



Finalizing your Pandemic Fund Proposals

April 23, 2024

01

What should countries consider/keep in mind while reviewing their final proposals?

Reminder of key parameters : eligibility, funding envelope and ceilings, types of proposals accepted and submission limits

Eligibility

- Countries eligible to receive funding from IBRD and/or IDA **are eligible** to apply
- The sixteen (16) countries who received single-country grants under the first Call for Proposals are **not eligible*** to apply for single-country grants under the second Call, but they may apply under another category of proposal

Funding envelope and funding ceiling

- The envelope for the second Call for Proposals is **US\$ 500 million**
- Single-country proposals may request up to **US\$ 25 million**
- Multi-country and Regional Entity proposals may request up to **US\$ 40 million**

Types of proposals accepted

- Three types of proposals will be accepted:
 - **Single-country proposal** : one country and one or more Implementing Entities
 - **Multi-country proposal** : two or more countries and one or more Implementing Entities
 - **Regional Entity proposal** : one Regional Entity and one or more Implementing Entities

Submission limits

- An individual country may submit a **maximum of one** single-country proposal
- There are **no limits** on the number of multi-country proposals that can be submitted, nor how many an individual country or IE may take part in
- Regional Entities may only submit a maximum of one proposal for the same geographic region (i.e. but they may submit multiple applications covering different sub-regions)

*Not eligible for a **Single-country grant under the 2nd CfP**: Burkina Faso, Bhutan, Cabo Verde, Cambodia, Ethiopia, India, Kazakhstan, Moldova, Mongolia, Nepal, Paraguay, Suriname, Togo, West Bank and Gaza, Yemen and Zambia.

Some key principles to keep in mind when developing proposals

1 Promote a coordinated, collaborative and coherent approach to pandemic PPR: Proposals should bring together key actors engaged in PPR and health systems financing, linking financing with existing, country/regional level planning and prioritization processes, thereby strengthening alignment and complementarity and creating conditions for a more systematic dialogue about domestic/regional financing for PPR.

This means a demonstration of collaboration:

- among concerned Implementing Entities*, leveraging the comparative strengths of each entity;
- among concerned domestic agencies/actors, and
- between concerned international and domestic (country/regional) actors

2 Demonstrate catalytic effect: Proposals should demonstrate how the Pandemic Fund grant would mobilize a) co-financing (from implementing entities and other international sources) and b) co-investment (from beneficiaries, provided they are not in debt distress or at risk of debt distress)

3 Ensure consideration of equity: Proposals should demonstrate how they promote greater gender equity and broader health equity, and engagement of civil society and community groups in proposal preparation and implementation

*Eligible Implementing Entities include: World Bank, IFC, ADB, AfDB, AIIB, EIB, IADB, FAO, UNICEF, WHO, CEPI, GAVI, Global Fund.

Other things to keep in mind...

- ✓ If you've received feedback from a submission in the 1st CfP, make sure to address the feedback in the new proposal submission
- ✓ Most of the successful proposals from the 1st CfP demonstrated clear evidence of multi-sectorality and a One Health approach
- ✓ The more evidence the better – i.e. it is useful to include photos and rosters of meetings with community representatives and CSOs, evidence of co-financing commitments such as letters or e-mails
- ✓ If your country is participating in a single-country proposal and a multi-country proposal, make sure that the proposals are complementary and not duplicative

Secretariat will undertake a screening for eligibility of the following

6

- Was the proposal received prior to the deadline and is it complete with all necessary supplemental documents enclosed?
 - Was the project-level Results Framework Excel been completed and attached?
 - Does the cover letter include signatures from Ministry of Health and Ministry of Finance (for single- and multi-country proposals), all Implementing Entities and the Regional Entity (for Regional Entity Proposals)?
- Is the proposal clear and legible and submitted in English?
- Is the applicant eligible and submitted by an approved entity?
- For single and multi-country proposals, does it include at least one **eligible country** as a Beneficiary?
- Have the submission limits been respected?
- Does the proposal include at least one of the approved IEs to channel funds?
- Does the proposal focus on activities addressing at least one priority area?
- Is there consistency across the figures reported in various parts and tables of the application?
 - No symbols or separators were entered in Tables 1, 7, 8, 9, 10 or 11
 - Summary Information: Applicant did not overwrite auto-calculated values in Table 1
 - Part C: Table 7 "Amount (USD)" column total matches Table 11 "Total in-cash co-financing" field value
 - Part C: Table 8 "Amount (USD)" column total matches Table 11 "Total in-kind co-financing" field value
 - Part C: Table 9 "Amount (USD)" column total matches Table 11 "Total in-cash co-investment" field value
 - Part C: Table 10 "Amount (USD)" column total matches Table 11 "Total in-kind co-investment" field value
 - Part C: Applicant did not overwrite auto-calculated values in Table 11
 - Excel template "Amount proposed financed by Pandemic fund" column total matches value in Table 1: "Total grant amount requested from Pandemic Fund"
 - Excel template "Amount financed by co-financing in-cash" column total matches Table 7 "Amount (USD)" column total
 - Excel template "Amount financed by co-financing in-kind" column total matches Table 8 "Amount (USD)" column total
 - Excel template "Amount financed by co-investment in-cash" column total matches Table 9 "Amount (USD)" column total
 - Excel template "Amount financed by co-investment in-kind" column total matches Table 10 "Amount (USD)" column total
- Has the cap on amount requested (up to US\$25M for Single-country proposals and up to US\$40M for Multi-country and Regional Entity proposals) been respected?
- Has the cap on IE administrative fees (as a percentage of amount requested) of 7% been respected, and for any amounts over 7% (and up to 10%), has justification been provided?

Proposals will be evaluated by the Technical Advisory Panel (TAP) based on the following weighting

Section of application	% of Total Score
A. Scope and objectives of the proposal, targeted Core Capacities, key activities and expected outcomes, and Theory of Change	25%
B. Rationale, demonstrated needs, alignment with national/regional priorities and plans	25%
C. Co-financing, Co-investment and overall available funding	15%
D. Ownership, Commitment, Coordination, Collaboration, and Co-creation	15%
E. Implementation, Monitoring and Evaluation, Alignment with the Results Framework	20%

Use the checklist section of the application to make sure your application is complete

Checklist for Applicants Form

This checklist can be used to facilitate the gathering of information but should not be viewed as an exhaustive list of all the requirements in the application period.

[View 'General'](#)

Application Submission

- Proposal submitted in English on the online application portal prior to the May 11, 2024 deadline
- Identification of a Project Leader who has been added as a Collaborator (if this is not the same person submitting the proposal)
- Proposal covers at least one of the three priority areas
- At least one approved/committed IF is involved in the project co-funding funds
- Grant amount requested respects the cap (up to US\$2M for single country proposals and up to US\$4M for multi-country and Regional Entity proposals)
- Maximum IF administrative fee (as a percentage of amount requested) of 7% to 10% requested. For any amounts over 7%, a justification has been provided
- Figures have been checked for accuracy (e.g. number of items checked) and are in USD
- All necessary internal management clearances have been prior to submission. If not, will final approval be completed by the end of the first quarter of Calendar Year 2024?

A. Scope and objectives of the proposal, targeted Core Capacities, key activities and expected outcomes and Theory of Change

- Description of scope and objectives of proposed activities
- Explanation provided on how the project will help improve applicable SE and PSE scores and/or lead to improved capabilities in comprehensive disease surveillance and preparedness in response to health emergencies
- Description of key activities and expected outcomes
- Description of the Theory of Change

B. Rationale, demonstrated needs and alignment with national/regional priorities

- Description of the country/regional context
- Description of previous economic interventions that underpin the proposal
- Description of identified gaps and challenges as well as an explanation for how the proposed activities will resolve them
- Explanation of how the proposed activities and objectives are related to national/regional plans
- Explanation of how the proposed activities complement other ongoing efforts/activities in addressing relevant priorities under the scope of this Call for Proposals at the country (or regional) level
- Explanation of how the proposed activities complement other priority initiatives of the country/region

C. Co-financing, Co-investment and overall available funding

- Total value, source and activities that will be covered by in-kind and in-cash co-financing, which will be managed by this project
- Total value, source and activities that will be covered by in-kind and in-cash co-investments, which will be managed by this project
- Description of new and ongoing policy commitments that will be fulfilled

D. Ownership, Commitment, Coordination, Collaboration and Co-creation

- Description of how the country, group of countries or Regional Entity owns and leads the proposal development process, and will continue to lead implementation
- Explanation of how the country/countries/Regional Entity will be able to sustain/oversee the project's activities/progress beyond project completion
- Description of how the proposal development process brought together Civil Society Organizations, community-led organizations and other non-state actors
- Description of why each implementing Entity was included and each IF's proposed role
- Description of how the proposal was developed in a way that includes multiple relevant sectors, and each sector's role in implementation
- Description of how the project will address human rights and broader equity challenges

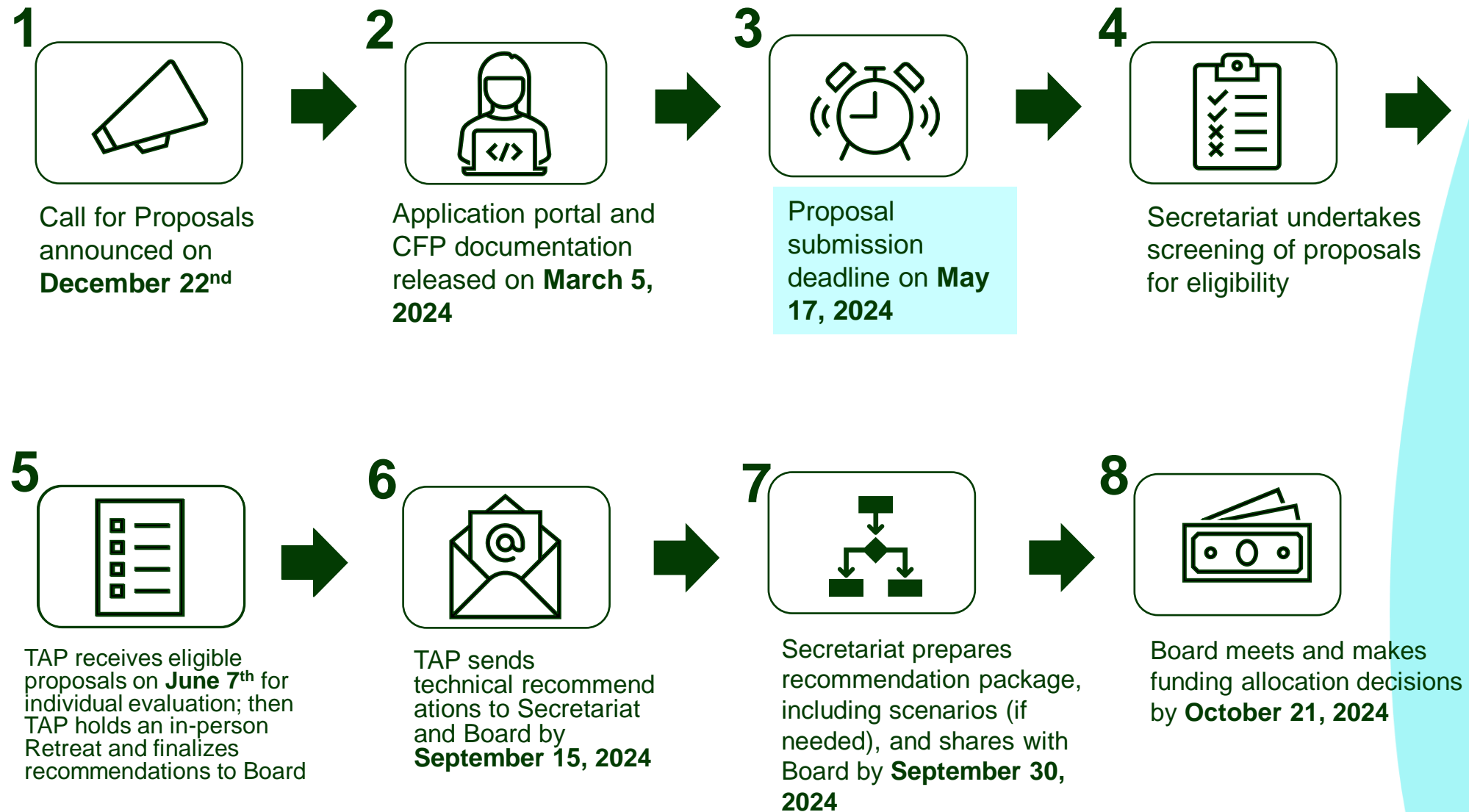
E. Implementation, Monitoring and Evaluation

- Description of how the proposed areas of impact are aligned with the Pandemic Fund's Results Framework
- Completion of project specific framework and associated costs (over 12 months)
- Description of the project's Monitoring, Evaluation and Learning plan
- Description of roles and responsibilities of implementing Entities and partners
- Summary of key risks and proposed mitigation
- Description of how environmental and social safeguards will be ensured

F. Additional Required documentation

- Cover letter signed by WHO, WHO relevant Ministry/Department/Entity and representatives of the identified IFs
- Copies of all relevant country/regional SE, PSE, PSE or PSE-GAP assessment and other relevant assessment
- Copies of all relevant country/regional plans such as NPPS, National Strategic Working and Roadmap
- Copies of the country/countries/regional assessments or plans related to gender
- Evidence of involvement of CSOs, community organizations and non-state actors in proposal development process
- Evidence/proof of co-financing (e.g. letters or other types of correspondence from co-financing)

Deadline to submit proposals is May 17th 23:59 ET



* PF Governing Board will decide in June on final timeline depending on the number of applications received; timelines could be shorter

Pandemic Fund Secretariat and/or TAP may contact you about your application – please monitor your e-mail account

- If additional information or clarifications are required, the **applicant** (e-mail address associated with the person who submitted the application) will receive an e-mail from the application portal with instructions, this may mean that your application will be ‘re-opened’ to add additional information and then you must re-submit it
 - ***Please make sure to add this e-mail address to your contacts***
Noreply@mail.smapply.net
- Secretariat Screening will take place from **May 18 – June 6**, please make sure to check your e-mail during this time
- TAP Technical Evaluation will take place from **June 7 – beginning of September (est.)**, please make sure to check your e-mail during this time

Quick links : How to apply and where to find more information

- **Guidance Note** was released in December 2023 and is available on the Pandemic Fund website in [English](#), [French](#) and [Spanish](#)
- **Electronic [Application Portal](#)** is now open, information on how to access it including a [“how to”](#) video and [FAQ](#) are also available on the Pandemic Fund [website](#)
- **Scoring and Weighting Methodology** is available in [English](#), [French](#) and [Spanish](#)
- **PDF of application** template is available in [English](#), [French](#) and [Spanish](#)
- **Information session recordings and presentations** available on the Pandemic Fund [website](#)
- **Additional Questions?** Please email us at: pandemicfundcfp@worldbank.org or submit a request through the [Helpdesk](#)
- **Information and updates** will be communicated through our X/Twitter account [@Pandemic_Fund](#), so please make sure to follow us for the most up-to-date information