“RIGHTS OF MIGRANTS IN ACTION”

GUIDELINES FOR CALL FOR PROPOSALS AND AWARD OF GRANTS FOR CIVIL SOCIETY ORGANIZATIONS FOR PROTECTING AND PROMOTING THE RIGHTS OF MIGRANT DOMESTIC WORKERS AND VICTIMS OF HUMAN TRAFFICKING

Reference: EC/DCI-MIGR/2013/317-809

This is a two-phase Call for Proposal
Deadline for submission of concept notes: 31 March 2015
THE FUNDAMENTAL PRINCIPLES OF THE INTERNATIONAL RED CROSS AND RED CRESCENT MOVEMENT

**Humanity:** The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors, in its international and national capacity to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace among all peoples.

**Impartiality:** It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavors to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

**Neutrality:** In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, and religious or ideological nature.

**Independence:** The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

**Voluntary Service:** It is a voluntary relief organization, not prompted in any manner by desire for gain.

**Unity:** There can be only one Red Cross or one Red Crescent Society in any country. It must be open to all. It must carry on its humanitarian work throughout its territory.

**Universality:** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.
NOTICE:

This is a two-phase call for proposals. In the first instance, only concept notes are submitted for evaluation. Thereafter, applicants who have been pre-selected will be invited to submit a full application form. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority (International Federation of Red Cross and Red Crescent Societies – IFRC) and the signed ‘Applicant organisational Self-Assessment grid” enclosed with the concept note.
Table of Contents

1. Introduction .................................................................................................................................................. 5
  1.1 Background ............................................................................................................................................... 5
  1.2 Objectives/Expected results ..................................................................................................................... 6
  1.3 Countries of implementation .................................................................................................................... 7
2. RULES AND PROCESS FOR THIS CALL FOR PROPOSALS .................................................................... 8
  2.1 Structure .................................................................................................................................................. 8
  2.2 Step by step summary and Indicative Calendar ....................................................................................... 8
  2.3. Financial allocation ............................................................................................................................... 9
  2.4 Eligibility Criteria .................................................................................................................................. 9
    2.4.1 Eligibility of organisations: who may apply? ...................................................................................... 9
    2.4.2. Eligibility of projects: activities possibly funded under this call ..................................................... 11
    Duration of projects .................................................................................................................................... 12
    2.4.3. Eligibility of costs and process: costs which may be taken into consideration for the grant .......... 12
    Size of grants ............................................................................................................................................... 12
    Co-funding from applicants ....................................................................................................................... 12
    Transfer modalities ................................................................................................................................... 12
    Ineligible costs .......................................................................................................................................... 13
3. How to apply and the procedures to follow ................................................................................................ 13
  3.1. Concept Note ....................................................................................................................................... 13
    Deadline for submission of concept note ..................................................................................................... 14
  3.2. Detailed Project Proposal ..................................................................................................................... 14
    Deadline for submission of detailed project proposal .................................................................................. 14
  3.3. Evaluation procedure and criteria for the selection of applications ...................................................... 15
    Criteria for the selection of concept notes ................................................................................................... 14
    Criteria for the selection of detailed project proposals ............................................................................. 14
  3.4. Support to Applicants ............................................................................................................................ 16

ANNEXES
ANNEX A – Eligible countries .......................................................................................................................... 17
ANNEX B – Application Templates ................................................................................................................. 18
ANNEX C – Evaluation Criteria ...................................................................................................................... 22
ANNEX D – Applicant Organisation Self Assessment Grid .................................................................................. 30
ANNEX E – Checklists ...................................................................................................................................... 33
ANNEX F – Code of Conduct of the IFRC ......................................................................................................... 35
ANNEX G – Financial identification form ......................................................................................................... 41
ANNEX H – Project Grant Agreement ............................................................................................................. 45
1. Introduction

1.1 Background
According to the United Nations Department of Economic and Social Affairs (UNDESA) there are 232 million migrants worldwide. Responding adequately to the needs of migrants in today’s global economic and political context is obviously not a simple challenge. The basic protection of migrants' rights along the migratory routes is not always ensured. Yet, many countries without migration or labour policy frameworks rely substantially on migrant labour force for their economic development. Moreover, migrants are vulnerable, and constitute an easy target for traffickers; they also represent a significant share of forced labour victims, in particular in sectors such as domestic work, construction and agriculture. Migrant domestic workers and victims of human trafficking should be adequately protected and assisted according to their specific status through access to human rights mechanisms and to courts and lawyers.

It is crucial to create and promote efficient policies and mechanisms and improve public perception for guaranteeing the protection of the rights of migrants, and especially those most vulnerable, such as women and children, victims of trafficking, and migrant domestic workers.

The effectiveness of civil society actors' activities in the domain of migration and development largely depends on the identification and establishment of strategic partnerships among Civil Society Organisations (CSOs), between CSOs and governments at central and decentralised levels.

Today, more than ever, the role of the International Federation of Red Cross and Red Crescent Societies (IFRC) and its 189 member National Societies is fundamental in both advocating for rights of migrants, and providing essential and lifesaving services to migrants. The Red Cross and Red Crescent movement, with its presence in 189 countries around the world, has longstanding community-based experience and a strong ability to give a global voice to vulnerable people.

"Rights of Migrants in Action" ("The Action") - is implemented by the International Federation of Red Cross and Red Crescent Societies with the financial support from the European Union Thematic Programme on cooperation with third countries on the area of Migration and Asylum.

The aim of this Call for proposals is to provide support and protection to migrant domestic workers and victims of human trafficking and to promote and raise awareness of their rights at all levels, through a globally coordinated civil society action in targeted countries.

The IFRC is seeking CSOs to implement specific activities in line with this project. This document will provide guidance for the award of grants and calls for proposals for interested CSOs for the above mentioned migration project.
1.2 Objectives/Expected results

The overall objective of the Action is to promote and protect the rights of migrants in targeted countries, migration corridors and regions through a globally coordinated civil society action, with a specific focus on migrant domestic workers and victims of human trafficking.

The Action envisages the following specific objectives along three components:

- **Component 1. Coordination**
  **Specific Objective 1**: To foster a harmonized and coordinated approach to civil society organizations toward the protection of human rights of migrants, in particular regarding migrant domestic workers, and victims of human trafficking

- **Component 2. Access to services**
  **Specific Objective 2**: Migrants’ access to social services of the targeted countries, and provision of services, is enhanced through small scale CSO projects

- **Component 3. CSOs capacity building**
  **Specific Objective 3**: To build and strengthen the capacities of CSOs to support the improvements of human rights of migrants, in particular regarding migrant domestic workers and victims of human trafficking

The present call for Proposals is organised in the frame of Component 2 of the Action: Access to Services. Objectives and expected results of the project proposals will therefore be in line with Specific Objective 2 and the related expected results 2.1, 2.2 and 2.3 mentioned below.

Expected Results under this Action are:

2.1) Direct social assistance and protection are provided to migrants and their families, particularly in relation to migrant domestic workers and victims of trafficking.
2.2) Human rights of migrants are promoted and awareness is raised at all levels.
2.3) Human-rights based migration, labour and anti-trafficking policies and legislation are promoted.

Further information is available under section "Eligibility criteria of projects" below.

**Applicants must concentrate their project proposals on Component 2 of the Action: Access to Services.**

Support to successful applicants for the implementation of the projects selected within this Call will be provided in line with Components 1 (Coordination) and 3 (CSO capacity building) of the Action: the IFRC and its appointed Focal Points will offer coaching, mentoring and monitoring services to ensure the successful implementation of projects in a coordinated manner, striving for the active involvement of successful applicants notably in order to maximise and promote the impact and sustainability of the projects.
1.3 Countries of implementation

The Action targets 15 countries, including origin, transit and destination countries in different regions of the world. Target countries were selected by a Project Steering Committee in line with the following criteria:

- relevance of human trafficking issues, taking into account, where possible, the EU list of priority countries and regions;
- relevance of migrant domestic workers issues.

The countries of implementation are:

- Benin
- Dominican Republic
- Ecuador
- Ethiopia
- Honduras
- Indonesia
- Jordan
- Kazakhstan
- Lebanon
- Morocco
- Nepal
- Russian Federation
- Tajikistan
- Thailand
- Zimbabwe

The Action will contribute to maximise and complement existing efforts to address the rights of migrants in these countries.
2. RULES AND PROCESS FOR THIS CALL FOR PROPOSALS

2.1 Structure
As Contracting Authority, the IFRC is inviting CSOs to implement specific activities in line with the objectives of Component 2 described above. This document provides guidance to the applicants on the application process and requirements of the Call for Proposals and subsequent award of grants.

This Call for Proposals and Award of Grants is managed by the Central Programme Unit (CPU) based in the IFRC’s headquarters in Geneva, Switzerland. The CPU is under the guidance and direction of the Project Steering Committee (PSC), composed of representation from both the IFRC and the European Commission.

In each target country, the CPU will link with an appointed Focal Point for facilitating the implementation of project activities. Focal Points may be representatives of the IFRC or of the Red Cross / Red Crescent National Society present in the country of implementation.

In addition, an Independent Evaluation Committee (IEC) has been set-up at the country-level to evaluate and select the project proposals submitted. The IEC will be composed of Focal points, EU Delegations representatives, when possible, and a representative from academia.

2.2 Step by step summary and Indicative Calendar

<table>
<thead>
<tr>
<th>Step</th>
<th>Indicative Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Launch of call for proposals for CSOs</td>
<td>1 March 2015</td>
</tr>
<tr>
<td>Step 2: Submission of the concept note and summary budget by CSOs through the IFRC website (with relevant attachments)</td>
<td>31 March 2015</td>
</tr>
<tr>
<td>Step 3: Acknowledgement of receipt of Concept Notes (sent by e-mail)</td>
<td>April 2015</td>
</tr>
<tr>
<td>Step 4: Communication of results to selected applicants and request for detailed project proposals</td>
<td>April 2015</td>
</tr>
<tr>
<td>Step 5: Submission of detailed project proposal and budget by CSOs via email (with relevant attachments)</td>
<td>31 May 2015</td>
</tr>
<tr>
<td>Step 6: Communication of results to successful applicants</td>
<td>June 2015</td>
</tr>
<tr>
<td>Step 7: Finalisation and signature of grant award contracts with successful applicants</td>
<td>June/July 2015</td>
</tr>
</tbody>
</table>
2.3. Financial allocation

The overall indicative amount made available under this Call for Proposals is €7,375,000.

Size of grants:

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- Minimum amount: €75,000
- Maximum amount: €200,000

Any grant requested under this call for proposal must have a co-financing component of 10% of the total cost of the project. As such, only 90% of the total costs of the project will be eligible for the grant.

The IFRC reserves the right not to award all available funds.

2.4 Eligibility Criteria

There are three sets of eligibility criteria, relating to:

1) The organisations:
   - the applicant requesting a grant (i.e. the entity submitting the application form)
   - if any, its partners (co-applicants, etc;)

2) The project:
   projects for which a grant may be awarded

3) The costs:
   Types of cost which may be taken into account in setting the amount of the grant.

2.4.1 Eligibility of organisations: who may apply?

In order to be eligible for a grant, applicants must, cumulatively:

1. Be legal persons and
2. Be non-profit making
3. Be registered and operating in one of the 15 target countries of the Action:
4. be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary

5. have a mandate for, or proven experience in, dealing with the promotion and protection of the rights of migrants within their respective countries.

In this context, a Civil Society Organisation (CSO) is defined as a local NGO, migrants associations and/or workers’ associations.

As a pre-requisite, at the moment of sending the concept note, applicants will have to sign and submit:

- The Applicant organisation Self-Assessment Grid (ANNEX D)
- The IFRC Code of Conduct (ANNEX F)
- The Financial Identification form (ANNEX G)

Partnerships

In order to improve the projects' efficiency, applicants may enter into partnership with other organisations such as:

- other CSOs, including migrants’ organisations regardless of their registration status;
- local and national public authorities;
- profit-making entities (commercial and/or private-sector organisations), provided that they make no profit from the grant.
- Think tanks, research institutes

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. Partners must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.
An already existing consortium or association of CSOs may submit an application under the name of the legally constituted consortium or association. If the consortium is an informal grouping for the purposes of this call, the application must be submitted under the name of a lead CSO, with the others members acting as partners.

Partnership statements will have to indicate roles and responsibilities of each member of the consortium.

2.4.2. Eligibility of projects: activities possibly funded under this call

Themes:

Only applications related to migrant domestic workers and/or victims of human trafficking will be taken into consideration.

Eligible projects for this Call shall relate to one or more of the following:

1. Enhancing the access of migrants to public social services through advocacy, dialogue with, and capacity building of the public authorities.
2. Providing direct protection, assistance and other services to migrants and their families (e.g. healthcare, training, legal and psychological assistance).
3. Awareness raising (e.g. media campaigns, surveys on public perception of migration) of fundamental rights of migrants and prevention of abuses and risks, such as those posed by labour exploitation and different forms of human trafficking; fighting against racism, xenophobia and discrimination.
4. Advocacy for concrete improvement and development of human rights-based policy and legislative frameworks in the area of migration, labour, and anti-trafficking policies.

Cross-cutting issues and added-value elements

Particular attention should be paid to the following cross-cutting issues and added-value elements:

1. **migrant-centred approach**: specific focus on the individual needs of the migrant throughout the migration cycle, and on consultation with migrant individuals and communities so that their views are taken into account at all times;
2. good governance: advocacy activities aimed at contributing to policy development through in line with participation, accountability and transparency principles;
3. promotion of gender equality and equal opportunities;
4. Vulnerable groups, such as women, children, disabled people, minorities and indigenous peoples
5. environmental issues;
6. innovation and best practices.
Duration of projects
The planned duration of a project may not be lower than 12 months nor exceed 24 months.

2.4.3. Eligibility of costs and process: costs which may be taken into consideration for the grant

Size of grants:
Any grant requested under this Call for Proposals will fall between the following minimum and maximum amounts:

- minimum: 75,000 €
- maximum: 200,000 €

Only expenditures incurred within the timeframe of the action are eligible.

Co-funding from applicants:
A co-financing of 10% of the total budget is required from the applicant. As such, only 90% of the total costs of the project will be eligible for the grant. The Applicant will need to provide information on how this co-financing will be obtained.

The cost of staff assigned to the project may be considered as co-financing in the budget of the project when paid by the applicant or partners.

Transfer modalities:
Grant funds will be transferred in instalments.

- For projects with implementation period less than 18 months, the first instalment will be 30% of the approved total contribution.
- For projects with implementation period equal or more than 18 months, the first instalment will be 40% of the approved total contribution.

In both cases, subsequent instalments will be transferred upon receipt of narrative and financial reports. The final instalment will be 10%.

As Applicants prepare their budgets (Annex H) and project proposals, they should note that the quality, value-added and composition of the proposed costs will be one of the criteria being evaluated by the Independent Evaluation Committee (IEC). Furthermore, once approved, applicants will need to respect the agreed upon budget in implementing their actions and achieving agreed-upon outcomes. Grants shall not exceed the overall value of the budget approved. As such, a well-balanced budget of cost proposal is crucial.
Ineligible costs

The following costs are not eligible:

a) debts and debts service charges;

b) provisions for losses or potential future liabilities;

c) interest owed by the Project Partner to any third party;

d) items already financed from other sources;

e) purchases of land or buildings;

f) currency exchange losses.

g) in-kind contribution

In-kind contributions are constituted by non-financial resources (such as goods, equipment or services) provided to the Applicant free of charge by a third party. Contributions in kind do not involve any expenditure for the Applicants and are not entered in its/their accounts as a cost. Consequently, in-kind contributions are not considered actual expenditure and can never appear in the budget of a project as an eligible cost.

3. How to apply and the procedures to follow

This is a two-phase call for proposals.

In the first phase, concept notes must be submitted for evaluation. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority (IFRC) and the signed ‘Applicant organisational Self-Assessment grid” enclosed with the concept note.

In the second phase, applicants who have been pre-selected will be invited to submit a detailed project proposal.

Only concept notes and detailed proposals meeting eligibility criteria will be evaluated.

3.1. Concept Note

The first phase of the application process is the submission of a Concept Note. Concept Notes should be prepared in accordance with the present Guidelines and the template provided in Annex B. Concept notes will be accepted in IFRC official languages (English, French, Spanish and Arabic).

Concept notes should be accompanied by the following annexes and signed documentation:

- Applicant Organisational self-assessment grid (ANNEX D)
- IFRC Code of Conduct (ANNEX F)
- Financial Identification form (ANNEX G)

A Checklist for submission of Concept Notes is available in Annex E.

When applicants send several different Concept Notes, each one must be uploaded separately.

Hand written applications will not be taken into consideration.

Any error, omission or major discrepancy in the concept note may lead to the rejection of the application. Clarifications will only be requested when the information provided is unclear and thus prevents the IEC from conducting an objective assessment.

Only information included in the provided templates will be reviewed. As such, it is of the utmost importance that these documents contain ALL the relevant information concerning the proposed action and activities. No additional annexes apart from the ones requested should be submitted.

**Deadline for submission of concept note**

The deadline for the submission of Concept Notes is **31 MARCH, 24:00 Geneva time (GMT+1)**

Any Concept Note submitted after the deadline, or delivered to other addresses or by any other means (e.g. by fax or email) will be rejected.

**3.2. Detailed Project Proposal**

*Participants whose concept notes have been selected by the Independent Evaluation Committee will be asked to prepare a Detailed Project Proposal* inclusive of a detailed budget, as part of the second phase of the application process.

Participants who have been invited to submit a detailed Project Proposal must do so using the template provided in Annex B. The elements outlined in the concept note cannot be modified by the applicant in the full application form.

**Applicants must submit their detailed project proposals in the same language used when submitting the concept note.**

Additional details about this second phase of the application process will be communicated in due time to participants who have been successful in the first phase.

Detailed project proposals and required annexes must be sent via email to rightsmigrants.action@ifrc.org.

Hand written applications will not be taken into consideration.
Any error, omission or major discrepancy in the detailed project proposal may lead to the rejection of the application. Clarifications will only be requested when the information provided is unclear and thus prevents the Independent Evaluation Committee (IEC) from conducting an objective assessment.

Only information included in the provided templates will be reviewed. As such, it is of the utmost importance that these documents contain ALL the relevant information concerning the proposed action and activities No additional annexes should be sent.

A Checklist for submission of Detailed Project Proposals is available in Annex E.

**Deadline for submission of detailed project proposals**

The deadline for the submission of detailed project proposals is *31 May, 24:00 Geneva time (GMT+1)*. Any project proposal sent via email after the deadline, or delivered to other addresses or by any other means (e.g. by fax) cannot be accepted.

**3.3. Evaluation procedure and criteria for the selection of applications**

Applications will be evaluated by an Independent Evaluation Committee (IEC) set up at the country-level. The IEC is composed of IFRC Focal points, EU Delegations representatives, and a representative from academia.

In order to provide a framework for effective decision-making, the IEC will only evaluate the proposals which meet:

1) Established eligibility criteria (as per paragraph 2.4) and
2) Evaluation criteria as per Annex C.1 for the concept note and Annex C.2 for the detailed project proposal).

All applicants will be notified by email about the outcomes of the selection process.

**Criteria for the selection of concept notes**

Concept notes will be selected based on the concept note evaluation grid (Annex C.1)

The main evaluation criteria include:

1. Relevance and design of the action
2. Financial capacity of the applicant
3. Operational capacity of the applicant
4. Budget and cost effectiveness
Criteria for the selection of Detailed project proposals

Detailed project proposals will be selected based on the concept note evaluation grid (Annex C.2)

The main evaluation criteria include:

1. Relevance and design of the action
2. Financial capacity of the applicant
3. Operational capacity of the applicant
4. Effectiveness and feasibility of the action
5. Sustainability prospects of the action
6. Budget and cost effectiveness

Please note that in certain cases, it might be necessary to make minor adjustments to the selected proposal’s content and/or budget following the comments of the Evaluation Committee. This will be done in consultation with the applicant prior to awarding the grant. Adjustments will only be done in line with comments raised by the IEC and under circumstances that will not call into question the grant award decision or conflict with the principle of equal treatment of applicants.

Successful applicants will enter into a grant agreement (Annex I) with the IFRC that will set out terms and conditions for grant implementation, including compliance with IFRC rules and regulations. Compliance with this agreement will be monitored by the IFRC and its Focal Points.

3.4. Support to Applicants

Support to applicants during the Call for Proposals procedure

Questions from applicants

All questions from applicants relating to this Call for proposals should be submitted no later than 15 days before the deadline for submission of applications to the email address: rightsmigrants.action@ifrc.org.

The IFRC and its Focal Points have no obligations to provide clarifications to questions received after this date. If requests of clarification are received within established deadlines, replies will be given no later than 7 days before the deadline for submission of applications.

To ensure equal treatment of applicants, the IFRC and its Focal Points will not give a prior opinion on the eligibility of applications or its proposed actions.

General information and frequently asked questions (FAQs) is posted on the project webpage on http://www.ifrc.org/en/what-we-do/migration/rights-of-migrants-in-action/. As such, potential applicants are encouraged to consult the website on a regular basis for the most up-to-date information and relevant clarifications.

Support to successful applicants during implementation of projects

Support to successful applicants for the implementation of the projects selected within this Call will be provided in line with Components 1 (Coordination) and 3 (CSO capacity building) of the Action. The IFRC
and its appointed Focal Points will offer coaching, mentoring and monitoring services to ensure the successful implementation of actions in a coordinated manner, striving for the active involvement of successful applicants notably in order to maximise and promote the impact and sustainability of the projects.

More information on these sessions can be found at the project web page on http://www.ifrc.org/en/what-we-do/migration/rights-of-migrants-in-action.

ANNEX A

Eligible countries

The Action targets the following 15 countries:

- Benin
- Dominican Republic
- Ecuador
- Ethiopia
- Honduras
- Indonesia
- Jordan
- Kazakhstan
- Lebanon
- Morocco
- Nepal
- Russian Federation
- Tajikistan
- Thailand
- Zimbabwe
ANNEX B – Application Templates

ANNEX B.1 Template for Concept Note

The concept note is the first step to the application process. Applicants whose concept notes have been chosen for further assessment will be advised and will need to prepare a detailed project proposal for further evaluation.

Insert Title of Proposed Project

Insert date of proposal

1. Implementing entity and key partners
   Insert name and short history of the organisation submitting the concept note, including a short description of the organisation's legal status and financial and operational capacity. If applicable, also provide a brief description of key partners.

2. Context
   Provide a short general overview of the national or local context in which the proposed project should take place. Maximum 1 page.

3. Project description

   3.1. Project summary
   Provide a short general overview of the proposed project, including operational timeframe (start and end dates). Maximum 1 page

   3.2. Overall objective
   Provide the overall general objective of the proposed project (maximum 1)

   3.3. Expected outcomes
   Provide the overall expected outcomes of the proposed project (approximately 1-3).

   3.4. Indicators of achievement
   Provide key indicators (1-2 per expected outcome) of how the expected outcomes will be measured. Clearly indicate the expected outcome(s) to which each indicator relates.

   3.5. Main activities
   List the main activities of the proposed project. Please clearly indicate the expected outcome(s) to which each activity relates.

   3.6. Key target beneficiary population
   Provide a detailed description of the key target beneficiary group, including key characteristics/demographics and what are the key risk/vulnerability factors for this group. Provide the rationale of why and how this target audience was chosen.
3.7. Summary budget

Provide a brief overview of the proposed budget for this project (should be in CHF equivalent). Applicants chosen for further assessment will be required to submit a detailed budget.

A co-financing of 10% of total costs is required from the applicant. As such, only 90% of the total costs of the action will be reimbursed and eligible for the grant.

The Applicant will need to provide information on how this co-financing will be obtained.

Budget is prepared in CHF equivalent as per http://www.oanda.com/currency/ converter

Insert timeframe of budget

Most expenditures will be spent in INSERT MAIN CURRENCY.

Revenue
Grant requested from this application
Grants/Revenue from other sources:
  Provide source(s)

TOTAL REVENUE

Expenditures\(^1\)

Expenditures
Personnel (including employees/consultants/etc.)
Workshops and Trainings
Logistics, Transport and Storage
Other Expenditures: Explain

TOTAL EXPENDITURES

4 Contact information

Please provide the details (as applicable) below.
Name of organisation:
Mailing address:
Physical address (if different from mailing address):
Website (if applicable):
Primary contact person:
  Title:
  Email:
  Telephone number:
  Fax number (if applicable):
Other contact person:
  Title:
  Email:
  Telephone number:
  Fax number (if applicable):

\(^1\) Should include all expenditures for the project, including the 10% to be financed through other sources.
ANNEX B.2 Template for Detailed Project Proposal (2)

The detailed project proposal is the second step to the application process. Applicants whose concept notes have been selected are requested to prepare a detailed project proposal, using the template below, for further evaluation.

Insert Title of Proposed Project

Insert date of proposal

Reference number: Insert Reference Number provided on behalf of the IFRC

1. Information from Concept Note.
   In order to streamline the process and ensure efficient use of resources, the information requested in the concept note will not be re-requested. However, should any of the information have changed (or if the Independent Evaluation Committee (IEC) has requested further details/information on specific components), please provide an updated Concept Note in annex with this detailed project proposal. It is the sole responsibility of the applicant to ensure that the IEC has the most updated and complete information as requested by the IFRC.

2. Organisational Capacity
   Provide additional details about the organisational capacity, including human resources and experience in implementing similar projects in the past. Partner(s) details and capacity to be detailed in the next section.

   Provide an overview of projects currently underway or planned that may affect or complement the organisation's ability to achieve the project objectives as proposed in this detailed project proposal.

   Include a summary resume (maximum 1 page) of the project manager(s) highlighting experience, education and skills relevant to the projects.

3. Partners
   Provide details about partners, including the nature of their involvement in achieving the project objectives.

4. Budget and Financial Capacity
   Provide details relating to the proposed budget for this project (attach full budget in annex using the template provided).

   If available, please provide the previous three years of financial statements (audited if possible).

5. Synergies and Sustainability

---

2 Subject to change after Concept Notes evaluated. The final template will be communicated to all successful concept note applicants.
Provide a narrative of how the proposed project complements existing country initiatives and how the organisation will ensure that impacts of proposed activities are sustainable after the project timeframe ends.

6. **Secondary Criteria Evaluation**

Explain how the organisation is planning to meet the following requirements in project management (include examples if applicable and available):

6.1. Your organisation will participate in established networking and coordination mechanisms, including participating in strategic partnerships with governments at national level where appropriate.
   Insert explanation, including examples of similar implementation in the past where appropriate.

6.2. Your organisation will be able to meet **narrative** monitoring and reporting requirements. *Note that the IFRC and its Focal Points will be providing technical assistance and training sessions.* Insert explanation, including examples of similar implementation in the past where appropriate.

6.3. Your organisation will be able to meet **financial** monitoring and reporting requirements. *Note that the IFRC and its Focal Points will be providing technical assistance and training sessions.* Insert explanation, including examples of similar implementation in the past where appropriate.

6.4. Your organisation will respect the established communication strategy established for this project (see Annex E for a copy of the communication strategy).
   Insert explanation, including examples of similar implementation in the past where appropriate.

7. **Other information requested by the Independent Evaluation Committee (IEC)**

If applicable, include additional information requested by the IEC.

8. **Contact information**

   *Please provide the details (as applicable) below.*

   Name of organisation:
   Mailing address:
   Physical address (if different from mailing address):
   Website (if applicable):
   Primary contact person:
   
   Title:
   Email:
   Telephone number:
   Fax number (if applicable):

   Other contact person:
   
   Title:
   Email:
   Telephone number:
   Fax number (if applicable):
ANNEX C – EVALUATION CRITERIA POINTS SYSTEM.

ANNEX C.1 – Evaluation Grid – Concept Note

Evaluation Grid - Concept Note

<table>
<thead>
<tr>
<th>Name of Organisation:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Country/Region:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call for Proposal Reference:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific Proposal Reference Assigned:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concept Note</th>
<th>Description of Criteria</th>
<th>Rating (1-10)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance of Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>How relevant is the concept note proposal to the objectives of the Call for Proposal?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>How relevant is the concept note to the particular needs and constraints of the target country(ies) or region(s)?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>How well does the targeted beneficiary group represent the most vulnerable ones?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Does the proposal contain specific cross-cutting issues, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Design of the Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>How coherent is the overall design of the action? I.e. In particular, does it reflect the analysis of the problems involved, take into account external factors and risks, and relevant stakeholders?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>How realistically is the summary budget reflecting the actions described in the concept note?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>How relevant are the indicators of achievement to evaluating the impact of the proposed activities in meeting the stated objectives?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
# Evaluation Grid - Detail Project Proposal

<table>
<thead>
<tr>
<th>Name of Organisation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Country/Region:</td>
<td></td>
</tr>
<tr>
<td>Call for Proposal Reference:</td>
<td></td>
</tr>
<tr>
<td>Specific Proposal Reference Assigned:</td>
<td></td>
</tr>
</tbody>
</table>

*Items no 1-7 should be reflective of the previous concept note evaluation (including any updates/re-evaluation should it have been revised or changed).*

<table>
<thead>
<tr>
<th>Concept Note</th>
<th>Description of Criteria</th>
<th>Rating (1-10)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance of Action</td>
<td>How relevant is the concept note proposal to the objectives of the Call for Proposal?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>How relevant is the concept note to the particular needs and constraints of the target country(ies) or region(s)?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>How well does the targeted beneficiary group represent the most vulnerable ones?</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Does the proposal contain specific cross-cutting issues, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Design of the Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>How coherent is the overall design of the action? I.e. In particular, does it reflect the analysis of the problems involved, take into account external factors and risks, and relevant stakeholders?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>How realistically is the summary budget reflecting the actions described in the concept note?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>How relevant are the indicators of achievement to evaluating the impact of the proposed activities in meeting the stated objectives?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL SUB-SCORE (Concept Note evaluation criteria)</strong></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Detailed Project Proposal</td>
<td>Description of Criteria</td>
<td>Rating (1-10)</td>
<td>Score</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------</td>
<td>---------------</td>
<td>-------</td>
</tr>
<tr>
<td>8</td>
<td>Does the applicant, and applicable partners, have sufficient experience in project management?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>Does the applicant, and applicable affiliated partners, have sufficient technical expertise (especially knowledge of the issues to be addressed)?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>Does the applicant, and partners, have sufficient management capacity (including staff, equipment and ability to handle the budget for action)?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>Does the applicant have stable and sufficient sources of finances (including co-financing requirements and cash flow capabilities)?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>How well is the applicant likely to actively participate in established networking and coordination mechanisms, including participating in strategic partnerships with governments at national level where appropriate?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>13</td>
<td>How likely will the applicant be able to meet narrative and financial monitoring and reporting requirements?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>14</td>
<td>How likely will the applicant respect the established communication strategy established for</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Effectiveness and feasibility of the action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>15</td>
<td>Are the activities proposed appropriate, practical and consistent with the objectives and expected results?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>Is the action plan clear and feasible?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>Does the proposal contain objectively verifiable indicators for the outcome of the action? Is an evaluation planned?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>18</td>
<td>Is the level of involvement and participation of partners in the action appropriate and satisfactory? If there are no partners, is this appropriate?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Sustainability of the action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Is the action likely to have a tangible impact on its target groups?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>20</td>
<td>Is the proposal likely to have multiplier effects (including scope of replication, extension and information sharing)?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>Are the expected results of the proposed action <strong>financially</strong> sustainable? <em>How will the activities be financed after the funding ends?</em></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>22</td>
<td>Are the expected results of the proposed action <strong>institutionally</strong> sustainable? <em>Will structures allowing the activities to continue be in place at the end of the</em></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>action? Will there be local ownership of the results of the action?</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>23</td>
<td>Are the expected results of the proposed action sustainable at the <strong>policy level</strong>? Will it lead to improved legislation, codes of conduct, methods, etc.?</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>24</td>
<td>Are the expected results of the proposed action <strong>environmentally</strong> sustainable? Will the action have a negative/positive environmental impact?</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**Budget and cost-effectiveness of the action**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Are the activities appropriately reflected in the detailed budget?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>26</td>
<td>Is the ratio between the estimated costs and the expected results satisfactory?</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**Other**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Does the applicant have the required 10% co-financing sources from a reliable source?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL SUB-SCORE (Detailed Project Proposal evaluation criteria)** 0

**TOTAL SCORE** 0
Please fill in this questionnaire and attach it to the concept note. Information given in this questionnaire will be treated with confidentiality. Any false, misleading or incomplete information will lead to the exclusion from the call for proposals. Please attach all other documents requested in the questionnaire.

1. **Full Official Name of the applicant / [Acronym]:**

   Head office at [Full Official Address]:

   Country: 
   Website: 

   Contact Person (s) [Full name]: Telephone: FAX: E-mail: 

2. What type of entity/entities does the applicant belong to?
   - [ ] Non-Governmental Organisation
   - [ ] migrants associations
   - [ ] workers associations
   - [ ] employers’ associations
   - [ ] private sector
   - [ ] academia
   - [ ] Other, please specify

3. Does the organisation have a registered statute? [ ] Y [ ] N

   If so please provide a copy of the: number of registration, copy of the statutes etc.

4. Does the organisation prepare financial statements which are externally audited? Please check [ ] Y [ ] N

   If so please provide a copy of the last set of audited financial statements, including Auditors’ opinion. If not, please provide copies of any financial statements available for the last financial year.

   Please provide details of total income and expenditure for the last 2 financial years:
   Last financial year ended: /__/000Currency _CHF_ Income _____ Expenditure _____
   Previous financial year ended:__/000/__Currency CHF Income _____ Expenditure _____

5. Is the organisation’s mandate exclusively dedicated to work with migrant population assistance to migrants? Please Check [ ] Y [ ] N

   If not please specify:

________________________________________
6. Is the organisation able to provide 10% of the submitted budget (in cash, kind etc.)

   Please check

   Y □ N □

7. Has the organisation established rules and procedures to guarantee impartiality, while providing assistance, without discrimination regarding race, religion, nationality, political opinion (…)?

   Please check

   Y □ N □

   If so please specify:

8. Has the organisation established rules and procedures to guarantee neutrality in controversial situations and independence from any military, political, religious or ideological influence?

   Please check

   Y □ N □

   If no please specify:

9. Is your organisation implementing activities in line with the following Fundamental Principles of the International Red Cross and Red Crescent Movement:

   Humanity, Impartiality, Neutrality, Independence,

   Please check

   Y □ N □

   If so please specify:

10. Do you guarantee that no public allegations or legal proceedings are or have been made against your organisation which may call into question the integrity of the organisation's activities?

    Please check

    Y □ N □

    If not please specify:

11. Do you guarantee that your organisation respects human rights, labour rights and the protection of rights of migrants (e.g. domestic labour and trafficking)?

    Please check

    Y □ N □

    If not please specify:

12. Do you guarantee that your organisation respects the local/national laws and regulations of the countries where it operates?

    Please check

    Y □ N □

    If not please specify:

Full official name of the organisation, [acronym]

I, [name, forename, function] _______________________________________, hereby certify in my capacity of legal representative of the organisation and in its behalf that all information provided on this application is true and complete and that any false, misleading or incomplete statements made by me are grounds for denial or revocation of services by the Federation.

Signature: _______________          Date: _______________
Applicants that has responded with **NO** under point **3, 6, 9, 10, 11 and 12** fall into **risk category** and are **automatically disqualified from a competition** for grants under this call for proposals and their submitted concept note will be not evaluated by the Independent Evaluation Committee.

Please mark the column by inserting **X**

<table>
<thead>
<tr>
<th>A potential risk has not been identified and we believe the partnership <strong>should proceed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A potential risk has been identified but we believe the partnership <strong>should be approved</strong></td>
</tr>
<tr>
<td><strong>A potential risk has been identified</strong> and we believe the partnership <strong>should not be approved</strong></td>
</tr>
</tbody>
</table>

### A. Independent Evaluation Committee

<table>
<thead>
<tr>
<th>Name/title/department/email and phone:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Focal point</td>
<td>1.</td>
</tr>
<tr>
<td>2. EU Delegation</td>
<td>2.</td>
</tr>
<tr>
<td>3. Academia</td>
<td>3.</td>
</tr>
</tbody>
</table>

<p>| 11 Date assessment conducted:      |   |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>The instructions for the Concept Note have been followed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your contact information is correct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The concept note is typed in any of the admitted languages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The concept note is coherent and understandable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All abbreviations/acronyms are explained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All spelling mistakes have been corrected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The total duration of the action is between 12 and 24 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of the Partner(s) are spelt correctly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget is calculated in CHF equivalent as per <a href="http://www.oanda.com/currency/converter">http://www.oanda.com/currency/converter</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The requested contribution does not exceed 90% of the total costs of the project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have information about how the process will continue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have filled and attached the “Applicant Organisational self-assessment grid”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have signed and attached the IFRC Code of Conduct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have filled and attached the Financial identification form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEFORE SENDING YOUR PROPOSAL PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND FOLLOWS THE GUIDELINES FOR APPLICANTS</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>All the sections of the Application form are completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your contact information is correct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical and administrative guidelines have been followed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review criteria and Goals and Principles of the call have been taken into account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The proposal is typed in any of the admitted languages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The proposal is coherent and understandable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All abbreviations/acronyms are explained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All spelling mistakes have been corrected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Logframe is completed and attached to the application form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The project design is coherent and identical to the one described in the application form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget is calculated in CHF equivalent as per <a href="http://www.oanda.com/currency/">http://www.oanda.com/currency/</a> converter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The budget is presented in the format requested (Annex H)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The requested contribution does not exceed 90% of the total costs of the project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The work plan is clearly stated and the duration of the project is equal or higher than 12 months minimum and equal or lower than 24 months maximum – it corresponds to the total duration of the project stated in the application form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of the Partner(s) are spelt correctly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have information about how the process will continue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX F

The Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief

Prepared jointly by the International Federation of Red Cross and Red Crescent Societies and the ICRC

Purpose

This Code of Conduct seeks to guard our standards of behaviour. It is not about operational details, such as how one should calculate food rations or set up a refugee camp. Rather, it seeks to maintain the high standards of independence, effectiveness and impact to which disaster response NGOs and the International Red Cross and Red Crescent Movement aspires. It is a voluntary code, enforced by the will of the organisation accepting it to maintain the standards laid down in the Code. In the event of armed conflict, the present Code of Conduct will be interpreted and applied in conformity with international humanitarian law. The Code of Conduct is presented first. Attached to it are three annexes, describing the working environment that we would like to see created by Host Governments, Donor Governments and Inter-Governmental Organisations in order to facilitate the effective delivery of humanitarian assistance.

Definitions

NGOs: NGOs (Non-Governmental Organisations) refers here to organisations, both national and international, which are constituted separately from the government of the country in which they are founded.

NGHAs: For the purposes of this text, the term Non-Governmental Humanitarian Agencies (NGHAs) has been coined to encompass the components of the International Red Cross and Red Crescent Movement – The International Committee of the Red Cross, The International Federation of Red Cross and Red Crescent Societies and its member National Societies – and the NGOs as defined above. This code refers specifically to those NGHAs who are involved in disaster response.

IGOs: IGOs (Inter-Governmental Organisations) refers to organisations constituted by two or more governments. It thus includes all United Nations Agencies and regional organisations.

Disasters: A disaster is a calamitous event resulting in loss of life, great human suffering and distress, and large-scale material damage.

The Code of Conduct

---

4 Sponsored by: Caritas Internationalis*, Catholic Relief Services*, The International Federation of Red Cross and Red Crescent Societies*, International Save the Children Alliance*, Lutheran World Federation*, Oxfam*, The World Council of Churches*, The International Committee of the Red Cross (* members of the Steering Committee for Humanitarian Response)
Principles of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Response Programmes

1 The humanitarian imperative comes first

The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle which should be enjoyed by all citizens of all countries. As members of the international community, we recognise our obligation to provide humanitarian assistance wherever it is needed. Hence the need for unimpeded access to affected populations is of fundamental importance in exercising that responsibility. The prime motivation of our response to disaster is to alleviate human suffering amongst those least able to withstand the stress caused by disaster. When we give humanitarian aid it is not a partisan or political act and should not be viewed as such.

2 Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone

Wherever possible, we will base the provision of relief aid upon a thorough assessment of the needs of the disaster victims and the local capacities already in place to meet those needs. Within the entirety of our programmes, we will reflect considerations of proportionality. Human suffering must be alleviated whenever it is found; life is as precious in one part of a country as another. Thus, our provision of aid will reflect the degree of suffering it seeks to alleviate. In implementing this approach, we recognise the crucial role played by women in disaster-prone communities and will ensure that this role is supported, not diminished, by our aid programmes. The implementation of such a universal, impartial and independent policy, can only be effective if we and our partners have access to the necessary resources to provide for such equitable relief, and have equal access to all disaster victims.

3 Aid will not be used to further a particular political or religious standpoint

Humanitarian aid will be given according to the need of individuals, families and communities. Notwithstanding the right of NGHAs to espouse particular political or religious opinions, we affirm that assistance will not be dependent on the adherence of the recipients to those opinions. We will not tie the promise, delivery or distribution of assistance to the embracing or acceptance of a particular political or religious creed.

4 We shall endeavour not to act as instruments of government foreign policy

NGHAs are agencies which act independently from governments. We therefore formulate our own policies and implementation strategies and do not seek to implement the policy of any government, except in so far as it coincides with our own independent policy. We will never knowingly – or through negligence – allow ourselves, or our employees, to be used to gather information of a political, military or economically sensitive nature for governments or other bodies that may serve purposes other than those which are strictly humanitarian, nor will we act as instruments of foreign policy of donor governments. We will use the assistance we receive to respond to needs and this assistance should not be driven by the need to dispose of donor commodity surpluses, nor by the political interest of any particular donor. We value and promote the voluntary giving of labour and finances by concerned individuals to support our work and
recognise the independence of action promoted by such voluntary motivation. In order to protect our independence we will seek to avoid dependence upon a single funding source.

5 We shall respect culture and custom

We will endeavour to respect the culture, structures and customs of the communities and countries we are working in.

6 We shall attempt to build disaster response on local capacities

All people and communities – even in disaster – possess capacities as well as vulnerabilities. Where possible, we will strengthen these capacities by employing local staff, purchasing local materials and trading with local companies. Where possible, we will work through local NGHAs as partners in planning and implementation, and cooperate with local government structures where appropriate. We will place a high priority on the proper co-ordination of our emergency responses. This is best done within the countries concerned by those most directly involved in the relief operations, and should include representatives of the relevant UN bodies.

7 Ways shall be found to involve programme beneficiaries in the management of relief aid

Disaster response assistance should never be imposed upon the beneficiaries. Effective relief and lasting rehabilitation can best be achieved where the intended beneficiaries are involved in the design, management and implementation of the assistance programme. We will strive to achieve full community participation in our relief and rehabilitation programmes.

8 Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs

All relief actions affect the prospects for long-term development, either in a positive or a negative fashion. Recognising this, we will strive to implement relief programmes which actively reduce the beneficiaries’ vulnerability to future disasters and help create sustainable lifestyles. We will pay particular attention to environmental concerns in the design and management of relief programmes. We will also endeavour to minimise the negative impact of humanitarian assistance, seeking to avoid long-term beneficiary dependence upon external aid.

9 We hold ourselves accountable to both those we seek to assist and those from whom we accept resources

We often act as an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. We therefore hold ourselves accountable to both constituencies. All our dealings with donors and beneficiaries shall reflect an attitude of openness and transparency. We recognise the need to report on our activities, both from a financial perspective and the perspective of effectiveness. We recognise the obligation to ensure appropriate monitoring of aid distributions and to carry out regular assessments of the impact of disaster assistance. We will also seek to report, in an open fashion, upon the impact of our work, and the factors limiting or enhancing that impact. Our programmes
will be based upon high standards of professionalism and expertise in order to minimise the wasting of valuable resources.

**10 In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects**

Respect for the disaster victim as an equal partner in action should never be lost. In our public information we shall portray an objective image of the disaster situation where the capacities and aspirations of disaster victims are highlighted, and not just their vulnerabilities and fears. While we will cooperate with the media in order to enhance public response, we will not allow external or internal demands for publicity to take precedence over the principle of maximising overall relief assistance. We will avoid competing with other disaster response agencies for media coverage in situations where such coverage may be to the detriment of the service provided to the beneficiaries or to the security of our staff or the beneficiaries.

**The Working Environment**

Having agreed unilaterally to strive to abide by the Code laid out above, we present below some indicative guidelines which describe the working environment we would like to see created by donor governments, host governments and the intergovernmental organisations – principally the agencies of the United Nations – in order to facilitate the effective participation of NGHAs in disaster response. These guidelines are presented for guidance. They are not legally binding, nor do we expect governments and IGOs to indicate their acceptance of the guidelines through the signature of any document, although this may be a goal to work to in the future. They are presented in a spirit of openness and cooperation so that our partners will become aware of the ideal relationship we would seek with them.

**Annex I: Recommendations to the governments of disaster affected countries**

1 **Governments should recognise and respect the independent, humanitarian and impartial actions of NGHAs**

NGHAs are independent bodies. This independence and impartiality should be respected by host governments.

2 **Host governments should facilitate rapid access to disaster victims for NGHAs**

If NGHAs are to act in full compliance with their humanitarian principles, they should be granted rapid and impartial access to disaster victims, for the purpose of delivering humanitarian assistance. It is the duty of the host government, as part of the exercising of sovereign responsibility, not to block such assistance, and to accept the impartial and apolitical action of NGHAs. Host governments should facilitate the rapid entry of relief staff, particularly by waiving requirements for transit, entry and exit visas, or arranging that these are rapidly granted. Governments should grant over-flight permission and landing rights for aircraft transporting international relief supplies and personnel, for the duration of the emergency relief phase.

3 **Governments should facilitate the timely flow of relief goods and information during disasters**
Relief supplies and equipment are brought into a country solely for the purpose of alleviating human suffering, not for commercial benefit or gain. Such supplies should normally be allowed free and unrestricted passage and should not be subject to requirements for consular certificates of origin or invoices, import and/or export licences or other restrictions, or to importation taxation, landing fees or port charges. The temporary importation of necessary relief equipment, including vehicles, light aircraft and telecommunications equipment, should be facilitated by the receiving host government through the temporary waiving of licence or registration restrictions. Equally, governments should not restrict the re-exportation of relief equipment at the end of a relief operation. To facilitate disaster communications, host governments are encouraged to designate certain radio frequencies, which relief organisations may use in-country and for international communications for the purpose of disaster communications, and to make such frequencies known to the disaster response community prior to the disaster. They should authorise relief personnel to utilise all means of communication required for their relief operations.

4 Governments should seek to provide a coordinated disaster information and planning service
The overall planning and coordination of relief efforts is ultimately the responsibility of the host government. Planning and coordination can be greatly enhanced if NGHAs are provided with information on relief needs and government systems for planning and implementing relief efforts as well as information on potential security risks they may encounter. Governments are urged to provide such information to NGHAs. To facilitate effective coordination and the efficient utilisation of relief efforts, host governments are urged to designate, prior to disaster, a single point-of-contact for incoming NGHAs to liaise with the national authorities.

5 Disaster relief in the event of armed conflict
In the event of armed conflict, relief actions are governed by the relevant provisions of international humanitarian law.

Annex II: Recommendations to donor governments

1 Donor governments should recognise and respect the independent, humanitarian and impartial actions of NGHAs
NGHAs are independent bodies whose independence and impartiality should be respected by donor governments. Donor governments should not use NGHAs to further any political or ideological aim.

2 Donor governments should provide funding with a guarantee of operational independence
NGHAs accept funding and material assistance from donor governments in the same spirit as they render it to disaster victims; one of humanity and independence of action. The implementation of relief actions is ultimately the responsibility of the NGHA and will be carried out according to the policies of that NGHA.

3 Donor governments should use their good offices to assist NGHAs in obtaining access to disaster victims
Donor governments should recognise the importance of accepting a level of responsibility for the security and freedom of access of NGHA staff to disaster sites. They should be prepared to exercise diplomacy with host governments on such issues if necessary.
Annex III: Recommendations to intergovernmental organisations

1 IGOs should recognise NGHAs, local and foreign, as valuable partners
NGHAs are willing to work with UN and other inter-governmental agencies to effect better disaster response. They do so in a spirit of partnership which respects the integrity and independence of all partners. Inter-governmental agencies must respect the independence and impartiality of the NGHAs. NGHAs should be consulted by UN agencies in the preparation of relief plans.

2 IGOs should assist host governments in providing an overall coordinating framework for international and local disaster relief
NGHAs do not usually have the mandate to provide the overall coordinating framework for disasters which require an international response. This responsibility falls to the host government and the relevant United Nations authorities. They are urged to provide this service in a timely and effective manner to serve the affected state and the national and international disaster response community. In any case, NGHAs should make all efforts to ensure the effective coordination of their own services. In the event of armed conflict, relief actions are governed by the relevant provisions of international humanitarian law.

3 IGOs should extend security protection provided for UN organisations to NGHAs
Where security services are provided for inter-governmental organisations, this service should be extended to their operational NGHA partners where it is so requested.

4 IGOs should provide NGHAs with the same access to relevant information as is granted to UN organisations
IGOs are urged to share all information, pertinent to the implementation of effective disaster response, with their operational NGHA partners.
Declaration of adherence to the Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief

Full official name of the Applicant organisation: ________________________________

I, [name, forename, function] ____________________________________________, hereby certify in my capacity of legal representative of the organisation and in its behalf that [Full official name of the organisation] ________________________________ abides to the Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief

Signature: _______________ Date: _______________
<table>
<thead>
<tr>
<th>ACCOUNT NAME (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOWN/CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTCODE</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

(1) The name or title under which the account has been opened and not the name of the authorized agent

<table>
<thead>
<tr>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TELEPHONE FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E – MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>BANK</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated

REMARKS:
(3) It is preferable to attach a copy of recent bank statement. Please note that the bank statement has to provide all the information listed above under 'ACCOUNT NAME' and 'BANK'. In this case, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.
### ANNEX H DETAILED PROPOSAL BUDGET AND REPORTING TEMPLATE

**PARTNER BUDGET & REPORTING TEMPLATE**

**EXAMPLE**

**CONTRACT**

Rights of the Migrants in Action

**TIMEFRAME**

July 2015 to July 2017

**REPORTING PERIOD**

from 01/01/2015 to 31/12/2015

**REPORTING LOCAL CURRENCY**

XXS rate (indicative) 1.22

---

#### A. BUDGET & EXPENSES in CHF

<table>
<thead>
<tr>
<th>BUDGET LINE DESCRIPTION</th>
<th>TOTAL GRANT BUDGET</th>
<th>EXPENSES</th>
<th>BUDGET VARIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PREVIOUS</td>
<td>REPORTING PERIOD</td>
</tr>
<tr>
<td><strong>PERSONNEL</strong></td>
<td>1,000,000</td>
<td>500,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>WORKSHOPS AND TRAINING</strong></td>
<td>345,697</td>
<td>80,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>TRAVEL</strong></td>
<td>738,040</td>
<td>88,277</td>
<td>28,320</td>
</tr>
<tr>
<td><strong>LOGISTICS, TRANSPORT and STORAGE</strong></td>
<td>345,600</td>
<td>18,243</td>
<td>54,050</td>
</tr>
<tr>
<td><strong>OTHER EXPENDITURE</strong></td>
<td>39,206</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,470,126</td>
<td>194,671</td>
<td>683,280</td>
</tr>
</tbody>
</table>

#### B. EXPENSES in LOCAL CURRENCY

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>PREVIOUS</th>
<th>REPORTING PERIOD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### C. INCOME

<table>
<thead>
<tr>
<th>INCOME SOURCES</th>
<th>in LC</th>
<th>in CHF</th>
<th>Rate</th>
<th>TOTAL in CHF</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. INCOME FROM IFRC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Installment</td>
<td>1,433,579</td>
<td>1,744,239</td>
<td>1.2000</td>
<td>2,476,126</td>
<td>100%</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Installment</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Installment</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Income Received to Date</td>
<td>1,433,579</td>
<td>1,744,239</td>
<td>1.2000</td>
<td>2,476,126</td>
<td>100%</td>
</tr>
<tr>
<td>b. Income Due</td>
<td>864,000</td>
<td>725,031</td>
<td>1.2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. INCOME FROM OTHER SOURCES</td>
<td></td>
<td></td>
<td></td>
<td>186,000</td>
<td>7%</td>
</tr>
<tr>
<td>a. Income Received to Date</td>
<td>60,000</td>
<td>96,000</td>
<td>1.2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Income Due</td>
<td>70,000</td>
<td>84,000</td>
<td>1.2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,268,438</td>
<td>2,656,129</td>
<td>186,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### D. BALANCE

<table>
<thead>
<tr>
<th></th>
<th>in LC</th>
<th>in CHF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>708,628</td>
<td>847,051</td>
</tr>
<tr>
<td>Total Income</td>
<td>2,208,438</td>
<td>2,050,126</td>
</tr>
<tr>
<td><strong>BALANCE</strong></td>
<td>1,501,812</td>
<td>1,662,175</td>
</tr>
<tr>
<td><strong>BALANCE excl. due income</strong></td>
<td>1,551,812</td>
<td>1,622,175</td>
</tr>
</tbody>
</table>

Comments

I hereby certify that the information provided in this report is based on the Partner’s books of accounts and truly reflects the financial situation. I am aware that any ineligible or unauthorised expenditure may be rejected by IFRC.

**NAME**

**PLACE**

**TITLE**

**DATE**

signature
ANNEX I. DRAFT PROJECT GRANT AGREEMENT

Date

Name
Title
Project Partner
Address

Re: Project Grant Agreement for [insert project name and location] with DG DEVCO funding

Dear Name,

I am pleased to write on behalf of the International Federation of Red Cross and Red Crescent Societies (the “IFRC”) to indicate the IFRC’s agreement to make available to the [insert name of Project Partner] (the “Project Partner”) an amount not exceeding CHF [insert amount] (the “Funding”). This Project Grant Agreement (“Agreement”) in the form of a letter and its attachments sets out the agreement between the IFRC and the Project Partner (each a “Party”, and collectively, the “Parties”).

The Funding, pursuant to a grant from the European Union, represented by the European Commission Directorate-General for Development and Cooperation (“DG DEVCO”), is made available to support the project [project name], the objectives and description of which as well as the Financial Overview, are set out in the Project Description (Attachment 1) (the “Project”). The Funding amounts to ninety percent (90%) of the total cost of the Project, the remaining ten percent (10%) to be provided by the Project Partner. Allocation and use of the Funding shall be in accordance with the Project Budget set out in Attachment 2, and the IFRC General Terms and Conditions for Project Support to Project Partners from DG DEVCO funding (Attachment 3).

Project Data for [project name]

1. Location: [insert location or locations]
2. **Agreement Commencement Date:** [insert date of signature or set Commencement Date]

3. **Agreement End Date:** [insert Agreement End Date]

4. **Project Commencement Date:** [insert Project Commencement Date, or delete if same as Agreement Commencement Date]

5. **Project Completion Date:** [insert Project Completion Date, or delete if same as Agreement End Date]

**Contacts**

6. **Project Manager IFRC:** [insert Name, Title, Email, Phone, Address]

7. **Project Manager Project Partner:** [insert Name, Title, Email, Phone, Address]

**Funding**

8. **Total Cost of Project:** [insert amount in CHF]

9. **Funding available:** [insert amount in CHF-90% of total cost]

10. **Payment Currency:** Swiss Francs (CHF)

11. **Funding available:** In instalments

12. **If Funding payable in instalments:**

   **Option 1:** Term of 18 months or more (payments/reports below are for a 24 month Term-amend if needed to reflect actual Term and number of reports to be submitted)

   [insert currency and amount-40%] payable on signature

   [insert currency and amount-20%] payable on [insert date], subject to acceptance by IFRC of Progress Report (1).

   [insert currency and amount-20%] payable on [insert date], subject to acceptance by IFRC of Progress Report (2)

   [insert currency and amount-10%] payable on [insert date], subject to acceptance by IFRC of Progress Report (3).

   [insert currency and amount-10%] payable on [insert date], subject to acceptance by IFRC of Progress Report (4) and the Final Report.
Option 2: Term of less than 18 months (payments/reports below is for a 12 month term-amend if needed to reflect actual Term and number of reports to be submitted)

[insert currency and amount]-30% payable on signature

[insert currency and amount]-20% payable on [insert date], subject to acceptance by IFRC of Progress Report (1).

[insert currency and amount]-20% payable on [insert date], subject to acceptance by IFRC of Progress Report (2).

[insert currency and amount]-20% payable on [insert date], subject to acceptance by IFRC of Progress Report (3).

[insert currency and amount]-10% payable on [insert date], subject to acceptance by IFRC of the Final Report.

13. Bank account for payment of Funding:
   Bank account name and number, IBAN/ SWIFT Code: [insert details]
   Bank name and address: [insert details]

14. Petty cash limit: [insert currency and amount]

Reporting

15. Frequency of reporting: [Quarterly or monthly]

16. Indicators to be reported against in Progress Reports: [insert any indicators]

17. Reporting periods: Report 1 from [insert date] to [insert date]. Report 2 from [insert date] to [insert date] etc.

18. Progress Reports due dates: [insert as applicable for each project- perhaps one month before next payment due]

19. Final Report due date: [insert date- within three months of the end of the Term]

20. Language for reporting: English

21. Currency for reporting: [insert local currency, and converted to Swiss Francs (CHF)]
Monitoring and Verification

22. Evaluation Plan or Mission: The Project Partner will liaise with the National Society in Country to arrange the evaluation plan for the Project. [If necessary, set out further details of any evaluation plan or mission. Include details such as timing and scope of the mission, nature of Project information sought, mission location.]

Procurement

23. Responsibility for Procurement of Goods and Services: [If there is to be procurement, set out who is responsible: IFRC or Project Partner or, if a combination of both, list goods and services to be procured by IFRC and Project Partner respectively. Clearly outline the working modalities here if required. Delete if not required.]

Ownership of Assets

24. Ownership of vehicles, equipment and supplies financed by the Funding at the end of the Project: [insert name of entity/ies which will own the vehicles, equipment and supplies at the end of the Project. If necessary, insert a list of items and name of entity next to each item.]

In addition, the following specific condition shall apply:

1. Information Relating to Trafficking Victims or Undocumented Migrants

(a) The Parties shall, subject to this Clause, keep confidential and not disclose any personal data, health records or description that might reveal the identity or location of a trafficking victim or undocumented migrant, or any private or personal detail regarding such person whether or not that person is a beneficiary of the Project.

(b) Information referred to in clause (a) above may be disclosed by the Parties within their organisations and externally only to such persons whose need to receive such information is acknowledged and where the prior written and informed consent of the affected person has been obtained. Even where consent is obtained, the Parties should not disclose the information where it considers that disclosure would pose a risk to the affected person or his or her family or to either Party.

(c) The Parties shall diligently apply their security handling principles to ensure no unauthorised internal or external disclosure of the information referred to in this Clause.

By confirming acceptance of this Agreement, the Project Partner agrees to utilise the Funding only in accordance with the terms set out in this Agreement and its Attachments.

Please sign, date and return to the IFRC the enclosed copy of this Agreement. Upon receipt of such copy by the IFRC, this Agreement will become effective on the Agreement Commencement Date.
Sincerely,

Name:
Title:

International Federation of Red Cross and Red Crescent Societies

This Agreement consists of this letter and the following attachments:

**Attachment 1:** Project Description

**Attachment 2:** Project Budget [to be provided by Project Partner]

**Attachment 3:** IFRC Terms and Conditions for Project Support to Project Partner from DG DEVCO Funding

**Attachment 4:** Format for Reporting (Narrative and Financial)

**Attachment 5:** Payment Request Form

**Attachment 6:** Fundamental Principles of the International Red Cross and Red Crescent Movement

**Attachment 7:** Summary of IFRC Procurement Procedures

**Attachment 8:** IFRC Fraud and Corruption Prevention and Control Policy

This Agreement is accepted and agreed on behalf of the Project Partner:

Signed: ______________________ Date: ______________________

Name: ______________________
Title: ______________________

[Insert name of Project Partner]
ATTACHMENT 3: TERMS AND CONDITIONS FOR PROJECT SUPPORT TO PROJECT PARTNERS FROM DG DEVCO FUNDING

These terms and conditions form part of the Project Grant Agreement ("Agreement") setting out the manner in which financial support is provided by the International Federation of Red Cross and Red Crescent Societies (the “IFRC”) to a Project Partner (the “Project Partner”) in relation to a specific project (the ‘Project’).

1 **TERM**
   
   1.1 This Agreement shall enter into force on the Agreement Commencement Date and shall end on the Agreement End Date, as set out in the Project Data ("Term").
   
   1.2 The Project shall commence on the Project Commencement Date and end on the Project Completion Date, as set out in the Project Data.

2 **GENERAL RESPONSIBILITIES OF THE PARTIES**

   2.1 The Parties agree to carry out their respective responsibilities in accordance with the provisions of this Agreement. The Parties further agree to implement the Project with the requisite degree of care, efficiency, transparency and diligence as required by best practice in the field, and to use their best efforts to ensure the highest service and accountability to beneficiaries, donors, governments, and other stakeholders.

   2.2 The Parties recognize that all activities carried out pursuant to this Agreement must be consistent with the Fundamental Principles of the International Red Cross and Red Crescent Movement (attached as Attachment 6), the IFRC’s rules and policies, and all applicable domestic and international laws and regulations.

   2.3 The Parties shall use gender and diversity as an analytical tool as part of the beneficiary selection criteria, in order to identify and assist the most vulnerable. Gender equality shall be a priority throughout the execution of this Agreement, on condition that no person is exposed to risks of abuse or violence in any form as a result thereof.

3 **PROJECT MANAGERS**

   The IFRC and the Project Partner have designated individuals to serve as managers for this Project on behalf of the Parties, as set out in the Project Data.

4. **FINANCIAL PROVISIONS**

   4.1 The IFRC shall provide the Funding to the Project Partner for the implementation of the Project in accordance with this Agreement, subject to satisfactory performance by the Project Partner of its obligations under this Agreement, including financial and progress reporting obligations provided for in this Agreement, and subject to the restrictions set out below.
4.2 The IFRC will provide the Funding in instalments as set out in the Project Data, subject to the Project Partner submitting a request for payment in the form attached as Attachment 6 and subject to the IFRC approving the Project reports as set out in the Project Data. Note that approval of a Project report by the IFRC does not imply recognition of the regularity, authenticity, completeness and correctness of the declarations and information contained therein.

4.3 All payments of Funding will be made in the payment currency and deposited into the Project Partner's bank account, as set out in the Project Data.

4.4 The Funding may be used only in accordance with the Project Budget set out in Attachment 2 for expenditures that are necessary or desirable for implementing the Project in the manner described in Attachment 1.

4.5 The amount approved for disbursement will be based on the achievement of Project results and the expected cash flow needs of the Project Partner. The IFRC, at any time, may approve disbursement of an amount less than the individual instalments provided for in the Project Data if the IFRC concludes that the full disbursement request is not justified.

4.6 The Project Partner may, on its own initiative, increase or decrease the amounts allotted to individual budget components (expenditure categories) in the Project Budget set forth in Attachment 2 by up to ten percent, without exceeding the overall amount of the Funding. Any other variation of the budget components shall require the prior written approval of the IFRC.

4.7 The IFRC will only provide Funding for those expenses deemed eligible expenses in accordance with this Agreement. For the avoidance of doubt, the IFRC will not pay any amounts in excess of the Funding, even if eligible costs exceed this amount. Where eligible costs are less than the amount budgeted, the Funding may be reduced accordingly.

4.8 The Project Partner acknowledges that the Funding will be limited to the amount required to balance income generated by the Project, and expenditure of the Project and may not, in any circumstances result in a surplus for the Project Partner. Any interest yielded to the Project Partner from the Funding will not be considered income generated by the Project.

4.9 The Project Partner will provide to the IFRC any additional information requested by it concerning any report or request for payment within 20 days of a request for such information from the IFRC.

4.10 The Project Partner will receive the final payment amount from the IFRC once the IFRC has received the request for final payment and the final report from the Project Partner, and the IFRC has approved the final report. The final payment will be available 30 days from submission of the final report unless the IFRC is not satisfied with the final report. In this case, the final payment will be available once the Project Partner has remedied any deficiencies in the final report and the IFRC confirms in writing that it is satisfied with the final report.

4.11 The Project Partner shall not accept funds for the Project from any party other than the Parties to these terms, without the prior written consent of the IFRC.

4.12 The Project Partner is strongly encouraged to ensure that, consistent with applicable law, the purchase of any goods or services using the Funding shall be free from taxes and duties. Therefore,
the Project Partner will, not later than ninety (90) days after the Agreement Commencement Date, provide the IFRC with written confirmation from the relevant tax authority of the status of the exemption from taxes and duties that may be accorded to assistance under these terms. Where the Project Partner is required to pay taxes and duties up front and claim a reimbursement at a later date, the Project Partner shall not claim the amounts paid in taxes and duties as eligible costs under this Agreement.

4.13 Where the Project Partner applies a fixed percentage or amount to cover its administration/management support costs, this must be included in the budget. The amount applied must be reasonable and based upon a justifiable costing mechanism and supporting documentation.

4.14 The Project Partner may hold part of the Funding as petty cash, up to, but not exceeding the amount specified in the Project Data. Any increase in petty cash above this limit must be approved in writing by the IFRC.

5 REPORTING
Financial and Narrative Reporting

5.1 The Project Partner must prepare and submit intermediate progress reports ('Progress Reports') and a final report ('Final Report') on the implementation of the Project as set out further below, on the frequency, covering the periods and due dates set out in the Project Data.

5.2 Reports shall be submitted to the IFRC in one paper copy as well as by electronic means.

5.3 The narrative part of the reports shall allow comparison between the objective and results envisaged and those actually achieved, and between the activities envisaged and those implemented.

5.4 The financial part of the reports shall provide a clear identification of all expenses actually incurred and related information on the eligible expenses, as well as of the contributions and revenue, if any, of the Project.

5.5 Expenditure incurred by the Project Partner shall be reported in the local currency specified in the Project Data, and converted to Swiss Francs (CHF).

Progress Reports

5.6 The Project Partner shall provide narrative and financial Progress Reports which provide a complete account of all aspects of implementation of the Project for the period covered, including any amounts provided by the Project Partner. The reports shall be laid out in such a way as to allow comparison of the objective(s), the means envisaged or employed (in particular separate information on the amounts subject to legal commitment and on costs incurred by the Project Partner), the results expected and obtained and the budget details. The level of detail in any report should match that of the Project Description and of the Budget. This report must be based on the format for reporting contained in Attachment 4.

5.7 Progress Reports shall include at a minimum:

a. A summary and context of the Project
b. Activities carried out during the reporting period which are directly related to the Project

c. Information on the implementation of any Visibility and Communication Plan and/or measures taken to identify the European Union as the source of the Funding

d. The accounts drawn up for the costs incurred in the execution of Project activities. Such financial reports shall include information on legal commitments and, separately, costs incurred.

e. Difficulties encountered and measures taken to overcome problems

f. Any changes to implementation

g. Achievements and results measured in accordance with indicators specified in the Project Data.

h. A summary of any controls or reviews carried out and any available reports including audit reports. Where errors and weaknesses were identified, analysis of their nature and extent as well as information on corrective measures should also be provided;

i. Work plan for the following period including objectives and performance indicators of achievement. If the report cannot be sent before the end date fixed for the period covered by the preceding work plan, a new work plan, albeit provisional, shall be provided before such date.

Final Report

5.8 The Project Partner shall prepare a final financial and narrative report which shall cover the entire cost of the Project (including the amount provided by the Project Partner) and the entire period of implementation of the Project up to the Agreement End Date.

5.9 The Final Report must include all information specified in paragraphs 5.7 (a)-(i) above on the activities and results of the Project covering the entire Term of the Agreement. In addition, the Final Report must include:

a. information on any procurement undertaken by the Project Partner,

b. details on transfers of assets at the end of the Project if relevant,

c. a full summary of the Project’s income, contributions received and costs incurred (including amounts provided by the Project Partner)

d. an overview of any funds unduly paid or incorrectly used

e. a description of the results generated by the Project and their impact in relation to the objectives of the Project using the indicators set out in the Project Data to measure achievements

f. where possible, the exact link to the webpage where the information specified in Clause 13.10 is available.

5.10 On receipt of a Progress Report or the Final Report, the IFRC shall request that the Project Partner provides the IFRC and the National Society in the country of implementation with a transaction listing. The National Society in country will then conduct a spot check of the documentation supporting the reported expenditure. The National Society shall inform the IFRC of the results of its spot check. Taking into account the information provided by the National Society, the IFRC will accept or
reject the report and will communicate this information to the Project Partner. Where the IFRC rejects the report, the Project Partner will have the opportunity to resubmit the report within fifteen (15) days, addressing any concerns raised by the IFRC. No further instalments of Funding shall be advanced until the IFRC accepts the Project Partners report.

5.11 If the Project Partner fails to submit a Progress Report by a date specified in the Project Data, the Project Partner shall inform the IFRC of the reasons why it is unable to do so and shall provide a summary of the status of progress of the Project. If the Project Partner fails to comply with this obligation, the IFRC may terminate this Agreement, refuse to pay any outstanding amount and recover any amounts unduly paid.

5.12 If the Project Partner fails to submit the Final Report by the date specified in the Project Data, and fails to furnish an acceptable written explanation of the reasons why it is unable to comply with this obligation, the IFRC may refuse to pay any outstanding amount and recover any amounts unduly paid.

6 **SUSPENSION OR REDUCTION IN FUNDING**

6.1 The IFRC may suspend or reduce the Funding if:

6.1.1 The Project Partner fails to comply with any of these terms and conditions, including but not limited to:

6.1.1.1 Failure to submit acceptable and timely Project reports as set out in the Project Data,

6.1.1.2 Spending the Funding otherwise than in accordance with the Budget, or

6.1.1.3 Engaging in fraud, corruption, conflicts of interest or other misuse of Funding.

6.1.2 Funding is suspended or reduced by DG DEVCO. In this case the IFRC shall inform the Project Partner as soon as it becomes aware of a suspension or reduction. The IFRC shall work with the Project Partner to minimise the impact of the suspension or reduction on the Project.

6.1.3 Where Funding is suspended or reduced in accordance with this clause, the IFRC will ensure that sufficient funds are available for the Project Partner to meet all contractual commitments incurred by it for the purpose of implementing the Project prior to the date on which the Project Partner was notified of the suspension or reduction in Funding and which cannot be legally voided, but reserves the right not to provide Funding to cover any forward commitments made after that date.

6.2 If the Project is suspended in accordance with this Clause, the IFRC may terminate this Agreement in accordance with the Termination clause.

6.3 If the Project is resumed, the duration of the suspension will be added to the Term of this Agreement. In this event, the IFRC shall prepare a letter containing this amendment to the Term of the Agreement, which will be signed by the Parties.

7 **ELIGIBLE COSTS**

7.1 General principles

To be considered eligible as direct costs of the Project, costs must:
a) be reasonable and necessary for carrying out the Project, be provided for specifically in this Agreement and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
b) have been actually incurred during the Term of this Agreement, whatever the time of actual disbursement by the Project Partner, in particular:
   i. Costs relating to services and works properly provided shall relate to activities performed during the Term. Costs relating to supplies shall relate to delivery and installation of items during the Term. Consequently, cash transfers between the Project Partner and third parties, signature of a contract, placing of an order, or entering into any commitment for future delivery of services, works or supplies undertaken before or after expiry of the Term do not meet this requirement.
   ii. Except for multi-donor Projects, costs incurred should be paid before the submission of the final report. 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 the final report, including expenditure verification, audit and final evaluation of the Project, which may be incurred after the Term.
   iv. Procedures to award contracts, as referred to in Article 10, may have been initiated and contracts may be concluded by the Project Partner before the start of the Term.
c) be recorded in the Project Partner’s accounts, be identifiable, backed by effective supporting evidence (originals, as the case may be in electronic form), and be verifiable in any checks, reviews or audits including spot checks of the Project conducted by the National Society in the country of implementation, the IFRC or its authorised representatives, the European Union, including its Court of Auditors or the European Anti-Fraud Office (‘OLAF’).

7.2 Direct costs
Subject to the above, and without prejudice to the IFRC’s right to declare ineligible any costs incurred where there has been a failure to comply with the procurement provisions in Clause 10 herein, the following direct costs may be considered as eligible:

a) the cost of staff assigned to the Project, corresponding to actual salaries plus social security charges and other remuneration-related costs. Identifiable personnel costs at headquarters level arising as a direct consequence of the Project may be included. Salaries and costs shall not exceed those normally borne by the Project Partner;
b) travel and subsistence costs for staff taking part in the Project, provided they do not exceed those normally borne by the Project Partner;
c) purchase costs for equipment (new or used) which are attributable to the Project
d) purchase costs for goods and services (transport, storage and distributing, rent of equipment, etc.) which are directly attributable to the Project;
e) costs directly arising out of, or related to, accepting or distributing contributions in kind;
f) costs of consumables and supplies directly attributable to the Project;
g) expenditure on contracting directly attributable to the Project;
h) the proportion of field office costs that corresponds to the amount of activity directly attributable to the Project or to the proportion of funding by the IFRC;
i) costs deriving directly from the requirements of this Agreement (dissemination of information, evaluation specific to the Project, reporting requirements, translation, reproduction, insurance, targeted training for those involved in the Project, etc.) including financial service costs (in particular bank fees for transfers).
j) taxes, duties and charges, including VAT, actually paid and that the Project Partner is not entitled to reclaim.

7.3 Non-eligible costs

The following costs shall not be considered eligible:

a) debts and debts service charges;
b) provisions for losses or potential future liabilities;
c) interest owed by the Project Partner to any third party;
d) items already financed from other sources;
e) purchases of land or buildings;
f) currency exchange losses;
g) taxes, duties and charges, including VAT, that the Project Partner is entitled to reclaim from other sources.

7.4 Indirect costs

(a) Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of this Agreement.

(b) Indirect costs may be charged on the value of in-kind commodities delivered by the IFRC, including their associated costs.

(c) Subject to clause 4.13, a fixed percentage of direct eligible costs, not exceeding 7 %, may be claimed as indirect costs by the Project Partner to cover the administrative overheads incurred for the Project.

(d) Where the rates applied in accordance with the Project Partner’s governing bodies’ decisions exceed 7%, the Project Partner may recover the balance as direct eligible costs, subject to the provisions governing direct eligible costs referred to in this Clause being fulfilled.

(e) Indirect costs shall not be eligible where the Agreement concerns the financing of a Project where the Project Partner is already receiving an operating grant from the European Union during the period in question.

(f) Any contingency reserve included in the Budget of the Project, to cover any adjustment necessary in the light of changed circumstances on the ground, may not exceed 5% of eligible costs and shall
only be used with the prior written (by letter) authorisation of the IFRC, upon a duly justified request from the Project Partner through an exchange of letters.

(g) Contributions in kind made by the Project Partner may be considered neither as co-financing nor as eligible costs. The cost of staff assigned to the Project is not a contribution in kind and may be considered as co-financing in the Budget for the Project when paid by the Project Partner.

8 RECORDS OF THE PROJECT PARTNER

8.1 The Project Partner shall keep and shall promptly make available upon request accurate and regular records and accounts of the implementation of the Project, which shall detail all income generated by the Project, donor contributions and expenditure, and all other documents necessary to verify the implementation of the Project in accordance with this Agreement including: financial computer system transaction slip/journals, requisitions, request for quotation sent to potential suppliers, offers/tenders from suppliers, comparative bid analyses, purchase orders, all contracts (for example, purchase contracts, lease contracts, shipping contracts), pro forma invoices from suppliers, certificates of origin from suppliers, customs documents, waybills, bills of lading, packing lists, goods received notes, suppliers invoices, vendors receipts, bank statements, payroll documents, petty cash statements, fixed asset disposal forms, and financial reports generated by a financial computer system.

8.2 The Project Partner shall maintain personnel files of individuals hired by the Project Partner whose salaries and/or benefits are paid in full or in part using funds transferred by the IFRC. A personnel file must contain the following documents: job description(s), appointment letter(s), employment contract(s), employee insurance documentation, mission instructions or other description of tasks performed under a specific employment contract, termination notice, and copies of payroll documents. These files should be maintained alphabetically by name.

8.3 The Project Partner shall maintain records documenting the usage of vehicles that have been purchased and/or maintained using the funds transferred by the IFRC. The following types of documents shall be kept: vehicle registration, license and insurance documents, vehicle log books, maintenance records, copies of invoices/receipts, fuel consumption record, copies of insurance claims, accident reports, copies of written authorisations for personal use of a vehicle. Vehicle files should be organised numerically by vehicle number.

8.4 Each Project expenditure file, each personnel file and each vehicle file must be retained by the Project Partner.

8.5 All such records referred to in this Article shall be retained by the Project Partner for a minimum of eight (8) years from the end of the Financial Year in which the Project was completed or the Agreement terminated, unless otherwise agreed in writing by the Parties. During this period, the Project Partner will make available to the IFRC, upon request, all relevant financial information, including statements of accounts concerning the Project.

9 AUDIT

9.1 The IFRC reserves the right, at its discretion, to perform audits or financial reviews so as to ensure the accountability of Funding received. The Project Partner shall facilitate the audits or financial reviews and
shall provide access to and make available without restriction all relevant financial and operational information, as well as certified statements of account, relating to the Project to persons so designated by the IFRC and provide satisfactory explanations to all queries arising in connection therewith.

9.2 Financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of the IFRC. A copy of the Project Partner’s audited financial statements shall be submitted annually to the IFRC during the Term.

9.3 The Project Partner acknowledges that the National Society in the country of implementation, the IFRC, the European Union, including its Court of Auditors, and OLAF may undertake checks, reviews and audits (including on the spot checks) related to the Project.

9.4 The right to perform audits or financial reviews applies during the Term and for a period of five (5) years after the end of the Term.

10 PROCUREMENT

10.1 Procurement of goods and services

Where this Agreement provides for the procurement of goods and services for the Project, the procurement shall be the responsibility of the Party or Parties specified in the Project Data and shall occur in compliance with the procurement rules set out in this clause.

10.2 Procurement Rules

Where necessary, the IFRC shall provide the Project Partner with an information session on the IFRC’s procurement rules and the obligations of the Project Partner pertaining to procurement, and will conduct a verification of the Project Partner’s procurement procedures.

The Project Partner shall ensure that its procurement procedures are no less rigorous than the IFRC’s procurement procedures (see Summary of IFRC Procurement Procedures attached as Attachment 7) and are in conformity with the following minimum rules:

a) The Project Partner shall prepare detailed specifications of the goods or services required for the Project;

b) Specifications of supplies and material assistance required for the Project shall meet the standards and norms prevailing in the recipient country and IFRC standards;

c) As a minimum, contracts for goods and services shall be awarded, to the extent practical, on a transparent and competitive basis and contracts shall be awarded only to responsible contractors that possess the demonstrated ability to successfully perform the contracts;

d) All tenders for contract bids must be clearly notified to all prospective bidders, which shall be given a sufficient amount of time to respond to such tender;
e) Tenders for goods and services shall provide all information necessary for a prospective bidder to prepare a bid and, as such, shall be based upon a clear and accurate description of the proposed terms and conditions of the contract and the goods or services to be acquired;

f) The Project Partner shall adopt reasonable measures to ensure that potential contractors shall be excluded from participation in a procurement or award procedure, if:
   i. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
   ii. they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgement of a competent authority of a State which has the force of res judicata;
   iii. they or persons having powers of representation, decision making or control over them have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity;
   iv. they are guilty of misrepresentation in supplying the information required as a condition of participation in the procedure or if they fail to supply this information.
   v. they are subject to a conflict of interests.

g) In general, contracts in excess of CHF 1,000 should be awarded only after inviting and assessing at least three competitive bids or quotations;

h) Any exceptions from competitive bidding procedures, such as availability from a sole supplier, must be justified in writing and approved in advance by the IFRC’s Global Logistics Service;

i) Evaluation and comparison of bids shall include the recording of the criteria and deciding factors leading to the award of the contract to the selected supplier;

j) The following procurement is subject to quality assurance by the IFRC’s Global Logistics Service and shall be submitted to the applicable IFRC Zone Logistics Unit (which will forward the file to Geneva where required) prior to the signing of purchase orders or contracts:
   i. Any construction contracts regardless of value
   ii. Any procurement involving material that is unusual from a legal or reputational perspective or where the procurement incurs financial risk to the IFRC,
   iii. Any other procurement with a total value equivalent to or in excess of CHF 50,000.

k) Satisfactory delivery and compliance with the specifications and warranties agreed with the supplier shall be documented by shipping, inspection and receiving records;

l) Payment to suppliers, insurance companies, shipping and handling agents shall be conditional upon the fulfilment of their contractual obligations;
m) The Project Partner shall maintain records documenting in detail the tendering, contracting, receipt and use of goods and services acquired under this Agreement, and

n) The Project Partner assumes full responsibility for any other parties and/or service providers it engages in connection with the implementation of the Project.

10.3 **Checks and Penalties**

a) The National Society in the country of implementation and the IFRC may conduct spot-checks of any procurement file at any time.

b) The Project Partner shall inform the IFRC when a tenderer is in one of the situations under Clause 10.2(f) or when a contractor has been found guilty of making false declarations or committing substantial errors, irregularities and fraud.

c) In the event of failure to comply with the provisions of this Clause 10, the relevant costs may be declared ineligible for Funding.

10.4 **Use of goods and services**

All goods and services financed by the Funding (whether purchased, rented or leased) must, unless otherwise agreed by the IFRC in writing, be devoted to the Project until the lawful completion or termination of the Project.

10.5 **Insurance on goods**

The Project Partner shall be responsible for meeting the cost of insurance of the goods and equipment (including vehicles, if any) it uses in connection with the Project.

11 **PERSONNEL**

11.1 The Project Partner personnel performing services related to this Agreement shall in no way be considered employees of the IFRC, which assumes no responsibility in respect of life, health, accident, travel or any other insurance coverage and any security clearance which may be necessary.

11.2 The Project Partner will ensure that its employees and contractors, technical experts and consultants meet the standards of qualification and technical and professional competence necessary for achievement of the Project objectives, and conform to a high standard of moral and ethical conduct.

12 **COMMUNICATIONS BETWEEN THE PARTIES**

12.1 All communications regarding these terms shall be in English, unless the IFRC and the Project Partner agree otherwise in writing.

12.2 In the spirit of a whole and healthy collaboration, the Parties agree to keep each other regularly informed about the progress of the Project and about any problems which could arise in relation to the implementation of the Project. Regular meetings between the Parties and with local community groups/committees, as required, shall be organized so as to ratify beneficiary targets and to brief all stakeholders on the implementation progress.
12.3 Any changes in a given situation that are likely to hamper or delay the implementation of the Project, must be communicated to the IFRC without delay.

The Project Partner will ensure that progress and situation reports, publications, press releases and updates relevant to the Project, are communicated to the IFRC as and when they are issued.

13 PUBLIC COMMUNICATIONS AND USE OF LOGOS
13.1 The Parties maintain sole authority over the use of their respective names and logos. Prior written approval is required for any use of the name or logo of the other Party, other than the use of the European Union logo in accordance with this clause.

13.2 Unless the IFRC informs otherwise, the Project Partner shall take all appropriate measures to:

13.2.1 publicise the fact that Project Funding is being provided by the European Union. Any information aimed at an external audience such as information for the press or for the beneficiaries of the Project, all related publicity material, official notices, reports and publications for an external audience, shall state: ‘This Project is funded by the European Union’ under the European logo (twelve yellow stars on a blue background) displayed in an appropriate way. Documents not intended for the external public, such as agendas of meetings, internal reports and notes shall mention: ‘European Union’ under the European logo. The intention is to reflect the engagement of the European Union not just as a donor but also as a partner in the Project. Such measures will be carried out in accordance with the Communication and Visibility Manual for EU External Actions laid down and published by the European Commission, or any other guidelines communicated to the Project Partner.

13.2.2 publicise the fact that the Project was undertaken with the support of the National Society in the country of implementation. All materials relating to the Project created for an external audience must include the relevant National Society logo where the Project Partner has obtained permission from the National Society and the IFRC, to use the National Society logo.

13.2.3 publicise the role of the IFRC in the Project. All materials relating to the Project created for use at a regional or global level should include the logo of the IFRC, with the prior written agreement of the IFRC.

13.3 Where equipment or vehicles and major supplies have been purchased with the Funding, the Project Partner agrees to include appropriate and clearly visible acknowledgement on such vehicles, equipment, and major supplies, including display of the European logo described above.

13.4 Before publication of any product relating to the Project, the Project Partner shall obtain the approval in writing of the IFRC and the National Society in the country of implementation.

13.5 All Project Partner information or publications pertaining to the Project for an external audience in whatever form and whatever medium, including the internet, shall include the following text or a similar disclaimer: ‘This document has been produced with the financial assistance of the European
Union. The views expressed herein can in no way be taken to reflect the official opinion of the European
Union, the IFRC or National Red Cross or Red Crescent Societies.'

13.6 If the equipment bought with a European Union contribution is not transferred to local
partners of the Project Partner or the final recipient of the Project at the latest when submitting the final
report, the visibility requirements as regards this equipment (in particular display of the European logo)
shall continue to apply between submission of the final report and the end of the Project, if the latter is
longer.

13.7 Any publicity pertaining to European Union contributions shall quote these contributions
in Euro (€ or EUR) (in parenthesis if necessary), except for Project Partner publications and reports
prepared in response to and in accordance with its legislative directives.

13.8 The Project Partner accepts that the European Union and/or IFRC may publish in any
form and medium, including on their websites the name and address of the Project Partner, the purpose
of the contribution as well as the amount contributed and if relevant the percentage of co-financing.

13.9 Upon a duly substantiated request by the Project Partner, the European Union may agree
to forego such publicity if disclosure of the above information would risk threatening the Project Partner’s
safety or harming its interests.

13.10 As far as possible and with due regard to the applicable rules on confidentiality, security
and protection of personal data, the Project Partner shall publish, on an annual basis, on its website, the
following information on grant and procurement contracts exceeding EUR 15,000 financed by the
European Union: title of the contract/project, nature and purpose of the contract/project, name and
locality of the contractor or grant beneficiary and amount of the contract/project. The term “locality” shall
mean the address for legal persons and the Region on NUTS1 2 level, or equivalent, for natural
persons. The Project Partner shall provide to the IFRC the address of the website where this information
can be found and shall authorise the publication of such address in the European Union's internet site.

13.11 Notwithstanding this clause, all such public statements, reports and publications by the
Project Partner regarding the IFRC or European Union’s role in the Project are subject to the prior
written approval of the IFRC. Such approval may be withheld for any reason, including that such
activities may harm:

   a) the objective or outcome of the Project,
   b) the mandate or the safety of the staff of the IFRC or the Project Partner,
   c) the safety of the local community, or
   d) the IFRC’s privileges and immunities.

14 OWNERSHIP / USE OF RESULTS AND EQUIPMENT

14.1 Ownership, title and industrial and intellectual property rights (including but not limited to
patents, copyrights and trademarks) in the results of the Project and the reports and other documents
relating to it shall vest in the Project Partner where produced by the Project Partner and shall vest in the
IFRC where produced by the IFRC, as the case may be together with third parties or as may otherwise be agreed by the IFRC.

14.2 Notwithstanding the provisions of the first paragraph and subject to confidentiality requirements in Article 19, the Project Partner grants the IFRC and DG DEVCO the right to use free of charge and as it sees fit all documents deriving from the Project, whatever their form, provided it does not thereby breach existing industrial and intellectual property rights. The Project Partner will also give the same rights to the National Society in the country of implementation of the Project.

14.3 All Parties agree to take any action required for the protection of intellectual property rights as the case may be.

14.4 The equipment, vehicles and supplies paid for by the Funding shall be transferred to local authorities or local partners (excluding commercial contractors) of the Project Partner or to the final recipients of the Project as set out in the Project Data, at the latest when submitting the final report. The documentary proof of those transfers shall be kept for verification in accordance with clause 7.8.

14.5 By way of derogation from the preceding paragraph, the equipment, vehicle and supplies purchased in the framework of multi-donor Projects which continue after the end of the Term of this Agreement, may be transferred to these local authorities, partners or final recipients at the end of the Project. The Project Partner pledges to use the assets for the benefit of the beneficiaries of the Project. The Project Partner shall inform the IFRC on the end use of the assets in the final report.

14.6 In the event that there are no local authorities or partners to whom the equipment, vehicles and supplies could be transferred, the Project Partner, with the prior written consent of the IFRC, may transfer the assets to another Project funded by the European Union or, exceptionally, retain ownership of the equipment, vehicles and supplies at the end of the Project. In such cases, it should submit a justified written request 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 Project or result in a profit for the Project Partner.

15 MONITORING AND VERIFICATION OF THE PROJECT

15.1 The Project Partner acknowledges and agrees that representatives from the National Society in the country of implementation are responsible for the monitoring and evaluation of the Project, including financial monitoring. This may include performing spot checks without notice to verify the financial reports submitted by the Project Partner and ensure implementation of the Project in accordance with this Agreement.

15.2 The IFRC may also perform evaluations or spot checks if it considers that this is necessary to ensure the proper use of the Funding.

15.3 Where requested by the IFRC, the Project Partner shall facilitate:

a) the participation of DG DEVCO representatives, or other organisations or individuals authorised by DG DEVCO, in the main monitoring and in the evaluation missions relating to
the performance of the Project. The results of such missions shall be reported to the IFRC which will provide the reports to DG DEVCO.

b) any separate spot-checks, investigations, verifications or evaluation missions that DG DEVCO representatives, OLAF or other organisations or individuals authorised by DG DEVCO may wish to conduct. Any such evaluation missions should be planned and completed in a collaborative manner between the IFRC, the Project Partner and DG DEVCO, keeping in mind the commitment of the Parties to the effective and efficient operation of this Agreement. These missions are to be planned ahead and procedural matters are to be agreed upon with DG DEVCO in advance.

15.4 Where requested by the IFRC, the Project Partner will provide comments on any mission reports prepared by DG DEVCO following a monitoring and evaluation mission and submit them to the IFRC.

15.5 Where requested by the IFRC, the Project Partner shall, on condition of confidentiality, grant access to DG DEVCO, OLAF, the European Court of Auditors or to other organisations or individuals authorised by DG DEVCO to Project locations and to all relevant technical and financial information necessary to verify the implementation of the Project. Documents must be accessible and filed in a manner permitting inspection and the Project Partner shall inform DG DEVCO or those authorised by DG DEVCO of the exact location of relevant documents.

16 CONFLICTS OF INTEREST, FRAUD, CORRUPTION, MISUSE OF FUNDS

16.1 The Project Partner shall maintain appropriate minimum standards of conduct and control mechanisms to minimise the risk of conflicts of interest, fraudulent or corrupt conduct or other misuse of funds, consistent with the IFRC’s Fraud and Corruption Prevention and Control Policy, attached as Attachment 8. The standards of conduct shall govern the performance of Project Partner personnel, consultants, interns and volunteers engaged in the award and administration of contracts, grants, or other benefits in relation to the Project. The Project Partner shall ensure that its contractors, suppliers, sub-grantees and any other third parties involved in the Project are bound by the same appropriate standards of conduct.

16.2 The Project Partner commits itself not to:

a) Offer or accept, either directly or indirectly, as an inducement or reward in relation to the execution of the Agreement, any kind of offer, gift, payment or benefit, which would or could be construed as an illegal or corrupt practice.

b) Otherwise engage in any fraudulent or corrupt practices in relation to activities undertaken pursuant to this Agreement.

16.3 The Project Partner shall investigate and take rapid action, including preventative measures, in response to any credible allegation of conflict of interest, fraud, corruption or misuse of resources in accordance with applicable rules, regulations, policies and laws.
16.4 The Project Partner shall immediately inform the IFRC of any substantiated allegations of fraud, corruption or conflicts of interest, or of situations likely to lead to a conflict of interest, and any actions or measures taken. This information shall be communicated directly to the IFRC Project Manager specified in the Project Data in accordance with the IFRC Fraud and Corruption Prevention and Control Policy or, if not possible, the Head of Risk Management and Audit in Geneva.

16.5 The Project Partner shall ensure confidentiality in relation to the communication of this information and shall not disclose this information to other external parties without the prior written consent of the IFRC.

16.6 The Project Partner and the IFRC shall liaise in relation to investigating the matter. In the event that the Project Partner fails to investigate, or the IFRC is not satisfied with the investigation, the Project Partner consents in advance to the IFRC commissioning an investigation and will provide the IFRC with access to all relevant documents and other records. The IFRC reserves the right to reduce the Project Budget to cover the cost of any such investigations.

16.7 The Project Partner shall terminate all contracts with partners, contractors or agents involved in fraudulent or corrupt practices in connection with this Agreement and shall repay to the IFRC any funds which are found to have been misused or not satisfactorily accounted for, without prejudice to any other remedies available to the IFRC.

16.8 In the event of suspected criminal activity, the IFRC reserves the right to inform the relevant law enforcement authorities.

16.9 For the purposes of this Agreement, there is a conflict of interests where the impartial and objective exercise of the functions of any person implementing this Agreement is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with another party such as a contractor or grant beneficiary, or the final recipients of funds.

17 REIMBURSEMENT

17.1 If, at any time during the Term of this Agreement, or as a result of an audit conducted at the end of the Term, the IFRC determines that part of the Funding has been expended for purposes not in accordance with the terms of this Agreement, then the Project Partner must refund the amount to the IFRC within thirty (30) days of a written demand for reimbursement. The right to require a refund of Funding in accordance with this clause shall continue, notwithstanding any other provision of these terms and conditions, for five (5) years from the date of termination of this Agreement.

17.2 Without limiting the foregoing, situations in which Funding must be reimbursed to the IFRC include:

17.2.1 Where Funding has been spent otherwise than in accordance with the Budget

17.2.2 Where the Project Partner has failed to submit acceptable and timely Project reports as set out in the Project Data.
17.2.3 Where the Project Partner has engaged in fraud, corruption, conflicts of interest or other misuse of funds.

18 **PROTECTION**

18.1 The Project Partner shall protect the vulnerable populations with which it works in implementing this Agreement, including protection from sexual exploitation and abuse.

18.2 The Project Partner shall adhere to the principles expressed in sections 17 to 20 of the IFRC’s Code of Conduct which concern protection from sexual abuse and exploitation (https://fednet.ifrc.org/PageFiles/85498/Staff%20Code%20of%20Conduct%202007.pdf) and sections 3.1 to 3.5 of the IFRC’s ‘Child Protection Policy’, a copy of which can be found here: https://fednet.ifrc.org/en/ourifrc/about-the-federation/ppo/child-protection-policy/.

18.3 The Project Partner shall use its best efforts to promote and enhance child protection amongst its personnel.

18.4 The Project Partner shall investigate and take immediate action, following fair and proper procedures, should the Project Partner have reason to believe that any personnel or any of the Project Partner’s activities funded by this Agreement may be in breach of this Clause.

18.5 The Project Partner shall notify the IFRC of any personnel accused of, charged with, arrested for or convicted of criminal offences relating to exploitation or abuse.

18.6 The Project Partner shall ensure that this provision applies to its staff, consultants, and volunteers and is contained in all agreements with subcontractors.

18.7 The Project Partner acknowledges that this Agreement may be terminated where there has been a breach of this Clause; and that the IFRC may request reviews or other measures to investigate compliance with this Clause.

19 **CONFIDENTIALITY**

19.1 The Parties agree to treat as confidential and not at any time disclose or permit to be disclosed to any person or otherwise make use of or permit to be made use of any document, information or other material directly related to this Agreement, including information relating to their respective operations or finances or any other information that may reasonably be considered confidential information or explicitly classified by either party as such, where such information was received during the Term of this Agreement or in the course of its negotiation, except where such information is in, or enters, the public domain, or disclosure of such information is required by law and the Party concerned has given reasonable notice of such disclosure.

19.2 Subject to the provisions of this Agreement, the Project Partner shall not grant third parties access to any document, information or other material directly related to this agreement except with the prior written consent of the IFRC.

19.3 The obligations of confidentiality set out in this Article shall survive the termination of this Agreement.
20 AUTHORITY TO ACT AND RESPONSIBILITIES OF THE PARTIES

20.1 Neither Party has the authority to make decisions or to enter into obligations on behalf of the other Party.

20.2 The Project Partner shall fulfil its commitments under this Agreement with full regard to the humanitarian interests of the International Red Cross and Red Crescent Movement, and shall refrain from any action which may adversely affect the reputation of the IFRC or the International Red Cross and Red Crescent Movement.

20.3 The Project shall not be construed as a legal partnership or joint venture between the Parties. Each Party retains full responsibility for its acts and omissions and those of its agents, personnel and any consultants or contractors engaged by it, whether related to the execution of the Project or not.

21 LIABILITY

21.1 The Project Partner shall have sole responsibility for complying with all legal obligations incumbent on it.

21.2 The IFRC may not under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the Project Partner while the Project is being carried out, or as a consequence of the Project. Therefore, the IFRC may not accept any claim for compensation or increases in payment in connection with such damage or injury.

21.3 The Project Partner shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them in respect of or arising out of the Project. The Project Partner shall discharge the IFRC from all liability associated with any claim or action brought as a result of an infringement by the Project Partner or the Project Partner’s employees or individuals for whom those employees are responsible, or as a result of violation of a third party's rights.

21.4 The Project Partner shall not seek to hold DG DEVCO liable for any costs, damages and/or losses whatsoever and however incurred in relation to the implementation of the Project.

22 FORCE MAJEURE

22.1 If at any time during the course of the Project it becomes impossible for either Party to perform any or all of their obligations for reasons of Force Majeure, that Party affected by the Force Majeure shall give to the other Party without delay notice and full particulars in writing of such occurrence including the nature, likely duration and foreseeable effect of the Force Majeure.

22.2 The Parties shall consult on the appropriate action to be taken, including taking any measure to minimise possible damage and which may include suspension or cancellation of the Project or the relief of the party from such obligations as long as Force Majeure persists.

22.3 Force Majeure shall mean any exceptional event or situation, not existing as of the date of signature of this Agreement, not reasonably foreseeable as of such date and not reasonably within the control of either party, which prevents in whole or in material part the performance of the obligations under this
Agreement, which could not have been avoided by the exercise of all due diligence. Without limiting the foregoing, the following shall constitute events or conditions of Force Majeure: acts of State or, governmental action, riots, disturbance, war, strikes, lockouts, slowdowns, prolonged shortage of energy supplies, epidemics, fire, flood, hurricane, typhoon, earthquake, lightning and explosion, as well as the discontinuance of funding from the Project donors.

22.4 For the avoidance of doubt, the following cannot be invoked as Force Majeure:
(a) situations attributable to error or negligence on the part of the Project Partner (or its contractors or employees);
(b) defects in equipment or material, or delays in making them available; or
(c) labour disputes, strikes or financial difficulties.

23 Termination

23.1 Termination by the IFRC
(a) The IFRC may terminate this Agreement in whole or in part at any time with 30 days’ written notice of termination.
(b) The IFRC may terminate this Agreement in whole or in part with 7 days’ written notice of termination where DG DEVCO has given notice of termination of its Agreement with the IFRC.

23.2 Termination by Project Partner
The Project Partner may terminate the Agreement in whole or in part:
(a) In the case of a serious breach by the IFRC, which is not rectified within sixty (60) days after it has been drawn to the latter’s attention in writing;
(b) Where a condition has arisen that impedes the Project Partner from successfully fulfilling its responsibilities under these terms, the Project Partner will have the right to terminate the Agreement by providing the IFRC with sixty (60) days written notice of termination;

23.3 Actions of the Parties following receipt of a notice of termination
Upon notice of termination:
(a) the Parties shall keep all expenses to a minimum, avoid any new obligations, and void all existing obligations that can legally be voided.
(b) the Parties shall consult regarding possible alternatives for completion of the Project and to ensure the best possible outcome for the intended beneficiaries.

23.4 Funds at termination
(a) Immediately upon sending or receiving a notice of termination, the IFRC will cease all disbursement of funds to the Project Partner and will not make any forward commitments, ensuring, however, that sufficient funds are available for the Project Partner to meet all contractual commitments incurred by it with the written consent of the IFRC prior to the date of termination, for the purpose of implementing the Project, and which cannot be legally voided.
(b) Where termination is based on the fact that the Project Partner has failed to fulfil its obligations under this Agreement, the IFRC may demand full or partial repayment of any amounts unduly paid after allowing the Project Partner to submit its observations.

(c) Where termination is based on the fact that the Project Partner has failed to comply with the obligation to provide the Final Report within the time limit stipulated in the Project Data and to the satisfaction of the IFRC, the IFRC may recover any amounts already paid to the Project Partner and not justified by the documentation previously submitted by the Project Partner.

(d) Where termination is not based on the ground referred to in clause 23.4(c), the Project Partner shall submit the Final Report with a request for final payment within 90 calendar days. If no request for final payment is made within this time limit, the IFRC shall recover any amounts not justified by the documentation previously submitted by the Project Partner.

(e) Unless otherwise agreed in writing by the IFRC, all unspent funds will be returned to the IFRC within thirty (30) days of termination.

24 DISPUTE RESOLUTION

24.1 Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach, termination or invalidity thereof, that is not amicably settled by the Parties within ninety (90) days’ notice of such dispute, controversy or claim, shall be settled by arbitration to the exclusion of the jurisdiction of any local courts and tribunals.

24.2 The arbitration shall be held in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules as at present in force of which the Parties have taken due notice, subject to such modification as the Parties may agree in writing. The appointment of a single arbitrator shall be agreed between the Parties, or failing agreement within fourteen (14) days, after either party has given to the other a written request to concur in the appointment of an arbitrator, by the President of the International Court of Justice. The arbitration shall be conducted in the English language and the place of arbitration shall be Geneva, Switzerland. The arbitral tribunal shall have no authority to award punitive damages. The Parties agree to be bound by any arbitration award rendered in accordance with this Article as final adjudication of any such dispute, controversy or claim.

25 AMENDMENT

25.1 No addition or modification of this Agreement shall be effective or binding on either of the Parties unless agreed to in writing and executed by the respective duly authorised representatives of each Party.

25.2 Where the Project Partner seeks an amendment, the request for an amendment shall be submitted two months before the amendment is intended to enter into force, unless there are special circumstances duly substantiated by the Project Partner and accepted in writing by the IFRC.
25.3 Where a modification to the Project Description and/or the Budget does not affect the basic purpose of the Project and the financial impact is limited to a transfer within a single budget heading, including cancellation or introduction of an item, or a transfer between budget headings involving a variation (as the case may be in cumulative terms) of 15% or less of the amount originally entered (or as modified by a formal amendment) in relation to each concerned heading for eligible costs, the Project Partner may amend the Budget and shall inform the IFRC accordingly in writing. This method shall not be used to amend headings for administrative costs.

25.4 Changes of address and changes of bank account may simply be notified in writing to the IFRC.

26 NOTICES
Any notice, request, demand, consent or other communication which is required or permitted hereunder shall be in writing and shall be deemed given only if delivered personally or sent by electronic mail or by registered mail to the Project Managers identified in the Agreement, or to such addresses, email addresses and fax numbers of which the Parties may notify each other in writing.

27 ENTIRE AGREEMENT
27.1 This Agreement and all annexes thereto, including these Terms and Conditions, form a binding and enforceable agreement.

27.2 This Agreement constitutes the entire understanding of the Parties in relation to the subject matter hereof and supersedes all prior agreements and understandings, oral or written, relating to the subject matter of this Agreement.

28 GOVERNING LAW
This Agreement shall be governed, construed, and enforced in accordance with the laws of Switzerland.

29 PRIVILEGES AND IMMUNITIES
Nothing contained in this Agreement shall be deemed a waiver, express or implied, of any of the privileges or immunities of the International Federation of Red Cross and Red Crescent Societies.

30 FINAL PROVISIONS
30.1 The Parties will comply with the terms of this Agreement and all applicable laws and regulations, which they shall make known to each other as and when appropriate.

30.2 This Agreement is personal as between the Parties and cannot be assigned without the prior written consent of all Parties.
30.3 In the event of any conflict between the provisions of these Terms and Conditions and the specific provisions in the main body of the Agreement, the specific provisions of the Agreement shall prevail.
### Rights of Migrants in Action REPORT TEMPLATE

- The purpose of this reporting format is to highlight key information to inform project/program management for quality performance and accountability. This is a project/program’s primary reporting mechanism, and it may compile information from other reports (i.e. beneficiaries activity reports), and provide information for other external reports for accountability and advocacy (i.e. donor reports).

- Report submission should follow the agreed (required) frequency and reporting lines per the specific project/program – typically reports are submitted from the project manager to focal point on a quarterly basis.

- Attach the Indicator Tracking Table (ITT) to the report Annex, which should be referred to in the Analysis of Implementation (Section 3).

- Instructions for completing each section in this report are included in italic. Please delete all italicized instructions when first using the report template – (this reduces length, and a copy of the original can be separately saved for future reference).


---

Project/Program Reporting Period: XX/month/XXXX to XX/month/XXXX

Project/Program Start Date: XX/month/XXXX

Project/Program End Date: XX/month/XXXX

Project/Program Manager:

Project/Program Location: Town or City (Country)
1. Executive Summary

**Overall Project/Program Status:** Concisely summarize the overall project/program status and whether it is on track/target or not for the reporting period – explain why in the respective subsection below. Include information on the goal (impact) indicators where possible.

**Key Issues.** Summarize any key problems or challenges that affect whether the project is being implemented according to target.

**Key Accomplishments.** Highlight any notable accomplishments for this reporting period.

**Plans for next quarter.** Drawing largely from the Action Points identified below in the Analysis of Implementation (Section 3), concisely summarize overall plan of action for next quarter, highlighting any key considerations.

<table>
<thead>
<tr>
<th>People reached for reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct recipients</td>
</tr>
<tr>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Indirect recipients</td>
</tr>
<tr>
<td>Total people reached</td>
</tr>
<tr>
<td>Total people covered</td>
</tr>
</tbody>
</table>

2. Financial Status

*This section should provide a concise overview of the project’s financial status as covered in the financial report (attach the full report as an annex). Please use the table below to summarize key financial data. Particular attention should be given to expenditure rates and forecasts for the current reporting period.*

**Financial status explanation:** explain reasons in the following cases:

- If total expenditure to date exceeds Year To Date budget or is less than 80% of Year To Date budget, explain the reasons and explain what is being done to address this issue?

| Budget and expenditure analysis (CHF) |
### 3. Situation/Context Analysis – (Positive & Negative Factors)

Identify and discuss any external factors that affect the project operating context and implementation (e.g. change in security or a Government policy, etc.), and related actions to be taken.

### 4. Analysis of Implementation

This is the most important section of the report, providing information on progress towards the project’s stated objectives. The information should be concise and relevant to the specific objective you are reporting on, primarily focused on performance against identified indicators.

If you have measured data on indicators stated in the project log frame please provide that information. You may wish to use the Indicator Tracking Table (ITT) – click here for guidance to track that data. The table below uses the same basic structure as the ITT.

- **Remember not just to state what happened, but to elaborate,** explaining why it happened, what were the contributing factors, why were specific actions taken, who was involved what further action is required and by whom.

- **Remember to relate quarterly performance to the project/program’s overall targets for the year and the life of project/program.**

- **If not activity was taken for a specific objective during the reporting period, explain why** (e.g. activities under this objective are planned for next quarter).

- **Keep it simple and short (KISS!)** – as much as possible, only write what is necessary and sufficient to explain /objective and indicator performance. Keep it concise and relevant to the specific objective you are reporting on.

- Describe activities carried out during the reporting period (i.e. directly related to the Action and activities described in this Agreement);

- Describe changes introduced in implementation;

- Difficulties encountered and measures taken to overcome problems;

---

<table>
<thead>
<tr>
<th>Example from a 2nd quarter report</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total approved budget</td>
</tr>
<tr>
<td>B. Total funding to date</td>
</tr>
<tr>
<td>C. Funding to date as % of total budget (B ÷ A)</td>
</tr>
<tr>
<td>D. Total expenditure to date</td>
</tr>
<tr>
<td>Indicators</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Goal: Promote and protect the human rights of migrants in targeted countries, migration corridors and regions through a globally coordinated civil society</td>
</tr>
<tr>
<td>Outcome: Enhance migrant’s access to social services in the targeted countries through small scale CSO projects</td>
</tr>
<tr>
<td>1. % of migrants, disaggregated by sex and age, out of total population accessing social services (compared with overall ratio of migrants in the population)</td>
</tr>
<tr>
<td>2. # of individuals disaggregated by sex and age / families registered by CSOs as having access to social services</td>
</tr>
<tr>
<td>Output 1: Direct social assistance and protection are provided to migrants and their families, particularly in relation to migrant domestic workers and victims of trafficking</td>
</tr>
<tr>
<td>1.1 # of migrants beneficiaries, disaggregated by sex and age, of the small scale projects that received assistance, protection and other services (healthcare, training, legal and psychosocial assistance, assistance on return and reintegration)</td>
</tr>
<tr>
<td>Output 2: Human rights of migrants are promoted and awareness is raised at all levels</td>
</tr>
<tr>
<td>2.1 % of sample population targeted by the action who when surveyed were able to correctly identify 5 key human rights most relevant to migrants</td>
</tr>
<tr>
<td>2.2 # of awareness raisings initiatives informing migrants about</td>
</tr>
</tbody>
</table>
their rights

Output 3. Human-rights based migration, labour and anti-trafficking policies and legislation are promoted

3.1 # of policy recommendation produced by CSO adopted by the end of the Action

3.2 # of legislative recommendation produced by CSO adopted by the end of the Action

Indicator Variance Explanation. Variance is the difference between identified targets and actual results. Referring to the Indicator Tracking Table, explain any variance greater than 10% (% of target) for indicators reported on during this period.

Indicator 1.a: provide explanation here, i.e. “Variance was 20% below target because these planned activities coincided with a religious holiday (e.g. Ramadan)…..”

Additional Explanation: Provide any additional information not covered by the variance explanation. If you are not tracking any indicators then report here on changes and progress this quarter related to your objectives.

5: Stakeholder Participation & Feedback

Stakeholder participation: Concisely describe how key stakeholders have been involved in the project (particularly local beneficiaries for community-level project). Include any feedback made and reacted to through stakeholder feedback mechanisms. Please note partnership issues are covered in the next section.

6. Partnership Agreements & Other Key Actors

Only fill in this section if it is relevant. List any partners and agreements with them (e.g. project/program agreement, MoU).

7. Cross-Cutting Issues

Use this section to discuss activities undertaken or results achieved that relate to any cross-cutting themes (gender equality, environmental conservation, etc.) not covered elsewhere in the report.
8. Visibility and communication

Information on the implementation of any Visibility and Communication Plan and/or measures taken to identify the European Union as the source of the Funding.

9. Human resources

List any current staffing changes and issues, highlighting any implications for implementation.

10. Difficulties encountered and changes to implementation

Difficulties encountered and measures taken to overcome problems.

Any changes to implementation

11. Plans for next quarter

Drawing largely from the Action Points, concisely summarize overall plan of action for next quarter, highlighting any key considerations.

Attach any useful supplementary information for the project/program monitoring reporting, such as:

• TORs (terms of reference) for any key assignments, such as technical assistance, an evaluation, a baseline survey, etc.

Work plan for the following period includes objectives and performance indicators of achievement.

12. Case studies, photos, other reports

Case Study – if possible, a case study can be useful information for future assessment, and for dissemination with appropriate stakeholders (i.e. donors). A case study is a detailed descriptive narrative of individuals, communities, or events illustrating how the project/program is having an effect locally, what that effect is and if it is in line with intended results. The case study can be supplemented with photos, (sent separately).

• Relevant pictures, letters, commissioned studies, reports, etc.

13. Key Lessons

Use this section to highlight key lessons and how they can be applied to this or other similar projects/programs in future. Note that this section should not repeat the specific action points in the
Executive Summary (Section 1) or analysis of implementation section. (section 4). Instead, it should highlight lessons that inform organizational learning for this and similar projects/programs in the future.

It is recommended to number each lesson for easy reference.

1.
2.
3.

Financial Reporting Template

PARTNER BUDGET REPORTING TEMPLATE example.pdf
ANNEXX

Payment request for Small Scale Grant Contract

International Federation of Red Cross and Red Crescent Societies

<Date of the payment request>

For the attention of

<address of the, Contracting Authority>

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 balance/final payment> under the Contract mentioned above.

Please find attached the following supporting documents:

expenditure verification report or detailed breakdown of expenditure
narrative and financial interim report (for further pre-financing payments)

**Legal entity**

<table>
<thead>
<tr>
<th>Summary Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Type :</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Account Group : |
| Country : |
| Legal Form: |
| Legal Form FPO Type: |
| Language : |
| NUP Number: |
| VAT Number: |
| Per Id: |
| Responsible User: | Resp. Organisation: - |

| Official Names Name: |
| First Name: |
| 2 : |
| 3: |
| 4 : |
| Registration Authority: |
| Date: |
| Number: |
| Name : |

**Address**

| Name : |
| Streets1 : |
| 2: |
### Summary Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Blocked(Y/N):</td>
</tr>
<tr>
<td>Name</td>
<td>Early Warning(Y/N):</td>
</tr>
<tr>
<td>Bank Account</td>
<td>Confidential info ( Y/N):</td>
</tr>
<tr>
<td>IBAN</td>
<td>Status:</td>
</tr>
<tr>
<td>Responsible User</td>
<td>Responsible organisation:</td>
</tr>
</tbody>
</table>

### Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Streets1:</td>
</tr>
<tr>
<td></td>
<td>2:</td>
</tr>
<tr>
<td></td>
<td>3:</td>
</tr>
<tr>
<td>PO Box</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>Country:</td>
</tr>
<tr>
<td></td>
<td>R.O Mailing Address :Optional</td>
</tr>
</tbody>
</table>

### Bank

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Street:</td>
</tr>
<tr>
<td></td>
<td>PO Box</td>
</tr>
<tr>
<td></td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>Country</td>
</tr>
</tbody>
</table>

### Legal Entity

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Key</td>
<td>Name :</td>
</tr>
<tr>
<td></td>
<td>Street :</td>
</tr>
<tr>
<td></td>
<td>P.O. Box :</td>
</tr>
</tbody>
</table>
ATTACHMENT 6: FUNDAMENTAL PRINCIPLES

The Fundamental Principles of the International Red Cross and Red Crescent Movement

The Fundamental Principles were proclaimed by the 20th International Conference of the Red Cross, Vienna, 1965. This is the revised text contained in the Statutes of the International Red Cross and Red Crescent Movement, adopted by the 25th International Conference of the Red Cross, Geneva, 1986.

**Humanity**

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

**Impartiality**

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

**Neutrality**

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

**Independence**

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

**Voluntary service**

It is a voluntary relief movement not prompted in any manner by desire for gain.

**Unity**

There can be only one Red Cross or one Red Crescent Society in anyone country. It must be open to all. It must carry on its humanitarian work throughout its territory.

**Universality**
The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.
ATTACHMENT 7: SUMMARY OF PROCUREMENT PROCEDURES.
Attachment 8: IFRC Fraud and Corruption Prevention and Control Policy