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GRANT CONTRACT

Strengthening a Decentralized Health System for protracted displaced population in Nyala -South Darfur

T05-EUTF-HOA-SD-73-01

Reference: **Grant/02/HealthPro/T05-EUTF-HOA-SD-73-01**

(the 'contract')

The Italian Agency for Development Cooperation-AICS Khartoum
Street 33 Amarat- P.O Box 793 Khartoum, Sudan,

Michele Morana
AICS director in Khartoum

(the 'contracting authority')

of the one part,

and

Mr Abbas Bello

Alight NGO Acting Country Director

Block 8, 2nd House n 129

13545, Riyadh

Khartoum Sudan

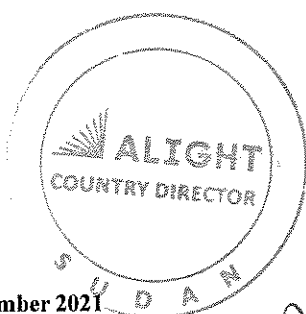
Tel +249 0122785643

(hereinafter the 'coordinator')

of the other part,

(the 'parties')

have agreed as follows:



December 2021
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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 access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur*** (the ‘action’) described in Annex I.
- 1.2 The beneficiary 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 hereby declares it has noted and accepted.
- 1.3 The beneficiary 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, as laid down in Annex I, is 12 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 latest 04 months after 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 EUR 1,000,000.00, as set out in Annex III.
- 3.2 The contracting authority undertakes to finance a maximum amount of EUR 1,000,000.00
The grant is further limited to 100% of the total eligible cost of the action specified in paragraph 1.
The final amount of the contracting authority’s contribution shall be determined in accordance with Articles 14 and 17 of Annex II.
- 3.3 Pursuant to Article 14.8 of Annex II, 7% of the final amount of direct eligible costs of the action established in accordance with Articles 14 and 17 of Annex II, may be claimed as indirect costs.

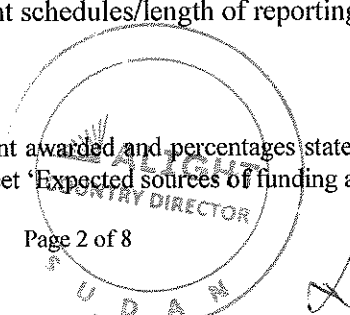
Article 4 — Reporting and payment arrangements

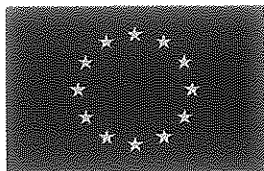
- 4.1 Payments shall be made in accordance with Article 15 of Annex II option no. 2 as set out in Article 15.1

No initial pre-financing is requested.

1. First interim payment, 30% equal to 300.000,00 EUR after the first progress report (technical and financial) approval and after the achievement of 50% expenditure equal to 150.000,00 EUR;
 2. Second interim payment, 60% equal to 600.000,00 EUR after the second progress report (technical and financial) approval and after the achievement of 80% expenditure of the first instalment equal to 240.000,00 EUR;
 3. Balance of the final amount of the grant 10% after final report approval (Technical and financial and external audit report), equal to 100.000,00 EUR;
- 4.3 Reporting requirements and payment schedules/length of reporting period:

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’





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Percentage	Description	Reporting time
First instalment: Interim payment 30%	after the first progress report (technical and financial) approval and after the achievement of 50% expenditure	1° Progress Report
Second instalment: Interim payment 60%	after the second progress report (technical and financial) approval and after the achievement of 80% expenditure of the first instalment	2° Progress Report
Balance 10%	4 months after final report approval (Technical and financial and audit report)	Final Report

- 4.4 An electronic system will be used by the contracting authority and the beneficiary(ies) for all stages of implementation including, inter alia, management of the contract (amendments and notifications), reporting (including reporting on results) and payments. The beneficiary(ies) will be required to register in and use the appropriate electronic exchange system to allow for the e-management of the contract. With regard to interim and final reports, the beneficiary(ies) will be expected to use the forms in the electronic system for encoding and submitting the reports.

The electronic management of the contract through the aforementioned system may commence on the date on which implementation of the contract starts, as described in Article 2 above, or at a later date. In the latter case, the contracting authority will inform the beneficiary(ies) in writing that he/they will be required to use the electronic system for all communications within a maximum period of 3 months.

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

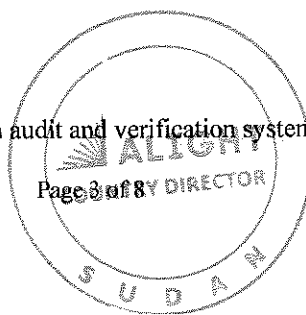
procurement.sudan@aics.gov.it

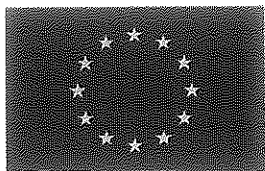
- 5.2 The expenditure verification(s) referred to in Article 15.7 of Annex II will be carried out by the contracting authority or any external body authorised by the contracting authority².

Article 6 — Annexes

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

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





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- Annex I: Description of the action (including the logical framework of the project, and the concept note)
- Annex II: General conditions applicable to European Union-financed grant contracts for external actions
- Annex III: Budget for the action (worksheets 1, 2 and 3)
- Annex IV: Procurement rules for beneficiary(ies)
- Annex V: Standard request for payment and financial identification form
- Annex VI: Model narrative and financial report
- Annex VII: Terms of reference for an expenditure verification of a European Union financed grant contract for external actions and model report of factual findings
- Annex VIII: Model financial guarantee
- Annex IX: Standard template for transfer of asset ownership

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

Article 7 — Other specific conditions applying to the action

7.1 The general conditions in Annex II are supplemented by the following:

7.1.2 VAT/ taxes, duties and charges are not eligible unless otherwise provided proven justification of the eligibility of the costs,

7.1.3 Where the implementation of the action requires the setting up or the use of a project office, the beneficiary may declare as direct eligible costs the portion of the operating costs of the project office described in the proposal which corresponds to the duration of the Action either based on costs actually incurred by the project office for the action or on the cost apportionment approach presented as part of the proposal.

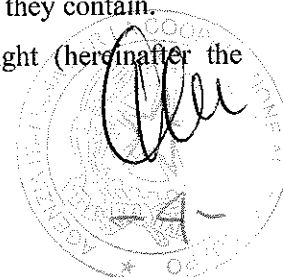
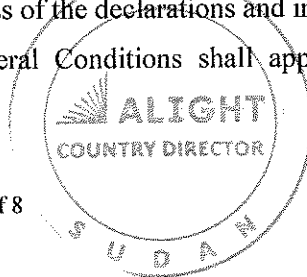
7.2 The following derogations from Annex II shall apply:

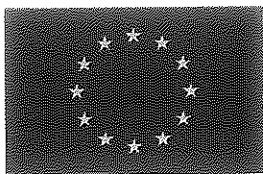
7.2.1 By way of derogation from Article 15.6 of Annex II, once the deadline laid down in Article 15.4 has expired, the coordinator shall be entitled to late payment interest in accordance with Article 15.6. In such a case, a demand must be submitted within two months of receiving late payment.

7.2.2 By derogation to Article 15.10 of Annex II, costs incurred in other currencies than the one used in the beneficiary(ies)'s accounts 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.

7.2.3 Any report sent with a payment request for further prefinancing or payment of the balance shall be considered approved if there is no written reply from the contracting authority within 45 days of its receipt accompanied by the required documents. Approval of the reports does not imply recognition of their regularity nor of the authenticity, completeness and correctness of the declarations and information they contain.

7.3 The following modifications to the General Conditions shall apply to: Alight (hereinafter the "Organisation")



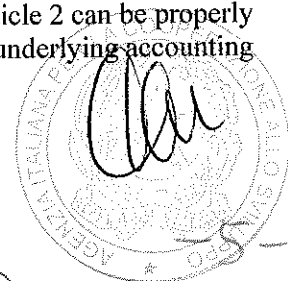
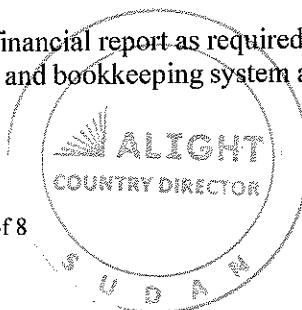


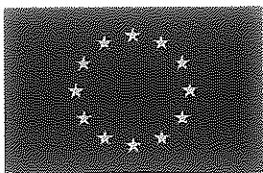
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- Nothing in this contract shall be interpreted as a waiver of the Organisation's privileges and immunities or of any specific agreement, including on verification, concluded in this respect with the European Union.
- Article 3 of the general conditions shall be supplemented as follows:
The organisation liability is subject to the rules governing the organisation's privileges and immunities.
- Article 6 of the general conditions shall be supplemented as follows:
Equipment and vehicles of the Organisation may routinely carry its emblem and other indications of ownership prominently displayed. If during the implementation of the Action, equipment, vehicles, or major supplies are purchased, the organisation shall, however, display appropriate acknowledgement on such vehicles, equipment and major supplies (including display of the European Union logo). Where such display could jeopardise the organisation's privileges and immunities or the safety and security of the organisation's staff or of the final beneficiaries, the organisation shall propose appropriate alternative arrangements. The acknowledgement and European Union logo shall be clearly visible in a manner that does not create any confusion regarding the identification of the action as an activity of the organisation, the ownership of the equipment and supplies by the Organisation, and the application to the Action of the Organisation's privileges and immunities.
- Article 7.5 of the General Conditions shall be supplemented by the following:
When the Action funded by the EU contributes to a larger action, the Organisation may transfer the equipment, vehicles and supplies paid by the budget of the Action to this larger action, if so provided for in the Special Conditions. In such case, it shall submit an inventory listing the items concerned and their use with the submission of the final report. The visibility requirements regarding the equipment, vehicles and supplies shall continue to apply at least until the end of the larger action.
Proofs of transfer of any equipment and goods transferred by the Organisation shall be attached to the final report but kept for verification according to Article 16.
- Articles 12.8 to 12.10 (Administrative and financial penalties) of the General Conditions shall be subject to the privileges and immunities of the Organisation.
- Articles 13.1, 13.3 and 13.4 of the General Conditions shall be replaced by the following:
Without prejudice to any related Financial Framework Partnership Agreement, in default of amicable settlement, the parties may refer the matter to arbitration in accordance with the Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organisations and States in force at the date of conclusion of this Agreement. The appointing authority shall be the Secretary General of the Permanent Court of Arbitration following a written request submitted by either Party. The Arbitrator's decision shall be binding on all Parties and there shall be no appeal.
- Article 14.11 of the General Conditions shall be supplemented by the following:
The following costs shall not be considered eligible: provisions, reserves or non-remuneration related costs. Employers' contributions to pension or other insurance funds run by the Organisation may only be eligible to the extent they do not exceed the actual payments made by these schemes and that the amount provisioned does not exceed the contribution that could have been made to an external fund;
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





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and other relevant records. For this purpose, the beneficiary (ies) shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for verification.

- Article 16 of the General Conditions shall be replaced by the following:

Accounting

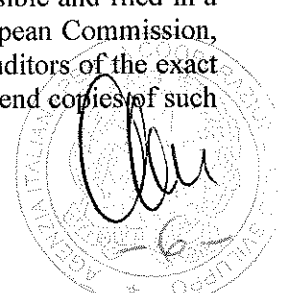
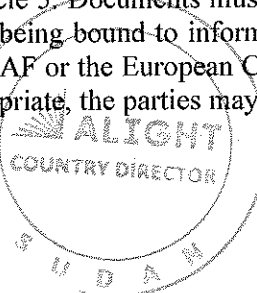
- 16.1 The Organisation shall keep accurate and regular records and accounts of the implementation of the Action. The accounting regulations and rules of the Organisation shall apply to the extent that they ensure accurate, complete, reliable and timely information. Financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the regulations and rules of the Organisation.

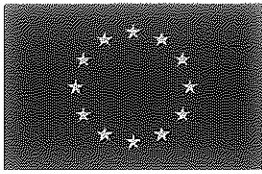
Archiving

- 16.2 For a period of five (5) years from the payment of the balance and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim or investigation by the European Anti-Fraud Office (OLAF), if notified to the Organisation, has been disposed of, the Organisation shall keep and make available according to this article all relevant financial information (originals or copies) related to the contract and to any procurement contracts and agreements for financial support.

Access and financial checks

- 16.3. The Organisation shall allow the European Commission, or any authorised representatives, to conduct desk reviews and on-the-spot checks on the basis of supporting accounting documents and any other document related to the financing of the Action.
- 16.4. The Organisation agrees that OLAF may carry out investigations, including on-the-spot checks and inspections, in accordance with the provisions laid down by EU law for the protection of the financial interests of the EU against fraud, corruption and any other illegal activity.
- 16.5. The Organisation agrees that the execution of this contract may be subject to scrutiny by the Court of Auditors when the Court of Auditors audits the European Commission's implementation of EU expenditure. In such case, the Organisation shall provide to the Court of Auditors access to the information that is required for the Court to perform its duties.
- 16.6. The European Public Prosecutor's Office also has the right of access for the purpose of checks, audits and investigations.
- 16.7. To that end, the Organisation undertakes to provide officials of the European Commission, the European Public Prosecutor's Office, OLAF and the European Court of Auditors and their authorised agents, upon request, information and access to any documents and computerised data concerning the technical and financial management of operations financed under the contract, as well as grant them access to sites and premises at which such operations are carried out. The Organisation shall take all necessary measures to facilitate these checks in accordance with its regulations and rules. The documents and computerised data may include information that the Organisation considers confidential in accordance with its own established regulations and rules or as governed by contractual agreement. Such information once provided to the European Commission, the European Public Prosecutor's Office, OLAF, the European Court of Auditors, or any other authorised representatives, shall be treated in accordance with EU confidentiality rules and legislation and Article 5. Documents must be accessible and filed in a manner permitting checks, the Organisation being bound to inform the European Commission, the European Public Prosecutor's Office, OLAF or the European Court of Auditors of the exact location at which they are kept. Where appropriate, the parties may agree to send copies of such documents for a desk review.





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- 16.8. Where applicable, the desk reviews, investigations, on-the-spot checks and inspections referred to in Article 16.3 to 16.8 shall refer to a verification that shall be performed in accordance with the verification clauses agreed between the Organisation and the European Commission. This is without prejudice to any cooperation arrangement between OLAF and the Organisation's anti-fraud bodies.
- 16.9. The European Commission shall inform the Organisation of the planned on-the-spot missions by agents appointed by the European Commission in due time in order to ensure adequate procedural matters are agreed upon in advance.
- 16.10. Failure to comply with the obligations set forth in this Article 16 constitutes a case of breach of a substantial obligation under this Agreement.

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

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.

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, one original being for the contracting authority, one original being for the European Commission, and one original being for the beneficiary(ies).

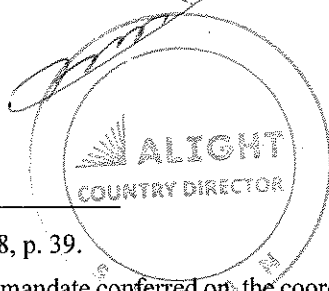
For the beneficiary(ies) ⁴

Name *Abbas Omar Bello*

Title *Acting Country Director*

Signature

Date 28/07/2022



For the contracting authority

Name Michele Morana

Title AICS Director in Khartoum

Signature

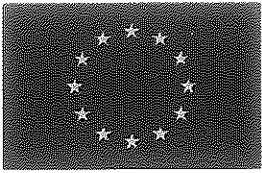
Date 27/07/2022

Michele Morana



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.

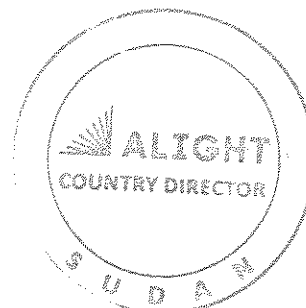


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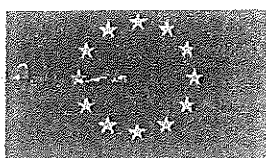
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Contracting authority: Italian Agency for Development Cooperation

Strengthening a Decentralized Health System for protracted displaced population in Nyala - South Darfur State.

T05-EUTF-HOA-SD-73-01

Reference: Grant/02/HealthPro/T05-EUTF-HOA-SD-73-01

Grant application form

Deadline for submission of

concept notes and full applications

12th June 2022 at 17:00 p.m. GMT +2 (Khartoum, Sudan)

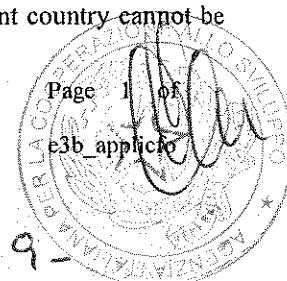
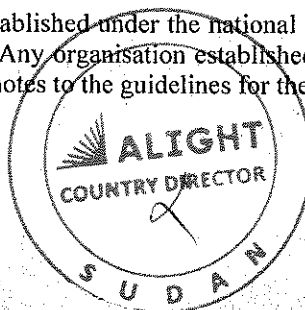
Title of the action:	Improving access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur
[Number & title of lot]	Improving SRH, MCH & PHC services for IDPs and host community in South Darfur State
Location(s) of the action:	Sudan – South Darfur - Ottash and Majok IDP camps
Name of the lead applicant	Alight
Nationality of the lead applicant ¹	United State of America

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.

December 2021

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Dossier No	
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(for official use only)

EuropeAid ID ²	US-2013-EIA-1612735110
Ongoing contract/legal entity file number (if available) ³	-
Legal status ⁴	NGO
Co-applicant ⁵	N/A
Affiliated entity ⁶	N/A

Lead applicant's contact details for the purpose of this action	
Postal address:	13545-Riyadh
Telephone number: (fixed and mobile) country code + city code + number	+249 0122785643 +249 (9) 0123 4001 +249 (9) 99004218
Fax number: country code + city code + number	N/A
Contact person for this action:	Mohammed Idriss – Acting Country Director
Contact person's email:	MohammedAI@WEAREALIGHT.ORG
Address:	Block 8(2nd) – House No 129 - Khartoum, Sudan
Website of the lead applicant:	www.wearealight.org

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the contracting authority. The contracting authority will not be held responsible in the event that it cannot contact an applicant.

² To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit

https://ec.europa.eu/europeaid/funding/about-calls-proposals/pador-helpdesk_en

³ If a lead applicant has already signed a contract with the European Commission and/or has been informed of the legal entity file number. If not, write 'N/A'.

⁴ E.g., non-profit, governmental body, international organisation.

⁵ Use one row for each co-applicant.

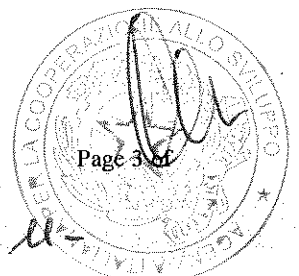
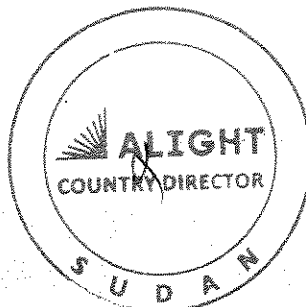
⁶ Use one row for each affiliated entity.

NOTICE

Processing of personal data related to this grant award procedure 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.

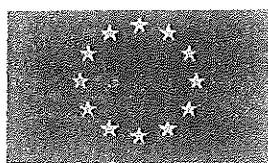
The call for proposals and the grant contract relates to an external action funded by the EU, represented by the European Commission. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.

In cases where you are processing personal data in the context of participation to a call for proposals (e.g., CVs of both key and technical experts) and/or implementation of a contract (e.g., replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate the above-mentioned privacy statement to them.



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PART A. CONCEPT NOTE

1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that if this is an open call, only the concept note shall be submitted in the first stage (not the full application). If this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the concept note but the lead applicant must ensure that the text:

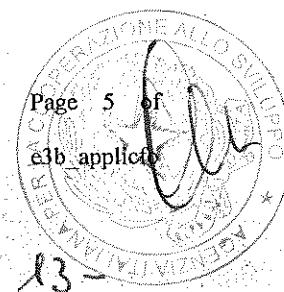
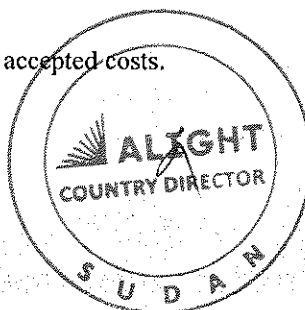
- includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
- includes the table of the summary of the action (without any limitation of size)
- **includes the description of the action (not exceeding 1 pages) and the relevance of the action (not exceeding 2 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;**
- provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

1.1. Summary of the action

Please complete the table below.

Title of the action:	Improving access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur
- Please tick the box corresponding to the specific lot for which you are applying:	T05-EUTF-HOA-SD-73-01 Priority Area 2: Reinforcing the quality of care through rehabilitation and construction works of PHC, trainings, follow ups and monitoring of the targeted clinics and promoting women and children's health in the targeted areas
Location(s) of the action: — specify country(ies), region(s) that will benefit from the action	Ottash and Majok IDP camps, Nyala, South Darfur, Sudan
Total duration of the action (months):	12 months
Requested EU contribution (amount)	1,000,000€
Requested EU contribution as a percentage of total eligible costs of the action (indicative) ⁷	%
Total indicative budget	EUR 1,000,000
Objectives of the action	Overall objective: Improve access to quality health and nutrition interventions for the displaced persons in Ottash and Majok IDP camps and their host community Specific objectives: 1. To improve the health status of IDPs and vulnerable host communities with a focus on maternal and child health through two primary health care centers.

⁷ If applicable, insert an additional % of the total accepted costs.



	2. To contribute to reduced morbidity and mortality associated with acute malnutrition in Ottash and Majok IDPs in Nyala, South Darfur through improved access to quality Community based Management of Acute Malnutrition (CMAM) services and prevention of under nutrition.
Target group(s) ⁸	Internally displaced persons hosted in Ottash and Majok IDP and their host community
Final beneficiaries ⁹	85,703 IDPs (Ottash 84,297 and Majok 1,406) and 40,000 host community
Expected outputs	<ul style="list-style-type: none"> – Capacity of technical staff upgraded – PHCCs infrastructure improved/constructed – Primary health care including reproductive health services provided – Children in school reached out with health education on reproductive health, hygiene and disease prevention – Routine immunizations services provided to eligible children and adults – Nutrition services provided
Main activities	<ul style="list-style-type: none"> – Construct/renovate 2 PHCCs in Majok and Ottash – Equip two PHCC with furniture, medical equipment and materials – Training of health and nutrition workers on various topics – Procure essential medicines and laboratory reagents – Provision of primary health care services – Provision of nutrition services through CMAM and IYCF – Conduct awareness raising campaigns at school and community level on reproductive health and hygiene – Joint monitoring visits with SMOH – Vaccination campaigns – Train and run mother to mother support groups – Conduct awareness campaigns on reproductive health including prevention and screening of breast cancer and cervical cancer

1.2. Description of the action (max 1 pages)

Sudan continues to experience political instability affecting the country in terms of the economy, development, and health system. South Darfur is one state that continues to experience communal conflict resulting in internal displacements. At the same time, a hundred thousand people have been hosted in IDP camps for several years. The Ottash IDP camp was established over a decade ago and has continued to expand into hosting new IDPs. The camp has 4 health facilities, one of which was recently handed over to the SMOH. However, the MoH needs to be supported to ensure the continuity of service provision at the facility. The facility requires an improvement in the infrastructure and an expansion of services to include BEMONC services, which was identified as a gap in the Ottash camp. According to a joint assessment conducted attended by Alight, HAC, UNFPA, WHO, UNICEF, and WFP in Majok in April 2022, some

⁸ 'Target groups' are the groups/entities who will directly benefit from the action at the action purpose level.

⁹ 'Final beneficiaries' are those who will benefit from the action in the long term at the level of the society or sector at large.

populations from Gereida were displaced due to communal conflict and are now hosted in Majok IDP. During the assessment, some IDPs with a medical background decided to use a temporary shelter to provide health care services.

However, the place is inadequate and needs improvement as there are medical equipment and drug gaps. Due to these gaps, IDPs are forced to leave the camp to seek medical care. The assessment identified concerns for vulnerable groups in accessing the services.

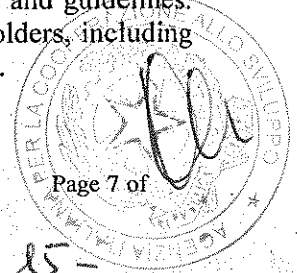
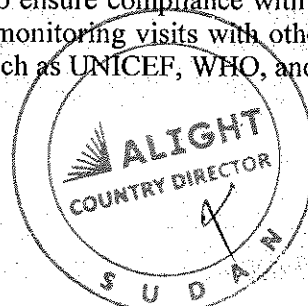
Further, the assessment found that some children missed receiving vaccines which raise concerns about a measles outbreak, especially since cases were reported within the last 12 months in South Darfur. Therefore, Thus, it would be essential to establish a facility inside the camp to deliver primary health packages and support them to access secondary health care services. Gaps in capacity were highlighted among health providers in Ottash as per the engagement with SMOH. Together with the staff who will be recruited, there is a need to be trained to ensure a common and refreshed understanding of MOH guidelines. Key gaps in the capacity include BEmONC, integrated management of childhood illness, community-based management of acute malnutrition (CMAM) training, and infection prevention and control.

The action aims to improve access to quality health and nutrition interventions for the displaced persons in Ottash and Majok IDP camps and the host community. The action will focus on improving the health status of IDPs and vulnerable host communities with a focus on maternal and child health through providing primary health care, including maternal health and child health care. To achieve this, Alight plans to construct or renovate two PHCCs in Ottash and Majok IDP camps, where primary health care packages will be provided. Alight will also organize training of health care providers based on identified needs to ensure the quality of provided care. Medicines, medical supplies, and equipment will be procured. To contribute to reduced morbidity and mortality associated with acute malnutrition in Majok IDP in Nyala, South Darfur, this action will improve access to quality Community-based Management of Acute Malnutrition (CMAM) services and prevent undernutrition. To achieve this, Alight plans to train staff on CMAM to ensure the management of malnutrition is based on national guidelines. More efforts will be put into case identification through mass MUAC screening for timely enrolment and treatment in respective programs. This action will also focus on following up at the community level for children who need special attention and defaulters. The intended action is in line with Humanitarian Response Plan (HRP 2022) and was designed in accordance with health and cluster priorities for which Alight is an active member and currently is co-leading the health cluster with World Health Organization (WHO). The action will be implemented in coordination with HAC, SMOH, WHO, UNICEF, WFP, UNFPA, and other partners operating in the Ottash IDP camp. Alight will also collaborate with community leaders and community-based structures as influential platforms for awareness-raising and behavior change communication. Alight will ensure the integration of cross-cutting issues, including gender and protection, where all interventions will be designed to ensure no one is left behind. New construction will consider access to persons living with a disability. For environmental protection, Alight plans to use green energy as the primary power source to light health facilities, run air conditioners and fans, and medical equipment. However, the generator will be a backup to allow uninterrupted services. The intended project duration is 12 months, starting from August 2022 to July 2023.

1.3 Relevance of the action (max 2 pages)

1.3.1 Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

The project objectives were designed in line with the call for proposals and are in line with Sudan health and nutrition cluster priorities. The action is tailored based on priority 2 of the call of the proposal, which aims at reinforcing the quality of care through rehabilitation and construction work of PHCCs, capacity building, and training, follow-up and monitoring of the targeted clinics, and promoting women and children's health in the targeted areas. The project will reinforce access and quality of primary health care. Alight will construct/renovate two PHCCs and will equip them to provide primary health care services; where staff does not exist, such as in Majok IDP camps, they will be recruited, and where they exist, they will be trained based on identified gaps which include training on Emergency obstetrical and newborn care(BEmONC), Integrated Management of Childhood Illnesses (IMCI), Community Management of Acute Malnutrition (CMAM), and Infection Prevention and Control which will allow abiding by national treatment guidelines. Monitoring will be conducted to ensure compliance with protocols and guidelines. This includes internal monitoring sessions and joint monitoring visits with other stakeholders, including SMOH, HAC, cluster, and subgroups lead agencies such as UNICEF, WHO, and UNFPA.



The action also intends to address the priorities as per the proposal's call, including reinforcing the referral mechanism and ensuring patients are facilitated or supported to access secondary referral services, including emergency obstetrical cases requiring comprehensive obstetrical emergency care. The project will also provide children and adults access to EPI services and community outreaches. Alight will collaborate with AMOH during vaccination campaigns and ensure the cold chain is maintained at every level, including transportation, storage, and vaccination points. For nutrition prevention and management, Alight will reinforce the implementation of CMAM in Majok IDP camp through training and strengthening prevention at the community level. Mother-to-mother support groups will be created and trained to deliver counseling on IYCN best practices while they will play a role in malnutrition case identification through MUAC screening. The nutrition technical team will provide mentorship and coaching to these groups to keep them motivated and align their participation with national guidelines.

As per priority 2, Alight plans to integrate health education into school. To achieve this, Alight intends to train teachers and school leaders on crucial health topics, including reproductive health, disease prevention, nutrition, and hygiene promotion, including menstrual health and hygiene. Trained teachers at school will conduct sessions. The Alight health and nutrition team will mentor and monitor the implementation of the action. In addition to preventing infection, Alight will train teachers on primary first aid care and provide related kits in schools. Health education will be organized in the community, focusing on creating demand for reproductive health services such as family planning and raising awareness on the prevention of breast and cervical cancer and availability of screening services while engaging community structures to discuss the prevention and reporting of GBV incidents.

At the community level, awareness-raising on reproductive health, including prevention and reporting of GBV incidents, reproductive health demand creation including family planning as well as prevention of breast and cervical cancer as well as the screening of these types of cancer for timely treatment.

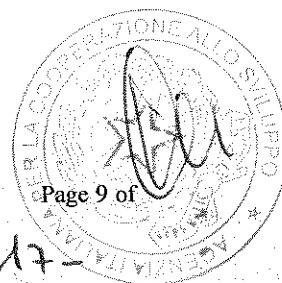
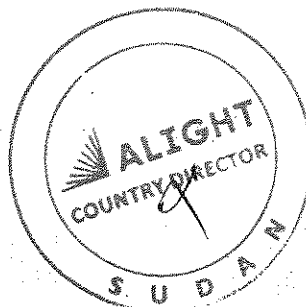
1.3.2 Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

The health system in Sudan continues to be affected by the current unstable political situation and humanitarian crisis. Poverty levels are increasing due to the economic recession since 2018, recent economic adjustments (exchange rate and subsidy reforms), the COVID-19 pandemic, and climate shocks. Furthermore, rising inflation levels and high food prices have compounded the humanitarian needs overview 2022 challenges and created additional adverse welfare impacts, likely resulting in exacerbated vulnerability and poverty, particularly among the urban poor. The protracted humanitarian crisis in Sudan continues to impact the already fragile health system, reducing the capacity to provide basic health services and respond to the multiple emergencies affecting the country. The annual cycles of floods, disease outbreaks, civil unrest, border conflicts, and the continuing economic crisis have further impacted accessibility to health services. The decline in service provision by the public sector is forcing the population to seek health services in the private sector; 69.3 percent of current health expenditure is in the private sector. South Darfur is one of the states which has experienced multiple communal conflicts resulting in internal displacements with recent records in April 2022. The IDP camps require attention to ensure people in need are accessing essential services. South Darfur 2021 experienced an outbreak of measles, and according to HNO 2021, it is one of the states which recorded low coverage of measles vaccine.

1.3.3 Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

The action targets the population of Ottash and Majok IDP camps and their host communities. This population was displaced as a result of communal conflicts in different periods. Ottash Camp is located in South Darfur, with an estimate of about 84,297 internally-displaced people (IDPs). Established in 2004 for people fleeing conflict, Ottash Camp, now in its 18th year, has grown into a large camp close to Nyala town. New arrival people are displaced from Sharg Aj Jabal Zulmu, Sawra, Bagoma, Kurbal, Tulu, Mal Fugu Dikko, and Sortony due to conflict between non-state actors (SLA/AW versus Zowelnoon group). Majok IDP camp is located 10km East of Nyala, the camp hosts 1,406 displaced people with more than 60% women, resulting from conflicts in Haddob, Dikka, Abulala, and Shanam Elnaga that happened between March and April 2022. Per an assessment conducted in Majok, pregnant teenagers need much attention to access reproductive health and psychological services. Children who are not vaccinated are at

risk of measles, an outbreak which has occurred in South Darfur, including in 2021, thus a need to organize a campaign targeting those who missed the vaccines. The proposed action is tailored to address the needs of each group or category of people. For any community-based structure, Alight will ensure considerations of diversity in sex, age, and vulnerability and ensure representations of the most vulnerable.



PART B. FULL APPLICATION FORM¹⁰

1 GENERAL INFORMATION

Reference of the call for proposals	Grant/02/HealthPro/T05-EUTF-HOA-SD-73-01
Title of the call for proposals	Strengthening a decentralized Health System for protracted displaced population in Nyala – South Darfur State
Name of the lead applicant	Alight
Number of the proposal ¹¹	1
Title of the action	Improving access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur
Location of the action	Sudan – South Darfur - Ottash and Majok IDP camps
Duration of the action	12 months
[Number of the lot]	

¹⁰ The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C).

¹¹ 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.

2 THE ACTION¹²

2.1. Description of the action

2.1.1. Description (max 10 pages)

The intended action aims at improving accessibility and quality of health care including primary health care, obstetric emergency health care, family planning, prevention and screening of cervical cancer and breast cancer, nutrition services, and health education. This will be achieved by improving infrastructure, equipping health facilities with medical equipment, materials and furniture, building staff capacity, and facilitating awareness raising sessions while reinforcing monitoring, evaluation, accountability, and learning (MEAL) systems.

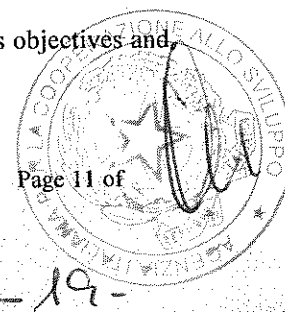
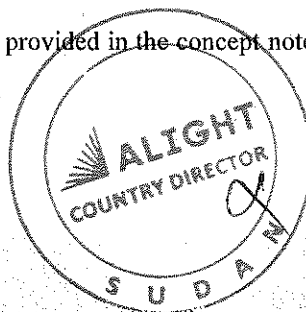
Sudan current context: The political situation in Sudan remains unstable, with the last 8 months marked by a State of Emergency announced by the government in October 2021 after a tempted coup followed by demonstrations that are still ongoing since then asking for the reconsideration of the Juba agreement by the military government. The country's economic situation continues to relapse, followed by high inflation, and an increase in market prices. At the same time, food security remains an issue, and FAO and WFP analysis predict worsened situation of food insecurity in September 2022 with worries of high rate of malnutrition which may result in loss of life. In its fourth year, the Sudan crises post-Omar Al-Basher authoritarian regime continues to have a devastating impact on the health and safety of the country's population. Sudan has experienced continuous conflict since independence in 1956 and has required external emergency assistance every year since 1984 despite Sudan's generosity in hosting over 1.2 million refugees and over 3 million internally displaced people including 1.1 million of them in need of health care.¹³ This translates into weak infrastructures such as health and protection sectors where the national budget for health is under 1%. Despite the revolution, challenged transitional government since April 2019 not forgetting the October 2021 coup that led to a military-led government, there is still significant destruction of infrastructure and systems. The dilapidating systems include hospitals and medical facilities that are critically understaffed, lack enough supplies, medicine, or funding for salaries and running costs, thus significantly hindering the availability of services; plummeting exports (>85%) in January 2022, according to the central bank data and the currency sliding on the black market. Additionally, women and children continue to experience traumatic events and shocks and are among those most vulnerable whilst Sudan continues to experience a reduction in foreign assistance following the October 2021 coup.

The protracted humanitarian crisis in Sudan continues to impact the already fragile health system, reducing the capacity to provide basic health services and respond to the multiple emergencies affecting the country. The annual cycles of floods, disease outbreaks, civil unrest, border conflicts, and the continuing economic crisis have further impacted accessibility to health services. The decline in service provision by the public sector is forcing the population to seek health services in the private sector; 69.3 per cent of current health expenditure is in the private sector. Internal Alight report and host community feedback shows that host communities prefer to use refugee or IDP camps- based clinics because of limited access or capacity of health system in their community in some of the locations.

During 2021, the availability of emergency medicines declined steadily, reaching 43 per cent compared to 57 per cent during 2020 with 29 localities across the country reporting coverage of less than 50 per cent (in South Darfur and South Kordofan). By the end of August 2021, four states reported measles outbreaks: East Darfur, South Darfur, River Nile, and White Nile. The total reported suspected cases reached 1,252 cases, including 21 deaths and a case fatality ratio (CFR) of 1.7 per cent. The COVID-19 pandemic has affected the capacity of the health system to provide essential health services, specifically impacting outreach and immunization services. Measles vaccination coverage declined by the end of 2020 to 67 per cent. Clinical management and psychological support to gender-based violence survivors,

¹² The evaluation committee will refer to the information provided in the concept note as regards objectives and the relevance of the action.

¹³ Sudan Humanitarian Needs Overview 2022



including clinical management of rape, is still burdened by a weak referral system and lack of qualified staff both at the facility and community level. The health needs are expected to remain high due to inflation, the economic crisis, poor investment in infrastructure, localised conflicts, and a potential new refugee influx. The country will continue to experience disease outbreaks of endemic, waterborne, and vector-borne diseases, like haemorrhagic fevers, and malaria. Vaccine-preventable diseases can recur due to low immunity among children and shortages in immunization coverage in several areas. Seasonal rains and floods are still the main hazards that can affect hundreds of thousands of people and increase the chance of cholera outbreaks, specifically because of the chronic shortages and solutions to address the suboptimal WASH infrastructure. The aforementioned situation can be exacerbated by the continuous shortages in essential medical supplies and medicines.

Despite training capacity, including 35 medical schools, Sudan has a shortage of health workers, with only 4.1 physicians and 8.3 nurses and midwives per 10,000 populations in 2015. The workforce has been depleted by severe brain drain, with low staff retention and high emigration of health-care workers, driven by political instability, low wages, and poor-quality training opportunities. Over half of Sudanese doctors practice abroad. Other health workforce challenges include an unbalanced skill mix and inequitable geographical distribution of workers.

Acute and chronic malnutrition have been problems in Sudan for the past several decades. The drivers of malnutrition are multi-sectoral; these include prominent levels of poverty, poor WASH conditions, limited access to health services, illiteracy and high food prices contributing to inadequate food intake and dietary diversity. Sub-optimal feeding practices and cultural norms affect children's growth and development from an early age. Children under 18 years (especially under five years of age) and PLW are the most vulnerable groups due to their increased physiological and biological needs. Moreover, women, young girls and boys suffer disproportionately. The risk of acute malnutrition increases among children in distressed conditions (IDP, returnees, refugees etc.). Children in such circumstances are likely to miss lifesaving nutrition services exposing them to increased malnutrition, morbidity, and mortality risk. Although, there is no very recent data on the nutrition situation among under-five children in Sudan, the 2018 S3M II revised results, indicate that 64 localities had exceedingly high (15 per cent and above) prevalence of Global Acute Malnutrition (GAM), of which 9 localities in four states (East Darfur, South Darfur, Red Sea, and River Nile) had catastrophic levels (GAM 30 per cent and above).

South Darfur context: The economic crisis, food insecurity, and conflict are the main drivers of humanitarian needs in South Darfur. Some 1.7 million people need humanitarian assistance in South Darfur in 2022, of which 776,000 million are vulnerable residents and 687,000 are IDPs, according to the 2022 (HNO). The number of people in need has increased significantly from 2020. Conflict between the Government and armed movements and subnational violence are the main causes of displacement. The recent records of displacements include April 2022. IDP in protracted camps have not yet started to return home in significant numbers. The main reasons for this are the occupation of personal land and property while the IDPs were displaced in other areas; limited availability of basic services, and insecurity in some home areas. The displaced, nomadic, and returning populations' movement is adding to the strain on the weak health services delivery system. The public sector health facilities perform at the lowest levels due to poor infrastructure, lack of trained human resources, and financial constraints. In 2011, the turnover of health cadres was at its highest due to poor incentives and insecurity. Some health facilities are functioning at lower levels than others. Secondary health care facilities are limited in number and mostly operate at minimum capacity. General health services are delivered by 98% of primary health care facilities, although only 34% of these facilities provide immunization services.

According to the latest Sudan Integrated Food Security Phase Classification (IPC) analysis, about 370,000 people—10 percent of the people in the state were in crisis and above levels of food security between October 2021 and February 2022. In comparison, about 358,600 people in the state are malnourished (2022 HNO), with the highest global acute malnutrition (GAM) level among all the Darfur states. Due to poor road conditions, large areas in the state become inaccessible during the rainy season. Humanitarian partners mitigate this by prepositioning and planning interventions accordingly.

Ottash and Majok are one of the IDP camps hosting displaced people, which this action will target. Ottash Camp is located in South Darfur, with an estimated 84,297 internally displaced people (IDPs). Established in 2004 for people fleeing conflict, Ottash Camp, now in its 18th year, has grown into a large camp close to Nyala town. New arrival people are displaced from Sharg Aj Jabal Zulmu, Sawra, Bagoma, Kurbal, Tulu, Mal Fugu Dikko and Sortony due to conflict between non-state actors (SLA/AW versus Zowelnoon group). Majok IDP camp is located within 10km of East of Nyala, the camp hosts 1406 displaced people resulting from conflicts in Haddob, Dikka, Abulala, and Shanam Elnaga that happened between March and April 2022.

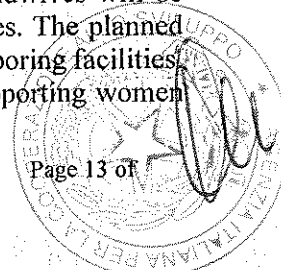
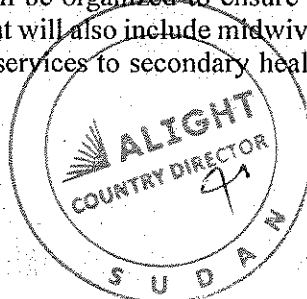
Alight conducted an assessment on May 23, and 24, 2022, at the Ottash IDP camp. Alight firstly consulted SMOH to map existing partners in health and nutrition and map gaps that existing partners in the Ottash camp do not cover. The findings show that there are 4 health facilities, two managed by an INGO, one managed by a Health insurance fund, and the fourth was recently handed over to SMOH. The one handed over to SMOH is partially constructed with services limited to reproductive health, an expanded program of immunization, and nutrition. At the same time, there is a need to offer a full package of primary health. In addition, there is a lack of medical equipment, and the facility experiences shortages of essential medicines. SMOH recommended Alight apply for AICS funds to support expanding the facility's capacity and providing quality primary health care.

Referring to a joint assessment that was conducted at the Majok IDP camp, the report shows that there are gaps. Currently, the population is seeking medical care in Nyala, and it has been highlighted as a protection concern for people with specific needs, such as persons with disability, to access basic needs and pregnant teenagers who need support. Among IDPs, some health professionals decided to provide basic health care in a temporary shelter. However, there is a lack of medical equipment and medicines. Most of the children in Majok who were displaced from the Haddad area missed some vaccines, while the existing medical team reported cases with psychological trauma needing support. There is also a lack of health education, and people are unaware of where to access health care.

The action intends to ensure increased access and quality of primary health care to this population by covering the above-highlighted gaps and coordinating with other relevant stakeholders such as SMOH, HAC, WVI, Health insurance funds, WHO, UNICEF, WFP, health cluster, nutrition cluster to ensure coordinated efforts to prevent duplication and misuse of resources. The project will contribute on priority 2 which is: *Reinforcing the quality of care through rehabilitation and construction works of PHC, trainings, follow ups and monitoring of the targeted clinics and promoting women and children's health in the targeted areas.* Based on identified gaps, the action will focus on two IDP camps, Ottash and Majok IDPs, where Alight will support strengthening access to primary health care. In Majok, Alight plan to run a primary health care unit by constructing infrastructure where services will be provided, equipping the facility with furniture, medical equipment, and materials, and recruiting and training essential staff to provide services. In Ottash, as the facility already exists and is managed by SMOH, Alight will support expanding the infrastructure to meet the minimum primary health care package, equip the facility with furniture, medical equipment, and materials, and support seconded staff to provide the services. Increasing the capacity of the two health facilities will increase the accessibility of IDPs and host communities to a complete package of primary health and also increase quality in terms of medical investigation and treatment while increasing the comfortability and safety of both facility users and health care providers.

Alight will support EPI services through vaccination campaigns and support SMOH for outreach vaccination sessions, including host communities while maintaining the cold chain. It is expected that this will increase vaccination coverage and thus contribute to reduced morbidity and mortality of vaccine-preventable diseases.

For Emergency Obstetrical care, Alight will ensure essential medical equipment and materials are procured to equip EmOC services for safe delivery. In collaboration with SMOH, midwives will be trained on EmOC and mentorship sessions will be organized to ensure quality services. The planned training will not only target the two facilities but will also include midwives from neighboring facilities. In addition, the project will facilitate referral services to secondary health care by supporting women



with the secondary referral cost and transport to hospitals. Women will also access antenatal care, including access to safe delivery kits, but key messages and communication will focus on encouraging women to prepare early and plan to deliver at a health facility. In addition, community midwives will benefit a refresher training on best IPC practices and basic skills to assist deliveries. This will contribute to an increased percentage of safe deliveries, thus reducing maternal mortality.

Alight plans to target schools with health education on reproductive health, including preventing diseases such as STIs/HIV, and nutrition and hygiene, including menstrual health and hygiene. Training selected teachers will achieve this by facilitating such sessions, and organize periodic meetings to review progress. In addition, first aid kits will be procured for schools, and teachers will be trained on first aid and be able to intervene whenever necessary. It is expected that this will allow students to the informed behavior change but also, we expect the students to share knowledge with their families. As a long outcome, this activity is preparing for future resilient community.

To improve nutrition and reproductive health, Alight will reinforce community structure and train them to play a key role in community awareness, increase demand for reproductive health and refer cases from the community while supporting follow-up of missed appointments. Specifically, for reproductive health, the focus will be on family planning and prevention of breast and cervical cancer and available screening services for timely treatment. For nutrition, the focus will be on Infant and young child nutrition (IYCN) and support community management of acute malnutrition for early case identification and timely enrolment in treatment programs, thus contributing to a reduced rate of acute malnutrition. Alight will integrate awareness-raising on GBV prevention and incident reporting through community structure, providing the basic package on GBV prevention and reporting.

2.1.2. Implementation approach (max 4 pages)

The action aims at contributing to priority 2 of Reinforcing the quality of care through rehabilitation and construction works of PHC, trainings, follow-ups and monitoring of the targeted clinics and promoting women and children's health in the targeted areas. Alight will provide quality preventive and curative primary health care services, including outpatient consultations with special emphasis on integrated management of childhood illnesses (IMCI), communicable and non-communicable disease. Also expanded immunization program, laboratory services, pharmacy, community health, psychological - social services, outbreak response, and epidemic surveillance – all through District health information software (DHIS) owned and managed by Alight. Alight will also provide comprehensive reproductive health services, including antenatal care, labor and delivery, postnatal care, family planning, adolescent sexual reproductive health, and facilitate access to clinical management of rape. This also includes coordination with SMOH to facilitate access to HIV services comprised of testing, counselling, prevention of mother to child transmission and access to antiretroviral treatment. Following guidelines and protocols, referral mechanism will be put in place.

For **appropriate management of medicines and medical consumables**, Alight plans to improve storage, arrangement of drugs as per international guidelines, controlling and maintaining temperature. Alight will engage WHO, UNFPA and SMOH for provision of interagency kits and other program medicines. However, with experience from the past, some essential medicines are missing from kits thus with the project, Alight plans to complement with locally procured medicines and consumables. Health care providers will be trained on rational use of drugs.

Improving facilities: Alight intends to improve facilities infrastructure to ensure increased access to full package of primary health and ensure comfortability and safety of facility users and staff. This will be done by constructing shelters to host BEMONC services, outpatient consultations, laboratory, pharmacy, short stay, dressing rooms, EPI services and health education in Ottash IDP camp and construction of shelters to host outpatient consultation, EPI and reproductive health services in Majok IDP. To achieve this, semi-permanent materials will be used. In addition, Alight will install solar energy which will allow continuation of services during the night, functional laboratory equipment as well as running air conditioners and fans to maintain pharmaceutical store temperature. During construction, Alight will ensure connection of water to key services including laboratory, BEMONC services to allow the team to maximize compliance to infection and prevention measures. Lastly incinerators will be constructed for solid waste management while channels for liquid waste will be created at design phase

for control of infections, unpleasant smell and flies. The facilities will also be equipped with furniture, medical equipment, materials.

Provision of primary health care with focus on BEmONC and reproductive health: Alight will recruit and train health workers and support staff to provide quality primary health care including outpatient consultations with integrated management of childhood illnesses, screening of non-communicable diseases, EPI services, laboratory services, pharmacy services, short stay, wound dressing, ante natal care, safe delivery, post-natal care, and family planning. In Ottash, Alight will establish BEmONC services. To increase demand of reproductive health services, community outreaches will be organized focusing on importance of delivering in health facility, mobilizing families including men on importance of family planning, and sensitizing women on prevention of breast and cervical cancer. Alight will use community volunteers who will be selected among targeted population with representation of people, and they will be equipped with basic knowledge on targeted topics.

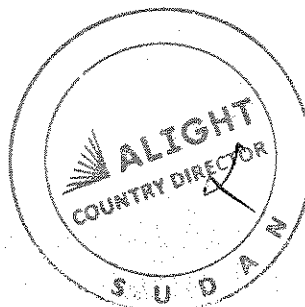
Expanded Program of Immunization (EPI): Alight will ensure to maintain cold chain, during transport and storage of vaccines as well as at vaccination sites, and will monitor the temperature as per FMOH guidelines. Through community volunteers, awareness raising and mobilization of families will be done, also education sessions on EPI will be integrated into ANC and post-natal care. Alight in coordination with SMOH will organize vaccination and outreaches campaign to increase accessibility including for the host communities. Alight is expecting to receive vaccines and fridge from SMOH through UNICEF.

Health education will be provided at community level targeting families as well as at schools targeting students. For provision of health education at schools, Alight will organize an entry meeting to ensure school leaders and teachers understand the purpose of activity for their commitment to support it. Alight will then organize training sessions for teachers and school leaders on behaviour change communications and right information for school age groups on reproductive health, nutrition, hygiene including menstrual health and hygiene. In return the trained teachers will facilitate behaviour change communication sessions for students with the support and mentorship of Alight health staff. For prevention of diseases/infections, Alight will procure and provide first aid kits to school and provide training to teachers on provision of first aid.

At community level, Alight will use community volunteers who will be recruited and trained on behaviour change communication and basic knowledge on key prevalent issues such as hygiene, nutrition, common communicable diseases, reproductive health including family planning. These volunteers will take key role in prevention activities at family level and will engage both men, women, boys and girls in order to adopt best health, reproductive health, nutrition and hygiene practices to prevent diseases and promote their health.

Nutrition: Alight will provide nutrition services in Majok IDP camp as per national guidelines on community management of acute malnutrition (CMAM) including MUAC screening of malnutrition at family/community level for identification of malnutrition cases which will be done by trained volunteers as well as through mother support groups. Identified cases of severe malnutrition will be managed in Outpatient therapeutic program while the remaining will be referred to different programs based on the national guidelines including: Targeted supplementary feeding program (TSFP) to another partner providing the services while severe acute malnutrition with complications will be referred and facilitated to access stabilization center. Alight will work with the community to create mother support groups and they will be trained on IYCN, a platform that will be used to promote infant, young child nutrition best practices. These groups will be monitored by nutrition officers.

For data tracking, printed tools will be availed in facility for recording, and data will be collected on weekly basis and analysed using dHIS. For key diseases under epidemiological surveillance, reports will be shared with SMOH weekly. For outbreak preparedness and response, Alight coordinate with SMOH and WHO through health cluster and same approach will be used for this project.



Capacity building: one of strategy towards quality care will be to build the capacity of services providers based on pre-identified gaps. Training will be organized and conducted in collaboration with SMOH. Following training will be conducted:

- Training of midwives on Basic Emergency Obstetrical and neonatal care
- A total of 10 of community volunteers will be trained on the guidelines of community IMCI to detect and refer cases with dangerous signs from the community, the training will run for 5 days. This training will reinforce early access to IMCI services thus contribute to the reduction of under-five mortality rate
- A two days training will be organized for 10 of health staff on infection prevention and control, the training will be facilitated by 3 MOH staff.
- A five days training of 10 staff on Community management of acute malnutrition (CMAM) will be conducted. This will reinforce the capacity of staff to manage malnutrition cases based on national guidelines.
- A two-day training targeting health care provider will be conducted on rational use of drugs. This will contribute to improved supply chain and prevention of stock out.
- A 3-day training for 25 teachers will be organized on first aid and prevention of diseases. This will allow them to raise awareness among students on disease prevention and provide first aid. This will allow timely access to first aid for life saving as well as safe basic care before referring a student to the facility.
- A 4-day training for 20 teachers on behaviour change communication will be conducted on key topic including hygiene, nutrition, and reproductive health

Organizational structure: The project will be coordinated by Alight Health Officer, a new position for the purpose, s/he will be reporting to Health and nutrition Coordinator under overall supervision of Area Manager who oversee Alight implementation in South Darfur. The Health Officer will coordinate implementation with medical doctors in each of the two facility who are the ones overseeing implementation at clinic while for community and school related activities, he/she will coordinate with Health education officers. The Health Officer will also coordinate with stakeholders during the implementation of the project, joint monitoring, and meetings.

In Majok, Alight plans to coordinate with MoH and use seconded staff to deliver services and these include medical doctor, 1 medical assistant, 2 midwives, 2 nurses, 1 laboratory specialist, one pharmacy assistant, two vaccinator, 1 health educator, 1 registrar, 2 cleaners and two guards. Also, to provide nutrition services, Alight will contract 1 register, 2 measurers, 1 health educator, 1 nurse and nutrition supervisor as secondment staff.

In Ottash, Alight will recruit and manage a new medical team lead by a medical doctor, 1 medical assistant, 8 midwives, 2 nurses, 1 laboratory technician, one laboratory assistant, one pharmacy assistant, two vaccinators, one health educator, 1 registrar, two cleaners and two guards.

Also, for the successful implementation, this team will be supported by logistic, finance and HR department at field level and country level to ensure compliance to donor guidelines and internal procurement and finance SoPs while recruiting qualified and competent staff following internal recruitment policy.

Country office has played a coordination role since the design of the project and will continue to provide guidance to South Darfur team for the success of the project including grant opening meeting to ensure common understanding of goals and expected results, mid-term review, risk analysis and guidance on how to overcome them.

Coordination with other stakeholders: This project is designed in line with Humanitarian Response Plan (HRP 2022) clusters priorities and strategies of saving lives and sustaining services of Health, nutrition including reproductive health. Specifically, for Majok IDP camp, the project is designed based on findings of a joint assessment mission which was made of different stakeholders including HAC, UNFPA, SMOH, WHO, UNHCR, WFP and IOM while for Ottash, Alight has consulted with SMOH to understand the gaps. During the implementation, ALIGHT will continue to work with above

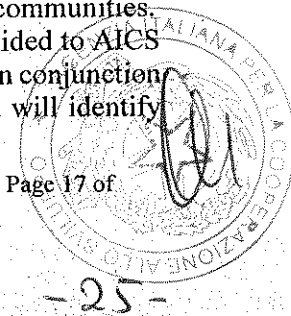
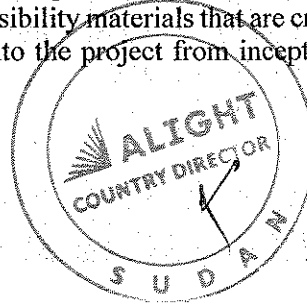
mentioned stakeholders and coordinate efforts with other partners and sector present in targeted IDP camps. Also, Alight will work closely with community relief and development committees to strengthen community ownership. The success of this program depends on cooperation and partnership with line ministries and key stakeholders. Alight has strong relationships and good cooperation with SMOH, Humanitarian Aid Commission (HAC), UN agencies like UNICEF, WFP, WHO, UNFPA and other local and international agencies involved in health, nutrition and WASH. Alight works closely with WHO to ensure essential drugs and medical equipment are available to enhance service delivery to affected and vulnerable communities. In addition, Alight will collaborate technically with WHO to respond to outbreak of endemic diseases. Alight will also work closely with WFP and UNICEF to ensure availability of RUSF and RUTF for management of MAM and SAM, respectively. Alight will also ensure that the health, nutrition, and wash interventions are according to MoH standards guidelines and protocols and will also actively participate in cluster and sub-cluster meeting both at the federal and State level for health, nutrition, and reproductive health. In these cluster meetings, we share achievements, successes and challenges with other stakeholders and implementing partners amidst networking and strengthening coordination among partners.

Monitoring, Evaluation, Accountability and Learning (MEAL): Alight is committed to rigorous and robust monitoring and evaluation systems that are consistent and of high quality that guarantee efficient tracking of program indicators and integrate all components of Monitoring, Evaluation, Accountability, and Learning (MEAL). This allows the system to effectively contribute to superior program performance and consistent improvements in programming over time. These systems are implemented focusing on client results-based programming that supports a monitoring and evaluation plan that measures project efficiency and effectiveness. Alight develop a monitoring and evaluation plan within the first 30 days of the grant approval to ensure that the project collects high-quality and relevant data. This M&E Plan supports monitoring processes at all levels, including inputs, outputs, and outcomes using routine, remote, and context monitoring. To implement the M&E plan, systematic monitoring of all program activities is carried out at various levels, enabling program teams to identify gaps and areas for improvement and address them in a timely manner. These monitoring levels include using community members to enable their participation throughout project implementation and joint quarterly monitoring and supervision visits with key stakeholders (SMoH and HAC).

To maximize the implementation and use of the above approaches, data is collected from health services, community level, and household levels. This data is disaggregated with respect to sex, age, and geographic area where applicable and is collected daily and aggregated into weekly totals, which are then disseminated to a central MIS system for processing, distribution, and program management. A data policy is in place that stipulates how data is shared and who can authorize sharing to third parties. Data Quality Audits (DQAs) will be done mid-way through the project to allow for corrective measures. They will assess the data validity by reviewing reported data against their sources, measure reliability by examining the consistency of data collected over time, and measure data timeliness. As part of accountability and learning, Alight shares progress reports with all stakeholders and donors. These reports include financial and project narrative reports. Within Alight monthly and quarterly meetings will be conducted to review progress made, challenges faced, and correction required to increase efficacy and document challenges, best practices, and lessons learned. Moreover, Alight will share monthly overview of progresses of key activities and outputs to respective sectors through monthly sector meetings, through 4W updates and bi-lateral meetings if needed.

Furthermore, a review of the M&E tools and systems will also be carried out from time to time to enable data collection that will support measuring the progress and outcome of the project. In order to accommodate the changes in the systems and tools, on-the-job mentorship and coaching will be applied throughout the project implementation period. This will support the building capacity of project staff and community members to fully utilize the existing MEAL systems and tools.

Through Alight Monitoring, Evaluation, Accountability and Learning department, Alight will plan to conduct a baseline assessment and end line assessment which will be used to measure and document the contribution of the project in reinforcing access to quality of care for IDPs and their host communities. Alight is accountable to both beneficiaries and donors. Adequate recognition will be provided to AICS and EU and for their support in any communication or visibility materials that are created, in conjunction with Alight's logo. Alight will incorporate visibility into the project from inception and will identify



communications opportunities and proactively share information linked to project activities for effective communication. Alight will deliver relevant communication content for the proposed interventions, demonstrating the impact of AICS and Alight's work.

Visibility: During the grant opening meeting, trainings, and other events AICS and Alight logos will appear in banners. Similarly, during awareness campaigns, Alight and AICS labelling will be made on campaign relevant materials such as stickers and IEC materials used for community awareness. The assets of the project (such as furniture, computers) will also be marked with AICS and Alight logos, as well as logos on signposts at all the project facilities. During the project implementation, images of the project sites and photos of the ongoing activities will be taken and / utilized in all documentation, including project periodic reports, success story to ensure the visibility of Alight & AICS.

2.1.3. Indicative action plan for implementing the action (max 3 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to 'month 1', 'month 2', etc.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in Section 2.1.1. The implementing body must be either the lead applicant, co-applicant(s) or any of the affiliated entity(ies), associates or contractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. To this end, it must be divided into six-month periods (NB: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the special conditions of the grant contract).

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

Year 1													
Activity	Half-year 1												Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Activity 1.1 construct 2 health facilities at Ottash and Majok													Alight Health Officer
Activity 1.2 Provide comprehensive healthcare at 2 facilities (Ottash and Majok), including maternal and child health services.													Alight staff clinics
Activity 1.3 Provide IMCI services to children less													Alight staff clinics

psychosocial first aid (PFA).													
Activity 1.8 provide first aid to children in school													Alight health Officer
Activity 1.9 conduct awareness sessions at school in the target area.													Alight health Officer
Activity 2.1 Provide reproductive health services to 2 health facilities in line with the Minimum Basic Health Package (MBHP) policy framework and the MISP Minimum Initial Package guideline													Alight clinic health staff
Activity 2.2 Provide essential RH drugs and supplies through coordination with WHO, UNFPA and SMOH.													Alight MCHT coordinator
Activity 2.3 purchase and distribute clean delivery kits (CDKs) to ensure safe delivery.													Alight MCHT coordinator and Midwives
Activity 2.4 Provide BEmONC services at Ottash camp health facility.													Ottash clinic Midwives.

2.1.4. Sustainability of the action (max 2 pages)

The expected impact of this action is reduced morbidity and mortality through access to quality health care among IDPs in Ottash and Majok IDP camps. Alight tends to build health facilities with semi durable materials and equip them and this infrastructure are expected to continue to serve the population through SMOH even when the project will phase out. Alight will collaborate with HAC and State authorities to ensure recruited staff are within the targeted states to ensure that acquired knowledge and skills during training, coaching, mentorship, and supervision remain. The same applies to community-based structure that will be trained and participate in the project, they will be mobilized on ownership of community-based interventions and we expect that interventions address knowledge gaps in PHC services in the state. The planned training for health staff and community structure will contribute to the capacity of local health emergency management within SMOH and a resilient community.

The strategy of targeting schools with awareness raising on health promotion and disease prevention, is expected to not only serve the present where we are creating a young generation with right information for better decision making on their health and informed behaviour change journey, sharing their knowledge to their families and peers but also will serve to contribute to a future resilient community.

Alight has a strategy to keep local authorities at state and locality level at the center of our interventions to ensure collaboration and their participation in the project but also ownership of action after phase-out of the project and recognizes the significant role that the State Ministry of Health plays in sustaining the project outcomes after the funding phase. The project is expected to create positive relationship between IDPs and host communities, as well.

As part of environment sustainability, Alight intends to use green energy as main source of power for lighting, medical equipment and air conditioning. On other hand Alight will ensure protection of environment in its action by ensuring waste including medical waste produced at facilities are collected and dispose safely and doesn't create danger to community and environment.

Risk analysis: The growing humanitarian crisis in South characterised by communal conflict resulting in internal displacements may be a challenge to the implementation in case the population in the two targeted IDPs camps may increase in unexpected ways beyond projected interventions and capacity. Alight will coordinate with other stakeholders including HAC and SMOH and will keep the donor informed of any change.

The current unstable political situation remains a risk to the implementation, in case it worsens it may affect the health system including access to the services. Alight has developed a contingency plan to ensure continuity of lifesaving interventions during the worse scenario and senior management at Country level will coordinate with Area Manager to monitor the situation under the advice of Global security manager. In such circumstances, Alight will ensure lifesaving health service delivery, especially to children and women.

There is an increased risk of outbreaks of infectious diseases (e.g., cholera and measles) due to poor sanitation and low vaccination coverage among the refugee population. In addition, although COVID-19 incidence has reduced globally and in Sudan, it remains of public concern. To help mitigate these risks, will reinforce epidemiological surveillance and report will be shared with SMOH and analysed for informed timely decision. For vaccine preventable diseases, Alight will work closely with SMOH to ensure a good coverage for targeted population

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

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

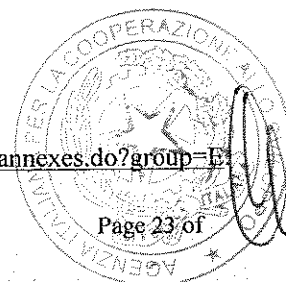
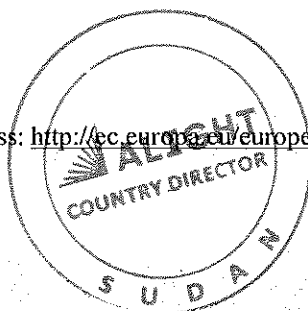
the formation of community groups will be employed to communicate SRH messages and to minimize resistance.

Lastly, the worsening economic situation and high inflation rate may create risk to the project implementation as the market prices are not stable and keep increasing. Alight will monitor the situation and review likelihood to affect the project during the periodical review of the project, advocate for funds to complement AICS funds and whenever there is a need to adjust the project, Alight will engage the donor accordingly

2.1.5. Logical framework

Please fill in Annex C¹⁴ to the guidelines for applicants.

¹⁴ Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>



2.1.6. 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 4 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 note that the cost of the action and the contribution requested from the contracting authority must be stated in EURO

2.2. 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.

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.

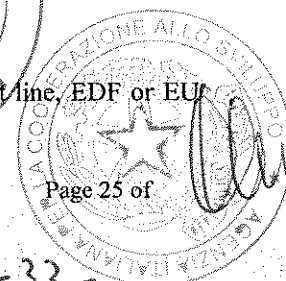
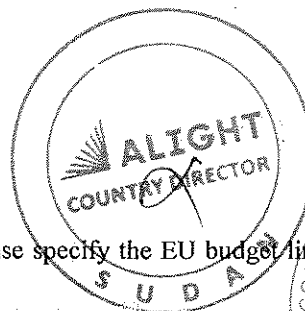
Name of the lead applicant: Alight					
Project title:		AICS: Improving accessibility and quality of Primary Health Care for migrants, refugees, IDPs and host communities in Gedaref and Kassala States BHA: Provision of primary health care, nutrition, and WASH for the populations affected by conflict and displacement in South and East Darfur States			
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)
East Sudan	530,000 EUROS	Grantee (Coordinator)	AICS/EU	530,000 EURO	March 1, 2021, to March 31, 2023
South & East Darfur	22,947,150 Euros	Grantee: Coordinator	USAID/BHA	22,947,150 Euros	October 1, 2020, to September 30, 2023
Objectives and results of the action		To improve the wellbeing of populations affected by conflict and displacement through improved and sustainable access to basic health, nutrition, and WASH services for internally displaced persons (IDPs) and vulnerable host communities in South and East Darfur states of Sudan.			
<p>Founded in 1979, ARC/Alight is an international non-profit, non-sectarian, non-government humanitarian organization working in humanitarian aid and international development. Originally known as American Refugee Committee, Alight Sudan's work spans 16 years, beginning in 2004 in response to the Darfur crisis. Since that time, the organization has served millions of IDPs, refugees, and host communities in multiple sectors, including health and nutrition. Its approach is as innovative as it is practical: take a consumer-centred design approach to co-creating solutions that come from the people served, informed by, and designed side-by-side with all actors, from beneficiaries and donors to partners, governments, community leaders with a stake in lifting individuals and communities up, moving them toward self-reliance in a dignified and impactful way.</p> <p>ARC/Alight began working in South Darfur in 2004 with emergency humanitarian aid to people affected along the Nyala-Gereida and Nyala-Tulu's corridors. In 2014, ARC/Alight expanded its operations to East Darfur, with activities reaching as far as Adilla and Abukarinka localities. ARC/Alight current supports, among others, South Sudanese refugees. In 2020, ARC opened new offices in Kassala and Gedaref states to provide vital humanitarian support to refugees and the host community.</p> <p>ARC/Alight Sudan has more than 900 staff. The country office is based in Khartoum and programs are implemented through sub-offices in Kassala town, Gedaref town, El Daein, East Darfur, and Nyala, South Darfur.</p> <p>Internationally, ARC/Alight currently works in more than 15 countries.</p>					

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.

¹⁵ 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: Alight					
Project title:		COVID 19 preparedness and emergency response in South and East Darfur			
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)
South and East Darfur	1,398,513 Euros	Grantee (Coordinator)	USAID/BH A	1,398,513 Euro	May 14, 2020, to March 31, 2021
Objectives and results of the action		Preventing and reducing the spread of coronavirus for internally displaced persons (IDPs) and vulnerable host communities in South and East Darfur states of Sudan.			

Name of the lead applicant: Alight					
Project title:		Project Title 1: Support transition from protracted conflict to recovery and sustainable peace East & South Darfur Project Title 2: Support regular caseload & emergency response, Kassala & Gedaref Project Title 3: Integrated health & nutrition response to Ethiopian Refugees in Tunaydbah Gedaref states			
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)
Kassala, Gedaref, East Darfur South Darfur	5,111,588 Euros	Grantee (Coordinator)	USAID/BHA	5,111,588 Euro	January 1, 2021, to December 31, 2021
Objectives and results of the action		The project is providing lifesaving interventions with a view to improve the health and nutrition status of refugees in camps and host communities in Kassala, Gedaref, East Darfur and South Darfur. The project also seeks to improve the WASH services and facilities for the same target groups. We are providing an integrated package of primary health care, reproductive health and nutrition, and WASH services within the camps as well as providing support to the host community members in the immediate environs and catchment areas of the camps.			

¹⁶ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

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

2.3. Co-applicant(s)'s experience (if applicable): N/A

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.

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.

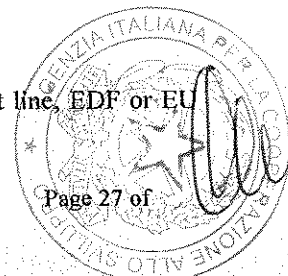
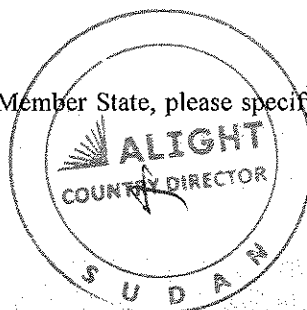
Name of the co-applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁸	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

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.

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 co-applicant: Alight					
Project title:		<p>Project Title 1: Health, WASH & Protection response for Ethiopian Refugee in Gedaref state - 2021</p> <p>Project Title 2: Integrated Health and WASH response for IDPs, Returnees and host communities in South Darfur - 2022</p> <p>Project Title 3: Emergency Shelter and NFI distribution for IDPs, Returnees and host communities in South Darfur - 2022</p> <p>Project Title 4: Integrated WASH, Nutrition and GBV for IDPs, Refugees, Returnees, and Host Communities in Abu Jabra, Abu Karinka, Al Firdous, and Assalaya localities in East Darfur - 2022</p> <p>Project Title 5: Emergency Shelter and NFI distribution for IDPs, Returnees and host communities - 2022</p> <p>Project Title 6: Dry spell support in East Darfur 2022</p>			
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)
Gedaref South Darfur East Darfur	4,270,081 Euros	Grantee (Coordinator)	SHF	4,270,081	December 2020 to November 2022
Objectives and results of the action		<p>The SHF projects are providing urgent health, WASH and protection support to refugees, internally displaced persons and host communities in Gedaref, South Darfur and East Darfur states. The sudden influx of refugees into East Sudan has placed a significant strain on the health system in Kassala and Gedaref states similarly to the IDPs in East and South Darfur. New health facilities are urgently needed to meet the needs of refugees, IDPs and host communities in these regions. Many refugees and IDPs are reported to be in poor health as result of fleeing from conflict in the region. Additionally, many are reported to have a range of underlying health conditions which require medical attention.</p>			

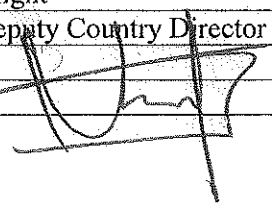
¹⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

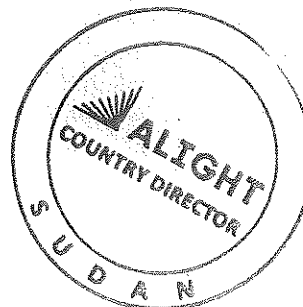
3. 5.2 Affiliated entity(ies)'s statement

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

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

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

Name:	Mohammed Idriss
Organisation:	Alight
Position:	Deputy Country Director
Signature:	
Date and place:	12/6/2022, Khartoum



3 THE LEAD APPLICANT²⁰

EuropeAid ID number ²¹	US-2013-EIA-1612735110
Name of the organisation	Alight

1. 3.1 Identity

The lead applicant's contact details for the purpose of this action	Mohammed Idriss MohammedAI@WEAREALIGHT.ORG +249 0122785643 +249 (9) 0123 4001 +249 (9) 99004218
Legal entity file number ²²	-
Abbreviation	Alight
Registration number (or equivalent)	PR/F/NO:1133
Date of registration	29.04.2021
Place of registration	Khartoum, Sudan
Official address of registration	Ministry of Labor and Social Development (MLSD) HAC
Country of registration ²³ / Nationality ²⁴	Sudan
Website and e-mail address of the organisation	www.wearealight.org
Telephone number: country code + city code + number	+249 0122785643 +249 (9) 0123 4001 +249 (9) 99004218
Fax number: country code + city code + number	N/A

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.

²⁰ 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.

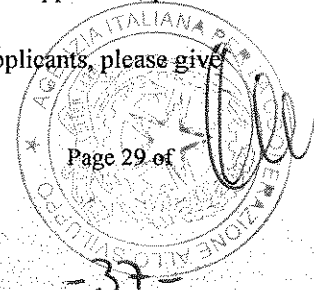
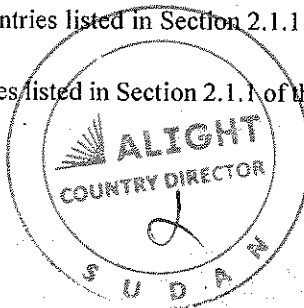
²¹ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit https://ec.europa.eu/europeaid/search/site/pador_en

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

²² If the lead applicant has already signed a contract with the European Commission.

²³ 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).

²⁴ 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).



7 CHECKLIST FOR THE FULL APPLICATION FORM

Ref.: Grant/02/HealthPro/T05-EUTF-HOA-SD-73-01

Title of the call: *Promoting positive social norms towards GEWE*

Budget lines: 3.1.5; 3.2.3; 3.3.3

ADMINISTRATIVE DATA	
Name of the lead applicant	Alight
EuropeAid ID number	US-2013-EIA-1612735110
Nationality³⁷/country and date of registration³⁸	United States of America (USA)
Legal entity file number³⁹	36-3241033
Legal status⁴⁰	
Co-applicant⁴¹	
Name of the co-applicant	N/A
EuropeAid ID number	
Nationality/country and date of registration	
Legal entity file number (if available)	
Legal status	
Affiliated entity⁴²	
Name of the affiliated-entity	N/A
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.	

³⁷ For individuals.

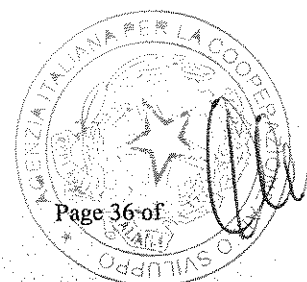
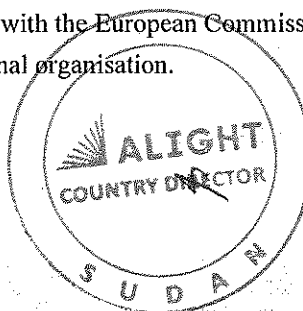
³⁸ For organisations.

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

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

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

⁴² Add as many rows as affiliated entities.



BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick items below	the off
Title of the proposal: Improving access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur	Yes	No
PART 1 (ADMINISTRATIVE)	Yes	
1. The correct grant application form has been used.	Yes	
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	Yes	
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.	Yes	
4. One original and 2 copies are included	Yes	
5. An electronic version of the proposal is enclosed	Yes	
6. Each co-applicant has completed and signed the mandate and the mandate is included. [if co-applicant(s) are not mandatory: <Please write 'Not applicable' (NA) if you have no co-applicant(s)>]	N/A	
7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. [if affiliated entity(ies) is not mandatory: Please write 'Not applicable' (NA) if you have no affiliated entity(ies)]	N/A	
8. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.	Yes	
9. The logical framework has been completed and is enclosed.	Yes	
PART 2 (ELIGIBILITY)	Yes	
10. The action will be implemented in an eligible country and in the minimum required number of eligible regions.	Yes	
11. The duration of the action is between August 1, 2022 and July 31, 2023 (the minimum and maximum allowed).	Yes	
12. The requested EU contribution is between 1,000,000Euro (the minimum and maximum allowed).	Yes	
13. The requested EU contribution is 100% of the total eligible costs (minimum and maximum percentage allowed). ⁴³	Yes	
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.	Yes	
You may add points if the guidelines for applicants foresee additional eligibility criteria for the action		

⁴³ If applicable, insert an additional % of the total accepted costs.

8 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

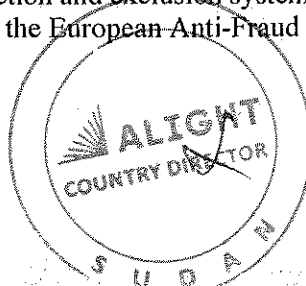
- the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
- the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) 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


<list source and amount and indicate status (i.e., applied for or awarded)>

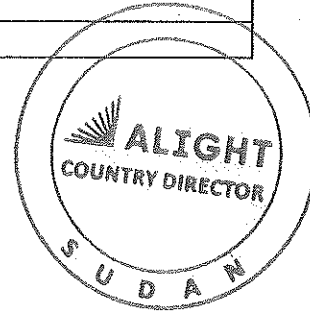
The lead applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission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

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



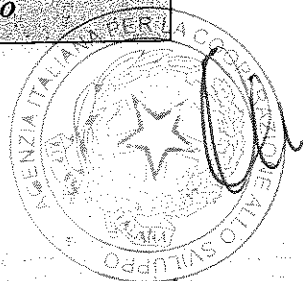
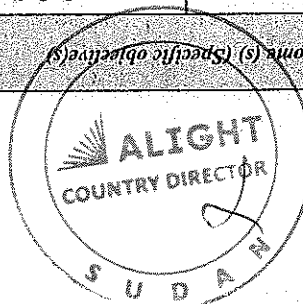
Signed on behalf of the lead applicant

Name	Mohammed Idriss
Signature	
Position	Acting Country Director
Date	12/06/2022



Logical framework and Activity matrix (annex E3d)

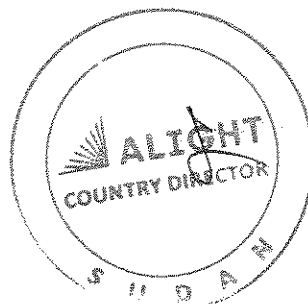
Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value ² (reference year) (*to be included in interim and final reports)	Sources of data	Assumptions
Impact (Overall objective)	Promote the well-being of conflict and displacement-affected individuals in the Otash and Majok IDPs camps and host communities by providing access to quality healthcare.	Crude Mortality Rate per month	7 (2020)	6	0	World Bank	Not applicable
		Under-5 Mortality Rate per 1,000 per month	57 (2020)	55	0	World Bank	
		Neonatal Mortality Rate (per 1000 live births)	27 (2020)	26	0	World Bank	
Outcome (s) (Specific objective(s))	OUTCOME 1: Increased accessibility of quality and comprehensive primary health care services.	Number of outpatient consultations by sex and age	TBD	72,991 (37,210 F, 35,781 M) 12,396 (<5), 60,595 (5+)	0	Health monthly report	There are no significant environmental disasters to restrict access for affected communities to access ALIGHT's health facility.
		Percentage of targeted population reporting satisfaction with the quality of the health care services provided	TBD	80%	0	MEAL survey report	
		Percentage of targeted population reporting access to health facilities	TBD	80%	0	MEAL survey report	
Outcome (s) (Specific objective(s))	OUTCOME 2: Enhanced comprehensive sexual reproductive health services accessibility.	Number of individuals receiving sexual and reproductive health services by sex and age.	TBD	17,584	0	RH monthly report	Affected communities remain accessible throughout the project period.
		Number and percentage of deliveries attended by a skilled attendant	TBD	1,615 (70%)	0	RH monthly report	
		Percentage of children cured of SAM	TBD	<75% (584 SAM cases)	0	Nutrition monthly report and database	
Outcome (s) (Specific objective(s))	OUTCOME 3: Sustainable malnutrition prevention through improved access to CMAM services	Percentage of children defaulted	TBD	<15%	0		Safety, security, and physical access allow for continued operations and
		Percentage of children's deaths	TBD	<5%	0		



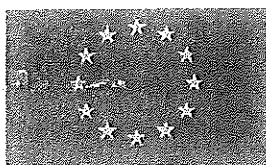
Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
		Number of people screened for malnutrition	TBD	1,896	0	Nutrition monthly report.	delivery of ALIGHT's humanitarian services to affected communities.
Output	Output 1.1 Enhanced patient access to comprehensive health care through health facilities rehabilitation, equipping, and staff training.	Number of health professionals trained	TBD	20	0	Training report, attendance list, and pictures	Prices of program commodities remain within the anticipated range, and supplies can be transported to the affected communities.
		Number of health facilities integrated management of childhood illnesses (IMNCI) services	0	2	0	Health monthly report	
		Number of PHCCs constructed	0	2	0	Project report	
		Number of cold chains improved	TBD	2	0	Cold chain functionality monthly report.	Participants are willing to participate in the vaccination program and pass the information on to others.
	Output 1.2 Access to routine immunization services for the targeted population is increased.	Number of immunization sessions implemented per-week	0	4	4	Filed visit report	
		Number of children who received the third dose of the Pentavalent vaccine	TBD	2,658	0	EPI monthly report	
		Number of pregnant women attended 4th ANC visit	TBD	2,991	0	Weekly /monthly RH reports	Pregnant women and mother's willingness to participate in the ANC and PNC programs and pass the information on to others.
		Number of mothers who received folic acid /feto	TBD	2,991	0	RH monthly report	
	Output 2: Increased quality antenatal and neonatal care availability for pregnant women through qualified medical staff.	Number of women at childbearing age using family planning methods	TBD	5,802	0	RH statistic monthly report	
		Number of RH staff trained on comprehensive BEMNOC training	TBD	10	0	RH registration book /RH monthly report	

December 2021

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
	Output 3: Enhanced nutrition services for children under five (0-59 months) through preventive and curative nutrition- interventions.	Number of children under five (0-59 months) reached with nutrition- specific interventions	TBD	1,896	0	Nutrition monthly report, Nutrition Databases	Medical supplies and items will be available quickly and effectively through local markets and cluster pipelines.
		Number of children SAM with medical complications refer to SC	TBD	19	0	Nutrition monthly report/ Databases	
		Number of health care staff trained in prevention and management of acute malnutrition	TBD	6	0	Training report/ attendance sheet.	



<p>Priority Area: Reinforcing the quality of care through rehabilitation and construction works of PHC, trainings, follow-ups, monitoring of the targeted clinics, and promoting women and children's health in the targeted areas.</p> <p>Outcome 1: Increased accessibility of quality and comprehensive primary health care services.</p> <p>Activity 1.1 Construct 2 health facilities at Otash and Majok</p> <p>Activity 1.2 Provide comprehensive healthcare at 2 facilities (Otash and Majok), including maternal and child health services.</p> <p>Activity 1.3 Provide IMCI services to children less than 5 years through digital diagnosis and treatment application and support for front-line health care workers.</p> <p>Activity 1.4 Continue to implement Health Management Information Systems (HMIS) by providing reporting tools and health facility registers.</p> <p>Activity 1.5 Support referral systems for further services.</p> <p>Activity 1.6 Conduct monthly and quarterly supportive supervision for quality checks and improvement.</p> <p>Activity 1.7 Provide on-job training, mentoring, and coaching to health facility staff on various topics, including laboratory management, medical waste management, infection control, and psychosocial first aid (PFA).</p> <p>Activity 1.8 Provide first aid to the children in school</p> <p>Activity 1.9 Conduct awareness sessions at school in the target area.</p> <p>Outcome 2: Enhanced comprehensive sexual reproductive health services accessibility.</p> <p>Activity 2.1 Provide reproductive health services to 2 health facilities in line with the Minimum Basic Health Package (MBHP) policy framework and the MISP Minimum Initial Package guideline.</p> <p>Activity 2.2 Provide essential RH drugs and supplies through coordination with WHO, UNFPA, and SMoH.</p> <p>Activity 2.3 purchase and distribute clean delivery kits (CDKs) to ensure safe delivery.</p> <p>Activity 2.4 Provide BEmONC services at Otash camp health facilities.</p> <p>Activity 2.5 Support the referral of obstetric emergencies to secondary care.</p> <p>Activity 2.6 Provide CMR services and psychosocial support to GBV survivors.</p> <p>Activity 2.7 Conduct comprehensive BEmONC training</p> <p>Activity 2.8 Conduct family planning training</p> <p>Outcome 3: Sustainable malnutrition prevention through improved access to CMAM services</p> <p>Activity 3.1 Screen nutritional status of children 6 -59 months and PLW and refer for the appropriate service.</p> <p>Activity 3.2 Provide medical checks and routine treatment per CMAM protocol on admission and during follow-up.</p> <p>Activity 3.3 Conduct routine community-based MUAC screening for Cu5 and PLW.</p> <p>Activity 3.4 Facilitate referral for cases that require secondary health care.</p> <p>Activity 3.5 Basic training on CMAM Training</p>	<p>Means</p> <ul style="list-style-type: none"> - Through high coordination with SMOH provides secondment staff to run Majok complete. - Cooperate with HAC and labor office to recruit staff to run Otash HF. - Precure medical equipment to fill the gap - Purchase essential drugs and reagent - With coordinate with SMOH to provide the vaccine. - Purchase CDKs. - Rent vehicle monthly based on project implementation. - Receive Nutrition supply form, nutrition partner. - Close monitoring and evaluation. <p>Costs</p> <p>The total action cost is € 100,000, with € 419,831 budgeted for Human Resources and € 12,000 for travel. Project activities implementation costs € 494,247 and € 64,420 for ICR. The project evaluation will cost € 8,500. (See budget details in Annex B)</p>	<p>Assumptions</p> <p>There is no overflow of numbers of the new arrival IDPs, resulting in the ongoing conflict.</p> <p>Safety, security, and physical access allow for continued operations and delivery of ALIGHT's humanitarian services to affected communities.</p> <p>Commodities within the program are priced within the anticipated range, and supplies can be transported to the affected communities.</p> <p>Participants are willing to participate in the vaccination program and pass the information on to others.</p> <p>Participating in the ANC and PNC programs and passing on the information to others is essential for the program's success.</p> <p>Medical supplies and items will be available quickly and effectively through local markets and cluster pipelines.</p>
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Funded by
the European Union

بتمويل من
الاتحاد الأوروبي



Contracting authority: Italian Agency for Development Cooperation

Strengthening a Decentralized Health System for protracted displaced population in Nyala - South Darfur State.

T05-EUTF-HOA-SD-73-01

Reference: Grant/02/HealthPro/T05-EUTF-HOA-SD-73-01

Grant application form

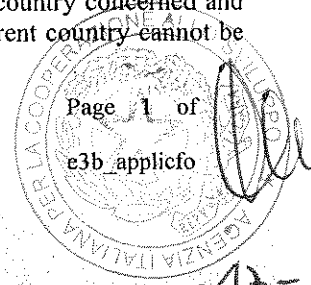
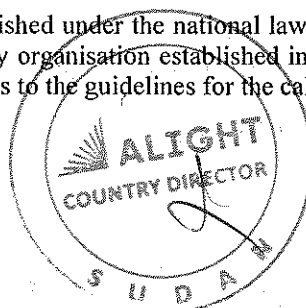
Deadline for submission of

concept notes and full applications

12th June 2022 at 17:00 p.m. GMT +2 (Khartoum, Sudan)

Title of the action:	Improving access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur
[Number & title of lot]	Improving SRH, MCH & PHC services for IDPs and host community in South Darfur State
Location(s) of the action:	Sudan – South Darfur - Ottash and Majok IDP camps
Name of the lead applicant	Alight
Nationality of the lead applicant ¹	United State of America

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.



Dossier No	
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(for official use only)

EuropeAid ID ²	US-2013-EIA-1612735110
Ongoing contract/legal entity file number (if available) ³	-
Legal status ⁴	NGO
Co-applicant ⁵	N/A
Affiliated entity ⁶	N/A

Lead applicant's contact details for the purpose of this action	
Postal address:	13545-Riyadh
Telephone number: (fixed and mobile) country code + city code + number	+249 0122785643 +249 (9) 0123 4001 +249 (9) 99004218
Fax number: country code + city code + number	N/A
Contact person for this action:	Mohammed Idriss – Acting Country Director
Contact person's email:	MohammedAI@WEAREALIGHT.ORG
Address:	Block 8(2nd) – House No 129 - Khartoum, Sudan
Website of the lead applicant:	www.wearealight.org

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the contracting authority. The contracting authority will not be held responsible in the event that it cannot contact an applicant.

² To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit

https://ec.europa.eu/europeaid/funding/about-calls-proposals/pador-helpdesk_en

³ If a lead applicant has already signed a contract with the European Commission and/or has been informed of the legal entity file number. If not, write 'N/A'.

⁴ E.g., non-profit, governmental body, international organisation.

⁵ Use one row for each co-applicant.

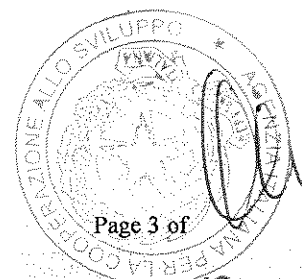
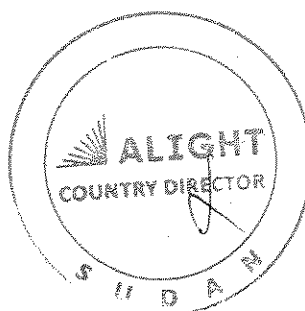
⁶ Use one row for each affiliated entity.

NOTICE

Processing of personal data related to this grant award procedure 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.

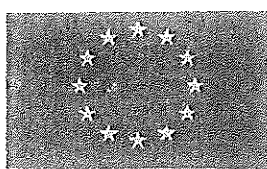
The call for proposals and the grant contract relates to an external action funded by the EU, represented by the European Commission. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.

In cases where you are processing personal data in the context of participation to a call for proposals (e.g., CVs of both key and technical experts) and/or implementation of a contract (e.g., replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate the above-mentioned privacy statement to them.



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PART A. CONCEPT NOTE

1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that if this is an open call, only the concept note shall be submitted in the first stage (not the full application). If this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the concept note but the lead applicant must ensure that the text:

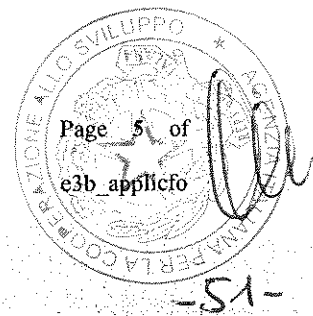
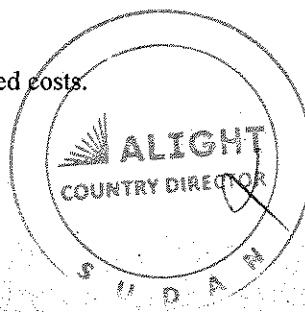
- includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
- includes the table of the summary of the action (without any limitation of size)
- **includes the description of the action (not exceeding 1 pages) and the relevance of the action (not exceeding 2 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;**
- provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

1.1. Summary of the action

Please complete the table below.

Title of the action:	Improving access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur
- Please tick the box corresponding to the specific lot for which you are applying:	T05-EUTF-HOA-SD-73-01 Priority Area 2: Reinforcing the quality of care through rehabilitation and construction works of PHC, trainings, follow ups and monitoring of the targeted clinics and promoting women and children's health in the targeted areas
Location(s) of the action: — specify country(ies), region(s) that will benefit from the action	Ottash and Majok IDP camps, Nyala, South Darfur, Sudan
Total duration of the action (months):	12 months
Requested EU contribution (amount)	1,000,000£
Requested EU contribution as a percentage of total eligible costs of the action (indicative) ⁷	%
Total indicative budget	EUR 1,000,000
Objectives of the action	Overall objective: Improve access to quality health and nutrition interventions for the displaced persons in Ottash and Majok IDP camps and their host community Specific objectives: 1. To improve the health status of IDPs and vulnerable host communities with a focus on maternal and child health through two primary health care centers.

⁷ If applicable, insert an additional % of the total accepted costs.



	2. To contribute to reduced morbidity and mortality associated with acute malnutrition in Ottash and Majok IDPs in Nyala, South Darfur through improved access to quality Community based Management of Acute Malnutrition (CMAM) services and prevention of under nutrition.
Target group(s) ⁸	Internally displaced persons hosted in Ottash and Majok IDP and their host community
Final beneficiaries ⁹	85,703 IDPs (Ottash 84,297 and Majok 1,406) and 40,000 host community
Expected outputs	<ul style="list-style-type: none"> – Capacity of technical staff upgraded – PHCCs infrastructure improved/constructed – Primary health care including reproductive health services provided – Children in school reached out with health education on reproductive health, hygiene and disease prevention – Routine immunizations services provided to eligible children and adults – Nutrition services provided
Main activities	<ul style="list-style-type: none"> – Construct/renovate 2 PHCCs in Majok and Ottash – Equip two PHCC with furniture, medical equipment and materials – Training of health and nutrition workers on various topics – Procure essential medicines and laboratory reagents – Provision of primary health care services – Provision of nutrition services through CMAM and IYCF – Conduct awareness raising campaigns at school and community level on reproductive health and hygiene – Joint monitoring visits with SMOH – Vaccination campaigns – Train and run mother to mother support groups – Conduct awareness campaigns on reproductive health including prevention and screening of breast cancer and cervical cancer

1.2: Description of the action (max 1 pages)

Sudan continues to experience political instability affecting the country in terms of the economy, development, and health system. South Darfur is one state that continues to experience communal conflict resulting in internal displacements. At the same time, a hundred thousand people have been hosted in IDP camps for several years. The Ottash IDP camp was established over a decade ago and has continued to expand into hosting new IDPs. The camp has 4 health facilities, one of which was recently handed over to the SMOH. However, the MoH needs to be supported to ensure the continuity of service provision at the facility. The facility requires an improvement in the infrastructure and an expansion of services to include BEMONC services, which was identified as a gap in the Ottash camp. According to a joint assessment conducted attended by Alight, HAC, UNFPA, WHO, UNICEF, and WFP in Majok in April 2022, some

⁸ 'Target groups' are the groups/entities who will directly benefit from the action at the action purpose level.

⁹ 'Final beneficiaries' are those who will benefit from the action in the long term at the level of the society or sector at large.

populations from Gereida were displaced due to communal conflict and are now hosted in Majok IDP. During the assessment, some IDPs with a medical background decided to use a temporary shelter to provide health care services.

However, the place is inadequate and needs improvement as there are medical equipment and drug gaps. Due to these gaps, IDPs are forced to leave the camp to seek medical care. The assessment identified concerns for vulnerable groups in accessing the services.

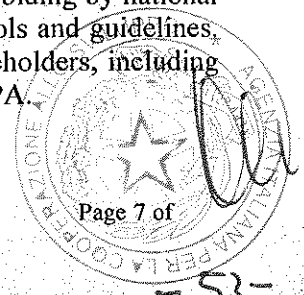
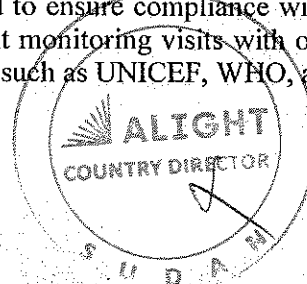
Further, the assessment found that some children missed receiving vaccines which raise concerns about a measles outbreak, especially since cases were reported within the last 12 months in South Darfur. Therefore, Thus, it would be essential to establish a facility inside the camp to deliver primary health packages and support them to access secondary health care services. Gaps in capacity were highlighted among health providers in Ottash as per the engagement with SMOH. Together with the staff who will be recruited, there is a need to be trained to ensure a common and refreshed understanding of MOH guidelines. Key gaps in the capacity include BEmONC, integrated management of childhood illness, community-based management of acute malnutrition (CMAM) training, and infection prevention and control.

The action aims to improve access to quality health and nutrition interventions for the displaced persons in Ottash and Majok IDP camps and the host community. The action will focus on improving the health status of IDPs and vulnerable host communities with a focus on maternal and child health through providing primary health care, including maternal health and child health care. To achieve this, Alight plans to construct or renovate two PHCCs in Ottash and Majok IDP camps, where primary health care packages will be provided. Alight will also organize training of health care providers based on identified needs to ensure the quality of provided care. Medicines, medical supplies, and equipment will be procured. To contribute to reduced morbidity and mortality associated with acute malnutrition in Majok IDP in Nyala, South Darfur, this action will improve access to quality Community-based Management of Acute Malnutrition (CMAM) services and prevent undernutrition. To achieve this, Alight plans to train staff on CMAM to ensure the management of malnutrition is based on national guidelines. More efforts will be put into case identification through mass MUAC screening for timely enrolment and treatment in respective programs. This action will also focus on following up at the community level for children who need special attention and defaulters. The intended action is in line with Humanitarian Response Plan (HRP 2022) and was designed in accordance with health and cluster priorities for which Alight is an active member and currently is co-leading the health cluster with World Health Organization (WHO). The action will be implemented in coordination with HAC, SMOH, WHO, UNICEF, WFP, UNFPA, and other partners operating in the Ottash IDP camp. Alight will also collaborate with community leaders and community-based structures as influential platforms for awareness-raising and behavior change communication. Alight will ensure the integration of cross-cutting issues, including gender and protection, where all interventions will be designed to ensure no one is left behind. New construction will consider access to persons living with a disability. For environmental protection, Alight plans to use green energy as the primary power source to light health facilities, run air conditioners and fans, and medical equipment. However, the generator will be a backup to allow uninterrupted services. The intended project duration is 12 months, starting from August 2022 to July 2023.

1.3 Relevance of the action (max 2 pages)

1.3.1 Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

The project objectives were designed in line with the call for proposals and are in line with Sudan health and nutrition cluster priorities. The action is tailored based on priority 2 of the call of the proposal, which aims at reinforcing the quality of care through rehabilitation and construction work of PHCCs, capacity building, and training, follow-up and monitoring of the targeted clinics, and promoting women and children's health in the targeted areas. The project will reinforce access and quality of primary health care. Alight will construct/renovate two PHCCs and will equip them to provide primary health care services; where staff does not exist, such as in Majok IDP camps, they will be recruited, and where they exist, they will be trained based on identified gaps which include training on Emergency obstetrical and newborn care (BEmONC), Integrated Management of Childhood Illnesses (IMCI), Community Management of Acute Malnutrition (CMAM), and Infection Prevention and Control which will allow abiding by national treatment guidelines. Monitoring will be conducted to ensure compliance with protocols and guidelines. This includes internal monitoring sessions and joint monitoring visits with other stakeholders, including SMOH, HAC, cluster, and subgroups lead agencies such as UNICEF, WHO, and UNFPA.



The action also intends to address the priorities as per the proposal's call, including reinforcing the referral mechanism and ensuring patients are facilitated or supported to access secondary referral services, including emergency obstetrical cases requiring comprehensive obstetrical emergency care. The project will also provide children and adults access to EPI services and community outreaches. Alight will collaborate with AMOH during vaccination campaigns and ensure the cold chain is maintained at every level, including transportation, storage, and vaccination points. For nutrition prevention and management, Alight will reinforce the implementation of CMAM in Majok IDP camp through training and strengthening prevention at the community level. Mother-to-mother support groups will be created and trained to deliver counseling on IYCN best practices while they will play a role in malnutrition case identification through MUAC screening. The nutrition technical team will provide mentorship and coaching to these groups to keep them motivated and align their participation with national guidelines.

As per priority 2, Alight plans to integrate health education into school. To achieve this, Alight intends to train teachers and school leaders on crucial health topics, including reproductive health, disease prevention, nutrition, and hygiene promotion, including menstrual health and hygiene. Trained teachers at school will conduct sessions. The Alight health and nutrition team will mentor and monitor the implementation of the action. In addition to preventing infection, Alight will train teachers on primary first aid care and provide related kits in schools. Health education will be organized in the community, focusing on creating demand for reproductive health services such as family planning and raising awareness on the prevention of breast and cervical cancer and availability of screening services while engaging community structures to discuss the prevention and reporting of GBV incidents.

At the community level, awareness-raising on reproductive health, including prevention and reporting of GBV incidents, reproductive health demand creation including family planning as well as prevention of breast and cervical cancer as well as the screening of these types of cancer for timely treatment.

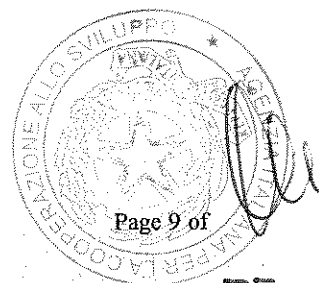
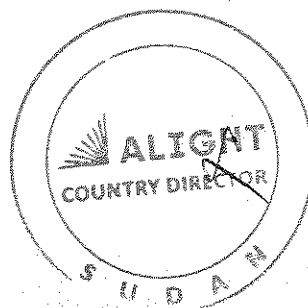
1.3.2 Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

The health system in Sudan continues to be affected by the current unstable political situation and humanitarian crisis. Poverty levels are increasing due to the economic recession since 2018, recent economic adjustments (exchange rate and subsidy reforms), the COVID-19 pandemic, and climate shocks. Furthermore, rising inflation levels and high food prices have compounded the humanitarian needs overview 2022 challenges and created additional adverse welfare impacts, likely resulting in exacerbated vulnerability and poverty, particularly among the urban poor. The protracted humanitarian crisis in Sudan continues to impact the already fragile health system, reducing the capacity to provide basic health services and respond to the multiple emergencies affecting the country. The annual cycles of floods, disease outbreaks, civil unrest, border conflicts, and the continuing economic crisis have further impacted accessibility to health services. The decline in service provision by the public sector is forcing the population to seek health services in the private sector; 69.3 percent of current health expenditure is in the private sector. South Darfur is one of the states which has experienced multiple communal conflicts resulting in internal displacements with recent records in April 2022. The IDP camps require attention to ensure people in need are accessing essential services. South Darfur 2021 experienced an outbreak of measles, and according to HNO 2021, it is one of the states which recorded low coverage of measles vaccine.

1.3.3 Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

The action targets the population of Ottash and Majok IDP camps and their host communities. This population was displaced as a result of communal conflicts in different periods. Ottash Camp is located in South Darfur, with an estimate of about 84,297 internally-displaced people (IDPs). Established in 2004 for people fleeing conflict, Ottash Camp, now in its 18th year, has grown into a large camp close to Nyala town. New arrival people are displaced from Sharg Aj Jabal Zulmu, Sawra, Bagoma, Kurbal, Tulu, Mal Fugu Dikko, and Sortony due to conflict between non-state actors (SLA/AW versus Zowelnoon group). Majok IDP camp is located 10km East of Nyala, the camp hosts 1,406 displaced people with more than 60% women, resulting from conflicts in Haddob, Dikka, Abulala, and Shanam Elnaga that happened between March and April 2022. Per an assessment conducted in Majok, pregnant teenagers need much attention to access reproductive health and psychological services. Children who are not vaccinated are at

risk of measles, an outbreak which has occurred in South Darfur, including in 2021, thus a need to organize a campaign targeting those who missed the vaccines. The proposed action is tailored to address the needs of each group or category of people. For any community-based structure, Alight will ensure considerations of diversity in sex, age, and vulnerability and ensure representations of the most vulnerable.



PART B. FULL APPLICATION FORM¹⁰

1 GENERAL INFORMATION

Reference of the call for proposals	Grant/02/HealthPro/T05-EUTF-HOA-SD-73-01
Title of the call for proposals	Strengthening a decentralized Health System for protracted displaced population in Nyala – South Darfur State
Name of the lead applicant	Alight
Number of the proposal ¹¹	1
Title of the action	Improving access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur
Location of the action	Sudan – South Darfur - Ottash and Majok IDP camps
Duration of the action	12 months
[Number of the lot]	

¹⁰ The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C).

¹¹ 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.

2 THE ACTION¹²

2.1. Description of the action

2.1.1. Description (max 10 pages)

The intended action aims at improving accessibility and quality of health care including primary health care, obstetric emergency health care, family planning, prevention and screening of cervical cancer and breast cancer, nutrition services, and health education. This will be achieved by improving infrastructure, equipping health facilities with medical equipment, materials and furniture, building staff capacity, and facilitating awareness raising sessions while reinforcing monitoring, evaluation, accountability, and learning (MEAL) systems.

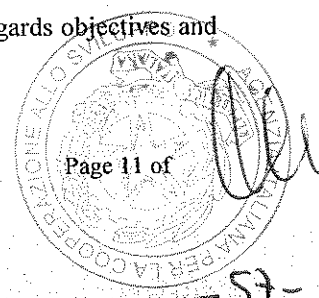
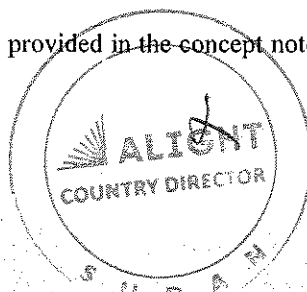
Sudan current context: The political situation in Sudan remains unstable, with the last 8 months marked by a State of Emergency announced by the government in October 2021 after a tempted coup followed by demonstrations that are still ongoing since then asking for the reconsideration of the Juba agreement by the military government. The country's economic situation continues to relapse, followed by high inflation, and an increase in market prices. At the same time, food security remains an issue, and FAO and WFP analysis predict worsened situation of food insecurity in September 2022 with worries of high rate of malnutrition which may result in loss of life. In its fourth year, the Sudan crises post-Omar Al-Basher authoritarian regime continues to have a devastating impact on the health and safety of the country's population. Sudan has experienced continuous conflict since independence in 1956 and has required external emergency assistance every year since 1984 despite Sudan's generosity in hosting over 1.2 million refugees and over 3 million internally displaced people including 1.1million of them in need of health care.¹³ This translates into weak infrastructures such as health and protection sectors where the national budget for health is under 1%. Despite the revolution, challenged transitional government since April 2019 not forgetting the October 2021 coup that led to a military-led government, there is still significant destruction of infrastructure and systems. The dilapidating systems include hospitals and medical facilities that are critically understaffed, lack enough supplies, medicine, or funding for salaries and running costs, thus significantly hindering the availability of services; plummeting exports (>85%) in January 2022, according to the central bank data and the currency sliding on the black market. Additionally, women and children continue to experience traumatic events and shocks and are among those most vulnerable whilst Sudan continues to experience a reduction in foreign assistance following the October 2021 coup.

The protracted humanitarian crisis in Sudan continues to impact the already fragile health system, reducing the capacity to provide basic health services and respond to the multiple emergencies affecting the country. The annual cycles of floods, disease outbreaks, civil unrest, border conflicts, and the continuing economic crisis have further impacted accessibility to health services. The decline in service provision by the public sector is forcing the population to seek health services in the private sector; 69.3 per cent of current health expenditure is in the private sector. Internal Alight report and host community feedback shows that host communities prefer to use refugee or IDP camps- based clinics because of limited access or capacity of health system in their community in some of the locations.

During 2021, the availability of emergency medicines declined steadily, reaching 43 per cent compared to 57 per cent during 2020 with 29 localities across the country reporting coverage of less than 50 per cent (in South Darfur and South Kordofan). By the end of August 2021, four states reported measles outbreaks: East Darfur, South Darfur, River Nile, and White Nile. The total reported suspected cases reached 1,252 cases, including 21 deaths and a case fatality ratio (CFR) of 1.7 per cent. The COVID-19 pandemic has affected the capacity of the health system to provide essential health services, specifically impacting outreach and immunization services. Measles vaccination coverage declined by the end of 2020 to 67 per cent. Clinical management and psychological support to gender-based violence survivors,

¹² The evaluation committee will refer to the information provided in the concept note as regards objectives and the relevance of the action.

¹³ Sudan Humanitarian Needs Overview 2022



including clinical management of rape, is still burdened by a weak referral system and lack of qualified staff both at the facility and community level. The health needs are expected to remain high due to inflation, the economic crisis, poor investment in infrastructure, localised conflicts, and a potential new refugee influx. The country will continue to experience disease outbreaks of endemic, waterborne, and vector-borne diseases, like haemorrhagic fevers, and malaria. Vaccine-preventable diseases can recur due to low immunity among children and shortages in immunization coverage in several areas. Seasonal rains and floods are still the main hazards that can affect hundreds of thousands of people and increase the chance of cholera outbreaks, specifically because of the chronic shortages and solutions to address the suboptimal WASH infrastructure. The aforementioned situation can be exacerbated by the continuous shortages in essential medical supplies and medicines.

Despite training capacity, including 35 medical schools, Sudan has a shortage of health workers, with only 4.1 physicians and 8.3 nurses and midwives per 10,000 populations in 2015. The workforce has been depleted by severe brain drain, with low staff retention and high emigration of health-care workers, driven by political instability, low wages, and poor-quality training opportunities. Over half of Sudanese doctors practice abroad. Other health workforce challenges include an unbalanced skill mix and inequitable geographical distribution of workers.

Acute and chronic malnutrition have been problems in Sudan for the past several decades. The drivers of malnutrition are multi-sectoral; these include prominent levels of poverty, poor WASH conditions, limited access to health services, illiteracy and high food prices contributing to inadequate food intake and dietary diversity. Sub-optimal feeding practices and cultural norms affect children's growth and development from an early age. Children under 18 years (especially under five years of age) and PLW are the most vulnerable groups due to their increased physiological and biological needs. Moreover, women, young girls and boys suffer disproportionately. The risk of acute malnutrition increases among children in distressed conditions (IDP, returnees, refugees etc.). Children in such circumstances are likely to miss lifesaving nutrition services exposing them to increased malnutrition, morbidity, and mortality risk. Although, there is no very recent data on the nutrition situation among under-five children in Sudan, the 2018 S3M II revised results, indicate that 64 localities had exceedingly high (15 per cent and above) prevalence of Global Acute Malnutrition (GAM), of which 9 localities in four states (East Darfur, South Darfur, Red Sea, and River Nile) had catastrophic levels (GAM 30 per cent and above).

South Darfur context: The economic crisis, food insecurity, and conflict are the main drivers of humanitarian needs in South Darfur. Some 1.7 million people need humanitarian assistance in South Darfur in 2022, of which 776,000 million are vulnerable residents and 687,000 are IDPs, according to the 2022 (HNO). The number of people in need has increased significantly from 2020. Conflict between the Government and armed movements and subnational violence are the main causes of displacement. The recent records of displacements include April 2022. IDP in protracted camps have not yet started to return home in significant numbers. The main reasons for this are the occupation of personal land and property while the IDPs were displaced in other areas; limited availability of basic services, and insecurity in some home areas. The displaced, nomadic, and returning populations' movement is adding to the strain on the weak health services delivery system. The public sector health facilities perform at the lowest levels due to poor infrastructure, lack of trained human resources, and financial constraints. In 2011, the turnover of health cadres was at its highest due to poor incentives and insecurity. Some health facilities are functioning at lower levels than others. Secondary health care facilities are limited in number and mostly operate at minimum capacity. General health services are delivered by 98% of primary health care facilities, although only 34% of these facilities provide immunization services.

According to the latest Sudan Integrated Food Security Phase Classification (IPC) analysis, about 370,000 people—10 percent of the people in the state were in crisis and above levels of food security between October 2021 and February 2022. In comparison, about 358,600 people in the state are malnourished (2022 HNO), with the highest global acute malnutrition (GAM) level among all the Darfur states. Due to poor road conditions, large areas in the state become inaccessible during the rainy season. Humanitarian partners mitigate this by prepositioning and planning interventions accordingly.

Ottash and Majok are one of the IDP camps hosting displaced people, which this action will target. Ottash Camp is located in South Darfur, with an estimated 84,297 internally displaced people (IDPs). Established in 2004 for people fleeing conflict, Ottash Camp, now in its 18th year, has grown into a large camp close to Nyala town. New arrival people are displaced from Sharg Aj Jabal Zulmu, Sawra, Bagoma, Kurbal, Tulu, Mal Fugu Dikko and Sortony due to conflict between non-state actors (SLA/AW versus Zowelnoon group). Majok IDP camp is located within 10km of East of Nyala, the camp hosts 1406 displaced people resulting from conflicts in Haddob, Dikka, Abulala, and Shanam Elnaga that happened between March and April 2022.

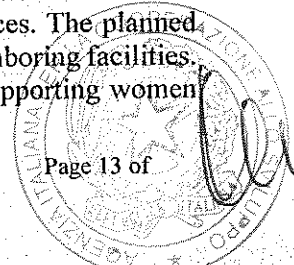
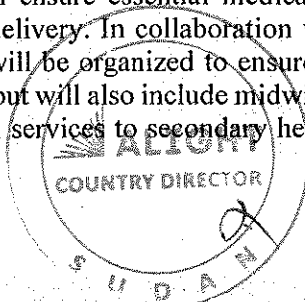
Alight conducted an assessment on May 23, and 24, 2022, at the Ottash IDP camp Alight firstly consulted SMOH to map existing partners in health and nutrition and map gaps that existing partners in the Ottash camp do not cover. The findings show that there are 4 health facilities, two managed by an INGO, one managed by a Health insurance fund, and the fourth was recently handed over to SMOH. The one-handed over to SMOH is partially constructed with services limited to reproductive health, an expanded program of immunization, and nutrition. At the same time, there is a need to offer a full package of primary health. In addition, there is a lack of medical equipment, and the facility experiences shortages of essential medicines. SMOH recommended Alight apply for AICS funds to support expanding the facility's capacity and providing quality primary health care.

Referring to a joint assessment that was conducted at the Majok IDP camp, the report shows that there are gaps. Currently, the population is seeking medical care in Nyala, and it has been highlighted as a protection concern for people with specific needs, such as persons with disability, to access basic needs and pregnant teenagers who need support. Among IDPs, some health professionals decided to provide basic health care in a temporary shelter. However, there is a lack of medical equipment and medicines. Most of the children in Majok who were displaced from the Haddad area missed some vaccines, while the existing medical team reported cases with psychological trauma needing support. There is also a lack of health education, and people are unaware of where to access health care.

The action intends to ensure increased access and quality of primary health care to this population by covering the above-highlighted gaps and coordinating with other relevant stakeholders such as SMOH, HAC, WVI, Health insurance funds, WHO, UNICEF, WFP, health cluster, nutrition cluster to ensure coordinated efforts to prevent duplication and misuse of resources. The project will contribute on priority 2 which is: ***Reinforcing the quality of care through rehabilitation and construction works of PHC, trainings, follow ups and monitoring of the targeted clinics and promoting women and children's health in the targeted areas.*** Based on identified gaps, the action will focus on two IDP camps, Ottash and Majok IDPs, where Alight will support strengthening access to primary health care. In Majok, Alight plan to run a primary health care unit by constructing infrastructure where services will be provided, equipping the facility with furniture, medical equipment, and materials, and recruiting and training essential staff to provide services. In Ottash, as the facility already exists and is managed by SMOH, Alight will support expanding the infrastructure to meet the minimum primary health care package, equip the facility with furniture, medical equipment, and materials, and support seconded staff to provide the services. Increasing the capacity of the two health facilities will increase the accessibility of IDPs and host communities to a complete package of primary health and also increase quality in terms of medical investigation and treatment while increasing the comfortability and safety of both facility users and health care providers.

Alight will support EPI services through vaccination campaigns and support SMOH for outreach vaccination sessions, including host communities while maintaining the cold chain. It is expected that this will increase vaccination coverage and thus contribute to reduced morbidity and mortality of vaccine-preventable diseases.

For Emergency Obstetrical care, Alight will ensure essential medical equipment and materials are procured to equip EmOC services for safe delivery. In collaboration with SMOH, midwives will be trained on EmOC and mentorship sessions will be organized to ensure quality services. The planned training will not only target the two facilities but will also include midwives from neighboring facilities. In addition, the project will facilitate referral services to secondary health care by supporting women



with the secondary referral cost and transport to hospitals. Women will also access antenatal care, including access to safe delivery kits, but key messages and communication will focus on encouraging women to prepare early and plan to deliver at a health facility. In addition, community midwives will benefit a refresher training on best IPC practices and basic skills to assist deliveries. This will contribute to an increased percentage of safe deliveries, thus reducing maternal mortality.

Alight plans to target schools with health education on reproductive health, including preventing diseases such as STIs/HIV, and nutrition and hygiene, including menstrual health and hygiene. Training selected teachers will achieve this by facilitating such sessions, and organize periodic meetings to review progress. In addition, first aid kits will be procured for schools, and teachers will be trained on first aid and be able to intervene whenever necessary. It is expected that this will allow students to the informed behavior change but also, we expect the students to share knowledge with their families. As a long outcome, this activity is preparing for future resilient community.

To improve nutrition and reproductive health, Alight will reinforce community structure and train them to play a key role in community awareness, increase demand for reproductive health and refer cases from the community while supporting follow-up of missed appointments. Specifically, for reproductive health, the focus will be on family planning and prevention of breast and cervical cancer and available screening services for timely treatment. For nutrition, the focus will be on Infant and young child nutrition (IYCN) and support community management of acute malnutrition for early case identification and timely enrolment in treatment programs, thus contributing to a reduced rate of acute malnutrition. Alight will integrate awareness-raising on GBV prevention and incident reporting through community structure, providing the basic package on GBV prevention and reporting.

2.1.2. Implementation approach (max 4 pages)

The action aims at contributing to priority 2 of Reinforcing the quality of care through rehabilitation and construction works of PHC, trainings, follow-ups and monitoring of the targeted clinics and promoting women and children's health in the targeted areas. Alight will provide quality preventive and curative primary health care services, including outpatient consultations with special emphasis on integrated management of childhood illnesses (IMCI), communicable and non-communicable disease. Also expanded immunization program, laboratory services, pharmacy, community health, psychological - social services, outbreak response, and epidemic surveillance – all through District health information software (DHIS) owned and managed by Alight. Alight will also provide comprehensive reproductive health services, including antenatal care, labor and delivery, postnatal care, family planning, adolescent sexual reproductive health, and facilitate access to clinical management of rape. This also includes coordination with SMOH to facilitate access to HIV services comprised of testing, counselling, prevention of mother to child transmission and access to antiretroviral treatment. Following guidelines and protocols, referral mechanism will be put in place.

For **appropriate management of medicines and medical consumables**, Alight plans to improve storage, arrangement of drugs as per international guidelines, controlling and maintaining temperature. Alight will engage WHO, UNFPA and SMOH for provision of interagency kits and other program medicines. However, with experience from the past, some essential medicines are missing from kits thus with the project, Alight plans to complement with locally procured medicines and consumables. Health care providers will be trained on rational use of drugs.

Improving facilities: Alight intends to improve facilities infrastructure to ensure increased access to full package of primary health and ensure comfortability and safety of facility users and staff. This will be done by constructing shelters to host BEMONC services, outpatient consultations, laboratory, pharmacy, short stay, dressing rooms, EPI services and health education in Ottash IDP camp and construction of shelters to host outpatient consultation, EPI and reproductive health services in Majok IDP. To achieve this, semi-permanent materials will be used. In addition, Alight will install solar energy which will allow continuation of services during the night, functional laboratory equipment as well as running air conditioners and fans to maintain pharmaceutical store temperature. During construction, Alight will ensure connection of water to key services including laboratory, BEMONC services to allow the team to maximize compliance to infection and prevention measures. Lastly incinerators will be constructed for solid waste management while channels for liquid waste will be created at design phase

for control of infections, unpleasant smell and flies. The facilities will also be equipped with furniture, medical equipment, materials.

Provision of primary health care with focus on BEmONC and reproductive health: Alight will recruit and train health workers and support staff to provide quality primary health care including outpatient consultations with integrated management of childhood illnesses, screening of non-communicable diseases, EPI services, laboratory services, pharmacy services, short stay, wound dressing, ante natal care, safe delivery, post-natal care, and family planning. In Ottash, Alight will establish BEmONC services. To increase demand of reproductive health services, community outreaches will be organized focusing on importance of delivering in health facility, mobilizing families including men on importance of family planning, and sensitizing women on prevention of breast and cervical cancer. Alight will use community volunteers who will be selected among targeted population with representation of people, and they will be equipped with basic knowledge on targeted topics.

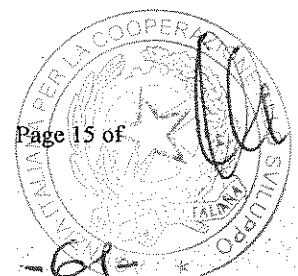
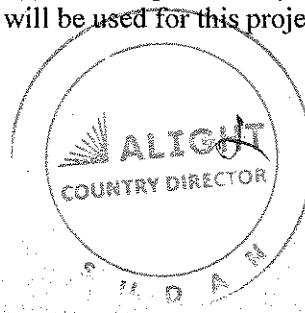
Expanded Program of Immunization (EPI): Alight will ensure to maintain cold chain, during transport and storage of vaccines as well as at vaccination sites, and will monitor the temperature as per FMOH guidelines. Through community volunteers, awareness raising and mobilization of families will be done, also education sessions on EPI will be integrated into ANC and post-natal care. Alight in coordination with SMOH will organize vaccination and outreaches campaign to increase accessibility including for the host communities. Alight is expecting to receive vaccines and fridge from SMOH through UNICEF.

Health education will be provided at community level targeting families as well as at schools targeting students. For provision of health education at schools, Alight will organize an entry meeting to ensure school leaders and teachers understand the purpose of activity for their commitment to support it. Alight will then organize training sessions for teachers and school leaders on behaviour change communications and right information for school age groups on reproductive health, nutrition, hygiene including menstrual health and hygiene. In return the trained teachers will facilitate behaviour change communication sessions for students with the support and mentorship of Alight health staff. For prevention of diseases/infections, Alight will procure and provide first aid kits to school and provide training to teachers on provision of first aid.

At community level, Alight will use community volunteers who will be recruited and trained on behaviour change communication and basic knowledge on key prevalent issues such as hygiene, nutrition, common communicable diseases, reproductive health including family planning. These volunteers will take key role in prevention activities at family level and will engage both men, women, boys and girls in order to adopt best health, reproductive health, nutrition and hygiene practices to prevent diseases and promote their health.

Nutrition: Alight will provide nutrition services in Majok IDP camp as per national guidelines on community management of acute malnutrition (CMAM) including MUAC screening of malnutrition at family/community level for identification of malnutrition cases which will be done by trained volunteers as well as through mother support groups. Identified cases of severe malnutrition will be managed in Outpatient therapeutic program while the remaining will be referred to different programs based on the national guidelines including: Targeted supplementary feeding program (TSFP) to another partner providing the services while severe acute malnutrition with complications will be referred and facilitated to access stabilization center. Alight will work with the community to create mother support groups and they will be trained on IYCN, a platform that will be used to promote infant, young child nutrition best practices. These groups will be monitored by nutrition officers.

For data tracking, printed tools will be availed in facility for recording, and data will be collected on weekly basis and analysed using dHIS. For key diseases under epidemiological surveillance, reports will be shared with SMOH weekly. For outbreak preparedness and response, Alight coordinate with SMOH and WHO through health cluster and same approach will be used for this project.



Capacity building: one of strategy towards quality care will be to build the capacity of services providers based on pre-identified gaps. Training will be organized and conducted in collaboration with SMOH. Following training will be conducted:

- Training of midwives on Basic Emergency Obstetrical and neonatal care
- A total of 10 of community volunteers will be trained on the guidelines of community IMCI to detect and refer cases with dangerous signs from the community, the training will run for 5 days. This training will reinforce early access to IMCI services thus contribute to the reduction of under-five mortality rate
- A two days training will be organized for 10 of health staff on infection prevention and control, the training will be facilitated by 3 MOH staff.
- A five days training of 10 staff on Community management of acute malnutrition (CMAM) will be conducted. This will reinforce the capacity of staff to manage malnutrition cases based on national guidelines.
- A two-day training targeting health care provider will be conducted on rational use of drugs. This will contribute to improved supply chain and prevention of stock out.
- A 3-day training for 25 teachers will be organized on first aid and prevention of diseases. This will allow them to raise awareness among students on disease prevention and provide first aid. This will allow timely access to first aid for life saving as well as safe basic care before referring a student to the facility.
- A 4-day training for 20 teachers on behaviour change communication will be conducted on key topic including hygiene, nutrition, and reproductive health

Organizational structure: The project will be coordinated by Alight Health Officer, a new position for the purpose, s/he will be reporting to Health and nutrition Coordinator under overall supervision of Area Manager who oversee Alight implementation in South Darfur. The Health Officer will coordinate implementation with medical doctors in each of the two facility who are the ones overseeing implementation at clinic while for community and school related activities, he/she will coordinate with Health education officers. The Health Officer will also coordinate with stakeholders during the implementation of the project, joint monitoring, and meetings.

In Majok, Alight plans to coordinate with MoH and use seconded staff to deliver services and these include medical doctor, 1 medical assistant, 2 midwives, 2 nurses, 1 laboratory specialist, one pharmacy assistant, two vaccinator, 1 health educator, 1 registrar, 2 cleaners and two guards. Also, to provide nutrition services, Alight will contract 1 register, 2 measurers, 1 health educator, 1 nurse and nutrition supervisor as secondment staff.

In Ottash, Alight will recruit and manage a new medical team lead by a medical doctor, 1 medical assistant, 8 midwives, 2 nurses, 1 laboratory technician, one laboratory assistant, one pharmacy assistant, two vaccinators, one health educator, 1 registrar, two cleaners and two guards.

Also, for the successful implementation, this team will be supported by logistic, finance and HR department at field level and country level to ensure compliance to donor guidelines and internal procurement and finance SoPs while recruiting qualified and competent staff following internal recruitment policy.

Country office has played a coordination role since the design of the project and will continue to provide guidance to South Darfur team for the success of the project including grant opening meeting to ensure common understanding of goals and expected results, mid-term review, risk analysis and guidance on how to overcome them.

Coordination with other stakeholders: This project is designed in line with Humanitarian Response Plan (HRP 2022) clusters priorities and strategies of saving lives and sustaining services of Health, nutrition including reproductive health. Specifically, for Majok IDP camp, the project is designed based on findings of a joint assessment mission which was made of different stakeholders including HAC, UNFPA, SMOH, WHO, UNHCR, WFP and IOM while for Ottash, Alight has consulted with SMOH to understand the gaps. During the implementation, ALIGHT will continue to work with above

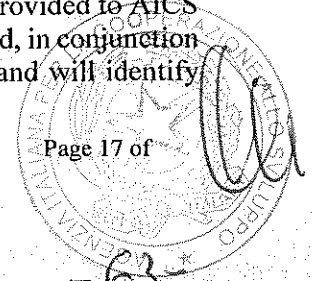
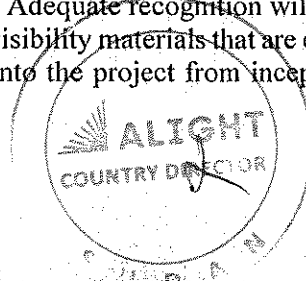
mentioned stakeholders and coordinate efforts with other partners and sector present in targeted IDP camps. Also, Alight will work closely with community relief and development committees to strengthen community ownership. The success of this program depends on cooperation and partnership with line ministries and key stakeholders. Alight has strong relationships and good cooperation with SMOH, Humanitarian Aid Commission (HAC), UN agencies like UNICEF, WFP, WHO, UNFPA and other local and international agencies involved in health, nutrition and WASH. Alight works closely with WHO to ensure essential drugs and medical equipment are available to enhance service delivery to affected and vulnerable communities. In addition, Alight will collaborate technically with WHO to respond to outbreak of endemic diseases. Alight will also work closely with WFP and UNICEF to ensure availability of RUSF and RUTF for management of MAM and SAM, respectively. Alight will also ensure that the health, nutrition, and wash interventions are according to MoH standards guidelines and protocols and will also actively participate in cluster and sub-cluster meeting both at the federal and State level for health, nutrition, and reproductive health. In these cluster meetings, we share achievements, successes and challenges with other stakeholders and implementing partners amidst networking and strengthening coordination among partners.

Monitoring, Evaluation, Accountability and Learning (MEAL): Alight is committed to rigorous and robust monitoring and evaluation systems that are consistent and of high quality that guarantee efficient tracking of program indicators and integrate all components of Monitoring, Evaluation, Accountability, and Learning (MEAL). This allows the system to effectively contribute to superior program performance and consistent improvements in programming over time. These systems are implemented focusing on client results-based programming that supports a monitoring and evaluation plan that measures project efficiency and effectiveness. Alight develop a monitoring and evaluation plan within the first 30 days of the grant approval to ensure that the project collects high-quality and relevant data. This M&E Plan supports monitoring processes at all levels, including inputs, outputs, and outcomes using routine, remote, and context monitoring. To implement the M&E plan, systematic monitoring of all program activities is carried out at various levels, enabling program teams to identify gaps and areas for improvement and address them in a timely manner. These monitoring levels include using community members to enable their participation throughout project implementation and joint quarterly monitoring and supervision visits with key stakeholders (SMoH and HAC).

To maximize the implementation and use of the above approaches, data is collected from health services, community level, and household levels. This data is disaggregated with respect to sex, age, and geographic area where applicable and is collected daily and aggregated into weekly totals, which are then disseminated to a central MIS system for processing, distribution, and program management. A data policy is in place that stipulates how data is shared and who can authorize sharing to third parties. Data Quality Audits (DQAs) will be done mid-way through the project to allow for corrective measures. They will assess the data validity by reviewing reported data against their sources, measure reliability by examining the consistency of data collected over time, and measure data timeliness. As part of accountability and learning, Alight shares progress reports with all stakeholders and donors. These reports include financial and project narrative reports. Within Alight monthly and quarterly meetings will be conducted to review progress made, challenges faced, and correction required to increase efficacy and document challenges, best practices, and lessons learned. Moreover, Alight will share monthly overview of progresses of key activities and outputs to respective sectors through monthly sector meetings, through 4W updates and bi-lateral meetings if needed.

Furthermore, a review of the M&E tools and systems will also be carried out from time to time to enable data collection that will support measuring the progress and outcome of the project. In order to accommodate the changes in the systems and tools, on-the-job mentorship and coaching will be applied throughout the project implementation period. This will support the building capacity of project staff and community members to fully utilize the existing MEAL systems and tools.

Through Alight Monitoring, Evaluation, Accountability and Learning department, Alight will plan to conduct a baseline assessment and end line assessment which will be used to measure and document the contribution of the project in reinforcing access to quality of care for IDPs and their host communities. Alight is accountable to both beneficiaries and donors. Adequate recognition will be provided to AICS and EU and for their support in any communication or visibility materials that are created, in conjunction with Alight's logo. Alight will incorporate visibility into the project from inception and will identify



communications opportunities and proactively share information linked to project activities for effective communication. Alight will deliver relevant communication content for the proposed interventions, demonstrating the impact of AICS and Alight's work.

Visibility: During the grant opening meeting, trainings, and other events AICS and Alight logos will appear in banners. Similarly, during awareness campaigns, Alight and AICS labelling will be made on campaign relevant materials such as stickers and IEC materials used for community awareness. The assets of the project (such as furniture, computers) will also be marked with AICS and Alight logos, as well as logos on signposts at all the project facilities. During the project implementation, images of the project sites and photos of the ongoing activities will be taken and / utilized in all documentation, including project periodic reports, success story to ensure the visibility of Alight & AICS.

2.1.3. Indicative action plan for implementing the action (max 3 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to 'month 1', 'month 2', etc.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in Section 2.1.1. The implementing body must be either the lead applicant, co-applicant(s) or any of the affiliated entity(ies), associates or contractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. To this end, it must be divided into six-month periods (NB: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the special conditions of the grant contract).

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

Year 1													
Activity	Half-year 1												Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Activity 1.1 Construct 2 health facilities at Ottash and Majok													Alight Health Officer
Activity 1.2 Provide comprehensive healthcare at 2 facilities (Ottash and Majok), including maternal and child health services.													Alight staff clinics
Activity 1.3 Provide IMCI services to children less													Alight staff clinics

psychosocial first aid (PFA).													
Activity 1.8 provide first aid to children in school												Alight Officer	health
Activity 1.9 conduct awareness sessions at school in the target area.												Alight Officer	health
Activity 2.1 Provide reproductive health services to 2 health facilities in line with the Minimum Basic Health Package (MBHP) policy framework and the MISP Minimum Initial Package guideline												Alight health staff	clinic
Activity 2.2 Provide essential RH drugs and supplies through coordination with WHO, UNFPA and SMoH.												Alight coordinator	MCHT
Activity 2.3 purchase and distribute clean delivery kits (CDKs) to ensure safe delivery.												Alight coordinator and Midwives	MCHT
Activity 2.4 Provide BEmONC services at Ottash camp health facility.												Ottash Midwives.	clinic

2.1.4. Sustainability of the action (max 2 pages)

The expected impact of this action is reduced morbidity and mortality through access to quality health care among IDPs in Ottash and Majok IDP camps. Alight tends to build health facilities with semi durable materials and equip them and this infrastructure are expected to continue to serve the population through SMOH even when the project will phase out. Alight will collaborate with HAC and State authorities to ensure recruited staff are within the targeted states to ensure that acquired knowledge and skills during training, coaching, mentorship, and supervision remain. The same applies to community-based structure that will be trained and participate in the project, they will be mobilized on ownership of community-based interventions and we expect that interventions address knowledge gaps in PHC services in the state. The planned training for health staff and community structure will contribute to the capacity of local health emergency management within SMOH and a resilient community.

The strategy of targeting schools with awareness raising on health promotion and disease prevention, is expected to not only serve the present where we are creating a young generation with right information for better decision making on their health and informed behaviour change journey, sharing their knowledge to their families and peers but also will serve to contribute to a future resilient community.

Alight has a strategy to keep local authorities at state and locality level at the center of our interventions to ensure collaboration and their participation in the project but also ownership of action after phase-out of the project and recognizes the significant role that the State Ministry of Health plays in sustaining the project outcomes after the funding phase. The project is expected to create positive relationship between IDPs and host communities, as well.

As part of environment sustainability, Alight intends to use green energy as main source of power for lighting, medical equipment and air conditioning. On other hand Alight will ensure protection of environment in its action by ensuring waste including medical waste produced at facilities are collected and dispose safely and doesn't create danger to community and environment.

Risk analysis: The growing humanitarian crisis in South characterised by communal conflict resulting in internal displacements may be a challenge to the implementation in case the population in the two targeted IDPs camps may increase in unexpected ways beyond projected interventions and capacity. Alight will coordinate with other stakeholders including HAC and SMOH and will keep the donor informed of any change.

The current unstable political situation remains a risk to the implementation, in case it worsens it may affect the health system including access to the services. Alight has developed a contingency plan to ensure continuity of lifesaving interventions during the worse scenario and senior management at Country level will coordinate with Area Manager to monitor the situation under the advice of Global security manager. In such circumstances, Alight will ensure lifesaving health service delivery, especially to children and women.

There is an increased risk of outbreaks of infectious diseases (e.g., cholera and measles) due to poor sanitation and low vaccination coverage among the refugee population. In addition, although COVID-19 incidence has reduced globally and in Sudan, it remains of public concern. To help mitigate these risks, will reinforce epidemiological surveillance and report will be shared with SMOH and analysed for informed timely decision. For vaccine preventable diseases, Alight will work closely with SMOH to ensure a good coverage for targeted population.

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

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

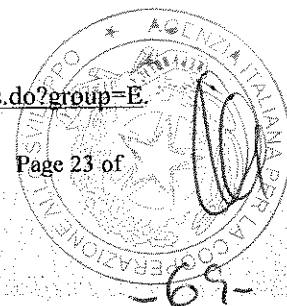
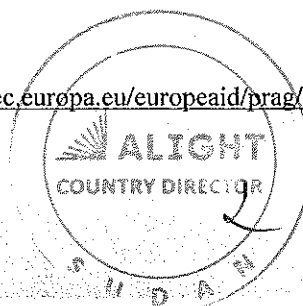
the formation of community groups will be employed to communicate SRH messages and to minimize resistance.

Lastly, the worsening economic situation and high inflation rate may create risk to the project implementation as the market prices are not stable and keep increasing. Alight will monitor the situation and review likelihood to affect the project during the periodical review of the project, advocate for funds to complement AICS funds and whenever there is a need to adjust the project, Alight will engage the donor accordingly

2.1.5. Logical framework

Please fill in Annex C¹⁴ to the guidelines for applicants.

¹⁴ Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>.



2.1.6. 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 4 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 note that the cost of the action and the contribution requested from the contracting authority must be stated in EURO

2.2. 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.

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.

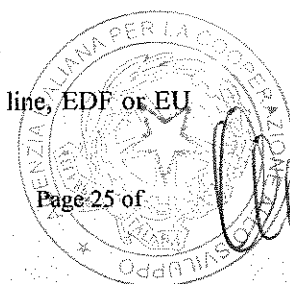
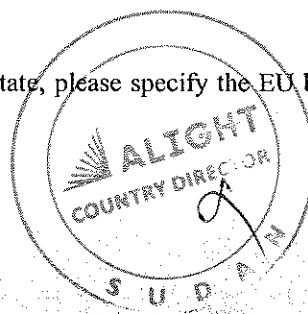
Name of the lead applicant: Alight					
Project title:		AICS: Improving accessibility and quality of Primary Health Care for migrants, refugees, IDPs and host communities in Gedaref and Kassala States BHA: Provision of primary health care, nutrition, and WASH for the populations affected by conflict and displacement in South and East Darfur States			
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)
East Sudan	530,000 EUROS	Grantee (Coordinator)	AICS/EU	530,000 EURO	March 1, 2021, to March 31, 2023
South & East Darfur	22,947,150 Euros	Grantee: Coordinator	USAID/BHA	22,947,150 Euros	October 1, 2020, to September 30, 2023
Objectives and results of the action		To improve the wellbeing of populations affected by conflict and displacement through improved and sustainable access to basic health, nutrition, and WASH services for internally displaced persons (IDPs) and vulnerable host communities in South and East Darfur states of Sudan.			
<p>Founded in 1979, ARC/Alight is an international non-profit, non-sectarian, non-government humanitarian organization working in humanitarian aid and international development. Originally known as American Refugee Committee, Alight Sudan's work spans 16 years, beginning in 2004 in response to the Darfur crisis. Since that time, the organization has served millions of IDPs, refugees, and host communities in multiple sectors, including health and nutrition. Its approach is as innovative as it is practical: take a consumer-centred design approach to co-creating solutions that come from the people served, informed by, and designed side-by-side with all actors, from beneficiaries and donors to partners, governments, community leaders with a stake in lifting individuals and communities up, moving them toward self-reliance in a dignified and impactful way.</p> <p>ARC/Alight began working in South Darfur in 2004 with emergency humanitarian aid to people affected along the Nyala-Gereida and Nyala-Tulu's corridors. In 2014, ARC/Alight expanded its operations to East Darfur, with activities reaching as far as Adilla and Abukarinka localities. ARC/Alight current supports, among others, South Sudanese refugees. In 2020, ARC opened new offices in Kassala and Gedaref states to provide vital humanitarian support to refugees and the host community.</p> <p>ARC/Alight Sudan has more than 900 staff. The country office is based in Khartoum and programs are implemented through sub-offices in Kassala town, Gedaref town, El Daein, East Darfur, and Nyala, South Darfur.</p> <p>Internationally, ARC/Alight currently works in more than 15 countries.</p>					

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.

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



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Name of the lead applicant: Alight					
Project title:		COVID 19 preparedness and emergency response in South and East Darfur			
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)
South and East Darfur	1,398,513 Euros	Grantee (Coordinator)	USAID/BH A	1,398,513 Euro	May 14, 2020, to March 31, 2021
Objectives and results of the action		Preventing and reducing the spread of coronavirus for internally displaced persons (IDPs) and vulnerable host communities in South and East Darfur states of Sudan.			

Name of the lead applicant: Alight					
Project title:		Project Title 1: Support transition from protracted conflict to recovery and sustainable peace East & South Darfur Project Title 2: Support regular caseload & emergency response, Kassala & Gedaref Project Title 3: Integrated health & nutrition response to Ethiopian Refugees in Tunaydbah Gedaref states			
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)
Kassala, Gedaref, East Darfur South Darfur	5,111,588 Euros	Grantee (Coordinator)	USAID/BHA	5,111,588 Euro	January 1, 2021, to December 31, 2021
Objectives and results of the action		The project is providing lifesaving interventions with a view to improve the health and nutrition status of refugees in camps and host communities in Kassala, Gedaref, East Darfur and South Darfur. The project also seeks to improve the WASH services and facilities for the same target groups. We are providing an integrated package of primary health care, reproductive health and nutrition, and WASH services within the camps as well as providing support to the host community members in the immediate environs and catchment areas of the camps.			

¹⁶ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

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

2.3. Co-applicant(s)'s experience (if applicable): N/A

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.

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.

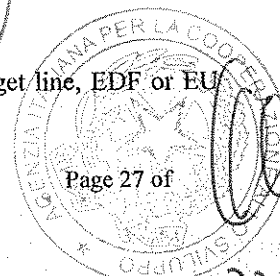
Name of the co-applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ¹⁸	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

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.

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 co-applicant: Alight					
Project title:		<p>Project Title 1: Health, WASH & Protection response for Ethiopian Refugee in Gedaref state - 2021</p> <p>Project Title 2: Integrated Health and WASH response for IDPs, Returnees and host communities in South Darfur - 2022</p> <p>Project Title 3: Emergency Shelter and NFI distribution for IDPs, Returnees and host communities in South Darfur - 2022</p> <p>Project Title 4: Integrated WASH, Nutrition and GBV for IDPs, Refugees, Returnees, and Host Communities in Abu Jabra, Abu Karinka, Al Firdous, and Assalaya localities in East Darfur - 2022</p> <p>Project Title 5: Emergency Shelter and NFI distribution for IDPs, Returnees and host communities - 2022</p> <p>Project Title 6: Dry spell support in East Darfur 2022</p>			
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)
Gedaref South Darfur East Darfur	4,270,081 Euros	Grantee (Coordinator)	SHF	4,270,081	December 2020 to November 2022
Objectives and results of the action		<p>The SHF projects are providing urgent health, WASH and protection support to refugees, internally displaced persons and host communities in Gedaref, South Darfur and East Darfur states. The sudden influx of refugees into East Sudan has placed a significant strain on the health system in Kassala and Gedaref states similarly to the IDPs in East and South Darfur. New health facilities are urgently needed to meet the needs of refugees, IDPs and host communities in these regions. Many refugees and IDPs are reported to be in poor health as result of fleeing from conflict in the region. Additionally, many are reported to have a range of underlying health conditions which require medical attention.</p>			

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

3 THE LEAD APPLICANT²⁰

EuropeAid ID number ²¹	US-2013-EIA-1612735110
Name of the organisation	Alight

1. 3.1 Identity

The lead applicant's contact details for the purpose of this action	Mohammed Idriss MohammedAI@WEAREALIGHT.ORG +249 0122785643 +249 (9) 0123 4001 +249 (9) 99004218
Legal entity file number ²²	-
Abbreviation	Alight
Registration number (or equivalent)	PR/F/NO:1133
Date of registration	29.04.2021
Place of registration	Khartoum, Sudan
Official address of registration	Ministry of Labor and Social Development (MLSD) HAC
Country of registration ²³ / Nationality ²⁴	Sudan
Website and e-mail address of the organisation	www.wearealight.org
Telephone number: country code + city code + number	+249 0122785643 +249 (9) 0123 4001 +249 (9) 99004218
Fax number: country code + city code + number	N/A

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.

²⁰ 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.

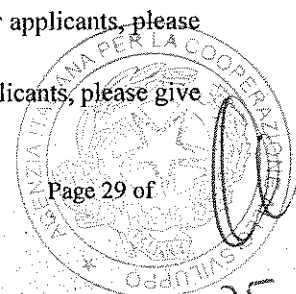
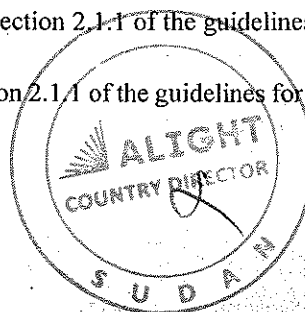
²¹ This number is available to an organisation which registers its data in PADÖR. For more information and to register, please visit https://ec.europa.eu/europeaid/search/site/pador_en

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

²² If the lead applicant has already signed a contract with the European Commission.

²³ 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).

²⁴ 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).

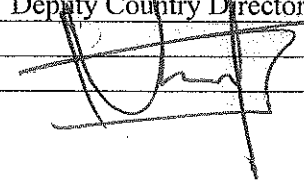


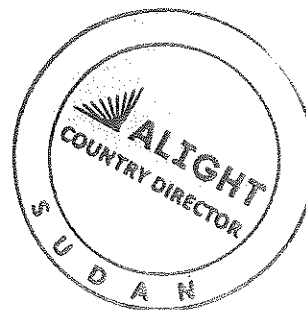
3. 5.2 Affiliated entity(ies)'s statement

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

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

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

Name:	Mohammed Idriss
Organisation:	Alight
Position:	Deputy Country Director
Signature:	
Date and place:	12/6/2022, Khartoum



7 CHECKLIST FOR THE FULL APPLICATION FORM

Ref.: Grant/02/HealthPro/T05-EUTF-HOA-SD-73-01

Title of the call: *Promoting positive social norms towards GEWE*

Budget lines: 3.1.5; 3.2.3; 3.3.3

ADMINISTRATIVE DATA	
Name of the lead applicant	Alight
EuropeAid ID number	US-2013-EIA-1612735110
Nationality³⁷/country and date of registration³⁸	United States of America (USA)
Legal entity file number³⁹	36-3241033
Legal status⁴⁰	
Co-applicant⁴¹	
Name of the co-applicant	N/A
EuropeAid ID number	
Nationality/country and date of registration	
Legal entity file number (if available)	
Legal status	
Affiliated entity⁴²	
Name of the affiliated-entity	N/A
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.	

³⁷ For individuals.

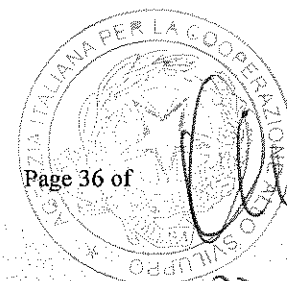
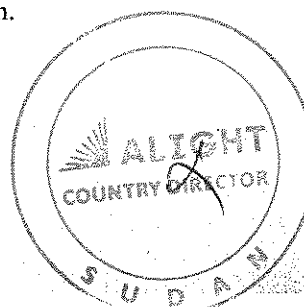
³⁸ For organisations.

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

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

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

⁴² Add as many rows as affiliated entities.



BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick items below	the off
Title of the proposal: Improving access and quality of health and nutrition interventions in Ottash and Majok IDP camps in South Darfur	Yes	No
PART 1 (ADMINISTRATIVE)	Yes	
1. The correct grant application form has been used.	Yes	
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	Yes	
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.	Yes	
4. One original and 2 copies are included	Yes	
5. An electronic version of the proposal is enclosed	Yes	
6. Each co-applicant has completed and signed the mandate and the mandate is included. [if co-applicant(s) are not mandatory: <Please write 'Not applicable' (NA) if you have no co-applicant(s)>]	N/A	
7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. [if affiliated entity(ies) is not mandatory: Please write 'Not applicable' (NA) if you have no affiliated entity(ies)]	N/A	
8. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.	Yes	
9. The logical framework has been completed and is enclosed.	Yes	
PART 2 (ELIGIBILITY)	Yes	
10. The action will be implemented in an eligible country and in the minimum required number of eligible regions.	Yes	
11. The duration of the action is between August 1, 2022 and July 31, 2023 (the minimum and maximum allowed).	Yes	
12. The requested EU contribution is between 1,000,000Euro (the minimum and maximum allowed).	Yes	
13. The requested EU contribution is 100% of the total eligible costs (minimum and maximum percentage allowed). ⁴³	Yes	
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.	Yes	
You may add points if the guidelines for applicants foresee additional eligibility criteria for the action		

⁴³ If applicable, insert an additional % of the total accepted costs.

8 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

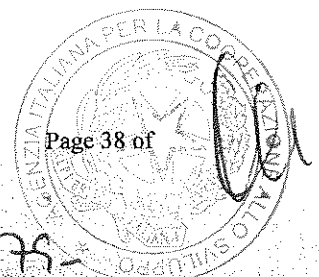
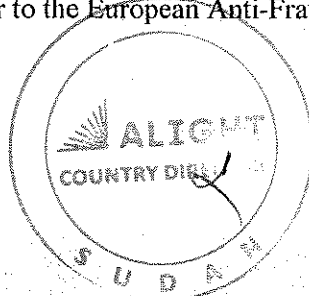
- the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
- the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the lead applicant certifies the legal statuses of the lead applicant, of the co-applicant(s)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

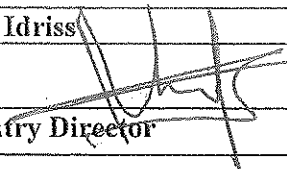
<list source and amount and indicate status (i.e., applied for or awarded)>

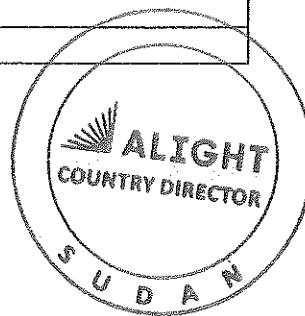
The lead applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission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

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



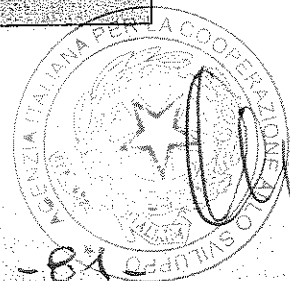
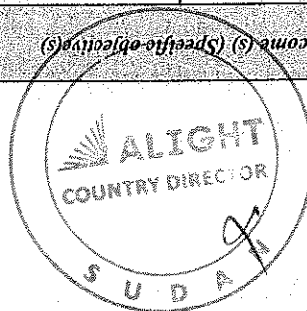
Signed on behalf of the lead applicant

Name	Mohammed Idriss
Signature	
Position	Acting Country Director
Date	12/06/2022



Logical framework and Activity matrix (annex E3d)

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
Impact (Overall objective)	Promote the well-being of conflict and displacement-affected individuals in the Otash and Majok IDPs camps and host communities by providing access to quality healthcare.	Crude Mortality Rate per month	7 (2020)	6	0	World Bank	Not applicable
		Under-5 Mortality Rate per 1,000 per month	57 (2020)	55	0	World Bank	
		Neonatal Mortality Rate (per 1000 live births)	27 (2020)	26	0	World Bank	
Outcome (s) (Specific objective(s))	OUTCOME 1: Increased accessibility of quality and comprehensive primary health care services.	Number of outpatient consultations by sex and age	TBD	72,991 (37,210 F, 35,781 M) 12,396 (<5), 60,595 (5+)	0	Health monthly report	There are no significant environmental disasters to restrict access for affected communities to access ALIGHT's health facility.
		Percentage of targeted population reporting satisfaction with the quality of the health care services provided	TBD	80%	0	MEAL survey report	
		Percentage of targeted population reporting access to health facilities	TBD	80%	0	MEAL survey report	
Outcome (s) (Specific objective(s))	OUTCOME 2: Enhanced comprehensive sexual reproductive health services accessibility.	Number of individuals receiving sexual and reproductive health services by sex and age.	TBD	17,584	0	RH monthly report	Affected communities remain accessible throughout the project period.
		Number and percentage of deliveries attended by a skilled attendant	TBD	1,615 (70%)	0	RH monthly report	
		Percentage of children cured of SAM Percentage of children defaulted Percentage of children's deaths	TBD	<75% (584 SAM cases) <15% <5%	0	Nutrition monthly report and database	

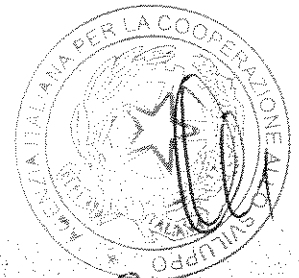
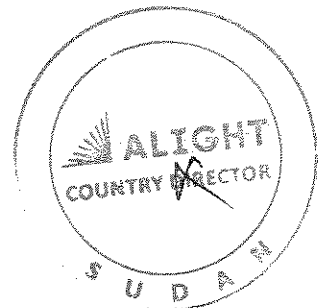


Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (*to be included in interim and final reports)	Sources of data	Assumptions
Output		Number of people screened for malnutrition	TBD	1,896	0	Nutrition monthly report.	delivery of ALIGHT's humanitarian services to affected communities.
	Output 1.1 Enhanced patient access to comprehensive health care through health facilities rehabilitation, equipping, and staff training.	Number of health professionals trained	TBD	20	0	Training report, attendance list, and pictures	Prices of program commodities remain within the anticipated range, and supplies can be transported to the affected communities.
		Number of health facilities integrated management of childhood illnesses (IMNCI) services	0	2	0	Health monthly report	
		Number of PHCCs constructed	0	2	0	Project report	
		Number of cold chains improved	TBD	2	0	Cold chain functionality monthly report.	
	Output 1.2 Access to routine immunization services for the targeted population is increased.	Number of immunization sessions implemented per-week	0	4	4	Filed visit report	Participants are willing to participate in the vaccination program and pass the information on to others.
		Number of children who received the third dose of the Pentavalent vaccine	TBD	2,658	0	EPI monthly report	
		Number of pregnant women attended 4th ANC visit	TBD	2,991	0	Weekly /monthly RH reports	
	Output 2: Increased quality antenatal and neonatal care availability for pregnant women through qualified medical staff.	Number of mothers who received folic acid /feto	TBD	2,991	0	RH monthly report	Pregnant women and mother's willingness to participate in the ANC and PNC programs and pass the information on to others.
		Number of women at childbearing age using family planning methods	TBD	5,802	0	RH statistic monthly report	
		Number of RH staff trained on comprehensive BEMNOC training	TBD	10	0	RH registration book /RH monthly report	

December 2021

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Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
Output 3: Enhanced nutrition services for children under five (0-59 months) through preventive and curative nutrition- interventions.		Number of children under five (0-59 months) reached with nutrition- specific interventions	TBD	1,896	0	Nutrition monthly report, Nutrition Databases	Medical supplies and items will be available quickly and effectively through local markets and cluster pipelines.
		Number of children SAM with medical complications refer to SC	TBD	19	0	Nutrition monthly report/ Databases	
		Number of health care staff trained in prevention and management of acute malnutrition	TBD	6	0	Training report/ attendance sheet.	

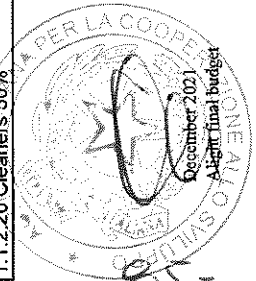
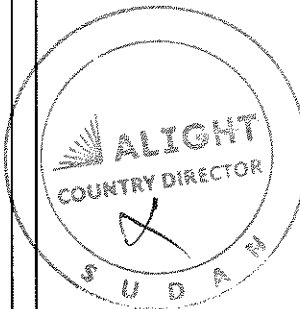


Activity Matrix

<p>Priority Area: Reinforcing the quality of care through rehabilitation and construction works of PHC, trainings, follow-ups, monitoring of the targeted clinics, and promoting women and children's health in the targeted areas.</p> <p>Outcome 1: Increased accessibility of quality and comprehensive primary health care services.</p> <p>Activity 1.1 Construct 2 health facilities at Orash and Majok</p> <p>Activity 1.2 Provide comprehensive healthcare at 2 facilities (Orash and Majok), including maternal and child health services.</p> <p>Activity 1.3 Provide IMCI services to children less than 5 years through digital diagnosis and treatment application and support for front-line health care workers.</p> <p>Activity 1.4 Continue to implement Health Management Information Systems (HMIS) by providing reporting tools and health facility registers.</p> <p>Activity 1.5 Support referral systems for further services.</p> <p>Activity 1.6 Conduct monthly and quarterly supportive supervision for quality checks and improvement.</p> <p>Activity 1.7 Provide on-job training, mentoring, and coaching to health facility staff on various topics, including laboratory management, medical waste management, infection control, and psychosocial first aid (PFA).</p> <p>Activity 1.8 Provide first aid to the children in school</p> <p>Activity 1.9 Conduct awareness sessions at school in the target area.</p>	<p>Means</p> <ul style="list-style-type: none"> - Through high coordination with SMOH provides secondment staff to run Majok complete. - Cooperate with HAC and labor office to recruit staff to run Orash HF. - Precure medical equipment to fill the gap - Purchase essential drugs and reagent - With coordinate with SMOH to provide the vaccine. - Purchase CDKs. - Rent vehicle monthly based on project implementation. - Receive Nutrition supply form, nutrition partner. - Close monitoring and evaluation. 	<p>Assumptions</p> <p>There is no overflow of numbers of the new arrival IDPs, resulting in the ongoing conflict.</p> <p>Safety, security, and physical access allow for continued operations and delivery of ALIGHT's humanitarian services to affected communities.</p> <p>Commodities within the program are priced within the anticipated range, and supplies can be transported to the affected communities.</p>
<p>Outcome 2: Enhanced comprehensive sexual reproductive health services accessibility.</p> <p>Activity 2.1 Provide reproductive health services to 2 health facilities in line with the Minimum Basic Health Package (MBHP) policy framework and the MISP Minimum Initial Package guideline.</p> <p>Activity 2.2 Provide essential RH drugs and supplies through coordination with WHO, UNFPA, and SMoH.</p> <p>Activity 2.3 purchase and distribute clean delivery kits (CDKs) to ensure safe delivery.</p> <p>Activity 2.4 Provide BEmONC services at Orash camp health facilities.</p> <p>Activity 2.5 Support the referral of obstetric emergencies to secondary care.</p> <p>Activity 2.6 Provide CMR services and psychosocial support to GBV survivors.</p> <p>Activity 2.7 Conduct comprehensive BEmONC training</p> <p>Activity 2.8 Conduct family planning training</p>		<p>Participants are willing to participate in the vaccination program and pass the information on to others.</p>
<p>Outcome 3: Sustainable malnutrition prevention through improved access to CMAM services</p> <p>Activity 3.1 Screen nutritional status of children 6-59 months and PLW and refer for the appropriate service.</p> <p>Activity 3.2 Provide medical checks and routine treatment per CMAM protocol on admission and during follow-up.</p> <p>Activity 3.3 Conduct routine community-based MUAC screening for Cus and PLW.</p> <p>Activity 3.4 Facilitate referral for cases that require secondary health care.</p> <p>Activity 3.5 Basic training on CMAM Training</p>	<p>Costs</p> <p>The total action cost is € 100,000, with € 419,831 budgeted for Human Resources and € 12,000 for travel. Project activities implementation costs € 494,247 and € 64,420 for ICR. The project evaluation will cost € 8,500. (See budget details in Annex B)</p>	<p>Participating in the ANC and PNC programs and passing on the information to others is essential for the program's success.</p> <p>Medical supplies and items will be available quickly and effectively through local markets and cluster pipelines.</p>

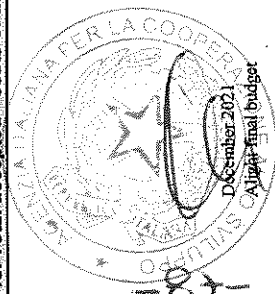
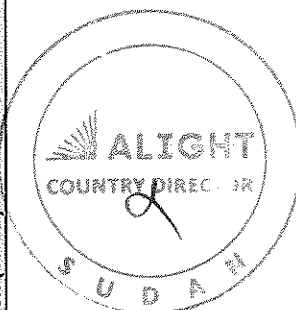
1. Budget for the Action¹

Costs	All Years			Total Cost (in EUR) ³
	Unit ¹³	# of units	Unit value (in EUR)	
1. Human Resources				
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)⁴				
1.1.1 Technical	Per month			
1.1.1.1 Health and Nutrition Coordinator 15%	per month	12	€ 638.0	€ 7.655.9
1.1.1.2 Maternal and Child Health Coordinator 30%	per month	12	€ 567.5	€ 6.809.6
1.1.1.3 Health and nutrition Manager -10%	per month	12	€ 270.2	€ 3.242.7
1.1.1.4 community health and hygiene officer 20%	per month	12	€ 282.7	€ 3.151.9
1.1.1.5 Nutrition Coordinator 30%	per month	12	€ 526.9	€ 6.323.2
1.1.1.6 Program Manager/Health Manager	per month	12	€ 2.574.0	€ 30.888.0
1.1.1.7 Health officer 1 100%	per month	12	€ 1.080.9	€ 12.970.6
1.1.1.8 Medical Doctor 1 @ 100%	per month	12	€ 1.400.0	€ 16.800.0
1.1.1.9 Pharmacy Assistant 1 @ 100%	per month	12	€ 480.0	€ 5.760.0
1.1.1.10 Psychologist 1 @100%	per month	12	€ 1.000.0	€ 12.000.0
1.1.1.11 Laboratory Technician		12	€ 500.0	€ 6.000.0
1.1.1.12 Senior MEAL Officer 1@ 20%	Per month	12	€ 138.6	€ 1.662.9
1.1.1.13 Deputy Country Director	Per month	12	€ 240.0	€ 2.880.0
1.1.1.14 Head of Implementation	Per month	12	€ 210.0	€ 2.520.0
1.1.1.15 Implementation Coordinator	Per month	12	€ 945.8	€ 11.349.2
1.1.2 Administrative/ support staff				
1.1.2.1 Partnership Manager	Per month	12	€ 2.300.0	€ 27.600.0
1.1.2.2 Executive Assistant	Per month	12	€ 42.5	€ 510.0
1.1.2.3 Finance Manager - Darfur 10%	Per month	12	€ 206.1	€ 2.473.6
1.1.2.4 Operations Manager - Darfur 20 %	Per month	12	€ 412.3	€ 4.947.1
1.1.2.5 Finance Officer	Per month	12	€ 945.8	€ 11.349.2
1.1.2.6 Finance Assistant	Per month	12	€ 75.0	€ 900.0
1.1.2.7 HR Manager 10%	Per month	12	€ 173.2	€ 2.078.6
1.1.2.8 HR Officer 50%	Per month	12	€ 500.0	€ 6.000.0
1.1.2.9 Logistic *Manager* 10%	Per month	12	€ 93.5	€ 1.122.5
1.1.2.10 Procurement Manager 10 %	Per month	12	€ 115.5	€ 1.385.7
1.1.2.11 Procurement Officer 10 %	Per month	12	€ 115.5	€ 1.385.7
1.1.2.12 Snr Liason Manager	Per month	12	€ 75.0	€ 900.0
1.1.2.13 Admin Officer	Per month	12	€ 45.0	€ 540.0
1.1.2.14 Admin Assistant	Per month	12	€ 32.5	€ 390.0
1.1.2.15 Casual Labour for warehouse	Per month	12	€ 94.6	€ 1.134.9
1.1.2.16 Security Manager - 40%	Per month	12	€ 1.400.0	€ 16.800.0
1.1.2.17 Cleaner 2 @ 100%	per month	24	€ 421.5	€ 10.116.0
1.1.2.18 Guard 2 @ 100%	per month	24	€ 369.5	€ 8.868.8
1.1.2.19 Guards 50%	Per month	24	€ 184.8	€ 4.434.4
1.1.2.20 Cleaners 50%	Per month	24	€ 210.7	€ 5.058.0



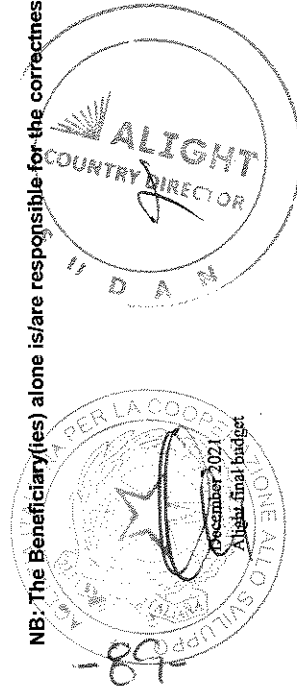
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)				
1.2.1.1 Grants Manager - 75%	Per month	12	€ 3,810.9	€ 45,731.0
1.2.1.2 Finance Controller 30%	Per month	12	€ 1,800.0	€ 21,600.0
1.2.1.3 MEAL Manager 30%	Per month	12	€ 1,350.0	€ 16,200.0
1.2.1.4 Director of Risks and Compliance 8%	Per month	12	€ 560.0	€ 6,720.0
1.2.1.5 Country Director	Per month	12	€ 350.0	€ 4,200.0
1.2.1.6 Head of Finance	Per month	12	€ 350.0	€ 4,200.0
1.2.1.7 Grants & Business Dev Coordinator	Per month	12	€ 350.0	€ 4,200.0
1.3 Per diems for missions/travel ⁵				
1.3.1 Abroad (staff assigned to the Action)				
1.3.1.1 Per diem and accommodation	per diem	12	€ 200.0	€ 2,400.0
1.3.2 Local (staff assigned to the Action)				
1.3.2.1 Per diem and accommodation	Per diem per diem	12	€ 207.0	€ 2,484.0
1.3.3 Seminar/conference participants	Per diem per diem	12	€ 207.0	€ 2,484.0
Subtotal Human Resources				
€ 348,227.4				
2. Travel ⁶				
2.1. International travel				
2.1.1.1 International travel from to HQ or any other international conference within scope of project	Per flight	8	€ 800.0	€ 6,400.0
2.2 Local transportation				
2.2.1.1 UNHAS flight Khartoum to Darfur Air and ground travel	Per flight	20	€ 195.8	€ 3,915.32
Subtotal Travel				
€ 10,315.3				
3. Equipment and supplies ⁷				
3.1. Furniture for Office & Guesthouse use	lump sum	1	€ 5,000.0	€ 5,000.0
3.2. Laptop computers for project staff (1 for partnership manager & 2 for field)	piece	2	€ 1,500.0	€ 3,000.0
3.3. Desktops	piece	2	€ 500.0	€ 1,000.0
Subtotal Equipment and supplies				
€ 9,000.0				
4. Project office ¹⁴				
4.1. Vehicle Rental				
4.1.1.1 Vehicle rental for program implementation	month	12	€ 1,000.0	€ 12,000.0
4.1.1.2 Rental Vehicle for Office use	Per Vehicle	12	€ 1,205.4	€ 14,464.8
4.2. Office Supplies				
4.2.1.1 Consumables and stationery	Per month	12	€ 792.0	€ 9,504.0
4.3. Occupancy and Related Expenses				
4.3.1.1 Occupancy -Rental of Nyala and Khartoum office (3500 & 8000 per month 10%)	Per month	12	€ 1,338.3	€ 16,060.0
4.3.1.2 Running costs (all monthly costs of office and guesthouse)	lump sum	12	€ 1,254.0	€ 15,048.0
4.3.1.3 Maintenance and running costs (generators and vehicles)	lump sum	12	€ 1,254.0	€ 15,048.0
4.3.1.4 Scanner for Nyala Office	Per item	1	€ 500.0	€ 500.0
4.3.1.5 Security Equipment (Thuraya sat phone)	Per item	2	€ 1,700.0	€ 3,400.0
4.3.1.6 Equipment maintenance & Repair	Per month	12	€ 500.0	€ 6,000.0
Subtotal Project office				
€ 92,024.8				
5. Other costs, services ⁸				
5.1 Evaluation costs				
5.1.1.1 Printing sign posts and visibility items (T-shirts, Sidecaps, Jackets, etc.)	lump sum	1	€ 2,469.0	€ 2,469.0
5.1.1.2 External audit	lump sum	1	€ 5,600.0	€ 5,600.0
Subtotal Other costs, services				
€ 8,069.0				

6. Other					
6.1.1.1 Ottaoh PHCC SMOH responsibility allowance	month	26	€ 738.0	€ 19,308.0	
6.1.1.2 SMOH seconded staff responsibility allowance	month	12	€ 2,268.9	€ 27,226.8	
6.1.1.3 Procurement of essential drugs, medical/Lab equipment, facility furniture and supplies	lumpsum	1	€ 112,854.0	€ 112,854.0	
6.1.1.4 Procurement of Clean Delivery Kits (CDKs)	lumpsum	1	€ 15,002.0	€ 15,002.0	
6.1.1.5 BEMoNC Training	session	1	€ 4,119.8	€ 4,119.8	
6.1.1.6 Basic Training on Integrated Management of Childhood Illness	session	1	€ 3,158.0	€ 3,158.0	
6.1.1.7 Training on Infection Prevention & Control	session	1	€ 1,061.0	€ 1,061.0	
6.1.1.8 Basic training on CMAM Training	session	1	€ 2,481.0	€ 2,481.0	
6.1.1.9 Basic Training on Rational Use of Drugs	session	1	€ 1,064.0	€ 1,064.0	
6.1.1.10 Construction of 1 PHHC in Ottaoh (#NY06)	lumpsum	1	€ 190,000.0	€ 190,000.0	
6.1.1.11 Support EPI (campaign, outreach and supply chain)	campaign	4	€ 2,000.0	€ 8,000.0	
6.1.1.12 Support joint supervision	quarter	4	€ 1,000.0	€ 4,000.0	
6.1.1.13 Solar system	lumpsum	1	€ 4,282.0	€ 4,282.0	
6.1.1.14 Provision of essential supplies and running cost for clinic (furniture, data collection tools, stationary, minor maintenance etc.)	lumpsum	1	€ 43,554.1	€ 43,554.1	
6.1.1.15 Conduct health awareness sessions	session	3	€ 2,443.9	€ 7,331.6	
6.1.1.16 Provide support for referrals	month	12	€ 100.0	€ 1,200.0	
6.1.1.17 Conduct mass MUAC screening and active case finding	session	2	€ 1,883.0	€ 3,766.0	
6.1.1.18 Community mobilization and active case finding (allowance for 5 volunteers, etc.)	lumpsum	1	€ 4,000.0	€ 4,000.0	
6.1.1.19 Project monthly monitoring	Monthly	1	€ 4,000.0	€ 4,000.0	
6.1.1.20 Comprehensive Family planning training	session	1	€ 2,954.6	€ 2,954.6	
6.1.1.21 Training of teachers on first aid	session	1	€ 2,614.0	€ 2,614.0	
6.1.1.22 Purchasing School first aid items	lump sum	1	€ 1,757.0	€ 1,757.0	
6.1.1.23 Training of teacher on BOCs on key health issues	session	1	€ 3,209.0	€ 3,209.0	
Subtotal Other				€ 466,942.9	
7. Subtotal direct eligible costs of the Action (1-6)				€ 934,579.4	
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)		0		€ 65,420.56	
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 ¹⁵	Per day				
11. Total eligible costs (9+10)					
12. - Taxes ¹¹					
- Contributions in kind ¹²					
13. Total accepted ¹¹ costs of the Action (11+12)				€ 1,000,000.0	



1. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and the unit value must be specified for each item depending on the indications provided. The budget has to include costs related to the Action as a whole, regardless the part financed by the Contracting Authority.
2. This section must be completed if the Action is to be implemented over more than one reporting period (usually 12 months).
3. The budget may be established in euro or in the currency of the country of the Contracting Authority. Costs and unit values are rounded to the nearest euro.
4. If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit value).
5. Indicate the country where the per diems are incurred.
Per diems are not considered a simplified cost option for the purposes of Union financing when the Grant Beneficiary reimburses a fixed amount to its staff according to its internal rules and asks for the reimbursement of that same amount in the action budget. Such per diems are considered to be an actual cost.
Otherwise, if the Beneficiary proposes a reimbursement on the basis of simplified costs option (for instance a "unit cost"), it must specify "UNIT COST per diem" in the "unit value" column and the applicable rates (in any case the final eligible cost may not exceed the rates published by the E.C. at the time of contract signature).
6. Costs for CO2 offsetting of air travel may be included. CO2 offsetting shall in that case be achieved by supporting CDM/Gold Standard projects (evidence must be included as part of the supporting documents) or through airplane company programmes when available. Indicate the place of departure and the destination. If information is not available, enter a global amount.
7. Please separate cost for purchase or rental.
8. Specify the typology of costs or services. Global amounts will not be accepted.
9. Only indicate here when fully subcontracted.
10. Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation.
11. Only to be filled in when provided for in the Call for Proposal (i.e. taxes are not eligible and the beneficiary(ies) can show they cannot reclaim them). Please see glossary of terms (Annex A 1) of the Practical Guide to contract procedures for EU external actions for the definition of taxes. Please note that direct taxes are not included (such as taxes on salary of staff working for the action which are part of the gross salary). Note: Where the Call for Proposal does not exclude the coverage of taxes and the beneficiary can show it cannot reclaim, taxes may be eligible and should be included in each relevant heading. Taxes that can be reclaimed are not considered as eligible nor accepted costs.
12. Only to be filled in when contributions in kind may be accepted as co-financing. The amount indicated must be identical to the one indicated in worksheet 3 "expected sources of funding". This line doesn't include contributions in kind in the form of volunteers' work that have to be presented in budget line 10.2.
13. Use "UNIT COST per flight/activity/output/kit etc..." or "LUMPSUM" or "FLAT RATE" in case of simplified cost options. Use different lines for each type of simplified cost options and per beneficiary. In worksheet 2, the methods used to determine and calculate them must be clearly described and substantiated and the Beneficiary proposing and using them must be univocally identified. (for more guidance see Annex K - Guidelines- Checklist for simplified cost options).
14. If accepted and subsequently provided for in Art. 7.1 of the Special Conditions, costs actually incurred in relation to a project office used for the action or a portion of these costs can be declared as direct eligible costs by applying a cost apportionment approach.
Examples of possible cost distribution keys are:
- the number of staff assigned to the action as a percentage of the maximum total number of staff that could work in the project office;
- the office space occupied for the purpose of the action as a percentage of the total available office space.
A description of the project office, the services or resources it makes available, its overall capacity (where applicable), the costs to be apportioned and the proposed distribution key have to be included in the proposal.
The proposed cost apportionment approach has to be presented as an annex to the Budget. The budgeted amount of the costs for which apportionment is proposed has to be indicated in the column "TOTAL COSTS" and "APPORTIONMENT" has to be indicated in the column "units". The proposed cost apportionment approach will be assessed by the evaluation committee and the contracting authority. If the proposed cost apportionment approach is not accepted, there are two options: 1) adjust the distribution key in line with the conclusions of the evaluation committee; 2) exclude the costs from the budget.
15. Include here the costs of the volunteers' work if this type of contribution in kind is allowed. Volunteers' work shall be declared as eligible cost, but set aside of the direct costs as the calculation of indirect costs does not apply. Volunteers' work may comprise up to 50 % of the co-financing and shall be declared as unit cost as defined and authorised by the European Commission at the following address:
<https://ec.europa.eu/transparency/regdoc/7fuseaction=list&coteid=3&year=2019&number=2646&version=ALL&language=en>

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



2

2. Justification of the Budget for the Action

All Years

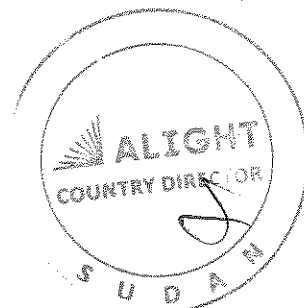
Costs	Clarification of the budget items	Justification of the estimated costs
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
6.1.1.1 Otash PHCC SMOH responsibility allowance	The project will support SMOH staff through allowances that will be paid to them based on increased level of duties assigned under the project. This will allow Aight to contribute to the improved access to level of duties assigned under the project. This will allow Aight to contribute to the improved access to quality health and nutrition interventions for the displaced persons in Otash and Majok IDP camps and their host community. Aight will provide detailed documentation to ascertain/justify costs paid to the SMOH staff during the project period.	Aight will pay the SMOH team within the Otash and Majok facilities allowances based on existing allowance scale within Aight and that is harmonized with the SMOH grading system.
6.1.1.2 SMOH seconded staff responsibility allowance	The project will support SMOH staff through allowances that will be paid to them based on increased level of duties assigned under the project. This will allow Aight to contribute to the improved access to quality health and nutrition interventions for the displaced persons in Otash and Majok IDP camps and their host community. Aight will provide detailed documentation to ascertain/justify costs paid to the SMOH staff during the project period.	Aight will pay the SMOH team within the Otash and Majok facilities allowances based on existing allowance scale within Aight and that is harmonized with the SMOH grading system.
6.1.1.3 Procurement of essential drugs, medical/Lab equipment	The line will serve to procure medicines, lab reagent and equipment for the two facilities for quality services	Allocation is guided by the market rate
6.1.1.4 Procurement of Clean Delivery Kits (CDKs)	The line will be used to procure safe delivery kits to be used for women delivering in the community	Allocation is guided by the market rate
6.1.1.5 BEMoNC Training	The line will cover the cost of training of 10 staff on BEMoNC to deliver quality services to project beneficiaries	Allocation is guided by the market rate
6.1.1.6 Basic Training on Integrated Management of Childhood Illness	The line will cover refreshment, training hall, transport for a training of 10 volunteers for 5 days as part of child health care	Allocation is guided by the market rate
6.1.1.7 Training on Infection Prevention & Control	The line will cover refreshment, training hall, transport, facilitation fees for the training of 10 health workers on IPC for quality primary health care	Allocation is guided by the market rate
6.1.1.8 Basic training on CMAM Training	The line will cover refreshment, training hall, transport, facilitation fees for the training of 10 health and nutrition workers on CMAM for quality nutrition interventions	Allocation is guided by the market rate
6.1.1.9 Basic Training on Rational Use of Drugs	This line will serve for refreshment, transport cost, facilitation fees, hall rent for training of 10 health workers on rational use of drugs for improved supply chain and use of medicines	Allocation is guided by the market rate
6.1.1.10 Construction of 1 PHHC in Otash (#NY06)	The line will serve to buy construction materials and pay labor for 1 PHHC in Otash (#NY06)	Allocation is guided by AICS BOQ and assessment
6.1.1.11 Support EPI (campaign, outreach and supply chain)	The line will serve to facilitate campaigning for vaccination including cold chain maintenance and facilitation fees for vaccination team	Allocation is guided by AICS rate and Assessment
6.1.1.12 Support joint supervision	This will cover transport and per diem of the engage team including SMOH	Allocation is guided by the market rate
6.1.1.13 Solar system	The budget to cover purchase and installation cost of solar energy in the 2 health facilities	Allocation is guided by the market rate
6.1.1.14 Provision of essential supplies and running cost for clinic	The line will serve to purchase furniture, cleaning supplies, stationaries, printing tools and other items required on daily basis	Allocation is guided by the market rate
6.1.1.15 Conduct health awareness sessions	The line will serve to purchase in kind materials for community volunteers, their visibility, meetings and provide communication means	Allocation is guided by the market rate
6.1.1.16 Provide support for referrals	The line will serve to support referred cases with transport and cash to cover medical cost and drugs	Allocation is guided by the market rate
6.1.1.17 Conduct mass MUAC screening and active case finding	The line will cover materials, facilitation fees, banners, stationaries, visibility during mass MUAC screening of malnutrition	Allocation is guided by the market rate
6.1.1.18 Community mobilization and active case finding (allowa)	This will cover incentives of 5 volunteers who will be engaged in day to day case finding, tracing defaulters and ensure they are referred	Allocation is guided by the market rate
6.1.1.19 Project monthly monitoring	The line will cover monthly monitoring costs of the project facilities and activities by the MEAL team	Allocation is guided by the market rate
6.1.1.20 Comprehensive Family planning training	The line will cover refreshment, training hall, transport, facilitation fees for the training of 10 health workers on family planning	Allocation is guided by the market rate
6.1.1.21 Training of teachers on first aid	The line will cover refreshment, training hall, transport, facilitation fees for the training of 25 teachers on first aid and disease prevention	Allocation is guided by the market rate
6.1.1.22 Purchasing School first aid items	The line will serve to procure first aid kits for schools	Allocation is guided by the market rate
6.1.1.23 Training of teacher on BOCs on key health issues	The line will cover refreshment, training hall, transport, facilitation fees for the training of 20 teachers on behavior change communication	Allocation is guided by the market rate
18. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)	This is for Aight HQ indirect costs	Allocation is at 7% of the project allocation as guided by Aight Indirect cost rate



3. Expected sources of funding & summary of estimated costs¹

	Amount EUR	Percentage %
Expected sources of funding		
EU/EDF contribution sought in this application (A)	1.000.000	
CO-FINANCING (1+2+3+4) (B)	0	
1. Other contributions (Applicant, other Donors etc)		
Name	Conditions	
2. Revenue from the Action ⁶		
To be inserted if applicable and allowed by the guidelines:		
3. In-kind contributions ⁷		
4. Volunteers' work ⁸		
Expected TOTAL CONTRIBUTIONS (A)+(B)	1.000.000	
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ² (C)	1.000.000	
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/C x 100)		100%
To be inserted if applicable and allowed by the guidelines:		
Taxes/In-kind contributions ⁵		
Estimated TOTAL ACCEPTED COSTS ³ (D)	1.000.000	
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/D x 100)		100%

- Expected sources of funding and estimated costs must be in balance. It is reminded that the figures introduced in the table shall respect all the points included in the checklist for the full application form (part 7 of the full application form)
- as per heading 11 of the Budget of the Action
- as per heading 13 of the Budget of the Action
- EU contribution cannot finance volunteers' work. Do not round, enter percentage with 2 decimals (e.g. 74,38%),
- as per heading 12 of the Budget of the Action
- with reference to art.17.4 (b) of the General Conditions
- as per heading 12 of the Budget of the Action
- as per heading 10.2 of the Budget of the Action, up to 50% of the co-financing.



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.

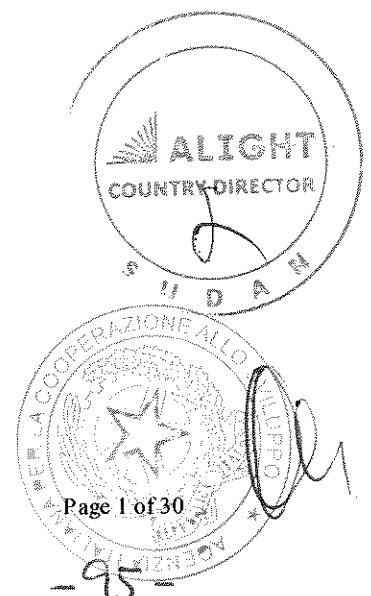


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GENERAL AND ADMINISTRATIVE PROVISIONS

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.

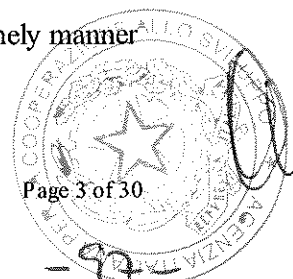
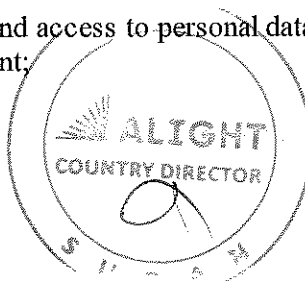
Processing of personal data by the beneficiaries

- 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 the subcontractors and all natural persons linked to the contract, including participants to workshops and/or trainings and recipients of financial support to third parties, do not include entities/persons included 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.

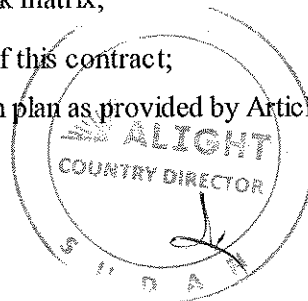
Any information given, as well as any request made by the coordinator to the contracting authority, shall be deemed to have been given in agreement with all beneficiary(ies);

- 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;
 - i) include any update on the self-evaluation questionnaire on sexual exploitation, abuse and harassment (SEA-H) or on the related list of envisaged measures indicated therein and submitted during the award procedure.
- 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

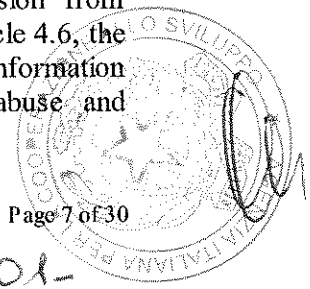
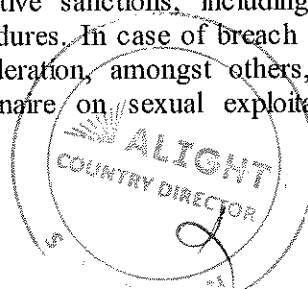
- 3.1. The contracting authority cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the beneficiary(ies) while the action is being carried out or as a consequence of the action. The contracting authority cannot, therefore, 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. In case of breach of Article 4.6, the contracting authority will take into consideration, amongst others, the information contained in the self-evaluation questionnaire on sexual exploitation, abuse and



harassment (SEA-H) and in the related list of envisaged measures indicated therein and submitted during the award procedure.

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 Requirements for Visibility Communication for European Union External Actions laid down and published by the European Commission 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 or the Partner country where it is not the contracting authority) the right to use freely and as it sees fit, and in particular, to store, modify, translate, display, reproduce by any technical procedure, publish or communicate by any medium all documents deriving from the action whatever their form, provided it does not thereby breach existing industrial and intellectual property rights.
- 7.3. The beneficiary(ies) shall ensure that it has all rights to use any pre-existing intellectual property rights necessary to implement this contract.
- 7.4. In case natural, recognizable persons are depicted in a photograph or film, the coordinator shall, in the final report to the contracting authority, submit a statement of these persons giving their permissions for the described use of their images. The above does not refer to photographs taken or films shot in public places where random members of the public are identifiable only hypothetically and to public persons acting in their public activities.
- 7.5. Unless otherwise clearly specified in the description of the action in Annex I, the equipment, vehicles and supplies paid for by the budget for the action shall be transferred to the final beneficiaries of the action, at the latest when submitting the final report.

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

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

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

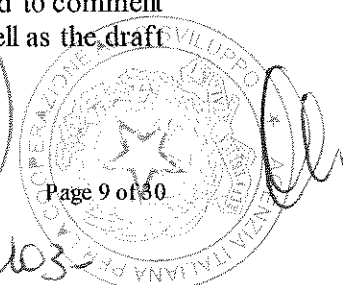
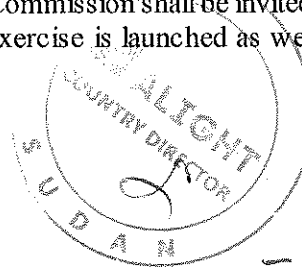
In no event may the end use jeopardize the sustainability of the action or result in a profit for the beneficiary(ies).

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

ARTICLE 8 – MONITORING AND EVALUATION OF THE ACTION

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

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



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

ARTICLE 9 — AMENDMENT OF THE CONTRACT.

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

ARTICLE 10 — IMPLEMENTATION

Implementation contracts

- 10.1. If the implementation of the action requires the beneficiary(ies) to procure goods, works or services, it shall respect the contract-award rules and rules of nationality and origin set out in Annex IV of this contract.

- 10.2. To the extent relevant, the beneficiary(ies) shall ensure that the conditions applicable to them under Articles 3, 4, 6 and 16 of these general conditions are also applicable to contractors awarded an implementation contract.
- 10.3. The coordinator shall provide in its report to the contracting authority a comprehensive and detailed report on the award and implementation of the contracts awarded under Article 10.1, in accordance with the reporting requirements in section 2 of Annex VI.

Subcontracting

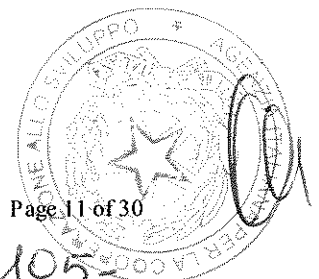
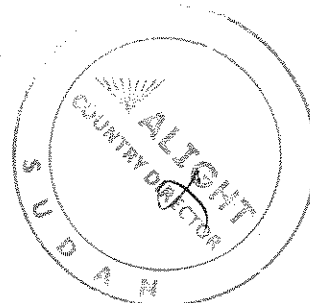
- 10.4. Beneficiary(ies) may subcontract tasks forming part of the action. If it does so, it must ensure that, in addition to the conditions specified in Article 10.1, 10.2 and 10.3, the following conditions are also complied with:
- subcontracting does not cover core tasks of the action;
 - recourse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

Financial support to third parties

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

ARTICLE 11 – EXTENSION AND SUSPENSION

Extension



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

Suspension by the coordinator

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

Suspension by the contracting authority

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

Force majeure

- 11.8. The term force majeure, as used herein covers any unforeseeable events, not within the control of either party to this contract and which by the exercise of due diligence neither party is able to overcome such as acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts,

civil disturbances, explosion. A decision of the European Union to suspend the cooperation with the partner country is considered to be a case of force majeure when it implies suspending funding under this contract.

- 11.9. The beneficiary(ies) shall not be held in breach of its contractual obligations if it is prevented from fulfilling them by circumstances of force majeure.

Extension of the implementation period following a suspension.

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

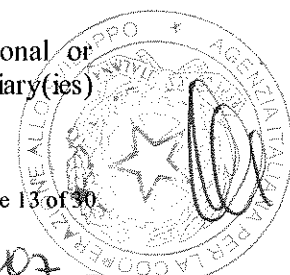
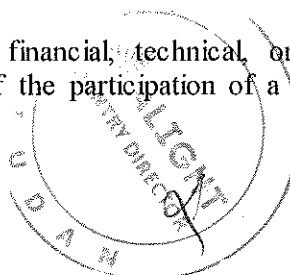
ARTICLE 12 — TERMINATION OF THE CONTRACT

Termination in case of force majeure

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

Termination by the contracting authority

- 12.2. Without prejudice to Article 12.1, in the following circumstances the contracting authority may, after having duly consulted the coordinator, terminate this contract or the participation of any beneficiary(ies) in this contract without any indemnity on its part when:
- a) a beneficiary(ies) fails, without justification, to fulfil any substantial obligation incumbent on them individually or collectively by this contract and, after being given notice by letter to comply with those obligations, still fails to do so or to furnish a satisfactory explanation within 30 days of receipt of the letter;
 - b) a beneficiary(ies) or any person that assumes unlimited liability for the debts of the beneficiary(ies) is bankrupt, subject to insolvency or winding up procedures, is having its assets administered by a liquidator or by the courts, has entered into an arrangement with creditors, has suspended business activities, or is in any analogous situation arising from a similar procedure provided for under any national law or regulations relevant to the beneficiary(ies);
 - c) a beneficiary(ies), or any related entity or person, have been found guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - d) it has been established by a final judgment or a final administrative decision or by proof in possession of the contracting authority that the beneficiary(ies) has been guilty of fraud, corruption, involvement in a criminal organisation, money laundering or terrorist financing, terrorist related offences, child labour or other forms of trafficking in human beings or circumventing fiscal, social or any other applicable legal obligations, including through the creation of an entity for this purpose;
 - e) a change to a beneficiary(ies)'s legal, financial, technical, organisational or ownership situation or the termination of the participation of a beneficiary(ies)



substantially affects the implementation of this contract or calls into question the decision awarding the grant;

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

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

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

Termination of a beneficiary(ies) participation by the coordinator

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

End date

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

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

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

Effects of termination

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

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

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

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

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

Administrative sanctions

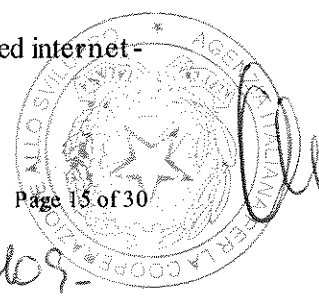
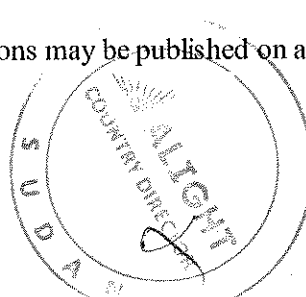
- 12.8 Without prejudice to the application of other remedies laid down in the contract, a sanction of exclusion from all contracts and grants financed by the EU, may be imposed, after an adversarial procedure in line with the applicable Financial Regulation, upon the beneficiary(ies) who, in particular,

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

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

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

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



ARTICLE 13 — APPLICABLE LAW AND DISPUTE SETTLEMENT

- 13.1. This contract shall be governed by the law of the country of the contracting authority or, where the contracting authority is the European Commission, by the applicable European Union law complemented where necessary by the law of Belgium.
- 13.2. The parties to this contract shall do everything possible to settle amicably any dispute arising between them during the implementation of this contract. To that end, they shall communicate their positions 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.

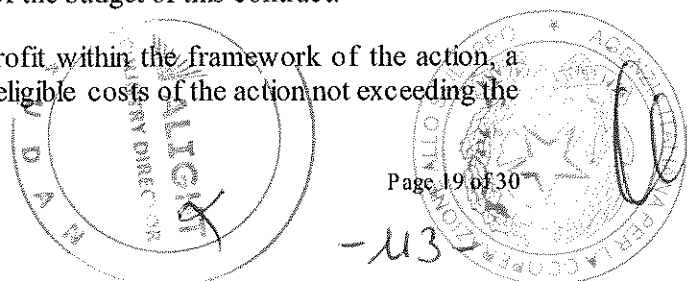
Contingency reserve

- 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:

¹ The value of such unit costs are defined by the Commission at the following address:
<https://ec.europa.eu/transparency/regdoc/?fuseaction=list&coteId=3&year=2019&number=2646&version=ALL&language=en>.

- 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);
- 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;
- j) Negative interest charged by banks or other financial institutions.

Affiliated entities

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

ARTICLE 15 — PAYMENT AND INTEREST ON LATE PAYMENT

Payment procedures

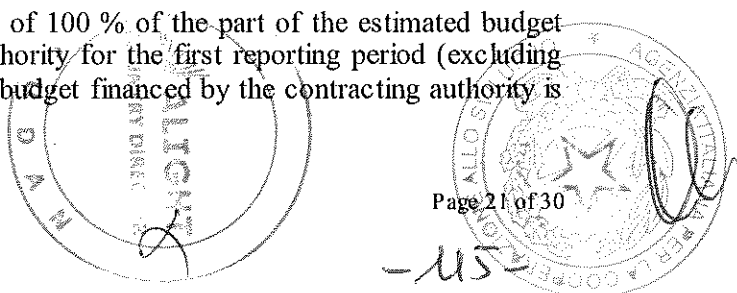
- 15.1. The contracting authority must pay the grant to the coordinator following one of the payment procedures below, as set out in Article 4 of the special conditions.

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

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

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

- (i) an initial pre-financing payment of 100 % of the part of the estimated budget financed by the contracting authority for the first reporting period (excluding contingencies). The part of the budget financed by the contracting authority is



calculated by applying the percentage set out in Article 3.2 of the special conditions;

- (ii) further pre-financing payments of 100 % of the part of the estimated budget financed by the contracting authority for the following reporting period (excluding not authorised contingencies):
- the reporting period is intended as a twelve-month period unless otherwise provided for in the special conditions. When the remaining period to the end of the action is up to 18 months, the reporting period shall cover it entirely;
 - within 60 days following the end of the reporting period, the coordinator shall present an interim report or, if unable to do so, it shall inform the contracting authority of the reasons and provide a summary of progress of the action;
 - if at the end of the reporting period the part of the expenditure actually incurred which is financed by the contracting authority is less than 70 % of the previous payment (and 100 % of any previous payments), the further pre-financing payment shall be reduced by the amount corresponding to the difference between the 70 % of the previous pre-financing payment and the part of the expenditure actually incurred which is financed by the contracting authority;
 - the coordinator may submit a request for further pre-financing payment before the end of the reporting period, when the part of the expenditure actually incurred which is financed by the contracting authority is more than 70 % of the previous payment (and 100 % of any previous payments). In this case, the following reporting period starts anew from the end date of the period covered by this payment request;
 - in addition, for grants of more than EUR 5 000 000, a further pre-financing payment may be made only if the part financed by the contracting authority of the eligible costs approved is at least equal to the total amount of all the previous payments excluding the last one;
 - the total sum of pre-financing payments may not exceed 90 % of the amount referred to in Article 3.2 of the special conditions, excluding not authorised contingencies;

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

Option 3: All actions

- (i) the final amount of the grant.

Submission of final reports

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

Payment request

15.3. The payment request shall be drafted using the model in Annex V and shall be accompanied by:

- a) a narrative and financial report in line with Article 2;
- b) a forecast budget for the following reporting period in case of request of further pre-financing;
- c) an expenditure verification report or a detailed breakdown of expenditure if required under Article 15.7;

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

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

Payment deadlines

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

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

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

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

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

Suspension of the period for payments

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

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

- g) the visibility obligations set out in Article 6 are not complied with.

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

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

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

Interest on late payment

- 15.6. If the contracting authority pays the coordinator after the time limit, it shall pay default interest as follows:
- a) at the rediscount rate applied by the central bank of the country of the contracting authority if payments are in the currency of that country;
 - b) at the rate applied by the European Central Bank to its main refinancing transactions in euro, as published in the Official Journal of the European Union, C series, if payments are in euro;
 - c) on the first day of the month in which the time-limit expired, plus three and a half percentage points. The interest will be payable for the time elapsed between the expiry of the payment deadline and the date on which the contracting authority's account is debited.

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

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

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

Expenditure verification report

- 15.7. The coordinator must provide an expenditure verification report for:
- a) any request for further pre-financing payment in case of grants of more than EUR 5 000 000;
 - b) any final report in the case of a grant of more than EUR 100 000.

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

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

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

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

The detailed breakdown of expenditure shall be supported by a declaration on 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).

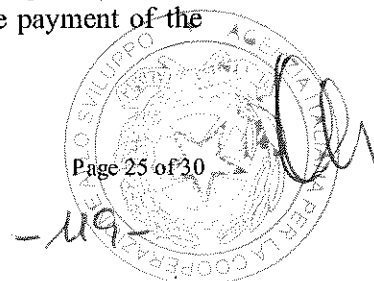
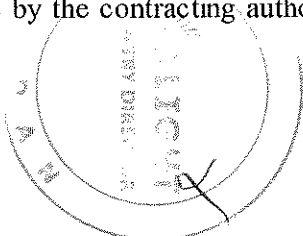
Where the coordinator is a government department or a public body, the contracting authority may accept to substitute the expenditure verification with a detailed breakdown of expenditure.

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 Public Prosecutor's 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.

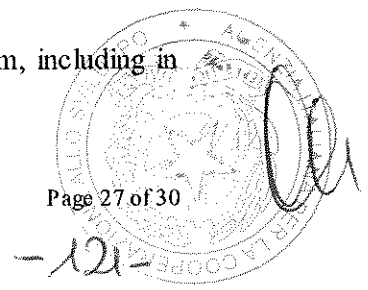
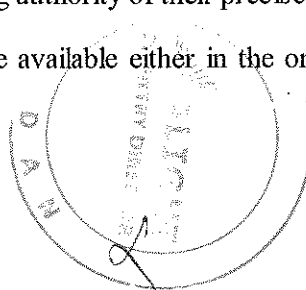
- 16.6. Access given to agents of the European Commission, European Anti-Fraud Office, the European Public Prosecutor's Office and the European Court of Auditors and to any external auditor authorised by the contracting authority carrying out verifications as provided for by this article as well as by 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. The measures described in the last paragraph may equally be adopted by the European Commission in pursuance of its administrative powers under the Financial Regulation (Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018, OJ-L 193/30.07.2018, p.1).

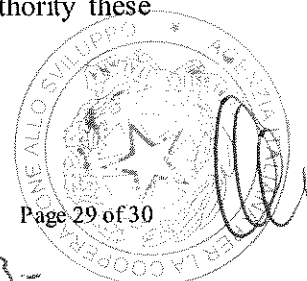
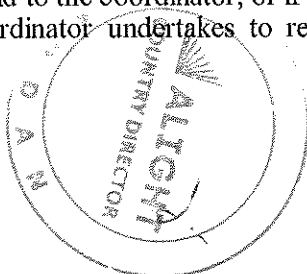
No-profit

- 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.



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.

- 18.2. 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.
- 18.3. 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

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

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

Offsetting

- 18.5. 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

- 18.6. The repayment under Article 18.4 or the offsetting under Article 18.6 amount to the payment of the balance.
- 18.7. Bank charges incurred by the repayment of amounts due to the contracting authority shall be borne entirely by the coordinator.
- 18.8. 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.
- 18.9. Without prejudice to the prerogative of the contracting authority, if necessary, the European Union may, as donor, proceed itself to the recovery by any means.

ANNEX IV

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

1. PRINCIPLES

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

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

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

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

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

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

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

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

2. ELIGIBILITY FOR CONTRACTS

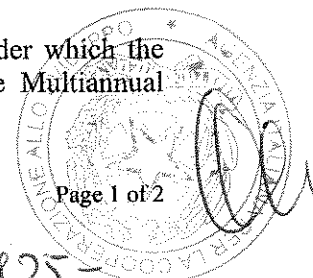
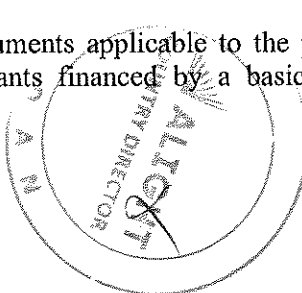
2.1. The nationality rule

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

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

2.2. The rule of origin

If the basic act or the other instruments applicable to the programme under which the grant is financed (namely for grants financed by a basic act under the Multiannual



Financial Framework for the years 2014-2020) contain rules of origin for supplies acquired by the beneficiary in the context of the grant¹, the tenderer must be requested to state the origin² of the supplies, and the selected contractor will always have to prove the origin of the supplies.

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

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

Likewise, for grants financed by a basic act under the multiannual financial framework for the years 2021-2027, supplies may originate in any country and no certificate of origin needs to be submitted.

2.3. Exceptions to the rules on nationality and origin

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

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

* * *

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

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

Letterhead from the Beneficiary (Coordinator)

ANNEX V

Request for payment for grant contract

European Union external actions

<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,

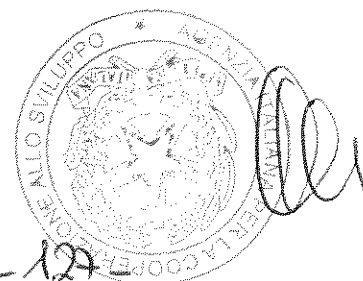
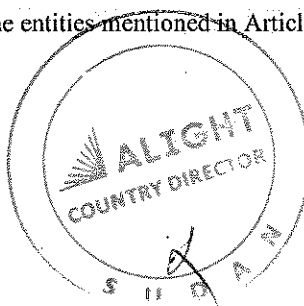
I hereby request [a further pre-financing payment] [payment of the balance] under the contract mentioned above.

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)

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



Letterhead from the Beneficiary (Coordinator)

- 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 financial identification form annexed to the contract²>

Declaration on honour

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

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

Yours faithfully,

< Signature >

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

ANNEX VI INTERIM NARRATIVE REPORT

This report must be completed and signed by the contact person of the coordinator.

The information provided below must correspond to the financial information that appears in the financial report.

Please complete the report using a typewriter or computer (you can find this form at the following address <specify>).

Please expand the paragraphs as necessary.

Please refer to the special conditions of your grant contract and send one copy of the report to each address mentioned.

The contracting authority will reject any incomplete or badly completed reports.

The answer to all questions must cover the reporting period as specified in point 1.6.

Table of contents

List of acronyms used in the report

Description

Name of coordinator of the grant contract:

Name and title of the contact person:

Name of beneficiary(ies) and affiliated entity(ies) in the action:

Title of the action:

Contract number:

Start date and end date of the reporting period:

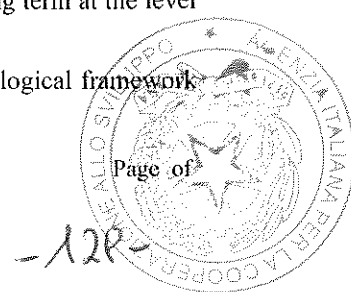
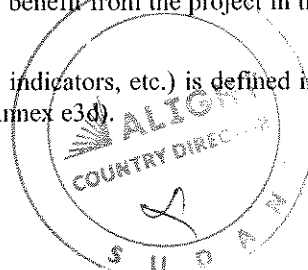
Target country(ies) or region(s):

Final beneficiaries &/or target groups¹ (if different) (including numbers of women and men):

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



Assessment of the implementation of the action activities and its results**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 for each level of the result(s) chain the progresses towards their level of achievement (if relevant at this stage) and the likelihood of reaching the final target(s) related to the result(s) by the end of the action.

Please explain briefly if any change 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: impact, outcomes, outputs, and activities).

Results and activities**A. RESULTS (IMPACT, OUTCOMES, OUTPUTS)**

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 effects.

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).

Following the hierarchy of results spelled out in the logical framework matrix (see point 2.3. below) please comment for each level of the results chain (outputs, outcomes, impact) the level of achievement during the reporting period on the basis of the corresponding current value of indicators against the baseline and target values provided in the Logframe.

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

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

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

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

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

<Contract number>

<Start date and end date of the reporting period>

Impact – "<Title of Impact > "

<comment on current status of indicators associated to the impact – if any progress is relevant to be mentioned for the reporting period>

Outcome 1 – "<Title of Outcome > "

<comment on current status of indicators associated to the outcome 1 and explain any change, especially any underperformance; refer to assumptions in the Logframe>

(if available in the Logframe) intermediary Outcome 1 - "<Title of intermediary Outcome 1>"

<...>

Output 1.1.

<...>

ACTIVITIES

Please describe *how* the activities implemented in the reporting period supported the achievement of the output to which they are related to.

Activity 1.1.1. related to Output 1.1

<...>

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

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

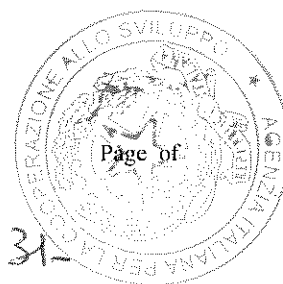
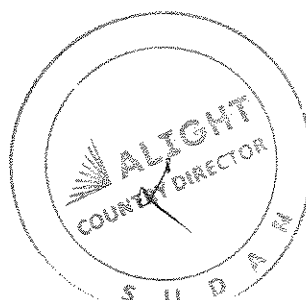
Activity 1.1.2.

<...>

Logframe matrix updated

The Logical framework (logframe) matrix should be used as a reporting tool of the expected results (impact, outcomes, outputs) during implementation. Values on indicators aimed at measuring the results will be regularly updated in the column foreseen for monitoring and reporting purposes (see "Current value"). Columns for intermediary targets could be added, if needed.

The logframe can be revised as necessary (in line with the provisions defined in Article 9.4 of the General Conditions, Annex E3h2).



<Contract number>

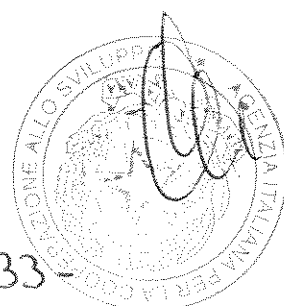
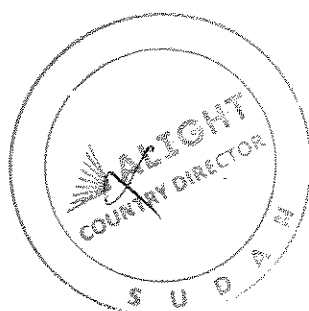
<Start date and end date of the reporting period>

Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated for interim and final reports)	Sources of data	
<p>DAC definition, the impact is “the net effect of the Action entailing positive primary and secondary long-term effects directly, intended or unintended.”</p> <p>The long-term expected effect of the intervention, the overall objective to which the intervention contributes at country, regional or sector level, political, social, economic and environmental context which will stem from the intervention of all relevant actors and</p> <p>This row once the Logframe is completed</p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result.</p> <p>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</p>	<p>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The intended final value of the indicator(s).</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The latest available value of the indicator(s) at the time of reporting.</p> <p>(* to be updated in interim and final reports)</p>	<p>Ideally to be drawn from the partner's strategy.</p>	Not applicable
<p>Impact statement as per original Logframe, formally amended during the reporting period.</p>	Impact indicator 1:	Baseline for impact indicator 1	Target for impact indicator 1	Current value for impact indicator 1	Sources of data for impact indicator 1	Not applicable
	Impact indicator 2:	Baseline for impact indicator 2	Target for impact indicator 2	Current value for impact indicator 2	Sources of data for impact indicator 2	
	Impact indicator #:	Baseline for impact indicator #	Target for impact indicator #	Current value for impact indicator #	Sources of data for impact indicator #	

<Contract number>

<Start date and end date of the reporting period>

Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated for interim and final reports)	Sources of data	
<p>DAC definition, the outcomes are achieved short-term and medium-term effects of intervention outputs.</p> <p>“Short-term effect of the intervention on behavioural and institutional change of the target group and the related outputs of the Action.</p> <p>Efforts to limit the number of specific indicators (one is enough), however for other outcomes can be included.</p> <p>This row once the Logframe is</p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to Measure the achievement of the corresponding result</p> <p>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</p>	<p>The value of the indicator(s) prior to the intervention against which Progress can be assessed or comparisons made.</p>	<p>The intended final value of the indicator(s).</p>	<p>The latest available value of the indicator(s) at the time of reporting</p> <p>(* to be updated in interim and final reports)</p>	<p>Sources of information and methods used to collect and report (including who and when/how frequently).</p>	<p>External position, implementation, intervention, Outcome, management</p>
: Outcome 1 statement as per time or as formally amended during n.	1.1 – <u>Indicator 1 to Outcome 1</u>	1.1 – <u>Baseline for indicator 1.1</u> (same unit of measure)	1.1 – <u>Target for Indicator 1.1</u>	1.1 – Current value for indicator 1.1	1.1 – Source of data for indicator 1.1 (values)	
	1.2 – <u>Indicator 2 to Outcome 1</u>	1.2 <u>Baseline for indicator 1.2</u> (same unit of measure)	1.2 – <u>Target for Indicator 1.2</u>	1.2 – Current value for indicator 1.2	1.2 – Source of data for indicator 1.2 (values)	
	(...)	(...)	(...)	(...)	(...)	
: Outcome 2 statement as per time or as formally amended during n.	2.1 – Indicator to outcome 2	2.1 – <u>Baseline for indicator 2.1</u> (same unit of measure)	2.1 – <u>Target for Indicator 2.1</u>	2.1 – <u>Current value for indicator 2.1</u>	2.1 – <u>Source of data for indicator 2.1</u> (values)	
	2.2 - Indicator to outcome 2	2.2 – <u>Baseline for indicator 2.2</u> (same unit of measure)	2.2 – <u>Target for Indicator 2.2</u>	2.2 – <u>Current value for indicator 2.2</u>	2.2 – <u>Source of data for indicator 2.2</u> (values)	
: Outcome # statement as per time or as formally amended during n.	(...)	(...)	(...)	(...)	(...)	



<Contract number>

<Start date and end date of the reporting period>

Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated for interim and final reports)	Sources of data	
<p>DAC definition outputs are “the material goods and services which development interventions.”</p> <p>are direct/tangible products (e.g. goods and services) generated by the action. They may also be resulting from the action which contribute to the achievement of outcomes, such as improved capacities, institutions, systems, policies of a group of organisations, and are generated by the action.</p> <p>They should be linked to corresponding indicators with clear numbering.</p> <p>This row once the Logframe is completed.</p>	(same as above)	(same as above)	(same as above)	(same as above)	(same as above)	External position, implementation, intervention, management
1.1 Output 1 related to Outcome 1 or original Logframe or as formally agreed implementation.	1.1.1 Indicator 1 to Output 1	1.1.1 Baseline for indicator 1.1.1 (same unit of measure)	1.1.1 Target for Indicator 1.1.1	1.1.1 Current value for indicator 1.1.1	1.1.1 Source of data for indicator 1.1.1 (values)	
	1.1.2 Indicator 2 to Output 1	1.1.2 Baseline for indicator 1.1.2 (same unit of measure)	1.1.2 Target for Indicator 1.1.2	1.1.2 Current value for indicator 1.1.2	1.1.2 Source of data for indicator 1.1.2 (values)	
	(...)	(...)	(...)	(...)	(...)	
1.2 Output 1 related to Outcome 1 or original Logframe or as formally agreed implementation.	1.2.1 Indicator 1 to Output 2	1.2.1 Baseline for indicator 1.2.1 (same unit of measure)	1.2.1 Target for Indicator 1.2.1	1.2.1 Current value for indicator 1.2.1	1.2.1 Source of data for indicator 1.2.1 (values)	
	1.2.2 Indicator 2 to Output 2	1.2.2 Baseline for indicator 1.2.2 (same unit of measure)	1.2.2 Target for Indicator 1.2.2	1.2.2 Current value for indicator 1.2.2	1.2.2 Source of data for indicator 1.2.2 (values)	
	(...)	(...)	(...)	(...)	(...)	
2.1 Output 1 related to Outcome 2 or original Logframe or as formally agreed implementation.	2.1.1 Indicator 1 to Output 1	2.1.1 Baseline for indicator 2.1.1 (same unit of measure)	2.1.1 Target for Indicator 2.1.1	2.1.1 Current value for indicator 2.1.1	2.1.1 Source of data for indicator 2.1.1 (values)	
	2.1.2 Indicator 2 to Output 1	2.1.2 Baseline for indicator 2.1.2 (same unit of measure)	2.1.2 Target for Indicator 2.1.2	2.1.2 Current value for indicator 2.1.2	2.1.2 Source of data for indicator 2.1.2 (values)	
	(...)	(...)	(...)	(...)	(...)	

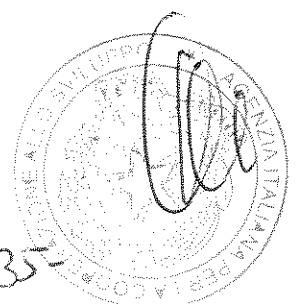
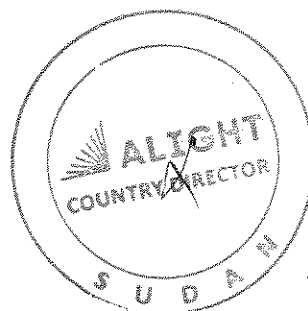
<Contract number>

<Start date and end date of the reporting period>

Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated for interim and final reports)	Sources of data	
2.2 Output 2 related to Outcome 2 or original Logframe or as formally agreed implementation.	2.2.1 Indicator 1 to Output 2 related to Outcome 2	2.2.1 Baseline for indicator 2.2.1 (same unit of measure)	2.2.1 Target for Indicator 2.2.1	2.2.1 Current value for indicator 2.2.1	2.2.1 Source of data for indicator 2.2.1 (values)	
	2.2.2 Indicator 2 to Output 2 related to Outcome 2	2.2.2 Baseline for indicator 2.1.2 (same unit of measure)	2.2.2 Target for Indicator 2.2.2	2.2.2 Current value for indicator 2.2.2	2.2.2 Source of data for indicator 2.2.2 (values)	
	(...)	(...)	(...)	(...)	(...)	

Activity Matrix

<p><i>What are the key activities to be carried out to produce the intended outputs?</i></p> <p><i>(*activities should 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 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 Activity)</i></p>
--	--



<Contract number>

<Start date and end date of the reporting period>

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
Example	example												Example
Preparation Activity 1(title)													Beneficiary or affiliated entity 1
Execution Activity 1(title)													Beneficiary of affiliated entity 1
Preparation Activity 2 (title)													Beneficiary or affiliated entity 2
Etc.													

2.6 Where relevant, please provide any update to the self-evaluation questionnaire on SEA-H and related list of envisaged measures to improve the SEA-H policy within the organisation.

Beneficiaries/affiliated entities, trainees and other cooperation

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.

How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?

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.)

Where applicable, outline any links and synergies you have developed with other actions.

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).

Where applicable, include a traineeship report on each traineeship which ended in the

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>

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.

Visibility

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

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

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 contracting authority/Italian Agency for development Cooperation and the European Commission may wish to publicise the results of action. Do you have any objection to this report being published on the website of DF International Cooperation and Development and....? If not, please state your objections here.

Name of the contact person for the action:

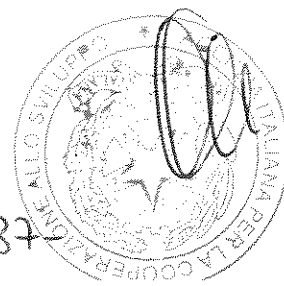
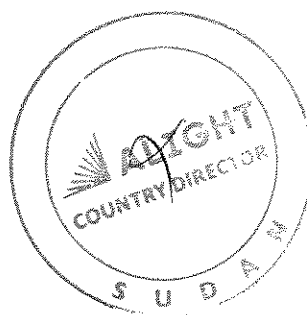
.....

Signature:

Location:

Date report due:

Date report sent:



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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.

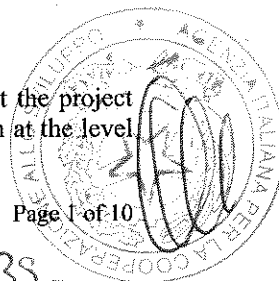
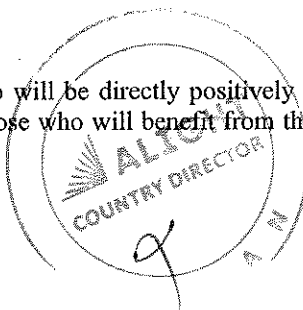
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List of acronyms used in the report

1. Description

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

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



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

2.1. Executive summary of the action

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

Referring to the updated final logical framework matrix² (see point 2.3. below), please describe and comment for each level of the result(s) chain their level of achievement 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 the progress reports, comment the likelihood of reaching the final target(s) related to the impact in the timeframe specified in the logframe (see targets for each impact indicator in the logframe).

Please describe and provide relevant justification for any modification that has been brought to the Logical framework matrix since the start of the Action (complete explanation should be provided in the 2.2 Section under the relevant level considered: outcomes, outputs, activities).

2.2. Results and activities

A. RESULTS (IMPACT, OUTCOMES, OUTPUTS)

The final report should be based on the monitoring and evaluation system set up using as a basis the Logical framework matrix. As such, the final 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 final 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 effects.

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).

Following the hierarchy of results spelled out in the final updated logframe matrix (see point 2.3. below) please comment for each level of the results chain the level of achievement by the of the period of implementation on the basis of the corresponding current value of the indicators against the baseline and target values provided in the Logframe.

- 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, impact, 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

Impact – "<Title of Impact >"

<comment on current status of indicators associated to the impact>

(...)

Outcome (Oc) – "<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

Please describe *how* the activities implemented throughout the overall implementation period supported the achievement of the output to which they are related to.

Activity 1.1.1. related to Output 1.1

(...)

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

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

Activity 1.1.2.

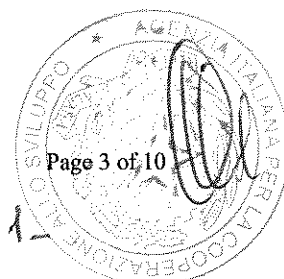
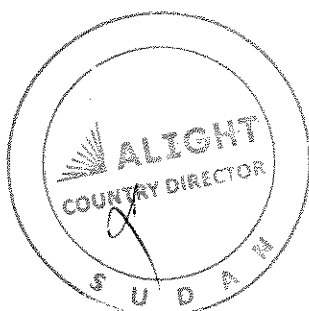
(...)

- 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 be used as a reporting tool of the expected results during implementation. Values on indicators aimed at measuring the results are to be updated in the column foreseen for monitoring and reporting purposes (see "Current value"). Columns for intermediary targets could be added, if needed.

The logframe (as revised during implementation in line with the provisions defined in Article 9.4 of the General Conditions) is to be updated for the purpose of the final report.



Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year (* to be updated in the interim and final reports)	Sources of data	Assumptions
Impact (Overall objective)	<p>As per OECD-DAC definition, the impact is "the overall objective of the Action entailing positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended."</p> <p>The impact is the long-term expected effect of the action fulfilling the overall objective 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.</p> <p>Please delete this row once the Logframe is completed.</p>	Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result	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). (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
		Impact indicator 1:	Baseline for impact indicator 1	Target for impact indicator 1	Current value for impact indicator 1	Sources of data for impact indicator 1	Not applicable
		Impact indicator 2:	Baseline for impact indicator 2	Target for impact indicator 2	Current value for impact indicator 2	Sources of data for impact indicator 2	
		Impact indicator #:	Baseline for impact indicator #	Target for impact indicator #	Current value for impact indicator #	Sources of data for impact indicator #	

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated in the interim and final reports)	Sources of data	Assumptions
	As per OECD-DAC definition, the outcomes are "The likely or achieved short-term and medium-term change and effects of intervention outputs." The main medium-term effect of the intervention focusing on behavioural and institutional changes beneficial to the target group and resulting from the related outputs of the Action. It is good practice to limit the number of specific objectives (often one is enough), however for large Actions, other outcomes can be included. Please delete this row once the Logframe is completed.	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.	The intended final value of the indicator(s).	The latest available value of the indicator(s) at the time of reporting (* to be updated in interim and final reports)	Sources of information and methods used to collect and report (including who and when/how frequently).	External, necessary and positive conditions for implementing the intervention that are outside of its management's control.
Outcome (s) (Specific objective(s))	Copy/paste the Outcome 1 statement as per original Logframe or as formally amended during implementation	1.1 – Indicator 1 to Outcome 1	1.1 – Baseline for indicator 1.1 (same unit of measure)	1.1 – Target for Indicator 1.1	1.1 – Current value for indicator 1.1	1.1 – Source of data for indicator 1.1 (values)	
		1.2 – Indicator 2 to Outcome 1	1.2 Baseline for indicator 1.2 (same unit of measure)	1.2 – Target for Indicator 1.2	1.2 – Current value for indicator 1.2	1.2 – Source of data for indicator 1.2 (values)	
		(...)	(...)	(...)	(...)	(...)	
		2.1 – Indicator to outcome 2	2.1 – Baseline for indicator 2.1 (same unit of measure)	2.1 – Target for Indicator 2.1	2.1 – Current value for indicator 2.1	2.1 – Source of data for indicator 2.1 (values)	
		2.2 - Indicator to outcome 2	2.2 – Baseline for indicator 2.2 (same unit of measure)	2.2 – Target for Indicator 2.2	2.2 – Current value for indicator 2.2	2.2 – Source of data for indicator 2.2 (values)	
	Copy/paste the Outcome # statement as per original Logframe or as formally amended during implementation.	(...)	(...)	(...)	(...)	(...)	

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<Contract number>

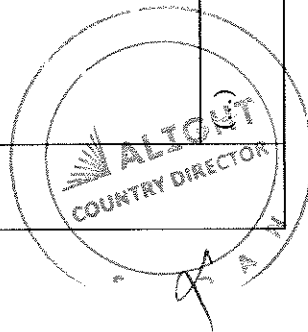
<Start date and end date of the reporting period>

Results		Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated in the interim and final reports)	Sources of data	Assumptions
Results chain							
As per OECD-DAC definition outputs are "the products, capital goods and services which results from development interventions."		(same as above)	(same as above)	(same as above)	(same as above)	(same as above)	External, necessary and positive conditions for implementing the intervention that are outside of its management's control.
Outputs are the direct/ tangible products (infrastructure, goods and services) delivered/generated by the action. They may also include changes resulting from the action which are relevant to the achievement of outcomes. These changes relate to improved capacities, abilities, skills, systems, policies of a group of people or an organisation, and are generated by the EU action.							
Outputs should be linked to corresponding outcomes through clear numbering.							
Please delete this row once the Logframe is completed.							
Outputs							
Copy/paste the 1.1 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation.		1.1.1 Indicator 1 to Output 1	1.1.1 Baseline for indicator 1.1.1 (same unit of measure)	1.1.1 Target for Indicator 1.1.1	1.1.1 Current value for indicator 1.1.1	1.1.1 Source of data for indicator 1.1.1 (values)	
		1.1.2 Indicator 2 to Output 1	1.1.2 Baseline for indicator 1.1.2 (same unit of measure)	1.1.2 Target for Indicator 1.1.2	1.1.2 Current value for indicator 1.1.2	1.1.2 Source of data for indicator 1.1.2 (values)	
		(...)	(...)	(...)	(...)	(...)	
		1.2.1 Indicator 1 to Output 2	1.2.1 Baseline for indicator 1.2.1 (same unit of measure)	1.2.1 Target for Indicator 1.2.1	1.2.1 Current value for indicator 1.2.1	1.2.1 Source of data for indicator 1.2.1 (values)	
Copy/paste the 1.2 Output 1 related to Outcome 1 statement as per original Logframe or as formally amended during implementation.		1.2.2 Indicator 2 to Output 2	1.2.2 Baseline for indicator 1.2.2 (same unit of measure)	1.2.2 Target for Indicator 1.2.2	1.2.2 Current value for indicator 1.2.2	1.2.2 Source of data for indicator 1.2.2 (values)	

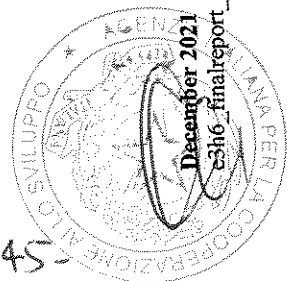
<Contract number>

<Start date and end date of the reporting period>

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated in the interim and final reports)	Sources of data	Assumptions
	Copy/paste the 2.1 Output 1 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	(...)	(...)	(...)	(...)	(...)	
		2.1.1 Indicator 1 to Output 1	2.1.1 Baseline for indicator 2.1.1 (same unit of measure)	2.1.1 Target for Indicator 2.1.1	2.1.1 Current value for indicator 2.1.1	2.1.1 Source of data for indicator 2.1.1 (values)	
		2.1.2 Indicator 2 to Output 1	2.1.2 Baseline for indicator 2.1.2 (same unit of measure)	2.1.2 Target for Indicator 2.1.2	2.1.2 Current value for indicator 2.1.2	2.1.2 Source of data for indicator 2.1.2 (values)	
	Copy/paste the 2.2 Output 2 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	(...)	(...)	(...)	(...)	(...)	
		2.2.1 Indicator 1 to Output 2 related to Outcome 2	2.2.1 Baseline for indicator 2.2.1 (same unit of measure)	2.2.1 Target for Indicator 2.2.1	2.2.1 Current value for indicator 2.2.1	2.2.1 Source of data for indicator 2.2.1 (values)	
		2.2.2 Indicator 2 to Output 2 related to Outcome 2	2.2.2 Baseline for indicator 2.1.2 (same unit of measure)	2.2.2 Target for Indicator 2.2.2	2.2.2 Current value for indicator 2.2.2	2.2.2 Source of data for indicator 2.2.2 (values)	
		(...)	(...)	(...)	(...)	(...)	



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2.5. Activity matrix

<p><i>What are the key activities to be carried out to produce the intended outputs?</i></p> <p><i>(*activities should 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>External, necessary and positive conditions for implementing the intervention that are outside of its management's control.</i></p>
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- 2.6. Explain how the action has mainstreamed cross-cutting issues such as promotion of human rights,⁶ gender equality,⁷ democracy, good governance, children's rights and indigenous peoples, environmental sustainability⁸ and combating HIV/AIDS (if there is a strong prevalence in the target country/region)⁹.
- 2.7. How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received from the beneficiaries and others.
- 2.8. What has your organisation or any actor involved in the action learned from the action and how has this learning been utilised and disseminated?
- 2.9. Please list all materials (and number of copies) produced during the action on whatever format (please enclose a copy of each item, except if you have already done so in the past).

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

- 2.10. Please list all contracts (works, supplies, services) above EUR 60 000 awarded for the implementation of the action for the whole implementation period since the last interim report if any or during the reporting period, giving for each contract the amount, the name of the contractor and a brief description on how the contractor was selected, including compliance with EU restrictive measures.
- 2.11. Where relevant, include any update to the self-evaluation questionnaire on SEA-H and related list of measures undertaken to improve the SEA-H policy within the organisation.

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

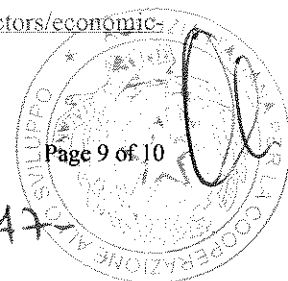
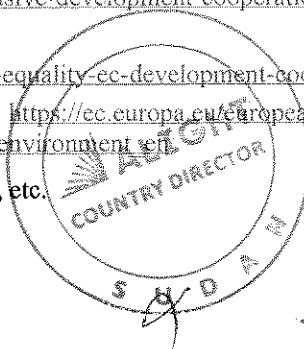
- 3.1. How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e. those having signed the mandate for the coordinator or an affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.
- 3.2. Is the above 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?

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.



- 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 (impact, outcomes, outputs) 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 Partnerships? 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

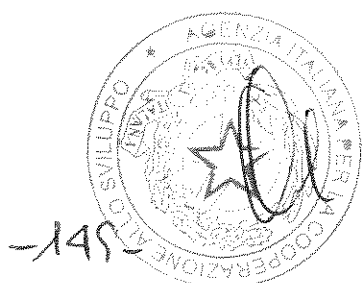
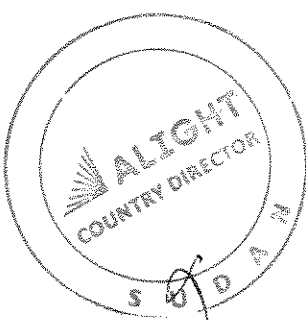
Additional information on expenditure incurred in local or other currencies than the euro (or the currency of the Contract) may be asked by the Contracting Authority

Addenda and use of contingencies

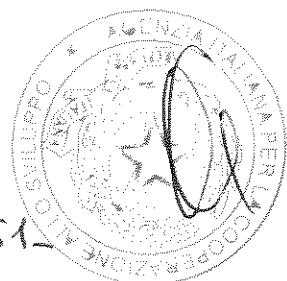
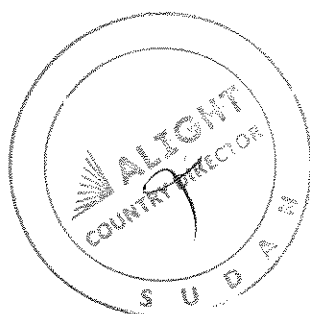
To be filled in case of an addendum and/or when contingencies are used.

ROUNDINGS

Figures have to be rounded to the nearest euro cent



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)	Per month					Per month			
1.1.1 Technical	Per month					Per month			
1.1.2 Administrative/support staff	Per month					Per month			
1.2 Salaries (gross amounts incl social sec charges and other related costs, expatriate staff)	Per month					Per month			
1.3 Per diems for missions/travel	Per diem					Per diem			
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem			
1.3.3 Seminar/conference participants	Per diem					Per diem			
Subtotal Human Resources									
2. Travel									
2.1 International travel	Per flight					Per flight			
2.2 Local transportation	Per month					Per month			
Subtotal Travel									
3. Equipment and supplies									
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle			
3.2 Furniture, computer equipment									
3.3 Machines, tools, etc.									
3.4 Spare parts/equipment for machines, tools									
3.5 Other (please specify)									
Subtotal Equipment and supplies									
4. Project office									
4.1 Vehicle costs	Per month					Per month			
4.2 Office rent	Per month					Per month			
4.3 Consumables - office supplies	Per month					Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					Per month			
Subtotal Project office									
5. Other costs, services									
5.1 Publications									
5.2 Studies, research									
5.3 Expenditure verification/Audit									
5.4 Evaluation costs									
5.5 Translation, interpreters									
5.6 Financial services (bank guarantee costs etc.)									
5.7 Costs of conferences/seminars									
5.8 Visibility actions									
Subtotal Other costs, services									
6. Other									
Subtotal Other									
7. Subtotal direct eligible costs of the Action (1-6)									
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)									
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)									
10.1 Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
10.2 Volunteers' work	Per day					Per day			
11. Total eligible costs (9+10)									
12. - Taxes									
- Contributions in kind									
13. Total accepted costs of the Action (11+12)									



Forecast Budget & follow-up

Contract No										
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)										
Previous period (dd/mm/yyyy-dd/mm/yyyy)					Real Previous Period		Following period (dd/mm/yyyy-dd/mm/yyyy)			
Forecast					Forecast					
Expenditures	Unit	# Units	Unit value (in EUR)	Total Cost (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					Per month				
1.1.2 Administrative/ support staff	Per month					Per month				
1.2 Salaries (gross amounts, expat/int. staff)	Per month					Per month				
1.3 Per diems for missions/travel										
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem				
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem				
1.3.3 Seminar/conference participants	Per diem					Per diem				
Subtotal Human Resources										
2. Travel										
2.1 International travel	Per flight					Per flight				
2.2 Local transportation	Per month					Per month				
Subtotal Travel										
3. Equipment and supplies										
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle				
3.2 Furniture, computer equipment										
3.3 Machines, tools...										
3.4 Spare parts/equipment for machines, tools										
3.5 Other (please specify)										
Subtotal Equipment and supplies										
4. Project office										
4.1 Vehicle costs	Per month					Per month				
4.2 Office rent	Per month					Per month				
4.3 Consumables - office supplies	Per month					Per month				
4.4 Other services (tel/fax, electricity/meeting, maintenance)	Per month					Per month				
Subtotal Project 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					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)													Variation in comparison with initial budget/reallocation		
Expenditures	Budget as per contract/addendum				Reallocation	Expenditure incurred				Difference of cumulated costs III present and budget as per contract/addendum	Variation from budget as per contract/addendum				
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)		# Units	Unit value (in EUR)	Total Cost (in EUR)	Cumulated costs (before current report) (in EUR)						
		(a)	(b)	(c)=a*b	(f)	(a)	(b)	(c)=a*b	(d)	(f)=c-d	(g)=f-(c-f)	(h)=a-f (or 0)			
1. Human Resources															
1.1 Salaries (gross amounts, local staff)	Per month														
1.1.1 Technical															
1.1.2 Administrative support staff	Per month														
1.2 Salaries (gross amounts, 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														
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 part/equipment for machines, tools															
3.5 Other (please specify)															
Subtotal Equipment and supplies															
4. Project 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 Project 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 Visibly 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															
- Contributors in kind															
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)													
Expenditures	Budget as per contract/addendum				Reallocation allowed (Article 9.4 of the General Conditions)	Expenditure incurred					Variations in comparison with initial budget/addendum		
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)		# Units	Unit value (in EUR)	Total Cost (in EUR)	Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	In absolute value in EUR	In %	Explanation for all variations
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	Per diem												
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. Project 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 Project office													
5. Other costs, services													
5.1 Publications													
5.2 Studies, research													
5.3 Expenditure verification/audit													
5.4 Evaluation costs													
5.5 Translation, interpreters													
5.6 Financial services (bank guarantee costs etc.)													
5.7 Costs of conferences/seminars													
5.8 Visibility actions													
Subtotal Other costs, services													
6. Other													
Subtotal Other													
7. Subtotal direct eligible costs of the Action (1-6)													
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)													
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+8)													
10.1 Not applicable													
10.2 Volunteers' work	Per day												
11. Total eligible costs (9+10)													
12. - Taxes													
- Contributions in kind													
13. Total accepted costs of the action (11+12)													



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		

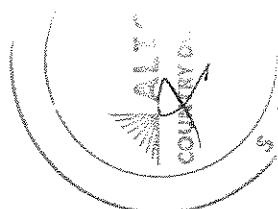
List of Pending payments (above 500 EUR)

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 comments

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

Signed



TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF A GRANT CONTRACT EXTERNAL ACTION OF THE EUROPEAN UNION

■ How to use this terms of reference MODEL

■ (also applies to Annex 1)

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

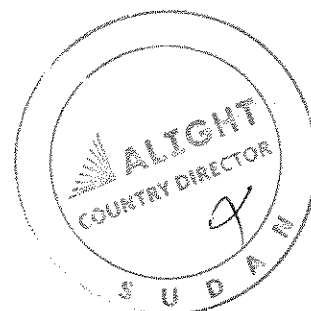
The present terms of reference apply to the verification of expenditure declared in financial reports under the following contracts:

1) Grant Contract¹ number and title of the action: [REDACTED]

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

<Repeat contracts/reports as applicable>

Detailed information is provided at the cover page of Annex 1

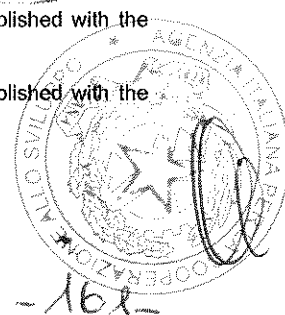


1 Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier will be identified as "Verification Contract".

2 Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier will be 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 Coordinator (The term "Coordinator" refers to the Beneficiary identified as the Coordinator in the Special Conditions) agrees to engage 'the Expenditure Verifier' to perform a verification of reported expenditure.

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 Grant Contract with the Beneficiary and is providing the grant funding. The Contracting Authority is not party to this agreement.

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

They apply to expenditure verifications contracted by the Coordinator 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 Annex 2, and
- to issue reports based on the template in Annex 3 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

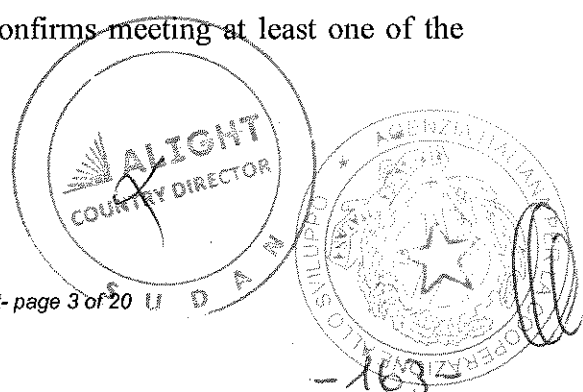
The Expenditure Verifier shall undertake this engagement in accordance with:

- 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 Coordinator requires that the Expenditure Verifier is independent from the Coordinator 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:



- 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

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

6 Verification Process and Methodology

6.1 Preparation of the Verification

The Expenditure Verifier shall prepare the verification and to 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 Coordinator the location(s) indicated in Annex 1 and ensure that relevant supporting documents as well as key staff will be available during the verification.

6.2 Preparatory Meeting, Fieldwork, Desk Review

[The **Coordinator** 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 fieldwork 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

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.

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 Coordinator 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 following aspects:
 - documentation, filing and record keeping for expenditure and income;
 - eligibility of expenditure and income;
 - procurement and origin rules insofar as these conditions are relevant to determine the eligibility of expenditure;
 - asset management (management and control of fixed assets; e.g. equipment).
 - cash and bank management (treasury);
 - payroll and time management;
 - accounting (including the use of exchange rates) and financial reporting of expenditure and income; and
 - internal controls and notably financial internal controls.

The understanding should be sufficient to identify and assess the risks of material errors or misstatements in the expenditure and revenue 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 (Annex 2).

The outcome of the risk analysis has to be clearly described in the Verification Report (Annex 3, Section 2.1);

- determining the sample size;

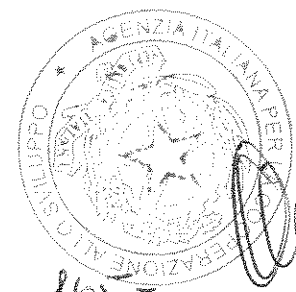
For the purpose of determining what the overall material misstatement or error is, the Expenditure Verifier will apply a materiality threshold of 2% of the total amount of the gross reported expenditure with a confidence level of 95%.

- establishing the sample and selecting the individual items for testing (Annex 2).

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 3, Section 2.2);

6.2.2 Fieldwork / Desk Review

The main task during the fieldwork or desk review will be to perform the substantive tests (Annex 2, Section 2). Key information about the testing process must be provided in the Verification Report (Annex 3, 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, organize a closing meeting with the Coordinator in order to discuss the findings, obtain its initial comments and agree on additional information to be provided at a later date.

6.2.4 Documentation and Verification Evidence

The evidence to be used for performing the procedures in Annex 2 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 3 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 Coordinator> working days of the conclusion of the field work a draft report to the Coordinator for comments to be received within < number of working days to be indicated by the Coordinator>working days. This delay expired, the Expenditure Verifier will provide the final report to the Coordinator within < number of working days to be indicated by the Coordinator>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 3). 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

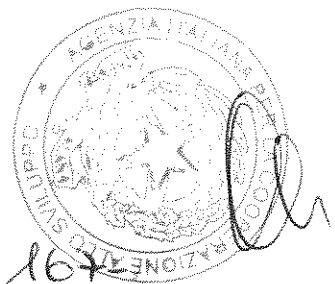
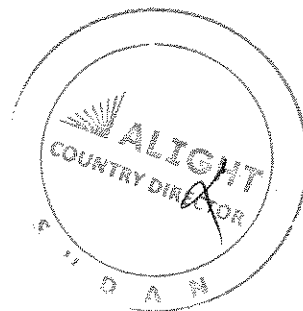
The Expenditure Verifier will not subcontract without prior written authorisation from the Coordinator.

8 Annexes

Annex 1 - Engagement Context / Key Information

Annex 2 – Guidelines for Risk Analysis and Verification Procedures

Annex 3 - Model for Expenditure Verification Report



December 2021

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Annex 1: Engagement Context / Key Information

Contract⁴ and report summary

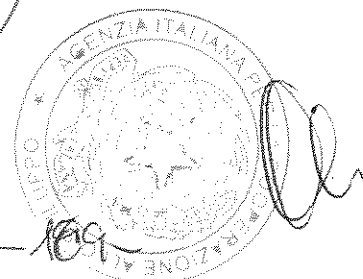
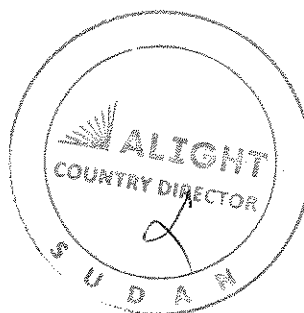
[Annex to be completed by the Coordinator]

Information about the Grant Contract	
Reference number and date of the Grant Contract	< Contracting Authority's reference for the Grant Contract>
Grant contract title	
Country	
Coordinator	< full name and address of the Coordinator as per the Grant Contract>
Beneficiary(ies) and affiliated entity(ies)	< full name and address of the Beneficiary(ies) and related affiliated entity(ies) as per the Grant Contract>
Start date of the implementation period of the Action	
End date of the implementation period of the Action	
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 received to date by the Coordinator from Contracting Authority	< Total amount received as per dd.mm.yyyy>
Total amount of the payment request	< provide the total amount requested for payment as per Annex V to the Special Conditions for Grant Contracts (Payment Request for a grant contract for European Union external actions) >
Contracting Authority	[<Provide the 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	< provide the 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 Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier will be identified as "Verification Contract"

A Logistics		
Issue	Question	Reply
Locations	1. Where do the Coordinator and other Beneficiary(ies) and affiliated entity(ies) retain the accounting records?	
	2. Where do the Coordinator and other Beneficiary(ies) and affiliated entity(ies) retain the original supporting documents?	
	3. Where were contractual activities carried out?	
	4. Where are 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?	
EC contribution	10. What is the amount of the EC contribution?	
Other contributions	11. Which are the other sources of funding (including the Coordinator)?	Source 1 / amount
		Source 2 / amount
		Source 3 / amount
		Source 4 / amount
		Source 5 / amount



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

D Procurement		
Procurement	18. How many procurement procedures have been undertaken during the period covered by the Financial Report?	
	19. Was the EC involved in any of the procurement procedures referred to in question 18 (e.g. ex-ante verifications or derogations to the rule of origin)?	
	20. Are works done and supplies delivered under the contract located centrally or are they dispersed?	

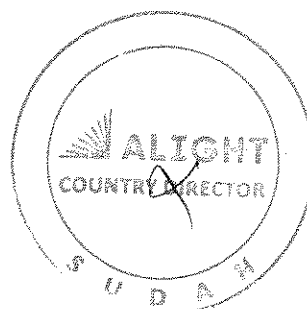
E Previous contracts verifications, audits or monitoring		
Previous verifications, audits or monitoring	21. Which previous experience did the Entity have with EC contracts and associated regulations?	
	22. How many of the previously presented Financial Reports (if any) have been subject to audit/verification by external consultants contracted by the Coordinator?	
	23. Have any verification, audit or monitoring exercises other than those referred to under numeral 22 been carried out with regard to the contract or the Coordinator that are relevant for the scope of the current verification?	
	24. Have any significant findings been raised under the exercises referred to in questions 22 and 23? If so, what are they?	
	25. Have any instances of fraud or irregularities been previously identified in dealings with the particular Entity?	

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

F Contact Details			
Coordinator: <full name of the entity subject to audit>			
Address		Country	
December 2021		Fax	
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Website			

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

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



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Annex 2: Guidelines for risk analysis and verification procedures

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1. RISK ANALYSIS AND DETERMINATION OF THE SAMPLE

The Expenditure Verifier should assess the risks of material errors or misstatements in the expenditure and revenue declared in the Financial Report in order to determine the size and structure of the expenditure sample to be tested according to the procedures described in Section 2.

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 and the revenue received 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.
- Revenues generated by the Coordinator in the execution of the contract are not deducted from the declared expenditure in conformity with applicable conditions.
- Fraud and irregularities have occurred which could have had an impact on expenditure and/or revenue 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.

2. EXPENDITURE VERIFICATION PROCEDURES

The following checks must be performed by the Expenditure Verifier unless they are irrelevant in relation to the eligibility criteria applicable to the contract type. Therefore the Expenditure Verifier is required to gain appropriate understanding of such requirements in order to carry out only the relevant checks and properly apply the relevant eligibility requirements.

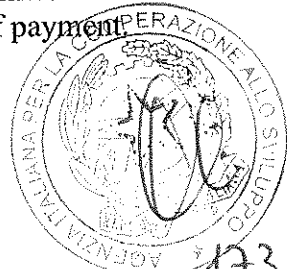
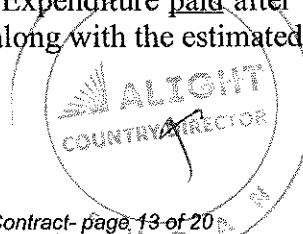
2.1 *The expenditure was incurred by and pertains to the Entity.*

2.2 *The expenditure is recorded in the accounting system of the Coordinator and other Beneficiary(ies) and affiliated entity(ies)*

The expenditure is recorded in the accounting system of the Coordinator and other Beneficiary(ies) and affiliated entity(ies) in accordance with the applicable accounting standards and the Coordinator's usual cost accounting practices.

2.3 *Expenditure incurred during the contractual eligibility period*

The expenditure declared in the financial report was incurred during the contractual implementation period of the Action, except for expenditure relating to final reports, expenditure verification, audit and evaluation. Expenditure paid after the submission of the financial report, is listed in the final report along with the estimated date of payment.



2.4 Expenditure indicated in the contractual estimated budget

The expenditure included in the financial report was indicated in the contractual budget.

The applicable budget ceilings were not exceeded.

The expenditure has been allocated to the correct heading of the Financial Report.

2.5 Expenditure necessary for the implementation of the contractual activities, reasonable and justified

It is plausible that the direct and indirect expenditures included in the financial report were necessary for the implementation of the contractual activities.

The amount of the expenditure items included in the financial report is reasonable and justified and respects the principle of sound financial management.

2.6 Expenditure identifiable and verifiable

The expenditure is backed up by sufficient supporting documentation (e.g. invoices, contracts, order forms, pay slips, time sheets) and proof of payment.

Where expenditure was apportioned, the applied allocation key was based on sufficient, appropriate and verifiable underlying information.

The expenditure is backed up by evidence of works done, goods received or services rendered. The existence of assets is verifiable.

2.7 Compliance with Procurement Principles and Nationality and Origin Rules

For the expenditure items concerned, the Coordinator has complied with the contractual requirements for procurement. Contractual nationality and origin rules have been applied, including those on derogations to be awarded by the Commission.

2.8 Expenditure complies with the requirements of applicable tax and social legislation

For the expenditure items concerned, the Coordinator complies with the requirements of tax and social security legislation (for example: employer's part of taxes, pension premiums and social security charges).

2.9 Financial support to third parties (sub-granting)

Financial support to third parties is provided for by the contractual conditions and its amount does not exceed the contractual limits.

The expenditure incurred by the third parties meets the relevant eligibility requirements. In particular it was incurred by and pertains to the third party, during the contractual eligibility period, is necessary for the implementation of the contractual activities and is identifiable and verifiable (see definition at point 2.6).

2.10 Other eligibility requirements

Duties, taxes and charges, (e.g. VAT) included in the financial report cannot be recovered by the Entity unless otherwise provided for in the contractual conditions (accepted costs system). In the latter case, these expenses are reported separately and relate to eligible direct expenditure.

The correct exchange rates are used where applicable.

The contingency reserve has been established in accordance to the contractual conditions and its use authorised by the Contracting Authority.

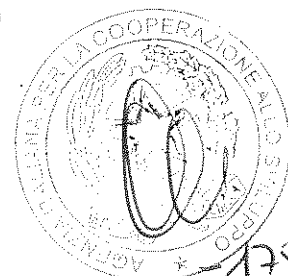
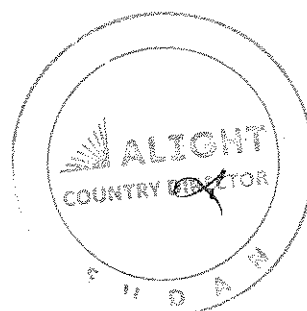
The indirect costs do not exceed the maximum contractual percentage of the eligible direct costs and do not include ineligible expenses or expenses already declared as direct ones.

Contributions in kind are not included in the financial report, unless otherwise provided for in the contractual conditions.

Expenditure specifically considered ineligible by the contractual conditions is not included in the financial report.

Expenditure declared under the simplified cost options respects the contractual requirements.

The revenues generated by the Coordinator in the execution of the contract are disclosed in the financial report and deducted from the declared expenditure, unless otherwise provided for in the contractual conditions.



<Annex 3: Model for > Expenditure verification Report

<To be printed on AUDITOR'S letterhead>

Report for an Expenditure Verification of a Grant Contract

External Actions of the European Union

<Title of and number of the grant contract >

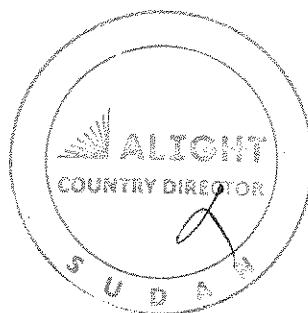
How this model should be completed by the Expenditure Verifier

- **insert** the information requested between the <...>
- **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	grant 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>
Coordinator and other Beneficiary(ies) and affiliated entity(ies)	< Identify the Coordinator and other Beneficiary(ies) and affiliated entity(ies) 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>



December 2021

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

1.2.1 Expenditure

Budget Headings	Budgeted Expenditure (amount)	Reported Expenditure (amount)
Budget Heading "..."		
...		
Total		

1.2.2 Contributions

Source of Contribution	Budgeted Contribution (amount)	Actual Contribution (amount)
EU		
Coordinator		
Other Beneficiary(ies) and affiliated entity(ies)		
...		
Other Donor 1		
...		
Total		

1.2.3 Revenues

Revenue Types	Budgeted Revenues (amount)	Actual Revenues (amount)
Type "..."		
Type "..."		
...		
Total		

1.3.Verified Financial Reports

See annex 3.1

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 possibly affecting the verified report, regarding the action, the context in which the latter is implemented, the beneficiaries and the target group.

<E.g. action implemented via complex procurement procedures, financial assistance to third parties (sub-grants) or revolving funds, 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.

< 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, expensed declared by co-beneficiary XY, staff expenditure, payments to sub-grantees, etc.) what is the coverage ratio in amount and number of transaction (max. 200 words)>

3. Transaction population and sample

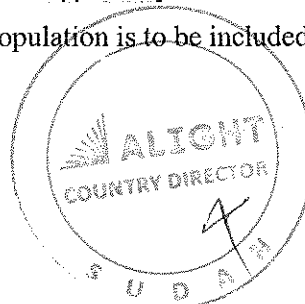
Sampling Highlights/Overview

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 3.3.



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 testing procedures established in the annex 2 to the Terms of Reference 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 3.1: Financial reports provided by the auditee

Annex 3.2: Procedures performed

Annex 3.3: Table of transactions - provided as Excel file

Annex 3.4: Table of errors - provided as Excel file

ANNEX VIII PRE-FINANCING GUARANTEE FORM

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

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

Subject: Guarantee No ...

Financing guarantee for the repayment of pre-financing payable under grant contract <contract number and title> (please quote number and title in all correspondence)

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

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

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

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

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

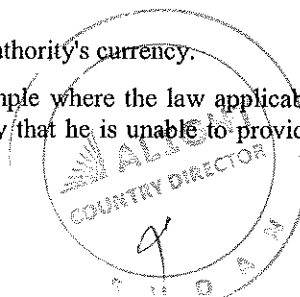
[Any request to pay under the terms of the guarantee must be countersigned by the head of delegation of the European Union or his designated empowered deputy as per the applicable Commission rules.

The law applicable to this guarantee shall be that of <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 <the country in which the financial institution issuing the guarantee is established>.

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 VIII PRE-FINANCING GUARANTEE FORM

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]*⁴

[Signature]

[Function at the financial institution/bank]

[Function at the financial institution/bank]

⁴ Can be signed using a Qualified Electronic Signature (QES) Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

ANNEX IX

TRANSFER OF OWNERSHIP OF ASSETS

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

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

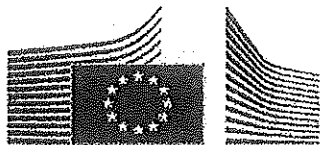
The above list was drawn up to comply with Articles 2 and 7.5 of the general conditions applicable to EU-financed grant contracts for external action (Annex II of the contract). Ownership of each item listed has been transferred. The local beneficiary(ies) and/or the local affiliated Entity(ies) and/or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

Done in: on

(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



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

LEGAL ENTITY

PRIVACY STATEMENT

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

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

PRIVATE/PUBLIC LAW BODY WITH LEGAL FORM

OFFICIAL NAME ①	AMERICAN REFUGEE COMMITTEE (ARC)		
BUSINESS NAME (if different)	ALIGHT (DBA AMERICAN REFUGEE COMMITTEE)		
	SEE ATTACHMENT FOR EXPLANATION OF NAME CHANGE		
ABBREVIATION	ALIGHT		
LEGAL FORM	U.S. Registered 501(c)(3) NON FOR PROFIT ORGANIZATION		
ORGANISATION TYPE	FOR PROFIT	<input type="checkbox"/>	
	NON FOR PROFIT	<input checked="" type="checkbox"/>	NGO ② YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
MAIN REGISTRATION NUMBER ③	36-3241033		
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	CHICAGO	
	COUNTRY	UNITED STATES	
DATE OF MAIN REGISTRATION.	19	12	1978
	DD	MM	YYYY
VAT NUMBER			
ADDRESS OF HEAD OFFICE	1325 QUINCY ST NE A1		
POSTCODE	55413	P.O. BOX	
		CITY	MINNEAPOLIS, MINNESOTA
COUNTRY	USA	PHONE	+1 612 872 7060
E-MAIL	JEESP@WEAREALIGHT.ORG		

DATE 6/8/2022

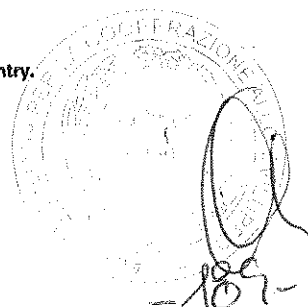
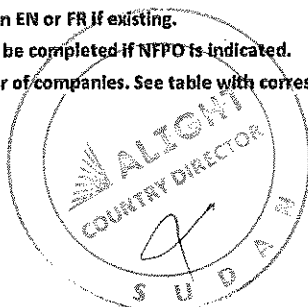
STAMP

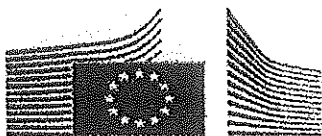
SIGNATURE OF AUTHORISED REPRESENTATIVE

DocuSigned by:

 141E1852G280463.

- ① National denomination and its translation in EN or FR if existing.
 ② NGO = Non Governmental Organisation, to be completed if NFPO is indicated.
 ③ Registration number in the national register of companies. See table with corresponding field denomination by country.





FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

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

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

BANKING DETAILS ①

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

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER	Alight		
STREET & NUMBER	1325 Quincy St NE A1		
TOWN/CITY	Minneapolis	POSTCODE	55413
COUNTRY	USA		

REMARK

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤

DATE (Obligatory)

6/8/2022

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

Group Signed by:
14 10 100 20 200 400 3

- 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.

