



Norad

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NorSED - Bahá'í-samfunnets kontor for sosial og økonomisk utvikling
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GLO-0623 – LETTER OF GRANT/CONTRACT 2008 FOR INDIVIDUAL AGREEMENT

Agreement number: UGA-07/054 Literacy training in northern Uganda (Name: Lese- og skriveopplæring i Nord-Uganda)

Please mark all correspondence with agreement number and name

Reference is made to your application dated 29.09.07 regarding financial support for the Literacy training in northern Uganda.

This letter of grant together with your written confirmation of the terms below, constitute the contract between Norad and the grant recipient about funding for 2008. The confirmation is given by signing the enclosed copy of this letter and returning it to Norad.

1. Funding for year 2008.

Norad shall make available a financial grant not exceeding NOK 400.000,-.

Agreement number	Agreement name	Granted financial support for 2008 (NOK)
UGA-07/054	Lese- og skriveopplæring i Nord-Uganda	400.000
Total funding GLO-0623		400.000

Norad's amount includes 8 % administrative supplement. In addition the grant recipient must provide minimum 10 % of Norad's amount in financial contribution to the project. See point 3.2.

The funding should be utilised according to the terms presented in this letter of grant.

The reasons for the reduction in funding compared to the application:

The reduction in funding has its grounds in last year's recommendation to reduce the expenses to local personnel/offices and also the number of people taking part in the project. The reasons for deviating from these recommendations were not well-founded in this year's project proposal. The grant recipient is requested to reduce the mentioned expenses to increase the sustainability of the project and also to reduce the scope of the project either geographically or in number of participants in such a way that the project is manageable. In addition Norad does not want to increase the funding before the achieved results from previous financial support have been evaluated.

Extracts of the contract:

2. Special terms

The funding applies to the calendar year 2008.

- 2.1. Unless there are special follow ups in the contract, the disbursement should be spent according to the budget and plans presented in the project proposal. The grant recipient has an obligation to implement the follow-ups presented in item 6 below. If the funding is reduced compared to the application, an amended budget and revised plans must be presented and approved by Norad before this contract is valid. The first disbursement will not take place until the contract has come into force.
- 2.2. The first disbursement will be made on written request when the bank account number is added to the contract and signed by both parties. By the first disbursement maximum 50 % of the amount will be disbursed. The second disbursement will be made on written request when the accounts from the previous year are approved by Norad.
- 2.3. Request for the first disbursement must be presented to Norad within 6 months, and the due time for the last request for disbursement is 1 October 2007. If the grant recipient received financial support from Norad in 2007, the financial and narrative reports for that year must be approved by Norad before the second disbursement can take place.

3. Terms related to the spending of the funds

- 3.1. N/A
- 3.2. N/A
- 3.3. N/A
- 3.4. Unspent funds for 2007 will be transferred to next year's funding (2008) of the project and will be settled with the accounts for 2008.
- 3.5. Any unspent disbursed funds shall be returned to Norad at the end of the project or by termination of the contract.
- 3.6. The level of expenses should be kept as low as possible.
- 3.7. The parties are committed to counteract corrupt practices and avoid illegal actions in the execution of this contract.

4. Accounting and financial statements

- 4.1. Audited report for 2008 must be submitted to Norad on 31 May 2009 at the latest.
- 4.2. Together with the financial statement (see 4.1.) the grant recipient must submit a short narrative progress report.
- 4.3. For projects of many years, the grant recipient has to submit an application to Norad every year by 1 October. The application has to give an account of deviations and amendments from earlier project proposals.
- 4.4. At the end of the project, a final narrative report focusing on the achieved results and financial statements must be submitted to Norad at 31 May the following year.
- 4.5. The grant recipient has the responsibility to follow up the local partner in the receiving country. (delay in reporting, insufficient documentation and auditing may have consequences for the funding of the project).
- 4.6. N/A

5. General guidelines.

- 5.1. Both the grant recipient and the local partner are encouraged to create attention about the progress and the results of the project.

- 5.2. The grant recipient is encouraged to inform in project reports, publications and in statements to media about the financial support the project has got from Norad.
- 5.3. For the coordination and sharing of experiences/learning, it is expected that the grant recipient seeks contact with relevant Norwegian organisations in the receiving country/region. Norad also encourage to coordinate the activities with all relevant organisations (not only Norwegian) in the receiving country.
- 5.4. The grant recipient has to inform the relevant Norwegian embassy about the progress and the results of the project.

6. Follow-up items.

In the further cooperation with Norad the following items should be brought into focus and clearly stated:

- The grant recipient has to reduce the expenses of the project so that the project may be carried through in the best possible way.
- The grant recipient is encouraged to reduce the expenses to personnel, vehicle and the costs in Kampala and try to ensure that the project will go on after termination. It is desirable that NorSED assess the possibility to reduce the scope of the project either geographically or in number of participants.
- Revised budget has to be forwarded to Norad.

General follow-up items:

- Conflict sensitivity – be aware of a conflict sensitive approach to the work in the area.
- Women and equality – include the principle of equality in plans and activities, and report about the achievements
- Climate and environmental consideration – include this aspect in the project activities and clearly stated in plans and reports
- Results/achievements – the assessment of support to the organisation will be based on achieved results in relation to the planned goals.

7. Termination of the contract.

8. Complaint

Written complaint of Norad's decision can be forwarded to the Ministry of Foreign Affairs within 3 weeks.

9. Signatures

Oslo, date 15.02.08

Gunvor W. Skancke
Deputy Director
(Department head Civil Society)

I. Charlotte Norby
Adviser
(Case officer)

Place, Date

NorSED, Baha'i