



KENYA COORDINATING MECHANISM
MINUTES OF THE SPECIAL KCM MEETING HELD VIRTUALLY ON 24TH
MARCH, 2023 FROM 2.15PM TO 3.33 PM, EAT

Present

1. Ms. Eva Muthuuri
2. Mr. Latiff Shaban
3. Dr. Medhin Tsehaiu
4. Ms. Khatra Ali
5. Ms. Pamela Kibunja
6. Mr. Peter Njane
7. Ms. Rosemary Kasiba
8. Ms. Patricia Mwende
9. Mr. Samuel Muia

Member/PLWD/Malaria (Chairing)
Alternate Member FBO/SUPKEM
Member/ML/UNAIDS
Alternate/COG
Alternate NGO
Member/KP Rep.-NSA
Member/KP Rep.-NSA
Alternate/ Private Informal Sector
KCM Coordinator

In Attendance

1. Ms. Margaret Marchand
2. Ms. Lisa Butler
3. Ms. Amal Sadozai
4. Mr. Rob Ward
5. Mr. Peter Mok
6. Mr. John Muiruri
7. Mr. Ahmed Said
8. Mr. Kevin Ogolla
9. Ms. Josephine Mwaura

Global Fund Country Team
Global Fund Country Team
Global Fund Focal Point
Global fund Technical Consultant
Global fund Technical Consultant
Alternate PLWD/Malaria
Alternate /KP Constituency
KCM Secretariat
KCM Secretariat (Taking Notes)

Apologies

1. Mr. Paul McCarrick
2. Mr. Philip Nyakwana
3. Dr. Serawit Bruck-Landais
4. Mr. John Kamigwi
5. Ms. Margret Mundia

Global Fund Senior Portfolio Manager
Member/PLWD-TB
Alternate DP/BL
KCM Secretariat
KCM Secretariat

AGENDA

1. Introduction/Apologies
2. Declaration of Conflict of Interest
3. Remarks by the KCM Chair
4. Remarks by the GF Country Team
5. Review of draft PR Selection Guidelines and Procedures for Managing an appeal process.
 - Overview of draft Guidelines and procedures -Presentation by Rob Ward -Consultant.
 - Discussion/review comments/inputs
6. Next Steps

7. Closure

Min 1/1/3/2023 Introduction/Apologies

Meeting called to order at 2.15pm. Opened with a word of prayer.

Introductions and apologies are as registered above.

Meeting nominated Ms. Eva Muthuuri as Acting Chair as

Proposed By Ms. Medhin Tsehaiu

Seconded By Mr. latiff Shaban.

Agenda projected and adopted unanimously.

Min 2/1/3/2023 Declaration of Conflict of Interest

No COI was declared.

Min 3/1/3/2023 Remarks by the KCM Chair

The Chair welcomed all in the days meeting and requested that the KCM members and alternates all actively engage to ensure the days agenda is achieved. She expressed optimism that the one agenda in Review of draft PR Selection Guidelines would be reviewed and further great recommendation and action points/ next steps would be achieved.

She welcomed the Global Fund Country team representative to make her remarks.

Min 4/1/3/2023 Remarks by the GF Country Team

Ms. Lisa Butler appreciated the KCM Members and alternates for their continued support in the Global Fund Grant Management. On behalf of the Global Fund CCM HUB, she appreciated the special meeting invitation and further highlighted that the days meeting was a follow-up meeting that would ensure the KCM realizes comprehensive guidelines on the PR Selection. This would ultimately feed into a Robust Funding Request Application process.

She thanked the Consultants and Technical Assistants for the work they had managed to undertake so far on realizing the PR Selection Guidelines. Further she appreciated the various members who had managed to provide inputs and recommendations into the shared draft documents. She requested that all technical teams work hand in hand to ensure the right organization is selected as PR.

She emphasized that the Global Fund was happy with the current Global Fund Implementation process through the dual track implantation mechanism. She looked forward to progressive discussions.

Agenda	Discussion	Recommendation
Min 5/1/3/2023 Review of draft PR Selection Guidelines and Procedures for Managing an appeal process. <ul style="list-style-type: none">Overview of draft Guidelines and	The KCM Coordinator informed the meeting that a review matrix and draft guidelines had been shared on the online platform for members' review. The secretariat appreciated the inputs and feedback that had continued to be received. Members were Reminded to undertake the online course on KCM positioning call. He welcomed the consultant to provide more information.	Administrative checks during the tender opening process should be handled by the Tender Opening Committee.

procedures -
Presentation by
Rob Ward -
Consultant.

The consultant Highlighted the Global fund Requirements, PR Success factors, overall process map, Stage 1- strategic Discussions around options, managing the risk of each option, Key principles, Prequalification/Administrative Assessment, technical Evaluation, Ranking and recommendation Process. Next steps on event of an appeal. (Presentation annexed),

The applicants/bidders to also be available as witnesses and confirm what was submitted.

Discussion/review comments/inputs

Whether the consultant had come across similar guidelines from other regions or countries on PR Selection process. What were the learning lessons to be inculcated into the writing process.

Response

Consultant not aware of any ready PR Selection manual. How ever the Global Fund applicant handbook 2023-2025 was helpful in steering the thinking around PR Selection process.

Work done by the UNAIDS on SR Selection Guidelines have also guided the process as well as Guidelines developed, and lessons learnt following a just concluded PR selection process from South Africa

Need to have a procurement and implementation plans to allow for clear guidelines and reduce delays.

Response

Affirmative- this would include the SR Selection process.

What to be used as guide on benchmark on financing baseline. Find a way to include Human Rights element especially with the country's LGTBQ in the grant application documents by PRs.

Response

Human Right Module needs to be deliberate and weighted upon in the current election discussion documents.

As a lesson leant, only one subcommittee to be used in PR Selection process. All the technical expertise required in the team to be inculcated into one TWG.

Response

Single committee with the prerequisite expertise is most advised.

The PR Should present the most recent audit reports.

Response

True. Affirmative. Only relevant audit and most recent

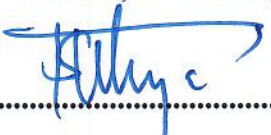
	<p><i>reports should be used in decision making.</i></p> <p>PRs to submit all documents soft and hard within specific timelines.</p> <p>Response <i>That all the Hard and soft Copy documents need to be received together at the same time to be formally recognized as successful submission.</i></p> <p>Whether the Onsite verification requires specific checklists to be used for evaluation to ensure its objective in any way.</p> <p>Response <i>An on-site verification matrix needs to measure performance and requires objectivity.</i></p> <p>What is the process for the document to be fully implementable and whether there is room for additional engagement and consultation following the documents approval.</p> <p>Response <i>KCM will be required to sit and approve the final PR Selection document. Global Fund CCM had invested a lot of time in supporting the process and would continue to support the process until the very end. Specific timelines need to be defined. Document to be approved by mid may.</i></p> <p>PR Selection and IRP panel selection should be clear on mandate and roles from the get-go to manage the possible COI.</p> <p>The guidelines need to define and guide the timelines for which a PR can apply for a grant.</p> <p>Response <i>The decisions encompassed in the document are very key in deliberate decision making, in defining the Split, Duration of PRs applicability, etc. However, the next steps and final decisions are KCM Decision based on the strategic impact to the country.</i></p>	
Min 6/1/3/2023 Next Steps	<p>Key decisions: -</p> <p>KCM to convene on 13th April 2023, 9 to 11 am. Agenda, 1. Endorsement of KCM Vice Chair 2. Approval of PR Selection Guidelines 3. Decision on the best option for PR Selection 4. Selection of PR Selection Independent Review Committee</p> <p>Review of PR Selection Guidelines extend to 27th March 2023. The Consultant will update the guidelines on 28th March 2023 based on the additional feedback/input/comments and proposals received. Members are to share Feedback using the PR Selection review matrix. Please refer</p>	

also to the attached PowerPoint presentation made today.

The Management/ evolution Taskforce Committee will meet on 4th April 2023 from 9 am to 11 am to prepare for the Ordinary KCM Meeting to be held on 13th April 2023 from 9 to 11 am.

Min 7/1/3/2023 Closure

Being no other business, the meeting closed at 3.33pm.

Sign: 

Mr. Samuel Muia
KCM Coordinator

Date: 13/04/2023

Sign: 

Ms. Eva Muthuuri
Chairing

Date: 13/04/2023