



**The Global Fund**  
To Fight AIDS, Tuberculosis and Malaria

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19 June 2015

Mr. Jose Salema  
UNDP Resident Representative/Resident Coordinator  
United Nations Development Programme  
BP 109 Sao Tome  
Sao Tome and Principe

**Subject: STP-T-UNDP**

Dear Mr. Salema

The Country Team would like to present its compliments to the UNDP, Government and Partners. We wish to congratulate the country and all stakeholders on the Global Fund Board's approval of the TB NFM grant (STP-T-UNDP) and its upcoming signature. The teams should be commended for collaboratively, effectively and efficiently completing grant-making, following the TRP's approval of the TB concept note.

With this letter, we would like to notify you of the Global Fund Board's decision GF/B28/DP4, according to which the commitment and disbursement by the Global Fund of 15% of Sao Tome and Principe's aggregate allocation of USD 13,630,492 for the 2014-2016 allocation period, which is equal to USD 2,044,574, is subject to the Global Fund's satisfaction with the country's compliance with the Global Fund's policies relating to counterpart financing. We will keep you informed of Sao Tome and Principe's progress towards compliance with the Global Fund's policies on counterpart financing, and will also inform you of measures that the Global Fund may take in order to reduce the allocation in cases of non-compliance.

In addition, in preparation for the start of the TB NFM grant, which will run from 1 July 2015 to 31 December 2017, this letter also serves to inform UNDP of the key management actions for the upcoming grant, which were identified during the capacity assessment and grant-making. Please see Attachment 1 for your kind reference, collaboration and action.

The Country Team would like to wish UNDP, Government and Partners every success for the grant implementation and continued partnership.

Sincerely

Dominique Johnson  
Fund Portfolio Manager  
Western Africa Team

CC: CCM  
CNE  
LFA

## **Attachment 1**

### **M&E Action Plan**

1. Provide an update on the current status and further plans for the development and introduction of a comprehensive HMIS in STP

Start date: Immediately

End date: 31 July 2015

2. Assess and plan the use of a web-based system (already piloted by the Taiwanese and used under the malaria grant ) for its utilization for the TB program and its implementation

Start date: 1<sup>st</sup> July 2015

End date: 30 September 2016

3. Strengthen data quality assurance by establishing an RDQA system

Start date: immediately

End date: 30 June 2016

### **PSM Action Plan**

1. Develop and implement a capacity building plan of PR, FNM and all national programs (HIV, TB and Malaria) in procurement and supply management (PSM).

Start date: 1st July 2015

End date: 31 March 2016

2. In close collaboration with FNM, TB national program and possibly Portuguese Cooperation, analyze stock levels of first and second line treatment medicines based on monthly inventory reports, distribution and consumption data, stocks in the pipeline from various funding sources such as Global Fund and Portuguese Cooperation. Recommend appropriate remedial actions to avoid stock outs and expiries and provide feedback as needed

Start date: 1<sup>st</sup> August 2015

End date: 31 December 2017

3. Facilitate the development and implementation of FNM SOPs related to goods in, storage, inventory management and stock control, distribution and quality assurance

Start date: 1st July 2015

End date: 31 March 2016

4. Conduct an assessment of the current distribution system of HIV, Malaria and TB related health products, identify bottlenecks, propose appropriate recommendations and work with FNM, CNE and Programs to develop and implement the recommended actions

Start date: 1st July 2015

End date: 31 December 2015

## **Finance Action Plan**

1. Potentially give ATLAS access to the Finance Assistants so that they can support the Finance Analyst in the task of record insertion and provide specialized training for the Finance Analyst (to be given by UNDP HQ) covering all the relevant features of the IPSAS approach and reporting.

Start date: 1st July 2015  
End date: 31 March 2016

2. List all the relevant assets acquired in the scope of the Global Fund grants held at SR level and provide information regarding their insurance status to the Global Fund. In case the assets are not properly insured, correct this situation.

Start date: 1st July 2015  
End date: 31 March 2016

3. Perform quarterly supervision to SRs receiving disbursement and quarterly analysis of the budget execution (PR + SRs) in combination with a thorough analysis of reasons for any budget overrun or delays. These findings should then be addressed with a proposal for a solution drafted by the PR in coordination with the SR responsible for the implementation. For the forecast of needs, make sure that the amounts requested for each activity/intervention line are on one hand realistic.

Start date: 1st July 2015  
End date: 31 December 2017

## **Governance Action Plan**

1. Identify implementation problems and actions to be taken - define periodic supervision of the SRs and programmatic/financial meetings with a shorter periodicity (e.g. monthly) in order to be able to identify earlier any problems with the implementation and suggest or act upon solutions.

Start date: immediately  
End date: 30 June 2016

2. In the context of the PR Capacity Development Plan, in collaboration with national stakeholders and Global Fund CT, assess and review the existing plan and develop a more robust plan, entering to a more active phase of plan. The possibility of the devolution of financial management of specific budget lines should be reviewed and considered where feasible for central SRs.

Start date: immediately  
End date: 31 December 2015