

FINANCIAL REPORTING TEMPLATE USER GUIDE

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1 Guidance: background and when to use the template

This detailed guidance aims to support the use of a new reporting tool developed by Gavi in the context on the new Health Systems and Immunisation Strengthening (HSIS) Framework¹.

The objective of the HSIS Framework is to improve the effectiveness and efficiency of HSIS support through the promotion of holistic budgeting, planning and reporting, greater responsiveness to new evidence and better tracking and utilisation of savings across funding types.

The purpose of this user guide is to help the user through the steps in completing the reporting template. A separate document available on Gavi's web-site: Within Gavi's *Financial Management and Audit Requirements* there is a separate annex entitled *Financial reporting and annual re-budgeting guidelines* which can be found here: <http://www.gavi.org/support/process/apply/additional-guidance/#financial> and this provides more general guidance on Gavi's requirements for grant reporting.

For reference **the key points from the Guideline are:**

- **For which types of Gavi support is the new template applicable?** It applies to all funding types under the HSIS framework except the Cold Chain Equipment Optimisation Platform (CCEOP), which has different arrangements. These include:
 - Health Systems Strengthening
 - Operational Support for Campaigns
 - Vaccine Introduction Grants

¹ HSIS refers to all types of cash-based support provided by Gavi through grants with countries. For more information see the Gavi web-site.

- Operational Support for Human Papillomavirus
 - Product and Presentation Switch Grants
 - Operational Support for Outbreak Response Campaigns
 - Performance Payments
 - Transition Grants
- **When should the new template be used?** Countries are encouraged to adopt it as soon as possible but some specific guidance is provided for countries that are in the middle of grants under the previous cost framework. Once adopted it will apply to both interim and annual reporting;
 - **Are there flexibilities in the requirement to report against the new cost framework?** Gavi's requirements are fully met if the financial report covers both detailed and summarised reporting by cost and by activity. However, where a country's cost framework is closely aligned it may be adopted. Further, where a country is unable to report against the activity-based framework Gavi may provide support to achieve this in future;
 - **Do all grants have to be reported at the same time in the same workbook?** Ideally, yes in order to achieve a more holistic view of grant performance each grant will be reported in the same Excel workbook for the same period with each grant having a separate tab. However, where there are different implementers separate reports may be submitted but they should still cover the same time periods and use the same format.

2 General instructions

2.1 Important

If the user amends any of the formulae or macros, the financial reporting template will not work in the desired way. This would be a problem for Gavi as it will be impossible to consolidate reporting information as required. For the user, be aware that any such amendment of the template will be at the users risk and may be negatively viewed in reviewing the financial information.

2.2 Main assumptions and features

- The template requires an Excel version of 2010 or later. If users do not have this software, please discuss this with Gavi as soon as possible.
- Number of grants covered: maximum 10 grants (one HSS, one operational support for HPV and eight other grants).
- A maximum of 500 detailed lines of activity/costs per grant are allowed.
- All data should be reflected in USD. Guidance on use of exchange rates is provided in the above-mentioned *Financial reporting and annual re-budgeting guidelines*.

2.3 Data entry and validation

- **Cells to be filled in - green cells:** users will not be able to enter data into other cells.
- **Order of data entry:** in the country data tab you will be guided to follow the order of steps for the template to function properly. Noting that, for practical purposes, in certain areas there is some flexibility to work in a different order.

- **Warning for missing data:** in the detailed budget tabs, cells with missing mandatory data are coloured in red.
- **Free tabs:** these tabs are provided in order not to clutter the main pre-set tabs. This provides a space to prepare foreign currency translation, workings and other breakdowns. It is also possible to create additional free tabs in the template as needed.
- **Formatting and navigation:** users will not be allowed to adjust any pre-set formulae – please see the warning above – however, the template does allow certain functionalities to facilitate viewing and data entry, for example columns may be hidden and the freeze panes function is enabled.
- **Copy and Paste:** the template allows you to copy and paste. In order not to modify the cells' format, please only copy and paste values (**by using Ctrl + C and Ctrl + V**, only values will be copied) between green data entry cells. It also allows you to link unit prices or quantities from the main data entry tabs to workings within the free tabs.

2.4 Printing

- **Printing capability:** each tab is set up for a standard print setting. You may adjust the size of columns, hide columns and increase/reduce the size of the print area in order to provide the ideal print view.

2.5 Specific elements required by type of grants

Different type of grants need to be distinguished because they have different reporting characteristics. There are three types:

- HSS:
 - Regarding the **reporting frequency:** this should reflect what has already been communicated to you by Gavi and should reflect the same level of frequency as in the HSS budget template. For HSS the default should be a six monthly reporting however several countries operate on other reporting frequencies. If unsure, please contact your Gavi counterpart.
 - Regarding the **financial elements brought forward and cumulative figures:** For multiyear grants it is important to bring forward the previous carried forward figures and the template has a dedicated section for this information.
- All grants
 - With respect to the **level of reporting** there are two possible options available in the drop-down menu; "detailed" and "summarised". Gavi's requirements include both levels. However we observe that some countries may have difficulty in reporting against activity categories, especially at the detailed level. Some flexibility may be allowed in this case. If unsure, please consult further the *Financial reporting and annual re-budgeting guidelines* or discuss with your Gavi counterpart directly.

2.6 Template structure and tabs

The financial reporting template is composed of the tabs detailed below:

- Instruction tab in which users are reminded of the key functionalities of the template;
- Cash control tab; summarises all grant performance and funds available in country;
- Data input tab; details key county information and the grants being reported against;
- Detailed or summarized input tabs for each grant;
- Asset register tab;
- Free tabs for supporting calculations/information; and

- Gavi standard activity and cost classification definitions.

2.7 Main sections of the process

The financial reporting template should be used in the following order:



2.8 For further information and support

Gavi will support the application of the financial reporting template through its Country Teams and potentially through hired consultants. You should channel any requests for such support through your Senior Country Manager or a member of the Gavi Programme Finance Team.

3 Detailed step by step user guide for each tab

3.1 Instruction tab

The first tab labelled “Instructions” is the initial landing page of the template. This tab outlines four 4 steps of the document and it is **strongly recommended to read the instructions BEFORE continuing to use the financial reporting template:**

The first three steps describe the Gavi funding types which are covered in the template, the main assumptions for the template and the main steps in completing the template.

The use of the template requires an Excel version of 2010 or later. The template is composed of several macros that consequently need to be enabled, as below:



Focus 1 : enable Macros

When opening a file with macros, the yellow message bar appears with a shield icon and the Enable Content button.

As the macros are from a reliable source you may click on the Enable Content box in order to activate the macros. The file may then be accepted as a trusted document. See below:



If you require further guidance on the setting of macros please refer to appendix 4.3 of this user guide.

The last step requests that once users have read the previous instructions, they may continue using the template by clicking the button as shown below:

Click on the following button when you have read the instructions in order to go to the next session:



3.2 Data input tab

The country data tab is composed of 5 steps and all steps must be followed in sequence. Some steps are required in order for the template to function properly.

1 Step 1: Select your country name in the drop down list available.
This information is mandatory and you will not be able to create the necessary tabs without selecting your country name.

2 Step 2: Enter the version of the document and the last date of submission.

3 Step 3: Check the country fiscal year, for information.
The fiscal year will be automatically populated once the country name has been selected

4 Step 4: Enter which grants you are reporting on.
Due to specific grant structures, the Gavi cash grants are allocated into three section. The first is for HSS and the last is for Operational Support for HPV. All other cash grants are in the second section. For each grant selected the user must complete the following details:

- Enter grant name
- Enter detailed or summarized reporting (see section 2.5 for details)
- Enter reporting period

Please note that for HSS only, reporting breakdown frequency will also be requested. For this, six-monthly is the default. Users are allowed to select quarterly if they so desire. However, a selection of annual would require a special clearance. For further details, refer to section 2.5 above.

5 Step 5: Click on the button to create the Excel tabs for each grant that you are reporting.



Please note that tabs will only be created for grants for which the input data table has been completed. For example, if you are reporting for an HSS grant at a detailed level, you will have two tabs (HSS detailed and HSS summary). If you are reporting an HSS grant at a summary level you will have only one tab (HSS summary). This same principle applies for all grants being reported against.

In addition, the following tabs will also appear: cash control tab, asset register, free workings tabs and the cost/activity classification tabs.



Focus 2 : Modifications

If users made an error in the data selection e.g. wrong type of VIG selected or wish to make a change e.g. to change from detailed to summarised reporting, after having

commenced work in one format, it is possible to change the data input without loss of work done. Simply revert back to the “data input” tab and make the necessary changes. Then click again on the button presented in step 5 – a revised reporting tab will then appear containing the old data, which may then be amended or deleted.

3.3 Specific tabs by grant

Having selected the relevant grants you are reporting against, you may now commence populating the working tabs in any order. In general the detailed data input should be completed line by line from the left to the right. For ease of entry of repetitive items users may copy and paste data including directly from their Gavi Budgeting and Planning template.

You will be prompted to complete certain fields with a data validation message and additional messages if certain cells are not completed. This feature ensures that all necessary data is collected. As mentioned in the table to be filled in on the data input tab, two options will be available for each grant reported.

By selecting the **detailed option** for a grant you will have to follow the steps detailed in part 3.3.1. In case you have selected the **summarized option**, you will have to follow the steps detailed in part 3.3.2.

3.3.1 Option 1: Detailed option for a grant

If you have selected ‘detailed’ in the input data tab for a grant, you will have the following tabs created for this grant:

- Detailed tab (called by the name of the grant followed by Detailed)
- Summary tab (called by the name of the grant followed by Summary)



Step 1: Complete the detailed tab

The detailed tab will require the same level of detail as the budget template. The format will be the same and it will ask for the same information (Objective if HSS, fund recipients, activity description, activity category and sub activity, cost grouping, cost input as well as the budgeted amounts). When an amount for the budget or actual is filled-in without entering data in the above mentioned fields, the cell corresponding to the missing data will be coloured in red. This will indicate to the user the location of the data that needs to be completed.

Users are then required to complete the actual expenditure against each line. Similar to the budget template, users should utilise the end column to make comments to describe the variance or other relevant notes.

Please note that users may copy and paste data into the tab in order to simplify the work. The user will be expected to copy all the elements of the budget data from Gavi’s Budgeting and Planning template and paste them into the Financial Reporting template.

For any questions regarding the budget fields to be entered, please refer to the user guide available for the budgeting and planning template.



Step 2: Complete the elements in the Summary tab.

Once the first tab (detailed information) has been filled in, the Summary tab will be populated automatically. There are only two sections that are required to complete this tab:

- First, income (from Gavi, interest income or any other income) and comments on variance.

Grant code:
AFG_OPC_Japanese_Encephalitis_2016

in USD	From 12/12/2016 to 12/12/2017		Comparison		Variance justification <i>encouraged in any cases</i>
	Budget	Actual	Variance		
	Year 1	Year 1	in USD	in %	
Income					
Receipts from GAVI	1 000 000	1 000 000	0	0%	Lorem ipsum dolor sit amet, consectetur. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Interest income	1 222	1 300	78	6%	
Other income	100	100	0	0%	
Total	1 001 322	1 001 400	78	0%	

- Secondly, information is required to reconcile the grant surplus or deficit against the cash and advances balances as presented in the example below.

Suplus or deficit	1,881,070
Cash Balance	
Represented by:	
Cash on hand and at bank	1,413,000
Uncleared advances, if applicable	468,070
	1,881,070

Please note that an error message will appear when data for the fields “Gavi Activity Category” and “Gavi Cost Grouping” are not filled –in in the detailed budget.



Focus 3 : Specific elements for HSS and Operational Support for HPV

As HSS and operational support for HPV grants cover more than one year, the user must enter financial results brought forward as per the end of the last reporting period. This is shown in the example below.

in USD	Financials brought forward
	Date
	12/12/2015
Income	
Receipts from GAVI	12 333,00
Interest income	1 000,00
Other income	1 222,00
Total	14 555

3.3.2 Option 2: Summarized option for a grant

By selecting the ‘summarized’ option for a grant, only one tab will appear for the user to complete.

In addition to the information stated on the Summary tab in Option 1 (Step 2 of 3.3.1), users must also complete the summarised budget and expenditure information under the activity classifications and cost classification as well as variance analysis. This is because there is no detailed information to be automatically populated. An example is presented below.

Gavi Cost Grouping					
1. Human Resources (HR)	1 000	500	- 500	-50%	>Lorem ipsum dolor sit amet, consectetur.
2. Transport	200	1 000	800	400%	Sed do eiusmod tempor incididunt ut.
3. External Professional Services	2 000	100	- 1 900	-95%	Labore et dolore magna aliqua.
4. Health Products, consumables and equipment	100	1 000	900	900%	>Lorem ipsum dolor sit amet, consectetur.
5. Procurement and Supply-Chain Management related costs (PSM)	10 000	2 000	- 8 000	-80%	Sed do eiusmod tempor incididunt ut.
6. Event related costs (meeting, training, launching...)	3 000	200	- 2 800	-93%	Labore et dolore magna aliqua.
7. Cold chain	1 000	1 000	-	0%	>Lorem ipsum dolor sit amet, consectetur.
8. Infrastructure (INF) and Non-Health Equipment (NHE)	4 000	2 000	- 2 000	-50%	Sed do eiusmod tempor incididunt ut.
9. Communication Material and Publications	1 000	1 000	-	0%	Labore et dolore magna aliqua.
10. Programme Administration (PA)	4 000	1 000	- 3 000	-75%	>Lorem ipsum dolor sit amet, consectetur.
Total	26 500	9 800	- 16 500	-63%	

3.4 Cash control tab and asset register

3.4.1 Cash control tab

This tab provides an overview of the country portfolio and funds available. Most of the cells in this tab will be prefilled based on the data entry from the individual grant tabs. The remaining cells are coded in green which indicates that user entry is required. These are represented below. Note a warning will appear on top of the table for each type of support, if and when there is missing data in the corresponding detailed tab.

1 Detail by grant	HSS	Operational Support for Campaigns - Measles	Vaccines Introduction Grant - Inactivated Polio	Product and Presentation Switch Grants - Pentavalent	NET Cash
Cumulative results to date					
Total disbursements from Gavi	3,000,000	1,000,000	100,000	25,000	4,125,000
Total Other and Interest incomes	-	-	-	-	-
Cumulative expenditure	1,432,900	827,286	98,920	25,000	2,384,106
Surplus or deficit	1,567,100	172,714	1,080	-	1,740,894
Percentage (%) of funds utilised	47.8%	82.7%	98.9%	100.0%	57.8%
Forecast to end of fiscal year					
Surplus or deficit	1,567,100	172,714	1,080	-	1,740,894
Budgeted activities for the rest of the year	786,284	30,000	-	-	816,284
Forecast Funds available at the end of fiscal year	780,816	142,714	1,080	-	924,610
Funds available for roll-over into HSS					
Total Undisbursed funds	-	-	-	-	-
Forecast Funds available at the end of fiscal year	-	142,714	1,080	-	143,794
Other forecasted activities or commitments for the remainder of the grant	-	50,000	-	-	50,000
Forecasted funds available at the end of the grant	-	92,714	1,080	-	93,794
Funds available to be requested for roll-over into HSS (please enter)	-	90,000	1,080	-	91,080

3.4.2 Asset register

The asset register details physical assets procured with Gavi funds. The proposed asset register tab can be modified and tailored to the user's needs or country system structures. Alternatively, users are able to import their own Asset Register from other systems/data sources as a separate tab. The proposed Asset Register represents the minimum level of information recorded for assets acquired.

3.5 Free tab

The purpose of the free tab is to provide additional space for workings to avoid cluttering the detailed input tabs. For example where several cost inputs make up one sub-activity, users may use the free tabs to provide workings behind a cell in the detailed input tab. The most likely and recommended uses for the workings tab are, as for the budget template:

- Break-down of event-related costs: costs specifically allocated to the conduct of meetings, workshops, trainings, launches or other public events.
- Break-down of external professional services: Includes the costs of all consultancy fees for technical/management assistance and specific categories for fiduciary agents and external audit fees.
- Break-down of Procurement costs: Includes all procurement costs not included in the associated cost of the vaccine or non-vaccine supplies, including transportation, freight, insurance, customs, quality assurance, storage and distribution and any other incidental costs.



- Currency Translation: Users may use this space to import financial records in local currency and translate it into USD for the purposes of Gavi reporting.

In addition to the free tabs provided, users may create as many additional free tabs as required.

4 Appendices

4.1 Gavi activity classification

The different activity and cost classification framework is shown below. Users must follow the framework and there are no options to add activity or cost categories. However, if there is an activity or cost that simply does not fit within a category then it may be included within the 'other' category.

Gavi Grant Categories	Gavi Grant Sub Categories	Further category description	Applicable to which type of funding	
			HSS	Other grants (OP Costs / VIG)
1. Service Delivery - Scale-up and improve accessibility and quality of service delivery including through campaigns	1.1 Capital Investment in infrastructure including renovations	<ul style="list-style-type: none"> Construction, upgrading, and renovation of health facilities, including increasing access to water and power and purchasing furniture Improving health worker accommodation No infrastructure investments that are specifically related to the supply chain (refer to 3.2) No infrastructure investments that are specifically related to the waste management system (refer to 1.6) 	Eligible	Only exceptionally
	1.2 Vehicle procurement	<ul style="list-style-type: none"> All vehicle procurement except for refrigerated vehicles (refer to 3.3) Includes motorized and non-motorized vehicles (e.g. bicycles) Includes vehicles for integrated service delivery or immunisation-specific activities No fuel purchase 	Eligible	Only exceptionally
	1.3 Procurement of medical equipment and related supplies	<ul style="list-style-type: none"> Procurement of equipment and supplies for PHC and MCH service delivery Procurement of furniture for health facilities 	Eligible	Only exceptionally
	1.4 Service Delivery Planning	<ul style="list-style-type: none"> Development of operational plans for health regions Testing and scaling up innovative service delivery models Quality of care improvement plans 	Eligible	Eligible
	1.5 Operating costs of immunization services	<ul style="list-style-type: none"> General operational costs of immunisation service delivery including facility-based delivery, outreach, and campaigns Fuel for outreach services and campaigns Vehicle and equipment maintenance and repairs (excluding maintenance and repairs of equipment related to the cold chain) Per diems and allowances for conducting outreach services and campaigns 	Only exceptionally	Eligible
	1.6 Waste management system	<ul style="list-style-type: none"> Procurement, installation, and rehabilitation of incinerators Assessments of medical waste management Waste management plans Costs of disposing of injection materials Safety box procurement Waste transportation (waste referral network) Outsourcing waste management 	Eligible	Eligible
	1.7 Monitoring and supportive supervision	<ul style="list-style-type: none"> Monitoring and validation activities Supervision plans Supportive supervision of healthcare workers Improving the supervision system 	Only exceptionally	Eligible
	1.8 Microplanning activities	Micro-planning and mapping for service delivery including integrated service delivery, outreach activities, and campaigns, at all levels (national, district, etc.).	Only exceptionally	Eligible
	1.9 Printed materials for routine introductions or campaigns	EPI registers, vaccination cards, campaign materials, training materials, meeting materials, etc. Does not including promotional materials to be covered under 5.1	Only exceptionally	Eligible
	1.10 Management of the health and community workforce	<ul style="list-style-type: none"> Recruitment of health professionals, community health workers, and volunteers, including updating job descriptions Supporting the creation and scaling up of new performance-based incentives systems Reward/incentive payments to health workers, volunteers, or community health workers Activities aimed at improving the equitable distribution and retention of a skilled workforce, such as task-shifting or providing financial and non-financial incentives; this includes salaries or salary top-ups for health professionals as well as payments to community health workers and volunteers 	Eligible	Eligible
	1.11 Other service delivery activities		As applicable	As applicable

Gavi Grant Categories	Gavi Grant Sub Categories	Further category description	Applicable to which type of funding	
			HSS	Other grants (OP Costs / VIG)
2. Capacity building of human resources - Produce, distribute and retain skilled health and community workforce and human resources	2.1 Training and capacity building for health workers	<ul style="list-style-type: none"> • Creating pre-training materials • Improve the pre-service training system, e.g. enhancing the capacity of and improving the quality of training institutions • Operational costs of pre-service training activities (fuel, printing, per diems and allowances) • Training and capacity building for social mobilisation activities • General HR strengthening activities • Improve the in-service training system • Refresher training for health professionals • Training for a new role (e.g. EPI officers becoming managers) or training on new concepts for health workers already in position • Relevant operational costs (fuel, printing, per diems and allowances) • Training activities if specifically for volunteers and community health workers • Relevant operational costs (fuel, printing, per diems and allowances) 	Eligible	Eligible
	2.2 Training and capacity building on supply chain	<ul style="list-style-type: none"> • Training health workers on cold chain use • Training on cold chain maintenance (cold chain officers or other trainees) • Training for stock managers, supply chain managers, and logisticians • Relevant operational costs (fuel, printing, per diems and allowances) 	Eligible	Eligible
	2.3 Training and capacity building on data analysis, research and reporting	<ul style="list-style-type: none"> • Training, capacity building, and supervision on primary data collection and data entry • Workshops for improved data capture • Vaccine-preventable disease surveillance for data monitoring/collection • Relevant operational costs (fuel, printing, per diems and allowances) • Training and capacity building on data analysis and use • Training and capacity building on data use for decision-making • Relevant operational costs (fuel, printing, per diems and allowances) • Vaccine-preventable disease surveillance for response 	Eligible	Eligible
	2.4 Other health and community workforce activities		As applicable	As applicable

Gavi Grant Categories	Gavi Grant Sub Categories	Further category description	Applicable to which type of funding	
			HSS	Other grants (OP Costs / VIG)
3. Procurement & supply chain management - Strengthen procurement & supply chain management system (including access to essential medicines and commodities management)	3.1 Improving the supply chain management system	<ul style="list-style-type: none"> Supply chain management and improvement plans Supply chain system redesign EVM Improvement Plans Includes costs of outsourcing components of the supply chain management system Includes cost of technical assistance for supply chain strengthening activities 	Eligible	Only exceptionally
	3.2 Scaling-up supply chain infrastructure and equipment	<ul style="list-style-type: none"> All infrastructure investment related to the supply chain, including power systems that are not dedicated to single refrigerators Includes dry storage and cold storage facilities Includes material handling equipment (e.g. forklifts, pallet handlers) No procurement of cold chain spare parts No cold chain maintenance Generators specifically used for cold chain equipment/warehouses 	Eligible	Only exceptionally
	3.3 Procuring cold chain vehicles and equipment	<ul style="list-style-type: none"> Procurement of refrigerators, cold boxes, walk-in cold rooms, temperature monitoring systems, alarms, and other cold chain equipment Includes installation costs Includes voltage stabilizers and related equipment Includes rehabilitation of cold chain equipment No procurement of spare parts (refer to 3.4) In-country installation costs Freight & distribution costs (global to country and in-country) Includes solar panels specifically for cold chain equipment, if solar panels are for overall facility energy refer to 1.1 Procurement of refrigerated trucks or vehicles Procurement of non-refrigerated trucks or vehicles specifically for supply chain Procurement of motorised boats 	Eligible	Only exceptionally
	3.4 Joint-investment for CCEOP	Joint-investment share of CCEOP-eligible equipment	Eligible	Only exceptionally
	3.5 Maintenance of cold chain equipment and facilities	<ul style="list-style-type: none"> Procurement of spare parts for cold chain or supply chain equipment/facilities Procurement of tool kits for cold chain/supply chain maintenance Other costs of cold chain/supply chain maintenance or operation (including fuel) Routine temperature monitoring systems Include outsourcing/contracting cold chain maintenance Warehouse rental and/or storage space leasing 	Eligible	Eligible
	3.6 Other procurement and supply chain activities		As applicable	As applicable

Gavi Grant Categories	Gavi Grant Sub Categories	Further category description	Applicable to which type of funding	
			HSS	Other grants (OP Costs / VIG)
4. Health Information Systems - Support and/or strengthen facility reporting and health information systems	4.1 Strengthening the routine health information system	<ul style="list-style-type: none"> • Routine data collection, analysis and management • Harmonization of parallel reporting systems • Promoting electronic data capture • Review/revision of EPI information system tools or other data management tools • Review/revision and printing of health registers (EPI, PHC, MCH, etc.) • Data quality assessments and data validation exercises • Supervision of M&E activities (unless specifically focused on analysis or data use for decision-making) • Human Resources Information Systems (HRIS) 	Eligible	Only exceptionally
	4.2 Strengthening Vaccine/Logistic Management Information Systems	<ul style="list-style-type: none"> • Strengthening Vaccine/Logistic Management Information Systems • Stock management systems • Warehouse management systems • Temperature monitoring systems • Cold chain equipment inventory management systems • Supply chain dashboards • Procurement of hardware that is dedicated for supply chain systems 	Eligible	Only exceptionally
	4.3 Studies, operational research and surveys	<ul style="list-style-type: none"> • Post implementation evaluation • Coverage evaluation surveys • Post campaign coverage survey • EPI reviews • SIA technical reports • Health sector reviews • Health facility surveys, such as SARA studies, to assess readiness to provide immunisation and other health services, including availability of staff, tracer items, and valid vaccines • Household surveys, such as coverage evaluation surveys, EPI cluster surveys, or other surveys to assess immunisation coverage and factors associated with non-immunisation • Innovation and operations research • Effective Vaccine Management (EVM) assessments • Cold chain equipment assessments and/or cold chain equipment inventories • HSS grant evaluations <p>Other studies such as:</p> <ul style="list-style-type: none"> • Evaluation of EPI communications plan or other EPI-related plans and strategies • Studies related to other elements of the health system (pricing, equity in access to services, universal coverage, health expenditure reviews, etc.) • Evaluating private sector involvement • Cost effectiveness analyses of health programs • KAP studies 	Eligible	Only exceptionally
	4.4 Strengthen/support surveillance for VPD	<ul style="list-style-type: none"> • Design and development of VPD surveillance system • Installation of VPD surveillance information system • Operation and maintenance costs of VPD surveillance system • Conduct regular monitoring of VPD surveillance system's performance and dissemination of monitoring' results • Support to carry out regular routine surveillance activities 	Eligible	Eligible
	4.5 Strengthen/support surveillance for AEFI	<ul style="list-style-type: none"> • Establishing sentinel sites for monitoring vaccine preventable diseases • Collection, analysis, and publishing of epidemiological monitoring information • Surveillance review meetings • Revision of AEFI reporting protocols • AEFI review meetings • Strengthening hospital surveillance of AEFIs 	Eligible	Eligible
	4.6 Information and communication technology	<ul style="list-style-type: none"> • Procurement of hardware and software (including computers, laptops, tablets, external hard drives, photocopiers, and printers) • Internet installation 	Eligible	Eligible
	4.7 Other activities related to immunisation and health systems data		As applicable	As applicable

Gavi Grant Categories	Gavi Grant Sub Categories	Further category description	Applicable to which type of funding	
			HSS	Other grants (OP Costs / VIG)
5. Advocacy, communication and social mobilisation (ACSM) - Empower community and other local actors	5.1 Demand promotion activities	<ul style="list-style-type: none"> • Designing, testing, implementing and monitoring Demand Promotion plans • Media campaigns: mass, mobile and community level, including innovative use of influential media, such as radio or TV dramas • HW training to improve interpersonal communication and information given to caregivers • Community-based interventions (such as micro-planning, and engaging local leaders) 	Eligible	Eligible
	5.2 Strengthen the capacity of civil society organisations (CSOs), community groups and networks	<ul style="list-style-type: none"> • Mapping of CSOs, community groups and networks in health/immunisation • Support attendance of CSOs, community groups and networks at planning meetings • Conferences/workshops for CSOs, community groups, and networks 	Eligible	Eligible
	5.3 Other activities empowering communities and local actors		As applicable	As applicable
6. Legal, policy and regulatory environments - Create enabling legal, policy and regulatory environments, including national strategic planning and management	6.1 Strengthen governance of immunisation programs	<ul style="list-style-type: none"> • Activities involving regulatory and oversight mechanisms such as the ICC, HSCC, EPI managers, NPEC • Capacity building on policy and governance 	Eligible	Only exceptionally
	6.2 Support health strategy and policy development	<ul style="list-style-type: none"> • Support development of new laws, policies, plans, strategies, initiatives, etc. • Distribution of information about laws, policies, plans, strategies, initiatives, etc. • Planning meetings for implementation laws, policies, plans, strategies, etc. • Development and dissemination of protocols and guidelines • Accreditation systems for health centres and cooperatives 	Eligible	Only exceptionally
	6.3 Other activities related to policy and governance		As applicable	As applicable
7. Health Financing - Ensure adequate financing of the health and community system	7.1 Improve financial sustainability	<ul style="list-style-type: none"> • Activities related to revenue collection, pooling, and purchasing • Financial sustainability planning • Resource mapping • Advocacy activities to mobilize resources 	Eligible	Only exceptionally
	7.2 Insurance and other risk sharing systems	<ul style="list-style-type: none"> • Development and implementation of health insurance systems and equity funds 	Eligible	Only exceptionally
	7.3 Improve public financial management of health system	<ul style="list-style-type: none"> • Training and capacity building in accounting and financial management (at national and subnational levels) • Tracking of government and donor investments (national health accounts, mid-term expenditure frameworks, etc.) • TA for systems of health accounts • Other TA for improving the management and use of funds • Development of FMIS 	Eligible	Only exceptionally
	7.4 Other activities related to health and community financing		As applicable	As applicable
8. Program Management - Programme management (planning and administration)	8.1 Gavi grant management costs	Relates to general administrative management of programmes - e.g. audit costs, PMU costs, etc. Specific planning for activities e.g. campaigns included under related activity.	Eligible	Eligible
	8.2 TA for Gavi management support to grant implementation		Eligible	Eligible
	8.3 Other activities related to program management		As applicable	As applicable
9. Program Support Costs (PSC)	9.1 PSC paid to Alliance partners	Institutionally agreed charges between Gavi and partner agencies, i.e. WHO and UNICEF	Eligible (partner-managed grants)	Eligible (partner-managed grants)
10. Other	10.1 Any activity not captured in other categories		As applicable	As applicable

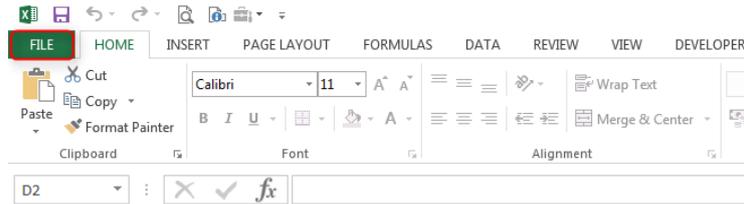
4.2 Gavi cost classification

Cost grouping	Cost Inputs	Category description
1. Human Resources (HR)	1.1 Salaries & Wages (programme management/admin staff)	Salaries and wages (1.1 and 1.2) should include all salaries, wages and other allowances or benefits (e.g social security contribution, housing, pension), provided as part of the standard remuneration package. Allowances for vaccination campaigns and outreach or similar tasks should be included under 1.4 - allowances. The category does not include per-diems/allowances linked to training, meetings and other events which do not involve service delivery.
	1.2 Salaries & Wages (health, technical and outreach staff)	
	1.3 Performance-based supplements, incentives, top-ups	
	1.4 Allowances for service delivery: vaccinators, outreach and similar	
	1.5 Other HR costs	
2. Transport	2.1 Vehicles - Cars and pick-ups	Costs related to the procurement of vehicles and other assets used for the transportation of supplies or personnel. For imported items this would normally be on a CIF costing basis. Also includes fuel and maintenance for routine transportation. Includes allowances/cost reimbursable for travel required for service delivery or routine supervision and management. Salary/wage costs for drivers remains in 1.1. Does not include travel cost related to Trainings, meetings & other events which is separately covered under category 6: event-related costs.
	2.2 Vehicles - Motorcycles	
	2.3 Vehicles - Trucks	
	2.4 Vehicles - Boats	
	2.5 Fuel for vehicles	
	2.6 Vehicle maintenance	
	2.7 Transport allowances	
	2.8 Other transports costs	
3. External Professional Services (EPS)	3.1 Consultancy costs	Includes the costs of all consultancy fees for technical/management assistance and specific categories for fiduciary agents and external audit fees. Associated accommodation and subsistence costs are treated as separate categories.
	3.2 Fiscal/Fiduciary agent costs	
	3.3 External audit costs	
	3.4 Other EPS costs	
4. Health Products, consumables and equipment	4.1 Immunisation session supplies	Costs of health products and consumables which are not covered by the in-kind support provided through Gavi's NVS grant portfolio. Includes the cost of printed materials such as vaccination cards and registers. Also health equipment such as incinerators, microscopes with the associated running/maintenance costs
	4.2 Waste management supplies	
	4.3 Other health products and consumables	
	4.4 Health equipment	
	4.5 Health Equipment - running and maintenance costs	
	4.6 Other health products, consumables and equipment	
5. Event related (meetings, trainings, workshops, launches)	5.1 Meetings	Costs specifically allocated to the conduct of meetings, workshops, trainings, launches or other public events Does not include HR costs associated with the event (e.g. admin staff cost) which should be included in Human Resources (cat. 1). Does not include drivers per-diems, that should be included in transport (cat. 2) Costs related to training delivered through other means than events e.g. e-learning, may be included under other related costs (cat. 6.10)
	5.2 Trainings	
	5.3 Workshops	
	5.4 Launches	
	5.5 Other event related costs	

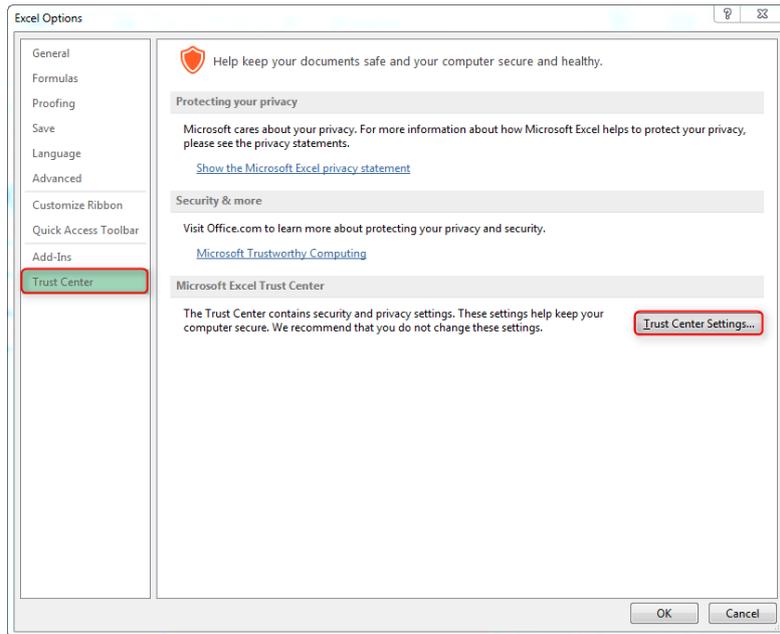
Cost grouping	Cost Inputs	Category description
6. Cold Chain	6.1 Cold storage large equipment	Includes specific Cold Chain related costs, i.e. procurement/purchase of storage equipment (freezers, fridges); cold vehicles (refrigerated boats, trucks, etc.); small equipment (vaccine carrier, ice packs...); and maintenance (including reparation, upgrading, service costs) and additional equipment e.g. generators and solar installations. Also includes joint-investment share of CCEOP-eligible equipment.
	6.2 Cold vehicles	
	6.3 Cold Chain small equipment	
	6.4 Cold Chain running and maintenance costs	
	6.5 Joint-investment for CCEOP	
	6.6 Other cold chain related costs	Does not include costs linked to Cold Chain infrastructure (e.g. construction of cold chain facilities) which falls under 8. infrastructure, nor costs related to training and HR which fall under separate categories.
7. Infrastructure (INF) and Non-Health Equipment (NHE)	7.1 Construction and renovation	Includes construction, renovation or rehabilitation of facilities, furniture and fittings, and IT and telephony equipment. Non-health equipment includes generators for example. Also includes associated running and maintenance costs.
	7.2 Furniture and fittings	
	7.3 IT equipment, telephony, software and connectivity	
	7.4 Maintenance	
	7.5 Other infrastructure and non-health equipment costs	Does not include EPS linked to software creation or tool design (cat. 3)
8. Communication Materials and Publications	8.1 Printed materials	Communication materials include any printed materials and other communication costs associated with the immunization programme, TV spots, radio airtime, advertising, media events, education, dissemination, promotion, promotional items.
	8.2 Television/radio spots and programmes	
	8.3 Promotional materials (non-print)	
	8.4 Other communication material and publications	Any HR or technical assistance component should be included under HR (cat.1) or external professional services (cat.2).
9. Programme Administration (PA)	9.1 Office related costs	Office related costs includes other indirect costs related to office administration e.g. office supplies, consumables, rent, utilities, mail, telephones, internet, bank charges, security. This excludes services provided by external professionals (cat.3) and related HR costs (cat.1).
	9.2 Unrecoverable taxes and duties	
	9.3 Program support costs (PSC) - UNICEF	
	9.4 Program support costs (PSC) - WHO	
	9.5 Other programme administration costs	

4.3 Enable macros: initial settings

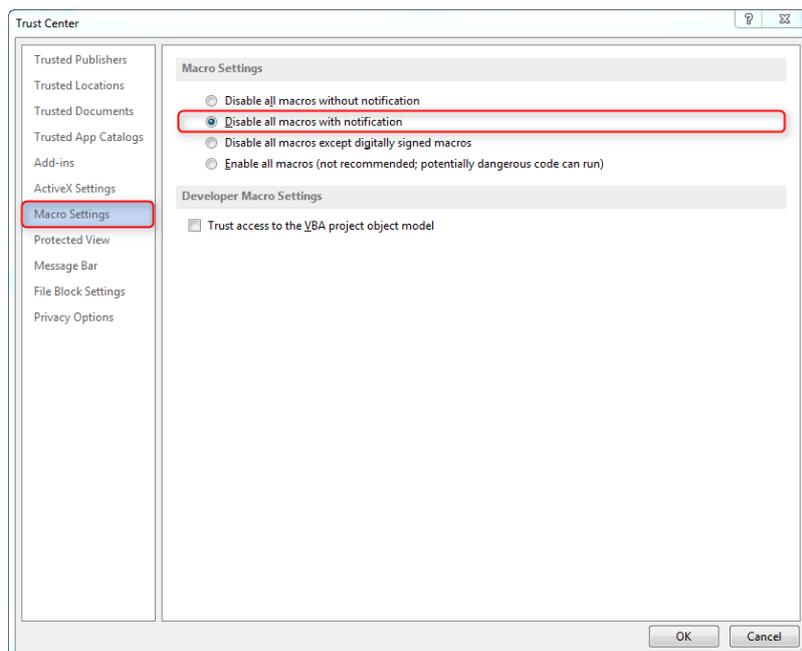
Step 1 : Select the “File” tab in a Excel file.



Step 2 : Select “Options” then “Trust Center” and click on “Trust Center Settings”.



Step 3 : Click on “Macro Settings” and select “Disable all macros with notification”. This option disable macro, but alerts you to get security message if there are macros present. This way, you can choose when to enable those macros on a case by case basis.



Thus, when you will open an Excel file with macros, the following message will appear:



4.4 Questions – remarks - troubleshooting

If you have question or remarks regarding the template, you should contact your Senior Country Manager or a member of the Gavi Programme Finance Team.