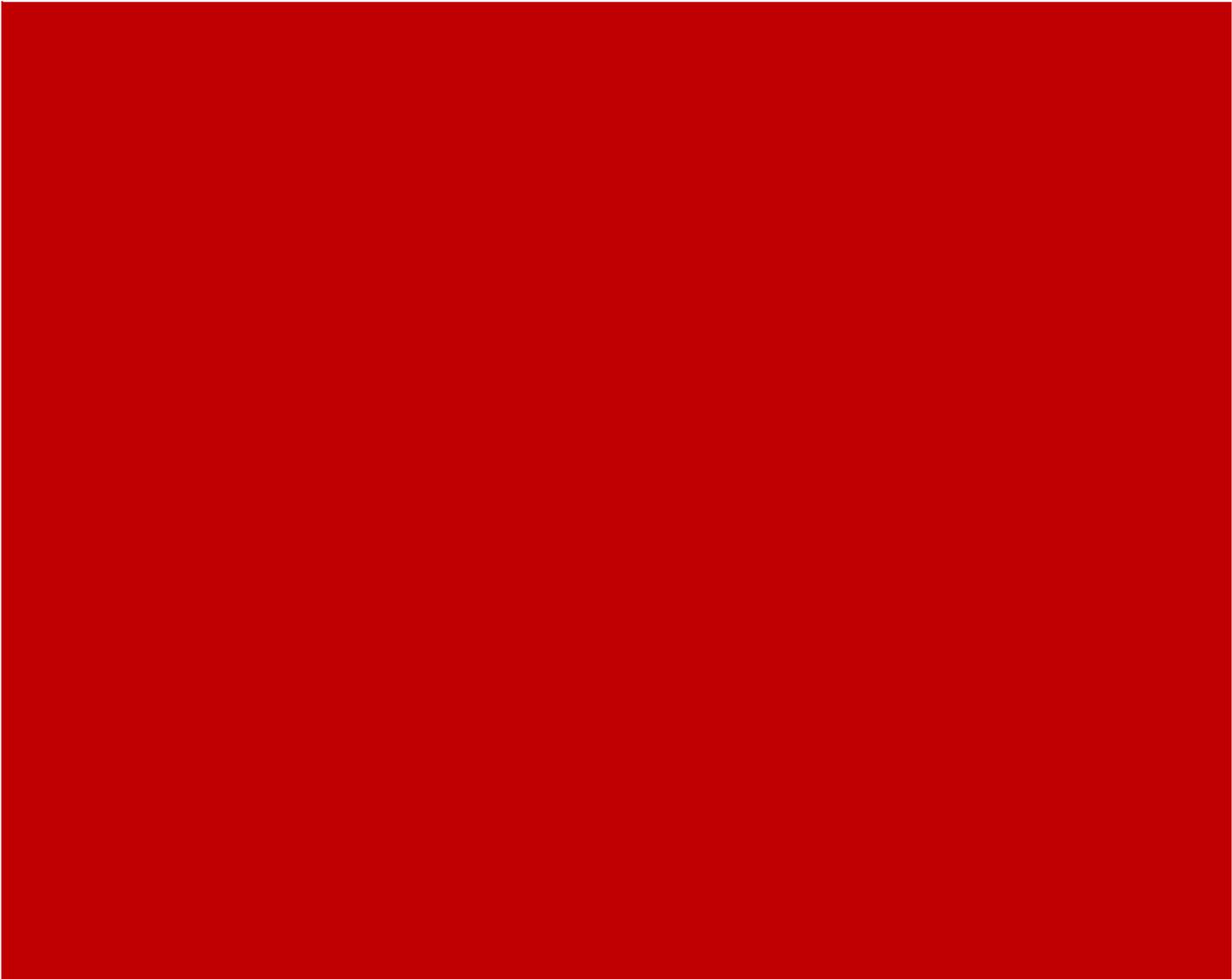




STOP TB PARTNERSHIP

STANDARD OPERATING PROCEDURES MANUAL



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Abbreviation and Acronyms

AO	Administration Officer
CCM	Country Coordinating Mechanism
CFCS	Challenge Facility for Civil Society
CFP	Call for Proposals
COA	Chart of Account
CPH	Copenhagen
CTO	Compensatory Time Off
DOA	Delegation of Authority
DT	Duty Travel
EC	Executive Committee
ECPO	Executive Chief Procurement Officer
ES	Executive Secretary
FMS	Financial Management System
FTA	Fixed Term Appointment
GAL	Grant Agreement Letter
GCTA	Global Coalition of TB Activists
GDF	Global Drug Facility
GLS	Global Leave System
GMS	Grant Management System
GPRS	Global Personnel Recruitment System
GSA	Grant Support Agreement
GVA	Geneva
GVAC	UNOPS Geneva Office
HQCPC	Headquarters Contracts and Property Committee
HR	Human Resources
ICA	Individual Contractor Arrangement
IICA	International Individual Contractor Arrangement
IT	Information Technology
JD	Job Description
LICA	Local Individual Contractor Arrangement
LCPC	Local Contracts and Property Committee
LOI	Letter of Intent
LTA	Long Term Agreements
PA	Procurement Authority
PER	Performance Evaluation Report
PC	Petty Cash
PCC	Petty Cash Custodian
PMT	Portfolio Management Team
PRA	Performance and Results Assessment
PRC	Program Review Committee
PRF	Product Request Form
PSG	Program Steering Group (TB REACH)
RFGA	Request for Grant Award

SOP	Standard Operating Procedures
STBP	Stop TB Partnership
TA	Temporary Appointment
TB	Tuberculosis
TORS	Terms of Reference
UN	United Nations
UNOPS	United Nations Office for Project Services
VA	Vacancy Announcement
VPO	Volume Purchase Orders
WHO	World Health Organization

Introduction

The Stop TB Partnership (STBP) is a global multi-stakeholder partnership established in 2000 with the recognized mandate as a unique international body having the power to align actors all over the world in the fight against tuberculosis (TB).

Since 1 January 2015, the United Nations Office for Project Services (UNOPS) administers and supports the Secretariat, which is based in Geneva, Switzerland.

The Standard Operating Procedures Manual (SOP) is a guide that establishes the procedures to be followed in carrying out a given operation or in a given situation for the Secretariat. It outlines the Secretariat's processes within the overall framework of UNOPS' rules, regulations and policies.

The SOPs may be updated at any time at the Executive Secretary's (ES) discretion to reflect developments in the Secretariat's operations, changes resulting from Board decisions and/or changes in UNOPS' rules and regulations.

Governance Structure

The Stop TB Partnership's Governance Manual approved by the Coordinating Board at its 23rd meeting in July 2013 details the governance arrangements of the STBP.

The CB has a responsibility towards:

- a) the global TB community in order to build awareness, facilitate consensus on strategy, and identify key strategic issues affecting TB and
- b) the Secretariat to set strategic direction, provide oversight and guidance, support financing and fundraising for the Stop TB Partnership Secretariat and approve budgets.

The CB will generally meet every nine months, but may adjust the frequency of meetings as necessary.

The CB consists of 27-29 members and is composed of a mix of fixed and rotating seats.

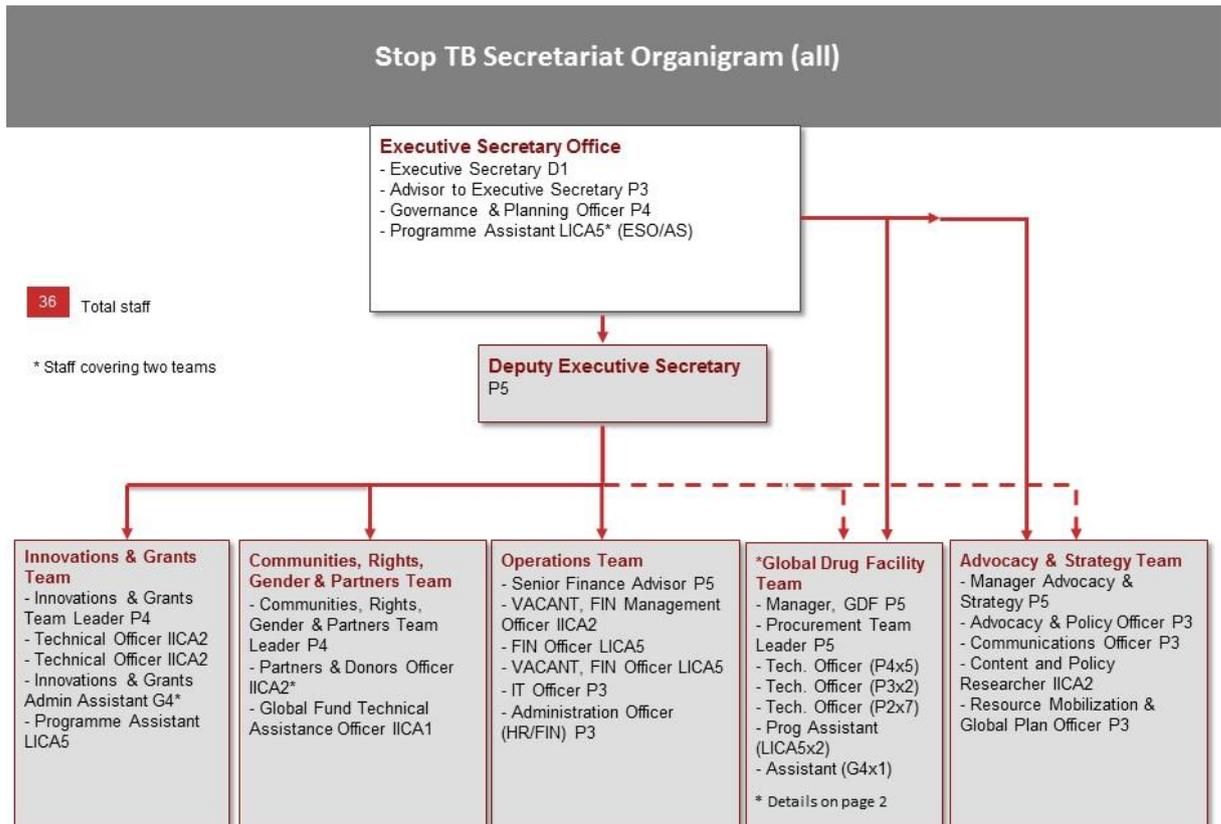
The Executive Committee (EC) is a standing committee of the CB that provides regular oversight of the Secretariat, prepares CB meetings, and makes decisions when specifically delegated the authority to do so by the CB.

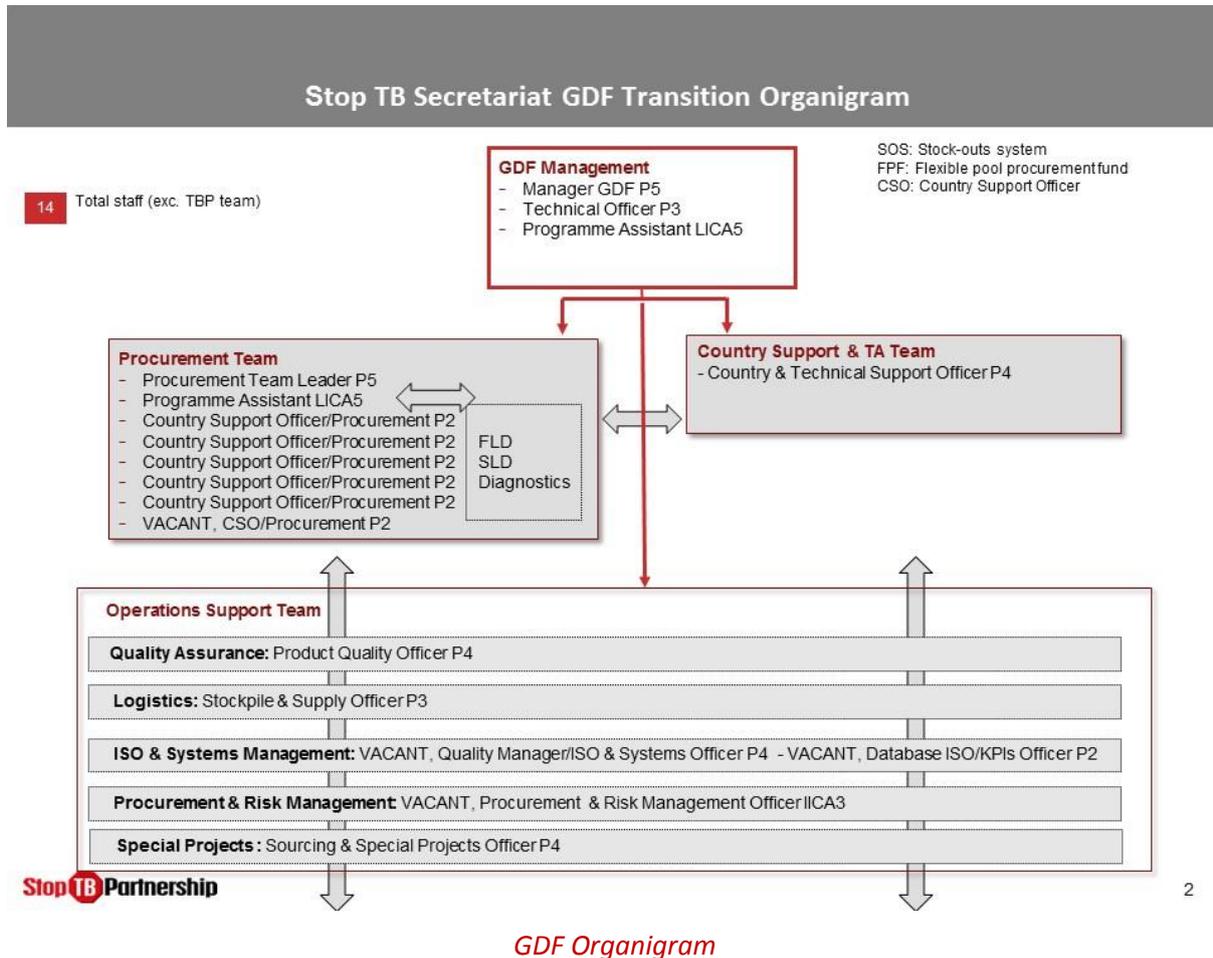
The Finance Committee (FC) is a standing committee of the CB that is responsible for oversight and accountability of the financial health of the Secretariat. The FC is an advisory body that does not have decision-making authority on its own, unless the CB delegates such authority to the committee on specific topics.

Human Resources and Recruitment

The Stop TB Partnership Secretariat Organigram

The Executive Secretary of the Stop TB Partnership has delegation of authority to make changes to the Secretariat's organigram in order to align the needs of the Secretariat as per the Board's approved Operational Strategy.





Executive Secretary

The recruitment, retention and termination of the Executive Secretary is included in the Governance Manual.

The performance review will be led by the Coordinating Board, with administrative support from UNOPS to record and process the information in the relevant internal online systems.

The ES signs all letters on behalf of the Secretariat.

Other staff will not co-sign documents with the ES. A nominated senior staff may sign on behalf of the ES in his/her absence.

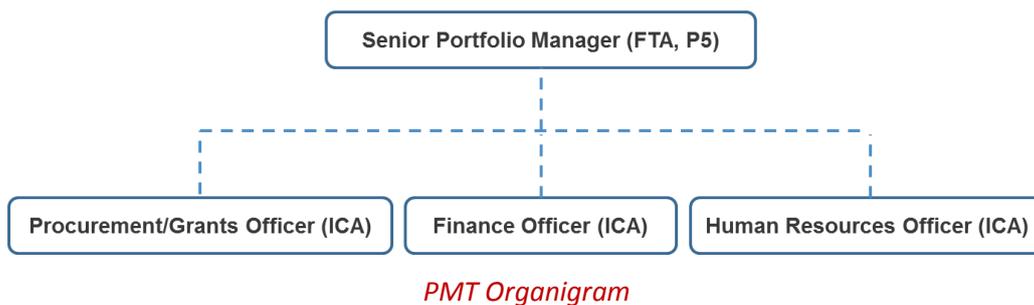
UNOPS Portfolio Management Team

In order to provide the diverse range of support services required for the hosting arrangement between Stop TB Partnership and UNOPS, UNOPS set up a dedicated Portfolio Management Team (PMT), which will be co-located with and directly back-stopped by the UNOPS office in Geneva (GVAC). The PMT will also be co-located with the STBP Secretariat two days a week.

It is the normal modus operandi for UNOPS, based on its experience and expertise in project and portfolio management, to establish a team of skilled experts with knowledge of UNOPS processes and procedures when taking on a large and complex operation. It is essential to have a dedicated team to manage the portfolio, not least with regard to contractual and financial rules and regulations. The PMT will be the catalyst for all STBP requirements and ensure effective and efficient support services.

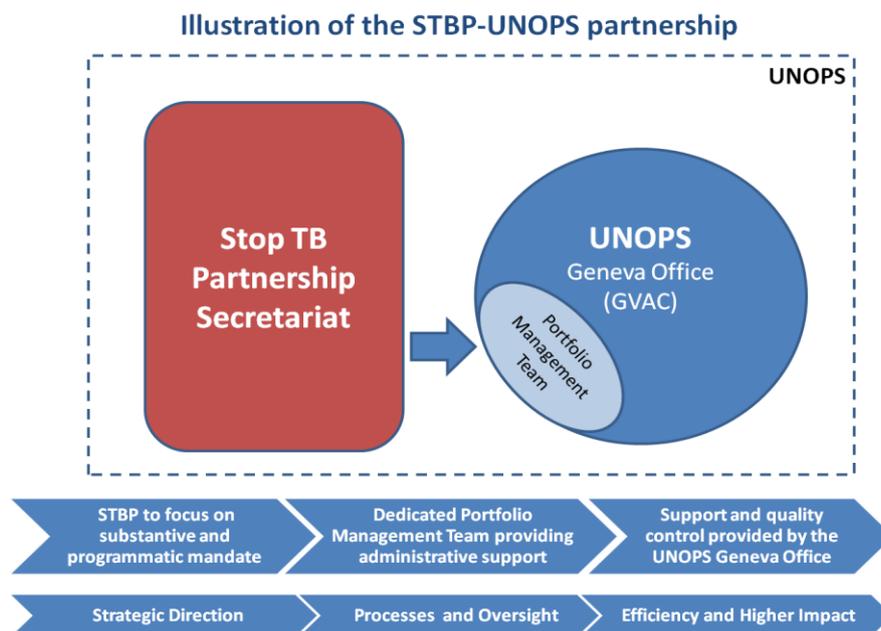
The main objective of the PMT is to act as a dedicated back-office of the STBP, providing a broad range of administrative and support services on a daily basis. In doing so, a key function is to work along-side the STBP personnel and train them in UNOPS processes and procedures. From a UNOPS perspective, the PMT is responsible for the management of the STBP portfolio, in accordance with internal UNOPS portfolio management requirements.

The PMT will be a small multi-skill team able to address all relevant administrative issues related to HR, Finance, Procurement, Grants, Travel, and other administrative issues. The team will be scaled up and down, as required, and approved by the Coordinating Board on an annual basis.



The PMT operates within UNOPS overall [Accountability Framework](#) and the [Strategic Risk Management Planning Framework](#).

As a host agency, UNOPS will be the legal representative of the STBP Secretariat.



The Stop TB Partnership operates with Fixed Term and Short Term Staff contracts as well as consultancy contracts under the form of Individual Contractor Agreements (ICA). These ICA contracts could be internationally ICAs (IICA) or locally recruited ICAs (LICA) depending on the nature of the work required.

UNOPS HR management services are developed within the framework of the rules and regulations established by the General Assembly of the UN. All human resources services will be provided in accordance with the relevant UNOPS rules and regulations on the process of personnel selection and administration, including the applicable organisational directives, administrative instructions and United Nations staff rules. This will include the selection and recruitment process of personnel as required, the designing of terms of reference for specific positions, writing and publishing of the vacancy in electronic and print media, and selecting and recruiting selected candidates, as well as the on-going management of their contracts with respect to the payment of salaries and corresponding entitlements. Please see the following link for an introduction to human resource (HR) in UNOPS.

Procedures and process for recruitment of staff (including planning and clearance processes):

There are several contractual modalities in UNOPS:

- Fixed term appointments (FTA) for a period of one to two years, and temporary appointments (TA) for less than one year, contracts under the Staff Rules which provide the status of a staff member, including an United Nations (UN) Laissez-Passer and coverage under the Convention on the Privileges and Immunities of the United Nations of 1947.
- Individual contractor agreements (ICA) introduced by UNOPS to engage individuals for provision of services through a flexible and all-encompassing contracting tool, and to replace a previous complicated system of different contracts. ICA agreement categories include:

- “Retainer” for shorter periods of time when it unknown when and for how long a consultant is needed over a longer period of time;
- “Lump sum” for a specific product or deliverable (e.g. a report when a single price is for a product, but when we don’t care that much if the consultant takes 1 or 2 weeks to do it); and
- “Time-based” for when a consultant is needed for instance for 15 days per month for half a year or full time for 3 months.

STBP personnel holding an ICA will be considered internal UNOPS personnel and therefore enjoy benefits such on learning and development in training activities and are eligible to apply to the UNOPS Educational Assistance Programme.

Internal to Stop TB Partnership Secretariat

The initiation for fixed-term/ temporary appointments can only start when the position has been formally established, classified and funded. Recruitment requests are to be first discussed and approved by the Executive Secretary and the funding source identified. Once approved by the ES, all recruitments are streamlined through the Administration Officer to block the funding source ensuring enough funds are available and to identify the project ID. In collaboration with the concerned Hiring Manager, the AO will draft the terms of reference (TORs), determine the grade categories and salary scales, contract period, etc. and establish the job description (JD) to be sent to UNOPS for classifying of JD and establishing Vacancy Notice and publishing of VA. Funding source, Project ID to be communicated to UNOPS for entering into ATLAS.

Within UNOPS and the Portfolio Management Team

Recruitment Process – Global Personnel Recruitment System (GPRS)

The Portfolio Management Team's Human Resource Officer is the focal point for all personnel matters for Stop TB Partnership, including new recruitments and questions related to benefits and entitlements. For new recruitments, it is essential for the Hiring Manager to engage with the PMT's HR focal point as early as possible in the recruitment process in order to determine the requirements and identify the most effective and efficient way to engage in the process.

The GPRS ([GPRS - Home](#)) should be utilized to establish, organize, coordinate and sort/filter online vacancies, profiles and applications.

Please see the Matrix of Responsibilities which can be found in Annex Two for a detailed breakdown of the different steps involved. For direct training tool, simple guidance and how-to-instructions, the below links should be consulted for each step.

Step 1 – Getting started

- [How to create a profile on GPRS](#)
- [Creating a vacancy announcement](#)

STBP defines the needs and prepares the draft TORs or JDs (either for an FTA or ICA, in accordance with the relevant [standard templates](#)). In doing so, please keep in mind:

- Definition of needs in terms of the services required, tasks to be performed etc.
- The TORs/JDs is the principal guideline for identifying qualified candidates, determining fees, evaluating performance, and ultimately certifying that services or activities have been performed satisfactorily so fees can be paid.
- Please copy the main TORs/JDs text into the vacancy announcement (VA).

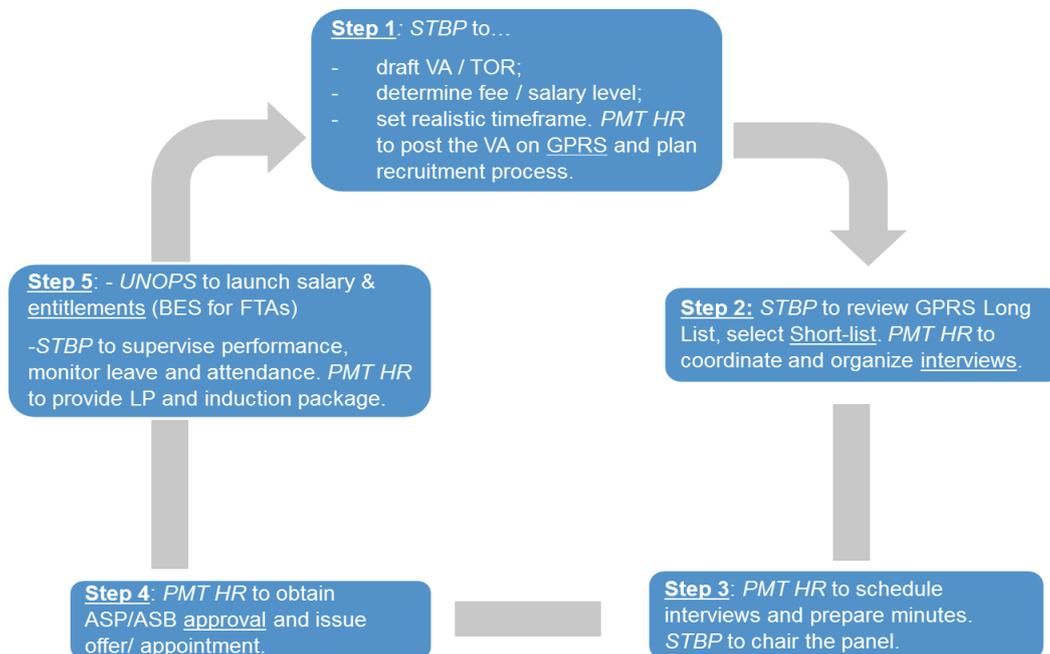
Once the TORs/JDs have been finalized, the position needs to be classified by UNOPS HR (ICAs are classified in GVA and FTAs are classified in CPH). Once classified, the PMT's HR focal point will launch the VA. When the VA closes, the STBP hiring manager reviews the candidates and prepares the long and shortlists. In doing so, it will be important to consult the PMT's HR focal point in order to ensure compliance with relevant policies. For instance, it is essential that all the candidates on the shortlist meet all minimum criteria of the VA to be considered a competitive process, as well as ensuring that both genders are represented on the long- and short-list.

Written tests are mandatory for all FTA recruitment processes.

All candidates on the shortlist should be interviewed.

STBP will chair the interview panel, which will also include a technical specialist and the PMT's HR focal point.

Once the panel agrees on the preferred candidate, the PMT's HR focal point will prepare the minutes and recommendation for approval of the panel, and subsequently submit the case for approval of the relevant review entities, before preparing the contract offer.



Standard Recruitment Cycle

The procedures and process for recruitment of IICAs/LICAs (including planning and clearance processes), interns, volunteers, etc. include:

The initiation for ICA contracts can only start when the position has been formally established, classified and funded.

Recruitment requests are to be first discussed and approved by the Executive Secretary and funding source identified. Once approved by EXS, all recruitments are streamlined through the Administration Officer to block funding source ensuring enough funds available and identify project ID.

In collaboration with concerned Hiring Manager work out TORs, level proposed, contract period, etc. and establish the draft Job Description (JD) to be sent to UNOPS for classifying of JD and establishing Vacancy Notice and publishing of VA. Funding source, Project ID to be communicated to UNOPS for entering into ATLAS.

Recruitment of interns is the same as for ICAs. Interns that are not receiving funding through an external internship programme will receive a monthly stipend at UNOPS (approximately USD 900/month in Geneva).

Recruitment of volunteers is the same as for ICAs. Volunteers are not paid at UNOPS.

Procedures and process for performance management evaluation

All staff must develop their Performance Appraisals for the calendar year using the online performance appraisal tool.

Staff members are to complete their Performance and Results Assessment (PRA) and ICA contract holders are to complete their Performance Evaluation Report (PER), following the directives and

deadlines provided by UNOPS. The performance appraisal tool is designed to record individual performance against objectives, including strengths and weaknesses. It also captures professional development goals and aspirations through learning and development plans, so appropriate actions can be taken.

Performance discussions between supervisors and supervisees should take place on a regular basis for all.

Delegation of authority levels:

Internal to Stop TB Partnership

The delegation of authority for all recruitments of the Partnership lies with the Executive Secretary, in line with the Board approved structure and Operational Strategy. Once clearance is given by the Executive Secretary, recruitments can move forward under the authority of the Hiring Managers of the Secretariat teams.

Within UNOPS and the Portfolio Management Team,

The Executive Secretary and relevant senior staff of STBP are the responsible hiring managers for the selection of all Secretariat staff, through the administrative support of UNOPS and within the budgets approved through the STBP governance mechanisms.

In accordance with the approved budgets, the Executive Secretary may request that UNOPS reclassify certain positions. Upon receiving any such recommendation, UNOPS may then proceed with reclassifying these positions in accordance with its rules and regulations.

The relevant delegation of authority levels are set out in [AI.EO.2011.01 \(rev.3\)](#). Currently, the Executive Secretary and the Senior Portfolio Manager have DOA-level 1 and the Director of UNOPS Geneva Office has DOA-level 2.

Start-up Basics (for new Personnel)

Apart from this SOP manual, in order to better understand the UNOPS work processes and platforms, the recently introduced [Aide Memoire - Quick Reference Guide](#) is recommended for reading.

All staff should complete the following core learning (mandatory) courses (here is the link:

[Mandatory courses](#)):

- Welcome to the UN Induction Course,
- Welcome to UNOPS Induction Course,
- Security in the field (2),
- Prevention of Harassment,
- Sexual Harassment and Abuse of Authority in the Workplace,
- Building Our Professional Capacity to Address HIV,
- Integrity Awareness.

Other user-friendly learning tools and quick guides for new staff on specific topics can be found here: [PM - Training and Support](#)

HR Administration

For direct inquiries on the below items the PMT HR focal point will provide support (email: AissatouD@unops.org):

- Contractual inquiries;
- Benefits & entitlements inquiries ([link](#));
- Carte de Legitimation (CDL) applications/renewals;
- UN blue badge applications/renewals;
- UN Laissez Passer applications/renewals;
- Insurance options.

Payroll, Fees, Salaries, Allowances - [Main Links](#). This includes simple [Salary Estimation Tool](#) , [ICA Fee Scales](#) and [Standard Allowances and Benefits](#).

Fort FTAs, all salary and entitlement processes are managed by the UNDP unit BES (Benefits & Entitlements Services). Any direct queries on salary and/or allowance details can be directly submitted to bes.unops@undp.org.

Insurance coverage overview

INSURANCE	FTA	INT'L ICA	LOCAL ICA	Meeting Participants
Health	Yes	No	Yes*	Yes*
Appendix D	Yes	No	No	No
Injury/Illness/Death	No	Yes	Yes*	Yes*
Malicious Acts	Yes	Yes	No	No
Travel	Yes	Yes	Yes	Yes

* Combined insurance

- Process for applying for entitlements (education grant, rental subsidy, annual leave, etc):
 - Application for entitlements such as education grant, rental subsidy is through the online Atlas tool, by logging-in to the UNOPS Intranet.

- Application for annual, sick, maternal/paternal, compensatory leave are all done through the online Global Leave System (GLS), by log in to the UNOPS Intranet. All leave requests are to be discussed and agreed with supervisors, prior to entering them into the system.

Attendance and Leave Monitoring – GLS

The [Global Leave System \(GLS\)](#) is accessible to each STBP member (both FTA and ICA holders) and allows for simple approval of leave requests and official missions by the direct supervisor.

The systematic and coordinated monitoring by the designated person is key. Core working hours should be followed. Any longer term deviations (in line with [Work Life Harmonization](#)) should be documented and approved in advance (through the [Flexible working request system](#)). Ad-hoc absence should be communicated to the respective focal person (by email or phone call) and recorded in the GLS.

Annual leave of staff around the Coordinating Board meetings, World TB day week and other very important events of Stop TB partnership will be discussed with the Executive Secretary.



Procedures and process for leave

Procedures and process for performance management evaluation

The [PER and PRA tools](#) are explained here.

Process for exiting Stop TB Partnership

Staff finishing their contract, and not renewed/extended by the Stop TB Partnership, are to be provided a minimum notice period of 30 days for FTA.

For FTA

FTA staff resigning from their positions prior to the end of their contract are to provide the Partnership a minimum notice period of 30 days.

Handover sessions are to be conducted between supervisor and supervisee (and wherever possible relevant team members) and provide handover notes, relevant documents and files, contacts.

Performance Appraisals are to be finalized and signed off.

Clearance Form to be completed by staff and handed over to Administration Officer.

For ICA and LICA

Either party may terminate the ICA at any time for convenience by notifying the other party in writing of its intention to do so. The minimum notice period is:

- Two (2) calendar days for ICAs of a duration of less than one (1) month;
- Seven (7) calendar days for ICAs of a duration ranging from one (1) month to less than six (6) months;
- Fourteen (14) calendar days for ICAs of a duration ranging from six (6) months to less than one year, and
- Thirty (30) calendar days for ICAs of a duration of one (1) year or longer.

All departing personnel are required to complete the [Clearance Form](#) but should also provide [Handover / Knowledge Transfer](#) notes prior to the approval of releasing final payment to them.

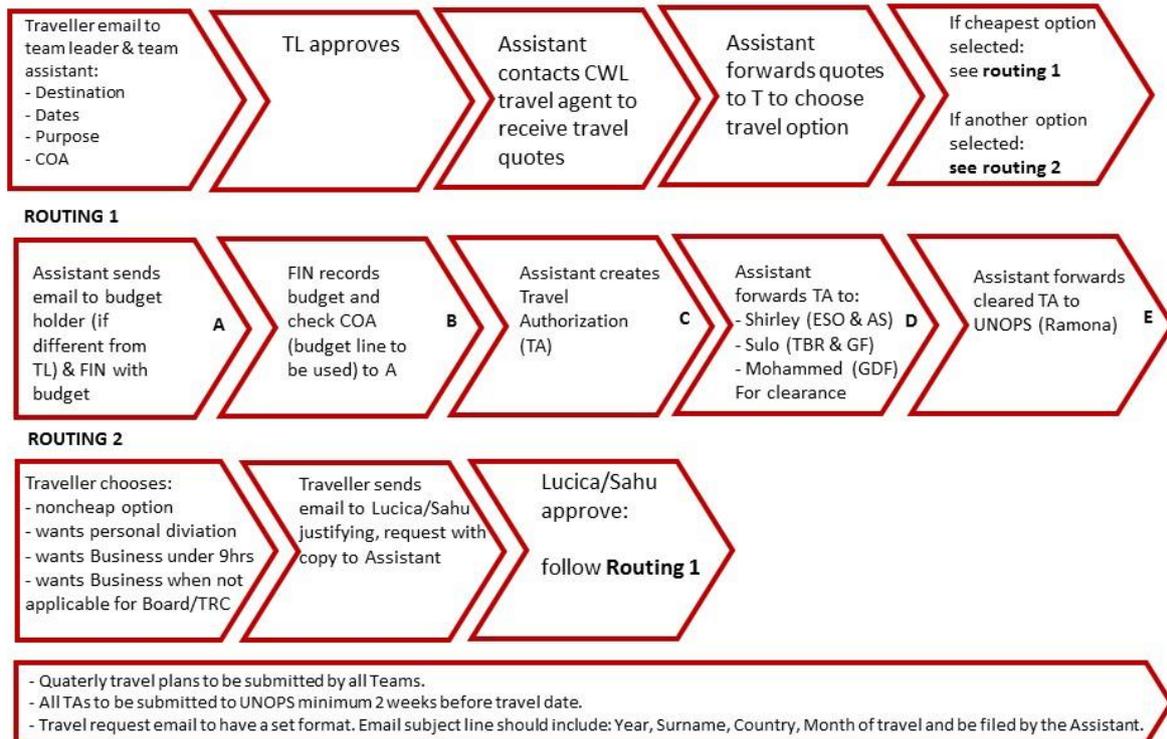
- Links to related sections of the UNOPS HR Manual and relevant forms.
 - [Atlas tool](#): for education grant, rental subsidy application
 - [Global Leave System \(GLS\)](#): for Administration of Absences
 - [Performance appraisal tool](#): for PRA and PER administration
 - [Relevant HR forms](#)

Office and Administration

Travel and Logistics

Stop TB Partnership Process to request travel

T: Traveller
 TL: Team Leader
 A: Assistant
 CoA: Chart of Account
 TA: Travel Authorization



Process to request and approve travel

Staff are requested as much as possible to limit duty travel over weekends, which could result in claiming Compensatory Time Off (CTO).

Note that:

- Only 1 day going and 1 day coming can be recovered if you travelled on a Saturday or Sunday
- Weekends in between do not qualify to claim CTO
- CTO can only be claimed with advance written authorization from the supervisor
- Staff need to mark in GLS duty travel (DT) dates and upload approved travel itinerary and Boarding passes
- CTO days need to be taken within 4 months of the DT
- Your supervisor has agreed on the CTO date(s), please record them in GLS as CTO leave and put a remark in the comments box, so that it can be traced by the Administration Officer.

Travel related details, including daily subsidy allowance (DSA) is described in the UNOPS [Travel Policy](#) and the [Duty Travel Instruction](#). Any deviation from the standard DSA rates for STBP personnel, as well as meeting participants, need to be approved in writing by the Executive Secretary and

authorized by UNOPS Senior Portfolio Manager or GVAC Director, and in accordance with the calculations spelled out in the [Duty Travel Instruction](#).

Administration

Car parking

The Stop TB Partnership has a number of car parking spaces available for staff for a monthly fee, payable in cash in advance. A waiting list will be created in the event there is greater demand than spaces available. The Administration Officer (HR/FIN) is responsible for administering the waiting list and for collecting the monthly fees.

Mailing

- Global Fund will be responsible for sending mails only
- All mails will come directly to our office
- For all events that request that we need to send materials (UNION, Board meeting, etc.) please send can we have a title, rather than an individual the date of the event, materials and amount. He will further inform us how to proceed and the timeline.

Office supplies

- For any standard request (pen, post it, folder, etc.) check the stationary room or ask support from the Administrative Assistants of the teams send a request except for GDF kindly send your request to Inara or Ramon.
- An approval is required from the Executive Secretary and GF Logistic Director for all special requests that have financial implications.

Business cards

The supply of business cards is arranged through the Communications Team. Please contact the Communications Officer for your business cards.

Information Technology

How to request IT support:

- Contact the IT guys either by email at help@theitguys.ch or by phone at +41 22 552 01 11
 - If you send an email please be sure to include the following information:
 - The urgency of the problem (critical, high, medium, low)
 - Critical means that multiple people cannot work
 - High means that you cannot work
 - Medium means you have a problem but can still work
 - Low means you have a question about how to do something
 - A description of the problem
 - The time it happened
 - An image (captured using the snipping tool) of any relevant error message.

What to do if your computer asks for an administrator password:

- Contact the IT guys by phone at +41 22 552 01 11
- If you are unable to reach them you can contact the IT Officer

How to manage your passwords:

- When you start working here you will have three passwords
 - Stop TB network
 - Stop TB email
 - UNOPS email
- Each password will have a default value that must be changed.
- It is our recommendation that you make all three passwords the same.

Note: Eventually the two Stop TB passwords will be merged so there will only be one.

How to connect to the WIFI network in the office:

- Stop TB Partnership computers will automatically connect to the “Stop TB” wireless network. This never needs to be selected.
- All other devices (phones, tablets, personal computers) should connect using the “Stop TB Guest” wireless network.

How to use the office printer:

- To print from your computer the IT Officer will install a code on your computer. No additional action on your part is needed.
- To copy or scan at the device itself you will need to enter your team code. If you do not know your team code please contact the IT Officer.
- External visitors will be able to access the printer via the wireless network Stop TB Guest.

How to request computer equipment / phones:

- A request should be made by email to the IT Officer for the desired equipment at least 2 weeks in advance (if possible) of when it is needed.
- If the equipment is available in inventory you will receive it that day.
- If the hardware needs to be purchased the request requires the approval of the requesting person’s team leader.
- In times of economic crisis all new hardware requests require the additional approval of the Executive Secretary.
- The cost of the new hardware will be charged to the team budget of the requesting person and as such will need to contain the required financial account information.
- If the purchase request is for non-standard equipment approval must be obtained from the IT officer to ensure that the equipment will function as desired within the existing IT infrastructure of the Stop TB Partnership and that no additional costs will be incurred.
- All purchases are subject to UNOPS rules and regulations which may impose additional requirements depending on the amounts involved.

How to request new software:

- A request should be made by email to the IT Officer for the desired software at least 1 month in advance of when it is needed.
- Before a decision is made to purchase new software a discussion should be held with the IT Officer to determine if the software will function correctly within the existing IT environment of the Stop TB Partnership as well as whether or not the particular brand of the software proposed is the best fit among those available.
- The IT Officer will discuss these things with The IT Guys and come back with a proposal.
- All new software requests require the approval of the requesting person's team leader.
- In times of economic crisis all new software requests require the additional approval of the Executive Secretary.
- The cost of the new software will be charged to the team budget of the requesting person and as such will need to contain the required financial account information.
- All purchases are subject to UNOPS rules and regulations which may impose additional requirements depending on the amounts involved.

Communications

Logo

It is important that you use the Stop TB Partnership logo correctly and consistently across all applications.

Always use the logo in accordance with our main brand guidelines, and make sure you do not alter the logo in any way. When working with the logo, you should only use original digital graphic files, which can be [downloaded here](#).



As part of our ongoing efforts to maintain a consistent visual identity for the Stop TB Partnership, we have developed new logos for our [TB REACH](#), [Global Drug Facility](#) and [Challenge Facility for Civil Society](#) initiatives.

The logos, shown below, will feature on all new materials for these initiatives.





Use of the Stop TB Partnership logo in a publication

Since the use of the Stop TB Partnership logo implies endorsement by the Partnership, it may be used on publications (print, electronic or web) only with express permission, only if the Stop TB Partnership has been involved in preparing the text or in funding the publication (or the work on which it is based), and only so long as the text is consistent with the Stop TB Partnership's policies and priorities. The Stop TB Partnership logo should not be used in association with advertising or with the names of proprietary products.

The use of the Stop TB Partnership logo as an illustration (for instance, in a magazine article about the Partnership) is often not appropriate since some readers may interpret it as indicating endorsement. Journalists and other writers are encouraged to use other illustrations (such as photographs) that draw attention to the Partnership's work.

Use of the Partner of the Stop TB Partnership logo

The Stop TB Partnership encourages all its duly registered partners to freely use the *Partner of the Stop TB Partnership* logo on their websites, publications and other published materials. The following conditions apply:

- The logo may be used exclusively in a form provided by the Stop TB Partnership. (www.stoptb.org/partnerlogos.asp). It must be reproduced in its entirety and may not be combined or incorporated into any other logos. Changes to the colours and dimensions of the logo, or elements of it, are not permitted.
- Websites using the logo should have an active link to the Partnership's official website: www.stoptb.org
- In all media (including printed publications, posters, signs, video/audio productions and websites), the partner organization's name and/or logo should appear first and be equal to

or greater than the *Partner of the Stop TB Partnership* logo. Any exceptions must be approved by the Secretariat of the Partnership.

- The logo may not be used for sales, marketing or promotion of products (including on product packaging) or services – or in relation to fundraising – unless a separate agreement has been signed with the Stop TB Partnership Secretariat.

Email

To preserve the integrity and impact of our brand name following our separation from WHO, it is critical that we establish a cohesive identity in everything that we do. The following are guidelines for e-mail signatures for staff in order to grow the value and integrity of the Stop TB Partnership Secretariat brand going forward.

In order to communicate a clear and consistent brand identity to our stakeholders, a standard, consistent and clean e-mail signature will present a more professional appearance for the new Secretariat. In the same way that we have a standard format for business cards, we ask all staff to apply a unified format to their email signatures. What follows are some simple rules and guidelines and a standard email template for you to use.

Primary Email Typography

To communicate in a consistent tone, the **Calibri typeface (in size 11)** has been selected as the primary display typeface in emails.

Email template

- Copy and paste the template below in to your automated Signature in Outlook and edit to include your information. Only the information in the template below is to be used in your signature.
- Signature formatting can be found on your Outlook under Tools/Options/Mail Format/Signatures

FirstName LastName | Job Title

Tel: + 41 22 XXXX XXX | Cell: + 41 XXXX XXX | E-mail: xxxxxx@stoptb.org | Skype: xxxxxx

Chemin de Blandonnet 2, 1214 Vernier, Geneva, Switzerland



www.stoptb.org |  

The Stop TB Partnership is hosted by 

Please note: From 1 January 2015, our new email address follows the format FirstNameFirstInitialofSurname@stoptb.org

Guidelines for interaction with Media

The Stop TB Partnership, as a small institution dependent on its partners for resources and other support, lives or dies on its reputation.

Reputation is capital which builds up gradually as the organization ages and develops. The more solid a reputation for quality and integrity an organization has built up over time, the better it can withstand acute crisis without a loss of confidence among those stakeholders it needs to survive. Conversely, if an organization allows its reputation to be gradually diminished through a trickle of confusing or negative references and bad news, it stands much weakened in time of crisis.

While an organization's reputation is built on the accumulated mass of its actions, no organization can afford to rely on its good deeds alone to ensure broad support. It must deliberately monitor and manage its own reputation. By making sure that it delivers a consistent and positive message about its purpose, actions and results, an organization will be able to greatly enhance its overall standing among its key stakeholders.

As the foremost driver of advocacy in the fight against tuberculosis, the Stop TB Partnership should be heard and seen constantly. In line with our principles of transparency and frank, honest, fact-based dialogue, we should be keen to work proactively with the media, whilst ensuring that our messages are consistent and confidentiality and consent - when needed - are maintained at all times.

At times, there will be challenging situations to communicate which, if handled wrongly, could have a damaging effect to our reputation.

This document outlines the procedures and arrangements for handling the press and what staff should do if they are approached by the media or if they are involved in a situation that will attract media attention.

General Principles

The one person who has the authority and personality to have a standing in the media is the Executive Secretary. She should be as visible as possible. Most statements should be attributed to her. The spokespersons for the Stop TB Partnership are the Executive Secretary, the Deputy Secretary and the Head of Advocacy and Communications.

However, as an open, media friendly organization, all professional staff and senior management should in principle be able to speak to media. This principle will work under two conditions:

1. All professional staff only answer factual and technical questions related to their own area of responsibility. Only senior managers and the three designated spokespeople can answer issues concerning policy and strategy.

2. All professional staff, when contacted by the media, should discuss possible responses with the Communications Team before responding.

Messaging

It is crucial that the Partnership speaks with one voice. The Communications Team will have a general set of messages and fact sheets available to all staff. These messages and fact sheets will be updated regularly.

For issue-specific messaging, please contact the Communications Team before responding to any media queries.

Approaches by the Media to the Secretariat

All approaches for interviews, statements and/or filming in the Secretariat should come through the Communications Team.

If a journalist contacts a staff member directly with a request, the journalist should be directed to the Communications Team or consultation should take place with the Communications Team before a response is provided.

- When contacted by email, a response should be sent indicating he/she can expect a response soonest; forward the email to the Communications Team who will respond to the query.
- When contacted by phone, assure the reporter that you, or a colleague from the Communications Team will respond shortly.

Two golden rules:

- **Never** respond directly to a media request, even the most benign request for data. (The Communications Team will most likely know about the reporter's background, about the story he/she is working on or about contextual information that may influence the reporter's request and which will determine the way we respond.)
- **Always** alert the Communications Team about any media query. (Many reporters call or e-mail several people at the same time. Also, it is important that the Communications Team knows about any planned stories as early as possible.)

Approaches by the Media when Traveling

In principle, all senior staff traveling for the Partnership are spokespeople for the organization.

When approached by a journalist;

If you feel comfortable talking to the journalist, don't hesitate to do so, but make sure you follow these rules:

- Ask him/her his/her name, what publication/news agency he/she is working for

- If a question comes up to which you do not know the answer or which lies outside your area of responsibility, do not attempt an answer. Tell the journalist that you would be happy to revert back to him/her later.
- Inform the Communications Team that you have talked to a journalist. Share the information about who the journalist was, who he/she is working for and what the topic of the conversation was.

Before you start talking to a journalist while traveling, never hesitate to call the Communications Team to ask for advice or assistance.

If you do not feel comfortable talking to the journalist (for whatever reason),

- Ask him/her to get in touch with the Communications Team through email or phone.
- If he/she is persistent, say that you are not in a position to comment on the situation at this point but that the Partnership would be happy to get back to him/her through email or phone. In this case, ask the journalist for his/her coordinates. Contact the Communications Team after which they can respond to the journalist's questions.

If you don't feel comfortable, there is no harm in saying no to an interview as long as you promise that someone will get back to the journalist with information. (There can be much harm in going ahead with an interview with which you are not comfortable.)

Crises Situations and Allegations

The Partnership has separate arrangements for handling the media in a crisis situation (e.g. allegations of fraud or corruption with grant money, etc).

All requests from the media regarding interviews, statements and answers on such issues should be directed to the Head of Advocacy and Communications who will decide on a communication strategy in consultation with the Executive and Deputy Executive Secretary.

Only the Executive Secretary or the Head of Advocacy and Communications will communicate to the press in a crisis situation.

Seeking Media Coverage

Traveling to conferences and to grant countries should be seen as an opportunity to share and spread information about TB, our partners and about the Partnership.

The Communications Team is always happy to help obtain media coverage. It is here to write and distribute press releases, set up interviews and press conferences, organizing filming and photography and produce publicity material.

Please contact the Communications Team well ahead of any relevant travel to plan any possible media outreach.

Partner engagement

Partners include international and technical organizations, government programmes, research and funding agencies, foundations, NGOs, civil society and community groups and the private sector.

To become a partner of the fight against TB with the Stop TB Partnership, an organization should;

- endorse the values and the principles of the Stop TB Partnership
- support implementation of the Global Plan to Stop TB
- be active in the area of TB, sustainable development and related fields and committed to collective action in the fight against TB;
- advocate for the elimination of TB as a public health threat at all levels.

Individual memberships are not considered.

However, individuals are encouraged to be part of the movement through individuals efforts to stop TB like joining our mailing list, form or join a patient organization, spread awareness on TB , help raise funds, observe World TB day and share a success story.

- Visibility
 - Partners can use the Partner of the Stop TB Partnership logo
 - Partners' profiles are highlighted in the Stop TB Directory.
 - Partners activities are featured in our newsletter, news from our partners and via our social media channels.
- Access to Stop TB products
 - The Stop TB Partnership secretariat and other partners produce publications including the Global Plan to Stop TB, the Stop TB Partnership Annual Report and other technical and advocacy reports. Partners can request hard copies (if available)
 - Use of Stop TB Resources Library.

Joining the Stop TB Partnership requires all potential partners to complete an online application form that request information on the organization, its contact details, focal points, general information on type of organization, its description, area of operation, etc. , specializations in countries and their contributions to the Global Plan. The form is completed with a declaration signed by the organization focal points in compliance with the goals and values of the Partnership's policy.

The applications are compiled monthly by the Partnerships Officer and is shared with a Membership approval team who meet to discuss each application and mark them as approved, pending (due to limited information) or denied (in the rare event the organization does not fulfill the required criteria mentioned earlier). Memberships are inclusive and do not have many negative responses to requests.

The membership approval team is comprised of representatives from the various teams of the Stop TB Partnership.

Pending membership requests receive an automatic email that requests the organization to provide more information on their work on TB. The updated information is followed up by the Partnership Officer who then approves membership. However, the Partnership Officer could also request national partnerships (if present in the country) to meet or follow up with the organization for more information, if no national partnerships are present a request of due diligence by Stop TB Partnership grantees or other partners in the area are also requested to approve membership.

On approval an email welcoming the partner to the Stop TB Partnership is received. Emails ids gets added to the mail list serve and they receive information on new developments in TB. The organization is assigned a constituency as their type of organization or preference and also the Working group they would like to be a part of and contribute to.

Monthly updates on new approved partners is being sent to the National Partnerships, Constituency Representatives and Working Groups' Secretariat requesting them to include the recently joined partners to their list of members and include them in their activities.

Finance

The objectives of Partnerships Financial Management System (FMS) is to provide a framework for:

- Guiding decisions that have explicit financial implications for the Partnership Secretariat.
- Establishing an Internal Control System in the Stop TB Partnership for accounting for the resources entrusted to it, and reporting thereon in a transparent manner.

Underlying the above objectives are needs for the partners and other contributors to the goals of the Partnership to have means to judge the manner in which the resources made available to it are used, and to demonstrate that the Partnership Secretariat has fulfilled its responsibility towards stewardship and accountability of financial resources entrusted to it.

The FMS is based on generally accepted financial and accounting principles taking into account the specific characteristics and needs of the Partnership Secretariat.

Going concern, consistency and accrual are the fundamental accounting assumptions, which are described below, as they will apply to the partnership. Where these fundamental accounting assumptions are followed in financial statements, disclosure of such assumptions will not be explicitly stated. If these are not followed, then that fact will be disclosed in the annual financial report together with reasons.

- **Going Concern:** The partnership will be viewed as a going concern, that is, as continuing in operation for the foreseeable future. It is assumed that the partners have neither the intention nor the necessity of liquidation or of curtailing significantly the scale of its operations.
- **Consistency:** It is assumed that the accounting policies are consistent from one financial period to another.
- **Accrual:** The accrual basis of accounting for revenue in each financial period means that income is recognized when it is due and not when it is received, and costs are recognized when obligations arise or liabilities are incurred and not when payments are made.

Prudence, substance over form, and materiality will govern the selection and application of financial management approach of the Partnership.

- **Prudence:** Due care will be taken in making financial decisions that will allow the partnership operations to continue with minimum uncertainty surrounding financial transactions the partnership will enter into.
- **Substance over form:** Transactions and other events should be accounted for and presented in accordance with their substance and financial reality and not merely their legal form.
- **Materiality:** Financial statements to disclose all items which are material enough to affect evaluations or decisions and all material information that is necessary to make the statements clear and understandable.

Recognition/Recording of Income

For accounting and financial reporting purposes in line with IPSAS, revenue will be recognized when a binding agreement is signed by a contributor and will be allocated to the period it relates to.

Recognition of Income for allocating to expenditure: Income will be recognized on the basis of receiving signed agreements only to the extent that cash has been received as UNOPS operates on a cash basis.

Advanced recognition of income for funding of expenses with respect to a signed agreement may be allowed if the signed donor agreement clearly indicates the receipt of funds within the financial period for its application. UNOPS may, if needed, provide advance funding for such cases.

Currency

Accounting Unit of the Partnership income and expenditure will be US\$. All non-Dollar income will be recorded in US dollars at the UNROE (effective UN rate of exchange) ruling at the time of receipt of funds. All liabilities will be established in US\$.

Interests

All funds transferred to UNOPS bank account generate interests. The interests are calculated on a quarterly basis based on the amount of cash in the bank, in line with other UNOPS project funds.

All interests will be credited to the STBP portfolio budget, in accordance with the established donor agreements.

Recognition/Recording of Expenses

As per the international accounting standard applied by UNOPS (IPSAS), expenses will be recognized on the basis of the delivery principle; that is when goods are delivered and services rendered and not when cash or its equivalent is paid.

Authorisations to incur expenditures and commitments in relation to STBP shall be made by UNOPS-authorized officials in accordance with UNOPS organisational directives and administrative instructions on delegations of authority, and Work Plans and Budgets as approved by the Executive Committee and ratified by the Board.

Internal Control

The basic concepts of internal control are embedded in the workflow arrangement set up in the Partnership and includes:

- **Segregation of duties:** which requires that different individuals be assigned responsibilities for different elements of the same activity. Thus those who initiate an obligation will not approve them. Likewise approvers or members in their teams, if reporting to the approver in a line management hierarchy, will not certify execution of payments. It is only the person certifying obligations and payments who will instruct UNOPS for establishing obligations in the ERP system and execute payments.
- **Record management and control:** The accounting and other supporting documents should capture and record financial transactions and commitment in a systematic and orderly fashion, this will comprise:

- Maintaining computer files of all financial schedules in both pdf and excel formats in date order.
- Keeping hard copies of all final schedules in date order and transaction type order records will be kept to ensure financial statements are based on verifiable data.
- **Financial transaction management and control:** All financial transactions or transactions that have financial implications will be properly authorized in line with established guidelines set out below.

Establishment of the Work Plan

Every year the Stop TB Partnership and its constituent functional units establish an annual work plan this will set out clearly:

- Under each functional unit the activities that are planned for the year and the cost of undertaking them.
- A Human Resources Work Plan will allocate the staff costs

Establishing an annual work plan will be done by functional teams under the supervision of the team leaders and guidance of the Executive Secretary.

It will be approved by the Board. The work plan will be established for each of the Strategic Goals of the Stop TB Partnership. Each distinct area of work funded by donors will be identified by Project Number.

Each work area will have linked to it activities to be undertaken in the work area, donor identification, and related cost.

Within the Stop TB Partnership internal control will be exercised by an annual work plan

1. Revenue Cycle.

- All donor proposals and subsequent agreements will be cleared with finance section with respect to budgets set out there in, as well as with UNOPS in order to ensure that the budget is in line with the overall budget structure approved for the hosting arrangement.
- On receipt of funds, finance section will allocate to the units by Project Numbers according to the signed donor agreement (Contribution Agreements - CA) and send this distribution request to UNOPS electronically. UNOPS will then record the funds in their financial management systems - ATLAS (Agresso from 1 January 2016) and confirm to TBP Finance.
- Signed donor agreements will be kept by UNOPS. Copies of these will also be kept by Stop TB Partnership.
- Any revision to donor agreements will be set out through amendment signed by the donors and UNOPS. In case it involves adjustment of the budget, UNOPS will be advise to undertake budget revision in ATLAS (Agresso from 1 January 2016) revision

2. Payment Cycle

Creating Obligations:

- Creation of commitment documents (Obligating documents) for establishing financial liability will be initiated by the functional units. The commitment document should contain; Initiator Name; Commitment ID (number), Project ID (number); Programme Area, Brief Activity description and Activity ID; Donor Code, Category, Amount in US\$ and the relevant Chart of Accounts (COA).

Example of COA:

BUSINESS UNIT	PROJECT	FUND	DEPT	IMPLEMENTING AGENT	ACTIVITY ID	DONOR	DONOR NAME	ACCOUNT
UNOPS	00092953	KN113	05007	PU0031	Activity 2	10480	USAID	72600 (travel)

- The commitment document will be initiated by the staff member responsible for the work, approved by the team leader and then sent electronically to finance team to approve the expenditure – it should include type and COA details.
- If the amount is above \$10,000 it will be sent to the Executive Secretary to approve. On approval by the team leader and the Ex Secretary (if above \$10,000) the document will move electronically to STB Finance which will confirm the transaction details and sufficiency of funds and record the relevant details in the transaction control register if relevant and approve it electronically for entry into the UNOPS ERP system.
- On receiving the cleared instrument (commitment document) UNOPS will establish the corresponding Purchase Order (Obligation to pay) in the UNOPS ATLAS (Agresso from 1 January 2016) and electronically notify STBF section that this has been done.

Making Payments

- All payments will be based on invoices received from service/goods provider - ideally hard copies of original documents will be needed (exceptionally signed scanned copies may be accepted). Payment request will be initiated on the basis of invoices/received or contracts by the functional units concerned. They will provide confirmation that goods have been received or work delivered and services rendered satisfactorily.
- Based on this, the payment instrument (invoice/contract) will be matched with the corresponding obligating document by STB Finance, certified by it and sent to UNOPS to execute the payment in the ATLAS system.
- A payment register will be maintained by STB Finance to enter the details of transactions sent to UNOPS. A reconciliation will be made once every quarter and any reversal of charging to projects will be submitted to UNOPS for action through journal entry in ATLAS (Agresso from 1 January 2016).
- GDF invoices will be received by STB Finance directly and verified using the OMS system.

- Establishment of obligations and payments for GDF: This will be done through the electronic GDF Order Management System (OMS).

3. Payroll Cycle

- Staffing plan will be determined annually by STB for the following year and entered into the budget of that year and sent to UNOPS who will then enter it into the years Annual Budget. The HR work plan will be prepared by the STB Admin/HR Officer. It will be reconciled with the available resources by STBF prior to entry into the UNOPS ERP
- Monthly adjustment to the budget will be initiated by STB HR officer, cleared by Finance section, and sent to UNOPS for entry into ATLAS (Agresso from 1 January 2016).

Financial reporting

By Stop TB Partnership Finance function:

Stop TB Partnership Finance team will prepare a quarterly financial management report indicating:

- Funding versus Commitments including multi-year commitments showing available funding from new commitments.
- Expenditure schedules by fixed and variable costs.
- Budget versus Expenditure showing the variances and burn rates as well as variance analysis for items under or overspent by huge margins.

Stop TB Finance team will produce an annual Income and Expenditure report for the partnership as a whole based on International Financial Accounting and Reporting Standards (IFRC) and best practice. This will be produced by end of July following the year to which it relates. In addition financial reports for donors will be prepared by STBP Finance as required by donor agreements.

By UNOPS

UNOPS will submit financial statements as follows

- Interim Certified Financial Statement on quarterly basis
- Annual Certified Financial Statement once books are closed and audit concluded

UNOPS financial statement will have the following format.

- Cash received (Receipts)
- Interest Income
- Disbursements (expenditures)
- Open purchase orders (unliquidated obligations)
- Advances (petty cash, operation advances, pre-payments etc.)
- Cash balance

Reserves

The reserve is constituted by funds carried over from WHO, along with other funds accrued, as determined by the Coordination Board. These funds will be put under a heading “reserves” and may be added to or used by adding funds from other sources-generally from flexible funds.

Reserves will be maintained at a certain level agreed with the Board. Funds set aside as reserves will be used only for exceptional exceptions with the approval of the Finance Committee/Coordinating Board.

Any increase or decrease will be authorized by the CB. Reserves will be kept at a minimum level so as not to tie up funds in non-productive assets. Reserves, and their use if any, will be accounted for and reported in the annual financial statement.

Flexible Operational Funds

A pool of flexible funds will be maintained for operational exigencies as and when they arise and for smoothening out the flow of funds. These may be increased through using flexible donor funds to maintain these at a reasonable level.

Obligations

All obligations established in the System will be reviewed every quarter by STBP Finance and the PMT team of UNOPS with a view to keep them up-to-date. If a contract has been cancelled or the activity relating to the contract has been truncated, the related obligation will be reviewed and reduced to zero or match the actual reduced liability

Petty Cash

Petty cash (PC) account for the STBP will be established with PC level of CHF 1,000. The PC will be managed by appointed PC custodian (PCC), Administrative Officer. Receipts for all expenditures will be maintained by PCC and submitted monthly along with a PC ledger to UNOPS for replenishment.

Procurement

Procurement is about ensuring the goods or services get to the customer at the right time, price, quality, quantity, and place. The scope of procurement is limited to commercial activities, and does not include inter-agency agreements, grants and public private sector partnerships, which are subject to other financial regulations and rules.

'Best value for money'. This represents the trade-off between price and performance that provides the greatest overall benefit, i.e. the selection of the offer which presents the optimum combination of factors such as appropriate quality, service, life-cycle costs and other parameters to best meet the defined needs.

Delegation of authority levels

The UNOPS 'Executive Chief Procurement Officer' (ECPO) delegates the 'Procurement Authority' (PA) to local individuals to perform authorized actions within specified monetary values, i.e. 'Delegation of Authority (DOA.).

The UNOPS Senior Portfolio Manager has been granted DOA-level 1 (< USD 50,000) and the Director of UNOPS Geneva Office has DOA-level 2 (< USD 250,000) which can be used on the basis of the use of formal methods of solicitation. Lower thresholds apply for exceptions to the use of formal methods of solicitation – see below table.

The Executive Secretary currently has DOA-level 1. This will be reviewed continuously and adjusted as appropriate, and in line with UNOPS rules and regulations.

The PA is delegated by the ECPO to individuals and not to functions. Therefore, the individuals in acting capacity (e.g. Officer-in-Charge – OIC) must be granted proper delegation of authority in order to be able to exercise this authority until the official incumbent resumes his function.

CONTRACTS FURTHER TO THE USE OF FORMAL METHODS OF SOLICITATION, AND PRESELECTION	CONTRACTS FURTHER TO EXCEPTIONS TO THE USE OF FORMAL METHODS OF SOLICITATION INCLUDING AMENDMENTS
THRESHOLD	THRESHOLD
LCPC/HQCPC*: From USD 250K and higher	LCPC/HQCPC: from USD 50K and higher
Director UNOPS GVAC: From USD 50K to 250K	UNOPS Sr. Portfolio Manager: up to USD 50K
UNOPS Sr. Portfolio Manager: up to USD 50K	

*Local Contracts & Property Committee/Headquarters Contracts & Property Committee

Thresholds related to UNOPS contracting review and recommendation

Effective procurement planning

is based on clearly identified needs, includes scheduled timelines/deadlines and streamlines the Terms of Reference which shall include basic requirements to be met by the suppliers. It sets clear evaluation criteria at the time of TOR drafting. Resulting benefits are:

- better requirement definition thereby increasing the probability of receiving strong offers;
- improved sourcing, ensuring an adequate number of suppliers which hold appropriate qualifications;
- less waste of resources on last minute actions;
- less repetitive, labour intensive procurement activities, due to the early assessment and use of LTAs;
- reduction of delays and lead times due to the ability to perform in advance
- reduced transaction costs through consolidation of procurement actions

Keep in mind the following main procurement practice points:

1. Procurement planning on a yearly basis and quarterly follow-up/revision.
2. Clear definition of needs and comprehensive technical specifications.
3. Use of internal resources first (LTAs, procurement process less than 6-month old, etc.).
4. Use of procedures/templates to source suppliers from the market.
5. Clear evaluation criteria for selection.
6. Confidentiality during the procurement process.



Procurement Process of Goods and Services

Simple steps of the procurement process which need to be followed:

1. Sourcing of Suppliers jointly with UNOPS GVAC staff. This includes internal sourcing from existing Long Term Agreements (LTA) and UNOG Volume Purchase Orders (VPO) or external sourcing such as supplier catalogues, previous short lists, internet search etc.
2. Follow suitable procurement methods based on local needs and situation. See below solicitation methods for further detail.
3. Follow standard [UNOPS formats](#) designed to fit specific requirements and contain UNOPS mandatory terms and conditions.
4. Set criteria for selection of suppliers based on specifications, conduct evaluation and recommend for selection.
5. Contracting and issuance of Purchase Order(s).

Sustainable procurement

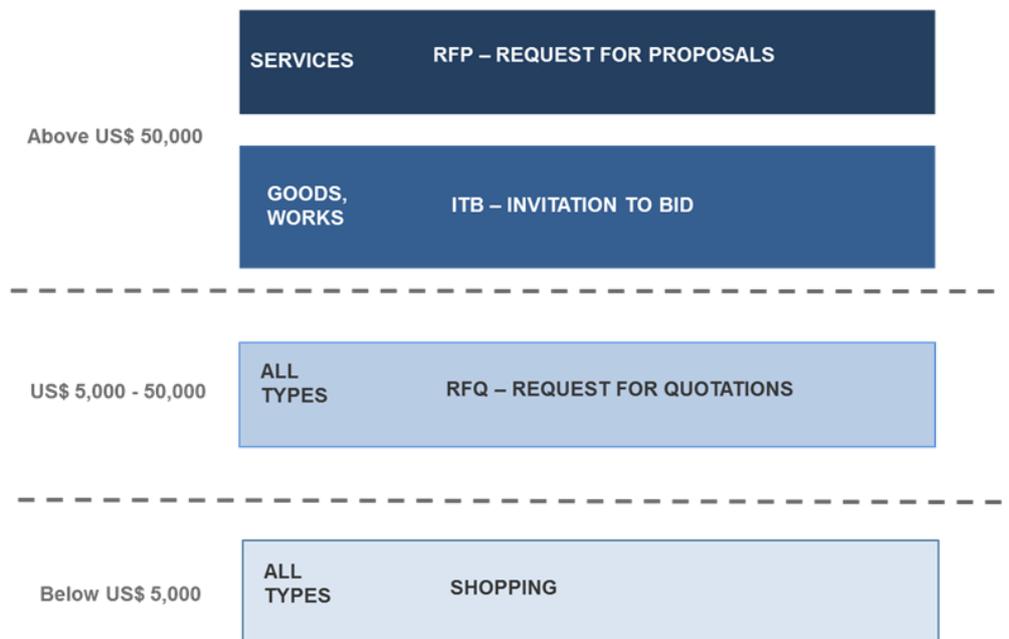
Procurement is called sustainable when it integrates requirements, specifications and criteria that are compatible and in favour of the protection of the environment, of social progress and in support of economic development, namely by seeking resource efficiency, improving the quality of products and services and ultimately optimizing costs.

The choice of goods and services are based on:

- Economic considerations: best value for money, price, quality, availability, functionality
- Environmental aspects: i.e. green procurement: the impacts on the environment that the product and/or service has over its whole life-cycle, from cradle to grave;
- Social aspects: effects of purchasing decisions on issues such as poverty eradication, international equity in the distribution of resources, labour conditions, human rights

Consult with the UNOPS GVAC team on how you can make your procurement more sustainable. For further information see the [sustainability guidance](#) on the UNOPS intranet.

UNOPS solicitation methods for goods and Services



UNOPS solicitation methods

Following process steps apply when selecting one of the standard solicitation methods:

REQUIREMENT	SHOPPING
< US\$ 5,000	<ul style="list-style-type: none"> • STBP/UNOPS GVAC obtain at least 3 price quotations. • STBP/UNOPS GVAC compare quotations and select the supplier on lowest price basis (written justification required if lowest priced option is not selected). • STBP to indicate CoA to be charged. • UNOPS GVAC prepares Request for Award to be signed by STBP Executive Secretary. • UNOPS GVAC to issue Purchase Order which serves as contract with the supplier and needs to be signed by both parties prior commencement
REQUIREMENT	REQUEST FOR QUOTATION (RFQ)
> US\$ 5,000 but below US\$ 50,000	<ul style="list-style-type: none"> • UNOPS GVAC prepares RFQ form based on Terms of Reference elaborated by STBP and CoA to be charged. • Publishing on UNOPS website and other relevant media (min. 5 days); possible suppliers can be invited directly to participate in the call. • STBP/UNOPS GVAC conduct technical/financial evaluation and select the supplier on the basis of “lowest priced, most technically acceptable”. • UNOPS GVAC prepares Request for Award to be signed by STBP Executive Secretary. • UNOPS GVAC issues Purchase Order and Contract with supplier prior to commencement.
REQUIREMENT	REQUEST FOR PROPOSAL (RFP) / INVITATION TO BID (ITB)
> US\$ 50,000	<ul style="list-style-type: none"> • UNOPS GVAC prepares RFP/ITB template based on Terms of Reference elaborated by STBP and CoA to be charged. • Publishing on UNOPS website and other relevant media (min. 21 days). • STBP/UNOPS conduct bid opening. • STBP/UNOPS GVAC organize evaluation panel and review technical/financial proposals: <ul style="list-style-type: none"> - ITB - Lowest priced substantially compliant; - RFP - Cumulative analysis on the basis of best value (technical and financial) and most responsive offer. • UNOPS GVAC to submit for review by LCPC/HQCPC. • UNOPS GVAC prepares Request for Award to be signed by STBP Executive Secretary. • UNOPS GVAC to issue Purchase Order and Contract with supplier.

Preselection

UNOPS Financial Rules and Regulations allow for the preselection of contractors or implementing partners by the funding source. STBP personnel needs to liaise with UNOPS GVAC well in advance of possible starting dates of services or procurement of goods, as the specific case needs to be analysed to qualify as Pre-selection and might need to be reviewed by LCPC/HQPC. See [UNOPS Procurement Manual point 6.8.2](#) for further information on Pre-selection.

Exceptions to the use of formal procurement methods

In accordance with UNOPS Financial Rules and Regulations UNOPS may award a procurement contract – either on the basis of an informal method of solicitation or on the basis of a directly negotiated contract – to a qualified contractor whose offer substantially complies with the requirements at an acceptable price.

STBP personnel needs to liaise with UNOPS GVAC well in advance of possible starting dates of services or procurement of goods, as the specific case needs to be analysed to qualify as Exception and might need to be reviewed by LCPC/HQPC. [See UNOPS Procurement Manual point 6.8.1 for further information on Exceptions to the use of formal procurement methods.](#)

Asset management

For any assets with acquisition value \$2,500, transactions including acquisition, transfers and disposals must be documented officially. Upon acquisition these assets also must be entered into the Atlas module as they are considered for financial accounting purposes.

Asset: An asset is identified if it meets the majority of the ‘Use and Control Criteria’ and the asset value equals or exceeds threshold of USD 2,500 including additional cost related to making an asset ready for its intended use and it will be used for more than one reporting period. Capitalized assets will be reported in the UNOPS Financial Statement, and will be depreciated and tracked in the Asset Management Module.

Non-Capitalized Expenses

- Transactional assets (These are goods that are purchased by UNOPS on behalf of a client and where the control is transmitted directly from the vendor to the client)
- Assets with a monetary value below USD 2,500
- All types of services not related to making an asset ready for its intended use.

Capital Assets value consist of the total cost of the asset, including freight, delivery and installation and other costs related to making an asset ready for its intended use.

Assets categories

- Buildings
- Land
- Furniture & fittings
- Heavy Machinery & other equipment
- Intangibles
- Communications & IT Equipment
- Vehicles

- Leasehold Improvement

Assets management steps

1. Acquire asset
2. Maintain asset
3. Dispose asset

In case of lost, damaged or stolen asset, it is important to document the circumstances in a way that allows the respective authority to evaluate the case with regards to any possible negligence.

All assets under UNOPS control must be recorded.

Assets control - Annual Physical Inventory

A proper record should correspond to the asset count performed and any discrepancies identified should be rectified in a timely manner.

Steps:

1. HQ sends the assets report to each UNOPS office
2. Asset Focal Point Coordinates physical verification exercise (confirm asset location, asset description, serial number, tag number, asset class and asset value)
3. Physical Verification Team compares asset report to assets on the ground and reports the asset condition
4. Asset Focal Point submits approved requests for disposals, acquisitions and adjustments resulting from physical verification exercise including any necessary supporting documents
5. HQ processes necessary adjustments and reflects in the system.

For standard [physical inventory](#) and acquisition, maintaining and disposal of assets, the following main link should be consulted: [Asset Management](#).

Stock Cycle

STBP finance section will keep computer records of value of Drug stocks, identifying each drug in stock, at IDA warehouse for the rotating Stockpile (SRS). These will be reconciled with IDA records of the physical inventory every quarter and with IDA financial records also. IDA warehouse records will be kept to record movement of drugs in and out of SRS stock will be scrutinized by STBP finance staff. Monetary Value of the SRS every year will be determined by an independent assessor appointed for this purpose.

Physical stock will be confirmed by an independent inspection Agency who will note the value of the various batches of each drugs in the SRS along with the date of acquisition every six months. Movement between stock levels will be scrutinized by STBP finance after every independent valuation.

GDF calculation of the fixed price, as and when made, will be checked and agreed by STBP Finance before it is declared. Any change in fixed price after a year, or before a year, will be notified to STBP finance checked and agreed by them before it is made public.

A financial audit of the stockpile will be undertaken by STBP Finance once a year. Time between two such audits will not be more than 11 months.

Grants

The following section outlines Grant Management carried out by the Partnership, with a focus on Grant Management with support received from UNOPS and how it is linked to the 4 STBP Grant mechanisms (TB REACH, GDF, Global Fund Technical Assistant Grants and the Challenge Facility for Civil Society) and the respective processes.

General Considerations related to Grant Support in UNOPS

Grant support is the provision of funds to an organisation to directly implement a project activity using its own resources. Grant support is given to a 'Grantee'. Grant support is typically for not-for-profit organisations, Community Based Organisations (CBOs), research institutions, NGOs, indigenous groups, charitable organisations, foundations and local or municipal branches of governments. The legal agreement is the UNOPS Grant Support Agreement (similar to the Grant Agreement Letter). For UN agencies a UN Agency to UN Agency Contribution Agreement shall be the legal format, for governmental entities the Project Cooperation Agreement ([agreements](#)).

To be eligible for a grant, the activity must comply with three principles:

1. Purpose – engaging an implementing partner (grantee) to carry out public project activities with milestones.
2. Autonomy – the grantee is largely autonomous with UNOPS role limited to monitoring.
3. Not-for-profit – there is no direct financial profit for the grant recipient.

Grant Support through UNOPS

The UNOPS grant awarding process is a simple sequence of steps aimed at only formalizing the already established grant selection processes followed by each STBP grant mechanism for their respective grant activities, and finalizing the contractual agreement with the grant recipient in accordance with UNOPS regulations and procedures.

The awarding should not be interpreted as a questioning of the actual grantee selection but rather only identify and document the used method which needs to be in line with one of the following UNOPS Standard Grantee Selection Methods:

- a) [Regular Call for Proposals](#) (UNOPS competitive selection method) with following key steps:
 1. Issue a 'call for proposals' (CFP) with suggested two weeks minimum public advertising
 2. Receive proposals and review and recommend for selection by committee in line with UNOPS regulations and procedures
 3. Request for Grant Award (attach supporting documentation and evaluation report)
 4. UNOPS Grant Authority awards the request
 5. Sign the Grant Support Agreement (GSA)
- b) Pre-selection of specific grantee/s by funding source in the project agreement (including name of grantee and amount)
- c) Pre-selection of specific grantee/s by funding source in a letter of request (including name of grantee and amount)

- d) Grantee selection method specified in the project agreement, amendment or letter of request from the funding source

UNOPS recognizes and therefore can award grant requests if one of the above mentioned selection methods is followed. It is envisaged that the STBP Executive Secretary will be granted a UNOPS Special Delegation of Authority to be able to directly award grants up to USD 100,000.

The STBP Executive Committee and its members representing the funding source for STBP Grant Mechanisms, by approving these SOPs shall endorse and authorize any new grant selection undertaken by STBP based on the already established grantee selection mechanism and related templates used by the STBP Grant Mechanisms. As a consequence and for cases where no Call for Proposals is carried out (method a), or the name of the grantee is not specifically mentioned in the project agreement and/or letter from the funding source (methods b and c), UNOPS can award new grant requests based on the Standard Grantee Selection Method d) Grantee selection method specified in the project agreement, amendment or letter of request from the funding source. UNOPS shall not be held responsible for a Grantee's performance in relation to the agreed activities if no Regular Call for Proposals has been conducted. However, UNOPS will provide the regular Grant Management Support as per the hosting agreement and in accordance with [UNOPS General Conditions for Grant Support Agreements](#).

New Grant Support Agreements (GSA)

Based on the identified Grantee Selection Method STBP provides UNOPS the Terms of Reference and other relevant information regarding the grant such as reporting requirements, budget and payment schedule as well as the vendor form of the grantee.

UNOPS prepares the [Request for Grant Award \(RFA\)](#) to be signed by the requesting manager of the STBP program unit and shall draft the [Grant Support Agreement \(GSA\)](#) for review. The RFA and GSA has to be signed by the relevant UNOPS Engagement Authority (staff on UNOPS contracts, including STBP personnel) using the granted Delegation of Authority. The UNOPS General Conditions for Grant Support Agreements apply. Changes to the General Conditions of the Grant Support Agreement (GSA) are not recommended and must be reviewed and approved by the UNOPS Regional Legal Advisor.

Disbursement of Funds/Reporting Requirements/Amendment or Termination of GSAs

The supervision, monitoring and evaluation of grant activities fall under the responsibility of the respective STBP Grant Mechanism. Disbursement of funds shall be made in accordance with the established payment schedule in the GSA. The payment schedule consists of Milestones which are linked to mandatory narrative and financial reporting requirements previously agreed between the Grantee and STBP/UNOPS and defined in the GSA. Possible changes to these requirements requested by Grantees need to be issued in written form and approved by the STBP Program Unit Manager.

Existing Grant Support Agreements can be amended by using the [Request for Award Amendment](#) (similar process to Request for Grant Award). In cases an existing grant needs to be terminated prior to its planned termination date defined in the GSA, a [Termination Letter](#) can be issued which needs to pass through UNOPS Legal before notifying the Grantee of the termination.

Grant mechanisms with TB REACH

Launching and Managing Calls for Proposals

The SOP describe the process to plan for a TB REACH and Challenge Facility for Civil Society (CFCS) call for proposals, and activities involved in coordinating the selection process until the point of informing applicants of the results of the PRC and Executive Committee (EC) decisions.

- Prior to the public announcement that a call for proposal has been launched, the secretariat meets virtually or physically with the Program Steering Group (PSG) for TB REACH, or with the Technical Review Panel for CFCS. In this meeting the date of the launch for call for proposals is agreed upon, and a discussion is held on a number of items that may include:
 - Populations that will be prioritized for funding
 - Any proposed changes in format of the call for proposals
 - Timelines
- The results of this meeting are used to modify proposal application forms. The IT department ensures that the online application form is fully functional.
- The Secretariat additionally prepares a set of information providing information on topics relevant to the call for proposals that may include:
 - References
 - Frequently asked questions
 - General application guidelines
 - Relevant publications
- After the application form and information have been finalized, these are made available publicly on the agreed upon date for the launch of the call for proposals. Applicants are provided with an email address to contact in case of technical difficulties and questions around the application form, and are answered in a timely manner. Applicants are given six to eight weeks to complete a letter of intent (LOI) and to provide all requested annexes including budget, NTP letter of support, work plan, audits, and any other relevant letters of support from other participating entities.
- Calls for proposals are managed in a two-step process:
 - After six to eight weeks during which the call is open, there is first a brief filtering process by the Secretariat for completeness of the LOI, financial and country eligibility, at which point LOIs are shared with the Proposal Review Committee (PRC). The Secretariat will randomly assign LOIs to pairs of reviewers, taking into consideration any conflicts of interest and country of origin.
 - The PRC begins to review their assigned LOIs remotely and each PRC member makes a short list for proposals to be invited for the second stage of the application process.
 - The PRC discusses their LOI reviews virtually, and makes decisions on applicants who will be asked to submit a full proposal within an additional six to eight-week window of time. At the same time unsuccessful applicants are informed by email that they will no longer be considered for funding.
 - The PRC meets physically when possible to make funding recommendations from this smaller list of applicants who were asked to submit a full proposal.

- Prior to the physical meeting of the PRC, the TB REACH secretariat sends the proposals that will be reviewed to the external M&E agency for their comment. The M&E comment provides useful insight to the PRC in terms of feasibility of project implementation, coherence of baseline data and targets set by the project, and feasibility of project monitoring and evaluation. These comments are sent back to the TB REACH secretariat and then shared with the respective PRC reviewers on the day prior to the project's day for review in the plenary session.
- When the PRC meets physically, it is for the purpose of reviewing all proposals that:
 - Have not been filtered out by the TB REACH secretariat, and
 - Have not been rejected in the primary PRC review if one occurred (as there is only one review stage for continuation funding proposals).The PRC makes funding recommendations for all reviewed proposals and produces a report documenting their recommendations along with clarifications and budget modifications for all proposals selected for funding.
- During the following virtual meeting of the STP Executive Committee, the Executive Secretary or TB REACH team leader presents the PRC recommendations to the Executive Committee for approval.
 - Alternatively, the PRC recommendations are sent by email to the Executive Committee for a no-objection approval.
- After the EC has approved the PRC recommendations, the TB REACH secretariat notifies successful and unsuccessful applicants of these decisions by email along with the clarifications and budget modifications requested by the PRC. Applicants may also be waitlisted for funding in case any of the successful applicants are unable to fulfil the requests made by the PRC to adjust their work plan or reduce their budget.

Selecting the Proposal Review Committee and Managing the PRC Meeting Process

- The PRC of TB REACH is comprised of 10-12 external technical TB experts in different areas.
- PRC members are selected to participate three meetings calls for proposals, but can be asked to continue for an additional two calls.
- Selection of PRC members is done through an open call for applications on the Stop TB Partnership website and email mailing list.
 - A selection committee will be comprised of members of the TB REACH Secretariat as well as 2 staff from other teams at the Partnership to make a decision.
 - The PRC should have a balance of expertise, regional, gender and constituency including NGOs, NTPs, technical experts, and civil society.

As stated in the Call for Proposals SOP, the PRC review process to select proposals for a new wave of funding occurs in a two-stage process, described below.

Prior to the conference call:

- The TB REACH secretariat posts an abridged version of a full proposal online, referred to as a letter of intent (LOI). Applicants are provided six weeks to complete the form and provide requested annexes.
- At the end of the six week open call for LOIs, the TB REACH secretariat reviews the submissions for completeness and country eligibility. The TB REACH secretariat sends a

generic email to applicants with incomplete or duplicate LOIs informing them that their LOI has not passed the stage of basic eligibility.

- Each LOI passing this step is randomly assigned to two reviewers, leaving all reviewers with an approximately equal number of LOIs to review. These random assignments are then reviewed by the TB REACH secretariat to ensure that conflicts of interest are avoided (i.e. reviewers do not review LOIs from former employers or organizations with close affiliations, from consulting clients, or from countries of residence).
- Reviewers are sent their respective LOIs and the grading form that should be used. Each fixed pair of reviewers receives the same set of LOIs to review and is given 10 – 14 days to provide a pass/fail decision with comments online, received by the Secretariat. Reviewers are not made aware of their paired reviewer and do not communicate results with one another.
- Reviewers can also be assigned proposals for continuation funding. (Continuation funding proposals are only reviewed in a one-stage process.)

During the conference call:

- A conference call is arranged for the TB REACH secretariat to share the results of this first review stage with the PRC.
 - LOIs that have been passed by both reviewers are automatically invited to the second stage in which they complete a full length proposal, and are provided with their respective reviewers' comments. These are not discussed during the conference call.
 - LOIs that have been failed by both reviewers are automatically rejected from the second stage and are informed by email of this decision along with the reviewers' comments. These are not discussed during the conference call.
 - LOIs that have been passed by one reviewer and rejected by one reviewer are discussed during the conference call and a decision is reached by the PRC as to whether they will be invited to the second stage

After the conference call/prior to the meeting in Geneva:

- Applicants passing to the second stage of the application process are again given access to their online LOI which has new and more detailed requirements. They have six weeks to complete this longer application referred to as a full proposal.
- Reviewers are sent their respective proposals and the grading form that should be used approximately ten days prior to the physical meeting in Geneva, are not informed who the second reviewer is, and are requested not to share the results of their review with any other reviewer.

During the face-to-face meeting:

- Reviewers are briefed about the TB REACH grant mechanism, M&E concepts, and priority populations and other pertinent issues regarding the current call for proposals.
- Proposals are discussed in a plenary format starting in the second half of the first day, and continue for the next nine to ten days until all proposals are reviewed, discussed,

and agreed upon for funding recommendations. The PRC is responsible for providing group input during the plenary so that a group consensus can be reached on whether to fund a proposal. Those proposals for which a group consensus cannot be reached are re-discussed at the close of the meeting.

- The TB REACH secretariat is responsible for communicating to the PRC the maximum amount of money that can be committed for the current call for proposals, and it is the responsibility of the PRC to meet that limit. The PRC may waitlist some of the highest rated proposals deemed worthy of funding, but not funded due to budget limitations.
- It is the responsibility of the two individual reviewers to meet and add request for clarifications and budget modifications for their respective proposal that has been selected for funding during the plenary session. These must be submitted to the TB REACH secretariat either by the end of the ten-day meeting or shortly thereafter. Grading sheets must be completed for all unsuccessful proposals as well and submitted within a week of the end of the meeting.
- The PRC generates a final list of funding recommendations with the maximum recommended budget for each proposal, as well as a list of observations and recommendations to improve the PRC meeting process.

After the meeting:

- The TB REACH secretariat reviews all grading sheets and edits them for clarity while prioritizing the successful proposals' grading sheets, and communicates all results after the EC has approved the PRC's recommendations.

Issuing a Grant Agreement Letter

The TB REACH and UNOPS legal teams have created three template GALs for grants awarded to 1) national governments (Project Cooperation Agreements), 2) NGOs, universities, local governments, etc. (Grant Support Agreement) and 3) UN organizations. These are stored on the S Drive (S:\TBREACH\UNOPS Templates).

- All GALs will have three Annexes: A) Project Plan – the approved grant application, B) approved budget, and C) UNOPS ATLAS Vendor Profile
- For grants awarded to national governments, ensure that the bank details are for a specific project account and not provided to the general treasury
- Atlas Vendor Form: Make sure the name of the beneficiary bank account matches the name of the Grantee as specified in the agreement. If possible, the Grantee shall return the vendor form in Word version in order to speed up the registration process.

The relevant GAL template should be edited to contain details of the approved project, including but not limited to: money withheld from the grant award (for M&E, Xpert and/or GDF) and the payment schedule.

- If the project will receive commodities from another grant that the Partnership receives funding from (in the case of UNITAID TBXpert for instance), ensure the commodities allocation is included in the GAL.

Once the GAL has been personalized, share it with the grantee electronically for their review and conditional approval.

- If a project requires deviations from the GAL template (e.g. inability to provide project audits, altered payment schedule, objections to certain clauses, etc.), all edits/changes must be cleared by UNOPS legal before signing.
- When a grant is given to an entity, relevant authorities of the Government of the country where the receiving entity is located should be informed, for instance the Ministry of Health or Finance.

UNOPS prepares a [Request for Grant Award](#). The TB REACH Team Leader signs as requesting officer and the delegated Grant Authority awards the Grant as per the following:

Use of all standard selection methods:

- < USD 100,000: UNOPS Senior Portfolio Manager and STBP Executive Secretary
- < USD 250,000: Director, GVAC
- USD 250,000 and < USD 500,000: Director, GPSO
- USD 500,000 and above: UNOPS Engagement Acceptance Committee

Use of non-standard selection / waiver:

- < USD 50,000: Director, GVAC
- USD 50,000 and < USD 500,000: Director, GPSO
- USD 500,000 and above: UNOPS Engagement Acceptance Committee

The GAL can only be signed once the Grant Award has been approved. Once the grantee and UNOPS/Stop TB Partnership finalize the content of the GAL, it must be signed by the grantee and a representative from UNOPS/Stop TB Partnership. UNOPS/Stop TB Partnership should sign the finalized GAL first, and then it should be sent to the grantee for a second signature.

Routing clearance for all GALs for Stop TB/UNOPS Signature will include:

- Initiation by an Officer in the Grants and Innovations Team
- Signature of the Team Leader of Grants and Innovations
- Review and Signature by Finance Team, Stop TB.
- Review and Signature by Stop TB Partnership Executive Director
- Review and Signature by appropriate UNOPS Staff (as necessary)

The fully signed GAL should be combined with the three annexes and saved in the relevant Wave/Country/Project folder on the S Drive and uploaded into the project's Grant Management System profile.

The fully signed GAL will be shared electronically with the finance teams of both the Stop TB Partnership and UNOPS so funds can be committed/obligated.

Issuing a Grant Payment

This details the payment requests process for already approved grants from the Grants and Innovations Team. As a fund ceiling is already committed/obligated and tranche payments are simply being expended within that ceiling, no approval from the finance team takes place for these requests.

- Payments can only be requested when a grantee has submitted an ATLAS Vendor Profile.
- Template payment request forms were created and stored on the S Drive (S:\TBREACH\UNOPS Templates). A template was created for each tranche of payment, as different deliverables trigger each payment. These deliverables are detailed in the Grant Agreement Letter (GAL) of each project and are standardized across Waves of funding.
 - The first section of the form contains details about the payment.
 - The second section of the form contains details about the award against which the payment will be billed. As templates are TB REACH or Challenge Facility-specific, this section does not need to be edited.
 - A payment request can be initiated by any Grants and Innovations team member provided the grantee has requested the payment and/or the conditions for payment have been met (i.e. GAL signing)
 - Replace the yellow highlighted text in the body of the form with the relevant information.
 - The Grants and Innovations team leader then dates and signs the completed form.
 - UNOPS requires an actual signature (no e-signatures).
- The completed and signed payment request form is then combined with the deliverables mentioned in the form's text/GAL (eg. quarterly reports printed from the TB REACH online Grant Management System [GMS]).
- The document containing the payment request for and proof of deliverables is then sent to the UNOPS finance officer.
- The payment request details are then logged in the 'Grant Status Master Sheet' spreadsheet (S:\TBREACH\1-UNOPS Transfer Admin\) under the 'UNOPS Payment Requests' tab.
 - Column E (Date Money Sent to Grantee) can be updated with data extracted from ATLAS or provided via email from the UNOPS finance officer.
- Once there is confirmation payment has been sent to the grantee, the tranche value is entered into the appropriate cell in the 'Payment Data' tab of the 'Grant Status Master Sheet'.
- In addition, either the UNOPS finance officer or a member of the TB REACH team will enter 'Date Payment Sent' data into grantee profiles in GMS. This will allow for efficient communication of payment information to grantees and alert them if sent funds have not been received.

Global Fund Technical Assistant Grants

The technical cooperation agreement is a demand-driven mechanism that is linked to Global Fund concept note submission dates. There is no call for proposals per se, countries whose concept notes are yet to be reviewed by the Global Fund's Technical Review Panel (TRP) can apply for funding through this mechanism. Requests for technical support can also be accepted during the iteration

phase, however, any such requests are time-limited and are to be clearly linked to concept note development.

The main objectives of this agreement is to ensure that through the Global Fund processes in-country programming should effectively take into consideration human rights related barriers to access, gender and community systems strengthening and ensure that they are included as cross cutting interventions in the TB response. The activities that can be funded under this agreement are:

- Addressing community, gender, human rights and other key affected population matters in TB programme reviews and national strategic plans.
- Integrating community systems strengthening activities and services in TB and/or joint TB/HIV concept notes.
- Integrating gender, human rights and key affected population perspectives and programming in TB and/or joint TB/HIV concept notes.
- Developing and implementing a TB/HIV gender assessment tool with UNAIDS.
- Validating key affected population size estimates.
- Engaging TB communities in the funding model process: 1) Country support focal points, 2) Regional trainings and workshops, and 3) Country consultations and missions.
- Promoting the role of TB communities in National TB Programmes, Country Coordinating Mechanisms and other platforms.
- Sharing experiences and know-how of increased case detection and care delivery. (TB REACH)
- Developing pre-TRP Procurement and Supply Management for improved quantification of drug forecasting. (GDF)

Funding requests can be sent by TB communities, civil society organizations, Country Coordinating Mechanisms (CCMs), National TB Programmes, Non-Governmental Organizations and Global Fund Principal Recipients and Sub-Recipients. Applicants are required to complete the Technical Support Application form and e-mail it at technicalsupport@stoptb.org. The application form is available on Stop TB's webpage.

In order to roll out this Technical Cooperation Agreement, the Stop TB Partnership is providing limited funds through the Global TB Coalition of Activists (GCTA) representatives and its network of country and regional focal points, as well as directly through focal organisations who represent communities in country dialogues, concept note writing teams and CCMs. Their role is to facilitate this work at country level using funding provided by the Stop TB Partnership through this TA Agreement.

GCTA and other community- based and non- governmental organisations are selected due to their expertise as representative of Civil Society in Global Fund country structures and processes. One focal organisation will be resourced in order provide an opportunity for TB communities and key Affected Populations to contribute to the development of the request for funding (“concept note”). In addition a committee of three meets to examine each country submission individually and do due diligence that each focal point and proposed activities meet the terms that have been set out in the agreement. The committee consists of the Stop TB Partnership Deputy Executive Secretary, the Global Fund and Communities Team Leader and a Technical Officer of the Global Fund and Communities Team.

Based on the evaluation, the Global Fund and Communities Team drafts and submits the Request for Grant Award to UNOPS to be signed by the delegated Grant Authority. UNOPS drafts the relevant agreement for review by the Global Fund and Communities Team and proceeds with the signatures of UNOPS and the Grantee.

Links:

Lists of submitted and registered concept notes can be accessed here:

<http://www.theglobalfund.org/en/fundingmodel/single/registration/list/>

Technical Support Application form:

<http://stoptb.org/assets/documents/global/fund/Application%20Form%20CSO%20CRG%20TA%20Jan%202015.docx>

Reporting template: <S:\Global Fund\TA Agreement\TA Reports\TA Completion Report Template.docx>

GDF

As per UNOPS hosting arrangement proposal, and July 2014 Stop TB Board approval, GDF procurement model has been transferred from WHO to UNOPS in integral, including current specific Standard Operation Procedures for procurement, as well as the use of procurement agents such as GIZ and IDA. Therefore, GDF Quality Manual remains fully aligned with UN procurement rules and ISO certification - 9001:2008 certified by an external qualified body (QS AG Zurich).

A new audit was performed by QS Z AG Zurich on 16th & 17th December 2014 and received a positive recommendation for continued certification of ISO 9001:2008 from the audit team leader to QS certification committee.

Following the Stop TB/GDF strategic definition to avoid any disruption of anti-TB medicines and commodities supply to countries during the hosting transfer period, and in order to ensure consistency in all SOPs, the GDF current Quality Manual continues to be used as a reference for all procurement matters.

Meanwhile, the current ISO 9001 certified Quality Manual is being revised and updated to incorporate specific UNOPS procedures (which is also an ISO 9001:2008 certified organization) as operational systems. New SOPs are also being developed to ensure quality compliance and consistency in all GDF management procedures.

The GDF team continues working on the revised Quality Manual including newly developed SOPs in accordance with UNOPS procedures, which are planned for a full release in Q3 2015.

Annexes

- Annex 1 Working Group SOPs
- Annex 2 Matrix of Responsibilities