



Renewing support through the country portal

<https://portal.gavi.org>

HSS Renewal Guide

A step-by-step guide to help you submit your HSS renewal request

This section of the country portal allows the renewal of HSS support by reporting on results against targets and adding comments on variance in the grant performance framework, uploading expenditure reports and audited financial statements, and entering a funding request for the next programme year.

Even if a country is not requesting the next tranche of HSS funds (for example, the country has funds remaining from the previous Gavi disbursement or has received all HSS grant commitments) the country must still provide information on the utilisation of funds in the previous year. At this stage, the country may also submit any requests for reallocation of the HSS grant, if agreed during the joint appraisal and endorsed by the HSCC/ ICC or equivalent.

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Before you start...

- Make sure you have your login details to access the portal. Your Senior Country Manager (SCM) will have requested individual logins for all individuals who require access to the country portal. As such, you should have received an e-mail with the different usernames and passwords. Note that there are three types of profiles with different rights: **Administrator**, which allows starting, editing and submitting an application; **Contributor**, which only allows editing data; and **Read-only**, which only allows consulting information on the portal.
- Note that it will take you a few days or weeks, depending on your data availability, to fill in and submit your renewal request on the country portal. Therefore, please plan for enough time to complete the renewal request and submit to Gavi 4 weeks in advance of the Joint Appraisal.
- For a better experience, we strongly recommend using Google Chrome as your browser, even if other browsers such as Internet Explorer and Firefox still work properly. If you are using Internet Explorer, ensure that the version you are using is 11 or above.
- The pictures used in this tutorial are for instructive purposes only. Your country will have different vaccines so the content may vary depending on your grant. However, the layout of the categories and steps to follow are all the same as the ones you will find when you fill in your request on the country portal.
- Note that some information may already be provided while you navigate through the pages. This information has been automatically populated by Gavi based on readily available information, making it easier for your country to fill in the request.
- After you sign in, your account will remain active as long as you are working. However, if you remain inactive for more than 30 minutes, you will automatically be logged out.
- The country portal has an auto-save feature which saves the information you input automatically. This prevents any loss of information and allows your data to be preserved despite any technical difficulty you might encounter while filling in your application.
- Two or more people can be logged in at the same time and, depending on their rights, can edit information on the portal. You must refresh the page in order to see changes made by the last user.
- Remember that if you need support at any time on how to use the country portal, you can reach the country portal team at the address countryportal@gavi.org. The country portal team will do its best to reply to your enquiry as soon as possible.

Logging in to the country portal

Go to <https://portal.gavi.org> and enter your username and password in the required spaces as shown in the picture below, then click on **Login**.

The page you are now on is the main page, also known as your **Country dashboard**. Three categories are displayed: **Apply for new support**, **Report on current support**, and **Renew support**.

← Solomon Islands

▶ APPLY FOR NEW SUPPORT START NEW

Current processes	Period	Round	Status
Solomon Islands NVS - ROTA - Routine	2018 - 2020	Round 1 (2017)	Withdrawn
Solomon Islands HSS - HSS	2017 - 2022	Round 3 (2016)	Final version submitted
Solomon Islands NVS - MR - Routine 2	2018 - 2020	Round 3 (2016)	Post-IRC Clarifications

📄 REPORT ON SUPPORT RECEIVED

Current processes	Last modified on	Status
Grant performance framework	24.05.2017	
Financial reporting	13.05.2016	
Campaign reporting		
Mid-year stock level reporting	03.11.2016	
Overall expenditures and financing for immunisation	03.04.2017	To be completed START
Document upload		Started

🔄 RENEW SUPPORT

Current processes	Deadline	Status
New and Underused Vaccines Support (NVS) renewal and extension request	15.05.17	Not Started START
Health System Strengthening (HSS) renewal request	4 weeks before JA	Not Started START
Joint Appraisal (JA) report	4 weeks before renewal meeting	To be completed START

Under **Renew Support**, click on the **Start** button next to **Health system strengthening support (HSS)**, as shown in the picture above circled in red. When you click on **Start** for the first time, the status changes to **Started**. The field circled in green in the picture above, displays the deadline the HSS form needs to be submitted. Consequently, you can enter the process by clicking on the link **Health system strengthening support**, circled in orange in the picture above. The link will then be enabled. You will be forwarded to the first page of the renewal request.



On the top of the main page of the health system strengthening (HSS) renewal, you have several options to help you at any stage of your renewal request submission:

- The **Help Center** button, circled in red in the picture above will take you to a page with all the tutorials available on the country portal. These tutorials will give you a comprehensive view of the renewal process.
- The **Ask for support** button, circled in black, will allow you to contact the country portal team in Geneva with any specific concern you may have.
- If at any time you wish to leave the renewal request and return to your main page, click on **Dashboard**, circled in green in the picture above.
- You can also change the language of the interface by clicking on **world icon**, circled in orange in the picture above.

The **Get Started** page, pictured below, shows you the 5 different sections you will need to fill in to be able to submit your request for renewal.

- 1 **Report on grant performance framework**
Update results for all key inputs, activities, intermediate results and intended outcomes for HSS grant
- 2 **Report on finances**
Submit financial reports, financial statements and audit reports for HSS grants
- 3 **Attach updated budget**
Submit your most recent HSS budget and workplan. Please highlight any proposed changes to activities from the latest approved budget.
- 4 **Complete HSS renewal request table**
Indicate the HSS grant amount requested for the upcoming year.
- 5 **Submit HSS renewal request**
After all steps have been completed the renewal request may be submitted to the Gavi Secretariat. A PDF of the renewal request is also available for download.

NEXT

Read this page through to ensure that you have gathered a comprehensive view of the different sections to be completed. Once you have a proper understanding of Gavi's requirements, click on the **Next** button.

1. Report on grant performance framework



The first section is titled **Report on grant performance framework**. Before you start filling in your information, note that the top menu highlights in blue the section you are currently in. In the picture above, the renewal has just been started, so the first section is highlighted, as circled in red. Note that you can move freely through the renewal as you please. This means that you can click on any section from the menu and fill in the request depending on your preference or the data that you have. All the sections will have to be completed to be able to submit the renewal request.

Step 1

1. Report on grant performance framework

Performance framework

Have you reviewed your grant performance framework, provided updated results and commented on any variances any variances?

Yes No

Please review and complete your grant performance framework. [Go to grant performance framework](#)

PREVIOUS

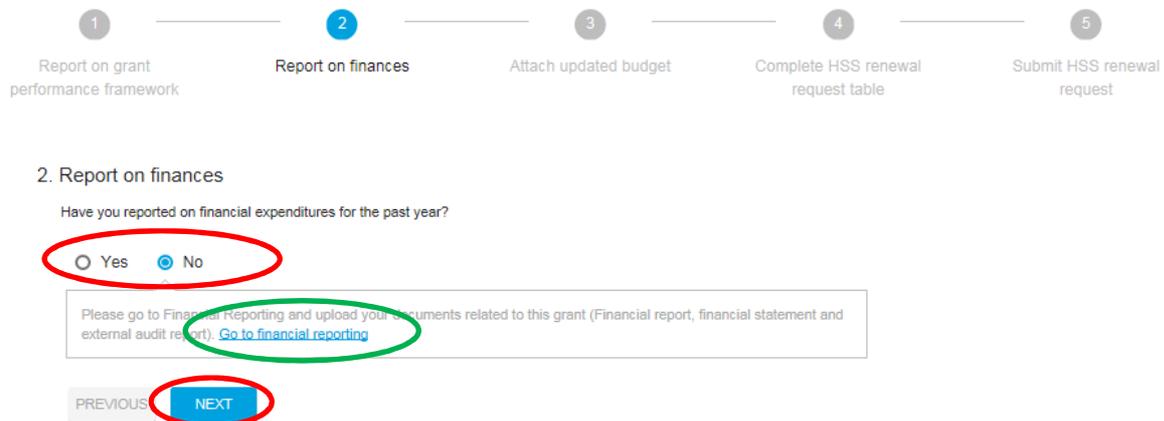
NEXT

Under **Performance framework**, click on **Yes** if you have already reviewed your grant performance framework and provided the necessary data. If you select **No**, as circled in red in the picture above, you must go to the grant performance framework by clicking on the link as circled in green in the picture above. This will open a new tab in your browser with the grant performance framework. The link will show you a filtered grant performance framework with only HSS relevant indicators. Review and update the information as needed. Then move on to the next section of your HSS renewal, pictured below. For a more in-depth tutorial on the grant performance framework, refer to the online tutorial in the **Help** section.

Once you have answered the questions of this section, click on the **Next** button shown in the picture below to continue your renewal process.

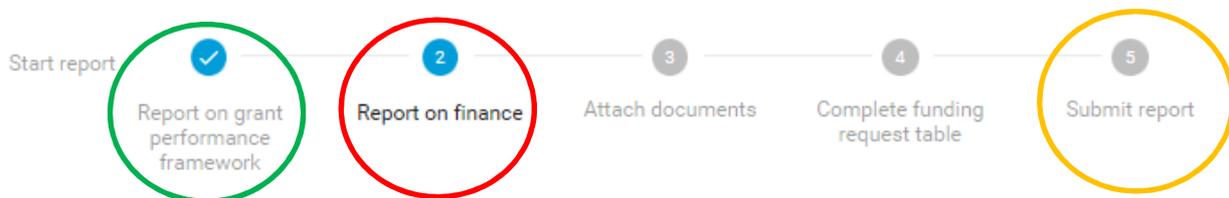
2. Report on finances

If you have completed your financial reporting for the past year, then select **Yes** from the menu circled in red in the picture below. If you select **No**, a message will prompt you to complete your financial reporting. Click on **Go to financial reporting**, as circled in green in the picture below.



If you have selected **Yes** and have completed your financial reporting for the past year, then you can move on to the next section by clicking the **Next** button, shown in the picture below circled in red, or the **Previous** button in case you wish to review some information from the previous section.

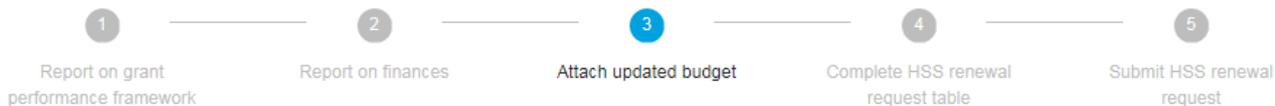
*Reminder: You will see where you are in the overall process by looking at the process line on the top menu. The section you are in will be highlighted in blue, as circled in red in the picture below. A completed section will be highlighted with a ✓ symbol indicating that it has been completed, as circled in green in the picture below. The country portal has a built-in auto-save feature which automatically saves any information you input, preventing loss of information during the renewal process. You can follow the process as it is designed or you can choose whichever section you wish to fill in from the top menu without a particular order. Remember, though, to fill in everything before you submit your request by clicking **Submit report** circled in orange in the picture below. You will not be able to submit an incomplete renewal request.*



3. Attach documents

Step 1

In this section, you have the possibility to upload an updated version of your budget and workplan in case you have made changes to the previously approved budget.



3. Attach updated budget and other documents

If you are proposing any changes to the approved budget and workplan please upload the updated budget below, using the latest available template.



Please also upload other relevant documents and reports, such as:

- Operational Plan for the Immunisation Program
- Operational Plan for the Health Sector (if available)

For your reference, you can also download the **Latest approved budget and workplan** that your country has submitted and that Gavi has approved by clicking on the button as circled in green in the picture above.

Step 2

In the table shown in the picture below, you can upload the necessary documents as well as any other documents you deem necessary. Click on **Attach** as circled in red in the picture below. A pop-up window will appear and allow you to locate the corresponding file on your computer and to upload it here.

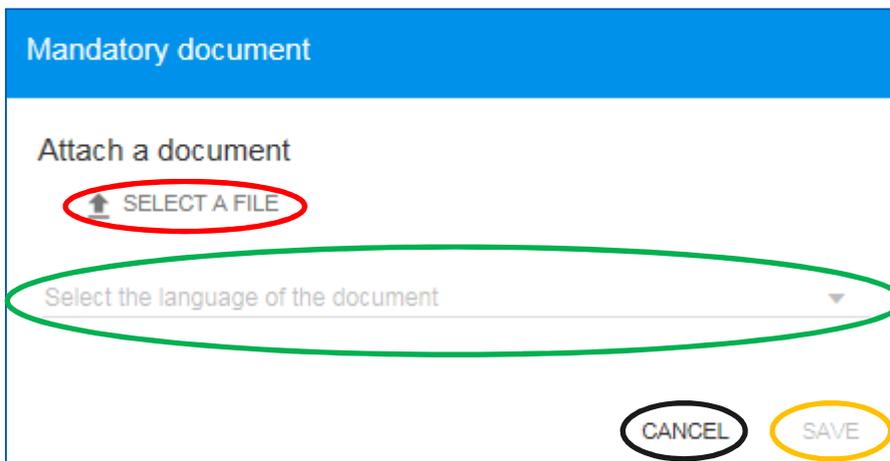
When completed, please upload it below:

[DOWNLOAD SELECTED DOCUMENTS](#)

Category	Documents	Date uploaded	Language	Replace	Remove	Available	Select all
Country Operational Plan for immunisation Programme	ATTACH						<input type="checkbox"/>
Country Operational Plan for Health Sector	ATTACH						<input type="checkbox"/>
Updated budget for remainder of HSS grant	ATTACH						<input type="checkbox"/>
Additional document	ATTACH						<input type="checkbox"/>

PREVIOUS NEXT

A pop-up window will appear and allow you to select a file from your computer, as circled in red in the picture below. Choose the language of the document you are uploading, as circled in green, then click on **Save**, circled in orange, in order to upload, or **Cancel**, circled in black, if you wish to discard.



You can also **Remove** the file you have uploaded altogether by clicking on the Remove button circled in red in the picture below. The table gathers other useful information related to the document you uploaded. For example, the **Language** you selected when uploading the document will appear under this column, as shown circled in green in the picture below.

[DOWNLOAD SELECTED DOCUMENTS](#) 

Category	Documents	Date uploaded	Language	Replace	Remove	Available	Select all
Country Operational Plan for Health Sector	 ATTACH						<input type="checkbox"/>
Updated budget for remainder of HSS grant	 ATTACH						<input type="checkbox"/>
Country Operational Plan for Immunisation Programme	 immunisation programme.docx	26/05/2017	EN			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional document	 ATTACH						<input type="checkbox"/>

Date uploaded, circled in green in the picture below, indicates when you uploaded the document. The **Replace** button, circled in red in the picture below, allows you to choose a different file from your computer to replace the one that you previously uploaded. The **blue box**, circled in orange in the picture below, allows you to select a particular document from the list of documents and to download it on your computer. In order to do this, simply click on **Download selected documents**, circled in blue in the picture below, to begin downloading the document(s) that you have selected from the list. You can select one or more files.

Date uploaded	Language	Replace	Remove	Available	Select all
					<input type="checkbox"/>
					<input type="checkbox"/>
26/05/2017	EN				<input checked="" type="checkbox"/>

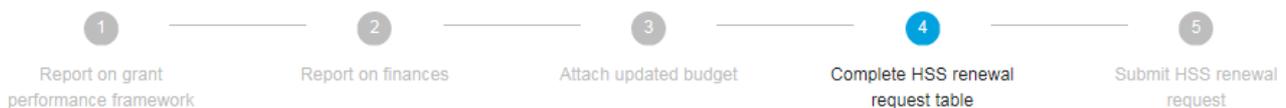
When you have uploaded your budget and workplan for the remainder of your HSS grant, then you can move on to the next section by clicking the **Next** button, shown in the picture below circled in red, or the **Previous** button in case you wish to review some information from the previous section.



*Reminder: If you do not wish to change your approved budget and workplan, or upload supporting documents, then you can skip this section by clicking on **Next**.*

4. Complete funding request table

On this page, you may fill in the Amount of HSS renewal request circled in red with US\$ amounts, as shown in the picture below. Countries which have already received the full HSS grant amount or which have funds approved that are pending disbursement should fill in US\$0 in this field, as no further approval is necessary. The total amount of the HSS grant is not editable and pre-populated by Gavi.



4. Complete HSS renewal request table

[EXPORT](#)

Gavi commits to Health System Strengthening grants for a three to five year period, with the first funding tranche approved with the initial proposal. Each year, the country may submit a request for the approval of the following HSS funding tranche.

Please indicate below the amount requested for the next year. Please note that HSS funds previously requested and approved may be pending disbursement and do not require to be requested and approved again.

Total amount of HSS grant	US\$1,008,620
Amount of HSS renewal request (for next year)	Enter amount in US\$ *

* Required field

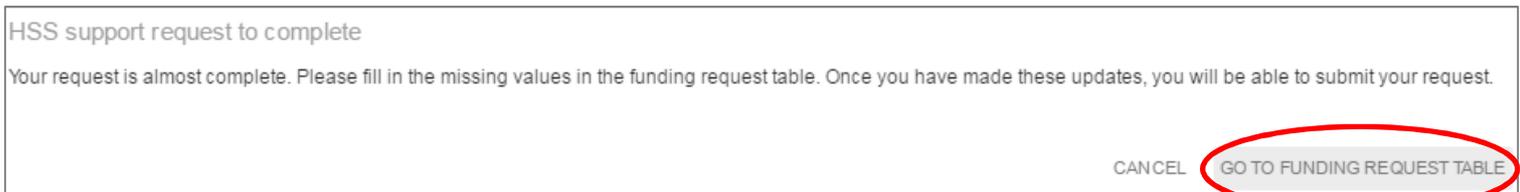
To move on to the last section, click the **Next** button, shown in the picture below circled in red, or the **Previous** button if you wish to review information from the previous section.



5. Submit Report

This is the final section of the HSS renewal process. Please ensure you have filled in the proper information in all the different sections of the renewal before you click on **Submit report**.

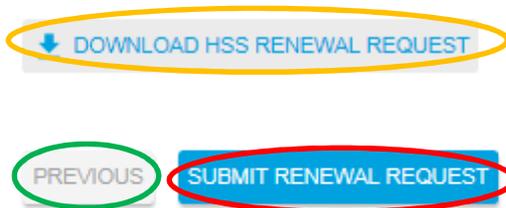
If your renewal is incomplete and you click on **Submit report**, an error message will appear pointing to the fields you still need to fill to complete the renewal. In the example shown in the picture below, the user needs to fill in the missing values in the funding request table. A button, circled in red below, allows him to go directly to that page and complete it.



When all the fields have been duly filled, you can click on **Submit Renewal Request**, circled in red in the picture below. To revise some of the information you entered on previous pages, click on **Previous**, circled in green in the picture below. If you wish to keep a file with your renewal request on your computer before you submit, then click on **Download HSS Renewal Request**, circled in orange in the picture below.

5. Submit HSS renewal request

If you have completed all steps of the renewal request process you can submit your HSS renewal request by clicking the Submit renewal request button below. You may also download a pdf of the renewal request for your files.



When your renewal request has been successfully submitted, it will be reviewed and you will be contacted by Gavi if there are any clarifications needed. You are also able to view your submission by clicking on **Download HSS Renewal Request**, as shown in the picture below.

5. Submit HSS renewal request



Thank you for submitting your HSS renewal request. If any changes to your renewal request need to be made, please contact your Senior Country Manager.

[DOWNLOAD HSS RENEWAL REQUEST](#)

If your renewal request has been submitted and you wish to make changes, please contact your Gavi SCM.

The country portal team is available if you need any support. It can be reached through the e-mail address countryportal@gavi.org and will do its best to promptly respond to your enquiry.