

# Budget Eligibility Guide

March 2024



## Contents

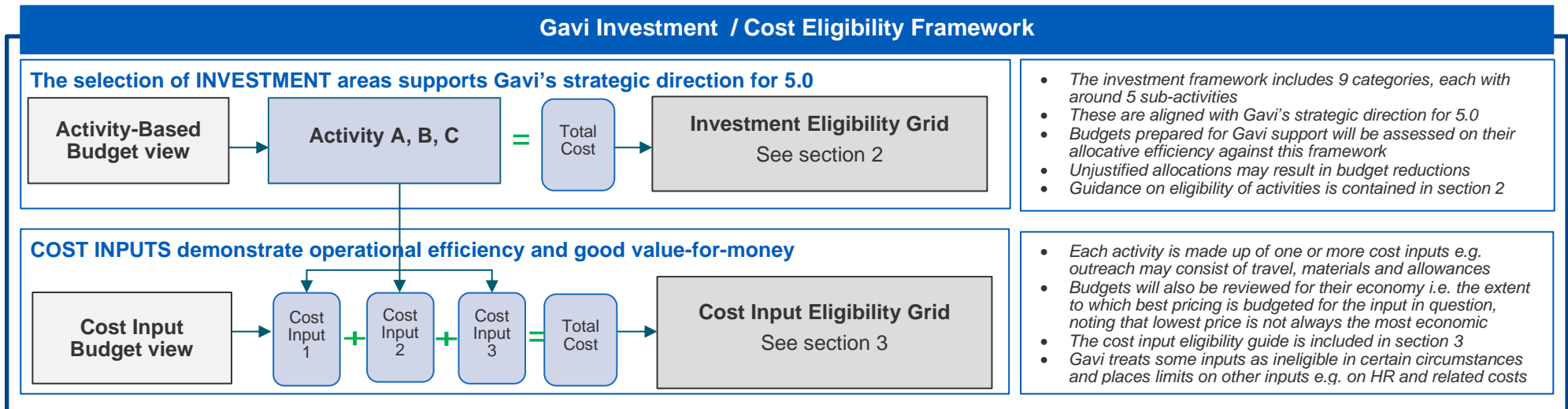
1. Background and purpose.....	3
2. Activity eligibility .....	4
3. Cost input eligibility .....	10

## 1. Background and purpose

The purpose of this guide is to summarise for Gavi applicants and other stakeholders which activities and costs it supports through its various funding support channels in the Gavi 5.0 strategic period (2021-25). It also explains which activities and costs may be ineligible for funding through Gavi cash support<sup>1</sup>.

Whilst Gavi provides a degree of flexibility in budgeting, Gavi wishes to guide applications for Gavi support towards areas of strategic importance aligned to Gavi’s 2021-2025 strategy with a focus on equity and maintaining, restoring and strengthening routine immunisation in the wake of COVID-19, as determined by the Gavi Board. Chosen activities and budget inputs should follow the narrative of the Theory of Change and be invested in areas of high strategic value with maximum value-for-money. Gavi’s budgeting framework uses a 2-way matrix approach which includes both activities and their associated cost inputs. The two frameworks, and their associated tables, in the sections below should be read together as complementary guidance for Gavi support. The inter-relationship between the two is described below:

**Diagram 1 – Gavi’s Investment / Cost eligibility framework explained**



<sup>1</sup>CCEOP is excluded from this Guide given it’s unique structure and guidance on eligible equipment. [Refer here for details on CCEOP](#)

## 2. Activity eligibility

The Investment Framework is mirrored in the costed workplan which accompanies the Theory of Change and reflects the main expected areas of investment across Gavi’s different cash support grants. Whilst context is key when assessing activity budgets, in the table below Gavi provides an indication of which activities are eligible or otherwise under each grant typology. Budgets containing significant sums for items classified as eligible ‘exceptionally’ would require strong narrative justifications in the application documents. Note that this eligibility table is backed by technical funding guidance which should be read in conjunction with this guide.

The table below provides an indication of which activities are funded by which funding source. Activity eligibility is much broader and more subjective than cost eligibility. Where an activity is captioned as eligible ‘exceptionally’ it refers to an activity for the which the funding source was not intended to be used but which in rare circumstances could be appropriate. In most of these cases another funding source would be more appropriate and exceptions would require a strong justification before approval. Example: under Operational Support most supply chain capital investments (category 3) would be exceptional as the funding type is designed to support short term operational costs associated with a campaign. Where there is a critical shortage of such capital items and savings can be found in the operational costs budget, a case can be made to exceptionally use Operational Support for these activities.

The following colour key is applicable in the tables below:

	Eligible
	Exceptional
	Ineligible

**Table 2.1: Investment Framework (see over page)**


























Investment Areas	Objectives	HSS / TCA	EAF	VIGs	Operational Support	Switch Grants
<b>1. Service Delivery</b>	1.1 Extend immunisation services to reach zero-dose, underimmunised children and missed communities					
	1.2 Integrate delivery of services to improve efficiency, regularity and/or reliability of planned immunisation activities with a focus on zero-dose and underimmunised children and missed communities					
	1.3 Improve service quality and user experience of immunisation services, including bringing a strong gender lens					
	1.4 Establish and/or continue partnerships with civil society organisations to provide immunisation services					
	1.5 Establish and/or continue partnerships with (for profit) private sector actors, including professional associations, to reach zero-dose, underimmunised children and missed communities					
	1.6 Address gender considerations in the planning and implementation of immunisation services					
	1.7 Design and implement life-course immunisation approaches relevant to Gavi-supported vaccine programmes (HPV, MCV2)					
	1.8 Other service delivery objective	As applicable	As applicable	As applicable	As applicable	As applicable
<b>2. Human resources for health</b>	2.1 Improve technical and managerial capacity of healthcare workers to plan, implement and monitor immunisation services					
	2.2 Improve quality of immunisation-related pre-service training among physicians, midwives and nurses for immunisation					

Investment Areas	Objectives	HSS / TCA	EAF	VIGs	Operational Support	Switch Grants
	2.3 Ensure the immunisation health workforce is regularly supported by performance management systems, including supportive supervision and continuous professional development					
	2.4 Improve distribution and retention of health workers to increase equitable access to immunisation services					
	2.5 Address gender and protection considerations in policies and practices relevant to healthcare providers					
	2.6 Other human resources for health objective	As applicable	As applicable	As applicable	As applicable	As applicable
<b>3. Supply Chain</b>	3.1 Improve design of immunisation supply chain system to improve efficiency and vaccine availability, especially in the last mile					
	3.2 Improve stock management for vaccines and devices to avoid facility-level stock-outs					
	3.3 Increase capacity and quality of vaccine storage and distribution to improve vaccine availability, especially in the last mile					
	3.4 Strengthen Logistics Management Information Systems to assure real-time monitoring at all immunisation supply chain levels					
	3.5 Improve planning, coordination and monitoring of supply chain management at all levels					
	3.6 Strengthen waste management to reduce infection risk and/or environmental impact					
	3.7 Other supply chain objective	As applicable	As applicable	As applicable	As applicable	As applicable

Investment Areas	Objectives	HSS / TCA	EAF	VIGs	Operational Support	Switch Grants
<b>4. Health Information Systems and Monitoring &amp; Learning</b>	4.1 Ensure timely, fit-for-purpose information is available at all levels of the system, and is used regularly and systematically to improve programmatic reach and performance					
	4.2 Improve data use-related capacity, tools, evidence generation and/or systems for programme monitoring and learning, especially at the subnational level					
	4.3 Strengthen information systems relevant for the identification and reach of zero-dose and under-immunised children					
	4.4 Strengthen country capacity to detect, evaluate and respond to serious adverse events following immunisation					
	4.5 Scale up digital health information interventions based on country needs, priorities, plans, strategies, and readiness					
	4.6 Other objective related to HIS and M&E	As applicable	As applicable	As applicable	As applicable	As applicable
<b>5. Vaccine Preventable Disease Surveillance</b>	5.1 Improve the availability and use of timely and accurate data for decisions on vaccine introduction and preventive campaign targeting					
	5.2 Increase timely detection of and response to vaccine-preventable disease outbreaks					
	5.3 Sustainably integrate vaccine-preventable disease surveillance, which meets immunisation programme needs, into a resilient national disease surveillance system					

Investment Areas	Objectives	HSS / TCA	EAF	VIGs	Operational Support	Switch Grants
	5.4 Use surveillance data to identify ways to improve immunisation programme effectiveness in preventing disease					
	5.5 Other objective related to VPD surveillance	As applicable	As applicable	As applicable	As applicable	As applicable
<b>6. Demand Generation and Community Engagement</b>	6.1 Support the scale-up of social and behavioural data and information systems, including social listening					
	6.2 Design and implement social and behaviour change interventions					
	6.3 Improve capacity in designing, implementing, monitoring and/or evaluating demand generation activities at all levels					
	6.4 Increase advocacy for social and political commitment as well as increased accountability for equitable immunisation at all levels					
	6.5 Strengthen partnerships with local and community actors to improve demand for immunisation					
	6.6 Other Demand Generation and Community Engagement objective	As applicable	As applicable	As applicable	As applicable	As applicable
<b>7. Governance, Policy, Strategic Planning, and Programme Management</b>	7.1 Strengthen capacity of governance/technical bodies for planning, coordination and tracking progress at all levels, particularly for reaching zero-dose children					
	7.2 Strengthen programme performance monitoring and management systems at all levels					
	7.3 Assure gender equality, inclusion and protection considerations are addressed in management structures, immunisation policies, guidelines, practices and accountability measures					



Investment Areas	Objectives	HSS / TCA	EAF	VIGs	Operational Support	Switch Grants
	7.4 Other objective related to governance, policy, strategic planning and programme management	As applicable	As applicable	As applicable	As applicable	As applicable
<b>8. Health Financing</b>	8.1 Support planning of Gavi and non-Gavi-supported vaccine procurement costs based on quality vaccine forecasts as part of national and subnational health budgets					
	8.2 Support the budgeting and targeting of domestic resources for immunisation and/or primary healthcare based on equity considerations					
	8.3 Improve the efficient use and tracking of domestic fund flows going to the frontline, including for reaching zero-dose children					
	8.4 Other objective related to health financing	As applicable	As applicable	As applicable	As applicable	As applicable
<b>9. Grant Management and Indirect Costs</b>	9.1 Gavi grant management costs					
	9.2 TA for Gavi management support to grant implementation					
	9.3 Other objective related to grant management and indirect costs	As applicable	As applicable	As applicable	As applicable	As applicable
<b>10 Results-based financing</b>	10.1 Results-based financing	As applicable	As applicable	As applicable	As applicable	As applicable

\* TCA support cannot be used to fund certain costs which are not directly linked to the provision of technical assistance. They include but are not limited to materials (e.g. vaccination cards/printing), lab equipment, cars, per-diems and salaries to health workers.

\*\* Objectives labelled as 'Exceptional' under the Equity Accelerator Funding (EAF) are eligible only if directly contributing to reaching zero dose children and missed communities.

### 3. Cost input eligibility

The cost dimension of budgeting is equally important to Gavi as it demonstrates that every care is taken to attain the best economic value from the invested funds. Applicants should avoid including wasteful and unsustainable expenditures in their budgets. The budget eligibility tables below reflect this thinking with some areas restricted completely or limited to certain thresholds. Sustainability is also a key principle which underpins the cost eligibility tables and in particular each country's transition status<sup>1</sup>.

The first table deals with the most complex area of budgeting, being that related to Human resources, both the payment for labour and the associated costs of providing labour services. This table is backed by a technical guide on Human Resources for Health. The second table includes all other cost categories, which makes 10 in total. Gavi's philosophy on supporting HR related costs is that they are eligible for funding provided there is a strong business case aligned to Gavi's strategic objectives and with certain 'guardrails' which reflect Gavi's risk perception. Limitations are placed which reflect that Gavi should not be the sole source of HR related costs and that recurrent costs should reduce as a country transitions away from Gavi support. Other principles include the distinction between a payment for service (labour/time), which needs to be fully aligned with country norms, and a cost recovery to enable the service, which must be at reasonable cost and no more.

Note that for EAF support, the key attribute to qualify whether a specific activity is deemed eligible is its correlation at targeting ZD children. This should be clearly documented and justified during the application, budget and/or supporting materials.

<sup>1</sup> [Refer here for more information on Gavi's Eligibility and Transition Policy](#)

**Table 3.1: Human resource and related costs eligibility table**



















Gavi cost framework		Which costs are eligible?			Indicative maximum as % of grant amount			Other considerations	
Cost grouping	Cost input description (ref Gavi cost framework)	PFS or CR <sup>1</sup>	HSS / EAF	VIGs, OPS, Switch <sup>2</sup>	HSS	EAF	VIGs, OPS, Switch		
1. Human Resources (HR)	1.1 Salaries & Wages (programme management/admin staff) 1.2 Salaries & Wages (health, technical and outreach staff)	PFS	* Can be used for time-limited HR remuneration for critical staff positions * These positions are essential to efforts to reach missed communities with large numbers of under-immunised and zero-dose children	<b>VIGs &amp; Switch</b> : all costs are eligible <b>Campaign Ops:</b> Salaries and wages (1.1 & 1.2) are only eligible in Initial Self-financing countries	Justification using principles <sup>3</sup>			<b>HSS / EAF:</b> For Phase 1 and 2 countries, a plan as to how the country will take over such costs is required  <b>VIGs, OPS, Switch:</b> N/A	
	1.3 Performance-based supplements, incentives, top-ups	PFS	* Performance-based supplements, incentives, top-ups are only eligible if part of an approved scheme and time-limited						
	1.4 Other payments for support services	PFS	* May be paid to non-salaried support workers (e.g. volunteers on vaccine campaigns) @ rates which are endorsed by the ICC or equivalent body						
2. Transport and Travel-related Costs	2.5 Per diems/allowances for travel-related activities	CR	* HR-related cost recovery (CR) mechanisms are eligible for Initial Self-financing and Phase 1 countries (i.e.. they are not eligible for Accelerated Transition Countries) - provided they comply with the following principles: (a) the amounts reflect a reasonable estimate of the actual cost of the activity (i.e. they should not contain elements of salary support) (b) the rates are endorsed by the ICC or equivalent body	<b>VIGs, Campaign Ops and Switch</b> : all costs are eligible					N/A
5. Event related	5.1 Per diems/allowances related to events (trainings, meetings, workshops, launches)	CR							

<sup>1</sup> PFS = pay-for-services i.e., payment for provision of labour, CR = cost recovery i.e., a refund or contribution to personal costs incurred in performing a service.






















<sup>2</sup> Same criteria as VIG will apply for Switch and Ops for outbreak response grants (i.e., all costs are eligible).

<sup>3</sup> Principles: 1. Alignment 2. Reaching ZD children, missed communities & Gender 3. Country maturity factors 4. Domestic and donor contribution & ownership 5. Efficiency 6. Transforming learning & performance mgmt. 7. Consistency.

Table 3.2: Other cost inputs eligibility table

Cost grouping	Cost input	Which costs are eligible?			Indicative maximum as % of grant amount			Other key considerations (see also Gavi's Cost Framework and guidance for preparing detailed budgets)	
		HSS	EMF	VIGs, OPS, Switch	HSS	EMF	VIGs, OPS, Switch		
1. Human resources	REFER TABLE 3.1								
2. Transport and Travel-related Costs	2.1 Vehicle procurement				N/A			* If above 10% of total grant or US\$500k a distribution plan must be provided showing allocation with clear link to strengthening areas with high no. of zero-dose * If above threshold applies evidence of due consideration to feasibility of alternatives (e.g. rental/ lease) to be provided	
	2.2 Vehicle rental				<10%	<20%	<10%	* Such recurrent costs should be reduced to zero before a country transitions from Gavi funding	
	2.3 Fuel for vehicles								
	2.4 Vehicle maintenance				N/A			* Such recurrent costs should be reduced to zero before a country transitions from Gavi funding	
	2.5 Per diems/allowances for travel-related activities	REFER TABLE 3.1							
	2.6 Other transports costs				N/A			* Such recurrent costs should be reduced to zero before a country transitions from Gavi funding	
3. External Professional Services (EPS)	3.1 Consultancy costs				N/A			* Consultancy/professional fee should be consistent with local, regional and international market practice, depending on the type of technical assistance sourced. Generally, for international consultants, fees should not exceed the UN standard international rates; for local and/or regional consultants, fees should not exceed the UN standard local rates * Any Technical Assistance costs should include only the incremental portion which cannot be otherwise delivered by existing resources available to the program, including that provided through Gavi's PEF facility	
	3.2 Fiscal/Fiduciary agent costs								
	3.3 External audit costs								
	3.4 Other EPS costs								

Cost grouping	Cost input	Which costs are eligible?			Indicative maximum as % of grant amount			Other key considerations (see also Gavi's Cost Framework and guidance for preparing detailed budgets)	
		HSS	EAF	VIGs, OPS, Switch	HSS	EAF	VIGs, OPS, Switch		
4. Health Products, consumables and equipment	4.1 Immunisation session supplies				N/A	N/A	N/A	* Any printing of vaccination cards/ registers must be clearly linked to target population assumptions. Integration of different campaigns/introduction shall be encouraged whenever possible to avoid duplicative costs. Printing of vaccination cards is <u>only permissible if these are made freely available</u> to recipients. * PPE/ IPC refer 4.4	
	4.2 Waste management supplies							>1-2%	* Note that under-investment in this area may impact the assessment of applications for operating cost support
	4.3 Health equipment and maintenance costs							N/A	
	4.4 Other health products, consumables and equipment							N/A	* PPE/ IPC: only eligible in exceptional circumstances, when a critical shortage will hinder essential immunisation activities. Countries expected to have comprehensive country plans. Any request would require demonstration of funding gap which Gavi is asked to support. Gavi reserves the right not to approve exceptional requests of PPE
5. Event related (trainings, meetings, workshops, launches)	5.1 Per diems/allowances related to events	REFER TABLE 3.1						* Gavi discourages investments in traditional models of face-to-face (classroom) trainings and supports digital strategies for skills enhancement (e.g. e-learning)	
	5.2 Other costs (venue, subsistence, facilitation, materials etc.)				N/A				
6. Cold Chain	6.1 Cold storage large equipment				N/A	N/A	N/A	* UNICEF catalogue to serve as a reference for unit costs  * Cold chain equipment intended for vaccine storage and cold vehicles must be pre-qualified by WHO, through the Performance Quality and Safety (PQS) programme  * In case of proven competitive advantage, procurement of large items through UN agencies should be used as a priority to ensure value-for-money	
	6.2 Cold vehicles								
	6.3 CC small equipment								
	6.4 Cold Chain running and maintenance costs								
	6.5 Joint-investment for CCEOP								
	6.6 Other CC related costs								

Cost grouping	Cost input	Which costs are eligible?			Indicative maximum as % of grant amount			Other key considerations (see also Gavi's Cost Framework and guidance for preparing detailed budgets)
		HSS	EAF	VIGs, OPS, Switch	HSS	EAF	VIGs, OPS, Switch	
7. Infrastructure (INF) and Non-Health Equipment (NHE)	7.1 Construction and renovation				N/A		* Gavi only exceptionally supports the construction of large-scale projects, and more likely in a joint financing arrangement	
	7.2 Furniture and fittings							
	7.3 IT equipment, telephony, software and connectivity							
	7.4 Other infrastructure and non-health equipment and maintenance costs							
8. Communication materials and Publications	8.1 Printed materials				N/A		* Large quantities of printed communications materials, repeated for each and every new activity/ event are highly discouraged with electronic media options being preferred	
	8.2 Television/radio spots and programmes							
	8.3 Promotional materials (non-print)							
	8.4 Other communication material and publications							
9. Programme Administration (PA)	9.1 Office related costs				N/A		* Contractually agreed costs as per Grant agreement signed with Partners (7% for WHO, 5 or 8% for UNICEF) * Tripartite agreement with UNICEF shall be favored whenever possible to benefit from the reduced rate (5%)	
	9.2 Program support costs (PSC) - UNICEF				Per framework agreement			
	9.3 Program support costs (PSC) - WHO							
	9.4 Other programme administration costs				<10%			
10. Results-based financing	10.1 Results-based financing				N/A			