User Guide – 6.0 Gavi Budget Template

May 2026

Contents

1. Purpose of the Template

The **Gavi 6.0 Budget Template** is designed to support the preparation, validation, and reporting of budgets under Gavi's 6.0 strategy. It enables user to:

- Prepare detailed, multi-year budgets aligned to strategic objectives
- Apply automated calculations and validations
- Generate quarterly, semi-annual and annual budget views
- Ensure consistency with Gavi guardrails, ceilings, and eligibility rules
- Automatically generate a template that can be uploaded to Gavi Grant Management System (GMS)

The template includes **macros, automated checks, and security protections** to ensure data integrity.

2. Before You Start

2.1 Technical Requirements

1. Use **Microsoft Excel (desktop version)**.
2. **Save** the file before use
3. **Enable macros** when opening the file; key functionalities will not work otherwise. By default, excel file is macro enabled with extension ".xlsm". After making any edits, ensure that the file is saved with ".xlsm" extension.
4. Do **not** copy worksheets into another file or disable security features.

2.2 General Data Entry Rules

- Do not overwrite formulas or protected cells.
- Use dropdown menus wherever provided.
- All amounts are expected in **USD**, unless otherwise specified.

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3. Navigation Menu

The template includes a **main navigation menu** with the following sections:

- **Grant Setup** – General Country/grant and financial parameters
- **Gavi framework** – Include Gavi Strategic goal, Strategic objective, Investment area, and Gavi cost framework

NOTE: Once the Grant setup tab is populated, other tabs can be generated as below.

- **Summary** – Automatically generated budget summaries
- **Detailed Budget** – Main data entry for activities and costing
- **Eligible CCE Services** & **Country-led SB Budget** – CCEOP equipment and service costing & Country-led service bundle and deployment costs

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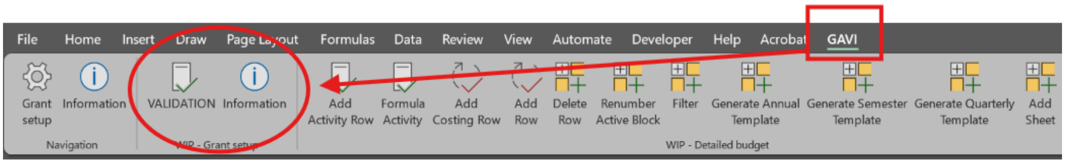
4. Grant Setup

The **Grant Setup** tab must be completed first.

Note: Please use the navigation bar "**GAVI**" and use the buttons "**VALIDATION**" and "**Information**".

- The VALIDATION button lets you know if you have correctly filled out the "Grant Setup" tab. If it has been filled out incorrectly, a pop-up window will show you which cell was entered incorrectly.
- The Information button provides instructions on how to fill out the "Grant Setup" tab.



Users must complete all required fields, including:

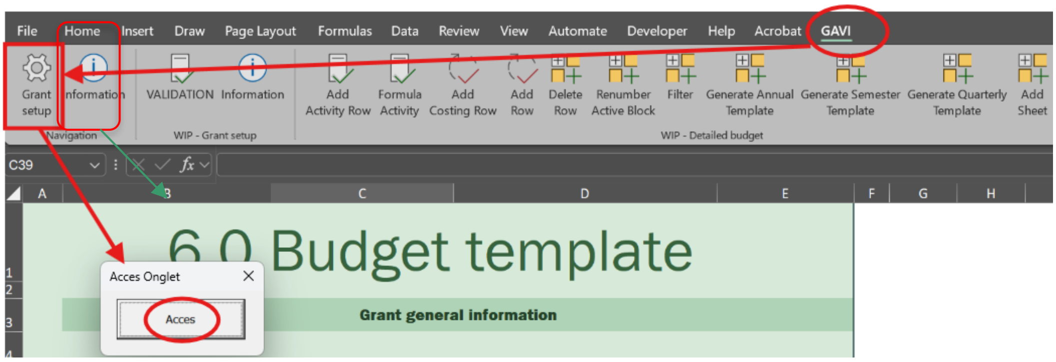
- **Segment** (Cell C5 - must not be blank): Please use the drop-down list to select the corresponding segment for your country. There are 5 segments: HI, F&C, Core, MICS AT and Catalytic Phase.
- **Country** (Cell C6 – must not be blank)– Choose from the drop down-list your country.
- **C7: Fiscal cycle: Auto-populated with the fiscal cycle corresponding to your country.**
- **C11, C12: Programme start and end dates** (valid date format: DD/MM/YYYY): Start and end date of the application.
- C13: Fill in this cell using the drop-down menu for budget frequency. The budget frequency should be discussed and agreed with Gavi CT.
- **Gavi ceiling and available cash: Please enter the amount agreed with Gavi CT.** Enter **"0" (zero)** where the amount is nil.
- **Guardrails and minimum floors** (e.g. CCE, CSOs, Measles/MR): **Please enter the amount agreed with Gavi CT**
- **C32:C38 - Disbursed to by Gavi** A pre-populated list is available for entities that may be selected without a procurement process: National Government and Core partners (UNICEF, UNICEF SD, WHO, CDC, CDC Foundations, World Bank).
  If the recipient is not listed, please select **"TBD"** at the time of application.

Once everything is correct, proceed to the Detailed Budget and fill in the blocks.

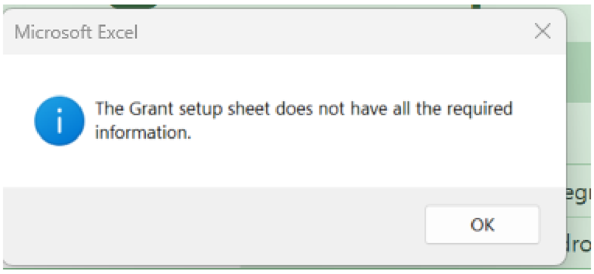
To get to the Detailed Budget, use the following steps:

Step 1: Use the navigation bar "**GAVI**" and then click the "**Grant Setup**" button. This will open a pop-up window "**Acces Onglet**".

Step 2: Click the button "**Acces**" on this pop-up window. This will open the tabs "Summary", "Detailed budget", "Eligible CCE & Services" and "Country-led SB Budget".



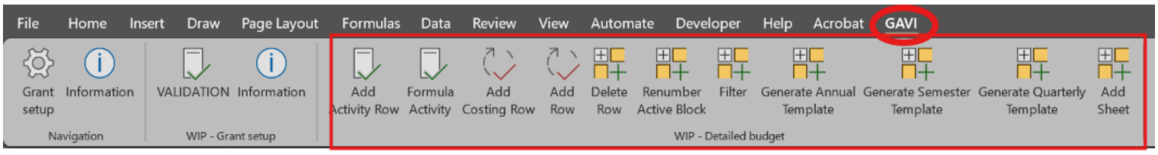
⚠ Note if the grant setup tab is incomplete, user will get a pop-up message “The Grant setup sheet does not have all the required information”.



5. Detailed Budget

The **Detailed Budget** tab is the core data entry area.

Please use the navigation bar called “Gavi” to use and fill-in properly this worksheet. Please see illustration below:



5.1 Structure of the Budget

Budgets are built using **blocks**, each consisting of:

A. One **Activity row**
B. One or more **Costing rows**

The template is preconfigured with 50 activity rows, each with three (3) costing rows.

For each block several dimensions (columns) – Programmatic, financial and process related - should be defined.

A. **For each activity:**

1. **Column C: Activity description - a free entry field - Should be aligned to applicant's strategy and narrative in the application**
2. **Column G: Strategic objectives – a drop-down list including a summarized version of Gavi strategic objectives. The full definition of Strategic Goals and objectives can be found on Gavi website following this link:** https://www.gavi.org/our-work/strategy/phase-6-2026-2030#goals
3. **Column H: Investment areas - a drop-down list with the 8 investment areas tracked by Gavi**

B. **For each costing:**
An activity needs to have at a minimum one costing row. Below steps illustrate how to fill each costing row.

1. *Define funding channel arrangement:*

- Column D: **Partner Type –** A drop-down list **-** this is a list of partner types in accordance with Gavi procurement's definition. The list includes the following values: National Government, Core Partners, Civil Society Organization (CSO), Private Sector and Other.
- Column E - For Partner type CSOs only, there is a secondary drop-down list - **CSO Funding Channel** – When CSO is selected under the column 'Partner Type', the user should select a funding mechanism from the available values in the list: Direct, Fund Manager, Core Partner, National Government. Please refer to CSO guidelines (*Gavi 6.0 Funding Guidelines, ANNEX 5*) for more details. This document can be access through this link: https://www.gavi.org/sites/default/files/support/guidelines-2026/gavi-60-funding-guidelines-annexes.pdf.
- Column F: **Disbursed to by Gavi –** at the time of the application, this information can be provided
    a) only for Partner type corresponding to "National Government", "Core Partners", or "Civil Society Organization" and when the funding channel is either "National Government" or "Core partners". For the rest, the value should be "TBD".
    - For Partner Type **"National Government",** the value will be **automatically set** for "National Government". The same applies when Partner Type is "Civil Society Organization" **and** "CSO funding Channel" is "National Government".
    - For Partner Type **"Core Partners**", the value should be selected from **a Drop-down menu** including these values: UNICEF, UNICEF SD, WHO, CDC, CDC Foundations and World Bank. The same applies when Partner Type is "Civil Society Organization" **and** "CSO funding Channel" is "Core partners".

  For all other combinations of "Partner Type" and "CSO Funding Channel", the values should be TBD.

2. *Define Costing details:*

- Column I - **Tagging – Drop-down menu –** Tagging is only mandatory for Guardrails related to Measles and Measles Rubella and desirable for technical assistance related costs. For all other costs, this field should be left blank.
- Column K **- Cost description – Free entry field –** Please define the cost to be budgeted for.
- Column L- **Cost Category - Drop-down menu-** Please select **the corresponding Cost category from the available list.** *Gavi 6.0 Funding Guidelines, ANNEX 7* provide more detailed definition of each category. This document can be access through this link: https://www.gavi.org/sites/default/files/support/guidelines-2026/gavi-60-funding-guidelines-annexes.pdf.

3. *Define budgeting assumptions:*

   Column M to Column BY - **For each period of the budget**, please indicate **the unit price and quantity** for the defined cost description. More details can be added to column CA “Budget assumption”. Unit price and quantities can be developed and detailed further in a separate worksheet (optional).

5.2 How to navigate through the template: Key Buttons and Functions

Button	Function
Add Costing Row	Adds a new costing line; To add a new costing row to an existing activity X, • Step 1: Go to the activity X where you want to add a new costing. • Step 2: Click “Add Costing Row”. • Step 3: Go to the same activity X row and click “Formula Activity” to populate the formulas.
Add Activity Row	Adds a new activity line; To add a new activity, • Step 1: Add an empty row by clicking on “Add Row”. • Step 2: Go to newly added Row and click “Add Costing row”, • Step 3: Go to newly added costing row and click “Add Activity Row”.
Formula Activity	Restores formulas when adding a new activity or a new row
Delete Row	Deletes the selected row
Renumber Active Block	Adds numbering within a block for the costing rows (column J)
Filter	Enables/disables filters: enable the view only at activity level after hiding costing rows
Add Sheet	Creates a new worksheet (cannot be deleted via macro)

Generate Annual Template	Creates an annual budget view ready to upload to Grant Management System (GMS)
Generate Semester Template	Creates a semi-annual budget view ready to upload to Grant Management System (GMS)
Generate Quarterly Template	Creates a quarterly budget view ready to upload to Grant Management System (GMS)

5.3 Important Rules

- When adding an activity row or a costing row, use **Formula Activity to ensure that the template is working properly.**

6. Summary Sheets

The **Summary** tabs are automatically generated and include:

- Total budget by year
- Budget by strategic goal and objective
- Budget by investment area
- Budget by cost category
- Budget by partner type
- Budget by Disbursed to by Gavi
- Guardrail and minimum floor checks

Users should **not edit** these sheets.

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7. CCE support

7.1 What is new under the CCE support in Gavi 6.0?

a. CCE support is now consolidated within the consolidated Cash Budget under the CCE Minimum Floors.

b. A CCE Minimum Floor "Minimum Investment" has been established within the cash grant allocation for each country to invest in eligible CCE products and services.

c. The CCE Programme and Technology Guide provides a list of eligible CCE product and service categories that countries can apply for. These are also embedded in the budget template.

d. Countries are still required to provide a joint investment based on their transition status at submission (Initial Self-Financing (ISF) 10%, Preparatory Transition (PT) 20%, Accelerated Transition (AT) 35% with 0% applying where a Vaccine co-financing waiver exists).

e. Two CCE deployment modalities are available under 6.0; supplier led and country led deployment approach with clear eligibility and a minimum criteria.

f. A brandless approach has been adopted for 6.0 applications and procurements, focusing on technical specifications rather than specific brands to meet country requirements.

g. CCE procurement modalities have been streamlined in 6.0 as reflected in the CCE Programme and Technology guide.

7.2 Instructions

This template should be completed by **ALL countries applying for CCE support under the CCE Minimum Floors** in 6.0. Countries applying for **supplier-led deployments should complete only the "Eligible CCE and Services" tab,** while countries applying for the **country-led approach** should complete both the **"Eligible CCE & Services" tab and the "Country-led SB Budget" tab**.

The **"Instructions"** tab provides guidance for completing the CCE budget sections. Complete **cell C3 in the instructions tab** by selecting the country name from dropdown list. Countries should also review the detailed Gavi CCE Technology Guide to understand eligible CCE products and services, as well as investment guidance.

The **"Eligible CCE & Services"** tab provides an overview of the 6.0 procurement and CCE requirements that are applicable irrespective of the deployment approach. For the **supplier-led deployment approach, a detailed costing is included on this tab**. Where a country selects the **country-led deployment approach, a summary of the deployment costs and associated unit cost is automatically generated.**

a. Complete the relevant entity and consignee details under column C from rows 4 – 16

b. Use the filters provided in column F to select the applicable country joint investment contribution (cell F6) and the service bundle or deployment approach (cell F7). The selection of the deployment approach will determine which cells should not be updated by the country

c. Complete the table from row 20 onward by selecting the required technical CCE specifications desired using the filters provided. Don't copy and paste, as this may overwrite the formulas in the sheet

   I. Select the **CCE or service** eligible under the CCE Minimum Floors (column B)
   II. Select the **type of CCE or service** (column C)

III. Select the required **EMS level or mode of training,** as applicable (column D)
IV. Select the required **capacity range,** as applicable (column E)
V. Select the **average price (low, medium, high)** based on expected costs: low for simple/accessible settings, medium for typical conditions, and high for complex or high-cost scenarios (column F)
VI. Complete the **service bundle unit cost** under column H for supplier-led deployment approach using the thresholds provided in the pop-up. For country-led deployments, service bundle unit costs are automatically generated in column I after completing the "Country-led SB Budget" sheet.

Note: *For supplier-led deployments, countries should plan budgets using: (a) Lower limit estimates for facilities with low in-country transportation costs (e.g., short distances, good infrastructure) and (b) Upper limit estimates for facilities with high transportation costs (e.g., long distances, poor infrastructure). Intermediate estimates, as appropriate. Small procurement quantities may require budgeting closer to the upper limits.*

VII. Enter the quantities to be procured in each year (Y1-Y5) under columns K, M, O, Q and S. Consolidating procurements may help achieve economies of scale
VIII. Select the UNICEF SD handling fees on the country joint investment (8% or 8.5%) using the filter in column J cell J88. Confirm the appropriate proportion with the UNICEF Country Office

d. **Freight and buffer** are automatically generated based on CCE shipping calculations and standard buffer assumptions

e. For country-led deployments, first complete the tab "Country-led SB Budget" with detailed unit costs that will automatically feed into the summary table in the tab "Eligible CCE & Services". Then **complete the summary table by entering the number of toolkits (column C, cell C125) and PSC costs (8% or 5%) for deployment costs (column F, cell F134)** depending on whether the country has a tripartite (recommended) or a bilateral agreement (exceptionally)

The **"Country-led SB Budget"** tab is used to **estimate detailed deployment costs for the country-led deployment approach**. Countries should **complete ONLY the yellow cells** on this worksheet. Formulas are embedded in the white and grey cells and should not be modified. Countries may include comments, where relevant in the yellow comments field. It is mandatory to include sources of costing e.g. UNICEF LTAs, Government per diem rates etc.

a. ***Programme management budget (Section I):*** *Complete the yellow cells for unit costs, quantities and sources of costing data for project management & post installation activities (rows 7-9)*

b. ***Detailed breakdown of CCE unit costs (Section III)****: Complete all yellow cells with cost data, sources, and any clarifying information. If UNICEF LTAs are used, include the relevant LTA number. All prices must be provided in USD; include the applicable UN exchange rate in comments field.*

i. ***Customs Clearance:*** *Demurrage charges cannot be planned for or be included.*
ii. ***Installation Costs****: For CCE installation ILR should not be more than 0.5 days per unit and SDD no more than 1 day per unit. Provide clarification in the comments field on number of days required for travel.*
iii. ***SDD pole mounting:*** *For SDD installations requiring pole mounting, the poles will be delivered together with the equipment under the UNICEF SD LTA and are thus included in the Supply Division equipment budget*

c. ***Detailed breakdown of training costs (Section IV) if applicable:*** *Complete all yellow cells to estimate costs for training related to CCE and remote temperature monitoring devices installation, preventive and curative maintenance*

d. *Once this sheet is fully completed, the* ***country-led deployment summary sheet under the "Eligible CCE & Services" tab will be automatically populated,*** *including the service bundle unit costs for the country-led deployment approach in column F of the same tab.*

e. Upon completion of the detailed costing for CCE, **the aggregated CCE budget under Gavi Contribution** (column F, cell F10 on the Eligible CCE & Services tab) should be **added to the 6.0 Cash Budget under the label "Cold Chain Equipment and Associated Services"**. This **represents the portion of the total CCE budget that will be funded by Gavi in the 6.0 Cash Budget under the CCE Minimum Floors.**