



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

T05-EUTF-HOA-SDN-13-01-G04

(the 'contract')

CIG Z7A319037C

Italian Agency for Development Cooperation, (the 'contracting authority')

Maria Cristina Pescante

Deputy director of AICS Khartoum

St 33 Amarat no 25 Block 12-K east Khartoum Sudan

of the one part,

and

Première Urgence Internationale, International Non-Governmental Organization

Registration in Sudan: 1502

Mirko Zappacosta,

Head of Mission

2 rue Auguste Thomas, 92600 Asnières-sur-Seine, FRANCE

have agreed as follows:

August 2020

Annex G Standard grant contract (special conditions)_June 2021_PUI



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 prevention, control and treatment of communicable diseases for migrants, refugees, IDPs and host communities in Al Fashega and Basonda Localities in Gedaref State*” (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 8 (eight) 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 900,000.00 EUR, as set out in Annex III.
- 3.2 The contracting authority undertakes to finance a maximum amount of 900,000.00 EUR.

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 :

Initial pre-financing payment, 60% after two parties signature and the submission of a Financial guarantee (30% of first instalment), equal to 540,000.00 EUR

Seconda pre-financing instalment , 35 % after the annual report (technical and financial) approval and after the achievement of 70% expenditure of the first instalment equal to 315,000.00 EUR.

Balance of the final amount of the grant 5% after final report approval (Technical and financial), equal to 45,000.00 EUR.

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’.

4.2 the contractor shall submit a Financial guarantee amounting to 162,000.00 EUR (30% of first instalment) in complying with the requirements of article 15.8 of annex II.

4.3 in accordance to article 2.3 of annex II the contracting authority requests the coordinator to present quarterly a narrative progress (max. 10 pages) and financial statement.

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 any external body authorised by the contracting authority² and provided by the coordinator. The expenditure verification report shall conform to the model in Annex VII and shall be produced by an auditor approved by the contracting authority. The auditor shall meet the requirements set out in the terms of reference for expenditure verification in Annex VII.

Donnadieu & Associés

16 passage Charles Dallery, 75011 Paris - France

+33(0)1 86 90 29 10

contacts@donnadieu-associés.fr

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

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



Annex VII: Model financial guarantee

Annex VIII: Standard template for transfer of asset ownership

- 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.

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 900,000.00 EUR , 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.

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 Mirko Zappacosta

Title Head of Mission of Premiere
Urgence Internationale in Sudan

Signature 


Date 22-06-2021



For the contracting authority

Name Maria Cristina Pescante

Title Deputy of Director
ad interim of AICS Khartoum

Signature 

Date 22/6/2021



³ OJ L 205 of 21.11.2018, p. 39.

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.



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

Contracting authority: Italian Agency for Development Cooperation

Improving prevention, control and treatment of communicable diseases for migrants, refugees, IDPs and host communities in Al Fashega and Basonda Localities in Gedaref State

CIG Z7A319037C

Annex A.2 – Grant application form – Full application

Reference:

T05-EUTF-HOA-SDN-13-01

(in order to convert to local time click [here](#)¹)

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

[Number & title of lot]	
Title of the action:	Improving prevention, control and treatment of communicable diseases for migrants, refugees, IDPs and host communities in Al Fashega and Basonda Localities in Gedaref State
Name of the lead applicant	Première Urgence Internationale
Nationality of the lead applicant ²	French

Dossier No	
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(for official use only)

¹ An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

² 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 processed³ 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>⁴

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.

³ 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.

⁴ This link will lead you to the "EuropeAid privacy statement" published in the Practical Guide General Annexes (see Annexe A13).

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FULL APPLICATION FORM

General information

Reference of the call for proposals	T05-EUTF-HOA-SDN13-04
[Lot number you are applying to:]	N/A
Name of the lead applicant	Premiere Urgence Internationale
Title of the action	<i>Improving prevention, control and treatment of communicable diseases for migrants, refugees, IDPs and host communities in Al Fashega and Basonda Localities in Gedaref State</i>
Location of the action	<i>Sudan, Gedaref State, Basonda and Al Fashagha localities</i>
Duration of the action ⁵	8 months

1.1. Description of the action

1.1.1 Description (max 13 pages)

Background of the Action

In Sudan, 13.4 million people are in need of humanitarian assistance, compared to 9.3 million in the preceding year (Humanitarian Need Overview, HNO 2020/21). Despite efforts by the transitional government to stabilize the economy, moving forward with the peace process and reaching out to the international community, the situation continued to deteriorate. Decreasing purchasing power due to inflation and the effect of floods - the worst Sudan in a century - that affected more than 900,000 people across the country (Humanitarian Response Plan, HRP 2021) resulted in the destruction of homes, assets and crops, leading to higher levels of food insecurity: at the end of the year 2020, more than 7.1 million people were severely food insecure (HRP 2021). The 2020 rainy season and associated floods put further pressure on the fragile health system. The Covid-19 pandemic has worsened the crisis due to the related restrictions and allocation of resources to respond to the pandemic, severely affecting the health care provision. Disease outbreaks, including polio, Chikungunya and dengue have been reported across several states. Sudan hosts over 1 million refugees (November 2020), from South Sudan, the Central African Republic, Chad, Eritrea and Ethiopia. Since November 2020, more than 63,000 people from Tigray State of Ethiopia have fled to seek asylum in Kassala and Gedaref States of Sudan. 2.5 million people are still displaced in the country (UNHCR) as a consequence of past but still unresolved conflicts and tensions that affected several regions of the country for the last couple of decades.

Gedaref, has an estimated population of 2,331,140, shares a 265 km international border with Ethiopia. 200,010 people among the population were estimated to be in need of humanitarian assistance, beginning of 2020 (HNO 2020), way before the onset of the current Ethiopian crisis. The figure is believed to be much higher at the beginning of 2021, driven by the cross-border movement due to the

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

conflict in the neighbouring country and , as the State was not spared by the effects of the economic crisis and inflation, COVID-19 and the floods.

Further inflows to Gedaref State should be anticipated if there is an uptick of fighting in Tigray or diminished humanitarian access to Ethiopia and Eritrea. Most refugees to date have been Ethiopian, but the Tigray region is also host to 95,929 Eritrean refugees who might move to Sudan in case of increased fighting or due to reduced humanitarian assistance because of supply constraints and the evacuation of humanitarian workers.

Refugee are hosted in two major camps: Tunedba (Al Mafaza) and Um Rakuba (Doka). Close to 20,000 refugees are still hosted in Hamdayet transit camp (Kassala State) and 3,000 in Village 8 transit camp (Al Fashaga district, Gedaref).

Basonda city was built at the time of the British colonization to contribute to control the Ethiopian border, Village 1 to Village 11 were established as compensation for local populations after the construction of a dam and the consequent flooding of many villages located initially in the valley.

Health, nutrition and WASH needs

During the year 2020, the health service expense has risen by 90% and the availability of emergency medicines has declined to 57% by September, according to the health cluster report. Inadequate service availability of Basic Emergency Obstetric and New-born Care services (BEmONC) and Comprehensive Emergency Obstetric and New-born Care services (CEmONC) is forcing up to 70% of babies to be born at home in unsafe conditions. Clinical management and psychological support to gender-based violence survivors, including clinical management of rape, is facing an immense challenge of weak referral system and lack of qualified staff both at the facility and community level.

According to the multi-sectoral need assessment (MSNA) conducted towards the end of 2020, 85% of the surveyed households across different states reported different barriers to access health services including lack of medicines in health facilities and cost of services (REACH multi-sectoral assessment report 2020). 98% of the assessed households in MSNA in 2020 reported that they pay for health services, mainly medicines. Among the reported barriers to access healthcare, 70% reported lack of medicines in the health facilities, 66% reported that the costs for the services were too high and 26% reported transportation means to reach health facilities was too high.

All the health facilities assessed in the area are facing structural weaknesses in terms of access to water, storage capacity of water, hygiene protocols and practices, vector control, waste management and electricity. These weaknesses prevent the good functioning of the health centers.

As of 20th May, Gedaref state has reported 1,836 suspected cases, 1,110 confirmed Covid-19 cases and 120 associated deaths, which shows a 10.8% case fatality rate. The CFR shows higher than the national average of 7.3%, this could be due to limited testing services which is only done for suspected cases. By mid-March, there were six confirmed cases with one associated death among the Ethiopian refugees in Gedaref.

Gedaref State has 12 localities/districts and Basonda is one of them. Basonda locality has been categorized with 4 out of 5 in terms of severity according to nutrition sector HNO 2021 with GAM estimate 15.7 and SAM estimate 2.89. Based on this estimate, close to 300 children with SAM and additional complications need to be treated at the Stabilization Centre (SC) due to additional complications. Out of 377,158 people who are estimated to be in need according to the health sector coordination, 13,395 are from Basonda locality. Al Fashega, the other locality of Gedaref state, has a GAM estimate of 12.4 and SAM estimate of 2.7 while 465 children with SAM and additional complications need to be treated at SC. The GAM and SAM estimate for both localities, Basonda and Al Fashega is higher than the average estimates of 11.9 and 2.6 respectively signifying the level of poor nutritional status.



Malaria has been a leading cause of OPD consultation according to the monthly epidemiologic bulletin of the Eastern Sudan emergency response coordination for the Ethiopian refugees during March with about 6% of the total OPD consultations followed by dysentery, typhoid and leishmaniasis (Monthly epidemiologic Bulletin, March 2021). In one or the other, these morbidities are related with poor water supply or poor environmental factors which favour the transmission of the diseases. In terms of epidemic prone diseases, Gedaref State reported 3 positive polio cases between 2020/21 (out of 58 nationally reported) until April 2021. The highest number of cases per state (11) was reported from Kassala which shares a border with Gedaref, and 5 cases from Gezira state, another neighbouring state, making Gedaref a high risk to further outbreak of polio virus.

Based on 2020 vaccination coverage, as a result of the pandemic effect, around 2 million children under five years of age might miss one or more of their vaccinations during 2021 with the anticipation that the worst being the conflicted affected regions, such as Gedaref.

A) Basonda locality

Basonda hospital (old and new)

There are two hospitals in Basonda; the old one and the new one. The new hospital in Basonda was built to improve the quality and capacity of the health services being provided in the old hospital and health services were supposed to be transferred to the new building. They are approximately 3 km from one another and the new hospital is located on the outskirts of Basonda town. The new building never came into function due to some important issues including:

According to local authorities, barriers to operating from the **new hospital** include:

- Distance from the town's residential area: during the assessment, the local health authorities informed PUI/SI teams that, last time the issue of relocation was discussed, the community took the initiative to entertain minor maintenance and painting, as a gesture of disagreement to relocate the services to the new building. They consider the current hospital more accessible and closer to the town.
- Higher running costs and human resources: having to split health staff between the two health structures and services such as pharmacy and laboratory, being provided only in one would be difficult to manage. Currently, the old hospital is using a smaller generator, shared with a civil youth association next to the hospital.
- Major structural problems; the roof has leakages during rains in several areas, non-functional drainage system from the toilets and other rooms, the electrical system has been damaged as a consequence and substantial repairs and adjustments would be needed for the structure to be made fully functional.
- The local health authorities were not inclined to show the inside of the new building as they have no plan to relocate the services within the coming 1 to 2 years, mainly due to the above mentioned reasons.

Through this application, PUI intends to engage with the local communities and authorities to further discuss and explore on possibilities to gradually relocate the hospital activities to the new structure. Meanwhile, PUI/SI would be looking for additional sources of funding, to ensure a full rehabilitation of the new hospital, in close coordination with the Italian Cooperation, the MoH, HAC and all relevant stakeholders.

The new hospital has a guesthouse for the staff; they have not started living there, as the staff have no transport to go to the old hospital where the services are currently being rendered. Through this intervention, PUI intends to provide sustainable means of transportation, including bicycles, to ensure health staff can be relocated in the newly built guesthouse, near the new hospital.

The Basonda Old Hospital is a complex of 7 rooms for: consultations, vaccination, nutrition, pharmacy, male medicine, female medicine, labour and deliveries. It is staffed with 1 medical doctor, 1 medical assistant, 2 midwives, 4 nurses, 1 lab technician, and 4 guards/cleaners.

The old hospital has an Outpatient Therapeutic Program (OTP), serving 120-130 SAM cases per month. Cases with complications are referred to Doka Hospital, with an average of 6 to 8 cases per month. The referral is done through private vehicles and costs rise from 800 SDG during the dry season to 1000 SDG during the rainy season. There are around 500 MAM cases of children under five supported by the hospital.

The hospital carries out around 30 normal deliveries per month, while deliveries with complications (around 4-5 per month) are referred to Doka hospital by one ambulance.

The following critical needs and issues were identified:

- The pharmacy has no temperature control
- There is no doctor in the hospital as the only doctor has left due to lack of accommodation although there is a staff guest house at the new Basonda hospital which is not yet operational.
- GBV victims have no access to emergency services such as clinical management of rape (CMR) as there is no supply of items
- The hospital has no isolation unit for suspected contagious diseases such as cholera or COVID-19
- The vaccine storage has no reliable power supply as the hospital depends on generator which runs only for some hours of the day
- There is no proper triaging of patients
- Transportation for referral patients costs 10,000 to 15,000 SDG per trip for patients who need referral to Doka hospital since patients have to pay for the fuel of the ambulance.
- The community volunteer network is weak and there is no tracing for defaulters of nutrition program
- There are two outreach sites for vaccination, but they have difficulty with transportation to access populations

Wash needs in the health facility:

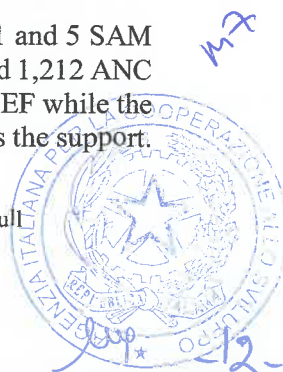
Beside the needs related to vector control, the main specific needs assessed in this HF are related to the poor conditions of shower place (for staff and patients), capacity of water storage, very poor conditions of latrines (absolutely unusable and leading to open defecation in HF compound). Despite the existence of sink in medical rooms, the internal network of the building and the lack of water does not allow to use the sink. Then, patients and staff are relying on the water stored in three drums located in key rooms of the hospital and fed by donkey carts. Besides that, hygiene conditions are exacerbated by the lack of medical waste management system. Electricity is not available full time. The lack of safe drinking water and hygiene items (chlorine, soap) was observed. Out of the HF, the water point used to get water is not equipped with concrete slab, leading to additional risks related to propagation of insects.

B) Al Fashega locality

Showak hospital

Showak hospital is located about 80 Km or a bit more than one-hour drive or from Gedaref, accessible even during the rainy season. The hospital provides 1300 OPD consultations and 110 deliveries per month of which about 10 are complicated deliveries. In 2020, the Italian Cooperation built a brand new stabilization centre, including a laundry space with sinks and space for drying clothes. Additional needs will be identified once the paediatric services will be shifted to the new unit, as they are in the course of shifting the unit to the new building. The hospital has 1 Medical doctor, 1 pediatrician, 6 midwives and 2 medical assistants.

In 2020, they treated 1,727 SAM cases and 3,454 MAM cases while admitting between 1 and 5 SAM with complications to the SC on a monthly basis. From January to May (5 months), they had 1,212 ANC visits. The OTP unit for SAM children with no complication has been supported by UNICEF while the MAM treatment is supported by WFP. For those who are treated in the SC, WHO provides the support.



The following critical needs and issues were identified:

- The roof of the maternity unit is damaged and leaking during rains
- There is no neonatal resuscitation table (equipment) in the labour room, neither oxygen concentrator
- There is shortage of delivery kits in the delivery room
- There is no isolation unit for suspected epidemic prone diseases. The current paediatric ward 9 beds (2 rooms) will be vacated soon as the paediatric ward is being relocated and these rooms could be renovated and furnished as isolation units.
- The vaccination room has no adequate waiting shelter
- No training for the health staff both on health and nutrition since 2017.
- The doctor who was doing surgery for non-obstetric surgical emergencies has left due to lack of accommodation and currently all of such cases are being referred to Gedaref hospital. The two obstetricians are complaining of the same problem, and requesting for rehabilitation of their accommodation.
- There is a shortage of furniture and equipment including tables, chairs, and water dispensers. Some of the patient beds are old and damaged, they need to be replaced with new ones.
- There is a shortage of surgical and medical equipment, including stretchers and wheelchairs.
- Both the OT and the pharmacy are not equipped with air conditioning systems.

Wash needs in the health facility:

- Lack of capacity and material for hygiene and vector control
- Lack of hygiene promotion
- Lack of water capacity storage and access to water in the premises
- Medical waste management
- Lack of electricity and lights

Village 8 PHCC

The PHCC is a Ministry of Health facility, in relatively good condition with need for only minor rehabilitation. MSF Swiss is supporting within the camp maternal health, providing 24/7 Obstetric care, and referring CEmONC cases to Showak Hospital (70 KM). There are 7 to 8 deliveries per week and one or two with complications, which are referred using the one functioning ambulance.

The facility supports an OTP for SAM cases 40 per month, with around 2-3 complications per month, normally referred to Showak hospital. Transportation costs up to 2000 SDG in the dry season and 5000 SDG during the rainy season. MAM cases are around 280 per month and there are 10 CHVs doing door-to-door MUAC screening.

Vaccines are received every week from Showak Hospital.

In the transit camp, MSF set up a clinic, engaging only Ethiopian health practitioners, including 2 doctors. Refugees brought an ambulance from Ethiopia, which is currently being used for referrals. Doctors report many STDs including HIV; as well as respiratory infections, malaria, typhoid and diarrhoea. A need for separated follow up of NCD patients was also highlighted. Deliveries are referred to Showak hospital, whereas other referrals are made directly to Gedaref (at least 3 hours away). Depending on the cases and availability of services for NCD and complicated cases which are beyond the facilities at the camp level, they are referred to either directly to Gedaref hospital or Shoak hospital.

Due to the reduction of refugees in Village 8 transit camp, MSF is planning to stop activities in the temporary clinic in the camp and is willing to handover activities in the PHCC of Village 8 to PUI, engaging to provide medicines for at least the first three months. If confirmed, MSF and PUI could work on a gradual transition, reinforcing health provision in the existing PHC and closing the temporary PHC in the camp, not far from Village 8 MoH Health Facility.

The following critical needs and issues were identified:

- The pharmacy has no temperature regulation mechanism (AC)
- There is an outreach site of vaccination under the PHCC, but there is a challenge in transportation to do it regularly
- There is no ambulance to refer patients and patients have to pay and travel to the hospital
- There is no isolation unit for some contagious diseases. There is an old house which could be rehabilitated and used for this purpose
- MSF will be withdrawing its support of maternity very soon and that will create a gap

Wash needs in the health facility:

- Lack of capacity and material for hygiene and vector control
- Lack of bathing place (shower)
- Lack of water capacity storage and access to water in the premises
- Lack of electricity and lights
- Lack of potability and Hygiene items (chlorine, soap)
- Lack of one isolation center

Village 3 PHCC (Madinah 3 rural hospital)

Madinah 3 rural hospital located in village 3, serves about 37,443 population distributed over 11 catchment villages. SAM cases are 40- 50 per month (1-3 of them are referred to SC) of Gedaref hospital, (123 Km away) MAM cases are 350- 400 per month, total number of ANC is 40 – 50 per month.

The following critical needs and issues were identified:

- The hospital refers to Gedaref hospital, but there is no ambulance.
- There is no specific room for delivery
- There is a shortage in all medicines
- The pharmacy room has no temperature regulation

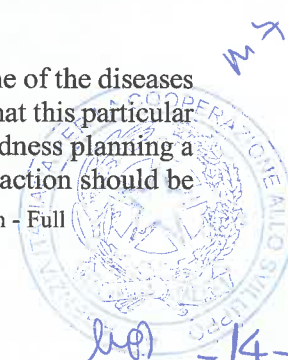
Wash needs in the health facility:

- Lack of capacity and material for hygiene and vector control
- lack of bathing place (shower)
- Lack of water capacity storage and access to water in the premises
- Lack of medical waste management system
- Lack of electricity and lights
- Lack of potability and Hygiene items (chlorine, soap)
- Lack of one isolation Center

1.1.2 DETAILED DESCRIPTION

All indicators show that Gedaref state suffers from numerous critical challenges to offer health services to both the local community and refugees. The intervention aim to address the curative health care gap and the preventive aspects. Preventive and curative actions will range from supporting the health system to rendering quality health services, community mobilization on creating awareness on combating preventable health problems, and promoting health seeking behaviour.

Improvement of environmental conditions such as water to minimize the spread of some of the diseases related to the environment is another key action, which will be implemented. The fact that this particular geographical area is at high risk of both manmade and natural disasters makes preparedness planning a priority action to respond in a timely manner whenever such a condition occurs. This action should be



supported by proper data collection and analysis to make evidence based decisions without delays. This could contribute immensely to minimize the impact of delayed actions for example in responding to disease outbreaks.

Overall Objective

To reduce the morbidity and mortality of pregnant and lactating women and children under 5 years old in Sudanese Eastern States, with particular reference to migrants, refugees and IDPs

Specific Objective

To improve the quality and sustainability of primary health care in favour of the host communities, migrants, refugees and IDPs

The Expected Results are:

1. *Strengthening governance and accountability of the Health localities (Al Fashega and Basonda) at State level (Gedaref)*
2. *Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) and Nutrition services demand and utilization*
3. *Inclusion of Refugees, migrants and IDPs to having access health services (Universal care)*

Geographical areas of intervention:

Basonda locality- Basonda hospital

Al Fashega locality- Showak hospital, Village 8 PHCC and Village 3 PHCC

Catchment population of the targeted health facilities

Total beneficiaries per facility			
<i>Health facility</i>	<i>Catchment population</i>	<i>Women</i>	<i>Men</i>
Showak hospital	38 812	19 406	19 406
Village 3 PHCC	60	30	30
Village 8 PHCC	13	7	6
Basonda Hospital	42 681	21 341	21 340
TOTAL	81 566	40 784	40 782

Total beneficiaries by gender and age (according to HNO and standard demographic indicators)			
	Women	Men	Total
0 to 59 months (17%)	6 933	6 933	13 866
4 to 17 years old (41%)	16 721	16 721	33 442
18 to 49 years old (32%)	13 051	13 050	26 101
50 years old and older (10%)	4 078	4 078	8 157

Number of beneficiaries with disabilities (according to HNO)		
Women	6 118	15%

Men	6 117	15%
Total	12 235	15%

The proposed activities are adapted to the specific needs of each structure and aiming to improve hygiene practices for patients and staff. Good hygiene protocols and practices in health centres decrease drastically risks of further contamination and are essential preventive gestures without which the impact of health operations or treatment would be strongly decreased. Besides the necessity to improve public health and hygiene knowledge and practices the proposed action will also allow the improvement of access to water within the hospital, both in terms of quantity and quality of water available, and will allow to rehabilitate the latrines and bathing facilities as well as medical waste management, all essential sanitation infrastructures. The philosophy of the project is also to focus on the capacity building of the Health Facilities' staff to let them use the material in an optimal and sustainable way. This combination of improvement of equipment, structural improvements and the soft components linked to governance and improvement of services will contribute to improving the health system efficiency in the structure targeted.

The proposed action is based on the analysis of the context of the Republic of Sudan and the fact that for a years the health system has been deteriorating, that limited investments were done and that some of the health facilities are currently in such a state that despite the political will to reinforce public health systems, there is a significant need for support. In addition, the project is based on a deeper analysis of the context of the State of Gedaref that has endured several epidemics, is subject to tension at the border with Ethiopia and welcome since November 2020 more than 61'000 refugees. The two organizations performing the need assessment have established strong link with the State authorities both at HAC level and with their respective technical ministries in order to ensure good acceptance of the project, its inclusion into state plans and sustainability.

The action is implemented by a consortium of two international NGOs Premiere Urgence International (PUI) being the lead of the consortium, in partnership with Solidarités International (SI). These NGOs, having a presence on the ground since December 2020 and will work jointly in the same health structures.

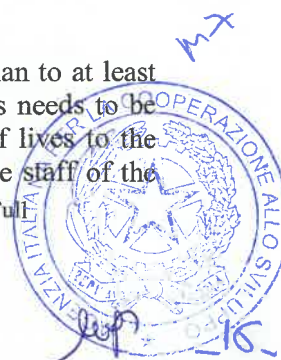
1. Indicative Activities for Expected Result 1: Strengthening governance and accountability of the Health localities (Al Fashega and Basonda) at State level (Gedaref)

1.1 Health:

Resilience of the health system is a key factor to handle recurrent public health issues such as disease outbreaks in an effective and efficient way. The fragile health system with multiple burdens amid inadequate health care financing and low resource availability has been challenging the MoH capacity to handle small disease outbreaks without external support. This contributes not only to delayed responses costing human lives, but also inefficient use of resources to run after each outbreak instead of developing local capacities which could be sufficient to handle small scale outbreaks. To address this gap, under this action, PUI will work closely with the MoH and LHA on timely identification of potential disease outbreaks and preparing for their response. Capacity building for health staff and health managers on emergency response plans will be carried out and the health system will be supported both technically and logistically in this line.

1.1.1 Improve outbreak response plan and patient triage

Although the area is known for outbreaks including cholera, there is no preparedness plan to at least identify, isolate and provide initial treatment for identified cases without delay and this needs to be addressed in order to build the local capacity to handle such cases and prevent loss of lives to the outbreak and further spread due to delayed interventions. PUI will focus on training the staff of the



health facility on the response plan of cholera and provide necessary supplies for the response. Availability of guidelines and protocols for this purpose will be ensured in collaboration with the State MOH.

None of the health facilities assessed have isolation units for potential contagious diseases such as cholera, Covid-19, measles or others. This puts the other patients at risk of acquiring such diseases while sharing the same space with them. The PUI team during the assessment has already identified some potential rooms which could be used for this purpose with minor rehabilitation and provision of basic equipment and furniture.

The health facilities, except Showak hospital don't have a proper triage system at their waiting areas and it is difficult to identify emergency cases for quick actions. The patient flow system is not well organized and there is no health awareness given on a routine basis at health facilities, which could have been an opportunity to disseminate key health messages addressing the common public health issues. Improvement of the triage system will contribute for quick detection and isolation of suspected Covid-19 cases, which is one of the important methods to reduce the transmission of the pandemic. The waiting areas will be strengthened and the triage system will be put in place to facilitate quick identification of emergency and potentially contagious diseases and isolate them quickly. Waiting areas of the health facilities will be supported to make them convenient for health awareness sessions.

Joint supportive supervision will be arranged for each health facility at least once every two months in collaboration with MOH of the locality and when possible from the State MOH. This action will help to ensure close collaboration with the MOH and contribute for the sustainability of the intervention result.

1.1.2 Improve health information management system

One of the major challenges across all health facilities is inadequate work in the health information management system, starting from data collection to analysis and dissemination of the information. This is a barrier to understanding the trend of morbidities and mortalities caused by different factors. There is a clear gap in such capacity and this needs to be addressed. Under this action, PUI will work in collaboration with the state MOH to strengthen the capacity of health facilities and locality health authorities through training and supportive supervisions.

1.2 WASH:

Through this result, SI's objective is to improve the capacity of health centre staff to define, implement and sustain good hygiene protocols and practices in the hospitals. This improvement of hygiene situation of the health centres will be done through vector control actions and a work of capacity building with key staff. Lack of staff and difficulties to keep sufficient staff are well identified and these human resources constraints will be integrated in the approach developed jointly by SI, PUI and the health team to be supported.

Within this output, SI's involvement in the capacity building of the HF staff will be implemented through four activities:

1.2.1 Establishing MoU with the PHC / health facilities

Prior to implementation, a MoU will be elaborated and signed between SI and each local health administration (LHA) of the two localities targeted (Al Fashega and Basonda). The MoU will define roles and responsibilities of the different stakeholders involved in this project as well as the timeline. These MoUs will especially focus on the activities related to capacity building of staff in charge of maintaining wash infrastructure, promoting hygiene and enforcing hygiene protocols, particularly to ensure vector control.

1.2.2 Definition of curricula, hygiene protocols and SOP

First, the idea is to define collectively the most pertinent and adapted curricula to contribute to link hygiene promotion and vector control efficiently. The classical approach related to vector control aims at improving protection against malaria, it will definitely be part of the support in terms of capacity building and.

A critical review of the existing hygiene protocols will be carried out in workshops and also through bilateral interviews with key staff and weaknesses will be pointed out in a participatory way. This methodology will ensure that the health staff is aware of the risks associated to the hygiene practices and develops ownership of the future protocols and SOPs to be defined. Collectively, those protocols will be drafted through the facilitation of SI and will be presented upon request to the Ministry of Health of Gedaref. In addition, practical SOP of use of insecticide spray in the specific targeted environment and key moment to use soap for staff and patients will be proposed.

During the collective sessions, the idea is to tailor make the curricula of training and to end up with a capacity building plan that is responding to the real needs and that is not standardized. The trainings will be adapted to

- Level of knowledge of the staff
- Main hygiene and health risks in the health centre
- Infrastructures and the WASH environment
- Hygiene protocols defined

Beside the question of the training at HF scale, the question of feasibility and conditions of vector control activities at community level will be discussed in detail with the Preventive Medicine Department of Gedaref State. Activities to be implemented will be designed jointly and according to the guidelines of this department.

1.2.3 Capacity building of staff involved in hygiene through vector control approach

The capacity building will be organised through two workshops organised in Gedaref. Facilitators will be provided by the MoH and briefed according to the curricula defined in activity 1.2. Two key staff per HF targeted in the action will participate in these two workshop. These attendees with the support of SI contribute to communicating the messages and good practices in terms of Hygiene to their colleagues. Posters with key messages will be printed and distributed in the HF. The workshop session will be organised in an interactive way to avoid a top down approach and to be sure to offer adapted support to the reality of the constraints of the team working in the hospital targeted.

1.2.4 Implementation of activities by the staff trained

The two phases mentioned above will be reinforced by the donation of soap, mosquito net, spray in each targeted hospital. The quantity distributed to each HF will be based on the number of patients and priority defined by the HF crossed checked with SI and PUI observation. Additionally, further to activity 1.1 and 1.2 the implementation of vector control at community level will be decided and organised according to the outputs of discussions with Preventive Medicine Department.

A constant monitoring and guiding will be ensured throughout the project to make sure that the vector control and hygiene protocols are well applied by the staff and impactful. In case, extra session of individual briefing will be carried out.

2 Indicative Activities for Expected Result 2: Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) and Nutrition services demand and utilization

2.1 Health and nutrition:

The main barriers to health services in Sudan include cost of treatment, lack of medicines in health facilities and transport costs to reach the health facilities. All those barriers affect all of the population while the lack of access to health care could immensely affect vulnerable groups including displaced people, pregnant and lactating women, children and people with disabilities. To address those barriers in the targeted area, PUI will implement the following activities under this action:

2.1.1 Provide capacity building training for the health staff



Quality of health services cannot be ensured without having staff who have been trained on the protocols and guidelines of the National Health Service provision. In collaboration with the State ministry of health, capacity building training will be organized for the staff on sexual and reproductive health (SRH), vaccination, Community management of Acute Malnutrition (CMAM), health information management system (HIMS) and outbreak response (cholera). Our preliminary assessment has shown that there was very little training provided for only a few of the health staff on pertinent protocols and guidelines. This directly affects the quality of the services provided by the staff. Providing training for the staff has two significant effects; improvement of the quality of services and creates motivation for the staff.

2.1.2 Support Nutrition program

Screening, treatment and referral of children with malnutrition will be enhanced in all the four health facilities including the support of OTP centres in all health facilities and one stabilization center. Among the identified health facilities, Showak hospital has SC, which is part of the paediatric unit. This unit will move into a newly built structure soon and there is a need to support its full functioning. PUI will ensure the availability of necessary items (furniture, cleaning items, and storage systems) and protocols for the treatment are fully applied in the unit. We will ensure the continuity of the ongoing nutrition programs at the targeted health facilities in collaboration with other partners who are currently supporting those programs. In collaboration with GOAL, one of the main actors of the nutrition sector in the area, PUI will organize training for the nutrition staff on Nutrition Impact and Positive Practice (NIPP), improving the management and approach to malnutrition, including behavioural change, health education and good practices. PUI's pre-identified national NGO partner, together with the C4D team and community volunteers' network will work on strengthening community-based nutrition interventions for the improvement of community awareness on nutrition and hygiene.

2.1.3 Strengthen SRH activities including ANC/PNC, FP, delivery by providing necessary materials and logistic support

Apart from capacity building training for the staff, there should be adequate support to provide SRH services for the clients. This will contribute for better utilization of health facilities by WRAG as the conducive environment combined with skilled personnel will adequately improve the quality of services and acceptance by the community. PUI will make sure that those service delivery points are in good standard, provide better privacy and comfort for the clients and the service providers. They will be equipped with furniture and necessary equipment including tables, chairs, beds and delivery kits. Showak, the only hospital that provides CEmONC services among the targeted health facilities, will be supported in terms of equipment needed for this purpose. Availability of National guidelines on the provision of these services will be ensured and their utilization will be followed up. In terms of demand creation for SRH services, awareness raising activities will be carried out both at health facilities and the community level using the community volunteers' network.

2.1.4 Support referral system for emergency obstetrics and other emergencies to the next level of care

Referral cost is identified as one of the main obstacles to access health services as patients have to pay up to 15,000 SDG to use ambulance in order to cover the fuel cost of the ambulance where they are available and they have to spend on renting private vehicles or "TUK-TUK" where there is no ambulance. This challenge includes the referral of life threatening obstetric emergencies and others. In other words, anyone who could not afford to pay this amount has no access to such care, which is usually given at secondary health care levels.

Under this action, PUI will support the patient by covering the fuel cost of the ambulance and allocate a minimum running cost for Showak and Basonda hospitals ambulances. For patients who need to be referred from PHCCs to hospitals, the transport cost will be covered by PUI on condition that the referral is verified by the responsible PUI staff.

2.1.5 Support vaccination activities

In addition to providing the static vaccination services, the health facilities run some outreach for vaccination with all the transportation challenges they have. The area, being prone to the common vaccine preventable diseases such as polio, vaccination is one of the activities which need support to improve the vaccination coverage of the area. Under this action, PUI will ensure that the vaccination

services both at static and outreach sites will be carried out safely and according to the recommended standard of the cold chain management. Equipment for this purpose will be availed and staff will be trained on the national standards of vaccination. As the health facilities are already doing the outreach vaccination at the sites under their catchment area, they will benefit from transport support under this project to make sure that they run their vaccination regularly to improve their vaccine coverage and reduce the possibility of vaccine preventable disease outbreaks such as polio and measles. In addition to the project vehicles which support the vaccination among other activities, PUI will be complementing outreach activities by renting ‘TUK-TUK’ for the transportation of vaccines and EPI team to outreach sites and provision of supports, including cool boxes where necessary. The community volunteers will support mobilization of the community for vaccination and follow up of defaulters from the program. The national NGO partner will also work collaboratively with the community volunteers to sensitize the community on vaccination, their benefits and importance. Whenever vaccination for Covid-19 is available for the community through the MOH or other partners, PUI will contribute as possible, including sensitization and other logistical support, alongside routine project activities.

2.1.6 Pharmacy and IPC supplies support

One of the main challenges to access health care is the lack of essential medicines and supplies in the health facilities. This has been witnessed during the preliminary assessment of the team at the health facilities. To ease this challenge, PUI will work in collaboration with the Italian Cooperation to get supplies of essential medicines for the health facilities to improve access.

In terms of the storage condition of medicines in health facilities, there is a huge challenge as all of the medicines in all of the health facilities are stored under the temperature which is not recommended for safety of the medicines. There is barely a fan in the pharmacy stores and this could significantly jeopardize the safety and efficacy of the medicines. To address this issue, PUI will provide AC and fans for the pharmacy storages of the health facilities and its powering system, in places where there is no stable electricity will be handled by SI by installation of a solar system.

In terms of infection prevention and control in health facilities, the partners will ensure proper application of infection control procedures in the day to day activities of the health facilities by providing on-job training and coaching for the staff and availing the standard protocols for this purpose. The supplies needed for this will also be provided for the health facilities.

2.2 WASH

Through this result, SI is aiming to directly address the fact that the minimum WASH in health standards are not met in many facilities in hospitals visited, especially in terms of water quantity and quality as well as in terms of electricity safety. The assessment done in the proposed health facilities) is highlighting issues related to water storage and access to water in the rooms of hospitals making it impossible to implement good hygiene protocols. The water networks of the buildings are not functional and need serious repairs while only the sinks are available.

SI will ensure proper access in quantity of quality to 4 health structures supported by PUI in terms of health, enhancing hygiene in the facilities. Each structure has a different configuration highlighted by the assessment done in April 2021 and leading to adjusting the water system in each facility by improving existing ones or creating innovative processes. The proposed activity will be implemented through network extension, creation of elevating tanks, pumping with solar system and filtration when needed. When existing, the water system will be connected to the plumbers of the structure after rehabilitation of this one, permitting a permanent access to safe water. For those without plumber, water points will be created at strategic locations (latrines, surgery etc). For each water system proposed, chlorination will be implemented, hygienists trained on operation and maintenance of the global water system, chlorination, filtration (if any), and simple water quality tests : turbidity, FRC and PH. Material to ensure maintenance (spare parts) as well as cleaning tanks items, chlorination means and water quality check consumable will be provided to the structures with close monitoring of SI staff during the whole duration of the project. Hygienists will also be equipped with monitoring tools for water chlorination, quality checks, operation and maintenance after training and close follow up of SI team.



The budget and time limitation of this project will not allow the implementation of important work on the existing water supply network of the villages or cities where the health facilities are located. The consortium will not work on the water sources themselves and will concentrate only on storage and distribution within the health facilities. For example, the health facilities having access to water through donkey carts will keep the same system. SI will then focus on the water network inside the compound of the Health facilities to allow availability of water in the existing sinks located in HF rooms. The activities proposed will be adapted to the main needs of each HF, the existing infrastructure and the degree of functionality.

2.2.1 Improvement of Sanitation infrastructure (one block of two latrines and Basonda is fully rehabilitated)

The general status of Latrines observed during assessment highlighted that the main issue related to the latrines functionality is due to a lack of maintenance, notably due to the lack of water. By improving access to water (activity 2.2) and promoting good hygiene practices inside the HF, the functionality and the cleanliness of the latrines of the HF targeted will be strongly improved. In addition; some rehabilitation works will be directly carried out on the infrastructures.

For Basonda, the two existing Latrines are unusable both in terms of hygiene and in terms of structure. For this reason, SI is proposing to build a block of 2 latrines in Basonda HF. The location of this block of latrines within the compound will be decided thanks to a participatory approach in order to take into account the voices of the latrines users (medical staff, patients). The budget of the pit digging is included in the budget and will require special attention due to the rocky nature of the ground, which may increase the difficulty to dig. The superstructure will be concrete. Access to water as well as soap will be provided beside the latrines.

2.2.2 Improvement of Hygiene

4 medical waste management Units (Showak, Basonda, Village 8, Village 3)

Bathing facilities: 3 units

Except in village 8, where the recent support of MSF has been materialized by the construction of a real and adapted medical waste treatment approach, all the other health facilities do not have any appropriate system to deal with medical waste management. Medical waste is usually thrown on the ground and burned on a more or less regular basis. Therefore, SI proposes to build 4 medical waste management Units respectively in Showak, Basonda, Um Khalait and Village 3. These 4 units will have the same design and will segregate and burn on regular and standard way the different medical waste. Plastic, glass, wood and papers will be separated and burned in different respective incinerators. The design of these incinerators is based on a standard developed by MSF. It is adapted to the local possibilities and availability of material and allows an efficient management of the different kinds of waste. In order to ensure the protection of the individuals and to prevent any degradation of the waste management material, a fence will be installed around the waste management perimeter.

A pit dedicated to the organic waste will be built as well, contributing to the decrease of the different vectors of contamination related to organic waste.

Training will be provided to the staff in charge of ensuring waste management and general sensitization will be provided to all on the necessity to maintain good separation and handling of medical waste.

Additionally, in order to improve corporal hygiene for medical staff and patients, SI is proposing to rehabilitate 3 units of showers respectively in Basonda, village 8 and village 3. The functionality of the bathing facilities will be granted by the increase of water storage capacity. Appropriated evacuation of grey water will be managed through the construction of adapted pits avoiding stagnant surface water. A space dedicated to handwashing laundry will be built for mothers and caregivers. A kitchen corner will be rehabilitated to provide mothers and caregivers with a dedicated space to cook. Better facilities and conditions for mothers and care givers will contribute to the reduction of defaulters of SAM cases with complications and other patients hospitalised in the IPD.

2.2.3 Improvement of availability and access to water:

4 units (Basonda, Village 8, Village 3)

The assessment highlights the fact that despite the availability of sinks in rooms of the health facilities, these sinks remain unused for several reasons such as: lack of storage capacity, lack of pressure in the internal network of the HF, lack of means to manage the small plumber repairs. To mitigate the non-functionality of the internal network, HF storage is most often made of three barrels dispatched in the HF. The objective of this activity is to allow the medical staff and the patients to have safe water usable directly at the existing sink already available in the HF. Four HF will be rehabilitated in Basonda, Village 8 and village 3.

For each unit, the first step of this activity consists in installing water tanks on ground in specific locations of the compound of HF. These tanks will be filled through the usual means of the HF (mainly through water trucking, managed either by tractor or donkey). For more information, refer to the assessment report in Annex 1). The storage capacity of each tank is determined according to the frequency of the hospital by the patients, the number of staff and the standards related to such installation. Calculations will be based on sphere standards mentioning 5L / outpatient / day, 50L/inpatients /day and 15L/ day / carer. The dimensioning of all systems will be based on a high average of 50 inpatients /day, 5 outpatients / day and 5 carers. The budget has been established based on a volume of potable and accessible water of 575 L / day.

The second step will be the installation of an elevated tank aiming at creating enough pressure to distribute the water by gravity in the internal network of each building. These elevated tanks will be installed either on a specific tower or on the roof of the building according to the resistance capacity of the building infrastructure.

For each HF, the appropriate quantity of Chlorine will be discussed with each locality. The chlorine will guarantee the potability of the water. A specific training will be organised with identified responsible for the water system of each HF benefiting from this support. The training will focus on the maintenance of the tank, the method of chlorination, and the measure of FRC. Dedicated material will be provided accordingly.

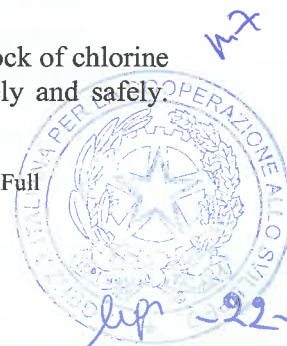
A specific attention will be observed for Village 3. The water of village 3 is indeed mainly pumped in a lac located in the neighbourhood of the village and the turbidity of this water will require a specific approach consisting in adding the most appropriate system of filter before to treat the water with chlorine.

Then, the final step will consist in connecting the elevated tank to the internal network of the building to allow the water to reach the existing and installed sinks. Between the tank installed on the ground and the elevated tank, the water will be pumped thanks to a pump linked to a solar panel. This specific installation will be implemented by a specialized company.

The evacuation of the water will be channelled in a specific pit to avoid accumulation of stagnant grey water, contributing to proliferation of insects.

It is worth mentioning that SI will focus on access to water inside the HF rather than on the improvement of the connection of the HF to the existing source of water. Such work will indeed require a larger amount of funds and more time. In the current situation, water trucking is understood as the most adapted solution to provide water to the HF until serious investments are done to build, extend and improve capacity of the city water networks. The added value of this project will then be to increase storage and by then availability of water in the health centre but above all to have water directly in the rooms instead of outside the building in a barrel. In addition, water quality will be improved because the internal network will be clean and the tanks chlorinated.

The potability of the water will be guaranteed by the use of chlorine. SI will donate a stock of chlorine to HF and will provide the technical specification and procedures to use it adequately and safely.



Families with children suffering from SAM will also receive Aqua tabs (chlorine) to reduce the risks of water-borne diseases.

In order to contribute to launching good practices related to hygiene, SI will donate soap to each HF.. Medical staff and cleaners will be trained and reminded about the necessity to keep soap beside each functional sink.

2.2.4 Civil engineering, electrification and improvement of light system

The assessment highlights the needs related to rehabilitation of building and improvement of the access to electricity. As an example, Basonda delivery room does not have a stable source of electricity (depending on the city network, sometimes uses the neighbourhood generator). The aim of this activity is to ensure lighting is available at all times, in autonomy. The installation of lighting systems will be prioritized in the pharmacy room, the delivery room and the emergency room. The necessary electricity will be provided by solar panels. The solar energy of each HF will then be defined according to the needs generated by the pump, directly plugged to the solar panel, and the energy necessary for the electricity, stored in Battery to be used during the night.

This activity will be implemented in the health facilities of Village 3, Basonda, Village 8.

In the same locations, a second component of this activity will consist in rehabilitation of four isolation rooms. The rehabilitation of the isolation rooms will aim at isolating the patients with a diagnosis of Cholera or any sickness leading to any kind of contamination. In that sense, this room will contribute to decreasing the risk of contamination. The location of the isolation room will be decided with the management of the health facilities respecting the principles of do no harm. SI will be in charge of the civil engineering design and the realisation of the work through suppliers. PUI will be in charge of the purchase of the appropriate furniture and medical material to make the room functional.

Finally, one building of the old health facility of Basonda will benefit from additional rehabilitation to deal with some leakage observed on the roof. The activity will consist in removing and scraping the existing roof coating and rehabilitating this roof coating with cement, geotextile and acrylic painting.

2.2.5 Rehabilitation of the water point of Basonda

The water point targeted through this activity is the location where donkey carts and tractors get their tanks full of water. The station is delivering water on a daily basis according to a determined price covering the support cost and allowing the maintenance. This water point is usually crowded and extremely muddy even during the dry season. As an additional contribution to vector control and in order to limit the stagnant water contributing to the development of mosquitos and other insects, SI is proposing to install a concrete slab with an appropriate drainage system to keep the environment of the water point as dry as possible.

3 Indicative Activities for Expected Result 3: Inclusion of Refugees, migrants and IDPs to having access health services (Universal care)

3.1 Health and nutrition

Improving the capacity of health facilities in targeted areas do not only contributes for better health care to the local community, but also promotes inclusiveness and harmony among the host community and the displaced population. Engaging the community on health promotion through a community network will be an important step to increase health literacy and improve the health care seeking behaviour of the community. This is one of our strategies to support preventive health care at the community level. The community volunteers will be selected in collaboration with community leaders and provided training on communication skills, basic information on hygiene promotion, identification of sick patients and their referral pathways. Additionally, they will be offered training on how to screen malnourished children and refer them to the appropriate health facilities. In summary, the following actions will be considered to achieve this result:

3.1.1 Identification and training of community volunteers

Community volunteers will play a key role in connecting the health facilities with the community, especially on creating demands for health services, creating health awareness on prevention of common morbidities, identifying and referring people who need health services such as malnourished children. In line with this, PUI and SI international will identify 60 community volunteers (CV) among the catchment population of the four health facilities and provide training on the activities they are supposed to contribute to. The selection will be carried out by involving community leaders from their respective community.

3.1.2 Community volunteers support

In order to be effective in delivering the required results, the CV needs to be provided with the materials that will help them for this purpose. As their main role is sensitization of the community, Information, Education and Communication materials need to be prepared in the local language and provided for them. They will be printed, laminated and provided to the CV. Additionally, they will be provided with MUAC tapes, reporting format and pen which they will use during their day to day activities. They will be provided incentives to motivate and support them to cover their transportation and other expenses. They will pass the key messages in areas such as schools and worship places in collaboration with the school administration and religious leaders. Other nutrition specific activities including family MUAC would be introduced as a pilot in some areas of the intervention in order to improve the capacity of early detection of malnutrition cases at family level through the CV.

3.1.3 Awareness raising on key health issues during Globally commemorated events

In relation with globally commemorated health related days, such as global handwashing day and global AIDS day, sensitization campaigns will be carried out using vehicle mounted sound systems, printed materials and songs to disseminate key messages of the days. October 15 will be for Global handwashing day and December 1st will be for World AIDS day. These two days will be considered for this project. During those events, both the local community and the displaced population will be involved in the sensitization work and it creates the platform for different populations to work in harmony for the same goal.

3.2 WASH:

For this output, activities implemented by SI and PUI will follow the same approach consisting in identifying volunteers, and providing adapted training to these volunteers involved in the sensitisation message.

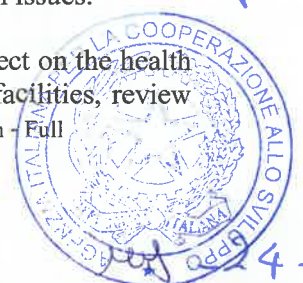
SI will more specifically focus on hygiene promotion sensitization with adapted messages aiming at improving knowledge and practices.

1.2. Methodology (max 5 pages)

PUI and SI will work in synergy to contribute to the overall objective of the project by combining the resources and expertise from both organizations through an integrated programmatic approach. As health, nutrition and WASH related issues, construed in the sections above, are intrinsic, the partners' response should be fully integrated and coordinated for a maximized impact. In practice, PUI's and SI's Gedaref base/office will coordinate the implementation of this action through their management and technical team, led by the Field Coordinator and including project Manager, program Officers and other supporting staff. The base/office will directly implement, monitor, and report on the action at field level.

The proposed project is based on a progression model covering immediate needs (improvement of structural capacity in terms of water storage, water access, pharmacy...) and longer term approaches linked to the Governance and the capacity building of the different administrations in charge. In terms of Governance, synergy based on hygiene promotion (included in the wash sector) and all activities related to the health sector are designed to cover both immediate needs and longer term issues.

PUI and SI will involve the local health authorities in order to create a sustainable effect on the health service delivery in the targeted areas. Supportive supervision to the targeted health facilities, review



meetings with local health authorities and staff training on different protocols and guidelines will be among the areas of close collaboration with the State MOH and the locality health office. Both partners will synergize their effort on improvement of both preventive and curative health services and promote inclusiveness of both the displaced population and the local community to benefit from the project.

The scale of the intervention will target different levels: 1/ at administration level: (MoH), localities, HF administration. 2/ at medical staff level (training / capacity building) and 3/ at patients' level, benefiting from a general improvement of access to hygiene through water, soap and vector control. While output 1 will be oriented on capacity building, the output 2 will be especially oriented on the rehabilitation of infrastructure of health facilities to provide a real added value in terms of access to water, hygiene and sanitation. Five health facilities will benefit from different kinds of rehabilitation based on needed evidence.

Both partners' activities will conform to national and international best practices and standards.

i. Main financial means proposed for the implementation

- Recruitment of staff (3 to 4 per health facilities) for SRH, community activities, nutrition and general health services
- Capacity building trainings for MOH staff
- Supporting vaccination activities
- Transportation of staff
- Provision of basic medical equipment and furniture
- Identification and support of isolation units in health facilities
- Provision of infection prevention and control supplies
- Improvement of pharmacy storage in health facilities
- Improvement of patient flow system (waiting area shelters) in health facilities
- Joint supportive supervision with MOH
- Strengthening community volunteers network
- Support IEC activities
- Cost related to the construction of water storage systems, pipes connections bathing places, latrines, waste management sites
- Cost related to building rehabilitation
- Cost related to Hygiene promotion
- Cost related to stock of soap and chlorine
- Cost of 2 times 2 workshops (one in Showak, one in Basonda) aiming at improving the capacity of HF staff and Governance at upper level
- Monitoring cost

ii. Where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions and recommendations of any evaluations carried out);

The proposed project does not continue a previous action. Partners will build on their technical experience, on their assessments in the areas of intervention, on the experience of AICS in the region and most importantly on an inclusive approach with local populations and authorities.

iii. where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives, in particular by the European Union);

The proposed project is a standalone project.

iv. The organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);

SI and PUI will coordinate for project implementation but each organization will have its own dedicated human resources.

PUI Program team: PUI will deploy technical health staff of different disciplines: two Community for development (C4D) officers will be reporting to the Deputy Project Manager. The four SRH Officers and the four nutrition officers will be directly reporting to the four health facility supervisors (one per health facility) and the HF Supervisor will be directly reporting to the Project Manager overall responsible for overseeing the technical component of the project, herself/himself directly reporting to the International Field Coordinator. The rationale of deploying a technical team in such numbers per facility is to ensure the capacity building through on-job training and day to day support to the health facility staff, while they will also be contributing technically to their respective discipline.

The officers in collaboration with the health facility supervisor, the health project manager and the local MOH will arrange capacity building training on their respective areas of expertise.

Technical Advisors (TA) from both Headquarters (HQ) and Khartoum will provide technical support to health, nutrition and WASH programming and implementation. Coordinators at the country office level in Khartoum are responsible for leading the action by providing technical backstopping to field teams and monitoring the progress of each intervention. This is with the aim of ensuring all technical aspects of the action are harmonized with Government standards and activities implemented according to agreed technical standards and approaches. This will improve the technical quality of the action and also ensure there is cross learning among the respective government counterparts as well as closely align interventions with good practice principles.

PUI Support Team: PUI's coordination office in Khartoum is made of the Head of Mission, Finance Coordinator, Logistics Coordinator and Health Coordinator, one Logistics Officer, one HR-Liaison Officer and 1 Fin/Admin Officer. In Gedaref, the Field Coordinator is responsible to ensure the effective and efficient implementation of the project, overseeing the support and program activities, coordinating with stakeholders and ensuring the quality of PUI interventions in Gedaref State. The Field Support Team is made of one Admin/Log Assistant, one Program Support/Liaison Officer and one Pharmacist Assistant, to ensure good follow-up of stock management and quality. The Coordination Team will be supporting the field team with frequent visits and stays in Gedaref.

SI Program team: Under the supervision of the SI WASH Program Manager, a team of three staff will be in charge to carry out the proposed activities. Two staff will be dedicated to implement, monitor the rehabilitation of the sanitary installation of the targeted Health Facilities. Specialized supervisors will ensure qualitative and harmonized implementation of technical activities.

Program Support: For SI, the program support team will be under the supervision of the head of base. The team will be composed of five national staff (Admin/Logistic Manager, Logistic Assistant Procurement, Logistic Assistant Operation, HR Officer and Finance Assistant). Coordination Support: For SI, under the supervision of the Country Director, three international staff will support the mission (WASH PM 100% in Gedaref, Head of base-logistic manager, 100% in Gedaref and an Administrative Manager 100% in Gedaref). They will ensure the smooth implementation of activities, staff training (mission opening), coordination, and internal and external reporting. In Khartoum, under the direct management of the CD, a Liaison Officer will be in charge of managing access with HAC and COR (visa, notification letters, TAs). The Admin officer (Fi & HR) under the direct management of the Admin Coor will be in charge to follow-up with the Sudanese administration (Labour Office), manage inter staff movements (flight, accommodation, transportation), manage the cash box and banking operations.

Support from headquarters: finally, both SI and PUI's headquarters in Paris where the Emergency Desks in charge of the mission are currently monitoring the mission will support the entire mission.

V. the role and participation in the action of the various actors and stakeholders (co-applicant(s), affiliated entity (ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;

SI has a proven expertise and a long experience in managing water, sanitation and hygiene projects. Both from a technical point of view as well as operationally, SI is recognized in WASH, in Sudan and



internationally. For that reason, it was decided to assign the WASH aspects of the program to SI while PUI, as health actor would have the leading role.

Local NGO partner

Through building the capacity of the local partner, the consortium applicants will promote ownership and sustainability of the project results. A national NGO partner with presence and experience in the areas of intervention has already been pre-identified and will be engaged from the beginning of the project. The main task of the local NGO will be supporting the community component of both the health, nutrition and WASH. It will work collaboratively with the team in awareness creation activities, vaccination mobilizations, screening and follow up of malnourished children. The organization will receive financial as well as technical support based on the deliverables of the project it shares from the consortium partners. This partnership will also be the opportunity to build the national NGO's capacities in terms of financial follow up, monitoring and reporting.

Coordination with local authorities

The implementing partners will sign a technical agreement with respective local authorities to ensure accountability and transparency on the project management. Both parties will agree primarily on the relevance of the intervention and its financial implications as well as the responsibilities of both sides on contributing for the successful implementation of the project. The technical agreement will be one of the tools to ensure close coordination and support from the MoH, HAC and Local Health Authorities as well as accountability and commitment of the partners.

Accountability to Affected Populations

The action's beneficiaries (refugees, displaced population and the local population, and government offices and staff), are the primary stakeholders of the action and will participate in the implementation of the project. Subsequently, beneficiaries will contribute to key decisions of the project and offer feedback regarding the project performance. The consortium partners will ensure that the beneficiaries are seen as active agents in changing their lives and all project processes will strive towards respecting community voice and choice.

This involvement will be done via various channels and at various stages, notably through:

- Establishing committees with the community, ensuring that specific groups are represented. Those committees will be the core system of accountability toward the population: the Consortium will inform and update the community on the activities, consult the community on the design of upcoming activities, collect and respond to feedback and complaints;
- Organizing regular Focus Group Discussions (FGD) with specific sections of the population that might not express freely in larger groups (women, youth);
- Associating the staff of health facilities in the design of IPC protocols and hygiene supplies needs;
- Involving community leaders or representative groups during outreach activities in developing adequate participatory services or awareness activities;
- Consulting beneficiaries before and after distributions on the content and adequacy of the items

PUI and SI will deploy a joint complaint and feedback mechanism according to PUI AAP policies.

Monitoring

The implementing partners through the lead agent (PUI) will monitor the action against key indicators on a routine basis and ensure strong data collection to support regular reporting of progress. The technical staff from the coordination will conduct periodic monitoring visits to the project to discuss challenges and solutions with field staff, review reports and documents, and monitor the progress against plan. This team will also visit the site, provide technical advice, and support as demanded.

The implementing partners will closely collaborate with the respective local government offices to ensure transparency and accountability in the implementation of the project through joint supportive supervision of the project by the stakeholders. The implementing partners will have monthly coordination meetings to discuss the progress of the project, challenges and any issue that could affect the project implementation to communicate the donor in a transparent way.

SI and PUI will closely monitor the progress of the action to ensure that the stated objectives are achieved. At the beginning of the project, the partners will each produce a Monitoring and Evaluation (M&E) plan. Added-values of quantitative and qualitative methods will be analysed to inform the selection of the tools. A constant monitoring will be implemented in order to evaluate the processes, measure the effects and readjust the project according to the findings. Whenever possible, Mobile Data Collection (MDC) will be used for data collection (KoBo Toolbox). Various positions will be involved in monitoring and evaluation of the project at the mission and headquarters levels: The Country Director/Head of Mission (SI & PUI) ensure the general coordination of the mission and reports to the partners on the main elements of project monitoring, The Field Coordinator (PUI) coordinates all project activities in each health department/district and ensures consistency between the different projects implemented in the area; The Medical/WASH PM / Coordinators (SI & PUI) focus on monitoring-evaluation and whose role is mainly to advise on the application of technical standards within the organization and in the country of intervention (capitalization). They are in charge of representation in the technical clusters (health, nutrition, WASH);

The Project Managers (SI & PUI) will ensure the overall supervision of MEAL activities, quality check on collected data and analysis of performance indicators and all other relevant data; A headquarters teams (SI & PUI) are in charge of program monitoring and reporting to donors. Finance controllers are in charge of monitoring budgetary issues and validating the various reports relating to program expenditures;

Project monitoring tools (project monitoring tool), daily reports, weekly and monthly reports are produced and discussed in meetings (weekly in the field and coordination, and monthly for headquarters) in order to ensure regular monitoring of the level of completion of objectives and indicators and to coordinate activities by finding measures to adapt to the constraints encountered.

The project will promote the use of best practices in accountability and transparency of its interventions, in line with Common Humanitarian Standards (CHS) principles, through partners' beneficiary Complaints and Response Mechanism (CRM).

vii. The planned internal/external evaluation processes (an evaluation should be foreseen for actions above EUR 500 000, and is highly recommended for actions below this amount);

An internal capitalization exercise of the project lessons learnt will be organized at the end of the project in order to draw future perspectives.

Reporting

Interim and final report will be produced indicating the progress of the project and its outcomes based on the expected results and sent to the donor.

Financial M&E. Financial data will be made available regularly, to closely monitor the expenses incurred by co-applicants and to verify their congruence with planned budget lines. PUI, as the leading agency, will ensure a regular collection of financial reports from partners. Appropriate reference tools and guidelines for project accounting will be adopted, providing compliance with EU rules and regulations in terms of procurement of goods, services and works.

Visibility and Communication

During the course of the project activities, the donor will be mentioned on the communication supports, training and sensitization materials or on the banners.

The visibility of the action and the European Union and the Italian cooperation as a donor will be ensured through information disseminated in the annual and activity reports. Copies of the activity reports providing details on the activities carried out and their donors will be disseminated to the authorities, partners and professionals of the humanitarian sector.

The implanting partners will take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. The consortium will ensure all project activities carried out in the



field properly display EU visibility. This will include ensuring EU visibility guidelines are respected on relevant information education and communication materials for community residents, at worksites and on final infrastructure and assets completed. The selection of initiatives for implementation through the project will aim to ensure the investment of the EU through this project is distinct and recognizable. Local-level communication campaigns will ensure the improvements to service delivery or environmental protection are attributed to the intervention of the EU and will link up to national level campaigns related to the impact of the project on the Sudanese and health water sector.

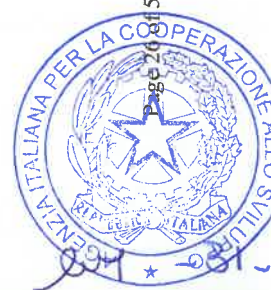
1.1.2. Indicative action plan for implementing the action (max 4 pages)

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

Year 1													
Year 2021										Year 2022			
Activity	Jun	Jul	Aug	Sept	Oc	Nov	Dec	Jan	Feb	Ma	Ap	Ma	Implementing body
<i>Expected Result 1: Strengthening governance and accountability of the Health localities (Al Fashega and Basonda) at State level (Gedaref)</i>													
1.1 Improve outbreak response plan and patient triage													PUI
Identify and support isolation units													PUI
Provide training on outbreak response													PUI
1.2 Improve health information management system													PUI
Provide training on health information system													PUI
Organize Joint supportive supervision													PUI
1.3 Establishing MoU with the PHC / health facilities													SI
1.4 Definition of curricula													SI
1.5 Capacity building of staff involved in hygiene through vector control approach													SI
1.6 Implementation of activities by the staff trained													SI
<i>Expected Result 2: Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) and Nutrition services demand and utilization</i>													
2.1 Provide capacity building training for the health staff													PUI
2.2 Support Nutrition program													PUI
2.3 Strengthen SRH activities including ANC/PNC, FP, delivery													PUI
2.4 Support referral system													PUI



2.5 Support vaccination activities																				PUI
2.6 Pharmacy and IPC supply support																				PUI
2.7 Improvement of Sanitation infrastructure																				SI
2.8 Improvement of Hygiene																				SI
2.9 Improvement of availability and access to water: 4 units (Basonda, Um Khalait, Village 8, Village 3)																				SI
2.10 Civil engineering, electrification and improvement of light system																				SI
2.11 Rehabilitation of the water point of Basonda																				SI
<i>Expected Result 3: Inclusion of Refugees, migrants and IDPs to having access health services (Universal care)</i>																				
3.1 Identification and training of community volunteers																				PUI
3.2 Community volunteers support																				PUI
3.3 Awareness raising on key health issues during Globally commemorated events																				PUI AND SI



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1.1.3. Sustainability of the action (max 3 pages)

The sustainability of this action has been a central consideration as it is aimed at supporting the existing MOH health facilities in order to give them better capacity to render the services in good quality. The local health authorities and other stakeholders will be involved actively to ensure good understanding of the project purpose and its contribution for the sustainability of its impact. The action will strive to increase active participation, collaboration, contribution, ownership, responsibility and accountability of the sector offices. The Local health authorities will be actively involved in overseeing the implementation of the project through supportive supervision and giving feedback on the progress of the project. In collaboration with the State MoH, the standard national protocols of vaccination will be reinforced through training and follow up while other activities, which play an important role for the access and qualities of health services such as referral system and waste management systems, will be duly integrated in to the health system by developing clear standard operating procedure (SOP). This will help the action to remain applicable and relevant after the end of the project.

The planned activities will never be a parallel action with the existing system and rather strengthening them. The capacity building training will ensure development of better capacity to provide good quality health services and the rehabilitation of some structures of the health facilities will also create a better working environment for the staff and a safe and conducive environment for the patients. Strengthening of the community volunteer network will also contribute for better ownership of the project afterwards. The community volunteers will be provided training on how to do health awareness sessions on common causes of morbidities and mortalities in their area in addition to doing MUAC screening for children.

The implementing partners will hand over the assets of the project including vehicles to the local health authorities at the end of the project.

Partners will actively look for additional funding to complement the present project for a deeper impact, and to extend the duration of the support provided to the targeted health facilities to ensure the continuity of the actions proposed.

Risk analysis and Mitigation plan

1. Financial Risk

Sudan has been facing a financial crisis over the recent years and this is fuelling the inflation on the basic consumables and other commodities. This could impact the activities as it could affect the procurement of the items planned for the project.

Mitigation Plan: as the delay by some months normally entails a big change in prices of items, partners will prioritize the procurement at the beginning of the project. Close monitoring of the USD current informal exchange rate fluctuation in the market. Increased frequency of financial forecasting for more accurate disbursement pace and liquidity transfer from HQ to Sudan.

- a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

The health activities will only rely on existing infrastructures and personnel. Hence, the project will not create a future vacuum in terms of financing the supported health facilities.

In terms of access and improvement of the capacity storage of the water, the approach chosen by SI is to focus on the capacity storage and the rehabilitation of the internal network of HF. The transportation of water from a water point to the HF remains under the responsibility of the HF. This access to the water is fundamental and each HF has been able to find a way to guarantee this access to water. By focusing mainly on the rehabilitation, SI is not harming the existing capacity of each HF to control and guarantee access to water at HF level and this solution remains the cheapest, the most affordable and sustainable. Maintenance of the system will be managed by HF staff further to training implemented by SI (maintenance of filter, test of the water quality).



2. Security Risk:

With the current Ethiopia-Sudan border tension, including the area of the intervention, the partners might face restrictions on accessing the areas freely. This could result in delays if the situation escalates to another level.

Mitigation plan: SI and PUI will follow their security Management Plans to mitigate and respond to security risks/incidents. These Plans are updated according to context evolutions, program development and coordination with partners. The implementing partners in collaboration with the local authorities will monitor the security situation and introduce adaptation plans according to the evolution of the situation.

3. Climate Risk:

Access to some of these areas is usually one of the challenges during the rainy season due to bad road infrastructure and seasonal rivers. This could have a tendency of affecting the interventions of this project if not planned for in advance.

Mitigation plan: Activities will be prioritised according to the seasons. Prepositioning of the planned supplies will be prioritised as soon as possible, while those activities which could wait until the end of the rainy season will be put in the later stage of the project. All efforts will also be made to have appropriate transportation means which is suitable by taking into consideration the nature of the road.

4. Delays in signing of TA agreement from the government side:

This has been one of the challenges in other projects and this might not be an exception. The delay is usually from the government side as they are dealing with a big emergency response of the refugee influx involving multiple partners at the same time.

Mitigation plan: The partners will work in close collaboration with the local authorities and actively engage with them to show the magnitude of the needs through regular communication with them. Provisional authorisation to implement will be sought during the TA signature process.

- b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local 'ownership' of the results of the action..

The project will not create any new structure or services. Existing services and structures will be strengthened through capacity building and structural rehabilitation. In terms of WaSH support, during the whole duration of the projects, SI will be working both with head of administrative services of MoH as well as key HF staff playing key role in hygiene practices sustainability and adoption of good practices at institution level. The different training and capacity building sessions combined to the structural improvement of the water supplies and storage systems will contribute to the institutional sustainability.

- c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

The trainings will be coordinated with the MoH and strictly follow the national guidelines.

- d. Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

The limited access to energy of the different HF targets will be mitigated by the installation of solar pumps and solar panel systems connected to an electrical network. The use of solar energy will then contribute to environmental sustainability thanks to zero carbon emission. Also, the implementation of a medical waste management system will provide a positive impact both on hygiene aspects and environmental aspects. The link between a safe environment, hygiene and contamination is the one important aspect of the proposed activities, highlighting the deep embeddedness of these topics.

1.1.4. Logical Framework

Please fill in Annex C to the guidelines for applicants.

1.1.5. 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.

PUI has more than 40 years of experience in supporting local health systems and providing multi-sectorial emergency and recovery humanitarian activities across the globe. Starting in Afghanistan during the Soviet Occupation, PUI now conducts on average 200 humanitarian projects in 23 different countries, responding to health, nutrition, food security and livelihood, WASH, Shelter, Protection and GBV needs of affected populations. PUI, has been present in Sudan from the 2004 to 2009, conducting health and nutrition activities in Darfur. After conducting an exploratory mission in South Kordofan in February 2020, PUI re-registered in Sudan, set up a coordination office in Khartoum and a field base in Al Abassiya in South Kordofan. Through CDC support and in a consortium with Triangle Generation Humanitaire (TGH), PUI launched health and nutrition activities in South Kordofan in January 2021. In Gedaref, PUI carried out extensive discussions with all relevant stakeholders, including health authorities at the local and central level, UN agencies, and numerous partners' organizations, to enhance coordination, gather information on best practices and lessons learned, avoid duplications and maximize the humanitarian efforts. PUI is an active partner of the Health, Nutrition, and Logistics clusters, the Reproductive Health Working group as well as the refugee response coordination mechanisms and part of the Steering Committee of the INGO Forum.

PUI has now a fully operational coordination office in Khartoum, with a competent and motivated team at the coordination and field level, in the process of opening a second field office in Gedaref state to implement a health and nutrition project in and around Tunaydbah, in Al Mafaza locality, funded by the CDCS.

Solidarités International (SI) was present in Sudan, Darfur region from 2004 to 2009, following which the organization was forced to suspend activities and to leave the country due to an expulsion order from the Sudanese authorities. During 5 years Solidarités International implemented Wash and FSL programs in the Darfur region in collaboration and coordination with Authorities and stakeholders.

In March 2020, SI carried out an exploratory mission in order to meet the relevant stakeholders, understand better the administrative, security and humanitarian context and to renew its registration in country. This last one was renewed in April 2020. SI relaunched a rapid assessment and response in Sudan in December 2020 due to the mass influx of refugees from Ethiopia and to the scarcity of direct operational implementers in these remote States, SI decided to focus its emergency response capacity on the provision of life-saving WASH activities for new arrivals in the area.

SI reinstate its willingness to engage in the humanitarian issues faced by the populations in the Sudan, through 2 main regional response pillars: (i) Addressing the emergency and early recovery needs induced by the conflict and populations dynamics of the region, (ii) Contributing to the mitigation of vulnerabilities related to on-going economic crisis. These strategic orientations integrate SI 2020 global strategic priorities, by trying "to ensure emergency interventions support population in conflict zones, [including towards] water-borne diseases and livelihood-related shocks aftermath" and by "responding to emergency needs resulting from displacement and population movements".

SI has also a long-lasting presence and extensive experience in the region, mainly in South Sudan and Chad.

Below list of projects are non-exhaustive and present concrete examples of both organization experience.



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

A

Name of the organisation: Première Urgence Internationale				
Lead applicant <input checked="" type="checkbox"/>	Co-applicant <input type="checkbox"/>	Affiliated entity <input type="checkbox"/>		
Project title: Support for the sustainable revival of basic services in the EI Abassiya sub-district of South Kordofan, Sudan				
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Sector (ref. list of sectors in Sectorial experience in PADOR): health, nutrition, WASH, Education	
Sudan	1 200 000	Co Beneficiary	Donors to the action (name) ⁷ French Crisis and Support Center	Amount contributed (by donor) 600 000 (budget PUI)
				Dates (from..to) dd/mm/yyyy 01/09/2020 au 31/08/2021

⁷ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State



Objectives and results of the action	<p>General objective: To improve access to basic services for the most vulnerable populations in South Kordofan</p> <p>Specific objective: To improve and sustain the provision of essential WASH, health and education services</p> <p>R1: Access to adequate and health-promoting WASH services is ensured</p> <p>A1.1 Rehabilitation and improvement of existing water points (6 water points)</p> <p>A1.2 Training and equipping of operation and maintenance staff</p> <p>A1.3. Improvement of sanitation facilities in health and education centres (235 latrines constructed or rehabilitated; 42 washing points and 13 water storage facilities)</p> <p>A1.4. Hygiene awareness campaign</p> <p>R2: School environment and learning conditions are improved</p> <p>A2.1 Rehabilitation of school infrastructure</p> <p>A2.2 Construction of a temporary school in al Moreib</p> <p>A2.3 Provision of school furniture and distribution of teaching materials to teachers and students</p> <p>A2.4 Teacher training by TGH and the Ministry of Education</p> <p>R3: Access to quality medical and nutritional care for the population of South Kordofan is improved</p> <p>A3. 1 Strengthening of the technical facilities of three health structures</p> <p>A3. 2 Support for the management of the minimum package and strengthening of prevention</p> <p>A3. 3 Support and capacity building of health personnel through training and formative supervision</p> <p>A3.4 Support and capacity building for community relays</p> <p>A3.5 Detection, medical care and referrals for gender-based sexual violence</p>
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3

Name of the organisation: **Première Urgence Internationale**

Lead applicant ☒

Co-applicant ☐

Affiliated entity ☐

Project title: Provision of integrated health and nutrition support to refugees and the host community affected by the crisis in Eastern Sudan.

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

Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)*	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Sudan	350 000	coordinator	French Crisis and Support Center	350 000 EUR	15/06/2021 au 14/01/2022

Objectives and results of the action

General objective: to contribute to the improvement of the health and nutrition of the crisis-affected refugee and host community in Gedaref State, Eastern Sudan.

Specific objective: to improve access to quality preventive and curative health care services for the refugee and host populations.

R1: Integrated quality emergency health and nutrition services are provided to refugees and host communities in Gedaref State.

Activity 1 Basic infrastructure, equipment and financial support for health facilities

Activity 2 Support the routine immunisation programme

Activity 3 Training and capacity building of health personnel

Activity 4 Support nutrition activities

Activity 5 Improve access and quality of sexual and reproductive health services

R2: Improving access to health services and health literacy among refugees and the host community in Gedaref State.

Activity 1 Support to referral systems

Activity 2 Selection and training of community health workers

Activity 3 Health awareness



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⁸ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

2

Name of the organisation: Première Urgence Internationale				
Lead applicant <input checked="" type="checkbox"/>	Co-applicant <input type="checkbox"/>	Affiliated entity <input type="checkbox"/>		
Project title: Responding to crisis-affected populations' primary health care and mental health needs in Tillabéri and Tahoua regions (Mali and Burkina Faso borders) of Niger through a Rapid Response Mechanism (RRM) and support to existing services				
Location of the action Niger	Cost of the action (EUR) 700 000	Role: coordinator, co-beneficiary, affiliated entity Coordinator	Donors to the action (name) ⁹ COOPI, cooperazione internazionale	Amount contributed (by donor) 700 000 EUR
			Dates (from..to) dd/mm/yyyy 14/09/2020 au 15/09/2021	Sector (ref. list of sectors in Sectorial experience in PADOR): health, mental health

⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State



4

Objectives and results of the action

COOPI, in a consortium with the Alliance for International Medical Action (ALIMA) and Première Urgence Internationale (PUI) proposes the continuation of the ongoing intervention (720FDA19GR00174): a 12-months project to respond to the urgent somatic and mental health needs of crisis-affected and vulnerable Internally Displaced People (IDP) and host populations in 15 Health Districts of Tillabéri and Tahoua regions of Niger (bordering Burkina Faso and Mali) through a Rapid Response Mechanism (RRM) and support to already existing services. The project will realize the following activities:

Health system and clinical support

- Support for mobile strategies: Consortium partners will deploy mobile clinics to provide a lifesaving health package to displaced populations and host communities in underserved areas. Mobile clinics will be able to respond to RRM alerts (combination of evaluation and direct response) and to mid-emergency health needs of populations located more than 15km away from a health center.

- Support to health centers: Consortium partners will provide existing health centers with financial, material and technical assistance to ensure that quality primary health care and mental health care services are available in areas affected by population movements and insecurity along the Mali and Burkina Faso border. In particular, the consortium will ensure children under 5 years old and pregnant women (in the framework of their pregnancy) receive care and treatment for free as per national guidance.

- Capacity building of state healthcare providers: Trainings will be organized in order to build their capacity on the provision of primary healthcare and mental healthcare services.

Communicable diseases: Emphasis will be placed on responding to epidemiological outbreaks by providing emergency immunization responses as well as on strengthening of the epidemiological surveillance system at community level.

Reproductive Health (RH): Consortium partners will promote access to and use of quality reproductive health care services through recruitment of RH specialists including female health providers, capacity building of RH staff, provision of the Minimum Initial Service Package (MISP) for Reproductive Health, prevention of HIV and STI transmission, promotion of RH services at community level, effective referral of pregnant women and provision of medical assistance for rape survivors.

Non-communicable diseases, injuries, and mental health: The consortium will strengthen healthcare providers' skills in the prevention, detection and treatment of non-communicable diseases and provide health centers with drugs to treat some of these diseases (hypertension, etc.). Furthermore, Mental Health and Psychosocial support (MHPPS) will be provided to IDP and members from the host communities suffering from PTSD, psychosis, depression, phobia, distress and other mental health diseases through psychologists and psychiatric nurses intervening within the mobile clinics, as well as Training of healthcare providers on Mental Health Gap Action Program – Humanitarian Intervention Guide (mhGAP-HIG).

Community health: The consortium will enhance the existing network of community health workers (CHW) for health education and epidemiological surveillance activities. Consortium partners will increase community participation in the surveillance system, build capacities of community-based focal points and increase public awareness on services offered and best practices at community level.

Procurement and management of pharmaceuticals and other medical products: To address input disruptions, support meaningful access to health care and ensure equipment quality, the consortium will procure pharmaceuticals, psychotropics, medical equipment, and supplies, based on the national Essential List of Medicines (ELM). Part of items procured will be donated to supported health facilities and the rest will be directly used by mobile clinics. Consortium partners will train staff of supported health centers on proper management, storage and use of medical products.

Psychosocial Support: Lay service providers (namely protection relays and health relays from the communities) will be trained in the identification and referral of people with MHPSS problems, as well as on basic psychosocial support techniques for basic care provision.

2project objectives :

OBJECTIVE 1 :To provide lifesaving health assistance and mental health care to crisis-affected and vulnerable IDP and host populations through a Rapid Response Mechanism (RRM) and support to existing health services

Activity 1

OBJECTIVE 2: To complement mental health care for crisis-affected and vulnerable IDP and host populations through psychosocial support provision and protection mainstreaming

Name of the organisation: Première Urgence Internationale					
Lead applicant <input checked="" type="checkbox"/>		Co-applicant <input type="checkbox"/>		Affiliated entity <input type="checkbox"/>	
Project title: Strengthening the Minimum Package of Activities in the health district of Abeché to improve the nutritional status of children under age and women			Sector (ref. list of sectors in Sectorial experience in PADOR): health, nutrition		
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁰	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Chad	730 000	Coordinator	EuropeAid	730 000 EUR	07/01/2020 au 06/01/2025

¹⁰ 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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Objectives and results of the action

General objective: to contribute to the improvement of nutritional indicators among the population of the health district of Abeche, in particular women and children.

Specific objective: to support the HD in Abeche in the delivery of a quality, equitable and sustainable LDC for the population

R1: The minimum activity package is implemented in all the CS with a progressive and effective integration of all its components

Activity 1 Assessment of the needs of existing health centers in relation to the PMA and definition of improvement targets

Activity 2 Creation of advanced fixed strategy sites to make health care accessible to the population in Zone B

Activity 3 Integration of missing LDC components in all SCs

Activity 4 Establishment of referral systems linking the community level to the health facility network

Activity 5 Support for the continuity of care by strengthening the management of emergencies at the provincial hospital in Abéché

R2: The quality of service delivery is improved in the SD of Abeche

R3: A community network is established or strengthened to facilitate community involvement in improving population health

R4: The capacities of health personnel are strengthened through basic and continuous training

R5: Sustainable behavior change towards good nutrition and health practices is underway

R6: The nutritional status of children and pregnant and lactating women is improved through the prevention and effective management of all forms of malnutrition

Name of the organisation: Solidarités International				
Lead applicant	<input type="checkbox"/>	Co-applicant	<input checked="" type="checkbox"/>	Affiliated entity

Project title:

Sector (ref. list of sectors in Sectorial experience in PADOR): WASH				
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ¹¹	Amount contributed (by donor)
Sudan	400 000	coordinator	French Crisis and Support Center	400 000
				15/12/2020 to 14/06/2021

Objectives and results of the action

Since December 2020, SI is present and active in the refugee settlement of Tunaydbah, in Al Mafaza locality of Gedaref state, which host over 21,000 Ethiopian refugees. Through various funding and notably from CDCS and Unicef, it providing lifesaving WASH services to cover the most urgent WASH needs of refugees and host communities in Tunaydbah camp and neighbouring host community. Activities, most of which are ongoing or already completed, include emergency supply of drinking water to 21,000 persons through water trucking, the construction of 60 emergency sanitation infrastructures, waste management covering a large part of the camp, distribution of hygiene kits to 1,000 households, as well as a wide-range of hygiene promotion activities (infrastructure maintenance and cleaning, training of hygiene committees, mass sensitizations, door-to-door, etc.). Through a MoU with a local partner (Green Peace Association), hygiene promotion activities and COVID-19 prevention messaging are also being conducted in the host community of Tunaydbah (e.g. schools, FGD).

Considering the risks of epidemic outbreaks and natural hazards during the rainy season (June-September), SI has also integrated into its programming a rapid-response capacity to mitigate the dissemination of water-borne diseases within the refugees and host community of Tunaydbah. This modality ensures the prepositioning of WASH material and equipment at camp level, the identification and referral of suspected/identified cases, and entails various activities to contribute to the reduction of contaminations among the population (disinfection of infected households, establishment of sanitary cords, distribution of disinfection kits, adapted hygiene promotion activities, etc.).

¹¹ 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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	<p>Through this response SI has progressively positioned itself as a key actor of the response in Tunaydbah and Gedaref state. SI has taken an active part in the coordination of the humanitarian response between the actors present, building up strong links and communication channels with HAC, COR, as well as IOM, Islamic Relief World Wide, WHH, CIS, SRC, ZOA, UNICEF, MSF, and UNHCR, main actors of the emergency response in the area.</p>
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(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)



AP

Name of the organisation: Première Urgence Internationale Lead applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>					
Project title: Building resilience and improving food security in Adamaoua and the East			Sector (ref. list of sectors in Sectorial experience in PADOR): Nutrition, food security, livelihoods		
Location of the action Cameroun	Cost of the action (EUR) 5 556 000	Role: coordinator, co-beneficiary, affiliated entity Co Beneficiary	Donors to the action (name)¹² Europe Aid	Amount contributed (by donor) 1 556 000 (budget PUJ)	Dates (from..to) dd/mm/yyyy 15/02/2017 au 14/05/2019
Objectives and results of the action Overall objective: To reduce food and nutrition insecurity by addressing the root causes of vulnerability and reducing the negative impact of stresses and shocks in the East and Adamaoua regions. Specific objectives : SO1 : Strengthen the capacity of food insecure people to prepare for, cope with and recover from shocks SO2: Strengthen the response and management capacities of public institutions and private organisations in order to moderate the impact of shocks and reduce the frequency of their translation into food crises Results: R1.1: Sustainable agricultural and livestock production and nutritional knowledge are improved through enhanced social and community cohesion R1.2: The incomes and livelihoods of vulnerable populations (hosts and refugees) are protected, structured, increased and secured R2.1: The capacities of state services and the knowledge of communities are strengthened in WASH areas (water, hygiene and sanitation). R2.2: The capacities of communal and state services to monitor their rural development and resilience mechanisms are strengthened					

¹² If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

Name of the organisation: **Première Urgence Internationale**

Lead applicant ☒ Co-applicant ☐ Affiliated entity ☐

Project title: To contribute to the improvement of the living conditions of people in a situation of acute vulnerability in Cameroon affected by a shock linked to an armed conflict, a natural disaster or an epidemic, while preserving their safety and dignity

Sector (ref. list of sectors in Sectorial experience in PADOR): Nutrition, livelihoods, WASH, education, protection

Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ¹³	Amount contributed (by donor)	Dates (from...to) dd/mm/yyyy
Cameroon	655 000	Coordinator	DG ECHO	655 000	01/01/2020 au 31/03/2021

Objectives and results of the action

Overall objective: To contribute to the improvement of the living conditions of people in a situation of acute vulnerability, primarily in the Far North region of Cameroon, affected by a shock linked to an armed conflict, a natural disaster or an epidemic, by preserving their safety and dignity.

Specific objective: Improved access to food, non-food items (NFI/shelter) and water-hygiene-sanitation (WASH), health-nutrition, protection, and education for newly displaced or newly accessible people in the crisis regions of Cameroon (primarily in the departments of Mayo-Sava, Mayo-Tsanaga and Logone-et-Chari), through the establishment of a monitoring mechanism, rapid needs assessment, coordination of actors, advocacy and a rapid response capacity on priority needs Shelter, NFI, WASH.

Results:

R1: The RRM in the Far North of Cameroon is strengthened based on the capitalization of previous phases

R2: The contingency stocks of the RRM system consist of

R3: Access to safe drinking water and a healthy environment for populations affected by shock, natural disasters or epidemics through emergency water, sanitation and hygiene (WASH) interventions is provided.

R4: The RRM in the Far North of Cameroon is strengthened based on the capitalization of previous phases

R5: Rapid assistance in NFI and basic shelter is provided to 2000 households in acute vulnerability

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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Name of the organisation: <u>Première Urgence Internationale</u> Lead applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>				
Project title: Multi-sector lifesaving assistance to conflict-affected populations in Eastern Afghanistan			Sector (ref. list of sectors in Sectorial experience in PADOR): Nutrition, CASH, MHPPS	
Location of the action Afghanistan	Cost of the action (EUR) 4 200 000	Role: coordinator, co-beneficiary, affiliated entity Coordinator	Donors to the action (name)¹⁴ DG ECHO	Amount contributed (by donor) 4 200 000
Objectives and results of the action			Dates (from..to) dd/mm/yyyy 01/05/2019 au 30/04/2021	
Overall objective: To contribute to the reduction of mortality and morbidity of vulnerable populations in Afghanistan Specific objective: Lifesaving activities are provided to populations who have limited or no access to assistance due to conflict, disaster, or forced displacement Results: R1: Increased access of populations of Eastern Afghanistan, including war-wounded, to emergency medical and mental support services (including PSS) R2: Multi-purpose cash assistance through the Emergency Response Mechanism, for populations that have been forced into displacement in Laghman, Nangarhar, Kunar and Nuristan provinces R3: Strengthening IPC measures at community and health facility levels				

¹⁴ 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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Name of the organisation: Solidarités International Lead applicant <input type="checkbox"/> Co-applicant <input checked="" type="checkbox"/> Affiliated entity <input type="checkbox"/>				
Project title: Provision of timely, equitable and integrated WASH services to address the most urgent needs of conflict and epidemic affected populations in Upper Nile State – South Sudan				
Location of the action South Sudan		Cost of the action (EUR) 160 000	Role: coordinator, co-beneficiary, affiliated entity Coordinator	Sector (ref. list of sectors in Sectorial experience in PADOR): WASH
Objectives and results of the action		This four-months project aimed at reducing waterborne diseases prevalence in Fashoda County in Upper Nile State by providing lifesaving WASH services to the affected populations, following the achievements of Solidarités International (SI) in its previous project funded by the Centre de Crise et de Soutien (CDCS) from May to November 2019 ¹⁶ . The overall project was a success and benefited to a total of 8,137 individuals living in Aburoc Internally Displaced People (IDP) settlement and surrounding host communities of Nyiming, Ashop, Pajoj, Omath and Abuman. This project allowed SI to maintain the response that started in May 2019 to acute needs with equitable, adequate and timely lifesaving access to safe WASH services to the population of Aburoc and its surroundings.		
		Donors to the action (name)¹⁵ French Crisis and Support Center		
		Amount contributed (by donor) 160 000 EUR		Dates (from..to) dd/mm/yyyy 01/12/2019 to 31/03/2020
Result 1: Populations with acute needs are provided with equitable, adequate and timely lifesaving access to safe WASH services Activity 1.1: Water chlorination at Aburoc IDP settlement, Nyiming, Ashop, Pajoj, Omath and Abuman Activity 1.2: Surface Water Treatment Plant (SWAT) operation in Aburoc IDP camp Activity 1.3: Well excavation in Aburoc and villages along the swamp Activity 1.4: Construction of Community latrines in Aburoc IDP's camp Activity 1.5: Hygiene promotion Activity 1.6: WASH NFI kit distribution				
Result 2: Assessments and Emergency preparedness response Activity 2.1: 2 Assessments and response conducted in hard to reach pockets of population Activity 2.2: 2 Assessment and response conducted in case of influx of returned population Activity 2.3: Establishment of 1 emergency cholera contingency stock and response team				

¹⁵ 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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Name of the organisation: Solidarités International					
Lead applicant	<input type="checkbox"/>	Co-applicant	<input checked="" type="checkbox"/>	Affiliated entity	<input type="checkbox"/>
Project title: Provision of timely lifesaving WASH services with consideration of WASH related GBV risk mitigation to the floods affected populations in Detwok and Aburoc payams, Upper Nile State, South Sudan			Sector (ref. list of sectors in Sectorial experience in PADOR): WASH		
Location of the action	Cost of the action	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁷	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
South Sudan	300 000 USD	Coordinator	OCHA	160 000 EUR	16/11/2020 to 15/07/2021
Objectives and results of the action					
Overall objective: Providing emergency WASH services to the flood-affected population in Fashoda (IDPs, returnees and host communities)					
Outcome 1: Improved access to life-saving WASH services through distribution of 619 WASH NFI kits, running of 6 SWAT systems, 6 Water purification points and Hygiene promotion sessions and construction/rehabilitation of 7 blocks of latrines for flood affected vulnerable men, women, boys and girls living in Aburoc and Detwok payams, Fashoda County.					
Output 1.1: 9,484 (2263 men, 2242 women, 2476 boys and 2503 girls) flood affected IDPs, returnees and host communities in Fashoda county assisted through distribution of 619 WASH NFI kits, running of 6 SWAT systems, 6 Water purification points, Hygiene promotion sessions and construction/rehabilitation of 7 blocks of latrines.					
Outcome 2: Improved recovery through distribution of 587 MHM and hygiene kits and Monitoring Evaluation Accountability and Learning activities for flood affected vulnerable men, women, boys and girls living in Aburoc and Detwok payams, Fashoda County.					
Output 2.1: 3,948 (875 men, 920 women, 1058 boys and 1095 girls) flood affected host communities in Fashoda county assisted through distribution of 587 MHM and Hygiene kits and ensuring quality follow-up through Monitoring Evaluation Accountability and Learning activities					

¹⁶ Provision of timely, equitable and integrated WASH services to address the most urgent needs of conflict and epidemic affected populations in Upper Nile State – South Sudan (Casper 2019-143)

¹⁷ 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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Name of the organisation: Solidarités International

Lead applicant ☐

Co-applicant ☐

☒ Affiliated entity

Project title: Strengthening access to essential WASH, shelter, food security and livelihoods services for vulnerable people affected by armed conflict and/or climatic hazards in the Nana-Gribizi prefecture in CAR.

Sector (ref. list of sectors in Sectorial experience in PADOR): WASH, Shelter, Food security

Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ¹⁸	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
RCA	800 000	Coordinator	ECHO	800 000 EUR	01/03/2020 to 31/12/2020

Objectives and results of the action

General objective: To help improve the living conditions and livelihoods of the most vulnerable people in the Nana Gribizi districts.

Specific objective: Improve access to water, hygiene, sanitation, shelter, food security and livelihoods for displaced returnees, spontaneous returnees and hosts in the sub-prefectures of Kaga Bandoro and Mbrès.

Result 1: Affected populations have improved access to clean water, safe and dignified excreta disposal facilities and improved hygiene knowledge and practices (WASH)

Activity 1: Rehabilitation of 5 water points equipped with Human Powered Pumps

Activity 2: Reinstantiate water point management committees and artisanal repairers.

Activity 3: Physico-chemical and bacteriological analyses of drinking water samples

Activity 4: Construction of 120 family latrines for the most vulnerable households

Activity 5: Awareness-raising sessions on good hygiene practices

Activity 6: Distribution of 1,000 hygiene kits (water chain and hand washing)

Result 2: Conflict-affected populations in the sub-prefecture of Mbrès receive assistance in rebuilding their shelter (SHELTER)

Result 3 : Agricultural production and income from quick-impact economic activities improve the availability and accessibility of food for target populations (FOOD SECURITY)



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¹⁸ 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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The lead applicant, the co-applicant(s) and affiliated entities

Name of the lead applicant	Première Urgence
EuropeAid ID	FR-2014-FIB-1811580142
Nationality ¹⁹ / Country and date of registration ²⁰	France 03/01/2011
Legal entity file number ²¹	
Legal status ²²	Profit-Making <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NGO <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Co-applicant(s) ²³	
Name of the co-applicant	Solidarites Interntaional (SI)
EuropeAid ID	FR-2007-CRV-2711158749
Nationality/ Country and date of registration	France 01/07/1992
Legal entity file number (if available)	
Legal status	Profit-Making <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NGO <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Affiliated Entity(ies) ²⁴	
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.	

Associates participating in the action

	Associate <...>
--	-----------------

¹⁹ For individuals.

²⁰ For organisations.

²¹ If the applicant has already signed a contract with the European Commission.

²² E.g. non-profit, governmental body, or international organisation.

²³ Add as many rows as co-applicant(s)

²⁴ Add as many rows as affiliated entities

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Full legal name	
EuropeAid ID number²⁵	
Country of registration	
Legal status²⁶	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No NGO <input checked="" 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	

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²⁵ 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

²⁶ E.g. non-profit, governmental body or international organisation.

Declarations

1.3. 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);

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action :

900 000 Euros (applied through the present grant application)

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: MIRKO ZAPPACOSTA

Position: Head of Mission

Signature: Mirko Z

Date and place: 17-06-2021





1.4. 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:	SOLIDARITES INTERNATIONAL	
Organisation:	Nicolas TEUPA	
Position:	CD	
Signature:		
Date and place:	17/06/2021 - K	

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1.5. 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:

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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) 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 reduce the morbidity and mortality of pregnant and lactating women and children under 5 years old in Sudanese Eastern States, with particular reference to migrants, refugees and IDPs						
Outcome (s) (Specific objective(s))	Improve the quality and sustainability of primary health care in favour of the host communities, migrants, refugees and IDPs in Eastern Sudan	Proportion of prescriptions that are in line with national or international (WHO) guidelines of diagnosis and treatment	0	80%	0	Monthly concordance assessment	Partners have access to the health facilities

Output 1	Strengthening governance and accountability of the Health localities (Al Fashega and Basonda) at State level (Gedaref)	Number of joint supportive supervision sessions conducted	0	12	0	Monitoring report and follow up	Partners have access to the health facilities
		Number of staff trained disaggregated by topics, gender, position of the staff and location.	0	70	0	Staff training report	
		Number of people benefiting of capacity building in vector control and hygiene	0	10	0	List of training attendees	
		Number of MoU with Health authorities at localities level	0	2	0	MoU	
		Number of HF benefiting from vector control activities and assets	0	4	0	Project monitoring report	

Output 2	Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) and Nutrition services demand and utilization	Number of OPD consultations disaggregated by age, sex and base	20,650	30,000	0	Monthly morbidity report data from the health facilities	Beneficiaries have access to the supported health facilities.
		Number of deliveries assisted by skilled birth attendants	1320	1500	0	Facility monthly SRH report	Supply of essential products and material is possible in a timely manner (medicines, RUTF, and construction sanitation/waste/water material)
		Rate of severely malnourished children who recovered at OTP facilities	0	>75%	0	Monthly nutrition data from the health facilities	
		Number of vaccination sites supported disaggregated by type (outreach and static)	0	8	0	Project monitoring report	
		Number of functional blocks of Latrines rehabilitated: (in Basunda)	0	1	0	Project monitoring report	
		Number of shower blocks rehabilitated: 3 (Basunda, Village 8, Village 3)	0	3	0	Project monitoring report	
		Number of HF medical rooms benefiting from	0	4	0		

		permanent access to water: 4 (Basunda, Village 8, Village 3 and Um Khalait)				Project monitoring report	
		Number of sites equipped with medical waste management system: 4 (Basunda, Village 3, Village 8, Um Khalait)	0	4	0	Project monitoring report	
		Number of patients benefiting directly from improvement of availability and access to water in HF	0	30 000	0	Monthly report from HF	

Output 3	<i>Inclusion of Refugees, migrants and IDPs to having access health services (Universal care)</i>	Number of community volunteers identified, trained and supported	0	60	0	Project monitoring report	Partners can access the beneficiaries in their communities
		Number of global commemorated awareness sessions conducted with population reached, disaggregated by gender	0	2	0	Project monitoring report	
		Number of committees' volunteers trained for HP disaggregated by age and gender	0	50	0	Project monitoring report	
		Percentage of individuals having benefited from the HP awareness sessions knowing the key practices in Hygiene disaggregated by age and gender	0	80	0	Project monitoring report	
		Number of global hand-washing day sessions : 5	0	5	0	Project monitoring report	

Activity Matrix

<p>1. Strengthening governance and accountability of the Health localities (Al Fashega and Basonda) at State level (Gedaref)</p> <ul style="list-style-type: none"> 1.1 Improve outbreak response plan and patient triage 1.2 Improve health information management system 1.3 Establishing MoU with the PHC / health facilities 1.4 Definition of curricula 1.5 Capacity building of staff involved in hygiene through vector control approach 1.6 Implementation of activities by the staff trained 	<p>Means: Providing capacity building training, provision of equipment, joint supportive supervision</p> <p>Cost: PUI : 11,392.75 EUROS SI : 10 000 EUROS Total : 22,392.75 EUROS</p>
<p>2. Improving Primary Health Care (PHC) service coverage and increasing Reproductive Health (RH) and Nutrition services demand and utilization</p> <ul style="list-style-type: none"> 2.1 Provide capacity building training for the health staff 2.2 Support Nutrition program 2.3 Strengthen SRH activities including ANC/PNC, FP, delivery by providing necessary materials and logistic support 2.4 Support referral system for emergency obstetrics and other emergencies to the next level of care 2.5 Support vaccination activities 2.6 Pharmacy support 2.7 Improvement of Sanitation infrastructure 2.8 Improvement of Hygiene 2.9 Improvement of availability and access to water: 4 units (Basonda, Um Khalait, Village 8, Village 3) 2.10 Civil engineering, electrification and improvement of light system 2.11 Rehabilitation of the water point of Basonda 	<p>Means: Providing capacity building training, provision of furniture, ambulance fuel cost support, transport cost for outreach team.</p> <p>Cost PUI : 108,135.25 EUROS SI : 138,757.10 EUROS Total : 246,892.35 EUROS</p>

<p>3. Inclusion of Refugees, migrants and IDPs to having access health services (Universal care)</p> <ul style="list-style-type: none"> 2.12 Identification and training of community volunteers 2.13 Community volunteers support 2.14 Awareness raising on key health issues during Globally commemorated events 2.15 Community volunteers support 2.16 Awareness raising on key hygiene issues during globally commemorated events 	<p>Means: Identification and training of CV, providing IEC materials for CV, conducting awareness creation sessions on some common public health issues.</p> <p>Cost PUI : 30,477.17 EUROS SI : 19,465.89 EUROS Total : 49,943.06 EUROS</p>
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1. Budget for the Action¹

Costs	All Years			
	Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ³
1. Human Resources¹⁴				
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴				
1.1.1 Technical				137.794
1.1.1.1 PUI - Project manager - 50%	Per month	4	1.252	5.007
1.1.1.2 PUI - Deputy Project manager - 100%	Per month	7	1.103	7.722
1.1.1.3 PUI - Health Facility Supervisor - 100%	Per month	28	1.021	28.593
1.1.1.4 PUI - Community 4 Development Officer - 100%	Per month	14	519	7.268
1.1.1.5 PUI - SRH Officers - 100%	Per month	28	796	22.281
1.1.1.6 PUI - Nutrition Officer - 100%	Per month	28	796	22.281
1.1.1.7 PUI - Pharmacy Officer GED - 25%	Per month	2	796	1.592
1.1.1.8 PUI - Pharmacy Assistant - 31%	Per month	2,5	597	1.492
1.1.1.9 PUI - Program-Support Officer KHT - 31%	Per month	2,5	877	2.192
1.1.1.10 PUI - National Staff Insurance Aid	Per month	123	12	1.428
1.1.1.11 PUI - Data Entry Assistant - 100%	Per month	7	597	4.178
1.1.1.12 PUI - Drivers - 100%	Per month	7	597	4.178
1.1.1.13 SI - WASH Supervisor - GSU @ 68.75%	Per month	5,5	1.938	10.659
1.1.1.14 SI - HP Supervisor - GSU @ 50%	Per month	4	969	3.876
1.1.1.15 SI - Community Liaison Officer @ 50%	Per month	4	969	3.876
1.1.1.16 SI - Programme Logistics Assistant - GSU @ 50%	Per month	4	969	3.876
1.1.1.17 SI - Data Entry Assistant - GSU @ 50%	Per month	4	969	3.876
1.1.1.18 SI - Project Driver - GSU @ 75%	Per month	6	570	3.420
1.1.2 Administrative/ support staff				44.001
1.1.2.1 PUI - Admin/Fin Officer KHT - 31%	Per month	2,5	877	2.192
1.1.2.2 PUI - Admin/HR Officer KHT - 31%	Per month	2,5	877	2.192
1.1.2.3 PUI - Admin/Fin Assistant GED - 50%	Per month	4	597	2.387
1.1.2.4 PUI - Logistics Officer KTH - 31%	Per month	2,5	877	2.192
1.1.2.5 PUI - Logistics Assistant GED - 50%	Per month	4	597	2.387
1.1.2.6 PUI - Guards KHT - 31%	Per month	10	356	3.560
1.1.2.7 PUI - Cleaner/Cook KHT - 31%	Per month	2,5	356	890
1.1.2.8 PUI - Guards GED - 50%	Per month	16	356	5.697
1.1.2.9 PUI - Cleaner/Cook GED - 50%	Per month	4	356	1.424
1.1.2.10 PUI - National Admin/Support staff Insurance	Per month	48	12	557
1.1.2.11 PUI - Casual unskilled workers	Per day	56	9	478
1.1.2.12 SI - Admin Assistant - SUD @ 50%	Per month	4	969	3.876
1.1.2.13 SI - Cleaner - SUD @ 50%	Per month	4	305	1.219
1.1.2.14 SI - HR Officer - GSU @ 50%	Per month	4	1.415	5.658
1.1.2.15 SI - Cook/Cleaner - GSU @ 50%	Per month	8	436	3.489
1.1.2.16 SI - Guards - GSU @ 50%	Per month	16	363	5.801
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)				
1.2.1 Technical				57.189
1.2.1.1 PUI - Field Coordinator Gedaref - 50%	Per month	4	4.840	19.360
1.2.1.2 PUI - Health Coordinator - 31%	Per month	2,5	4.960	12.400
1.2.1.3 SI - WASH Program Manager - GSU @ 50%	Per month	6	4.238	25.429
1.2.2 Administrative/ support staff				101.462
1.2.2.1 PUI - Head of Mission - 31%	Per month	2,5	5.760	14.400
1.2.2.2 PUI - Admin/ Fin Coordinator - 31%	Per month	2,5	4.960	12.400
1.2.2.3 PUI - Logistician Coordinator - 31%	Per month	2,5	4.960	12.400
1.2.2.4 PUI - Emergency Logistics Officer - 13%	Per month	1	5.240	5.240
1.2.2.5 SI - Country Director - SUD @ 50%	Per month	3,5	6.613	23.116
1.2.2.6 SI - Field Logistics Manager - GSU @ 62.5%	Per month	4	4.238	16.953
1.2.2.7 SI - Field Administrative Manager - GSU @ 62.5%	Per month	4	4.238	16.953
1.3 Per diems for missions/travel ⁵				
1.3.1 Abroad (staff assigned to the Action)				512
1.3.2 Local (staff assigned to the Action)	Per month	12	43	512
1.3.3 Seminar/conference participants				
Subtotal Human Resources				340.959
2. Travel⁶				
2.1. International travel				12.836
2.1.1 PUI - International travel	Per flight	7	600	4.200
2.1.2 SI - International travel	Trip	16	540	8.636
2.2 Local transportation				
Subtotal Travel				12.836
3. Equipment and supplies⁷				
3.1 Purchase or rent of vehicles				
3.2 Furniture, computer equipment				4.820
3.2.1 PUI - Laptops	Piece	6	720	4.320
3.2.2 PUI - IT & Communication equipment	Per Kit	1	500	500
3.3 Machines, tools...				
3.4 Spare parts/equipment for machines, tools				
3.5 Other (please specify)				
Subtotal Equipment and supplies				4.820



4. Local office¹⁴				
4.1 Vehicle costs				11.425
4.1.1 PUI - Vehicle costs	Per month	9	873	7.855
4.1.2 SI - Vehicle rental - Coordination Office	Per month	3	1.190	3.570
4.2 Office rent				36.051
4.2.1 PUI - Rental Office	Per month	8	2.049	16.393
4.2.2 PUI - Office utilities	Per month	6,5	296	1.921
4.2.3 SI - Office Rental and Charges - Coordination Office	Per month	3	1.169	3.507
4.2.4 SI - Office Rental and Charges - Gedaref	Per month	8	1.779	14.229
4.3 Consumables - office supplies				9.985
4.3.1 PUI - Office Supplies	Per month	6,5	204	1.323
4.3.2 PUI - Offices - Equipment & Furnitures	Per month	1	2.755	2.755
4.3.3 SI - Office supplies and small equipment - Coordination Office	Per month	3	563	1.690
4.3.4 SI - Office supplies and small equipment - Gedaref	Per month	8	527	4.217
4.4 Other services (tel/fax, electricity/heating, maintenance)				19.701
4.4.1 PUI - Communication Costs	Per Unit	4	736	2.944
4.4.2 PUI - Maintenance	Per month	7	288	2.018
4.4.3 PUI - Security	Lumpsum	2	854	1.708
4.4.4 PUI - Admin fees (including recruitment)	Per month	2,5	1.540	3.850
4.4.5 PUI - Lawyer fees	Per month	2,5	683	1.708
4.4.6 SI - Communication costs (mobile, landline, internet, satellite, mail,...)	Per month	3,5	1.025	3.586
4.4.7 SI - Other services (electricity/heating, IT maintenance)	Per month	3,5	1.111	3.888
4.5 Freights				1.484
4.5.1 SI - International freight	Lumpsum	1	1.484	1.484
Subtotal Local office				78.646
5. Other costs, services⁸				
5.1 Publications ⁹				
5.2 Studies, research ⁹				
5.3 Expenditure verification/Audit	Per Audit	1	8.000	8.000
5.4 Evaluation costs				
5.5 Translation, interpreters				
5.6 Financial services (bank guarantee costs etc.)				
5.6.1 PUI - Financial services (bank guarantee costs etc.)	Per month	2,5	399	998
5.6.2 SI - Financial services (bank guarantee costs etc.)	Per month	4	863	3.451
5.7 Costs of conferences/seminars ⁹				
5.8. Visibility actions¹⁰	Lumpsum	9	151	1.361
Subtotal Other costs, services				13.810
6. Other				
6.1 PUI - Local Partnership				5.000
6.1.1 PUI - Local NGO Partnership	NNGO	1	5.000	5.000
6.2 PUI - Support to Health Facility				50.104
6.2.1 PUI - Training of MOH staff	Training	5	2.917	14.583
6.2.2 PUI - Vaccination support	HF	28	188	5.250
6.2.3 PUI - Infection Prevention & Control (IPC) supplies	month	28	104	2.917
6.2.4 PUI - Information, Education and Communication (IEC) support	month	4	729	2.917
6.2.5 PUI - Improvement of pharmacy storage	HF	4	1.500	6.000
6.2.6 PUI - Improvement of patient flow and triage system	HF	4	1.563	6.250
6.2.7 PUI - Joint supportive supervision	HF	4	313	1.250
6.2.8 PUI - Equipment and furniture support	month	4	2.734	10.938
6.3 PUI - Support to Health Facility				15.411
6.3.1 PUI - Support community volunteer network	month	420	21	8.750
6.3.2 PUI - Community volunteer kits	person	60	29	1.767
6.3.3 PUI - Community volunteer training	person	120	41	4.894
6.4 PUI - Support to Health Facility				14.583
6.4.1 PUI - Referral support	months	28	521	14.583
6.5 PUI - Aid Supervision transport				304.952
6.5.1 PUI - Renting 4x4 Program Supervision + fuel	Per vehicle	23	2.988	68.727
6.6 SI - Capacity building for vector control and hygiene promotion	Facility	4	2.500	10.000
6.7 SI - Rehabilitation of wash infrastructures	Facility	4	18.029	72.118
6.8 SI - Activities improving access to water	Facility	4	17.581	70.323
6.9 SI - Supports to Community Health Promotions	Lumpsum	1	11.936	11.936
6.10 SI - Purchase/Renting 4x4 Program Supervision + Running Cost	Lumpsum	1	69.719	69.719
6.11 SI - Aid freight	Lumpsum	1	2.129	2.129
Subtotal Other				390.051
7. Subtotal direct eligible costs of the Action (1-6)				841.121
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)	Lumpsum	1	58.879	58.879
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)				900.000
10.1 Provision for contingency reserve (maximum 5% of 7 'Subtotal of direct eligible costs of the Action')				
10.2 Volunteers' work¹⁵	Per day			
11. Total eligible costs (9+10)				900.000
12. - Taxes ¹¹				
- Contributions in kind ¹²				
13. Total accepted¹¹ costs of the Action (11+12)				900.000

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 CO2 offsetting of air travel may be included. CO2 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 "LUMP SUM" 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		All Years	Justification of the estimated costs
Costs		Clarification of the budget items	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 Resources¹⁴			
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴			
1.1.1 Technical			
1.1.1.1 PUI - Project manager - 50%		The project manager will lead the technical team in the field and is responsible for the overall health and nutrition projects' implementation, supervision and monitoring. He/she will be directly supervising up to four health facility supervisors and deputy project manager. He/she will collaborate horizontally with log. HR and finance team to facilitate the implementation of the activities. He/she will also represent PUI on technical coordination platforms at the field level.	Salary according to PUI salary grid. 1 project manager for 4 months @ 50% (as he/she will be covered the other 4 month from the other project), with monthly salary of 1,251.70. The total expense from this project over 4 months is 1251.70x1x4=5006.79 EUROS.
1.1.1.2 PUI - Deputy Project manager - 100%		The deputy project manager will be supporting the project manager in executing the project management task including team management, supervision, follow up of the activities on day to day basis. This will also include the community component of the project, directly supervising the community for development officers who will be directly responsible for the community related works and the two nutrition officers of the project. This position is 100% for this project and it is justifiable as the project manager will also be managing other health project in the same location.	The salary is according to PUI salary grid. 1 deputy project manager for 7 months @ 100% with 1103.13 EUROS monthly salary. The total cost incurred by the project for this position over the seven months will be 1103.13x1x7= 7,721.93 EUROS.
1.1.1.3 PUI - Health Facility Supervisor - 100%		The 4 health facility supervisors will be placed full time assigned to each of the four health facilities to provide day to day follow up and supervision of all the health activities implemented in the health facilities. He/she will directly supervise the SRH officer and also support the OPD, IPD team. He/she will provide on-job training for the MOH staff and support the day to day activities when necessary.	The salary is according to PUI salary grid. Each of the four supervisors @ 100% will be paid 1021.17 EUROS per month for seven months and this will incur a total cost of 28,592.64 EUROS. (1021.17x4x7= 28,592.64 EUROS)
1.1.1.4 PUI - Community 4 Development Officer - 100%		The community for development officers will be responsible for the implementation of the community component of the project, including identification and training of the community volunteers, follow up and support of the community volunteers, ensuring the proper linkage of the health facility with the community, support the community awareness raising activities. There are two community for development officers, each of whom are responsible for the catchment population of two health facilities.	The salary is according to the PUI salary grid. Each of the two C4D officers @ 100% will be paid 519.12 EUROS for 7 months. (519.12x2x7)= 7267.70 EUROS
1.1.1.5 PUI - SRH Officers - 100%		The SRH officer will be an experienced graduate midwife who will be positioned one in each of the four health facilities who will contribute the technical support to the SRH services and at the same time conduct the on-job training and support for the MOH team in the health facilities. This person will be responsible to ensure proper use of the SRH guidelines for the SRH activities.	The salary will be according to the PUI salary grid. Each of the four SRH officers 100% allocated to this project, will be paid 795.76 EUROS for seven months (795.76x4x7=22,281.22 EUROS)
1.1.1.6 PUI - Nutrition Officer - 100%		The nutrition officer will be responsible for the supervising the nutrition component of the project at the health facilities. There will be two nutrition officers each of whom will be responsible to support two health facilities. The position holders will be a nurse or public health graduate who has experience in nutrition. They will make sure that the treatment protocols will be according to the national standard and the quality of services will be improved by providing on-job training for the MOH staff in each facility they are responsible for.	The salary will be according to the PUI salary grid. Each of the four nutrition officers 100% allocated to this project, will be paid 795.76 EUROS for seven months (795.76x2x7= 22,281.22 EUROS)
1.1.1.7 PUI - Pharmacy Officer GED - 25%		The pharmacy officer will be responsible to ensure rational use of drugs, support the improvement of the pharmacy storage condition, monitor the consumption of the medicine in health facilities, and do the follow up of the supply chains in collaboration with MOH. He/she will be responsible to provide support on supply chain management for the MOH staff at locality level.	The salary will be according to the PUI salary grid. The pharmacy officer @ 25% will be paid 795.76 EUROS for seven months (795.76x1x7= 5,570.31 EUROS)
1.1.1.8 PUI - Pharmacy Assistant - 31%		This position is shared position based in Kharطوم and support the project by facilitating the delivery of items when necessary, prepare the pharmacy report and support the team on the issues related with pharmacy management.	The pharmacy assistant @ 31% will be paid only for two and half months as it is shared with other grant. (596.82x1x2.5= 1492.05 EUROS)
1.1.1.9 PUI - Program-Support Officer KHT - 31%		This position is based in Kharطوم and is shared position with other grants. The person will contribute for the facilitation of communications with local authorities, support in translation of documents in to local language, assist in technical agreement works and when necessary, during monitoring visits.	Program support officer @ 31% will be paid 876.87x1x2.5= 2,192.18 EUROS and covered for two and half months under this project as shared position.
1.1.1.10 PUI - National Staff Insurance Aid		PUI policy is to provide a health insurance or medical reimbursement to the national staffs	Lumpsum amount of 11,61 EUR for 123 months under this project for the Technical staff.
1.1.1.11 PUI - Data Entry Assistant - 100%		This position will be responsible to manage the collection and harmonization of health data, to improve quality of information collected	The salary will be according to the PUI salary grid. The Data entry assistant be paid 596.82 EUROS for seven months (596.82x1x7= 4178 EUROS)
1.1.1.12 PUI - Drivers - 100%		driver will be responsible for the good use and safety of the purchased vehicle	The salary will be according to the PUI salary grid. The DRIVER be paid 596.82 EUROS for seven months (596.82x1x7= 4178 EUROS)
1.1.1.13 SI - WASH Supervisor - GSU @ 68.75%		Based in Gedaref, under the management of the Program Manager, 2 WASH Supervisors responsible for technical quality of the project construction structures and supervising all the constructions under the projects. He/she will ensure the quality of the activities implemented in accordance with Solidarités International and Sphere standards and ensure that all activities that are implemented are carried out in a participatory manner and to a high standard.	2 people @ 1,938EUR allocated respectively 87.5% and 50% on this project therefore 7 months and 4 months and the remaining months will be covered by other projects. 2 people @ 1,938EUR x 5.5months = 10,659EUR
1.1.1.14 SI - HP Supervisor - GSU @ 50%		Based in Gedaref, under the management of the Program Manager, 1 Hygiene Promotion Supervisor responsible for the implementation and monitoring of hygiene promotion activities, contributing to the achievement of Solidarités International goal of reducing morbidity and mortality linked to water-related disease. He/she will ensure the quality of the activities implemented in accordance with Solidarités International and Sphere standards and ensure that all activities that are implemented are carried out in a participatory manner and to a high standard.	1 person @ 969EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 1 person @ 969EUR x 4months = 3,876EUR
1.1.1.15 SI - Community Liaison Officer @ 50%		Based in Gedaref, under the management of the Country Director, the community Liaison Officer is the focal point of SI for all communication with Sudanese authorities. He Liaise with communities, traditional leaders, local authorities, religious leaders, NGOs and other relevant stakeholders to gather information that will support SI operational planning using interviews, one on one meetings and other participatory approaches.	1 person @ 969EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 1 person @ 969EUR x 4months = 3,876EUR
1.1.1.16 SI - Programme Logistics Assistant - GSU @ 50%		Based in Gedaref under the supervision of the Logistics Manager, the Programme logistics assistant will cover for day-to-day programme needs of the SI field office such as programme vehicle fleet management, support Programme team on timely procurement of project supplies, and ensure timely delivery.	1 person @ 969EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 1 person @ 969EUR x 4months = 3,876EUR
1.1.1.17 SI - Data Entry Assistant - GSU @ 50%		Based in Gedaref, under the management of the Program Manager, 1 Data Entry Assistant responsible for project monitoring, data collection, analysis and report writing, Plan and ensure effective programs data capturing and Responsible for data storage and ensure proper data archiving of all reports regarding project activities. He/she also strengthen beneficiaries' verification and validation process during data collection, registration and distribution in a timely manner.	1 person @ 969EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 1 person @ 969EUR x 4months = 3,876EUR
1.1.1.18 SI - Project Driver - GSU @ 75%		Based in Gedaref, under the management of the Program Logistics Assistant, 1 driver responsible for Driving program vehicle for the transport of authorized personnel contributing to the achievement of Solidarités International goal. The Driver shall always maintain assigned vehicles clean and in good condition, properly for the convenience of the Organizations' operations to ensure smooth implementation.	1 person @ 969EUR allocated 75% on this project therefore 6months and the remaining months will be covered by other projects. 1 person @ 570EUR x 4months = 3,420EUR

2. Justification of the Budget for the Action		All Years	
Costs	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	
1.1.2 Administrative/ support staff			
1.1.2.1 PUI - Admin/Fin Officer KHT - 31%	This position is based in Country Office, he/she will assist the Admin & Finance Coordinator to ensure that PUI procedures, donors rules and Sudanese laws are fully respected, in the field of finance. He/She will be responsible for the formalization of clear guidelines and support documents. Will ensure that all accounting and financial rules are respected, do the monthly reporting to tax authorities on monthly bases.	Salary according to PUI salary grid. 1 Admin/Fin officer @ 31% will be paid 876.87x1x2.5= 2,192.18 EUROS and covered for two and half months under this project as shared position.	
1.1.2.2 PUI - Admin/HR Officer KHT - 31%	This position is based in Country Office, he/she will assist the Admin & Finance Coordinator to ensure that PUI procedures, donors rules and Sudanese laws are fully respected, in the field of Admin and human resources. He/She will be responsible for the formalization of clear guidelines and support documents. Will ensure that all HR rules are respected, do the monthly update of HR management procedures and tools, based on Sudanese law.	Salary according to PUI salary grid. 1 Admin/HR officer during @ 31% will be paid 876.87x1x2.5= 2,192.18 EUROS and covered for two and half months under this project as shared position.	
1.1.2.3 PUI - Admin/Fin Assistant GED - 50%	This position is based in Project or base office, he/she will assist the Field Coordinator to ensure that PUI procedures, donors rules and Sudanese laws are fully respected, in the field of finance. He/She will be responsible for the formalization of clear guidelines and support documents. Will ensure that all accounting and financial rules are respected, do the monthly financial reporting to country office on monthly bases.	Salary according to PUI salary grid. 1 Admin/Fin Assistant @ 50% will be paid 596.82x1x4= 2387.27 EUROS and covered for 4 months under this project as shared position.	
1.1.2.4 PUI - Logistics Officer KHT - 31%	This position is based in Country office, He/She will assist the Logistics coordinator to ensure that the mission premises are properly equipped / maintained and support the programs in all related to logistics issues (purchases, equipments, vehicles, communication) so they can successfully and safely carry the activities. He/She will be in charge of Cleaners of cleaning and maintaining PUI premises, offices and GH. It is part of PUI implementation approach to guarantee the security and safety of his staff and activities. In the same purpose, he will be in charge of managing guards/watchmen at each PUI's premise on a 24/7 basis.	Salary according to PUI salary grid. 1 Logistics officer during @ 31% will be paid 876.87x1x2.5= 2,192.18 EUROS and covered for 2.5 months under this project as shared position.	
1.1.2.5 PUI - Logistics Assistant GED - 50%	This position is based in project or base office, he/she will assist the Field coordinator to ensure that the premises are properly equipped / maintained and support the programs in all related to logistics issues (purchases, equipments, vehicles, communication) so they can successfully and safely carry the activities. He/She will be in charge of Cleaners of cleaning and maintaining PUI premises, offices and GH.	Salary according to PUI salary grid. 1 Log Assistant @ 50% will be paid 596.82x1x4= 2387.27 EUROS and covered for 4 months under this project as shared position.	
1.1.2.6 PUI - Guards KHT - 31%	The guards will be responsible to keep the project materials and office safe and secure 24/7	Salary according to PUI salary grid. 4 guards @ 31% will be paid 4 x 356 x 2.5 = 3560.42 EUR and covered for 2.5 months under this project as shared position.	
1.1.2.7 PUI - Cleaner/Cook KHT - 31%	The cleaner will be in charge of the cleaning of the organization office.	Salary according to PUI salary grid. 1 Cleaner/Cook @ 31% will be paid 1 x 356 x 2.5 = 890 EUR and covered for 2.5 months under this project as shared position.	

2. Justification of the Budget for the Action		All Years	Justification of the estimated costs
Costs	Clarification of the budget items		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
1.1.2.8 PUI - Guards GED - 50%	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).		Salary according to PUI salary grid. 4 guards @ 50% will be paid 4 x 356 x 4 = 5696.67 EUR and covered for 4 months under this project as shared position.
1.1.2.9 PUI - Cleaner/Cook GED - 50%	The guards will be responsible to keep the project materials and office safe and secure 24/7		Salary according to PUI salary grid. 1 Cleaner/Cook @ 50% will be paid 1 x 356 x 4 = 1424 EUR and covered for 4 months under this project as shared position.
1.1.2.10 PUI - National Admin/Support staff Insurance	The cleaner will be in charge of the cleaning of the organization office.		Lumpsum amount of 11.61 EUR for 48 months under this project for the Support staff.
1.1.2.11 PUI - Casual unskilled workers	PUI policy is to provide a health insurance or medical reimbursement to the national staffs		Estimate based on 8.54 EUR per DW x 80DW x 7 months = 478 EUR
1.1.2.12 SI - Admin Assistant -SUD @ 50%	Daily Workers will be needed to support in casual works including loading, unloading, arrangement of stores, cleaning etc.		1 person @ 989EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 1 person @ 989EUR x 4months = 3.876EUR
1.1.2.13 SI - Cleaner - SUD @ 50%	Based in Khartoum, under the management of the Administrative Assistant; the cleaner will be in charge of the cleaning of the organization Coordination office.		1 person @ 305EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 1 person @ 305EUR x 4months = 1.219EUR
1.1.2.14 SI - HR Officer - GSU @ 50%	Based in Gedaref under the supervision of the Administrative Manager, the Human Resources Officer assists with all HR related tasks and procedures. He/she supports the HR management of nationals and expatriates on the mission, follows all legislation and changes associated with labour law, employment in general, and staff training.		1 person @ 1.415EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 1 person @ 1.415EUR x 4months = 5.658EUR
1.1.2.15 SI - Cook/Cleaner - GSU @ 50%	Based in Gedaref under the supervision of the HR Officer, 2 Cook/cleaner responsible for preparing meals on request for Solidarités International expatriate staff, in accordance with the rules of hygiene and will be in charge of the cleaning of the organization office.		2 people @ 436EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 2 people @ 436EUR x 4months = 3.489EUR
1.1.2.16 SI - Guards - GSU @ 50%	Based in Gedaref under the supervision of the Logistician Assistant, 4 Watchmen will be responsible for monitoring the Solidarités International premises in order to guarantee the security of all goods, equipment and personnel of the organization office.		4 people @ 363EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 4 people @ 363EUR x 4months = 5.801EUR
1.2 Salaries (gross salaries including social security charges and other related costs, expat/inf. staff)			
1.2.1 Technical			
1.2.1.1 PUI - Field Coordinator Gedaref - 50%	Will manage and oversee all PUI programs in his operational base. He/she will ensure that the planning, designing, appraising, monitoring and evaluation review of all programs are accomplished according to PUI's policies and procedures, and ensure the coordination between logistics, administration and program teams on the base. He/she represents PUI in the area of operation and is responsible for the security of the teams under the direction of the head of mission.		50% Salary according to PUI salary grid + Benefits. 1 person during 4 months x 4840 EUR = 19360 EUR.
1.2.1.2 PUI - Health Coordinator - 31%	The Health Coordinator is responsible for the success of the mission's medical strategy and the quality of current and future medical programmes at the definition, implementation and evaluation phases. He/She provides support to health and nutrition programme managers who report to them on the basis of a dotted-line relationship. In the context of health activities opening, the Health Coordinator strongly support the team for the development and the implementation of medical protocols according to the national and international recommendation in order to insure the quality of medical care provided in the primary health centre facility and the Mobile Health Clinics supported by PUI.		31% Salary according to PUI salary grid + Benefits. 1 person during 2.5 months x 4960 EUR = 12400 EUR.
1.2.1.3 SI - WASH Program Manager - GSU @ 50%	Based in Gedaref, the program manager will follow the project directly with the implementation team. He/she will ensure that all donor guidelines are respected and that the project goals are met. He/she will offer his/her technical expertise in support of the implementation of activities, and to ensure the quality of the intervention.		1 person @ 4,238EUR allocated 50% on this project therefore 4months and the remaining months will be covered by other projects. 1 person @ 4,238EUR x 6 months = 25,429 EUR
1.2.2 Administrative/ support staff			
1.2.2.1 PUI - Head of Mission - 31%	The Head of Mission is responsible for the supervision of the entire mission for PUI in Sudan and specifically for the security, relationships with financial and others official partners as well as local authorities. He/she guarantees the implementation of the procedures according to the PUI & Donor's guidelines. He/she will supervise the work of the operational team and report the activities to Première Urgence Internationale headquarters. He/she will ensure the communication with the Donor at the field or regional level.		31% Salary according to PUI salary grid + Benefits. 1 person during 2.5 months x 5760 EUR = 14400 EUR.



3. Expected sources of funding & summary of estimated costs¹

	Amount EUR	Percentage %
Expected sources of funding		
EU/EDF contribution sought in this application (A)	900.000	
CO-FINANCING (1+2+3+4) (B)	-	
1. Other contributions (Applicant, other Donors etc)		
<i>Name</i>	<i>Conditions</i>	
Expected TOTAL CONTRIBUTIONS (A)+(B)	900.000	
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ² (C)	900.000	
EU/EDF contribution expressed as a percentage of total eligible costs ³ (A/C x 100)		100%
Estimated TOTAL ACCEPTED COSTS ³ (D)	900.000	
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/D x 100)		100%

1. 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)
2. as per heading 11 of the Budget of the Action
3. as per heading 13 of the Budget of the Action



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.



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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

- 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 authority 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.

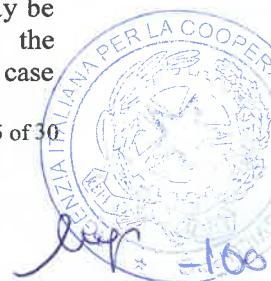
During the execution of the contract, if the natural or legal person providing the guarantee (i) is not able or willing to abide by its commitments, (ii) is not authorised to issue guarantees to contracting authorities, or (iii) appears not to be financially reliable, or the financial guarantee ceases 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.

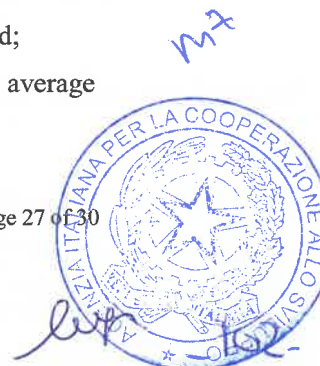
- 16.6. Access given to agents of the European Commission, European Anti-Fraud Office and the European Court of Auditors and to any external auditor authorised by the contracting authority carrying out verifications as provided for by this article as well as by Article 15.7 shall be on the basis of confidentiality 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

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.

Offsetting



- 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.

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

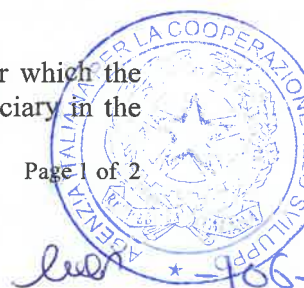
2.1. The nationality rule

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.

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.



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).

	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



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

⁶ This 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:

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

- 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.

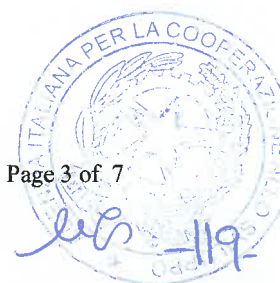
(...)

- 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)	<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>

	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>
---	--	--

- 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:



Nota Bene

The beneficiary(ies) alone is responsible for ensuring that the financial information provided in these tables is correct.

Forecast budget and follow-up

In accordance with Article 15.3 of the General Conditions a forecast budget for the subsequent reporting period or for the remaining period (if shorter) must be provided with any request for payment of further pre-financing instalment.

Interim Report & Final Report

Additional information on expenditure incurred in local or other currencies than the euro (or the currency of the Contract) may be asked by the Contracting Authority

Addenda and use of contingencies

To be filled in case of an addendum and/or when contingencies are used.

ROUNDINGS

Figures have to be rounded to the nearest euro cent



Addenda or use of contingencies

Contract No
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Expenditures	Budget as per contract/last addendum signed				Use of contingencies/ addenda	Budget as per new addendum signed (Only to be completed when an amendment is necessary)			
	Unit	# Units (a)	Unit value (in EUR) (b)	Total Cost (in EUR) (a)*(b)		Unit	# Units (a)	Unit value (in EUR) (b)	Total Cost (in EUR) (a)*(b)
1. Human Resources									
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)									
1.1.1 Technical									
1.1.2 Administrative/support staff	Per month					Per month			
1.2 Salaries (gross amounts incl social sec charges and other related costs, expat/int. staff)	Per month					Per month			
1.3 Per diems for missions/travel									
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem			
1.3.3 Seminar/conference participants	Per diem					Per diem			
Subtotal Human Resources									
2. Travel									
2.1 International travel	Per flight					Per flight			
2.2 Local transportation	Per month					Per month			
Subtotal Travel									
3. Equipment and supplies									
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle			
3.2 Furniture, computer equipment									
3.3 Machines, tools, etc.									
3.4 Spare parts/equipment for machines, tools									
3.5 Other (please specify)									
Subtotal Equipment and supplies									
4. Local office									
4.1 Vehicle costs	Per month					Per month			
4.2 Office rent	Per month					Per month			
4.3 Consumables - office supplies	Per month					Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					Per month			
Subtotal Local office									
5. Other costs, services									
5.1 Publications									
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.)									
5.7 Costs of conferences/seminars									
5.8 Visibility actions									
Subtotal Other costs, services									
6. Other									
Subtotal Other									
7. Subtotal direct eligible costs of the Action (1-6)									
8. Indirect costs (maximum 7% of 7. subtotal of direct eligible costs of the Action)									
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+8)									
10.1 Provision for contingency reserve (maximum 5% of 7. subtotal of direct eligible costs of the Action)									
10.2 Volunteers' work	Per day					Per day			
11. Total eligible costs (9+10)									
12 - Taxes									
- Contributions in kind									
13. Total accepted costs of the Action (11+12)									

Contract No
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Forecast Budget & follow-up

Expenditures	Previous period (dd/mm/yyyy-dd/mm/yyyy)			Forecast			Real Previous Period Total Cost (in EUR)	Following period (dd/mm/yyyy-dd/mm/yyyy)		
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	Unit	# Units
1. Human Resources										
1.1 Salaries (gross amounts, local staff)										
1.1.1 Technical	Per month								Per month	
1.1.2 Administrative/ support staff	Per month								Per month	
1.2 Salaries (gross amounts, expat/int. staff)	Per month								Per month	
1.3 Per diems for missions/travel	Per diem								Per diem	
1.3.1 Abroad (staff assigned to the Action)	Per diem								Per diem	
1.3.2 Local (staff assigned to the Action)	Per diem								Per diem	
1.3.3 Seminar/conference participants	Per diem								Per diem	
Subtotal Human Resources										
2. Travel										
2.1 International travel	Per flight								Per flight	
2.2 Local transportation	Per month								Per month	
Subtotal Travel										
3. Equipment and supplies										
3.1 Purchase or rent of vehicles	Per vehicle								Per vehicle	
3.2 Furniture, computer equipment										
3.3 Machines, tools...										
3.4 Spare parts/equipment for machines, tools										
3.5 Other (please specify)										
Subtotal Equipment and supplies										
4. Local office										
4.1 Vehicle costs	Per month								Per month	
4.2 Office rent	Per month								Per month	
4.3 Consumables - office supplies	Per month								Per month	
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month								Per month	
Subtotal Local office										
5. Other costs, services										
5.1 Publications										
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.)										
5.7 Costs of conferences/seminars										
5.8 Visibility actions										
Subtotal Other costs, services										
6. Other										
Subtotal Other										
7. Subtotal direct eligible costs of the Action (1-6)										
8. Indirect costs (maximum 7% of 7. subtotal of direct eligible costs of the Action)										
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+8)										
10.1 Provision for contingencies (maximum 5% of 9. subtotal direct eligible costs of the Action)										
10.2 Volunteers' work										
11. Total eligible costs (9+10)	Per day								Per day	
12. Taxes										
13. Contributions in kind										
14. Total accepted costs of the action (11+12)										

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OPERAZIONE APO SVILUPPO
15 July 2011
ANNEX VII - Financial report_en - Forecast budget & follow-up
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Contract No Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)										
Budget as per contract/addendum				Reallocation	Expenditure incurred				Variation in compar budget/real	
Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	allowed reallocation (article 9.4 of the GC)	# Units	Unit value (in EUR)	Total Cost (in EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	Difference of cumulated costs till present and budget as per contract/addendum (g)= c (or r) - f
	(a)	(b)	(c)=a*b	(r)	(a)	(b)	(c)=a*b	(d)	(f)=c+d	
Interim financial report: period (dd/mm/yyyy-dd/mm/yyyy)										
Expenditures										
1. Human Resources										
1.1 Salaries (gross amounts, local staff)										
1.1.1 Technical										
1.1.2 Administrative/ support staff										
1.2 Salaries (gross amounts, expat/int. staff)										
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)										
1.3.3 Seminar/conference participants										
2. Travel										
2.1 International travel										
2.2 Local transportation										
Subtotal Travel										
3. Equipment and supplies										
3.1 Purchase or rent of vehicles										
3.2 Furniture, computer equipment										
3.3 Machines, tools, etc.										
3.4 Spare parts/equipment for machines, tools										
3.5 Other (please specify)										
Subtotal Equipment and supplies										
4. Local office										
4.1 Vehicle costs										
4.2 Office rent										
4.3 Consumables - office supplies										
4.4 Other services (tel/fax, electricity/heating, maintenance)										
Subtotal Local office										
5. Other costs, services										
5.1 Publications										
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.)										
5.7 Costs of conferences/seminars										
5.8 Visibility actions										
Subtotal Other costs, services										
6. Other										
Subtotal Other										
7. Subtotal direct eligible costs of the Action (1-6)										
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)										
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+8)										
10.1 Not applicable										
10.2 Volunteers' work										
Per day										
11. Total eligible costs (9+10)										
12. Taxes										
Contributions in kind										
13. Total accepted costs of the action (11+12)										
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Contract No Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)													
Budget as per contract/addendum				Reallocation	Expenditure incurred				Variations in comparison with initial budget/addendum				
Unit		# Units	Unit value (in EUR)	Total Cost (in EUR)	Reallocation allowed (Article 9.4 of the General Conditions)	# Units	Unit value (in EUR)	Total Cost (in EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	In absolute value in EUR	In %	Explanation for all variations
		(a)	(b)	(c)=a*b				(d)=a*b	(d)	(f)=c+d			
Final financial report: period (dd/mm/yyyy-dd/mm/yyyy)													
Expenditures													
1. Human Resources													
1.1 Salaries (gross amounts, local staff)													
1.1.1 Technical		Per month											
1.1.2 Administrative/ support staff		Per month											
1.2 Salaries (gross amounts, expat/int. staff)		Per month											
1.3 Per diems for missions/travel													
1.3.1 Abroad (staff assigned to the Action)		Per diem											
1.3.2 Local (staff assigned to the Action)		Per diem											
1.3.3 Seminar/conference participants		Per diem											
2. Travel													
2.1. International travel		Per flight											
2.2 Local transportation		Per month											
Subtotal Travel													
3. Equipment and supplies													
3.1 Purchase or rent of vehicles		Per vehicle											
3.2 Furniture, computer equipment													
3.3 Machines, tools, etc.													
3.4 Spare parts/equipment for machines, tools													
3.5 Other (please specify)													
Subtotal Equipment and supplies													
4. Local office													
4.1 Vehicle costs		Per month											
4.2 Office rent		Per month											
4.3 Consumables - office supplies		Per month											
4.4 Other services (tel/fax, electricity/heating, maintenance)		Per month											
Subtotal Local office													
5. Other costs, services													
5.1 Publications													
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.)													
5.7 Costs of conferences/seminars													
5.8 Visibility actions													
Subtotal Other costs, services													
6. Other													
Subtotal Other													
7. Subtotal direct eligible costs of the Action (1-6)													
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)													
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)													
10.1 Not applicable													
10.2 Volunteers' work													
Per day													
11. Total eligible Costs (9+10)													
12. Taxes													
13. Total accepted costs of the action (11+12)													



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Final sources of funding

		Amount EUR
Applicant contribution		
Other contributions (other Donors etc)	Conditions	
	Name	
Revenue from the Action		
To be inserted if applicable and allowed by the guidelines:		
In-kind contribution		
Volunteers' work		

List of Pending payments (above 500 EUR)

Please list the following details: Name of the provider, Object of the contract (Final Audit, Works execution guarantee...), Amount in €, Due date, Reference document (Date and number of Invoice/ contract), Explanation and comments (why still not paid?)

Name of the provider	Object of the contract	Amount in EUR	Due date	Reference document	Explanation and comments



We herewith commit to refund to the European Union, according to art. 18 of the General Conditions, any amount for which proof of payment cannot be provided upon request after the due date, unless reasonable justification is provided.

Signed

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 currency²>, 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]

ANNEX VIII

TRANSFER OF OWNERSHIP OF ASSETS

Grant contract identification number:
Title of the action:
Name of beneficiary:
Name of local beneficiary/local affiliated entity/final beneficiary of the action to whom the assets are transferred:

Assets	Description of item (> EUR 5 000)	Date of purchase	Purchase cost in EUR	Date of transfer / comments
1.				
2.				
3.				
4.				
Etc.				

The above list was drawn up to comply with Articles 2 and 7.5 of the general conditions applicable to EU-financed grant contracts for external action (Annex II of the contract). Ownership of each item listed has been transferred. The local beneficiary(ies) and/or the local affiliated Entity(ies) and/or final beneficiaries are in agreement with its content.

Done in : on



(Beneficiary)
(local beneficiary/local affiliated entity/final beneficiary of the action No 1)
(local beneficiary/local affiliated entity/final beneficiary of the action No 2 etc.)

Name & Position

ANNEX J

INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER T05-EUTF-HOA-SDN13-G04

1. Legal framework

Taxes concerned by this annex are indirect taxes such as value added taxes, customs and import duties, other fiscal charges and duties. To be included in case the applicable regulation, financing decision or financing agreement do not exclude the financing of taxes: Taxes, including VAT are eligible provided the beneficiary(ies) (or, where applicable, its affiliated entity(ies)) can show they cannot reclaim them.

It is the applicant's obligation to familiarise itself with the applicable tax regime, for example by addressing the competent authorities of the relevant administration in the country in which the applicant is established and/or of the partner country or countries.

Please note that VAT is not eligible where it is paid by a public body¹ of a EU Member State in relation to activities it carries out as a public authority of a EU Member State. These activities are strictly limited to the exercise of sovereign powers or prerogatives of a EU Member State (police, justice and public domain management)².

2. How can the beneficiary(ies) (or, where applicable, its affiliated entity(ies)) show that it is not tax-exempted and that it cannot recover taxes?

The beneficiary(ies) (or, where applicable, its affiliated entity(ies)) must show that it is not tax exempted and that it cannot recover taxes under the applicable national law. The beneficiary(ies) (or, where applicable, its affiliated entity(ies)) will have to *prove that it has undertaken the necessary steps to obtain an exemption or the recovery of paid taxes vis-à-vis the relevant authorities*.

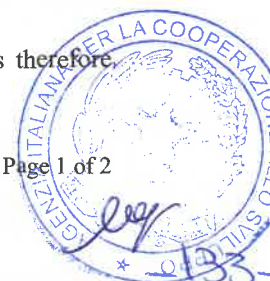
This evidence may take the following forms:

- An official document from the competent tax authority stating that the entity is not entitled to reclaim taxes incurred for the activities in question (and that this does not depend on the simple fact that it does not wish to be subject to VAT). This official document may be a specific declaration or a refused claim for reimbursement by the competent tax authority.
- The absence of a reply by the competent tax authority within the legal deadline set by the applicable national law to a request submitted in due time (or 6 months in the absence of a legal deadline).
- The entity's annual accounts complemented, if deemed necessary by the contracting authority, for example by an extract of the national VAT tax law showing that the entity does not have to account for VAT, a declaration of honour from the entity concerned accompanied by an expert statement (e.g. by a lawyer, auditor etc.).

The beneficiary(ies) (or, where applicable, its affiliated entity(ies)) shall provide the evidence at the latest when submitting the final report.

¹ 'Public body' means a body governed by public law being part of public administrations. This implies that private bodies entrusted with public activities are never considered as acting as public authorities for this purpose.

² VAT on activities such as training, capacity building, technical assistance, policy support etc. is therefore eligible.



3. Exceptions to the proof obligation

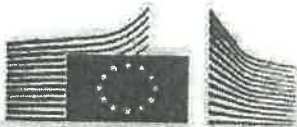
In the following cases, the beneficiary(ies) (or, where applicable, its affiliated entity(ies)) will not be required to seek exemption or provide proof of non-recovery of taxes.

However, the no-profit rule must be obeyed in all cases, except where a derogation is provided for in the grant contract. A beneficiary(ies) (or, where applicable, its affiliated entity(ies)) that is not required to submit such proof must therefore certify that the taxes paid by the EU funding or covered by its share of co-financing will ultimately not be recovered from the local tax authorities.

The contracting authority has agreed to waive the proof obligation in the following cases:

- 1) **Low value taxes:** no proof needs to be provided for taxes for expenses where the amount of taxes per invoice is less than EUR 200, within a maximum of EUR 2 500 per grant contract, representing not more than 5 % of the contracting authority's contribution.
- 2) **Reimbursement of local expenses, including all taxes:** the following cases will be considered as proof that the beneficiary(ies) (or, where applicable, its affiliated entity(ies)) has attempted to take the necessary steps to obtain exemption or recovery of taxes from the competent authorities:
 - a) Excessive cost for tax recovery
 - i) the beneficiary(ies) (or, where applicable, its affiliated entity(ies)) demonstrates that the steps necessary for recovery of taxes oblige it to incur costs in a country where it only performs the relevant operations on an ad hoc, one-off basis; and/or
 - ii) the beneficiary(ies) (or, where applicable, its affiliated entity(ies)) shows that the recovery costs (registration fees in the country or the cost of appointing a tax representative, declaration fees, etc.) clearly exceed the amount of the taxes declared to the contracting authority.
 - b) Excessive length of time for obtaining tax exemption: where a mechanism for tax exemption has to be agreed for by the relevant authorities prior to the purchase of goods or services and where the beneficiary(ies) (or, where applicable, its affiliated entity(ies)) can demonstrate that the excessive length of time for this prior authorisation endangers the implementation of the action.
- 3) **Crisis situation:** no proof needs to be provided where a country has been declared in crisis or in need of emergency and post-emergency assistance by the European Commission up to publication of guidelines (or corrigendum) and as long as the country remains in that situation.

The beneficiary(ies) (or, where applicable, its affiliated entity(ies)) must prove that the above requirements have been met at the latest when submitting the final report.



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_identification

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

BANKING DETAILS ①

ACCOUNT NAME ②	PREMIERE URGENCE INTERNATIONALE (PUI)		
IBAN/ACCOUNT NUMBER ③	FR76 3007 6023 5212 1157 0020 142		
CURRENCY	EUR		
BIC/SWIFT CODE	NORD FR PP	BRANCH CODE ④	
BANK NAME	CREDIT DU NORD		
ADDRESS OF BANK BRANCH			
STREET & NUMBER	50 RUE D'ANJOU		
TOWN/CITY	PARIS	POSTCODE	75008
COUNTRY	FRANCE		

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER	PREMIERE URGENCE INTERNATIONALE		
STREET & NUMBER	2 RUE AUGUSTE THOMAS		
TOWN/CITY	ASNIERES-SUR-SEINE	POSTCODE	92600
COUNTRY	FRANCE		

REMARK

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤

Crédit du Nord ★

S.A. au capital de EUR 890.263.248
SIREN 458 504 851 - RCS Lille
Siège social : 28, Place Rihour - 59800 Lille
Siège Central : 59, boulevard Hausmann - 75008 PARIS

DATE (Obligatory)

26/05/2015

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

PREMIERE URGENCE INTERNATIONALE

- 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.





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	PREMIERE URGENCE INTERNATIONALE		
BUSINESS NAME (if different)			
ABBREVIATION	PUI		
LEGAL FORM			
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	W922003791		
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	HAUT DE SEINE PREFECTURE	
	COUNTRY	FRANCE	
DATE OF MAIN REGISTRATION	28	01	2011
	DD	MM	YYYY
VAT NUMBER	N/A		
ADDRESS OF HEAD OFFICE	2 RUE AUGUSTE THOMAS		
POSTCODE	92600	P.O. BOX	
CITY	ASNIERES SUR SEINE		
COUNTRY	FRANCE		
PHONE	+ 33 (0) 1 55 66 99 66		
E-MAIL	tmauricet@premiere-urgence.org		

DATE 19/04/2017

SIGNATURE OF AUTHORISED REPRESENTATIVE

STAMP

**PREMIERE
URGENCE
INTERNATIONALE**

2, rue Auguste Thomas - 92600 Asnières-sur-Seine - France
SIRET N° 531 199 974 00027 - APE N° 9409Z - RNA N° W922003791

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.



