

ACUERDOS BILATERALES

Clasificación: 34-2009

Fecha de Ingreso: 30 de abril de 2009

Nombre del Acuerdo: Contribution Arrangement between Her Majesty the Queen in right of Canada and the General Secretariat of the OAS

Materia: Protection and Promotion of the Rights of Children and Adolescents in the Inter-American System

Partes: SG/OEA & Canadá

Referencia: Canadá

Fecha de Firma:

Fecha de Inicio:

Fecha de Terminación:

Lugar de Firma: Washington D. C.

Unidad Encargada: Secretaría del Instituto Interamericano del Niño, la Niña y Adolescentes

Persona Encargada: María de los Dolores Aguilar Marmolejo, Directora

Original:

Claves:

Cierre del proceso:

Notas adicionales:



Agence canadienne de
développement international

Canadian International
Development Agency

Canada

Arrangement #: 7052649

CONTRIBUTION ARRANGEMENT

between

Her Majesty the Queen in right of Canada

and

The General Secretariat of the Organization of American States (OAS)

through

the Inter-American Children's Institute (IIN)

for the

Protection and Promotion of the Rights of Children and Adolescents

in

the Inter-American System

Project Number: A-033024

CONTRIBUTION ARRANGEMENT

Arrangement No.: **7052649**
WBS Element: A-033024-001-PR1
GL Acct/CC/Fund: 52308/4404/0300
Vendor No: 1006935

Articles of Arrangement

CONTRIBUTION ARRANGEMENT MADE THIS DAY OF **April 8th**, 2008

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF CANADA**
herein represented by the Minister for International Cooperation
acting through the Canadian International Development Agency
(hereinafter referred to as "CIDA");

AND
THE INTER-AMERICAN CHILDREN'S INSTITUTE
(hereinafter referred to as the "Organization" or "IIN"), a specialized organization of the
Organization of American States;

Av. 8 de Octubre 2904
Casilla de correo 16212
Montevideo, Uruguay (11600)

WHEREAS the Government of Canada through CIDA manages a development cooperation program whose objective is to provide assistance to developing countries, including those in the Latin American and Caribbean regions;

WHEREAS the IIN wishes to undertake a project entitled "Protection and Promotion of the Rights of Children and Adolescents in the Inter-American System";

WHEREAS CIDA wishes to make a contribution to the IIN for the above-mentioned project, and to define the end use of the Contribution and the terms and conditions for its use;

THEREFORE, CIDA and the IIN are hereby declaring that they are agreeable to the following:

ARTICLE 1. • The Project

- 1.1 CIDA will make available to the IIN funding for the organization and implementation of the "Protection and Promotion of the Rights of Children and Adolescents in the Inter-American System" Project ("the Project") which will be implemented by the IIN.
- 1.2 The project is more specifically defined in the attached **Annex A** (Project Description), **Annex B** (Terms of Payment and Budget) and **Annex C** (Reporting Requirements). Annexes A through C are considered to be part of this Arrangement.
- 1.3 Project modification is subject to prior written agreement between CIDA and the IIN.

ARTICLE 2. • The Contribution

- 2.1 Subject to the provisions of these Articles of Arrangement and of Annex A, CIDA will make available to the IIN a contribution ("the Contribution") for the purpose of the Project in an amount not to exceed two million Canadian dollars (CAN\$ 2,000,000).
- 2.2 The IIN will utilize the Contribution exclusively for the purpose of the Project and in accordance with the terms set out in Annex A (Project Description).
- 2.3 CIDA will make its Contribution to the IIN through the form of wire transfers. The modality of payment

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- of this Contribution is specified in Annex B (Terms of Payment and Budget) of this Arrangement.
- 2.4 The IIN will establish a specific budgetary account for the Project with the funds received from CIDA. The IIN will use and account for the funds in accordance with the terms and conditions specified in this Contribution Arrangement.
- 2.5 The IIN hereby acknowledges that it has informed CIDA of all sources of proposed funding for this Project and that the IIN will update this declaration in its final financial report.

ARTICLE 3. • Administration of the Contribution

- 3.1 The IIN will exercise the same care in the discharge of its function under this Arrangement as it exercises with respect to the administration and management of its own affairs, and will have no further responsibility to CIDA in respect thereof except insofar as is specifically provided for under these Articles of Arrangement as well as under Annex A, hereto.
- 3.2 The IIN will manage and supervise the Project and will keep CIDA informed of the progress of the Project.
- 3.3 The IIN will administer the Contribution in accordance with the IIN's rules and regulations. Accordingly, all procurement agreements will be entered into pursuant to such rules and regulations.
- 3.4 The IIN will enter into such arrangements with other donors and recipient countries as are necessary for the implementation of the Project.

ARTICLE 4. • Definition of Fiscal year

- 4.1 "Fiscal Year" means the period beginning on April 1 in one year and ending on March 31 in the next year, as stipulated herewith.

ARTICLE 5. • Records and Auditing

- 5.1 The IIN will maintain separate records and accounts in its internal books of accounting in respect of the payments made by CIDA under this Arrangement, and the disbursements thereof. Internal financial and other documents will also provide a detailed financial accounting of all transactions pertaining to the Project's receipts and expenditures. These will constitute the financial information required to prepare and submit to CIDA the financial reports provided for in these Articles of Arrangement as well as the basis for auditing.
- 5.2 The IIN will maintain and retain, commencing on the effective date of this Arrangement until three (3) years after its termination, accurate records relating to the Project and related expenditures including receipts, cashed or cancelled cheques and all shipping and customs documents and other documentation relating to materials and services acquired by the IIN for the purposes of the Project with the CIDA Contribution or any part thereof. The IIN will have these available for financial and operational audit by an external auditor at CIDA's request in accordance with article 5.4.
- 5.3 Upon termination of Project activities and prior to the expiry of this Contribution Arrangement, the IIN will submit to CIDA a final financial statement certified by the Department of Budgetary and Financial Services of the OAS.



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- 5.4** Any financial contribution received and administered by the IIN in connection with this Arrangement will be subject to the usual auditing procedures of the OAS and IIN, and with the audit performed by the external auditors contracted by the OAS's Board of External Auditors. Copies of the audit reports will be made available to CIDA upon request. If CIDA wishes to undertake a separate financial or operational audit of the CIDA Contribution, the related costs will be borne by CIDA and the audit team will be agreed to by both parties

ARTICLE 6. • Acknowledgments

- 6.1** Where appropriate to do so in the IIN's opinion, the IIN will acknowledge CIDA funding to the "*Protection and Promotion of the Rights of Children and Adolescents in the Inter-American System*" in any reference made with respect to the Project in publications, speeches, press releases or other similar instances.

ARTICLE 7. • Reporting

- 7.1** The IIN will prepare and submit, in the English language, for CIDA's review and approval, the required reports pursuant to Annex C hereto, (Reporting Requirements) in the manner stipulated with respect to content, format, number of copies and deadlines.

ARTICLE 8. • Consultation, Information and Evaluation

- 8.1** CIDA and the IIN will cooperate on exchange of information concerning proposed and completed activities under the Project, particularly as provided for in Annex A. The IIN will promptly inform CIDA of any event which, in the opinion of the IIN, interferes or threatens to interfere with the successful implementation of the Project.
- 8.2** The IIN will permit or cause to be permitted for any authorized representative of CIDA reasonable access to the site(s) of the Project to witness its purpose and progress. CIDA will keep the IIN informed with respect to the results of such visits.
- 8.3** Upon request by CIDA, the IIN will endeavour to facilitate dissemination of information related to activities supported by the Project under this Arrangement.

ARTICLE 9. • Termination and Suspension

- 9.1** CIDA may, with 60 days written notice to the IIN, terminate all or part of this Arrangement or suspend the performance of all or part of this Arrangement. The termination or suspension will take effect on the date stipulated in the notice from CIDA.
- 9.2** As a result of termination or suspension, the IIN will have no claim against CIDA other than the reimbursement of allowable expenses actually committed by the IIN until the termination or suspension, less the sums already paid in this regard, provided the said expenses were incurred solely to implement the Project, and the Project was implemented according to the terms and conditions specified in this Contribution Arrangement.

ARTICLE 10. • Compliance

- 10.1** CIDA may withhold or cancel any or all payments to be made by CIDA if the IIN fails to use such funds exclusively for the purposes of the project and in accordance with the provisions of this Arrangement.



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ARTICLE 11. • **Budget Review and Appropriation by Canada**

- 11.1** In the event that the Government of Canada directs CIDA to proceed with a re-examination of its budget for the purpose of effecting reductions for specific financial years, CIDA and the IIN will consult with each other with a view to amending this Arrangement accordingly.
- 11.2** Any payment by CIDA under this Arrangement is subject to there being an appropriation by the Parliament of Canada for the fiscal year in which the payment is to be made. If CIDA's appropriation is changed by the Parliament of Canada, CIDA may reduce the Contribution by notice, or terminate this Arrangement.

ARTICLE 12. • **Conflict Resolution**

- 12.1** Any dispute or controversy that arises in relation to this Arrangement will be settled by means of negotiation between the parties.

ARTICLE 13. • **Notices**

- 13.1** Any notice between CIDA and the IIN under this Arrangement will be in writing and delivered in person or sent by registered mail, facsimile or telex at the address of either CIDA or the IIN mentioned in this Arrangement.

- 13.2** Any notice or communication to CIDA will be addressed to:

Canadian International Development Agency

Director of the Inter-American Program (BMI)
Americas Directorate
200 Promenade du Portage
Hull, Quebec,
Canada K1A 0G4

Telephone No. (819) 953-3414

Facsimile No.: (819) 953-1516

- 13.3** Any notice or communication to the Organization will be addressed to:

Inter-American Children's Institute

Director General
8 Av. de Octubre 2904
Casilla de correo 16212
Montevideo, Uruguay (11600)

Telephone No.: 598-2-487-2150

Facsimile No.: 598-2-487-3242

- 13.4** Any notice that is delivered will be deemed to have been received on delivery. Any notice sent by courier will be deemed to have been received when delivered by the carrier. Any notice given by registered mail will be deemed to have been received when the postal receipt is acknowledged by the other party. Any notice sent by facsimile will be deemed to have been received when transmitted.



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ARTICLE 14. • **General**

14.1 Effective Date

The effective date of this Arrangement will be the latest date of signature.

14.2 Duration of the Arrangement

Unless sooner terminated as provided for in Article 8 above, this Arrangement will remain in effect from its effective date until **August 31, 2012**

14.3 Assignment

This Arrangement will not be assigned, in whole or in part, by the IIN without the prior written consent of CIDA. Any purported assignment made without that consent will not be considered.

14.4 Conflict of Interest

No former Public Office Holder or Public Servant who is not in compliance with the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Conflict of Interest and Post-Employment Code for the Public Service* will derive a direct benefit from this Contribution Arrangement.

14.5 Amendment

This Contribution Arrangement may be amended by a formal written amendment executed by CIDA and the IIN.

14.6 Anti-Corruption

Both parties hereto agree no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has or will be made to anyone, either directly or indirectly, as an inducement or reward, or for the award or execution of this Contribution Arrangement. Any such practice will constitute grounds for terminating this Arrangement or taking any other corrective action as required.

14.7 Canadian Members of Parliament

It is understood by both parties hereto that no member of the Canadian House of Commons will be admitted to any share or part of this Arrangement or to any benefit to arise therefrom.

14.8 Nature of this Arrangement

This Arrangement is not an international treaty. It is an administrative arrangement between CIDA and the IIN.

ARTICLE 15. • **Environmental Assessment**

15.1 In line with CIDA's environment policy, the IIN shall explicitly and systematically integrate environmental considerations at all stages of the initiative, where relevant.

15.2 In its reporting, the IIN will report on the application of the above provisions.

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ARTICLE 16. - Entire Arrangement

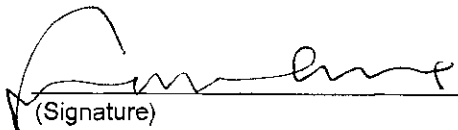
16.1 These Articles of Agreement together with **Annex A** (Project Description) **Annex B** (Terms of Payment and Estimated Budget) and **Annex C** (Reporting Requirements) which form an integral part of this Contribution Arrangement, constitute the entire Arrangement between the Parties with respect to the "*Protection and Promotion of the Rights of Children and Adolescents in the Inter-American System*" Project.

This Contribution Arrangement is signed on behalf of HER MAJESTY THE QUEEN IN RIGHT OF CANADA by a duly authorized officer of CIDA and by the duly authorized representative of the General Secretariat of the Organization of American States.

**FOR GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES**

FOR HER MAJESTY


(Signature)


(Signature)

(Name)

(Name)

(Title)

(Title)

(Date)

(Date)



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ANNEX A - Project Description

“Protection and Promotion of the Rights of Children and Adolescents in the Inter-American System”

1 Background / project rationale

After the Convention on the Rights of the Child (CRC) came into force in 1990, three key processes took shape in Latin America and the Caribbean: a) a process of legislative development, from which the Childhood Codes emerged, as well as specialized legislation which attempted to adapt its propositions to the principles and regulations of the CRC; b) a process from which public policies were born, with the development of National Action Plans on behalf of children and adolescents and planning tools which focus on critical subjects; c) a process for the monitoring of the rights of children and adolescents in which both governments and the organized sectors of civil society report on their progress to the Committee on the Rights of the Child of the United Nations.

In this way, legal frameworks (codes and laws), public policy (integral national plans and/or plans which focus on specific subjects) and rights monitoring systems, were the three fundamental indicators of how governments were to effectively handle the application of rights as established in the CRC. Despite attempts to implement this model adequately, the 1993-2004 UNICEF and Office of the High Commissioner for Human Rights (OHCHR) report of the Committee on the Rights of the Child shows that Latin American and Caribbean countries are still behind in taking actions in the area of the three fundamental indicators i.e. public policies, programs and monitoring systems. Although it is difficult to determine the specific causes of this situation, it is possible to establish one as the limited capacity of intervention of State institutions, communities and civil society, in their shared role as guarantors of children's rights under the CRC including the right of children and adolescents to participate in decision-making processes that affect them. In this context, with its 80 years experience in Latin America and the Caribbean region, the Inter-American Children's Institute (IIN) is a strategic partner in promoting the rights of children and adolescents.

2 Project Description

This project aims to strengthen the capacity of national governments and their institutions to protect their children and adolescents, promote their rights and address violation of those rights. Through this project, public institutions, communities and civil society organizations will work together to strengthen the regional and national systems for the protection and promotion of the rights of children and adolescents. By providing these stakeholders with training and tools this project will allow Latin American and Caribbean countries to take concrete actions to develop public policies, programs and monitoring systems to show results on their compliance with the UN Convention on the Rights of the Child.

The project will be implemented in Colombia, Guatemala, Honduras and Jamaica. These countries were identified according to a list of merit criteria including the outcome of an initial assessment, their socio-economic situation, level of poverty, operational capacity of their State institutions and CIDA input. Now that the project has been approved, the high level commitment of the 4 national governments will be sought.

3 Key Activities

Key activities of the project include:

- Develop a detailed action plan for each of the 4 countries based on the principles and provisions of the CRC as a guiding framework and outlining clear deliverables and measurable and achievable results based on a comprehensive assessment of the existing gaps, opportunities and priorities.
- Seek the high level commitment of the governing bodies for childhood and adolescence in each of the four participating countries and enter into cooperation agreements with each of them.
- Design and implement within each of the 4 countries 6 to 10 training activities including training

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ANNEX A - Project Description

programs, tools and technical assistance needed for the appropriate institutional reforms and enhanced and effective actions for the protection and promotion of the rights of children and adolescents. This includes providing technical training to state institutions, communities, children and adolescents and civil society organizations related to regional and national systems for the protection of children and adolescents.

- Integrating the participation of children and adolescents across all project activities as appropriate.
- Develop comprehensive communication strategies with stakeholders aimed at the promotion and protection of the right of children and adolescents and including tools to raise awareness, increase knowledge and facilitate access of children and adolescents to resources for the protection of their rights.
- Create alliances between regional and national stakeholders working on the rights of children and adolescents to enable joint, comprehensive and sustainable interventions.
- Assess the feasibility of a second phase of the project to expand activities of the project within the Latin America and Caribbean region.

4 Participating Member States (Governing Bodies for Childhood and Adolescence)

The obligations assumed by the participating Member States will be established in a Memorandum of Understanding negotiated and signed between the IIN and the authorities of the Member States participating in this Project.

5 Key Anticipated Results

1. Between 80 to 120 senior officials in 4 OAS Member States and their institutions, communities and civil society organizations will be trained based on the principles and regulations of the Convention on the Rights of the Child, to more effectively protect and promote children's rights and address violations of those rights, including mistreatment, sexual abuse, commercial sexual exploitation and trafficking of children and adolescents.
2. 4 national governments will have the required knowledge to develop up to 4 pieces of legislation/public policies/programs to further protect the rights of children and adolescents.
3. Increased awareness among children and adolescents regarding their rights and greater access among children and adolescents to resources and support designed to protect and promote their rights.

6 Project Implementation

Within 90 days from the effective date of this agreement, the IIN will submit to CIDA for approval a draft Initial Workplan as provided for under Article 1.1.1 of Annex C. A project management structure will be put in place and alliances will be established with the principal national and regional stakeholders of the project. As well, the high level commitment of Governing Bodies for Childhood and Adolescence, communities and civil society organizations in the four countries will be sought. These principal actors will be involved in the development and implementation of the project's key activities. The management structure will include the creation of a Coordinating/Advisory Committee composed of representatives of the IIN, participating Member States and CIDA/Canada. Additional stakeholders may be invited as required. The Committee will meet at least once a year, preferably in the margins of the IIN Directing Council meeting, to ensure a close collaboration and coordination and the sharing of information, review the workplans and the results expected and achieved and provide direction to the project as required. In addition to the Committee, during the length of the project, constant coordination among the principal stakeholders will ensure an integrated and shared management approach, will foster communication and horizontal cooperation between participating countries and ensure the systematization and monitoring of the project in order to provide ongoing evaluation activities.

During the final year, based on the achievement of the anticipated results, a strategy will be developed to reinforce the institutionalization, sustainability and continuity of the project's outcomes at regional and national levels.



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ANNEX A - Project Description

7 Gender Equality

The IIN will work with the OAS Inter-American Commission of Women, CIDA and possibly through the hiring of a gender equality specialist to ensure compliance with CIDA requirements in terms of gender equality and to define actions to adequately and progressively include a gender perspective and develop an overall gender equality strategy for the project. This will include appropriate measures being put in place within the project, and incorporated within the workplan, to ensure compliance with CIDA requirements including a gender based analysis of the achievements of the project as well as the provision of age and sex disaggregated data. In addition to a specific focus on the differential impacts upon, and diverse experiences, of girls and boys in relation to the protection and promotion of their rights.

8 Monitoring and Evaluation

One of the key activities to ensure the attainment of the Key Anticipated Results is the implementation of a system for monitoring, evaluating and disseminating the results of the project. During the implementation of the project, the activities will be continuously analyzed and assessed and their impact evaluated. To this end, a baseline study of the indicators identified in the logic framework will be produced and will constitute the elements for the development of a computerized system that will support monitoring and evaluation processes of the projects activities.

The services of an independent evaluator will be retained to undertake an assessment of the projects implementation, the results achieved and its impact at the end of the second year of the project. The evaluator will also work with the IIN, CIDA and participating countries to provide recommendations as to the possible expansion of the project both within the countries already participating and within the rest of the Latin America and the Caribbean region.



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ANNEX B - Terms of Payment and Budget

For undertaking and implementing the "*Protection and Promotion of the Rights of Children and Adolescents in the Inter-American System*" Project in Accordance with the Articles of Arrangement, Annex A (Project Description), Annex B (Terms of Payment and Estimated Budget) herein, and Annex C (Reporting Requirements) of the Arrangement, the Contribution will be paid by CIDA to IIN according to the following basis and method of payment.

1 BASIS OF PAYMENT

1.1 Project Costs

CIDA will reimburse the actual and reasonable costs incurred by the IIN in respect of the Project for purposes of the budgetary line items specifically provided for in Paragraph 4 - Estimated Budget, as approved by CIDA. However, the Contribution may be reallocated between the budgetary line items of Paragraph 4. Any reallocation of more than ten percent (10%) will require a prior written approval of CIDA.

2 METHOD OF PAYMENT

2.1 Bank Account

- 2.1.1 As provided for under Article 2.3 of the Articles of Arrangement, the IIN shall inform CIDA of the coordinates of the internationally recognized banking institution, and its interest-bearing bank account into which Contribution payments will be made by CIDA in the form of wire transfers.
- 2.1.2 "Interest earned" means the interest earned by the IIN on the advance payments when, due to changing circumstances, the balance of the payments is no longer required to meet the immediate cash flow requirements of the Project and has earned interest.

2.2 Advance Payments

- CIDA will make its Contribution to the IIN through yearly accountable advance payments as follows:
- 2.2.1 For an advance payment, the IIN shall present a formal payment request, considered acceptable to CIDA, covering the total period not exceeding one year identifying the amounts required and any other information that CIDA may require.
 - 2.2.2 Each advance payment shall not exceed seven hundred thousand Canadian dollars (CDN\$ 700,000).
 - 2.2.3 There shall not be more than two (2) advances unaccounted for.
 - 2.2.4 Where an advance payment by CIDA has been made to the IIN, the IIN will disclose in its financial reporting any interest earned as being part of the CIDA Contribution. The said interest will be used exclusively for the budgetary purposes of the Project. Any such interest earned will be deposited in the IIN's general ledger/award account corresponding to the Contribution.
 - 2.2.5 At no time the total disbursement, including outstanding advances, shall exceed the amount of one million nine hundred thousand Canadian dollars (CAN \$ 1,900,000). The final payment of the Contribution, one hundred thousand Canadian dollars (CAN\$100,000), will be paid to the IIN pursuant to paragraph 3.2. (Final Payment) of this Annex B.



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ANNEX B - Terms of Payment and Budget

2.3 Required documentation and payment by CIDA

All requests for Accountable Advances submitted to CIDA by IIN shall indicate the following information:

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- WBS element A-033024-001-PR1
- GL Account/CC/Fund 52308/4404/0300
- Vendor Code 1006935

Requests for accountable advances and accompanying information sent to CIDA, shall be sent to the address stated in Article 13 (Notices) of the Articles of Arrangement.

The IIN will inform CIDA all of the required coding for CIDA wire transfers to be directed to the correct account.

2.4 Recovery of Accountable Advances

The IIN shall account for each accountable advance in a format acceptable to CIDA, and each advance or any portion thereof shall be recovered from the expenses for which the advances were made and shall be deducted by CIDA starting with the first statement produced by the IIN for these expenses until each advance is completely reimbursed. However, if the amount of an advance is in excess of the expenses incurred for which the advance was authorized the differences shall be deducted out of any moneys payable by CIDA to IIN under the Project.

3 FINAL SETTLEMENT

3.1 Declarations

3.1.1 Financial Obligations

Upon satisfactory completion of all the Project activities undertaken by the IIN as provided for under this Arrangement, and before the final payment is made by CIDA, IIN shall provide CIDA with a certificate stating that all IIN's financial obligations to Canadian consultants and suppliers having provided services under the project have been fully discharged.

If the IIN fails to provide the certificate mentioned in this Article 3.1.1, CIDA may pay any amount that is due and payable by IIN under the project pursuant to contracts and other commitments, directly to the obligees of, and claimants, against IIN out of any amount owing by CIDA to IIN in order to discharge lawful obligations and satisfy lawful claims arising out of the performance of the said contracts.

3.1.2 Amounts due to CIDA

Upon termination of this Arrangement and before the final payment is made by CIDA to IIN under this Arrangement, any unused amounts already paid by CIDA to the IIN under this Arrangement will be returned by cheque payable to the Receiver General of Canada through CIDA with the Final Reports at least ninety (90) days prior to the termination date of this Arrangement.

3.2 Final Payment

Once the IIN has implemented the Project in accordance with the Agreement to CIDA's satisfaction, and CIDA has approved the final financial and narrative reports submitted by the IIN, the Final Payment of one hundred thousand Canadian dollars (CAN\$ 100,000) will be released to the IIN.



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ANNEX B - Terms of Payment and Budget

4 ESTIMATED BUDGET

IIN's Personnel	\$ 651,852
Support Consultants	\$ 61,699
Project Coordination	\$ 59,289
Baseline and evaluation	\$ 29,106
Implementation costs	\$ 999,854
Sub-total	\$ 1,801,800
Overhead (11%)	\$ 198,200
Total	\$ 2,000,000



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ANNEX C - Reporting Requirements

1 Reports

The IIN shall forward to CIDA the reports set out below in accordance with the standards established for the content, presentation, language, number of copies and timelines. Unless otherwise stated, the IIN shall, to the extent possible:

- i. use both sides of the page when producing documents, reports, etc.;
- ii. use recycled paper to print and produce reports and other documents.

1.1 Narrative Reports

1.1.1 Initial Workplan

The IIN shall prepare and submit to CIDA a draft Initial Workplan of the complete project together with a detailed workplan for the first year of the project within ninety (90) days from the effective date of this Arrangement. The Initial Workplan shall present the management principles of the Project and outline major components and key milestones for the delivery of the activities, for the three years of the project. The Initial Workplan shall include, but not necessarily be limited to, the following:

- a. executive summary
- b. key objective
- c. project management, including:
 - i. implementation strategy
 - ii. arrangements with participating countries
 - iii. roles and responsibilities of the various stakeholders
 - iv. coordinating/advisory committee
 - v. performance management framework
- d. key milestones tied to each activity for each quarter
- e. identification of foreseen constraints
- f. communication strategy
- g. risk and mitigation strategies (including a Risk Monitoring Framework)
- h. logical framework
- i. detailed budget
- j. inclusion of gender activities
- k. more detailed workplan for year 1 of the project.

1.1.2 Annual Workplan

The IIN shall provide annual workplans for each of the subsequent two (2) years of the project based outlined in paragraph 1.1.1 above. The Annual Workplan shall also establish objectives for the activities to be implemented during the following year.

The Annual Workplan shall be delivered no later than one month prior to the IIN Annual Directing Council meeting.

1.1.3 Semi-Annual Progress Reports

- a. The IIN shall provide a Semi-Annual Progress Report, starting September 2009, within 30 days for the periods ending on September 30th and March 31st for each year of the project.
- b. Semi-Annual Progress Reports shall provide qualitative and quantitative information on the significant Project activities for the previous two fiscal years and include the following :
 - i. executive summary;
 - ii. activities undertaken at the IIN and in the countries



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- iii. analytical comments on the variances between the planned activities and activities actually completed in each participating country;
- iv. problems and difficulties encountered, if any, and remedial action taken or to be taken;
- v. analysis of changes to any important aspect of the Project which have been or should be made, for consultation with CIDA;
- vi. analytical comments on Financial Reports concerning variances between forecasted and actual expenditures, as they relate to successes or problems encountered and actions taken, as well as consequences on the financial forecasting;
- vii. planned activities for the next semester;
- viii. integration of women in the activities;
- ix. progress towards results; and
- x. any other important issues affecting Project implementation.

1.1.4 Final Narrative Report

The Final Narrative Report shall be submitted within sixty (60) days from the end of the activities of the Project. The report shall include, but not necessarily be limited to, the following sections:

- a. Background and objectives This section of the report shall contain a brief statement with respect to the Project. It should include:
 - i. background and rationale;
 - ii. selection criteria used in country selection;
 - iii. goal and objectives; and
 - iv. results.
- b. Summary Description of the Project This section of the report shall contain a description of the actual activities, including:
 - i. management and organization;
 - ii. description of activities separated by country; and
 - iii. the roles and responsibilities of various stakeholders separated by country.
- c. Analytical Review of the Project This section of the report shall address the following issues and offer comments and/or recommendations for similar projects in the future:
 - i. project rationale and justification;
 - ii. planned and achieved goal and objectives;
 - iii. detailed final report on achievement of results;
 - iv. political considerations;
 - v. analysis of scheduling, difficulties encountered (if any) and remedial actions taken;
 - vi. lessons learned
 - vii. logistical difficulties;
 - viii. public relations issues;
 - ix. analysis, comments, and recommendations with respect to each of the main activities, separated by country;
 - x. assessment of the synergy between the Project funded under this Arrangement and other projects funded by CIDA.
 - xi. analysis of actual disbursements compared to the original and revised budgetary forecasts as presented in the Final Financial Report;
 - xii. reasons justifying variances;
 - xiii. any other information related to the administrative and financial aspects of the Project;



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- xiv. comprehensive final presentation of the in-kind and financial contributions to the Project of the IIN and of any other sources specified in Part C of the Specific Terms and Conditions; and
- xv. a description of any/all intellectual property rights subject-matters created under this Arrangement, including identifying the persons licensed or to be licensed in the territory in which the Project is executed, the copies of subject-matters to be delivered to such persons and those to be delivered to CIDA, the holders of rights in subject-matters created under or outside this Arrangement and serving as components or complements thereof, and the contact information (names and addresses) for these holders.

1.2 Financial Reports

1.2.1 Quarterly Financial Reports

The IIN shall submit to CIDA a Quarterly Financial Report within 30 days from the end of every quarter broken down by participating countries and detailing the following:

- a. costs incurred during the period covered by the report;
- b. interest earned on advances, if applicable;
- c. year-to-date costs as of the date of the report (amount and percentage);
- d. cost estimate for the period to be covered in the next report;
- e. estimate of the costs required to complete the activities and achieve the planned results under the Agreement;
- f. analysis of significant variances.

1.2.2 Annual Financial Report

The IIN shall submit the Annual Financial Reports within thirty (30) days from the end of the fiscal year together with the Semi-Annual Progress Report. The Annual Financial Report, broken down by participating countries, shall take a full-year perspective on the Project and shall be tied closely to the Workplan and the costs of the activities. It shall detail the following:

- a. breakdown of the budget by line item and by country activities
- b. comparison between the forecasted expenditures and the actual expenditures for the year just completed;
- c. year-to-date costs as of the date of the report (amount and percentage)
- d. estimate of the costs required to complete the activities and achieve the planned results under the Agreement
- e. analysis of significant variances
- f. forecast for the upcoming fiscal year, i.e. the forecast of the cost of the activities identified in the Annual Workplan; and
- g. interest earned on advances, if applicable
- h. a list of the other sources of funding for the year just completed.

1.2.3 Final Financial Report

The IIN shall submit a Final Financial Report, together with the Final Narrative Report, within sixty (60) days from the end of the activities of the Project. The Project Final Financial Report shall present an account of actual disbursements on the basis of a line item breakdown, in comparison to the budgetary estimates.



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1.3 Technical Cooperation Reporting

- A. Where the purpose of the Project is to increase the level of knowledge, skills, technical know-how or productive aptitude of the population of the recipient country, the IIN shall obtain from the CIDA representative the following forms and complete them for each calendar year:
- a) CIDA Form 9 P, Technical Cooperation Activities / Project Summary;
 - b) Form 9 A, Students and Trainees; and
 - c) Form 9 B, Technical Cooperation / Personnel;
- B. The IIN shall submit the completed forms to CIDA by January 31st of each year at the following address:

Canadian International Development Agency

Statistical Analysis Section - IMTB

Technical Cooperation Data Unit

200 Promenade du Portage

Gatineau, Quebec

K1A 0G4

Fax: 819-994-9530

Telephone: 877-823-8328

