



CCM FUNDING AGREEMENT

Grant Agreement Information

Country (1)	CCM São Tomé and Príncipe		Agreement Number (4)	STP-CFUND-1301	
Start Date (6A)	01-Jul-15	End of year 1 (6B)	30-Jun-16	End Date (6C)	30-Jun-17
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)	125,042	One Hundred Twenty Five Thousand Forty-Two United States Dollars			
+ Year 2 Budget (7C)	45,246	Forty Five Thousand Two Hundred Forty Six United States Dollars			
= Agreement Amount (7D)	170,288	One Hundred Seventy Thousand Two Hundred Eighty Eight United States Dollars			
(minus) Cash balance (from prev. year)	0	zero			
= Total Amount to be disbursed	170,288	One Hundred Seventy Thousand Two Hundred Eighty Eight United States Dollars			
Total Co-Funding Amount	0	zero			

Name and address of CCM (2)

Name: Ministério da Saúde
Title: Secretariado de Conselho de Coordenação Multissetorial - CCM
Address: Rua Patrice Lumumba, 433
Sao Tome

Tel.: +239 2243100
Fax: +239 2222427

Name/Address for Notices to CCM (11A)

Name: LEONEL CARVALHO
Title: SECRETARIO EXECUTIVO DO CCM
Address: Rua Patrice Lumumba, 433
Sao Tome
leonelcarvalho@hotmail.com

Tel.: +2399903685
Fax:

Grants under CCM Oversight (8A)

STP-M-UNDP, STP-011-GDS-H & STP-T-UNDP

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

Legal owner of bank account: United Nations Development Programme
Bank account title: UNDP CONTRIBUTIONS (USD) ACCOUNT
Bank account number: 015-002284
Bank name: JP MORGAN CHASE BANK N.A.
Bank address: 270 Park Avenue, 43 Floor New York, NY 10017
USA

Bank SWIFT/IBAN/BIC code: CHASUS33


Bank code: CHASUS33

Routing instructions:


Name/Address of CCM Funding Recipient (3) Name: United Nations Development Programme Title: UNDP Address: Avenida das Nacoas Unidas Sao Tome, BP 109 Democratic Republic of Sao Tome and Principe Tel.: +239 222 11 22 Fax: +239 22 21 98	Name/Address for Notices to CCM Funding Recipient (11B) Name: Jose Salema Title: Resident Representative Coordinator UNDP Address: Avenida das Nacoas Unidas Sao Tome BP 109 Democratic Republic of Sao Tome and Principe Tel.: +239 222 11 22 Fax: +239 22 21 98
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Name/Address for Notices to Global Fund (12) Name: Tina Draser Title: Regional Manager Western Africa 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: <ul style="list-style-type: none"> ● Standard Terms and Conditions ● Annex A: Budget ● Annex B: Performance Framework
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Signed for the Designated CCM Funding Recipient by its Authorized Representative (13)

 Date 25.11.2015

Jose Salema
Sao Tome & Principe UNDP Representative




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

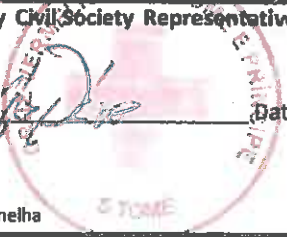
 Date 25/11/2015

Mrs Maria de Jesus Santos
Minister of Health, Sao Tome & Principe

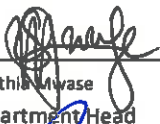
Acknowledged by Civil Society Representative of the Country Coordinating Mechanism (16)

 Date 25.11.2015


Mr Alberto Neto
President, Cruz Vermelha



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

 Date 27/11/2015

Cynthia Mwase
Department Head

 Date 27/11/2015

Eric Boa
Regional Finance Manager

CCM Funding Request

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

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

Country/CCM	CCM São Tomé and Príncipe	Total Year 1	125,042
Agreement Number	STP-CFUND-1301	+ Total Year 2	45,246
Currency	USD	= Budget amount	170,288
From (date)	01-Jul-15	- Net Cash Balance	0
To (date)	30-Jun-17	Total to be disbursed	170,288
The CCM is the recipient of funds *	<input type="checkbox"/>	Total Co-Funding Committed	0
List the grants under oversight by the CCM	STP-M-UNDP, STP-011-G05-H & STP-T-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).

Cash Balance from Previous Agreement		Committed Amount from Previous Agreement	
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1. BUDGET

Cost Category		Activity		Assumptions								
Meetings Training Workshops Consultations	CCM ordinary meetings	CCM General Assembly (quarterly)										
Performance area	Constituency Engagement											
Recurring Cost*	<input type="checkbox"/>											
Year 1	Unit Cost	890	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	0	Total Year 1	2,670
Year 2	Unit Cost	890	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	0	Total Year 2	2,670

*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.

Cost Category		Activity		Assumptions							
Planning and Administration	CCM ordinary meetings	CCM Executive Committee of CCM Meeting of the Concept Note committee Meetings of the oversight committee									
Performance area	Capacity Building/Gender										
	<input type="checkbox"/>										

Recurring Cost*												
Year 1	Unit Cost	55	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 1	660
Year 2	Unit Cost	55	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 2	660

*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	Election meetings				Meetings to elect CCM members representing civil society			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	220	Quantity Q 1	5	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	0	Total Year 1	1,100
Year 2	Unit Cost	0	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	0	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.

		Activity				Assumptions			
Cost Category	Meetings Training Workshops Consultations	CCM feedback meetings organized by CCM Members representing civil society				Quarterly feedback meetings of CCM members representing civil society with their constituencies (NGOs, affected and key populations)			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	83	Quantity Q 1	0	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	249
Year 2	Unit Cost	83	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	332

*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	CCM Workshops				Validation of CCM proposed structure Review and validation of CCM framework documents CCM members training on conflict of interest management			
Performance area									
Recurring Cost*	<input checked="" type="checkbox"/>								

Year 1	Unit Cost	307	Quantity Q 1	3	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	0	Total Year 1	921
Year 2	Unit Cost	0	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	0	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.

		Activity				Assumptions			
Cost Category	Meetings Training Workshops Consultations	CCM Workshops				Pre-electoral information sharing meetings per constituency			
Performance area									
Recurring Cost*									

Performance area												
Recurring Cost*												
Year 1	Unit Cost	130	Quantity Q 1	0	Quantity Q 2	4	Quantity Q 3	0	Quantity Q 4	0	Total Year 1	520
Year 2	Unit Cost	0	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	0	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.

		Activity					Assumptions					
Cost Category	Planning and Administration	CCM Workshops					CCM annual retreat					
Performance area												
Recurring Cost*	<input checked="" type="checkbox"/>											

Year 1	Unit Cost	890	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	1	Total Year 1	890
Year 2	Unit Cost	890	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	1	Total Year 2	890

*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	Technical Assistance	National technical assistance					Translation of document					
Performance area												
Recurring Cost*	<input type="checkbox"/>											

Year 1	Unit Cost	300	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	1	Total Year 1	300
Year 2	Unit Cost	300	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	1	Total Year 2	300

*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	Technical Assistance	International technical assistance					Support to CCM reform process. A first amount of USD 35,146 was budgeted for the two first missions of the consultant and her work on all key documents for the CCM. An additional amount of USD 15,470 was budgeted for follow up actions and a third mission before the end of 2015 to prepare the CCM for the next EPA.					
Performance area												
Recurring Cost*	<input type="checkbox"/>											

Year 1	Unit Cost	50,616	Quantity Q 1	0	Quantity Q 2	1	Quantity Q 3	0	Quantity Q 4	0	Total Year 1	50,616
Year 2	Unit Cost	0	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	0	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.

		Activity					Assumptions					
Cost Category	Meetings Training Workshops Consultations	CCM members' travel					Study visit for 3 members Air ticket Per diem Travel expenses (terminal expenses)					
Performance area												
Recurring Cost*												

Performance area	Capacity Building/Gender											
Recurring Cost*	<input type="checkbox"/>											
Year 1	Unit Cost	9,828	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	1	Total Year 1	9,828
Year 2	Unit Cost	0	Quantity Q 1	0	Quantity Q 2	0	Quantity Q 3	0	Quantity Q 4	0	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.

		Activity				Assumptions			
Cost Category	Meetings Training Workshops Consultations	CCM members' travel				Oversight Committee field visits (quarterly) Car rental for oversight visits Fuel (Litres of petrol) Travel meals & incidentals / S.Tomé			
Performance area	Oversight								
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	159	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 1	1,908
Year 2	Unit Cost	159	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 2	1,908

*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	CCM members' travel				Air ticket / Principe Per diem / Principe			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	542	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	2,168
Year 2	Unit Cost	542	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	2,168

*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	CCM Communications				Radio - TV - Online news advert Telephone / Fax Internet			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	392	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 1	4,704
Year 2	Unit Cost	392	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 2	4,704

*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								
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Performance area		CCM Communications				Website development			
Recurring Cost*	<input type="checkbox"/>								

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

		Activity				Assumptions			
Cost Category	Equipment	Office equipment				Desktop Laptop Data Show "Projector" UPS Printer Photocopier			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	4,910	Quantity Q 1	1	Quantity Q 2		Quantity Q 3		Quantity Q 4		Total Year 1	4,910
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.

		Activity				Assumptions			
Cost Category	Equipment	Office furniture				Office desk Office chair Office cupboard			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	2,243	Quantity Q 1	1	Quantity Q 2		Quantity Q 3		Quantity Q 4		Total Year 1	2,243
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.

		Activity				Assumptions			
Cost Category	Indirect Cost	Office stationery				Flip- chart stand A4 paper A4 Envelope Toner for printer Toner for photocopier Staples Large stapler Small stapler Large hole puncher Small hole puncher In trays Pens Paper clips Flip chart paper Post-It Binders			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	2,521	Quantity Q 1	1	Quantity Q 2		Quantity Q 3		Quantity Q 4		Total Year 1	2,521
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.

		Activity				Assumptions			
Cost Category	Equipment	Maintenance				Printer & photocopier maintenance			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year	Unit Cost	250	Quantity Q 1		Quantity Q 2		Quantity Q 3		Quantity Q 4	1	Total Year	250
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1										1		
Year 2	Unit Cost	250	Quantity Q 1		Quantity Q 2		Quantity Q 3		Quantity Q 4	1	Total Year 2	250

*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	Others	Operational expenses				Electricity/Water Fuel(Litres of petrol)			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	167	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 1	2,004
Year 2	Unit Cost	167	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 2	2,004

*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	Human Resources	CCM Human resources				Secretary Assistant			
Performance area									
Recurring Cost*	<input type="checkbox"/>								

Year 1	Unit Cost	2,200	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 1	26,400
Year 2	Unit Cost	2,200	Quantity Q 1	3	Quantity Q 2	3	Quantity Q 3	3	Quantity Q 4	3	Total Year 2	26,400

*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	7% overhead costs from UNDP				UNDP 7% overhead costs			
Performance area	Constituency Engagement								
Recurring Cost*	<input checked="" type="checkbox"/>								

Year 1	Unit Cost	2,045	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 1	8,180
Year 2	Unit Cost	740	Quantity Q 1	1	Quantity Q 2	1	Quantity Q 3	1	Quantity Q 4	1	Total Year 2	2,960

*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.

Show/Hide Co-Funding Section ('Hide' will only be applied if Co-Funding is not mandatory AND no Co-Funding amount has been committed)

2. PERFORMANCE FRAMEWORK

The CCM Improvement Plan, developed as part of the CCM Eligibility and Performance Assessment (EPA), serves as the Performance Framework for CCM Funding. Please note, non-adherence to the Improvement Plan can impact current and future funding.

Please ensure your most recent CCM Improvement Plan is up to date, and that latest progress against each Eligibility Requirement (ER) and Minimum Standard (MS) is recorded in the online platform and that supporting documentation is uploaded, before the submission of this form.

You can access the Improvement Plan using your Global Fund credentials, and the link provided to you by your Country Team.

I certify that CCM Improvement Plan implementation progress (including necessary supporting documentation) was updated within the last 4 weeks. Date of Update: 26-Jun-15

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
% of planned oversight activities completed with documented participation by all CCM constituencies	23	27	23	27	Percentages calculated in the universe of 22 supervisory activities
% of key CCM documents completed and shared with all members	30	27	20	23	Percentage total of 30 documents (TDS model, supervisory guides, reports, strategic plan and guiding documents translated.
% of CCM members trained on the role of the CCM within the preceding 24 months	51		49		Percentage of CCM members trained
Other specify...					

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:

04-Aug-15

[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'



Assinatura dos membros.pdf
Adobe Acrobat Document
60.8 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:

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?

Executive Secretary - Administrative Assistant Are taken as base salaries paid by some International agencies operating in the country are not co-financing from other donors

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

The CCM of Sao Tome requested UNDP to be the recipient of funds for the CCM agreement. They will manage the funds at least for the duration of the first CCM funding agreement UNDP is PR for all grants in Sao Tome & Principe and therefore has a vast experience in management of funds This can be re-evaluate at the end of the first year of the agreement as UNDP will help the CCM in the strengthening of their capacity to manage CCM funding in the future.

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

The CCM, with the help of a consultant, develop templates and tools which will allow them to support the execution of the CCM oversight function, including the follow up on the production of documents, trainings and supervision visits.

5. ADDRESSES

Name and address of CCM: Name Ministério da Saúde *: Title*: Secretariado de Conselho de Coordenacao Multisectorial - CCM Addr Rua Patrice Lumumba, 433 Sao Tome SS: Tel: +239 2243100 Fax: +239 2222427	Name/Address for Notices to CCM: Name LEONEL CARVALHO *: Title*: SECRETARIO EXECUTIVO DO CCM Addr Rua Patrice Lumumba, 433 Sao Tome ess: leonelcarvalho@hotmail.com Tel: +2399903685 Fax:
Information for Bank Account into which CCM Funds will be disbursed: Legal owner of bank account: United Nations Development Programme Bank account title: United Nations Development Programme Bank account number: 3752207381 Bank name: BANK OF AMERICA Bank address: 730 15th Street, N.W. 7th Floor, Washington USA 111000012	

Bank SWIFT/IBAN/BIC
code:

Bank code: **111000012**

Routing Instructions:

Name/Address of CCM Funding Recipient:

Name*: **United Nations Development Programme**

Title*: **UNDP**

Address **Avenida das Nacoas Unidas Sao Tome, BP 109
Democratic Republic of Sao Tome and Principe**

Tel: **+239 222 11 22**

Fax: **+239 22 21 98**

Name/Address for Notices to CCM Funding Recipient:

Name **Jose Salema**

*:

Title*: **Resident Representative Coordinator UNDP**

Address **Avenida das Nacoas Unidas Sao Tome BP 109 Democratic
Republic of Sao Tome and Principe**

Tel: **+239 222 11 22**

Fax: **+239 22 21 98**

Cash Balance Information*:- Required

Cash Book Statement:  File Attachment

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



TORs CCM STP.pdf
Adobe Acrobat Document
183 KB

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



Pedido do Presidente do CCM-
14Oct15.pdf
Adobe Acrobat Document
296 KB



Copy of 5CCC5758.xls
Microsoft Excel 97-2003
Worksheet
109 KB



STP CCM Improvement
Plan.docx
Microsoft Word Document
25.8 KB

**STANDARD TERMS AND
CONDITIONS****1. Introduction**

1.1 The association ("CCM") named the face sheet of this Agreement is the Country Coordinating Mechanism for the country (the "Host Country") specified in the face sheet of this Agreement. The CCM has responsibility for oversight of the grants specified in the face sheet of this Agreement.

1.2 The CCM has applied to the Global Fund for funding to support certain administrative costs and other activities of the CCM. The Global Fund has agreed to provide the requested funding on the terms and subject to the conditions set out in this Agreement.

1.3 The CCM is not a legally incorporated body with separate legal personality and does not have the authority to enter into legally binding agreements with third parties. Accordingly, the CCM has designated the organization (the "CCM Funding Recipient") named in the face sheet of this Agreement to be responsible for receiving and managing such funding on behalf of the CCM.

2. Parties and Purpose

2.1 This Agreement is between The Global Fund to Fight AIDS, Tuberculosis and Malaria, a foundation established under the laws of Switzerland (the "Global Fund") and the CCM Funding Recipient (each a "Party" and together, the "Parties").

2.2 This Agreement sets out the terms upon which the Global Fund will make available funding up to the amount stated in the face sheet of this Agreement to support the activities of the CCM.

3. Budget and Permitted Use

3.1 The Funds (as defined below) may only be used to finance the activities of the CCM in accordance with the Performance Framework and Budget (together, the "Workplan") respectively set out in Annexes A and B to this Agreement. Changes to the Workplan are subject to the prior written approval of the Global Fund. The CCM Funding Recipient shall ensure that all Funds are prudently managed and shall take all necessary action to ensure that Funds are used solely to pay for activities in accordance with the Workplan and consistent with the terms of this Agreement. The CCM Funding Recipient shall use its reasonable efforts to ensure that such Funds are not used to support or promote violence, to aid terrorists or terrorist-related activity, to conduct money-laundering activities or to fund organizations known to support terrorism or that are involved in money-laundering activities.

3.2 If the maximum amount of Funds provided under this Agreement exceeds 200,000 United States Dollars for any 24 month period occurring between the CCM Funding Start Date and the CCM Funding End Date specified in the face sheet (the "CCM Funding Period"), the CCM Funding Recipient acknowledges and understands that the Global Fund has entered into this Agreement in reliance on the representation by the CCM in its funding request that no less than 20% of any funding in excess of 200,000 United States Dollars will be provided to the CCM by sources other than the Global Fund to fund CCM activities during this period (the "Co-Funding Minimum"). Accordingly, if the CCM Funding Recipient becomes aware that the expected amount of funding from other sources for a given CCM Funding Period is in fact or is

anticipated to be materially lower than the Co-Funding Minimum, the CCM Funding Recipient shall promptly notify, or cause the CCM to notify, the Global Fund. Other sources of financing encompass all domestic and foreign development assistance resources (including contributions from governments, loans from external sources or private creditors, debt relief proceeds, and private contributions such as from non-governmental organizations, faith-based organizations, other domestic partners, and user fees). For purposes of fulfilling the requirements of this section 3.2, funding from other sources will not be deemed acceptable to satisfy the Co-Funding Minimum unless such funding is used to cover eligible costs set forth in the Budget.

3.3 The CCM Funding Recipient acknowledges and agrees that all funds committed or disbursed by the Global Fund under all the previous CCM funding agreement(s) with the CCM Funding Recipient indicated in the face sheet of this Agreement (including any interest earned on CCM funding disbursed by the Global Fund) (collectively, "Existing Funds") shall be treated as follows:

(a) all such Existing Funds that have been spent or committed by or on behalf of the CCM prior to the CCM Funding Start Date shall be subject to, and accounted for, under the terms and conditions of the existing CCM Funding Agreement(s) pursuant to which such funds were disbursed or generated;

(b) all such Existing Funds that have not been spent or committed as of the CCM Funding Start Date shall be subject to, and accounted for, under the terms and conditions of this Agreement; and

(c) the Performance Framework and Maximum Budget amounts (indicated in the face sheet of this Agreement) for this Agreement relate to the aggregate amount of funding described in section 3.3(b) above and to the Total Additional CCM Funding committed under this Agreement (indicated in the face sheet of this Agreement) (collectively, the "Funds").

3.4 In accordance with the decisions and directives of the Executive Board of the United Nations Development Programme ("UNDP") reflected in its Policy on Cost Recovery from Other Resources, the Funds shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support ("GMS") services. To cover these GMS costs, a fee equal to 7% of the funding provided hereunder shall be retained by the CCM Funding Recipient. Furthermore, as long as they are unequivocally linked to the CCM administrative activities approved for funding hereunder, all direct costs of implementation will be identified in the project budget against a relevant budget line and paid for accordingly from funds made available hereunder.

4. Effective Date; CCM Funding Period

4.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by the CCM Funding Recipient and the Global Fund, acting through their duly Authorized Representatives identified in the face sheet of this Agreement.

4.2 The Global Fund is making the Funds available to the CCM through the CCM Funding Recipient for the CCM Funding Period.

5. Representations and Covenants

The CCM Funding Recipient shall receive and administer the funds in accordance with its regulations, rules and directives.

6. Local Fund Agent

The Global Fund may retain the services of a Local Fund Agent (the "LFA") to assist the Global Fund in overseeing the implementation of this Agreement. The CCM Funding Recipient shall cooperate fully with the LFA to permit the LFA to carry out its functions, including by making available to the Global Fund and the LFA all relevant financial information drawn from relevant accounts and records.

7. Disbursements and Reporting

7.1 Unless otherwise agreed between the Global Fund and the CCM Funding recipient, the Global Fund will disburse funds under this Agreement on an annual basis in advance. The Global Fund will not disburse funds under this Agreement after the CCM Funding End Date or at any time when the Global Fund has determined in its sole discretion that funds sufficient to make the disbursement are not available to the Global Fund for such purpose at the time of the disbursement. If the CCM Funding Recipient chooses to continue administrative activities in support of the CCM after the Global Fund funding available under this Agreement has been exhausted, the CCM Funding Recipient understands that the Global Fund makes no commitment beyond the amounts available under the terms of this Agreement.

7.2 The CCM Funding Recipient shall, not later than 30 days after the Year 1 End Date and 30 days after the CCM Funding End Date identified in the face sheet of this Agreement (or such later date as may be agreed between the Global Fund and the CCM Funding Recipient on a case-by-case basis) (each such date, a "Financial Report Due Date"), provide to the Global Fund a progress update containing the following information:

(a) a financial report for the period beginning on the CCM Funding Start Date (or the day after the end of the most recent reporting period, for reports provided with respect to Year 2 of the CCM Funding Period) and ending on the applicable Financial Report Due Date. The financial report shall set out the income and expenditure relating to funds disbursed under this Agreement and a statement of the cash balance at the end of the period and the projected cash balance at the CCM Funding End Date. Expenditure reporting must include costs broken down by financial cost category (salaries, administration, meetings, consultations, communications, translation, program oversight and others) as well as by CCM functional area. Information must also be provided on CCM funding use by representatives of non-governmental constituencies on the CCM. The Global Fund and the CCM Funding Recipient shall agree on the form of the report. The CCM Funding Recipient shall explain in the report any variance between Budget and actual expenditures;

(b) a performance report for the period beginning on the CCM Funding Start Date (or the day after the end of the most recent reporting period, for reports provided with respect to Year 2 of the CCM Funding Period) and ending on the applicable Financial Report Due Date describing results achieved against intended targets; and

(c) if applicable, a report with respect to amounts pledged in order to satisfy the requirements of section 3.2 of this Agreement, including information on whether such amounts have been made available to the CCM.

7.3 If the CCM does not designate the CCM Funding Recipient as the entity that will continue to be responsible for receiving and managing funds for the CCM following the CCM Funding End Date, then the CCM Funding Recipient shall, no later than 3 months after the CCM Funding End Date, provide to the Global Fund a financial report for the period beginning on the day after the most recent reporting period and ending on the CCM Funding End Date.

7.4 The Global Fund and the CCM Funding Recipient may make the information derived from the implementation of this CCM funding program available to the domestic and international community, consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information. The Global Fund reserves the right to freely publish or disseminate information derived from the implementation of this CCM funding program.

8. Bank Accounts

8.1 The CCM Funding Recipient shall ensure that the Funds are administered in accordance with UNDP Financial Regulations and Rules.

8.2 Any interest on the Funds shall be accounted for and used solely in accordance with the Workplan or as otherwise agreed by the Global Fund.

9. Books and Records; Audits; Access

9.1 The CCM Funding Recipient shall maintain books and records in accordance with United Nations Accounting Standards adequate to show, without limitation, all costs incurred by the CCM Funding Recipient under this Agreement. Books and records must be kept in the possession of the CCM Funding Recipient for at least three years after the date of last disbursement under this Agreement, or for such longer period, if any, required to resolve any claims or audit enquiries.

9.2 The CCM Funding Recipient shall have financial audits conducted of program expenditures in accordance with its internal and external auditing practices. The CCM Funding Recipient agrees to provide to the Global Fund a copy of biennial financial statements, as audited by its external auditors, the UN Board of Auditors. In addition, not later than June 30 of each year, the CCM Funding Recipient shall submit to the Global Fund a statement, certified by the Comptroller of the CCM Funding Recipient, of income and expenditure made under this Agreement during the preceding year.

10. Goods and Services; Assets

10.1 The CCM Funding Recipient shall maintain policies and practices that govern all procurement using funds made available under this Agreement that, at a minimum, conform to standards that ensure transparency, value-for-money, competitiveness, efficiency and accountability. The CCM Funding Recipient shall ensure that such policies and practices are followed at all times.

10.2 Although goods or other property financed by the Global Fund under this Agreement may, during the CCM Funding Period, be held in the possession of the CCM or members of the CCM for the purpose of the administrative activities of the CCM, title to such goods and other property shall be held by the CCM Funding Recipient. The Global Fund may direct, at any time in its sole discretion, that title to such goods and other property be transferred to the Global Fund or another entity in the Host Country nominated by the Global Fund. All goods and services and activities financed with funds made available under this Agreement are used solely for the activities of the CCM consistent with the Workplan.

10.3 The CCM Funding Recipient shall ensure that, where available at a reasonable cost, appropriate levels of insurance be maintained to cover the CCM's activities under this Agreement, including assets (if any) financed under this Agreement. The Global Fund assumes no liability for any loss or damage to any person or property arising in connection with this Agreement.

10.4 The CCM Funding Recipient shall try to ensure that this Agreement and the assistance financed hereunder shall be free from taxes and duties imposed under laws in effect in the Host Country.

10.5 The CCM Funding Recipient shall assert all exemptions from taxes and duties to which it believes it, the Global Fund or this Agreement is entitled.

11. Conduct

11.1 The Parties agree that it is important to take all necessary precautions to avoid conflicts of interest and corrupt practices. To this end, the CCM Funding Recipient shall maintain standards of conduct that govern the performance of its staff, including the prohibition of conflicts of interest and corrupt practices in connection with the award and administration of contracts, grants, or other benefits, as set forth in the Staff Regulations and Rules of the United Nations, the UNDP Financial Regulations and Rules, and the UNDP Procurement Manual.

11.2 No person affiliated with the CCM Funding Recipient (staff, individual contractors, counterpart government officials) shall participate in the selection, award or administration of a contract, grant or other benefit or transaction financed by funds made available hereunder, in which the person, members of the person's immediate family or his or her business partners, or organizations controlled by or substantially involving such person, has or have a financial interest. No person affiliated with the CCM Funding Recipient (staff, individual contractors, counterpart government officials) shall participate in such transactions involving organizations or entities with which or whom that person is negotiating or has any arrangement concerning prospective employment. Persons affiliated with the CCM Funding Recipient (staff, individual contractors, counterpart government officials) shall not solicit gratuities, favors or gifts from contractors or potential contractors.

11.3 If the CCM Funding Recipient has knowledge or becomes aware of any actual, apparent or potential conflict between the financial interests of any person affiliated with the CCM Funding Recipient, the CCM, the LFA, or the Global Fund and that person's duties with respect to the implementation of this Agreement, the CCM Funding Recipient shall immediately disclose the actual, apparent or potential conflict of interest directly to the Global Fund.

11.4 The Global Fund and the CCM Funding Recipient shall neither offer a third person nor seek, accept or be promised directly or indirectly for themselves or for another person or entity any gift or benefit that would or could be construed as an illegal or corrupt practice.

12. Use of Name and Logo

Neither Party shall use the logo or any trademarks of the other Party unless it has executed valid license agreements for such use.

13. Novation or Transfer of the Responsibilities of the CCM Funding Recipient

If at any time, either the CCM Funding Recipient or the Global Fund concludes that the CCM Funding Recipient is not able to perform the role of CCM Funding Recipient and to carry out its responsibilities under this Agreement or if, for whatever reason, the Global Fund and the CCM Funding Recipient wish to transfer some or all of the responsibilities of the CCM Funding Recipient to another entity that is able and willing to accept those responsibilities, then the Global Fund and the CCM Funding Recipient may agree that the other entity, may be substituted for the CCM Funding Recipient in this Agreement. The substitution shall occur on such terms and conditions as the Global Fund and the new recipient agree, in consultation

with the CCM. The CCM Funding Recipient hereby agrees to cooperate fully to make the transfer as smooth as possible.

14. Notices

Any notice, request, document, report, or other communication submitted by the CCM Funding Recipient or the Global Fund, unless this Agreement expressly provides otherwise, shall be sent to each other Party's: (i) Authorized Representative noted in the face sheet of this Agreement, as appropriate; or (ii) the Name/Address for Notices noted in the face sheet of this Agreement, as appropriate. In the case of communications to the Global Fund through the LFA, the CCM Funding Recipient shall submit such communications to the person identified in the face sheet of this Agreement. All communications under this Agreement will be in English, unless the Global Fund and the CCM Funding Recipient agree otherwise in writing.

15. Termination, Suspension, Expiry of CCM Funding Period

15.1 After consultations have taken place between the Global Fund and the CCM Funding Recipient, and provided that the payments already received, together with other funds available to the program/project, are sufficient to meet all commitments and liabilities incurred in the execution/implementation of this Agreement, this Agreement may be terminated by the Global Fund or by the CCM Funding Recipient. The Agreement shall cease to be in force 30 (thirty) days after either of the Parties have given notice in writing to the other Party of its decision to terminate the Agreement. Either the Global Fund or the CCM Funding Recipient may suspend this Agreement in whole or in part upon giving the other Party seven days written notice. Any portion of this Agreement that is not terminated or suspended shall remain in full force and effect.

15.2 Notwithstanding termination of all or part of this Agreement, the CCM Funding Recipient may use funds that have already been disbursed to it to satisfy commitments and expenditures already incurred in the implementation of the Agreement before the date of termination. After the CCM Funding Recipient has satisfied such commitments and liabilities, the CCM Funding Recipient will return all remaining funds disbursed hereunder to the Global Fund or dispose of such funds as directed by the Global Fund.

16. Limitation of Liability; Indemnification

16.1 The Global Fund shall be responsible only for performing the obligations that are specifically set forth in this Agreement. Except for those obligations, the Global Fund shall have no liability to the CCM Funding Recipient, any employees or any contractor thereof, the CCM (or any member thereof) or any other person or entity as a result of this Agreement. Any financial or other liability that may arise as a result of the activities of the CCM Funding Recipient shall be the sole responsibility of the CCM Funding Recipient.

16.2 This Agreement shall in no way be construed as creating the relationship of principal and agent, of partnership in law or of joint venture as between the Global Fund and the CCM Funding Recipient. Neither the CCM nor the CCM Funding Recipient shall, under any circumstances, represent that it is an agent of the Global Fund, and shall take all reasonable precautions to avoid any perception that such relationship exists.

17. Applicable Law; Arbitration

17.1 Any dispute between the Global Fund and the CCM Funding Recipient arising out of or relating to this Agreement that is not settled amicably shall be submitted to arbitration at the request of either Party. The arbitration shall be conducted in accordance with UNCITRAL

Arbitration Rules as at present in force. The Global Fund and the CCM Funding Recipient agree to be bound by the arbitration award rendered in accordance with such arbitration, as the final adjudication of any such dispute, controversy, or claim.

17.2 For any dispute for which the amount at issue is 100,000 United States dollars or less, there shall be one arbitrator.

17.3 For any dispute for which the amount at issue is greater than 100,000 United States dollars, there shall be three arbitrators appointed as follows: The Global Fund and the CCM Funding Recipient shall each appoint one arbitrator, and the two arbitrators so appointed shall jointly appoint a third who shall be the chairperson.

18. Miscellaneous

18.1 No modification of this Agreement shall be valid unless in writing and signed by an authorized representative of the Global Fund and an authorized representative of the CCM Funding Recipient.

18.2 This Agreement and any annexes and attachments hereto constitute the entire agreement between the Parties and set out all the conditions, understandings and agreements between the Parties pertaining to the subject matter of this Agreement and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written. There are no conditions, understandings or other agreements, oral or written, express, implied or collateral between the Parties in connection with the subject matter of this Agreement except as specifically set forth in this Agreement and any attachments hereto.

18.3 No delay in exercising any right or remedy under this Agreement shall be construed as a waiver of such right or remedy.

18.4 This Agreement shall be binding on the successors and assignees of the CCM Funding Recipient and the Agreement shall be deemed to include the CCM Funding Recipient's successors and assignees. However, nothing in this Agreement shall permit any assignment without the prior written approval of the Global Fund.

18.5 This Agreement may be executed in one or more counterparts, all of which will constitute one and the same agreement.

19. Privileges and Immunities

19.1 Nothing in or related to this Agreement may be construed as a waiver, express or implied, of the privileges and immunities accorded to the Global Fund under (i) international law, including international customary law, any international conventions, treaties or agreements, (ii) any national laws including but not limited to the United States of America's International Organizations Immunities Act (22 United States Code 288), or (iii) under the Headquarters Agreement between the Global Fund and the Swiss Federal Council dated 13 December 2004.

19.2 Nothing in or relating to the present Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

20. Trustee

The Global Fund and the International Bank for Reconstruction and Development (the "World Bank") have entered into an agreement by which the World Bank has agreed to establish the "Trust Fund for the Global Fund to Fight AIDS, Tuberculosis and Malaria" (the "Trust Fund")

and to serve as the trustee of the Trust Fund (the "Trustee"). Funds made available to the CCM Funding Recipient under this Agreement will be disbursed from the Trust Fund. All of the obligations of the Global Fund under this Agreement are obligations of the Global Fund and the World Bank has no personal liability for the obligations of the Global Fund under this Agreement.