



GAVI/14/109/ks/sc

The Minister of Health  
Ministry of Health  
P.O. Box M 44  
Accra  
Ghana

20 February 2014

Dear Minister,

***Annual Progress Report (CSO Type B) submitted by Ghana***

I am writing in relation to Ghana's Annual Progress Report (APR) which was submitted to the GAVI Secretariat in September 2013.

Following a meeting of the GAVI Independent Review Committee (IRC) from 8-11 October 2013 to consider your APR (CSO Type B support), I am pleased to inform you that the GAVI Alliance has approved Ghana for GAVI support as specified in the Appendices to this letter.

The Appendices include the following important information:

Appendix A: Description of GAVI support to Ghana

Appendix B: Financial and programmatic information per type of support

Appendix C: A summary of the IRC Report

Appendix D: The terms and conditions of GAVI Alliance support

We would like to highlight that Ghana received a Partnership Framework Agreement in March 2013. To date, we have not received the signatures of the Ministry of Health and Ministry of Finance on the Partnership Framework Agreement. Please be advised that the GAVI Alliance will no longer disburse subsequent cash funds until the Partnership Framework Agreement has been signed between the GAVI Alliance and Ghana.

Please do not hesitate to contact my colleague Karan Sagar ([ksagar@gavialliance.org](mailto:ksagar@gavialliance.org)) if you have any questions or concerns.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Hind Khatib-Othman".

Hind Khatib-Othman  
Managing Director, Country Programmes

cc: The Director of Medical Services  
Director Planning Unit, MoH  
The EPI Manager  
WHO Country Representative  
UNICEF Country Representative  
CSO Representative (Coalition Health NGOs)

GAVI Alliance

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### **Description of GAVI support to *Ghana* (the “Country”)**

Ghana has been approved for CSO support for 2014 for an amount of \$382,500. All GAVI support is subject to availability of funding and the terms and conditions of this letter and this Appendix.

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

The HSCC will incorporate the results of these individual reports into their GAVI Annual Progress Report (APR), for submission to the GAVI Alliance Secretariat.

It is understood that the ultimate aim of CSO support is to ensure increased and sustained immunisation coverage and addressing health barriers in Ghana, as specified in:

- the GAVI CSO guidelines
- the GAVI CSO application form
- your CSO proposal to GAVI
- GAVI’s response and your subsequent clarifications.

#### **GAVI support will only be provided if the Country complies with the following requirements:**

Transparency and Accountability Policy(TAP): Compliance with any TAP requirements pursuant to the GAVI TAP Policy and the requirements under any Aide Memoire concluded between GAVI and the country.

Financial Statements & External Audits: Compliance with the GAVI requirements relating to financial statements and external audits.

Grant Terms and Conditions: Compliance with GAVI’s standard grant terms and conditions (attached in Appendix D).

Country Co-financing: GAVI must receive proof of country co-payment from the Country such as invoices or shipment receipts if neither UNICEF nor PAHO is the procurement agent for country co-financed vaccine for the prior calendar year.

Monitoring and Annual Progress Reports: Country’s use of financial support for the introduction of new vaccinations with the vaccine(s) specified in Appendix B is subject to strict performance monitoring. The GAVI Alliance uses country systems for monitoring and auditing performance and other data sources including WHO/UNICEF immunization coverage estimates. As part of this process, National Authorities will be requested to monitor and report on the numbers of children immunised and on co-financing of the vaccine.

Country will report on the achievements and request support for the following year in the Annual Progress Report (APR). The APR must contain information on the number of children reported to have been vaccinated with DTP3 and 3 doses of pentavalent vaccine by age 12 months, based on district monthly reports reviewed by the Immunisation Coordination Committee (ICC), and as reported to WHO and UNICEF in the annual Joint Reporting Form (JRF). The APRs will also contain information on country’s compliance with the co-financing arrangements outlined in this letter. APRs endorsed by the ICC, should be sent to the GAVI Secretariat no later than 15 May every year. Continued funding beyond what is being approved in this letter is conditional upon receipt of satisfactory Annual Progress Reports and availability of funds.

**DECISION LETTER FOR CASH SUPPORT  
Civil Society Organisation (CSO) Support**

**This Decision Letter sets out the Programme Terms of a Programme.**

<b>1. Country:</b> GHANA				
<b>2. Grant number:</b> 14-GHA-10b-Y				
<b>3. Date of Decision Letter:</b> 20 February 2014				
<b>4. Date of the Partnership Framework Agreement:</b> Not yet signed				
<b>5. Programme Title:</b> Civil Society Organisation (CSO) Support				
<p><b>6. Terms:</b> Criteria for civil society organisations:</p> <p>GAVI has adopted the following criteria for eligibility for CSOs for the purpose of this support:</p> <ul style="list-style-type: none"> <li>▪ CSOs and/or CSO networks have aims that are consistent with the spirit and purposes of GAVI and are focused on immunisation, child health or health system strengthening;</li> <li>▪ CSOs and/or CSO networks must agree to work collaboratively with the relevant government, the GAVI Alliance Secretariat, and other GAVI Alliance partners and be legally allowed to receive foreign funding;</li> <li>▪ CSOs and/or CSO networks that include non-governmental organisations, faith based, community-based groups and/or partnerships, academia and professional associations are also eligible;</li> <li>▪ CSOs and/or CSO networks may be involved with i) delivering immunisation or child health care packages, ii) technically assisting in the design and implementation of immunisation or child health programmes, iii) monitoring / evaluating immunisation, health system strengthening or child health programmes, iv) mobilising communities to increase demand for immunisation or child health care and v) advocating / lobbying for immunisation or child health care issues, vi) immunisation / child health rights-based organisations, or vii) undertaking operational research;</li> <li>▪ CSOs or CSO networks can be national, local, regional or international in structure and scope and must represent the views of beneficiaries;</li> <li>▪ The CSOs applying for this support must have articles of incorporation and/or Memorandum of Association or equivalent constitution documents that prove the entity is registered and have been functioning for at least three years prior to the date of the application;</li> <li>▪ Financial and technical management organisation of the funds should comply with GAVI's requirements for financial and technical reporting; this also applies to CSO Networks and consortia.</li> </ul>				
<b>7. Programme Duration:</b> 2014				
<p><b>8. GAVI may from time to time endorse a Programme Budget for a Programme for its Programme Duration.</b> Such endorsement of a Programme Budget is only an indication of GAVI's intention to make available such amount to support the Programme during the Programme Duration and is also subject to funding availability. Such endorsement of Programme Budget does not constitute an obligation, liability or commitment of GAVI to make available any amount to the Country :</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">2014</td> </tr> <tr> <td style="text-align: center;">Annual Amount(s) (US\$)</td> <td style="text-align: center;">US\$ 382,500</td> </tr> </table>		2014	Annual Amount(s) (US\$)	US\$ 382,500
	2014			
Annual Amount(s) (US\$)	US\$ 382,500			
<p><b>9. Additional documents to be delivered for future disbursements:</b> The Country shall deliver the following documents by the specified due dates as part of the conditions to approval and disbursements of the future Annual Amounts.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Reports, documents and other deliverables</td> <td style="text-align: center;">Due date</td> </tr> <tr> <td style="text-align: center;">Annual Progress Report</td> <td style="text-align: center;">15 May 2015</td> </tr> </table>	Reports, documents and other deliverables	Due date	Annual Progress Report	15 May 2015
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Annual Progress Report	15 May 2015			
<b>10. Financial Clarifications:</b> All financial clarifications stated in the below IRC report have been provided and cleared.				
<b>11. Other conditions:</b> N/A				

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Signed by, *Hind H. Khatib*

**On behalf of the GAVI Alliance**

Hind Khatib-Othman

Managing Director, Country Programmes

20 February 2014

**Type of report: Annual Progress Report (CSO Type B)**

**Country: Ghana**

**Reporting period: 2012**

**Date reviewed: October 2013**

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This review addresses only the CSO Type B window

### **1. Civil Society Organization Type B (CSO)**

This GHANA CSO Type B funding extension request is driven from the proposal approved by GAVI for the period 2010-12. The country has been reporting on the implementation status in previous APRs. There was no funding disbursed to GHANA for the CSO window in 2012. However, activities have continued and were refocused on two regions of the country. The current GAVI Type B Window support to CSOs ended in June 2013 and Ghana has started the process of developing a proposal for the new HSS support from GAVI for 2014 with the inclusion of CSOs. While the funding processes for the new HSS starts in 2014, there is the need for funding extension of the GAVI Type B Window Support to CSOs in order to avoid creating the gap in service delivery and fostering networks of existing partnerships of community groups especially at the district levels.

The request is still linked to the initial proposal and maintains the two key goals below:

- a) To increase immunization coverage in children under 5 years of age and access to RCH services in 100 hard-to-reach communities in a district each in Central and Volta regions
- b) To strengthen the capacity of indigenous/local organized groups and structures to monitor and manage the community's health

To achieve these goals, the country has developed a detailed work plan and budget with 7 objectives and 15 key service delivery activities for the CSO support.

#### **CSO support: Progress/achievements reported by the country**

The request has reported significant progress and achievements made so far by the country with the GAVI CSO support, mainly focused on reaching 100 "hard-to-reach" communities. However, the progress update report was not completed using the M&E framework outlined in the Section 4 of the initial proposed approved by GAVI. Immunization coverage data for the selected health districts covering the "hard-to-reach" communities are not available in the request.

#### **Plans for the bridging period:**

GHANA maintains the down size approach followed in the previous year to reduce the number of CSOs to be engaged in the GAVI support. Instead of 9 NGOs, only 3 will be involved in providing services to two low-coverage regions: Central Region and Volta Region. The selection criteria of the 3 NGO were mentioned in the request submitted by the country.

The detailed work plan for the period of July 2013 – June 2014 is presented together with cost estimates and budget allocation among the 4 NGOs, who are going to implement those activities. In total **467 033 US\$** is requested for extension of Type B support to CSOs. The main activities are well described and indicators to measure each of those activities are presented. **However, the total amount requested is higher than the GAVI allocated fund for this window and thus country is requested to present a revised table with activities and matching budget.**

The work plan lacks clarity with regard to many meeting events with the community leaders and volunteers, the chronological order of the planned activities and also the link between the base line study and the operational research.

#### **Expenditures:**

The request does not provide information on spending status of the CSO support. Therefore, it's very difficult to review the projected expenditures during the extension period. The country should provide

an indication of the CSO spending level to allow GAVI to decide the release of the next funding tranche.

## **2. Summary of 2012 APR Review**

GHANA is a GAVI well-performing country with high immunization coverage. The CSO work through the Coalition of NGOs in Health has been complementing MoH efforts in remote and “hard-to-reach” areas of the country. IRC recommends continuing this CSO support while the country is transitioning to the new GAVI HSS funding model.

## **3. IRC Review Recommendations**

- **CSO (type B)**

Approve the extension of funding to the maximum amount allocated by GAVI (\$382,500), subject to the clarifications below

## **4. Clarification Required with Approved Funding**

### **Short-term clarifications**

#### **(a) Programmatic clarifications**

- a. The country is requested to align its activities and budget for the extension period to the total amount committed by GAVI (\$382,500).
- b. To present outcome indicators
- c. To clarify issues related to the baseline study and operational research—is baseline study part of operational research?

#### **(b) Financial clarifications/outstanding TAP issues**

- a. The country is requested to provide the expenditure statements for the CSO Type B activities funded by GAVI.

## **GAVI Alliance Terms and Conditions**

Countries will be expected to sign and agree to the following GAVI Alliance terms and conditions in the application forms, which may also be included in a grant agreement to be agreed upon between GAVI and the country:

### ***FUNDING USED SOLELY FOR APPROVED PROGRAMMES***

The applicant country (“Country”) confirms that all funding provided by the GAVI Alliance for this application will be used and applied for the sole purpose of fulfilling the programme(s) described in this application. Any significant change from the approved programme(s) must be reviewed and approved in advance by the GAVI Alliance. All funding decisions for this application are made at the discretion of the GAVI Alliance Board and are subject to IRC processes and the availability of funds.

### ***AMENDMENT TO THIS PROPOSAL***

The Country will notify the GAVI Alliance in its Annual Progress Report if it wishes to propose any change to the programme(s) description in this application. The GAVI Alliance will document any change approved by the GAVI Alliance, and this application will be amended.

### ***RETURN OF FUNDS***

The Country agrees to reimburse to the GAVI Alliance, all funding amounts that are not used for the programme(s) described in this application. The country’s reimbursement must be in US dollars and be provided, unless otherwise decided by the GAVI Alliance, within sixty (60) days after the Country receives the GAVI Alliance’s request for a reimbursement and be paid to the account or accounts as directed by the GAVI Alliance.

### ***SUSPENSION/ TERMINATION***

The GAVI Alliance may suspend all or part of its funding to the Country if it has reason to suspect that funds have been used for purpose other than for the programmes described in this application, or any GAVI Alliance-approved amendment to this application. The GAVI Alliance retains the right to terminate its support to the Country for the programmes described in this application if a misuse of GAVI Alliance funds is confirmed.

### ***ANTICORRUPTION***

The Country confirms that funds provided by the GAVI Alliance shall not be offered by the Country to any third person, nor will the Country seek in connection with this application any gift, payment or benefit directly or indirectly that could be construed as an illegal or corrupt practice.

### ***AUDITS AND RECORDS***

The Country will conduct annual financial audits, and share these with the GAVI Alliance, as requested. The GAVI Alliance reserves the right, on its own or through an agent, to perform audits or other financial management assessment to ensure the accountability of funds disbursed to the Country.

The Country will maintain accurate accounting records documenting how GAVI Alliance funds are used. The Country will maintain its accounting records in accordance with its government-approved accounting standards for at least three years after the date of last disbursement of GAVI Alliance funds. If there is any claims of misuse of funds, Country will maintain such records until the audit findings are final. The Country agrees not to assert any documentary privilege against the GAVI Alliance in connection with any audit.

### ***CONFIRMATION OF LEGAL VALIDITY***

The Country and the signatories for the government confirm that this application is accurate and correct and forms a legally binding obligation on the Country, under the Country’s law, to perform the programmes described in this application.

***CONFIRMATION OF COMPLIANCE WITH THE GAVI ALLIANCE TRANSPARANCY AND ACCOUNTABILITY POLICY***

The Country confirms that it is familiar with the GAVI Alliance Transparency and Accountability Policy (TAP) and will comply with its requirements.

***ARBITRATION***

Any dispute between the Country and the GAVI Alliance arising out of or relating to this application that is not settled amicably within a reasonable period of time, will be submitted to arbitration at the request of either the GAVI Alliance or the Country. The arbitration will be conducted in accordance with the then-current UNCITRAL Arbitration Rules. The parties agree to be bound by the arbitration award, as the final adjudication of any such dispute. The place of arbitration will be Geneva, Switzerland. The language of the arbitration will be English.

For any dispute for which the amount at issue is US\$ 100,000 or less, there will be one arbitrator appointed by the GAVI Alliance. For any dispute for which the amount at issue is greater than US \$100,000 there will be three arbitrators appointed as follows: The GAVI Alliance and the Country will each appoint one arbitrator, and the two arbitrators so appointed will jointly appoint a third arbitrator who shall be the chairperson.

The GAVI Alliance will not be liable to the country for any claim or loss relating to the programmes described in this application, including without limitation, any financial loss, reliance claims, any harm to property, or personal injury or death. Country is solely responsible for all aspects of managing and implementing the programmes described in this application.

***USE OF COMMERCIAL BANK ACCOUNTS***

The eligible country government is responsible for undertaking the necessary due diligence on all commercial banks used to manage GAVI cash-based support, including HSS, ISS, CSO and vaccine introduction grants. The undersigned representative of the government confirms that the government will take all responsibility for replenishing GAVI cash support lost due to bank insolvency, fraud or any other unforeseen event.