

**ACUERDOS BILATERALES/ BILATERAL AGREEMENT/
ACORDOS BILATERAIS/ACCORDS BILATERAUX**

Classification: 21-2024

Entry Date: May 6, 2024

Name of the agreement: Grant Contract between the European Union, represented by the European Commission and General Secretariat of the Organization of American States.

Subject: The purpose of this contract is the award of a grant by the contracting authority to finance the implementation of the action entitled: "Support of efforts to prevent and combat illicit proliferation and trafficking of small arms and light weapons (SALW) and ammunition and their impact in the Americas" (the 'action') described in Annex I.

Parties involved: GS/ European Union.

Reference: European Union.

Signature Date: 7 de Julio de 2022.

Start Date:

End Date:

Place of Signature: Washington, D.C., USA

Unit in Charge: Department of Public Security

Person in Charge:

Closure of proceedings:

Notas adicionales/Additional notes/Notes supplémentaires/Notas adicionais:

GRANT CONTRACT
- EXTERNAL ACTIONS OF THE EUROPEAN UNION -
CFSP/2022/05 OAS SALW II
(the 'contract')

The European Union, represented by the European Commission (the 'contracting authority')

of the one part,

and

General Secretariat of the Organisation of American States (the 'beneficiary' or the 'organisation')

International Organisation

1889 F ST NW

1700 Constitution Avenue

20006 - Washington DC

USA,

of the other part,

(the 'parties')

have agreed as follows:

Special conditions

Article 1 — Purpose

- 1.1 The purpose of this contract is the award of a grant by the contracting authority to finance the implementation of the action entitled: “Support of efforts to prevent and combat illicit proliferation and trafficking of small arms and light weapons (SALW) and ammunition and their impact in the Americas” (the ‘action’) described in Annex I.
- 1.2 The beneficiary shall be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions (the ‘special conditions’) and the annexes, which the beneficiary hereby declares it has noted and accepted.
- 1.3 The beneficiary accepts the grant and undertakes to be responsible for carrying out the action.

Article 2 — Implementation period of the action

- 2.1 This contract shall enter into force on the date when the second of the two parties signs.
- 2.2 Implementation of the action shall begin on: 1 June 2022
- 2.3 The implementation period of the action, as laid down in Annex I, is 36 months.
- 2.4 The execution period of this contract shall end when the payment of the balance is made by the contracting authority and, in any event, at the latest 18 months after the end of the implementation period as stipulated in Article 2.3 unless postponed in accordance with Article 12.5 of Annex II.

Article 3 — Financing the action

- 3.1 The total eligible costs are estimated at EUR 4.077.794,00 as set out in Annex III.
- 3.2 The contracting authority undertakes to finance a maximum amount of EUR 4.077.794,00
The grant is further limited to 100% of the total eligible cost of the action specified in paragraph 1.
The final amount of the contracting authority’s contribution shall be determined in accordance with Articles 14 and 17 of Annex II.
- 3.3 Pursuant to Article 14.8 of Annex II, maximum 7% of the final amount of direct eligible costs of the action established in accordance with Articles 14 and 17 of Annex II, may be claimed as indirect costs.

Article 4 — Reporting and payment arrangements

- 4.1 Payments shall be made in accordance with Article 15 of Annex II option no. 2 as set out in Article 15.1
Initial pre-financing payment: EUR 1.598.897,00
Further pre-financing payments(s): EUR 2.071.117,60 (subject to the provisions of Annex II).
Balance of the final amount of the grant: EUR 407.779,40 (subject to the provisions of Annex II)
- 4.2 An electronic system will be used by the contracting authority and the beneficiary(ies) for all stages of implementation including, inter alia, management of the contract (amendments and notifications), reporting (including reporting on results) and payments. The beneficiary(ies) will be required to register in and use the appropriate electronic exchange system to allow for the e-management of the contract. With regard to interim and final reports, the beneficiary(ies) will be expected to use the forms in the electronic system for encoding and submitting the reports.

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

Article 5 — Contact addresses

5.1 Any communication relating to this contract shall be in writing, state the number and title of the action and be sent to the following addresses:

For the contracting authority

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to:

European Commission
Service for Foreign Policy Instruments
For the attention of Mr Ronan Mac Aongusa
Unit FPI.6 – Budget, finance and relations with other institutions
EEAS 02/306
Rond Point Schuman 9A
1049 Brussels, Belgium

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

European Commission
Service for Foreign Policy Instruments
For the attention of Ms Heike Gerstbrein
Unit FPI.3 – Common Foreign and Security Policy operations
EEAS 01/296
Rond Point Schuman 9A
1049 Brussels, Belgium

For the Organisation

General Secretariat of the Organization of American States
For the attention of the Director of the Department of Public Security
1889 F Street, NW
Washington, DC 20006
USA

5.2 The expenditure verification(s) referred to in Article 15.7 of Annex II will be carried out by BDO USA, LLP, 12505 Park Potomac Ave, Suite 700 Potomac, MD 20854, Phone 301-354-2500. Fax 301-354-2501.

Article 6 — Annexes

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

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

Annex VIII: Model financial guarantee – Not Applicable

Annex IX: Standard template for transfer of asset ownership – Not Applicable

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

Article 7 — Other specific conditions applying to the action

7.1 The following derogations from Annex II shall apply:

7.1.1. By derogation to Article 15.9 of Annex II, and for the purpose of reporting, conversion into the currency set in the special conditions shall be made using the rate of exchange as follows: The contribution will be converted to USD at the exchange rate of the day of the receipt of funds, and the expenditures will be reported in euros (EUR) for illustrative purposes using the "First-in, First-out" (FIFO) methodology in accordance with the exchange rates of the received contributions. If a part of the expenses is pre-financed by the beneficiary(ies) (or by other donors), the conversion rate to be applied to these expenses will be the exchange rate of the preparation of the financial report.

7.2 The following modifications to the General Conditions shall apply to the General Secretariat of the Organisation of American States (hereinafter the "organisation")

- Nothing in this contract shall be interpreted as a waiver of the Organisation's privileges and immunities or of any specific agreement, including on verification, concluded in this respect with the European Union.

- Annexes VIII and IX are not applicable to the organisation.

- Article 3 of the general conditions shall be supplemented as follows:

The organisation liability is subject to the rules governing the organisation's privileges and immunities.

- Article 6 of the general conditions shall be supplemented as follows:

Equipment and vehicles of the Organisation may routinely carry its emblem and other indications of ownership prominently displayed. If during the implementation of the Action, equipment, vehicles, or major supplies are purchased, the organisation shall, however, display appropriate acknowledgement on such vehicles, equipment and major supplies (including display of the European Union logo). Where such display could jeopardise the organisation's privileges and immunities or the safety and security of the organisation's staff or of the final beneficiaries, the organisation shall propose appropriate alternative arrangements. The acknowledgement and European Union logo shall be clearly visible in a manner that does not create any confusion regarding the identification of the action as an activity of the organisation, the ownership of the equipment and supplies by the Organisation, and the application to the Action of the Organisation's privileges and immunities.

- Article 7.5 of the General Conditions shall be supplemented by the following:

When the Action funded by the EU contributes to a larger action, the Organisation may transfer the equipment, vehicles and supplies paid by the budget of the Action to this larger action, if so provided for in the Special Conditions. In such case, it shall submit an inventory listing the items concerned and their use with the submission of the final report. The visibility requirements regarding the equipment, vehicles and supplies shall continue to apply at least until the end of the larger action.

Proofs of transfer of any equipment and goods transferred by the Organisation shall not be attached to the final report but kept for verification according to Article 16.

- Articles 12.8 to 12.10 (Administrative and financial penalties) of the General Conditions shall be subject to the privileges and immunities of the Organisation.

- Articles 13.1, 13.3 and 13.4 of the General Conditions shall be replaced by the following:

Without prejudice to any related Financial Framework Partnership Agreement, in default of amicable settlement, the parties may refer the matter to arbitration in accordance with the Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organisations and States in force at the date of conclusion of this Agreement. The appointing authority shall be the Secretary General of the Permanent Court of Arbitration following a written request submitted by either Party. The Arbitrator's decision shall be binding on all Parties and there shall be no appeal.

- Article 14.11 of the General Conditions shall be supplemented by the following:

The following costs shall not be considered eligible: provisions, reserves or non-remuneration related costs. Employers' contributions to pension or other insurance funds run by the Organisation may only be eligible to the extent they do not exceed the actual payments made by these schemes and that the amount provisioned does not exceed the contribution that could have been made to an external fund;

The coordinator shall ensure that any financial report as required under Article 2 can be properly and easily reconciled to the accounting and bookkeeping system and to the underlying accounting and other relevant records. For this purpose, the beneficiary (ies) shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for verification.

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

Accounting

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

Archiving

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

Access and financial checks

- 16.3. The Organisation shall allow the European Commission, or any authorised representatives, to conduct desk reviews and on-the-spot checks on the basis of supporting accounting documents and any other document related to the financing of the Action.
- 16.4. The Organisation agrees that OLAF may carry out investigations, including on-the-spot checks and inspections, in accordance with the provisions laid down by EU law for the protection of the financial interests of the EU against fraud, corruption and any other illegal activity.
- 16.5. The Organisation agrees that the execution of this contract may be subject to scrutiny by the Court of Auditors when the Court of Auditors audits the European Commission's implementation of EU expenditure. In such case, the Organisation shall provide to the Court of Auditors access to the information that is required for the Court to perform its duties.
- 16.6. The European Public Prosecutor's Office also has the right of access for the purpose of checks, audits and investigations.
- 16.7. To that end, the Organisation undertakes to provide officials of the European Commission, the European Public Prosecutor's Office, OLAF and the European Court of Auditors and their authorised agents, upon request, information and access to any documents and computerised data concerning the technical and financial management of operations financed under the contract, as well as grant them access to sites and premises at which such operations are carried out. The Organisation shall take all necessary measures to facilitate these

checks in accordance with its regulations and rules. The documents and computerised data may include information that the Organisation considers confidential in accordance with its own established regulations and rules or as governed by contractual agreement. Such information once provided to the European Commission, the European Public Prosecutor's Office, OLAF, the European Court of Auditors, or any other authorised representatives, shall be treated in accordance with EU confidentiality rules and legislation and Article 5. Documents must be accessible and filed in a manner permitting checks, the Organisation being bound to inform the European Commission, the European Public Prosecutor's Office, OLAF or the European Court of Auditors of the exact location at which they are kept. Where appropriate, the parties may agree to send copies of such documents for a desk review.

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

7.3 The entity acting as a data controller as provided for in Article 1.3 of the general conditions is the Head of Unit for Budget, Finance and Relations with other Institutions (FPI.6) of the Service for Foreign Policy Instruments. The entity acting as a data controller as provided for in Article 1.4 of the general conditions is the grant beneficiary.

Done in English in two originals: one original being for the European Commission, and one original being for the beneficiary.

For the beneficiary

Name Luis Almagro Lames

Title Secretary General of the OAS

Signature



Date July 7, 2022

For the contracting authority

Name Heike Gerstbrein

Title Head of Unit FPI.3

Qualified electronic signature by:

Signature HEIKE WALBURGA GERSTBREIN

Date: 2022-06-27 15:59:12 +02:00

COUNCIL DECISION (CFSP) 2022/847

of 30 May 2022

in support of efforts to prevent and combat illicit proliferation and trafficking of small arms and light weapons (SALW) and ammunition and their impact in the Americas

THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty on European Union, and in particular Articles 28(1) and 31(1) thereof,

Having regard to the proposal from the High Representative of the Union for Foreign Affairs and Security Policy,

Whereas:

- (1) On 19 November 2018, the Council adopted the EU Strategy against Illicit Firearms, Small Arms & Light Weapons ('SALW') and their Ammunition, entitled 'Securing Arms, Protecting Citizens' (the 'EU SALW Strategy'), which sets the guidelines for Union action in the field of small arms and light weapons (SALW).
- (2) At regional level, the EU SALW Strategy commits the Union and its Member States to providing assistance to other countries in order to improve the management and security of state-held stockpiles by strengthening national legislative and administrative frameworks and strengthening institutions that regulate the legitimate supply and stockpile management of SALW and ammunition for defence and security forces.
- (3) The EU SALW Strategy notes that the Union will look for synergy with the relevant American states and regional organisations to reduce the illicit proliferation and trafficking of SALW, with a view to reducing armed violence and criminal activity.
- (4) Latin America and the Caribbean have been seriously affected by the proliferation and excessive accumulation of SALW. The American hemisphere continues to rank as one of the most violent regions in the world. According to the latest global study on homicides by the United Nations Office on Drugs and Crime (UNODC) in 2017, the region registered a rate of 17,2 homicides per 100 000 inhabitants, almost three times the global average. The vast majority of homicides are perpetrated with the use of firearms, which makes the combating and prevention of the proliferation and illicit trafficking of arms and ammunition as one of the priorities on the inter-American agenda.
- (5) In line with the EU SALW Strategy, the Union will strengthen its dialogue and cooperation with regional organisations working on SALW control, by aligning its activities with regional strategies and action plans.
- (6) The Organization of American States (OAS) is the Secretariat for the Inter-American Convention against Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives and Other Related Materials (CIFTA), and is coordinating and implementing regional initiatives combatting illicit SALW in the Americas.
- (7) The Union previously supported OAS activities by means of Council Decision (CFSP) 2018/2010 ⁽¹⁾ in support of activities countering illicit proliferation and trafficking of SALW and ammunition and their impact in Latin America and the Caribbean. In that regard, the Union decided to fund that initiative precisely to reduce armed violence and criminal activity.

⁽¹⁾ Council Decision (CFSP) 2018/2010 of 17 December 2018 in support of countering illicit proliferation and trafficking of small arms, light weapons (SALW) and ammunition and their impact in Latin America and the Caribbean in the framework of the EU Strategy against Illicit Firearms, Small Arms & Light Weapons and their Ammunition 'Securing Arms, Protecting Citizens' (OJ L 322, 18.12.2018, p. 27).

- (8) On 30 June 2018, the third United Nations Conference to Review Progress Made in the Implementation of the UN Programme of Action against illicit Small Arms and Light Weapons adopted an outcome document in which States renewed their commitment to preventing and combating the diversion of small arms and light weapons. States reaffirmed their willingness to pursue international cooperation and to reinforce regional cooperation through improved coordination, consultation, information exchange and operational cooperation, involving relevant regional and sub-regional organisations, as well as law enforcement, border control and export and import licensing authorities.
- (9) The United Nations 2030 Agenda for Sustainable Development affirms that combating the illicit trade in small arms and light weapons is necessary for the achievement of many sustainable development goals, including those relating to peace, justice and strong institutions, poverty reduction, economic growth, health, gender equality and safe cities. Therefore, in Sustainable Development Goal 16.4, all States have committed to significantly reducing illicit financial and arms flows.
- (10) In his Agenda for Disarmament 'Securing our Common Future', that was presented on 24 May 2018, the United Nations Secretary-General called for addressing the excessive accumulation of and illicit trade in conventional arms and for supporting country-level approaches on small arms.
- (11) The second phase (Phase II), as a continuation of previous Union efforts, maintains the paradigm of multilateralism and synergies between the Union and the OAS, and it complements the global work of the Union in this area by targeting a region seriously affected by the proliferation, excessive accumulation, and trafficking of SALW,

HAS ADOPTED THIS DECISION:

Article 1

1. With a view to the implementation of the EU SALW Strategy, the purpose of this Decision is to address armed violence in the Americas. To that effect, the Union shall finance the project described in the Annex, the aim of which is to counter the proliferation of and illicit trafficking in firearms and munitions, and preventing engagement with firearms in highly impacted communities.
2. Pursuant to paragraph 1, the objectives of this Decision are the following:
 - (a) to strengthen the National Firearms Regulatory Framework, considering international normative and good practices;
 - (b) to improve the operational capacity of national authorities to mark, trace, store, and destroy firearms;
 - (c) to optimise small arms control through the use of the Regional Communication Mechanism on Licit Transfers of Firearms and Ammunition (MCTA);
 - (d) to strengthen community resilience to gun violence and reduce access to illicit/and or unwanted firearms;
 - (e) to develop a Central American Firearms Roadmap to equip the countries with a practical and management tool through a regional, coordinated, and evidence based approach.
3. A detailed description of the project is set out in the Annex to this Decision.

Article 2

1. The High Representative of the Union for Foreign Affairs and Security Policy ('HR') shall be responsible for implementing this Decision.
2. The technical implementation of the project referred to in Article 1 shall be carried out by the OAS.
3. The OAS shall perform its tasks under the responsibility of the HR. For that purpose, the HR shall enter into the necessary arrangements with the OAS.

Article 3

1. The financial reference amount for the implementation of the project financed by the Union shall be 4 240 906 EUR.
2. The expenditure financed by the reference amount set out in paragraph 1 shall be managed in accordance with the procedures and rules applicable to the general budget of the Union.
3. The Commission shall supervise the proper management of the expenditure referred to in paragraph 1. For that purpose, it shall conclude the necessary grant agreement with the OAS. The grant agreement shall stipulate that the OAS has to ensure the visibility of the Union's contribution, appropriate to its size.
4. The Commission shall endeavour to conclude the grant agreement referred to in paragraph 3 as soon as possible after the entry into force of this Decision. It shall inform the Council of any difficulties in that process and of the date of conclusion of the grant agreement.

Article 4

1. The HR shall report to the Council on the implementation of this Decision on the basis of regular narrative reports prepared by the OAS. Those reports shall form the basis of the evaluation to be carried out by the Council.
2. The Commission shall report on the financial aspects of the project referred to in Article 1.

Article 5

1. This Decision shall enter into force on the date of its adoption.
2. This Decision shall expire 36 months after the date of conclusion of the grant agreement referred to in Article 3(3). However, it shall expire six months after the date of its entry into force if no agreement has been concluded within that six-month period.

Done at Brussels, 30 May 2022.

For the Council
The President
C. COLONNA

ANNEX

PROJECT DOCUMENT

COUNTERING ILLICIT PROLIFERATION AND TRAFFICKING OF SMALL ARMS, LIGHT WEAPONS, AND AMMUNITION AND THEIR IMPACT IN THE AMERICAS

1. Background

The Americas is one of the regions in the world most severely impacted by armed violence: in 2017, it registered the highest regional rate of homicides with 17,2 homicides per 100 000 inhabitants, compared to the global average of 6,1 per 100 000 inhabitants ⁽¹⁾. Easy access to and the availability of firearms in many of the countries are key factors to explain those rates. Almost 75 % of the homicides in the region are committed with the use of a firearm ⁽²⁾. The region is also one of the main destinations of firearms for illicit trafficking ⁽³⁾.

In large measure due to those negative trends, the proliferation of firearms and illicit trafficking has become a priority in the citizen security agenda of the region. Countries in the Americas have emphasised the importance of coordination and cross-border strategies considering the increasing complexity and internationalisation of criminal organisations. That commitment was translated into the signing of the Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials (CIFTA) in 1997, the first regional binding agreement of its kind. Ratified by 31 of the 34 Organization of American States (OAS) Member States, CIFTA is a fundamental tool to address the illicit small arms trade in the region.

However, despite the valuable efforts of national authorities, the countries still cannot fully implement CIFTA. The complexity of the organised crime that controls arms trafficking in the region, including specialisation of work, coordination structures, and internationalization of operations, poses serious challenges to countries' ability to investigate and prosecute these crimes. They also struggle to comply with other protocols and to implement strategies that could reduce the proliferation and availability of firearms. Military and security forces do not systematically implement stockpile management protocols, increasing the likelihood of diversion of firearms and ammunition to the illicit market, as well as the risk of unplanned explosions in storage facilities. Marking, recordkeeping, and tracing of firearms are inconsistent in the region, halting criminal investigations that could trace the origin of firearms, connect them to multiple crime scenes, and uncover networks of illicit trafficking. The absence of domestic legislation reflecting CIFTA obligations and mandating these activities compromises the continuation and sustainability of these practices.

On another level, most of the region still faces challenges to promote the wellbeing of its communities, affected by high levels of poverty, unemployment, and lack of access to public services, among other conditions that put them in a situation of vulnerability. Members of these communities are more likely to be victims or perpetrators of armed violence. Hence, to avoid the perpetuation of cycles of violence, it is not sufficient to solely focus on gun-control policies. It is necessary to address these risk factors and strengthen the resilience of community members. The combination of repressive and preventive policies is fundamental to reducing armed violence levels in the region. To answer these challenges, in 2019, OAS Member States have approved the first Hemispheric Plan of Action to Guide the Design of Public Policies to Prevent and Reduce Intentional Homicide, considering the framework of the Inter-American Program to Prevent Violence and Crime. The Plan of Action sets forth a series of 28 recommendations on (1) the production, dissemination, and use of information and scientific evidence; (2) the design and implementation of prevention policies, and (3) criminal justice.

It is in this context that, since 2007, the Department of Public Security of the OAS (DPS/OAS) has provided support to the countries of the Americas to improve their capacity to comply with CIFTA obligations ⁽⁴⁾ and mandates established to prevent violence and crimes, especially amongst the most vulnerable populations. After a five-year hiatus, the DPS/OAS reactivated its operational programs in 2019, with funding from the European Union. The project 'Countering Illicit Proliferation and Trafficking of Small Arms, Light Weapons (SALW) and Ammunition and their Impact in Latin America and the Caribbean', started in 2019 and ended in 2021. It is a comprehensive arms control initiative implemented in the framework of the Program of Assistance on Arms Control and Ammunition (PACAM) of the DPS; it takes into account the

⁽¹⁾ UNODC, Global Study on Homicide. 2019. <https://www.unodc.org/unodc/en/data-and-analysis/global-study-on-homicide.html>

⁽²⁾ Ibid.

⁽³⁾ According to the Global Study of Firearms Trafficking, Central America and South America, together with Western Asia, respond by 80 % of the destinations of firearms trafficking (UNODC, 2020).

⁽⁴⁾ From 2007 to 2015, the DPS/OAS has implemented initiatives of the Program of Assistance for Control of Arms and Munitions in the region (PACAM). The 25 OAS Member States were benefited, resulting in the marking of over 290 000 firearms and the destruction of another 60 000 weapons and over 1 700 tons of munitions throughout the region.

lessons learned from previous activities and builds on those successful results to further advance the implementation of CIFTA and crime prevention regional mandates. However, the COVID-19 pandemic and the restrictive measures adopted by countries to address it have directly impacted the implementation of the project, particularly those activities that have to be delivered on-site, with direct training and supervision of officials (such as the destruction and marking of SALW). In addition, government availability to collaborate and participate in project activities was diminished, as efforts were diverted to address the unprecedented sanitary crisis. As a result, the project scope had to be adjusted, with some impact on the expected results.

Considering those challenges, coupled with the growing needs of the countries (which were not expected to be fully addressed in a three-year initiative), Phase II of the project will continue to provide comprehensive support to the countries, aiming at national ownership of these processes. DPS/OAS experience has shown continuous support is necessary to sustain the progress and advancements in terms of firearms control and the prevention of gun violence and crime, and, accordingly, this new phase will take into account the importance of long-term strategies to provide a meaningful and sustainable change in security policies and conditions.

2. Technical Approach

During Phase II, DPS/OAS will continue to invest in a holistic approach that combines repressive and preventive lenses, with normative and operational activities, to address the complex issue of armed violence and illicit trafficking in the region. As has been demonstrated in other regions, a modern, cohesive, and harmonic legislative framework, in compliance with the international normative framework, is the foundation for effective firearms control policies. Legislative changes must be accompanied by improving countries' capacities to operationalise and implement the law. As such, by working across these two spheres, the project will be able to target simultaneously the needs of the countries and promote long-term and sustainable changes. These activities to strengthen firearms control and to reduce the availability of firearms will be complemented by a preventive approach to reduce demand in communities that are highly impacted by armed violence, with a particular focus on the prevention of gender-based violence related to the misuse of firearms. Actions to promote safe practices among citizens of the communities, as well as conflict resolution, assistance for victims and survivors of violence, and voluntary turn-in of SALW and ammunition seek to improve community resilience to armed violence.

Under the proposed concept for this project, the DPS/OAS, through PACAM, will assume the role of coordinating and implementing agency through a collaborative approach with other agencies in this field and the national authorities. Utilising the political forums and the communication channels of the OAS, DPS/OAS will identify the countries of the region that require support and work with them in the specific agreements necessary to consolidate the assistance. The project will adopt specific and tailored support to each country, considering they might not have the same needs and gaps. Not all of them will be supported in all project components. Rather, DPS/OAS will continue using the previous successful approach of PACAM: mapping and identifying the needs of each country, engaging the authorities and creating a plan of assistance, and deploying the missions. In addition, considering the lessons learned from the adaptation of the project activities during the pandemic, DPS/OAS will seek to optimise resources by using the virtual environment and technological tools, when possible.

Also, considering the different impacts armed violence has on women, men, girls, and boys, as well as in populations in vulnerability, Phase II will continue to have a gender-based and human rights perspective. This includes the incorporation of women at all levels of project implementation, and the encouragement to have a more equal share of participation of women in the project's activities, as beneficiaries of the interventions. In addition to that, violence prevention activities will focus particular attention on the need of women and girls for security and safety within their communities and for their participation in the search for solutions to these challenges, as well as the incorporation of components focusing exclusively on addressing gender-based violence.

3. Overall Goal

To strengthen the capacity of OAS Member States to address armed violence in the region by supporting measures to counter the proliferation and illicit trafficking in firearms and munitions, and preventing engagement with firearms in highly-impacted communities.

4. Description of Projects' Intervention Strategies

Objective 1: To Strengthen National Firearms Regulatory Framework, considering international normative and good practices

Activities

- Identification of countries to be assisted as a matter of priority with legislative review, on the basis of a needs assessment and taking into account countries targeted by operational components of the project;
- Technical assistance to countries to review legislation and normative framework considering international standards, and internal harmonisation of mandates, as well as the integration of a gender-based perspective;
- Development of regional standards on Physical Security and Stockpile Management, and on Destruction of SALW and Ammunition;
- Development of regional recommendations to prevent gender-based violence related to the misuse of firearms;
- Development of an electronic database to facilitate access to firearms standards and other relevant guidelines (e.g. CIFTA, model legislation, MOSAIC, and IATG) to facilitate access to and use of the standards for the different areas regarding firearms control by having a search engine and by categorising the standards with tags that would allow the users to quickly find all related rules for an area of interest.

Outputs

- Legislative assistance provided to improve national firearms normative framework, considering international standards and gender-based perspective, to at least six countries of the region;
- Regional Standards for Physical Security and Stockpile Management (PSSM) developed and disseminated to all OAS Member States;
- Regional Standards for Destruction of SALW and Ammunition developed and disseminated to all OAS Member States;
- Regional recommendations to prevent gender-based violence related to the misuse of firearms developed and disseminated to all OAS Member States;
- Electronic database of SALW standards and guidelines created and made available for countries to use.

Objective 2: To improve the operational capacity of national authorities to mark, trace, store, and destroy firearms

Activities

- Development and provision of specialised training for national personnel in PSSM, marking and recordkeeping, and destruction of SALW and ammunition. There will be regional training workshops, where personnel will be able to also share good practices and improve collaboration, and national courses targeting the specific needs of each country;
- Advanced explosive ordnance disposal training for technicians from countries in partnership with the Ministry of Defense of Spain;
- Technical assistance and resources to implement national plans to destroy weapons, and obsolete, seized, or excess munitions;
- Technical assistance and support to mark firearms, and maintain records, including the provision of necessary equipment;
- Drawing-up of sustainability plans with countries that receive support through the project.

Outputs

- Destruction processes of firearms and ammunition carried out in at least 10 countries, with the destruction of at least 150 tons of ammunition, and 35 000 SALW seized, obsolete, unsafe, and/or in excess;

- At least 200 national personnel trained in SALW and ammunition destruction;
- Technical assistance on marking and recordkeeping of firearms provided to at least 12 countries;
- At least 150 national personnel trained on marking, and recordkeeping;
- National Firearms Registration Systems of at least three countries upgraded;
- Security of institutional stockpiles improved in at least 10 countries;
- Two Regional Seminar on Good Practices of Physical Security and Stockpile Management implemented, with the certification of at least 80 officials from at least 15 countries;
- At least 45 personnel from 10 countries certified as explosive ordnance disposal technicians to EOD level 3;
- Tools and guidelines for the elaboration of National Actions Plans created and available for the countries assisted by the project;
- National Action Plans drafted and validated by national authorities for at least 20 % of the countries that receive assistance.

Objective 3: To optimise small arms control through the use of Information Technology tools

Activities

- Programming of the Electronic System for the Regional Communication Mechanism on Licit Transfers of Firearms and Ammunition (MCTA), a regional mechanism for the notification and exchange of information on the licit transfer of firearms, whose framework and technical requirements were developed during Phase I. It mirrors the positive experience of the European Union and will allow countries to quickly identify and communicate about vulnerabilities and diversion risks on the international legal commerce of firearms. Considering almost 50 % of the countries in the region do not have an electronic national licensing system, the possibility of programming the system in a way that allows countries to use it as their domestic systems will be explored;
- Deployment of the Electronic System of the MCTA as a pilot phase, with the training of national authorities, and the incorporation of corrections necessary;
- Upgrade of the virtual community for information exchange, developed during Phase I, to become a Hemispheric Firearms Knowledge Platform, with functionalities such as (i) automatic submission and tracking of data about firearms control system and the status of CIFTA implementation; (ii) repository of national authorities; (iii) dashboard to visualise the status and the comprehensiveness of the firearms control system;
- Update and expansion of the SALW and Ammunition Inventory Control Software to countries in the region that may benefit from this IT solution developed during Phase I.

Outputs

- Electronic System for the Regional Communication Mechanism on Licit Transfers of Firearms and Ammunition (MCTA) programmed, and implemented, as a pilot, in 5 countries;
- SALW and Ammunition Inventory Control Software improved, based on users' feedback, and implemented in at least four other countries;
- Hemispheric Firearms Knowledge Platform developed, with the registration of points of contact of at least for at least 15 countries;
- Meetings of the national points of contact held biannually to encourage dialogue and cooperation.

Objective 4: To strengthen community resilience to gun violence and reduce access to illicit/and or unwanted firearms

Activities

- Expansion of the OASIS program's methodology to at least another community highly affected by gun violence. OASIS seeks to promote socially responsible behaviors in communities severely affected by gun violence; it includes an initial assessment of the community, and the available mechanisms to prevent violence and assist victims. The program offers daily extracurricular activities to at-risk youth, and training for local multi-stakeholders in the communities on prevention of violence and assistance to victims;

- Creation of a community-based center of reference for the assistance of victims, families, and witnesses of violence and crime committed using firearms to interrupt violence cycles;
- Development of a regional educational training program to prevent and address gender-based violence;
- Development and implementation of at least two community weapons collection campaigns, including education strategies to sensitise the population and encourage voluntary weapons turn-in. The campaigns will highlight the connection between gender-based violence and the misuse of firearms, as most GBV victims have been intimidated or killed with them ⁽⁷⁾;
- Support for national and local authorities in the collection, storage, transportation, and destruction of SALW and ammunition collected. This will be done in coordination with activities conducted under Objective 2 of the project to optimise resources.

Outputs

- Capacities of at least two hotspot communities' to support at-risk youth, assist victims and survivors, and prevent gun violence improved;
- Life-skills of at least 160 students from two hotspot communities improved through training and daily after-school performing activities;
- At least 150 policymakers, government officials, services providers, community leaders, teachers, parents, and civil society trained on prevention and interruption of gender-based violence, and assistance to victims;
- One center of reference for violence survivors, families, and witnesses created and operational;
- At least two community weapons collection campaigns developed and implemented.

Objective 5: To develop a Central American Firearms Roadmap to equip the countries with a practical and management tool through a regional, coordinated, and evidence-based approach

Activities

- Elaboration of a methodology to develop the Central American Roadmap, in consultation with experts in the field and with the validation of the countries;
- Development of a needs assessment, in consultation with Central American governments;
- Development of a draft Central American Firearms Roadmap, taking into account the needs assessment, international legal frameworks, and good practices;
- Validation of the draft Roadmap through a round of consultations with countries and stakeholders; and
- External communication and outreach to mobilise partners to support the implementation of the Central American Firearms Roadmap.

Outputs

- Methodology to develop roadmap elaborated and validated with stakeholders;
- Needs assessment developed to determine the principal threats, gaps, vulnerabilities, and priorities of the Central American countries;
- Two workshops implemented to collect inputs and feedback to the draft of the Central American Firearms Roadmap, with the participation of national authorities and organisations working in the field;
- Central American Roadmap developed and presented to countries of the region;
- Communication campaign developed to disseminate the Central American Firearms Roadmap, obtain its political approval, and gather partners' support for its implementation.

⁽⁷⁾ <https://unoda-web.s3.amazonaws.com/wp-content/uploads/2019/07/MOSAIC-06.10-2017EV1.0.pdf>

5. Duration

The total estimated duration of the comprehensive regional Phase II will be 36 months.

6. Technical implementing entity

The technical implementation of this program is entrusted to the Department of Public Security of the General Secretariat of the Organization of American States (DPS/OAS). The DPS/OAS has an advantageous position to support the countries of the Americas considering its double role as a Technical co-Secretariat of CIFTA, and as the technical and operational body of the OAS in this matter. In this role, the OAS-DPS has implemented projects and programs to support OAS Member States in fulfilling their obligations to ensure the security of national firearms stockpiles, to implement legislative measures to establish the illicit manufacturing and trafficking of firearms as criminal offenses under domestic law, to require firearms marking, and to exchange information with other CIFTA signatories concerning tracing information and patterns of illicit trafficking. No other regional or sub-regional organisation covering all of the Americas has the political influence, technical expertise, or geographical reach to be able to support and assist all American states.

During Phase II, the DPS/OAS will also continue coordinating and collaborating with other institutions and organisations during the execution of the project. The DPS/OAS engaged a number of them in Phase I and expects to continue collaborating on specific issues to promote the initiative in the region, including the United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), the Caribbean Community Implementation Agency for Crime and Security (CARICOM IMPACS), Inter-American Defence Board, The Ammunition Management Advisory Team of the Geneva International Centre for Humanitarian Demining (AMAT- GICHHD), Golden West Humanitarian Foundation, INTERPOL, the US Department of State, and the Humanitarian Demining Training Center of the US Department of Defense. The DPS focuses on establishing a close relationship with all these other entities also working in the field to maximise the benefits of the action by using the complementing expertise of the organisations. Particularly, during Phase II, DPS/OAS will aim to strengthen the collaboration with the sub-regional organisations, such as CARICOM-IMPACS and SICA (Central America Integration System) to support the implementation of the Caribbean Firearms Roadmap, and coordinate the development of the Central-American Firearms Roadmap.

7. Relevance

A. 'Securing Arms, Protecting Citizens': EU Strategy against Illicit Firearms, Small Arms and Light Weapons, and their Ammunition, adopted by the Council on 19 November 2018

The objectives, activities, and expected outcomes of this project are aligned to the goals and the approach of the European Union Strategy 'Securing Arms, Protecting Citizens'. In that regard, the Council of the European Union decided to fund Phase I of this initiative in order to foster multilateralism and synergies between the European Union and the OAS to reduce armed violence and criminal activity, and it contemplated the priorities established in the strategy. Phase II, as a continuation of those efforts, maintains this paradigm and approach, and it complements the global work of the European Union in this area by targeting a region seriously affected by the proliferation, excessive accumulation, and trafficking of SALW.

Specifically, Phase II reflects the following priorities of the Strategy:

- 2.1. Strengthening the Normative Framework: The activities of Objective 1 of the Action seek to ensure countries harmonise their legislation to the international standards, and have tools available to better the implementation of the conventions;
- 2.2.2 Controls on the export of firearms and their ammunition: The development of the electronic tool of the MCTA, on Objective 3, addresses the importance of controlling the legal trade to avoid diversions to the illicit market;
- 2.2.3 Secure SALW and ammunition stockpile management: Objective 2 has a series of activities focusing on PSSM, including training of officials, and technical and material assistance for improvement of practices and facilities, following the international standards of MOSAICS and IATGs;
- 2.2.4 Responsible disposal of SALW and their ammunition: Objective 2 includes training, material assistance, supervision, and certification of the destruction processes of firearms and ammunition to countries that so require;

2.2.5 Cross-cutting issues: Objective 3 includes a series of IT solutions and tools to foster cooperation and information sharing across the countries of the region.

To maximise the impact of those activities, DPS/OAS will support complementary activities including the reduction of the demand for firearms by implementing preventing actions, and collection programs, and the development of a Central American Roadmap, as a concrete tool to coordinate and improve efforts in this region.

B. EU Council Decision 2011/428/CFSP of 18 July 2011 in support of United Nations Office for Disarmament Affairs activities to implement the United Nations Programme of Actions to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects ⁽⁶⁾

The Council Decision promotes three principal objectives: (1) the implementation of the UN Programme of Action to Prevent, Combat, and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects at both the global and regional levels, (2) support for the implementation of the International Tracing Instrument (ITI), and (3) support for the development and implementation of UN technical guidelines for ammunition stockpile management.

Each of these objectives is consistent with the overall aims of specific provisions of the Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials (CIFTA) and its Courses of Action. CIFTA establishes several mandatory recommendations to State Parties, including the establishment of jurisdiction over criminal offenses; mandatory marking of firearms; maintenance of records for tracing; improvement of transfer controls; and cross-national cooperation. The CIFTA Course of Action 2018-2022 reinforces the aims of the CIFTA States Parties in these areas in consonance with the UN Program of Action and the Protocol against the Illicit Manufacturing of and Trafficking in Firearms, their Parts and Components, and Ammunition, supplementing the United Nations Convention against Transnational Organized Crime.

The DPS/OAS continues to implement operational programs to support countries in building their capacities to comply with their obligations under CIFTA. Phase II was designed to continue this assistance considering the priorities established by CIFTA State Parties in the Course of Action 2018-2022, particularly the following: 1. Firearms Marking and Tracing; 2. Import and Export; 3. Legislative Measures; and 4. Stockpile Management and Destruction.

8. Reporting

The DPS/OAS will prepare regular reports, in line with the negotiated Delegation Agreement.

9. Total cost

The total estimated funding sought from the EU for the implementation of Phase II is EUR – around EUR 4,2 million. The General Secretariat of the OAS will provide in-kind contributions for the execution of the program and will seek other in-kind support (such as the one provided by the Spanish Government in Phase I).

⁽⁶⁾ OJL 188, 19.7.2011, p. 37.

Logical framework and Activity matrix (Annex Ib to grant contract CFSP/2022/05 OAS SALW II)

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
<i>Impact (Overall Objective)</i>	Capacities of OAS Member States to address armed violence strengthened	% of assisted OAS Member States that improved their capacities to address armed violence	N/A	70% of the assisted OAS Member States improved their capacities to address armed violence		Survey to be applied to national authorities by the end of the intervention Official letters from government authorities reporting improvement on their capacity to address armed violence as a result of the Action	
<i>Outcome (s) (Specific objective(s))</i>	Outcome 1: National Firearms Regulatory Framework strengthened in Latin America and the Caribbean	1.1 – # countries equipped to improve their national legislative framework as result of the assistance provided by the action	1.1 – N/A	1.1 – 6 countries equipped to improved their national legislative framework by 2025 as result of the assistance provided by the action		1.1 – Documentation with the submission of legislative analysis and recommendations to improve legislation and/or proposed draft bills and/or approved legislation	Authorities/national experts remain the same during the assistance period (elections do not impact the political will to modernize legislation)
		1.2 – # countries that endorse regional standards on Destruction of SALW and Ammunition; PSSM; and Prevention of Gender-Based violence	1.2 – 0 by 2022	1.2 – 10 countries that endorse regional standards by 2025		1.2 – Minute meetings or reports of CIFTA meetings or Committee on Hemispheric Security meetings or written manifestation by countries	Countries are willing to participate in the questionnaire CIFTA meetings are held within the project execution to analyze and approve the regional standards
		1.3 – # of OAS Member States that improved their knowledge and access to international SALW standards and norms through	1.3 - 0 by 2022	1.3 – 15 OAS Member States improved knowledge and access to international normative on SALW control		1.3 – Questionnaire applied to database users	Users and countries are willing to participate in the survey

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		the use of the electronic database		through the database at the end of the action			
	Outcome 2: Reinforced operational capacities to mark, maintain recordkeeping, store, and destroy firearms in Latin America and the Caribbean	2.1 – # of countries with improved capacities to mark, maintain recordkeeping, store, and/or destroy firearms and ammunition	2.1 – 0 by 2022	2.1 – 20 countries improved their capacities to mark, recordkeep, store, and/or destroy firearms and ammunition by the end of the action		2.1 – Reports of field team with testimonies of operators and authorities about the increased capacity Self-assessment checklists, completed by national personnel, on compliance with international standards on marking, recordkeeping, storage, and destruction of firearms and or ammunition	There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground Potential changes in government due to elections, during the project execution, do not impact interest/political will to receive support
		2.2 - % of assisted countries by the project with operational support on SALW control that has national action plans validated by national authorities	2.2 – 0 (No countries have National Action Plans on Firearms Control in place)	2.2 – 20% of benefitted countries, receiving operational support on SALW control, with national action plans validated by national authorities		2.2 – Documents of National Action Plans	Potential changes in government due to elections do not impact interest/political will to continue the project/assistance
	Outcome 3: Strengthened firearms control systems through the use of Information Technology in Latin America and the Caribbean	3.1. - # of countries participating in the MCTA, Inventory Control Software, and/or Knowledge Platform	MCTA tool and knowledge platform do not exist. 5 countries	3.1 – 15 countries participating in the MCTA, Inventory Control Software, and/or Knowledge Platform at the end of the intervention		3.1 – List of users of the systems by country	National legislation of countries on data privacy enables participation in regional mechanisms and IT tools

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		3.2 - % of participating users that improved their abilities to control the lifecycle of SALW and ammunition due to the use of the information technology tools created by the Action	utilize the inventory control software in May 2022 (benefited during Phase I)	3.2 – 70% of participating users improved their abilities to control of licit transfers of SALW and ammunition due to the use of the information technology tools created by the Action		3.2. - Questionnaire applied to systems users to indicate how the use of the technological tools has improved their ability to control SALW and ammunition	Users and countries are willing to participate in the survey
	Outcome 4: Resilience to armed violence strengthened at community-level	4.1 - # of participating communities which strengthened resilience to armed violence precursors (such as juvenile, family, and/or gender violence) due to project interventions	4.1 0 by 2022	4.1. – 2 participating communities strengthened resilience to armed violence precursors (such as juvenile, family, and/or gender violence) due to project interventions by 2025		4.1 Reports by the municipal government and testimonies from local participating stakeholders	Engagement and support from national and local governments and local stakeholders There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground
	Outcome 5: Central American Firearms Roadmap Developed	5.1 - % of countries from Central America that validate and accept the Central American Firearms Roadmap as a sub-regional coordination tool	There is not a Firearms Roadmap Developed for Central America	5.1 – 75% of countries from Central America validated and accepted the Central American Firearms Roadmap by 2024		5.1 – Written documentation from national authorities	Central American Integration System (SICA) is functional and holds political meetings necessary to validate the tool, at the sub-regional level
		5.2 - # of shared indicators are agreed upon between participating countries to track progress related to		5.2. – 4 shared indicators are agreed upon between participating countries		5.2 - Document of the Central America Firearms Roadmap with the indicators	Potential changes in government due to elections, during the

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		firearms control		by 2024			project execution, do not impact interest/political will to sustain progress
<i>Outputs</i>	Output 1.1: National Firearms Normative Framework strengthened and harmonized to international instruments	1.1.1 - # of countries supported with review of national legislation	1.1.1 - 0 by 2022	1.1.1 - 6 countries assisted by 2025		1.1.1 - Documents with review and submission to countries	Countries are cooperative and share documents to be reviewed
		1.1.2 - # of countries assisted with draft laws, regulations, and normative, including amendments to current legislation	1.1.2 - 0 by 2022	1.1.2 - 3 countries assisted by 2025		1.1.2 - Documents with draft legislation submitted	Potential changes in government due to elections, during the project execution, do not impact interest/political will to sustain progress
	Output 1.2: Electronic database of SALW control standards and guidelines developed and made available for countries to use	1.2.1 - Electronic database developed	1.2.1- 0 by 2022	1.2.1 - Electronic database developed by 2024		1.2.1 - Link to access database	Guidelines or norms, with intellectual property rights, are made available to the OAS to be included in the database
		1.2.2 - # of guidelines available in the electronic database			1.2.2 - 5 guidelines available through an electronic database by 2024	1.2.2 - Link to guidelines available in the database	
		1.2.3 - # of countries using the database in their activities			1.2.3 - 10 countries accessing the database annually by 2025	1.2.3 - Report issued by the system	
	Output 1.3: Regional standards for the destruction of SALW/Ammunition, and	1.3.1 – Regional Standards on SALW/Ammunition, and PSSM developed	0 by 2022	1.3.1 - 1 Regional Standards on PSSM and 1 Regional Standards on Destruction of SALW		1.3.1 – Documents of the Regional Standards	No significant issues anticipated

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
	PSSM developed and validated within the CIFTA framework			developed by 2023			
		1.3.2 – Regional Standards on SALW/Ammunition, and PSSM approved by CIFTA consultative committee		1.3.2 - 1 Regional Standards on SALW/Ammunition, and 1 Regional Standards on PSSM approved by CIFTA consultative committee by 2025		1.3.2 – Document of CIFTA with approval of Regional Standards	CIFTA meetings are held within the project execution to analyze and approve the regional standards
	Output 1.4: Regional initiative to prevent gender-based violence related to the misuse of firearms developed and implemented	1.4.1 - # of regional recommendations to prevent gender-based violence related to the misuse of firearms developed	0 by 2022	1.4.1 - Regional recommendations to prevent gender-based violence related to the misuse of firearms developed by 2024		1.4.1 - Document with recommendations	No significant issues anticipated
		1.4.2 - % of OAS Member States that receive the regional recommendations to prevent gender-based violence related to the misuse of firearms		1.4.2 – 80% of OAS Member States received the regional recommendations to prevent gender-based violence related to the misuse of firearms by 2024		1.4.2 - Proof of emails sent to all OAS member States' Permanent Missions	No significant issues anticipated
		1.4.3 - # of GBV regional training developed	0 by 2022	1.4.3 – 1 regional training developed by 2024		1.4.3 - Training documents	No significant issues anticipated
		1.4.4 - # of GBV regional training disseminated	0 by 2022	1.4.4 – 1 regional training disseminated to all OAS member states		1.4.4 - Proof of training dissemination amongst OAS member states	No significant issues anticipated

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
				by 2025			
	Output 2.1: Decreased risk of unplanned explosions and diversion of SALW and ammunition in national stockpiles	2.1.1 - # of regional seminars implemented	2.1.1 – 0 by 2022	2.1.1 – 2 regional seminars implemented by 2024		2.1.1 – Agenda and invitation	No significant issues anticipated
		2.1.2 - # of nationals officials and countries participating in the regional seminars, disaggregated by gender	2.1.2 – 0 by 2022	2.1.2 – 80 national personnel trained in regional seminars from 15 countries by 2024		2.1.2 – Attendance list, disaggregated by gender	
		2.1.3 - % of participants trained in the regional seminars that increase their knowledge on good practices of PSSM	2.1.3 – 0 by 2022	2.1.3 - 50% of participants trained in the regional seminars that increase their knowledge on good practices of PSSM		2.1.3 – Pre and post-test assessments	
		2.1.3 - # of national institutions stockpiles upgraded	2.1.3 - 0 by 2022	2.1.3 - 10 national stockpiles upgraded, from 5 countries, by the end of the project		2.1.3 - Assessment and mission reports	There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground Access to OAS Personnel granted to the stockpiles National authorities are committed to implementing

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
							assessments and upgrades
	Output 2.2: Increased capacities for the destruction of obsolete, unsafe, confiscated, or unwanted SALW and ammunition	2.2.1 - # of destructions processes executed with the assistance of the project	0 by 2022	2.2.1 - 10 ammunition and/or SALW destruction processes executed by the end of the project		Field reports, pictures, and social media posts.	There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground The OAS Members States continue to demand assistance and commit to agreements in place
		2.2.2 - # of SALW and ammunition destroyed with the assistance of the project		2.2.2 - 35,000 SALW and 150 tons of ammunition destroyed with the assistance of the project			
	Output 2.3: Increased number of national personnel trained in handling and destruction of confiscated, unsafe, or excess SALW and ammunition.	2.3.1 - # of national personnel trained in SALW and/or ammunition destruction, disaggregated by gender	0 by 2022	2.3.1 – 200 national personnel trained in SALW and/or ammunition destruction by 2025, disaggregated by gender		Field Report Attendee Lists, disaggregated by gender	No significant issues anticipated
		2.3.2 - % of national personnel trained in SALW and ammunition destruction that scores 70% or more in the post-training evaluation		2.3.2 - 50% of national personnel trained in SALW and ammunition destruction that scores 70% or more in the post-training evaluation			
		2.3.2 - # of national personnel certified as EOD-3 Level Technician,		2.3.2 - 45 National personnel certified as EOD3 Level Technicians by 2025,		Attendee Lists, disaggregated by gender	The government of Spain continues offering annual editions of the EOD-

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		disaggregated by gender		disaggregated by gender		Certificates of conclusion	3 level training and providing the in-kind support (installations and trainers)
	Output 2.4: Enhanced national capacities for marking, and recordkeeping of SALW	2.4.1 - # of countries supported with material and technical assistance to mark SALW	0 by 2022	2.4.1 – 12 countries supported with material and technical assistance to mark SALW		2.4.1 - List of materials and equipment provided to National Authorities Report of Activities	There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground The OAS Members States continue to demand assistance and commit to agreements in place
2.4.2 - # of countries that receive assistance to upgrade their National Firearms Registration and Licensing Systems		2.4.2 – 3 countries assisted with upgrades in their national registration and licensing systems			2.4.2 - List of materials and equipment provided to National Authorities Report of Activities		
2.4.3 - # of national personnel trained in marking and recordkeeping, disaggregated by gender		2.4.3 – 150 national personnel trained in marking and recordkeeping, disaggregated by gender			2.4.3 – Attendance list of training sessions, disaggregated by gender		
2.4.4 - % of national personnel trained in marking and recordkeeping that scores 70% or more in the post-test evaluation		2.4.4 – 50 % of national personnel trained in marking and recordkeeping that scores 70% or more in the post-test evaluation	0 by 2022	2.4.4 – Post-test evaluation	National personnel complete and submit the test answers		
	Output 2.5: National Action Plans on SALW and ammunition control drafted and validated by national authorities	2.5.1 - # of national action plans developed	0 by 2022	2.5.1 – 5 national action plans developed		2.5.1 – Documents of national action plans	The OAS Members States continue to demand assistance and commit to agreements in place
		2.5.2 - # of countries engaged in the review and	0 by 2022	2.5.2 - 5 countries engaged in the review		2.5.2 – Meeting minutes with authorities, pictures, reports of	

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		validation of national action plans		and validation of national action plans		authorities, and field activities report	Political authorities collaborate in the sustainability of the progress by maintaining key personnel involved in SALW control
	Output 3.1: Electronic System for the Regional Communication Mechanism on Licit Transfers of Firearms and Ammunition (MCTA) programmed and piloted in the region	3.1.1 - Electronic system of the MCTA programmed	0 by 2022	3.1.1 – 1 Electronic system of the MCTA programmed by 2023		3.1.1 - Print screen of the software	Countries continue to participate in the development and implementation of the MCTA in the technical reviewing committees National legislation of countries on data privacy enables participation in the regional mechanism There are no significant changes in national authorities that impact the political will to participate in the MCTA
3.1.2 - # of countries utilizing the pilot version of MCTA		3.1.2 - 5 countries utilize the MCTA by 2025			3.1.2 - Adhesion agreement signed by countries participating in MCTA Reports issued by the MCTA with the users access and logins to the system		
3.1.3 - # of users trained to utilize the pilot version of MCTA, disaggregated by gender		3.1.3 - 50 users trained by 2025, disaggregated by gender			3.1.3 – Attendance list of training sessions, disaggregated by gender		
	Output 3.2: Hemispheric Firearms Knowledge Platform developed and made available for	3.2.1 - Hemispheric Firearms Knowledge Platform developed	0 by 2022	3.2.1 – 1 Hemispheric Firearms Knowledge Platform developed by 2023		3.2.1 - Link to access platform	Countries submit the information of the points of contact

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
	countries to use	3.1.2 - # of points of contact (POC) registered in the platform, disaggregated by gender		3.1.2 - 20 points of contact registered in the platform, disaggregated by gender		3.2.2 - List of POC registered in the platform, issued by system, disaggregated by gender	
		3.1.3 - # of publications related to SALW control shared in the platform		3.1.3 - 3 relevant publications related to SALW control shared in the platform per year (from 2023 to 2025)		3.2.3 - Links to access publications on the platform	
	Output 3.3: Meetings between points of contact of the region held biannually	3.3.1 - # of meetings held between points of contact	No regular meetings are held at the beginning of the project	3.3.1 - 6 meetings held between points of contact by 2025		3.3.1 - Invitation to and meeting minutes	Points of Contact remain in their positions and/or countries update information for POCs to participate in the meetings
		3.3.2 - # of countries represented in the meetings		3.3.2 - At least 15 countries participating in each meeting held		3.3.2 - List of participants of the meetings, disaggregated by country and gender	
	Output 3.4: Increased capacities to maintain control of inventory of SALW and ammunitions stockpiles in national institutions	3.4.1 - # of countries utilizing the inventory control software	5 countries utilize the inventory control software in May 2022	3.4.1 – 10 countries utilizing the inventory control software at the end of the intervention		3.4.1 – Report of activities and installation to countries	Countries have the necessary IT structure to support the inventory control software
		3.4.2 - # of users trained to utilize the inventory control software, disaggregated by gender	0 by 2022	3.4.2 – 50 national personnel trained to use the inventory control software, disaggregated by gender		3.4.2 – Attendance list of training sessions, disaggregated by gender	
	Output 4.1: Assessment of two communities' current available mechanisms to	4.1.1 - # of assessments carried out	0 by 2022	4.1.1 - 2 assessments carried out by 2023		Documents submitted by local violence prevention consultants	Engagement and support from national and local

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
	prevent violence and assist victims carried out						governments Data is available to be gathered
		4.1.2 - # of assessments delivered to local stakeholders	0 by 2022	4.1.2 - 2 assessments delivered to local stakeholders by 2024		Photographic evidence of delivery to local authorities or emails if delivered electronically	Engagement and support from national and local governments
	Output 4.2: School-age children in two communities trained with socioemotional abilities via regular orchestra/choir practice ("OASIS-habilidades socioemocionales")	4.2.1. - # of school-age children trained, disaggregated by gender and age	0 by 2022	4.2.1. - 160 school-age children trained by 2025, disaggregated by gender and age		Participation rosters, disaggregated by gender and age, photographic/video evidence from activities (rehearsals, concerts, etc.) gathered through implementation	Engagement and support from national and local governments
		4.2.2 - % of participating school-age children improved their socioemotional abilities	0 by 2022	4.2.2 – 70% of participating school-age children improved their socioemotional abilities by 2025		Testimonies and focus groups reports with parents and students	Engagement and support from local stakeholders
	Output 4.3: Community networks for violence prevention and victims' assistance established or strengthened in two communities ("OASIS-capacita")	4.3.1 - # of training materials developed, tailored to communities' needs	0 by 2022	4.3.1 - 10 training materials developed, tailored to communities' needs, by 2024		Documents of training material	No significant issues envisioned
		4.3.2 - # of people trained (policymakers, government officials, services providers, community leaders, teachers, parents, and civil society), disaggregated by gender	0 by 2022	4.3.2 – 150 personnel trained (policymakers, government officials, services providers, community leaders, teachers, parents, and civil society) by 2025,		Attendance lists, disaggregated by gender, photographic/video evidence from community network meetings	Engagement of local stakeholders

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
				disaggregated by gender			
		4.3.3 - % of people trained that increase their knowledge on violence, prevention and victim assistance-related issues	0 by 2022	4.3.3 – 50% of people trained that increase their knowledge on violence, prevention and victim assistance-related issues		Pre and post-test assessments	
	Output 4.4: Center of reference for victims established in one community	4.4.1 - # of centers established and in operation	0 by 2022	4.4.1 – 1 center established and in operation by 2025		Documentation submitted by the center of reference professionals of cases received and processed by the end of the project, photographic/video evidence of center in action (protecting victim’s identity)	Engagement and support from national and local governments There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground
		4.4.2 - % of center beneficiaries satisfied with the support received	0 by 2022	4.4.2 - 50% of center beneficiaries satisfied with the support received		Customer satisfaction surveys submitted by center professionals	Engagement and support from national and local governments There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
	Output 4.5: Decreased availability of SALW in 2 communities highly affected by armed violence	4.5.1 - # of community-based risk communication campaigns implemented	0 by 2022	4.5.1 - 2 community-based risk communication campaigns implemented		4.5.1 - Photographic/video and other available visual evidence of campaigns in action	Engagement and support from national and local governments
		4.5.2 - # of SALW collected in the voluntary weapons collection campaign	0 by 2022	4.5.2 - 2000 SALW collected in the voluntary weapons collection campaign by 2025		4.5.2 – Lists with the quantities of SALW received	There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground
		4.5.3 - # of national personnel trained on good practices in the collection of illicit and unwanted SALW, disaggregated by gender		4.5.3 – 100 national personnel trained on good practices in the collection of illicit and unwanted SALW by 2025, disaggregated by gender		4.5.3 – Attendance list of training sessions, disaggregated by gender	National personnel participate in the post-test evaluation
		4.5.4 - % of trained national personnel that scores 70% or more in post-training evaluation		4.5.4 – 50 % of trained national personnel that scores 70% or more in post-training evaluation		4.5.4 – Post-test evaluations	
	Output 5.1: Methodology to develop the roadmap elaborated	5.1.1 - Methodology developed	0 by 2022	5.1.1 - 1 Methodology developed by 2023		5.1.1 - Document of the methodology	Countries allow access to information and resources necessary to carry out the needs assessment
		5.1.2 - Needs assessment of the Central American region elaborated	0 by 2022	5.1.2 – 1 Needs assessment of the Central American region elaborated by 2023		5.1.2 - Document of needs assessment	Potential changes in government due to

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		5.1.3 - # of virtual meetings carried out to validate the methodology and needs assessment	N/A	5.1.3 - 2 virtual meetings carried out to validate the methodology and needs assessment		5.1.3 - Invitation and meeting minutes	elections, during the project execution, do not impact interest/political will to participate in the process
		5.1.4 - # of institutions participating in validation meetings	N/A	5.1.4 - 12 institutions participated in validation meetings		5.1.4 - Attendance list	
		5.1.5 - # of countries that receive the methodology and the needs assessment	N/A	5.1.5 - 7 countries of Central America receive the methodology and the needs assessment		5.1.5 - Emails/letters submitting the documents to countries of Central America	
	Output 5.2: Central American Firearms Roadmap developed	5.2.1 - Firearms Roadmap Developed	Central America Firearms does not exist	5.2.1 – 1 Firearms Roadmap Developed by 2024		5.2.1 - Document of Firearms Roadmap	Central American Integration System (SICA) is functional and holds political meetings necessary to validate the tool, at the sub-regional level There are minimum political conditions and coordination tools, at the sub-regional level, for countries to get together and draft a consensus document Potential changes in government due to elections, during the
		5.2.2 - # of virtual meetings carried out to validate the roadmap		5.2.2 - 2 virtual meetings carried out to validate the roadmap		5.2.2 - Attendance list of virtual meetings and meeting minutes	

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be included in interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
							project execution, do not impact interest/political will to participate in the process
	Output 5.3: Communication campaign developed to disseminate the Central American Firearms Roadmap	5.3.1 - # of countries and organizations that participate in the launching of the roadmap	0 by 2022	5.3.1 - 7 countries and twelve organizations participated in the launching event, in 2024		5.3.1 - Attendance list, disaggregated by type of organization	The international community of donors keeps firearms control and Central America as agenda items to be funded
		5.3.2 - # of donors engaged in the launching event	0 by 2022	5.3.2 - # of donors engaged in the launching event, in 2024		5.3.2 - Attendance list, disaggregated by type of organization	Potential changes in government due to elections, during the project execution, do not impact interest/political will to implement the roadmap
		5.3.3 - Communication campaign developed	0 by 2022	5.3.3 - Communication campaign developed by 2024		5.3.3 - Document of the communication campaign	

Activity Matrix

<p>What are the key activities to be carried out to produce the intended outputs? (*activities should be linked to corresponding output(s) through clear numbering)</p>	<p>Means What are the political, technical, financial, human and material resources required to implement these activities, e.g. staff, equipment, supplies, operational facilities, etc. Costs What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</p>	<p>Assumptions External, necessary and positive conditions for implementing the intervention that are outside of its management's control.</p>
<p>Activity 1.1.1 Review of national legislative framework of benefited countries</p> <p>Activity 1.1.2 Elaboration of an analytical document with recommendations for improvement of legislative framework</p> <p>Activity 1.1.3 Support countries in the approval/amendment of legislative framework</p>	<p>Means: 1 OAS Staff (HQ) , travel expenses</p> <p>Costs: Human Resources: € 10,800 Travel: € 6,034 Other costs: €7,500</p>	<p>No significant issues are anticipated, but the sustainability of support will rely on governments' commitment to advance legislation.</p>
<p>Activity 1.2.1 Map existing standards, model legislation, and international norms regarding firearms control</p>	<p>Means: 1 OAS Staff (HQ), Consultancy services</p> <p>Human Resources: € 15,840 Consultancy services: € 10,000</p>	<p>No significant issues are anticipated.</p>
<p>Activity 1.2.2 Develop an electronic tool/database to facilitate access to SALW control directives</p> <p>Activity 1.2.3 Disseminate the electronic database among stakeholders</p>	<p>Means: 1 OAS Staff (HQ), Consultancy services, conference services (communication and online meeting platform)</p> <p>Human Resources: € 31,680 Consultancy services: € 15,000 Conference services: € 2,625</p>	<p>Guidelines or norms, with intellectual property rights, are made available to the OAS to be included in the database</p>
<p>Activity 1.3.1 Draft Regional Standards on Destruction of SALW and Ammunition, and PSSM, within the CIFTA framework</p> <p>Activity 1.3.2 Validate and approve Regional Standards on Destruction of SALW and Ammunition, and PSSM, within the CIFTA framework</p>	<p>Means: 2 OAS regional staff, Consultancy services, Conference services</p> <p>Costs: Human Resources: € 170,200 Conference services: € 21,000</p>	<p>CIFTA meetings are held and OAS Member states are willing to approve regional standards.</p>

Activity 2.1.1 Implement two Regional Seminars on Good Practices on PSSM	<p><u>Means:</u> 1 OAS regional staff, expert consultants on PSSM; conference services; Logistic Support</p> <p><u>Costs:</u> Human Resources: € 153,000 Consultancy services: €24,000 Conference/translation services: € 22,000</p>	No significant execution issues are anticipated for product delivery.
<p>Activity 2.1.2 Assess conditions and processes of 10 national SALW or ammunition warehouses</p> <p>Activity 2.1.3 Provide technical and material assistance to improve security conditions of evaluated warehouses in accordance with MOSAIC and IATG</p>	<p><u>Means:</u> 2 OAS Staff (HQ), travel expenses, material, and services.</p> <p><u>Costs:</u> Human Resources: € 85,860 Travel: € 19,079 Equipment/Supplies: €105,000 Other cost: €4,650</p>	Sustainability will depend upon the commitment of national authorities to provide access to the stockpiles and willingness to upgrade based on the assessments.
Activity 2.2.1 Provide technical and material assistance for the implementation of 10 destruction processes of SALW and/or ammunition	<p><u>Means:</u> 1 OAS regional Staff, 2 OAS Staff (HQ), travel expenses, equipment, material, and logistic support.</p> <p><u>Costs:</u> Human Resources: € 238,860 Travel: € 105,679 Equipment/Supplies: € 179,700 Other Costs: € 55,080</p>	There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground
Activity 2.3.1 Provide training on the destruction of SALW and ammunition according to good international practices for 200 national personnel of OAS member states	<p><u>Means:</u> 2 OAS regional Staff, travel expenses, equipment, material, and logistic support</p> <p><u>Costs:</u> Human Resources: € 170,760 Travel: € 4,499 Other cost: €4,680</p>	There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground
Activity 2.3.2 Implement three editions of the EOD-level 3 certification training	<p><u>Means:</u> 2 OAS Staff (HQ), Per diem, logistic support, and coordination with the Ministry of Defense of Spain Staff.</p> <p><u>Costs:</u> Human Resources: € 218,880 Travel: € 176,479 Other Costs: € 7,128</p>	<p>There are no pandemic restrictions or other external conditions that hinder the implementation of operational activities on the ground</p> <p>The government of Spain continues offering annual editions of the EOD-3 level training and providing the in-kind support (installations and trainers)</p>

<p>Activity 2.4.1 Provide technical assistance for marking and recordkeeping of SALW for 12 OAS member states, including training and donation of equipment</p>	<p>Means: 1 OAS regional Staff, travel expenses, equipment, material, equipment, and logistic support.</p> <p>Costs: Human Resources: € 10,000 Travel: € 19,819 Equipment/Supplies: € 98,000 Courier costs: €5,250</p>	<p>Sustainability will depend upon the commitment of national authorities to maintain trained personnel in key positions.</p>
<p>Activity 2.4.2 Upgrade the national firearms registration and licensing systems of 3 OAS member states</p>	<p>Means: Travel expenses, equipment, material, equipment, and logistic support.</p> <p>Costs: Equipment/Supplies: € 45,000</p>	<p>No significant execution issues are anticipated for product delivery.</p>
<p>Activity 3.1.1 Program the electronic solution of the Regional Communication Mechanism on Licit Transfers of Firearms and Ammunition (MCTA)</p> <p>Activity 3.1.2 Deploy the Electronic System of MCTA in pilot countries</p> <p>Activity 3.1.3 Assist and monitor the use of the MCTA to determine changes</p> <p>Activity 3.1.4 Adjust the MCTA according to feedback from pilot countries</p>	<p>Means: 2 OAS Staff (HQ), Consultancy services, travel expenditures</p> <p>Costs: Human Resources: € 175,680 Consultancy Services: € 125,000 Travel: € 23,834 Conference services: € 12,000</p>	<p>Countries continue to participate in the development and implementation of the MCTA in the technical reviewing committees</p> <p>National legislation of countries on data privacy enables participation in the regional mechanism</p> <p>There are no significant changes in national authorities that impact the political will to participate in the MCTA</p>
<p>Activity 3.2.1 Program the Hemispheric Knowledge Platform, considering the information and tools of the virtual community</p> <p>Activity 3.2.2 Disseminate the platform and invite countries to register and use it</p> <p>Activity 3.2.3 Maintain and update the information on the platform</p>	<p>Means: 1 OAS Staff (HQ), Maintenance services, Conference Services (communication and online meeting platform)</p> <p>Costs: Human Resources: €31,680 Conference Services: € 11,313</p>	<p>Countries submit the information of the points of contact</p>
<p>Activity 3.3.1 Host biannually meetings with members of the virtual community</p>	<p>Means: Conference Services, other costs</p> <p>Costs: Other Costs: € 14,563</p>	<p>Points of Contact remain in their positions and/or countries update information for POCs to participate in the meetings</p>

<p>Activity 3.4.1 Update the inventory control software, considering security features and feedback from countries</p> <p>Activity 3.4.2 Install update versions to countries that benefited in Phase I</p> <p>Activity 3.4.3 Implement the inventory control to institutions of countries not benefited during Phase I</p>	<p><u>Means:</u> 1 OAS staff, consultancy services.</p> <p><u>Costs:</u> Human Resources: € 84,600 Consultancy services: € 12,600</p>	<p>Sustainability will depend upon the commitment of national authorities to use the software.</p>
<p>Activity 4.1.1 Carry out the community assessments</p>	<p><u>Means</u> Violence prevention local consultant, 1 OAS staff member, graphic design, and printing services</p> <p><u>Costs</u> Human Resources: € 22,091 Consultancy services: € 57,600 Printing services: €13,500 Other costs: €4,650</p>	<p>Engagement of local stakeholders and authorities</p> <p>Data is available to be gathered</p>
<p>Activity 4.1.2 Deliver assessments to local authorities</p>	<p><u>Means</u> Travel expenditures</p> <p><u>Costs</u> Travel: € 4,729</p>	<p>Engagement of local authorities</p>
<p>Activity 4.2.1 Train music NGOs and educators</p>	<p><u>Means</u> 1 OAS staff member, Travel expenditures</p> <p><u>Costs</u> Human Resources: € 22,091 Travel: € 13,579</p>	<p>Engagement of local stakeholders</p>
<p>Activity 4.2.2 Develop educational methodology and materials</p>	<p><u>Means</u> 1 OAS staff member, 2 NGOs, 10 music educators, graphic design, and printing services</p> <p><u>Costs</u> Human Resources: € 22,091 Consultancy services: € 84,000 NGOs: € 8,040 Printing services: € 14,000</p>	<p>Contractor complies with contract</p>

Activity 4.2.3 Select site and make adjustments(if needed)	<p><u>Means</u> 1 OAS staff member, Travels expenses, construction materials and other resources (if needed)</p> <p><u>Costs</u> Human Resources: € 22,091 Travel: € 3,867 Equipment/Supplies: € 2,500</p>	Engagement of local authorities
Activity 4.2.4 Acquire learning equipment (including music instruments)	<p><u>Means</u> 1 OAS staff member, learning equipment, computer equipment for teachers</p> <p><u>Costs</u> Human Resources: € 22,091 Equipment/Supplies: € 53,538</p>	No significant issues anticipated
Activity 4.2.5 Recruit beneficiary students	<p><u>Means</u> 1 OAS staff member, 2 NGO, 2 violence prevention local consultants, 10 music educators, Travel expenditures</p> <p><u>Costs</u> Human Resources: € 22,091 Consultancy services: € 86,000 Travel: € 3,867 NGOs: € 8,040</p>	Engagement of local stakeholders
Activity 4.2.6 Deliver classes to youth	<p><u>Means</u> 1 OAS staff member, 2 NGO, 2 violence prevention local consultants, 10 music educators</p> <p><u>Costs</u> Human Resources: € 22,091 Consultancy services: € 84,000 NGOs: € 8,040</p>	Engagement of local stakeholders

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Activity 4.3.1 Develop training materials tailored to community stakeholders	<p><u>Means</u> 1 OAS staff member, 2 violence prevention local consultants, 1 contractor, 1 service provider (OAS Educational Portal of the Americas)</p> <p><u>Costs</u> Human Resources: € 22,091 Consultancy services: € 21,700</p>	Contractor complies with contract
Activity 4.3.2 Train community stakeholders	<p><u>Means</u> 1 OAS staff member, 2 violence prevention local consultants, 1 contractor, 1 service provider (OAS Educational Portal of the Americas), Travel expenditures, 1 contractor</p> <p><u>Costs</u> Human Resources: € 22,091 Consultancy services: € 20,000 Travel: € 3,867</p>	Engagement of local stakeholders
Activity 4.4.1 Select site for victims center of reference and make adjustments (if needed)	<p><u>Means</u> 1 OAS staff member, Travel expenditures, construction materials and other resources (if needed)</p> <p><u>Costs</u> Human Resources: € 22,091 Travel: € 9,987 Equipment/Supplies: € 2,676</p>	Engagement of local authorities
Activity 4.4.2 Deliver psychosocial support for victims and other beneficiaries of center	<p><u>Means</u> 1 OAS staff member, 2 Social workers, office equipment, computer equipment for social workers</p> <p><u>Costs</u> Human Resources: € 22,091 Equipment/Supplies: € 14,400</p>	No issues anticipated

<p>Activity 4.5.1 Community based communications campaign</p>	<p><u>Means</u> 2 violence prevention local consultants, 2 contractors, travel expenditures, conference services</p> <p><u>Costs</u> Consultancy: € 28,440 Travel: € 13,519 Equipment/Supplies: €25,400</p>	<p>Engagement of local authorities</p>
<p>Activity 4.5.2 Provide training to national personnel of two countries in the collection of illicit and unwanted SALW, and ammunition</p>	<p><u>Means:</u> 1 OAS Staff, travel expenses, material, and logistic support.</p> <p><u>Costs:</u> Human Resources: € 10,000 Equipment/Supplies: € 6,480</p>	<p>There are no pandemic restrictions or other external conditions that hinder implementation of operational activities on the ground</p>
<p>Activity 4.5.3 Support authorities in the collection, storage, transportation, and destruction of SALW and ammunition collected during voluntary weapons campaign</p>	<p><u>Means:</u> 1 OAS staff, travel expenses, consultancy services, material, equipment and logistic support.</p> <p><u>Costs:</u> Human Resources: € 6,800 Consultancy services: € 3,900 Other Costs: € 20,000</p>	<p>There are no pandemic restrictions or other external conditions that hinder implementation of operational activities on the ground Engagement and support of national and local authorities</p>
<p>Activity 5.1.1 Develop a methodology to elaborate the roadmap</p> <p>Activity 5.1.2 Carry out a needs assessment to determine the priorities and gaps of the countries and sub-region</p> <p>Activity 5.1.3 Carry out virtual workshops with national authorities and experts to validate the methodology and needs assessment</p>	<p><u>Means:</u> 2 OAS Staff (HQ), Consultancy services, travel expenditures</p> <p>Human Resources: € 51,840 Consultancy services: € 11,100 Travel: €8,779</p>	<p>Countries allow access to information and resources necessary to carry out the needs assessment</p> <p>Potential changes in government due to elections, during the project execution, do not impact interest/political will to participate in the process</p>

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<p>Activity 5.2.1 Elaborate a draft of the Central American Firearms Roadmap</p> <p>Activity 5.2.2 Validate the draft with national authorities, experts, and key stakeholders</p>	<p>Means: 1 OAS Staff (HQ), Consultancy services, travel expenditures</p> <p>Human Resources: € 72,000 Consultancy services: €13,200 Travel: €20,299</p>	<p>Central American Integration System (SICA) is functional and holds political meetings necessary to validate the tool, at the sub-regional level</p> <p>There are minimum political conditions and coordination tools, at the sub-regional level, for countries to get together and draft a consensus document</p> <p>Potential changes in government due to elections, during the project execution, do not impact interest/political will to participate in the process</p>
<p>Activity 5.3.1 Develop a communication strategy to mobilize donors and partners to promote the implementation of the roadmap</p> <p>Activity 5.3.2 Organize a launching event to disseminate the finalized document of the roadmap</p>	<p>Means: 1 OAS Staff (HQ), travel costs, other costs</p> <p>Human Resources: €31,680 Travel: € 17,959 Other costs: €11,000</p>	<p>No execution issues anticipated</p>

ANNEX II

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

CONTENTS

Explanations of the terms used throughout these general conditions may be found in the ‘Glossary of terms’, Annex A1 a to the practical guide.

In case of operating grants, the term ‘action’ should be understood as ‘work programme’.

The term ‘coordinator’ refers to the beneficiary identified as the coordinator in the special conditions.

The term ‘beneficiary(ies)’ refers collectively to all beneficiaries, including the coordinator, of the action. When there is only one beneficiary of the action, the terms beneficiary(ies) and coordinator should both be understood as referring to the only beneficiary of the action.

The term ‘party(ies) to this contract’ refers to the party signatory of this contract (i.e. the beneficiary(ies) and the contracting authority).

All references to ‘days’ in this contract are to calendar days, unless otherwise specified.

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GENERAL AND ADMINISTRATIVE PROVISIONS

ARTICLE 1 - GENERAL PROVISIONS

General principles

- 1.1. The beneficiary(ies) and the contracting authority are the only parties to this contract. Where the European Commission is not the contracting authority, it is not party to this contract, which confers on the European Commission only the rights and obligations explicitly mentioned in this contract.
- 1.2. This contract and the payments attached to it may not be assigned to a third party in any manner whatsoever without the prior written consent of the contracting authority.

Processing of personal data by the Commission

- 1.3. Any personal data included in the grant contract must be processed by the Commission in accordance with Regulation (EU) No 2018/1725.

Such data must be processed by the data controller identified in the special conditions solely for implementing, managing and monitoring the grant contract or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article 16 of these general conditions.

The beneficiaries have the right to access, rectify or erase their own personal data and the right to restrict the processing of their personal data or, where applicable, the right to data portability or the right to object to data processing in accordance with Regulation (EU) No 2018/1725. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in the special conditions.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor.

Processing of personal data by the beneficiaries

- 1.4. The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the grant contract. The beneficiary must ensure that the personnel authorised to process personal data has committed itself to confidentiality or is under appropriate statutory obligation of confidentiality.

The beneficiaries must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature, scope, context and purposes of processing of the personal data concerned. This is in order to ensure, as appropriate:

- (a) the pseudonymisation and encryption of personal data;
- (b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- (c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;

(d) a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing;

(e) measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

Role of the beneficiary(ies)

1.5. The beneficiary(ies) shall:

- a) carry out the action jointly and severally vis-a-vis the contracting authority taking all necessary and reasonable measures to ensure that the action is carried out in accordance with the description of the action in Annex I and the terms and conditions of this contract.

To this purpose, the beneficiary(ies) shall implement the action with the requisite care, efficiency, transparency and diligence, in line with the principle of sound financial management and with the best practices in the field;

- b) be responsible for complying with any obligation incumbent on them from this contract jointly or individually;
- c) forward to the coordinator the data needed to draw up the reports, financial statements and other information or documents required by this contract and the annexes thereto, as well as any information needed in the event of audits, checks, monitoring or evaluations, as described in Article 16;
- d) ensure that all information to be provided and requests made to the contracting authority are sent via the coordinator;
- e) agree upon appropriate internal arrangements for the internal coordination and representation of the beneficiary(ies) vis-a-vis the contracting authority for any matter concerning this contract, consistent with the provisions of this contract and in compliance with the applicable legislation(s).

1.5 bis. Grant beneficiaries and contractors must ensure that the subcontractors and all natural persons linked to the contract, including participants to workshops and/or trainings and recipients of financial support to third parties, do not include entities/persons included in the lists of EU restrictive measures.

Role of the coordinator

1.6. The coordinator shall:

- a) monitor that the action is implemented in accordance with this contract and ensure coordination with all beneficiary(ies) in the implementation of the action;
- b) be the intermediary for all communications between the beneficiary(ies) and the contracting authority;
- c) be responsible for supplying all documents and information to the contracting authority which may be required under this contract, in particular in relation to the narrative reports and the requests for payment. Where information from the beneficiary(ies) is required, the coordinator shall be responsible for obtaining, verifying and consolidating this information before passing it on to the contracting authority.

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

- d) inform the contracting authority of any event likely to affect or delay the implementation of the action;
- e) inform the contracting authority of any change in the legal, financial, technical, organisational or ownership situation of any of the beneficiary(ies), as well as, of any change in the name, address or legal representative of any of the beneficiary(ies);
- f) be responsible in the event of audits, checks, monitoring or evaluations, as described in Article 16 for providing all the necessary documents, including the accounts of the beneficiary(ies), copies of the most relevant supporting documents and signed copies of any contract concluded according to Article 10;
- g) have full financial responsibility for ensuring that the action is implemented in accordance with this contract;
- h) make the appropriate arrangements for providing the financial guarantee, when requested, under the provisions of Article 4.1 of the special conditions;
- i) establish the payment requests in accordance with the contract;
- j) be the sole recipient, on behalf of all of the beneficiary(ies), of the payments of the contracting authority. The coordinator shall ensure that the appropriate payments are then made to the beneficiary(ies) without unjustified delay;
- k) not delegate or subcontract any, or part of, these tasks to the beneficiary(ies) or other entities.

ARTICLE 2 - OBLIGATION TO PROVIDE FINANCIAL AND NARRATIVE REPORTS

- 2.1. The beneficiary(ies) shall provide the contracting authority with all required information on the implementation of the action. The report shall describe the implementation of the action according to the activities envisaged, difficulties encountered and measures taken to overcome problems, eventual changes introduced, as well as the degree of achievement of its results (impact, outcomes or outputs) as measured by corresponding indicators. The report shall be laid out in such a way as to allow monitoring of the objective(s), the means envisaged or employed and the budget details for the action. The level of detail in any report should match that of the description of the action and of the budget for the action. The coordinator shall collect all the necessary information and draw up consolidated interim and final reports. These reports shall:
- a) cover the action as a whole, regardless of which part of it is financed by the contracting authority;
 - b) consist of a narrative and a financial report drafted using the templates provided in Annex VI;
 - c) provide a full account of all aspects of the action's implementation for the period covered, including in case of simplified cost options the qualitative and quantitative information needed to demonstrate the fulfilment of the conditions for reimbursement established in this contract;
 - d) include the current results within an updated table based on the logical framework matrix including the results achieved by the action (impact, outcomes or outputs) as measured by their corresponding indicators; agreed baselines and targets, and relevant sources of verification;
 - e) determine if the intervention logic is still valid and propose any relevant modification including regarding the logical framework matrix;
 - f) be drafted in the currency and language of this contract;
 - g) include any update on the communication plan as provided by Article 6.2;

- h) include any relevant reports, publications, press releases and updates related to the action;
 - i) include any update on the self-evaluation questionnaire on sexual exploitation, abuse and harassment (SEA-H) or on the related list of envisaged measures indicated therein and submitted during the award procedure.
- 2.2. Additionally the final report shall:
- a) cover any period not covered by the previous reports;
 - b) include the proofs of the transfers of ownership as referred to in Article 7.6.
- 2.3. The special conditions may set out additional reporting requirements.
- 2.4. The contracting authority may request additional information at any time. The coordinator shall provide this information within 30 days of the request, in the language of the contract.
- 2.5. Reports shall be submitted with the payment requests, according to Article 15. If the coordinator fails to provide any report or fails to provide any additional information requested by the contracting authority within the set deadline without an acceptable and written explanation of the reasons, the contracting authority may terminate this contract according to Article 12.2 (a) and (f).

ARTICLE 3 - LIABILITY

- 3.1. The contracting authority cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the beneficiary(ies) while the action is being carried out or as a consequence of the action. The contracting authority cannot, therefore, accept any claim for compensation or increases in payment in connection with such damage or injury.
- 3.2. The beneficiary(ies) shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the action is being carried out or as a consequence of the action. The beneficiary(ies) shall discharge the contracting authority of all liability arising from any claim or action brought as a result of an infringement of rules or regulations by the beneficiary(ies) or the beneficiary(ies)'s employees or individuals for whom those employees are responsible, or as a result of violation of a third party's rights. For the purpose of this Article 3 employees of the beneficiary(ies) shall be considered third parties.

ARTICLE 4 - CONFLICT OF INTERESTS AND CODE OF CONDUCT

- 4.1. The beneficiary(ies) shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of this contract. Such conflict of interests may arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest.
- 4.2. Any conflict of interests which may arise during performance of this contract must be notified in writing to the contracting authority without delay. In the event of such conflict, the coordinator shall immediately take all necessary steps to resolve it.
- 4.3. The contracting authority reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken if necessary.
- 4.4. The beneficiary(ies) shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. Without prejudice to its obligation

under this contract, the beneficiary(ies) shall replace, immediately and without compensation from the contracting authority, any member of its staff in such a situation.

- 4.5. The beneficiary (ies) shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion. It shall refrain from making any public statements concerning the action or the services without the prior approval of the contracting authority. It shall not commit the contracting authority in any way whatsoever without its prior consent, and shall make this obligation clear to third parties.
- 4.6. Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited. The beneficiary (ies) shall also inform the contracting authority of any breach of ethical standards or code of conduct as set in the present Article. In case the beneficiary (ies) is aware of any violations of the abovementioned standards, it shall report in writing within 30 days to the contracting authority.
- 4.7. The beneficiary(ies) and its/their staff shall respect human rights, applicable data protection rules and environmental legislation applicable in the country(ies) where the action is taking place and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.
- 4.8. The beneficiary(ies) or any related person shall not abuse of its entrusted power for private gain. The beneficiary(ies) or any of its subcontractors, agents or staff shall not receive or agree to receive from any person or offer or agree to give to any person or procure for any person, gift, gratuity, commission or consideration of any kind as an inducement or reward for performing or refraining from performing any act relating to the performance of the contract or for showing favour or disfavour to any person in relation to the contract. The beneficiary(ies) shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption.
- 4.9. The payments to the beneficiary(ies) under the contract shall constitute the only income or benefit it may derive in connection with the contract, with the exception of revenue generating activities. The beneficiary(ies) and its/their staff must not exercise any activity or receive any advantage inconsistent with their obligations under the contract.
- 4.10. The execution of the contract shall not give rise to unusual commercial expenses. Unusual commercial expenses are commissions not mentioned in the contract or not stemming from a properly concluded contract referring to the contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commission paid to a company which has every appearance of being a front company. The contracting authority and the European Commission may carry out documentary or on-the-spot checks they deem necessary to find evidence in case of suspected unusual commercial expenses.
- 4.11. The respect of the code of conduct set out in the present Article constitutes a contractual obligation. Failure to comply with the code of conduct is always deemed to be a breach of the contract under Article 12 of the General Conditions. In addition, failure to comply with the provision set out in the present Article can be qualified as grave professional misconduct that may lead either to suspension or termination of the contract, without prejudice to the application of administrative sanctions, including exclusion from participation in future contract award procedures. In case of breach of Article 4.6, the contracting authority will take into consideration, amongst others, the information contained in the self-evaluation questionnaire on sexual exploitation, abuse and

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

ARTICLE 5 - CONFIDENTIALITY

- 5.1. Subject to Article 16, the contracting authority and the beneficiary(ies) undertake to preserve the confidentiality of any information, notwithstanding its form, disclosed in writing or orally in relation to the implementation of this contract and identified in writing as confidential until at least 5 years after the payment of the balance.
- 5.2. The beneficiary(ies) shall not use confidential information for any aim other than fulfilling their obligations under this contract unless otherwise agreed with the contracting authority.
- 5.3. Where the European Commission is not the contracting authority it shall still have access to all documents communicated to the contracting authority and shall maintain the same level of confidentiality.

ARTICLE 6 - VISIBILITY

- 6.1. Unless the European Commission agrees or requests otherwise, the beneficiary(ies) shall take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. Such measures shall comply with the Requirements for Visibility Communication for European Union External Actions laid down and published by the European Commission or with any other guidelines agreed between the European Commission and the beneficiary(ies).
- 6.2. The coordinator shall submit a communication plan for the approval of the European Commission and report on its implementation in accordance with Article 2.
- 6.3. In particular, the beneficiary(ies) shall mention the action and the European Union's financial contribution in information given to the final recipients of the action, in its internal and annual reports, and in any dealings with the media. It shall display the European Union logo wherever appropriate.
- 6.4. Any notice or publication by the beneficiary(ies) concerning the action, including those given at conferences or seminars, shall specify that the action has received European Union funding. Any publication by the beneficiary(ies), in whatever form and by whatever medium, including the internet, shall include the following statement: 'This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of < beneficiary(ies)'s name > and can under no circumstances be regarded as reflecting the position of the European Union.'
- 6.5. The beneficiary(ies) authorises the contracting authority and the European Commission (where it is not the contracting authority) to publish its name and address, nationality, the purpose of the grant, duration and location as well as the maximum amount of the grant and the rate of funding of the action's costs, as laid down in Article 3 of the special conditions. Derogation from publication of this information may be granted if it could endanger the beneficiary(ies) or harm their interests.

ARTICLE 7 - OWNERSHIP/USE OF RESULTS AND ASSETS

- 7.1. Unless otherwise stipulated in the special conditions, ownership of, and title and intellectual and industrial property rights to, the action's results, reports and other documents relating to it will be vested in the beneficiary(ies).

- 7.2. Without prejudice to Article 7.1, the beneficiary(ies) grant the contracting authority (and the European Commission or the Partner country where it is not the contracting authority) the right to use freely and as it sees fit, and in particular, to store, modify, translate, display, reproduce by any technical procedure, publish or communicate by any medium all documents deriving from the action whatever their form, provided it does not thereby breach existing industrial and intellectual property rights.
- 7.3. The beneficiary(ies) shall ensure that it has all rights to use any pre-existing intellectual property rights necessary to implement this contract.
- 7.4. In case natural, recognizable persons are depicted in a photograph or film, the coordinator shall, in the final report to the contracting authority, submit a statement of these persons giving their permissions for the described use of their images. The above does not refer to photographs taken or films shot in public places where random members of the public are identifiable only hypothetically and to public persons acting in their public activities.
- 7.5. Unless otherwise clearly specified in the description of the action in Annex I, the equipment, vehicles and supplies paid for by the budget for the action shall be transferred to the final beneficiaries of the action, at the latest when submitting the final report.

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

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

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

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

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

ARTICLE 8 – MONITORING AND EVALUATION OF THE ACTION

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

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

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

ARTICLE 9 — AMENDMENT OF THE CONTRACT.

- 9.1. Any amendment to this contract, including the annexes thereto, shall be set out in writing. This contract can be modified only during its execution period.
- 9.2. The amendment may not have the purpose or the effect of making changes to this contract that would call into question the grant award decision or be contrary to the equal treatment of applicants. The maximum grant referred to in Article 3.2 of the special conditions shall not be increased.
- 9.3. If an amendment is requested by the beneficiary(ies), the coordinator shall submit a duly justified request to the contracting authority thirty days before the date on which the amendment should enter into force, unless there are special circumstances duly substantiated and accepted by the contracting authority.
- 9.4. Where the amendment to the budget does not affect the expected results of the action (i.e. impact, outcomes, outputs), and the financial impact is limited to a transfer between items within the same main budget heading including cancellation or introduction of an item, or a transfer between main budget headings involving a variation of 25% or less of the amount originally entered (or as modified by addendum) in relation to each concerned main heading for eligible costs, the coordinator may amend the budget and must inform the contracting authority accordingly, in writing and at the latest in the next report. This method may not be used to amend the headings for indirect costs, for the contingency reserve, for in-kind contributions or the amounts or rates of simplified cost options defined in the contract.

Changes in Description of the Action and the Logical Framework that affect the expected results (impact, outcomes, outputs) shall be agreed in writing with the contracting authority before the modification takes place. Approved changes must be explained in the next report.

- 9.5. Changes of address, bank account or auditor may simply be notified by the coordinator. However, in duly substantiated circumstances, the contracting authority may oppose the coordinator's choice.
- 9.6. The contracting authority reserves the right to require that the auditor referred to in Article 5.2 of the special conditions be replaced if considerations which were unknown when this contract was signed cast doubt on the auditor's independence or professional standards.

ARTICLE 10 — IMPLEMENTATION

Implementation contracts

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

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

Subcontracting

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

Financial support to third parties

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

ARTICLE 11 – EXTENSION AND SUSPENSION

Extension

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

Suspension by the coordinator

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

Suspension by the contracting authority

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

Force majeure

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

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

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

Extension of the implementation period following a suspension.

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

ARTICLE 12 — TERMINATION OF THE CONTRACT

Termination in case of force majeure

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

Termination by the contracting authority

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

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

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

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

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

Termination of a beneficiary(ies) participation by the coordinator

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

End date

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

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

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

Effects of termination

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

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

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

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

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

Administrative sanctions

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

a) is guilty of grave professional misconduct, has committed irregularities or has shown significant deficiencies in complying with the main obligations in the performance of the contract or has been circumventing fiscal, social or any other applicable legal obligations, including through the creation of an entity for this purpose. The duration of the exclusion shall not exceed the duration set by final judgement or final administrative decision or, in the absence thereof, three years;

b) is guilty of fraud, corruption, participation in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings. The duration of the exclusion shall not exceed the duration set by final judgement or final administrative decision or, in the absence thereof, five years;

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

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

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

ARTICLE 13 — APPLICABLE LAW AND DISPUTE SETTLEMENT

- 13.1. This contract shall be governed by the law of the country of the contracting authority or, where the contracting authority is the European Commission, by the applicable European Union law complemented where necessary by the law of Belgium.
- 13.2. The parties to this contract shall do everything possible to settle amicably any dispute arising between them during the implementation of this contract. To that end, they shall communicate their positions in writing, and meet each other at either's request. The coordinator and the contracting authority shall reply to a request sent for an amicable settlement within 30 days. Once this period has expired, or if the attempt to reach amicable settlement has not produced an agreement within 120 days of the first request, the coordinator or the contracting authority may notify the other part that it considers the procedure to have failed.
- 13.3. In the event of failure to reach an amicable agreement, the dispute may by common agreement of the coordinator and the contracting authority be submitted for conciliation by the European Commission if it is not the contracting authority. If no settlement is reached within 120 days of the opening of the conciliation procedure, each party may notify the other that it considers the procedure to have failed.
- 13.4. In the event of failure of the above procedures, each party to this contract may submit the dispute to the courts of the country of the contracting authority, or to the Brussels courts where the contracting authority is the European Commission.

FINANCIAL PROVISIONS

ARTICLE 14 — ELIGIBLE COSTS

Cost eligibility criteria

- 14.1. Eligible costs are actual costs incurred by the beneficiary(ies) which meet all the following criteria:
 - a) they are incurred during the implementation of the action as specified in Article 2 of the special conditions. In particular:
 - (i) Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement. Cash transfers between the coordinator and/or the other beneficiary(ies) and/or affiliated entity(ies) may not be considered as costs incurred;
 - (ii) Costs incurred should be paid before the submission of the final reports. They may be paid afterwards, provided they are listed in the final report together with the estimated date of payment;
 - (iii) An exception is made for costs relating to final reports, including expenditure verification, audit and final evaluation of the action, which may be incurred after the implementation period of the action;
 - (iv) Procedures to award contracts, as referred to in Article 10, may have been initiated and contracts may be concluded by the beneficiary(ies) before the

start of the implementation period of the action, provided the provisions of Annex IV have been respected.

- b) they are indicated in the estimated overall budget for the action;
- c) they are necessary for the implementation of the action;
- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary(ies);
- e) they comply with the requirements of applicable tax and social legislation;
- f) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Eligible direct costs

14.2. Subject to Article 14.1 and, where relevant, to the provisions of Annex IV being respected, the following direct costs of the beneficiary(ies) shall be eligible:

- a) the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action;
- b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;
- c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5.
- d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;
- e) costs of consumables specifically dedicated to the action;
- f) costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action referred to in Article 10; this includes the costs for mobilising expertise to improve the quality of the logical framework (e.g. accuracy of baselines, monitoring systems, etc.), both at the beginning and during the implementation of the Action.
- g) costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the contract);
- h) duties, taxes and charges, including VAT, related to the purposes of the action, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions;
- i) overheads, in the case of an operating grant.
- j) project office costs:

Costs actually incurred in relation to a project office used for the action or a portion of these costs may be accepted as eligible direct costs if:

1. the need for setting up or using a project office is recognised by the Contracting Authority in the Special Conditions;

2. the description of the project office, the services or resources it makes available, its overall capacity and (where applicable) the distribution key are provided in the Description of the Action and the Budget;
3. (where applicable) the distribution key reasonably reflects the portion of the resources or services needed by and actually used for the Action;
4. the costs concerned comply with the cost eligibility criteria referred to in Article 14.1;
5. they fall within one of the following categories:
 - i) costs of staff directly assigned to the operations of the project office;
 - ii) depreciation costs, rental costs or lease of building, equipment and assets;
 - iii) costs of maintenance and repair contracts;
 - iv) costs of consumables and supplies specifically dedicated to the action;
 - v) costs of IT and telecommunication services;
 - vi) costs of facility management contracts including security fees and insurance costs;
 - vii) duties, taxes and charges, including VAT, related to the purposes of the action, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions.

Performance-based financing

- 14.3. The payment of the EU contribution may be partly or entirely linked to the achievement of results measured by reference to previously set milestones or through performance indicators. Such performance-based financing is not subject to other sub-articles of Article 14. The relevant results and the means to measure their achievement shall be clearly described in Annex I.

The amount to be paid per achieved result shall be set out in Annex III. The method to determine the amount to be paid per achieved result shall be clearly described in Annex I, take into account the principle of sound financial management and avoid double financing of costs.

The organisation shall not be obliged to report on costs linked to the achievement of results. However, the organisation shall submit any necessary supporting documents, including where relevant accounting documents, to prove that the results triggering the payment as defined in Annex I and III have been achieved. Articles 15.1 (schedule of payment), 15.7 (expenditure verification), 17.3 (no profit) do not apply to the part of the action supported by way of result-based financing.

Simplified cost options

- 14.4. In accordance with the detailed provisions in Annex III and Annex K to the Guidelines for grant applicants, eligible costs may also be constituted by any or a combination of the following cost options:

- a) unit costs;
- b) lump sums;
- c) flat-rate financing;

14.5. The methods used by the beneficiary(ies) to determine unit costs, lump sums, flat-rates shall be clearly described and substantiated in Annex III and shall ensure compliance with the principle of co-financing and no double funding. The information used can be based on the beneficiary(ies)'s historical and/or actual accounting and cost accounting data, external information where available and appropriate, statistical data or expert judgment (provided by internally available experts or procured) or other objective information.

Where possible and appropriate, lump sums, unit costs or flat rates shall be determined in such a way as to allow their payment upon achievement of concrete outputs and/or results. If a result entails several outputs or sub-results, it should be broken down into sub budget lines and each output or sub-result should be attributed a portion of the amount stated for the result to allow partial payments in case the result is not achieved.

Costs declared under simplified cost options shall satisfy the eligibility criteria set out in Article 14.1 and 14.2. They do not need to be backed by accounting or supporting documents, save those necessary to demonstrate the fulfillment of the conditions for reimbursement established in Annex I, III and Annex K to the Guidelines for grant applicants.

These costs may not include ineligible costs as referred to in Article 14.11 or costs already declared under another costs item or heading of the budget of this contract.

The amounts or rates of unit costs, lump sums or flat rates set out in Annex III may not be amended unilaterally and may not be challenged by ex post verifications.

14.6. Simplified cost options that are not result based shall not be authorized unless they have been ex ante-assessed in accordance with Annex K to the Guidelines for grant applicants.

Contingency reserve

14.7. A reserve for contingencies and/or possible fluctuations in exchange rates not exceeding 5% of the direct eligible costs may be included in the budget for the action, to allow for adjustments necessary in the light of unforeseeable changes of circumstances on the ground. It can be used only with the prior written authorisation of the contracting authority, upon duly justified request by the coordinator.

Indirect costs

14.8. The indirect costs for the action are those eligible costs which may not be identified as specific costs directly linked to the implementation of the action and may not be booked to it directly according to the conditions of eligibility in Article 14.1. However, they are incurred by the beneficiary(ies) in connection with the eligible direct costs for the action. They may not include ineligible costs as referred to in Article 14.11 or costs already declared under another costs item or heading of the budget of this contract.

To the extent that it would not generate a profit within the framework of the action, a fixed percentage of the total amount of direct eligible costs of the action not exceeding the

percentage laid down in Article 3.3 of the special conditions may be claimed to cover indirect costs for the action.

Indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the European Union budget during the period in question.

Article 14.8 does not apply in the case of an operating grant.

In kind contributions

- 14.9. Any contributions in kind, which shall be listed separately in Annex III, do not represent actual expenditure and are not eligible costs. Unless otherwise specified in the special conditions, contributions in kind may not be treated as co-financing by the beneficiary(ies).

If contributions in kind are accepted as co-financing, the beneficiary(ies) shall ensure they comply with national tax and social security rules.

Notwithstanding the above, if the description of the action provides for contributions in kind, such contributions have to be provided.

Volunteers' work

- 14.10. The value of the work provided by volunteers can be recognised as eligible cost of the action and may be treated as co-financing by the beneficiary(ies).

Where the estimated eligible costs include costs for volunteers' work, the EC contribution shall not exceed the estimated eligible costs other than the costs for volunteers' work.

Beneficiaries shall declare personnel costs for the work carried out by volunteers on the basis of unit costs authorised in accordance with Article 14.4 and following¹.

This type of costs must be presented separately from other eligible costs in the estimated budget. The value of the volunteers' work must always be excluded from the calculation of indirect costs.

Volunteers' work may comprise up to 50 % of the co-financing, the latter corresponding to the part not financed by the EU contribution.

Non-eligible costs

- 14.11. The following costs shall not be considered eligible:

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

- a) debts and debt service charges (interest);
- b) provisions for losses, debts or potential future liabilities;
- c) costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);
- d) purchases of land or buildings, except where necessary for the direct implementation of the action and according to the conditions specified in the special conditions; in all cases the ownership shall be transferred in accordance with Article 7.5, at the latest at the end of the action;
- e) currency exchange losses;
- f) credits to third parties, unless otherwise specified in the special conditions;
- g) in kind contributions (except for volunteers' work);
- h) salary costs of the personnel of national administrations, unless otherwise specified in the special conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken;
- i) bonuses included in costs of staff;
- j) Negative interest charged by banks or other financial institutions.

Affiliated entities

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

ARTICLE 15 — PAYMENT AND INTEREST ON LATE PAYMENT

Payment procedures

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

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

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

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

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

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

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

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

Option 3: All actions

- (i) the final amount of the grant.

Submission of final reports

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

Payment request

- 15.3. The payment request shall be drafted using the model in Annex V and shall be accompanied by:
- a) a narrative and financial report in line with Article 2;
 - b) a forecast budget for the following reporting period in case of request of further pre-financing;
 - c) an expenditure verification report or a detailed breakdown of expenditure if required under Article 15.7;

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

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

Payment deadlines

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

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

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

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

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

Suspension of the period for payments

- 15.5. Without prejudice to Article 12, the time-limits for payments may be suspended by notifying the coordinator that:
- a) the amount indicated in its request of payments is not due, or;
 - b) proper supporting documents have not been supplied, or;
 - c) clarifications, modifications or additional information to the narrative or financial reports are needed, or;
 - d) there are doubts on the eligibility of expenditure and it is necessary to carry out additional checks, including on-the-spot checks or an audit to make sure that the expenditure is eligible, or;
 - e) it is necessary to verify, including through an OLAF investigation, whether presumed breach of obligations, irregularities or fraud have occurred in the grant award procedure or the implementation of the action, or;
 - f) it is necessary to verify whether the beneficiary(ies) have breached any substantial obligations under this contract, or;

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

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

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

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

Interest on late payment

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

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

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

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

Expenditure verification report

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

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

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

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

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

The detailed breakdown of expenditure shall be supported by a declaration on honour by the coordinator that the information in the payment request is full, reliable and true and that the costs declared have been incurred and can be considered as eligible in accordance to this contract.

The final report shall in all cases include a detailed breakdown of expenditure covering the whole action.

When the grant takes the form of reimbursement of eligible costs actually incurred and is only expressed in terms of an absolute value (and not as a percentage of the EU contribution to the total eligible costs), verification can be limited to the amount paid by the Commission for the action concerned (i.e. it does not need to cover the whole action).

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

The expenditure verification report shall not be provided by the coordinator if the verification is directly done by the contracting authority's own staff, by the Commission or by a body authorised to do so on their behalf, according to Article of 5.2 of the special conditions.

Financial guarantee

- 15.8. If the grant exceeds EUR 60 000 the contracting authority may request a financial guarantee for the amount of the initial pre-financing payment.

The guarantee shall be denominated in euro or in the currency of the contracting authority, conforming to the model in Annex VIII. The guarantee shall be provided by an approved bank or financial institution established in one of the Member States of the European Union. Where the coordinator is established in a third country, the contracting authority may agree that a bank or financial institution established in that third country may provide the guarantee if the contracting authority considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State of the European Union. This guarantee shall remain in force until its release by the contracting authority when the payment of the balance is made.

During the execution of the contract, if the natural or legal person providing the guarantee (i) is not able or willing to abide by its commitments, (ii) is not authorised to issue guarantees to contracting authorities, or (iii) appears not to be financially reliable, or the financial guarantee ceases to be valid, and the coordinator fails to replace it, either a deduction equal to the amount of the pre-financing may be made by the contracting authority from future payments due to the coordinator under the contract, or the contracting authority shall give formal notice to the coordinator to provide a new guarantee on the same terms as the previous one. Should the coordinator fail to provide a new guarantee, the contracting authority may terminate the contract.

This provision shall not apply if the coordinator is a non-profit organisation, an organisation which has signed a framework partnership agreement with the European Commission, a government department or public body, unless otherwise stipulated in the special conditions.

Rules for currency conversion

- 15.9. The contracting authority shall make payments to the coordinator to the bank account referred to in the financial identification form in Annex V, which allows the identification of the funds paid by the contracting authority. The contracting authority shall make payments in the currency set in the special conditions.

Reports shall be submitted in the currency set out in the special conditions, and may be drawn from financial statements denominated in other currencies, on the basis of the beneficiary(ies)'s applicable legislation and applicable accounting standards. In such case and for the purpose of reporting, conversion into the currency set in the special conditions shall be made using the rate of exchange at which each contracting authority's contribution was recorded in the beneficiary(ies)'s accounts, unless otherwise provided for in the special conditions. If at the end of the action, a part of the expenses is pre-financed by the beneficiary(ies) (or by other donors), the conversion rate to be applied to this balance is the one set in the special condition according to the beneficiary(ies)'s usual accounting practice. If no specific provision is foreseen in the special conditions, the exchange rate of the last instalment received from the contracting authority will be applied.

- 15.10. Unless otherwise provided for in the special conditions, costs incurred in other currencies than the one used in the beneficiary(ies)'s accounts for the action shall be converted according to its usual accounting practices, provided they respect the following basic requirements: (i) they are written down as an accounting rule, i.e. they are a standard practice of the beneficiary, (ii) they are applied consistently, (iii) they give equal treatment to all types of transactions and funding sources, (iv) the system can be demonstrated and the exchange rates are easily accessible for verifications.

In the event of an exceptional exchange-rate fluctuation, the parties shall consult each other with a view to amending the action in order to lessen the impact of such a fluctuation. Where necessary, the contracting authority may take additional measures such as terminating the contract.

ARTICLE 16 — ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS

Accounts

- 16.1. The beneficiary(ies) shall keep accurate and regular accounts of the implementation of the action using an appropriate accounting and double-entry book-keeping system.

The accounts:

- a) may be an integrated part of or an adjunct to the beneficiary(ies)'s regular system;

- b) shall comply with the accounting and bookkeeping policies and rules that apply in the country concerned;
 - c) shall enable income and expenditure relating to the action to be easily traced, identified and verified.
- 16.2. The coordinator shall ensure that any financial report as required under Article 2 can be properly and easily reconciled to the accounting and bookkeeping system and to the underlying accounting and other relevant records. For this purpose the beneficiary(ies) shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for inspection and verification.

Right of access

- 16.3. The beneficiary(ies) shall allow verifications to be carried out by the European Commission, the European Anti-Fraud Office, the European Public Prosecutor's Office, the European Court of Auditors and any external auditor authorised by the contracting authority. The beneficiary(ies) have to take all steps to facilitate their work.
- 16.4. The beneficiary(ies) shall allow the above entities to:
- a) access the sites and locations at which the action is implemented;
 - b) examine its accounting and information systems, documents and databases concerning the technical and financial management of the action;
 - c) take copies of documents;
 - d) carry out on-the-spot-checks;
 - e) conduct a full audit on the basis of all accounting documents and any other document relevant to the financing of the action.
- 16.5. Additionally the European Anti-Fraud Office shall be allowed to carry out on-the-spot checks and inspections in accordance with the procedures laid down by the European Union legislation for the protection of the financial interests of the European Union against fraud and other irregularities.

Where appropriate, the findings may lead to recovery by the European Commission.

- 16.6. Access given to agents of the European Commission, European Anti-Fraud Office, the European Public Prosecutor's Office and the European Court of Auditors and to any external auditor authorised by the contracting authority carrying out verifications as provided for by this article as well as by Article 15.7 shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject.

Record keeping

- 16.7. The beneficiary(ies) shall keep all records, accounting and supporting documents related to this contract for five years following the payment of the balance and for three years in case of grants not exceeding EUR 60 000, and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim has been disposed of.

They shall be easily accessible and filed so as to facilitate their examination and the coordinator shall inform the contracting authority of their precise location.

- 16.8. All the supporting documents shall be available either in the original form, including in electronic form, or as a copy.

- 16.9. In addition to the reports mentioned in Article 2, the documents referred to in this article include:
- a) Accounting records (computerised or manual) from the beneficiary(ies)'s accounting system such as general ledger, sub-ledgers and payroll accounts, fixed assets registers and other relevant accounting information;
 - b) Proof of procurement procedures such as tendering documents, bids from tenderers and evaluation reports;
 - c) Proof of commitments such as contracts and order forms;
 - d) Proof of delivery of services such as approved reports, time sheets, transport tickets, proof of attending seminars, conferences and training courses (including relevant documentation and material obtained, certificates) etc.;
 - e) Proof of receipt of goods such as delivery slips from suppliers;
 - f) Proof of completion of works, such as acceptance certificates;
 - g) Proof of purchase such as invoices and receipts;
 - h) Proof of payment such as bank statements, debit notices, proof of settlement by the contractor;
 - i) Proof that taxes and/or VAT that have been paid cannot actually be reclaimed;
 - j) For fuel and oil expenses, a summary list of the distance covered, the average consumption of the vehicles used, fuel costs and maintenance costs;
 - k) Staff and payroll records such as contracts, salary statements and time sheets. For local staff recruited on fixed-term contracts, details of remuneration paid, duly substantiated by the person in charge locally, broken down into gross salary, social security charges, insurance and net salary. For expatriate and/or European-based staff (if the action is implemented in Europe) analyses and breakdowns of expenditure per month of actual work, assessed on the basis of unit prices per verifiable block of time worked and broken down into gross salary, social security charges, insurance and net salary.
- 16.10 Failure to comply with the obligations set forth in Article 16.1 to 16.9 constitutes a case of breach of a substantial obligation under this contract. In this case, the contracting authority may in particular suspend the contract, payments or the time-limit for a payment, terminate the contract and/or reduce the grant.

ARTICLE 17 — FINAL AMOUNT OF THE GRANT

Final amount

- 17.1. The grant may not exceed the maximum ceiling in Article 3.2 of the special conditions either in terms of the absolute value or the percentage stated therein.
- If the eligible costs of the action at the end of the action are less than the estimated eligible costs as referred to in Article 3.1 of the special conditions, the grant shall be limited to the amount obtained by applying the percentage laid down in Article 3.2 of the special conditions to the eligible costs of the action approved by the contracting authority.
- 17.2. In addition and without prejudice to its right to terminate this contract pursuant to Article 12, if the action is implemented poorly or partially - and therefore not in accordance with the description of the action in Annex I - or late, the contracting authority may, by a duly reasoned decision and after allowing the beneficiary(ies) to submit its observations, reduce the initial grant in line with the actual implementation of the action and in

accordance with the terms of this contract. This applies as well with regards to the visibility obligations set out in Article 6. In case of breach of obligations, fraud or irregularities the contracting authority may also reduce the grant in proportion of the seriousness of breach of obligations, fraud or irregularities. The measures described in the last paragraph may equally be adopted by the European Commission in pursuance of its administrative powers under the Financial Regulation (Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018, OJ-L 193/30.07.2018, p.1).

No-profit

- 17.3. The grant may not produce a profit for the beneficiary(ies), unless specified otherwise in Article 7 of the special conditions. Profit is defined as a surplus of the receipts over the eligible costs approved by the contracting authority when the request for payment of the balance is made.
- 17.4. The receipts to be taken into account are the consolidated receipts on the date on which the payment request for the balance is made by the coordinator which fall within one of the two following categories:
 - a) EU grant;
 - b) income generated by the action; unless otherwise specified in the special conditions.
- 17.5. In case of an operating grant, amounts dedicated to the building up of reserves shall not be considered as a receipt.
- 17.6. Where the final amount of the grant determined in accordance with the contract would result in a profit, it shall be reduced by the percentage of the profit corresponding to the final European Union contribution to the eligible costs actually incurred approved by the contracting authority.
- 17.7. The provisions in Article 17.3 and 17.6 shall not apply to:
 - a) actions the objective of which is the reinforcement of the financial capacity of a beneficiary, if specified in Article 7 of the special conditions;
 - b) actions which generate an income to ensure their continuity beyond the end of this contract, if specified in Article 7 of the special conditions;
 - c) actions implemented by non-profit organisations;
 - d) study, research or training scholarships paid to natural persons;
 - e) other direct support paid to natural persons in most need, such as unemployed persons and refugees, if specified in Article 7 of the special conditions;
 - f) grants of EUR 60 000 or less.

ARTICLE 18 — RECOVERY

Recovery

- 18.1. If any amount is unduly paid to the coordinator, or if recovery is justified under the terms of this contract, the coordinator undertakes to repay the contracting authority these amounts.

In particular, payments made do not preclude the possibility for the contracting authority to issue a recovery order following an expenditure verification report, an audit or further verification of the payment request.

- 18.2. If a verification reveals that the methods used by the beneficiary(ies) to determine unit costs, lump sums or flat-rates are not compliant with the conditions established in this contract, the contracting authority shall be entitled to reduce the final amount of the grant proportionately up to the amount of the unit costs, lump sums or flat rate financing.
- 18.3. The coordinator undertakes to repay any amounts paid in excess of the final amount due to the contracting authority within 45 days of the issuing of the debit note, the latter being the letter by which the contracting authority requests the amount owed by the coordinator.

Interest on late payments

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

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

Offsetting

- 18.5. Amounts to be repaid to the contracting authority may be offset against amounts of any kind due to the coordinator, after informing it accordingly. This shall not affect the parties' right to agree on payment in instalments.

Other provisions

- 18.6. The repayment under Article 18.4 or the offsetting under Article 18.6 amount to the payment of the balance.
- 18.7. Bank charges incurred by the repayment of amounts due to the contracting authority shall be borne entirely by the coordinator.
- 18.8. The guarantee securing the prefinancing may be invoked in order to repay any amount owed by the beneficiary(ies), and the guarantor shall not delay payment nor raise objections for any reason whatsoever.
- 18.9. Without prejudice to the prerogative of the contracting authority, if necessary, the European Union may, as donor, proceed itself to the recovery by any means.

1. Budget for the Action¹

Costs	All Years				Year 1 ²			
	Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
1.1.1 Technical								
1.1.1.1 Regional SALW/EOD Coordinator x 36 months for EUR 8,500/month	Per month	36	€ 8,500	€ 306,000	Per month	12	€ 8,500	€ 102,000
1.1.1.2 Principal SALW/EOD Technician x 36 months for EUR 3,910/month	Per month	36	€ 3,910	€ 140,760	Per month	12	€ 3,910	€ 46,920
1.1.1.3 Recordkeeping Technician x 36 months for EUR 2,350/month	Per month	36	€ 2,350	€ 84,600	Per month	12	€ 2,350	€ 28,200
1.1.1.4 SALW/EOD Technician x 36 months for EUR 2,450/month	Per month	36	€ 2,450	€ 88,200	Per month	12	€ 2,450	€ 29,400
1.1.1.5 SALW Technician x 10 technical assistance missions for EUR 3,000/mission (SALW and ammunition destruction)	Per mission	10	€ 3,000	€ 30,000	Per mission	3	€ 3,000	€ 9,000
1.1.1.6 Marking and recordkeeping technician x 4 technical assistance missions for EUR 2,500/mission (Marking and Recordkeeping)	Per mission	4	€ 2,500	€ 10,000	Per mission	2	€ 2,500	€ 5,000
1.1.1.7 Community Prevention Local Specialist for EUR 2,170/Contract (Prevention of Armed Violence)	Per contract	1	€ 2,170	€ 2,170	Per contract	1	€ 2,170	€ 2,170
1.1.1.8 Weapons campaign technician x 2 months x 2 communities for EUR 1,700/ month (Voluntary SALW Collection Program)	Per month	4	€ 1,700	€ 6,800	Per month			
1.1.1.9 Advanced Life Skills Educator x 2 Communities x 18 months for EUR 1,600 / Month (Training/Classes for at-risk youth)	Per month	36	€ 1,600	€ 57,600	Per month	20	€ 1,600	€ 32,000
1.1.1.10 4 Life Skills Educators x 2 Communities x 18 months for EUR 1,350 / Month (Training/Classes for at-risk youth)	Per month	144	€ 1,350	€ 194,400	Per month	80	€ 1,350	€ 108,000
1.1.1.11 OASIS Life-Skills Methodology Consultant for EUR 8,700/Contract (Training/Classes for at-risk youth)	Per contract	1	€ 8,700	€ 8,700	Per contract	1	€ 8,700	€ 8,700
1.1.1.12 1 Crime Prevention Consultant x 2 Communities x 18 months for EUR 1,600 /Month (Training/Classes for at-risk youth)	Per month	36	€ 1,600	€ 57,600	Per month	20	€ 1,600	€ 32,000
1.1.1.13 2 Psychologists/Social Workers x 1 Victims Center of Reference x 12 months for EUR 1,750/per month (Center of Reference for Victims)	Per month	24	€ 1,750	€ 42,000	Per month			
1.1.1.14 Content Developer Regional Educational Program - Specialist GBV for EUR 20,000/contract (GBV Regional educational program)	Per contract	1	€ 20,000	€ 20,000	Per contract	1	€ 20,000	€ 20,000
communities x 6 months for EUR 870/ month (Voluntary SALW Collection Program)	Per month	12	€ 870	€ 10,440	Per month			
1.1.1.16 Specialist Weapons Collection - Campaign Development for EUR 3,900/ contract (Voluntary SALW Collection Program)	Per contract	1	€ 3,900	€ 3,900	Per contract			
1.1.1.17 Firearms Roadmap Needs Assessment Specialist for 4,500/Contract (Central American Firearms Roadmap)	Per contract	1	€ 4,500	€ 4,500	Per contract	1	€ 4,500	€ 4,500
1.1.2 Administrative/ support staff								

1.1.2.1 Administrative/Logistics Assistant x 36 months for EUR 2,000/month	Per month	36	€ 2,000	€ 72,000	Per month	12	€ 2,000	€ 24,000
1.1.2.2 Software Developer - Electronic Database for EUR 15,000/ contract (Database of Firearms Regulations)	Per contract	1	€ 15,000	€ 15,000	Per contract	1	€ 15,000	€ 15,000
1.1.2.3 Software Developer and IT Consultancy - MCTA for EUR 125,000/contract (Electronic Solution for the MCTA)	Per contract	1	€ 125,000	€ 125,000	Per contract	1	€ 125,000	€ 125,000
1.1.2.4 IT Consultancy for Inventory Software for EUR 4200/Contract (Deployment of the Inventory Control Software)	Per contract	3	€ 4,200	€ 12,600	Per contract	1	€ 4,200	€ 4,200
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)								
1.2.1 Technical								
1.2.1.1 Program Manager and Legal Specialist (P-3/3 Level) x 36 months for EUR 10,000/month	Per month	36	€ 10,000	€ 360,000	Per month	12	€ 10,000	€ 120,000
1.2.1.2 Project Assistant x 36 months for EUR 4,400/month	Per month	36	€ 4,400	€ 158,400	Per month	12	€ 4,400	€ 52,800
1.2.1.3 Project Prevention Officer (P-2/3 Level) for € 8,100/month x 30 months	Per month	30	€ 8,100	€ 243,000	Per month	12	€ 8,100	€ 97,200
1.2.1.4 PSSM Specialists x 2 PSSM Regional workshops for EUR 12,000/contract (Regional Workshops on PSSM)	Per contract	2	€ 12,000	€ 24,000	Per contract	1	€ 12,000	€ 12,000
1.2.1.5 OASIS Capacity Building Content Developer for EUR 14,000/Contract (Training/Classes for at-risk youth)	Per contract	1	€ 14,000	€ 14,000	Per contract	1	€ 14,000	€ 14,000
1.2.1.6 Honorary for 4 experts in advisory committee - Firearms Central American Roadmap for EUR 800/expert (Central American Firearms Roadmap)	Per contract	4	€ 800	€ 3,200	Per contract			
1.2.1.7 PSSM, and SALW Destruction Specialist for EUR5,000/contract (PSSM and SALW/Ammunition Destruction)	Per contract	2	€ 5,000	€ 10,000	Per contract	1	€ 5,000	€ 5,000
1.2.1.8 Firearms Roadmap Specialist - Methodology for EUR 2,600/Contract (Central American Firearms Roadmap)	Per contract	1	€ 2,600	€ 2,600	Per contract	1	€ 2,600	€ 2,600
1.2.1.9 GBV Specialist for EUR 4,000/Contract (Regional Recommendations to prevent GBV)	Per contract	1	€ 4,000	€ 4,000	Per contract	1	€ 4,000	€ 4,000
1.2.1.10 Firearms Roadmap Consultancy for EUR 10,000/Contract (Central American Firearms Roadmap)	Per contract	1	€ 10,000	€ 10,000	Per contract			
1.2.2 Administrative/ support staff								
1.2.2.1 Financial officer	Per month	36	€ 5,050	€ 181,800	Per month	12	€ 5,050	€ 60,600
1.2.2.2 Project administrative assistant	Per month	36	€ 2,900	€ 104,400	Per month	12	€ 2,900	€ 34,800
1.3 Per diems for missions/travel ⁵								
1.3.1 Abroad (staff assigned to the Action)								
1.3.1.1 Per diem 3 Coordination Trips x 1 Coordinator x 3 days for EUR 195/day (Legislative assistance)	Per diem	9	€ 195	€ 1,755	Per diem	3	€ 195	€ 585
1.3.1.2 Per diem 2 OAS Team x 5 assessment trips x 4 days for EUR 195/day (PSSM improvements)	Per diem	40	€ 195	€ 7,800	Per diem	24	€ 195	€ 4,680
1.3.1.3 Per Diem 2 OAS Team x 3 coordination trips x 2 days for EUR 195/day (SALW/ammunition destruction)	Per diem	12	€ 195	€ 2,340	Per diem	4	€ 195	€ 780
1.3.1.4 Per Diem 2 technicians x 120 days x 3 years for EUR 120/day (SALW/ammunition destruction)	Per day	720	€ 120	€ 86,400	Per day	240	€ 120	€ 28,800

1.3.1.5 Per Diem 1 technician x 11 technical visits x 2 days for EUR 195/day (Marking and Recordkeeping)	Per diem	22	€ 195	€ 4,290	Per diem	8	€ 195	€ 1,560
1.3.1.6 Per Diem 2 technician x 4 technical visits x 3 days for EUR 195/day (Marking and Recordkeeping)	Per diem	24	€ 195	€ 4,680	Per diem	6	€ 195	€ 1,170
1.3.1.7 Per diem 5 Training Trips x 4 days x 2 persons for EUR 195/day (Electronic Solution for MCTA)	Per diem	40	€ 195	€ 7,800				
1.3.1.8 Per Diem 3 Follow-up Trips x 3 days x 1 person for EUR 195/day (Electronic Solution for MCTA)	Per diem	9	€ 195	€ 1,755				
1.3.1.9 Per diem 5 Diagnostic Trips x 2 OAS Staff x 3 days for EUR 195/day (Central American Firearms Roadmap)	Per diem	30	€ 195	€ 5,850	Per diem	6	€ 195	€ 1,170
1.3.1.10 Per diem 1 Coordination Trip x 2 Communities x 5 Day for EUR 195/Day (Community Assessment - Prevention of Armed Violence)	Per diem	10	€ 195	€ 1,950	Per diem	10	€ 195	€ 1,950
1.3.1.11 Per diem 4 Coordination Trips x 2 Communities x 1 OAS Staff x 5 Day for EUR 195/Day (Training/Classes for at-risk youth)	Per diem	40	€ 195	€ 7,800	Per diem	30	€ 195	€ 5,850
1.3.1.12 Per diem Training 1 OAS Staff + 2 External Expert x 2 communities x 5 days for EUR 195/Day (Training Prevention of Violence)	Per diem	30	€ 195	€ 5,850	Per diem	15	€ 195	€ 2,925
1.3.1.13 Per Diem 2 Coordination Trips x 1 Victims Center of Reference x 2 persons x 4 days for EUR 195/per day (Center of Reference for Victims)	Per diem	16	€ 195	€ 3,120				
1.3.1.14 Per diem 2 OAS staff x 4 days x 2 communities x 2 Events for EUR 195/day (Voluntary SALW Collection Program)	Per diem	32	€ 195	€ 6,240	Per diem	32	€ 195	€ 6,240
1.3.2 Local (staff assigned to the Action)								
1.3.3 Seminar/conference participants								
1.3.3.1 Per Diem 1 Validation Workshop Firearms Roadmap x 12 persons x 3 days for EUR 195/day (Central American Firearms Roadmap)	Per diem	36	€ 195	€ 7,020				
1.3.3.2 Per Diem 1 Dissemination Event Firearms Roadmap x 12 persons x 2 days for EUR 195/day (Central American Firearms Roadmap)	Per diem	24	€ 195	€ 4,680				
1.3.3.3 Per Diem 9 EOD training participants x 3 courses in Spain x 60 days for EUR 55/day. EOD Training	Per diem	1620	€ 55	€ 89,100	Per diem	540	€ 55	€ 29,700
Subtotal Human Resources				€ 2,656,100	€ 1,084,500			
2. Travel⁶								
2.1. International travel								
2.1.1 3 Coordination Trips for EUR 1,000/flight. (Legislative assistance)	Per flight	3	€ 1,000	€ 3,000	Per flight	1	€ 1,000	€ 1,000
2.1.2 2 OAS staff x 5 assessment trips for EUR 1,000/flight. (PSSM improvements)	Per flight	10	€ 1,000	€ 10,000	Per flight	6	€ 1,000	€ 6,000
2.1.3 2 staff x 3 coordination trips for EUR 750/flight. (SALW/ammunition destruction)	Per flight	6	€ 750	€ 4,500	Per flight	2	€ 750	€ 1,500
2.1.4 2 technicians x 4 trips x 3 years for EUR 750/flight. (SALW/ammunition destruction)	Per flight	24	€ 750	€ 18,000	Per flight	8	€ 750	€ 6,000
2.1.5 1 technician x 11 technical visits for EUR 750/flight. (Marking and Recordkeeping)	Per flight	11	€ 750	€ 8,250	Per flight	4	€ 750	€ 3,000
2.1.6 2 technician x 4 technical visit for EUR 750/flight. (Marking and Recordkeeping)	Per flight	8	€ 750	€ 6,000	Per flight	2	€ 750	€ 1,500
2.1.7 5 Trips x 2 persons for EUR 1,000/flight. (Electronic Solution of MCTA)	Per flight	10	€ 1,000	€ 10,000				

2.1.8 3 Follow-up Trips for EUR 1,000/flight. (Electronic Solution of MCTA)	Per flight	3	€ 1,000	€ 3,000				
2.1.9 1 Coordination Trip x 2 Communities for EUR 750/ Flight. (Community Assessment - Prevention of Armed Violence)	Per flight	2	€ 750	€ 1,500	Per flight	2	€ 750	€ 1,500
2.1.10 4 Coordination Trips x 2 Communities x 1 OAS Staff for EUR 750/Flight. (Training/Classes for at-risk youth)	Per flight	8	€ 750	€ 6,000	Per flight	6	€ 750	€ 4,500
2.1.11 1 OAS Staff + 2 External Expert x 2 Communities for EUR 750/Flight. (Training Prevention of Violence)	Per flight	6	€ 750	€ 4,500	Per flight	3	€ 750	€ 2,250
2.1.12 2 Coordination Trips x 1 Victims Center of Reference x 2 persons for EUR 750/ per flight. (Center of Reference for Victims)	Per flight	4	€ 750	€ 3,000				
2.1.13 2 OAS Staff x 2 communities x 2 Events for 750 EUR / flight. (Voluntary SALW Collection Program)	Per flight	8	€ 750	€ 6,000				
2.1.14 5 Diagnostic Trip x 2 persons for EUR 750/Flight. (Central American Firearms Roadmap)	Per flight	10	€ 750	€ 7,500	Per flight	2	€ 750	€ 1,500
2.1.15 1 Workshop x 12 persons for EUR 1,000/flight. (Central American Firearms Roadmap)	Per flight	12	€ 1,000	€ 12,000	Per flight			
2.1.16 12 persons for EUR 1,000/flight. (Central American Firearms Roadmap)	Per flight	12	€ 1,000	€ 12,000	Per flight			
2.1.17 16 EOD training participants x 3 courses in Spain for 1,700/flight. EOD Training	Per flight	48	€ 1,700	€ 81,600	Per flight	16	€ 1,700	€ 27,200
2.2 Local transportation	Per month							
2.2.1 Terminal Expenses (EUR 105 x 150 trips)	Per trip	150	€ 105	€ 15,750	Per trip	34	€ 105	€ 3,600
2.2.2 Covid Tests (EUR 60 x 100 trips)	Per Test	100	€ 60	€ 6,000	Per Test	15	€ 60	€ 900
2.2.3 Transportation Fees (4 Trips x 2 Communities x 1 OAS Staff for 110/per fee). (Training/Classes for at-risk youth)	Per fee	8	€ 110	€ 880	Per fee	6	€ 110	€ 660
Subtotal Travel				€ 219,480	€ 61,110			
3. Equipment and supplies⁷								
3.1 Purchase or rent of vehicles								
3.1.1 Vehicle Rentals (1 vehicle x 270 days) for EUR 70 /per day	Per day	270	€ 70	€ 18,900	Per day	90	€ 70	€ 6,300
3.2 Furniture, computer equipment								
3.2.1 5 Computer Equipment for Implementing Team for EUR 1,800/ Equipment	Per equipment	8	€ 1,800	€ 14,400	Per equipment	8	€ 1,800	€ 14,400
3.2.2 3 Computer Equipment for OASIS Life Skills for EUR 1,800/ Equipment	Per equipment	3	€ 1,800	€ 5,400	Per equipment	3	€ 1,800	€ 5,400
3.2.3 Projectors and screen x 1 community for EUR 490/ Equipment. (Training/Classes for at-risk youth)	Per equipment	1	€ 490	€ 490	Per equipment	1	€ 490	€ 490
3.2.4 1 Printer x 1 community for EUR 260/ Equipment. (Training/Classes for at-risk youth)	Per equipment	1	€ 260	€ 260	Per equipment	1	€ 260	€ 260
3.2.5 4 Computers for Victims Center of Reference for EUR 1,800/ per equipment (Center of Reference for Victims)	Per equipment	4	€ 1,800	€ 7,200	Per equipment			
3.2.6 Orchestra Chairs x 1 Community for EUR 1,310/set. (Training/Classes for at-risk youth)	Per set	1	€ 1,310	€ 1,310	Per set	1	€ 1,310	€ 1,310
3.2.7 Choir riser x 1 Community for EUR 870/set. (Training/Classes for at-risk youth)	Per set	1	€ 870	€ 870	Per set	1	€ 870	€ 870

3.2.8 Air Conditioning x 1 Community for EUR 400/ Unit. (Training/Classes for at-risk youth)	Per unit	1	€ 400	€ 400	Per unit	1	€ 400	€ 400
3.2.9 Tables for Victims Center of Reference for EUR 90/per table). (Center of Reference for Victims)	Per table	4	€ 90	€ 360	Per table			
3.2.10 Chairs for Victims Center of Reference for EUR 135/per chair). (Center of Reference for Victims)	Per chair	4	€ 135	€ 540	Per chair			
3.2.11 IT Equipment to upgrade infrastructure of national firearms registers @ EUR15,000 per set (one set x 3 countries, National Firearms Registers Infrastructure)	Per set	3	€ 15,000	€ 45,000	Per set	1	€ 15,000	€ 15,000
3.3 Machines, tools								
3.3.1 Marking Machines x 8 units for EUR 9,600 /unit	Per equipment	8	€ 9,600	€ 76,800	Per equipment	3	€ 9,600	€ 28,800
3.4 Spare parts/equipment for machines, tools								
3.4.1 Marking Machine Spare parts x 4 Marking Machines for EUR 5,300/set	Per set	4	€ 5,300	€ 21,200	Per set	1	€ 5,300	€ 5,300
3.5 Other (please specify)								
3.5.1 10 PSSM infrastructure improvement material for EUR 10,500/set (PSSM improvement)	Per set	10	€ 10,500	€ 105,000	Per set	3	€ 10,500	€ 31,500
3.5.2 4 sets of Binary Explosives for EUR 15,200/set. (SALW and Ammunition Destruction)	Per set	4	€ 15,200	€ 60,800	Per set	1	€ 15,200	€ 15,200
3.5.3 Equipment and Material for Destruction (1 set X 10 countries for EUR 10000/set). (SALW and Ammunition Destruction)	Per set	10	€ 10,000	€ 100,000	Per set	3	€ 10,000	€ 30,000
3.5.4 Music Instruments Set x 2 Communities for EUR 12,000/set. (Training/Classes for at-risk youth)	Per set	2	€ 12,000	€ 24,000	Per set	2	€ 12,000	€ 24,000
3.5.5 Renovation of Space - Victims Center of Reference for EUR 10,000	Per center	1	€ 10,000	€ 10,000	Per center			
3.5.6 Uniforms (100 beneficiaries/community x 2 communities for EUR 27/uniform). (Training/Classes for at-risk youth)	Per uniform	200	€ 27	€ 5,400	Per uniform	200	€ 27	€ 5,400
3.5.7 Cleaning material/Others x 2 Communities x 18 months for EUR 28/Month). (Training/Classes for at-risk youth)	Per month	36	€ 28	€ 1,008	Per month	20	€ 28	€ 560
3.5.8 Cleaning material/Others x 1 Victim Center of Reference x 12 months for EUR 28/per month. (Center of Reference for Victims)	Per month	12	€ 28	€ 336	Per month			
3.5.9 Courier Costs for Delivery of Equipment for EUR 350/per service	Per service	15	€ 350	€ 5,250	Per service	5	€ 350	€ 1,750
3.5.10 Fuel for transportation - 650 gallons x 8 countries for EUR 4.50/gal	Per gallon	5200	€ 4.5	€ 23,400	Per gallon	1200	€ 4.5	€ 5,400
3.5.11 Stationery for OASIS Life Skills classes x 2 communities for EUR 1,250/community (Training/Classes for at-risk youth)	Per set	2	€ 1,250	€ 2,500	Per set	2	€ 1,250	€ 2,500
3.5.12 Stationery for Capacity Building for EUR 90/set. (Training Violence Prevention)	Per set	4	€ 90	€ 360	Per set	4	€ 90	€ 360
3.5.13 Stationery x 1 Victims Center of Reference x 12 months for EUR 45 /per month (Center of Reference for Victims)	Per month	12	€ 45	€ 540	Per month			
3.5.14 Stationery for Regional Staff for EUR 180/per month	Per month	36	€ 180	€ 6,480	Per month	12	€ 180	€ 2,160
Subtotal Equipment and supplies				€ 538,204				€ 197,360
4. Project office¹⁴								
Subtotal Project office				€ -				€ -
5. Other costs, services⁸								
5.1 Publications ⁹								

5.1.1 Graphic Design for EUR 1,600/Contract	Per contract	10	€ 1,600	€ 16,000	Per contract	3	€ 1,600	€ 4,800
5.1.2 Printing Services - 20 SOP manuals x 10 countries for EUR 45 per manual. (SALW and ammunition destruction)	Per manual	200	€ 45	€ 9,000	Per manual	200	€ 45	€ 9,000
5.1.3 Printing Services Training Materials and Publications for EUR4,500 per year	Per year	3	€ 4,500	€ 13,500	Per year	1	€ 4,500	€ 4,500
5.2 Studies, research ⁹								
5.3 Expenditure verification/Audit								
5.3.1 Expenditure Verification Report	Per contract	1	€ 50,000	€ 50,000				
5.4 Evaluation costs								
5.4.1 External Evaluation for EUR 65,000/Contract	Per contract	1	€ 65,000	€ 65,000				
5.5 Translation, interpreters								
5.5.1 Translation of documents for EUR 3,500/Contract	Per contract	2	€ 3,500	€ 7,000	Per contract	1	€ 3,500	€ 3,500
5.5.2 Interpretation Services for EUR 1,000/Event	Per event	8	€ 1,000	€ 8,000	Per event	3	€ 1,000	€ 3,000
5.6 Financial services (bank guarantee costs etc.)								
5.6.1 Bank Fees	Per Year	3	€ 1,000	€ 3,000	Per Year	1	€ 1,000	€ 1,000
5.7 Costs of conferences/seminars ⁹								
5.7.1 Conference Services x 2 Communities x 2 events for EUR 2,100 /event). (Voluntary SALW Collection Program)	Per event	4	€ 2,100	€ 8,400	Per event	2	€ 2,100	€ 4,200
5.7.2 Conference Services for EUR1,500 event (training, validation meetings, etc)	Per workshop	12	€ 1,500	€ 18,000	Per workshop	4	€ 1,500	€ 6,000
5.7.3 Conference Services for EUR 3,500/per PSSM Regional Workshop. (PSSM Regional Training)	Per workshop	2	€ 3,500	€ 7,000	Per workshop	1	€ 3,500	€ 3,500
5.8. Visibility actions ¹⁰								
5.8.1 Communication Campaign - Dissemination of Results for EUR8,000 per contract	Per contract	1	€ 8,000	€ 8,000				
5.8.2 Communications/visibility service OASIS Life Skills for EUR 7,000 per community	Per contract	2	€ 7,000	€ 14,000	Per contract	2	€ 7,000	€ 14,000
5.8.3 Communication Costs and Visibility Events Weapons Collection Campaign for EUR 8,500/community	Per community	2	€ 8,500	€ 17,000				
5.8.4 Communication Material for Firearms Roadmap for EUR 2,000/Event. (Central American Firearms Roadmap)	Per event	2	€ 2,000	€ 4,000				
5.8.5 Firearms Roadmap Launching Event for EUR 7,000/Event	Per event	1	€ 7,000	€ 7,000				
5.9. Other								
5.9.1 Life and accident insurance 28 people x 15 months for EUR 120/month. (SALW/ ammunition destruction)	Per month	420	€ 120	€ 50,400	Per month	420	€ 120	€ 50,400
5.9.2 Insurance x 9 EOD training participants x 3 courses in Spain x 60 Day for EUR 4.4/day). (EOD Training)	Per day	1620	€ 4.4	€ 7,128	Per day	540	€ 4.4	€ 2,376
5.9.3 Internet Services x 1 Victims Center of Reference x 12 months for EUR 45/per month. (Victims Center of Reference)	Per month	12	€ 45	€ 540	Per month			
5.9.4 Common services (VPN/Internet) x 3 years x 6 OAS Staff for EUR 350/per year	Per year	18	€ 350	€ 6,300	Per year	6	€ 350	€ 2,100
5.9.5 Services/Other Cost (Operation Software for EUR 400/per year)	Per year	3	€ 400	€ 1,200	Per year	1	€ 400	€ 400

5.9.6 Maintenance and Expansion of Firearms Knowledge Platform for EUR10,000	Per contract	1	€ 10,000	€ 10,000	Per contract	1	€ 10,000	€ 10,000
5.9.7 Portal of the Americas Platform for EUR 13,000/ per service. (GBV Regional Educational Program)	Per service	1	€ 13,000	€ 13,000	Per service	1	€ 13,000	€ 13,000
5.9.8 Self Learning Course Platform MOOC for EUR 4,400/ per service. (GBV Regional Educational Program)	Per service	1	€ 4,400	€ 4,400	Per service	1	€ 4,400	€ 4,400
5.9.9 Platform for virtual meetings/activities (1 business license for €1,750/year)	Per license	3	€ 1,750	€ 5,250	Per license	1	€ 1,750	€ 1,750
Subtotal Other costs, services				€ 353,118	€ 137,926			
6. Other								
6.1 Allowance to local NGOs x 2 Communities x 18 months for EUR 670/month	Per month	36	€ 670	€ 24,120	Per month	20	€ 670	€ 13,400
6.2 Incentives for population - weapons collection campaign for EUR 10,000/community	Per community	2	€ 10,000	€ 20,000				
Subtotal Other				€ 44,120	€ 13,400			
7. Subtotal direct eligible costs of the Action (1-6)				€ 3,811,022	€ 1,494,296			
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)				€ 266,772				€ 104,601
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)				€ 4,077,794	€ 1,598,897			
10.1 Provision for contingency reserve (maximum 5% of 7 'Subtotal of direct eligible costs of the Action')				€ 163,112				€ 63,956
10.2 Volunteers' work ¹⁵								
11. Total eligible costs (9+10)				€ 4,240,905	€ 1,662,853			
12. - Taxes ¹¹								
- Contributions in kind ¹²								
- Contribution in kind - General Secretariat of the Organization of American States								
Director, Department of Public Security - 10% cost share of € 16,000/month x 36 Months	Per month	36	€ 1,600	€ 57,600	Per month	12	€ 1,600	€ 19,200
Chief of Violence and Crime Prevention Session, Department of Public Security - 20% cost share of € 10,500/month x 36 Months	Per month	36	€ 2,100	€ 75,600	Per month	12	€ 2,100	€ 25,200
Specialist of Violence and Crime Prevention Session - 50% cost share of € 9,000/month x 18 Months	Per month	18	€ 4,500	€ 81,000	Per month	10	€ 4,500	€ 45,000
- Contributions in kind - Spain - Ministry of Defense - Cost of instructors and facilities for EOD level III training course - 3 iterations for € 35,000/iteration	Per event	3	€ 35,000	€ 105,000	Per event	1	€ 35,000	€ 35,000
13. Total accepted¹¹ costs of the Action (11+12)				€ 4,240,905	€ 1,662,853			

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

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

All Years

<p>Clarification of the budget items</p> <p><i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i></p>	<p>Justification of the estimated costs</p> <p><i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i></p>
<p>Regional coordinator technician who is responsible for coordinating and implementing the activities of Objective 2, including the technical team who carries out the operational support to the countries. Additionally, s/he provides technical support to all aspects related to PSSM, SALW/Ammunition destruction, SALW Marking and Tracing, and Recordkeeping.</p>	<p>Corresponding salary (€ 8,500/month) for highly experienced SALW/EOD coordinator and specialist, based in Costa Rica, working on a full-time basis throughout the 36-month duration of the project</p>
<p>Objective 2 - Senior technician who is responsible for assisting Regional SALW Coordinator in the implementation of activities of Objective 2. S/he will be particularly involved in imparting capacity-building training in SALW/ammunition destruction and marking, and PSSM, and in deploying operational missions to support the countries in those aspects.</p>	<p>Corresponding salary (€ 3,910/month) for a senior qualified and experienced SALW/EOD technician, based in Guatemala, working on a full-time basis throughout the 36-month duration of the project</p>
<p>Objective 2-3 - Specialist responsible for overseeing all aspects related to firearms recordkeeping. S/he is responsible for supporting countries in training and improvements of databases and marking of SALW, and for assisting in the implementation of the inventory control software</p>	<p>Corresponding salary (€ 2,350/month) for qualified and experienced technician working on a full-time basis throughout the 36-month duration of the project</p>
<p>Objective 2 - Technician who is responsible for assisting Principal SALW/EOD technician and Regional SALW/EOD Coordinator in implementation of training and operational activities throughout the region related to physical security / stockpile management, SALW / ammunition destruction, and SALW marking</p>	<p>Corresponding salary (€ 2,450/month) for qualified SALW/EOD technician, based in Guatemala, working on a full-time basis for 36 months throughout the 36-month duration of the project</p>
<p>Objective 2 - Product-based consultant to support destruction processes by assisting the technicians working full-time for the project considering the magnitude of destruction processes in some countries</p>	<p>Product-base contract at a cost of EUR3,000 per destruction process (senior specialist in the matter)</p>
<p>Objective 2 - Product-based consultant to carry-out training and technical assistance on marking and recordkeeping considering specific needs of countries (s/he will work alongside the recordkeeping technician in more complex operations)</p>	<p>Product-base contract at a cost of EUR2,500 per mission</p>
<p>Objective 4 - Contract of a local consultant to conduct an assessment on the risks of gun violence and the strengths to overcome it in the community level.</p>	<p>Product-based contract at a cost of EUR2,170</p>
<p>Objective 4 - Product-based PSSM and SALW/ammunition destruction specialist to support the collection programs in the two benefited communities. S/he will be responsible for assisting authorities to ensure safety and compliance with good practices during all stages (delivery, storage, transportation, and destruction of SALW/ammunition)</p>	<p>Product-based contract to support the weapons collection campaign for two months x two communities @EUR1,700 per month</p>

All Years

Clarification of the budget items	Justification of the estimated costs
<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
Objective 4 - Contract of 2 advanced level life skills educators to impart daily classes to at-risk youth in two selected communities	Remuneration of 2 advanced level life skills educators (one per community) at a cost of EUR 1,600/month during 18 months
Objective 4 - Contract of 4 life skills educators to impart daily classes to at-risk youth in two selected communities	Remuneration of 8 life-skills educators (4 per community) at a cost of EUR 1,350/month during 18 months
Objective 4 - Contract of experts to develop a structured program methodology for OASIS (to be shared with benefited countries as a best practice to be replicated)	Product-based contract at a cost of EUR 8,700 (lump sum)
Objective 4 - Two local consultants (one for each community benefited by the interventions of Objective 4) to coordinate in the implementation of activities at local level. Local consultant will be contracted by products related to Activities 4.2 and 4.6, such as organizing trainings and community mobilization activities	Corresponding remuneration for consultants with experience in community mobilization. Consultants will be responsible for delivering specified products to be determined during the implementation (8 products @EUR1,600)
Objective 4 - Contract of 2 psychosocial specialists per community to provide assistance to victims of violence	Remuneration of 2 psychosocial specialists at a cost of EUR 1,750/month per specialist
Objective 4 - Contract of a pool of experts for content development of the regional educational program on Gender Based Violence	Product based contract at a cost of EUR 20,000
Objective 4 - Contract of one communications specialist or community leader responsible for community mobilization acts to support the weapon collection campaign	2 Product-based contracts (1 local consultant/community * 2 communities) @EUR870
Objective 4 - Contract of a consultant to develop the concept of the community level weapons collection campaign	Product-based contract for weapon collection campaign @EUR3,900
Objective 5 - Specialist to support the OAS team in diagnosing the needs and priorities of each Central American country, including institutional capacities, existing resources and frameworks, cooperation, etc., to guide the development of the Firearms Roadmap.	Product-based contract for senior specialist to elaborate the needs assessment (EUR4,500 upon the delivery of the finalized document)
Objectives 1-5 - Administrative/logistics assistant, based in the field, to support the deployment of all operational mission assistance to countries and implementation of project activities. S/he is responsible for purchases of goods and services, logistics arrangements of the activities, and other activities, as determined by the management OAS Staff in Washington.	Corresponding salary (€ 2000/month) for administrative/logistics assistant working on a full-time basis continuously for 36 months upon initiation of the project.
Objective 1 - Product-based contract with IT expert company or individual to develop the electronic solution for the database of firearms regulations, including easy search tools to access all guidelines and regulations by topic.	Product-based contract for IT software development, including specification of requirements, at EUR 15,000

All Years

Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
Objective 3 - Product-based contract with IT expert company or individual to develop the electronic solution for the MCTA, and support the implementation in 5 pilot countries. It also includes training of the personnel in the countries, and costs to make adjustments as necessary. The MCTA will include a platform for the national licensing systems of the countries that still use paper-based systems.	Product-based contract for IT software development, including specification of requirements, at EUR 125,000
Objective 3 - Product-based contract with IT expert company to support the deployment of the Inventory Control Software to three additional countries. It considers costs of training, implementation and necessary adjustments according to the needs of the countries.	Product-based contract for IT software support to deploy inventory system at EUR 4,200 per country x 3 countries
Objectives 1-5 - OAS Staff member based in Washington-DC, responsible for overall coordination and management of all objectives of the project. S/he is responsible to ensure efficient and timely completion of activities, attainment of objectives, and expected results. S/he coordinates the activities with the Regional SALW coordinator and the Prevention team to prioritize tasks and ensure coherence of all project activities. S/he articulate partnerships and communicates with the donor, supervising budget execution of activities and prepares narrative reports for project donors. S/he also provides technical support to the execution of activities related to legislative assistance and to the development of information technology tools. Is responsible for the coordination of the Firearms Central American Roadmapp, in collaboration with the rest of the team.	Salary of a P-3/3 Level OAS Staff @ €10,000/month with a 100% time commitment throughout the 36-month duration of the project.
Objectives 1 - 5 - Project assistant that works under the supervision of the Program Manager. Based in Washington-DC, s/he supports the Project Manager in the execution of the project as planned. S/he is responsible for elaborating tools to facilitate project management and supports the elaboration of project documents, such as reports, and monitoring and evaluation plan. S/he provides support to the organization of project activities, including procurement of goods and services.	Average cost for a performance contract for an experienced project assistant based in Washington-DC, with specific products to deliver, per @EUR4,400 month
Objectives 1 and 4 - Integral development specialist on Prevention of Violence. S/he conducts desk review, data information gathering and systematization on armed violence patterns to ensure execution of activities of Objective 1 related to gender-based violence and Objective 4.	Salary of a P-2/2 Level OAS Staff @ € 8,100/month for 100% time commitment for 30 months

All Years

Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
Objective 2 - International expert in PSSM to develop workshop agenda and materials, and deliver content in two regional workshops for national personnel of benefited countries to increase awareness of international PSSM best practices, while fomenting participation in future PSSM assessments and/or requests for assistance within the scope of the project	One-week workshop will require 2 weeks of preparation, 1 week for execution and 1 week for report preparation and follow-up. Cost of € 12,000 per workshop based on successful execution and presentation of final report.
Objective 4 - Contract of a pool of experts for content development of the capacity-building for community stakeholders on violence prevention (GBV, conflict resolution, et all)	lump sum @ EUR 14,000/Contract. Contracts of experts will be product-based considering the delivery of concrete outputs.
Objective 1 - International expert in PSSM and SALW/Ammunition Destruction to develop draft of regional standards and assist the OAS team in its validation within the CIFTA framework.	Product-based contract for a senior specialist in the topics. Cost of EUR 5,000 upon successful delivery of each product (Regional Standard of PSSM and Regional Standard on SALW/Ammunition destruction).
Objective 1 - Contract of a GBV specialist to do the assessment of regional level policies and protocols on GBV and SALW, and development of regional recommendations	Product-based contract of EUR4,000 upon delivery of the assessment
Assist with the financial administration of the budget during the implementation of Objectives 1-5. Provide financial reports on the progress of the implementation of the project according to the agreement. Provide a final report of financial administration of the project.	Salary of a P-2/3Level OAS Staff @ € 9,184 x 25% time/month
Objectives 1-5 - OAS performance contract for administrative support to OAS Staff assigned to the project, including processing of purchase orders, reporting expenditures, coordination of travel requirements and other administrative support.	Quarterly performance contract @ € 3,844 per month for the 36-month duration of the project

3. Expected sources of funding & summary of estimated costs¹

	Amount	Percentage
	EUR	%
Expected sources of funding		
EU/EDF contribution sought in this application (A)	4240905.3	
CO-FINANCING (1+2+3+4) (B)		
1. Other contributions (Applicant, other Donors etc)		
<i>Name</i>	<i>Conditions</i>	
2. Revenue from the Action ⁶		
To be inserted if applicable and allowed by the guidelines:		
3. In-kind contributions ⁷		
4. Volunteers' work ⁸		
Expected TOTAL CONTRIBUTIONS (A)+(B)	4240905.3	
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ⁴ (C)	4240905.3	
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/C x 100)		100
To be inserted if applicable and allowed by the guidelines:		
Taxes/In-kind contributions ⁵		
Estimated TOTAL ACCEPTED COSTS ⁵ (D)	4240905.3	
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/D x 100)		100

1. Expected sources of funding and estimated costs must be in balance. It is reminded that the figures introduced in the table shall respect all the points included in the checklist for the full application form (part 7 of the full application form)

2. as per heading 11 of the Budget of the Action

3. as per heading 13 of the Budget of the Action

4. EU contribution cannot finance volunteers' work. Do not round, enter percentage with 2 decimals (e.g. 74,38%),

5. as per heading 12 of the Budget of the Action

6. with reference to art.17.4 (b) of the General Conditions

ANNEX IV

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

1. PRINCIPLES

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

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

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

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

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

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

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

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

2. ELIGIBILITY FOR CONTRACTS

2.1. The nationality rule

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

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

2.2. The rule of origin

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

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

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

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

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

2.3. Exceptions to the rules on nationality and origin

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

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

* * *

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

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

Letterhead from the Beneficiary (Coordinator)

ANNEX V

Request for payment for grant contract

European Union external actions

Letterhead from the Beneficiary (Coordinator)

Request for payment for grant contract European Union external actions

<Date of the payment request >

For the attention of

<address of the contracting authority>
<Financial unit/section indicated in the contract
>¹

Reference number of the grant contract:

Title of the grant contract:

Name and address of the coordinator:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

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

The amount requested is <according to the option indicated in Article 4(1) of the special conditions of the contract/the following: ...>.

Please find attached the following supporting documents:

- detailed breakdown of expenditure (if required by Article 15.7 of the general conditions of the contract)
- narrative and financial interim report (for further pre-financing payments)
- a forecast budget for the subsequent reporting period (for further pre-financing payments)
- narrative and financial final report (for payment of the balance)
- expenditure verification report (for payment of the balance).

The payment should be made to the following bank account: <give the account number shown on the

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

Letterhead from the Beneficiary (Coordinator)

financial identification form annexed to the contract²>

Declaration on honour

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

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

Yours faithfully,

< Signature >

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

<Contract number>

<Start date and end date of the reporting period>

|
ANNEX VI
INTERIM NARRATIVE REPORT

- This report must be completed and signed by the contact person of the coordinator.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer (***you can find this form at the following address <specify>***).
- Please expand the paragraphs as necessary.
- ***Please refer to the special conditions of your grant contract and send one copy of the report to each address mentioned.***
- The contracting authority will reject any incomplete or badly completed reports.
- The answer to all questions must cover the reporting period as specified in point 1.6.

Table of contents

List of acronyms used in the report

1. Description

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

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

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

2.1. Executive summary of the action

Please give a global overview of the action's implementation for the reporting period (no more than ½ page).

Referring to the updated logical framework matrix² (see point 2.3. below), please describe and comment for each level of the result(s) chain the progresses towards their level of achievement (if relevant at this stage) and the likelihood of reaching the final target(s) related to the result(s) by the end of the action.

Please explain briefly if any change should be or have been brought to the intervention logic and to the Logical framework matrix, giving the justification for such changes (complete explanation should be placed in the 2.2 Section under the relevant level considered: impact, outcomes, outputs, and activities).

2.2. Results and activities

A. RESULTS (IMPACT, OUTCOMES, OUTPUTS)

The narrative report should be based on the monitoring and evaluation system set up using as a basis the Logical framework matrix. As such, narrative report must inform all the indicators defined in the logical framework. Monitoring and/or evaluation reports relating to the performance of the Action shall be used and mentioned in the narrative reports.

What is your assessment of the results of the action so far? Include observations on the performance and the achievement of outputs, outcomes and impacts and whether the action has had any unforeseen positive or negative effects.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights,³ gender equality,⁴ democracy, good governance, children's rights and indigenous peoples, youth, environmental sustainability⁵ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

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

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

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

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

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

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

<Contract number>

<Start date and end date of the reporting period>

Impact – "<Title of Impact > "

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

Outcome 1 – "<Title of Outcome > "

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

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

<...>

Output 1.1.

<...>

B. ACTIVITIES

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

Activity 1.1.1. related to Output 1.1

<...>

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

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

Activity 1.1.2.

<...>

2.3. Logframe matrix updated

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

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

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated for interim and final reports)	Sources of data	Assumptions
Impact (Overall objective)	<p>As per OECD-DAC definition, the impact is “the overall objective of the Action entailing positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.”</p> <p>The impact is the long-term expected effect of the action fulfilling the overall objective to which the action <u>contributes</u> at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.</p> <p><i>Please delete this row once the Logframe is completed.</i></p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result.</p> <p>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</p>	<p>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The intended final value of the indicator(s).</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The latest available value of the indicator(s) at the time of reporting.</p> <p>(* to be updated in interim and final reports)</p>	<p>Ideally to be drawn from the partner's strategy.</p>	<p>Not applicable</p>
	Copy/paste the impact statement as per original Logframe or as formally amended during implementation.	Impact indicator 1:	Baseline for impact indicator 1	Target for impact indicator 1	Current value for impact indicator 1	Sources of data for impact indicator 1	Not applicable
		Impact indicator 2:	Baseline for impact indicator 2	Target for impact indicator 2	Current value for impact indicator 2	Sources of data for impact indicator 2	
		Impact indicator #:	Baseline for impact indicator #	Target for impact indicator #	Current value for impact indicator #	Sources of data for impact indicator #	
Outcome (s) (Specific)	<p>As per OECD-DAC definition, the outcomes are “The likely or achieved short-term and medium-term change and effects of intervention outputs.”</p> <p>The main medium-term effect of the intervention</p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to</p>	<p>The value of the indicator(s) prior to the intervention against which</p>	<p>The intended final value of the indicator(s).</p>	<p>The latest available value of the indicator(s) at</p>	<p>Sources of information and methods used to collect and report</p>	<p>External, necessary and positive conditions for implementing the intervention that are</p>

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be updated for interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
	<p><i>Focusing on behavioural and institutional changes beneficial to the target group and resulting from the related outputs of the Action.</i></p> <p><i>It is good practice to limit the number of specific objectives (often one is enough), however for large Actions, other outcomes can be included.</i></p> <p><i>Please delete this row once the Logframe is completed.</i></p>	<p><i>Measure the achievement of the corresponding result</i></p> <p><i>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</i></p>	<p><i>Progress can be assessed or comparisons made.</i></p>		<p><i>The time of reporting</i></p> <p><i>(* to be updated in interim and final reports)</i></p>	<p><i>(Including who and when/how frequently).</i></p>	<p><i>Outside of its management's control.</i></p>
	Copy/paste the Outcome 1 statement as per original Logframe or as formally amended during implementation	1.1 – <u>Indicator 1 to Outcome 1</u>	1.1 – <u>Baseline</u> for indicator 1.1 (same unit of measure)	1.1 – <u>Target</u> for Indicator 1.1	1.1 – Current value for indicator 1.1	1.1 – Source of data for indicator 1.1 (values)	
1.2 – <u>Indicator 2 to Outcome 1</u>		1.2 <u>Baseline</u> for indicator 1.2 (same unit of measure)	1.2 – <u>Target</u> for Indicator 1.2	1.2 – Current value for indicator 1.2	1.2 – Source of data for indicator 1.2 (values)		
(...)		(...)	(...)	(...)	(...)		
	Copy/paste the Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.1 – Indicator to <u>outcome 2</u>	<u>2.1 – Baseline</u> for indicator 2.1 (same unit of measure)	<u>2.1 – Target</u> for Indicator 2.1	<u>2.1 – Current value</u> for indicator 2.1	<u>2.1 – Source of data</u> for indicator 2.1 (values)	
		2.2 - Indicator to <u>outcome 2</u>	<u>2.2 – Baseline</u> for indicator 2.2 (same unit of measure)	<u>2.2 – Target</u> for Indicator 2.2	<u>2.2 – Current value</u> for indicator 2.2	<u>2.2 – Source of data</u> for indicator 2.2 (values)	
	Copy/paste the Outcome # statement as per original Logframe or as formally amended during implementation.	(...)	(...)	(...)	(...)	(...)	

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

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be updated for interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		<u>Output 2</u>	unit of measure)	<u>1.2.2</u>	<u>indicator 1.2.2</u>	(values)	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 2.1 Output 1 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.1.1 <u>Indicator 1 to Output 1</u>	2.1.1 <u>Baseline for indicator 2.1.1</u> (same unit of measure)	2.1.1 <u>Target for Indicator 2.1.1</u>	2.1.1 <u>Current value for indicator 2.1.1</u>	2.1.1 <u>Source of data for indicator 2.1.1</u> (values)	
		2.1.2 <u>Indicator 2 to Output 1</u>	2.1.2 <u>Baseline for indicator 2.1.2</u> (same unit of measure)	2.1.2 <u>Target for Indicator 2.1.2</u>	2.1.2 <u>Current value for indicator 2.1.2</u>	2.1.2 <u>Source of data for indicator 2.1.2</u> (values)	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 2.2 Output 2 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.2.1 <u>Indicator 1 to Output 2 related to Outcome 2</u>	2.2.1 <u>Baseline for indicator 2.2.1</u> (same unit of measure)	2.2.1 <u>Target for Indicator 2.2.1</u>	2.2.1 <u>Current value for indicator 2.2.1</u>	2.2.1 <u>Source of data for indicator 2.2.1</u> (values)	
		2.2.2 <u>Indicator 2 to Output 2 related to Outcome 2</u>	2.2.2 <u>Baseline for indicator 2.1.2</u> (same unit of measure)	2.2.2 <u>Target for Indicator 2.2.2</u>	2.2.2 <u>Current value for indicator 2.2.2</u>	2.2.2 <u>Source of data for indicator 2.2.2</u> (values)	
		(...)	(...)	(...)	(...)	(...)	
	(...)						

2.4. Activity Matrix

<p><i>What are the key activities to be carried out to produce the intended outputs?</i></p> <p><i>(*activities should be linked to corresponding output(s) through clear numbering)</i></p>	<p>Means <i>What are the political, technical, financial, human and material resources required to implement these activities, e.g. staff, equipment, supplies, operational facilities, etc.</i></p> <p>Costs <i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p>Assumptions <i>External, necessary and positive conditions for implementing the intervention that are outside of its management's control.</i></p>
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2.5. Please provide an updated action plan for the future activities of the project⁶

Year	Half-year 1						Half-year 2						Implementing body
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
<i>Example</i>	<i>example</i>												<i>Example</i>
Preparation Activity 1(title)													Beneficiary or affiliated entity 1
Execution Activity 1(title)													Beneficiary of affiliate entity 1
Preparation Activity 2 (title)													Beneficiary or affiliate entity 2
Etc.													

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

3. Beneficiaries/affiliated entities, trainees and other cooperation

- 3.1.** How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e. those having signed the mandate for the coordinator or the affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.
- 3.2.** How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?
- 3.3.** Where applicable, describe your relationship with any other organisations involved in implementing the action:
 - Associate(s) (if any)
 - Contractor(s) (if any)
 - Final beneficiaries and target groups
 - Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)
- 3.4.** Where applicable, outline any links and synergies you have developed with other actions.
- 3.5.** If your organisation has received previous EU grants in view of strengthening the same target group, in how far has this action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).
- 3.6.** Where applicable, include a traineeship report on each traineeship which ended in the reporting period to be prepared by the trainee including the result of the traineeship and assessment of the qualifications obtained by the trainee with a view to his/her future employment.

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

4. Visibility

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

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

Name of the contact person for the action:

.....

Signature:

Location:

Date report due:

Date report sent:

ANNEX VI FINAL NARRATIVE REPORT

- This report must be completed and signed by the contact person of the coordinator.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer (**you can find this form at the following address <specify>**).
- Please expand the paragraphs as necessary.
- **Please refer to the special conditions of your grant contract and send one copy of the report to each address mentioned.**
- The contracting authority will reject any incomplete or badly completed reports.
- Unless otherwise specified, the answer to all questions must cover the reporting period as specified in point 1.6.
- Please do not forget to attach to this report the proof of the transfers of ownership referred to in Article 7.5 of the general conditions.

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List of acronyms used in the report

1. Description

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

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

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

2.1. Executive summary of the action

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

Referring to the updated final logical framework matrix² (see point 2.3. below), please describe and comment for each level of the result(s) chain their level of achievement on both the final beneficiaries &/or target group (if different) and the situation in the target country or target region which the action addressed.

Please explain if the intervention logic has proved to be valid, including with the possible changes and their justifications presented in the progress reports, comment the likelihood of reaching the final target(s) related to the impact in the timeframe specified in the logframe (see targets for each impact indicator in the logframe).

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

2.2. Results and activities

A. RESULTS (IMPACT, OUTCOMES, OUTPUTS)

The final report should be based on the monitoring and evaluation system set up using as a basis the Logical framework matrix. As such, the final report must inform all the indicators defined in the logical framework. Monitoring and/or evaluation reports relating to the performance of the Action shall be used and mentioned in the final report. All the monitoring and/or evaluation reports shall be submitted to the Commission with the final narrative report.

What is your assessment of the results of the action so far? Include observations on the performance and the achievement of outputs, outcomes and impact and whether the action has had any unforeseen positive or negative effects.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights,³ gender equality,⁴ democracy, good governance, children's rights and indigenous peoples, youth, environmental sustainability⁵ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

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

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

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

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

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

- the level of achievement on the basis of the corresponding baseline, target and current value of the indicators, making reference to the assumptions and risks defined in the Logical framework
- the activities covered and implemented. Activities should be linked to corresponding output(s) through clear numbering.

Impact – "<Title of Impact >"

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

(...)

Outcome (Oc) – "<Title of the Outcome>"

(...)

Comment on final status of indicators associated to Oc and explain any changes, especially any underperformance; refer to the indicators and assumptions in the Logframe:

(Possibly) intermediary Outcome 1 (iOc1) – "<Title of intermediary Outcome 1>"

(...)

Output 1.1. (Op 1.1.) – "Title of Output 1.1."

(...)

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

B. ACTIVITIES

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

Activity 1.1.1. related to Output 1.1

(...)

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

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

Activity 1.1.2.

(...)

- 2.3.** What has your organisation or any actor involved in the Action learned from the Action and how has this learning (including evidence from monitoring and evaluations) been utilised and disseminated? What has and has not worked?

Describe if the action will continue after the support from the European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?

- 2.4.** The Logical framework (logframe) matrix should be used as a reporting tool of the expected results during implementation. Values on indicators aimed at measuring the results are to be updated in the column foreseen for monitoring and reporting purposes (see “Current value”). Columns for intermediary targets could be added, if needed.

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

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be updated in the interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
<i>Impact (Overall objective)</i>	<p>As per OECD-DAC definition, the impact is “the overall objective of the Action entailing positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.”</p> <p>The impact is the long-term expected effect of the action fulfilling the overall objective to which the action <u>contributes</u> at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.</p> <p><i>Please delete this row once the Logframe is completed.</i></p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result</p> <p>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</p>	<p>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The intended final value of the indicator(s).</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The latest available value of the indicator(s) at the time of reporting.</p> <p>(* to be updated in interim and final reports)</p>	<p>Ideally to be drawn from the partner's strategy.</p>	<p>Not applicable</p>
	Copy/paste the impact statement as per original Logframe or as formally amended during implementation.	Impact indicator 1:	Baseline for impact indicator 1	Target for impact indicator 1	Current value for impact indicator 1	Sources of data for impact indicator 1	Not applicable
		Impact indicator 2:	Baseline for impact indicator 2	Target for impact indicator 2	Current value for impact indicator 2	Sources of data for impact indicator 2	
		Impact indicator #:	Baseline for impact indicator #	Target for impact indicator #	Current value for impact indicator #	Sources of data for impact indicator #	
<i>Outcome (s) (Specific)</i>	<p>As per OECD-DAC definition, the outcomes are “The likely or achieved short-term and medium-term change and effects of intervention outputs.”</p> <p>The main medium-term effect of the intervention</p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement</p>	<p>The value of the indicator(s) prior to the intervention against which progress can be</p>	<p>The intended final value of the indicator(s).</p>	<p>The latest available value of the indicator(s) at the time of</p>	<p>Sources of information and methods used to collect and report (including who and</p>	<p>External, necessary and positive conditions for implementing the intervention that are outside of its</p>

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be updated in the interim and final reports)	Sources of data	Assumptions
	<p><i>focusing on behavioural and institutional changes beneficial to the target group and resulting from the related outputs of the Action.</i></p> <p><i>It is good practice to limit the number of specific objectives (often one is enough), however for large Actions, other outcomes can be included.</i></p> <p><i>Please delete this row once the Logframe is completed.</i></p>	<p><i>of the corresponding result</i></p> <p><i>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</i></p>	<p><i>assessed or comparisons made.</i></p>		<p><i>reporting</i></p> <p><i>(* to be updated in interim and final reports)</i></p>	<p><i>when/how frequently).</i></p>	<p><i>management's control.</i></p>
	Copy/paste the Outcome 1 statement as per original Logframe or as formally amended during implementation	1.1 – <u>Indicator 1 to Outcome 1</u>	1.1 – <u>Baseline for indicator 1.1</u> (same unit of measure)	1.1 – <u>Target for Indicator 1.1</u>	1.1 – <u>Current value for indicator 1.1</u>	1.1 – <u>Source of data for indicator 1.1</u> (values)	
1.2 – <u>Indicator 2 to Outcome 1</u>		1.2 <u>Baseline for indicator 1.2</u> (same unit of measure)	1.2 – <u>Target for Indicator 1.2</u>	1.2 – <u>Current value for indicator 1.2</u>	1.2 – <u>Source of data for indicator 1.2</u> (values)		
(...)		(...)	(...)	(...)	(...)		
	Copy/paste the Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.1 – <u>Indicator to outcome 2</u>	2.1 – <u>Baseline for indicator 2.1</u> (same unit of measure)	2.1 – <u>Target for Indicator 2.1</u>	2.1 – <u>Current value for indicator 2.1</u>	2.1 – <u>Source of data for indicator 2.1</u> (values)	
		2.2 - <u>Indicator to outcome 2</u>	2.2 – <u>Baseline for indicator 2.2</u> (same unit of measure)	2.2 – <u>Target for Indicator 2.2</u>	2.2 – <u>Current value for indicator 2.2</u>	2.2 – <u>Source of data for indicator 2.2</u> (values)	
	Copy/paste the Outcome # statement as per original Logframe or as formally amended during implementation.	(...)	(...)	(...)	(...)	(...)	

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

<i>Results</i>	<i>Results chain</i>	<i>Indicator</i>	<i>Baseline (value & reference year)</i>	<i>Target (value & reference year)</i>	<i>Current value* (reference year) (* to be updated in the interim and final reports)</i>	<i>Sources of data</i>	<i>Assumptions</i>
		<u>Output 2</u>	unit of measure)	<u>Indicator 1.2.2</u>	<u>indicator 1.2.2</u>	(values)	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 2.1 Output 1 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.1.1 <u>Indicator 1 to Output 1</u>	2.1.1 <u>Baseline for indicator 2.1.1</u> (same unit of measure)	2.1.1 <u>Target for Indicator 2.1.1</u>	2.1.1 <u>Current value for indicator 2.1.1</u>	2.1.1 <u>Source of data for indicator 2.1.1</u> (values)	
		2.1.2 <u>Indicator 2 to Output 1</u>	2.1.2 <u>Baseline for indicator 2.1.2</u> (same unit of measure)	2.1.2 <u>Target for Indicator 2.1.2</u>	2.1.2 <u>Current value for indicator 2.1.2</u>	2.1.2 <u>Source of data for indicator 2.1.2</u> (values)	
		(...)	(...)	(...)	(...)	(...)	
	Copy/paste the 2.2 Output 2 related to Outcome 2 statement as per original Logframe or as formally amended during implementation.	2.2.1 <u>Indicator 1 to Output 2 related to Outcome 2</u>	2.2.1 <u>Baseline for indicator 2.2.1</u> (same unit of measure)	2.2.1 <u>Target for Indicator 2.2.1</u>	2.2.1 <u>Current value for indicator 2.2.1</u>	2.2.1 <u>Source of data for indicator 2.2.1</u> (values)	
		2.2.2 <u>Indicator 2 to Output 2 related to Outcome 2</u>	2.2.2 <u>Baseline for indicator 2.1.2</u> (same unit of measure)	2.2.2 <u>Target for Indicator 2.2.2</u>	2.2.2 <u>Current value for indicator 2.2.2</u>	2.2.2 <u>Source of data for indicator 2.2.2</u> (values)	
		(...)	(...)	(...)	(...)	(...)	
	(...)						

2.5. Activity matrix

<p><i>What are the key activities to be carried out to produce the intended outputs?</i></p> <p><i>(*activities should be linked to corresponding output(s) through clear numbering)</i></p>	<p>Means <i>What are the political, technical, financial, human and material resources required to implement these activities, e.g. staff, equipment, supplies, operational facilities, etc.</i></p> <p>Costs <i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p>Assumptions <i>External, necessary and positive conditions for implementing the intervention that are outside of its management's control.</i></p>
--	---	--

- 2.6. Explain how the action has mainstreamed cross-cutting issues such as promotion of human rights,⁶ gender equality,⁷ democracy, good governance, children's rights and indigenous peoples, environmental sustainability⁸ and combating HIV/AIDS (if there is a strong prevalence in the target country/region)⁹.
- 2.7. How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received from the beneficiaries and others.
- 2.8. What has your organisation or any actor involved in the action learned from the action and how has this learning been utilised and disseminated?
- 2.9. Please list all materials (and number of copies) produced during the action on whatever format (please enclose a copy of each item, except if you have already done so in the past).

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

- 2.10. Please list all contracts (works, supplies, services) above EUR 60000 awarded for the implementation of the action for the whole implementation period since the last interim report if any or during the reporting period, giving for each contract the amount, the name of the contractor and a brief description on how the contractor was selected, including compliance with EU restrictive measures.
- 2.11. Where relevant, include any update to the self-evaluation questionnaire on SEA-H and related list of measures undertaken to improve the SEA-H policy within the organisation.

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

- 3.1. How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e. those having signed the mandate for the coordinator or an affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.
- 3.2. Is the above agreement between the signatories to the grant contract to continue? If so, how? If not, why?
- 3.3. How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?
- 3.4. Where applicable, describe your relationship with any other organisations involved in implementing the action:
 - Associate(s) (if any)
 - Contractor(s) (if any)
 - Final beneficiaries and target groups

⁶ Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en

⁷ https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en

⁸ Guidelines for environmental integration are available at: https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en

⁹ Please refer to EC Guidelines on gender equality, disabilities, etc.

- Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)

- 3.5. Where applicable, outline any links and synergies you have developed with other actions.
- 3.6. If your organisation has received previous EU grants in view of strengthening the same target group, in how far has this action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).
- 3.7. How do you evaluate cooperation with the services of the contracting authority?
- 3.8. Where applicable, include a traineeship report on each traineeship which ended in the reporting period to be prepared by the trainee including the result of the traineeship and assessment of the qualifications obtained by the trainee with a view to his/her future employment.

4. Visibility

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

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

5. Location of records, accounting and supporting documents

Please indicate in a table the location of records, accounting and supporting documents for each beneficiary and affiliated entity entitled to incur costs.

The European Commission may wish to publicise the results of actions. Do you have any objection to this report being published on the website of DG International Partnerships? If so, please state your objections here.

Name of the contact person for the action:

Signature:Location:

Date report due:Date report sent:

Nota Bene

The beneficiary(ies) alone is responsible for ensuring that the financial information provided in these tables is correct.

Forecast budget and follow-up

In accordance with Article 15.3 of the General Conditions a forecast budget for the subsequent reporting period or for the remaining period (if shorter) must be provided with any request for payment of further pre-financing instalment.

Interim Report & Final Report

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

Addenda and use of contingencies

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

ROUNDINGS

Figures have to be rounded to the nearest euro cent

Addenda or use of contingencies

Contract No
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Expenditures	Budget as per contract/last addendum signed				Use of contingencies/ addenda	Budget as per new addendum signed (Only to be completed when an amendment is necessary)			
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)		Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)
		(a)	(b)	(a)*(b)			(a)	(b)	(a)*(b)
1. Human Resources									
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)									
1.1.1 Technical	Per month					Per month			
1.1.2 Administrative/support staff	Per month					Per month			
1.2 Salaries (gross amounts incl social sec charges and other related costs, expat/int. staff)	Per month					Per month			
1.3 Per diems for missions/travel									
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem			
1.3.3 Seminar/conference participants	Per diem					Per diem			
Subtotal Human Resources									
2. Travel									
2.1. International travel	Per flight					Per flight			
2.2 Local transportation	Per month					Per month			
Subtotal Travel									
3. Equipment and supplies									
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle			
3.2 Furniture, computer equipment									
3.3 Machines, tools, etc.									
3.4 Spare parts/equipment for machines, tools									
3.5 Other (please specify)									
Subtotal Equipment and supplies									
4. Project office									
4.1 Vehicle costs	Per month					Per month			
4.2 Office rent	Per month					Per month			
4.3 Consumables - office supplies	Per month					Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					Per month			
Subtotal Project office									
5. Other costs, services									
5.1 Publications									
5.2 Studies, research									
5.3 Expenditure verification/Audit									
5.4 Evaluation costs									
5.5 Translation, interpreters									
5.6 Financial services (bank guarantee costs etc.)									
5.7 Costs of conferences/seminars									
5.8 Visibility actions									
Subtotal Other costs, services									
6. Other									
Subtotal Other									
7. Subtotal direct eligible costs of the Action (1-6)									
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)									
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)									
10.1 Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)									
10.2 Volunteers' work	Per day					Per day			
11. Total eligible costs (9+10)									

12. - Taxes - Contributions in kind								
13. Total accepted costs of the Action (11+12)								

Forecast Budget & follow-up									
Contract No									
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)									
Expenditures	Previous period (dd/mm/yyyy-dd/mm/yyyy)				Real Previous Period Total Cost (in EUR)	Following period (dd/mm/yyyy-dd/mm/yyyy)			
	Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)		Unit	# Units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources									
1.1 Salaries (gross amounts, local staff)									
1.1.1 Technical	Per month					Per month			
1.1.2 Administrative/ support staff	Per month					Per month			
1.2 Salaries (gross amounts, expat/int. staff)	Per month					Per month			
1.3 Per diems for missions/travel									
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem			
1.3.3 Seminar/conference participants	Per diem					Per diem			
Subtotal Human Resources									
2. Travel									
2.1 International travel	Per flight					Per flight			
2.2 Local transportation	Per month					Per month			
Subtotal Travel									
3. Equipment and supplies									
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle			
3.2 Furniture, computer equipment									
3.3 Machines, tools...									
3.4 Spare parts/equipment for machines, tools									
3.5 Other (please specify)									
Subtotal Equipment and supplies									
4. Project office									
4.1 Vehicle costs	Per month					Per month			
4.2 Office rent	Per month					Per month			
4.3 Consumables - office supplies	Per month					Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					Per month			
Subtotal Project office									
5. Other costs, services									
5.1 Publications									
5.2 Studies, research									
5.3 Expenditure verification/Audit									
5.4 Evaluation costs									
5.5 Translation, interpreters									
5.6 Financial services (bank guarantee costs etc.)									
5.7 Costs of conferences/seminars									
5.8 Visibility actions									
Subtotal Other costs, services									
6. Other									
Subtotal Other									
7. Subtotal direct eligible costs of the Action (1-6)									
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)									
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)									
10.1 Provision for contingencies (maximum 5% of 7, subtotal direct eligible costs of the Action)									
10.2 Volunteers' work	Per day					Per day			
11. Total eligible costs (9+10)									
12. - Taxes - Contributions in kind									
13. Total accepted costs of the action (11+12)									

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

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

Final sources of funding

		Amount
		EUR
Applicant contribution		
Other contributions (other Donors etc)		
<i>Name</i>	<i>Conditions</i>	
Revenue from the Action		
To be inserted if applicable and allowed by the guidelines:		
In-kind contribution		
Volunteers' work		

List of Pending payments (above 500 EUR)

Please list the following details: Name of the provider, Object of the contract (Final Audit, Works execution guarantee...), Amount in €, Due date, Reference document (Date and number of Invoice/ contract), Explanation and comments (why still not paid?)

Name of the provider	Object of the contract	Amount in EUR	Due date	Reference document	Explanation and comments

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

Signed

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

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

▪ **(also applies to Annex 1)**

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

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

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

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

<Repeat contracts/reports as applicable>

Detailed information is provided at the cover page of Annex 1

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

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

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1 Introduction

The present document and the Annexes listed in Section 8 are the terms of reference ('ToR') on which the Coordinator (The term "Coordinator" refers to the Beneficiary identified as the Coordinator in the Special Conditions) agrees to engage 'the Expenditure Verifier' to perform a verification of reported expenditure.

Where in these ToR the 'Contracting Authority' is mentioned, this refers to the < European Commission or name of another contracting authority>, which has signed the Grant Contract with the Beneficiary and is providing the grant funding. The Contracting Authority is not party to this agreement.

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

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

2 Objectives and context

The Expenditure Verifier is expected

- to carry out the agreed-upon procedures listed in Annex 2, and
- to issue reports based on the template in Annex 3 which will support the Contracting Authority's conclusions on the eligibility of the reported expenditure and the related follow-up.

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

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

3 Standards and Ethics

The Expenditure Verifier shall undertake this engagement in accordance with:

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

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

4 Requirements for the Expenditure Verifier

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

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

5 Scope

5.1 *Contracts and Financial Reports covered by these ToR*

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

5.2 *Conditions for Eligibility of Expenditure*

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

6 Verification Process and Methodology

6.1 *Preparation of the Verification*

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

6.2 *Preparatory Meeting, Fieldwork, Desk Review*

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

The fieldwork or desk review shall commence as soon as possible and not later than <number> calendar days after the signature of the verification contract or the date of

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

availability of the Financial Report (i.e. financial report, supporting documents and other relevant information).

6.2.1 Engagement Context, Materiality, Risk Analysis, Sampling

The Expenditure Verifier's procedures should include:

- obtaining a sufficient understanding of the engagement context including the contractual conditions, the Coordinator and the applicable EC laws and regulations which are set out in Section 5 above (Scope). The Expenditure Verifier should pay specific attention to the contractual provisions relevant for the following aspects:
 - documentation, filing and record keeping for expenditure and income;
 - eligibility of expenditure and income;
 - procurement and origin rules insofar as these conditions are relevant to determine the eligibility of expenditure;
 - asset management (management and control of fixed assets; e.g. equipment).
 - cash and bank management (treasury);
 - payroll and time management;
 - accounting (including the use of exchange rates) and financial reporting of expenditure and income; and
 - internal controls and notably financial internal controls.

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

- performing a risk analysis (Annex 2).

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

- determining the sample size;

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

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

The link between the risk assessment and the size and composition of the sample, as well as the sampling method (statistical/non-statistical) must be clearly described in the Verification Report (Annex 3, Section 2.2);

6.2.2 Fieldwork / Desk Review

The main task during the fieldwork or desk review will be to perform the substantive tests (Annex 2, Section 2). Key information about the testing process must be provided in the Verification Report (Annex 3, Section 4).

6.2.3 Debriefing Memo and Closing Meeting

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

6.2.4 Documentation and Verification Evidence

The evidence to be used for performing the procedures in Annex 2 is all financial and non-financial information which makes it possible to examine the expenditure declared in the Financial Report.

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

6.3 Reporting

6.3.1 Structure and Content of the Report

The use of the Expenditure Verification Report template in Annex 3 of these ToR, including the annexed tables, is **compulsory**.

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

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

The report should be presented in <language>.

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

6.3.2 Expenditure Verification Findings and Recommendations

The factual findings shall be reported in accordance with the formats and criteria specified in the Expenditure Verification Report template (Annex 3). The description of findings will include the standard applied (e.g. art. xx of the General Conditions of the Contract), the facts and the analysis of the Expenditure Verifier.

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

7 Other Matters

7.1 Subcontracting

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

8 Annexes

Annex 1 - Engagement Context / Key Information

Annex 2 – Guidelines for Risk Analysis and Verification Procedures

Annex 3 - Model for Expenditure Verification Report

Annex 1: Engagement Context / Key Information

Contract⁴ and report summary

[Annex to be completed by the Coordinator]

Information about the Grant Contract	
Reference number and date of the Grant Contract	< Contracting Authority's reference for the Grant Contract >
Grant contract title	
Country	
Coordinator	< full name and address of the Coordinator as per the Grant Contract >
Beneficiary(ies) and affiliated entity(ies)	< full name and address of the Beneficiary(ies) and related affiliated entity(ies) as per the Grant Contract >
Start date of the implementation period of the Action	
End date of the implementation period of the Action	
Financial Report(s) subject to verification:	<DD/MM/YYYY-DD/MM/YYYY> <DD/MM/YYYY-DD/MM/YYYY> <DD/MM/YYYY-DD/MM/YYYY>
Total amount received to date by the Coordinator from Contracting Authority	< Total amount received as per dd.mm.yyyy >
Total amount of the payment request	< provide the total amount requested for payment as per Annex V to the Special Conditions for Grant Contracts (Payment Request for a grant contract for European Union external actions) >
Contracting Authority	[<Provide the name, position/title, phone and E-mail of the contact person at the Contracting Authority>. (To be completed only if the Contracting Authority is not the Commission.)]
European Commission	< provide the name, position/title, phone and E-mail of the contact person in the Delegation of the European Union in the country concerned, or if applicable at Headquarters >
Auditor	< Name and address of the audit firm and names/positions of the auditors >

⁴ Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier will be identified as "Verification Contract"

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

B Contractual Conditions		
Contract amount	9. What is the total amount of the contract?	
EC contribution	10. What is the amount of the EC contribution?	
Other contributions	11. Which are the other sources of funding (including the Coordinator)?	Source 1 / amount
		Source 2 / amount
		Source 3 / amount
		Source 4 / amount
		Source 5 / amount

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

	16. What is the reporting currency?	
	17. How many other Financial Reports have already been presented by the Coordinator under this contract?	

D Procurement

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

E Previous contracts verifications, audits or monitoring

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

F Contact Details

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

Address		Country	
Phone		Fax	
Website			

Key contact

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

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

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

Annex 2: Guidelines for risk analysis and verification procedures

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1. RISK ANALYSIS AND DETERMINATION OF THE SAMPLE

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

This work involves an assessment of the inherent risks that:

- The Financial Report is not reliable, i.e. that it does not present, in all material aspects, the actual expenditure incurred and the revenue received in conformity with applicable conditions.
- Expenditure declared in the financial report has not, in all material aspects, been incurred in conformity with applicable contractual conditions.
- Revenues generated by the Coordinator in the execution of the contract are not deducted from the declared expenditure in conformity with applicable conditions.
- Fraud and irregularities have occurred which could have had an impact on expenditure and/or revenue reported under the contract.

The Expenditure Verifier should assess the inherent risk based, inter alia, on the number and complexity of the transactions, the complexity of the activities provided for by the Contract, the number of implementing Entities involved and the environment where the Contract is implemented. In addition, the Expenditure Verifier, based inter alia on the information provided in annex 1 to the Terms of Reference (*Engagement Context / Key Information*) will consider the control risk, i.e. whether the design of the Internal Control System sufficiently mitigates the identified inherent risks and whether it is plausible that it is operating effectively.

2. EXPENDITURE VERIFICATION PROCEDURES

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

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

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

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

2.3 *Expenditure incurred during the contractual eligibility period*

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

2.4 Expenditure indicated in the contractual estimated budget

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

The applicable budget ceilings were not exceeded.

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

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

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

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

2.6 Expenditure identifiable and verifiable

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

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

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

2.7 Compliance with Procurement Principles and Nationality and Origin Rules

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

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

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

2.9 Financial support to third parties (sub-granting)

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

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

2.10 Other eligibility requirements

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

The correct exchange rates are used where applicable.

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

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

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

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

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

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

<Annex 3: Model for > Expenditure verification Report

<To be printed on AUDITOR'S letterhead>

Report for an Expenditure Verification of a Grant Contract External Actions of the European Union

<Title of and number of the grant contract >

How this model should be completed by the Expenditure Verifier

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

1. Background information

1.1. Short description of the action subject to verification

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

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

1.2.1 Expenditure

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

1.2.2 Contributions

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

1.2.3 Revenues

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

1.3. Verified Financial Reports

See annex 3.1

2. Risk analysis

2.1. Outcome of risk analysis

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

<E.g. action implemented via complex procurement procedures, financial assistance to third parties (sub-grants) or revolving funds, transactions incurred in several currencies, technical complexity, high corruption perception index, instances of political interference, predominance of cash payments, number of parties involved, partners lacking administrative capacity, known weaknesses in internal control systems, lack of involvement or cooperation of the target group, history of fraud cases. (max. 300 words)>

In addition, please identify possible mitigating factors.

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

2.2 Implications on the sampling

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

<Based on the identified risk factors, describe how the sample was selected (e.g. statistical/judgemental sampling, stratification, etc.), what type of transactions were prioritised (e.g. amount above xx EUR, expensed declared by co-beneficiary XY, staff expenditure, payments to sub-grantees, etc.) what is the coverage ratio in amount and number of transaction (max. 200 words)>

3. Transaction population and sample

Sampling Highlights/Overview

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

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

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

A complete list of the transactions included in the population is to be included in Annex 3.3.

4. Substantive testing

Short description of the testing process

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

<Confirm that the testing procedures established in the annex 2 to the Terms of Reference were fully applied or disclose any scope limitation. Also confirm that the testing was executed in accordance with the International Standard on Related Services (ISRS) 4400, “Engagements to Perform Agreed-upon Procedures Regarding Financial Information”.>

Provide the key information about the testing process.

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

5. Summary of findings

5.1 Summary of errors detected

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

5.2 Audit team

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

<Name and signature of the Verifier>

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

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

Annex 3.1: Financial reports provided by the auditee

Annex 3.2: Procedures performed

Annex 3.3: Table of transactions - provided as Excel file

Annex 3.4: Table of errors - provided as Excel file

