



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Strengthening resilience for refugees, IDPs and
host communities in Eastern Sudan
ABAC Reference: T05-EUTF-HOA-SDN-13-01
CUP J89D16003130006

GRANT CONTRACT

EXTERNAL ACTIONS OF THE EUROPEAN UNION -

Rep.n. 1/2021

T05-EUTF-HOA-SDN-13-01

(the 'contract') CIG Z722FD48B2

Italian Agency for Development

Cooperation (AICS)

SDN 13 Project

Street 33 Al-Amarat

Khartoum, Sudan

Tel: +249 (0) 183483466

Procurement.sudan@aics.gov.it

(hereinafter the 'contracting authority')

of the one part,

and

American Refugee Committee (ARC/Alight)

International NGO no profit

Registration number 36-3241033

615 1st Ave NE, Suite number 500

55413 Minneapolis, United States

Tel: +1 612 872 7060

JESSP@WEARELIGHT>ORG

(hereinafter the 'coordinator')

have agreed as follows:



of the other part,

KB

August 2020

AICS Contract Standard grant contract (special conditions)ARC_Alright Feb2021

Page 1 of 5

Special conditions

Article 1 — Purpose

- 1.1 The purpose of this contract is the award of a grant by the contracting authority to finance the implementation of the action entitled “*Improving SRH, MCH and PHC services for refugees and host communities in Gedaref and Kassala States*” (the ‘action’).
- 1.2 The beneficiary(ies) shall be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions (the ‘special conditions’) and the annexes, which the beneficiary(ies) hereby declares it has noted and accepted.
- 1.3 The beneficiary(ies) accepts the grant and undertakes to be responsible for carrying out the action.

Article 2 — Implementation period of the action

- 2.1 This contract shall enter into force on the date when the second of the two parties signs.
- 2.2 Implementation of the action shall begin on:
 - the day following that on which the second of the two parties signs
- 2.3 The implementation period of the action is 4 (four) months.
- 2.4 The execution period of this contract shall end when the payment of the balance is made by the contracting authority and, in any event, at the end of the implementation period as stipulated in Article 2.3 unless postponed in accordance with Article 12.5 of Annex II.

Article 3 — Financing the action¹

- 3.1 The total eligible costs are estimated at **500.000,00 EUR**, as set out in Annex III.
- 3.2 The contracting authority undertakes to finance a maximum amount of **EUR 500.000,00**.

The grant is further limited to **100%** of the total eligible cost of the action.

The final amount of the contracting authority’s contribution shall be determined in accordance with Articles 14 and 17 of Annex II.
- 3.3 Pursuant to Article 14.8 of Annex II, 7 % of the final amount of direct eligible costs of the action established in accordance with Articles 14 and 17 of Annex II, may be claimed as indirect costs.

Article 4 — Reporting and payment arrangements

- 4.1 Payments shall be made following :

No initial pre-financing payment is requested;

First financing instalment, 30 % (equal to 150,000.00 EUR) after approval of the first narrative and financial report and after the achievement of at least 15% expenditure (spent and committed) of the overall contract equal to 75,000.00 EUR

Second financing instalment, 60 % of the overall amount of the contract (equal to 300,000.00 EUR) after approval of the intermediate report (technical and financial) and after the achievement of 65% expenditure of the first instalment equal to 97,500,00 EUR.

Balance of the final amount of the grant 10% equal to 50.000,00 EUR after final report approval (Technical and financial) and expenditure verification.
- 4.2 article 15.8 of annex II not/applicable.
- 4.3 in accordance to article 2.3 of annex II the contracting authority requests the coordinator to present a narrative progress (max. 10 pages) and financial statement.

¹ In case of action grants, note that the amount awarded and percentages stated in this article shall also be updated in Annex III Budget of the action, in the worksheet ‘Expected sources of funding and summary of estimated costs’.

Article 5 — Contact addresses

- 5.1 Any communication relating to this contract shall be in writing, state the number and title of the action and be sent to the following addresses:

For the contracting authority

Italian Agency for Development Cooperation

Street 33 Al Amarat

Khartoum, Sudan

Tel + 249 (0) 183483466

For the coordinator

Adalgisa Caraffini

AICS – SDN13 Program coordinator

Adalgisa.caraffini@aics.gov.it

- 5.2 The expenditure verification(s) referred to in Article 15.7 of Annex II will be carried out with the final report by the contracting authority². The expenditure verification report shall conform to the model in Annex VII and shall be approved by the contracting authority.

Article 6 — Annexes

- 6.1 The following documents are annexed to these special conditions and form an integral part of the contract:

- Annex I: Description of the action (including the logical framework of the project and the concept note)
- Annex II: General conditions applicable to European Union-financed grant contracts for external actions
- Annex III: Budget for the action (worksheets 1, 2 and 3)
- Annex IV: Procurement rules for beneficiary(ies)
- Annex V: Standard request for payment and financial identification form
- Annex VI: Model narrative and financial report

- Annex VIII: Standard template for transfer of asset ownership
- Annex IX: Transfer of asset ownership
- Annex X: Expenditures verification templates

- 6.2 In the event of a conflict between the provisions of the present special conditions and any annex thereto, the special conditions shall take precedence. In the event of a conflict between the provisions of Annex II and those of the other annexes, those of Annex II shall take precedence.

² In case the contracting authority has its own audit and verification system



Article 7 — Other specific conditions applying to the action

- 7.1. Financial support to third parties may only be awarded in compliance with the conditions set in the guidelines for applicants and in accordance with the criteria and conditions laid down in the description of the action in Annex I.

The maximum amount of financial support per each third party is limited to EUR 60.000.

- 7.1.2 The corresponding cost must be included in the budget (Annex III and Annex VI) under heading 12.

The total accepted cost of the action are estimated at EUR **500.000,00**, as set out in Annex III.

The contracting authority's contribution set out in Article 3.2 is further limited to 100% of the estimated total accepted costs.

The final amount of the contracting authority's contribution shall be established in accordance with Articles 14 and 17 of Annex II. The percentages set with regard to the total eligible costs and total accepted costs shall apply cumulatively so that the contracting authority's contribution shall be limited to the lowest amount obtained by respectively applying the percentages to the final total eligible and accepted costs approved by the contracting authority. In case that the total accepted costs are equal to the total eligible costs, the percentage applicable to the total accepted costs applies to the total eligible costs to ensure the required co-financing.

- 7.1.3 Where the implementation of the action requires the setting up or the use of local infrastructure in the partner country (project office), the beneficiary(ies) may declare as eligible only the portion of the capitalised and operating costs of the project office which corresponds to the duration of the Action and the rate of actual use of the project office for the purposes of the Action.

The beneficiary may declare as eligible direct costs the capitalised and operating costs of the structure if all the following conditions are fulfilled and they comply with the cost eligibility criteria referred to Article 14.1 of Annex II.

- 7.2 Articles 1.3 and 1.4 of Annex II shall be replaced by the following:

7.2.1. Processing of personal data related to the implementation of the grant contract by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

7.2.2. To the extent that the grant contract covers an action financed by the European Union, the Contracting Authority may share communications related to the implementation of the grant contract, with the European Commission. These exchanges shall be made to the Commission, solely for the purpose of allowing the latter to exercise its rights and obligations under the applicable legislative framework and under the financing agreement with the Partner country – contracting authority. The exchanges may involve transfers of personal data (such as names, contact details, signatures and CVs) of natural persons involved in the implementation of the grant contract (such as contractors, staff, experts, trainees, subcontractors, insurers, guarantors, auditors and legal counsel). In cases where the contractor is processing personal data in the context of the implementation of the grant contract, he/she shall accordingly inform the data subjects of the possible transmission of their data to the Commission. When personal data is transmitted to the Commission, the latter processes them in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC³ and as detailed in the specific privacy statement published at ePRAG.

³ OJ L 205 of 21.11.2018, p. 39.

Done in English in three originals, two original being for the contracting authority (Italian Agency for Development Cooperation and one original being for the beneficiary(ies)).

For the beneficiary(ies) ⁴

Name

Heidi Diedrich

Title

Country Director

Signature



Date

28/02/2021



For the contracting authority

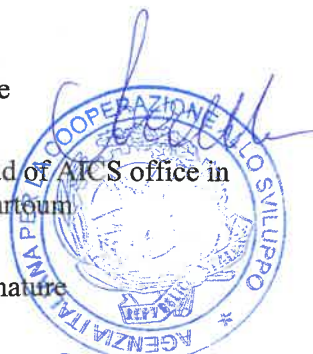
Name Vincenzo

Racalbuto

Title

Head of AICS office in Khartoum

Signature



Date

28/02/2021

⁴ In accordance with the mandate conferred on the coordinator (see application form), the coordinator signs this contract also on behalf of the other beneficiaries, who, therefore, do not need to individually sign this contract to become parties to it.

Contracting authority: Italian Agency for Development Cooperation

**Improving accessibility and quality of Primary Health Care for migrants,
refugees, IDPs and host communities in Gedaref and Kassala States**

Annex A.2 – Grant application form – Full application

Reference:

T05-EUTF-HOA-SDN-13-01

Title of the call of proposal	Improving accessibility and quality of Primary Health Care for migrants, refugees, IDPs and host communities in Gedaref and Kassala States
Title of the action:	“Improving SRH, MCH & PHC services for refugees and host community in Gedarif & Kassala states”
Name of the lead applicant	ARC/Alight
Nationality of the lead applicant	United States of America

Dossier No	
------------	--

(for official use only)



An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call.



NOTICE

If processing your reply to the call for proposals involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed² solely for the purposes of the management and monitoring of the calls for proposals and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as the contract relates to an external action in Partner Countries outside the EU and as the EU, represented by the European Commission, is acting as contracting authority on behalf and for the benefit of the Partner Countries, transmission of personal data may occur to the Partner Country, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country with regard to this grant award procedure. Details concerning processing of your personal data are available on the privacy statement at

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>³

In cases where you are processing personal data in the context of participation to a grant award procedure (e.g. contact details of legal representatives of co-applicants, CVs) and/or of the implementation of a contract you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them.

² Pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 205 of 21.11.2018, p. 39.

³ This link will lead you to the "EuropeAid privacy statement" published in the Practical Guide General Annexes (see Annexe A13).

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Table of contents

FULL APPLICATION FORM	4
1 General information	4
2 The action	4
2.1. Description of the action	4
2.1.1. Description (max 13 pages).....	4
2.1.2. Methodology (max 5 pages).....	10
2.1.3. Indicative action plan for implementing the action (max 4 pages).....	13
2.1.4. Sustainability of the action (max 3 pages)	16
2.1.5. Logical Framework	18
2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding 18	
2.2. Experience	18
3 The lead applicant, the co-applicant(s) and affiliated entities.....	30
4 Associates participating in the action	30
5 Declarations.....	32
5.1. Declaration by the lead applicant (full application)	32
5.2. Mandate (for co-applicant(s)).....	34
5.3. Affiliated entity(ies)	35

INSTRUCTIONS FOR DRAFTING THE FULL APPLICATION...[ERROR! BOOKMARK NOT DEFINED.](#)

1 General information	Error! Bookmark not defined.
2 The action	Error! Bookmark not defined.
3 The lead applicant, the co-applicant and affiliated entities	Error! Bookmark not defined.
4 Associates participating in the action	Error! Bookmark not defined.
5 Declarations.....	Error! Bookmark not defined.



FULL APPLICATION FORM

General information

Reference of the call for proposals	T05-EUTF-HOA-SDN-13-01
[Lot number you are applying to:]	e.g. Lot n° 2
Number of the proposal ⁴	Number applicable for Restricted procedure only.
Name of the lead applicant	ARC/Alight
Title of the action	Improving accessibility and quality of Primary Health Care for migrants, refugees, IDPs and host communities in Gedaref and Kassala States
Location of the action	Sudan – Kassala & Gedaref states
Duration of the action	4 Months and 20 days

1 The action⁵

1.1. Description of the action

1.1.1. Description (max 13 pages)

This action will increase the delivery of primary health care services to the most vulnerable population, including refugees, women, adolescents and people living with HIV with a focus on expanding access to SRH and MCH services. The proposed intervention will focus on improving the accessibility of health services for refugees and host communities in Kassala and Gedaref states and will also strengthen the quality and sustainability of services in the target areas.

Description of the context

Overview of Sudan Context:

The power-sharing agreement between Sudan's military and opposition groups signed in July 2019, marked the end of nearly three decades of military dictatorship, and brought genuine hope of a lasting peace. The conclusion of a number of peace agreements with armed opposition groups in the Darfur region offers the prospect of a last cessation to this protracted conflict. Despite these positive developments, the country faces escalating humanitarian catastrophe, with 7.8 million people facing critical problems related to mental and physical wellbeing, including 1.6 million internally displaced people and 1.1 million refugees⁶. 58% of the population cannot afford a daily food basket and 26% do not have access to safe drinking water. Resources are scarce, economic

⁴ When the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number.

⁵ The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action.

⁶ UN. Humanitarian Needs Overview Sudan, January, 2020.

https://reliefweb.int/sites/reliefweb.int/files/resources/Sudan_2020_HNO.pdf (accessed Dec 20, 2020).

410

output has collapsed by two-thirds between 2017 and 2018,⁷ and the country's health system lacks investment to respond to growing and neglected needs.

While the immediate priority is to secure a lasting foundation for peace, urgent action is needed to address the most pressing threats to population health. As the UN's latest Humanitarian Needs Overview for Sudan shows, the country's health challenges are considerable.⁸ Essential medicines are accessible in only 43% of health facilities, while only 33% of health facilities can provide all main components of primary care, with services particularly limited in conflict zones such as Darfur, South Kordofan, and Blue Nile. Between 2018 and 2019, only 51% of pregnant women received the minimum of four antenatal care visits, and just 23% of deliveries took place in a health facility⁹. Maternal and infant mortality rates are among the highest in the world, at 311 per 100000 livebirths and 51.2 per 1000 livebirths, respectively. Immunization coverage is poor, and infectious diseases, which affect up to 25% of the population each year, are a particular threat in areas affected by flooding. In the past 2 years, there have been outbreaks of dysentery, typhoid, cholera, chikungunya virus, Rift Valley fever, and dengue fever¹⁰.

The former military regime pursued a policy of privatization, giving rise to corruption, fragmented financing, and stagnation of the public health-care system. The legacy is omnipresent. In 2014, spending on health care accounted for 6.5% of Sudan's national income but only 8.2% of government expenditure. Before the dictatorship began in 1989, health care was provided largely free of charge in governmental facilities. The introduction of extensive co-payments has pushed up levels of out-of-pocket spending on health care, which reached 73.8% of the total health-care spending by 2016, a 40% increase since 2009¹¹.

Despite training capacity, including 35 medical schools, Sudan has a shortage of health workers, with only 4.1 physicians and 8.3 nurses and midwives per 10,000 population in 2015¹². The workforce has been depleted by severe brain drain, with low staff retention and high emigration of health-care workers, driven by political instability, low wages, and poor-quality training opportunities. Over half of Sudanese doctors practice abroad. Other health workforce challenges include an unbalanced skill mix and inequitable geographical distribution of workers¹³.

Overview of the East Sudan Crisis:

Sudan hosts large numbers of refugees from South Sudan, Eritrea, Ethiopia and Syria. The 2020 Humanitarian Needs Overview notes that up to 1.1 million refugees and asylum seekers continue to need humanitarian assistance and protection support, both in and out of camp camps and within host communities¹⁴. These are included in the 9.3m people that are classified as people in need during 2020 in Sudan¹⁵. Eastern Sudan, and particularly the two States of Kassala and Gedaref,

⁷ World Bank. World Bank and OECD national accounts data, Sudan. <http://data.worldbank.org/country/sudan> (accessed Dec 20, 2020).

⁸ UN. Humanitarian Needs Overview Sudan, January, 2020. https://reliefweb.int/sites/reliefweb.int/files/resources/Sudan_2020_HNO.pdf (accessed Dec 20, 2020).

⁹ Warton G et al (2020) "Rebuilding Sudan's health system: opportunities and challenges". The Lancet. DOI:[https://doi.org/10.1016/S0140-6736\(19\)32974-5](https://doi.org/10.1016/S0140-6736(19)32974-5)

¹⁰ Warton G et al (2020) "Rebuilding Sudan's health system: opportunities and challenges". The Lancet. DOI:[https://doi.org/10.1016/S0140-6736\(19\)32974-5](https://doi.org/10.1016/S0140-6736(19)32974-5)

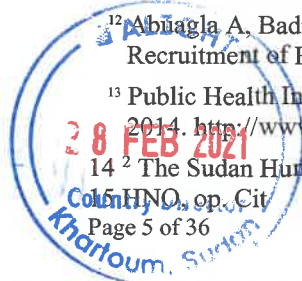
¹¹ World Bank. World Bank and OECD national accounts data, Sudan. <http://data.worldbank.org/country/sudan> (accessed Dec 20, 2020).

¹² Abiagla A, Badr E. Challenges to implementation of the WHO Global Code of Practice on International Recruitment of Health Personnel: the case of Sudan. Human Res Health 2016; 14: 26.

¹³ Public Health Institute, Federal Ministry of Health. Health system financing review report. Khartoum, Sudan: 2014. <http://www.phi.edu.sd/IHP%20book/Health%20Financing%20System.pdf> (accessed Nov 14, 2019)

¹⁴ ² The Sudan Humanitarian Needs Overview (HNO), January 2020

Colin HNO, op. Cit
Page 5 of 36



continue to experience one of the most protracted refugee situations worldwide, and witnesses an on-going influx of new arrivals. Prior to the recent arrival of Ethiopian fleeing conflict in the Tigray region, Eritrean represented the largest group of refugees in the East with a projected total refugee population of 130,248¹⁶ at the end of 2020.

Refugees in the East fall into two categories: protracted caseload and new arrivals. The protracted caseload consists (mainly) of Eritreans that arrived between early 1970s till 1990s who live in established camps in Gedaref and Kassala. New arrivals from Eritrea are also regularly recorded. Many of these new arrivals are young people from urban areas who quickly move on from the camps to Khartoum. Around 80 per cent of the Eritreans that are registered by UNHCR in Sudan move onwards within a period of two months, to Khartoum, Libya and possibly to Europe.

At the beginning of November 2020, after military confrontations in the Tigray region in northern Ethiopia, a new influx of asylum seekers arrived at the border entry points of Kassala and Gedaref states. UNHCR reports an average of 887 arrivals per day since November 10, 2020 and the current population of Ethiopian refugees totals 58,044¹⁷. The current refugee crisis is impacting an already precarious health situation in the East of Sudan. Access to essential primary health services was already limited. The large-scale displacement of people caused by the Tigray situation places an additional burden on the already fragile health system. Refugees are at a particularly high risk of contracting communicable diseases due to poor sanitation, water shortages, crowded living conditions and poor immunity, with young children and pregnant women being particularly vulnerable. Instances of gender-based violence also tend to rise in times like this; survivors require appropriate and timely medical services.

This scenario points to a situation of great humanitarian need, especially taken against the background of deepening economic crisis that is affecting not only the refugees but also the hosting communities. Basic services are lacking across Sudan, including in and out of refugee camps and natural disasters like floods also affect individuals across Sudan. Refugees, as one of the most vulnerable population groups in Sudan, are affected greatly by these shocks. This is the aftermath of years of stagnation and little investment in already-weak basic services sectors that is driving deteriorating healthcare, poor water and sanitation and hygiene, worsening food insecurity and other needs across Sudan.

Proposed geographic location

The proposed action will take place in the states of Kassala and Gedaref in the East of Sudan. In Kassala, Girba locality has the biggest concentration of refugee camps (Kilo 26, Girba, Shagarab I, II and III) within the state. The action will address the accessibility and quality of health care for refugees in these camps as well as the host community. Shagarab is the largest camp and will be a focus for activities. The camp was established in 1985 to receive refugees who fled from Ethiopia before the secession of Eritrea. The camp is located approximately 35 kilometres from Kassala town and has a population of 50,278 refugees.¹⁸ The camp itself is subdivided into three, Shagarab (1) with an area of 3 km² and a population of 32,283 refugees; Shagarab (2) with an area of 2.5 km² and a population of 11,699 refugees; and Shagarab (3) with an area of 2.4 km² and a population with a population of 6,296 refugees¹⁹.

UNHCR's 2018 participatory assessment in Kassala identified key concerns under health and WASH services, including lack of quality health facilities as among their key concerns, as well as

16 Sudan Refugee Response Plan 2020

17 UNHCR SUDAN: EASTERN BORDER Ethiopia Situation - Daily New Arrivals Update
as of 06 January 2021

¹⁸ UNHCR Kassala data

¹⁹ UNHCR Kassala data

drug shortages, poor equipment and low skilled health personnel or understaffing. ARC/Alight scoping assessment in December 2019 in Kassala also noted that lack of quality health facilities, with health care workers reporting an urgent need to address the reproductive health (RH) services.

The current refugee situation in Gedarif is fast moving. More than 58,000 refugees have arrived in the state in the last two months. The majority of refugees are arriving via the Hamdayet border crossing in Kassala state (41,240 to date) as well as the Abderafi/ Al Asera, Ludgi, entry points in Gedarif (16,149)²⁰. To ensure the safety and wellbeing of those arriving from Ethiopia, UNHCR and COR are arranging for the transfer of refugees to camps away from the border. Currently, 20,572 arrivals have been relocated to Um Rakuba camp and 4,974 arrivals relocated to Tunaydbah camp. Um Rakuba camp is now close to capacity and new arrivals are being assigned to Tunaydbah camp.

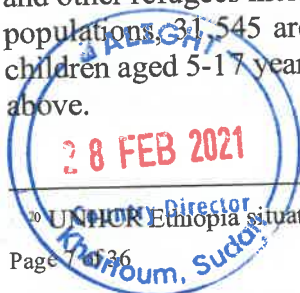
In December 2020, ARC/Alight participated in an interagency needs assessment to Tunaydbah camp. The assessment report identified serious gaps in the provision of health facilities for refugees in the area and the urgent need to strengthen the provision of health services for both migrants and the host community (Please see enclosed report). At the request of SMoH and UNHCR, ARC/Alight has been tasked with supporting the health system in this locality in responding to the influx of the 25,000 refugees who are expected to be relocated to Tunaydbah camp over the coming months. Additionally, due to an increase in tensions along the border several other refugee camps in the state such as those in Basoonda and Al Fashega localities have become increasingly problematic to access due to security concerns. Therefore, in Gedaref state, based on the identified needs and gaps for refugees and the host community, ARC/Alight proposes to focus on Tunaydbah camp through this action.

Description of target group & beneficiaries

Kassala State currently hosts 96,993 refugees and asylum seekers in nine camps, with 50% of them being female and 35% children. The camps targeted through this action have a population of approximately 62,994 refugees (Kilo 26, Girba, Shagarab I, II and III). The protracted refugee situation and the continuous influx of new arrivals into the state puts continuous pressure on host communities and their absorption capacity in terms of basic services, natural resources, livelihoods, economic opportunities.

Population Planning Group:		Eritrean and Ethiopian Refugees in Target areas				
Sub-group (if applicable):		Host communities in areas surrounding the camp				
Age Group	Male		Female		Total	
	in numbers	in %	in numbers	in %	in numbers	in %
0-4	1,351	4	1,298	4	2,649	4
5-17	9,782	31	9,398	30	19,180	30
18-59	17,804	56	18,531	59	36,335	58
60 and >	2,608	8	2,222	7	4,830	8
Total:	31,545	100	31,449	100	62,994	100
Major Sites:		Girba, K26, Shagarab I, II, and III Refugees camps, Host communities				

In Kassala, the total population targeted through this action will be 62,994 Eritreans, Ethiopians, and other refugees including 13,089 (20%) people from the host communities. Of the total 62,994 populations, 31,545 are males and 31,449 females. This includes 11,126 under 5yr old; 26,835 children aged 5-17 years, 25,525 adults aged 18-59 years, and 1,963 individuals aged 60 years and above.



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Information regarding the newly arriving refugees in Gedaref state remains fluid. Registration of refugees by UNHCR and COR is ongoing. Currently, to date over 58,000 refugees have arrived in Sudan and it is estimated that 45% are children. UNFPA Sudan estimates that amongst the refugees there are more than 13,600 Women of reproductive age, of which an estimated 1,200 are pregnant, with c.130 live birth expected in the coming months ²¹. Accurate information about the number of children under 5 is not currently available as registration of the refugees is still ongoing but ARC/Alight estimates that approximately 20% of the population are children under 5. An estimated +60 women may experience complications over the coming 3 months which require hospitalization and includes C-section, miscarriage or stillbirth and around 272 survivors may need care for GBV ²². Approximately, 5,000 refugees have been transferred to Tunaydbah camp so far but the camp is projected to host 25,000 refugees in total.

Project Description

The project will prioritize the achievement of two priority areas:

Priority Area 2: Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) service demand and utilization.

Humanitarian crises have a disproportionate effect on the most vulnerable, including women, adolescents, people living with HIV and people with disabilities. Compromised health care services during periods of crisis and displacement poses grave risks to women and adolescent females who may lack access to family planning and safe maternity resources, while facing greater exposure to sexual and gender-based violence and disproportionate risk of sexually transmitted infections (STIs), including HIV.

Based on the needs identified, ARC/Alight will create a Sexual and Reproductive Health (SRH) Center in Kassala. This site will provide a service package including provision of voluntary family planning, STI diagnosis and treatment, VCT services, PMTCT services, ART, peer education and community outreach activities. Further, ARC/Alight will ensure adequate, equitable, secure, and effective support for adolescents to access the services and resources at the SRH Center and within the PHC. This includes access to high quality adolescent responsive health care (with trained service providers), a wide range of contraceptive methods (including both long acting reversible and short acting), and access to health education and support networks.

A key component of this priority area will be to provide training, including on-site coaching and mentoring, to health care providers in both Kassala and Gederif project sites to increase the availability of and quality of both MCH, SRH and PHC services. The project will also focus on training health care providers in the host community in order to strengthen the overall health workforce within the States.

Lastly, in order to encourage health seeking behaviors and increase access, this project will conduct awareness-raising activities to increase the demand for available commodities and services, reduce misinformation, and foster changes in behavior by shifting attitudes, addressing norms and removing barriers to the practice of healthy behaviors. Identification and training of peer educators, selected from beneficiary populations and ensuring representations from both genders and from refugee populations targeted by this intervention (adolescent boys and girls, adult men and women). Once trained, they will be mobilized to implement monthly awareness-raising activities, as well as a weekly peer education session. Health educators will also join them to share information on the services provided, availability of medicine, personnel and diagnostic

²¹ UNFPA sitrep #4 December 30 2020

²² UNFPA sitrep #4 December 30 2020

410

supplies available in the SRH Center and to establish rapport with the community. As much as possible, we will solicit the support of youth leaders, teachers, religious leaders and parents by sensitizing them to reduce community opposition to providing sexual reproductive health services to youth. Other interventions include the establishment of Girls Clubs where there will be trainings, information sessions and distribution of IEC materials on topics such as menstrual hygiene management, STIs, SRH Center services, and Family Planning. The SRH Center staff will also be provided with Adolescent Job Aid Training to enable them to respond to adolescents more effectively and with greater sensitivity.

Priority Area 3: Improving PHC and Mother and Child Health (MCH) services accessibility for marginalized groups (migrants, refugees and IDPs)

Improvement of Maternal and Child Health (MCH) status has been one of the most important health issues in Sudan. The country suffers levels of child and infant mortality that are among the highest in the region and the world²³. The current infant mortality rate is 60 per 1000 live births and the under-5-year mortality rate is 82 deaths per 1000 live births²⁴. The neonatal mortality rate is also high, ranging from 34 to 47 per 1000 births with a maternal mortality rate of 311 deaths/100 000 live births. The preterm birth rate in Sudan is estimated to be 13.3% < 37 weeks of gestation (everywomeneverychild.org). Accurately defining perinatal outcomes and relating them both to events in the pregnancy and to the eventual infant outcomes is a critical step in the development of interventions to improve perinatal and population health.²⁵ Further, Sudan remains prone to disease outbreaks including cholera, chikungunya, dengue, malaria, measles, COVID-19 and Rift Valley fever. Communicable diseases are the leading cause of morbidity and mortality and there is extremely limited capacity to prepare, detect, and respond to disease outbreaks.

Though more actors are now providing PHC and MCH services, there remain significant shortages in ante-natal care (ANC) and Basic Emergency Obstetric and Newborn Care (BeMONC) supplies, equipment, medication and referral for emergency cases. Therefore, ARC will continue to support health facilities in Shagarab and Tenedba to make significant contributions to reducing maternal mortality by increasing investment in reproductive health and maternal and child health care.

Through additional staffing and training, ARC/Alight will enhance provision of IMCI, ANC, PNC, and delivery services and diagnose and provide treatment to communicable disease cases using the Federal Ministry of Health (FMOH) treatment guidelines. Cases beyond Primary Health Care Centers (PHCCs) level of intervention will be referred to the nearest hospital for advanced medical care. Referral services include all patients including women with advanced reproductive health issues. ARC/Alight purposefully plans its service provision to ensure that vulnerable groups including women, children, elderly and people of disabilities have equal access to health care and other services provided. In health facilities, people from these groups are provided with fast-track priority services during triage. ARC/Alight will continue to collaborate with line ministries to strengthen the disease surveillance-including surveillance and early warning of COVID-19 symptomatic cases, health information system, and mentor and coach frontline health workers to improve provision of quality of services, to reduce morbidity and mortality among affected populations.



²³ Charan E, Cunningham AJ, Yousif AHA, et al "Transition: current health challenges and priorities in Sudan" BMJ Global Health 2019;4:e001723.

²⁴ Ibid.

²⁵ Ibid.



1.1.2. Methodology (max 5 pages)

The project will prioritize the achievement of two priority areas:

Priority Area: Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) service demand and utilization.

Activity 1.1. Establish Sexual and Reproductive Health Service Delivery Point and Provide Clinical Care and Health Education

In order to increase coverage and improve access and utilization of sexual and reproductive health services, ARC/Alight will expand the Shagarab 2 PHC Center to include a specialized Sexual and Reproductive Health Center. This specialized Center will support SRH needs by addressing the facility and community level barriers that often prevent people from accessing care – including health provider bias, facility responsiveness, and challenging social and cultural norms. ARC/Alight will likewise strengthen the whole aspect of Continuum of Health Care from the community to primary with strong linkages to secondary and tertiary care with due emphasis on preventive and promotive care.

The Center will provide a package of services, which will target women and vulnerable populations including adolescents, people living with HIV, sex workers and people with disabilities. The SRH Center service package will include provision of voluntary family planning, STI diagnosis and treatment, VCT services, PMTCT services, ART, peer education and community outreach activities. Further, it will provide ASRH friendly services, including counselling and peer education with the aim of increasing utilization of ASRH services.

In Kassala, the SRH Center will be established within the ARC supported Shagarab 2 PHC. This location was chosen at the request of the State Ministry of Health to have an ART Center in Shagarab and will become only the 3rd such facility in Kassala State. This facility serves the health needs of the refugees from Eritrea and Ethiopia and has a 31-bed capacity for inpatients (male, female and pediatric section) and caters to an average of 200-300 outpatients daily. An existing structure has been identified and it will just need minor repair, repainting, creation of partitions, new handwashing areas, audio-visual equipment, office furniture, and office equipment. We will also recruit an additional team to staff the center and will provide the new SRH Center with essential medicines, medical supplies, equipment, as well as staff training and supportive supervision to ensure quality services.

Activity 1.2: Recruitment, Training, and Supportive Supervision for SRH Center and Health Facility Staff

As stated above, ARC/Alight will recruit and train a core health team at both our Kassala and Gedaref PHC's and SHR Center. Additional staffing will not only strengthen the health workforce but will also improve access to services. Additional staffing will include:

Staff Position	Shagarab	Tunaydbah	Total
Doctor	1	1	2
Nurse	2	2	4
Counsellor	3	3	6
Registrar	1	1	2
Medical Assistant	3	3	6
Laboratory Tech	1	1	2
Midwife	2	2	4

Vaccinator	1	1	2
Referral Assistant	1	1	2
Nutrition Assistant	1	1	2

As has been done for the current operational health facilities, ARC/Alight will ensure technical support and oversight of the PHC clinics and SRH Center through provision of a comprehensive package of trainings for health workers complemented by ongoing supportive supervision and monitoring during the project by the Health Coordinator.

Further, to ensure that host communities benefit from a strong PHC system and increased availability of MCH and SRH services, ARC/Alight will also identify health providers in the host community to be trained.

Trainings will be provided in line with the Sudan MoH protocols and guidelines and will be jointly delivered by MoH, UN, or other organizations' experts alongside the ARC/Alight's Health Coordinator. The trainings will commence immediately upon the selection of the health team to ensure that all health staff are equipped with the relevant skills required to best serve the target population. Training courses that ARC/Alight will provide include:

Training Name	Duration of Training	Target Group
BEMoNC	1 Day	Doctors, Midwives
Adolescent friendly services	1 Day	Doctors, Midwives, Nurses
Mental Health in Emergencies Training – IYCF Training	1 Day	Doctors, Midwives, Nurses
Basic Training on Integrated Management of Childhood Illness	2 Day	Nurses and midwives
Infection Prevention & Control	2 Day	Doctors, Midwives, Nurses
CMAM	1 Day	All health/WASH staff
Minimum Initial Service Package (MISP) for Sexual and Reproductive Health	1 Day	Nurses
Basic Training on Rational Use of Drugs	3 Days	Doctors and Midwives
PMTCT	1 Day	Doctors, Midwives, Nurses, Pharmacist
HIV Counselling and Testing and Treatment	1 Day	Midwives
Clinical Management of Rape (CMR)	1 Day	Doctors, Midwives and Nurses
Training on Management of Cholera	1 Day	Doctors, Midwives, Nurses
COVID-19 Case Management Training	1 Day	Doctors, Midwives, Nurses
General Case Management Training	1 Day	Doctors, Midwives, Nurses

Activity 1.3: Health outreach and community mobilisation to increase awareness and health seeking behaviours

ARC/Alight will conduct community awareness-raising activities in both Shagarab and Tunaydah Camp to increase the demand for available commodities and services, reduce misinformation, and foster changes in behaviour by shifting attitudes, addressing norms and removing barriers to the practice of healthy behaviours. To increase health seeking behaviours the project will:

1. Identify and train peer educators, selected from beneficiary populations and ensuring representation of the refugee populations targeted by this intervention (adolescent boys and girls).

adult men and women). Once trained, they will be mobilized to implement monthly awareness-raising activities, as well as a weekly peer education session. These sessions may include awareness on available services and preventive SRH services including STI and HIV counselling, voluntary family planning counselling and other health information and education such as maternal and neonatal health, nutrition, COVID awareness, etc. Health educators will also join them to share information on the services provided, availability of medicine, personnel and diagnostic supplies available in the SRH Center and to establish rapport with the community.

- Establishment of Girls Clubs where there will be trainings, information sessions and distribution of IEC materials on topics such as menstrual hygiene management, STIs, SRH Center services, and family planning. The SRH Center staff will also be provided with Adolescent Job Aid Training to enable them to respond to adolescents more effectively and with greater sensitivity.
- Training and/or advocacy meetings for youth leaders, teachers, community leaders, religious leaders and parents on better understanding MCH and SRH, including family planning. By sensitizing these groups, we hope to reduce community opposition to providing sexual reproductive health services to youth and provide increased understanding and more effective implementation of strategies that seek to improve outcomes for women and newborns. The goal is to raise awareness on the rights of women and girls, address harmful and discriminatory practices, and foster an enabling environment for access to services.

Priority Area: Improving PHC and Mother and Child Health (MCH) services accessibility for marginalized groups

Activity 2.1: *Access to quality primary health care services and referral to secondary/tertiary care levels improved:*

To achieve this outcome, ARC/Alight will continue providing comprehensive primary healthcare, services in Shagarab 2 PHC and Tunaydbah PHC facilities. This includes diagnosis and treatment of communicable and non-communicable diseases, and drug and medical supplies procurement and distribution based on rates of drug consumption and service data. ARC will also continue to implement Health Management Information Systems (HMIS) through the provision of reporting tools and health facility registers. We will also provide support to the SMOH running of the 'Old Swedish Hospital' in Um Rakubba camp, Gedarif which is currently under rehabilitation but is expected to reopen by the end of February 2021.

Further, the lack of support for referral pathways remains a significant gap with little no partner support. In order to increase PHC coverage that will benefit a wide geographical area and a large population including both the local communities and the refugee populations, ARC/Alight will work to establish and maintain ambulance coverage in both operational sites. Linking with SMOH who have existing ambulances, ARC/Alight will train and support ambulance staff, including drivers and nurses, as well as provide fuel and regular vehicle maintenance. The ambulance service will considerably extend health services to areas that have been unable to reach emergency health services. We will link with facilities with existing health services and strive to improve referral processes, such that all health facilities have clear pathways to emergency health services to save lives and prevent long-term disability. The project will continue to strengthen triage at all current PHCs formalizing triage centers at health facilities and mentoring facility staff. Further, in order to improve care at the referral hospitals, ARC/Alight will provide them with medication, supplies and equipment.

Activity 2.2: *Provision of Essential MCH Clinical Services*

ARC/Alight will ensure that critical medications, medical supplies, and medical equipment are maintained to support ANC, PNC, maternal and newborn healthcare, and deliveries at Shagarab 2

PHC and Tunaydbah PHC facilities. As discussed above, ARC/Alight will add or adapt staffing capacity in all sites to expand available care based on emerging needs and population movement. Specific services to be expanded include:

Focused Antenatal and Postnatal Care (ANC and PNC): PHC facilities will serve as a platform for delivering services for maternal and newborn health including clinical check-ups, case referrals and support antenatal, delivery and postnatal care pregnancy. Clinic staff will be trained on the management of emergency/complicated deliveries to ensure the best care is given. Additional information will be given to the new mother to ensure she has the necessary knowledge to care for herself and her newborn with emphasis on first-time mothers.

Basic and Comprehensive Emergency Obstetric and Newborn Care (BEmONC): ARC/Alight will also support all new and existing health facilities to provide BEmONC services, to ensure that births that develop complications are promptly identified and provided with clinical care thus reducing maternal and newborn death. This will include staff training and provision of medication and supplies/equipment to supported facilities. We will also strengthen the referral system to ensure women have access to Comprehensive Emergency Obstetric and Newborn Care services for obstetric emergencies. ARC/Alight SRH center will also serve as in house training facility for local midwives already conducting private practice in the communities and camps. This will foster a stronger relationship with our local people, develop effective referral system and improve the quality of care they are providing to their patients.

Availability of Midwives/SBAs at health facilities: ARC/Alight will work with the MoH to recruit and pay qualified midwives to be available at the supported health facilities, increasing access to SBAs (See table above). Clinics will be open five days a week with staff available for on call after hours and weekends.

To support the health system and host communities in Kassala and Tunaydbah and ensure that they benefit from and have increased availability of SRH services, ARC/Alight will work with local health facilities to provide essential medicines such as family planning and antibiotics for syndromic management of STIs.

Activity 2.3. Improving host community's awareness of equitable health services for refugees

In order to improve the host communities' understanding of refugee health needs and promote involvement, participation, networking and formal agreements, ARC/Alight will support the establishment of community relief and development committees (CRDCs) within the host and refugee communities. These will provide continuous community-based disease surveillance, with an eye on those at risk of causing an epidemic to support detection and health facility referral. The importance of working together to keep the communities safe and healthy will be highlighted, as well as what they have in common - the shared vulnerability to diseases and the same need for equitable health services.

1.1.3. Indicative action plan for implementing the action (max 4 pages)

The action plan will be drawn up using the following format:



Year 1												
1	Half-year 1						Half-year 2					
	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Priority Area: Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) services demand and utilization.												
<i>Activity 1.1: Establish Sexual and Reproductive Health Service Delivery Point and Provide Clinical Care and Health Education</i>	X	X	X	X	X							ARC/Alight
Upgrade SRH Center and procurement of supplies, equipment and medications.	X	X										ARC/Alight
Provision of SRH clinical care and health education	X	X	X	X	X							ARC/Alight
<i>Activity 1.2: Recruitment, Training, and Supportive Supervision for SRH Center and Health Facility Staff</i>	X	X	X	X	X							ARC/Alight
Recruitment and training of staff and local healthcare providers	X		X		X							ARC/Alight
<i>Activity 1.3: Health outreach and community mobilisation to increase awareness and health seeking behaviours</i>												ARC/Alight
Identify and train peer educators	X	X	X	X	X							ARC/Alight
Establish and maintain active girl clubs	X	X	X	X	X							ARC/Alight
Provide monthly awareness and weekly peer education sessions	X	X	X	X	X							ARC/Alight
Training and/or advocacy meetings for youth leaders, teachers, community leaders, religious leaders and parents on better	X	X	X	X	X							ARC/Alight

1.1.4. Sustainability of the action (max 3 pages)

Sudan is at an inflection point. Eighteen months after the dramatic events which ended the 30-year rule of former President Omar al Bashir, the new Sudanese government (GoS) continues to bring about changes aimed at pursuing a new social contract with its citizens, prioritizing peace and economic reform. The 2020 national budget has doubled funding for the health and education sectors and aims to prepare for an eventual lifting of subsidies to further invest in basic social services. Peace negotiations are ongoing with different political and armed factions in Darfur, and the prospects for a lasting agreement appears within sight.

While there have been many positive developments over the past 18 months, Sudan still faces a growing number of serious challenges. Years of conflict and misrule have impacted millions of people. Nearly 10 million people are in need of humanitarian assistance. Some 1.9 million people remain displaced and face protection risks and threats even as they attempt to rebuild their livelihoods or return to their homes. Disease outbreaks, malnutrition, food insecurity, and climatic shocks, continue to affect the lives and livelihoods of many Sudanese. Moreover, the country hosts over a million refugees, providing safety and services, with communities sharing their meager resources. The current COVID-19 outbreak threatens to compound these challenges, bring further pressure on an already weakened health system and greater economic stress.

Faced with such uncertainty regarding the country's short-term prospects, ARC/Alight exit strategy attempts to strike a balance between maintaining the live-saving services that it provides to refugees in the East of Sudan, while searching for viable strategies that will enable ARC/Alight to withdraw resource in a principled manner that will not jeopardize the vital impacts the program has made in the region.

Through this project, our goal is to not only respond to the emergency in Gedarif and Kassala, but to strengthen and prepare the health system to recover from future emergencies. This will lead to a long-lasting effect on the community and health system. Alights program follows WHO's²⁶ key components of developing resilience within health systems after emergencies in the following ways:

- Providing good-quality primary care: The project will take steps to build sustainable system capacity to respond to refugee health needs as they evolve over time. This will be accomplished through increasing coverage and improving access and utilization of PHC and SRH services. In addition, the project incorporates training and capacity building for multiple staff per facility (whenever possible) and includes training of the SMOH, LHA and healthcare providers in host communities. Through capacity building our goal not only is to strengthen services in the host and refugee community's but also to prepare them to play a major role in detection and early warning of disease outbreaks.
- Engaging and empowering people: Key to an exit strategy that fosters sustainability and mitigates risks of failure is community ownership and capacity building. ARC/Alight has deep-rooted and long-standing relationships with the different communities it serves. ARC/Alight strongly believes that encouraging all community members to participate in the project process increases their sense of responsibility regarding the project. It also helps to promote transparency and integrity. Creating community ownership of the project activities is a cornerstone of our strategy to sustain the benefits of this actions. Through investing in the establishment of the community relief and development committees (CRDCs) within the host and refugee

26 WHO. (2018) Technical Series on Primary Health Care. Primary health care and health emergencies brief.

communities we be able to prevent and prepare for emergencies, strengthen local communities' cooperation and work together build community resilience. ARC/Alight will actively involve organized CRDCs to be part of administrative committees to manage PHCCs to enhance ownership, better coordination with community leaders, self-reliance and empowerment.

- Promoting multisectoral action to tackle inequity. ARC/Alights actions will promote and protect health through engaging and strengthening a range of actors in both the host and refugee communities through training, supplies, and the referral system. By building this network, the health system will be able to identify and respond quicker to situations thus avoiding larger emergencies.

ARC/Alight also recognizes the central role that the State Ministries of Health play in sustaining the project outcomes after the funding phase. During this project, we will work closely with SMOHs to support their capacity to continue delivering some of the activities which are planned under this intervention. ARC / Alight, has signed technical agreements with the SMOH in Gedarif and Kassala state respectively. We will extend these agreements to cover the proposed activities in Shagarab, Um Rakkuba and Tendedba camps outlined in this proposal thereby guaranteeing the continuity of health care after the project ends.

Through this project, we plan to deepen and strengthen our collaboration with the local Ministries of Health to enhance their capacity to provide quality health services to both refugees and the local host communities in the target areas. The proposed activities will expand the provision of primary health care to refugees and host communities especially in the areas of MCH and SRH. These interventions address acknowledged gaps in PHC services in both states. The planned training for health staff will contribute to the capacity of local health emergency management within SMOHs.

Risks

The growing humanitarian crisis in East of Sudan characterized by a large-scale influx of Ethiopian refugees from Tigray region has been accompanied by an increase in humanitarian response actors, leading to challenges of coordination and coherent service delivery to both host and refugee populations. To mitigate this risk, ARC/Alight will closely work with UNHCR and other partners to promote coordination between actors to ensure that humanitarian response is integrated in planning /deliver and duplication of effort is avoided.

Disruption in health service delivery, especially to children and women, is a concern as the increasing number of refugees arriving in the region places pressure on an already fragile health system. UNHCR is forecasting more than 200,000 refugees to arrive in the next 6 months. The project aims to expand and strength the capacity of the health system to withstand the increased usage of health services by refugees and the host community.

There is an increased risk of outbreaks of infectious diseases (e.g., cholera and measles) due to poor sanitation and low vaccination coverage among the refugee population. TB and COVID-19 are also considered specific areas of risk in terms of infectious diseases. To help mitigate these risks, ARC/Alight has helped establish an isolation center in Khashma Girba hospital and is setting up a center in Tundabah camp. Although both sites are focused on COVID-19, it is possible that they can be retasked to deal with the outbreak of other infectious diseases.

The ongoing refugee influx may lead to internal conflicts in the region over land and other scarce resources. Inter-communal violence remains a risk in Kassala especially after the events which occurred in the second half of 2020. The ongoing border dispute between Sudan and Ethiopia also represents a potential flash point for conflict which could escalate into violence. ARC has a comprehensive field security plan for Sudan with detailed measures to mitigate and protect staff / beneficiaries from harm.

Cultural and institutional risks are associated with the implementation of this project. From institutional side, reluctance of SMOH and or other national bodies to cooperate in addressing SRH issues affecting young girls and women due to technical and resources deficiencies stand as a critical risk anticipated. Another institutional risk stems from conflicting priorities within the health field. To mitigate these risks, ARC/Alight will start dialogue with SMOH's in Kassala and Gedarif based on the human right approach and the obligation of national institute to act as the duty bearer towards this vulnerable group of the population.

Culture and social norms represent a potential risk in terms of addressing sensitive issues of SRH for women in a conservative society. HIV infection in particular remains a sensitive topic in the country. To mitigate any negative impact, the project will adopt a deliberate and evidence based dialogue focused on rights. The help of community leaders and religious leaders will be sought to support the effort and the formation of community groups will be employed to communicate SRH messages and to minimize resistance.

1.1.5. Logical Framework

Please fill in Annex C to the guidelines for applicants.

1.1.6. Budget, amount requested from the contracting authority and other expected sources of funding

Please fill in Annex B to the guidelines for applicants

1.2. Experience

The below information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

Founded in 1979, ARC/Alight is an international non-profit, non-sectarian, non-government humanitarian organization working in humanitarian aid and international development. Originally known as American Refugee Committee, Alight Sudan's work spans 16 years, beginning in 2004 in response to the Darfur crisis. Since that time, the organization has served millions of IDPs, refugees, and host communities in multiple sectors, including health and nutrition. Its approach is as innovative as it is practical: take a consumer-centered design approach to co-creating solutions that come from the people served, informed by, and designed side-by-side with all actors, from beneficiaries and donors to partners, governments, community leaders with a stake in lifting individuals and communities up, moving them toward self-reliance in a dignified and impactful way.

ARC/Alight began working in South Darfur in 2004 with emergency humanitarian aid to people affected along the Nyala-Gereida and Nyala-Tulus corridors. In 2014, ARC/Alight expanded its operations to East Darfur, with activities reaching as far as Adilla and Abukarinka localities.

ARC/Alight current supports, among others, South Sudanese refugees. In 2020, ARC opened new offices in Kassala and Gedarif states to provide vital humanitarian support to refugees and the host community.

ARC/Alight Sudan has more than 900 staff. The country office is based in Khartoum and programs are implemented through sub-offices in Kassala town, Gedarif town, El Daein, East Darfur, and Nyala, South Darfur.

Internationally, ARC/Alight currently works in more than 15 countries.



(i) Experience in similar actions in the past 3 years (Maximum 1 page per action)

Name of the organisation: Lead applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>					
Project title: <i>Provision of primary health care, nutrition, and WASH for the populations affected by conflict and displacement in South and East Darfur States</i>					
Location of the action South & East Darfur	Cost of the action (EUR) 6,134,970	Role: coordinator, co-beneficiary, affiliated entity Grantee (coordinator)	Donors to the action (name)²⁷ USAID / BHA	Amount contributed (by donor) 6,134,970	Dates (from..to) dd/mm/yyyy 1/10/2020 to 30/9/21
Objectives and results of the action		To improve the wellbeing of populations affected by conflict and displacement through improved and sustainable access to basic health, nutrition, and WASH services for internally displaced persons (IDPs) and vulnerable host communities in South and East Darfur states of Sudan.			

²⁷ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

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(ii) Experience in similar actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation: <input checked="" type="checkbox"/> Lead applicant <input type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity					
Project title: COVID 19 preparedness and emergency response in South and East Darfur					
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ²⁸	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
South & East Darfur	1,398,513	Grantee (coordinator)	USAID / BHA	1,398,513	14/5/2020 to 31/3/21
Objectives and results of the action		Preventing and reducing the spread of coronavirus for internally displaced persons (IDPs) and vulnerable host communities in South and East Darfur states of Sudan.			



(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation:					
Lead applicant	<input checked="" type="checkbox"/> Co-applicant	<input type="checkbox"/> Affiliated entity			
Project title: Health, Nutrition, Reproductive Health, WASH in Eastern Sudan			Sector (ref. list of sectors in Sectorial experience in PADOR):		
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ²⁹	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Kassala...	...440,000	... Grantee (coordinator)	... UNHCR	...440,000	...01/07/2020 - 31/12/2020
Objectives and results of the action			The project is providing lifesaving interventions with a view to improve the health and nutrition status of 62,994 refugees in five camps in Kassala State (Shagarab I, II, III, K26 and Girba). The project also seeks to improve the WASH services and facilities for the same target groups. We are providing an integrated package of primary health care, reproductive health and nutrition, and WASH services within the camps as well as providing support to the 13,089 host community members in the immediate environs and catchment areas of the 5 camps.		

²⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation: ☒ **Lead applicant** ☐ **Co-applicant** ☐ **Affiliated entity**

Project title: Health, WASH & Protection response for Ethiopian Refugee in Gadarif state

Sector (ref. list of sectors in Sectorial experience in PADOR):					
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ³⁰	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
...Gedarif	...660,000	... Grantee (coordinator)	...SHF	...660,000	...24/12/2020 to 24/8/2021
<p>Objectives and results of the action</p> <p>This project is providing urgent health, WASH and protection support to Ethiopian refugees in Gadarif state. The sudden influx of refugees into East Sudan has placed a significant strain on the health system in Kassala and Gedaref states. New health facilities are urgently needed to meet the needs of Ethiopian refugees currently entering the region. Many refugees are reported to be in poor health as result of fleeing from conflict in the Tigray region. Additionally, many are reported to have a range of underlying health conditions which require medical attention.</p>					

(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation:					
Lead applicant	<input checked="" type="checkbox"/> Co-applicant	<input type="checkbox"/> Affiliated entity			
Project title: Health, Nutrition and sanitation in Shagarab, Girba and K26 refugee camps, Kassala			Sector (ref. list of sectors in Sectorial experience in PADOR):		
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ³¹	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Kassala	...640,000	... Grantee (coordinator)	...UNHCR	...640,000	...01/01/2021 - 31/12/2021
Objectives and results of the action			Provision of Health, Nutrition and sanitation services in Shagarab, Girba and K26 refugee camps, Kassala		

³¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation: ☒ Lead applicant ☐ Co-applicant ☐ Affiliated entity

Project title: COVID-19 Emergency Health, WASH and Protection response in Kassala state

Sector (ref. list of sectors in Sectorial experience in PADOR):		Donors to the action (name) ³²	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity		
Kassala	205,000	Grantee (coordinator)	205,000	1/9/2020 to 15/2/2020
Objectives and results of the action		The project aims to support and strengthen systems to prevent and reduce the transmission of COVID-19 through support to isolation centers and including rapid scale up and implementation of emergency WASH services focusing on prevention and response to COVID 19 outbreak in target locations in Kassala state. To ensure that protection risks triggered and/or exacerbated by the pandemic in target locations will be addressed and referred to proper channels.		



(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation:					
Lead applicant <input checked="" type="checkbox"/>		Co-applicant <input type="checkbox"/>		Affiliated entity <input type="checkbox"/>	
Project title: Provision of Health and Nutrition support for South Sudan Refugees, Host Communities and Asylum Seekers in East Darfur; Kario Isolation center		Sector (ref. list of sectors in Sectorial experience in PADOR):			
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ³³	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
East Darfur	480,000	Grantee (coordinator)	UNHCR	480,000	1/1/2020 to 31/12/2020
Objectives and results of the action		The project supports Health & Nutrition services for South Sudanese refugees in El Nimir camp, East Darfur state. The project has also helped establish a COVID-19 isolation center in Kario camp, East Darfur state.			

³³ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation:

Lead applicant ☒ Co-applicant ☐ Affiliated entity ☐

Project title: Support transition from protracted conflict to recovery and sustainable peace East & South Darfur

Sector (ref. list of sectors in Sectorial experience in PADOR):

Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ³⁴	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
South & East Darfur	1,040,000	Grantee (coordinator)	UNHCR	1,040,000	1/1/2021 to 31/12/2021
Objectives and results of the action			Multi-sectoral response focused on Community Based Protection activities aiming to support sustainable peace in South and East Darfur.		

Country Director
Khartoum, Sudan



(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation:					
Lead applicant	<input checked="" type="checkbox"/> Co-applicant	<input type="checkbox"/> Affiliated entity			
Project title: Provision of integrated WASH and livelihood services for out-of-camp South Sudanese Refugees (SSR), IDPs and host communities in Adilla, Abujabra and Assalaya localities			Sector (ref. list of sectors in Sectorial experience in PADOR):		
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ³⁵	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
East Darfur	600,000	Grantee (coordinator)	UNHCR	600,000	15/7/2019 to 30/10/2020
Objectives and results of the action			ARC / Alight is providing integrated WASH and livelihood services to South Sudanese refugees who are living out of camp in East Darfur.		

³⁵ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation: ADRA (lead applicant); ARC/Alight (co-applicant)

Lead applicant ☒ Co-applicant ☐ Affiliated entity ☐

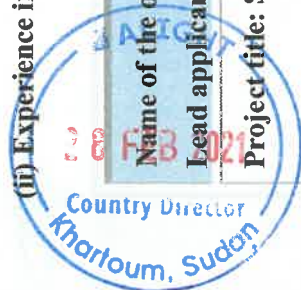
Project title: Strengthening Education and Training in Somalia

Sector (ref. list of sectors in Sectorial experience in PADOR):

Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ³⁶	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Somalia	1,500,000	Co-beneficiary	EU	EU	07/11/2017 - 11/06//2021
Somalia	2,300,000	Co-beneficiary	EU	EU	15/10/2019- 14/08/2022

Objectives and results of the action

1. Increased access to equitable and quality education for all age-groups.
2. Increased participation of youth and adults, including vulnerable groups in technical and vocational education and training.
3. Strengthened capacity of education institutions, administrations and systems



2 The lead applicant, the co-applicant(s) and affiliated entities

Name of the lead applicant	ARC/Alight
EuropeAid ID	US-2013-EIA-1612735110
Nationality ³⁷ / Country and date of registration ³⁸	United States of America (USA)
Legal entity file number ³⁹	36-3241033
Legal status ⁴⁰	Profit-Making <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NGO <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Co-applicant(s) ⁴¹	
Name of the co-applicant	
EuropeAid ID	
Nationality/ Country and date of registration	
Legal entity file number (if available)	
Legal status	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Affiliated Entity(ies) ⁴²	
Name of the Affiliated-Entity	
EuropeAid ID	
Nationality / Country and date of registration	
Legal status:	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Specify to which entity you are affiliated (lead applicant and/or the co-applicant). Specify the kind of affiliation you have with that entity.	

3 Associates participating in the action

³⁷ For individuals.

³⁸ For organisations.

³⁹ If the applicant has already signed a contract with the European Commission.

⁴⁰ E.g. non-profit, governmental body, or international organisation.

⁴¹ Add as many rows as co-applicant(s)

⁴² Add as many rows as affiliated entities

Handwritten signature

	Associate <...>
Full legal name	
EuropeAid ID number⁴³	
Country of registration	
Legal status⁴⁴	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Official address	
Contact person	
Tel: country code + city code + number	
Fax: country code + city code + number	
E-mail address	
Number of employees	
Experience of similar actions , in relation to role in implementing the proposed action	
History of cooperation with the applicants	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

⁴³ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/pador_en

⁴⁴ E.g. non-profit, governmental body or international organisation.



4 Declarations

4.1. Declaration by the lead applicant (full application)

The lead applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

- i. the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
- ii. the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- iii. the lead applicant certifies the legal statutes of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
- iv. the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
- v. the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
- vi. the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- vii. if the requested amount is above EUR 60.000 the lead applicant, the co-applicant(s) and the affiliated entity(ies) must fill in and sign a declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address: <http://ec.europa.eu/europeaid/prag/document.do>). Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
- viii. the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
- ix. **the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
- x. if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);

The lead applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

Name: Heidi Diedrich

Position: Country Director

Signature: 

Date and place:

28th February 2021 Khartoum, Sudan



4.2. Mandate (for co-applicant(s))

Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.

The co-applicant authorises the lead applicant <indicate the name of the organisation> to submit on its behalf the present application form and to sign on its behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with the Italian Agency for Development Cooperation (contracting authority), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

Name:

Organisation:

Position:

Signature:

Date and place:



4.3. Affiliated entity(ies)

Important: This application form must be accompanied by a signed and dated affiliated entities' statement from each affiliated entity, in accordance with the template provided below.

Affiliated entity(ies)'s statement

To ensure that the action runs smoothly, the Italian Agency for Development Cooperation (contracting authority) requires all affiliated entity(ies) to acknowledge the principles of set out below:

1. All affiliated entity(ies) must have read the guidelines for applicants and grant application form and understood their role in the action before the application is submitted to the contracting authority.
2. All affiliated entity(ies) must have read the standard grant contract (or Contribution Agreement, where applicable) and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the organisation to which they are affiliated to sign the contract on their behalf with the contracting authority and represent them in all dealings with the contracting authority in the context of the action's implementation.
3. The affiliated entity(ies) must consult regularly with the organisation to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
4. All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the contracting authority.
5. Proposals for substantial changes to the action (e.g. changes in activities that could affect the basic purpose of the action, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the contracting authority.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

Name:

Organisation:

Position:

Signature:

Date and place:



ANNEX II

General conditions applicable to European Union-financed grant contracts for external actions

CONTENTS

Explanations of the terms used throughout these general conditions may be found in the 'Glossary of terms', Annex A1a to the practical guide.

In case of operating grants, the term 'action' should be understood as 'work programme'.

The term 'coordinator' refers to the beneficiary identified as the coordinator in the special conditions.

The term 'beneficiary(ies)' refers collectively to all beneficiaries, including the coordinator, of the action. When there is only one beneficiary of the action, the terms beneficiary(ies) and coordinator should both be understood as referring to the only beneficiary of the action.

The term 'party(ies) to this contract' refers to the party signatory of this contract (i.e. the beneficiary(ies) and the contracting authority).

All references to 'days' in this contract are to calendar days, unless otherwise specified.



Table of content

Article 1 - General provisions	3
Article 2 - Obligation to provide financial and narrative reports	5
Article 3 - Liability.....	6
Article 4 - Conflict of interests AND CODE OF conduct.....	6
Article 5 - Confidentiality	8
Article 6 - Visibility	8
Article 7 - Ownership/use of results and assets.....	8
Article 8 – monitoring and Evaluation of the action	9
Article 9 — Amendment of the contract.	10
Article 10 — Implementation	10
Article 11 – Extension and suspension.....	11
Article 12 — Termination of the contract.....	13
Article 13 — Applicable law and dispute settlement.....	15
Article 14 — Eligible costs	16
Article 15 — Payment and interest on late payment.....	21
Article 16 — Accounts and technical and financial checks	26
Article 17 — Final amount of the grant	28
Article 18 — Recovery	29

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GENERAL AND ADMINISTRATIVE PROVISIONS

ARTICLE 1 - GENERAL PROVISIONS

General principles

- 1.1. The beneficiary(ies) and the contracting authority are the only parties to this contract. Where the European Commission is not the contracting authority, it is not party to this contract, which confers on the European Commission only the rights and obligations explicitly mentioned in this contract.
- 1.2. This contract and the payments attached to it may not be assigned to a third party in any manner whatsoever without the prior written consent of the contracting authority.

Processing of personal data by the Commission

- 1.3. Any personal data included in the grant contract must be processed by the Commission in accordance with Regulation (EU) No 2018/1725.

Such data must be processed by the data controller identified in the special conditions solely for implementing, managing and monitoring the grant contract or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article 16 of these general conditions.

The beneficiaries have the right to access, rectify or erase their own personal data and the right to restrict the processing of their personal data or, where applicable, the right to data portability or the right to object to data processing in accordance with Regulation (EU) No 2018/1725. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in the special conditions.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor.

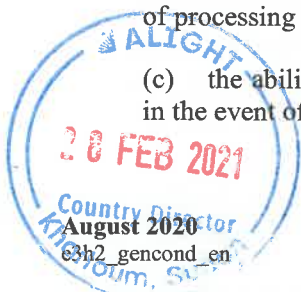
Processing of personal data by the beneficiaries

- 1.4. The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the grant contract. The beneficiary must ensure that the personnel authorised to process personal data has committed itself to confidentiality or is under appropriate statutory obligation of confidentiality.

The beneficiaries must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature, scope, context and purposes of processing of the personal data concerned. This is in order to ensure, as appropriate:

- (a) the pseudonymisation and encryption of personal data;
- (b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- (c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;



- (d) a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing;
- (e) measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

Role of the beneficiary(ies)

1.5. The beneficiary(ies) shall:

- a) carry out the action jointly and severally vis-a-vis the contracting authority taking all necessary and reasonable measures to ensure that the action is carried out in accordance with the description of the action in Annex I and the terms and conditions of this contract.

To this purpose, the beneficiary(ies) shall implement the action with the requisite care, efficiency, transparency and diligence, in line with the principle of sound financial management and with the best practices in the field.

- b) be responsible for complying with any obligation incumbent on them from this contract jointly or individually;
- c) forward to the coordinator the data needed to draw up the reports, financial statements and other information or documents required by this contract and the annexes thereto, as well as any information needed in the event of audits, checks, monitoring or evaluations, as described in Article 16;
- d) ensure that all information to be provided and requests made to the contracting authority are sent via the coordinator;
- e) agree upon appropriate internal arrangements for the internal coordination and representation of the beneficiary(ies) vis-a-vis the contracting authority for any matter concerning this contract, consistent with the provisions of this contract and in compliance with the applicable legislation(s).

1.5 bis. Grant beneficiaries and contractors must ensure that there is no detection of subcontractors, natural persons, including participants to workshops and/or trainings and recipients of financial support to third parties, in the lists of EU restrictive measures.

Role of the coordinator

1.6. The coordinator shall:

- a) monitor that the action is implemented in accordance with this contract and ensure coordination with all beneficiary(ies) in the implementation of the action;
- b) be the intermediary for all communications between the beneficiary(ies) and the contracting authority;
- c) be responsible for supplying all documents and information to the contracting authority which may be required under this contract, in particular in relation to the narrative reports and the requests for payment. Where information from the beneficiary(ies) is required, the coordinator shall be responsible for obtaining, verifying and consolidating this information before passing it on to the contracting authority.

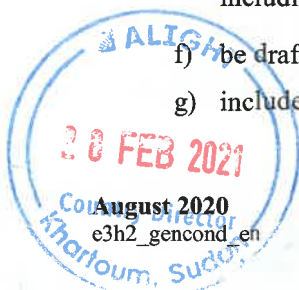
Any information given, as well as any request made by the coordinator to the contracting authority, shall be deemed to have been given in agreement with all beneficiary(ies);

- d) inform the contracting authority of any event likely to affect or delay the implementation of the action;
- e) inform the contracting authority of any change in the legal, financial, technical, organisational or ownership situation of any of the beneficiary(ies), as well as, of any change in the name, address or legal representative of any of the beneficiary(ies);
- f) be responsible in the event of audits, checks, monitoring or evaluations, as described in Article 16 for providing all the necessary documents, including the accounts of the beneficiary(ies), copies of the most relevant supporting documents and signed copies of any contract concluded according to Article 10;
- g) have full financial responsibility for ensuring that the action is implemented in accordance with this contract;
- h) make the appropriate arrangements for providing the financial guarantee, when requested, under the provisions of Article 4.1 of the special conditions;
- i) establish the payment requests in accordance with the contract;
- j) be the sole recipient, on behalf of all of the beneficiary(ies), of the payments of the contracting authority. The coordinator shall ensure that the appropriate payments are then made to the beneficiary(ies) without unjustified delay;
- k) not delegate or subcontract any, or part of, these tasks to the beneficiary(ies) or other entities.

ARTICLE 2 - OBLIGATION TO PROVIDE FINANCIAL AND NARRATIVE REPORTS

2.1. The beneficiary(ies) shall provide the contracting authority with all required information on the implementation of the action. The report shall describe the implementation of the action according to the activities envisaged, difficulties encountered and measures taken to overcome problems, eventual changes introduced, as well as the degree of achievement of its results (impact, outcomes or outputs) as measured by corresponding indicators. The report shall be laid out in such a way as to allow monitoring of the objective(s), the means envisaged or employed and the budget details for the action. The level of detail in any report should match that of the description of the action and of the budget for the action. The coordinator shall collect all the necessary information and draw up consolidated interim and final reports. These reports shall:

- a) cover the action as a whole, regardless of which part of it is financed by the contracting authority;
- b) consist of a narrative and a financial report drafted using the templates provided in Annex VI;
- c) provide a full account of all aspects of the action's implementation for the period covered, including in case of simplified cost options the qualitative and quantitative information needed to demonstrate the fulfilment of the conditions for reimbursement established in this contract;
- d) include the current results within an updated table based on the logical framework matrix including the results achieved by the action (impact, outcomes or outputs) as measured by their corresponding indicators; agreed baselines and targets, and relevant sources of verification;
- e) determine if the intervention logic is still valid and propose any relevant modification including regarding the logical framework matrix;
- f) be drafted in the currency and language of this contract;
- g) include any update on the communication plan as provided by Article 6.2;



- h) include any relevant reports, publications, press releases and updates related to the action.
- 2.2. Additionally the final report shall:
 - a) cover any period not covered by the previous reports;
 - b) include the proofs of the transfers of ownership as referred to in Article 7.6.
- 2.3. The special conditions may set out additional reporting requirements.
- 2.4. The contracting authority may request additional information at any time. The coordinator shall provide this information within 30 days of the request, in the language of the contract.
- 2.5. Reports shall be submitted with the payment requests, according to Article 15. If the coordinator fails to provide any report or fails to provide any additional information requested by the contracting authority within the set deadline without an acceptable and written explanation of the reasons, the contracting authority may terminate this contract according to Article 12.2 (a) and (f).

ARTICLE 3 - LIABILITY

- 3.1. The contracting authority cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the beneficiary(ies) while the action is being carried out or as a consequence of the action. The contracting authority cannot, therefore, accept any claim for compensation or increases in payment in connection with such damage or injury.
- 3.2. The beneficiary(ies) shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the action is being carried out or as a consequence of the action. The beneficiary(ies) shall discharge the contracting authority of all liability arising from any claim or action brought as a result of an infringement of rules or regulations by the beneficiary(ies) or the beneficiary(ies)'s employees or individuals for whom those employees are responsible, or as a result of violation of a third party's rights. For the purpose of this Article 3 employees of the beneficiary(ies) shall be considered third parties.

ARTICLE 4 - CONFLICT OF INTERESTS AND CODE OF CONDUCT

- 4.1. The beneficiary(ies) shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of this contract. Such conflict of interests may arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest.
- 4.2. Any conflict of interests which may arise during performance of this contract must be notified in writing to the contracting authority without delay. In the event of such conflict, the coordinator shall immediately take all necessary steps to resolve it.
- 4.3. The contracting authority reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken if necessary.
- 4.4. The beneficiary(ies) shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. Without prejudice to its obligation under this contract, the beneficiary(ies) shall replace, immediately and without compensation from the contracting authority, any member of its staff in such a situation.

- 4.5. The beneficiary (ies) shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion. It shall refrain from making any public statements concerning the action or the services without the prior approval of the contracting authority. It shall not commit the contracting authority in any way whatsoever without its prior consent, and shall make this obligation clear to third parties.
- 4.6. Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited. The beneficiary (ies) shall also inform the contracting authority of any breach of ethical standards or code of conduct as set in the present Article. In case the beneficiary (ies) is aware of any violations of the abovementioned standards it shall report in writing within 30 days to the contracting authority
- 4.7. The beneficiary(ies) and its/their staff shall respect human rights, applicable data protection rules and environmental legislation applicable in the country(ies) where the action is taking place and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.
- 4.8. The beneficiary(ies) or any related person shall not abuse of its entrusted power for private gain. The beneficiary(ies) or any of its subcontractors, agents or staff shall not receive or agree to receive from any person or offer or agree to give to any person or procure for any person, gift, gratuity, commission or consideration of any kind as an inducement or reward for performing or refraining from performing any act relating to the performance of the contract or for showing favour or disfavour to any person in relation to the contract. The beneficiary(ies) shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption.
- 4.9. The payments to the beneficiary(ies) under the contract shall constitute the only income or benefit it may derive in connection with the contract, with the exception of revenue generating activities. The beneficiary(ies) and its/their staff must not exercise any activity or receive any advantage inconsistent with their obligations under the contract.
- 4.10. The execution of the contract shall not give rise to unusual commercial expenses. Unusual commercial expenses are commissions not mentioned in the contract or not stemming from a properly concluded contract referring to the contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commission paid to a company which has every appearance of being a front company. The contracting authority and the European Commission may carry out documentary or on-the-spot checks they deem necessary to find evidence in case of suspected unusual commercial expenses
- 4.11. The respect of the code of conduct set out in the present Article constitutes a contractual obligation. Failure to comply with the code of conduct is always deemed to be a breach of the contract under Article 12 of the General Conditions. In addition, failure to comply with the provision set out in the present Article can be qualified as grave professional misconduct that may lead either to suspension or termination of the contract, without prejudice to the application of administrative sanctions, including exclusion from participation in future contract award procedures.



ARTICLE 5 - CONFIDENTIALITY

- 5.1. Subject to Article 16, the contracting authority and the beneficiary(ies) undertake to preserve the confidentiality of any information, notwithstanding its form, disclosed in writing or orally in relation to the implementation of this contract and identified in writing as confidential until at least 5 years after the payment of the balance.
- 5.2. The beneficiary(ies) shall not use confidential information for any aim other than fulfilling their obligations under this contract unless otherwise agreed with the contracting authority.
- 5.3. Where the European Commission is not the contracting authority it shall still have access to all documents communicated to the contracting authority and shall maintain the same level of confidentiality.

ARTICLE 6 - VISIBILITY

- 6.1. Unless the European Commission agrees or requests otherwise, the beneficiary(ies) shall take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. Such measures shall comply with the Communication and Visibility Requirements for European Union External Actions laid down and published by the European Commission, that can be found at https://ec.europa.eu/europeaid/sites/devco/files/communication-visibility-requirements-2018_en.pdf (for actions within DG DEVCO's remit) and at https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/visibility_requirements_near_english.pdf (for actions within DG NEAR's remit) or with any other guidelines agreed between the European Commission and the beneficiary(ies).
- 6.2. The coordinator shall submit a communication plan for the approval of the European Commission and report on its implementation in accordance with Article 2.
- 6.3. In particular, the beneficiary(ies) shall mention the action and the European Union's financial contribution in information given to the final recipients of the action, in its internal and annual reports, and in any dealings with the media. It shall display the European Union logo wherever appropriate.
- 6.4. Any notice or publication by the beneficiary(ies) concerning the action, including those given at conferences or seminars, shall specify that the action has received European Union funding. Any publication by the beneficiary(ies), in whatever form and by whatever medium, including the internet, shall include the following statement: 'This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of < beneficiary(ies)'s name > and can under no circumstances be regarded as reflecting the position of the European Union.'
- 6.5. The beneficiary(ies) authorises the contracting authority and the European Commission (where it is not the contracting authority) to publish its name and address, nationality, the purpose of the grant, duration and location as well as the maximum amount of the grant and the rate of funding of the action's costs, as laid down in Article 3 of the special conditions. Derogation from publication of this information may be granted if it could endanger the beneficiary(ies) or harm their interests.

ARTICLE 7 - OWNERSHIP/USE OF RESULTS AND ASSETS

- 7.1. Unless otherwise stipulated in the special conditions, ownership of, and title and intellectual and industrial property rights to, the action's results, reports and other documents relating to it will be vested in the beneficiary(ies).

- 7.2. Without prejudice to Article 7.1, the beneficiary(ies) grant the contracting authority (and the European Commission where it is not this contracting authority) the right to use freely and as it sees fit, and in particular, to store, modify, translate, display, reproduce by any technical procedure, publish or communicate by any medium all documents deriving from the action whatever their form, provided it does not thereby breach existing industrial and intellectual property rights.
- 7.3. The beneficiary(ies) shall ensure that it has all rights to use any pre-existing intellectual property rights necessary to implement this contract.
- 7.4. In case natural, recognizable persons are depicted in a photograph or film, the coordinator shall, in the final report to the contracting authority, submit a statement of these persons giving their permissions for the described use of their images. The above does not refer to photographs taken or films shot in public places where random members of the public are identifiable only hypothetically and to public persons acting in their public activities.
- 7.5. Unless otherwise clearly specified in the description of the action in Annex I, the equipment, vehicles and supplies paid for by the budget for the action shall be transferred to the final beneficiaries of the action, at the latest when submitting the final report.

If there are no final beneficiaries of the action to whom the equipment, vehicles and supplies can be transferred, the beneficiary(ies) may transfer these items to:

- local authorities
- local beneficiary(ies)
- local affiliated entity(ies)
- another action funded by the European Union
- or, exceptionally, retain ownership of these items.

In such cases, the coordinator shall submit a justified written request for authorisation to the contracting authority, with an inventory listing the items concerned and a proposal concerning their use, in due time and at the latest with the submission of the final report.

In no event may the end use jeopardize the sustainability of the action or result in a profit for the beneficiary(ies).

- 7.6 Copies of the proofs of transfer of any equipment and vehicles for which the purchase cost was more than EUR 5000 per item, shall be attached to the final report. Proofs of transfer of equipment and vehicles whose purchase cost was less than EUR 5000 per item shall be kept by the beneficiary(ies) for control purposes.

ARTICLE 8 – MONITORING AND EVALUATION OF THE ACTION

- 8.1. Annex I shall describe in detail the monitoring and evaluation arrangements that the beneficiary(ies) will put in place.
- 8.2. If the European Commission carries out an interim or ex post evaluation or a monitoring exercise, the coordinator shall undertake to provide it and/or the persons authorised by it with the documents or information necessary for the evaluation or monitoring exercise.

Representatives of the European Commission shall be invited to participate in the main monitoring and in the evaluation exercises relating to the performance of the action performed by the beneficiary(ies). The European Commission shall be invited to comment the evaluation(s) terms of reference before the exercise is launched as well as the draft report(s) before they are finalised.



- 8.3. If either the beneficiary(ies) or the European Commission carries out or commissions an evaluation or monitoring exercise in the course of the action, it shall provide the other with a copy of the related report. All the evaluation and monitoring reports, including final values for each of the indicators in the logical framework, shall be submitted to the European Commission with the final narrative report (annex VI).

ARTICLE 9 — AMENDMENT OF THE CONTRACT.

- 9.1. Any amendment to this contract, including the annexes thereto, shall be set out in writing. This contract can be modified only during its execution period.
- 9.2. The amendment may not have the purpose or the effect of making changes to this contract that would call into question the grant award decision or be contrary to the equal treatment of applicants. The maximum grant referred to in Article 3.2 of the special conditions shall not be increased.
- 9.3. If an amendment is requested by the beneficiary(ies), the coordinator shall submit a duly justified request to the contracting authority thirty days before the date on which the amendment should enter into force, unless there are special circumstances duly substantiated and accepted by the contracting authority.
- 9.4. Where the amendment to the budget does not affect the expected results of the action (i.e. impact, outcomes, outputs), and the financial impact is limited to a transfer between items within the same main budget heading including cancellation or introduction of an item, or a transfer between main budget headings involving a variation of 25% or less of the amount originally entered (or as modified by addendum) in relation to each concerned main heading for eligible costs, the coordinator may amend the budget and must inform the contracting authority accordingly, in writing and at the latest in the next report. This method may not be used to amend the headings for indirect costs, for the contingency reserve, for in-kind contributions or the amounts or rates of simplified cost options defined in the contract.
- Changes in Description of the Action and the Logical Framework that affect the expected results (impact, outcomes, outputs) shall be agreed in writing with the contracting authority before the modification takes place. Approved changes must be explained in the next report.
- 9.5. Changes of address, bank account or auditor may simply be notified by the coordinator. However, in duly substantiated circumstances, the contracting authority may oppose the coordinator's choice.
- 9.6. The contracting authority reserves the right to require that the auditor referred to in Article 5.2 of the special conditions be replaced if considerations which were unknown when this contract was signed cast doubt on the auditor's independence or professional standards.

ARTICLE 10 — IMPLEMENTATION

Implementation contracts

- 10.1. If the implementation of the action requires the beneficiary(ies) to procure goods, works or services, it shall respect the contract-award rules and rules of nationality and origin set out in Annex IV of this contract.
- 10.2. To the extent relevant, the beneficiary(ies) shall ensure that the conditions applicable to them under Articles 3, 4, 6 and 16 of these general conditions are also applicable to contractors awarded an implementation contract.

- 10.3. The coordinator shall provide in its report to the contracting authority a comprehensive and detailed report on the award and implementation of the contracts awarded under Article 10.1, in accordance with the reporting requirements in section 2 of Annex VI.

Subcontracting

- 10.4. Beneficiary(ies) may subcontract tasks forming part of the action. If it does so, it must ensure that, in addition to the conditions specified in Article 10.1, 10.2 and 10.3, the following conditions are also complied with:
- subcontracting does not cover core tasks of the action;
 - recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
 - the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex III;
 - [any recourse to subcontracting, if not provided for in Annex I, is communicated by the beneficiary and approved by the Contracting Authority].

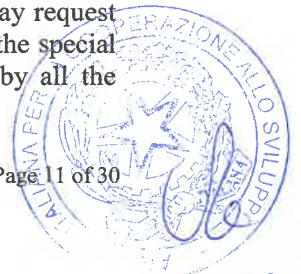
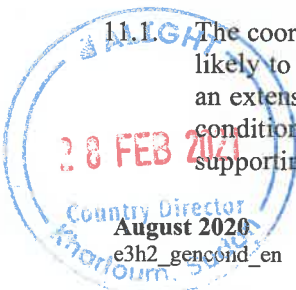
Financial support to third parties

- 10.5. In order to support the achievement of the objectives of the action, and in particular where the implementation of the action requires financial support to be given to third parties, the beneficiary(ies) may award financial support if so provided by the special conditions.
- 10.6. The maximum amount of financial support shall be limited to EUR 60 000 per each third party, except where achieving the objectives of the actions would otherwise be impossible or overly difficult.
- 10.7. The description of the action, in conformity with the relevant instructions given in this regard by the contracting authority, shall define the types of entities eligible for financial support and include a fixed list with the types of activity which may be eligible for financial support. The criteria for the selection of the third parties recipient of this financial support, including the criteria for determining its exact amount, shall also be specified.
- 10.8. The coordinator shall provide in its report to the contracting authority a comprehensive and detailed report on the award and implementation of any financial support given. These reports should provide, amongst other, information on the award procedures, on the identities of the recipient of financial support, the amount granted, the results achieved, the problems encountered and solutions found, the activities carried out as well as a timetable of the activities which still need to be carried out.
- 10.9. To the extent relevant, the beneficiary(ies) shall ensure that the conditions applicable to them under Articles 3, 4.1-4.4, 6 and 16 of these general conditions are also applicable to third parties awarded financial support.

ARTICLE 11 – EXTENSION AND SUSPENSION

Extension

- 11.1. The coordinator shall inform the contracting authority without delay of any circumstances likely to hamper or delay the implementation of the action. The coordinator may request an extension of the action's implementation period as laid down in Article 2 of the special conditions in accordance with Article 9. The request shall be accompanied by all the supporting evidence needed for its appraisal.



Suspension by the coordinator

- 11.2. The coordinator may suspend implementation of the action, or any part thereof, if exceptional circumstances, notably of force majeure, make such implementation excessively difficult or dangerous. The coordinator shall inform the contracting authority without delay, stating the nature, probable duration and foreseeable effects of the suspension.
- 11.3. The coordinator or the contracting authority may then terminate this contract in accordance with Article 12.1. If the contract is not terminated, the beneficiary(ies) shall endeavour to minimise the time of its suspension and any possible damage and shall resume implementation once circumstances allow, informing the contracting authority accordingly.

Suspension by the contracting authority

- 11.4. The contracting authority may request the beneficiary(ies) to suspend implementation of the action, or any part thereof, if exceptional circumstances, notably of force majeure, make such implementation excessively difficult or dangerous. To this purpose, the contracting authority shall inform the coordinator stating the nature and probable duration of the suspension.
- 11.5. The coordinator or the contracting authority may then terminate this contract in accordance with Article 12.1. If the contract is not terminated, the beneficiary(ies) shall endeavour to minimise the time of its suspension and any possible damage and shall resume implementation once circumstances allow and after having obtained the approval of the contracting authority.
- 11.6. The contracting authority may also suspend this contract or the participation of a beneficiary(ies) in this contract if the contracting authority has evidence that, or if, for objective and well justified reasons, the contracting authority deems necessary to verify whether presumably:
- a) the grant award procedure or the implementation of the action have been subject to breach of obligations, irregularities or fraud;
 - b) the beneficiary(ies) have breached any substantial obligation under this contract.
- 11.7. The coordinator shall provide any requested information, clarification or document within 30 days of receipt of the requests sent by the contracting authority. If, notwithstanding the information, clarification or document provided by the coordinator, the award procedure or the implementation of the grant prove to have been subject to breach of obligations, irregularities, fraud, or breach of obligations, then the contracting authority may terminate this contract according to Article 12(2) h.

Force majeure

- 11.8. The term force majeure, as used herein covers any unforeseeable events, not within the control of either party to this contract and which by the exercise of due diligence neither party is able to overcome such as acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosion. A decision of the European Union to suspend the cooperation with the partner country is considered to be a case of force majeure when it implies suspending funding under this contract.
- 11.9. The beneficiary(ies) shall not be held in breach of its contractual obligations if it is prevented from fulfilling them by circumstances of force majeure.

Extension of the implementation period following a suspension.

- 11.10. In case of suspension according to Articles 11.2, 11.4 and 11.6, the implementation period of the action shall be extended by a period equivalent to the length of suspension, without prejudice to any amendment to the contract that may be necessary to adapt the action to the new implementing conditions. This Article 11.10 does not apply in case of an operating grant.

ARTICLE 12 — TERMINATION OF THE CONTRACT

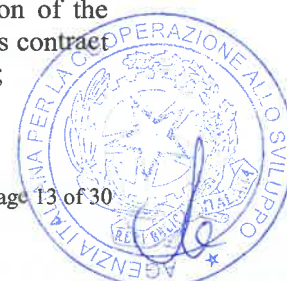
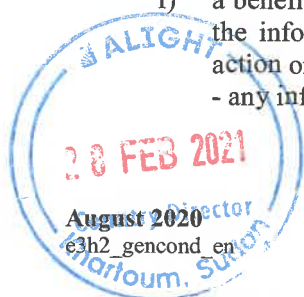
Termination in case of force majeure

- 12.1. In the cases foreseen in Article 11.2 and 11.4, if the coordinator or the contracting authority believes that this contract can no longer be executed effectively or appropriately, it shall duly consult the other. Failing agreement on a solution, the coordinator or the contracting authority may terminate this contract by serving two months written notice, without being required to pay indemnity.

Termination by the contracting authority

- 12.2. Without prejudice to Article 12.1, in the following circumstances the contracting authority may, after having duly consulted the coordinator, terminate this contract or the participation of any beneficiary(ies) in this contract without any indemnity on its part when:

- a) a beneficiary(ies) fails, without justification, to fulfil any substantial obligation incumbent on them individually or collectively by this contract and, after being given notice by letter to comply with those obligations, still fails to do so or to furnish a satisfactory explanation within 30 days of receipt of the letter;
- b) a beneficiary(ies) or any person that assumes unlimited liability for the debts of the beneficiary(ies) is bankrupt, subject to insolvency or winding up procedures, is having its assets administered by a liquidator or by the courts, has entered into an arrangement with creditors, has suspended business activities, or is in any analogous situation arising from a similar procedure provided for under any national law or regulations relevant to the beneficiary(ies);
- c) a beneficiary(ies), or any related entity or person, have been found guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) it has been established by a final judgment or a final administrative decision or by proof in possession of the contracting authority that the beneficiary(ies) has been guilty of fraud, corruption, involvement in a criminal organisation, money laundering or terrorist financing, terrorist related offences, child labour or other forms of trafficking in human beings or circumventing fiscal, social or any other applicable legal obligations, including through the creation of an entity for this purpose;
- e) a change to a beneficiary(ies)'s legal, financial, technical, organisational or ownership situation or the termination of the participation of a beneficiary(ies) substantially affects the implementation of this contract or calls into question the decision awarding the grant;
- f) a beneficiary(ies) or any related person, are guilty of misrepresentation in supplying the information required in the award procedure or in the implementation of the action or fail to supply – or fail to supply within the deadlines set under this contract – any information related to the action required by the contracting authority;



- g) a beneficiary(ies) has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established;
- h) the contracting authority has evidence that a beneficiary(ies), or any related entity or person, has committed breach of obligations, irregularities or fraud in the award procedure or in the implementation of the action;
- i) a beneficiary(ies) is subject to an administrative penalty referred to in Article 12.8;
- j) the contracting authority has evidence that a beneficiary(ies) is subject to a conflict of interests;
- k) the European Commission has evidence that a beneficiary(ies) has committed systemic or recurrent errors or irregularities, fraud, or serious breach of obligations under other grants financed by the European Union and awarded to that specific beneficiary(ies) under similar conditions, provided that those errors, irregularities, fraud or serious breach of obligations have a material impact on this grant.

The cases of termination under points (b), (c), (d), (h), (j) and (k) may refer also to persons who are members of the administrative, management or supervisory body of the beneficiary(ies) and/or to persons having powers of representation, decision or control with regard to the beneficiary(ies).

- 12.3. In the cases referred to in points (c), (f), (h) and (k) above, any related person means any physical person with powers of representation, decision-making or control in relation to the beneficiary(ies). Any related entity means, in particular, any entity which meets the criteria laid down by Article 1 of the Seventh Council Directive No 83/349/EEC of 13 June 1983.

Termination of a beneficiary(ies) participation by the coordinator

- 12.4. In duly justified cases, the participation of a beneficiary(ies) in this contract may be also terminated by the coordinator. To this purpose, the coordinator shall communicate to the contracting authority the reasons for the termination of its participation and the date on which the termination shall take effect, as well as a proposal on the reallocation of the tasks of the beneficiary(ies) whose participation is terminated, or on its possible replacement. The proposal shall be sent in good time before the termination is due to take effect. If the contracting authority agrees, the contract shall be amended accordingly in conformity with Article 9.

End date

- 12.5. The payment obligations of the European Union under this contract shall end 18 months after the implementation period laid down in Article 2 of the special conditions, unless this contract is terminated according to Article 12.

The contracting authority shall postpone this end date, so as to be able to fulfil its payment obligations, in all cases where the coordinator has submitted a payment request in accordance with contractual provisions or, in case of dispute, until completion of the dispute settlement procedure provided for in Article 13. The contracting authority shall notify the coordinator of any postponement of the end date.

- 12.6. This contract will be terminated automatically if it has not given rise to any payment by the contracting authority within two years of its signature.

Effects of termination

Handwritten signature

- 12.7. Upon termination of this contract the coordinator shall take all immediate steps to bring the action to a close in a prompt and orderly manner and to reduce further expenditure to a minimum.

Without prejudice to Article 14, the beneficiary(ies) shall be entitled to payment only for the part of the action carried out, excluding costs relating to current commitments that are due to be executed after termination.

To this purpose, the coordinator shall introduce a payment request to the contracting authority within the time limit set by Article 15.2 starting from the date of termination.

In the event of termination according to Article 12.1, the contracting authority may agree to reimburse the unavoidable residual expenditures incurred during the notice period, provided, the first paragraph of this Article 12.7 has been properly executed.

In the cases of termination foreseen in Article 12.2 a), c), d), f), h) and k) the contracting authority may, after having properly consulted the coordinator and depending on the gravity of the failings, request full or partial repayment of amounts unduly paid for the action.

Administrative sanctions

- 12.8 Without prejudice to the application of other remedies laid down in the contract, a sanction of exclusion from all contracts and grants financed by the EU, may be imposed, after an adversarial procedure in line with the applicable Financial Regulation, upon the beneficiary(ies) who, in particular,

- a) is guilty of grave professional misconduct, has committed irregularities or has shown significant deficiencies in complying with the main obligations in the performance of the contract or has been circumventing fiscal, social or any other applicable legal obligations, including through the creation of an entity for this purpose. The duration of the exclusion shall not exceed the duration set by final judgement or final administrative decision or, in the absence thereof, three years;
- b) is guilty of fraud, corruption, participation in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings. The duration of the exclusion shall not exceed the duration set by final judgement or final administrative decision or, in the absence thereof, five years;

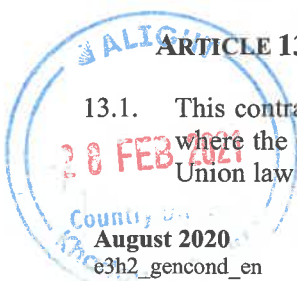
- 12.9 In the situations mentioned in Article 12.8, in addition or in alternative to the sanction of exclusion, the beneficiary(ies) may also be subject to financial penalties up to 10% of the contract value.

- 12.10 Where the contracting authority is entitled to impose financial penalties, it may deduct such financial penalties from any sums due to the beneficiary(ies) or call on the appropriate guarantee.

- 12.11 The decision to impose administrative sanctions may be published on a dedicated internet-site, explicitly naming the beneficiary(ies).

ARTICLE 13 — APPLICABLE LAW AND DISPUTE SETTLEMENT

- 13.1. This contract shall be governed by the law of the country of the contracting authority or, where the contracting authority is the European Commission, by the applicable European Union law complemented where necessary by the law of Belgium.



- 13.2. The parties to this contract shall do everything possible to settle amicably any dispute arising between them during the implementation of this contract. To that end, they shall communicate their positions and any solution that they consider possible in writing, and meet each other at either's request. The coordinator and the contracting authority shall reply to a request sent for an amicable settlement within 30 days. Once this period has expired, or if the attempt to reach amicable settlement has not produced an agreement within 120 days of the first request, the coordinator or the contracting authority may notify the other part that it considers the procedure to have failed.
- 13.3. In the event of failure to reach an amicable agreement, the dispute may by common agreement of the coordinator and the contracting authority be submitted for conciliation by the European Commission if it is not the contracting authority. If no settlement is reached within 120 days of the opening of the conciliation procedure, each party may notify the other that it considers the procedure to have failed.
- 13.4. In the event of failure of the above procedures, each party to this contract may submit the dispute to the courts of the country of the contracting authority, or to the Brussels courts where the contracting authority is the European Commission.

FINANCIAL PROVISIONS

ARTICLE 14 — ELIGIBLE COSTS

Cost eligibility criteria

- 14.1. Eligible costs are actual costs incurred by the beneficiary(ies) which meet all the following criteria:
- a) they are incurred during the implementation of the action as specified in Article 2 of the special conditions. In particular:
 - (i) Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement. Cash transfers between the coordinator and/or the other beneficiary(ies) and/or affiliated entity(ies) may not be considered as costs incurred;
 - (ii) Costs incurred should be paid before the submission of the final reports. They may be paid afterwards, provided they are listed in the final report together with the estimated date of payment;
 - (iii) An exception is made for costs relating to final reports, including expenditure verification, audit and final evaluation of the action, which may be incurred after the implementation period of the action;
 - (iv) Procedures to award contracts, as referred to in Article 10, may have been initiated and contracts may be concluded by the beneficiary(ies) before the start of the implementation period of the action, provided the provisions of Annex IV have been respected.
 - b) they are indicated in the estimated overall budget for the action;
 - c) they are necessary for the implementation of the action;

- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary(ies);
- e) they comply with the requirements of applicable tax and social legislation;
- f) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Eligible direct costs

14.2. Subject to Article 14.1 and, where relevant, to the provisions of Annex IV being respected, the following direct costs of the beneficiary(ies) shall be eligible:

- a) the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action;
- b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;
- c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5.
- d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;
- e) costs of consumables specifically dedicated to the action;
- f) costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action referred to in Article 10; this includes the costs for mobilising expertise to improve the quality of the logical framework (e.g. accuracy of baselines, monitoring systems, etc.), both at the beginning and during the implementation of the Action.
- g) costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the contract);
- h) duties, taxes and charges, including VAT, related to the purposes of the action, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions;
- i) overheads, in the case of an operating grant.
- j) project office costs:

Costs actually incurred in relation to a project office used for the action or a portion of these costs may be accepted as eligible direct costs if:

- 1. the need for setting up or using a project office is recognised by the Contracting Authority in the Special Conditions;
- 2. the description of the project office, the services or resources it makes available, its overall capacity and (where applicable) the distribution key are provided in the Description of the Action and the Budget;



3. (where applicable) the distribution key reasonably reflects the portion of the resources or services needed by and actually used for the Action;
4. the costs concerned comply with the cost eligibility criteria referred to in Article 14.1;
5. they fall within one of the following categories:
 - i) costs of staff directly assigned to the operations of the project office;
 - ii) depreciation costs, rental costs or lease of building, equipment and assets;
 - iii) costs of maintenance and repair contracts;
 - iv) costs of consumables and supplies specifically dedicated to the action;
 - v) costs of IT and telecommunication services;
 - vi) costs of facility management contracts including security fees and insurance costs;
 - vii) duties, taxes and charges, including VAT, related to the purposes of the action, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions.

Performance-based financing

- 14.3. The payment of the EU contribution may be partly or entirely linked to the achievement of results measured by reference to previously set milestones or through performance indicators. Such performance-based financing is not subject to other sub-articles of Article 14. The relevant results and the means to measure their achievement shall be clearly described in Annex I.

The amount to be paid per achieved result shall be set out in Annex III. The method to determine the amount to be paid per achieved result shall be clearly described in Annex I, take into account the principle of sound financial management and avoid double-financing of costs.

The organisation shall not be obliged to report on costs linked to the achievement of results. However the organisation shall submit any necessary supporting documents, including where relevant accounting documents, to prove that the results triggering the payment as defined in Annex I and III have been achieved. Articles 15.1 (schedule of payment), 15.7 (expenditure verification), 17.3 (no profit) do not apply to the part of the action supported by way of result-based financing.

Simplified cost options

- 14.4. In accordance with the detailed provisions in Annex III and Annex K to the Guidelines for grant applicants, eligible costs may also be constituted by any or a combination of the following cost options:
- a) unit costs;
 - b) lump sums;
 - c) flat-rate financing;
- 14.5. The methods used by the beneficiary(ies) to determine unit costs, lump sums, flat-rates shall be clearly described and substantiated in Annex III and shall ensure compliance with

the principle of co-financing and no double funding. The information used can be based on the beneficiary(ies)'s historical and/or actual accounting and cost accounting data, external information where available and appropriate, statistical data or expert judgment (provided by internally available experts or procured) or other objective information.

Where possible and appropriate, lump sums, unit costs or flat rates shall be determined in such a way as to allow their payment upon achievement of concrete outputs and/or results. If a result entails several outputs or sub-results, it should be broken down into sub budget lines and each output or sub-result should be attributed a portion of the amount stated for the result to allow partial payments in case the result is not achieved.

Costs declared under simplified cost options shall satisfy the eligibility criteria set out in Article 14.1 and 14.2. They do not need to be backed by accounting or supporting documents, save those necessary to demonstrate the fulfillment of the conditions for reimbursement established in Annex I, III and Annex K to the Guidelines for grant applicants.

These costs may not include ineligible costs as referred to in Article 14.11 or costs already declared under another costs item or heading of the budget of this contract.

The amounts or rates of unit costs, lump sums or flat-rates set out in Annex III may not be amended unilaterally and may not be challenged by ex post verifications.

- 14.6. Simplified cost options that are not result based shall not be authorized unless they have been ex ante-assessed in accordance with Annex K to the Guidelines for grant applicants.

Contingency reserve

- 14.7. A reserve for contingencies and/or possible fluctuations in exchange rates not exceeding 5% of the direct eligible costs may be included in the budget for the action, to allow for adjustments necessary in the light of unforeseeable changes of circumstances on the ground. It can be used only with the prior written authorisation of the contracting authority, upon duly justified request by the coordinator.

Indirect costs

- 14.8. The indirect costs for the action are those eligible costs which may not be identified as specific costs directly linked to the implementation of the action and may not be booked to it directly according to the conditions of eligibility in Article 14.1. However, they are incurred by the beneficiary(ies) in connection with the eligible direct costs for the action. They may not include ineligible costs as referred to in Article 14.11 or costs already declared under another costs item or heading of the budget of this contract.

To the extent that it would not generate a profit within the framework of the action, a fixed percentage of the total amount of direct eligible costs of the action not exceeding the percentage laid down in Article 3.3 of the special conditions may be claimed to cover indirect costs for the action.

Indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the European Union budget during the period in question.

Article 14.8 does not apply in the case of an operating grant.



In kind contributions

- 14.9. Any contributions in kind, which shall be listed separately in Annex III, do not represent actual expenditure and are not eligible costs. Unless otherwise specified in the special conditions, contributions in kind may not be treated as co-financing by the beneficiary(ies).

If contributions in kind are accepted as co-financing, the beneficiary(ies) shall ensure they comply with national tax and social security rules.

Notwithstanding the above, if the description of the action provides for contributions in kind, such contributions have to be provided.

Volunteers' work

- 14.10. The value of the work provided by volunteers can be recognised as eligible cost of the action and may be treated as co-financing by the beneficiary(ies).

Where the estimated eligible costs include costs for volunteers' work, the EC contribution shall not exceed the estimated eligible costs other than the costs for volunteers' work.

Beneficiaries shall declare personnel costs for the work carried out by volunteers on the basis of unit costs authorised in accordance with Article 14.4 and following¹.

This type of costs must be presented separately from other eligible costs in the estimated budget. The value of the volunteers' work must always be excluded from the calculation of indirect costs.

Volunteers' work may comprise up to 50 % of the co-financing, the latter corresponding to the part not financed by the EU contribution.

Non-eligible costs

- 14.11. The following costs shall not be considered eligible:

- a) debts and debt service charges (interest);
- b) provisions for losses, debts or potential future liabilities;
- c) costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);
- d) purchases of land or buildings, except where necessary for the direct implementation of the action and according to the conditions specified in the special conditions; in all cases the ownership shall be transferred in accordance with Article 7.5, at the latest at the end of the action;
- e) currency exchange losses;
- f) credits to third parties, unless otherwise specified in the special conditions;
- g) in kind contributions (except for volunteers' work);

¹ The value of such unit costs will be determined by the Commission.



- h) salary costs of the personnel of national administrations, unless otherwise specified in the special conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken;
- i) bonuses included in costs of staff.

Affiliated entities

- 14.12. Where the special conditions contain a provision on entities affiliated to a beneficiary, costs incurred by such entity may be eligible, provided that they satisfy the same conditions under Articles 14 and 16, and that the beneficiary ensures that Articles 3, 4, 5, 6, 8, 10 and 16 are also applicable to the entity.

ARTICLE 15 — PAYMENT AND INTEREST ON LATE PAYMENT

Payment procedures

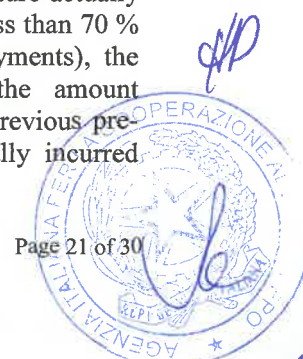
- 15.1. The contracting authority must pay the grant to the coordinator following one of the payment procedures below, as set out in Article 4 of the special conditions.

Option 1: Actions with an implementation period of 12 months or less or grant of EUR 100 000 or less

- (i) an initial pre-financing payment of 80 % of the maximum amount referred to in Article 3.2 of the special conditions (excluding contingencies);
- (ii) the balance of the final amount of the grant.

Option 2: Actions with an implementation period of more than 12 months and grant of more than EUR 100 000

- (i) an initial pre-financing payment of 100 % of the part of the estimated budget financed by the contracting authority for the first reporting period (excluding contingencies). The part of the budget financed by the contracting authority is calculated by applying the percentage set out in Article 3.2 of the special conditions;
- (ii) further pre-financing payments of 100 % of the part of the estimated budget financed by the contracting authority for the following reporting period (excluding not authorised contingencies):
 - the reporting period is intended as a twelve-month period unless otherwise provided for in the special conditions. When the remaining period to the end of the action is up to 18 months, the reporting period shall cover it entirely;
 - within 60 days following the end of the reporting period, the coordinator shall present an interim report or, if unable to do so, it shall inform the contracting authority of the reasons and provide a summary of progress of the action;
 - if at the end of the reporting period the part of the expenditure actually incurred which is financed by the contracting authority is less than 70 % of the previous payment (and 100 % of any previous payments), the further pre-financing payment shall be reduced by the amount corresponding to the difference between the 70 % of the previous pre-financing payment and the part of the expenditure actually incurred which is financed by the contracting authority;



- the coordinator may submit a request for further pre-financing payment before the end of the reporting period, when the part of the expenditure actually incurred which is financed by the contracting authority is more than 70 % of the previous payment (and 100 % of any previous payments). In this case, the following reporting period starts anew from the end date of the period covered by this payment request;
- in addition, for grants of more than EUR 5 000 000, a further pre-financing payment may be made only if the part financed by the contracting authority of the eligible costs approved is at least equal to the total amount of all the previous payments excluding the last one;
- the total sum of pre-financing payments may not exceed 90 % of the amount referred to in Article 3.2 of the special conditions, excluding not authorised contingencies;

(iii) the balance of the final amount of the grant.

Option 3: All actions

(i) the final amount of the grant.

Submission of final reports

- 15.2. The coordinator shall submit the final report to the contracting authority no later than three months after the implementation period as defined in Article 2 of the special conditions. The deadline for submission of the final report is extended to six months where the coordinator does not have its headquarters in the country where the action is implemented.

Payment request

- 15.3. The payment request shall be drafted using the model in Annex V and shall be accompanied by:
- a) a narrative and financial report in line with Article 2;
 - b) a forecast budget for the following reporting period in case of request of further pre-financing;
 - c) an expenditure verification report or a detailed breakdown of expenditure if required under Article 15.7;

For the purposes of the initial pre-financing payment, the signed contract serves as payment request. A financial guarantee shall be attached if required in the special conditions.

Payment shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information provided.

Payment deadlines

- 15.4. The initial pre-financing payment shall be made within 30 days of receipt of the payment request by the contracting authority.

Further pre-financing payments and payments of the balance shall be made within 60 days of receipt of the payment request by the contracting authority.

However, further pre-financing payments and payments of the balance shall be made within 90 days of receipt of the payment request by the contracting authority in any of the following cases:

- a) one beneficiary with affiliated entity(ies);
- b) if more than one beneficiary is party to this contract;
- c) if the Commission is not the contracting authority
- d) for grants exceeding EUR 5 000 000

The payment request is deemed accepted if there is no written reply by the contracting authority within the deadlines set above.

Suspension of the period for payments

15.5. Without prejudice to Article 12, the time-limits for payments may be suspended by notifying the coordinator that:

- a) the amount indicated in its request of payments is not due, or;
- b) proper supporting documents have not been supplied, or;
- c) clarifications, modifications or additional information to the narrative or financial reports are needed, or;
- d) there are doubts on the eligibility of expenditure and it is necessary to carry out additional checks, including on-the-spot checks or an audit to make sure that the expenditure is eligible, or;
- e) it is necessary to verify, including through an OLAF investigation, whether presumed breach of obligations, irregularities or fraud have occurred in the grant award procedure or the implementation of the action, or;
- f) it is necessary to verify whether the beneficiary(ies) have breached any substantial obligations under this contract, or;
- g) the visibility obligations set out in Article 6 are not complied with.

The suspension of the time-limits for payments starts when the above notification is sent to the coordinator. The time-limit starts running again on the date on which a correctly formulated request for payment is recorded. The coordinator shall provide any requested information, clarification or document within 30 days of the request.

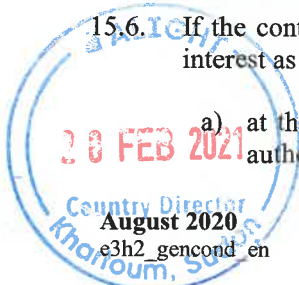
If, notwithstanding the information, clarification or document provided by the coordinator, the payment request is still inadmissible, or if the award procedure or the implementation of the grant proves to have been subject to irregularities, fraud, or breach of obligations, then the contracting may suspend payments, and in the cases foreseen in Article 12, terminate accordingly this contract.

In addition, the contracting authority may also suspend payments as a precautionary measure without prior notice, prior to, or instead of, terminating this contract as provided for in Article 12.

Interest on late payment

15.6. If the contracting authority pays the coordinator after the time limit, it shall pay default interest as follows:

- a) at the rediscount rate applied by the central bank of the country of the contracting authority if payments are in the currency of that country;



- b) at the rate applied by the European Central Bank to its main refinancing transactions in euro, as published in the Official Journal of the European Union, C series, if payments are in euro;
- c) on the first day of the month in which the time-limit expired, plus three and a half percentage points. The interest will be payable for the time elapsed between the expiry of the payment deadline and the date on which the contracting authority's account is debited.

By way of exception, when the interest calculated in accordance with this provision is lower than or equal to EUR 200, it will be paid to the coordinator only upon demand submitted within two months of receiving late payment.

The default interest is not considered as income for the purposes of Article 17.

This Article 15.6 does not apply if the coordinator is a European Union Member State, including regional and local government authorities or other public body acting in the name and on behalf of the Member State for the purpose of the contract.

Expenditure verification report

15.7. The coordinator must provide an expenditure verification report for:

- a) any request for further pre-financing payment in case of grants of more than EUR 5 000 000;
- b) any final report in the case of a grant of more than EUR 100 000.

The expenditure verification report shall conform to the model in Annex VII and shall be produced by an auditor approved or chosen by the contracting authority. The auditor shall meet the requirements set out in the terms of reference for expenditure verification in Annex VII.

The auditor shall examine whether the costs declared by the beneficiary(ies) and the revenue of the action are real, accurately recorded and eligible under this contract. The expenditure verification report shall cover all expenditure not covered by any previous expenditure verification report.

If no expenditure verification is required with requests for pre-financing payments, a detailed breakdown of expenditure covering the preceding reporting periods not already covered, shall be provided for every other request for further pre-financing payment and starting with the second request for further pre-financing payment (i.e. 3rd, 5th, 7th... pre-financing payment).

The detailed breakdown of expenditure shall provide the following information for each cost heading in the financial report and for all underlying entries and transactions: amount of the entry or transaction, accounting reference (e.g. ledger, journal or other relevant reference) description of the entry or transaction (detailing the nature of the expenditure) and reference to underlying documents (e.g. invoice number, salary slip or other relevant reference), in line with Article 16.1. It shall be provided in electronic form and spread sheet format (excel or similar) whenever possible.

The detailed breakdown of expenditure shall be supported by a declaration of honour by the coordinator that the information in the payment request is full, reliable and true and that the costs declared have been incurred and can be considered as eligible in accordance to this contract.

The final report shall in all cases include a detailed breakdown of expenditure covering the whole action.

When the grant takes the form of reimbursement of eligible costs actually incurred and is only expressed in terms of an absolute value (and not as a percentage of the EU contribution to the total eligible costs), verification can be limited to the amount paid by the Commission for the action concerned (i.e. it does not need to cover the whole action).

Where the coordinator is a government department or a public body, the contracting authority may accept to substitute the expenditure verification with a detailed breakdown of expenditure.

The expenditure verification report shall not be provided by the coordinator if the verification is directly done by the contracting authority's own staff, by the Commission or by a body authorised to do so on their behalf, according to Article of 5.2 of the special conditions.

Financial guarantee

- 15.8. If the grant exceeds EUR 60 000 the contracting authority may request a financial guarantee for the amount of the initial pre-financing payment.

The guarantee shall be denominated in euro or in the currency of the contracting authority, conforming to the model in Annex VIII. The guarantee shall be provided by an approved bank or financial institution established in one of the Member States of the European Union. Where the coordinator is established in a third country, the contracting authority may agree that a bank or financial institution established in that third country may provide the guarantee if the contracting authority considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State of the European Union. This guarantee shall remain in force until its release by the contracting authority when the payment of the balance is made.

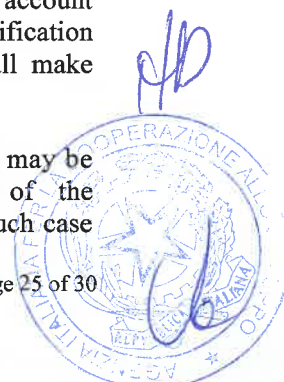
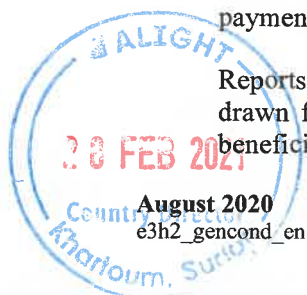
During the execution of the contract, if the natural or legal person providing the guarantee (i) is not able or willing to abide by its commitments, (ii) is not authorised to issue guarantees to contracting authorities, or (iii) appears not to be financially reliable, or the financial guarantee ceases to be valid, and the coordinator fails to replace it, either a deduction equal to the amount of the pre-financing may be made by the contracting authority from future payments due to the coordinator under the contract, or the contracting authority shall give formal notice to the coordinator to provide a new guarantee on the same terms as the previous one. Should the coordinator fail to provide a new guarantee, the contracting authority may terminate the contract.

This provision shall not apply if the coordinator is a non-profit organisation, an organisation which has signed a framework partnership agreement with the European Commission, a government department or public body, unless otherwise stipulated in the special conditions.

Rules for currency conversion

- 15.9. The contracting authority shall make payments to the coordinator to the bank account referred to in the financial identification form in Annex V, which allows the identification of the funds paid by the contracting authority. The contracting authority shall make payments in the currency set in the special conditions.

Reports shall be submitted in the currency set out in the special conditions, and may be drawn from financial statements denominated in other currencies, on the basis of the beneficiary(ies)'s applicable legislation and applicable accounting standards. In such case



and for the purpose of reporting, conversion into the currency set in the special conditions shall be made using the rate of exchange at which each contracting authority's contribution was recorded in the beneficiary(ies)'s accounts, unless otherwise provided for in the special conditions. If at the end of the action, a part of the expenses is pre-financed by the beneficiary(ies) (or by other donors), the conversion rate to be applied to this balance is the one set in the special condition according to the beneficiary(ies)'s usual accounting practice. If no specific provision is foreseen in the special conditions, the exchange rate of the last instalment received from the contracting authority will be applied.

- 15.10. Unless otherwise provided for in the special conditions, costs incurred in other currencies than the one used in the beneficiary(ies)'s accounts for the action shall be converted according to its usual accounting practices, provided they respect the following basic requirements: (i) they are written down as an accounting rule, i.e. they are a standard practice of the beneficiary, (ii) they are applied consistently, (iii) they give equal treatment to all types of transactions and funding sources, (iv) the system can be demonstrated and the exchange rates are easily accessible for verifications.

In the event of an exceptional exchange-rate fluctuation, the parties shall consult each other with a view to amending the action in order to lessen the impact of such a fluctuation. Where necessary, the contracting authority may take additional measures such as terminating the contract.

ARTICLE 16 — ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS

Accounts

- 16.1. The beneficiary(ies) shall keep accurate and regular accounts of the implementation of the action using an appropriate accounting and double-entry book-keeping system.

The accounts:

- a) may be an integrated part of or an adjunct to the beneficiary(ies)'s regular system;
 - b) shall comply with the accounting and bookkeeping policies and rules that apply in the country concerned;
 - c) shall enable income and expenditure relating to the action to be easily traced, identified and verified.
- 16.2. The coordinator shall ensure that any financial report as required under Article 2 can be properly and easily reconciled to the accounting and bookkeeping system and to the underlying accounting and other relevant records. For this purpose the beneficiary(ies) shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for inspection and verification.

Right of access

- 16.3. The beneficiary(ies) shall allow verifications to be carried out by the European Commission, the European Anti-Fraud Office, the European Court of Auditors and any external auditor authorised by the contracting authority. The beneficiary(ies) have to take all steps to facilitate their work.
- 16.4. The beneficiary(ies) shall allow the above entities to:
- a) access the sites and locations at which the action is implemented;
 - b) examine its accounting and information systems, documents and databases concerning the technical and financial management of the action;

- c) take copies of documents;
 - d) carry out on-the-spot-checks;
 - e) conduct a full audit on the basis of all accounting documents and any other document relevant to the financing of the action.
- 16.5. Additionally the European Anti-Fraud Office shall be allowed to carry out on-the-spot checks and inspections in accordance with the procedures laid down by the European Union legislation for the protection of the financial interests of the European Union against fraud and other irregularities.

Where appropriate, the findings may lead to recovery by the European Commission.

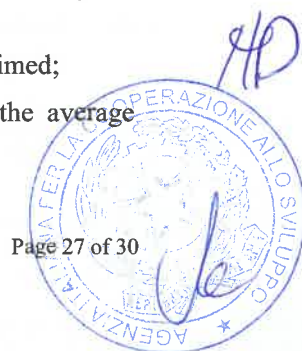
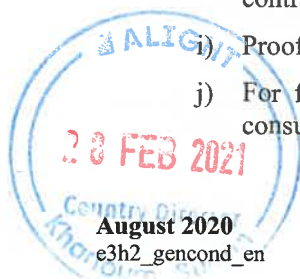
- 16.6. Access given to agents of the European Commission, European Anti-Fraud Office and the European Court of Auditors and to any external auditor authorised by the contracting authority carrying out verifications as provided for by this article as well as by Article 15.7 shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject.

Record keeping

- 16.7. The beneficiary(ies) shall keep all records, accounting and supporting documents related to this contract for five years following the payment of the balance and for three years in case of grants not exceeding EUR 60 000, and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim has been disposed of.

They shall be easily accessible and filed so as to facilitate their examination and the coordinator shall inform the contracting authority of their precise location.

- 16.8. All the supporting documents shall be available either in the original form, including in electronic form, or as a copy.
- 16.9. In addition to the reports mentioned in Article 2, the documents referred to in this article include:
- a) Accounting records (computerised or manual) from the beneficiary(ies)'s accounting system such as general ledger, sub-ledgers and payroll accounts, fixed assets registers and other relevant accounting information;
 - b) Proof of procurement procedures such as tendering documents, bids from tenderers and evaluation reports;
 - c) Proof of commitments such as contracts and order forms;
 - d) Proof of delivery of services such as approved reports, time sheets, transport tickets, proof of attending seminars, conferences and training courses (including relevant documentation and material obtained, certificates) etc.;
 - e) Proof of receipt of goods such as delivery slips from suppliers;
 - f) Proof of completion of works, such as acceptance certificates;
 - g) Proof of purchase such as invoices and receipts;
 - h) Proof of payment such as bank statements, debit notices, proof of settlement by the contractor;
 - i) Proof that taxes and/or VAT that have been paid cannot actually be reclaimed;
 - j) For fuel and oil expenses, a summary list of the distance covered, the average consumption of the vehicles used, fuel costs and maintenance costs;



- k) Staff and payroll records such as contracts, salary statements and time sheets. For local staff recruited on fixed-term contracts, details of remuneration paid, duly substantiated by the person in charge locally, broken down into gross salary, social security charges, insurance and net salary. For expatriate and/or European-based staff (if the action is implemented in Europe) analyses and breakdowns of expenditure per month of actual work, assessed on the basis of unit prices per verifiable block of time worked and broken down into gross salary, social security charges, insurance and net salary.
- 16.10 Failure to comply with the obligations set forth in Article 16.1 to 16.9 constitutes a case of breach of a substantial obligation under this contract. In this case, the contracting authority may in particular suspend the contract, payments or the time-limit for a payment, terminate the contract and/or reduce the grant.

ARTICLE 17 — FINAL AMOUNT OF THE GRANT

Final amount

- 17.1. The grant may not exceed the maximum ceiling in Article 3.2 of the special conditions either in terms of the absolute value or the percentage stated therein.

If the eligible costs of the action at the end of the action are less than the estimated eligible costs as referred to in Article 3.1 of the special conditions, the grant shall be limited to the amount obtained by applying the percentage laid down in Article 3.2 of the special conditions to the eligible costs of the action approved by the contracting authority.

- 17.2. In addition and without prejudice to its right to terminate this contract pursuant to Article 12, if the action is implemented poorly or partially - and therefore not in accordance with the description of the action in Annex I - or late, the contracting authority may, by a duly reasoned decision and after allowing the beneficiary(ies) to submit its observations, reduce the initial grant in line with the actual implementation of the action and in accordance with the terms of this contract. This applies as well with regards to the visibility obligations set out in Article 6. In case of breach of obligations, fraud or irregularities the contracting authority may also reduce the grant in proportion of the seriousness of breach of obligations, fraud or irregularities.

No profit

- 17.3. The grant may not produce a profit for the beneficiary(ies), unless specified otherwise in Article 7 of the special conditions. Profit is defined as a surplus of the receipts over the eligible costs approved by the contracting authority when the request for payment of the balance is made.
- 17.4. The receipts to be taken into account are the consolidated receipts on the date on which the payment request for the balance is made by the coordinator which fall within one of the two following categories:
- a) EU grant;
 - b) income generated by the action; unless otherwise specified in the special conditions.
- 17.5. In case of an operating grant, amounts dedicated to the building up of reserves shall not be considered as a receipt.
- 17.6. Where the final amount of the grant determined in accordance with the contract would result in a profit, it shall be reduced by the percentage of the profit corresponding to the

4/10

final European Union contribution to the eligible costs actually incurred approved by the contracting authority.

17.7. The provisions in Article 17.3 and 17.6 shall not apply to:

- a) actions the objective of which is the reinforcement of the financial capacity of a beneficiary, if specified in Article 7 of the special conditions;
- b) actions which generate an income to ensure their continuity beyond the end of this contract, if specified in Article 7 of the special conditions;
- c) actions implemented by non-profit organisations;
- d) study, research or training scholarships paid to natural persons;
- e) other direct support paid to natural persons in most need, such as unemployed persons and refugees, if specified in Article 7 of the special conditions;
- f) grants of EUR 60 000 or less.

ARTICLE 18 — RECOVERY

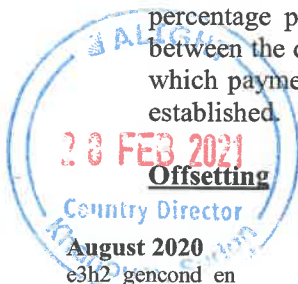
Recovery

- 18.1. If any amount is unduly paid to the coordinator, or if recovery is justified under the terms of this contract, the coordinator undertakes to repay the contracting authority these amounts.
- 18.2. In particular, payments made do not preclude the possibility for the contracting authority to issue a recovery order following an expenditure verification report, an audit or further verification of the payment request.
- 18.3. If a verification reveals that the methods used by the beneficiary(ies) to determine unit costs, lump sums or flat-rates are not compliant with the conditions established in this contract, the contracting authority shall be entitled to reduce the final amount of the grant proportionately up to the amount of the unit costs, lump sums or flat rate financing.
- 18.4. The coordinator undertakes to repay any amounts paid in excess of the final amount due to the contracting authority within 45 days of the issuing of the debit note, the latter being the letter by which the contracting authority requests the amount owed by the coordinator.

Interest on late payments

- 18.5. Should the coordinator fail to make repayment within the deadline set by the contracting authority, the contracting authority may increase the amounts due by adding interest:
 - a) at the rediscount rate applied by the central bank of the country of the contracting authority if payments are in the currency of that country;
 - b) at the rate applied by the European Central Bank to its main refinancing transactions in euro, as published in the Official Journal of the European Union, C series, where payments are in euros;

on the first day of the month in which the time-limit expired, plus three and a half percentage points. The default interest shall be incurred over the time which elapses between the date of the payment deadline set by the contracting authority, and the date on which payment is actually made. Any partial payments shall first cover the interest thus established.



- 18.6. Amounts to be repaid to the contracting authority may be offset against amounts of any kind due to the coordinator, after informing it accordingly. This shall not affect the parties' right to agree on payment in instalments.

Other provisions

- 18.7. The repayment under Article 18.4 or the offsetting under Article 18.6 amount to the payment of the balance.
- 18.8. Bank charges incurred by the repayment of amounts due to the contracting authority shall be borne entirely by the coordinator.
- 18.9. The guarantee securing the prefinancing may be invoked in order to repay any amount owed by the beneficiary(ies), and the guarantor shall not delay payment nor raise objections for any reason whatsoever.
- 18.10. Without prejudice to the prerogative of the contracting authority, if necessary, the European Union may, as donor, proceed itself to the recovery by any means.

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August 2020
ARC_Alright, 4th Feb 2021



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Strengthening resilience for refugees, IDPs and
host communities in Eastern Sudan
ABAC Reference: T05-EUTF-HOA-SDN-13-01
CUP J89D16003130006

Logical framework and Activity matrix (annex E3d)

The Logical framework (logframe) matrix should evolve during the Action (i.e. the projects)t lifetime: new lines can be added for listing new activities as well as new columns for intermediary targets (milestones) when it is relevant and values will be regularly updated in the column foreseen for reporting purpose (see "Current value"). The term "results" includes: Overall Objective (impact), Specific Objective (outcome), Other outcomes and Outputs.

The logframe can be revised as necessary (in line with the provisions defined in Article 9.4 of the general conditions).



	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Source and mean of verification	Assumptions
Impact (Overall objective)	To improve the health status of women and children through curative and preventative health care in Kassala & Gedarf states.	Crude Mortality Rate per month Under-5 Mortality Rate per 1,000 per month	7.18 (World Bank 2018) 58.4 (World Bank 2019)	% decrease reported in target localities % decrease reported in target localities	7.18 (World Bank 2018) 58.4 (World Bank 2019)	Statistics of the State Ministry of Health PHCC/SRH Records Project reports	Not applicable

Outcome (s) (Specific objective(s))	Increased accessibility, availability & quality of sexual and reproductive health services	Number of beneficiaries receiving sexual and reproductive Health services by type of service, sex of age.	0	32,283	n/a	PHCC/SRH records Project data SMOH statistics Alight MEAL data Training reports / participant lists	Increased insecurity especially as a result of intercommunal conflict Increased numbers of refugees arriving in Kassala & Gedarf Further deterioration in the economic situation especially as a result of inflation and price fluctuations Imposition of new movement restrictions and lockdown measures as a result of the COVID-19 pandemic
	Increased access and demand for primary health care services	Total Number of beneficiaries served in the PHC clinics, by type of service, sex of age.	0	25,000	n/a		
	Increase capacity of healthcare providers to deliver quality comprehensive primary and sexual reproductive health services.	Improved knowledge on PHC, SRH, MCH topics among healthcare providers	n/a	200	n/a		



August 2020

Outputs	SRH facility established	Healthcare training provided	Referral system established or enhanced	Facilities provided with pharmaceuticals and supplies	Community trainings and advocacy meeting held	CRDC committees developed in the host and refugee population	Number of facilities established	0	1	0	PHCC/SRH records	Factors outside project management's control that may influence on the other outcome(s)/output linkage.
							Number of health professionals trained by topic, profession and sex.	0	200	0	Project data	(As above)
							Number of ambulances provided	0	1	0	SMOH statistics	
							Number of referral systems strengthened	0	2	0	Alight MEAL data	
							Quantity of pharmaceuticals and supplies purchased	n/a	2 localities	0	Training reports / participant lists	
							Number of community training and advocacy meetings held, by group type (i.e religious leaders, peer educators, etc)	0	20	0		
							Number committees developed	0	4	0		

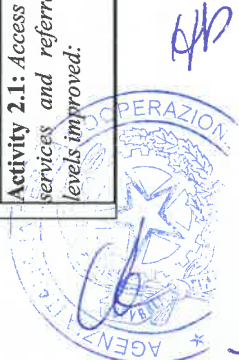
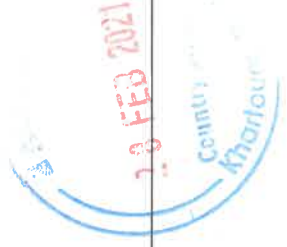
Activity Matrix

What are the key activities to be carried out to produce the intended outputs?	Means <i>What are the political, technical, financial, human and material resources required to implement these activities, e. g. staff, equipment, supplies, operational facilities, etc.</i>	Assumptions <i>Factors outside project management's control that may impact on the activities-outputs linkage.</i>
Priority Area: Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) services demand and utilization.	<ul style="list-style-type: none"> • Additional health care workers (HCWs) to address the gaps identified and strengthen the health service provision in the target areas • Supplies and materials to create a new SRH center serving refugees as well as the host community • Training to increase the knowledge and capacity of HCWs to deliver quality services in the target areas • Supplies / equipment and training to improve the referral system in the target areas. Specifically, increase the capacity to transfer patients by ambulance for further medical treatment • Essential medical equipment and supplies for PHCs in the target areas to enable staff to deliver quality services to the targeted beneficiaries. 	Increased insecurity – especially as a result of intercommunal conflict
Activity 1.1: Establish Sexual and Reproductive Health Service Delivery Point and Provide Clinical Care and Health Education		
Upgrade SRH Center and procurement of supplies, equipment and medications.		
Provision of SRH clinical care and health education		
Activity 1.2: Recruitment, Training, and Supportive Supervision for SRH Center and Health Facility Staff		
Recruitment and training of staff and local healthcare providers		
Activity 1.3: Health outreach and community mobilisation to increase awareness and health seeking behaviours		
Identify and train peer educators		
Establish and maintain active girl clubs		
Provide monthly awareness and weekly peer education sessions		
Training and/or advocacy meetings for youth leaders, teachers, community leaders, religious leaders and parents on better understanding MCH and SRH, including family planning.		
Priority Area: Improving PHC and Mother and Child Health (MCH) services accessibility for marginalized groups		
Activity 2.1: Access to quality primary health care services and referral to secondary/tertiary care levels improved.		

Costs

What are the action costs? How are they classified? (Breakdown in the Budget for the Action)

The total cost of the action is €480,000. Please see budget for a detailed breakdown of the costs for each activity.



August 2020
ARC_Alright, 4th Feb 2021

Provision of outpatient curative care for the targeted population.		and lockdown measures as a result of the COVID-19 pandemic
Upgrading referral services for the targeted population through ambulance support, medication, supplies and trainings for staff at the PHC/MCHs and referral hospitals		
<i>Activity 2.2: Provision of Essential MCH Clinical Services</i>		
Provision of MCH services including delivery services for the targeted population.		
<i>Activity 2.3 Improving host community's awareness of equitable health services for refugees</i> Facilitate of a bimonthly meeting with the host community leaders and leaders within the refugee population		

20

1. Budget for the Action¹

All Years				Year 1 ²				
Costs	Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources¹⁴								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
1.1.1 Technical								
Project Manager x 1 @ €1,500 per month per person (Gedarif & Kassala)	Per month	5	€ 1,500.00	€ 7,500.00				
Medical Doctor x2 @ €1,075 per month per person (Kassala)	Per month	5	€ 2,150.00	€ 10,750.00				
Medical Assistant x 4 @ €680 per month per person (Kassala)	Per month	5	€ 2,720.00	€ 13,600.00				
Nurse x 4 @ €583 per month per person (Kassala)	Per month	5	€ 2,332.00	€ 11,660.00				
Midwife x 2 @ €583 per month per person (Kassala)	Per month	5	€ 1,166.00	€ 5,830.00				
Vaccinator x 1 @ €500 per month per person (Kassala)	Per month	5	€ 500.00	€ 2,500.00				
Pharmacy Assistant x 1 @ €500 per month per person (Kassala)	Per month	5	€ 500.00	€ 2,500.00				
Registrar x 1 @ €250 per month per person (Kassala)	Per month	5	€ 250.00	€ 1,250.00				
Laboratory Technician x 1 @ €650 per month per person (Kassala)	Per month	5	€ 650.00	€ 3,250.00				
Community Health & Hygiene Mobilizer x 1 @ €500 per month (Kassala)	Per month	5	€ 500.00	€ 2,500.00				
Community Health Workers x 10 @ €80 per month per person (Kassala)	Per month	5	€ 800.00	€ 4,000.00				
Counsellor (x 3 @ €480 per month per person (Kassala)	Per month	5	€ 1,440.00	€ 7,200.00				
Referral Assistants x 1 @ €500 per month per person (Kassala)	Per month	5	€ 500.00	€ 2,500.00				
Medical Doctor x1 @ €1,075 per month per person (Gedarif)	Per month	5	€ 1,075.00	€ 5,375.00				
Medical Assistant x 2 @ €680 per month per person (Gedarif)	Per month	5	€ 1,360.00	€ 6,800.00				
Nurse x 3 @ €583 per month per person (Gedarif)	Per month	5	€ 1,749.00	€ 8,745.00				
Midwife x 2 @ €583 per month per person (Gedarif)	Per month	5	€ 1,166.00	€ 5,830.00				
Vaccinator x 2 @ €500 per month per person (Gedarif)	Per month	5	€ 1,000.00	€ 5,000.00				
Nutrition Assistants x 1 @ €500 per month per person (Gedarif)	Per month	5	€ 500.00	€ 2,500.00				
Nutrition Nurse x 1 @ €500 per month per person (Gedarif)	Per month	5	€ 500.00	€ 2,500.00				
Pharmacy Assistant x 1 @ €500 per month per person (Gedarif)	Per month	5	€ 500.00	€ 2,500.00				
Registrar x 1 @ €250 per month per person (Gedarif)	Per month	5	€ 250.00	€ 1,250.00				
Laboratory Technician x 1 @ €650 per month per person (Gedarif)	Per month	5	€ 650.00	€ 3,250.00				
Lab Assistant x 1 @ €500 per month per person (Gedarif)	Per month	5	€ 500.00	€ 2,500.00				
Community Health & Hygiene Mobilizer x 1 @ €500 per month (Gedarif)	Per month	5	€ 500.00	€ 2,500.00				
Community Health Workers x 2 @ €300 per month per person (Gedarif)	Per month	5	€ 600.00	€ 3,000.00				
Counsellor x 2 @ €480 per month per person (Gedarif)	Per month	5	€ 960.00	€ 4,800.00				
Referral Assistants x 2 @ €500 per month per person (Gedarif - State)	Per month	5	€ 1,000.00	€ 5,000.00				
Guards x 4 @ €300 per month per person (Gedarif)	Per month	5	€ 1,200.00	€ 6,000.00				

26 FEB 2021

Community Health & Hygiene
Khartoum, Sudan

ARC / Alight - Project Budget

Ambulance driver x 1 @ €400 per month per person	Per month	5	€	400.00	€	2,000.00		
1.1.2 Administrative/ support staff							Per month	
Kassala Manager (x 1 @ €1,833 per month per person / 20%)	Per month	5	€	366.00	€	1,830.00		
MEAL Officer (x 1 @ €900 per month per person)	Per month	5	€	900.00	€	4,500.00		
Logistics Officer (x 2 @ €900 per month per person)	Per month	5	€	1,800.00	€	9,000.00		
Finance Officer (x 1 @ €900 per month per person)	Per month	5	€	900.00	€	4,500.00		
Project Assistant (x 1 @ €400 per month per person)	Per month	5	€	400.00	€	2,000.00		
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)							Per month	
State Program Manager (x 1 @ €4,500 per month per person / 50%)	Per month	5	€	2,250.00	€	11,250.00		
Country Director (1x @ €8,050 per month / 5%)	Per month	5	€	400.00	€	2,000.00		
Finance Director (1x @ €5,250 per month / 5%)	Per month	5	€	260.00	€	1,300.00		
Country Program Manager (1x @ €6,250 per month / 5%)	Per month	5	€	300.00	€	1,500.00		
HR Manager (1x @ €4,583 per month / 5%)	Per month	5	€	230.00	€	1,150.00		
Country Operations Manager (1x @ €5,000 per month / 5%)	Per month	5	€	250.00	€	1,250.00		
1.3 Per diems for missions/travel⁵								
1.3.1 Abroad (staff assigned to the Action)								
1.3.2 Local (staff assigned to the Action)							Per diem	
DSA for local travel by staff out of station	Per diem	5		400	€	2,000.00	Per diem	
1.3.3 Seminar/conference participants								
DSA for Community Health meetings	Per diem	100		20	€	2,000.00	Per diem	
Subtotal Human Resources					€	188,870.00		
2. Travel⁶							Per flight	
2.1. International travel								
International travel (HQ - Sudan)	Per flight	1	€	1,500.00	€	1,500.00		
2.2. Local transportation								
UNHAS flight (Khartoum, Gedarf & Kassala)	Per flight	15	€	340.00	€	5,100.00	Per month	
Subtotal Travel					€	6,600.00		
3. Equipment and supplies⁷							Per vehicle	
3.1 Purchase or rent of vehicles								
Vehicle rental for project activities (5 months @ 1600 per vehicle per month)	Per vehicle	2	€	8,000.00	€	16,000.00		
Ambulance (purchase)	Per vehicle	1	€	40,000.00	€	40,000.00		
3.2 Furniture, computer equipment								
Laptop computers for project staff	Per item	8	€	1,200.00	€	9,600.00		
Tablets for Health facilities	Per item	5	€	400.00	€	2,000.00		
Printer / scanner	Per item	1	€	2,000.00	€	2,000.00		
SRH Center (Kassala)	Per center	1	€	22,500.00	€	22,500.00		

20 FEB 2021
Country: Khartoum

ARC / Alight - Project Budget

[illegible]

1. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and the unit value must be specified for each item depending on the indications provided. The budget has to include costs related to the Action as a whole, regardless the part financed by the Contracting Authority.
2. This section must be completed if the Action is to be implemented over more than one reporting period (usually 12 months).
3. The budget may be established in euro or in the currency of the country of the Contracting Authority. Costs and unit values are rounded to the nearest euro.
4. If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit value).

5. Indicate the country where the per diems are incurred.
Per diems are not considered a simplified cost option for the purposes of Union financing when the Grant Beneficiary reimburses a fixed amount to its staff according to its staff rules and asks for the reimbursement of that same amount in the action budget. That is an actual cost.
Otherwise, if the Beneficiary proposes a reimbursement on the basis of simplified costs option (for instance a "unit cost"), it must specify "UNIT COST per diem" in the "unit value" column and the applicable rates (in any case the final eligible cost may not exceed the rates published by the E.C. at the time of contract signature).
6. Costs for C02 offsetting of air travel may be included. C02 offsetting shall in that case be achieved by supporting CDM/Gold Standard projects (evidence must be included as part of the supporting documents) or through airplane company programmes when available. Indicate the place of departure and the destination. If information is not available, enter a global amount.
7. Please separate cost for purchase or rental.
8. Specify the typology of costs or services. Global amounts will not be accepted.
9. Only indicate here when fully subcontracted.
10. Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation.
11. Only to be filled in when provided for in the Call for Proposal (i.e. taxes are not eligible and the beneficiary(ies) can show they cannot reclaim them). Please see glossary of terms (Annex A 1) of the Practical Guide to contract procedures for EU external actions for the definition of taxes. Please note that direct taxes are not included (such as taxes on salary of staff working for the action which are part of the gross salary). Note: Where the Call for Proposal does not exclude the coverage of taxes and the beneficiary can show it cannot reclaim, taxes may be eligible and should be included in each relevant heading. Taxes that can be reclaimed are not considered as eligible nor accepted costs.
12. Only to be filled in when contributions in kind as may be accepted as co-financing. The amount indicated must be identical to the one indicated in worksheet 3 "expected sources of funding". This line doesn't include contributions in kind in the form of volunteers' work.
13. Use "UNIT COST per flight/month/kit etc..." or "LUMPSUM" or "FLAT RATE" or "APPORTIONMENT" in case of simplified cost options. Use different lines for each type of simplified cost options and per beneficiary. In worksheet 2, the methods used to determine and calculate them must be clearly described and substantiated and the Beneficiary proposing and using them must be univocally identified. (for more guidance see Annex K - Guidelines-Checklist for simplified cost options).
14. If accepted and subsequently provided for in Art. 7.1 of the Special Conditions, costs actually incurred in relation to a project office used for the action or a portion of these costs can be declared as direct eligible costs by applying a cost apportionment approach.
Examples of possible cost distribution keys are:
 - the number of staff assigned to the action as a percentage of the maximum total number of staff that could work in the project office;
 - the office space occupied for the purpose of the action as a percentage of the total available office space.

A description of the project office, the services or resources it makes available, its overall capacity (where applicable), the costs to be apportioned and the proposed distribution key have to be included in the proposal.

The proposed cost apportionment approach has to be presented as an annex to the Budget. The budgeted amount of the costs for which apportionment is proposed has to be indicated in the column "TOTAL COSTS" and "APPORTIONMENT" has to be indicated in the column "units". The proposed cost apportionment approach will be assessed by the evaluation committee and the contracting authority. If the proposed cost apportionment approach is not accepted, there are two options: 1) adjust the distribution key in line with the conclusions of the evaluation committee; 2) exclude the costs from the budget.
15. Include here the costs of the volunteers' work if this type of contribution in kind is allowed. Volunteers' work shall be declared as eligible cost, but set aside of the direct costs as the calculation of indirect costs does not apply. Volunteers' work may comprise up to 50 % of the co-financing and shall be declared as unit cost (fixed by the contracting authority).

NB: The Beneficiary(ies) alone are responsible for the correctness of the financial information provided in these tables.



2. Justification of the Budget for the Action

Costs		All Years	
		Clarification of the budget items	Justification of the estimated costs
		Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).	Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants
1. Human Resources			
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)			
1.1.1 Technical			
Project Manager (x 1 @ €2,000 per month per person)		The project manager will lead on the deliver of the project and ensure that all the proposed activities are implemented to a high standard	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan
Medical Doctor (x 3 @ €1,075 per month per person)		Two Doctor are required to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state.
Medical Assistant (x 6 @ €680 per month per person)		Four Medical Assistants are required (Gedarif & Kassala) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed i
Nurse (x 7 @ €583 per month per person)		Seven Nurses are required (Gedarif & Kassala) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan
Midwife (x 4 @ €583 per month per person)		Four Midwives are required (Gedarif & Kassala) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed i

2. Justification of the Budget for the Action

Costs	All Years	
	Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
Vaccinator (x 3 @ €500 per month per person)	Two Vaccinators are required (Shagarab & Tunaybah) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed i
Nutrition Assistants & Nurses (x 2 @ €500 per month per person)	Two Nutrition Assistants / Nurses are required (Gedarif) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state
Pharmacy Assistant (x 2 @ €500 per month per person)	Two Pharmacy Assistants are required (one for each state) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state
Registrar (x 2 @ €250 per month per person)	Two Doctor are required (one for each state) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state

2. Justification of the Budget for the Action

Costs	All Years	
	Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
Laboratory Technician (x 2 @ €650 per month per person)	Two Doctor are required (one for each state) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state
Community Health & Hygiene Mobilizer (x 2 @ €500 per month)	Two Community Health & Hygiene Mobilizers are required (one for each state) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state
Community Health Workers x 12 @ €80 per month per person	Twelve Community Health Workers are required (Gedarif & Kassala) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state
Counsellor (x 5 @ €480 per month per person)	Five Counsellors are required to deliver the SRH and PHC services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state



2. Justification of the Budget for the Action

Costs	All Years	
	Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
Referral Assistants (x 3 @ €500 per month per person)	Three Referral Assistants are required (one for each state) to deliver the PHC, SRH and MCH services planned	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state
Ambulance driver (x 1 @ €400 per month per person)	One ambulance driver is required to driver the ambulance	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state
Guard (x 3 @ €300 per month per person)	Three Guards are required to provide round the clock security for the PHC	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan. ARC / Alight plans to recruit these staff from outside of the pool of Health Care Workers currently employed in each state
1.1.2 Administrative/ support staff		
MEAL Officer (x 1 @ €1,000 per month per person)	The MEAL Officer will be responsible for the collection of all relevant MEAL data related to the project	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan
Logistics Officer (x 2 @ €1,000 per month per person)	The Logistics Officers will be responsible for logistic support related to the project (One per state)	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan

2. Justification of the Budget for the Action

Costs		All Years	
		Clarification of the budget items	Justification of the estimated costs
		Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).	Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants
Finance Officer (x 1 @ €1,000 per month per person)		The Finance Officer will be responsible for financial support and management related to the project	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan
Project Assistant (x 1 @ €500 per month per person)		The Project Assistant will provide administrative support to the project.	The cost is based on ARC / Alight internal salary scale which has been benchmarked against comparable roles in the humanitarian sector in Sudan
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)			
State Program Manager (x 1 @ €4,500 per month per person)		The State Program Manager will have responsibility for the day-to-day management of the project	This is an international posts and the cost is based on ARC / Alights internal salary scale
Finance Director 5%		The Finance Director will have responsibility for financial oversight of the project	This is an international posts and the cost is based on ARC / Alights internal salary scale
Country Program Manager 5%		The Country Program Manager will have responsibility for reporting and progress of the project	This is an international posts and the cost is based on ARC / Alights internal salary scale
HR Manager 5%		The HR Manager will have responsibility for HR policies and process related to the project	This is an international posts and the cost is based on ARC / Alights internal salary scale
Country Operations Manager 5%		The Country Operations Manager will have responsibility for logistics and procurement related to the project	This is an international posts and the cost is based on ARC / Alights internal salary scale
1.3 Per diems for missions/travel			
1.3.1 Abroad (staff assigned to the Action)			
1.3.2 Local (staff assigned to the Action)			
DSA for local travel by staff out of station		This DSA allowance covers ARC / Alight staff when they travel outside of their duty state.	The allowance per month is based on the estimated use of DSA by staff in relation to the project.
1.3.3 Seminar/conference participants			

2. Justification of the Budget for the Action

Costs	All Years		
	Clarification of the budget items	Justification of the estimated costs	Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants
DSA for Community Health meetings	A number of community health committees are planned. A DSA allowances is included to cover the costs of attendance by participants	DSA calculation is based on ARC/Alight own internal scale for DSA in Sudan	
Subtotal Human Resources			
2. Travel			
2.1. International travel			
International travel (HQ - Sudan)	Covers the costs of deploying international staff to Sudan	Budget is based on one return ticket between US and Sudan	
2.2 Local transportation			
UNHAS flight (Khartoum, Gedarif & Kassala)	Covers the costs of flights between Khartoum / Gedarif / Kassala by UNHAS	Based on current UNHAS price schedule for flights to East Sudan	
Subtotal Travel			
3. Equipment and supplies			
3.1 Purchase or rent of vehicles			
Vehicle rental for project activities (5 months @ 600 per vehicle per month)	Two project vehicles will be rented to transport staff to and from project sites (One rented vehicle per state)	Based on the current market price to rent a suitable vehicle on a month basis with driver	
Ambulance (purchase)	A new ambulance will be purchased to support referral of patients for secondary treatment	Based on the current market price to purchase a new 4X4 ambulance including fit-out and fixtures	
3.2 Furniture, computer equipment			
Laptop computers for project staff	Laptops for new project staff to enable them to undertake their duties	Based on current market price for a new laptop in Sudan	
Tablets for Health facilities	Tablets for health staff to enable them to collect relevant data	Based on current market price for a new tablets in Sudan	
Printer / scanner	Printer / scanner for project and health staff	Based on current market price for a new printer / scanner in Sudan	
SRH Center (Kassala - see BOQ for breakdown)	Cost of establishing the SRH center in Shagarab refugee camp	Please see BOQ for detailed breakdown	
3.3 Machines, tools...			
3.4 Spare parts/equipment for machines, tools			
3.5 Other (please specify)			

2. Justification of the Budget for the Action

Costs		All Years	
		Clarification of the budget items	Justification of the estimated costs
		<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
Medical equipment & supplies for HFs		Purchase of medical supplies and equipment to strengthen the provision of health services in the targeted PHCs	Please see BOQ for breakdown of costs
Generators & shelters (SRH center Kassala & Tenaybah)		Purchase of a new generator to provide power to the new SRH center in Kassala and Tenaybah camp in Gedarif	Based on the current market price to purchase a 12kw generator for the site
Health training courses (various)		Training on a range of health topics to increase the knowledge and capacity of health staff in the target locations	Please see BOQ for breakdown of costs
Subtotal Equipment and supplies			
4. Local office			
4.1 Vehicle costs			
Fuel for project vehicles, ambulance & generators		Cost to purchase fuel for project vehicles, ambulance and generators	Please see BOQ for breakdown of costs
Vehicle repair & maintenance (including ambulance)		Costs for small repairs and maintenance for project vehicles and ambulance during the project period	Based on expected need for repair and maintenance of vehicles during the project period
4.2 Office rent			
Occupancy- Field offices and Main office (40% @ 6,000 per month)		Rental cost for ARC / Alight offices & GH in Khartoum / Gedarif / Kassala	Pro rata @ 40% of occupancy cost per month for three sites based on expected utilization of these premises by the project
4.3 Consumables - office supplies			
Office supplies		Computer supplies and ancillaries including printer ink and cables etc. General Office sundries and admin supplies	Based on forecasted monthly costs for the project
Admin expenses		IAC-issued employee badges & support for operation	Based on forecasted monthly costs for the project
Stationary		Stationary for ARC / Alight offices including paper, note pad, writing pad file cover, separators, etc	Based on forecasted monthly costs for the project
4.4 Other services (tel/fax, electricity/heating, maintenance)			

2. Justification of the Budget for the Action

Costs	All Years	
	Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
Utilities (water, electricity, gas, waste collection)	Support is requested to cover expense of water, garbage, and electricity costs at ARC / Alight for the duration of the project.	The unit cost includes Electricity charges, Gas charges, municipality fee (Pro rate contribution)
Internet & Telephone costs	Monthly bills of Internet, telephone , internet device charging, for ARC / Alight offices	Based on forecasted monthly costs for the project
Subtotal Local office		
5. Other costs, services		
5.1 Publications		

Handwritten signature/initials

2. Justification of the Budget for the Action

Costs		All Years	
		Clarification of the budget items Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).	Justification of the estimated costs Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants
5.2 Studies, research			
5.3 Expenditure verification/Audit			
5.4 Evaluation costs			
5.5 Translation, interpreters			
5.6 Financial services (bank guarantee costs etc.)			
Bank charges		Funds will be needed to meet bank charges related to the implementation of this project. Funds are received at HQ-USA, HQ transfer these funds to Khartoum office then Khartoum office make transfer to field office.	Based on forecasted monthly costs for the project
5.7 Costs of conferences/seminars			
5.8. Visibility actions			
Project visibility (T-shirts, banners, flyers etc)		Cost to purchase t-shirts, vests, caps, banners and other materials related to project visibility	Based on forecasted monthly costs for the project
Subtotal Other costs, services			
6. Other			
Subtotal Other			
12. - Taxes			
- Contributions in kind			



3. Expected sources of funding & summary of estimated costs¹

	Amount EUR	Percentage %
Expected sources of funding		
EU/EDF contribution sought in this application (A)	500.000	
CO-FINANCING (1+2+3+4) (B)	0	
1. Other contributions (Applicant, other Donors etc)		
Name	Conditions	
2. Revenue from the Action ⁶		
To be inserted if applicable and allowed by the guidelines:		
3. In-kind contributions ⁷		
4. Volunteers' work ⁸		
Expected TOTAL CONTRIBUTIONS (A)+(B)	500.000	
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ² (C)	500.000	
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/C x 100)		100%
To be inserted if applicable and allowed by the guidelines:		
Taxes/In-kind contributions ⁵		
Estimated TOTAL ACCEPTED COSTS ³ (D)	500.000	
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/D x 100)		100%

- Expected sources of funding and estimated costs must be in balance. It is reminded that the figures introduced in the table shall respect all the points included in the checklist for the full application form (part 7 of the full application form)
- as per heading 11 of the Budget of the Action
- as per heading 13 of the Budget of the Action
- EU contribution cannot finance volunteers' work. Do not round, enter percentage with 2 decimals (e.g. 74,38%),
- as per heading 12 of the Budget of the Action
- with reference to art.17.4 (b) of the General Conditions



July 2019

Annex_III_Budget_REVISED_5_Feb_21





ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan

ABAC Reference: T05-EUTF-HOA-SDN-13-01

CUP J89D16003130006

ANNEX A.2 Part B section 8

Declaration by the LEAD applicant

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s) in the proposed action, hereby declares that

- the lead applicant has sufficient financial and organizational capacity to carry out the proposed action or work programme;
- the lead applicant certifies the legal statues of the lead applicant, and of the co-applicant(s) as reported in this application;
- the lead applicant, and the co-applicant(s) have the professional competences and qualifications specified in the guidelines for applicants;
- the applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s), if any, and is not acting as an intermediary;
- the applicant and the co-applicant(s) are not in any of the situations excluding them from participating in contracts. Furthermore, it is recognised and accepted that if the applicant, and co-applicant(s) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures;
- the applicant and each co-applicant (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated in the Guidelines for Applicants.
- the applicant and each co-applicant (if any) are eligible in accordance with the criteria set out in the Guidelines for Applicants;
- if recommended to be awarded a grant, the applicant, and the co-applicant(s) accept the contractual conditions;
- the applicant, and the co-applicant(s) are aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.
- the applicant is fully aware of the obligation to inform without delay the (Sub)Contracting Authority to which this application is submitted if the same application for funding made to other European Commission projects or European Union institutions has been approved by them after the submission of this grant application.

The applicant acknowledges that if found guilty of misrepresentation, it may be subject to administrative and financial penalties under certain conditions.

Signed on behalf of the applicant

Name	Mark White
------	------------



Annex 2 & 3 | Declaration by the LEAD Applicant & Mandate

[1]



Signature	DocuSigned by: <i>Mark White</i> 141E18526280463...
Position	CFO
Date	2/4/2021

ANNEX 3**Mandate (for co-applicant(s))**

<This section must be completed for each co-applicant within the meaning of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.>

	Co-applicant no.1
Name of the organisation	
The co-applicant's contact details for the purpose of this action	
Abbreviation	
Registration number in the court	
Date of registration	
Place of registration	
Official address of registration	
Website and E-mail address of the organisation if applicable	
Telephone number:	

The co-applicant(s) authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract with <indicate the name of the (Sub) Contracting Authority> ("Contracting Authority"), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	



Annex 2 & 3 | Declaration by the LEAD Applicant & Mandate

[2]



-94-

Date and place:	
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Annex 2 & 3 | Declaration by the LEAD Applicant & Mandate

[3]



ANNEX IV

Procurement by grant beneficiaries in the context of European Union external actions

1. PRINCIPLES

If the implementation of an action requires procurement by the beneficiary(ies), the contract must be awarded to the tender offering best value for money (i.e. the tender offering the best price-quality ratio) or, as appropriate, to the tender offering the lowest price. In doing so, the beneficiary(ies) shall avoid any conflict of interests and respect the following basic principles:

Where the beneficiary does not launch an open tender procedure it shall justify the choice of tenderers that are invited to submit an offer.

The beneficiary shall evaluate the offers received against objective criteria which enable measuring the quality of the offers and which take into account the price (the offer with the lowest price shall be awarded the highest score for the price criterion).

The beneficiary shall keep sufficient and appropriate documentation with regard to the procedures applied and which justify the decision on the pre-selection of tenderers (where an open tender procedure is not used) and the award decision.

With reference to Section 2.4 of PRAG, the beneficiary shall be responsible for the respect of EU restrictive measures in the award of contracts.

The beneficiary may decide to apply the procurement procedures set forth in the practical guide. If these procedures are correctly followed the principles above will be deemed to be complied with.

The European Commission will carry out *ex post* checks on beneficiary(ies)'s compliance with the principles above and the rules of section 2 below. Failure to comply with these principles or rules would render the related expenditure ineligible for EU/EDF funding.

The provisions of this Annex apply *mutatis mutandis* to contracts to be concluded by the beneficiary(ies)'s affiliated entity(ies).

2. ELIGIBILITY FOR CONTRACTS

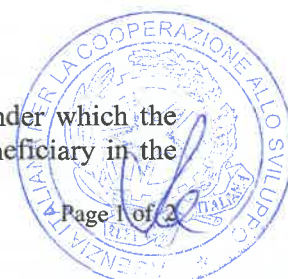
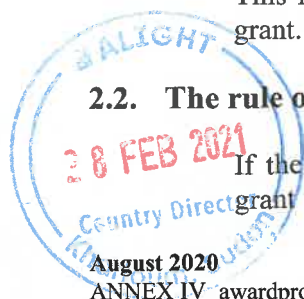
2.1. The nationality rule

Participation in tender procedures managed by the beneficiary(ies) is open on equal terms to all natural who are nationals of and legal persons (participating either individually or in grouping-consortium- of tenderers) effectively established in a Member State or a country, territory or region mentioned as eligible by the relevant regulation/basic act governing the eligibility rules for the grant as per Annex A2a to the practical guide. Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation.

This rule does not apply to the experts proposed under service tenders financed by the grant.

2.2. The rule of origin

If the basic act or the other instruments applicable to the programme under which the grant is financed contain rules of origin for supplies acquired by the beneficiary in the



context of the grant¹, the tenderer must be requested to state the origin² of the supplies, and the selected contractor will always have to prove the origin of the supplies.

For equipment and vehicles of a unit cost on purchase of more than EUR 5 000, contractors must present proof of origin to the beneficiary(ies) at the latest when the first invoice is presented. The certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Union legislation. Failure to comply with this condition may result in the termination of the contract and/or suspension of payment.

Where supplies may originate from any country, no certificate of origin needs to be submitted.

2.3. Exceptions to the rules on nationality and origin

Where an agreement on widening the market for procurement of goods, works or services applies, access must also be open to nationals and goods originating from other countries under the conditions laid down in that agreement.

In addition, in duly substantiated exceptional cases foreseen by the applicable regulations, in order to give access to nationals or goods originating from countries other than those referred to in Sections 2.1 and 2.2, a prior authorisation by the European Commission must be sought prior to the launch of the procedure, unless the action takes place in a country under a crisis declaration.

* * *

¹ Under the CIR (i.e. not IPA I) and the EDF supplies may originate from any country if the amount of the supplies to be procured is below EUR 100 000 per purchase.

² For the purpose of this annex, the term 'origin' is defined in Chapter 2 of Regulation (EC) No 450/2008 of the European Parliament and of the Council of 23 April 2008 laying down the EU Customs Code (Modernised Customs Code).

Letterhead from the Beneficiary (Coordinator)

ANNEX V

Request for payment for grant contract

European Union external actions



Letterhead from the Beneficiary (Coordinator)

**Request for payment for grant contract
European Union external actions**

<Date of the payment request>

For the attention of

<address of the contracting authority>

<Financial unit/section indicated in the contract>¹

Reference number of the grant contract:

Title of the grant contract:

Name and address of the coordinator:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

I hereby request [a further pre-financing payment] [payment of the balance] under the contract mentioned above.

The amount requested is <according to the option indicated in Article 4(1) of the special conditions of the contract/the following: ...>.

Please find attached the following supporting documents:

- detailed breakdown of expenditure (if required by Article 15.7 of the general conditions of the contract)
- narrative and financial interim report (for further pre-financing payments)
- a forecast budget for the subsequent reporting period (for further pre-financing payments)
- narrative and financial final report (for payment of the balance)
- expenditure verification report (for payment of the balance).

The payment should be made to the following bank account: <give the account number shown on the

¹ Please do not forget to send a copy of this letter to the entities mentioned in Article 5(1) of the special conditions of the contract, if any.

1910

Letterhead from the Beneficiary (Coordinator)

financial identification form annexed to the contract²>

Declaration on honour

I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.

I hereby certify that the costs declared have been incurred in accordance with this contract and that they can be considered as eligible in accordance with the contract.

Yours faithfully,

< Signature >

² In case a different bank account has to be used a new financial identification form has to be timely submitted.



ANNEX VI INTERIM NARRATIVE REPORT

- This report must be completed and signed by the contact person of the coordinator.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer (*you can find this form at the following address <specify>.*
- Please expand the paragraphs as necessary.
- *Please refer to the special conditions of your grant contract and send one copy of the report to each address mentioned.*
- The contracting authority will reject any incomplete or badly completed reports.
- The answer to all questions must cover the reporting period as specified in point 1.6.

Table of contents

List of acronyms used in the report

1. Description

- 1.1. Name of coordinator of the grant contract:
- 1.2. Name and title of the contact person:
- 1.3. Name of beneficiary(ies) and affiliated entity(ies) in the action:
- 1.4. Title of the action:
- 1.5. Contract number:
- 1.6. Start date and end date of the reporting period:
- 1.7. Target country(ies) or region(s):
- 1.8. Final beneficiaries &/or target groups¹ (if different) (including numbers of women and men):
- 1.9. Country(ies) in which the activities take place (if different from 1.7):

¹ 'Target groups' are the groups/entities who will be directly positively affected by the project at the project purpose level, and 'final beneficiaries' are those who will benefit from the project in the long term at the level of the society or sector at large.



101

2. Assessment of the implementation of the action activities and its results

2.1. Executive summary of the action

Please give a global overview of the action's implementation for the reporting period (no more than ½ page).

Referring to the updated logical framework matrix² (see point 2.3. below), please describe and comment the level of achievement of the outcome(s), if it is relevant at this stage and the likeliness of reaching the final target(s) related to the outcome(s) at the end of the action.

Please explain briefly if any changes should be or have been brought to the intervention logic and to the Logical framework matrix, giving the justification for such changes (complete explanation should be placed in the 2.2 section under the relevant level considered: outcomes, outputs, activities). Comment the likeliness of reaching the final target(s) related to the impact in the future (specify).

2.2. Results and activities

A. RESULTS

The narrative report should be based on the monitoring and evaluation system set up using as a basis the Logical framework matrix. As such, narrative report must inform all the indicators defined in the logical framework. Monitoring and/or evaluation reports relating to the performance of the Action shall be used and mentioned in the narrative reports.

What is your assessment of the results of the action so far? Include observations on the performance and the achievement of outputs, outcomes and impacts and whether the action has had any unforeseen positive or negative results.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights,³ gender equality,⁴ democracy, good governance, children's rights and indigenous peoples, youth, environmental sustainability⁵ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

Referring to the logical framework matrix (see point 2.3. below) please comment for each level of results (output, outcome, impact) the level of achievement of all the results on the basis of the corresponding current value of the indicators and all the related activities implemented during the reporting period.

- the level of achievement on the basis of the corresponding baseline, target and current value of the indicators, making reference to the assumptions and risks defined in the Logical framework

² The relevant terminology (i.e. outputs, outcome, indicators, etc.) is defined in the logical framework matrix template attached to the guidelines for applicants (Annex e3d).

³ Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en

⁴ See Guidance on Gender equality at https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en

⁵ See Guidelines for environmental integration at: https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en

<Contract number>

<Start date and end date of the reporting period>

- the activities covered and implemented. Activities should be linked to corresponding output(s) through clear numbering.

In case of underperformance, please explain the reasons and the corrective measures.

Outcome (Oc) – "<Title of Outcome > "

<comment on current status of indicators associated to Oc and explain any changes, especially any underperformance; refer to assumptions in the Logframe>

(possibly) intermediary Outcome 1 (iOc 1) - "<Title of intermediary Outcome 1>"

(...)

Output 1.1. (Op 1.1.)

(...)

<Following the above assessment of results, please elaborate on all the topics/activities covered and implemented. >

B. ACTIVITIES

Activity 1.1.1.

<please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed> (if applicable)

<please list any risks that might have jeopardised the realisation of some activities and explain how they have been tackled> (if applicable)

Activity 1.1.2.

<...>

2.3. Logframe matrix updated

The Logical framework (logframe) matrix should evolve during the Action project (i.e. the projects) lifetime: new lines can be added for listing new activities as well as new columns for intermediary targets (milestones) when it is relevant and values will be regularly updated in the column foreseen for reporting purpose (see "Current value"). The term "results" refers to the outputs, outcome(s) and impact of the Action.

The logframe can be revised as necessary (in line with the provisions defined in Article 9.4 of the General Conditions).

	<i>Result chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Source and mean of verification</i>	<i>Assumptions</i>

	Result chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Source and mean of verification	Assumptions
Impact (Overall objective)	<i>The broader, long-term change to which the action contributes at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.</i>	<i>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</i>	<i>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made. (Ideally, to be drawn from the partner's strategy)</i>	<i>The intended final value of the indicator(s). (Ideally, to be drawn from the partner's strategy)</i>	<i>The latest available value of the indicator(s) at the time of reporting (* to be updated in interim and final reports)</i>	<i>Ideally to be drawn from the partner's strategy.</i>	<i>Not applicable</i>
Outcome (s) (Specific objective(s))	<i>The main medium-term effect of the intervention focusing on behavioural and institutional changes resulting from the Action (It is good practice to have one specific objective only, however for large Actions, other short term outcomes can be included here)</i>	<i>(see definition above)</i>	<i>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</i>	<i>The intended final value of the indicator(s).</i>	<i>(same as above)</i>	<i>Sources of information and methods used to collect and report (including who and when/how frequently).</i>	<i>Factors outside project management's control that may influence on the impact-outcome(s) linkage.</i>
Outputs	<i>The direct/tangible products (infrastructure, goods and services) delivered/generated by the intervention (*Outputs should in principle be linked to corresponding outcomes through clear numbering)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>Factors outside project management's control that may influence on the other outcome(s)/outputs linkage.</i>

2.4. Activity Matrix

<p><i>What are the key activities to be carried out to produce the intended outputs?</i></p> <p><i>(*activities should in principle be linked to corresponding output(s) through clear numbering)</i></p>	<p>Means</p> <p><i>What are the political, technical, financial, human and material resources required to implement these activities, e.g. staff, equipment, supplies, operational facilities, etc.</i></p> <p>Costs</p> <p><i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p>Assumptions</p> <p><i>Factors outside project management's control that may impact on the activities-outputs linkage.</i></p>
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2.5. Please provide an updated action plan for the future activities of the project⁶

Year	Half-year 1						Half-year 2						Implementing body
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	
<i>Example</i>	<i>example</i>												<i>Example</i>
Preparation Activity 1(title)													Beneficiary or affiliated entity 1
Execution Activity 1(title)													Beneficiary of affiliate entity 1
Preparation Activity 2 (title)													Beneficiary or affiliate entity 2
Etc.													

3. Beneficiaries/affiliated entities, trainees and other cooperation

- 3.1. How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e. those having signed the mandate for the coordinator or the affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.
- 3.2. How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?
- 3.3. Where applicable, describe your relationship with any other organisations involved in implementing the action:
 - Associate(s) (if any)
 - Contractor(s) (if any))
 - Final beneficiaries and target groups
 - Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)

⁶This plan will cover the financial period between the interim report and the next report.

- 3.4. Where applicable, outline any links and synergies you have developed with other actions.
- 3.5. If your organisation has received previous EU grants in view of strengthening the same target group, in how far has this action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).
- 3.6. Where applicable, include a traineeship report on each traineeship which ended in the reporting period to be prepared by the trainee including the result of the traineeship and assessment of the qualifications obtained by the trainee with a view to his/her future employment.

4. Visibility

How is the visibility of the EU contribution being ensured in the action?

The European Commission may wish to publicise the results of actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.

Name of the contact person for the action:

.....

Signature:

Location:

Date report due:

Date report sent:

AD

ANNEX VI FINAL NARRATIVE REPORT

- This report must be completed and signed by the contact person of the coordinator.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer (*you can find this form at the following address <specify>*).
- Please expand the paragraphs as necessary.
- *Please refer to the special conditions of your grant contract and send one copy of the report to each address mentioned.*
- The contracting authority will reject any incomplete or badly completed reports.
- Unless otherwise specified, the answer to all questions must cover the reporting period as specified in point 1.6.
- Please do not forget to attach to this report the proof of the transfers of ownership referred to in Article 7.5 of the general conditions.

Table of contents

List of acronyms used in the report

1. Description

- 1.1. Name of coordinator of the grant contract:
- 1.2. Name and title of the contact person:
- 1.3. Name of beneficiary(ies) and affiliated entity(ies) in the action:
- 1.4. Title of the action:
- 1.5. Contract number:
- 1.6. Start date and end date of the action:
- 1.7. Target country(ies) or region(s):
- 1.8. Final beneficiaries &/or target groups¹ (if different) (including numbers of women and men):
- 1.9. Country(ies) in which the activities take place (if different from 1.7):

¹ 'Target groups' are the groups/entities who will be directly positively affected by the project at the project purpose level, and 'final beneficiaries' are those who will benefit from the project in the long term at the level of the society or sector at large.

2. Assessment of the implementation of action activities and its results

2.1. Executive summary of the action

Please give a global overview of the action's implementation for the whole duration of the project

Referring to the updated final logical framework matrix² (see point 2.3. below), describe the level of achievement of the outcome(s) on both the final beneficiaries &/or target group (if different) and the situation in the target country or target region which the action addressed.

Please explain if the intervention logic has proved to be valid, including with the possible changes and their justifications presented in earlier reports, comment the likeliness of reaching the final target(s) related to the impact in a near future (specify).

Please indicate any modification that have be brought to the Logical framework matrix since the start of the Action and explain briefly why (complete explanation should be placed in the 2.2 section under the relevant level considered: outcomes, outputs, activities).

2.2. Results and activities

A. RESULTS

The narrative report should be based on the monitoring and evaluation system set up using as a basis the Logical framework matrix. As such, narrative reports must inform all the indicators defined in the logical framework. Monitoring and/or evaluation reports relating to the performance of the Action shall be used and mentioned in the narrative report. All the monitoring and/or evaluation reports shall be submitted to the Commission with the Final narrative report.

What is your assessment of the results of the action so far? Include observations on the performance and the achievement of outputs, outcomes and impact and whether the action has had any unforeseen positive or negative results.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights,³ gender equality,⁴ democracy, good governance, children's rights and indigenous peoples, youth, environmental sustainability⁵ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

Referring to the final updated logframe matrix (see point 2.3. below) please comment the level of achievement of all the results on the basis of the corresponding current value of the indicators and all the related activities implemented during the reporting period.

- the level of achievement on the basis of the corresponding baseline, target and current value of the indicators, making reference to the assumptions and risks defined in the Logical framework

² The relevant terminology (i.e. outputs, outcome, indicators, etc.) is defined in the logical framework matrix template attached to the guidelines for applicants (Annex e3d).

³ Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en

⁴ See Guidance on Gender equality at https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en

⁵ See Guideline for environmental integration at https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en

410

- the activities covered and implemented. Activities should be linked to corresponding output(s) through clear numbering.

(...)

Outcome – "<Title of the Outcome>"

(...)

Comment on final status of indicators associated to Oc and explain any changes, especially any underperformance; refer to the indicators and assumptions in the Logframe:

(Possibly) intermediary Outcome 1 (iOc1) – "<Title of intermediary Outcome 1>"

(...)

Output 1.1. (Op 1.1.) – "Title of Output 1.1. "

(...)

Following the above assessment of results, please elaborate on all the topics/activities covered.

B. ACTIVITIES

Activity 1.1.1.

Please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed (if applicable)

Please list any risks that might have jeopardised the realisation of some activities and explain how they have been tackled.

Activity 1.1.2.

(...)

- 2.3.** What has your organisation or any actor involved in the Action learned from the Action and how has this learning (including evidence from monitoring and evaluations) -been utilised and disseminated? What has and has not worked?

Describe if the action will continue after the support from the European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?

- 2.4.** The Logical framework (logframe) matrix should evolve during the Action project (i.e. the projects) lifetime: new lines can be added for listing new activities as well as new columns for intermediary targets (milestones) when it is relevant and values will be regularly updated in the column foreseen for reporting purpose (see "Current value"). The term "results" refers to the outputs, outcome(s) and impact of the Action.

The logframe can be revised as necessary (in line with the provisions defined in Article 9.4 of the General Conditions).



	Result chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Source and mean of verification	Assumptions
Impact (Overall objective)	The broader, long-term change to which the action contributes at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.	Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.	The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made. (Ideally, to be drawn from the partner's strategy)	The intended final value of the indicator(s). (Ideally, to be drawn from the partner's strategy)	The latest available value of the indicator(s) at the time of reporting (* to be updated in interim and final reports)	Ideally to be drawn from the partner's strategy.	Not applicable
Outcome (s) (Specific objective(s))	The main medium-term effect of the intervention focusing on behavioural and institutional changes resulting from the Action (It is good practice to have one specific objective only, however for large Actions, other short term outcomes can be included here)	(see definition above)	The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.	The intended final value of the indicator(s).	(same as above)	Sources of information and methods used to collect and report (including who and when/how frequently).	Factors outside project management's control that may influence on the impact-outcome(s) linkage.

AN

	Result chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Source and mean of verification	Assumptions
Outputs	<i>The direct/tangible products (infrastructure, goods and services) delivered/generated by the intervention (*Outputs should in principle be linked to corresponding outcomes through clear numbering)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>(same as above)</i>	<i>Factors outside project management's control that may influence on the other outcome(s)/outputs linkage.</i>

2.5. Activity matrix

<i>What are the key activities to be carried out to produce the intended outputs? (*activities should in principle be linked to corresponding output(s) through clear numbering)</i>	Means <i>What are the political, technical, financial, human and material resources required to implement these activities, e.g. staff, equipment, supplies, operational facilities, etc.</i> Costs <i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i>	Assumptions <i>Factors outside project management's control that may impact on the activities-outputs linkage.</i>
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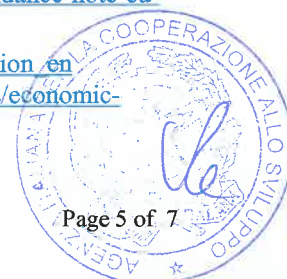
- 2.6. Explain how the action has mainstreamed cross-cutting issues such as promotion of human rights,⁶ gender equality,⁷ democracy, good governance, children's rights and indigenous peoples, environmental sustainability⁸ and combating HIV/AIDS (if there is a strong prevalence in the target country/region)⁹.
- 2.7. How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received from the beneficiaries and others.
- 2.8. What has your organisation or any actor involved in the action learned from the action and how has this learning been utilised and disseminated?

⁶ Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en

⁷ https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en

⁸ Guidelines for environmental integration are available at: https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en

⁹ Please refer to EC Guidelines on gender equality, disabilities, etc.



- 2.9. Please list all materials (and number of copies) produced during the action on whatever format (please enclose a copy of each item, except if you have already done so in the past).

Please state how the items produced are being distributed and to whom.

- 2.10. Please list all contracts (works, supplies, services) above EUR 60 000 awarded for the implementation of the action for the whole implementation period since the last interim report if any or during the reporting period, giving for each contract the amount, the name of the contractor and a brief description on how the contractor was selected, including compliance with EU restrictive measures.

3. Beneficiaries/affiliated entities, trainees and relations with Government/other cooperation

- 3.1. How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e. those having signed the mandate for the coordinator or an affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.
- 3.2. Is the above agreement between the signatories to the grant contract to continue? If so, how? If not, why?
- 3.3. How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?
- 3.4. Where applicable, describe your relationship with any other organisations involved in implementing the action:
- Associate(s) (if any)
 - Contractor(s) (if any)
 - Final beneficiaries and target groups
 - Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)
- 3.5. Where applicable, outline any links and synergies you have developed with other actions.
- 3.6. If your organisation has received previous EU grants in view of strengthening the same target group, in how far has this action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).
- 3.7. How do you evaluate cooperation with the services of the contracting authority?
- 3.8. Where applicable, include a traineeship report on each traineeship which ended in the reporting period to be prepared by the trainee including the result of the traineeship and assessment of the qualifications obtained by the trainee with a view to his/her future employment.

4. Visibility

How is the visibility of the EU contribution being ensured in the action?

The European Commission may wish to publicise the results of actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.

5. Location of records, accounting and supporting documents

Please indicate in a table the location of records, accounting and supporting documents for each beneficiary and affiliated entity entitled to incur costs.

The European Commission may wish to publicise the results of actions. Do you have any objection to this report being published on the website of DG International Cooperation and Development ? If so, please state your objections here.

Name of the contact person for the action:

Signature:Location:

Date report due:Date report sent:



[illegible]

Country Office
Khartoum

MB



ANNEX VII PRE-FINANCING GUARANTEE FORM

(To be completed on paper bearing the letterhead of the financial institution)

For the attention of
<Address of the contracting authority>
referred to below as the 'contracting authority'

Subject: Guarantee No ...
Financing guarantee for the repayment of pre-financing payable under grant contract <contract number and title> (please quote number and title in all correspondence)

We the undersigned, <name and address of financial institution>¹ hereby irrevocably declare that we guarantee as primary obligor, and not merely as a surety, on behalf of <name and address of the coordinator>, hereinafter referred to as 'the coordinator', payment to the contracting authority of <amount of the pre-financing in euros/contracting authority currency>², this amount representing the guarantee referred to in Article 4 of special conditions of the grant contract <contract number and title> concluded between the beneficiary(ies) and the contracting authority, hereinafter referred to as 'the contract'.

Payment shall be made without objection or legal proceedings of any kind, upon receipt of your first written claim (sent by registered letter with confirmation of receipt) stating that the coordinator has not repaid the pre-financing on request or that the contract has been terminated. We shall not delay the payment, nor shall we oppose it for any reason whatsoever. We shall not under any circumstances benefit from the defences of the security. We shall inform you in writing as soon as payment has been made.

We accept notably that no amendment to the terms of the contract can release us from our obligation under this guarantee. We waive the right to be informed of any change, addition or amendment to the contract.

We note that the guarantee will be released 45 days at the latest after the first of the following events:

- when the balance provided for in the contract has been paid;
- [and in any case at the latest 18 months after end of the implementation period of the action mentioned in the contract]³

[Any request to pay under the terms of the guarantee must be countersigned by the head of delegation of the European Union or his designated empowered deputy as per the applicable Commission rules. (This sentence should be deleted when the contracting authority is the Commission)]

The law applicable to this guarantee shall be that of [If the contracting authority is the European Union and the financial institution issuing the guarantee is established outside the EU: Belgium] [(i) if the contracting authority is the European Union and the financial institution issuing the guarantee is

¹ The guarantee has to be supplied by a recognised bank or financial institution established in a Member State of the European Union. Where the coordinator is established in another State, the contracting authority may accept that a bank or financial institution established in that State supplies the guarantee, if it considers that this institution offers insurances and characteristics equivalent to those offered by a bank or financial institution established in a Member State of the European Union.

² To be used in the case where the contract is in the contracting authority's currency.

³ This mention has to be inserted only where required, for example where the law applicable to the guarantee imposes a precise expiry date or where the guarantor can justify that he is unable to provide such a guarantee without expiry date.



ANNEX VII PRE-FINANCING GUARANTEE FORM

established inside the EU; OR (ii) if the contracting authority is an authority in the partner country: <the country in which the financial institution issuing the guarantee is established>]. Any dispute arising out of or in connection with this guarantee shall be referred to the courts of < [If the contracting authority is the European Union and the financial institution issuing the guarantee is established outside the EU: Belgium] [(i) if the contracting authority is the European Union and the financial institution issuing the guarantee is inside the EU; or (ii) if the contracting authority is an authority in the partner country: <the country in which the financial institution issuing the guarantee is established.

This guarantee shall come into force and shall take effect on payment of the pre-financing to the coordinator.

Done at *[insert place]*, on *[insert date]*

[Signature]

[Signature]

[Function at the financial institution/bank]

[Function at the financial institution/bank]

AB



Please use Adobe Acrobat Reader (free) version 9 or above.

- ☐ Green fields are optional.
☐ Orange fields are mandatory.

PADOR OFF-LINE FORM

APPLICANT

Reset form

THIS ANNEX MUST BE FILLED IN BY APPLICANTS/PARTNERS WHO REQUEST A DISPENSATION (DEROGATION) FROM THE OBLIGATION TO REGISTER IN PADOR.
ALL OTHER APPLICANTS/PARTNERS MUST ENCODE THIS INFORMATION IN PADOR.
(http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm)

Justification for the request for derogation from the obligation to register in PADOR:

N/A; ARC is in PADOR. Providing the off-line form as requested.

Annexed documents substantiating the request for derogation (if any):

1. IDENTITY

Name of the organisation:	AMERICAN REFUGEE COMMITTEE
Abbreviation	ARC
Organisation's e-mail	info@wearealight.org
Address	615 1ST AVE NE, SUITE 500
Postal Code	55413
P.O. Box	
City	MINNEAPOLIS, MINNESOTA
Country	United States
Phone	
Fax	
Website	
National registration number:	
Date of registration:	19 December 1978
Place of registration	State of Illinois, United States
VAT number:	
Make your profile public:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

¹ If you choose to make your profile public, it will become visible to other organisations via the 'search for partners' function of PADOR

Page 1 / 14



2. PROFILE

Legal entity	Public bodies (including local authorities) / International Organisations	
	<input checked="" type="checkbox"/> Private Law Body	
Legal status	U.S. registered non-profit, 501(c)(3)	
Profit-making	Yes	
	<input checked="" type="checkbox"/> No	
NGO	<input checked="" type="checkbox"/> Yes	
	No	
Value based	Political	
	Religious	
	Humanistic	
	<input checked="" type="checkbox"/> Neutral	
Is your organisation linked to another entity?	Yes, parent entity please specify its EuropeAid ID:	
	Yes, controlled entity(ies)	
	Yes, family organisation / network entity	
	<input checked="" type="checkbox"/> No, independent	

E.g. confederation/federation/alliance.



2.1. Category

Category	EU Member State
	<input type="checkbox"/> Public Administration
	<input type="checkbox"/> Local authority
	<input type="checkbox"/> Other
	Third Countries
	<input type="checkbox"/> Public Administration
	<input type="checkbox"/> Local authority
	<input type="checkbox"/> Other
	Commercial Companies / Organisations
	<input type="checkbox"/> Commercial Companies / Organisations
	International Organisations
	<input type="checkbox"/> United Nations Family
	<input type="checkbox"/> Regional authorities
	<input checked="" type="checkbox"/> Other
	Universities and Research Institutes
	<input type="checkbox"/> University/Education
	<input type="checkbox"/> Institute of research
	Others
	<input type="checkbox"/> Association
	<input type="checkbox"/> Foundation
<input type="checkbox"/> Think Tank	
<input type="checkbox"/> Professional and/or Industrial Organisation	
<input type="checkbox"/> Trade Union	
<input type="checkbox"/> Other non-State actor	

2.2. Sector(s) ²

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Education
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Education, level unspecified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Education Policy & Admin. Management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Education Facilities And Training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teacher Training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Educational Research
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic education
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary Education
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic life skills for youth and adults

²

Please tick the box for each sector your organisation has been active in. The provided list is based on the official OECD DAC list.

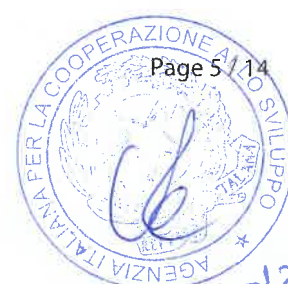


<input type="checkbox"/>		11240	Early childhood education
<input type="checkbox"/>	113		Secondary education
<input type="checkbox"/>		11320	Secondary education
<input type="checkbox"/>		11330	Vocational Training
<input type="checkbox"/>	114		Post-secondary education
<input type="checkbox"/>		11420	Higher Education
<input type="checkbox"/>		11430	Advanced Tech. & Managerial Training
<input type="checkbox"/>	12		Health
<input type="checkbox"/>		121	Health, general
<input type="checkbox"/>		12110	Health Policy & Admin. Management
<input type="checkbox"/>		12181	Medical education/training
<input type="checkbox"/>		12182	Medical Research
<input type="checkbox"/>		12191	Medical Services
<input type="checkbox"/>		122	Basic health
<input type="checkbox"/>		12220	Basic Health Care
<input type="checkbox"/>		12230	Basic Health Infrastructure
<input type="checkbox"/>		12240	Basic Nutrition
<input type="checkbox"/>		12250	Infectious Disease Control
<input type="checkbox"/>		12261	Health Education
<input type="checkbox"/>		12281	Health Personnel Development
<input type="checkbox"/>	13		Population programmes
<input type="checkbox"/>		130	Population polices/programs and reproductive health
<input type="checkbox"/>		13010	Population Policy And Admin. Mgmt
<input type="checkbox"/>		13020	Reproductive Health Care
<input type="checkbox"/>		13030	Family planning
<input type="checkbox"/>		13040	Std Control Including HIV/Aids
<input type="checkbox"/>		13081	Personnel development for population & reproductive health
<input type="checkbox"/>	14		Water Supply and Sanitation
<input type="checkbox"/>		140	Water supply and sanitation
<input type="checkbox"/>		14010	Water Resources Policy/Admin. Mgmt
<input type="checkbox"/>		14015	Water Resources Protection
<input type="checkbox"/>		14020	Water supply & sanitation - Large systems
<input type="checkbox"/>		14030	Basic drinking water supply & basic sanitation
<input type="checkbox"/>		14040	River Development
<input type="checkbox"/>		14050	Waste Management/Disposal
<input type="checkbox"/>		14081	Education & training in water supply and sanitation
<input type="checkbox"/>	15		Government and Civil Society
<input type="checkbox"/>		151	Government and civil society, general
<input type="checkbox"/>		15110	Economic and development policy/planning
<input type="checkbox"/>		15120	Public sector financial management
<input type="checkbox"/>		15130	Legal and judicial development
<input type="checkbox"/>		15140	Government administration
<input type="checkbox"/>		15150	Strengthening civil society
<input type="checkbox"/>		15161	Elections
<input type="checkbox"/>		15162	Human Rights
<input type="checkbox"/>		15163	Free Flow Of Information
<input type="checkbox"/>		15164	Women's equality organisations and institutions
<input type="checkbox"/>		152	Conflict prevention an resolution, peace and security
<input type="checkbox"/>		15210	Security system management and reform
<input type="checkbox"/>		15220	Civilian peace-building, conflict prevention and resolution
<input type="checkbox"/>		15230	Post-conflict peace-building (UN)
<input type="checkbox"/>		15240	Reintegration and SALW control

20 FEB 2021
Country Director
Khartoum, Sudan



		15250	Land mine clearance
		15261	Child soldiers (prevention and demobilisation)
16			Other Social Infrastructure and Service
		16010	Social/welfare services
		16020	Employment policy and admin. mgmt.
		16030	Housing policy and admin. management
		16040	Low-cost housing
		16050	Multisector aid for basic social services
		16061	Culture and recreation
		16062	Statistical capacity building
		16063	Narcotics control
		16064	Social mitigation of HIV/AIDS
21			Transport and Storage
	210		Transport and storage
		21010	Transport Policy & Admin. Management
		21020	Road Transport
		21030	Rail Transport
		21040	Water Transport
		21050	Air Transport
		21061	Storage
		21081	Education & Training In Transport & Storage
22			Communications
	220		Communications
		22010	Communications Policy & Admin. Mgmt
		22020	Telecommunications
		22030	Radio/Television/Print Media
		22040	Information and communication technology (ICT)
23			Energy
	230		Energy generation and supply
		23010	Energy Policy And Admin. Management
		23020	Power Generation/Non-Renewable Sources
		23030	Power Generation/Renewable Sources
		23040	Electrical Transmission/Distribution
		23050	Gas distribution
		23061	Oil-Fired Power Plants
		23062	Gas-Fired Power Plants
		23063	Coal-Fired Power Plants
		23064	Nuclear Power Plants
		23065	Hydro-electric Power Plants
		23066	Geothermal energy
		23067	Solar energy
		23068	Wind power
		23069	Ocean power
		23070	Biomass
		23081	Energy education/training
		23082	Energy research
24			Banking and Financial Services
	240		Banking and financial services
		24010	Financial Policy & Admin. Management
		24020	Monetary institutions
		24030	Formal Sector Financial Institutions
		24040	Informal/Semi-Formal Financial intermediaries



		24081	Education/trng in banking & fin. services
	25		Business and Other Services
		250	Business and other services
		25010	Business support services and institutions
		25020	Privatisation
	31		Agriculture, Forestry and Fishing
		311	Agriculture
		31110	Agricultural Policy And Admin. Mgmt
		31120	Agricultural development
		31130	Agricultural Land Resources
		31140	Agricultural Water Resources
		31150	Agricultural inputs
		31161	Food Crop Production
		31162	Industrial Crops/Export Crops
		31163	Livestock
		31164	Agrarian reform
		31165	Agricultural alternative development
		31166	Agricultural extension
		31181	Agricultural Education/Training
		31182	Agricultural Research
		31191	Agricultural services
		31192	Plant and post-harvest protection and pest control
		31193	Agricultural financial services
		31194	Agricultural co-operatives
		31195	Livestock/Veterinary Services
		312	Forestry
		31210	Forestry Policy & Admin. Management
		31220	Forestry development
		31261	Fuel wood/charcoal
		31281	Forestry education/training
		31282	Forestry research
		31291	Forestry services
		313	Fishing
		31310	Fishing Policy And Admin. Management
		31320	Fishery development
		31381	Fishery education/training
		31382	Fishery research
		31391	Fishery services
	32		Industry, Mining and Construction
		321	Industry
		32110	Industrial Policy And Admin. Mgmt
		32120	Industrial development
		32130	Small and medium-sized enterprises (SME) development
		32140	Cottage industries and handicraft
		32161	Agro-Industries
		32162	Forest industries
		32163	Textiles - leather & substitutes
		32164	Chemicals
		32165	Fertilizer plants
		32166	Cement/lime/plaster
		32167	Energy manufacturing
		32168	Pharmaceutical production

20 FEB 2021

Country Director
Khartoum, Sudan



		32169	Basic metal industries
		32170	Non-ferrous metal industries
		32171	Engineering
		32172	Transport equipment industry
		32182	Technological research and development
	322		Mineral resources and mining
		32210	Mineral/Mining Policy & Admin. Mgmt
		32220	Mineral Prospection And Exploration
		32261	Coal
		32262	Oil and gas
		32263	Ferrous metals
		32264	Non-ferrous metals
		32265	Precious metals/materials
		32266	Industrial minerals
		32267	Fertilizer minerals
		32268	Offshore minerals
	323		Construction
		32310	Construction Policy And Admin. Mgmt
33			Trade and Tourism
	331		Trade policy and regulation
		33110	Trade Policy And Admin. Management
		33120	Trade facilitation
		33130	Regional trade agreements (RTAs)
		33140	Multilateral trade negotiation
		33181	Trade education & training
	332		Tourism
		33210	Tourism Policy And Admin. Management
41			General Environment Protection
	410		General environmental protection
		41010	Environmental Policy And Admin. Mgmt
		41020	Biosphere protection
		41030	Bio-diversity
		41040	Site Preservation
		41050	Flood Prevention/Control
		41081	Environmental education/training
		41082	Environmental research
43			Other multisector
	430		Other multisector
		43010	Multisector Aid
		43030	Urban Development And Management
		43040	Rural Development
		43050	Non-agricultural alternative development
		43081	Multisector education/training
		43082	Research/scientific institutions
51			General budget support
	510		General budget support
		51010	General budget support
52			Development food aid/food security
	520		Development food aid/food security assistance
		52010	Food Aid / Food Security Programmes
53			Other commodity assistance
	530		Other commodity assistance

20 FEB 2021

Country Director

Khartoum, Sudan



Page 7 / 14

124-

<input type="checkbox"/>		53030	Import support (capital goods)
<input type="checkbox"/>		53040	Import support (commodities)
<input type="checkbox"/>	60		Action relating to debt
<input type="checkbox"/>		600	Action relating to debt
<input type="checkbox"/>		60010	Action relating to debt
<input type="checkbox"/>		60020	Debt forgiveness
<input type="checkbox"/>		60030	Relief of multilateral debt
<input type="checkbox"/>		60040	Rescheduling and refinancing
<input type="checkbox"/>		60061	Debt for development swap
<input type="checkbox"/>		60062	Other debt swap
<input type="checkbox"/>		60063	Debt buy-back
<input checked="" type="checkbox"/>	70		Humanitarian Aid
<input type="checkbox"/>		700	Humanitarian Aid
<input type="checkbox"/>	72		Emergency response
<input type="checkbox"/>		720	Emergency response
<input type="checkbox"/>		72010	Material relief assistance and services
<input type="checkbox"/>		72030	Aid to refugees (In Recipient Country)
<input type="checkbox"/>		72040	Emergency food aid
<input type="checkbox"/>		72050	Relief coordination; protection and support services
<input type="checkbox"/>	73		Reconstruction relief and rehabilitation
<input type="checkbox"/>		730	Reconstruction relief and rehabilitation
<input type="checkbox"/>		73010	Reconstruction relief and rehabilitation
<input type="checkbox"/>	74		Disaster prevention and preparedness
<input type="checkbox"/>		740	Disaster prevention and preparedness
<input type="checkbox"/>		74010	Disaster prevention and preparedness
<input type="checkbox"/>	91		Administrative costs of donors
<input type="checkbox"/>		910	Administrative costs of donors
<input type="checkbox"/>		91010	Administrative Costs
<input type="checkbox"/>	92		Support to NGO
<input type="checkbox"/>		920	Support to NGO
<input type="checkbox"/>		92010	Support to national NGOs
<input type="checkbox"/>		92020	Support to international NGOs
<input type="checkbox"/>		92030	Support to local and regional NGOs
<input type="checkbox"/>	93		Refugees
<input type="checkbox"/>		930	Refugees (in donor countries)
<input type="checkbox"/>		93010	Refugees (in donor countries)
<input type="checkbox"/>	99		Unallocated/unspecified
<input type="checkbox"/>		998	Unallocated/unspecified
<input type="checkbox"/>		99810	Sectors Not Specified
<input type="checkbox"/>		99820	Promotion of Development Awareness



<input type="checkbox"/> All	
<input type="checkbox"/> Child soldiers	
<input type="checkbox"/> Community Based Organisation(s)	
<input type="checkbox"/> Consumers	
<input type="checkbox"/> Disabled	
<input type="checkbox"/> Drug consumers	
<input type="checkbox"/> Educational organisations (school, universities)	
<input type="checkbox"/> Elderly people	
<input type="checkbox"/> Illness affected people (Malaria, Tuberculosis, HIV/AIDS)	
<input type="checkbox"/> Indigenous peoples	
<input type="checkbox"/> Local authorities	
<input type="checkbox"/> Non Governmental Organisations	
<input type="checkbox"/> Prisoners	
<input type="checkbox"/> Professional category	
<input checked="" type="checkbox"/> Refugees and displaced	
<input type="checkbox"/> Research organisations/Researchers	
<input type="checkbox"/> SME/SMI	
<input type="checkbox"/> Students	
<input type="checkbox"/> Urban slum dwellers	
<input type="checkbox"/> Victims of conflicts/catastrophes	
<input type="checkbox"/> Women	
<input type="checkbox"/> Young people	
<input checked="" type="checkbox"/> Other (please specify):	Host communities

3.1. Experience by Sector (for each sector selected in 2.2.)

[illegible]

3.2. Experience by Geographical area (country or region)

Indicative list of regions

- Asia
 - Central Asia Region
 - Eastern Asia Region
 - South Asia Region
 - South East Asia Region
- Caribbean Region
- EU Europe
- Europe apart from EU
- Eastern Europe Region
- Latin American Countries
- Central American Region
- South America Region
- Near and Middle East
- Eastern Europe Region
- Gulf States
- Mediterranean Region
- North America Countries
- Overseas countries and territories
- Pacific Region
- Sub-Saharan Africa
 - Central Africa Region
 - East Africa Region
 - Indian Ocean Region
 - Southern Africa Region
 - West Africa Region

Geographical area (country or region)	Year(s) of Experience	Number of Projects	Estimated Amount (in Euros)
Central America Region	1 to 3 years	1 to 5	€738,689.00
Near and Middle East	4 to 7 years	1 to 5	€8,609,860.00
South East Asia Region	7 years +	201 to 500	€42,019,900.00
South Asia Region	7 years +	51 to 200	€25,154,700.00
Caribbean Region	1 to 3 years	6 to 10	€10,517,100.00
Sub-Saharan Africa	7 years +	201 to 500	€371,071,000.00

20 FEB 2021
Country Director
Khartoum, Sudan



3.3. Resources

The data registered in this section must be in-line with the financial report submitted, and can be further explained under the Additional information section. If some or all these indicators are not relevant to your organisation, please type "0". It is necessary to provide your financial data for the past three years for which data is available.

3.3.1. Financial data (amounts in EUR).

Year	Turnover or equivalent	Net earnings or equivalent	Total sheet or budget balance	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
2020	€46,718,477.06	€3,833,962.33		€21,981,644.12		€5,546,840.69
2019	€53,223,925.75	€4,093,238.75		€28,098,050.12		€5,126,999.74
2018	€49,861,460.05	€4,125,793.54		€29,310,378.89		€3,732,183.73

3.3.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Sources		Percentage (total for a given year must be equal to 100%)
2020	<input type="checkbox"/>	EU Commission	
2020	<input type="checkbox"/>	EU Member States Public Bodies	
2020	<input checked="" type="checkbox"/>	Non EU Member States Public Bodies	55
2020	<input checked="" type="checkbox"/>	United Nations	28
2020	<input type="checkbox"/>	Other International Organisation(s)	
2020	<input type="checkbox"/>	Private Sector	
2020	<input type="checkbox"/>	Taxes/Local Taxes/Government donations	
2020	<input type="checkbox"/>	Member's fees	
2020	<input checked="" type="checkbox"/>	Donations from individuals	5
2020	<input checked="" type="checkbox"/>	Other (please specify): Private, EU Commission, other international organi	12
	Total		100%



Year	Sources		Percentage (total for a given year must be equal to 100%)
2019	<input type="checkbox"/>	EU Commission	
2019	<input type="checkbox"/>	EU Member States Public Bodies	
2019	<input checked="" type="checkbox"/>	Non EU Member States Public Bodies	56
2019	<input checked="" type="checkbox"/>	United Nations	27
2019	<input type="checkbox"/>	Other International Organisation(s)	
2019	<input type="checkbox"/>	Private Sector	
2019	<input type="checkbox"/>	Taxes/Local Taxes/Government donations	
2019	<input type="checkbox"/>	Member's fees	
2019	<input checked="" type="checkbox"/>	Donations from individuals	3
2019	<input checked="" type="checkbox"/>	Other (please specify): Private, EU Commission, other international organi	14
	Total		100%

2018	<input type="checkbox"/>	EU Commission	
2018	<input type="checkbox"/>	EU Member States Public Bodies	
2018	<input checked="" type="checkbox"/>	Non EU Member States Public Bodies	36
2018	<input checked="" type="checkbox"/>	United Nations	26
2018	<input type="checkbox"/>	Other International Organisation(s)	
2018	<input type="checkbox"/>	Private Sector	
2020	<input type="checkbox"/>	Taxes/Local Taxes/Government donations	
2018	<input type="checkbox"/>	Member's fees	
2018	<input checked="" type="checkbox"/>	Donations from individuals	17
2018	<input checked="" type="checkbox"/>	Other (please specify): Private, EU Commission, other international organi	21
2018	Total		100%

Furthermore, where your organisation participates to a call for proposals as applicant and the grant requested exceeds EUR 500.000, please provide an external audit report established by an approved auditor for the last financial year available. This obligation does not apply to international organisations nor to public bodies.

2020		From	<input type="text"/>	to	<input type="text"/>
2019		From	<input type="text"/>	to	<input type="text"/>
2018		From	<input type="text"/>	to	<input type="text"/>

26 FEB 2021

Country Director

Page 12 / 14

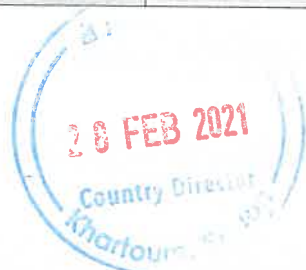
3.3.3. Number of staff (full-time equivalent) (please tick one option for each type of staff):

Type of staff	Paid	Unpaid
HQ Staff: recruited and based in Headquarters (located in Developed Country)	> 10 - ≤50	> 10 - ≤50
Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country	> 10 - ≤50	> 10 - ≤50
Local staff: recruited and based in Developing Country	> 500 - ≤1m	> 1m

Percentage Female / Male total paid staff			
Female	42	Male	58

4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION

Title	Name	Profession	Function	Country of Nationality	On the board since
Mrs	Maureen Reed	Health Executive	Director/President	United States	20 Nov 2012
Mr	Richard Voelbel	Attorney	Other	United States	30-11-2013
Mr	Imad Libbus	Scientist/Executive	Secretary	United States	30-06-2014
Mr	Dabbs Cavin	Finance Executive	Treasurer	United States	30-09-2018
Mr	Paul Bennett	Designer/Executive	Other	United Kingdom	30-12-2016
Mr	Mark Dayton	State Governor (for)	Other	United States	30-11-2019



-130-

5. SUPPORTING DOCUMENT CHECK LIST

Please ensure that the following documents will be submitted together with this form:	
<input checked="" type="checkbox"/>	Statutes of the organisation
<input checked="" type="checkbox"/>	All the required Financial Reports
<input type="checkbox"/>	All the required Audit Reports (obligatory for applicants, only if the grant requested exceeds 500 000 €)

6. ADDITIONAL INFORMATION (NOT OBLIGATORY)

To be developed in 20.000 maximum characters (you may cut and paste unformatted text):

Strategies/methodologies/philosophies and approaches of your organisation

- How do you choose a country/region, a project, a partner

- Conditions to create a strong partnership, ownership, «participatory approach », ...

Notes

Section 2.2 and 3.1

ARC provides humanitarian assistance across sectors. As many of these sectors overlap, it is difficult for us to complete this section for specific sectors and sub-sectors and provided information as a whole under "humanitarian aid". We are happy to provide any additional information that may be needed.

Section 3.3.1

We are unclear the information being requested for "Total Sheet or Budget Balance". We are happy to provide additional information but would require additional explanation of the information being requested. Additionally the figures provided are the estimated equivalent in EUR at the end of the reported Fiscal Year.

Section 4

Additional Board Members

Ms. Vanessa Holden, Design Executive, Other, Australian, 30-11-2018

Ms. Martha (Muffy) MacMillan, Former Vice President at Private Foundation, Other, United States, 30-06-2019

Mr. Mark Mortenson, Finance Executive, Other, United States, 30-11-2012

Greg Page, CEO (retired), Other, United States, 30-12-2016

Ms. Mary Whitney, Philanthropist, Other, United States, 30-06-2017

Ms. Whitney Williams, CEO, Other, United States, 31-10-2019



Check for missing fields



131-



PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

LEGAL ENTITY

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

PRIVATE/PUBLIC LAW BODY WITH LEGAL FORM

OFFICIAL NAME ①	AMERICAN REFUGEE COMMITTEE (ARC)		
BUSINESS NAME (if different)	ARC/ALIGHT (SEE ATTACHMENT FOR EXPLANATION OF NAME CHANGE)		
ABBREVIATION	ARC/ALIGHT		
LEGAL FORM	U.S. REGISTERED 501(c)(3) NON FOR PROFIT ORGANIZATION		
ORGANISATION TYPE	FOR PROFIT	<input type="checkbox"/>	
	NON FOR PROFIT	<input checked="" type="checkbox"/>	NGO ② YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
MAIN REGISTRATION NUMBER ③	36-3241033		
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	CHICAGO	
	COUNTRY	UNITED STATES	
DATE OF MAIN REGISTRATION	19	12	1978
	DD	MM	YYYY
VAT NUMBER			
ADDRESS OF HEAD OFFICE	615 1ST AVE NE, SUITE 500		
POSTCODE	55413	P.O. BOX	
		CITY	MINNEAPOLIS, MINNESOTA
COUNTRY	UNITED STATES		PHONE + 1 612 872 7060
E-MAIL	JESSP@WEAREALIGHT.ORG		

DATE 1/15/2021

STAMP



SIGNATURE OF AUTHORISED REPRESENTATIVE

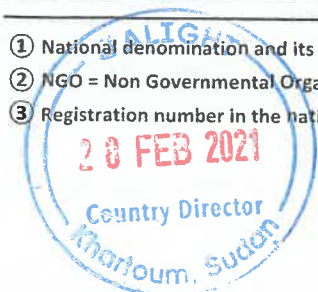
DocuSigned by:

 983CAC82450B46F...
 Mark White CFO

① National denomination and its translation in EN or FR if existing.

② NGO = Non Governmental Organisation, to be completed if NFPO is indicated.

③ Registration number in the national register of companies. See table with corresponding field denomination by country.





FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ①

ACCOUNT NAME ②	Alight General Account		
IBAN/ACCOUNT NUMBER ③	54583661		
CURRENCY	USD		
BIC/SWIFT CODE	HATRUS44	BRANCH CODE ④	
BANK NAME	BMO Harris		
ADDRESS OF BANK BRANCH			
STREET & NUMBER	651 Nicollet Mall		
TOWN/CITY	Minneapolis	POSTCODE	55402
COUNTRY	USA		

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER	Alight		
STREET & NUMBER	615 1st Ave NE		
	Suite 500		
TOWN/CITY	Minneapolis	POSTCODE	55413
COUNTRY	USA		

REMARK	
--------	--

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤



DATE (Obligatory)

1/15/2021

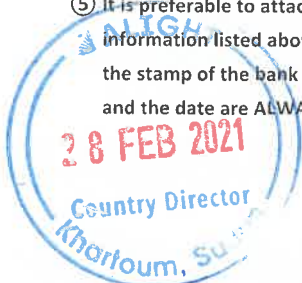
SIGNATURE OF ACCOUNT HOLDER (Obligatory)

DocuSigned by:

Mark White

983CAC82450B46F...
Mark White CFO

- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.





BMO Harris Commercial Banking
50 South Sixth Street, Suite 1000
Minneapolis, MN 55402
612-904-8572

February 3, 2021

To Whom It May Concern:

The following bank account detail is correct for our client, Alight, as of the date of this letter:

Account Number:	0054583661
ABA/Routing Number:	071000288
SWIFT Code:	HATRUS44

Alight maintains its account in accordance with the BMO Harris Bank N.A. Commercial Account Agreement.

Please let me know if you have any questions or if I may be of any additional assistance.

Sincerely Yours,

Michele Williams-Cook 2/3/2021

Michele Williams-Cook
Commercial Banking Service Manager
Michele.williams-cook@bmo.com



BMO Harris Bank N.A.

