervention(s) do very		1	2	3	4	5	6	7	8	9	10	11	12	13	14
22	unlikely combinations exist ?					X										
23																	

Metadata and Error Checks | Budget Template | ⊕

Questions?

S/GAC Budget & Projected Expenditure Template SUBMISSION
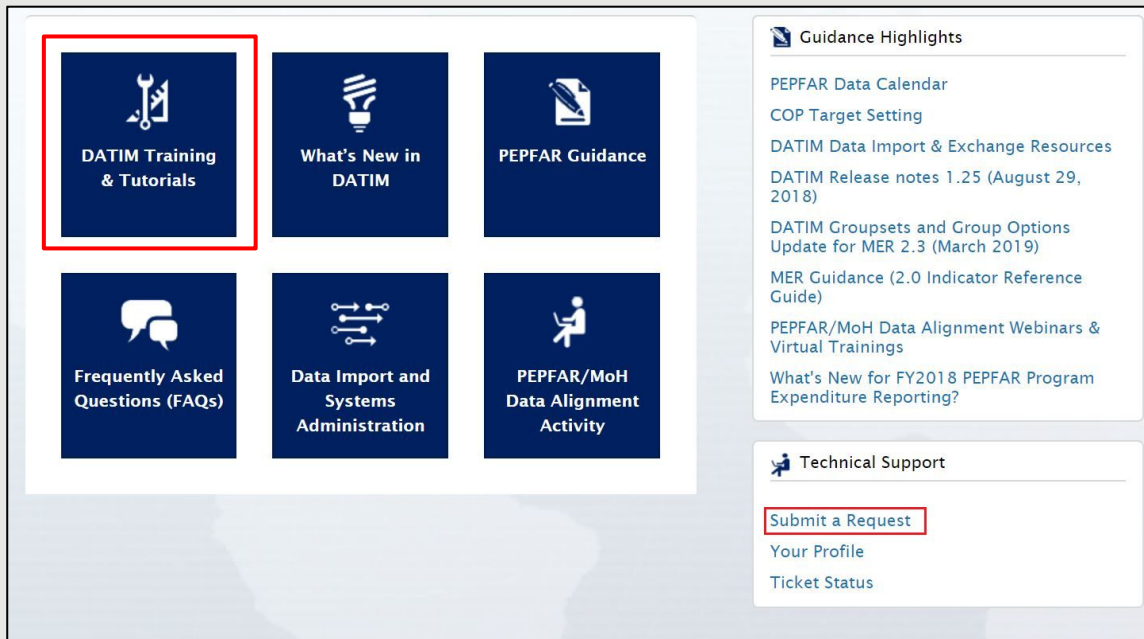
DATIM Accounts & Submission

- At least one person from your organization will need to have a registered ER/Budget DATIM account in order to successfully upload and submit your template between July 1-24

- If you <u>have</u> submitted a FY19 ER template:
  - With an existing DATIM account with ER data, access will be granted Work Plan budget data access automatically
  - User who have submitted ER templates in the past will automatically have their DATIM accounts reactivated for work plan budget submission.

- If you <u>have not</u> submitted a FY19 ER template:
  - Users without existing DATIM accounts will need to request a new account.
    - Register at https://register.datim.org/ to be request your organization's OU-specific DATIM administrator

Template Upload & Submission in DATIM

- Once your A/COR has given you the approval of your budget template it will need to be <u>uploaded and submitted</u> in DATIM. This is a two-step process.
- There are step-by-step instructions on how to upload and submit your budget template on datim.zendesk.com
- Contact your A/COR with any questions on DATIM accounts and template submission

Instructions for IP Users Guidance: datim.zendesk.com

Helpful Tips and Tricks

- Ensure you have entered COP20 budget data on the **current version of the budget template downloaded from datim.zendesk.com**! Invalid templates will result in starting over.
  - You cannot enter COP20 budget data on your ER19 template
  - Do not attempt to unlock or overwrite the file
- DATIM has some basic validation checks built into the system that will prevent successful upload if a template has errors:
  - Missing information on metadata tab (mech id, DUNS, award #)
  - Missing Program Management $$$ entered
  - Negative, non-numeric values
- The DATIM help desk/technical support is very helpful! Don't hesitate to submit a request for support on the datim.zendesk.com homepage if you get stuck!

DATIM will be open July 1-24 for template submission, however do not wait until July 24th to upload and submit your budget template!!

Questions?

COP20 Work Plan RESOURCES

S/GAC Work Plan Resources

S/GAC will publish updated guidance and instructions documents on a rolling basis on datim.zendesk.com

USAID-Specific Additional Guidance / Notes

- Please consult your USAID Point of Contact (A/COR) for guidance on program narrative and budget narrative requirements and any IM-specific changes to submission timeline.
- Request your COP20-approved targets and budgets from your USAID A/COR. Alternatively targets can be downloaded using DATIM Genie.
- "What's New for COP20 Work plan budget process" FAQ document disseminated from USAID/HQ
- USAID recommended technical language and guidance on metrics/custom indicators for program narratives, requested from your A/COR

- S/GAC has not issued specific guidance on highlighting/accounting for COVID mitigation activities within work plan narratives or budgets. IPs should use their discretion in factoring in COVID mitigation strategies when composing program and/or budget narratives and consult with AOR/CORs as needed.
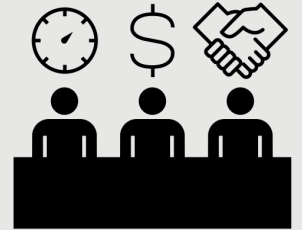
Example from IM - Program Narrative from ASAP/Ethiopia
(Yonas Asfaw)

Introduction and Overview

Accelerating Support to Advanced Local Partners (ASAP) is a three-year Task Order contract (AID-OAA-I-14-00031) for the United States Agency for International Development (USAID), under the Technical Assistance Support Contract 4 (TASC4) Africa IDIQ with a ceiling of $38,500,000. ASAP is one of the four new global projects supporting USAID to meet the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) target of 70% local prime partner funding by COP 2020, while accelerating progress toward epidemic control and achieving PEPFAR's 95-95-95 goals. ASAP will focus specifically on rapidly preparing local organizations, and in some cases national government entities, to have the capabilities and resources to serve as prime partners for USAID/PEPFAR programming, in compliance with USAID and PEPFAR procedures, for PEPFAR program implementation in FY20 and FY21. ASAP will focus on the 23 PEPFAR long-term strategy support countries and 28 Strategic and Technical Alignment for Results (STAR) countries in sub-Saharan Africa over three years. ASAP has two Strategic Objectives:

1. Strengthen Local Partners as they transition to receive PEPFAR funding as a USAID Prime Partner to comply with regulations

2. Prepare Local Partners to directly manage, implement, and monitor PEPFAR programs, and maintain consistent PEPFAR program achievement and quality

Introduction and Overview (cont)

The ASAP consortium is led by IntraHealth International as the Prime and includes major subcontractor Pact, and technical assistance (TA) service providers DAI, Foundation for Professional Development (FPD), Global Communities, and US small business Ona Systems, Inc.

The USAID Accelerating Support to Advanced Local Partners (ASAP) has received funding from USAID Ethiopia (Oct 2019 to Sept 2020) to support 10 USAID Ethiopia local implementing partners (LIPs) to strengthen their financial management capacity and compliances with USAID regulations as well as strengthening award management and program performance management capacity to manage, implement, monitor and deliver on PEPFAR programs. The 10 LIPs are receiving Fixed Amount Award (FAA), and some are expected to prime future USAID cooperative agreement or grant. In COP20 ASAP will continue providing targeted capacity development technical assistance to existing LIPs and new LIPs that the mission may add as a prime recipient.

Target and Scope

In COP20 ASAP will build up on the progress made in year one of implementation and continue providing targeted embedded capacity development technical assistance to the current LIPs and/or any new LIPs that USAID plan to fund in COP20. The embedded TA will focus on areas that need continuous improvement and more capacity support for existing LIPs as well as targeted TA based on NUPAS Plus capacity assessment for additional LIPs that USAID might consider for prime award. In COP 20 the ASAP embedded technical advisors will work closely and collaborate with the relevant LIPs staff to transfer knowledge and skill and build capacity through mentoring, coaching and engaging in participatory process. This will help to ensure the changes introduced in year one to be institutionalized within the organization system and processes for sustained impact and demonstrate capacity and strong system to be able to comply with USAID regulations. ASAP will also provide targeted trainings on selected topics specifically for new LIPs that USAID may consider as prime recipient COP20.

Goal/purpose, Strategic Objectives, Activity

The overall purpose of this ASAP Task Order is to rapidly prepare Local Partners to have the capabilities and resources to serve as Prime Partners for USAID/U.S. President's Emergency Plan for AIDS Relief (PEPFAR) programming, in compliance with USAID and PEPFAR procedures, for PEPFAR program implementation in FY20 and FY21. ASAP has two Strategic

Objectives:

- 1. Strengthen Local Partners as they transition to receive PEPFAR funding as a USAID Prime Partner to comply with regulations

- 2. Prepare Local Partners to directly manage, implement, and monitor PEPFAR programs, and maintain consistent PEPFAR program achievement and quality.

Activity Achievements in FY20

- Signed MOU with each LIPs to set expectations and build trust

- Hired Six Capacity Development Advisors to provide embedded TA

- Conducted NUPAS assessment for one LIP and rapid NUPAS Plus for nine LIPs

- LIP specific Capacity Development Plan developed and used it to provide ongoing embedded TA as well as to regularly monitor progress and make necessary revision to ensure the TA is addressing the needs and gaps of the organizations.

- Onsite/embedded capacity development TA provided to each LIPs addressing capacity gaps and strengthening their organizational systems and processes under SO1 and SO2

- Supported LIPs to have functioning website and data and information/data security system

- Supported LIPs to develop data quality and data use strategy plan

- Conducted offsite trainings to LIPs finance, grant, program management and M&E staff on USAID award management and compliance, financial management, internal control, ethics and fighting fraud, standard mandatory provisions, project management, data quality and data use, M&E, data visualization, advanced excel.

- At the end of the current funding period ASAP will be conducting full NUPAS Plus (ASAP Capacity Assessment tool) to measure progress and changes as well as to identify areas that required continuous technical assistant to ensure the LIPs have strong system ready and capable to manage USAID award and comply with regulations and implement, monitor and achieve PEPFAR results.

FY21 PLANNED ACTIVITIES

In COP 20 ASAP will build on the progress made in the first year and continue providing targeted capacity development support to the current LIPs and/or any new LIPs that USAID plan to fund as prime recipient. ASAP will put more emphasis on supporting implementation and institutionalization of system, processes and procedures that has been established or enhanced during year 1. The embedded TA will focus on areas that need continuous improvement and more capacity support for existing LIPs as well as targeted TA based on NUPAS Plus capacity assessment for additional LIPs. In COP 20 the ASAP embedded technical advisors will work closely and collaborate with the relevant LIPs staff to transfer knowledge and skill and build capacity through mentoring, coaching and engaging in participatory process. This will help to ensure the changes introduced in year one to be institutionalized within the organization system and processes for sustained impact and demonstrate capacity and strong system to be able to comply with USAID regulations. ASAP will also provide targeted trainings on selected topics including financial/award management and compliance specifically for new LIPs that USAID may consider as prime recipient COP20.

ASAP will extend the contract for the current Capacity Development Advisors to continue providing embedded TA. Specific activities are listed below under each strategic objective:

Strategic Objective #1 – Planned Activities in FY21

- Embedded TA and training on award management and compliance to USAID regulations and local government requirements
- TA improving financial, administration, and procurement management system including support implementation of International Public Service Accounting System (IPSA), audit management, fighting fraud, cost allocation practices
- Program and project performance management and data quality assurance and improvement TA
- Strategic planning and business development TA including resource mobilization and preparation and submission of proposals.
- Improving human resource management system and process including developing JDs, recruitment, retention mechanism and establishing Whistleblower policy and reporting system as well as gender-smart policies, procedures and analysis
- Governance and leadership and strengthening board management and engagement
- Continuous assessment, documentation and re-planning for targeted capacity improvement support

Strategic Objective 1: Planned Activities in FY21

- Ensure LIPs continued participation in the monthly Webinar ASAP organizes on different topics where the LIPs learn from experts on USAID regulations as well as the lessons from other USAID local partners experiences in different countries
- Continue strengthening coordination with USAID international IPs to avoid duplication of effort and resource
- Conduct NUPAS Plus assessment to newly added LIPs to identify capacity gaps, develop Capacity Development Plan and provide embedded TA as well as provide selective and targeted offsite and online trainings in the area of financial management, compliances to USAID regulations, monitoring and evaluation and program management.
- Monitor and provide required TA in the implementation of improved system, processes and procedures
- Institutionalizing of system and processes established/strengthened in year 1
- Instituting and implementing Whistleblower policy and reporting system
- Simplifying and automating business processes e.g. procurements, logistics, timesheet
- Support with PEPFAR Expenditure Analysis and Expenditure Reporting

Strategic Objective 2: Prepare Local Partners to directly manage, implement, and monitor PEPFAR programs, and maintain consistent PEPFAR program achievement and quality.

- TA on program and project performance management and data quality assurance and improvement
- Establishing/strengthening system and process for data/information management and use for program improvement and decision making
- Strengthen LIP capacity in Communication, Knowledge Management and database management
- Strengthen data and information security system including IT system maintenance and backup system
- Continuous assessment, documentation and re-planning for targeted capacity improvement support
- Establish/strengthen Community of Practices and peer learning among the LIPs
- Continue strengthening coordination with USAID international IPs to avoid duplication of effort and resource
- Monitor and provide required TA in the implementation of improved system, processes and procedures
- Support management of NUPAS Plus database system developed in year 1
- Strengthening and institutionalizing data use culture and reporting system
- Conduct follow up end line NUPAS Plus assessments to measure capacity improvement using key benchmarks and document changes for future planning

Project Performance Monitoring and Deliverables

ASAP will monitor its performance based on the indicators set under its Activity Monitoring Evaluation Learning Plan (AMELP). ASAP will use the baseline HP+ landscape analysis, rapid NUPAS plus assessment, Capacity Development Plan and routine monitoring to track progress, document changes and report against indicators: The followings are key deliverables:

1. Baseline NUPAS Plus Assessment for newly added LIPs

2. Follow up end line NUPAS Plus Assessment

3. Capacity Development Plan for each LIPs

4. Integrating Gender Equity Strategy for LIPs

5. Final website and data security system for each LIPs

6. Data quality and data use plan for each LIPs

7. NUPAS Plus database

8. Quarterly Progress Report

Q&A