

GUIDANCE NOTE

FOR

**UNAIDS PROGRAMME ACCELERATION
FUNDS**

(PAF)

MARCH 2006

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A. Introduction

Programme Acceleration Funds were designed to assist the UN Theme Group to play a catalytic and facilitating role in advancing the scope, scale and effectiveness of a country's response to the HIV/AIDS epidemic. With increasing resources, political commitment and new interventions, this role becomes even more important and urgent.

Compared to the resources now being made available from the new global initiatives, such as the Global Fund to Fight AIDS, TB, and Malaria, PAF monies are relatively small. However, these small amounts can maximize the comparative advantages of the UN, and ensure that its contribution can be critical to an effective response.

This guidance for the use of PAF is being revised in response to new demands (decentralization) and the new environment (GTT recommendations). Compared to the 2004 – 2005 biennium, the major changes that take place are: first, PAF monies are now grouped into only two distinct parts (part A and part B) to meet different needs; second, more authority for review and approval of the projects has been delegated to Regional Support Teams (RST) while countries still have the authority to approve Part A proposals; third, there is still an enhanced emphasis on reporting and accountability.

B. Background

In December 2002, the UNAIDS Programme Coordinating Board (PCB) endorsed five cross-cutting functions that together represent the strategic contribution that UN system organizations and the Joint UN Programme on HIV/AIDS are expected to make in support of a scaled-up country response. These are:

- to empower leadership for an effective country response;
- to mobilize and empower public, private and civil society partnerships and civil society engagement;
- to strengthen strategic information management;
- to build capacities to plan, track, monitor and evaluate country responses;
- to enable access to, and efficient use of, financial and technical resources.

UN Country Teams, and specifically UN Theme Groups on HIV/AIDS, were also tasked with updating their joint action plan on HIV/AIDS and incorporating them in a UN System Workplan). The UN System Workplan is the annual work plan of the UN Theme Group in support of the national plan. It is expected to prioritize approaches and activities where UN organizations add value and contribute most strategically to a scaled-up response, reflecting the cross-cutting functions endorsed by the PCB. Concurrently, the PCB recommended that the PAF facility be continued and expanded, and that future PAF activities have a more strategic focus. Following the recommendation 3.4 of the Global Task Team on Improving AIDS Coordination Among Multilateral Institutions and International Donors (GTT), a PAF working group recommended in July 2005 that beside the need for a review for expansion and strengthening of PAF, the basic principles and criteria of PAF be kept in order to continue effective country support.

This revised PAF guidance note aims at putting these principles into effect.

C. Purpose of Programme Acceleration Funds

The overall purpose of UNAIDS Programme Acceleration Funds (PAF) is to enable UN organizations to make a strategic contribution to an effective and efficient scaled-up national

response. PAF in the amount of US\$ 16 million are made available through the Interagency Component of the UNAIDS Unified Budget and Workplan 2006-2007.

PAF are therefore to be programmed jointly by UN Theme Groups on HIV/AIDS such that they catalyse and leverage new resources and partnerships, involve two or more UN agencies, generate innovative approaches, and generally strengthen national programme planning and development, and monitoring and evaluation efforts.

D. Criteria for use

Activities to be funded by PAF must be in line with one or more of the five cross-cutting functions of the Joint Programme, as defined by PCB and described above. Activities designed as part of the annual workplan of the Joint UN programme of support are thus ideally suited for PAF funding.

Within the parameters outlined in these five functions priority will be given to catalytic activities addressing the following issues:

- promoting the achievement of the “Three Ones”, i.e One National Action Framework, One National AIDS Authority and One Monitoring and Evaluation Framework.
- assisting a country led process to define and implement a road map towards Universal Access to prevention, treatment, care and support
- supporting implementation of the recommendations of the Global Task Team, including the Technical Support Division of Labour;
- supporting national AIDS campaigns in the context of the World AIDS Campaign;
- targeting thematic and programme areas that represent important gaps in a country’s overall response, esp. sensitive and/or neglected issues.
 - promoting the greater involvement of people living with HIV/AIDS;
 - addressing the growing feminization of the epidemic and the specific vulnerability of women to HIV;
 - civil Society empowerment and partnership;
 - Sexwork;
 - Injecting drug use
 - Men who have sex with men

On the other hand, PAF must not be used:

- to fund recurrent costs such as office rental, office operations, regular staff salaries and commodities, including drugs;
- to support capital expenditures (vehicles, office furniture).

E. Allocation of PAF

1. PAF resources are primarily allocated on the basis of their potential usefulness and impact, in line with the PAF criteria and on the demonstrated effective use of these funds by the UN Theme Groups to date.
2. For this biennium, the core PAF has been split into two parts.
 - i. **Part A:** 60% of the total PAF (or US \$9.5 million) will be distributed among UN HIV/AIDS TGs in priority countries as listed in the attached annex (Annex 4 for full list). Each country will be allocated an earmarked amount. However, they must fulfil the criteria for requesting funds and provide timely and appropriate reporting on status of PAF implementation. 2006 - 2007 monies are contingent on complete, acceptable reports from 2002 - 2003 biennium and acceptable interim reports from 2004-2005 (although

some should have completed, acceptable reports from this past biennium). These reports must have been received either by Global PAF unit or Regional PAF unit. If no reports from previous biennium utilization (2002 – 2003 & 2004 – 2005) have been received, current allocations from both parts will not be released.

ii. **Part B:** All other UN TGs will be notified of the availability of 40% of the total PAF (US \$6.2 million). Part B funds will be made available in two competitive “rounds” for all countries, priority and non-priority countries. The global amount will be shared between various regions according to previous utilization of this competitive funding (in 2004 – 2005) and reporting performance at regional level.

The following table summarizes the allocation parameters and review or approval process for each part, as well as the overall reporting requirements.

Funding Part	Parameters	Review / Approval	Reporting
Part A	- US \$9.5 million - priority countries ¹ - allocated amounts	Approval delegated to Theme Groups at country level ²	A progress report one year after initial funding, using the standardized reporting form Final narrative and financial report at close of activity.
Part B	- US \$6.2 million - all countries - two competitive sequential rounds - limit of \$75,000 per proposal	Approval and allocation decisions by RST PAF Committees, <i>per round</i>	
Supplemental Country Support Funds	- some donors may provide additional resources for programming in accordance with PAF processes and criteria - some donors may provide earmarked funds that only use the PAF mechanism	Approval by RST PAF Committees, based on specific criteria which have been agreed with the donor agency ³ .	

F. Proposal development and submission

¹ Current list based on: (i) *UNAIDS: Directions for the Future*, p 14, (ii) *Consolidated UN Technical Support Plan*, (iii) priority countries for implementation of *Joint UN Teams on AIDS*, (iv) *GTT tracking countries and epidemiological data* (Prevalence among 15 – 49 population. There are 77 priority countries (see annex 4).

² Upon approval by Theme Group at country level and transmittal of the signed forms to the UNAIDS Regional Support Teams, the funds will be released.

³ At regional level, PAF Chair or Vice-Chair can approve up to \$50,000 and inform PAF Committee; electronically review and approval by PAF Committee is also acceptable.

All proposals funded from Part A, or Part B funds must meet PAF criteria. Dividing PAF into two distinct parts is intended to address two different needs and potential uses of PAF. Part A funds are directed at priority countries. Allocations will be made for each of these countries and the Joint UN Team on AIDS will be delegated the authority to draft the joint proposal. UNAIDS Regional Support Teams will review this proposal against PAF criteria and request UNAIDS Secretariat in Geneva to transfer the funds as quickly as possible. The part B allocation will be competitive and divided into two rounds. Funding that is unexpended in the first round will roll over into the second round, thus allowing countries optimum access to funding. A global reserve (\$300,000) will be kept at UNAIDS Secretariat in Geneva in order to address urgent country needs in regions that have exhausted their regional allocation for Part B.

Part A Funds (Priority Countries)

- a. All TGs in the priority countries will be notified by RSTs of their earmarked PAF allocation and received updated guidance note by **end April 2006**. Each TG, supported by its Joint UN Team on AIDS and through a joint programming exercise, decides on the use of the PAF in line with the PAF criteria.
- b. The TGs may programme the whole allocation at one time or do so in two phases. A proposal may consist of only one activity or of two or more activities. In any case, the TGs should submit a first proposal to RST PAF Committee no later than **June 30, 2006**. The balance of the earmarked allocation, if any, will remain available for the TG concerned until 31st October 2007.

Part B Funds

- c. All TGs (from priority or non priority countries) will be notified at the same time (**latest end April 2006**) of the availability of Part B PAF for a first round of proposals to be submitted no later than **June 30, 2006**. The total budget for each proposal should not exceed \$75,000. To compete for any round, priority countries will need to have programmed their part A allocation.
- d. For the second round, TGs will be asked to submit proposals no later than **November 30th 2006**. The total budget is again not to exceed \$75,000.
- e. Regional Support Teams and UNAIDS Country Coordinators (UCCs) will provide inputs at all stages of the proposal development process to ensure adherence of the proposal to the PAF criteria.

G. Proposal formats and approval process

For all proposals

1. A standard format (see Annex 1) will be used at all stages and for all proposals. It includes a summary cover page and, for each discrete activity within a proposal, an activity outline. The format is designed to simplify the task of the Joint UN Team on AIDS while generating the minimum information required for transparency and accountability.
2. The TG through the TG Chair submits the proposal to the UNAIDS Regional Support Teams (Director, RSTs). As indicated on the cover page, each proposal must have been approved collectively by the UN TG (the TG Chair's signature will bear testimony to this).
3. In addition to the TG Chair's signature, the proposal must also be signed by the Representative(s) of the UN agency/ies which, as executing or implementing UN partner agency, will be overseeing the implementation of each activity within the

proposal. When relevant, the signature of the Lead Organization⁴ will be requested in order to ensure qualitative proposals and technical oversight. If funds for one or more of the activities are to be channelled through the UN Resident Coordinator (RC) mechanism, the UN Resident Coordinator's signature must also be obtained.

4. All proposals of more than \$50,000 will be reviewed by appropriate RST PAF Committees to ensure that all criteria are met.
5. Clearance for release of funds (part A) and final approval (part B) by RST PAF Committee will be communicated to Geneva PAF unit for action on the transfer of funds. RST PAF Committees will use appropriate checklists (annex 5) for this communication with the relevant documentation (copies of signed proposal).

For proposals for Part A funds

6. Since the approval of proposals funded from Part A funds is in fact delegated to the Theme Group Chair, the RST PAF Committee will review Part A proposals against a checklist, to ensure that administrative requirements are adhered to. RST PAF Committee will comment when the proposal contravenes the PAF guidance note, inform the UN Theme Group and has the option to stipulate that some or all of their comments must be addressed before the funding for Part A applications can be released.

For proposals for Part B funds

7. Proposals are collected by the RST PAF Committees for review and to assure their consistency with the PAF criteria. The Committee may: (i) approve the proposal without reservation; (ii) approve it with reservations that must be addressed by the TG; (iii) reject it.
8. For the first round of proposals to be funded from Part B, the RST PAF Committee will send requests for funds transfer to UNAIDS Geneva no later than June 2006.
9. For the second round of proposals to be funded from Part B, the RST PAF Committees will meet in January, 2007 to review proposals and decide on allocations. If any funds from Part B are still available, the Committees will also decide on the process to programme them. Proposals up to \$50,000 may be approved by the RST PAF Committee Chair or Vice-Chair who will inform the RST PAF Committee.

H. Channelling of funds

There are two ways of channelling the funds to countries:

- (a) through the UN Resident Coordinator mechanism (as per the Framework Memorandum of Understanding between UNDP and UNAIDS Secretariat, July 2002), whereby funds go through UNDP headquarters, are credited to the Resident Coordinator "SRC" budget, and are spent at country level in accordance with the Framework MOU;
 - (b) through specified UN executing agencies, as per established procedures and Letters of Agreement with individual organizations.
1. In order to minimize transaction costs, when an activity is equal to or less than \$100,000, the funds will automatically be channelled through the UN RC mechanism. For activities that are over \$100,000 the UN TGs may opt for either channel.

⁴ As defined in the UNAIDS Technical Support Division of Labour

I. Management of the funds at the country level

1. For funds channelled through the UN RC mechanism: These will be managed according to the administrative and financial rules established by UNDP for expenditures under the RC budget and reflected in the Operational Guidelines for management of PAF within UNDP (ref. UNDP's Operational Guidelines for UNAIDS PAF – July 2003) and amended in December 2005. A flat rate fee of **2%**, will be charged by UNDP New York. Other costs associated with administering of PAF by the concerned UNDP Country Offices will be recovered locally as per the established rates under the Universal Price List.
2. Under this mechanism, even though the funds are received by UNDP, UNDP may not always be the implementing UN agency. The UN TG may designate any UNAIDS Cosponsor or other UN agency resident in the country as the *UN implementing partner* for any of the PAF activities. In such cases, UNDP country office will either accept charges against RC budgets from the UN implementing partner, as endorsed by the TG Chair, or conclude an agreement locally with the UN implementing partner agency before transferring funds locally.
3. The UN Implementing Partner is responsible for the management of the activities and ensures that the PAF resources channelled through UNDP are utilized in accordance with the PAF proposal (see also “monitoring and reporting”).
4. If not implementing the activities itself, the UN implementing partner agency will commit and disburse funds through its established channels to a possible separate implementing organization or entity, which could be a national government institution or a NGO.
5. The UN implementing partner agency may factor into the activity's overall budget direct or indirect programme support costs related to implementation of the activity. These, however, must not exceed **8%** of the activity budget.
6. For funds channelled through designated UN executing agencies. Letters of Agreement will be signed between UNAIDS Secretariat (at Global level) and the designated UN executing agency. If not implementing the activity itself, the UN executing agency will commit and disburse funds to the implementing entity through its established channels. The UN executing agency is fully responsible for all aspects of such in-country agreements.

J. Monitoring and reporting

Reporting requirements

1. As mentioned before, monies for the current biennium will only be released upon reception of complete (final) and acceptable PAF reports from the 2002 – 2003 biennium. RST PAF committees will need to document and request special consideration for countries which have experienced exceptional situations (security, humanitarian or disaster crisis).
2. Acceptable interim reports from the 2004 – 2005 will also be necessary before releasing funds, though proposals can be reviewed and approved but no funds released.

UN Theme Group

1. The UN TG is collectively responsible for the effective programming, implementation and monitoring of PAF-funded activities according to PAF criteria. Through the designated UN executing agency and/or the UN implementing partner agency, the TG also commits itself to effective monitoring of and reporting on implementation of the PAF activities.

2. Theme Groups are required to submit to the RST PAF Committees a status report of all activities carried out through the year (in countries where there is a UNAIDS Country Coordinator, this report should be attached to his/her annual report).
3. Additionally, upon completion of the PAF activity, a formal end of project narrative and financial report is due to the RST PAF Committee, which will then compile them into a regional PAF activities and financial report to be sent to UNAIDS Geneva in January 2007 and January 2008. (Annexed is a template for the interim and final reports – see Annexes 2 and 3)

Note: The future allocation of PAF funds (part B in 2008 - 2009) will be based again upon the timeliness and the quality of reports from Theme Groups.

UN organizations as implementing or executing agency

1. Each UN implementing partner agency or UN executing agency will be responsible for ensuring that a workplan and budget are available for each PAF activity and for providing interim annual and final reports to the Theme Group, specifically to the TG Chair. These reports including details of expenditure and of the status of the activity in general must be on file and readily available as and when required to auditors, evaluators, the UNAIDS Secretariat and the RST PAF Committees.

UN Lead Organization

1. Where the proposal will fit in one of the 17 technical areas defined in the UNAIDS Technical Support Division of Labour, the Lead Organization will be requested to review the proposal in order to ascertain its technical aspects and ensure there are minimum qualitative standards. If different from the implementing agent, the Lead Organization will not be requested to monitor the project: this is still the responsibility of the implementing partner agency. If either Lead Organizations or its partners for the technical area considered are not present at country level, the UN Theme Group and Regional Team can involve the Lead Organization regional level.

K. Roles of the UNAIDS Secretariat and of the RST PAF Committees

RST PAF Committees

1. Each RST will be asked to establish a RST PAF Committee: it will be composed of five members (UNAIDS Secretariat + Cosponsors), one of whom shall act as Chair, and another as Vice-Chair. The tenure will be two years.
2. The RST Director (with possibly support from Regional Directors group where established) will request participation of two members representing Cosponsors. These members may be theme group chairs, or other country or regional level staff, from different Cosponsoring Organizations.
3. The Regional Director of RST appoints the other members and the Chair.
4. The RST PAF Committee will have the following main functions:
 - reviewing all country proposals;
 - reviewing and taking decisions on all proposals for Part B funds with the exception of proposals \$50,000 or less which are reviewed and decided upon by the Chair or Vice-Chair in an expedited manner;
 - requesting PAF unit in Geneva to transfer funds and monitoring it;
 - supporting UNAIDS country offices in monitoring disbursements at country level and respond to country queries;

- collecting and reviewing project reports (intermediary, final and financial) and synthesize them into an annual regional report on progress and utilization of PAF; individual country reports (both monitoring data and disbursement data) will be made available to Geneva PAF unit upon request;
- Collaborate with PAF unit in Geneva for design and implementation of in-depth assessments of PAF functioning, including identification of countries to be assessed.

Global PAF Committee

1. The Global PAF Committee in Geneva will remain to oversee the functioning of PAF; it will be composed of five members, including a representative from Cosponsor from HQ in Geneva. The secretariat of the Global PAF Committee will be ensured by the PAF unit based in CRD/UNA.
2. The executive Director of UNAIDS appoints the UNAIDS members and the chair of this Global PAF Committee.
3. The Global PAF Committee will have the following functions:
 - in close collaboration with CRD – including RSTs - decide on country allocations for Part A and regional allocations for Part B;
 - reviewing and aggregate regional reports on progress and disbursement into a consolidated global annual PAF report prepared by the Regions and synthesized by the PAF unit; prepare and finalize reports for the PCB and CCO;
 - reviewing and modify the guidance note for PAF according to comments, lessons learned and inputs received from the Regions;
 - organize and manage regular reviews of PAF functioning, based on submitted reports; organize and manage in-depth assessments of PAF, both programmatic and financial, for reporting to PCB; these analysis will be provided back to RSTs.
 - Respond to RST PAF Committees for overarching questions and concerns.

In accordance with the agreement reached among Cosponsors, the Global PAF Committee will provide oversight of other specific activities funded from the Interagency Component of the 2006-2007 UBW, in particular related to i. resource mobilization and resource tracking, monitoring and evaluation and ii. joint reviews of national responses. The Global PAF Committee will elaborate guidelines for its review of these non-PAF activities.

4. The UN Action support team in UNAIDS Country and Regional Support Department of the Secretariat acts as the Secretariat of the Global PAF Committee, and acts on behalf of the Committee to gather information, as required, on the performance of activities funded by PAF.

L. Supplemental country support funds

1. Funds may become available from international foundations, bilateral donors etc, specifically for country level activities, where direct arrangements with country entities, including UN Theme Group members, are for one reason or another not possible. In such cases, donors may wish to channel these supplemental country support funds to countries utilizing the PAF mechanism and process. In other words, funds are programmed by the UN TG, vetted by the RST PAF Committees, channelled through the UNAIDS Secretariat to the TG, and managed at country level by a UN executing agency or UN implementing partner agency. These funds will fall into two main categories:

- Some donors may agree to these supplemental resources being programmed according to PAF criteria contained in these guidelines, in which case these are supplemental PAF.
- Other donors may request that funds being earmarked for specific activities or programme areas that do not coincide with the PAF criteria, in which case these are supplementary contributions to countries that merely utilize the PAF mechanism.

In either case, as has been the practice, the RST PAF Committees will, for accountability purposes, monitor and review the use of supplemental funds.

04/05/2006

Annex 1

UNAIDS PROGRAMME ACCELERATION FUNDS - 2006/07 PROPOSAL

Country:				
Total amount requested (US\$) :				
Proposal summary (list: each activity; the budgeted amount; the UN executing agency or, where the UN RC mechanism is utilized, the UN implementing partner agency)				
Activity Title	UN RC mech. /n	(US\$)	UN exec. agency	Impl. UN partner agency
1.
2.
3.
Signatories				
1. <u>Theme Group Chair</u>				
(this proposal was reviewed and approved by the UN Theme Group on HIV/AIDS on)				
2. <u>UN executing or UN implementing partner agency representatives</u>				
.....				
.....				
(the UN executing agency or the UN implementing partner agency undertakes to provide technical and administrative back-up, to monitor implementation and to report on the activity's status to the UN Theme Group Chair)				
3. <u>UN Lead Organization</u> (if different from executing or implementing partner agency)				
.....				
.....				
(the UN Lead Organization has reviewed the proposal and ascertains it is technically sound and meets minimum qualitative standards)				
4. <u>UN Resident Coordinator</u>				
(in cases where funds for one or more activities are to be channelled through the UN RC mechanism)				

For each discrete activity within the proposal

Country :
Activity # .. : i. title ... and .. budget. ii. duration: from ... to
Executing or implementing UN partner agency (the agency which reports on the activity to the UN Theme Group Chair):
Implementing national partner (entity that will be implementing the activity and reporting to the executing or implementing UN partner agency) :
Activity description (brief overview of context, rationale, geographical scope, linkages to broader activities, to national priorities and/or to the UN System Work plan) :
PAF criteria which the activity principally meets (state briefly how or why this is the case) : 1. 2. 3.
Main objective (s) (expected outcomes of the activity) : 1. 2. 3.
Monitoring and evaluation (brief account of aspects of the activity to be monitored and evaluated – i.e indicators and targets) :
PAF budget (summary breakdown by the following broad categories) : Implementation costs (please specify) (e.g workshops/supplies/material development/documentation/ transportation) - Technical support/external consultants - Monitoring and evaluation - Administrative/programme support costs - Other (please specify) -
Complementary resources (additional financial and technical inputs directly or indirectly linked to the activity – indicate entity, nature and level):

Template for final technical report

Country:	Biennium:
Reporting date:	
Project title and duration:	
Funding amount approved:	
Amount spent to date:	
UN Executing Agency	
Implementing partner (s)	
Project outcome (s)	<i>(What were the main objectives? To what extent have they been achieved)</i>
Project activities	<i>(Describe the activities actually undertaken under the project, giving reasons why some activities were not undertaken, if any)</i>
Project outputs	<i>(Compare the outputs generated with the ones listed in the proposal)</i>
Conclusions	<i>(Summary of lessons learned during project execution. Principal factors which determined success or failure in meeting the objectives set out in the project)</i>
Recommendations and follow-up	<i>(Recommendations to sustain and/or improve the impact of the project or of similar projects in future. Alternatively, follow-up required to ensure that the objectives of the project are met.)</i>
Signature of Theme Group Chair	
Theme Group Chair Name and Contact Information	

Annex 3

Template for interim report

Country:		Biennium:	
Reporting date:			
Project title and duration:		<i>(Indicate date commenced and expected completion date)</i>	
Funding amount approved:			
Amount spent to date:			
UN Executing Agency:			
Implementing partner:			
Brief description of project:		<i>(Include main objectives/expected outcomes or end-of-project situation)</i>	
Status of implementation of main activities:	Main activities	Indicators and targets	Status
Summary of obstacles encountered in project implementation (if any)			
Actions taken or required to solve the problem			
Signature of Theme Group Chair			
Theme Group Chair Name and Contact Information			

Annex 4

List of countries eligible for Part A funds 2006 - 2007

East & Southern Africa

Angola
Botswana
Ethiopia
Eritrea
Kenya
Lesotho
Madagascar
Malawi
Mozambique
Namibia
Rwanda
South Africa
Swaziland
Uganda
UR Tanzania
Zambia
Zimbabwe

West & Central Africa

Benin
Burkina Faso
Burundi
Cameroon
Central African Republic
Chad
Congo (Brazzaville)
Congo DR
Cote d'Ivoire
Gambia
Ghana
Guinea
Guinea Bissau
Liberia
Mali
Mauritania
Nigeria
Senegal
Sierra Leone
Togo

Asia & Pacific

Bangladesh
Cambodia
China

India
Indonesia
Myanmar
Nepal
Pakistan
Papua New Guinea
Philippines
Sri Lanka
Thailand
Viet Nam

Middle East and North Africa

Algeria
Djibouti
Iran
Sudan

Eastern Europe and Central Asia

Albania
Kazakhstan
Kyrgyzstan
Moldova
Russian Federation
Tadjikistan
Ukraine
Uzbekistan

Latin America & Caribbean

Argentina
Barbados
Belize
Bolivia
Brazil
Colombia
Countries of the Caribbean region
Cuba
Dominican Republic
Ecuador
Guyana
Haiti
Honduras
Jamaica
Nicaragua
Trinidad & Tobago

Annex 5

CHECKLIST FOR PAF proposals 2006 - 2007 PART A FUNDS (PRIORITY COUNTRIES)

	YES	NO
1. The proposal has been approved collectively by the UN Theme Group (i.e. Theme Group Chair has signed on behalf of the Theme Group).	<input type="checkbox"/>	<input type="checkbox"/>
2. If funds for any of the activities are to be channelled through the UN Resident Coordinator mechanism: a) The UN RC has signed.	<input type="checkbox"/>	<input type="checkbox"/>
3. The Representative of the UN agency that oversees the implementation of each activity has signed.	<input type="checkbox"/>	<input type="checkbox"/>
4. The Representative of the Lead Organization for the technical area of the proposal has signed (<i>where relevant and if different of the implementing partner agency</i>)	<input type="checkbox"/>	<input type="checkbox"/>
5. The total budget is within the country's allocated amount.	<input type="checkbox"/>	<input type="checkbox"/>
6. The activities meet PAF criteria	<input type="checkbox"/>	<input type="checkbox"/>
7. The activities form part of the Joint Country Programme of Support.	<input type="checkbox"/>	<input type="checkbox"/>
8. Reporting		
a) A final report on the use of PAF 2002-2003 is on file.	<input type="checkbox"/>	<input type="checkbox"/>
b) An interim or final report on the use of PAF 2004-2005 is due and the Regional PAF unit is following up.	<input type="checkbox"/>	<input type="checkbox"/>
9. Any amount remaining unspent from PAF 2004- 2005?		
US\$ _____		

Any additional information (optional)

Name and Signature:

Date:

Annex 5 bis

CHECKLIST FOR PAF 2006-2007 PART B FUNDS

	YES	NO
1. The proposal has been approved collectively by the UN Theme Group (i.e. Theme Group Chair has signed on behalf of the Theme Group).	<input type="checkbox"/>	<input type="checkbox"/>
2. If funds for any of the activities are to be channelled through the UN Resident Coordinator mechanism: <ul style="list-style-type: none"> ▪ The UN RC has signed. 	<input type="checkbox"/>	<input type="checkbox"/>
3. The Representative of the UN agency that oversees the implementation of each activity has signed.	<input type="checkbox"/>	<input type="checkbox"/>
4. The Representative of the Lead Organization for the technical area of the proposal has signed (<i>where relevant and if different of the implementing partner agency</i>)	<input type="checkbox"/>	<input type="checkbox"/>
5. The total budget is within the country's allocated amount.	<input type="checkbox"/>	<input type="checkbox"/>
6. The activities meet the following PAF criteria: <ul style="list-style-type: none"> ▪ promoting the greater involvement of people living with HIV/AIDS; ▪ promoting the achievement of the "Three Ones", i.e One National Action Framework, One National AIDS Authority and One Monitoring and Evaluation Framework ▪ supporting implementation of the recommendations of the Global Task Team, including the Technical Support Division of Labour ▪ assisting a country led process to define and implement a road map towards Universal Access to prevention, treatment, care and support ▪ addressing the growing feminization of the epidemic and the specific vulnerability of women to HIV; ▪ supporting national AIDS campaigns in the context of the World AIDS Campaign; ▪ targeting thematic and programme areas that represent important gaps in a country's overall response, esp. sensitive and/or neglected issues (e.g sex work, injecting drug use, MSM); and 	<input type="checkbox"/>	<input type="checkbox"/>
7. The activities form part of the Country Programme of Support	<input type="checkbox"/>	<input type="checkbox"/>
8. Reporting <ul style="list-style-type: none"> a) A final report on the use of PAF 2002-2003 is on file. b) An interim or final report on the use of PAF 2002- 	<input type="checkbox"/>	<input type="checkbox"/>

YES **NO**

2003 is due and the Division is following up.

9. Any amount remaining unspent from PAF 2002- 2003?

US\$ _____

10. Is the country receiving any other major source of funding
(i.e. GFTAM, MAP, etc.)

11. Overall assessment of proposal:

strongly recommended for funding

recommended for funding

recommended with reservations – specify

not recommended for funding

Additional information (optional):

Name and Signature:

Date: