



The Global Fund
To Fight AIDS, Tuberculosis and Malaria
CCM FUNDING AGREEMENT

Grant Agreement information

Country (1)	CCM Iran (Islamic Republic of)		Agreement Number (4)	IRN-CFUND-1303		
Start Date (6A)	01-Nov-13	End of year 1 (6B)	31-Oct-14	End Date (6C)	31-Oct-15	
CCM is the Recipient of Funds	<input type="checkbox"/>	Recipient of Funds is UNDP	<input checked="" type="checkbox"/>		Currency	USD
Modification Number (5)	0		Modification Date			
	(in numbers)		(in letters)			
Year 1 Budget (7B)	75,928	Seventy Five Thousand Nine Hundred and Twenty-Eight United States Dollars				
+ Year 2 Budget (7C)	75,463	Seventy Five Thousand Four Hundred and Sixty-three United States Dollars				
= Agreement Amount (7D)	151,391	One Hundred Fifty-one Thousand Three Hundred and Ninety-one United States Dollars				
(minus) Cash balance (from prev. year)	1,818	One Thousand Eight Hundred and Eighteen United States Dollars				
(minus) Total Co-Funding Amount	14,600	Fourteen Thousand Six Hundred United States Dollars				
= Total Amount to be disbursed	134,973	One Hundred Thirty-four Thousand Nine Hundred and Seventy Three United States Dollars				

Name and address of CCM (2)

Name: CCM Iran

Title:

Address: Block A-12th floor-Eivank ST.
Sanat Sq. Tehran-Iran
Ministry of Health and Medical Education

Tel.:

Fax:

Name/Address for Notices to CCM (11A)

Name: Mandana Tira

Title: CCM Secretariat Coordinator

Address: Block A-15th floor-Eivank ST. Sanat Sq. Tehran-Iran -Ministry of Health and Medical Education/

Tel.: +98 21 81455068 / +98 9123938326

Fax: +98 21 88363857

Grants under CCM Oversight (8A)

IRN_810_G04_H,IRN_708_G03_T, IRN_M_UNDP

Information for Bank Account into which CCM Funds will be disbursed (9)

Legal owner of bank account: United Nations Development Program

Bank account title: UNDP Contributions Account

Bank account number: 015-002284

Bank name: JP Morgan Chase Bank

Bank address: 1166 Avenue of the Americas, 17th Floor, New York

Bank SWIFT code: CHASUS33

Bank code: 021000021

Routing Instructions: N/A

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Name/Address of CCM Funding Recipient (9)

Name: UNDP
 Title: Principle Recipient
 Address: No 8, Shahrzad Blvd, Darrous, 1948773911, Iran
 Tel.: +98 21 2286 9016
 Fax: +98 21 2286 9547

Name/Address for Notices to CCM Funding Recipient (11B)

Name: Mr. Gary Lewis/B. Murali
 Title: Resident Representative
 Address: No8, Shahrzad Blvd, Darrous, 1948773911, Iran
 gary.lewis@one.un.org
 b.murali@undp.org
 Tel.: +98 21 2286 9016
 Fax: +98 21 2286 9547

Name/Address for Notices to Global Fund (12)

Name: Luca Occhini
 Title: Regional Manager South East Asia
 Address: The Global Fund to Fight AIDS, Tuberculosis and Malaria, Chemin de Blandonnet 8, 1214 Vernier-Geneva, Switzerland
 Tel.: +41 58 791 1700
 Fax: +41 58 791 1701

This Agreement consists of the 2 pages this face sheet and the following:

- Standard Terms and Conditions
- Annex A: Budget
- Annex B: Performance Framework

Signed for the Designated CCM Funding Recipient by its Authorized Representative (13)

 Date 24 NOV 2013

Gary Lewis / B. MURALI
 Resident Representative, UNDP Iran

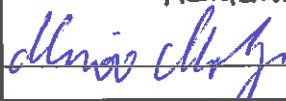
Acknowledged by [Chair or Vice Chair] of the Country Coordinating Mechanism (15)

 Date _____

Dr. Gholamreza Heidari
 Vice Chair of CCM Iran

Acknowledged by Civil Society Representative of the Country Coordinating Mechanism (16)

Academia

 Date 24 11-2013

Dr. Minoo Mohraz
 Head of center/ Professor of Infectious Diseases, Iranian Research Center for HIV/AIDS

Signed for the Global Fund by its Authorized Representative (14)

 Date 20/11/13

Michael Byrne, Department Head, High Impact Africa 1

Oren Ginzburg
 Department Head, Grant Management Support

 Date 28 NOV. 2013

Sylvie Billion
 Treasurer, Deputy Chief Financial Officer



Full Print Version Without Comments

English

CCM Funding Request (for the coming year)

Even if the form is translated into another language, please do fill it in English.

In order to prevent from any data loss, please Save the information (using the 'Submit' button) on a regular basis (every 20 minutes max).

Country/CCM	CCM Iran (Islamic Republic of)	Total Year1	75,928
Agreement Number	IRN-CFUND-1303	+ Total Year2	75,463
Currency	USD	= Budget amount	151,391
From (date)	01-Nov-13	- Cash Balance from Previous Agreement	1,818
To (date)	31-Oct-15	- Total Co-Funding Committed	14,600
The CCM is the recipient of funds *	<input checked="" type="checkbox"/>	= Total to be disbursed	134,973
List the grants under oversight by the CCM	IRN_810_G04_H, IRN_708_G03_T, IRN_M_UNDP		

* Keep this box checked if the CCM is the entity receiving the money, uncheck it if the CCM has outsourced the fund's management to some other entity (i.e. a PR or UNDP).

1. BUDGET

		Activity				Assumptions						
Cost Category	Human Resources	CCM Coordinator				Unit cost is based on 2013 salary scale, insurance and related personnel cost (1922 USD) for the first year. Estimated 5% increase has been considered for second year. (position is equivalent to SC6)						
Performance area	Oversight											
Recurring Cost*	<input checked="" type="checkbox"/>											
Year 1	Unit Cost	1,923	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 1	23,076
Year 2	Unit Cost	2,019	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 2	24,228
*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.												
		Activity				Assumptions						
Cost Category												

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Recurring Cost*		<input type="checkbox"/>										
Year 1	Unit Cost	200	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	800
Year 2	Unit Cost	200	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	800

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions			
Cost Category	Meetings Training Workshops Consultations	Participation of CCM Secretariat in CCM international meeting				(Round trip ticket cost 900 USD)+ DSA(3days*360 USD=1080 USD) total estimated cost 1,980 USD per meeting.			
Performance area	Alignment								
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	1,980	Quantity Q 1		Quantity Q 2		Quantity Q 3	1	Quantity Q 4		Total Year 1	1,980
Year 2	Unit Cost	1,980	Quantity Q 1		Quantity Q 2		Quantity Q 3	1	Quantity Q 4		Total Year 2	1,980

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions			
Cost Category	Communication materials	Website Maintenance				The unit cost was based on 40% of total cost for establishment of website (as the rule of thumb , the advise of IT was used for the unit cost assumption)5th activity for the first year. Total 5% Increase was estimated for the same activity for second year.			
Performance area	Alignment								
Recurring Cost*	<input checked="" type="checkbox"/>								

Year 1	Unit Cost	2,400	Quantity Q 1		Quantity Q 2	1	Quantity Q 3		Quantity Q 4		Total Year 1	2,400
Year 2	Unit Cost	2,520	Quantity Q 1		Quantity Q 2	1	Quantity Q 3		Quantity Q 4		Total Year 2	2,520

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions			
Cost Category	Communication materials	Fax, Internet				This line is estimated 200 \$ for each quarter and totally 800\$ per year that will be funded using national resources of Ministry of Health and Medical Education.			
Performance area	Constituency Engagement								
Recurring Cost*	<input checked="" type="checkbox"/>								

Year 1	Unit Cost	200	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	800
Year 2	Unit Cost	200	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	800

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

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	Technical Assistance	Technical Officer	This post is equivalent to SC 8. The unit cost is based on 2013 salary scale , insurance and related personnel costs. For the second year 5% increase has been included.
Performance area	Oversight		
Recurring Cost*	<input checked="" type="checkbox"/>		

Year 1	Unit Cost	2,232	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 1	26,784
Year 2	Unit Cost	2,344	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 2	28,128

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity	Assumptions
Cost Category	Planning and Administration	Civil Society Participation in the CCM meetings	There will be 4 sessions per year . Unit cost was calculated based on following assumptions (2 air tickets at average unit cost of 98.5 USD (197 USD) , Transportation for 1 member (US\$30, Airport transfers US\$30). Total cost of each meeting 227 USD/ quarter. Total 5% increase was estimated for the same sessions in second year. Increasing the air flight fee in this year and other cost is the reason of this variance.
Performance area	Constituency Engagement		
Recurring Cost*	<input type="checkbox"/>		

Year 1	Unit Cost	227	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	908
Year 2	Unit Cost	239	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	956

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity	Assumptions
Cost Category	Planning and Administration	Conduct 4 Site visits	Assumptions used for unit cost (3 CCM members & 3 days per site visit - based on UNDP per diem in September 2013 (3persons* 3 days* 90 USD =810 USD)+ Includes Round trip air tickets for 3 persons at total cost of 90 USD (270 USD) Miscellaneous expenses on-site (20 USD/site visit).Total cost of each site visit 1,100 USD/quarter. Unit cost of second year is calculated with 5% increase comparing to the first year. This variance is because of increasing all of the cost e.g. air flight fee, DSA .
Performance area	Oversight		
Recurring Cost*	<input type="checkbox"/>		

Year 1	Unit Cost	1,475	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	5,900
Year 2	Unit Cost	1,530	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	6,120

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity	Assumptions
Cost Category	Planning and Administration	Accommodation of venue for CCM Meetings	This line is estimated 200 USD for each meeting and totally 800 USD that will be funded per year using national resources of Ministry of Health and Medical Education.
Performance area	Constituency Engagement		

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		Activity				Assumptions			
Cost Category	Communication materials	Translation(Website document)				There will be 50 pages to be translated (Farsi/English and English/Farsi) . Average cost each page 100,000 IRR (50*100,000= 5,000,000 IRR) . Total 5% increase was calculated to estimate the unit cost for the second year.			
Performance area	Constituency Engagement								
Recurring Cost*	<input checked="" type="checkbox"/>								

Year	Unit Cost	200	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year	800
Year 1											1	
Year 2		210									2	840

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (I.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions			
Cost Category	Equipment	2 laptops for CCM Secretariat				Average cost of laptop (1,500 USD)was used to estimate the unit cost.			
Performance area	Alignment								
Recurring Cost*	<input type="checkbox"/>								

Year	Unit Cost	3,000	Quantity Q 1	1	Quantity Q 2		Quantity Q 3		Quantity Q 4		Total Year	3,000
Year 1											1	
Year 2											2	0

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (I.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions			
Cost Category	Overheads	Telephone charges				50 USD was estimated per quarter. 5% Increase was considered to estimate the cost for the second year.			
Performance area	Oversight								
Recurring Cost*	<input checked="" type="checkbox"/>								

Year	Unit Cost	50	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year	200
Year 1											1	
Year 2		52									2	208

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (I.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions			
Cost Category	Overheads	Mail				250 USD was estimated annually but 200 USD for internal mail will be funded using national resources of Ministry of Health and Medical Education.5% Increase was considered to estimate the cost for the second year.			
Performance area	Oversight								
Recurring Cost*	<input type="checkbox"/>								

Year	Unit Cost		Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year	200
Year 1											1	
Year 2											2	

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Year 1	Unit Cost	50		1				Quantity Q 4	Total Year 1	50
Year 2	Unit Cost	50	Quantity Q 1	1	Quantity Q 2		Quantity Q 3	Quantity Q 4	Total Year 2	50

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions				
Cost Category	Overheads	Stationary				Average 120 USD was estimated per year.				
Performance area	Oversight									
Recurring Cost*	<input type="checkbox"/>									

Year 1	Unit Cost	60	Quantity Q 1		Quantity Q 2	1	Quantity Q 3		Quantity Q 4	1	Total Year 1	120
Year 2	Unit Cost	60	Quantity Q 1		Quantity Q 2	1	Quantity Q 3		Quantity Q 4	1	Total Year 2	120

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions				
Cost Category	Overheads	Rent for CCM Secretariat				This line was estimated 1000 USD for each quarter (4000 USD totally per year) that will be funded using national resources of Ministry of Health and Medical Education.				
Performance area	Oversight									
Recurring Cost*	<input type="checkbox"/>									

Year 1	Unit Cost	1,000	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	4,000
Year 2	Unit Cost	1,000	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	4,000

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions				
Cost Category	Overheads	Running cost				Unit cost was estimated based on ongoing charges				
Performance area	Oversight									
Recurring Cost*	<input checked="" type="checkbox"/>									

Year 1	Unit Cost	60	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	240
Year 2	Unit Cost	60	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	240

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions				
Cost Category	Overheads									
	Oversight									

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Performance area		UNDP general management services fee (GMS)		GMS rate is 7% of net expenditure in each cycle.								
Recurring Cost*	<input checked="" type="checkbox"/>											
Year 1	Unit Cost	4,503	Quantity Q 1		Quantity Q 2		Quantity Q 3		Quantity Q 4	1	Total Year 1	4,503
Year 2	Unit Cost	4,473	Quantity Q 1		Quantity Q 2		Quantity Q 3		Quantity Q 4	1	Total Year 2	4,473

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (I.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

		Activity				Assumptions						
Cost Category	Equipment	Work station for Technical Officer				Unit cost was based on market rate of a desk 200 USD and 167 USD for chair						
Performance area	Alignment											
Recurring Cost*	<input type="checkbox"/>											
Year 1	Unit Cost	367	Quantity Q 1	1	Quantity Q 2		Quantity Q 3		Quantity Q 4		Total Year 1	367
Year 2	Unit Cost		Quantity Q 1		Quantity Q 2		Quantity Q 3		Quantity Q 4		Total Year 2	0

*Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (I.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

1.1 CO-FUNDING

Budget amount	151,391	Total Co-Funding Required	0	Total Co-Funding Committed	14,600
Source	Ministry of Health and Medical Education	Description	Conduct 4 Site visits	Co-Funding Amount	3,000
Source	Ministry of Health and Medical Education	Description	Accommodation of venue for CCM Meetings	Co-Funding Amount	1,600
Source	Ministry of Health and Medical Education	Description	Fax, Internet	Co-Funding Amount	1,600
Source	Ministry of Health and Medical Education	Description	Mail	Co-Funding Amount	400
Source	Ministry of Health and Medical Education	Description	Rent for CCM Secretariat	Co-Funding Amount	8,000

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committed)

2. PERFORMANCE FRAMEWORK

ER 3	A complete CCM oversight plan that includes activities, responsibilities, timeline and budget.	FC	FC	FC	FC	
ER 3	The oversight body (OB) has access to the following core skills: (i) financial management, (ii) disease-specific expertise, (iii) procurement and supply management, and (iv) program management. OB composition should include a key affected populations and PLWD representative(s).	FC	FC	FC	FC	
ER 3	Dated meeting minutes which document formal appointment or election of members of the CCM oversight body (OB).	FC	FC	FC	FC	
ER 3	Documentary evidence of consultations including oversight visits carried out by the oversight body or CCM, at least once every 6 months, to obtain feedback from non-CCM members and people living with and/or affected by the diseases or key affected populations.	FC	FC	FC	FC	
MS 3	Dated meeting minutes, reports or work plan that demonstrate the evidence dialogue quarterly and the follow-up with each PR.	FC	FC	FC	FC	
MS 3	Whenever problems and challenges are identified, the CCM has, in the past 6 months, taken decisions on the minimum (i) management, (ii) financial and (iii) programmatic indicators of oversight ¹ and followed up on corrective actions.	IC	IC	IC	IC	
MS 3	Evidence of oversight report(s) shared quarterly with in-country stakeholders and with the Global Fund Secretariat in a timely manner (within 1 month of OC meeting).	NC	FC	FC	FC	
ER 4	CCM membership of key affected and most at risks populations may include representatives of IDUs, MSMs, CSWs, transgender, migrants, etc. either as representatives of organized groups and/or networks or as individual representatives. In countries where these groups are criminalized, CCM has "advocates" instead of direct representation.	FC	FC	FC	FC	
ER 4	PLWD include: - For HIV, civil society members that represent PLWH organization(s)/network(s); or leaders of relevant communities if there are no organized PLWH groups. Number of representatives is determined depending on the disease burden in country. - For TB and Malaria, civil society members that represent PLWTB/M organization(s)/network(s); or leaders of relevant communities if there are no organized PLWTB/M groups. Number of representatives is determined depending on the disease burden in country.	FC	FC	FC	FC	
MS 4	The CCM membership (members and alternates) shows a balanced female representation.	NC	IC	IC	IC	Currently 25% of CCM members are female. The current structure is subject to change of membership.
ER 5	Dated meeting minutes from each civil society constituency documenting the process it followed to select its representative(s) on the CCM.	FC	FC	FC	FC	
MS 5	The CCM membership shows that national civil society sector representatives constitute at least 40% of membership.	FC	FC	FC	FC	
MS 5		FC	FC	FC	FC	

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	Each civil society representative on the CCM has a work plan from their constituency that specifies key tasks and communication responsibilities which they need to fulfil as a representative of the constituency.					
MS 5	The CCM membership details shows that the CCM Chair and Vice-Chair are from different sectors (government, national civil society sector, and development partners), and there are clear procedures for rotation as well as periodic change of the leadership.	IC	IC	FC	FC	
ER 6	The CCM Col policy applies to all members (members and alternates) and it requires all members in situations of conflict of interest, in particular PR and SR representatives, to recuse from decision making.	FC	FC	FC	FC	
ER 6	CCM members have signed a Col declaration form	FC	FC	FC	FC	
ER 6	Percentage of CCM meeting minutes in the past 12 months in which procedures to prevent, manage and mitigate Col has been applied.	FC	FC	FC	FC	
MS 6	Not more than one CCM member with voting rights per constituency is in a position of conflict of interest as per the Col declaration forms.	FC	FC	FC	FC	

Completion of this section is optional for all CCM Funding Requests.

Indicator	Target Q 1	Target Q 2	Target Q 3	Target Q 4	Comment

PLEASE FILL IN THE PERFORMANCE FRAMEWORK FOR 'YEAR 1' ONLY. FOR 'YEAR 2', IT WILL BE DONE LATER (WITH THE EXPENDITURE REPORT BY THE END OF 'YEAR 1').

3. CCM MEMBERS' LIST AND BUDGET REQUEST ENDORSEMENT

I certify that I have updated the Global Fund Contacts Management System (with the detail of all CCM Members) within the last four weeks, date of update: 21-Nov-13

[Click here to open Global Fund Contacts Management System](#)

Please attach a scanned copy of the full list of CCM Members that endorse that 'Budget Request'



CCM budget endorsement
signature list Nov 2013.pdf
Adobe Acrobat Document
62.9 KB

4. HUMAN RESOURCES AND FINANCIAL ASSUMPTIONS

HUMAN RESOURCES - ASSUMPTIONS
To ascertain the reasonableness of costs proposed under the Human Resources category, for each position, provide any relevant information and in particular:

no

What salary scale(s) and comparable position(s) within this scale, are used to determine the level of remuneration? If a national framework on salaries and remuneration is in place, how is it used for establishing levels of remuneration? What relevant positions can the budgeted positions be compared to within this framework? What has been the evolution of the proposed remuneration over the past two years? Explain any increase/decrease and applicable procedure for the revision of salaries. Are other donors solicited to co-fund HR costs (what donors, what amounts?) What is the process to recruit for this position?

The personnel of all the grants for which UNDP Iran is principal recipient are contracted by UNDP via a "Service Contract" modality. To this end the personnel of CCM secretariat are also contracted by UNDP. This type of contract is used by UNDP for local project personnel hence the salary scale is aligned with local context. UNDP, on regular basis carries out a salary scale survey using local comparators to establish the scale with consideration of national settings.

Describe the financial and management systems which will be used to administer the CCM funds:

UNDP Iran will act as designated CCM funding recipient. Similar to all other grants for which UNDP Iran is principal recipient, UNDP's financial rules and regulation will be complied with for all expenditures under this fund. Accordingly, UNDP's financial management system will be used which is a comprehensive Enterprise Resource Planning (Atlas) based on IPSAS standards (International Public Sector Accounting Standards). The CCM fund will therefore be managed by the Project Management Unit established in UNDP as PR for management of projects.

Describe the systems which will be used to collect, measure and report data related to the selected indicators in the performance framework:

The CCM secretariat which is located in Ministry of Health and Medical Education will have the overall responsibility of recording and documentations of the activities related to CCM. The Secretariat has an archive of hard copies and soft-copies of the grant related files, ad hoc reports requested/generated by CCM, documentation of membership process, CCM meeting minutes, field visit reports, etc. As for the selected indicators, the CCM Secretariat will be responsible for collecting, reporting and filing the related information and supporting documents, i.e., CCM Secretariat will be responsible for arranging meetings, taking notes, keeping records of discussions, presentations and progress reports, and distribution of the documents/information to CCM members. Problems and challenges, similarly will be recorded along with other CCM notes. Oversight plan/field visit plan is also maintained and followed up by CCM Secretariat. Further to note is that in this submission CCM of Iran has considered fund of a position of a technical office for CCM Secretariat whose main and major responsibility is developing and implementation of an oversight plan. The person will also act as the secretary of CCM oversight sub-committee. Any reports and records related to work of this committee, as well as other CCM members will be maintained by CCM Secretariat and distributed to all CCM members on a regular basis. The CCM Secretariat will also be responsible for leading and documentation of the selection process of CCM members. Any stage of selection, e.g., advertising, assessment, self-selection, etc. have been recorded and documented by CCM Secretariat in the past, and the same arrangement will continue. The list of CCM members is maintained and monitored by CCM Secretariat. The list will also be posted publicly in the website of CCM (which is now under construction). The CCM Secretariat will follow up with each sector to ensure development and implementation of time-bound and result-based work plans, as well as clear policy for rotation and changes. As for conflict of interest, CCM Iran does have a written policy for conflict of interest, and will ensure that the policy is updated and adhered to.

5. ADDRESSES

<p>Name and address of CCM: Name: CCM Iran Title: Address: Block A-12th floor-Eivank ST. Sanat Sq. Tehran-Iran Ministry of Health and Medical Education</p>	<p>Name/Address for Notices to CCM: Name: Mandana Tira : Title: CCM Secretariat Coordinator Address: Block A-15th floor-Eivank ST. Sanat Sq. Tehran-Iran - Ministry of Health and Medical Education/</p>
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Tel:		Tel: +98 21 81455068 / +98 9123938326
Fax:		Fax: +98 21 88363857
Information for Bank Account into which CCM Funds will be disbursed:		
Legal owner of bank account:	United Nations Development Program	
Bank account title:	UNDP Contributions Account	
Bank account number:	015-002284	
Bank name:	JP Morgan Chase Bank	
Bank address:	1166 Avenue of the Americas, 17th Floor, New York	
Bank SWIFT code:	CHASUS33	
Bank code:	021000021	
Routing Instructions:	N/A	
Name/Address of CCM Funding Recipient:		Name/Address for Notices to CCM Funding Recipient:
Name:		Name: Mr. Gary Lewis/B. Murall
Title: Principle Recipient		Title: Resident Representative
Address: No 8, Shahrzad Blvd, Darrous, 1948773911, Iran		Address: No8, Shahrzad Blvd, Darrous, 1948773911, Iran
Tel: + 98 21 2286 9016		Tel: + 98 21 2286 9016
Fax: +98 21 2286 9547		Fax: +98 21 2286 9547

my cat

Cash Balance Information: - Required



Copy of CCM Exp Reports 1
Nov 2012 - 31 July 2013 GF
note 8 Nov 2013.xlsx
Microsoft Excel Worksheet
107 KB

Cash Book Statement:

Bank Statement:

File Attachment

Bank Reconciliation:

File Attachment

Upload 'Term of References' (TORs) Documents and documentation of hiring process for all Secretariat staff (zip them into one file and upload): - Required



CCM coordinator - TOR.pdf
Adobe Acrobat Document
74.8 KB

Upload any relevant documentation like negotiation's emails (optional):

me



**TOR_Technical_Officer_SC8_N
ovember_3_2013.doc**
Microsoft Word 97 - 2003
Document
79.0 KB



**CCM_Iran Funding Agreement
Info.doc**
Microsoft Word 97 - 2003
Document
80.5 KB

 **File Attachment**

Handwritten signature or initials at the bottom right corner.