



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

Rep 40/20

GRANT CONTRACT

- EXTERNAL ACTIONS OF THE EUROPEAN UNION -

T05-EUTF-HOA-SDN-13-01-G02

CIG: ZA52EC01D2

(the 'contract')

Italian Agency for Development
Cooperation (AICS)
SDN13 Project
street 33 Al – Amarat
Khartoum, Sudan
tel: +249 (0) 183483466
procurement.sudan@aics.gov.it

('the Contracting Authority'),

of the one part,

and

AISPO – Associazione Italiana per la Solidarietà tra i Popoli (Italian Association for Solidarity among People)
O.N.L.U.S. – Organizzazione Non Lucrativa di Utilità Sociale (non profit organisation of social utility)
ONG formally recognised with D. mM. 1988/128/4179/1 D dated 14.09.1988
Via Olgettina 58,
20132 Milan
Italy
Fiscal code: 97032410157

('the Contractor'),

of the other part,

have agreed as follows:



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 accessibility and quality of Health services for migrants, refugees, IDPs and host communities in Red Sea and Kassala States*” (the ‘action’).
- 1.2 The beneficiary(ies) shall be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions (the ‘special conditions’) and the annexes, which the beneficiary(ies) hereby declares it has noted and accepted.
- 1.3 The beneficiary(ies) accepts the grant and undertakes to be responsible for carrying out the action.

Article 2 — Implementation period of the action

- 2.1 This contract shall enter into force on the date when the second of the two parties signs.
- 2.2 Implementation of the action shall begin on:
 - the day following that on which the second of the two parties signs
- 2.3 The implementation period of the action is 7 (seven) 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 **853,496.00 EUR**, as set out in Annex III.
- 3.2 The contracting authority undertakes to finance a maximum amount of EUR 853,496.00.

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

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

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

Article 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 **512,097.60 EUR**

Second pre-financing instalment, 35 % after the progressive report (technical and financial) approval and after the achievement of 70% expenditure of the first instalment equal to **298,723.60 EUR**.

Balance of the final amount of the grant 5% after final report approval (Technical and financial), equal to **42,674.80 EUR**.

4.2 the contractor shall submit a Financial guarantee amounting to **153,629.28 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 models in Annex IX and X and shall be produced by an

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



auditor approved by the contracting authority. The auditor shall meet the requirements set out in the terms of reference for expenditure verification in Annex IX.

ANALISI - Società di revisione S.p.A.

Via Cesare Cantù 3,

20123 Milan

Italy

Tel. +39 02 89095323

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)

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

Annex III: Budget for the action (worksheets 1, 2 and 3)

Annex IV: Procurement rules for beneficiary(ies)

Annex V: Standard request for payment and financial identification form

Annex VI: Model narrative and financial report

Annex VII: Model financial guarantee

Annex VIII: Standard template for transfer of asset ownership

Annexes IX and X: Financial expenditure verification (contract and report models)

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 EUR **853,496.00**, as set out in Annex III.

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

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

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

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

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

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

7.2.2. To the extent that the grant contract covers an action financed by the European Union, the Contracting Authority may share communications related to the implementation of the grant contract, with the European Commission. These exchanges shall be made to the Commission, solely for the purpose of allowing the latter to exercise its rights and obligations under the applicable legislative framework and under the financing agreement with the Partner country – contracting authority. The exchanges may involve transfers of personal data (such as names, contact details, signatures and CVs) of natural persons involved in the implementation of the grant contract (such as contractors, staff, experts, trainees, subcontractors, insurers, guarantors, auditors and legal counsel). In cases where the contractor is processing personal data in the



context of the implementation of the grant contract, he/she shall accordingly inform the data subjects of the possible transmission of their data to the Commission. When personal data is transmitted to the Commission, the latter processes them in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC³ and as detailed in the specific privacy statement published at ePRAG.

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 FABIO CICERI

Title ALSO PRESIDENT

Signature

Date 03/11/2020



For the contracting authority

Name VINCENZO MACALBUTO

Title HEAD OF AICS KHARTOUM

Signature

Date



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.



Contracting authority:
Italian Agency for Development Cooperation in Sudan

Strengthening resilience for refugees, IDPs and host communities

Funded by the European Union Trust Fund and implemented by AICS.

T05-EUTF-HOA-SDN-13-01

Grant application form

Improving accessibility and quality of Health services for migrants, refugees, IDPs and host communities in Red Sea and Kassala States

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

Deadline for submission of

Full application:

26th October 2020 at 12:00 a.m. (Khartoum, Sudan)

Title of the action:	Strengthening primary health care for refugees, IDPs and the host communities in the Red Sea and Kassala States, with special reference to women and children
Location(s) of the action:	Sudan: States of Kassala (Urban Kassala and Gjirba) and Red Sea (Dem Mayo, Alyarmouk, Hoshiry)
Name of the lead applicant	AISPO (Associazione Italiana per la Solidarietà tra i Popoli) NGO
Nationality of the lead applicant ¹	Italian

Dossier No

¹ 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.

August 2020

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Annex A - Application Form AISPO grant SDN13_final



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PART B. FULL APPLICATION FORM⁷

GENERAL INFORMATION

Reference of the call for proposals	T05-EUTF-HOA-SDN-13-01-G1
Title of the call for proposals	Improving accessibility and quality of health services for migrants, refugees, IDPs and host communities in Red Sea and Kassala States
Name of the lead applicant	AISPO - Associazione Italiana per la Solidarietà tra i Popoli
Number of the proposal⁸	N/A
Title of the action	Strengthening primary health care for refugees, IDPs and the host communities in the Red Sea and Kassala States, with special reference to women and children
Location of the action	Sudan: States of Kassala (Urban Kassala and Gjirba) and Red Sea (Deim Mayo, Alyarmouk, Hoshiry)
Duration of the action	7 months

⁷ The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C).

⁸ For restricted procedures only; when the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number.

THE ACTION⁹

1.1. Description of the action

1.1.1. Description (max 13 pages)

Sudan's basic service provision, already weak and underdeveloped, has been dangerously degraded by the economic crisis which began in 2019 following the ousting of al-Bashir. Frequent inflationary shocks have ruined the purchasing power of millions of Sudanese families, affecting their ability to purchase sufficient goods for their livelihood while essential goods remain chronically scarce and undersupplied (fuel, bread, drugs).

Due to its position between Central, Eastern and North Africa, Sudan is located amidst three main migration routes: the Central Mediterranean to Libya/Egypt and to Europe, the Eastern route to the Gulf and the Southern route mostly used by migrants trying to reach South Africa via Kenya and Tanzania. The majority of East African migrants and asylum seekers who transit from Libya to European shores have travelled through Sudan. The already weak and underdeveloped healthcare system in Eastern Sudan struggles to function under the stress of the steady influx of migrants and asylum seekers plus the large presence of displaced populations.

Health institutions have limited human and financial resources, something which impacts on the quality, coverage, access and delivery of essential health services. There are significant difficulties both at the state and federal levels within the Ministry of Health to achieve tangible and sustainable improvements in the management, organizational and planning capabilities of the health system as a whole. To strengthen the service delivery system, a multi-level strategy is needed to answer to the following inefficiencies:

- ♦ ineffective coordination between the Federal and State level of the Ministry of Health;
- ♦ ineffective management and planning mechanisms at the State Level;
- ♦ lack of Health monitoring and supervision activities;
- ♦ limited availability of essential equipment and supplies, mainly for rural health facilities;
- ♦ inadequate transport at the district, ward and village level;
- ♦ lack of integration, coordination, communication and inexistence of multi-sectorial approaches;
- ♦ uneven distribution of limited human resources.

The factors above significantly affect the community level, where living conditions are particularly poor for vulnerable groups such as IDPs, migrants and refugees, with reference to:

⁹ The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action.



ke

- ♦ information and education on behaviour change for prevention;
- ♦ participation and direct involvement of the community;
- ♦ liaison strategies between formal health services and traditional practitioners;
- ♦ service packages for women, infants and their families;
- ♦ health care organization at the community level.

Health indicators in Eastern Sudan are among the worst in the country, right after conflict-affected regions in Darfur. In particular, the Red Sea state, whose capital is Port Sudan, with an area of 212,800 km² and an estimated population of 1,482,053, is characterised by below average development indicators. Health indicators, national and international data show that the shortcomings of the health system are mainly due to the poor supply of services and the limited quantity and preparation of human resources. The data indicate that in the Red Sea State there are less than 3,000 health workers (2,824), almost all in urban areas, thus placing the state in 9th place out of 12 Sudanese states and among those least served all over Sudan.

The State of Kassala covers an area of 55,374 km² and is composed of 11 localities: 9 are rural, while 2, the city of Kassala and New Halfa, are urban. The total population of the State is estimated at 2.4 million people, with an annual growth rate of 2.5%. As in the Red Sea State, health infrastructure is inadequate and qualified human resources are too poorly distributed to bring health interventions to where they are most needed. Additionally the State alternates between dry and rainy seasons which causes intense periods of drought and floods, affecting the population through malnutrition and food insecurity, poor personal and environmental hygiene as well as rendering the area prone to cyclical epidemics such as Dengue and Chikungunya. Due to its border position, Kassala State has received numerous refugees and displaced persons and UNHCR reports that Kassala is home to some 75,000 refugees in camps, while some 62,000 are internally displaced persons. Both inflows increase the pressure on the already fragile health facilities.

The proposed action aims to improve the well-being of host communities, migrants, refugees and IDPs in Red Sea and Kassala States through the improvement of the quality and sustainability of Primary Health Services (PHC). The project's primary outputs will be:

1. Health system governance and accountability improved;
2. Improved Primary Health Care (PHC) service coverage and increased Reproductive Health (RH) and Nutrition services demand and utilization;
3. Improved PHC and Mother and Child Health (MCH) services accessibility for marginalized groups (migrants, refugees and IDPs).

The targeted localities of the proposed action will be:

1. Deim Mayo, Alyarmouk and Hoshiry in the Red Sea State;

2. Kassala Urban and Girba in Kassala State.

Direct beneficiaries will include recipients of training activities: LHAs (Local Health Authorities) staff and SMOH (State Ministry of Health) staff; Health Academy staff; qualified trainers from the Federal CPD (Continuing Professional Development) and State CDP health professionals; health professionals working in the target localities PHCs. Direct beneficiaries will also be members of the communities taking part in awareness campaigns, receiving reproductive kits and the recipients of immunisation vaccines.

Indirect beneficiaries of the proposed action will be the residents of the targeted communities, with particular reference to vulnerable groups within displaced populations and host communities, such as:

- ♦ pregnant and lactating women;
- ♦ children under five years-old;
- ♦ migrants, refugees, and IDPs.

The proposed action is aligned with the objective of the EU-funded Programme implemented by the Italian Development Cooperation, “*Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan*”, which is to strengthen the local health systems in Eastern Sudan (Red Sea, Kassala and Gedaref States) through the improvement of health system governance and accountability, and greater access, quality and coverage of primary health care, reproductive and maternal care and nutrition services for refugees, IDPs and host communities.

1.1.2. Implementation approach (max 5 pages)

The described action aims at strengthening Sudanese Local Health Authorities organically and consistently with their organizational structures, to improve the provision of healthcare services to marginalised groups, as refugees, IDPs, migrants and host communities of neglected locations. The latter will be pursued by refurbishing and equipping three key local facilities and providing to all five a set of ad hoc trainings and capacity building activities designed to transfer knowledge, practices and tools to build theoretical and practical knowledge and experiences.

The project will engage governmental structures to promote the institutional sustainability of the action. In parallel, awareness and communities’ mobilization will be promoted with the aim of creating meaningful linkages with the existing PHC services to enhance the resilience mechanisms of the targeted communities. From an operational stance, the project’s training components will adopt a multi-layered strategic approach based on the involvement of the most qualified national resources and international advisors/experts in Training of Trainers.

The action is a component of the EU-funded Programme “*Strengthening resilience for refugees, IDPs and host communities in Eastern Sudan*”, implemented by the Italian Development Cooperation in Red Sea, Kassala and Gedaref States. AISPO has historical ties with the Italian Cooperation strategy in the Sudanese health sector and possesses a sound knowledge of the



drivers of migration and forced displacement within Eastern Sudan. AICS has provided AISPO with a thorough presentation of the Programme's scope and mandate, in order to promote a full integration of the proposed action with the Programme's activities, partners and broadly with the EUTF strategic objectives and donors' endeavours in the region. AISPO has attained a full understanding of project's objectives and will ensure full continuity with the activities already initiated by AICS under the same programme. Moreover, the project is intended to build on the results of previous actions and projects implemented by AICS Khartoum, in order to avoid duplication of interventions and maximise the impact of the activities. To further align the proposed action, AISPO has engaged the SMoH and LHAs of the targeted localities during the action's design phase and it will involve the SMoH and LHAs into every implementation phase ensuring full alignment of the action with the institutional mandate and existing sectorial policies. Specific reference is made to: (i) country technical papers; (ii) EUTF Horn of Africa strategic framework; (iii) GoS national policies; (iv) State-level action plans; (v) National Health Policy and Health Sector Strategic Plan.

The action will be subject to regular monitoring activities conducted by AISPO MEAL (Monitoring Evaluation Accountability and Learning) staff in collaboration with AICS counterparts and in full coordination with relevant personnel with the SMoH and LHAs. The action includes an internal monitoring throughout the project's implementation phase according to AISPO's MEAL procedures. Data collected and methodologies adopted by the team will be shared with AICS staff and will aim at capitalising good practices. Mid-term and final reports, will integrate the MEAL system and will be shared with AICS according to an agreed timetable.

AISPO, as applicant of the proposed action will be the responsible body for the project's implementation and will report to AICS on the advancement status. The Italian Cooperation will be the only responsible body for communicating with the EU Delegation and will maintain direct accountability for the grant.

The SMoH and LHAs, as main counterparts of the project, will be engaged by AISPO that will stipulate Technical Agreements regulating their involvement within project's activities. Already existing Community Committees will be contacted through the assistance of local authorities, in the frame of signed TAs and within the scope of the project's activities. The active involvement of the local institutions is the usual procedure AISPO adopts with the aim to ensure the correct implementation of activities and to create a path of trust, capacity building and sustainability with local partners.

The team for the proposed action will be managed by and comprised of both international and local staff, in detail:

Local staff:

- 2 logisticians/drivers, one per State;
- 1 Procurement expert;
- 3 medical doctors;

- 1 biomedical engineer;
- 1 ICT expert;
- local nurses and doctors;
- 1 administrative assistant.

International staff:

- 1 project coordinator;
- 4 nurses and/or obstetricians, to cover both States.

In order to implement the proposed action, the following means will be required:

Civil works:

Three key health facilities will be refurbished and equipped.

Equipment:

- ♦ ICT and office equipment to Locality Health Administration offices;
- ♦ Medical equipment for health facilities (in particular at PHC level and especially those that will be involved in civil works);
- ♦ Rent cars and other vehicles for staff and awareness raising.

Supplies:

- ♦ Essential drugs and consumables for facilities and training;
- ♦ Printed materials, brochures, manuals for training, data collection, offices;
- ♦ Stationary;
- ♦ Health promotion and education materials (PHC related messages, nutrition, etc.);
- ♦ Contents for the Reproductive Health Kits.

Training is an essential component of the project. Logistics and transportation are considered key in all activities.

ACTIVITIES

Activities related to Output 1 “Health system governance and accountability are improved”

Activity 1.2

Technical Assistance to 5 Local Health Authorities for Planning, Implementing and M&E

Description of the activity:

In a condition of scarce resources and LHAs under stress, the aim is to support the authorities of Kassala Urban, Girba in Kassala, Deim Mayo, Alyarmouk, and Hoshiry in Red Sea in their



governance and managerial capacities. LHAs have the duty to supervise health facilities for assessment of quality standards for service delivery, accuracy of data collection and competences as well as regular distribution of drugs, plus community sensitisation and collection of needs at facility level.

AISPO is going to provide technical assistance and training to LHAs staff to improve their capacities in performing their function.

In particular:

- Assessment of organisational processes: staff profile, role, recruitment procedures, flows of information regarding health services, tools used, technology.
- Identification of sustainable improvements in terms of division of labour, data collection and use, network among offices and services.
- Identification of the key figures to be actively involved in the output development.
- Implementation of workshops with key figures of the LHAs to collectively identify and discuss the organogram of each of the four LHAs, that takes into account the current situation and the needed changes.
- Drafting of the 5 organograms of the LHAs.
- Assessment and study of the existing, if any, annual operation plan of each LHA.
- Implementation of workshops with key figures of the LHAs to collectively identify and discuss the needs of policy planning with possible scenarios of annual operative plans.
- Modification of the existing plan to fit the needs or drafting ex novo of a new annual operational plan.

All this process of technical assistance is accompanied by monthly meetings also with staff of the facilities (directors, midwives, etc.) to involve them in the needs assessment regarding both the network/role of LHAs vis a vis facilities and policy needs that have to be included into the annual operational plan.

Outputs: workshops in all 5 localities and at least 6 meetings; organigrams and "annual operational plan".

Target: The Locality Health Authorities of Kassala State (Kassala Urban and Girba) and Red Sea (Deim Mayo, Alyarmouk and Hoshiry)

<i>Indicator</i>	<i>Baseline</i>	<i>Target</i>	<i>Current value</i>
N. of LHAs Organogram available	0	4	0
N. of LHA annual operational plan	0	4	0
N of the monthly meeting for facilities head staff and midwives	0	10	4

Activities related to Output 2 “Improved access, quality and coverage to Primary Health Care (PHC), Reproductive Health (RH) and Nutrition services”

Activity 2.2.

Provide traditional training and on the job training to front line health workers through partnerships with continuing professional development (CPD), Academy of Health Sciences (AHS) and Universities.

Description of the activity:

The aim of this activity is to strengthen the capacity of health staff operating in the 5 localities target of the action to deliver better services, in particular: Reproductive Health (RH), Emergency Obstetric and Neonatal Care (EmONC), perineal repair (specialist, obstetric), advance life support in obstetrics; nutrition, including Nutrition Care Process (NCP), as well as drugs management.

The activity is composed of: training; protocols development; sensitisation of the citizenship; procurement and donation of reproductive kits.

The direct beneficiaries of these activities are:

- The Academy of Health Sciences (AHS) teaching staff (training with a ToT approach), so as to increase the AHS faculty members' capacities to teach and train the students and improve the quality of graduating health care professionals. Federal AHS conducted a training needs assessment in 2019 that highlighted the need for improving the competencies of existing faculty teaching staff. This document will be used to identify the specific training needs of the staff.
- Health staff of health facilities (training on the job), in particular midwives that are the key human resource that is present at peripheral level to deal with mother and child health.
- The general population as regards sensitisation and kits.

Training will be conducted by Aispo international experts in collaboration with local trainers.

- Assessment of training needs.
- Assessment of existing diagnostic and therapeutic protocols.
- Development of a training plan.
- Support to the recruitment of the trainees.
- Scheduling and delivery of the training.
- Production of training materials.
- Workshops for the development of diagnostic and therapeutic protocols and drugs management in pharmacy.
- Drafting of proposals of 7 protocols for health facilities.
- Identification of the priority aspects on which it is important to sensitize the population.
- Organisation of campaigns on at least 4 key aspects of reproductive health.
- Selection and engagement of community health workers for the campaigns.
- Training of the sensitisation community workers.
- Implementation of the awareness raising campaigns.
- Procurement and donation of the reproductive kits in the 5 target localities (at least 12 kits on the whole).

Target: The Locality Health Authorities of Kassala State (Kassala Urban and Girba) and Red Sea (Deim Mayo, Alyarmouk and Hoshiry)



<i>Indicator</i>	<i>Baseline</i>	<i>Target</i>	<i>Current value</i>
2.2.1. Number of diagnostic and or therapeutic protocols developed and shared (health staff)	0	3	0
2.2.2. Number of awareness campaigns organized	0	4	0
2.2.3. Number of reproductive kits donated	0	12	0
2.2.4. Number of therapeutic protocols developed and shared (drugs management staff)	0	4	0

Activity 2.5.

Strengthen EmOC services and the implementation of a referral system at the locality level.

Description of the activity:

2.5.4. Training RH staff on ANC-EmOC

Among the women and children, one of the major causes of mortality in Sudan is perinatal death of new-borns and during childbirth for women. Although the data on reproductive health are improving year by year, in Sudan maternal and newborns mortality are still among the highest of the world with 311/10,000 live births, considering the scarcity of reliable data and that 72% of the deliveries are managed at home by village midwives or traditional birth attendants (TBA). Women and their children are the direct beneficiaries of the activity, together with the health staff of the health facilities. The activity consists of training on reproductive health and emergency obstetric and neonatal care, to ensure adequate knowledge and skills for correctly delivering basic and comprehensive obstetric care to pregnant women, as well as identify the correct referral paths for high-risk conditions and complications during the delivery and post-partum. Urban facilities should become the target of referrals from the peripheral level for emergency obstetrics.

This activity is going to take place in Kassala state, both at peripheral and especially urban level.

- Mapping of community and traditional midwives and their tools and locations of intervention.
- Assessment of their knowledge.
- Preparation of training with methodologies that are efficacious even in lower literacy contexts.
- Training of health staff of urban facilities on emergency obstetrics.

- Training of traditional birth attendants, in collaboration with local health staff from urban facilities.
- Follow up on the training.

Target: The Locality Health Authorities of Kassala State (Kassala Urban and Girba)

<i>Indicator</i>	<i>Baseline</i>	<i>Target</i>	<i>Current value</i>
N. of BEmOC and CEmOC referral services available at Locality Level of Kassala State	0	2	0

Activity 2.6.

Support National programs to increase women health and mitigate/prevent woman health risk factors (e.g. Cervical Cancer and Breast Cancer- prevention and early detection programs)

Description of the activity:

Prevention of female cancers, in particular cervical cancer is a focal topic of the project. Although cervical cancer is a largely preventable disease, it is one of the worst threats to women's lives. In Sudan the exact incidence of this disease is not known: around 833 cases are diagnosed every year, but many else stay undetected and no national program for cervical cancer screening is available. A significant drop in the disease incidence can be achieved as a result of extensive and systematic programs of cervical screening and VPH vaccination.

The action has supplied so far histopathology equipment for the new Port Sudan Histopathology lab. It is now necessary to assess the situation as regards cervical and breast cancer prevention in the localities target of the project. It will be possible both to maintain the existing equipment and to procure new equipment and train the staff to its use. Moreover, one or two international histopathologist experts will conduct missions on the ground to quickly assess the situation and provide a short training, as well as consultancy on the urgent equipment to be procured through the project.

Target: The Locality Health Authorities of Kassala State (Kassala Urban and Girba) and Red Sea (Deim Mayo, Alyarmouk and Hoshiry)

<i>Indicator</i>	<i>Baseline</i>	<i>Target</i>	<i>Current value</i>
N. local centres providing material for cervical cancer prevention	0	10	0



Activities related to Output 3 “Improved primary health care and maternal health care services accessibility for marginalized groups (migrants, refugees and IDPs)”

Activity 3.2.

Rehabilitate and refurbish key health facilities in target localities where refugees and IDP camps are located for improving services accessibility and quality.

Description of the activity:

This activity foresees an organic intervention on 3 key health facilities that are involved in the project: Deim Mayo, Alyarmouk and Hoshiry in the Red Sea State.

The buildings have already been identified and a first assessment conducted that led to the preparation of Bills of Quantities for the interventions required. Aispo is going to check once more the needs of the facilities, prepare a first project draft and then an executive plan, which will have to be approved by LHAs. Once the details are defined and according to donor's procedures a tender is going to be published, a contract awarded and civil works can be implemented. Supervision by Aispo of the work sites is going to take place throughout.

The same actions will regard the procurement of equipment: after a first assessment by Aispo biomedical engineer, a list of equipment will be drafted and a tender prepared, according to donor's rules. A first assessment has led to the budget estimation per facility.

<i>Indicator</i>	<i>Baseline</i>	<i>Target</i>	<i>Current value</i>
N. facilities rehabilitated and refurbished	0	3	0

Activity 3.4

Strengthen community based health services for migrants, refugees and IDPS.

Description of the activity:

This activity regards two key health aspects of the project: immunisation and waste management and vector control.

Sensitisation will concern infectious diseases (Chikungunya, dengue, malaria, etc.), TB, vector control as well as waste management. Immunisation services for women and children will be assessed to verify their priority needs in terms of support (training, procurement, technical assistance, etc.). Unfortunately Covid – 19 pandemic slowed down immunisation and the impact is already evident in the two target states. Aispo staff will participate to health clusters, verify the availability of drugs and the immunisation procedures, to support their improvement through procurement of equipment and consumables, drafting of guidelines, training on the job. As regards waste management and vector campaigns, we shall involve the communities. A new call centre in Kassala providing information on health issues, including

Covid, will be supported through this activity. Procurement of drugs and vector control machines in both States will be implemented.

<i>Indicator</i>	<i>Baseline</i>	<i>Target</i>	<i>Current value</i>
% improved routinely immunisation services for children and pregnant women	0	20%	0
N. communities involved in waste management and vector campaigns	0	4	0

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

	Half-year 1						Half-year 2	
Activity	Month 1	2	3	4	5	6	7	Implementing body
Preparation Activity 1.2 Technical Assistance to 5 Local Health Authorities								Aispo
Execution Activity 1.2								Aispo
Preparation Activity 2.2. Provide traditional training and on the job training to front line health workers								Aispo
Execution Activity 2.2.								Aispo
Preparation Activity 2.5. Strengthen EmOC services and the implementation of a referral system								Aispo
Execution Activity 2.5.								Aispo

Preparation Activity 2.6. Support National programs to increase women health and mitigate/prevent woman health risk factors								Aispo
Execution Activity 2.6.								Aispo
Preparation Activity 3.2. Rehabilitate and refurbish key health facilities								Aispo
Execution Activity 3.2.								Aispo
Preparation Activity 3.4 Strengthen community based health services for migrants, refugees and IDPS								Aispo
Execution Activity 3.4								Aispo

1.1.4. Sustainability of the action (max 3 pages)

The purpose of the described action is to contribute to strengthen the technical, organizational and managerial capacities of the LHAs in Kassala and Red Sea states - with a specific focus on the system of healthcare provision of 5 localities, namely in the State of Kassala Urban Kassala and Gjirba and in Red Sea Deim Mayo, Alyarmouk and Hoshiry – in order to improve accessibility for migrants, refugees, IDPs and host communities. Direct beneficiaries of the intervention are also health care providers, who will be strengthened to benefit Sudanese residents (host communities), displaced populations and migrants.

The action's rationale is to trigger changes upstream, within the health sector, in order to generate a wide cascade effect that will strengthen healthcare at local level, favouring accessibility for marginalized groups. Similarly, the intervention leverages on the intrinsic multiplier effect of strengthening mother-and-child healthcare. Therefore, dissemination of best practices and replicability of the intervention are inherently linked to the project goal and constitute a structural component of the health policies governing the public health plans.

Community-based activities within this action are aimed at improving the management of available resources, in order to yield steady results and to facilitate community leaders and trainers in proposing effective behavioural change. The latter plays a pivotal role in granting long-term sustainability to interventions based on reforming healthcare policies.

A peer-to-peer approach will be used, together with international standard expertise, to promote mutual learning and a sustainable growth of the system. Training of Trainers activities, targeting specific groups of beneficiaries (trainers, educators and competent officials of the institutions), will allow transfer of knowledge.

Main preconditions and assumptions of the present intervention includes:

- ♦ LHAs show willingness and commitment in collaborating to the action and appoint specific dedicated human resources;
- ♦ Commitment to the project remains high among local authorities, communities and relevant stakeholders, including health staff;
- ♦ Movement of personnel and goods within and among States is fluid and without restrictions;
- ♦ International and domestic travel of expatriate and local staff is allowed;
- ♦ The overall socio-political and health situation in Sudan remains stable;
- ♦ the spreading of CoVID-19 does not jeopardise activities;
- ♦ inflation rate, fuel, cash and electricity shortages do not compromise the implementation of activities;
- ♦ security situation allows a safe and unhindered movement of international and national project's staff.

AISPO will employ the following contingency plan for the identified risks:

Physical risk

- ♦ Adequate transportation to training venues and meetings is lacking or unreliable;
- ♦ LHAs staff and front-line workers are not available for participating in project's training activities

Contingency:

- ♦ Project's management team plans activities and logistics in due time, including specific contingency logistical plans;
- ♦ Steady monitoring is carried out in close relationship with LHAs and AICS to support the project by contributing in filling any potential managerial, economic and HR gap.

Environmental risk



- ♦ Drought, natural disasters and climatic conditions disrupts livelihoods and prevent the implementation of the project's activities by impeding access to targeted localities

Contingency:

- ♦ Project coordination and management is flexible enough to reduce environmental influence on project activities;
- ♦ Activities are planned and implemented according to what is reasonably foreseeable, according to historical weather records.

Political risk

- ♦ Local authorities at Federal, State and Local level do not demonstrate sufficient commitment and understanding of the proposed multi-sectorial approach and are not willing to link project outcome to their health service planning activities
- ♦ The signature of needed technical agreements with the health authorities is delayed;
- ♦ Social, political and ethnic conflict witness a recrudescence in the targeted locations hindering access and activities implementation;
- ♦ Key stakeholders withdraw or lose commitment to the project.

Contingency:

- ♦ The Project's staff promotes understanding of the activities' relevance to the improvement of health and nutrition status of host and vulnerable communities at all political levels;
- ♦ Project's ownership by partners and local authorities is promoted since the planning phase of the project;
- ♦ A close collaboration between the project's staff and local partners is adopted, since the inception phase, to favour conflict management practices, stimulate active involvement by all actors and promote correct understanding of the project by relevant actors and authorities.

Economic risk

- ♦ Hyperinflation, cash shortages and financial shortcomings of the Sudanese national economy hinder a smooth implementation of projects activities.

Contingency:

- ♦ Project coordination and management is sufficiently flexible to adapt to foresee economic changes with the financial planning of expenditures and management of resources.

Social risk

- ♦ Activities are disrupted because of communication and information failures;
- ♦ Government officials and health authorities impede the implementation of activities by affirming their contrariety to social and cultural practices in their own localities;
- ♦ Internal unrest among communities overwhelms the conflict management mechanisms;

Contingency:

- ♦ Project coordination and management team intervene timely in promoting correct information and communication over project's activities by planning and implementing activities in non-disruptive or divisive ways;
- ♦ Project's team and partners work closely to involve communities at every level, favouring social acceptance of project's activities and strengthening the ownership of the project by local communities.

The intervention's logic builds upon AISPO's historic commitment in supporting the Sudanese health sector, with particular reference to PHC and assistance to the most vulnerable and marginalized populations. Notably, to achieve institutional and financial sustainability of the intervention and promote its replicability, AISPO plans to adopt the sustainability plan exposed below:

Financial sustainability

The proposed action aims at strengthening healthcare provision and delivery by the relevant authorities avoiding the creation of parallel systems in alignment with Government's national health policy at federal and state level. Project's outcome is therefore fully integrated within the existing GoS healthcare strategy. Training activities at State level, by providing beneficiaries with practical approaches, increase capacities and tools for resources' mobilization, aim at granting financial sustainability to the intervention in the medium-long term after the completion of project's activities. Key human resources at local level will be provided with specific capacity building and will be included in the design, implementation and follow-up of the project, throughout its duration. By involving the local authorities in monitoring the advancement of project's activities, ownership and accountability of the intervention will be promoted while, in parallel, their managerial and organizational capacities will be supported and strengthened. Similarly, all major stakeholders will be involved in the strategic planning process in order to support the most effective use of resources. The latter will be pursued by involving multi-level partners in the planning process – governmental actors, UN agencies, community based



	<p>organizations, NGOs - with particular reference to mobilize financial and human resources, key elements of the overall project's sustainability.</p>
Institutional and policy-level sustainability	<p>The action will benefit from significant M&E components aimed at adapting activities to the rapidly evolving scenarios throughout the life-cycle of the project and at identifying best practices and lessons for future replicability. Learnings from the project will be shared with relevant governmental bodies and the wider spectrum of national and international actors involved in the support of the Sudanese healthcare system. Similarly, accountability mechanisms and "communication with communities" will be taken into due account in order to inform and engage communities within the project's scope.</p> <p>The institutional role of national, local and community bodies, rights-holders and relevant actors in the provision of healthcare will be promoted to ensure consensus and commitment over the project's endeavours – training, capacity building activities and post-trainings and mentoring activities have been shaped according to this rationale. Health officials and practitioners will be engaged, and supported by project's staff, in defining the action plans of the constituency to which they belong, thus ensuring replicability of the intervention. At State level, action plans will include broad goals and objectives, such as priorities definition, adoption and implementation of national guiding principles, definition of priority areas for sector of intervention, analysis of strengths and weaknesses of current strategies... At locality level, more practical goals will be included in the action plans in order to improve the quality of PHC facilities and services. Policy-wise, sustainability of the intervention will be pursued by promoting the adoption of already existing country policies. Coordination mechanisms between the SMOH and LHAs will be supported, or established when missing, and integration between national policies and project's activities will be favoured in order to ensure the mainstreaming of project's outcomes and results within national development programmes.</p>

1.1.5. Logical framework

Please fill in Annex C¹⁰ to the guidelines for applicants.

¹⁰ Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>.

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

Fill in Annex B to the guidelines for applicants to provide information on:

- the budget of the action (worksheet 1), for the total duration of the action and for its first <12/if more specify> months;
- justification of the budget (worksheet 2), for the total duration of the action, and
- amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.4 and 2.2.5).

[Where the guidelines for applicants allow the contracting authority to finance the action in full, you must justify any request for full financing by showing that it is essential to carry out the action.]

[Please list below the contributions in kind to be provided (please specify), if any (maximum 1 page).]

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in [<currency of the contracting authority>.]



1.2 Lead applicant's experience

This 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.

AISPO is a Non-Governmental Organization founded by a group of operators from the Scientific Institute San Raffaele Hospital of Milan. The Italian Ministry of Foreign Affairs formally recognized AISPO in 1985 as an organization suited to implement international cooperation activities in developing countries in the health sector. It is also recognized by EuropAid and it is an ECHO partner. AISPO implements health care projects that support and supply human and material resources to public hospitals, health centers and dispensaries, in collaboration with local and national authorities of the countries of operation. It is currently present in Iraqi Kurdistan, Sudan, South Sudan, Colombia, Sierra Leone and Madagascar. AISPO has been present in Khartoum (Khartoum State), Port Sudan (Red Sea State) and Kassala (Kassala State) since 2017. Some activities conducted in the framework of Kassala projects also involved Gedaref State Ministry of Health and its health personnel. AISPO's HQ is located in Milan, Italy. AISPO has offices in Khartoum, Port Sudan and Kassala.

i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

Name of the lead applicant: AISPO					
Project title: Support to the public health sector of the Red Sea State in its educational and infrastructural components with focus on mother and child health AID 011897		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Port Sudan, Sudan	1.955.340,00	Coordinator	Italian Agency for Development Cooperation (AICS)	AICS: €1.748.340,00 AISPO: €72.000 Ospedale San Raffaele: €45.000 SMoH Red Sea State: €90.000,00	08/11/2019 07/11/2022
Objectives and results of the action		Overall Objective: To contribute to the improvement of the health of the Red Sea State population through the strengthening of the diagnostic and curative capacities of the health service Specific Objective: To improve the clinical capabilities of the Teaching Obstetric Hospital and the Paediatric Hospital in Port Sudan by intervening in particular on maternal and child health services Results: 1) Strengthen teaching skills in Academy of Health Science of Port Sudan (AHS), Faculty of Medicine of the University of Red Sea (UniRS) and Paediatric and Obstetric Hospitals, training centers, mainly for courses for midwives, nurses, anesthesia and medicine technicians 2) Rehabilitated and reorganized Teaching Obstetric and Paediatric Hospital in Port Sudan on international standards also to improve the practical training of students of the AHS and the Faculty of Medicine of UniRS			

¹¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.



Project title: Support for the development of human resources in the health sector of the Red Sea - Sudan AID 10821		Sector: 12181-12191-12281-12182			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹²	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Sudan, Port Sudan	2,819,236,00	Coordinator in collaboration with University of Sassari (Italy)	Ministry of Foreign Affairs and International Cooperation (Italy) University of Sassari, Italy Academy of Health Sciences (Port Sudan)	AICS: 1,955,236,00 UniSS: 429,000,00 AHS: 435,000,00	13/01/2017 12/01/2019
Objectives and results of the action		Overall Objective: Contribute to improve health of the population of the Red Sea state by enhancing the capacity of the national health service. Specific Objective: Improve the training capacities of the Academy of Health Sciences, also intervening on the maternal-infant and laboratory health services of the Port Sudan General Hospital location for the training activities Results: 1) Academy of Health Science strengthened in its teaching abilities (headquarters of Port Sudan) mainly for the courses of: technicians and laboratory assistants, midwives and nurses 2) The General Hospital of Port Sudan improved in some departments: laboratory, pediatrics and maternity (delivery block, obstetrics and semi-intensive neonatal therapy) also as practical training units for students of the AHS 3) Research lines of the University Hospital of Port Sudan and so of the Faculty of Medicine launched in collaboration with Italian and international scientific and research institutes of excellence			

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

Project title: Support for public medical training institutions in the state of Kassala AID 10861		Sector: 12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹³	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Sudan, Kassala	1,478,419,00	Coordinator in collaboration with University of Sassari (Italy)	Ministry of Foreign Affairs and International Cooperation (Italy) University of Sassari, Italy Accademy of Health Science (Kassala)	AICS: 1,002,719 UniSS: 235,700,00 AHS: 240,000,00	06/04/2017 05/04/2019
Objectives and results of the action		Overall Objective: Support the development of human resources in the health sector of the state of Kassala to contribute to improving health of the population. Specific Objective: Strengthening laboratory diagnostic capacities in the province of Kassala, widening the educational offer of the AHS, strengthening the capacity of the laboratory of the Kassala Teaching Hospital, location for the training activities, and of molecular diagnostics in the academic offices of Khartoum. Results: <ol style="list-style-type: none"> 1) Reinforcement of teaching capacities in the field of communicable diseases of the University of Kassala 2) Improved educational offer of the Academy of Health Science in Kassala 3) Improved capacity in the molecular diagnostics of the University and of the Eumycetoma Center of Khartoum 4) Improved capacity of the clinical laboratory services of the Teaching Hospital, location of the internship 			

¹³ 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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Project title: Support to the vulnerable population of Mayo through the distribution of food parcels and hygiene kits to cope with the COVID-19 emergency plus the creation of a water collection system AID 11994		Sector: 12250-12261-14021-43060-43072			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁴	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Mayo, Khartoum, Sudan	399.826,00 €	Coordinator	Italian Agency for Development Cooperation (AICS)	AICS: 399.826,00 €	15/08/2020 15/12/2020
Objectives and results of the action		<p>Objective: Strengthen food security and WASH services for the most vulnerable population of Mayo, also to reduce the impact of COVID-19 through the distribution of food and hygiene kits, awareness raising on good hygiene practices and rainwater harvesting.</p> <p>Results:</p> <ul style="list-style-type: none"> - Food security strengthened through the distribution of basic foodstuffs to the vulnerable population. - WASH services strengthened through the distribution of hygiene kits; public information and awareness campaigns on good hygiene practices and measures to limit the spread of COVID-19; creation of roofing systems, rainwater collection and storage to increase the amount of rainwater for domestic use 			
Project title: Support to the rural communities in the Kassala State to face the malnutrition of pregnant women, young mothers of children under the age of five and their children AID 11278		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁵	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)

¹⁴ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

¹⁵ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU

Kassala, Sudan	349.946,21	Coordinator	Italian Agency for Development Cooperation (AICS)	AICS: €349.946,21	13/11/2018 31/10/2019
Objectives and results of the action		<p>Overall Objective:</p> <p>Contribute to the reduction of food insecurity and malnutrition of refugees, displaced persons, migrants, host communities in the North Delta in Kassala State</p> <p>Specific Objective:</p> <p>To improve the prevention, control, treatment of acute and moderate malnutrition (MAM) and severe (SAM) in children under five years of age and the promotion of good nutritional practices of young mothers in the North Delta in the state of Kassala</p> <p>Results:</p> <p>Provided in health centers better services of prevention, control and treatment of moderate and severe malnutrition and some of their complications in children under the age of 5 years and pregnant women</p> <p>Improved health and living conditions of the population in villages and rural areas and more aware of the risks of poor nutrition quality</p>			

Member State.

August 2020

Annex A - Application Form AISPO grant SDN13_final



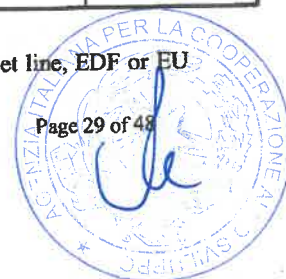
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Project title: Support to the Teaching Obstetric Hospital in Port Sudan to tackle the malnutrition of pregnant women, of young mothers of children under the age of five and their children AID 11002		Sector: 12181-12191-12261-12240			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁶	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Sudan, Port Sudan	348,739,00	Coordinator	Ministry of Foreign Affairs and International Cooperation (Italy)	AICS: 348,739,00	07/09/2017 06/06/2018
Objectives and results of the action		Overall Objective: Reducing food insecurity and malnutrition of refugees, displaced persons, migrants, host communities in the Red Sea State Specific Objective: Contributing to the improvement of prevention, control, treatment of acute and moderate malnutrition, in children under the age of five, of pregnant women and of young nursing mothers Results: <ol style="list-style-type: none"> 1) Health personnel trained to provide prevention, control and treatment of malnutrition, with particular reference to pregnant women and children under five 2) Access to therapeutic devices for the prevention and treatment of malnutrition increased, rates of malnutrition in target locations reduced 3) Restructured / upgraded clinics for the prevention, control and treatment of severe malnutrition cases 			

¹⁶ 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 lead applicant: AISPO					
Project title: Family Medicine in Red Sea – Strengthening family medicine abilities at the “Ahmed Gasim” Health Centre in Port Sudan and training of the students of the Academy of Health Sciences of the Red Sea State AID 11188		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁷	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Port Sudan	84.982,03 €	Coordinator	Italian Agency for Development Cooperation (AICS)	AICS: € 84.982,03	20/09/2019 20/06/2020
Objectives and results of the action		<p>Objective: To improve the structure of theoretical and practical training of medical assistants and nurses in the “Family Health Center” in community medicine issues; to improve the use of the services of the “Ahmed Gasim” Health Center by the surrounding population, increasing the quality and awareness of the health care staff working there and raising the population’s</p> <p>Results:</p> <p>1) Theoretical and practical training of the students of the “Medical Assistant” and “nursing” course organized by the AHS in the health centers of Port Sudan.</p> <p>2) Services offered by the “Ahmed Gasim” health center strengthened and the surrounding community educated on their correct use</p>			
Project title: Family Medicine in Kassala State: Strengthening skills in “family medicine” for health center workers and training for students at the Academy of Medical Sciences AID 11188		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁸	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Kassala, Sudan	94.970,48 €	Coordinator	Italian Agency for Development Cooperation (AICS)	AICS: € 94.970,48	17/01/2020 17/11/2020

¹⁷ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU



Objectives and results of the action	<p>Overall Objective: Improve theoretical and practical skills of health professionals (medical assistants and nurses) of the "Family Health Centers", as well as students of the Academy of Health Sciences in family and community medicine</p> <p>Results:</p> <ol style="list-style-type: none"> 1) Theoretical and practical training of the students of the "Medical Assistant" and "nursing" course of the AHS improved; professionalism of the health workers in Kassala strengthened 2) Services offered by the "Barnoo" health center strengthened and the surrounding community gains awareness around their use
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ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

Member State.

¹⁸ 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 lead applicant: AISPO					
Project title: Support to the Emergency / Critical care Services and Maternal and Child Health in Duhok Governorate to respond to the Syrian Crisis		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Iraq – Autonomous Region of Kurdistan - Duhok Governorate – Districts of Duhok and Akre	5,927,303,52	Coordinator	European Union – Madad Trust Fund Ministry of Foreign Affairs and International Cooperation (Italy)	EU: 5,727,303,52 AICS: 200,000,00	17/09/2016 16/03/2019
Objectives and results of the action		<p>Objective: Increase access to quality and equitable Mother and Child and Emergency health care for refugees and affected host local populations both through direct interventions and through strengthening health systems and capacities in Duhok Governorate - Kurdistan Region of Iraq.</p> <p>Specific Objective 1: Reinforce Mother and Child Health services in selected health centers and in two tertiary hospitals of Duhok Governorate in KRI (Maternity and Hevi Pediatric Hospital).</p> <p>Result 1.1: Capacity of Duhok Maternity and Paediatric Hospitals increased by at least 20% to cope with the additional 62% increase in daily load and patient services</p> <p>Result 1.2: Working environment of 72 main Primary Health Care Centres (59 in host communities , 10 in IDPs camps and 3 in Syrian Refugees camps) improved to provide better MCH and Mental Health care services</p> <p>Specific Objective 2: Reinforce Medical emergency response in one secondary level (Akre Hospital) and one tertiary level (Emergency and Trauma Hospital) of Duhok Governorate.</p> <p>Result 2.1: Capacity of Duhok emergency and trauma Hospital and Akre Emergency Hospital of Duhok Governorate increased by at least 30% to cope with the increase in daily work load</p> <p>Result 2.2: Capacities of Duhok and Akre Emergency Hospitals health staff to provide better quality Emergency and critical health care services enhanced through structured training, and mentoring programs</p>			



Project title: Support to mother and child and critical care services in Duhok Province (phase 2)		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Iraq – Autonomous Region of Kurdistan - Districts of Duhok, Akre, Amedy	5.199.712,08 €	Coordinator	European Union – Madad Trust Fund	EUTF: 4.999.712,08 € WHO: 200.000,00 €	31/07/2019 – 30/07/2021
Objectives and results of the action		<p>Overall Objective: Increase the quality of mother and child and critical care for IDPs, refugees and the affected host population through strengthening the health system and staff capacities in Duhok Governorate - Kurdistan Region of Iraq.</p> <p>Specific Objective:</p> <ol style="list-style-type: none"> 1. Reinforce Mother and Child Health services in three hospitals of Duhok Governorate (Duhok Maternity Hospital; Duhok Hevi Pediatric Hospital; Akre Emergency and Maternity Hospital). 2. Reinforce critical care at the Emergency and Trauma Hospital of Duhok and at the district General Hospital of Amedy (Amedy district). 3. Support intergovernmental dialogue between Duhok and Ninewa Governorates, in order to reinforce a referral path for serious patients from Ninewa to Duhok. <p>Results:</p> <ol style="list-style-type: none"> 1. Quality of facility-based delivery for mothers and care for newborns and children improved in three key hospitals. 2. Quality of critical care improved at the main tertiary hospital of the governorate in Duhok and at the baby friendly general hospital of Amedy. 3. Improved referral system of patients from Ninewa to Duhok Governorate through an effective intergovernmental dialogue 			

¹⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Project title: "Essential lifesaving health services for the most vulnerable patients referred to Duhok's Health facilities (KR-I)"		Sector: 12110-12181-12191			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ²⁰	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Iraq – Autonomous Region of Kurdistan - Duhok Governorate (Emergency and Trauma Hospital)	397.000,00 €	Coordinator	<u>European Civil Protection and Humanitarian Aid Operations</u> Ministry of Foreign Affairs and International Cooperation (Italy)	ECHO 350.000,00 € AICS 47.000,00 €	01/04/2017 30/09/2018
Objectives and results of the action		<p>Overall Objective: We aim to enhance emergency preparedness in the health sector that needs continuity of quality essential lifesaving/high-impact services for the most vulnerable populations in need, in this conflict affected area.</p> <p>Specific Objective: Improve the emergency medical care services for trauma patients/casualties from the trauma scene to ward/post operative care by enhancing integrated quality emergency services at Duhok Emergency and trauma Hospital.</p> <p>Results:</p> <ol style="list-style-type: none"> 1. Duhok Emergency and trauma Hospital technical capacities improved to manage trauma patients through training and creation of standard operating procedures for reception, triage and intensive care 2. Emergency Department working environment at Duhok Emergency and trauma Hospital improved for better reception and the flow of patients 3. DEH capacities enhanced to provide quality emergency care services through the provision of essential equipment and medical supplies 			

²⁰ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.



Project title: Critical care and lifesaving services for the most vulnerable patients referred to Duhok Emergency Hospital (KR-1)		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Iraq – Autonomous Region of Kurdistan - Duhok Governorate (Emergency and Trauma Hospital)	352,409,00 €	Coordinator	<u>European Civil Protection and Humanitarian Aid Operations</u> Ministry of Foreign Affairs and International Cooperation (Italy)	ECHO: 350,000,00 € AICS: 2,409,00 €	01/04/2018 31/01/2019
Objectives and results of the action		Overall Objective: Enhance critical care services for internally displaced persons, refugees and local community in Duhok Governorate provided at Duhok Emergency and Trauma Hospital. Specific Objective: Set up a 5 beds High Dependency Unit (HDU) to serve as semi-intensive care unit at the Emergency and Trauma Hospital of Duhok. Result: 1) Creation of a high dependency unit for the care of semi critical patients			
Project title: Support DGoH-Duhok in providing quality mental health services to address the needs of IDPs, refugees and host communities		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²²	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Iraq – Autonomous Region of Kurdistan - Duhok Governorate	735,196 €	Coordinator	WHO AISPO DGoH	WHO: 399,066.88 € AISPO: 300,003 € DGoH: 36,127 €	From 01/03/2019 To 29/02/2020

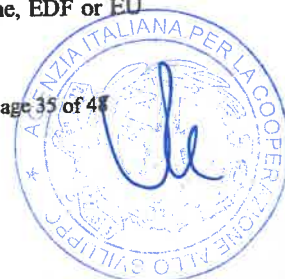
²¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU

Objectives and results of the action		Overall Objective: To strengthen the quality of mental health services provided to IDPs, refugees and host community in Duhok Province Specific Objective: DGoH Duhok capacities are improved in delivering quality mental health services at primary and secondary levels Results <ol style="list-style-type: none"> 1. Technical capacity of Duhok DGoH staff to monitor, promote and coordinate MHPS services enhanced 2. Technical capacity of Azadi Hospital - Department of Psychiatry and Child and Adolescent Mental Health Centre staff enhanced 3. Technical capacity at PHC level enhanced 			
Project title: Transferring Duhok Hevi Paediatric Teaching Hospital best practices in neonatal and paediatric critical care to Rapareen Paediatrics Teaching Hospital		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²³	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Iraq, Autonomous Region of Kurdistan – Duhok Governorate	232,156 €	Coordinator	WHO AISPO	WHO 155,380 € AISPO 76,776 €	From 01/11/2019 To 31/10/2020
Objectives and results of the action		Overall Objective: To strengthen the capacities of health professionals in delivering quality neonatal and paediatric critical care at Rapareen Paediatric Teaching Hospital in Erbil Specific Objective: Rapareen Paediatric Hospital Nursing staff capacity increased and strengthened in providing critical care services to newborns and children Results: Technical capacity of Rapareen Paediatric Teaching Hospital in Erbil staff enhanced as per international best practices and clinical standards in intensive care services			

Member State.

²² If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

²³ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.



Project title: Creation of the first Sierra Leone Transfusion Center <i>(Creazione del primo Centro Trasfusionale della Sierra Leone)</i>		Sector: 12110-12181-12191-12281			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²⁴	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Sierra Leone, Freetown	1.518.947,37	Coordinator	Ministry of Foreign Affairs and International Cooperation (Italy) AISPO San Raffaele Hospital	AICS: 1.365.347,37 € NGO: 93.600,00 € HSR: 60.000,00 €	10/04/2018 09/04/2020
Objectives and results of the action		Overall Objective: To ensure accessibility to blood and safe products for patients in need, with particular reference to pregnant women, nursing mothers, infants and children Specific Objective: To improve transfusion services and ensure availability of blood with priority to the Freetown area Results: 1) The first Transfusion Center in Sierra Leone is built and equipped at the Connaught Hospital in Freetown 2) National transfusion service staff is adequately trained according to international standards 3) Blood derivatives are produced and blood validation is implemented			

²⁴ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Project title: Strengthening services provided by the Comboni Hospital in Wau in its clinical and educational responsibilities also in response to the migration flows of South Sudan <i>(Rafforzamento dei servizi forniti dall'Ospedale comboniano di Wau, nelle sue responsabilità cliniche ed educative, in risposta ai flussi migratori dal Sud Sudan)</i>		Sector: 12181-12191			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ²⁵	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
South Sudan, Wau	1.140.386,25	Coordinator	Ministry of Foreign Affairs and International Cooperation (Italy) AISPO Comboni Hospital	AICS: 1,023,386,25 € NGO: 9,000,00 € Comboni: 108,000,00 €	04/04/2018 03/04/2020
Objectives and results of the action		Overall Objective: To contribute to improved access to healthcare services with an upgraded capacity of assistance for the population of South Sudan, also to prevent migration flows out of the country and improve the living conditions of internally displaced persons Specific Objective: To expand and improve some services of the Comboni Hospital in Wau that are considered priorities by local health authorities and by hospital management: polyclinic services, maternal and child health services, maintenance and supervision/management Results: 1) Hospital Outpatient Service made more efficient and able to provide better services with particular regard to maternal-infant (obstetric-gynecological, pediatric, neonatal) 2) Department of Maternity Hospital strengthened and able to offer better services in monitoring pregnancy and childbirth 3) Clinical engineering service for the Hospital started and including a laboratory for the maintenance of biomedical equipment and plants 4) Five-year strategic plan of structural and organizational/functional development for the Hospital elaborated and inclusive of plan drawings of development/maintenance of buildings and list of equipment (with estimate of all costs)			



Project title: Intervention for the improvement of health conditions in the rural population of the Pacific Coast, victim of the armed conflict, without access to health services through health promotion actions and prevention of diseases		Sector: 12191-12181			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²⁶	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Colombia Pacific Coast Region (Chocó, Cauca, Valle, and Nariño)	622.934,00 €	Coordinator	<u>European Civil Protection and Humanitarian Aid Operations</u>	ECHO: €570.000,00	01/09/2018 31/12/2019
Objectives and results of the action		Overall Objective: To contribute to the improvement of health conditions of the population of the Colombian Pacific Coast, victim of the armed conflict and without access to basic health services Specific Objective: To reduce morbidity and mortality in populations of the Pacific Coast, affected by the armed conflict, without access to health services, with emphasis on risk groups such as children and pregnant women Results: 1) Improved access to primary health care services for the population affected by the conflict in the Pacific Coast, through visits of the San Raffaele Ship 2) Improved Maternal and Child Health Care at the Community level, through the training of traditional birth attendants and community mothers, with an ethno-cultural approach 3) Promoted health and prevented disease of the population victim of the conflict in the Colombian Pacific Coast through community awareness and epidemiological surveillance activities			

²⁵ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

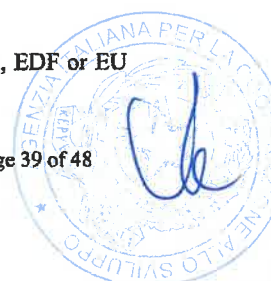
²⁶ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Project title: Intervention for the improvement of health conditions and risk management of the population victim of armed conflict and of migrants living in the Pacific Coast, through a strategy of Primary Health Care, Psychosocial support and strengthening of local capacities		Sector: 12191-12181			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²⁷	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Colombia Pacific Coast Region (Chocó, Cauca, Valle, and Nariño)	987.677,69	Coordinator	<u>European Civil Protection and Humanitarian Aid Operations</u>	ECHO: 900.000,00 €	01/04/2020 31/03/2021
Objectives and results of the action		<p>Overall Objective:</p> <p>To contribute to the improvement of health conditions and risk management of the population of the Colombian Pacific Coast, victim of the armed conflict and without access to basic health services</p> <p>Specific Objective:</p> <p>To reduce morbidity and mortality of the Pacific Coast population affected by the armed conflict by improving the quality and accessibility of health care, as well as community resilience in disaster risk management</p> <p>Results:</p> <ol style="list-style-type: none"> 1) Improved access to primary health care services for victims of the conflict through missions of the San Raffaele Hospital Boat 2) Improved maternal and sexual and reproductive health care, through visits by the Barco San Raffaele, awareness campaigns and training of traditional midwives, at the community level 3) Strengthened institutional and community preparedness and coordination capacities for disaster risk reduction and improved emergency medical response, including to face COVID-19, in the Pacific Region 4) Enhanced capacity to respond to emergencies through access to a crisis modifier 			

1.3. Co-applicant(s)'s experience (if applicable)

N/A

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



1.4. Affiliated entity(ies) experience (if applicable)

N/A

THE LEAD APPLICANT²⁸

EuropeAid ID number²⁹	IT-2007-CRX-2711164677
Name of the organisation	AISPO – Italian Association for Solidarity among People

1.5. Identity

The lead applicant's contact details for the purpose of this action	Italian Association for Solidarity among People, Via Olgettina 58, 20132 Milan, Italy
Legal entity file number³⁰	266
Abbreviation	AISPO
Registration number (or equivalent)	2016/337/000116/1
Date of registration	4 April 2016
Place of registration	Decreto Iscrizione elenco AICS
Official address of registration	Via Olgettina 46 Milan, Italy 20132
Country of registration³¹/ Nationality³²	Italy/Italian
Website and e-mail address of the organisation	www.aispo.org
Telephone number: country code + city code + number	tel. +39. 02.2643.4481
Fax number: country code + city code + number	fax +39. 02.2643.4484

²⁸ Remember to submit filled in organisation data forms (Annex F) for the lead applicant, each co-applicant and each affiliated entity together with the full application form.

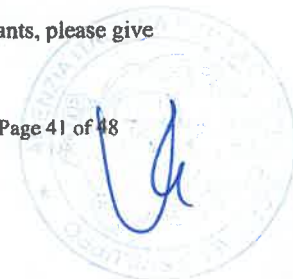
²⁹ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit https://ec.europa.eu/europeaid/search/site/pador_en

This information does not need to be provided in case of calls where the European Commission is not the contracting authority.

³⁰ If the lead applicant has already signed a contract with the European Commission.

³¹ For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location).

³² For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location).



FE

The contracting authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.

THE CO-APPLICANT(S)

N/A

1.6. Description of the affiliated entity(ies)

N/A

1.7. Affiliated entity(ies)'s statement

N/A

ASSOCIATES PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of Section 2.1.3 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate <number>
Full legal name	
EuropeAid ID number³³	
Country of registration	
Legal status³⁴	
Official address	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Experience of similar actions, in relation to role in the implementation of 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	

³³ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit https://ec.europa.eu/europeaid/search/site/pador_en.

³⁴ E.g. non-profit, governmental body or international organisation.

CHECKLIST FOR THE FULL APPLICATION FORM

T05-EUTF-HOA-SDN-13-01

IMPROVING ACCESSIBILITY AND QUALITY OF HEALTH SERVICES FOR MIGRANTS,
REFUGEES, IDPS AND HOST COMMUNITIES IN RED SEA AND KASSALA STATES

ADMINISTRATIVE DATA	To be filled in by the lead applicant
Name of the lead applicant	Italian Association for Solidarity among People
EuropeAid ID number	IT-2007-CRX-2711164677
Nationality³⁵/country and date of registration³⁶	Italian/Italy
Legal entity file number³⁷	266
Legal status³⁸	No profit entity
Co-applicant³⁹	
Name of the co-applicant	
EuropeAid ID number	
Nationality/country and date of registration	
Legal entity file number (if available)	
Legal status	
Affiliated entity⁴⁰	
Name of the affiliated-entity	
EuropeAid ID number	
Nationality/country and date of registration	
Legal status:	
Specify to which entity you are affiliated (lead applicant and/or the co-applicant).	
Specify the kind of affiliation you have with that entity.	

³⁵ For individuals.

³⁶ For organisations.

³⁷ If the lead applicant has already signed a contract with the European Commission.

³⁸ E.g. non-profit, governmental body, or international organisation.

³⁹ Add as many rows as co-applicant(s).

⁴⁰ Add as many rows as affiliated entities.



BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF		Tick the items off below	
		Yes	No
Title of the proposal: Strengthening primary health care for refugees, IDPs and the host communities in the Red Sea and Kassala States, with special reference to women and children			
PART 1 (ADMINISTRATIVE)			
1. The correct grant application form has been used.		✓	
2. The declaration by the lead applicant has been filled in and signed. The lead applicant, the co-applicants and the affiliated entities have filled in the declaration on honour on exclusion criteria and selection criteria		✓	
3. The proposal is typed and is in English Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.		✓	
4. One original and <1 copy(ies)> are included		✓	
5. An electronic version of the proposal is enclosed		✓	
6. Each co-applicant has completed and signed the mandate and the mandate is included. NA		✓	
7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. NA		✓	
8. The budget is enclosed, in balance, presented in the format requested, and stated in [EUR]		✓	
9. The logical framework has been completed and is enclosed.		✓	
PART 2 (ELIGIBILITY)			
10. The action will be implemented in [an] eligible [country(ies)] [region(s)] and in the minimum required number of eligible [countries] [regions].		✓	
11. The duration of the action is between 5 months and 7 months(the minimum and maximum allowed).		✓	
12. The requested EU contribution is between 500.000 EUR and <854.000 EUR (the minimum and maximum allowed).		✓	
13. The requested EU contribution is 100% of the total eligible costs (minimum and maximum percentage allowed). ⁴¹		✓	
14. The amount of financing requested on the basis of result based simplified cost options is supported by appropriate justification in the "justification sheet" of the Budget and in case of other SCOs the methods are based on <i>a priori</i> obtained ex-ante assessment.		✓	
[For restricted procedures: 15. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage.]		✓	
You may add points if the guidelines for applicants foresee additional eligibility criteria for the action			

⁴¹ If applicable, insert an additional % of the total accepted costs.

DECLARATION BY THE LEAD APPLICANT (FULL APPLICATION)

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

- the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
- the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the lead applicant certifies the legal statuses 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;
- 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;
- 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;
- 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;
- the lead applicant, the co-applicant(s) and the affiliated entities must fill in and sign the 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;
- 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.
- **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;**
- 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

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.

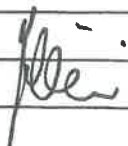
August 2020

Annex A - Application Form AISPO grant SDN13_final

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Signed on behalf of the lead applicant

Name	Fabio Ciceri
Signature	
Position	AISPO President
Date	21 OTT. 2020





تمويل من الاتحاد الأوروبي
FUNDED BY EUROPEAN UNION



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

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

IMPACT	INDICATORS	TARGET	BASELINE	Current Value	SOURCE AND MEANS of VERIFICATION	ASSUMPTIONS
To improve the well-being of host communities, migrants, refugees and IDPs in Red Sea and Kassala States	1. % coverage of regular health care	1. The access to health services improved of 25%	<p>The baseline is based on</p> <ul style="list-style-type: none"> AICS assessments and survey conducted in Port Sudan and Kassala State Oxfam GRANT study conducted in Port Sudan Surveys conducted by Health Global Centre 	<p>Reference data</p> <p>The baseline is based on</p> <ul style="list-style-type: none"> AICS assessments and survey conducted in Port Sudan and Kassala State Oxfam GRANT study conducted in Port Sudan OECD health and social determinants 	<ul style="list-style-type: none"> Data from the Central Bureau of statistics (CBS) Baseline survey and project interim and final reports NGOs/INGOs reports Reports from IOM/UNHCR Reports from the relevant Sudanese Ministry 	



OUTCOME To improve the quality and sustainability of Primary Health Services (PHC) in favour of the host communities, migrants, refugees and IDPs in Kassala and Red Sea States.	1. % of beneficiary having access to the health services at the communities' level of the locality areas. 2. # of days of operational health services in the target localities 3. # of beneficiaries appreciate the health care in the target health services	1. At least 35% of beneficiaries (women, men and children) have access to the health service in their locality 2. The basic PHC and its services are opened 5 days per week 3. 50% of beneficiaries appreciate the services of health centres	1. Present/absent not enough detailed 2. Target facilities: • OPD visit • ANC 1 • ANC 4 • SBA Delivery/expected delivery	The baseline is based on • AICS assessments and survey conducted in Port Sudan and Kassala State	• SMoH and LHAs health policies and strategies • SMoH annual reports • HIS (DHS2) data • Health facilities reports • Direct observation	Peace prevails, and security is maintained No major natural and man-made disasters No limitation to individual movement COVID-related measures and risks do not affect the implementation of the activities.
OUTPUTS O1. Health system governance and accountability are improved	INDICATORS 1. % of Annual operational plans including budget are prepared by LHAs in the target areas	TARGET 1. 100% of target LHA has an annual operational plan	BASELINE 1. Annual operational plan usually not available		SOURCE AND MEANS of VERIFICATION • Periodic reports prepared by SMoH and LHAs • Project interim and final reports • Localities annual report	ASSUMPTIONS • State and local authorities are willing to cooperate for the implementation of the project • Availability of adequate staff from the



<p>O2. Improved Primary Health Care (PHC) service coverage and increased Reproductive Health (RH) and Nutrition services demand and utilization</p>	<p>% of target facilities/communities have 1 qualified HRH staff by the end of the program</p> <p>% of target communities covered by RH services</p>	<p>100% of target facilities have 1 qualified HRH by the end of the program</p> <p>100% of target communities are covered at least by CMW's services</p>	<p>1. Present/absent, relevant reliable</p> <p>2. Target facilities +locality +state+nationalOPD visit</p> <p>3. Target facilities+ locality+state+national ANC 1, ANC 4</p> <p>4. Target facility organogram/payroll</p>	<p>Health Facility reports</p> <ul style="list-style-type: none"> HIS/DHS2 LHA supervision reports MoH reports and reports from regular supervision visits Reports from monitoring visits by donor and stakeholders 	<p>beneficiary side to participate and cooperate in the project activities</p> <ul style="list-style-type: none"> Health facilities are accessible for most of the year (rain, insecurity) Monitoring mechanisms are working effectively Adequate human resources are available to participate in the capacity building activities. Target communities are willingness and cooperative
<p>O3. Improved PHC and Mother and Child Health (MCH) services accessibility for marginalized groups (migrants, refugees and IDPs)</p>	<p>% of children with measles and dose of DPT vaccines</p>	<p>At least 15% new children under 5 years old received measles and dose of DPT vaccines</p>	<p>1. Annual needs assessment not present at localities/ state level</p> <p>2. SMOH level plan is not comprehensive of persons of concerns</p>	<p>Program reports</p> <ul style="list-style-type: none"> Health Facility reports SMOH and LHAs plans and policies Reports from monitoring visits by donor and stakeholders Reports from structured community interviews 	



ACTIVITIES	OBJECTIVELY VERIFIABLE INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
<u>Activity 1</u> Activity 1.2 Provide Capacity Building and Technical Assistance to target LHAs for health system management.	N. 4 LHAs Organogram available N. 4 LHA annual operational plan N. 10 of the monthly meeting for facilities head staff and midwives	<ul style="list-style-type: none"> • Project reports • SMoH reports • LHAs reports • Site Visits 	<u>Assumption</u> <ul style="list-style-type: none"> - Support from local health authorities - adequate HRH are allocated - adequate resources for PHC services and LHA running cost allocated
<u>Activity 2</u> Activity 2.2. Provide training and on job training to front line health workers through partnerships with continuing professional development (CPD), Academy of Health Sciences (AHS) and Universities.	N. 3 of diagnostic and or therapeutic protocols developed and shared N. 4 of awareness campaigns organized N. 12 of reproductive kits donated N. 4 of therapeutic protocols on drugs management developed and shared	<ul style="list-style-type: none"> • LHAs Documents and Reports • Localities Annual Plan • LHAs meeting minutes • SMoH Reports • HIS/DHS2 • Site Visits • Localities Planning Reports • Program Reports • Training • Documentation • LHAs/MoHs reports • Meeting Minutes • Program Reports • LHAs/MoHs reports • Training attendance sheets 	<ul style="list-style-type: none"> - Policies and strategies accepted and enforced at local level - The political and security situations are stable - Economic situation is stable - Regular and easy accessibility to localities and beneficiary communities
Activity 2.5. Strengthen EmOC services and the implementation of a referral system at the locality level	N. 2 of BEmOC and CEmOC referral services available at Locality Level		<u>Risks:</u> <ul style="list-style-type: none"> - local institutions and communities reluctant to accept changes - reduced health findings - restriction in program sites accessibility - restrictive cultural/religious norms to care accessibility
Activity 2.6. Support National programs to increase women health and mitigate/prevent woman health risk factors, (e.g. Cervical Cancer and Breast Cancer-prevention and early detection programs).	N. 10 local centres providing material for cervical cancer prevention		



<p>Activity 3</p> <p>Activity 3.2 Rehabilitate and refurbish key health facilities in target localities</p> <p>Activity 3.4. Strengthen community based health services for migrants, refugees and IDPS</p>	<p>3 key health facilities refurbished and equipped</p> <p>20 % improved routinely immunisation services for children and pregnant women</p> <p>N. 4 communities involved in waste management and vector campaigns</p>	<ul style="list-style-type: none"> • Protocols developed and shared • Meeting minutes • Site visits and meetings • Program Reports • Program Documentation • Interim and final reports • Program Reports • CPD/AHS/University trainings • documentation • Reports • List of supplies donated • DHS2 • Program Reports • program Reports • LHAs reports • SMoH reports • DHS2 • Site visits • Hospital records • HC records • DHS2 	
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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;



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- 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;



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- 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



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- 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.

1. Budget for the Action

Costs	Duration: 7 Months			Total Cost (in EUR)
	Unit	# of units	Unit value (in EUR)	
1. Human Resources				
1.1 Local Staff				
1.1.1 Technical				
1.1.1.1 Logisticians/drivers	Per month	7	1.000,00 €	7.000,00 €
1.1.1.2 Procurement expert	Per month	7	1.200,00 €	8.400,00 €
1.1.1.3 Medical Doctors	Per month	7	4.200,00 €	29.400,00 €
1.1.1.4 Biomedical engineer	Per month	6	1.200,00 €	7.200,00 €
1.1.1.5 ICT Expert	Per month	4	700,00 €	2.800,00 €
1.1.1.6 Local nurses and doctors	Per month	7	1.500,00 €	10.500,00 €
1.1.2 Administrative / support staff				
1.1.2.1 Administrative assistant	Per month	7	700,00 €	4.900,00 €
1.2 International Staff				
1.2.1 Project Coordinator	Per month	7	6.000,00 €	42.000,00 €
1.2.2 Nurses/Obstetricians	Per month	7	12.000,00 €	84.000,00 €
Subtotal Human Resources				196.200,00 €
2. Travel				
2.1 International and domestic travel	Per flight	11	1.500,00 €	16.500,00 €
2.2 Insurance	Per month	22	115,00 €	2.530,00 €
2.3 Visa and Covid tests fees	Per unit	11	180,00 €	1.980,00 €
2.4 Local transportation	Per month	7	200,00 €	1.400,00 €
Subtotal Travel				22.410,00 €
3. Equipment and supplies				
3.1 Rent of vehicles for staff and awareness campaigns	Per month	7	2.500,00 €	17.500,00 €
3.2 Supply of biomedical equipment for the three refurbished facilities in the Red Sea	Per locality	3	30.000,00 €	90.000,00 €
3.3 Supply of biomedical equipment for all involved services and for training	Per locality	5	10.000,00 €	50.000,00 €
3.4 Spare parts for biomedical equipment and maintenance for services	Forfait	1	20.849,81 €	20.849,81 €
3.5 Supply of ICT and computer equipment for LHAs and services	Per locality	5	2.500,00 €	12.500,00 €
3.6 Medical consumables for services and training	Per month	7	10.700,00 €	74.900,00 €
3.7 Reproductive health Kits	Per unit	12	1.800,00 €	21.600,00 €
Subtotal Equipment and supplies				287.349,81 €
4. Local office				
4.1 Vehicle costs	Per month	7	1.400,00 €	9.800,00 €
4.2 Offices/guesthouses rent (Kassala and Red Sea)	Per month	7	2.200,00 €	15.400,00 €
4.3 Consumables - office supplies	Per month	7	500,00 €	3.500,00 €
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month	7	500,00 €	3.500,00 €
Subtotal Local office				32.200,00 €
5. Other costs, services				
5.1 Conferences and seminars (logistics, organisation, lecturers, etc.)	Per locality	5	3.000,00 €	15.000,00 €
5.2 Training and awareness raising (logistics, organisation, sensitisation staff, printing material, etc.)	Per locality	5	12.400,00 €	62.000,00 €
5.3 Monitoring Missions AISPO	Per day	22	200,00 €	4.400,00 €
5.4 Expenditure verification / Audit	Per unit	1	4.000,00 €	4.000,00 €
5.5 Financial services (bank guarantee, costs etc.)	Per month	7	300,00 €	2.100,00 €
5.6 Visibility activities	Per month	7	1.000,00 €	7.000,00 €
Subtotal Other costs and services				94.500,00 €
6. Other (rehabilitation of 3 health centres in the Red Sea State)				
6.1 Rehabilitation of Dem Mayo	Forfait	1	55.000,00 €	55.000,00 €
6.2 Rehabilitation of Hoshiry	Forfait	1	50.000,00 €	50.000,00 €
6.3 Rehabilitation of Alyarmouk	Forfait	1	60.000,00 €	60.000,00 €
Subtotal Other				165.000,00 €
7. Subtotal direct eligible costs of the Action (1-6)				797.659,81 €
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)				55.836,19 €
9. Total eligible costs of the Action, excluding reserve (7+ 8)				853.496,00 €
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)				
11. Total eligible costs (9+10)				853.496,00 €
12. - Taxes ¹¹				
- Contributions in kind ¹²				
13. Total accepted¹¹ costs of the Action (11+12)				853.496,00 €



2. Justification of the Budget for the Action

Costs	All Years	
	Clarification of the budget items Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action)	Justification of the estimated costs Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.7.5 of the Guidelines for Grants Applicants
1. Human Resources		
1.1 Local staff		
1.1.1 Technical		
1.1.1.1 Logistics/drivers	Considering the number of activities and the complexity of the project, one logistics driver per State (2 on the whole) is necessary. They will be involved in all the activities.	The salary is aligned with local salaries for this kind of figure (€ 500 per person per month for 7 months, for a total cost of € 7000)
1.1.1.2 Procurement expert	The local procurement expert will be involved in all procurement actions (macro budget entries 3 to 5) through market research, contacts with suppliers, preparation of purchase orders and contracts, etc.	The salary is aligned with local salaries for this kind of figure (€ 1.200 euro per month for 7 months, for a total cost of € 8.400)
1.1.1.3 Medical doctors	High profile local medical doctors are necessary to support the expatriate staff in all clinical activities (output 2), especially in consideration of the fact that long term expatriates are nurses/obstetricians and some activities involve also medical doctors. We expect to hire 3 persons.	The salary is aligned with local salaries for this kind of figure (€ 1.400 euro per month per person for 7 months, for a total cost of € 28.400)
1.1.1.4 Biomedical engineer	This figure is necessary to assess the maintenance state of existing medical equipment, furniture, instruments and the needs for new equipment, to be purchased thanks to the actions (macro budget entries 3 to 5). Moreover this profile will provide technical assistance as regards maintenance of biomedical equipment. Technical specifications for procurement are his responsibility.	The salary is aligned with local salaries for this kind of figure (€ 1.200 euro per month for 6 months, for a total cost of € 7.200)
1.1.1.5 ICT Expert	Activities related to output 1 especially need the support of an ICT expert, as regards the assessment, maintenance and possibly procurement of ICT for LHAs.	The salary is aligned with local salaries for this kind of figure (€ 700 euro per month for 4 months, for a total cost of € 2.800)
1.1.1.6 Local nurses and doctors	Training and awareness raising activities, as well as activities related to immunisation and waste management (outputs 2 and 3) need the support of a team of nurses and doctors that can dedicate some extra time to the tests and who will receive incentives for the purpose.	€ 1.500 per month for 7 months are budgeted for a flexible team of health staff for a total cost of € 10.500
1.1.2 Administrative / support staff		
1.1.2.1 Administrative assistant	The Administrative assistant will support the project coordinator in all the activities related to the project. He/She will take care of the administrative, bank and accounting issues.	The salary is aligned with local salary for this kind of figure (€ 700 euro per month for 7 months, for a total cost of € 4.900)
1.2 International staff		
1.2.1 Project Coordinator	The project coordinator, specialized in health programs management, is responsible for the implementation and coordination of all activities on the ground. He will be present for the entire duration of the project.	Gross salary € 6.000 euro x months per 7 months, for a total cost of € 42.000,00.
1.2.2 Nurses/obstetricians	The project foresees the presence on the ground of a series of nurses (at least 2) and obstetricians able to provide training on the job, traditional training, technical assistance in all clinical activities of outputs 2 and 3.	Gross salary according to single experts experience will range from € 3.000 to € 6.000 a month for all 7 months. We foresee a budget of € 12.000 per month, able to cover a minimum of 2 professionals, for a total project cost of € 84.000.
Subtotal Human Resources		
2. Travel		
2.1 International and domestic travel	The long and short missions are in total 11 (2 flights per year for the project coordinator, 4 for nurses/obstetricians, 3 for histopathologists). The travel comprehends also the 2 flights for the monitoring missions.	11 flights (round trip) with a cost of € 1.500 each (economic class) include also the internal flights to Port Sudan. For a total cost of € 16.500.
2.2 Insurance	All expatriate staff are insured before travelling for the whole duration of the mission. Covid tests are compulsory in enter Sudan. Visas are also covered.	Insurance cost per month is € 115. We foresee to cover 22 months on the whole, including all expatriate staff. For a total cost of € 2.530.
2.3 Visa and Covid tests fees		We expect a cost of € 180 per mission for 11 missions. For a total cost of € 1.980.
2.4 Local transportation	The expatriates in long and short missions will need local transportation especially to travel among the two States and between localities within each.	Local transportation is calculated in € 200 per month, for the whole duration of the project. For a total cost of € 1.400.
Subtotal Travel		
3. Equipment and supplies		
3.1 Rent of vehicles for staff and awareness campaigns	A minimum of two vehicles need to be rent, one per State to carry out the activities of all outputs. Moreover, for campaigning and training more means of transport need to be activated (such as bicycles).	We budget € 2.500 per month for the whole project duration. Total cost: € 17.500
3.2 Supply of biomedical equipment for the three refurbished facilities	The three facilities involved in refurbishment (activity 3.2) have already been assessed and a budget per facility has been estimated to equip them and make them operative.	We estimated a cost of € 30.000 per facility, for a total of € 90.000
3.3 Supply of biomedical equipment for all involved services and training	For providing technical assistance and training and put the health staff in the condition to improve the quality of their services, health facilities need to have a minimum set of equipment.	The 5 localities have a budget of € 10.000 each, for a total cost of € 50.000
3.4 Spare parts/equipment for machines, tools	Existing equipment needs to be assessed as regards maintenance and spare parts needs, to avoid the waste of resources	A forfekt budget of € 20.849,81 has been identified.
3.5 Supply of ICT and computer equipment for LHAs and services	Computers, printers, software as well as furniture integration for the offices of LHAs and facilities might necessary to be able to carry out the activities of output 1 and 3 especially.	The 5 localities have a budget of € 2.500 each, for a total cost of € 12.500
3.6 Medical consumables for services and training	For providing technical assistance and put the health staff in the condition to improve the quality of their services, health facilities need to have a minimum set of consumables, useful also while training	The budget is € 10.700 per month, for the whole project duration, for a total cost of € 74.900
3.7 Reproductive health Kits	The project foresees in activity 2.2 the provision of 12 RH kits in the 5 localities	The cost of each kit is € 1.800 per 12 kits, for a total cost of € 21.600
Subtotal Equipment and supplies		
4. Local office		
4.1 Vehicle costs	Fuel for the cars and possibly bicycles	An estimation of € 1.400 per month is necessary for the implementation of all the activities of the project (total cost for 7 months is € 9.800)
4.2 Offices rent	The rent of offices/guesthouses in the two States for expatriate staff in long and short assignment is necessary	€ 2.200 per month is aligned with the local market prices, for a total cost for 7 months of € 15.400
4.3 Consumables - office supplies	Consumables are considered stationary for the office as: pens, paper, toner, etc. (related to all activities)	€ 500 per month is aligned with the amount of the activities. The total cost for 7 months is € 3.500
4.4 Other services (tel/fax, electricity/heating, maintenance)	Other services are: telephone, fax, electricity, internet, a/c system, etc. (related to all activities)	500 euro per month is aligned with the activities (total cost for 7 months is € 3.500)
Subtotal Local office		
5. Other costs, services		
5.1 Conferences and seminars (logistics, organisation, lecturers, etc.)	We expect to carry out conferences and seminars, for all outputs. This budget is necessary for organising the conferences, paying lecturers, supplying refreshments, allowing participants from LHAs and facilities to travel to venues.	We estimated a budget of € 3.000 per locality (5 localities) for a total cost of € 15.000
5.2 Training and awareness raising (logistics, organisation, sensibilisation staff, printing material, etc.)	Training is a core aspect of the project, as well as awareness raising. All outputs are involved, especially 2 and 3. This budget line is necessary to organise the training and awareness raising activities, support the transportation of the staff, pay the printing and the elaboration of brochures and manuals, as well as awareness raising products. Short missions by expert histopathologists are covered in the budget line for the specific expertise needed for training related to cancer prevention (2.6). Community workers need to be paid to carry out the campaigns.	A budget of € 12.400 per locality (5 localities) is estimated, for a total cost of € 62.000
5.3 Monitoring Missions AISPO	Internal project monitoring is carried on by AISPO HQ in Milan twice during the project duration.	Estimated 11 days per mission at 200 euro/day, 2 missions, total cost € 4.400
5.4 Expenditure verification/Audit	External expenditure Audit for all the activities (in AISPO's HQs). AISPO will select an audit company (registered to the National Accredited Auditors) which will certify the financial reports.	Considering the value of the project we estimate a unitary amount of € 4.000
5.5 Financial services (bank guarantee, costs etc.)	Financial services are necessary to implement the purchases of all the project activities. For each bank transfer there is a charge and it will be covered by this budget item.	Financial services will be calculated on a monthly basis of € 300, for a total of € 2.100
5.6 Visibility actions	Related to all the activities during the whole period project, the budget line covers the cost for: leaflets, stickers on purchased equipment, posters, video shooting, photography, social media communication. We will follow donor's rules.	We estimated a budget of € 1.000 per month for a total cost of € 7.000
Subtotal Other costs, services		
6. Other (Rehabilitation of 3 Health Centres in the Red Sea State)		
6.1 Rehabilitation of Dem Mawa	BoQ are already available for the rehabilitation of this centre	BoQ estimated a total budget of € 55.000
6.2 Rehabilitation of Hoshiy	BoQ are already available for the rehabilitation of this centre	BoQ estimated a total budget of € 50.000
6.3 Rehabilitation of Alayarmouh	BoQ are already available for the rehabilitation of this centre	BoQ estimated a total budget of € 60.000
Subtotal Other		



3. Expected sources of funding & summary of estimated costs¹

	Amount EUR	percentage %
Expected sources of funding		
EU/EDF contribution sought in this application (A)	853.496,00 €	100,0%
Other contributions (Applicant, other Donors etc)		
Revenue from the Action	0	
To be inserted if applicable and allowed by the guidelines: In-kind contributions ⁵	0	
Expected TOTAL CONTRIBUTIONS	€ 853.496,00	
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ² (B)		
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/B x 100)	853.496,00 €	100%
To be inserted if applicable and allowed by the guidelines: Taxes/In-kind contributions ⁵	0	
Estimated TOTAL ACCEPTED COSTS ³ (C)		
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/C x 100)	853.496,00 €	100%

- Expected sources of funding and estimated costs must be in balance. It is reminded that the figures introduced in the table shall respect all the
- as per heading 11 of the Budget of the Action
- as per heading 13 of the Budget of the Action
- do not round, enter percentage with 2 decimals (e.g. 74,38%)
- as per heading 12 of the Budget of the Action
- with reference to art.17.4 (b) of the General Conditions



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

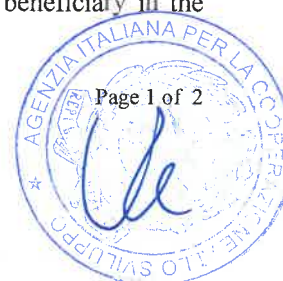
2.1. The nationality rule

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



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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).

ANNEX V

Request for payment for grant contract

European Union external actions

August 2020
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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.

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.



Handwritten mark

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

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

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

Outcome (Oc) – "<Title of Outcome > "

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

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

(...)

Output 1.1. (Op 1.1.)

(...)

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

B. ACTIVITIES

Activity 1.1.1.

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

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

Activity 1.1.2.

<...>

2.3. Logframe matrix updated

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

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

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

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

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 <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 <i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p>Assumptions <i>Factors outside project management's control that may impact on the activities-outputs linkage.</i></p>
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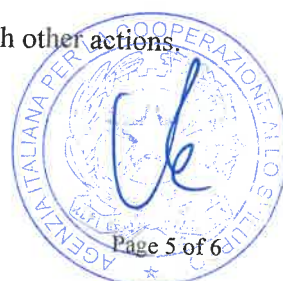
2.5. Please provide an updated action plan for the future activities of the project⁶

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 affiliate entity 1
Preparation Activity 2 (title)													Beneficiary or affiliate entity 2
Etc.													

3. Beneficiaries/affiliated entities, trainees and other cooperation

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

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



<Contract number>

<Start date and end date of the reporting period>

- 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:

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



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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.



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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).

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

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

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.



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:



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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	Per month								
1.1.2 Administrative/support staff	Per month								
1.2 Salaries (gross amounts incl social sec charges and other related costs, expatriate 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								
Subtotal Human Resources									
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 Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
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)									
Expenditures	Previous period (dd/mm/yyyy-dd/mm/yyyy)				Real Previous Period	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)
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								
Subtotal Human Resources									
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...									
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 Provision for contingencies (maximum 5% of 7, subtotal direct eligible costs of the Action)									
10.2 Volunteers' work									
11. Total eligible costs (9+ 10)	Per day								
12. - Taxes									
13. Total accepted costs of the action (11+ 12)									

Contract No

Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Interim financial report:
period (dd/mm/yyyy-dd/mm/yyyy)

Expenditures

Interim financial report: period (dd/mm/yyyy-dd/mm/yyyy)										
Budget as per contract/addendum				Reallocation	Expenditure incurred				Variation in comparison with budget/reallocation	
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 (q)= c (or r) - f
	(a)	(b)	(c)=a*b	(r)	(a)	(b)	(c)=a*b	(d)	(f)=c+d	
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)	Per month									
1.3 Per diems for missions/travel	Per month									
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)										

Contract No Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)																
Final financial report: period (dd/mm/yyyy-dd/mm/yyyy)				Budget as per contract/addendum		Reallocation	Expenditure incurred			Variations in comparison with initial budget/addendum						
Expenditures				Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)	Reallocation allowed (Article 9.4 of the General Conditions)	# Units	Unit value ^(e) (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
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																
11. Total eligible costs (9+10)																
12. - Taxes																
- Contributions in kind																
13. Total accepted costs of the action (11+12)																



Final sources of funding

	Amount EUR
Applicant contribution	
Other contributions (other Donors etc)	
Name	Conditions
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 comment

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

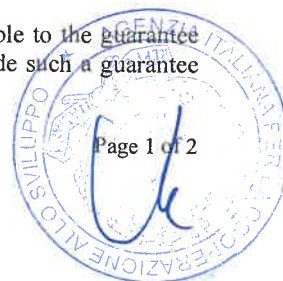
[Any request to pay under the terms of the guarantee must be countersigned by the head of delegation of the European Union or his designated empowered deputy as per the applicable Commission rules. (This sentence should be deleted when the contracting authority is the Commission)]

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 5000)	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 Name & Position

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ANNEX VIII_transferassetownership_en



ANNEX IX
TERMS OF REFERENCE FOR AN
EXPENDITURE VERIFICATION OF A SERVICE CONTRACT
(FEE-BASED)
EXTERNAL ACTIONS OF THE EUROPEAN UNION

▪ **How to use this terms of reference MODEL**

▪ **(also applies to Annex 1)**

- **insert** the information requested between <...>.
- **choose** the optional text between [...] highlighted in grey when applicable or delete.
- **delete** all yellow instructions and the present text box.

The present terms of reference apply to the verification of expenditure declared in financial reports under the following contracts:

1) Service Contract¹ number and title of the action <...>

[2) Service Contract² number and title of the action <...>]

<Repeat contracts/reports as applicable>

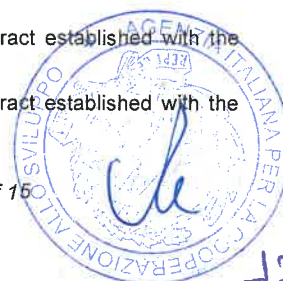
Detailed information is provided at the cover page of Annex 1.

1 Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier is identified as "Verification Contract"

2 Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier is identified as "Verification Contract"

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1 Introduction

The present document and the Annexes listed in Section 8 are the terms of reference ('ToR') on which the Contractor agrees to engage 'the Expenditure Verifier' to perform a verification of expenditure reported by Reporting Entities.

Where in these ToR the 'Contracting Authority' is mentioned, this refers to the <European Commission or name of another contracting authority>, which has signed the Service Contract with the Contractor and finances the services. The Contracting Authority is not party to this agreement

These ToR will become an integral part of the contract concluded between the Contractor and the Expenditure Verifier.

They apply to expenditure verifications contracted by the Commission or by the Contractor and cover the verification of expenditure incurred under the EU financed contracts on the cover sheet.

2 Objectives and context

The Expenditure Verifier is expected:

- to carry out the agreed-upon procedures listed in Section 6, and
- to issue reports based on the template in Annex 2 which will support the Contracting Authority's conclusions on the eligibility of the reported expenditure and the related follow-up.

The expenditure verification will be performed as [<Choose either one or both> a desk review or/and fieldwork at the location indicated in Annex 1.]

The Expenditure Verifier is not expected to provide an audit opinion.

3 Standards and Ethics

The Expenditure Verifier shall undertake this engagement in accordance with:

- the International Standard on Related Services ('ISRS') 4400 Engagements to perform Agreed-upon Procedures regarding Financial Information as promulgated by the IFAC;
- the IFAC Code of Ethics for Professional Accountants, developed and issued by IFAC's International Ethics Standards Board for Accountants (IESBA), which establishes fundamental ethical principles for Auditors with regard to integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards.

Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the Contracting Authority requires that the Expenditure Verifier is independent from the Reporting Entity and complies with the independence requirements of the IFAC Code of Ethics for Professional Accountants.

4 Requirements for the Expenditure Verifier

By agreeing these ToR, the Expenditure Verifier confirms meeting at least one of the following conditions:

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- The Expenditure Verifier is a member of a national accounting or auditing body or institution which in turn is a member of the International Federation of Accountants (IFAC).
- The Expenditure Verifier is a member of a national accounting or auditing body or institution. Although this organisation is not member of the IFAC, the Expenditure Verifier commits to undertake this expenditure verification in accordance with the IFAC standards and ethics set out in these ToR.
- The Expenditure Verifier is registered as a statutory auditor in the public register of a public oversight body in an EU member state in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (this applies to auditors and audit firms based in an EU member state)³.
- The Expenditure Verifier is registered as a statutory auditor in the public register of a public oversight body in a third country and this register is subject to principles of public oversight as set out in the legislation of the country concerned (this applies to auditors and audit firms based in a third country).

5 Scope

5.1 *Contracts and Financial Reports covered by these ToR*

The Contract(s) and Financial Reports subject to this expenditure verification are indicated on the cover sheet and in Annex 1.

5.2 *Conditions for Eligibility of Expenditure*

As per the Article 28.3 of the General Conditions of Service contracts, the Expenditure Verifier must satisfy itself that relevant, reliable and sufficient evidence exists that:

- (a) the experts employed by the contractor for the contract have been working as evidenced on the contract (as corroborated by independent, third-party evidence, where available) for the number of days claimed in the contractor's invoices and in the financial reporting spreadsheet submitted with the interim progress reports; and
- (b) the amounts claimed as incidental expenditure have actually and necessarily been incurred by the contractor in accordance with the requirements of the terms of reference of the contract.

The conditions for eligibility are stipulated in the Contracts which are provided in Annex 1 (including riders).

On the basis of its verification, the Expenditure Verifier submits to the contractor an expenditure verification report in accordance with the model in Annex 2.

³ Directive 2006/43 of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts, amending Council Directives 78/660/EEC and 83/349/EEC and repealing Council Directive 84/253 EEC.

6 Verification Process and Methodology

6.1 Preparation of the Verification

The Expenditure Verifier shall prepare the verification and agree on the timing for carrying out the expenditure verification, notably with regard to fieldwork (if any) (see Section 6.2. for applicable maximum time lags). The Expenditure Verifier will then also confirm with the Contractor the location(s) indicated in Annex 1 and ensure that relevant supporting documents as well as key staff are available during the verification.

6.2 Preparatory Meeting, Fieldwork, Desk Review

[The Contractor foresees a preparatory meeting with the Expenditure Verifier which will be held <Choose either one or both> by conference call or at <name and address of the meeting place should be clearly stated>.]

The field work or desk review shall commence as soon as possible and not later than <number> calendar days after the signature of the verification contract or the date of availability of the Financial Report (i.e. financial report, supporting documents and other relevant information).

6.2.1 Engagement Context, Materiality, Risk Analysis, Sampling

The Expenditure Verifier's procedures should include:

- obtaining a sufficient understanding of the engagement context including the contractual conditions, the Contractor and the applicable EC laws and regulations which are set out in Section 5 above (Scope). The Expenditure Verifier should pay specific attention to the contractual provisions relevant for the Service contract.

The understanding should be sufficient to identify and assess the risks of material errors or misstatements in the expenditure stated in the Financial Report in order to determine the size and structure of the expenditure sample to be tested, whether caused by error or fraud, and sufficient to design and perform further verification procedures.

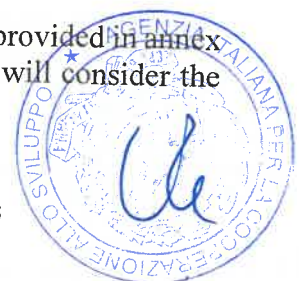
- performing a risk analysis.

This work involves an assessment of the inherent risks that:

- The Financial Report is not reliable, i.e. that it does not present, in all material aspects, the actual expenditure incurred in conformity with applicable conditions.
- Expenditure declared in the financial report has not, in all material aspects, been incurred in conformity with applicable contractual conditions.
- Fraud and irregularities have occurred which could have had an impact on expenditure reported under the contract.

The Expenditure Verifier should assess the inherent risk based, inter alia, on the number and complexity of the transactions, the complexity of the activities provided for by the Contract, the number of implementing entities involved and the environment where the Contract is implemented.

In addition the Expenditure Verifier, based inter alia on the information provided in annex 1 to the Terms of Reference (*Engagement Context / Key Information*) will consider the



control risk, i.e. whether the design of the Internal Control System sufficiently mitigates the identified inherent risks and whether it is plausible that it is operating effectively.

The outcome of the risk analysis has to be clearly described in the Verification Report (Annex 2, Section 2.1).

- determining the sample size.

For the purpose of determining what the overall material misstatement or error is, the Expenditure Verifier will apply a materiality threshold of 2% of the total amount of the gross reported expenditure with a confidence level of 95%.

- establishing the sample and selecting the individual items for testing.

The link between the risk assessment and the size and composition of the sample, as well as the sampling method (statistical/non-statistical) must be clearly described in the Verification Report (Annex 2, Section 2.2).

- Performing the expenditure checks relevant to the eligibility requirements applicable to the contract.

6.2.2 Fieldwork / Desk Review

The main task during the fieldwork or desk review will be to perform the substantive tests. Key information about the testing process must be provided in the Verification Report (Annex 2, Section 4).

6.2.3 Debriefing Memo and Closing Meeting

At the end of the fieldwork or desk review, the Expenditure Verifier should prepare a debriefing memo, organise a closing meeting with the Contractor in order to discuss the findings, obtain its initial comments and agree on any additional information to be provided at a later date.

6.2.4 Documentation and Verification Evidence

Evidence to be used for performing the expenditure verification tests is all financial and non-financial information which makes it possible to examine the expenditure declared in the Financial Report.

The Expenditure Verifier documents matters which are important in providing evidence to support the report of factual findings, and evidence that the work was carried out in accordance with ISRS 4400 and these ToR.

6.3 Reporting

6.3.1 Structure and Content of the Report

The use of the Expenditure Verification Report template in Annex 2 of these ToR, including the annexed tables, is **compulsory**.

If the verification scope covers Financial Reports related to different Contracts, a separate and specific report should be issued for each Contract.

The report should provide basic information about the Contract and should describe the outcome of the risk analysis and its implications on the sampling. The report should also give an overview of the substantive testing and fully disclose the information regarding the items included in the expenditure population and in the sample. The report should finally detail the findings identified through the performance of the agreed-upon procedures.

The report should be presented in <language>. The Expenditure Verifier will submit within < number of working days to be indicated by the Contractor > working days of the conclusion of the field work a draft report to the Contractor for comments to be received within < number of working days to be indicated by the Contractor > working days. This delay expired, the Expenditure Verifier will provide the final report to the Contractor within < number of working days to be indicated by the Contractor > working days from the receipt of the comments (if any).

6.3.2 Expenditure Verification Findings and Recommendations

The factual findings shall be reported in accordance with the formats and criteria specified in the Expenditure Verification Report template (Annex 2). The description of findings will include the standard applied (e.g. art. xx of the General Conditions of the Contract), the facts and the analysis of the Expenditure Verifier.

The verification report should include all financial findings made by the Expenditure Verifier, regardless of the amount involved. Changes in the financial findings occurring between the draft and final report as a result of the consultation procedure should be clearly and sequentially reported.

7 Other Matters

7.1 Subcontracting

The Expenditure Verifier will not subcontract without prior written authorisation from the Contractor.

8 Annexes

Annex 1 - Engagement Context / Key Information

Annex 2 - Model for Expenditure Verification Report



Annex 1/<...⁴>: Engagement Context / Key Information

Contract⁵ and report summary

[Annex to be completed by the Contractor]

Information about the Service Contract	
Reference number and date of the Service Contract	< Contracting Authority's reference for the Contract>
Service contract title	
Country	
Contractor	<Full name and address of the Contractor as per the Service Contract>
Start date of the contract	
End date of the contract	
Financial Report(s) subject to verification:	<DD/MM/YYYY-DD/MM/YYYY> <DD/MM/YYYY-DD/MM/YYYY> <DD/MM/YYYY-DD/MM/YYYY>
Total amount of the invoice and invoice date	<Total amount as per the Contractor's invoice subject of this verification and the invoice date>
Total amount invoiced to the Contracting Authority to date	<Total amount invoiced by the Contractor, the number of invoices and the invoice dates and references>
Total amount received to date by the Contractor from Contracting Authority	<Total amount received as per dd.mm.yyyy>
Contracting Authority	[<Name, position/title, phone and E-mail of the contact person at the Contracting Authority>. (To be completed only if the Contracting Authority is not the Commission.)]
European Commission	<Name, position/title, phone and E-mail of the contact person in the Delegation of the European Union in the country concerned, or if applicable at Headquarters>
Auditor	< Name and address of the audit firm and names/positions of the auditors>

⁴ Sequential number. Fill in a separate annex per contract covered.

⁵ Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier is identified as "Verification Contract".

A Logistics		
Issue	Question	Reply
Locations	1. Where does the Contractor retain the accounting records?	
	2. Where does the Contractor retain the original supporting documents?	
	3. Where were contractual activities carried out?	
	4. Where is key project staff available to provide information and explanations?	
Languages	5. Which is the contractual language?	
	6. Which is the language of the accounting records?	
	7. Which are the languages of supporting documents?	
	8. Which languages are spoken by key project staff?	

B Contractual Conditions		
Contract amount	9. What is the total amount of the contract?	

C Financial Report (enclosed as Annex 1.1)		
Financial report	10. Approximately how many expense transactions have been reported / are expected to be reported in the Financial Report?	
	11. What is the distribution of these transactions (e.g. fees, incidental expenditure, lump sums etc.), Are the transactions few/many of large/small value?	
	12. To what extent have Project transactions been carried out in cash?	[high, medium, low]
	13. In which currencies has expenditure been incurred?	
	14. What is the reporting currency?	
	15. How many other Financial Reports have already been presented by the Contractor under this contract?	

D Previous contracts verifications, audits or monitoring		
Previous verifications,	16. Which previous experience did the Contractor have with EC Service contracts and associated regulations?	

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Terms of Reference for an Expenditure Verification of a Service Contract (fee-based) page 9 of 15



audits monitoring	or	17. How many of the previously presented Financial Reports (if any) have been subject to audit/verification by external consultants contracted by the Contractor?	
		18. Have any verification, audit or monitoring exercises other than those referred to under point 17 been carried out with regard to the contract or the Contractor that are relevant for the scope of the current verification?	
		19. Have any significant findings been raised under the exercises referred to under points 17 and 18? If so, what are they?	
		20. Have any instances of fraud or irregularities been previously identified in dealings with the Contractor?	

Annex 1/<... >.1: Financial Report(s) to be verified

E Contact Details

Contractor: <full name of the entity subject to audit>

Address		Country	
Phone		Fax	
Website			

Key contact

Annex 1/<... >.2: Contract and riders

<Other documents to be sent to the Auditor, (e.g. narrative reports, previous audit reports)>

<Annex 2: Model for >Expenditure verification Report

<To be printed on AUDITOR'S letterhead>

Report for an Expenditure Verification of a Service Contract (Fee – Based)

External Actions of the European Union

<Title of and number of the Service contract >

How this model should be completed by the Expenditure Verifier

- **insert** the information requested between <...>
- **choose** the optional text between [...] highlighted in grey when applicable or delete
- **delete** all yellow instructions and the present text box



1. Background information

1.1. Short description of the action subject to verification

Contract number and title:	
Contract type	<service contract...>
Financial Report(s) subject to verification	<DD/MM/YYYY-DD/MM/YYYY> <DD/MM/YYYY-DD/MM/YYYY> <DD/MM/YYYY-DD/MM/YYYY>
Contractor	< Identify the Contractor and provide key information about their legal form, nationality, size, main field(s) of activity and other elements deemed relevant – max 200 words>
Location(s) where the Contract is implemented	
Contract execution period	
Contract implementation status	< indicate on-going or completed >
General and specific objectives of the Contract	
Synthetic description of the activities, outputs and target group	<max 300 words>

1.2. Basic financial information on the Contract (at the time of the verification)

Expenditure

	Estimated number of working days in the Budget of the contract	Fee rate per working day in the Budget of the contract	Number of working days claimed	Fees claimed (amount)	Amount claimed
FEES (including overheads):					
...					
PROVISION FOR INCIDENTAL EXPENDITURE:					
...					
LUMP SUMS					
PROVISION FOR EXPENDITURE VERIFICATION					
MAXIMUM CONTRACT VALUE					

1.3. Verified Financial Reports/Invoices

See annex 2.1

2. Risk analysis

2.1. Outcome of risk analysis

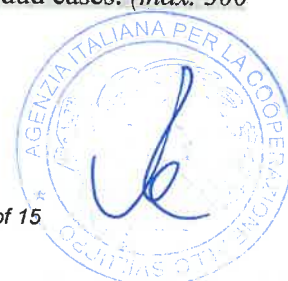
Based on the risk analysis performed according to the Terms of Reference, provide succinct information about the identified risks that may affect the verified report, regarding the action, the context in which the latter is implemented, the beneficiaries and the target group.

<E.g. of risks are transactions incurred in several currencies, technical complexity, high corruption perception index, instances of political interference, predominance of cash payments, number of parties involved, partners lacking administrative capacity, known weaknesses in internal control systems, lack of involvement or cooperation of the target group, history of fraud cases. (max. 300 words)>

In addition, please identify possible mitigating factors.

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< E.g. previous audit or verification work, evidence of close follow up by the contracting authority, good results yielded in the past by the implementing partner, etc. (max. 150 words)>

2.2 Implications on the sampling

Explain how the identified risk factors are reflected in the structure and size of the sample.

<Based on the identified risk factors, describe how the sample was selected (e.g. statistical/judgemental sampling, stratification, etc.), what type of transactions were prioritised (e.g. amount above xx EUR, staff expenditure, incidental expenditure etc.) what is the coverage ratio in amount and number of transaction (max. 200 words)>

3. Transaction population and sample

Sampling Highlights/Overview

The sample size was determined based on a materiality threshold of 2% of the total amount of reported expenditure with a confidence level of 95% and considering the risk analysis presented above.

Report/invoice: <indicate the report/invoice number and cut-off dates>		
	Population	Audited sample
Number of transactions		
Value of transactions EUR		

[If more than one financial report/invoice is verified, repeat as applicable]

A complete list of the transactions included in the population is to be included in Annex 2.3.

4. Substantive testing

Short description of the testing process

Compliance with the Terms of Reference and with the International Standard on Related Services (ISRS) 4400.

<Confirm that the relevant testing procedures were fully applied or disclose any scope limitation. Also confirm that the testing was executed in accordance with the International Standard on Related Services (ISRS) 4400, "Engagements to Perform Agreed-upon Procedures Regarding Financial Information".>

Provide the key information about the testing process.

<E.g. describe if the verification work took place at the implementing partner's premises, whether qualified representatives of the auditee were present, if they were cooperative, if the supporting documentation was available in full, if additional documents had to be received after the field mission, whether evidence of the equipment transfer is available, if physical inspections were performed, any scope limitations, etc. (max. 300 words)>

5. Summary of findings

5.1. Summary of errors detected

<Description of the main outcomes of the transaction testing (e.g. type of errors detected, type of transactions, geographic scope, sector, involved implementing partners, etc.) (max. 200 words)>

5.2 Audit team

<List names and expert category levels for this report.>

<Name and signature of the Verifier>

<Verifier's address: office having responsibility for the audit>

[for final reports <Date of signature> the date when the final report is signed]

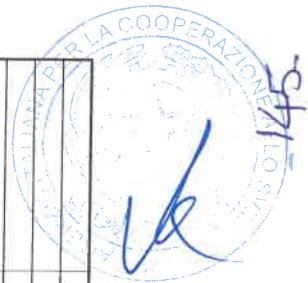
Annex 2.1: Financial reports/invoices provided by the auditee

Annex 2.2: Procedures performed

Annex 2.3: Table of transactions - provided as Excel file

Annex 2.4: Table of errors - provided as Excel file



[illegible]

[illegible]



A. I. S. P. O.

A.I.S.P.O.

ASSOCIAZIONE ITALIANA PER LA SOLIDARIETÀ TRA I POPOLI

O.N.L.U.S. - ORGANIZZAZIONE NON LUCRATIVA DI UTILITÀ SOCIALE
PERSONALITÀ GIURIDICA RICONOSCIUTA CON D.M 24.07.1992 - TRIBUNALE DI MILANO N. 1358 REGISTRO PERSONE GIURIDICHE
ISCRITTA ALL'ELENCO DELLE ORGANIZZAZIONI DELLA SOCIETÀ CIVILE DELL'AICS CON DECRETO N. 2016/337/000116/1

ANNEX H

Declaration on honour on exclusion criteria and selection criteria

The undersigned *Fabio Ciceri*, representing:

(only for natural persons) himself or herself	(only for legal persons) the following legal person:
ID or passport number: (‘the person’)	Full official name: Italian Association for Solidarity Among People (AISPO) Official legal form: EuropAID ID: IT-2007-CRX-2711164677 Statutory registration number: n. 2016/337/000116/1 Full official address: Via Olgettina 58, 20132, Milan, Italy VAT registration number (fiscal code): 97032410157 (‘the person’)

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority¹, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

Date of the declaration	Full reference to previous procedure
-	-

Fabio Ciceri declares that AISPO:

(1) is eligible in accordance with the criteria set out in the specific call for proposals;
(2) has the required financial and operational capacity as set out in the specific call for proposals ² ;
(3) has not received any other Union funding to carry out the action subject of this grant application and commits to declare immediately to the Commission/ the Agency any other

¹ The same institution or agency.

² This does not apply to affiliated entities except if their financial capacity and operational capacity is necessary due to the fact that the beneficiary sponsored of these affiliated entities does not have the required capacity itself.



PC

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such Union funding it would receive until the end of the action.

IF ANY OF THE ABOVE REQUIREMENTS IS NOT SATISFIED, PLEASE INDICATE in annex to this declaration which and THE NAME OF THE CONCERNED PERSON WITH A BRIEF EXPLANATION.

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

(4) declares that the above-mentioned person is in one of the following situations: FOR GRANTS: <i>[If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person with a brief explanation.]</i>	YES	NO
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under EU or national legislation or regulations;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and Article 3 of the Convention on the fight against corruption involving	<input type="checkbox"/>	<input checked="" type="checkbox"/>

officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the applicable law.		
(iii) conduct related to a criminal organisation, referred to in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an contracting authority, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) it has been established by a final judgment or final administrative decision that the person or entity has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(h) it has been established by a final judgment or final administrative decision that an entity has been created with the intent provided for in point (g).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(i) for the situations under points (c) to (h) the person is subject to: <ul style="list-style-type: none"> i.facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii.non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii.facts referred to in decisions of entities and persons being entrusted with EU budget implementation tasks; iv.information transmitted by Member States implementing Union Funds; v.decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or 	<input type="checkbox"/>	<input checked="" type="checkbox"/>



vi. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.		
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II – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON AND BENEFICIAL OWNERS.

Not applicable to natural persons, Member States and local authorities

(5) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares) or a beneficial owner of the person (as referred to in point 6 of article 3 of Directive (EU) N°2015/849) is in one of the following situations: <u>[FOR GRANTS: <i>If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation.</i></u>	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (c) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (g) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (h) above (person created with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE [LEGAL] PERSON

[FOR GRANTS: *This section applies only to declarations that include a person for which a natural or legal person assumes unlimited liability for debts*

(6) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations <u>[If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation]:</u>	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(7) declares that AISPO:	YES	NO	N/A
Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

V – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(8) declares that AISPO:
was <u>not</u> previously involved in the preparation of documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise. <i>If yes, please indicate in annex to this declaration the name(s) of the concerned person(s) with a brief explanation.</i>

[VI] – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

[VII] – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority, the person must provide information on the natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners. It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or the subcontractor, and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

For situations described in (a), (c), (d) (f), (g) and (h) production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide



evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority³. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

[FOR GRANTS: If selected to be awarded a grant, the person subject to this declaration accept(s) the terms and conditions laid down in the grant contract.

The person subject to this declaration may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name: Fabio Ciceri
AISPO President

Date: 21 OTT. 2020

Signature:



[FOR PROCUREMENT: The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	-

[VIII] – SELECTION CRITERIA

(9) declares that AISPO complies with the selection criteria applicable to it individually as provided in the tender documents:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section <i>[insert]</i> of the contract notice/Instructions to tenderers/Guidelines for grant applicants;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section <i>[insert]</i> of the contract notice/Instructions to tenderers/Guidelines for grant applicants;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section <i>[insert]</i> of the contract notice/Instructions to tenderers/Guidelines for grant applicants.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

³ The same institution or agency.

(10) the above-mentioned person is the sole tenderer or the leader in case of a consortium, declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of consortium and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[IX] – EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender documents and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority⁴. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	-

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name:
Fabio Ciceri
AISPO President

Date: 21 OTT. 2020

Signature:




⁴ The same institution or agency.





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	ASSOCIAZIONE ITALIANA PER LA SOLIDARIETA' TRA I POPOLI		
	ITALIAN ASSOCIATION FOR SOLIDARITY AMONG PEOPLE		
BUSINESS NAME (if different)			
ABBREVIATION	AISPO		
LEGAL FORM	ASSOCIATION		
ORGANISATION TYPE	FOR PROFIT <input type="checkbox"/> NON FOR PROFIT <input checked="" type="checkbox"/> NGO ② YES <input type="checkbox"/> NO <input type="checkbox"/>		
MAIN REGISTRATION NUMBER ③	266		
SECONDARY REGISTRATION NUMBER (if applicable)	2016/337/000116/1		
PLACE OF MAIN REGISTRATION	CITY	MILAN	
	COUNTRY	ITALY	
DATE OF MAIN REGISTRATION	20	12	2012
	DD	MM	YYYY
VAT NUMBER	97032410157		
ADDRESS OF HEAD OFFICE	VIA OLGETTINA 58		
POSTCODE	20132	P.O. BOX	
		CITY	MILAN
COUNTRY	ITALY	PHONE	00390226434481
E-MAIL	AISPO@HSR.IT		

DATE 13/01/2019

SIGNATURE OF AUTHORISED REPRESENTATIVE

Fabio Ciceri

STAMP



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

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

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





FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm#en

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

BANKING DETAILS ①

ACCOUNT NAME ②	AISPO		
IBAN/ACCOUNT NUMBER ③	IT13E0837432480000000103514		
CURRENCY	EURO		
BIC/SWIFT CODE	CCRTIT2TBAR	BRANCH CODE ④	
BANK NAME	BANCA DI CREDITO COOPERATIVO DI BARLASSINA		
ADDRESS OF BANK BRANCH			
STREET & NUMBER	VIA C. COLOMBO 1/3		
TOWN/CITY	BARLASSINA (MB)	POSTCODE	20825
COUNTRY	ITALY		

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER	AISPO		
STREET & NUMBER	VIA OLGETTINA 58		
TOWN/CITY	MILAN	POSTCODE	20132
COUNTRY	ITALY		

REMARK

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤

BANCA DI CREDITO COOPERATIVO
BARLASSINA

DATE (Obligatory)

10/01/2019

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

X

- 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.



**RAMO CAUZIONI - 91**

AGENZIA	GENOVA - 400942	COD.	400942
NR° POLIZZA	40094291002231	NR° APP.:	1
CONTRAENTE	ASSOCIAZIONE ITALIANA PER LA SOLIDARIETÀ TRA I POPOLI- AISPO		

APPENDICE DI PRECISAZIONE

Con la presente appendice, che forma parte integrante della su indicata polizza, di comune accordo tra le parti, si dà e si prende atto di quanto segue:

Con la presente appendice, che deroga alle condizioni generali di polizza e che forma parte integrante della su indicata polizza, di comune accordo tra le parti, si dà; e si prende atto di quanto segue:

AGENZIA ITALIANA PER LA COOPERAZIONE ALLO SVILUPPO

Via Salvatore Contarini, 25

00135 - Roma

di seguito denominata "autorità contrattante".

Garanzia di finanziamento per il rimborso del prefinanziamento pagabile in base al contratto di sovvenzione Award letter del 1 novembre 2020

La sottoscritta Compagnia Assicuratrice Tua Assicurazioni Spa, con sede legale in Largo Tazio Nuvolari, 1 - 20143 Milano, iscritta nel registro delle imprese di Milano al n. 1716504, C.F./P.IVA 02816710236, autorizzata ad esercitare le assicurazioni nel ramo cauzioni con Provvedimento IVASS n. 2631 del 01/10/2008, ed in regola con il disposto della legge 10 giugno 1982 n.348, domiciliata presso Largo Tazio Nuvolari, 1 - 20143 Milano, a mezzo del suo Direttore Tecnico, dott. VERBRIGGHE BENOIT MICHEL, nato a Beauvais (Francia) il 6 aprile 1975, Codice Fiscale VRBBTM75D06Z110V nella sua qualità di Dirigente Procuratore dichiara irrevocabilmente di garantire in qualità di obbligato principale, e non solo come fideiussore, per conto dell'ONG AISPO - Associazione Italiana per la Solidarietà tra i Popoli, Via Olgettina 58 Milano 20132, di seguito denominato "il coordinatore", il pagamento di una somma massima ad AICS Khartoum di 153.629,28 (Euro centocinquantatremilaseicentoventinove/ventotto) (30% dell'anticipo di EUR 512.097,60 (cinquecentododicimilanovantasette/sessanta), pari al 60% del valore di finanziamento; tale importo rappresenta la garanzia di cui all'articolo 4 delle condizioni speciali del contratto tra AISPO e AICS Khartoum, di seguito denominato "il contratto" relativo al progetto "Improving accessibility and quality of Health services for migrants, refugees, IDPs and host communities in Red Sea and Kassala States".

Il pagamento viene effettuato senza opposizioni o procedimenti legali di qualsiasi tipo, al ricevimento della prima richiesta scritta (inviata con lettera raccomandata con ricevuta di ritorno) in cui si dichiara che il coordinatore non ha rimborsato il prefinanziamento su richiesta o che il contratto è stato rescisso. Non ritarderemo il pagamento, né ci opporremo ad esso per alcun motivo. Non beneficemo in nessun caso delle difese della cauzione. Vi informeremo per iscritto non appena il pagamento sarà stato effettuato.

Accettiamo in particolare che nessuna modifica dei termini del contratto possa liberarci dall'obbligo di questa garanzia. Rinunciamo al diritto di essere informati di qualsiasi cambiamento, aggiunta o modifica del contratto.

Prendiamo atto che la garanzia sarà svincolata al più tardi 45 giorni dopo il primo dei seguenti eventi:

- quando il saldo previsto dal contratto sarà stato pagato;
- [e comunque al più tardi 18 mesi dopo la fine del periodo di attuazione dell'azione indicata nel contratto].

La legge applicabile a questa garanzia è quella dell'Italia. Qualsiasi controversia derivante da o in relazione alla presente garanzia è deferita ai tribunali dell'Italia.

Tale garanzia entra in vigore ed ha effetto al momento del pagamento del prefinanziamento al coordinatore.

Effettuato a Milano, il 06/11/2020

MOD. TESTLIB 3 - ED. 01/01/2010

stampata in data 10/11/2020

COPIA PER LA DIREZIONE



1 / 2



V034040094209140094291002231000000006112020D

TUA Assicurazioni S.p.A. - Sede legale Largo Tazio Nuvolari 1, 20143 Milano - Italia - Tel. (+39) 800 533 533 - Fax (+39) 02 27 73 355 - P. IVA del Gruppo IVA Cattolica Assicurazioni n. 04596530230 - R.E.A. della C.C.I.A.A. di Milano n. 1716504 - Cap. Soc. euro 25.100.000 - Liv. - servizi@tuaassicurazioni.it - tuaassicurazioni@pec.it - Impresa autorizzata all'esercizio delle assicurazioni con provvedimento IVASS n. 1041 del 20/11/1998, pubblicato sulla Gazzetta Ufficiale n. 277 del 26/11/1998 - Albo Imprese IVASS n. 1.00132 del 3/1/2008 - Società del Gruppo Cattolica Assicurazioni, iscritta all'Albo dei gruppi assicurativi al n. 019 e soggetta all'attività di direzione e coordinamento da parte della Società Cattolica di Assicurazione - Società Cooperativa - Verona
www.tuaassicurazioni.it



[Firma]
[Funzione presso l'istituto finanziario/bancario]

[Firma]
[Funzione presso l'istituto finanziario/bancario]

Fermo ed invariato il resto.

Emessa in 4 esemplari ad un solo effetto in MILANO il 10/11/2020.

TUA ASSICURAZIONI S.P.A



IL CONTRAENTE





RAMO CAUZIONI
POLIZZA FIDEJUSSORIA
GARANZIA DI CONTRATTO

DATI DI POLIZZA									
AGENZIA DI EMISSIONE GENOVA - 400942					N. POLIZZA 40094291002231			C. PROD. CAU07	
CONTRAENTE ASSOCIAZIONE ITALIANA PER LA SOLIDARIETÀ TRA I POPOLI- AISPO					CODICE FISCALE 97032410157			CODICE CLIENTE	
INDIRIZZO VIA OLGETTINA				NUMERO CIVICO 58		COMUNE MILANO		PROV. MI	CAP 20132
LA POLIZZA E' STIPULATA PER LA DURATA DI:		GG 0	MM 0	AA 1	EFFETTO 06/11/2020	SCADENZA 06/11/2021	PROROGHE SEMESTRALE		
BENEFICIARIO AGENZIA ITALIANA PER LA COOPERAZIONE ALLO SVILUPPO									
INDIRIZZO VIA SALVATORE CONTARINI, 25 - 00135 - ROMA (RM)									
SOMMA GARANTITA E CLASSIFICAZIONE DEL RISCHIO									
SOMMA GARANTITA IN CIFRE Euro 153.629,28									
SOMMA GARANTITA IN LETTERE Euro centocinquantatre mila seicentoventinove/28									

LA SOTTOSCRITTA TUA ASSICURAZIONI S.P.A. (IN SEGUITO DENOMINATA SOCIETÀ), CON SEDE IN MILANO, IN REGOLA CON IL DISPOSTO DELLA LEGGE 10 GIUGNO 1982, N.348, E SUCCESSIVE MODIFICAZIONI E INTEGRAZIONI, AUTORIZZATA AD ESERCITARE IL RAMO CAUZIONI CON PROVVEDIMENTO IVASS N° 2631 DEL 01.10.2008, DOMICILIATA IN 20143 MILANO, LARGO TAZIO NUVOLARI 1, CON LA PRESENTE POLIZZA ED ALLE CONDIZIONI CHE SEGUONO, SI COSTITUISCE FIDEJUSSORE A FAVORE DEL BENEFICIARIO E FINO ALLA CONCORRENZA DELLA SOMMA MASSIMA GARANTITA DI CUI SOPRA, NELL'INTERESSE DEL CONTRAENTE, IL QUALE ACCETTA PER SE' E PER I PROPRI SUCCESSORI ED AVENTI CAUSA, DICHIARANDOSI CON QUESTI SOLIDAMENTE TENUTO PER LE OBBLIGAZIONI DERIVANTI DAL PRESENTE.

VEDERE ALLEGATO

LIQUIDAZIONE DEL PREMIO					
PRIMA RATA ALLA FIRMA	LA PRIMA RATA HA INIZIO IL		06/11/2020	E TERMINA IL	06/11/2021
	PREMIO 822,22	ADDIZIONALI *****	IMPONIBILE 822,22	IMPOSTE 102,78	TOTALE IN EURO 925,00
RATE SUCCESSIVE SEMESTRALE	PREMIO 411,11	ADDIZIONALI *****	IMPONIBILE 411,11	IMPOSTE 51,39	TOTALE IN EURO 462,50

AI SOLI EFFETTI DELLA LIQUIDAZIONE DEL PREMIO INIZIALE IL CONTRAENTE HA INDICATO IL TEMPO PRESUNTIVAMENTE NECESSARIO PER OTTENERE LA LIBERAZIONE DA PARTE DEL BENEFICIARIO, FERMO L'OBBLIGO DI PAGARE GLI EVENTUALI SUPPLEMENTI DI PREMIO, IN CASO DI MAGGIOR DURATA, DA REGOLARSI COME ALL'ART. 2 DELLE CONDIZIONI GENERALI.

RISERVATO ALLA DIREZIONE										
CODICE 134	RISCHIO Anticipazioni di contributi statali o regionali	MODULO	S. MERC.	STAMPA A	PROC.	RINM 1	BEN. U	CODOB 0	ISTAT N	CODASS 0

MOD. GARCO 1 - ED. 01/04/2015

stampata in data 10/11/2020

COPIA PER LA DIREZIONE



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TUA Assicurazioni S.p.A. - Sede legale Largo Tazio Nuvolari 1, 20143 Milano - Italia - Tel. (+39) 800 533 533 - Fax (+39) 02 27 73 355 - P. IVA al Gruppo NA Cattolica Assicurazioni n. 04596530230 - R.E.A. della C.C.I.A.A. di Milano n. 1716504 - Cap. Soc. euro 23.160.630 i.v. - servizioclienti@tuassicurazioni.it - tuassicurazioni@pec.it - Impresa autorizzata all'esercizio delle assicurazioni con provvedimento IVASS n. 1041 del 20/11/1998, pubblicata sulla Gazzetta Ufficiale n. 277 del 26/11/1998 - Albo Imprese IVASS n. 1.00132 del 3/11/2008 - Società del Gruppo Cattolica Assicurazioni, iscritta all'Albo dei gruppi assicurativi al n. 019 e soggetta all'attività di direzione e coordinamento da parte della Società Cattolica di Assicurazione - Società Cooperativa - Verona
www.tuassicurazioni.it



CONDIZIONI GENERALI DI POLIZZA**Art. 1 - Oggetto della garanzia**

La Società si impegna nei confronti del Beneficiario, nei limiti della somma massima garantita, per gli obblighi ed oneri facenti carico al Contraente verso il Beneficiario stesso e per cui questi possa valersi della cauzione, in base al contratto descritto nel frontespizio.

Art. 2 - Calcolo del premio - Durata della polizza

Il premio iniziale indicato in frontespizio è rapportato alla durata presunta della garanzia. In caso di minor durata, il premio pagato resterà acquisito dalla Società. In caso di maggior durata, il Contraente sarà tenuto in via anticipata al pagamento dei premi di proroga come liquidati nel frontespizio. L'obbligo al pagamento dei premi di proroga cesserà solo dalla data in cui il Contraente avrà fornito alla Società i seguenti documenti:

a) l'originale di polizza restituitogli dal Beneficiario con annotazione di svincolo;

oppure

b) dichiarazione del Beneficiario che liberi la Società da ogni responsabilità in ordine alla garanzia prestata, fermo restando che detta dichiarazione non avrà, in alcun caso, effetto retroattivo.

Art. 3 - Stipulazione e perfezionamento della polizza

Il presente contratto non si intende stipulato e non crea alcun vincolo giuridico se la polizza non è firmata ed il premio complessivo come innanzi indicato non è stato pagato.

Art. 4 - Mancato o ritardato pagamento dei supplementi di premio

Qualora non venga corrisposto il supplemento di premio di cui al precedente art. 2 entro 15 giorni dalla sua scadenza, la Società ne darà avviso con lettera raccomandata al Beneficiario, affinché possa provvedere al versamento, salvo il diritto di rivalersi sul Contraente, diritto che sin d'ora questi gli conferisce. Il mancato versamento del supplemento di premio entro il termine di 15 giorni dal ricevimento dell'avviso comporta la liberazione della garanzia prestata con la presente polizza e l'estinzione di ogni obbligazione della Società.

Art. 5 - Sostituzione della polizza con garanzia reale

In ogni momento, trascorso il periodo iniziale indicato in polizza ai sensi del primo comma dell'art. 4, il Contraente, a richiesta della Società ed entro 10 giorni dalla richiesta stessa, sarà tenuto a costituire, in sostituzione della presente polizza, cauzione reale, con conseguente liberazione della garanzia prestata con la polizza stessa; l'obbligo del pagamento dei supplementi di premio cessa dal momento in cui il Contraente abbia documentato la liberazione ai sensi dell'art. 2.

Art. 6 - Avviso del sinistro - Pagamento del risarcimento

Il Beneficiario dovrà comunicare, con lettera

raccomandata alla Società, entro tre giorni dalla constatazione, ogni fatto o inadempimento del Contraente da cui possono derivare obblighi alla Società stessa in base alla presente polizza.

Il pagamento delle somme dovute, nei limiti dell'importo garantito, verrà effettuato dalla Società entro 30 giorni dal verificarsi di uno dei seguenti eventi:

a) presentazione di documentazione provante che il Beneficiario ha conseguito nei confronti del Contraente titolo esecutivo non impugnato;

b) presentazione di documentazione provante che il Beneficiario ha conseguito la ammissione al passivo del fallimento del Contraente o che il suo credito è stato annotato allo stato passivo di una diversa procedura concorsuale del Contraente

La Società non ha l'obbligo di indicare i beni del Contraente da sottoporre ad esecuzione, né quello di anticipare le spese che comunque, a deroga dell'art. 1942 c.c., non sono rimborsate in garanzia.

Il Contraente nulla potrà eccepire alla Società in merito al pagamento effettuato.

Art. 7 - Coesistenza di altre garanzie - Crediti del contraente verso il beneficiario

Nel caso in cui la cauzione dovuta dal Contraente ai sensi di contratto risultasse parzialmente prestata con garanzia reale od altre forme, il Beneficiario, prima di valersi della cauzione costituita con la presente polizza, dovrà soddisfarsi sulle altre garanzie.

Dal risarcimento dovuto al Beneficiario, la Società avrà diritto di dedurre l'importo di ogni eventuale credito del Contraente verso il Beneficiario e degli eventuali recuperi effettuati da quest'ultimo prima del pagamento del risarcimento da parte della Società.

Art. 8 - Regresso - Surrogazione

Il Contraente si impegna a rimborsare alla Società, a semplice richiesta, tutte le somme da questa versate in forza della presente polizza per capitali, interessi e spese, con espressa rinuncia ad ogni e qualsiasi eccezione, comprese quelle previste dall'art. 1952 C.C.. Il tasso degli interessi di mora è convenuto in misura pari a quella del saggio ufficiale di sconto aumentato di tre punti.

La Società è surrogata al Beneficiario, nei limiti delle somme pagate, in tutti i diritti, ragioni ed azioni verso il Contraente, i suoi successori, coobbligati ed aventi causa a qualsiasi titolo.

Il Beneficiario faciliterà le azioni di recupero fornendo alla Società tutti gli elementi utili in suo possesso.

Art. 9 - Deposito cautelativo

Fermo il disposto dell'art. 1953 C.C. la Società potrà richiedere al Contraente la liberazione delle garanzie di polizza o pretendere dallo stesso e dai suoi coobbligati, anche con azione giudiziale, il versamento di una

somma pari al massimale di polizza nei seguenti casi:

a) chiamata in garanzia da parte del Beneficiario o di altri Beneficiari garantiti dalla Società;

b) sopravvenuta insolvenza del Contraente, protesti o esecuzioni a suo carico o peggioramento della sua situazione economica;

c) liquidazione, trasformazione, cessazione dell'attività o cessione di un ramo d'azienda del Contraente;

d) ritardo nella esecuzione o sospensione della prestazione garantita non concordata con il Beneficiario anche se dipendenti da fatto non imputabile al Contraente, escluse le cause di forza maggiore;

e) mancata osservanza di ordini e/o intimazioni provenienti dal Beneficiario;

f) inadempimento del Contraente agli obblighi nascenti dal rapporto garantito;

g) mancato pagamento dei premi riferiti alla presente polizza o ad altre polizze stipulate con la Società;

h) inadempimento del Contraente in ordine al rimborso delle somme pagate dalla Società o da qualsiasi altro fidejussore in esecuzione di garanzie analoghe a quella prestata con la presente polizza o di polizze fidejussorie o fidejussioni in genere.

Le somme versate o giudizialmente realizzate resteranno acquisite dalla Società a garanzia del regresso fino a che la Società stessa non venga liberata dagli obblighi tutti nascenti dalla polizza.

Verificatisi per iniziativa del Contraente la liberazione della garanzia, la Società restituirà allo stesso, con interessi legali, le somme come sopra conseguite. La Società è irrevocabilmente autorizzata a utilizzare le somme versate o giudizialmente realizzate sia per ottenere la liberazione della polizza attraverso la costituzione di cauzione in numerario a favore del Beneficiario, sia per effettuare il pagamento dell'indennizzo dovuto a termini di polizza, senza che alcuna eccezione possa essere sollevata in merito dal Contraente.

Art. 10 - Forma delle comunicazioni alla Società - Foro competente

Tutte le comunicazioni o notifiche alla Società, per essere valide, dovranno essere fatte esclusivamente con lettera raccomandata indirizzata alla sede della sua Direzione Generale, risultante dal frontespizio della polizza stessa.

Il Foro competente è esclusivamente quello della Autorità Giudiziaria dove ha sede il Beneficiario per qualsiasi controversia che possa sorgere nei confronti di esso. Per quanto si attiene invece ai rapporti tra la Società e il Contraente, il Foro competente è quello del luogo dove ha sede la Direzione della Società.

IL CONTRAENTE DICHIARA DI AVER RICEVUTO E PRESO VISIONE DELLA NOTA INFORMATIVA MOD. CAUZIONI 5 - ED. 31/05/2018 PRIMA DELLA SOTTOSCRIZIONE DELLA PRESENTE POLIZZA AI SENSI DELL'ART. 123 DEL DECRETO LEGISLATIVO N. 175 DEL 17 MARZO 1995.

IL CONTRAENTE DICHIARA INOLTRE DI AVER RICEVUTO I SEGUENTI DOCUMENTI:

- L'INFORMATIVA PRIVACY (EX ART. 13 DEL REG. UE 2018/679 RELATIVO ALLA PROTEZIONE DELLE PERSONE FISICHE CON RIGUARDO AL TRATTAMENTO DEI DATI PERSONALI) - MOD. PRIVACY 6 - ED. 08/2020
- L'INFORMATIVA AI SENSI DEL REG. ISVAP N. 5/2006 E S.M.I. RIGUARDANTE GLI OBBLIGHI DI COMPORTAMENTO DELL'INTERMEDIARIO (MOD. 7A) O DI AVERNE PRESO VISIONE IN QUANTO AFFISSO NEI LOCALI DELL'INTERMEDIARIO, E DI AVER RICEVUTO LE INFORMAZIONI GENERALI SULL'INTERMEDIARIO ASSICURATIVO E POTENZIALI SITUAZIONI DI CONFLITTO D'INTERESSI (MOD. 7B)

IL PRESENTE CONTRATTO E' STATO REDATTO IN 4 ESEMPLARI AD EFFETTO IN

MILANO

IL 10/11/2020

TUA ASSICURAZIONI S.P.A

IL BENEFICIARIO

IL CONTRAENTE

Agli effetti degli artt. 1341 e 1342 C.C. il sottoscritto dichiara di approvare specificatamente le disposizioni dei seguenti articoli delle Condizioni Generali di Assicurazione:

- Art. 2 - Calcolo del premio - Durata della polizza
- Art. 6 - Avviso del sinistro - Pagamento del risarcimento
- Art. 8 - Regresso - Surrogazione
- Art. 9 - Deposito cautelativo
- Art. 10 - Forma delle comunicazioni alla Società - Foro competente

IL PAGAMENTO DELL'IMPORTO DOVUTO PER LA PRIMA RATA E' STATO EFFETTUATO ALLA FIRMA DELLA PRESENTE, A MIE MANI IN

L'AGENTE O L'INCARICATO

