Finalizing your Pandemic Fund Proposals

April 23, 2024
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

Other things to keep in mind…

✓ If you’ve received feedback from a submission in the 1\textsuperscript{st} CfP, make sure to address the feedback in the new proposal submission.

✓ Most of the successful proposals from the 1\textsuperscript{st} 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:

- 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:

<table>
<thead>
<tr>
<th>Section of application</th>
<th>% of Total Score</th>
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<tbody>
<tr>
<td>A. Scope and objectives of the proposal, targeted Core Capacities, key activities and</td>
<td>25%</td>
</tr>
<tr>
<td>expected outcomes, and Theory of Change</td>
<td></td>
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<tr>
<td>B. Rationale, demonstrated needs, alignment with national/regional priorities and</td>
<td>25%</td>
</tr>
<tr>
<td>plans</td>
<td></td>
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<tr>
<td>C. Co-financing, Co-investment and overall available funding</td>
<td>15%</td>
</tr>
<tr>
<td>D. Ownership, Commitment, Coordination, Collaboration, and Co-creation</td>
<td>15%</td>
</tr>
<tr>
<td>E. Implementation, Monitoring and Evaluation, Alignment with the Results Framework</td>
<td>20%</td>
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</tbody>
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Use the checklist section of the application to make sure your application is complete
Deadline to submit proposals is May 17th 23:59 ET

1. Call for Proposals announced on December 22nd
2. Application portal and CFP documentation released on March 5, 2024
3. Proposal submission deadline on May 17, 2024
4. Secretariat undertakes screening of proposals for eligibility
5. TAP receives eligible proposals on June 7th for individual evaluation; then TAP holds an in-person Retreat and finalizes recommendations to Board
6. TAP sends technical recommendations to Secretariat and Board by September 15, 2024
7. Secretariat prepares recommendation package, including scenarios (if needed), and shares with Board by September 30, 2024
8. Board meets and makes funding allocation decisions by October 21, 2024

* 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](https://example.org), [French](https://example.org), and [Spanish](https://example.org).

- **Electronic Application Portal** is now open, information on how to access it including a "how to" video and [FAQ](https://example.org) are also available on the Pandemic Fund [website](https://example.org).

- **Scoring and Weighting Methodology** is available in [English](https://example.org), [French](https://example.org), and [Spanish](https://example.org).

- **PDF of application template** is available in [English](https://example.org), [French](https://example.org), and [Spanish](https://example.org).

- **Information session recordings and presentations** available on the Pandemic Fund [website](https://example.org).

- **Additional Questions?** Please email us at: pandemicfundcfp@worldbank.org or submit a request through the [Helpdesk](https://example.org).

- **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.