

# On-going Progress Update and Disbursement Request and LFA On-going Progress Review and Disbursement Recommendation

**In completing this report, please refer to the detailed "Guidelines for completing the PR "ongoing progress update and disbursement request", and LFA "ongoing progress review and disbursement recommendation"**

During the lifetime of a grant, the Global Fund periodically disburses funds to the Principal Recipient (PR) based on demonstrated program performance and financial needs for the following period of implementation.

The PR's ongoing progress update and disbursement request (PU/DR) is both a progress report on the latest completed period of program implementation and a request for funds for the following period of implementation. Its purpose is to provide an update of the programmatic and financial progress of a Global Fund-financed grant, as well as an update on fulfillment of conditions precedent, management actions and other requirements. The PU/DR, alongside the Local Fund Agent (LFA) ongoing progress review and disbursement recommendation (short-form: LFA-verified PU/DR), forms the basis for the Global Fund's disbursement decision by linking historical and expected program performance with the level of financing to be provided to the PR.

One Excel file contains both the PR's PU/DR and the LFA-verified PU/DR. The PR should only complete the worksheets of the file pertaining to the PU/DR (the worksheet tabs color-coded in green), whereas the LFA should complete the worksheets of the file pertaining to the LFA-verified PU/DR (the worksheet tabs color-coded in blue). The Excel file also includes a reference checklist of supporting documents for the PU/DR review (the worksheet tab color-coded in yellow). This checklist is included for information and not for completion. The PU/DR should be completed by the PR of a Global Fund grant for every period in which a progress update is required, usually either on a quarterly, semiannual or annual basis, regardless of whether or not a disbursement is being requested. Once a year, the PR is expected to submit the Enhanced Financial Report (EFR) as part of the PU/DR (there is a dedicated tab for EFR in the Excel file).

The PR is required to submit the PU/DR to the LFA within 45 calendar days from the closing date of the relevant progress update period when the report does not contain the EFR (as indicated in the performance framework of Annex A of the grant agreement) and within 60 calendar days when the report contains the EFR (once a year).

The LFA should complete and submit a signed copy of the LFA-verified PU/DR to the Global Fund within ten working days after receiving the final signed version of the PU/DR from the PR and within 13 working days when the PU/DR report contains the EFR (once a year), unless agreed otherwise with the FPM (The LFA does not need to submit original/hard copies of each PU/DR reports. However, these documents should be available at the LFA's offices for any audit/reviews. Also, the LFA should be ready at all times to submit these originals to the Secretariat upon request). In this report the LFA should provide an analysis and comments based on verification of the PR-reported information, document grant risks and recommendations for improving program implementation, and finally, provide a performance rating to the grant and disbursement recommendation for the Global Fund's consideration. In defining the performance rating and recommending a disbursement amount, the LFA should use the Grant Rating Methodology of the Global Fund (as described in Annex 2 and communicated at various regional meetings and LFA training events) along with the Excel version of the Grant Rating Tool (to be provided to LFAs) to support the calculation of Indicator Rating.

***Upon completion, this form should be submitted (with supporting documentation) to the Local Fund Agent and copied to the Global Fund.***

## On-going Progress Update and Disbursement Request

### GENERAL GRANT INFORMATION

Country:	Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras,
Disease:	Malaria
Grant Number:	QMG-M-PSI
Principal Recipient:	Population Services International
Program Start Date:	1-January 2014
Currency:	USD

### PROGRESS UPDATE

Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			

### DISBURSEMENT REQUEST

Disbursement Request - Disbursement Period:	Cycle:	Annual	Number:	
Disbursement Request - Period Covered:	Beginning Date:	1-Jul-2015	End Date:	31-Dec-2015
Disbursement Request - Number:	1			

## Section 1: Programmatic Progress

Note: The table below should contain those Impact/Outcome indicators that are (1) due for reporting during the current year of a grant and (2) those reporting on which is overdue from the previous periods.

A. Impact / Outcome Indicators									
Impact / Outcome	Indicator Description	Baseline (if applicable)		Year of Target	Intended Target	Report Due Date	Actual Result	Data Source of Results	Comments on results on Impact/Outcome indicators and data sources, and any other comments
		Value	Year						
Select		-	-	-	-	-	-	Select	
Select		-	-	-	-	-	-	Select	
Select		-	-	-	-	-	-	Select	
Select		-	-	-	-	-	-	Select	
Select		-	-	-	-	-	-	Select	
Select		-	-	-	-	-	-	Select	
Select		-	-	-	-	-	-	Select	
Select		-	-	-	-	-	-	Select	
Select		-	-	-	-	-	-	Select	

## On-going Progress Update and Disbursement Request

### PROGRESS UPDATE PERIOD

Grant number:	QMG-M-PSI		
Progress Update - Reporting Period:	Cycle:	Semester	Number: 1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date: 30-Jun-2014
Progress Update - Number:	1		

Note: All programmatic indicators contained in the current Performance Framework should be listed, regardless of whether there are targets/results for the period covered by the Progress Update or whether the targets have been met in previous periods.

### B. Programmatic Indicators

Objective No.	* Indicator No.	Indicator Description	Tied To	Targets cumulative?	Top 10 indicator?	Baseline (if applicable)		Intended Target to date	Actual Result to date	% achievement (Please calculate as appropriate)	Reasons for programmatic deviation from intended target and deviations from the related workplan activities
						Value	Year				
		Confirmed malaria cases (microscopy or RDT)	Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		
			Select	Select	Select			-	-		

\* Indicator No. should correspond to the indicator number listed in the approved Performance Framework of the grant (1.1, 1.2, etc.)

### C. Analysis of data quality and reporting issues

(1) This section should contain (1) a summary of issues related to data quality and reporting on programmatic indicators, and any relevant issues which are not covered in 'Reasons for programmatic deviation', and (2) remedial actions that are underway or planned to address these issues.

# On-going Progress Update and Disbursement Request

## PROGRESS UPDATE PERIOD

Grant number:	QMG-M-PSI			
Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			

## Section 2: Grant Management

### A. PR COMMENTS ON THE FULFILLMENT OF CONDITIONS PRECEDENT AND/OR SPECIAL CONDITIONS UNDER THE GRANT AGREEMENT

! Please include in this table the CP number as per Grant Agreement and full text of CPs and/or other special conditions due for fulfilment during this period or outstanding from previous periods.

! Some Special Conditions may apply to more than one period of grant implementation. Their fulfilment during one period does not automatically imply fulfilment in subsequent periods. The LFA should verify that the status of such conditions is reported by the PR during each period concerned.

Conditions Precedent and/or other special conditions	Status	PR Comments on Progress of Implementation
<p>1. Conditions precedent to First Disbursement</p> <p>The first disbursement of Grant funds by the Global Fund to the Principal Recipient is subject to the following conditions:</p> <p>a. The delivery by the Principal Recipient to the Global Fund of a letter signed by the Authorized Representative of the</p>	Met	
<p>Special Condition 1</p> <p>In accordance with the Standard Terms and Conditions of this Agreement, the Principal Recipient shall be responsible for the execution of the following activities:</p> <p>a. All activities included in the Work Plan referred to in Section B.1.b above;</p> <p>b. Management and monitoring of start-up funds allocated to Panama, Haiti, Belize, Honduras, Costa Rica and Dominican Republic, as approved in the detailed budget and work plan;</p> <p>c. Coordination with Global Fund and technical partners of the conditions for independent verification of impact indicator "number of confirmed malaria cases" reported for years 1, 2 and 3;</p> <p>d. Implementation of malaria specific regional planning sessions, meetings and trainings as per regional cross cutting action lines;</p> <p>e. Preparation of progress reports to the Regional Coordination Mechanism and the Global Fund, in particular:</p> <p>-The execution of funds and implementation of the Work Plan.</p> <p>-The reporting on the impact indicator "number of confirmed malaria cases" in years 1, 2 and 3.</p>	Unmet - In Progress	<p>a. The Work Plan was approved. All activities for the reporting period that had to be completed by June 30th were completed:</p> <ul style="list-style-type: none"> <li>-Hire identified open positions</li> <li>-Submit Annual Disbursement Request</li> <li>-Belize Costa Rica and Panama to send detailed list of supplies/equipment to be procured</li> </ul> <p>Those activities in the Work Plan that had to be in progress during May and June were in progress:</p> <ul style="list-style-type: none"> <li>-Countries to provide PR documentation of tax exemption status</li> <li>-Conduct Pre-award assessments of SRs and Prepare SR contracts</li> <li>-Establish Technical Advisory Group</li> <li>-Procurement equipment and supplies for SRs (BEL, CR, PAN)</li> <li>-Procure office equipment</li> </ul> <p>b. The disbursements have not been completed and thus the management and monitoring of the startup funds has not begun.</p> <p>c. The PR is in the process of coordinating with the Global Fund and the technical partners with regard to the conditions for independent verification of impact indicator. The PR has sent an initial draft to the Global Fund in order to initiate the conversation on this topic, has had conversations with PAHO regarding these conditions and has planned follow-up conversations with technical partners.</p> <p>d. The PR is currently in the process of planning the first malaria specific regional meeting for September, 2014.</p> <p>e. The PR has completed the only report that has been required during this period (this PUDR for the Global Fund).</p>
<p>Special Condition 2</p> <p>As used herein, the term "participating country" shall refer to Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Nicaragua, or Panama.</p>	Met	The PR confirms that appropriate contacts have been obtained for each individual participant country to negotiate terms for work and the PR has created a directory of these contacts.

## Section 2: Grant Management

<p>Special Condition 3 The Principal Recipient agrees and understands that no Grant funds shall be transferred by the Principal Recipient to any participating country until the Global Fund has issued the respective authorization notice.</p>	<p>Met</p>	<p>The PR has bi-monthly updates on the status of the agreements with each country beginning on June 15. During this reporting period, 2 of the 6 contracts were signed. The PR estimates that 3 more of the agreements will be signed by July 31, 2014 (when they are due). The 6th agreement, that of El Salvador, will take longer because it must be presented and approved by the legislative assembly.</p>
<p>Special Condition 11 The Principal Recipient shall submit the information on the total number of malaria cases, referred in Sections C.5 to C.10 above, together with supporting evidence whose adequacy will be determined by the Global Fund in its sole discretion.</p>	<p>Unmet - In Progress</p>	<p>The elements around this condition are part of the verification protocol under preparation and to be discussed with the PR and partners. PAHO is responsible for the preparation of the verification protocol, and the PR is waiting for PAHO to share it in order to begin conversations.</p>
	<p>Select</p>	
	<p>Select</p>	
	<p>Select</p>	

## Section 2: Grant Management

### B. PR REVIEW OF PROGRESS ON IMPLEMENTATION OF OUTSTANDING MANAGEMENT ACTIONS FROM PREVIOUS DISBURSEMENTS

! Please list all issues raised in the last Management Letter from the Global Fund or outstanding from previous Management Letters, and comment on the progress. Please include the date of the management letter and the item number.

Global Fund Management Actions	PR Comments on Progress of Implementation
<p>Management Letter: 30-May-2014 6. Funds for start-up activities We strongly recommend to the PR to work even more actively in order to reach and finalize the bilateral contracts with in country counterparts and start confirming in writing with each applicable country on specifications for the equipment and materials to be procured in a centralized way.</p>	<p>In progress- the PR has done everything possible to reach and finalize the bilateral agreements. The PR throughout the entire process of reaching and finalizing these agreements, understanding the urgency to complete the disbursements, followed-up with each of the countries on a weekly basis (at minimum) in order to check progress and ensure that the countries had everything they needed (either via email or phone); in addition to regular follow-ups, the PR answered all of the countries' questions as soon as they were received (within 1-2 days). The PR sent the contracts with a list of the required documentation and the necessary pre-assessments to all 6 countries on May 15, 2014. Several countries requested the contracts in Spanish and informed the PR that they would be unable to sign the contracts in English. The PR translated the contracts into Spanish and sent them on May 22, 2014. During the week of May 26-30, 4 of the 6 countries sent some of the required paperwork. Haiti sent the sub-contract, the work plan and the authorized signatures; Belize sent their work plan and planned procurements; and Costa Rica and Panama sent their planned procurements. The PR had to request clarifications to Costa Rica's planned procurements, which it received the week of June 2-6. Additionally during this week, Costa Rica sent a revision to the contract and informed the PR that it would have to complete its own official translation, and the PR reviewed the documentation submitted by Haiti and sent it to the Global Fund for approval. During the week of June 9-13, the PR received the subcontract and authorized signatures for Belize. Additionally, the PR reviewed the documentation sent by Costa Rica and Belize and sent the documentation of Belize to the Global Fund for approval. Until the week of 16-20 of June, Panama had not submitted the contract or any of the required documentation because their point of contact had been absent for approximately one month and the replacement contact was unable to process the contract. The week of 16-20 of June, the point of contact returned to the office and began the process of finalizing the contract and gathering the documentation. The PR resent the contract, translation and required documentation to the point of contact in Panama, and worked with him to reinitiate the process of finalizing the agreement during the week of 23-30 of June. Finally, during this week, Costa Rica requested the PR's assistance in modifying their procurements via an amendment to the agreement, and the PR provided support to them in this process.</p>
<p>Management Letter: 30-May-2014 7. Sub-Recipient Awards We strongly recommend to the PR to simplify the assessment methodology as a way to streamline the process of entering into bilateral agreements with the involved SR where this simplified process can be applied taking into consideration that the Secretariat has prepared an assessment for these countries/implementers in the past. The aim of this is to accelerate disbursements to Haiti, the Dominican Republic and as applicable, other countries.</p>	<p>In progress- the PR has done everything possible to accelerate the disbursements to the SRs. For those countries which had an assessment that had not expired (valid for 18 months), no further assessment was required for the disbursements. Since the PR is ultimately responsible for overseeing the use of the disbursement funds in order to ensure that the funds are used in accordance with the contract terms, the PR had to comply with its own internal policies and could not waive or change the assessment, but made every effort to support the countries in completing them. For those countries that did not have a valid assessment, the PR sent the pre-assessments on May 15, 2014. The PR worked individually with each country's point of contact in order to ensure that they understood the assessment. Additionally, the PR sent examples as references to all countries that had to complete the assessment in order to facilitate the process and answered all questions posed by the countries within 1-2 days. The PR received the pre-assessments for 3 of the 5 countries during this reporting period (El Salvador, Belize and Haiti), and was working actively with the remaining countries (Costa Rica and Dominican Republic) to support them in completing their pre-assessments.</p>
<p>Management Letter: 30-May-2014 8. PSI Team We recommend the PR to update us and gear up toward the recruitment of all other staff for the team.</p>	<p>Completed- the team has been completely staffed.</p>
<p>Management Letter: 30-May-2014 9. Technical Assistance We would kindly request the PR to make contact with the RCM and to request to inform countries</p>	<p>Completed- the PR made this request of the RCM.</p>
<p>Management Letter: 30-May-2014 10. Audit Report We recommend the PR start getting acknowledged about the Audit guidelines published in the following</p>	<p>Completed- the PR has begun to familiarize itself with these requirements.</p>
<p>Management Letter: 30-May-2014 11. Enhance Financial Reports (EFR) The EFR has to be submitted along with the first Prograss Update/Disbursement Request form (PU/DR)</p>	<p>Not Due</p>
<p>Management Letter: 30-May-2014 PR costs at HR and Field level We kindly request the PR to submit this information by 30th June 2014.</p>	<p>Completed- the PR has sent the projection of the use of funds for the period.</p>

## Section 2: Grant Management

### C. PR COMMENTS ON ANNUAL GRANT REPORTING REQUIREMENTS

! Please indicate a date for the report due for submission. If a report is overdue, indicate the original due date and explain the reason for delay.

Required Documentation	Due date (dd-mmm-yy)	Status	Comments
PR Audit Report	30-Jun-15	Select	
Enhanced Financial Reporting (EFR)	15-Feb-15	Select	

**On-going Progress Update and Disbursement Request**

**PROGRESS UPDATE PERIOD**

Grant number:	QMG-M-PSI		
Progress Update - Reporting Period:	Cycle:	Semester:	Number:
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:
Progress Update - Number:	1		
Currency:	USD		

**Section 3A: Total PR Cash Outflow**

! For RCC grants the cumulative section of the table below should contain cumulative amount from the start of the RCC and not from the start of Phase 1 of the program.

	Budget for Reporting Period	Actual Cash Outflow for Reporting Period	Variance	Reason for Variance	Cumulative Budget through period of Progress Update	Cumulative Actual Cash Outflow through period of Progress Update	Variance	Reason for Variance
<b>1. Total PR cash outflow vs. budget</b>	<b>456,415</b>	<b>40,132</b>	<b>416,283</b>		<b>456,415</b>	<b>40,132</b>	<b>416,283</b>	
1a. PR's total expenditures	456,415	40,132	416,283	<p>We had the following budgeted for this period: \$149,669 under the program and administration (P&amp;A) module, \$47,756 under the M&amp;E module, \$135,002 under the interventions module, and \$123,987 under the case management module, for a total of \$416,283. In reality we only spent \$40,132 under the P&amp;A module, which represents an execution of 27% vs. the module and 10% vs. the total budget.</p> <p>There were no expenditures under the case management module which reflects the expenses of the subawardees because we did not sign the contracts and disburse any money to the subawardees. We did not spend any money under the M&amp;E module as it is tied to the time spent monitoring the subawards. Finally, we did not spend any money under the interventions module during this period as no regional meetings were held and the consultant that will help design a national strategic plan has not yet been hired.</p> <p>The \$40,132 spent under P&amp;A module corresponds to the following categories:</p> <ul style="list-style-type: none"> <li>- \$26,498 in human resources (vs. a budget of \$84,177): the variance is explained by the delays in hiring the 3 key positions for this project.</li> <li>- \$5,652 in travel (vs. a budget of \$15,587): there were 10 trips budgeted during that period but only 3 happened (Judi Heichelheim went to El Salvador to attend the course "Science of Eradication: Malaria" given by ISGlobal in February, Catalina Jermann went to Guatemala to provide support to Norma Padilla in initiating the program, and Norma Padilla went to the Dominican Republic to coordinate the implementation of EMMIE activities with the RCM in June).</li> <li>- \$1,620 in external professional services (vs. a budget of \$6,200): we budgeted \$5,000 for an audit but this will not occur until next year and we budgeted \$1,200 for an information systems consultant and spent \$305 for the consultant, \$540 in recruitment fees and \$776 in translation fees.</li> <li>- \$2,877 in non-health equipment (vs. a budget of \$7,700): we included the purchase computers and printers for the 3 key positions in this budget but during this period we only needed to purchase 2 computers since the regional office temporarily provided the third computer and the ability to print for the 3 positions while the team was being formed.</li> <li>- \$3,485 in program administration costs (vs. a budget of \$32,406): the variance is explained by the difference in the fees that were generated; we spent less than budgeted therefore only generated \$2,625 in fees vs. a budget of \$27,306.</li> <li>- We had also budgeted \$3,600 for infrastructure (purchase of desks, chairs, filing cabinets, etc.) for the Team Leader, Program Advisor, and Grants Specialist but these purchases were unnecessary during this period because the regional office temporarily supplied this equipment while the team was being formed.</li> </ul>	456,415	40,132	416,283	Same as prior column
1b. Disbursements to sub-recipients		0	0				0	

	Budget for Reporting Period*	Actual Cash Outflow for Reporting Period	Variance	Reason for Variance	Cumulative Budget through period of Progress Update	Cumulative Actual Cash Outflow through period of Progress Update	Variance	Reason for Variance
<b>2. Total pharmaceutical &amp; health product expenditures vs. budget</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	
2a. Medicines and pharmaceutical products			0				0	
2b. Health products and health equipment			0				0	



### On-going Progress Update and Disbursement Request

**PROGRESS UPDATE PERIOD**

<b>Grant number:</b>	QMG-M-PSI		
<b>Progress Update - Reporting Period:</b>	<b>Cycle:</b>	Semester	<b>Number:</b> 1
<b>Progress Update - Period Covered:</b>	<b>Beginning Date:</b>	1-Jan-2014	<b>End Date:</b> 30-Jun-2014
<b>Progress Update - Number:</b>	1		

**Section 4: Procurement and Supply Management**

		Comments
<p>1a. Have you updated the Price Quality Reporting (PQR) with the required information on the pharmaceuticals and health products received during the period covered by this PU/DR' (if applicable)? If health products procurement information has not been entered into the PQR, please explain why.</p> <p>! For further guidance on PQR data entry, please refer to the guidelines.</p>	N/A	
<p>2. Based on the most up-to-date stock situation, are there any risks of stockouts of key pharmaceuticals &amp; health products at the central level in the next period of implementation? If yes, please comment.</p>	N/A	

**3. Comment on additional issues related to the procurement and supply management of pharmaceuticals and health products**

# On-going Progress Update and Disbursement Request

## DISBURSEMENT REQUEST PERIOD

Grant number:	QMG-M-PSI			
Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			
Currency:	USD			

! A Statement of Sources and Uses of Funds (SSUF) is to be provided by PR along with the PUDR form

## Section 5: Cash Reconciliation and Disbursement Request

### A: CASH RECONCILIATION FOR PERIOD COVERED BY PROGRESS UPDATE

1. Cash Balance: Beginning of period covered by Progress Update (line 10 from Cash Reconciliation section of the period covered by the previous Progress Update):

1. Cash Balance: Beginning of period covered by Progress Update (line 10 from Cash Reconciliation section of the period covered by the previous Progress Update):			
Add:	2. Cash received by the PR from the Global Fund during the period covered by this progress update:	1,941,298	
	3. Cash disbursed to third parties by the Global Fund on behalf of the PR during the period covered by this progress update:		
	4. Interest received on bank account	186	
	5. Revenue from income-generating activities (if applicable)		
	6. Other income, if applicable (e.g. income from disposal of fixed assets, tax refunds)		1,941,484
Less:	7. Total cash outflow during period covered by Progress Update (value entered in Section 3A "Total cash outflow"):	40,132	
	8. Net exchange rate gains/losses ( <i>gains should be shown with a minus sign; losses should be shown with a plus sign</i> )		
	9. Reconciliation adjustments ( <i>gains should be shown with a minus sign; losses should be shown with a plus sign</i> )		40,132
10. Cash Balance: End of period covered by Progress Update:			1,901,352

#### Explanation of reconciliation adjustments (line 9)

! An explanation must be provided if there have been any adjustments.

# On-going Progress Update and Disbursement Request

## DISBURSEMENT REQUEST PERIOD

Grant number:	QMG-M-PSI			
Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			
Currency:	USD			

## Section 5: Cash Reconciliation and Disbursement Request

### B: DISBURSEMENT REQUEST

Total forecasted net cash expenditures by the Principal Recipient for the period immediately following the period covered by the Progress Update:

1. Period beginning date:	1-Jul-2015	end date:	31-Dec-2015	approved budget amount:	800,607	forecasted amount:	800,607	
2a. Cash buffer period (by default) (cash "buffer") beginning date:	1-Jan-2016	end date:	31-Mar-2016	approved budget amount:	54,171	forecasted amount:	54,171	
2b. Additional "buffer" (discretionary, select only if there is a prior agreement with the FPM) (1) cash "buffer" agreed with FPM (2) <input type="text" value="Select"/>	1-Apr-2016	end date:		approved budget amount:		forecasted amount:		<b>PR Total Forecast</b>
(cash "buffer") beginning date								<b>854,778</b>

(1) Additional Cash buffer can be requested if the next PU/DR report will contain a completed EFR report or a completed Annex on SR financials, requested by the Secretariat, or if there are any additional GF-specific requirements that cannot be delivered within 45 days. An agreement in principal from the FPM should be obtained prior to requesting an additional cash buffer.

(2) When the additional (cash "buffer" ) period is 1 or 2 months, the approved budget and forecasted amounts should be calculated as prorated values for the period following the regular buffer period.

Please explain any significant variance (based on your judgment) between the forecasted amounts and the amounts as per approved budgets. Please specify the main factors and related amounts that are the major drivers of the variance.

NB. Consider the following items when providing the analysis.

- Expected timing of payments for any significant budgetary items,
- Impact of existing cash balance at SR levels
- Current confirmed commitments to be paid during disbursement request period
- Current/expected unit prices compared to those in the budget
- Change in quantities compared to budget
- Exchange rates and inflation
- Linkage between budget absorption and programmatic performance to-date.

! The forecast should include any existing commitments (eligible under this grant) as of the end of the reporting period and which are likely to be paid during the disbursement period

3. Cash Balance: End of period covered by Progress Update (number 10 from PR Cash Reconciliation sheet):	1,901,352	
Less:		
4. Cash "in transit" disbursed to the PR:		
5. Cash "in transit" disbursed to third parties by the Global Fund on behalf of the PR		1,901,352
6. PR's Disbursement Request to the Global Fund for the period immediately following the period covered by the Progress Update, plus additional period (cash buffer):		0

7. Does the PR's Disbursement Request include funds for health product procurement?

Select

8. Exchange Rate (used to translate local currency into grant currency)

- used to convert Opening Cash Balance

- used to convert Closing Cash Balance

- used to convert Total Cash Outflow for the Progress Update Period

Name of local currency, date and source of the exchange rate, and other comments (if appropriate)

## On-going Progress Update and Disbursement Request

### PROGRESS UPDATE PERIOD

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Progress Update - Number:	1			

### Section 6: Overall Performance

#### A. PR's Overall Self-Evaluation of Grant Performance (including a summary of how financial performance is linked to programmatic achievements)

! The self-evaluation should be undertaken by taking into account programmatic achievements, financial performance and program issues in various functional areas (M&E, Finance, Procurement, and Program Management, including management of sub-recipients). See Guidelines for more detailed guidance.

##### Allocation of funds for the PR

The top priority of the PR during this reporting period was to reach and finalize the bilateral agreements with each country in order to disburse all of the start-up funds and complete the necessary procurements. In order to finalize these agreements the PR focused on 4 key activities: 1) hiring necessary staff, 2) obtaining the necessary pre-assessments, 3) obtaining the tax exemption documentation, and 4) signing the SR contracts.

The PR had to recruit for two positions: a technical advisor and a grants specialist. The PR had begun recruitment for the program in October of 2013. The PR recruited several interested and qualified candidates and held a series of interviews in order to be ready to hire as soon as the contract with the Global Fund was signed. Unfortunately, the delays in the signing of the contract caused several candidates to drop out of the process and the PR had to re-post the job descriptions and begin recruitment again, once the contract was finally signed, which significantly delayed the PR in staffing the program team. The team leader position was filled on May 5, 2014, by Dr. Norma Padilla. In order to complement the technical expertise of the team leader, the PR revised the job description of the technical advisor position and changed it to a program advisor position. The recruitment for this position was completed when the Rebecca Minneman signed an offer letter on June 9th, 2014. Similarly, the recruitment for the grants specialist, completing the program team, was finalized on June 25th, 2014 when Iraida Izaguirre signed her offer letter.

The PR sent the pre-assessments to those countries that were required to complete them (Belize, Costa Rica, Dominican Republic, El Salvador, and Panama) on May 15, 2014; Haiti already had a valid assessment with the PR. Understanding that the PR's pre-assessment process is very comprehensive, the PR made every effort to support the countries in completing it. The PR worked individually with each country's point of contact in order to ensure that they understood the assessment. Additionally, the PR sent examples as references to all countries that had to complete the assessment in order to facilitate the process and answered all questions posed by the countries within 1-2 days. By the end of the reporting period (June 30, 2014) three of the five necessary pre-assessments were completed (Belize, El Salvador, and Panama), and the PR had communicated several times with the two pending countries, Costa Rica and Dominican Republic, with regard to their pre-assessments, and the countries assured the PR that they were almost complete. The PR expects to have all of the pre-assessments completed and approved by July 31, in accordance with the work plan.

Similarly, the PR sent the countries the requirement of documentation of tax exemption on May 8, 2014 and the contracts for signature on May 15, 2014. Understanding the urgency for completing the disbursements and finalizing the contracts, the PR worked to create relationships with the appropriate contacts in each country in order to facilitate the process and make sure that any questions or issues that arose could be dealt with immediately. These relationships will serve to facilitate all of the interactions between the PR and the countries throughout the duration of the program. During the entire reporting period, the PR communicated regularly with each country, at minimum once a week, regarding their progress in securing the necessary documentation and finalizing and signing the contracts.

The PR worked diligently with the countries in order to provide them everything they needed, whether it was a translation of the contract or revisions requested by the country. The PR worked to be respond immediately to any requests made by the countries (within 1-2 days) and when the countries did not respond or contact the PR, the PR reached out with reminders (weekly), requests for updates, and offers of support. The PR managed to finalize the contracts for two of the countries in this reporting period, Belize and Haiti, but had not received any of the documentation for tax exemption from any of the countries despite weekly requests and reminders during this reporting period. The PR expects to have 5 of the 6 subcontracts finalized and approved by July 31, in accordance with the work plan, the only subcontract that will be delayed is that of El Salvador, due to the need for the legislative assembly to approve it, which was not contemplated in the original work plan.

#### B. Planned Changes in the Program, if any

#### C. External factors beyond the control of the Principal Recipient that have impacted or may impact the Program

According to the work plan, the PR is responsible for having all 6 subcontracts signed by July 31, and during this reporting period, the PR was able to finalize and approve 2 of the 6 subcontracts. The PR was unable to finalize and sign the remaining 4 contracts (Costa Rica, Dominican Republic, El Salvador, and Panama) in this period due to two major factors which are outside the control of the PR: the legal

requirements of each country for signing the subcontract and the outbreak of Chikungunya.

Each country has its own set of requirements that needed to be completed in order to finalize the contracts, and some of these requirements have significantly delayed the process. For example Costa Rica told the PR that they needed the contract in Spanish. Once they made this request to the PR, the PR sent the translation (May 22, 2014), yet upon receiving the translation that they requested Costa Rica decided that they needed to complete their own official translation before signing the contract. El Salvador was very responsive and is ready to sign the contract, but it must be approved by various departments including their Unidad de Cooperación Internacional and Ministerio de Relaciones Exteriores, and then it must be brought before their legislative assembly in order for it be approved, which takes several weeks. Similarly, the documentation for tax exemption goes through a different process in each country, which requires various levels of review and approval and has delayed the process of obtaining these letters. Another factor that has delayed the signature of the contracts is the fact that El Salvador and Panama both had changes in governments during the reporting period. Panama held elections for the entire government (President, Vice President, National Congress, and provincial, city, and municipal governments) on May 3, 2014 and held inaugurations on July 1, 2014. The transition to the new leadership created delays. Similarly, El Salvador held Presidential elections in February and March of 2014, and inaugurated their new President, Sanchez Ceren, on June 1, 2014, which has also created delays.

All of the countries, but the Dominican Republic in particular, were delayed by the outbreak of Chikungunya. The outbreak which began in San Martin, has been led by infections in Hispaniola. As of June 27, 2014, there were a total of 264,444 reported cases, with 75,389 new cases reported according to the Pan American Health Organization. Of the newest cases, 27,541 were reported in Haiti, and 46,115 new cases in the Dominican Republic. Chikungunya was also expanding to Central America, where mosquito populations that can carry the virus are widely distributed and El Salvador declared a state of emergency with 1,200 suspected cases. Given the similarities between Chikungunya and Malaria, as they are both vector-borne diseases, the same departments in the Ministries of Health which are responsible for the control and elimination of malaria are also responsible for responding to the Chikungunya epidemic. This unexpected outbreak has drained enormous resources from the Ministries of Health across Central America and the Caribbean, causing significant delays in the EMMIE program, particularly with respect to completing the pre-assessments and signing the contracts.

## On-going Progress Update and Disbursement Request

### GENERAL GRANT INFORMATION

Country:	Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Nica
Disease:	Malaria
Grant number:	QMG-M-PSI
Principal Recipient:	Population Services International
Program Start Date:	1-January 2014
Currency:	USD

### PROGRESS UPDATE PERIOD

Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			

### DISBURSEMENT REQUEST PERIOD

Disbursement Request - Disbursement Period:	Cycle:	Annual	Number:	0
Disbursement Request - Period Covered:	Beginning Date:	1-Jul-2015	End Date:	31-Dec-2015
Disbursement Request - Number:	1			

## Section 7: Cash Request and Authorization

### A: CASH REQUEST

On behalf of the PR, the undersigned hereby requests the Global Fund to disburse funds under the above-referenced Grant Agreement as follows:

1. Cash amount requested from the Global Fund (from line 14 – “PR’s Disbursement Request” in the tab “PR\_Disbursement Request\_4B”), in grant currency

0

2. Amount requested in words (in: USD):

\_\_\_\_\_

### B: AUTHORIZATION

The undersigned acknowledges that: (i) all the information (programmatic, financial, or otherwise) provided in this Progress Update and Disbursement Request is complete and accurate; (ii) funds disbursed in accordance with this request shall be deposited in the bank account specified in block 9 of the face sheet of the Grant Agreement unless otherwise specified herein; and (iii) funds disbursed under the Grant Agreement shall be used in accordance with the Grant Agreement.

Signed on behalf of the Principal Recipient:  
(signature of Authorized Designated Representative)

\_\_\_\_\_

Name:

Kim Schwartz

Title:

Senior Vice President and Chief Financial Officer

Date and Place:

14/08/2014

**NB: Please ensure that section 7C Bank Details on the following page is completed, if (1) this is a split disbursement (i.e. disbursement going to more than one recipient) or (2) if there have been changes to the bank details since the previous disbursement.**

## On-going Progress Update and Disbursement Request

NB: This page should be completed if (1) this is a split disbursement (i.e. disbursement going to more than one recipient) or (2) if there have been changes to the bank details since the previous disbursement.

### 7C: Bank Account Details

Disbursement Request Period	
-----------------------------	--

#### Summary

	Beneficiary Name	Amount in grant currency
Payee 1 - Principal Recipient:		-
Payee 2:		-
Payee 3:		-
Payee 4:		-
<b>Total</b>		-

#### Payee 1:

Beneficiary Name:		Owner of Bank Account:	
Currency <small>in which beneficiary should receive the funds</small>		Owner of Bank Account:	
Amount in currency in which beneficiary should receive the funds:		Bank Account Number:	
Amount in Words:		Bank Address	
Exchange rate, date and source <small>(Complete only if currency in which beneficiary should receive the funds is different from the grant currency)</small>		Bank SWIFT Code:	
Equivalent in grant currency <small>(Calculated based on the indicated exchange rate)</small>		Bank Code (Other):	
		Routing Instructions:	

#### Payee 2:

Beneficiary Name:		Owner of Bank Account:	
Currency <small>in which beneficiary should receive the funds</small>		Owner of Bank Account:	
Amount in currency in which beneficiary should receive the funds:		Bank Account Number:	
Amount in Words:		Bank Address	
Exchange rate, date and source <small>(Complete only if currency in which beneficiary should receive the funds is different from the grant currency)</small>		Bank SWIFT Code:	
Equivalent in grant currency <small>(Calculated based on the indicated exchange rate)</small>		Bank Code (Other):	
		Routing Instructions:	

#### Payee 3:

Beneficiary Name:		Owner of Bank Account:	
Currency <small>in which beneficiary should receive the funds</small>		Owner of Bank Account:	
Amount in currency in which beneficiary should receive the funds:		Bank Account Number:	
Amount in Words:		Bank Address	
Exchange rate, date and source <small>(Complete only if currency in which beneficiary should receive the funds is different from the grant currency)</small>		Bank SWIFT Code:	
Equivalent in grant currency <small>(Calculated based on the indicated exchange rate)</small>		Bank Code (Other):	
		Routing Instructions:	

#### Payee 4:

Beneficiary Name:		Owner of Bank Account:	
Currency <small>in which beneficiary should receive the funds</small>		Owner of Bank Account:	
Amount in currency in which beneficiary should receive the funds:		Bank Account Number:	
Amount in Words:		Bank Address	
Exchange rate, date and source <small>(Complete only if currency in which beneficiary should receive the funds is different from the grant currency)</small>		Bank SWIFT Code:	
Equivalent in grant currency <small>(Calculated based on the indicated exchange rate)</small>		Bank Code (Other):	
		Routing Instructions:	





Name of Entity	Date of Most Recent Disbursement to SR	Budget for Reporting Period*	Disbursed during Reporting Period*	Cumulative Budget through period of this Progress Update*	Cumulative Disbursed through period of this Progress Update*	Cumulative Actual Expenditure through period covered by this Progress Update	Cash balance at the end of the period covered by this Progress Update	Variance between Latest Cumulative Expenditure Reported and Cumulative Budget	PR's explanation of variance (1) between cumulative budget and cumulative expenditure and (2) between cumulative disbursement and cumulative expenditure (mandatory for amounts above \$50,000 or equivalent and with more than 10% variance)
		-	-	-	-	-		-	
		-	-	-	-	-		-	
		-	-	-	-	-		-	

TOTAL 0 0 0 0 0 0

\*TOTAL amount for these columns should reconcile with relevant amounts under "1b Disbursed to Sub Recipients" in Section 3A"  
 \*\* Where the number of SRs is significant (over 10), SRs with small budgets (less than \$50,000 cumulative each) do not need to be reported separately and the figures can be aggregated in a group called "Other Minor SRs"

**List of supporting documents for PU/DR review**

**This checklist is included for information and not for completion.**

List of Latest Approved Documents by functional area	To be made available to the LFA by the PR	To be submitted by the LFA to the Secretariat	Comments
<b>M&amp;E</b>			
Performance Framework	x		
M&E Plan	x		
Survey results	x		For Impact/Outcome indicators
M&E Systems Strengthening Assessment	x		If newly available during the reporting period.
Other M&E assessments done by partners to assess data quality and M&E system issues.	x		If newly available during the reporting period.
<b>Procurement</b>			
Consumption reports for pharmaceuticals and health products	x		
Supplier invoices	x		
PSM Plan	x		
Stock level reports	x		
<b>Finance</b>			
Approved budgets	x		For the periods covered by Progress Update and Disbursement Request, including the buffer period.
Statement of sources and uses of funds (Cash flow statement)	x	x	See guidance on SSUF content and format in the guidelines.
Cash books	x		
General Ledger	x		
Cash forecasts	x		
Bank statements	x		
Bank Reconciliations	x		
Annual PR Audit Report, Financial Statements, Management Letters and Responses (if Due)	x	x	
Annual SR Audit Report, Financial Statements, Management Letters and Responses (if Due)	x		
<b>General Management</b>			
Grant Agreement (including Annex A and subsequent implementation letters)	x		
Workplan	x		

## LFA On-going Progress Review and Disbursement Recommendation

LFA Organization / Responsible office:

### GENERAL GRANT INFORMATION

Country:	Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras
Disease:	Malaria
Grant Number:	QMG-M-PSI
Principal Recipient:	Population Services International
Program Start Date:	1-January 2014
Currency:	USD

### PROGRESS UPDATE PERIOD

Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			

### DISBURSEMENT REQUEST PERIOD

Disbursement Request - Disbursement Period:	Cycle:	Annual	Number:	0
Disbursement Request - Period Covered:	Beginning Date:	1-Jul-2015	End Date:	31-Dec-2015
Disbursement Request - Number:	1			

TERMS AND ACRONYMS USED IN THIS PROGRESS REVIEW AND DISBURSEMENT RECOMMENDATION HAVE THE MEANING GIVEN TO THEM IN THE GRANT AGREEMENT RELATING TO THE ABOVE GRANT

## Section 1: LFA Review and Verification of the Principal Recipient's Programmatic Progress

Note: The table below should contain those Impact/Outcome indicators that are (1) due for reporting during the current year of a grant and (2) those reporting on which is overdue from the previous periods.

A. Impact / Outcome Indicators									
Impact / Outcome	Indicator Description	Year of Target	Intended Target (from Attachment)	Report Due Date	Actual Result (as reported by PR)	Data Source of Results	Verification Method	Verified Result	LFA comments on (a) verified result, (b) source of information used by the PR to report results, including the status of completion of surveys and other methods to measure Impact/Outcome, as applicable,
		-	-	-	-	Select			
		-	-	-	-	Select			
		-	-	-	-	Select			
		-	-	-	-	Select			
		-	-	-	-	Select			
		-	-	-	-	Select			
		-	-	-	-	Select			
		-	-	-	-	Select			
		-	-	-	-	Select			
		-	-	-	-	Select			

# LFA On-going Progress Review and Disbursement Recommendation

## PROGRESS UPDATE PERIOD

Grant number:	QMG-M-PSI			
Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			

Note: All programmatic indicators contained in the current Performance Framework should be listed, regardless of whether there are targets/results for the period covered by the Progress Update or whether the targets have been met in previous periods.

B. Programmatic Indicators											
Objective No.	Indicator No.	Indicator Description	Tied to	Targets cumulative?	Top 10 indicator?	Intended Target to date (from PF)	Actual Result to date (as reported by PR)	Verification Method	Verified Result	% achievement (Please calculate as appropriate)	LFA analysis on progress to date and any variance between targets and results, and any other comments (this should not be a "Copy and Paste" of the reasons provided by the PR)
		Confirmed malaria cases (microscopy or RDT)	Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				

			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				
			Select	Select	Select	-	-				

**C LFA comments on data quality and reporting issues**

(!) This section should contain any common issues and/or additional information related to data quality and reporting on the programmatic indicators which are not covered in 'LFA analysis on progress to date and any variance between targets and results'

## LFA On-going Progress Review and Disbursement Recommendation

### PROGRESS UPDATE PERIOD

Grant number:	QMG-M-PSI		
Progress Update - Reporting Period:	Cycle:	Semester	Number: 1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date: 30-Jun-2014
Progress Update - Number:	1		

### Section 2: Grant Management

#### A. PR & LFA COMMENTS ON THE FULFILLMENT OF OUTSTANDING CONDITIONS PRECEDENT AND/OR SPECIAL CONDITIONS UNDER THE GRANT AGREEMENT

! This table should contain a full text of the CP and/or other special conditions due for fulfilment during this period or outstanding from previous periods.

! Some Special Conditions may apply to more than one period of grant implementation. Their fulfilment during one period does not automatically imply fulfilment in subsequent periods. The LFA should verify that the status of such conditions is reported by the PR during each period concerned.

! If a Condition Precedent that was previously fulfilled is re-opened due to new circumstances, and the issue addressed by this condition is considered critical, the issue should be disclosed by the LFA in the Section 4 LFA Findings and Recommendations. At the discretion of the Fund Portfolio Manager, the issue may be followed up through the management actions assigned by the Global Fund to the PR.

Conditions Precedent and/or other special conditions	PR SECTION	LFA SECTION	
	Status	Status	Analysis (this should not be a "Copy and Paste" of the comments provided by the PR)
1. Conditions precedent to First Disbursement The first disbursement of Grant funds by the Global Fund to the Principal Recipient is subject to the following conditions:	Met		
Special Condition 1 In accordance with the Standard Terms and Conditions of this Agreement, the Principal Recipient shall be responsible for the	Unmet - In Progress		
Special Condition 2 As used herein, the term "participating country" shall refer to Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Haiti,	Met		
Special Condition 3 The Principal Recipient agrees and understands that no Grant funds shall be transferred by the Principal Recipient to any participating	Met		
Special Condition 11 The Principal Recipient shall submit the information on the total number of malaria cases, referred in Sections C.5 to C.10 above, together with	Unmet - In Progress		
	Select		
	Select		
	Select		
	Select		
	Select		
	Select		
	Select		
	Select		
	Select		
	Select		

**Section 2: Grant Management**

**B. PR & LFA REVIEW OF PROGRESS ON IMPLEMENTATION OF OUTSTANDING MANAGEMENT ACTIONS FROM PREVIOUS DISBURSEMENTS**

! This table should contain all issues raised in the last Management Letter from the Global Fund or outstanding from previous Management Letters, and comment on the progress.

Global Fund Management Actions	LFA Review of PR Progress on Global Fund Management Actions
Management Letter: 30-May-2014 6. Funds for start-up activities We strongly recommend to the PR to work even more actively in order	
Management Letter: 30-May-2014 7. Sub-Recipient Awards We strongly recommend to the PR to simplify the assessment	
Management Letter: 30-May-2014 8. PSI Team We recommend the PR to update us and gear up toward the	
Management Letter: 30-May-2014 9. Technical Assistance We would kindly request the PR to make contact with the RCM and to	
Management Letter: 30-May-2014 10. Audit Report We recommend the PR start getting acknowledged about the Audit	
Management Letter: 30-May-2014 11. Enhance Financial Reports (EFR) The EFR has to be submitted along with the first Progress	
Management Letter: 30-May-2014 PR costs at HR and Field level We kindly request the PR to submit this information by 30th June 2014.	

**C. PR & LFA COMMENTS ON ANNUAL GRANT REPORTING REQUIREMENTS**

This table should contain the due date for the report due for submission. If a report is overdue, indicate the original due date and explain the reason for delay.

	PR SECTION		LFA SECTION		
	Due date	Status	Due date	Status	Comments
PR Audit Report	30-Jun-15	Select			
Enhanced Financial Reporting (EFR)	15-Feb-15	Select			

## LFA On-going Progress Review and Disbursement Recommendation

### PROGRESS UPDATE PERIOD

Grant number:	QMG-M-PSI			
Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			
Currency:	USD			

### Section 3A: Total PR Cash Outflow

#### LFA-VERIFIED TABLES ON TOTAL PR CASH OUTFLOW

! For RCC grants the cumulative section of the table below should contain cumulative amount from the start of the RCC and not from the start of Phase 1 of the program.

	LFA-Verified Budget for Reporting Period	LFA-Verified Actual for Reporting Period	Variance	LFA Analysis of Variance	LFA-Verified Cumulative Budget through period of Progress Update	LFA-Verified Actual through period of Progress Update	Variance	LFA Analysis of Variance
<b>1. Total cash outflow vs. budget</b>	456,415	40,132	416,283		456,415	40,132	416,283	
1a. PR's total expenditures	456,415	40,132	416,283		456,415	40,132	416,283	
1b. Disbursements to sub-recipients	0	0	0		0	0	0	

	LFA-Verified Budget for Reporting Period	LFA-Verified Actual for Reporting Period	Variance	LFA Analysis of Variance	LFA-Verified Cumulative Budget through period of Progress Update	LFA-Verified Actual through period of Progress Update	Variance	LFA Analysis of Variance
<b>2. Pharmaceuticals &amp; health product expenditures vs. budget</b>	0	0	0		0	0	0	
2a. Medicines and pharmaceutical products	0	0	0		0	0	0	
2b. Health products and health equipment	0	0	0		0	0	0	

\* If LFA-entered data differs from PR's figures, the respective cells will change colour automatically

<b>3. Indicate any expenditures (incurred or forecasted) that should not be financed by the Global Fund</b>



# LFA review of Enhanced Financial Reporting template

LFA Organization / Responsible office: \_\_\_\_\_

## GENERAL GRANT INFORMATION

Country:	Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Nicaragua, and Panama
Disease:	Malaria
Grant Number:	QMG-M-PSI
Principal Recipient:	Population Services International
Program Start Date:	1-January 2014
Currency:	USD

## Section 3B: ENHANCED FINANCIAL REPORTING PERIOD

Current Period	Beginning Date:		End Date:	
Cumulative Period	Beginning Date:		End Date:	

## 1. CHECKLIST

The following information provided by the Principal Recipient in its EFR has been checked.

Comments if any:

- 1  **Select** The template has been fully completed.
- 2  **Select** The total figures in Tables A, B and C are equal.
- 3  **Select** The reporting dates are correct for both current period and cumulative period.
- 4  **Select** The total budget figure is accurate based on existing approved budgets.
- 5  **Select** The PR expenditure in Table C is consistent with PR expenditure for the same period as provided in the Progress Updates/Disbursements Request (PU/DR).
- 6  **Select** The total expenditure is supported by appropriate documentation ( PR expenditure reports, bank reconciliations, SR expenditure reports to PR etc.) or reasonable assumptions.

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## 2. COMPLETION OF THE TEMPLATE

Comments on the process, assumptions and supporting documentation used by the PR to complete the template. *(If space is insufficient, please provide comments in an addendum)*

## 3. VARIANCE ANALYSIS

Comments on the explanations for variances provided by the PR (LFA can also provide comment directly on the EFR template completed by the PR)

Signed on behalf of the LFA:

\_\_\_\_\_

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date and Place:

\_\_\_\_\_

# LFA On-going Progress Review and Disbursement Recommendation

## PROGRESS UPDATE PERIOD

Grant number:	QMG-M-PSI				
Progress Update - Reporting Period:	Cycle:	Semester	Number:		1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:		30-Jun-2014
Progress Update - Number:	1				

## Section 4: LFA-verified Procurement and Supply Management Information

	PR's response	LFA's response	LFA Comments/Analysis
1a. Has the PR updated the Price Quality Reporting (PQR) with the required information on the pharmaceuticals and health products received during the period covered by this PU/DR' (if applicable)? (If health products procurement information has not been entered into the PQR, please explain why in comments box)	N/A	Select	

### 1b. Value of Pharmaceuticals and Health Products in the PQR (6 categories only)

(!) This table is included in the PU/DR form with the aim to improve completeness of information in the PQR system and not for comparing PQR amounts vis-à-vis expenditure per se. NB: PQR and expenditure amounts on health products may not be equal due to a timelag between payments and delivery of pharmaceuticals/health products.

(!) For further guidance on PQR data entry, please refer to the guidelines.

Reporting Currency								
PQR Product Categories	Value of products received during reporting period	Value of products entered by the PR and verified as correct by the LFA in the PQR during reporting period	Variance	Reason for Variance	Cumulative value of products received since Jan 2011	Cumulative value of products verified as correct by the LFA in the PQR since Jan 2011	Variance	Reason for Variance
1. Anti-malaria medicines								
2. Bed nets								
3. Rapid Diagnostic Tests								
4. Condoms								
5. Anti-retrovirals								
6. Anti-TB Medicines								
<b>Total</b>	0.00	0.00	0.00		0.00	0.00	0.00	

**Section 4: LFA-verified Procurement and Supply Management Information**

<p><b>2. Based on best information available to the LFA, are there any risks of drug stockout <u>at the central level</u> in the next period of implementation? (If yes, please explain in comments box)</b></p> <p>! This section should be completed by the LFA based on best information on stock levels at the central level available to the LFA and should not require dedicated visits for on-site checks of stocks.</p>	<p>N/A</p>	<p>Select</p>	
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<p><b>3. PR comments on issues related to the procurement and supply management of pharmaceuticals and health products</b></p>	<p><b>LFA analysis on issues related to the procurement and supply management of pharmaceuticals and health products</b></p>

## LFA On-going Progress Review and Disbursement Recommendation

### DISBURSEMENT REQUEST PERIOD

Grant number:	QMG-M-PSI		
Progress Update - Reporting Period:	Cycle:	Semester	Number: 1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date: 30-Jun-2014
Progress Update - Number:	1		

### LFA-specific section: LFA Findings & Recommendations

! Based on the information provided in the previous sections and your understanding of the grant, please summarise any important management issues, proposing a recommendation for each.

**NB: an issue is considered as 'important' if it impacts or is likely to impact program implementation and results.**

! Instead of repeating detailed descriptions of issues covered in other sections, it is acceptable to state the issue and reference the section containing the details.

Functional Areas	Description of Identified Issues (in order of importance)	LFA Recommendations (in order of importance)	FPM Comments (to be completed upon receipt of the LFA-verified form)
Select			
Select			
Select			
Select			
Select			
Select			
Select			
Select			
Select			
Select			

**LFA-specific section: LFA Findings & Recommendations**

! Based on the information provided in the previous sections and your understanding of the grant, please summarise any important management issues, proposing a recommendation for each.

**NB: an issue is considered as 'important' if it impacts or is likely to impact program implementation and results.**

! Instead of repeating detailed descriptions of issues covered in other sections, it is acceptable to state the issue and reference the section containing the details.

Functional Areas	Description of Identified Issues (in order of importance)	LFA Recommendations (in order of importance)	FPM Comments (to be completed upon receipt of the LFA-verified form)
Select			
Select			
Select			
Select			

LFA\_Findings & Recommendations

## LFA On-going Progress Review and Disbursement Recommendation

### DISBURSEMENT REQUEST PERIOD

Grant number:	QMG-M-PSI		
Disbursement Request - Disbursement Period:	Cycle:	Annual	Number: 0
Disbursement Request - Period Covered:	Beginning Date:	1-Jul-2015	End Date: 31-Dec-2015
Disbursement Request - Number:	1		

### Section 5: LFA-verified Cash Reconciliation & Disbursement Recommendation

#### A. LFA-VERIFIED CASH RECONCILIATION FOR PERIOD COVERED BY PROGRESS UPDATE

	PR-reported amounts	LFA-verified amounts	LFA Comments on verified amounts (if they are different from those reported by the PR) and PR's explanation of reconciliation adjustments (line 9)
1. Cash Balance: Beginning of period covered by Progress Update (line 10 from Cash Reconciliation section of the period covered by the previous Progress Update):	0		
Add:			
2. Cash received by the PR from the Global Fund during the period covered by this progress update: <sup>(1)</sup>	1,941,298		
3. Cash disbursed to third parties by the Global Fund on behalf of the PR during the period covered by this progress update: <sup>(1)</sup>	0		
4. Interest received on bank account	186		
5. Revenue from income-generating activities (if applicable)	0		
6. Other income, if applicable (e.g. income from disposal of fixed assets, tax refunds)	0		
Less:			
7. Total PR cash outflow during period covered by Progress Update (value entered in Section 3A "Total cash outflow"):	40,132		
8. Net exchange rate gains/losses (gains should be shown with a minus sign; losses should be shown with a plus sign)	0		
9. Reconciliation adjustments (gains should be shown with a minus sign; losses should be shown with a plus sign)	0		
10. Cash Balance: End of period covered by Progress Update:	1,901,352	0	

## LFA On-going Progress Review and Disbursement Recommendation

### DISBURSEMENT REQUEST PERIOD

Grant number:	QMG-M-PSI		
Disbursement Request - Disbursement Period:	Cycle:	Annual	Number: 0
Disbursement Request - Period Covered:	Beginning Date:	1-Jul-2015	End Date: 31-Dec-2015
Disbursement Request - Number:	1		
Currency:	USD		

### Section 5: LFA-verified Cash Reconciliation & Disbursement Recommendation

#### B. LFA-RECOMMENDED DISBURSEMENT AMOUNT AND EXPLANATIONS

Total forecasted net cash expenditures by the Principal Recipient for the period immediately following the period covered by the Progress Update:

1. Period beginning date:	1-Jul-2015	end date:	31-Dec-2015	Approved budget amount (reported by PR):	800,607	Forecasted amount (reported by PR):	800,607	
				LFA-verified approved budget amount:		LFA-adjusted forecasted amount:		
2a. Cash buffer period (by default) (cash "buffer") beginning date:	1-Jan-2016	end date:	31-Mar-2016	Approved budget amount (reported by PR):	54,171	Forecasted amount (reported by PR):	54,171	
				LFA-verified approved budget amount:		LFA-adjusted forecasted amount:		
2b. Additional "buffer" (discretionary, select only if there is a prior agreement with the FPM) (1)								
(cash "buffer") beginning date	1-Apr-2016	end date:		approved budget amount:	0	forecasted amount:	0	
				LFA-verified approved budget amount:		LFA-adjusted forecasted amount:		

<b>PR Total Forecast</b>
<b>854,778</b>
<b>LFA Total Forecast</b>
<b>0</b>

(1) Upon agreement with the FPM, additional Cash buffer can be requested if the PU/DR report contains a completed EFR report or a completed Annex on SR financials, requested by the Secretariat, or if there are any additional GF-specific requirements that cannot be delivered within 45 days. However such requests may or may not be satisfied based on the review of the current PUDR

(2) When the additional (cash "buffer" ) period is 1 or 2months, the approved budget and forecasted amounts should be calculated as prorated values for the period following the regular buffer period.

<p>PR's explanation of any significant variance between forecasted amounts and amounts as originally budgeted.</p>	
<p><b>LFA's explanation of any significant variance between forecasted amounts and amounts as originally budgeted.</b></p> <p>Please explain any significant variance (based on your judgment) between the forecasted amounts and the amounts as per approved budgets. Please specify the main factors and related amounts that are the major drivers of the variance.</p> <p>NB. Consider the following items when providing the analysis.</p> <ul style="list-style-type: none"> <li>- Expected timing of payments for any significant budgetary items,</li> <li>- Impact of existing cash balance at SR levels</li> <li>- Current confirmed commitments to be paid during disbursement request period</li> <li>- Current/expected unit prices compared to those in the budget</li> <li>- Change in quantities compared to budget</li> <li>- Exchange rates and inflation</li> <li>- Linkage between budget absorption and programmatic performance to-date.</li> </ul> <p>! The forecast should include any existing commitments (eligible under this grant) as of the end of the reporting period and which are likely to be paid during the disbursement period</p>	

**Section 5: LFA-verified Cash Reconciliation & Disbursement Recommendation**

		PR-reported amounts	LFA-verified amounts	LFA Comments
Less:	3. Cash Balance: End of period covered by Progress Update (number 10 from LFA or PR Cash Reconciliation sheet):	1,901,352	0	
	4. Cash "in transit" disbursed to the PR:	0		
	5. Cash "in transit" disbursed to third parties by the Global Fund on behalf of the PR :	0		
		PR-requested amount	LFA-recommended amount	
6. Disbursement Request to the Global Fund for the period immediately following the period covered by the Progress Update, plus additional period (cash buffer):		0	0	

7. Does the PR's Disbursement Request include funds for health product procurement?

Select

8. Exchange Rate (used to translate local currency into grant currency)

	Rates used by the PR	LFA-verified rates
- used to convert Opening Cash Balance	0.0000	
- used to convert Closing Cash Balance	0.0000	
- used to convert Total PR Cash Outflow for the Progress Update Period	0.0000	

Name of local currency and LFA comments on the exchange rates used by the PR

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## LFA On-going Progress Review and Disbursement Recommendation

### PROGRESS UPDATE PERIOD

Grant number:	QMG-M-PSI		
Progress Update - Reporting Period:	Cycle:	Semester	Number: 1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date: 30-Jun-2014
Progress Update - Number:	1		

## Section 6: LFA EVALUATION AND COMMENTS ON OVERALL PERFORMANCE

### A. Overall Evaluation and Rating of Grant Performance (including a summary of how financial performance is linked to programmatic achievements)

- ! The evaluation should be undertaken by taking into account programmatic achievements, financial performance and program issues in various functional areas (M&E, Finance, Procurement, and Program Management, including management of sub-recipients). See Guidelines for more detailed guidance on the completion of this section.
- ! For RCC grants, this section should cover the period from the RCC start date through the end date of the current Progress Update period.
- ! For guidance on the methodology for rating overall performance, refer to Annex 2 of Guidelines.

Indicator rating  Any major management issues resulting in downgrade?  Overall Grant Rating

The top priorities of the PR during this reporting period were to: 1) hire necessary staff, 2) complete the pre-assessments for each participating country, and 3) sign contracts with each participating country.

### B. LFA comments on PR planned changes in the program, if any

### C. LFA Comments on External Factors Beyond Control of the Principal Recipients that have impacted or may impact program

**LFA On-going Progress Review and Disbursement Recommendation**

LFA Organization / Responsible office:

**GENERAL GRANT INFORMATION**

Country:	Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Nicaragua,
Disease:	Malaria
Grant Number:	QMG-M-PSI
Principal Recipient:	Population Services International
Program Start Date:	1-January 2014
Currency:	USD

**PROGRESS UPDATE PERIOD**

Progress Update - Reporting Period:	Cycle:	Semester	Number:	1
Progress Update - Period Covered:	Beginning Date:	1-Jan-2014	End Date:	30-Jun-2014
Progress Update - Number:	1			

**DISBURSEMENT REQUEST PERIOD**

Disbursement Request - Disbursement Period:	Cycle:	Annual	Number:	0
Disbursement Request - Period Covered:	Beginning Date:	1-Jul-2015	End Date:	31-Dec-2015
Disbursement Request - Number:	1			

**Section 7: Disbursement Recommendation**

**A. DISBURSEMENT RECOMMENDATION**

Overall Rating

**Indicative disbursement ranges by performance rating (included as a reference)**

Performance rating	Range for cumulative disbursement amount (after the currently recommended disbursement)
A1 Exceeding expectations	Above 95% of cumulative budget through the next reporting period
A2 Meeting expectations	Between 85-105% of cumulative budget through the next reporting period
B1 Adequate	Between 55-95% of cumulative budget through the next reporting period
B2 Inadequate but potential demonstrated	Between 25-65% of cumulative budget through the next reporting period
C Unacceptable	Below 35% of cumulative budget through the next reporting period

1. Cash amount requested by the Principal Recipient from the Global Fund for next disbursement period plus one additional quarter (amount in: USD):

2. LFA disbursement recommendation (amount in: USD):

State the amount in words

Cumulative budget through the next period of implementation (including the buffer)

Cumulative disbursed amount to date (\*)

Cumulative disbursed after recommended disbursement (including the buffer)

% range

Is the recommended disbursement within the range?

(\*)This data can be obtained from the "Disbursements in detail report (PDF)" (<http://www.theglobalfund.org/documents/disbursementdetails.pdf>)

3. Rationale for the LFA's disbursement recommendation (if resulting in cumulative disbursement outside the indicative ranges):

**Section 7: Disbursement Recommendation**

**B. VERIFICATIONS**

The following information provided by the Principal Recipient in its *On-going Progress Review and Disbursement Request* has been verified:

Comments regarding verifications, if any:

- Select** Signature on behalf of Principal Recipient is authentic and the person to whom it belongs is authorized to sign the disbursement request
- Select** Conditions Precedent for disbursement and/or Special Conditions, if any, have been met (see Section 2, if applicable).
- Select** Program Expenditures and cash reconciliation have been verified and correspond with the PR's Statement of Sources and Uses of Funds (Cash Flow Statement).
- Select** Programmatic information provided by Principal Recipient in its On-going Progress Review and Disbursement Recommendation has been verified and corresponds with actual program progress.
- Select** Exchange rate stated by Principal Recipient has been verified and is correct.
- Select** **PR Bank details verified/corrected by LFA**
- Select** Current budget forecasts of the Principal Recipient for the next disbursement period plus buffer period have been reviewed for reasonableness
- Select** LFA has debriefed the Principal Recipient on the key findings (comment on the format of this debriefing)

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**NB: Please ensure that section 7C Bank Details on the following page is completed if (1) this is a split disbursement (i.e. disbursement going to more than one recipient) or (2) if there have been changes to the bank details since the previous disbursement.**

**D. Summary of the LFA's approach used for verification of financial, programmatic and procurement data and Quality Assurance undertaken by the LFA**

In this section the LFA should indicate, as applicable, what percentage of expenditures was verified at PR level, if any expenditures were verified at SR level, how many site visits were made, what tender documentation was verified, and any other material parts of verification procedures in line with the verification approach agreed upfront between the LFA and GF Secretariat based on country/grant risks. As a good practice, the verification approach needs to be reviewed jointly by the LFA and the Secretariat annually.

**NB: The LFA should sign a printed version of the verified PU/DR and send it to the Secretariat as a pdf file by email, or include an electronic signature in the Excel file to be submitted to the Global Fund.**

Signed on behalf of the LFA: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date and Place: \_\_\_\_\_

## LFA On-going Progress Review and Disbursement

Note for LFAs: This page should be completed by the PR if (1) this is a split disbursement (i.e. disbursement going to more than one recipient) or (2) if there have been changes to the bank details since the previous disbursement. The amounts and bank details below are displayed as entered by the PR. If any of this information is incorrect, please correct them by overwriting with correct information.

### 7C: LFA-verified Bank Account Details

Disbursement Request Period	-
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#### Summary

	Beneficiary Name	Amount in grant currency
Payee 1 - Principal Recipient:		
Payee 2:		
Payee 3:		
Payee 4:		
<b>Total</b>		-

#### Payee 1:

Beneficiary Name:	
Currency <small>in which beneficiary should receive the funds</small>	
Amount in currency in which beneficiary should receive the funds:	
Amount in Words:	
Exchange rate, date and source <small>(Complete only if currency in which beneficiary should receive the funds is different from the grant currency)</small>	
Equivalent in grant currency <small>(Calculated based on the indicated exchange rate)</small>	

Owner of Bank Account:	
Owner of Bank Account:	
Bank Account Number:	
Bank Address	
Bank SWIFT Code:	
Bank Code (Other):	
Routing Instructions:	

#### Payee 2:

Beneficiary Name:	
Currency <small>in which beneficiary should receive the funds</small>	
Amount in currency in which beneficiary should receive the funds:	
Amount in Words:	
Exchange rate, date and source <small>(Complete only if currency in which beneficiary should receive the funds is different from the grant currency)</small>	
Equivalent in grant currency <small>(Calculated based on the indicated exchange rate)</small>	

Owner of Bank Account:	
Owner of Bank Account:	
Bank Account Number:	
Bank Address	
Bank SWIFT Code:	
Bank Code (Other):	
Routing Instructions:	

**Payee 3:**

<b>Beneficiary Name:</b>	
<b>Currency</b> in which beneficiary should receive the funds	
<b>Amount in currency in which beneficiary should receive the funds:</b>	
<b>Amount in Words:</b>	
<b>Exchange rate, date and source</b> (Complete only if currency in which beneficiary should receive the funds is different from the grant currency)	
<b>Equivalent in grant currency</b> (Calculated based on the indicated exchange rate)	

Owner of Bank Account:	
Owner of Bank Account:	
Bank Account Number:	
Bank Address	
Bank SWIFT Code:	
Bank Code (Other):	
Routing Instructions:	

**Payee 4:**

<b>Beneficiary Name:</b>	
<b>Currency</b> in which beneficiary should receive the funds	
<b>Amount in currency in which beneficiary should receive the funds:</b>	
<b>Amount in Words:</b>	
<b>Exchange rate, date and source</b> (Complete only if currency in which beneficiary should receive the funds is different from the grant currency)	
<b>Equivalent in grant currency</b> (Calculated based on the indicated exchange rate)	

Owner of Bank Account:	
Owner of Bank Account:	
Bank Account Number:	
Bank Address	
Bank SWIFT Code:	
Bank Code (Other):	
Routing Instructions:	





**Annex 1** *Use these worksheets to provide more detailed information on EFR variances if necessary*