

Institute for War and Peace Reporting - UK

SUBGRANT AGREEMENT NO. 662.01.TKD

Institute for War & Peace Reporting UK (hereinafter “IWPR”) hereby enters into a Subgrant Agreement (referred to as “Subgrant” or “Subagreement”) with the Association for Development of Information Technologies EDUCAT (hereinafter referred to as “TKD”, “Subrecipient”) to fund activities under the United Kingdom’s Foreign, Commonwealth & Development Office (FCDO) Conflict Stability and Security Fund (CSSF) funded project Building Resilience in the Eastern Neighbourhood (BREN). IWPR and TKD are collectively described as the Parties.

Required References	Information
FCDO Contract	FCDO/CSSF Contract Number CPG-6502-2021, entitled ‘Supporting non-state actors to improve societal resilience against the context of a heightened range of threats in the Eastern Neighbourhood’
FCDO Contract Period of Performance	October 13, 2021 – March 31, 2024
Subrecipient name	Association for Development of Information Technologies EDUCAT (TKD)
Subgrant start and end dates	23 rd September, 2022 – 28 th February, 2023
Award Amount	GBP 36,395

1 Purpose of Subgrant

The purpose of this Subgrant is to provide support for the project described in Annex 1 to this Subgrant entitled "Project Description".

2 Period of Subgrant

The effective date of this Subgrant is 23rd September, 2022 (“Effective Date”). The completion date of this Subgrant is 28th February, 2023.

3 Amount of Subgrant

The total amount of this Subgrant is GBP 36,395 to support the project described in Annex 1. IWPR is under no obligation and is not liable for reimbursing the Subrecipient for any amount in excess of the obligated amount, or outside of the Subgrant period, as provided in the Subgrant.

4 Subgrant Budget

The following is a summary of the Subgrant budget; the full budget may be found in Annex 2. Amendments to individual lines in excess of 10% of their value must receive prior written approval from IWPR.

Category	Total
Salaries	2,965
Rent and utilities	400
Communication and postage	15
Contractual services	12,870
Other direct costs	20,145
Total Program Cost	GBP 36,395

5 Payments

Subrecipient shall be paid in British Pounds (GBP).

If payments are made in a currency other than GBP, then the amount paid shall be equivalent to the amount payable in GBP and shall be converted at an exchange rate determined by IWPR at the moment when the payment is internally processed. Reimbursement shall not change regardless of fluctuations in the actual costs or exchange rates. If the cost of the works is higher than that set forth in the Subgrant, all costs in excess of the reimbursable amount shall be borne by the Subrecipient. If the actual cost of completing the works is less, IWPR's contribution will not be reduced.

5.1 Advances

IWPR will advance funds to the Subrecipient based on forecasted expenses in monthly or larger tranches, at IWPR's discretion.

No follow-on advance payment will be made until IWPR receives and approves the financial report for the prior advance and receives an agreeable forecast spend for the following advance period. The Subrecipient acknowledges that only one advance at a time will be allowed.

Advances are requested by the Subrecipient using the forms provided by IWPR's team.

The Subrecipient must identify in its accounts all funds received and expended under this grant. Only demonstrable and eligible costs with associated backup will be accepted.

5.2 Request for Funds should be delivered to:

Nana Makharashvili, BREN Finance Manager, IWPR Tbilisi Office, Email: nana.makharashvili@iwpr.net

Copying:

Waheed Hanware, IWPR Finance Business Partner, IWPR London Office, Email: waheed@iwpr.net

Ana Dabrundashvili, BREN Project Coordinator, Email: ana@iwpr.net

Olesea Garbuz, BREN Moldova Project Officer, Email: olesea@iwpr.net

Payment will be made in EUR by wire transfer to the following bank account:

Subrecipient Bank Name: BC “Moldindconbank” SA, Central branch

Account Number: 2808114

Account Name: AO Asociatia pentru Dezvoltarea Tehnologiilor
Informationale EDUCAT

IBAN: MD80ML000000022511091625 (EUR)

Swift: MOLDMD2X

6 Relationship to FCDO (Prime Donor)

IWPR is administering this Subgrant on behalf of the FCDO. The Subrecipient must liaise with IWPR, not the FCDO/UK Embassy or government, on all matters related to this grant and its specific activities. The Subrecipient does not have a relationship with the FCDO / UK Government under the terms of this Subgrant Agreement. The Subrecipient retains the right to liaise freely with FCDO on matters outside of this particular subgrant.

7. Regular Meetings

Subrecipient will participate in regularly scheduled online/in-person meetings with IWPR weekly, or more or less frequently at IWPR’s discretion. Subrecipient or IWPR may schedule additional meetings as needed upon request.

8. Reporting and Evaluation

8.1 Financial Reporting

8.1.1 *Monthly Financial Reports*: The Subrecipient must submit to IWPR monthly financial reports and all associated backup documents. IWPR will provide instructions and/or a template for the financial reports.

See also Annex 6 for FCDO guidance on eligible expenditures.

Financial reporting must be submitted by the 5th working day of the following month. If the 5th working day falls on a weekend or holiday, the report must be submitted the next working day.

The report must be submitted to:

Nana Makharashvili, BREN Finance Manager, IWPR Tbilisi Office, Email: nana.makharashvili@iwpr.net

Copying:

Waheed Hanware, IWPR Finance Business Partner, IWPR London Office, Email: waheed@iwpr.net

Ana Dabrundashvili, BREN Project Coordinator, Email: ana@iwpr.net
Olesea Garbuz, BREN Moldova Project Officer, Email: olesea@iwpr.net

8.1.2 *Final Financial Report.* A final financial report is due no later than 30 calendar days following the completion of the Subgrant period. The submission must be clearly identified as the Final Financial Report. IWPR will provide instructions and/or a template for the final report.

8.2 Program Reporting.

8.2.1 *Monthly Program Reporting.* Subrecipient must submit monthly reports in connection with the project. IWPR will provide instructions and the reporting formats.

Program Reports shall be submitted to:

Olesea Garbuz, BREN Moldova Project Officer, Email: olesea@iwpr.net
Ana Dabrundashvili, BREN Project Coordinator, Email: ana@iwpr.net

Copying:
IWPR Eastern Neighbourhood programme: iwpr-en@iwpr.net

Program reporting must be submitted by the 5th working day of the following month. If the 5th working day falls on a weekend or holiday, the report must be submitted the next working day.

Subrecipient should also report any significant events that occur outside of the reporting periods to IWPR immediately via email and/or telephone. Significant events include:

- a. Problems, delays, or adverse conditions which will materially impair the ability to meet the objectives of the subgrant.
- b. Favorable developments/ opportunities which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

8.2.2. *Final Program Report.* The Subrecipient must submit a comprehensive final report to IWPR. This report is due 10 calendar days after the completion date of this Subgrant (28th February, 2023). The report must contain the following information:

- Executive Summary
- Activities Undertaken
- Results Achieved Versus Proposed Delivery Plans (and why delivery was not met, as applicable)
- Program Impact
- Lessons Learned and Recommendations to IWPR
- Inventory of Program Deliverables
- Inventory of Special Conditions Completed

A final report format will be provided by IWPR prior to the end of the period of performance.

9. **Subrecipient Capacity Building**

9.1 IWPR reserves the right to impose special conditions on Subrecipient for this Subgrant based on risk assessments, performance, and any other factors IWPR might use to safeguard the resources provided by the donor and to help ensure timely achievement of the agreed upon objectives.

9.2 In connection with the BREN program, IWPR will provide all subrecipients with capacity building support. The Subrecipient agrees to work with IWPR to develop an individualized capacity building plan, to include addressing gaps identified during the pre-award risk assessment, within 30 days of the Subgrant Effective Date. The Subrecipient agrees to adhere to this plan, including taking all required actions identified in the capacity building plan and participating in all training and mentoring activities offered by IWPR.

9.3 IWPR also may terminate the agreement if Subrecipient fails to adhere to the plan as developed by the parties. Subrecipient acknowledges that consideration for potential future funding support under the BREN project may be influenced by satisfactory implementation and completion of the capacity building plan.

10. Substantial Involvement

10.1 Key Personnel: The personnel named below (or other personnel as per modification) are essential to the work being performed. Should the named individuals be removed or replaced, the Subrecipient shall immediately notify the IWPR Program Manager and provide a written explanation (including proposed substitutions) in enough detail to permit evaluation of the impact on the program.

Abayomi Ogundipe, Project Manager
Mihaela Iurascu, Administrator and Financial Manager

10.2 Work Plan: The recipient will update the project work plan within 15 days of the Subgrant's Effective Date and submit to IWPR for review and approval. The document will describe outputs and activities for the project timelines should list outputs and activities in chronological order. Gantt charts are encouraged. Subrecipient's Work Plan is added as an Annex.

10.3 Monitoring and Evaluation: The Subrecipient will develop or update a Monitoring and Evaluation (M&E) plan within 30 days of subgrant issuance for submission to IWPR. The plan should include appropriate outcome indicators that will demonstrate the extent of change in behaviours, attitudes, or knowledge that would be achieved during the project. The indicators identified in the M&E plan will be reported in the monthly reports and in the final report. IWPR will provide technical support to Subrecipient in the preparation of the M&E plan.

IWPR will monitor the progress of the Project throughout the Subgrant period of performance and reserves the right to carry out evaluation visits, after giving reasonable notice; and/or appoint an external evaluator. The method and timing of the evaluation visit, and the evaluation of the project, will be at IWPR's discretion. The Subrecipient will make staff available to meet with, answer questions and provide management information to IWPR or the evaluator appointed by IWPR. IWPR and the Subrecipient will undertake a joint review of the project if IWPR considers it necessary to refocus the project outputs.

11. Closeout

11.1 Upon submission of the final request for advances or reimbursement, in line with the final financial report, the Subrecipient must certify that the Subgrant is completed and the Subrecipient will make no further claim against the IWPR after final payment.

11.2 Closeout of the Subgrant does not relieve the Subrecipient of the following requirements:

- a. The right of IWPR to disallow costs and recover funds on the basis of a later audit or other review during the record retention period.
- b. The obligation of the Subrecipient to return any funds due as a result of later refunds, corrections, or other transactions including indirect cost rate adjustments

- c. Audit requirements
- d. Property management and disposition requirements
- e. Records retention requirements

12. Unspent Subgrant Funds

If any of the funds made available to the Subrecipient are unspent upon the expiration date of the Subgrant, a wire transfer to IWPR's bank account of a check payable to IWPR-UK shall be forwarded at the time of the submission of the Final Financial Report.

13. Reduction And Recovery of Grant

13.1 Without prejudice to IWPR's other rights and remedies (whether arising under this Subgrant Agreement or otherwise), IWPR may withhold or suspend payment of all or any part of the Subgrant and/or require the Subrecipient to repay any unspent monies if the Subrecipient fails to comply in any material respect with any of the terms of this Subgrant Agreement.

13.2 All unspent monies, as calculated by IWPR, must be repaid to IWPR within thirty (30) working days from the date on which the request for payment is sent.

13.3 If the Subrecipient is wound up or goes into liquidation, administration, receivership or bankruptcy, or enters into any compromise or other arrangement of its debts with its creditors, IWPR will be entitled to recover any unspent monies and/or may withhold any further Subgrant payments. If any of the unspent monies is held by the Subrecipient's own contractors, the Subrecipient must recover those sums (and shall procure that it has an enforceable right to recover those sums) from its contractors.

13.4 If IWPR makes an overpayment to the Subrecipient, it will seek recovery of all sums overpaid. The Subrecipient will repay any overpayment to IWPR within thirty (30) calendar days of receiving a written request from IWPR to make a repayment.

14. Records and Accounting

14.1 The recipient must maintain financial records, supporting documents, statistical records and all other records, to support performance of, and charges to, this Subgrant. Such records must comply with accounting principles generally accepted in the UK, the cooperating country, or by the International Accounting Standards Board (a subsidiary of the International Financial Reporting Standards Foundation).

14.2 Accounting records and supporting documentation must, at a minimum, be adequate to show all costs incurred under this Subgrant; receipt and use of goods and services acquired under this Subgrant; the costs of the program supplied from other sources; and the overall progress of the program.

14.3 Signed timesheets and detailed receipts for all expenses will be made available to IWPR for every financial report and invoice. Full back-up documentation must be available for any costs reported against this Subgrant.

14.4 The Subrecipient will ensure that all original documents, including supporting financial documents, are retained for the term of this Subgrant Agreement and for a period of five (5) years after the end of this Subgrant Agreement and will provide these to IWPR / FCDO, if requested, within this period.

14.5 Provisions (anticipated expenses) are not allowed and cannot form part of the financial reports

submitted to IWPR. Only accrued expenses may be included in the financial report and will be considered. A clean list of accruals must be provided as part of the final report and must be cleared within 45 days of submitting the final report.

15. Audit and Inspection

15.1 IWPR and the FCDO may request reasonable access for its authorised representatives, after giving the Subrecipient notice, to:

- a. project sites which the Subrecipient owns or occupies and where any activity in support of the project has been undertaken; and/or
- b. records (however these are stored) that show how the Subgrant has been used.

16. Communications and Notices

16.1 IWPR agrees to communicate to the Subrecipient's designated representative, at the Subrecipient's official address or via the Subrecipient's official email, in writing and in a timely manner, any facts and circumstances that might warrant a revision to any of the terms and conditions of this Subagreement.

16.2 Subrecipient agrees to communicate to IWPR's designated representative, at IWPR's official address or via official email, and in a timely manner, any facts and circumstances that might warrant a revision to any of the terms and conditions of this Subagreement.

16.3 All notices and other communications under this Subgrant will be in writing and are deemed duly delivered when: (i) delivered if delivered personally or by nationally recognized overnight courier service (costs prepaid); (ii) received or rejected by the addressee, if sent by certified mail, return receipt requested; or (iii) sent by e-mail with receipt confirmation in each case to the addresses set forth below:

If to IWPR:

Tom Baker – Associate Regional Director
IWPR
3, Khorava st. 0179, Tbilisi, Georgia
Email: iwpr-en@iwpr.net

If to Subrecipient:

Mihaela Iurascu, Administrator,
Association for Development of Information Technologies EDUCAT
64 Alexei Mateevici street, Chisinau, Republic of Moldova
Email: mihaela.iurascu@tekedu.org

17. Organisational / Editorial Independence

17.1 IWPR acknowledges that Subrecipient remains independent in the content of the work it conducts or produces and all editorial judgments. Except as otherwise agreed in this Subagreement, IWPR and the FCDO have no editorial control over any materials or communications resulting from this Subgrant. IWPR, however, expects the Subrecipient to ensure any and all materials produced under this grant comply with the terms of this Subagreement, including its Annexes.

17.2 Notwithstanding anything to the contrary in this Subagreement, Subrecipient agrees to notify IWPR in advance when it will publish or otherwise release to the public any key project-related materials. In addition, IWPR reserves the right to review the material in advance of making it public.

18. Marking, Branding, and Public Communications

18.1 Information relating to the BREN project and this Subgrant is limited to only essential parties directly involved in the preparation of relevant materials. As such, IWPR must approve in advance of publication any Subrecipient external communications around the wider BREN project, including promotional materials produced, website information, workshop descriptions of the wider initiative, or communications with the press. Except as otherwise agreed to in this Subagreement, this advance review does not apply to the Subrecipient's specific project activities, about which the Subrecipient may liaise directly with external actors.

18.2 The Subrecipient will:

- a. avoid expressing views which are inconsistent with the BREN programme objective when speaking to third parties in order to deliver the Project;
- b. make clear that it does not represent or speak for IWPR, FCDO, or the Government of the United Kingdom in any situation where it expresses views; and
- c. seek the consent of the IWPR first before making any statements that might be contrary to the requirements of these clauses.

For all publications, articles, handbooks or other materials resulting from the award that acknowledge the support of IWPR or FCDO and/or displays the IWPR or a UK government logo or other marking, it must also include a disclaimer of official endorsement as follows: *"This [article] was funded [in part] by a grant from the Institute of War and Peace Reporting (IWPR) with the support of the UK Foreign, Commonwealth & Development Office (FCDO). The opinions, findings and conclusions stated herein are those of the author[s] and do not necessarily reflect those of IWPR or the FCDO."*

19. Procurement

19.1 The Subrecipient will follow its own procurement guidelines and procedures when buying goods and services using the Subgrant, but will also adhere to the minimum procurement standards and principles, as set out as Annex 5 of this Subgrant Agreement. If any conflict exists between the two, the Subrecipient shall notify IWPR of that conflict and the Parties shall in good faith seek to agree on how to resolve that conflict.

19.2 If IWPR requests information from the Subrecipient about the use of the Subgrant for procurement, the Subrecipient will provide sufficient information to show that its procurement processes are transparent, fair, allow for competition and are cost-effective.

20. Equipment – Purchase and Disposition

20.1 Unless approved as per the Subrecipient's proposal and associated budget, the Subrecipient will not use the Subgrant to purchase equipment or other assets where it is reasonable to expect the Subrecipient to hold such equipment or other asset as part of its normal business.

20.2 If the Subrecipient considers that it is or may be necessary to use the Subgrant funding to buy equipment or other assets in order to deliver the project, it must inform IWPR and obtain written approval. All proposed equipment or asset purchases must be itemised and costed in the project budget and subsequent purchases recorded by the Subrecipient. The Subrecipient will not purchase equipment or other assets using the Subgrant unless IWPR has consented to such purchase and use in writing.

20.3 If the Subrecipient uses the Subgrant to buy equipment or other assets to implement the project, it will maintain a record and notify IWPR of such purchases. Entries in the record must include the following information:

- a. description of the item(s);
- b. specific identification (e.g. serial number);
- c. date of purchase;
- d. where the item was purchased;
- e. original value (including VAT, if paid); and
- f. person responsible for the purchase.

20.4 For the purchase of equipment or other assets with a value of five hundred GBR (£500) or more and a useful life of more than one (1) year at the end of the period of performance, FCDO advance approval must also be obtained. Subrecipient may not purchase such assets until IWPR notifies Subrecipient the FCDO has approved the purchase. The threshold value of £500 is calculated based on an individual item purchase or a bundled purchase, such as the purchase of multiple cell phones with an aggregate value of £500 or more. In addition, upon the conclusion of the Subgrant, Subrecipient must request disposition instructions from IWPR regarding such equipment or asset purchases. Subrecipient acknowledges it does not retain ownership of any such equipment or asset unless agreed upon in writing with IWPR.

21. Due Diligence

21.1 IWPR conducts a check of all Subrecipients to determine their ability to receive donor funds and to comply with standards that prohibit IWPR from collaborating with or supporting organisations that support terrorists or terrorism activities. IWPR will conduct follow-up checks to ensure that Subrecipients continue to maintain standards that do not result in the Subrecipient being listed as debarred, suspended or an organisation associated with terrorists or terrorism activities.

21.2 If a Subrecipient's representative or member of its management or board is found to have been convicted or charged with a narcotics offense, fraud, bribery or gratuity violation, trafficking in person, or terrorism activities these must be immediately reported to IWPR.

21.3 IWPR may conduct follow-up risk assessments to either assess that the Subrecipient's risk rating continues to be the same, or if it has changed to take the appropriate steps to impose special provisions (for worsened risk ratings) or to relax special provisions (for improved risk ratings).

22. Subrecipient's Internal Controls

22.1 The Subrecipient will co-operate fully with any due diligence assessment by IWPR or its agents, of the Subrecipient's own internal controls and systems. These assessments should be completed prior to project implementation and be reviewed during the project, including if there is a significant change to the Subrecipient's procedures and controls or operating environment.

22.2 See also Annex 4 of this Agreement regarding FCDO's Code of Conduct.

22.3 The Subrecipient is encouraged to assess the effectiveness and efficiency of its project partners' management and operations, its procedures for safeguarding project assets, and its compliance with national laws and regulations. These assessments must be shared with IWPR upon request.

23. Conflict of Interest

The Subrecipient will ensure that it has adequate procedures in place to enable early identification and

effective management of any conflicts of interest that it or its staff may have in relation to this Subgrant Agreement. Where the Subrecipient identifies a conflict of interest it will notify IWPR of this and provide information about how it is being managed.

24. Trafficking in Persons

24.1 IWPR has the right to terminate this Subgrant, without penalty, if the Subrecipient or its employees, or any Subrecipient or its employees, engage in any of the following conduct:

- a. Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organised Crime) during the period of this Subgrant;
- b. Procure a commercial sex act during the period of time that this Subgrant is in effect; or
- c. Use forced labour in the performance of the Subgrant.

24.2 The above provision must be included in any subgrants or contracts under this Subgrant.

25. Safeguarding for the Prevention of Sexual Exploitation, Abuse and Harassment

25.1 The Subrecipient will take all reasonable steps to prevent the sexual exploitation, abuse and harassment of any person linked to the delivery of this Subgrant Agreement by both its employees and any downstream delivery partners.

25.2 The Parties have a zero-tolerance approach towards sexual exploitation, abuse and harassment. The Subrecipient will immediately contact the FCDO's Fraud and Safeguarding Investigations Team at reportingconcerns@fcdo.gov.uk or call +44(0)1355 843747 to report any credible suspicions of, or actual incidents of sexual exploitation, abuse or harassment related to this Subgrant Agreement. The Subrecipient should assess credibility based on the source of the allegation, the content, and the level of detail or evidence provided. All sexual activity with children (persons under the age of 18) is prohibited, regardless of the age of majority, or age of consent locally.

25.3 The Subrecipient should also report any credible suspicions of, or actual incidents that are not directly related to this Subgrant Agreement but would be of significant impact to their partnership with IWPR or the reputation of IWPR, FCDO or UK aid. For example, events that affect the governance or culture of the Subrecipient, such as those related to senior management, must be reported.

25.4 Both Participants will fully co-operate with investigations into such events, whether led by IWPR, FCDO or any of its duly authorised representatives or agents, or the Subrecipient.

25.5 The Subrecipient will comply with the Supplier Code of Conduct as set out in the accompanying Annex, and any changes made to the Code thereafter from time to time by IWPR or the FCDO.

26. Prohibited Conduct – Corruption and Bribery

26.1 IWPR expects all of its employees and Subrecipients to adhere to the highest standards of accountability, which requires honest and ethical conduct. IWPR prohibits and takes a zero-tolerance stance towards all forms of corruption, which includes fraud, theft, embezzlement, unapproved conflicts of interest, false claims, and bribery.

26.2 In addition to its prohibition of all forms of corruption, IWPR prohibits and takes a zero tolerance stance towards its employees or Subrecipients: (1) accepting or requesting any form of Bribe from any person or organisation; (2) giving, offering, promising, authorising or assisting any form of Bribe to any representative of any organisation, including any government employee or candidate for public office,

unless such Bribe is (1) a facilitating or expediting payment the purpose of which is to expedite or to secure the performance of a routine and lawful action AND (2) such payment is made under duress, in circumstances where a reasonable person would believe that they have no alternative other than to provide the payment in order to protect life, limb or liberty. Bribe means (1) anything of any value (2) provided to a person or anyone associated with that person (3) with the purpose of inducing the person to do or omit to do (4) any act in violation of his or her lawful duty, to obtain any improper advantage, or to induce a person who is in a position of trust or loyalty to an organisation to use his or her influence to improperly affect or influence any act or decision of that organisation. Payments required or permitted by law are not Bribes.

26.3 Subrecipient agrees to abide by the prohibition on corruption and bribery and IWPR expects the Subrecipient to ensure that its employees, representatives, vendors, contractors and Subrecipients (if any) also adhere to this prohibition. Subrecipient agrees to immediately report to IWPR any credible evidence of corruption and/or Bribes that: (1) involve funds or resources provided to Subrecipient under this Subgrant or are in any other way related to this Subgrant; or (2) that involve IWPR's Employees. IWPR is authorised to report such evidence to law enforcement and/or to IWPR's donors. Subrecipient understands and agrees that a violation of the prohibition on corruption and bribery may, in addition to any other remedies available under this agreement or at law, result in immediate termination of this Subgrant by IWPR and may also result in Subrecipient being determined ineligible to work with IWPR in the future.

27. Transparency

27.1 The Subrecipient acknowledges that the FCDO will disclose payments made under this Subgrant Agreement with a value of twenty-five thousand pounds (£25,000) or more in accordance with the UK Government's transparency agenda.

27.2 IWPR / FCDO may request information about the implementation and operation of the Project. Where IWPR / FCDO makes such a request, they will provide the Subrecipient with the reason for its request.

27.3 The Subrecipient is committed to the principle of transparency and, subject to any applicable law, the Subrecipient will make available to IWPR / FCDO any such information, as may be requested, relating to the implementation and the operations of the Project.

28. Confidential Information

28.1 Each Party will treat the other's Confidential Information as confidential, keep it safe and not disclose it to a third person without the original owner's prior written consent, unless disclosure is expressly permitted by this Subgrant Agreement.

28.2 The Subrecipient may disclose applicable Confidential Information to its staff who are directly involved in the implementation of the Project and who need to know the Information. Where it makes such disclosure, the Subrecipient will ensure that such Staff are:

- a. Aware of and comply with the confidentiality obligations under this Subgrant Agreement; and
- b. Do not use any of the Confidential Information that is received for purposes other than the implementation of the Project and in line with this Subgrant Agreement.

28.3 This clause will not apply to the disclosure of information that:

- a. is a requirement of law placed upon the Party making the disclosure by an order of a court of competent jurisdiction or in order to comply with legal requirements including but not limited to the Freedom of Information Act 2000 or the Environmental Information Regulations 2004;
- b. occurs because information was in the possession of the Party making the disclosure without any obligation of confidentiality to the information owner and prior to any disclosure;

- c. was obtained from a third party who was not subject to an obligation of confidentiality;
- d. was already in the public domain at the time of disclosure and this was not due to a breach of this Grant Agreement; or
- e. was developed independently without access to the other Party's Confidential Information.

28.4 Nothing in this Subgrant Agreement will prevent IWPR / FCDO from disclosing the Subrecipient's Confidential Information:

- a. to any Crown Body. All Crown Bodies receiving such Confidential Information will be entitled to further disclose the Confidential Information to other Crown Bodies on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Crown Body;
- b. to any person engaged by the FCDO or any person authorised to scrutinise the FCDO's activities by conducting an assurance or other review of the Project (whether alone or as part of a wider programme of activity which the Project is supporting);
- c. for the purpose of the examination and certification of IWPR / FCDO's accounts;
- d. for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the FCDO has used its resources;
- e. to UK Parliament and Parliamentary Committees or if required by any UK Parliamentary reporting requirement; or
- f. to the extent that the FCDO (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions.

29.5 Nothing in this clause will prevent either Party from using any techniques, ideas or know-how gained during the performance of this Subgrant Agreement in the course of its normal business so long as this use does not result in a disclosure of the other Party's Confidential Information or an infringement of the other Party's or a third party's intellectual property rights.

30. Suspension and Termination

30.1 IWPR may terminate this Subgrant, in whole or in part, if IWPR has a good faith belief that termination is in the best interest of the program and provides Subrecipient with thirty (30) days prior written notice.

30.2 IWPR reserves the right to suspend Subrecipient activities at any time the activities of the Subrecipient become inconsistent with IWPR's Program Description, at the direction of FCDO, or due to Force Majeure. Should IWPR fail to order the Subrecipient to resume work within 30 days, the suspension shall be converted to a termination effective on the 30th day after notice thereof unless earlier notified of termination.

30.3 IWPR may terminate this Subagreement at any time, in whole or in part, upon written notice to the Subrecipient any of the following reasons: a) whenever it is determined that the Subrecipient has materially failed to comply with the terms and conditions of this Subagreement; b) in the event of contingencies unforeseen at the time of award, including funding availability and changes in scope of work; c) by order of IWPR's funder; d) for convenience of IWPR; e) by mutual agreement 30 days after receipt of written notification by the other party.

30.4 Where IWPR has determined that the Subrecipient has materially failed to comply with the terms and conditions of this Subagreement, IWPR shall give written notice to Subrecipient specifying deficiencies and the Subrecipient shall have five (5) calendar days (or as otherwise agreed to in advance and in writing) after receipt of notice to correct said deficiencies. IWPR reserves the right to terminate this Subagreement, to demand a refund or take other appropriate measures for non-compliance with the terms and conditions of this Subagreement or other conditions which might result in the improper use of donor resources, violations

of local laws, inability to achieve project objectives, or any actions that might affect the reputation and integrity of IWPR.

30.5 Upon receipt of and in accordance with a termination notice, the Subrecipient shall take immediate action to minimize all expenditures and obligations financed by this Subgrant and shall cancel such unliquidated obligations whenever possible.

30.6 The Subrecipient may submit to IWPR, within 30 calendar days after the effective date of termination, a written claim covering any expenditures incurred or obligations made for uncompleted milestones prior to the termination notice. IWPR shall determine the amount(s) to be paid by IWPR to the Subrecipient under such claim in accordance with the applicable cost principles.

31. Applicable Law

31.1 This Subgrant will be governed by and construed in accordance with the laws of the United Kingdom.

31.2 The Subrecipient acknowledges that the FCDO is (without limitation) subject to the Freedom of Information Act 2000, Data Protection Act 2018 as amended (“UK GDPR”), and any other UK data protection law which may be enacted from time to time, and the Equality Act 2000.

31.3 The Subrecipient must ensure that it complies with any applicable law or organisational directions and regulations that are binding on it.

31.4 The Subrecipient will also cooperate with IWPR and the FCDO (to the fullest extent permissible and consistent with its obligations under any applicable law or regulation) to enable FCDO compliance with its obligations under the legislation referred to, or other applicable legislation which applies to the provision of the Subgrant under this Subgrant Agreement.

31.5 The Subrecipient acknowledges that, where FCDO is required to disclose information in line with its obligations under the Freedom of Information Act 2000, it will be responsible for determining whether any information relating to this Subgrant Agreement is exempt from disclosure. If the Subrecipient provides information to IWPR / FCDO which is designated as commercially sensitive or confidential these markings will not determine conclusively whether or not disclosure by IWPR / FCDO is necessary in order to comply with its legal obligations.

31.6 The Subrecipient will take all reasonable steps to ensure that, where any awards to third parties are made from the funded activities, those awards are compatible with UK State Aid law, if applicable, including requesting such documentation from the award recipients as is necessary to ensure compliance with State Aid law.

32. Dispute Resolution

The parties shall initially attempt to resolve all claims, disputes or controversies arising under, out of or in connection with this Subagreement by conducting good faith negotiations amongst themselves. If the parties are unable to resolve the matter following good faith negotiations, the matter may agree to appoint a mediator or arbitrator to resolve the dispute.

33. Amendment or Modification of this Subgrant Agreement

This Subgrant Agreement may be amended or modified only by written agreement of the Parties, signed by both Parties and attached to the signed original of this Subgrant Agreement. No amendment of this Subgrant

Agreement and all Subgrant Annexes / Attachments shall have any force or effect unless in writing and signed by the authorised representative of IWPR.

34. Non-Liability

The Subrecipient hereby agrees that under no circumstances will it hold either FCDO or IWPR liable for any third-party claims for damages arising from the implementation of any activity funded under this Subagreement, unless such damages are directly caused by IWPR's negligence or willful malfeasance. The Subrecipient is solely responsible for the supervision, direction and control of the Subgrant. The Subrecipient assumes full responsibility for compliance with the laws and regulations of the donor and the Government of the Republic of Moldova or any other relevant government.

35. Entire Agreement, Severability, and Modification

This Subgrant is the entire agreement and supersedes any prior oral or written agreements or communications between IWPR and the Subrecipient regarding its subject matter. The provisions of this Subgrant are severable so that if any provision is found to be invalid, illegal or unenforceable, such finding shall not affect the validity, construction or enforceability of any remaining provision.

36. Controlling Language

36.1 This Subagreement and its related documents have been prepared and signed in English. Any translation is provided for convenience. If this Agreement has been translated into a language other than English, even if signed by one or more of the parties, the English version will be prevailing and controlling in the event of any discrepancy between the versions.

36.2 Subrecipient agrees all financial and program reports will be submitted in English, unless otherwise agreed upon.

37. Annexes/Order of Precedence

All Annexes listed below are incorporated by reference. Subrecipient certifies they have read and understand all Annexes and will manage this Subgrant in accordance with the applicable regulations or provisions incorporated in the Annexes. The following order of precedence will be used when resolving issues relating to the implementation and administration of this Subagreement:

Annexes:

1. Project Description (Project Proposal)
2. Project Budget
3. Work Plan
4. Code of Conduct
5. Statement of FCDO Procurement Good Practice Principles
6. Further Guidance Regarding Eligible Expenditure

IWPR

By: Thomas Baker
Thomas Baker (Oct 5, 2022 12:40 GMT+1)


(Signature)

Printed Name: Thomas Baker

Title: Associate Regional Director

Date: Oct 5, 2022

Subrecipient

By: 
Mihaela Iurascu (Oct 5, 2022 14:58 GMT+3)
(Signature)

Printed Name: Mihaela Iurascu

Title: Administrator

Date: Oct 5, 2022

ANNEX 1 – Project Description (Proposal narrative)

1. Summary Information

Project Title	GirlsGoIT S.T.E.M. Career Board Game (Science, Technology, Engineering, Arts, and Mathematics)
Target Country	Moldova
Target Region/City in the Country (if applicable)	Balti, Cahul, Ungheni, Salcuta
Project Duration	5 months
Estimated Start Date	November 1, 2022
Total Amount of Funding Requested	36,395
Name and Contact Information (for the project's main point of contact)	Abayomi Ogundipe abayomi.ogundipe@tekedu.org
Name and Contact Information (for the Partner organisation, if Applicable)	

2. Project Description (Please limit your answers to 400 words)

Background and Problem Statement	<p>AO Asociatia pentru Dezvoltarea Tehnologiilor Informationale EDUCAT (brand name: TEKEDU)¹ was founded in 2014 driven by a mission to empower young people in tech (especially girls who are living in poor conditions) through trainings and internships, so that a career option in IT becomes realistic for them. TEKEDU's biggest project is GirlsGoIT², which is being implemented since 2015 and strives to empower girls to pursue STEM or IT education.</p> <p>Moldova struggles with the availability and growth of ICT skills³. The shortage of ICT skills on the labour market is shaped by structural factors, such as depopulation, ageing, brain drain, and</p>
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¹ www.tekedu.org

² <https://girlsgoit.org/>

³ Policies for Human Capital Development, Republic of Moldova. An ETF Torino Process Assessment, 2020 ([link](#))

	<p>unfavourable demographic trends caused by emigration. At the same time, in the information technology (IT) sector, women are much less represented than men. According to a 2019 study “Women and men in ICT sector” women represent 31% of all the employees in ICT sector with only 19% holding an IT job. The core problem the project aims to address is the low participation of girls and women in ICT education. This problem is caused inter alia by three major factors: (a) gender misconceptions about girls and women competencies in ICT, (b) low level of exposure to and awareness about the existing opportunities in ICT, especially in rural areas, and (c) girls’ low confidence in their capacity and skills.</p> <p>The enabling and constraining factors that influence girls’ career choices and interest in the fields of ICT and STEM were explored in recent research commissioned by TEKEDU and conducted by Magenta Consulting⁴. The research surveyed 350 girls from 5 districts of Moldova, that never had an interaction with the GirlsGoIT project and conducted an in-depth analysis of 15 study cases of girls and women who already study and/or work in ICT/STEM related fields. The key relevant highlights of the research are:</p> <ul style="list-style-type: none"> • There is a misperception that IT is not a domain for girls (31% of girls who like computer science believe this is not a field for girls, in rural areas this perception is shared by 39%). • When asked to choose the domain they are most interested in for a future career, only 1% chose IT as their first choice and 2% as their second choice. • A majority of surveyed girls (61%) take into consideration the career advice of their parents or relatives, while another 16% reported that parent’s opinion is more important than their own opinion. • There is low awareness among girls about the wage level in the ICT sector (only 10% knew that IT has the best-paid jobs).
Relevance to the Call for Application	<p><i>Briefly describe how your project will respond to the problem areas outlined in the request for applications</i></p> <p>GirlsGoIT will scale up its outreach activities by providing informal education opportunities for girls and boys outside the capital of Chisinau. The outreach innovation will develop an interactive STEAM career planning board game played between 2 to 4 people so that they are able to define and decide their future career path.</p>

⁴ Research: ‘Motivations and barriers of girls and women in the fields of ICT and STEM’, conducted by Magenta Consulting for TEKEDU in partnership with UN Women in Moldova, financed by Embassy of Sweden, 2020 ([link](#)).

Project Description	<p><i>Briefly describe the proposed project and main activities.</i></p> <p>STEAM career planning is a board game played between 2 to 4 people. The educational purpose of the game is to help girls and boys (aged 12 to 20) in planning their future career and professional orientation in the fields:</p> <ul style="list-style-type: none"> - Expert in the expansion and repopulation of the natural environment - Technologist in the production of human organs and tissues - Operator(s) of a construction exoskeleton - Developer(s) of virtual experiences and journeys <p>The board game components consist of:</p> <ul style="list-style-type: none"> - 8 Professions books - 4 books Internships - Knowledge cards - 36 Personal Skills cards - 28 Technical Skills cards - 60 cards Opportunities - 120 cards Money - 40 Experience Tokens - 40 Impact Tokens - 4 cards Winners - 8 blank cards for personalized Professions and Internships <p>Young people engaged in playing the game will understand future of work and career and help them identify what learning path and curve to take in choosing career in the topics mentioned above. In addition, the board game taps into the topic gender equality in workplaces. Thus, players of the game have opportunities to reflect upon this issue and to discuss how to approach it. In this respect, the presented project is connected to 2 UN SDGs: 4. Quality Education and 5. Gender Equality.</p> <p>Before creating the board game as final use-able product, GirlsGoIT will organise game testing in 3 cities (Ungheni, Cahul, Balti and refugee centre). It will develop test prototype of the game which will be used for organising game test workshops in 3 cities and refugee centre. An approximate of 120 young people (30 per region and refugee centre). The purpose of game testing is to involve target audience by observing their position reaction while playing the game to understand if some parts of the game's components require improvement as well as having their opinion reflected in the development of the game. The inputs of target audience will be used</p>

	<p>to develop build final prototype of STEAM career planning board game.</p> <p>1,000 copies of STEAM career planning board game will be printed, and a native mobile application of the game will be developed on Android. 6 volunteers from GirlsGoIT community of ambassadors will be recruited and trained for dissemination of the games outside the capital city and refugee centre. A landing page will be developed to promote the android version of the board game. An estimate reach of 50,000 young people reached through promoting STEAM career planning board on social media and google ads.</p>
Project Objectives	<p>The overall goal is to ensure:</p> <p>Increase participation of young women in discussion and decision-making for better gender inclusive education and career opportunities in STEAM (Science, Technology, Engineering, Arts, and Mathematics)</p> <p>That is, applying gender-responsiveness in the development of the career board game will identify and eliminate possible gender barriers and main factors that contribute to the fact that girls take decisions in favour of STEM and ICT professions.</p> <p>The project will recruit 8 positive champions (girls) from Ungheni, Cahul, Balti and Refugee center (2 per region and 2 in refugee center), to form a working group of the project. The champions will be engaged in the project activities and development life cycle of the career board game, in addition, responsible for co-organising local design workshops and outreach activities in their localities.</p> <p>The specific objectives (outcomes) of the GirlsGoIT STEAM career board game are:</p> <ol style="list-style-type: none"> 1. Participation of girls in decision-making, in the development life cycle of GirlsGoIT STEAM career board game 2. Increased awareness about GirlsGoIT STEAM career board game in regions of Moldova
Key Outputs	<p>The outputs contributing to the objectives are:</p> <p>Output1: Development of GirlsGoIT STEAM career board game on mobile (android) and printed version.</p>

Output2: Raising awareness campaign conducted among girls participating in GirlsGoIT STEAM career board game

The project's results targets and estimated outreach:

- 120+ girls from Ungheni, Cahul, Balti, including refugee centre engaged in decision making and the development of GirlsGoIT STEAM career board game
- 8 girls local coordinators (champions) involved in the development life cycle of GirlsGoIT STEAM career board game
- 1,000 STEAM career board game printed for organising outreach outside Chisinau
- 1 developed STEAM career board game on mobile application (Android)
- Outreach and awareness campaign conducted by girls which includes organising STEAM career board game clubs in high school, storytelling and testimonial videos

Activities supporting delivery of output 1: Development of GirlsGoIT STEAM career board game on mobile (android) and printed version:

1.1 8 local coordinators (positive champions) recruited directly involved in the life cycle of the activities and development of STEAM career board game. An induction into the project meeting will be organised bringing together coordinators. 1-day meeting whereby local coordinators are informed about development of STEAM career board game and prepared for local outreach activities such as coordinating the design workshop planning

1.2. GirlsGoIT STEAM career board game design workshop will bring together 120+ girls aged 14 to 20 years to participate in 1-day design thinking workshop for the development of career board game. 4 workshops will be organised in Ungheni, Cahul, Balti and refugee centre. The design workshop agenda will focus on hands-on activities such as icebreakers and team building, empathy mapping for integrating gender equality perspective at all stages and components of the career board game development.

1.3. Development of GirlsGoIT STEAM career board game on mobile (android) and printed version – will take 2-months with several development processes: 1, to conduct competitive analysis on best used STEAM career board games in the market, understand their practices and conventions for prototyping GirlsGoIT STEAM career board game. 2, conduct usability testing the game prototype with

	<p>120+ girls who participated in the board game design workshop. 3, iterate the prototype based on the feedback from the user-testing activity. Prepare the final prototype. This activity will also involve the brand development of the career board game e.g. icons and elements representing board game components, website, printing and mobile app development.</p> <p><u>Activities supporting delivery of output 2: Raising awareness campaign conducted among girls participating in GirlsGoIT STEAM career board game:</u></p> <p>2.1. GirlsGoIT STEAM career board game Outreach organised in high school in Ungheni, Cahul, Balti, and refugee centre. Girls and boys aged 14 to 20 will be engaged in playing and board game. An assessment of the board game will be conducted amongst the participants to share their experience through storytelling and testimonial videos.</p> <p>2.2. Promotion of GirlsGoIT STEAM career board game on social media and Google Ads includes storytelling and documentary videos of girls who participated in the activities and development of STEAM career board game. Promoting STEAM career board game mobile application and website on social media.</p>
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4. Risk Analysis

Description of Risk	Consequence	Likelihood	Risk Management Action
Parents/caretakers have low trust in TEKEDU and do not grant their daughters with permission to participate in GirlsGoIT activities. This risk may severely impact the outreach efforts and the number of participants enrolled to the programme.	High	Low	Initiate meetings with parents for confidence building through either Skype or using the Public Libraries or face-to-face meetings in their rural community. GirlsGoIT's communication strategy targeting parents will also mitigate the risk of low trust and reduced participation.

Low level of motivation among participants due to a reluctance to consider ICT a career option in the long run.	High	Medium	GirlsGoIT is planning to develop a self-learning platform which will enable more girls to learn and will support various delivery methods of the ICT education component and provide an alternative (less intense) method for engagement in project activities and testing of IT as a sector for potential studies or career.
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5. Project Team

<i>Name</i>	<i>Position in the organisation</i>	<i>Role in the project</i>
Abayomi Ogundipe	Co-founder responsible for programme development and communication	Product owner / Programme manager responsible and project reporting
Mihaela Iurascu	Co-founder / Administrator of organisation	Legality of organisation and project financial reporting

6. Experience

Our recent outreach project “STEAM pe Roti”⁵ (STEAM on Wheels) is Moldova’s first STEAM non-formal education lab on wheels, a bus converted into a living classroom travels to rural communities and refugee centers in Moldova exposing girls and boys in outdoor, indoor, and offline STEAM engaging workshops. The project raises awareness about STEAM education and empowers our beneficiaries on setting their own agenda, developing skills (including life skills), building self-confidence, solving problem, and developing self-reliance. It contributes to overcoming gender stereotypes, becoming socially and professionally active, to be financially independent and mitigate the risks of poverty, violence and exploitation.

STEAM pe Roti is a year implemented project from 2022 to 2023. It is funded by UNICEF, Liechtenstein development service, Swiss Government, and Global Funds for Children, of a total of \$145,000.

⁵ STEAM pe Roti ([link](#))

7. Conflict Sensitivity

The war brought to Ukraine by Russia may hinder the impact and implementation of STEAM career board game. In particular, the sanctions raised on Russia has forced the country to increase prices of gases and commodities which has affected Moldova.

8 Gender Equality

GirlsGoIT STEAM career board game contributes to overcoming gender stereotypes especially in the field of IT and STEAM, becoming socially and professionally active, to be financially independent and mitigate the risks of poverty, violence, and exploitation.

9. Do No Harm

TEKEDU adheres to the principle of “Do No Harm” by carefully analysing and regularly monitoring the intended and unintended impacts of our programs and advocacy at local and national level. TEKEDU ensures conflict sensitivity in its project and programs to avoid any risk of escalating conflicts or insecurities by adopting the following measures:

- Risk assessment by identifying potential threats and ensures that our activities do not aggravate conflicts between our stakeholders
- Equal representation and participation of everyone regardless of their ethnicity, minority background
- Protection of personnel and project/program participants

10. Budget Narrative

Cost under salaries

- Project manager will be the point of contact of the project and responsible for the overall implementation of the STEAM career board game.
- Communication manager will ensure the visibility and outreach of the STEAM career board game
- Domain will

Cost under communication

- Domain and hosting to show the mobile application of the game online and other useful information such as rules of how to play the board game etc.
- 4 Documentary videos of the test workshop will be filmed in each city and refugee center. 1 motion graphic video will be made to show how to play the game. This video will be placed on the game's website
- Graphic design of board game for visual representation. A consultant will be hired to develop the visual elements for 30 working days
- Social media graphics consultant will be hired for promoting the board game on GirlsGoIT and TEKEDU social media platforms.

Consultant services

- A tender will be published for interested party to bid for the development of STEAM career board game application on android and website. The party can be an individual expert or a company. 30 working day is required for the company to deliver the services
- A consultant will be hired to develop the implementation of the test prototype workshop and facilitate the workshop in 3 cities and refugee centers
- TEKEDU's accounting services is outsourced to Moore company⁶.
- A consultant or company to translate game content in Russian and Ukrainian. An announcement will be published.

⁶ Moore ([link](#))

ANNEX 2 - Project Budget

Name of the Organisation / ქვეგრანტის მიმღები ორგანიზაციის იურიდიული დასახელება	AO Asociatia pentru Dezvoltarea Tehnologiilor Informationale EDUCAT
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Budget / ბიუჯეტი

*** Please Note: Specific budget items listed below are intended as examples. Applicants should change and add to these budget lines based on the specific needs of their project. Budget currency must be GBP.**

Budget Code / ბიუჯეტის კოდი	Cost per Unit GBP / ერთეულის ფასი	Unit / ერთეულის დასახელება	Number of units / ერთეულების ჯამური რაოდენობა	Total GBP / ჯამი
1. Salaries / ხელფასი				
1.1 Project Manager / პროექტის მენეჯერი (50%)	£593.00	month / თვე	5	£2,965.00
Subtotal for Salaries / ჯამი				£2,965.00
2. Rent and Utilities / ოფისის იჯარა და კომუნალური ხარჯები				
2.1 Office rent / ოფისის იჯარა	£0.00	month / თვე		£0.00
2.2 Utilities / კომუნალური	£80.00	month / თვე	5	£400.00
Subtotal for rent and utilities / ჯამი				£400.00
3. Supplies / ოფისის მარაგები				
3.1 Stationary / საკანცელარიო	£0.00	month / თვე		£0.00
3.2 Office cleaning supplies / დასუფთავება	£0.00	month / თვე		£0.00
3.3 Office catering (water, tea, coffee, sugar) / ოფისის კვება (წყალი, ჩაი, ყავა, შაქარი)	£0.00	month / თვე		£0.00
3.4 Printer cartridge / პრინტერის კარტრიჯი	£0.00	month / თვე		£0.00
3.5	£0.00	month / თვე		£0.00
	£0.00	unit / ცალი		£0.00
Subtotal for supplies / ჯამი				£0.00

4. Equipment / ოფისის აღჭურვილობა				
4.1 Computer accessories / კომპიუტერული აქსესუარები	£0.00	unit / ცალი		£0.00
4.2 Printer / პრინტერი	£0.00	unit / ცალი		£0.00
4.3 Photo/video camera / ფოტო-ვიდეო კამერა	£0.00	unit / ცალი		£0.00
4.4	£0.00	unit / ცალი		£0.00
	£0.00	unit / ცალი		£0.00
Subtotal for Equipment / ჯამი				£0.00
5. Communication and postage / კომუნიკაციები და ფოსტა				
Activity 1.3: Domain registration and hosting of GirlsGoIT STEAM career board game	£15.00	month / თვე	1	£15.00
Subtotal for Communication and Postage / ჯამი				£15.00
6. Travel and per diem / მგზავრობა და სამივლინებო				
6.1 Per diem / სამივლინებო	£0.00	day / დღე		£0.00
6.2 Hotel accommodation / სასტუმროს ბინადრობა	£0.00	day / დღე		£0.00
6.3 Vehicle rental / ტრანსპორტის იჯარა	£0.00	day / დღე		£0.00
6.4 Fuel / საწვავის შესყიდვა	£0.00	liter / ლიტრი		£0.00
6.5 Taxi / ტაქსი	£0.00	day / დღე		£0.00
6.6	£0.00	day / დღე		£0.00
	£0.00	day / დღე		£0.00
Subtotal for Travel and Per Diem / ჯამი				£0.00
7. Contractual Services / საკონტრაქტო მომსახურებები				
Activity 1.3 Consultant expert/company to develop GirlsGoIT STEAM career board game mobile application on Android	£176.00	day / დღე	30	£5,280.00
Activity 1.3: Consultant to conduct competitive analysis on best board game in market and facilitate usability testing of the GirlsGoIT STEAM career board game	£40.00	day / დღე	30	£1,200.00
Activity 1.3: Consultant expert/company to develop GirlsGoIT STEAM career board game website	£145.00	day / დღე	30	£4,350.00
Accounting company services contracted to Moore company	£150.00	month / დღე	5	£750.00
Activity 1.2: Consultant to facilitate GirlsGoIT STEAM career board game design workshop in 3 cities and refugee centers	£43.00	day / დღე	30	£1,290.00

Subtotal for Contractual Services / ჯამი				£12,870.00
8. Other Direct Costs / სხვა პირდაპირი ხარჯები				
Activity 1.2: Feeding for GirlsGoIT STEAM career board game design workshop	£13.00	unit / ცალი	120	£1,560.00
Activity 1.2 & Activity 1.3: Testimonial and documentary videos of design workshop participants	£450.00	unit / ცალი	5	£2,250.00
Activity 1.2: Social media infographics for promoting board game	£82.00	unit / ცალი	30	£2,460.00
Activity 1.3: Graphic design of board game	£82.00	days / თვე	30	£2,460.00
Activity 1.3: Printing of GirlsGoIT STEAM career board game	£6.00	unit / ცალი	2,000	£12,000.00
Activity 1.3: Translation of board game in Russian and Ukrainian	£65.00	working days / ცალი	15	£975.00
Subtotal for Other Direct Costs / ჯამი				£20,145.00
TOTAL BUDGET / სულ ჯამი				£36,395.00

ANNEX 3 – Work Plan

Activities	Timeline				
	Nov 2022	Dec	Jan 2023	Feb	March
Output 1: Development of GirlsGoIT STEAM career board game on mobile (android) and printed version					
Activity 1.1: 8 local coordinators (positive champions) recruited	X				
Activity 1.2: GirlsGoIT STEAM career board game design workshop	X	X			
Activity 1.3: Development of GirlsGoIT STEAM career board game on mobile (Android) and printed version		X	X	X	
Output 2: Raising awareness campaign conducted among girls participating in GirlsGoIT STEAM career board game					
Activity 2.1: GirlsGoIT STEAM career board game outreach in high schools in Ungheni, Cahul, Balti and refugee center				X	
Activity 2.2: Promotion of GirlsGoIT STEAM career board game on social media and Google Ads					X

ANNEX 4 - Code of Conduct

1) Value for Money and Governance

Value for Money is an essential requirement of all FCDO commissioned work. The Subrecipient must seek to maximise results, whilst driving cost efficiency, throughout the life of their grant. This includes budgeting and pricing realistically and appropriately to reflect delivery requirements and levels of risk, including managing uncertainty and change.

The Subrecipient must demonstrate that they are pursuing continuous improvement to reduce waste and improve efficiency in their internal operations and within the delivery chain. The Subrecipient must demonstrate openness and honesty and be realistic about capacity and capability at all times, accepting accountability and responsibility for performance along the full delivery chain, in both every-day and exceptional circumstances.

2) Ethical Behaviour

Suppliers, Sub-contractors and Subrecipients act on behalf meet the highest standards of ethical and professional behaviour that upholds the reputation of IWPR and FCDO.

Arrangements and relationships entered into must be free from bias, conflict of interest or the undue influence of others. Particular care must be taken by staff who are directly involved in the management of a programme, procurement, contract or relationship, where key stages may be susceptible to undue influence.

In addition, Suppliers, Sub-Contractors and Subrecipients must not attempt to influence an IWPR or FCDO member of staff to manipulate programme monitoring and management to cover up poor performance.

Suppliers, Sub-Contractors and Subrecipients must declare any instances where it is intended that any direct or delivery chain staff members will work on FCDO funded business where those staff members have any known conflict of interest.

3) Transparency and Delivery Chain Management

The FCDO requires full delivery chain transparency from all Suppliers. All delivery chain partners must adhere to wider HMG policy initiatives including the support of micro, small and medium sized enterprises (MSMEs), prompt payment, adherence to human rights and modern slavery policies and support for economic growth in developing countries.

Suppliers must engage their delivery chain supply partners in a manner that is consistent with IWPR UK and FCDO treatment of its Suppliers. This includes, but is not limited to: pricing; application of delivery chain risk management processes; and taking a zero-tolerance approach to tax evasion, corruption, bribery and fraud in subsequent service delivery or in partnership agreements.

4) Environmental Issues

Suppliers must be committed to high environmental standards, recognising that the undertaken activities may change the way people use and rely on the environment, or may affect or be affected by environmental conditions. Suppliers must demonstrate they have taken sufficient steps to protect the local environment and community they work in, and to identify environmental risks that are imminent, significant or could cause harm or reputational damage to IWPR / FCDO.

5) Terrorism and Security

Suppliers must implement due diligence processes to provide assurance that UK Government funding is not used in any way that contravenes the provisions of applicable terrorism legislation.

6) Safeguarding, Social Responsibility and Human Rights

Safeguarding, social responsibility and respect for human rights are central to UK Government's expectations of its Suppliers. Suppliers must ensure that robust procedures are adopted and maintained to eliminate the risk of poor human rights practices within their complex delivery chain environments funded by FCDO. These practices include sexual exploitation, abuse and harassment; all forms of child abuse and inequality or discrimination on the basis of race, gender, age, religion, sexuality, culture or disability. Suppliers must place an emphasis on the control of these and further unethical and illegal employment practices, such as modern-day slavery, forced and child labour and other forms of exploitative and unethical treatment of workers and aid recipients. Under this contract it is expected that a particular emphasis on management of these issues in high-risk fragile and conflict affected states (FCAS), with a focus on ensuring remedy and redress if things go wrong.

ANNEX 5 - Statement of FCDO Procurement Good Practice Principles

1. Good procurement practice includes the key principles set out below:

- Purchasing should be done with the aim of securing value for money.
- Purchasing should be done by competition unless there is a robust justification (legal/operational) for not having a competition.
- Buyers should have, develop and use their awareness of particular supply markets to improve the quality and competitiveness of goods/services etc., that are offered (effective supplier management).
- Buyers should comply with applicable legal and international obligations.
- Wherever possible anything purchased should have been produced in a sustainable manner.
- Ethical conduct is extremely important.

2. Ethical conduct relates in particular to ensuring that:

- Buyers' integrity must be beyond reproach (this ties in with issues around acceptance of gifts and hospitality from suppliers or equally offering gifts or hospitality to suppliers – this should not happen)
- Staff involved in purchasing activity must declare any interest they have in a particular transaction whether this is because of personal gain to them or to a family member or close associate (effective management of potential and actual conflicts of interest)
- The confidentiality of information is protected unless there is a lawful reason which justifies disclosure (e.g., compliance with the Freedom of Information Act 2000, agreement between the Subgrant Agreement Parties that certain types of information can be disclosed). There may also be reasons based on government policy which require disclosure of certain types of information.
- Any information provided to suppliers is accurate and not intentionally misleading or misleading due to inattention on the buyer's part.
- All suppliers are treated fairly (i.e., not favouring one supplier or acting to the disadvantage of another)
- The competition process does not undermine ongoing relationships with suppliers. This is about conducting purchasing activity in a way that inspires confidence in the fairness of the process.

ANNEX 6: Further Guidance Regarding Eligible Expenditure

The following costs/payments will be classified as Eligible Expenditure if made for the purposes of the Funded Activity:

1. fees charged or to be charged to the Subrecipient by the external auditors/accountants for reporting/certifying that the grant paid was applied for its intended purposes.
2. giving evidence to Select Committees;
3. responding to public consultations, where the topic is relevant to the objectives of the grant scheme.
This does not include spending the subgrant funds on lobbying other people to respond to the consultation;
4. providing independent, evidence-based policy recommendations to IWPR UK or FCDO, where that is the objective of a grant scheme; and
5. providing independent evidence-based advice as part of the general policy debate, where that is in line with the objectives of the grant scheme.

A payment is defined as taking place at the moment when money passes out of Subrecipient control. This may take place when:

1. Legal tender is passed to a supplier (or, for wages, to an employee);
2. A letter is posted to a supplier or employee containing a cheque; or
3. An electronic instruction is sent to a bank/building society to make a payment to a supplier or employee by direct credit or bank transfer.

The Subrecipient must not deliberately incur liabilities for Eligible Expenditure in advance of need; nor pay for Eligible Expenditure sooner than the due date for payment.

INELIGIBLE EXPENDITURES

The following costs must be excluded from Eligible Expenditure. The list below does not override activities that are deemed eligible in this Subgrant Agreement:

1. Paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action;
2. Using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
3. Using grant funding to petition for additional funding;
4. Payments for activities of a political or exclusively religious nature.
5. Goods or services that the Subrecipient has a statutory duty to provide;
6. Payments reimbursed or to be reimbursed by other public or private sector grants
7. Contributions in kind (i.e. a contribution in goods or services, as opposed to money);

8. The acquisition or improvement of fixed assets by the Subrecipient (unless the grant is explicitly for capital use – this will be stipulated in the Grant Offer Letter);
9. Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
10. Statutory fines, criminal fines or penalties; or
11. Liabilities incurred before the issue of this funding agreement unless agreed in writing by the Funder
12. The Subrecipient's Net Profit


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