

## Project Contract

**Project Title:** HEALTH RIGHT: Inclusive Eye and Ear and Hearing Health in Karnali of Nepal  
**Project Number:** 4111-BMZ-MYP

The contracting parties are

**Nepal Netra Jyoti Sangh Nepal Netra Jyoti Sangh-NNJS**

P.O. Box 335 Tripureshwor, Kathmandu Nepal  
44600 / Kathmandu /

hereinafter referred to as "**Partner**" and represented by

Prof. Dr. Chet Raj Pant  
P.O. Box 335 Tripureshwor, Kathmandu Nepal  
44600 / Kathmandu /

**and**

**CBM Christoffel-Blindenmission Christian Blind Mission e.V.**

Stubenwald-Allee 5  
64625 Bensheim  
Germany

Hereinafter referred to as "**CBM**" and represented by its  
Executive Management (Vorstand)

## Preamble

To promote development-policy projects by private German executing agencies in developing countries, the German Ministry of Economic Cooperation and Development (BMZ) provides grants for projects and programmes in which the German government has a substantial development-policy interest. BMZ entrusts Engagement Global gGmbH (EG, and its designated sub-unit Bengo) with the grant management. In this contract, both entities are referred to as „Donor“. CBM was granted with funds from the EG for the above-mentioned project. CBM is legal signatory of the contract with EG.

The **contracting parties** of this Project Contract are **CBM** and **Partner**. The specific donor guidelines apply as indicated in this contract (**section 10**) and its annexes which are listed at the end of this contract. The contracting parties thus agree by signing this Project Contract to be bound by the conditions of this **Project Contract incl. the Project Annexes**.

Financial and administrative support for this project is provided by the Donor and CBM and the Project work is to be carried out by the Partner.

As far as a Partnership Framework Memorandum is signed the contracting parties also agree to be bound by the mutual agreements contained in the Partnership Framework Memorandum.

### **Project legal set-up:**

CBM is legal signatory of the contract with EG.

CBM will implement its obligations as per the contract between CBM and EG through the local partner organization as named on the cover page of this Project Contract.

Project Contract section 1-9 thereby defines the standard terms between CBM and the local Project Partner. **Section 10** of this contract sets the Donor standards which are referring to the respective Grant Contract. **These conditions supersede any obligations of the Sections 1 to 9 that conflict with the conditions of Section 10.**

The contracting parties agree to:

- carry-out the Project named on the cover page of this Project Contract.
- reach the **jointly agreed results** of the Project, by undertaking the **defined activities** which are measured by **specified indicators** as written down in **Annex 1 "Approved Project and Budget Plan"**.
- utilize the budget as funded by EG, and where applicable by other third parties, including the Partner as written down in **Annex 1**, respecting the administrative, finance and reporting requirements as specified in **Section 10** and in **Annexes 2, 3, 4** as well as **Annex 6.3** and, if applicable, **Annex 7**.
- Ensure visibility of the Contracting Parties and the Donor as specified in Section 10 and **Annex 5** and, if applicable, **Annex 7**.

## **Section 1, Project Contract documents, duration and CBM budget support**

### **This Project Contract**

- 1.1 **enters into force** on the date on which all contracting parties have signed the contract.
- 1.2 **extends** automatically by one year on 01 January of the following year provided CBM reconfirms the Cost Plan for that year, and no written termination notice has been given by either party or  
**ends** automatically with the date of completion of the Project - according to the Cost Plan of an approved **Multi Year Project** (MYP) Plan or the Cost Plan of an approved annual Project Plan respectively, unless CBM, in consent with its relevant Donors, where applicable, and the Partner agree on an extension for project implementation documented through an updated activity schedule and/or Cost Plan.  
Other modalities of and reasons for termination are described in Section 9 of this Project Contract.
- 1.3 **may be subject to change by CBM**. Any amendments to this Project Contract will come into force automatically 3 weeks after notice of a change in terms or funding is sent from CBM to the Partner provided the Partner does not communicate any objections to the amendments within this timeframe. The amendments will become a binding and integral part of this Project Contract.

### **CBM Budget Support**

CBM approves budgets on the basis of a Multi Year Project Plan/ Cost Plan. The Cost Plan is presented to the Partner on a yearly basis and:

- 1.4 **becomes a binding and integral part of this Project Contract** as long as no objection is raised by one of the contracting parties within 2 weeks after CBM has sent the Cost Plan electronically or per postal mail to the Partner.
- 1.5 is valid only as specified in this Cost Plan.
- 1.6 documents the yearly reconfirmed CBM budget support and currency together with the details on the jointly agreed results, activities and indicators for that year.
- 1.7 can be subject to a (joint) review in the course of the calendar year in case of changes to the planned Project progress. An addendum to this Project Contract will then be issued by CBM containing the revised Cost Plan which becomes an integral part of this Project Contract and replaces previous versions for this specific year.

## **Project Contract Sub-Contracting**

In case the partner co-operates with sub-partner(s) to implement the project the partner has to sign a respective contract(s) with each sub-partner(s) reflecting their roles and responsibilities in line with the mutually agreed joint programme as laid down in this CBM Project Contract. The partner will provide CBM copies of such sub-contract(s) for information and monitoring.

## **Responsibilities of CBM and the Partner**

### **Section 2, Implementation of the Project**

#### **CBM**

- 2.1 provides the Partner with the budget support as specified in the **Cost Plan** provided that funds are available at CBM.
- 2.2 transfers the funds as approved and specified in the Cost Plan upon a written **Request of Funds** to the bank account(s) as stated under Section 10 of this Project Contract.
- 2.3 reserves the right to withhold the transfer of funds until the responsibilities of the Partner as documented in this Project Contract have been fully met.

#### **The Partner**

- 2.4 applies appropriate policies and regulations in the planning and implementation of its activities and the management of its organisation to protect the reputation and operational freedom of both CBM and the Partner. Specifically refer to Clauses 7.9 to 7.17.
- 2.5 uses **CBM's budget support** efficiently and economically according to the Project Plan and Cost Plan.
- 2.6 informs CBM as soon as possible about any **significant changes** to the Project Plan and/or Cost Plan as well as any change, which may impact the jointly agreed results of the approved Project.
- 2.7 maintains proper Project accounts clearly recording income and expenditures (all eligible project costs) of the CBM budget support either through separate bookkeeping for the Project or by using a separate project code in addition to the normal budget line code for every transaction. The **CBM Accounting Policy – Information for partners**, should be followed.
- 2.8 specifies in Section 10 in this Project Contract the **details of the bank account(s)** to which CBM funds will be transferred. Usually, this will be bank account(s) of the Partner. The(se) bank account(s) must be in the name of the registered legal entity or a subsidiary of the partner, cannot be a private (individual) person's account(s) and must be used solely for the project of this Project Contract only.
- 2.9 ensures that all payments and withdrawals from the specified bank account(s) shall be signed by two authorised joint signatories.
- 2.10 informs CBM immediately about any change to the authorised signatories and any changes or additions to the bank account details of the designated bank account(s) specified in Section 10 by issuing the **Bank Details** form and providing a bank statement as verification.

2.11 requests funds through a signed CBM **Request of Funds** form.

2.12 provides all supporting documents related to the **Request of Funds** which are requested by CBM.

2.13 ensures that the last **Requests of Funds** of the year arrives at CBM no later than the **30th November**.

## **Section 3, Procurement and Tendering**

### **CBM**

CBM may provide budget support for procurement of goods and services by the Partner as outlined in the Project and Cost Plans.

### **The Partner**

- 3.1 documents the **procurement processes** for purchases of goods or services of **more than EUR 1,000.00** or its equivalent (for example: trainings costs, construction materials, equipment, etc.).

At least **three different quotations or cost surveys** (documented, signed and dated) must be provided. The best offer in relation to price and conditions must be chosen. The final decision to purchase must be made and signed by a minimum of two authorised persons and must be documented. Such documentation should be provided to CBM upon request.

- 3.2 establishes, maintains and provides to CBM upon request an **inventory of assets**, to be updated each year, that have been purchased with funds received from CBM.
- 3.3 shall retain documents of the costs of the goods procured irrespective of the amount of the costs spent for the procurement in order to enable CBM to track its budget support.

## **Section 4, Monitoring, Reporting and Documentation**

The Partner and CBM monitor the Project's progress as a continuous process throughout the implementation period.

### **CBM**

- 4.1 provides the Partner automatically or upon request to CBM with all **necessary standard CBM reporting templates** and **relevant documents (mentioned in this Project Contract)** as well as guidance on how to use these.
- 4.2 reserves the right to have the Partner's use of the CBM budget support examined by CBM's Internal Audit or an external auditor of CBM's choice. For that purpose the documents listed under Clause 4.7 must be available on site at the Partner organisation upon CBM's request. This also includes general information regarding funding for the Project/Partner organisation from other donors.
- 4.3 undertakes project monitoring visits in consultation with the Partner and according to agreed Terms of Reference.
- 4.4 reserves project monitoring visits in consultation with the Partner and according to agreed Terms of Reference.

### **The Partner**

- 4.5 provides CBM with the following documents and reports according to the CBM templates:
  - 4.5.1 the **Acknowledgment of Receipt of Funds** form, completed and signed by a named person, who is bank account holder upon receipt of funds from CBM, no later than 14 days of having received the funds as per the bank statement. No further fund transfers may be provided by CBM, at its sole discretion, until this form has been received.
  - 4.5.2 quarterly:  
the **quarterly financial Project Progress Report**, composed of the Finance Report (and of Funds for the next period), the List of Expenditures (for Q1 to Q4) and including the Indicator Tracking Sheet to be submitted for Q1, Q2 and Q3, not later than 15 days after the end of the reporting period, and for Q4 not later than 30 days after year-end.
  - 4.5.3 Semi-Annually:  
The standard **Semi-Annual Narrative Report**, only for the first 6 months of the reporting year, to be submitted not later than 15 days after the end of the first 6 months of the reporting year.
  - 4.5.4 annually and end of project:
    - 4.5.4.1 for Multi Year Projects, the **Annual Narrative Report** for each year, except for the last project year, to be submitted not later than 30 days after the end of the reporting year.

4.5.4.2 For Annual and Multi Year Projects, the narrative **Project Completion Report**, to be submitted no later than three months after the completion or termination date of the Project.

4.5.4.3 the **Financial Year-End Closing Report**, to be submitted annually by March 31st of the following year, and in the case of the final (partial) year of Multi Year Project, not later than 3 months after the project end date.

4.5.4.4 if approved annual CBM funding is more than 100,000.00 EUR, this report and the accompanying 'Audit Certificate for CBM funded projects' has to be signed by an independent certified/chartered/authorized auditor to demonstrate that all CBM support was used for the agreed purposes. CBM reserves the right to request external audit verification of accounts also for projects with a budget less than 100,000.00 EUR for specific reasons.

In case the Partner is not able to provide the opinion of an independent certified/chartered/authorized auditor, the Partner has to consult with CBM on how to obtain another source of accounting verification acceptable to CBM.

4.5.5 the **contribution to CBM Statistics**: Annual Statistics (output indicators) for the period 1st January until 31st December, to be delivered not later than 15th January of the following year.

4.5.6 additional annexes and supporting documents upon **specific request from CBM** (e.g. **additional narrative reports** or financial **information**/reports stories of change, photographs for designated funding purposes/tender processes, public relations, fundraising etc.). **CBM will communicate these requirements to the Partner separately.**

- 4.6 provides all required reports and documents (see Clause 4.5) to CBM **also** for funds that are spent or project-related activities that take place after the originally planned completion date (see Clause 1.2).
- 4.7 must pay back any surplus balances to CBM at the end of the project.

- 4.8 ensures that records and accounts relevant to the CBM financial support are available upon CBM's request, and contain current information and documentation which comprise as a minimum:
- 4.8.1 the original signed version of this Project Contract, its attachments, and all revisions thereof.
  - 4.8.2 vouchers evidencing the receipt of all remittances, cash or any other form of credit to the project account.
  - 4.8.3 payment vouchers, clearly showing the name of the payee, the amount, the purpose and date of the disbursement, evidencing all payments made and with all pertinent supporting documentation attached including delivery notes.
  - 4.8.4 original bank account statements.
  - 4.8.5 ledgers or books of accounts posting all transactions and corresponding verifications.
  - 4.8.6 employment contracts, job descriptions and all payroll records.
  - 4.8.7 service contracts and Terms of Reference for consultancies and services.
  - 4.8.8 other income (locally generated or through other donor organisations).
  - 4.8.9 inventory lists.
  - 4.8.10 internal and external audit reports.
- 4.9 maintains an adequate and orderly accounting system as detailed in the **CBM Accounting Policy – Information for Partners** and applies segregation of duties between personnel or other mitigating controls between transaction processing, authorisation, custody, and the recording functions of the Project.
- 4.10 maintains information, documentation and data, including financial information, collected as part of the Project implementation, in writing, for a minimum of 10 years after the Project ended and ensures availability to CBM's authorised personnel for inspection upon request.
- 4.11 facilitates visits by CBM for purposes of project monitoring, evaluation, auditing, etc. The Partner will also permit photocopying and/or digital scanning of all project and financial records by CBM's authorised personnel, to the extent they deem it necessary, at CBM's expense.

## **Section 5, Review and Evaluation**

CBM and the Partner agree on the need for the review or evaluation of a Project according to CBM's evaluation standards and criteria, and/or specific donor standards.

Evaluations are primarily conducted to observe effects of the project in the interest of ensuring accountability and learning. They can be conducted internally or externally, but shall always follow the principle of independence.

Evaluations shall be part of the Project Plan and shall take place at pre-defined periods.

### **The Partner and CBM**

- 5.1 commit to objectivity, quality & accuracy, utility, participation & ownership, ethics, credibility, transparency, cost effectiveness, impartiality and independence of the evaluation.
- 5.2 jointly develop the Terms of Reference for the evaluation.
- 5.3 provide data and information on the project for the purpose of the evaluation, support the logistics and implementation of an evaluation, and agree to distribute results, recommendations and lessons learned from the evaluation to stakeholders as defined in the Terms of Reference.
- 5.4 Partners shall fill a Management Response in which actions following the recommendations are defined. It shall provide a record of activities planned and actually done in response to evaluations.

## **Section 6, Visibility/Public Relations (PR)**

### **CBM**

- 6.1 makes available to the Partner the **CBM Brand Guidelines** and the **CBM Brand Guidelines for use with Partners**.
- 6.2 provides PR and media materials and advice to the Partner as CBM deems necessary and appropriate to create visibility for the Project.
- 6.3 provides information about planned CBM PR/resource gathering/donor visits to the Project usually with at least 3 to 4 weeks' notice.
- 6.4 may request reports from the Partner for public relations or fundraising purposes, such as human-interest stories, photographs, etc. (CBM will usually provide technical support to the Partner as appropriate to produce these materials). All people being asked to provide consent shall be informed that participation in any media or research activity is voluntary and that they are allowed to decline participation at any time without negative consequences – see CBM's CHILDREN AND ADULTS-AT-RISK Safeguarding Policy, "Research, media and communications".

### **The Partner**

- 6.5 is hereby given the right to use the CBM name and logo for the sole purpose of this Project Contract and exclusively for the duration of the contract, as set in section 1 above.
- 6.6 will ensure that relevant publications are developed following accessibility guidelines and will provide support to partners as needed.
- 6.7 gives visibility (as per the CBM Brand Guidelines for use with Partners) to the Partnership with CBM in the form of (accessible) signboards, publications, stickers on equipment and other appropriate measures providing the local security situation allows it.
- 6.8 remedies any misuse of the CBM name and logo within thirty days after receiving written notice from CBM. Otherwise, such misuse shall be considered as a material breach of this Project Contract and may lead to its immediate termination.
- 6.9 facilitates visits by CBM for purposes of increasing visibility and fundraising. Such visits will be organised by the relevant CBM Country or Regional Office in consultation with the Partner as described in section 6.3.

## **Section 7, Provisions**

### **The Partner and CBM**

- 7.1 recognise that religious and political beliefs and ideas must be voluntary and not imposed and that agreed activities shall not be used to impose religious and political beliefs.
- 7.2 shall disclose any third-party transactions affecting this Project Contract, and declare a conflict of interest, and shall not participate in any discussions or decision-making, where an employee (in a governance or advisory role) can make, or influence, decisions which directly or indirectly result in material or personal gain to self, family, friend, or associate.
- 7.3 will not be held liable for any commitments entered into by the other with any third party relating to the implementation of the Project.
- 7.4 maintain confidentiality and will not disclose any confidential matters, information or documents, which may be provided or made available to each other as part of this Project Contract even after the Project Contract has ended.
  - 7.4.1 confidential information includes any of the Partner's information that is not known generally to the public: including but not limited to lists of supporters, personnel files, computer records, financial data, descriptions of processes and procedures, research plans, and computer systems.
  - 7.4.2 CBM reserves the right to disclose any Project related information regarding the Project to its Donors for their information and use, as far as they are involved in the Project or claim a legitimate interest in the demanded information.
- 7.5 maintain the right to privacy of personal data and ensure that data is kept anonymous during any data collection process.
- 7.6 observe good security practices and keep proprietary and confidential information secure from visitors and all other persons who do not have a legitimate reason to see or use such information.
- 7.7 shall not be liable for any failure to perform its obligations where such failure is a result of **force majeure**: Acts of nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity (or telephone service).  
In such circumstances (see above) either party will have the right to terminate this Project Contract based on any of these causes as described under Section 9.2.

7.8 ensure that in the case of either party asserting **force majeure** as an excuse for non-compliance with this contract, the asserting party needs to prove that:

7.8.1 reasonable steps were taken (under the circumstances) to minimise delay or damage caused by foreseeable events.

7.8.2 all non-excused obligations were substantially fulfilled.

7.8.3 the other party was notified in a reasonably timely manner of the likelihood or actual occurrence, which would justify such an assertion, so that other prudent precautions could be considered.

#### **The Partner warrants to CBM:**

7.9 that neither the Partner nor any of the Partner's employees or subcontractors included in this Project have knowingly been convicted by a court of law or are currently under sanction for an offence involving bribery, money laundering, terrorism, child abuse, human trafficking or corruption imposed by a financial institution, government, or a donor of development assistance;

7.10 that none of the funds or assets provided under this Project are made available or used directly or indirectly to provide support to individuals, groups or entities associated with terrorism including those named on the following sanction lists as updated from time to time kept by: The EU, Germany, UK, UN, USA and the project country.

The Partner also warrants that neither the Partner nor any of the Partner's employees or subcontractors included in this Project are sanctioned or listed on above mentioned sanction lists. The Partner does recognize that CBM does not intend to support in any way persons or organisations that are listed on these lists.

7.11 that the Partner operates with appropriate systems to prevent actions like misuse of funds or other resources or the manipulation of accounting records for personal gain or dishonest advantage to CBM or its own organisation. The Partner warrants that any incident which is discovered will be notified immediately to CBM; that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has or will be made to anyone, either directly or indirectly, as an incentive or reward for the award or execution of this contract, or any other agreement, or transaction which may take place during the period of this contract;

7.12 that any activity/assistance, which is covered by this Project Contract is not provided to or through any individual, private or government entity, or educational and medical institution that the parties know or have reason to believe advocates, plans, sponsors, engages in, or has engaged in, terrorist activity; and that (s) he is not involved in terrorist activities or advocating the same. Any concerns about such activities affecting the partner must be notified immediately to CBM. The partner agrees to CBM carrying out the necessary due diligence processes for counter-terrorism of the Partner and principal staff where necessary;

- 7.13 not to discriminate on the basis of ethnicity, colour, creed, national origin, gender, marital status, sexual orientation, religion, age, disability or other legally-protected status regarding access to services or activities of this Project;
- 7.14 to commit to keeping children and vulnerable adults safe in compliance with CBM's 'CHILDREN AND ADULTS-AT-RISK Safeguarding Policy'.  
CBM expects its partners to either have or to develop within an agreed timeframe a safeguarding policy or have similar arrangements, which are in line with the "UN Convention on the Rights of the Child" and the "UN Convention on the Rights of Persons with Disabilities".  
Any public allegation involving staff or governors of the partner, or any allegations against CBM staff, volunteers, representatives or visitors must be notified without delay to CBM following agreed protocols and maintaining appropriate confidentiality.
- 7.15 to ensure that all its employees and personnel comply with global standards on sexual harassment, sexual exploitation and abuse, such as is outlined in the Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel. In this context sexual harassment is understood as any unwelcome, unsolicited and unreciprocated, sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that has or that might reasonably be expected or be perceived to offend, humiliate or intimidate another person. Sexual exploitation is understood as any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" refers to the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This definition includes sexual relations with a child, defined as a "human being below the age of eighteen years" in the Convention on the Rights of the Child, and applies regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence. Any public allegation involving staff or governors of the partner, or any allegations against CBM staff, volunteers, representatives or visitors must be notified without delay to CBM following agreed protocols and maintaining appropriate confidentiality.

7.16 to inform all the Partner's staff and also the staff of any subcontractor, too, about the various possibilities to report any suspected, witnessed or disclosed incident to CBM. Reporting mechanisms are available to everyone on CBM's website: <https://www.cbm.org/about-cbm/reporting-channels-and-safeguarding>

Anyone can report a safeguarding incident to CBM. Suspected, witnessed or disclosed incident may be reported by first writing an email to safeguarding(at) cbm(dot)org to begin the safeguarding process.

If there is a need to remain anonymous, then anyone may report the safeguarding incident through CBM's whistle-blower system.

When serious issues arise, CBM staff, partners and people we work with have recourse to CBM's whistle-blower system, which is an anonymous mechanism for reporting unacceptable conduct.

The diversion of resources or misuse of power for personal gain compromises CBM's core values and our accountability towards our beneficiaries, their communities and our donors around the world. CBM does not accept - nor tolerate - corruption or fraud. Anonymous reporting is available on CBM's website:

<https://www.bkms-system.net/bkwebanon/report/clientInfo?cin=3cbm16&c=-1&language=eng>

7.17 to contribute to clarification of suspected cases regarding any issues referred to in this Section 7.

## **Section 8, Entitlements**

- 8.1 CBM may withhold payment of funds or delivery of goods in whole, or part, or may terminate this Project Contract at any time if in the opinion of CBM the Partner fails
  - 8.1.1 to use the funds according to the Cost Plan.
  - 8.1.2 to respect the conditions of this Project Contract.
  - 8.1.3 to respect the mutual agreements of the Partnership Framework Memorandum.
- 8.2 CBM shall be entitled to immediate repayment by the Partner of any funds transferred or goods delivered under this Project Contract, which are not used by the Partner or which are not properly accounted for by the Partner.
- 8.3 **Invalidity:** If any provision of this Project Contract should be or become wholly or partially void, ineffective or unenforceable, the validity, effectiveness and enforceability of the other provisions of this Project Contract shall not be affected thereby. Any such void, ineffective or unenforceable provision shall be deemed replaced by such valid, effective and enforceable provision as comes closest to the economic intent and purpose of the void, ineffective or unenforceable provision as regards subject-matter, extent, time, place and scope. It is the express intent of the Parties that the validity and enforceability of all other provisions of this Contract shall be maintained and that this section 8.3 shall not merely result in a reversal of the burden of proof. The aforesaid shall apply with the necessary modifications to any gap in this Contract.
- 8.4 **Governing Law and Jurisdiction:** This Project Contract shall be governed by and construed in accordance with the laws of the Federal Republic of Germany without regard to its conflict of law rules and the United Nations Convention on Contracts for the International Sale of Goods (CISG). Any disputes arising in connection with this Project Contract or its validity shall be finally settled in accordance with the Arbitration Rules of the German Institution of Arbitration (Deutsche Institution für Schiedsgerichtsbarkeit) without recourse to the ordinary courts of law. The place of arbitration is Frankfurt/Main, Germany. The number of arbitrators is three. The language of the arbitral proceedings is English, provided, however, that written evidence may be submitted in either the English or German language.

## **Section 9, Termination of the Project Contract**

- 9.1 The Partner or CBM may terminate this Project Contract with or without cause, in writing, upon giving 90 days written notice to the contact person, as designated by this Project Contract (as amended from time to time), for the other party.
- 9.2 CBM reserves the right, in cases of severe breaches of the provisions and conditions of this Project Contract, to terminate with cause, in writing, to be effective immediately, without giving a 90 days written notice to the contact person.
- 9.3 This Project Contract is subject to termination according to Clause 9.2 if:
  - 9.3.1 either party materially breaches the conditions of this Project Contract or
  - 9.3.2 either party refuses to undertake the responsibilities as agreed in this Project Contract (Sections 2-7), or
  - 9.3.3 there is an unforeseen contingency, or force majeure which prevents or frustrates the required performance of obligations, as per Clause 7.7 and 7.8 above, or
  - 9.3.4 CBM decides that the Partner or any of its employees is involved in any kind of unacceptable act or behavior (violating one or more Clauses of Section 7), especially in regard to safeguarding, sexual exploitation or abuse.
- 9.4 In the event of termination of the Project Contract, the Partner shall not use the name or logo of CBM, except per written specific permission by CBM, and the licence granted in Section 6 of this Project Contract is revoked upon termination. Any unauthorised use of CBM's name and logo or other CBM branding materials by the Partner shall be subject to a claim for damages and for injunctive relief.
- 9.5 The Party receiving a notice of termination will immediately take all necessary steps to terminate (as the case may be) its activities in an orderly manner so that continued expenses are kept to a minimum.
- 9.6 On termination of this Project Contract pursuant to this Section 9, upon request of CBM, the Partner will transfer either to CBM or in accordance with CBM's instructions regarding this Project Contract:
  - 9.6.1 any unexpended balance of funds held by the Partner
  - 9.6.2 any unused supplies and equipment provided by CBM to the Partner
  - 9.6.3 any non-expendable property provided by CBM or purchased by the Partner using funds provided by CBM, its Funding Partner(s) or Donors
- 9.7 If CBM or the Partner exercises its right to terminate this Project Contract, CBM will have the right to require the Partner to repay to CBM such amount of money, up to the total amount paid to the Partner by CBM prior to the date of the notice of termination, as CBM shall determine. It is understood that expenditures incurred by the Partner in compliance with this Project Contract prior to the date of notice of termination will not be required to be repaid. The payment owing by the Partner will be made promptly (within 15 days) upon receipt of CBM's notice to pay.

- 9.8 If CBM or the Partner exercises its right to terminate this Project Contract and CBM decides that the Project is to be implemented by another organization, the Partner is obliged to promptly provide full cooperation to CBM and the other organization in the orderly transfer to the other organization of all unused supplies and equipment provided to the Partner by CBM

## **Section 10, Special requirements of the Donor - Priority of conditions**

- 10.1 This section names and underlines the special requirements of the Donor, referring to the respective Grant Contract CBM has signed with the Donor. The following **conditions of 10.4 supersede any conditions of the Sections 1 to 9 that conflict with the conditions of 10.4.**
- 10.2 If there are any (new) conditions in 10.4 that do not conflict with any conditions of Sections 1 to 9, then these conditions need to be fulfilled in addition to the conditions of the Sections 1 to 9.
- 10.3 In case of doubt, whether the following conditions are superseding the conditions of Section 1 to 9 or whether they shall be fulfilled additionally, the Parties need to fulfil them in addition.
- 10.4 These special requirements are the following:

### **Section 1 – 9 referring to “Cost Plan” and/or “Project Plan”**

In BMZ-funded projects the “Cost Plan” and/or “Project Plan” have a different role than in standard CBM projects and thus do not apply the same way. Always when Sections 1 - 9 refer to “Cost Plan” and/or “Project Plan” the contracting parties must rather refer to the “Approved Project and Budget Plan” in Annex 1.

### **Section 1 – 9 referring to “CBM Budget Support”**

In BMZ-funded projects Budget Support comes from CBM, the Donor and, where applicable, from Partner or other third parties as approved by BMZ and stated in Annex 1. Thus, the words “Budget Support from CBM, the Donor and, where applicable, Partner or other third parties” substitute the words “CBM Budget Support” in this contract, while stated respective regulations still apply. The same applies for all clauses in Section 1-9 referring to the wording “funds received from CBM”, which in this contract applies as well to funds from BMZ and, where applicable, from Partner or other third parties.

### **Section 1, Clauses 1.4 – 1.7 (CBM Budget Support)**

These clauses on CBM Budget Support do not apply with BMZ-funded projects. Details and regulations on Budget Support from CBM, the Donor and possibly from Partner or other Third-Party are described in Annex 1.

### **Section 2, Clause 2.6:**

The following information supersedes Clause 2.6 mentioned above:  
The Partner shall inform CBM without undue delay about/if:

- any significant changes to the project purpose and/or when other conditions relevant to the award of the financial contribution change or cease to apply.
- any intentions to make any relevant changes to the quantity structure as well as to the project design as described in the project plan of Annex 1.

- the project objective or the jointly agreed results cannot be achieved or there are emerging obstacles to project implementation,
- any additional funding from third parties is available/intended to be taken for the same project during project period which was not originally approved by BMZ as stated in Annex 1,
- the total planned expenditure for the whole project period according to Annex 1 is reduced or increased,

### **Section 2, Clause 2.7:**

Further, the indications of **Annex 3.3. "Guidance Note for BMZ Voucher Lists"** are to be followed.

### **Section 2, Clause 2.13:**

This clause applies also to BMZ-funded projects with exception of the last sentence. In BMZ-funded projects, funds which are not requested by this date will not lapse but will be carried-over to the next year's budget unless it is the final project year.

### **Section 3, Procurement and Tendering CBM, Clause 3.1:**

This clause is substituted by **Annex 3.2** which contains specific BMZ procurement and tendering guidelines.

### **Section 3, Procurement and Tendering CBM, Clause 3.2:**

This clause applies in BMZ-funded projects. A specific obligatory template for the inventory list is attached in **Annex 4.6**. Further Donor regulation on the transfer of land, buildings and objects financed from project funds into the ownership of those (Partner/ if applicable target group) to whom they are to be transferred according to the purpose of the project are defined in **Annex 3.1**.

### **Section 4, Documentation, Reporting and Monitoring, Clause 4.1:**

The clause applies with the exception that "standard CBM reporting formats" are substituted by "specific BMZ reporting formats" attached in **Annexes 4**. The only reporting format which is not substituted by specific BMZ reporting formats is **Annex 4.4** (Project Statistics).

### **Section 4, Documentation, Reporting and Monitoring, Clause 4.2:**

The clause applies with the additional information, that the therein described rights to examine the Partner's use of the provided budget support shall also apply to Members of the German Federal Ministry for Economic Cooperation and Development, the German Federal Audit Office and the grant donor EG.

Further, the following Donor regulations shall apply with regards to external audits: If external auditors are to carry out the audit, they will be jointly appointed by CBM. The qualification of accredited independent auditors must be confirmed by the German Embassy or a recognized institution in the partner country (e.g. Chamber of Commerce). The ToR for auditors attached to this contract are mandatory. The auditor is obliged to prepare the audit reports based on the information provided in the ToR. The partner shall provide the auditor with all relevant documents as stipulated in the ToR for audits (Annex 2).

#### **Section 4, Documentation, Reporting and Monitoring, Clause 4.5:**

This clause applies as do all its sub-clauses including the indications on reporting periods and deadlines with the exception that for the following sub-clauses because BMZ-specific reporting templates are provided as Annex to the Partner by CBM:

4.5.2 Quarterly: BMZ Financial Reporting Template, **Annex 4.1**

4.5.3 Semi-annually: BMZ (Semi-)Annual Narrative Reporting Template, **Annex 4.2**

4.5.4 Annually and end of project:

4.5.4.1 for Multi Year Projects, the BMZ (Semi-)Annual Narrative Reporting Template, **Annex 4.2** for each year, except for the last project year.

4.5.4.2 for (Annual and) Multi Year Projects after the completion/termination date of the Project, the BMZ Final Narrative Reporting Template, **Annex 4.3.**

#### **Section 4, Documentation, Reporting and Monitoring, Clause 4.7:**

This clause does not apply, if Partner uses the unspent funds or exchange rate gains by adhering to the implementation of the quantity structure of the Project Plan (Annex 1) and the BMZ budget flexibility criteria described in Annex 1 and to the BMZ directives described in **Annex 3.1**

#### **Section 4, Documentation, Reporting and Monitoring, Clause 4.8.3:**

Besides the indicated information, payment vouchers must contain a clear attribution characteristic to the project (e.g. project number according to the number indicated by the Donor or the project short name – details to be agreed with the CBM respective project manager). In case the voucher is not in English, French, Spanish, Portuguese or German, a translation is required - details to be agreed with the CBM respective project manager).

#### **Section 4, Documentation, Reporting and Monitoring, Clause 4.8.6:**

Besides the indicated information, further timesheets need to be used and filled during the whole project period for project staff that is partly funded by project funds (less than 100%). Time sheets shall be kept for five years after the final report has been submitted to BMZ. For project staff that is completely funded by project funds (100%), no time sheets are necessary.

## **Section 4, Documentation, Reporting and Monitoring, Clause 4.10:**

The clause also applies for the Donor's right for inspection upon request or without prior approval.

## **Section 4, Documentation, Reporting and Monitoring, Clause 4.11:**

The clause also applies for visits by the Donor.

## **Section 5, Review and Evaluation**

The clause applies completely with the additional information: In BMZ-funded projects, mid-term or final evaluations as well as feasibility studies which are part of and funded by the project plan may only be conducted externally. Further, they must always undergo a public tendering process and TORs must be in accordance with the Donor's standards and approved by CBM. The specific Donor formats which are aligned with the CBM standards will be shared and discussed with the Partner upon request.

## **Section 6, Visibility/Public Relations**

**The BMZ visibility guidelines (Annex 5)** supersede the **CBM Brand Guidelines** and the **CBM Brand Guidelines for use with Partners**. The correct use of the **CBM logo (Annex 5.3)** in alignment with **Annex 5.2** is however mandatory.

## **Section 9, Termination of the Project Contract**

All regulations stated in this Section apply as well if the Donor decides to terminate the Grant Contract for this project with CBM as stated in the Preamble. In the event of termination of the Project Contract, the same regulations as stated for the use of CBM's name or logo also applies to the use of the name or logo of the Donor.

## **Section 11, Contact Persons and Bank Details**

The authorised signatory at the Partner for this Project is:

Name: Prof. Dr. Chet Raj Pant      Function: Chairperson  
Phone: +977-01-4261066      E-mail: nnjs@mos.com.np

The contact person for this Project designated by the Partner is:

Name: Sailesh Kumar Mishra      Function: Executive Director  
Phone: +977-01-4261066      E-mail: nnjs@mos.com.np

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The authorised joint signatories at CBM for this Project are:

Name: Dr. Rainer Brockhaus      Function: Executive Management  
Name: Dr. Peter Schießl      Function: Executive Management

The responsible Country Director/Regional Director for this Project is:

Name: Suraj Sigdel      Function: Country Director  
Office: CBM Nepal Country Office  
Contact details: No 547, KMC Ward #2 Lazimpat, Shree Marga  
Kathmandu / Nepal

The contact person for this Project designated by CBM is:

Name: Padam MAHAR      Function: Senior Programme Officer  
Phone: +977-1-400-0055      E-mail: padam.mahar@cbm.org

**Specification of the bank account on which CBM funds will be transferred for the project:**

Full name of the Bank: Nabil Bank Limited  
Bank's Branch Name/Code:  
National Bank Code  
(SC, IFSC, ABA, CNP, etc.)  
Bank SWIFT Code: NARBNPKA  
Bank Address: Head Office CBR 2624, Teendhara  
City/Country: Kathmandu / Nepal  
Contact Person at the Bank: Ms Anita Shrestha

Full name of Acc. Holder: CBM Nepal Country Office  
Address of Acc. Holder: No 547, KMC Ward #2 Lazimpat, Shree Marga  
City / Country: Kathmandu / Nepal

Account No: 1701017501596  
International bank account number  
(IBAN Code):  
Currency of Account: NPR  
Signatories to the Account  
(at least two): Suraj Sigdel, Milan Poudel, Brian Kelly, Beena  
Shrestha

**Signatures (two copies, one for each party):**

For the Partner:  
(authorised signatory)

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Prof. Dr. Chet Raj Pant  
Chairperson

For the Partner:  
(second signatory, optional)

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Name of second signatory Partner  
Function of 2nd signatory

For the Project:  
(only, if applicable)

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Place, date, stamp

For CBM:  
(authorised signatory)

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Dr. Rainer Brockhaus  
Executive Management

For CBM:  
(authorised signatory)

---

Peter Schießl

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Dr. Peter Schießl  
Executive Management

Bensheim, 19.04.2021



## **Project Annexes**

### **1. Approved Project and Budget Plan**

### **2. Terms of Reference for Project Audit**

### **3. BMZ Guidelines**

- 3.1. BMZ Guidelines for the funding of projects
- 3.2. BMZ Procurement Guidelines
- 3.3. Guidance Note for BMZ Voucher Lists

### **4. Reporting Templates:**

*Note: the respective electronic versions of the below listed templates will be provided by e-mail by CBM Country Coordination Office (CCO) to the partner(s) with respective CBMD project manager in CC and are mandatory to use:*

- 4.1. BMZ Financial Reporting Template
- 4.2. BMZ (Semi-)Annual Narrative Reporting Template,
- 4.3. BMZ Final Narrative Reporting Template
- 4.4. Project Statistics
- 4.5. Time sheets template for partially funded project staff
- 4.6. Inventory list

### **5. Visibility Guidelines**

- 5.1. BMZ Logo
- 5.2. BMZ Visibility Guidelines
- 5.3. CBM Logo (shall be provided by CBM CCO)

### **6. CBM-Policies (shall be provided by CBM CCO)**

- 6.1. CBM's Feedback and Reporting Mechanisms for Partner Organizations
- 6.2. CBM Children and Adults at risk Safeguarding Policy
- 6.3. CBM Accounting Policy – information for partners
- 6.4. CBM's Code of Conduct
- 6.5. CBM Accessibility policy

### **7. Other optional project-specific annexes**

if applicable (e.g. for construction, credit & revolving funds, other project-specific templates,...)



# **Annex 1**

Approved project plan and  
budget

## **Annex 1 – Approved Project Plan and Budget**

**Christoffel Blindenmission Christian Blind Mission e.V.**

### **1. PROJECT SUMMARY AND OBJECTIVES**

Project Number: 4111-BMZ-MYP

BMZ Project Number: 5226

Project Partner: Nepal Netra Jyoti Sangh NNJS

Project Title: Improving eye and ear health of marginalised people through inclusive health services in Karnali Province, Nepal

Project period: 01.12.2020 -31.12.2023

Total Budget: 852.319,00 EUR (Finance plan: Annex 1: Chapter 2)

CBM shall co-operate with Nepal Netra Jyoti Sangh NNJS for the implementation of the BMZ co-funded project “Improving eye and ear health of marginalised people through inclusive health services in Karnali Province, Nepal” over a funding period starting on 01.12.2020 and ending on 31.12.2023. The BMZ-Guidelines, project description and budget as per this Annex 1 are binding.

## 1.1 Impact Matrix (significance and efficacy)

### Targets and indicators

<b>Impact</b>	The quality of life of the poor population of the province of Karnali affected by visual and hearing impairments is improved
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<b>Specific objective</b>	<b>Indicators</b>	
	Baseline (Quantitative & qualitative)	Target 12/2023 (Quantitative & qualitative)
Affordable quality IEEH services are part of the health system of the province of Karnali and treatment for poor people is secured.	In the 4 districts of the target region, the prevalence of visual and hearing impairment is above the national average (visual impairment 4.7%, national average 2.1%). This is due to a lack of hygiene, lack of knowledge about prevention of eye and ear diseases and lack of access to affordable eye and ear health services.	<p>The population practices measures to prevent eye and ear health (measured by survey).</p> <p>11,920 poor people have received treatment for their eye or ear disease.</p>
	The national strategy for integrated ophthalmic and ENT services in the health system has not yet been implemented. This is why in the province of Karnali there is still no basic health care provided by the health facilities.	An agreement for the integration of the established IEEH services into the health system of the province of Karnali has been agreed with the government and ratified in writing. Defined requirements for inclusive barrier-free services are an integral part of the agreement.

Results	Indicators	
	Baseline (Quantitative & qualitative)	Target 12/2023 (Quantitative & qualitative)
1. The population of the 4 target districts of Jumla, Surkhet, Dailekh and Mugu is aware of measures for the prevention and treatment of eye and ear diseases as well of the IEEH services being offered.	The population has little knowledge about hygiene and health practices for the prevention of eye and ear diseases. Especially for children, visual or hearing impairments are noticed too late, children are not treated or do not receive the necessary rehabilitation.	By the end of 2023, the population has been made aware of prevention as well as eye and ear treatments and informed about integrated services through 8 street theatres, 60 murals and 8 information panels in public places, 4 school competitions, radio spots and 32 events on special holidays.
	Voluntary health workers such as Female Community Health Volunteers and traditional healers lack expertise which leads to incorrect treatments	320 traditional healers, 20 Female Community Health Volunteers, 80 parents, 16 teachers, 16 community representatives were trained in the prevention and treatment of eye and ear diseases.  90 health workers, community and district authority representatives were trained on disability, inclusion and inclusive emergency response
	Barriers to infrastructure, communication and behaviour of health personnel in state health institutions make access to medical services more difficult for people with disabilities.	16 health care facilities are barrier-free.  4 DPOs with 100 members have strengthened their lobbying skills and are committed to inclusion and accessibility.
2. In the target districts of Jumla, Mugu, Surkhet and Dailekh professional capacities and infrastructure for affordable services permanently guaranteed. IEEC are	In basic and primary state health stations at the community level, health personnel lack knowledge and basic medical equipment for diagnosing and examining eye and ear diseases.	12 basic health stations and 4 primary health centres are equipped with ophthalmic and ear medical services in the target communities for basic care of the population
	There is currently no provision of ophthalmic and ear medical services in the communities. There is no referral system for further treatment to secondary or tertiary health care facilities.	8 community coordinators and 25 community nurses working in the 16 health stations are trained in ophthalmology. They are integrated into a referral system with 2 eye clinics and 1 ENT department at the tertiary provincial hospital.

	<p>Existing hospitals do not have the equipment to cover the eye and ear treatment needs of 4 districts.</p>	<p>2 eye clinics and 1 ENT department of the tertiary provincial hospital have received necessary medical equipment for further treatment and work together with health stations. 22 health workers were trained in audiology and 1 technician in maintenance of medical equipment.</p>
	<p>Further treatment in large cities is expensive and long distances are necessary, for which the poor population does not have the financial means.</p>	<p>126,000 people participated in 32 mass screenings in schools and communities. 3,200 people were screened in 18 community screening programmes for early detection of hypertension, retinopathy, and glaucoma. 8,400 poor people from the communities have received cataract surgery and 320 people have received ear treatment</p>
3. The Integration of accessible IEEH services in the state health system is ensured.	<p>The national strategy for IEEH services in the public health system has not yet been implemented. The state lacks the financial means and expertise to build up the services in the existing health system.</p>	<p>In 4 lobbying meetings with representatives of the district and provincial authorities, transfer of established IEEH services to the provincial medical health system was approved and signed. In four workshops, government representatives were given expert advice on the development and implementation of the strategy for IEEH services into government health programmes, and an MoU with an implementation plan was adopted and signed. In 4 lobbying meetings and 4 workshops, DPO representatives have ensured that the agreements and implementation plans take into account the inclusion of people with disabilities.</p>

## 1.2 Timeline

Measures					Year 2020			Year 2021			Year 2022		Year 2023	
<b>Result 1</b>														
<b>The population of the 4 target districts of Jumla, Surkhet, Dailekh and Mugu is aware of measures for the prevention and treatment of eye and ear diseases as well of the IEEH services being offered.</b>														
Informing the population in the target communities			X	X	X	X	X	X	X	X	X	X	X	X
Training of FCHV, traditional healers, parents, teachers			X		X	X			X	X			X	X
Training of health workers			X		X				X				X	
Training DPOs in Disability Inclusion				X		X		X		X				
<b>Result 2</b>														
<b>In the target districts of Jumla, Mugu, Surkhet and Dailekh professional capacities and infrastructure for affordable IEEC services are permanently guaranteed.</b>														
Screening in communities/schools				X	X	X	X	X	X	X	X	X	X	
Screening in Camps			X		X		X		X		X		X	
Awareness events special national holidays				X		X		X		X			X	X
Conduct baseline to ear health			X	X	X									
Equipment of 16 Basic Health Stations, 4 Primary Health Stations, Surkhet Eye Hospital			X	X	X									
Cataract surgeries Surkhet Eye Hospital			X	X	X	X	X	X	X	X	X	X	X	X
Cataract surgeries in camps			X	X	X	X	X	X	X	X	X	X	X	X
Ear surgeries in camps			X	X	X	X	X	X	X	X	X	X	X	X
Audiology training for healthcare professionals			X		X		X		X					
Training in maintenance of medical equipment					X				X					
<b>Result 3</b>														
<b>The Integration of accessible IEEH services in the state health system is ensured.</b>														
Lobbying meeting with government representatives			X			X				X			X	
Monitoring by expert committee			X				X				X			X
Revision of national health strategy					X				X				X	
DID training for representatives of authorities and DPOs					X	X			X	X			X	X
<b>Other activities:</b>														
Project monitoring			X	X	X	X	X	X	X	X	X	X	X	X
Audit				X				X			X			X
Final Evaluation												X	X	

## 2. FINANCE

Based on the Finance Plan dated 11.11.2020 the total budget approved by the Federal Ministry for Economic Co-operation and Development (BMZ) adds up to **852.319,00 EUR**. Thereof 75 % are funded by BMZ and 25 % by CBM. As per BMZ contract, the amount of 77.477,00 EUR (10%) remains with CBM Germany for administrative purposes.

For the **implementation of the project, a budget of 748.641,00 EUR is available.**

The planning was based on the exchange rate of 1 EUR = 132 NPR.

The following **BMZ finance plan** for the project in EUR is binding:

Budget plan per BMZ-Logic		All values in EUR (rounded)				
in EUR		2020	2021	2022	2023	All years
B1	Investment Costs	41.250	143.289	1.212	1.212	186.963
B1.1	Medical Equipment of health institutions	32.273	143.289	1.212	1.212	177.986
B1.2	Office Equipment	8.977				8.977
B2	Running Costs	84.773	133.267	129.876	37.902	385.818
B2.1	Project Administration	2.159	5.910	5.910	5.910	19.889
B2.2	Training, Capacity Development	13.651	34.254	33.036	1.090	82.031
B2.3	Awareness Raising, Screenings, Outreach	12.791	16.108	18.740	3.772	51.411
B2.4	Inklusive Eye and Ear Health Services	41.213	59.850	55.518	11.412	167.993
B2.5	Lobbying, Advocacy	7.626	7.626	8.763	6.199	30.214
B2.6	Project Monitoring	7.333	9.519	7.909	9.519	34.280
B3	Personnel	3.881	46.563	45.827	45.089	141.360
B3.1	Project Staff	3.881	46.563	45.827	45.089	141.360
B4.1	Project Appraisal Visit		1.500	1.500	1.500	4.500
B5.1	External Evaluation / Study	15.000		15.000		30.000
<b>Project Direct Cost Total</b>		<b>144.904</b>	<b>324.619</b>	<b>193.415</b>	<b>85.703</b>	<b>748.641</b>
B6.1	Budget reserve 3,5%				26.202	26.202
<b>Subtotal incl. reserve</b>		<b>144.904</b>	<b>324.619</b>	<b>193.415</b>	<b>111.905</b>	<b>774.843</b>
B7.1	CBM Admin 10,0%	14.488	32.461	19.340	11.187	77.477
<b>Total budget</b>		<b>159.392</b>	<b>357.080</b>	<b>212.755</b>	<b>123.092</b>	<b>852.319</b>

The approved BMZ finance plan includes **both** implementation budgets: the partner budget as well as the CBM budget.

## **PARTNER BUDGET**

The partners shall receive EUR **733.071,00** in total from CBM for the implementation of the project.

Budgetline 6.1 (Budget reserve) in the BMZ finance plan: the Budget reserve is approved by BMZ for the mitigation unexpected events, changes, or exchange rate losses. This budget line of **EUR 26.202,00** may be made available to the project by CBM after prior consultation and approval.

## **CBM BUDGET**

The following budget lines of the BMZ finance plan are reserved for CBM Nepal Country Office:

- Within Budgetline 9.01., Evaluation the amount of **EUR 15.000** is reserved for feasibility study (CBM Germany) and final evaluation (CO Nepal)
- Within Budgetline 08.05., the amount of **EUR 7.727,00** is reserved for the CBM Nepal CO to pay annual and final audits.

The following budget lines of the BMZ finance plan are reserved for CBM Germany:

- Budgetline 10.01, Project Appraisal visit with an amount of **EUR 4.500**
- Within Budgetline 09.01, Evaluation: Refund of costs for the feasibility study **15.000 EUR**

SUMMARY of budget available for CBM in the respective CBM cost centres:

Please be aware that budget shifts between Partner Budget and CBM Budget are possible. Besides, should there occur savings on the respective CBM Budget lines, they will be made available for approved project activities (partner budget) and vice versa.

This finance plan shall be regarded as binding by both sides. JJA may exceed individual budget items in the BMZ Financing Plan by up to 30% **to the debit of other items** if the attainment of the project goal makes this necessary. Increases in excess thereof and all changes in the quantities specified must have the prior approval of CBM. **The flexibility of 30% does not apply to personnel costs. Salaries and wages are to be spent as**

**approved by the donor.** CBM is to be involved during audits and evaluations during planning, implementation, and finalization stage.

The approved finance plan is split into CBM Budget and Partner Budget:

### **CBM BUDGET**

The following **budget lines are reserved for CBM Nepal Country Office:**

- Budgetline 2.1 Audit (EUR 7.727,00)
- Budgetline 5.1 Evaluation (EUR 15.000,00)

Total: EUR 22.727,00

The following **budget line is reserved for CBM Germany:**

- Budgetline 4.1 Project Appraisal Visit (EUR 4.500,00)

CBM BUDGET in EUR	2020	2021	2022	2023	TOTAL
CBM Germany	15.000	1.500	1.500	1.500	19.500
CBM Nepal Country Office	1.818	1.818	1.818	16.818	22.272
<b>Total CBM Budget</b>	<b>16.818</b>	<b>3.318</b>	<b>3.318</b>	<b>18.318</b>	<b>41.772</b>

### **PARTNER BUDGET**

The partner shall receive **EUR 733.071,00** from CBM for the implementation of the project:

- Budgetline 6.1 Budget reserve: Budget reserve can be approved by BMZ for mitigation in case of unexpected events, changes, or exchange rate losses. This budget line is made available to the project by CBM only after consultation and approval in writing.

PARTNER BUDGET in EUR	2020	2021	2022	2023	TOTAL
01.01 Partner costs	45.000	404.387	175.097	82.385	706.869
01.02 Budget reserve				26.202	26.202
<b>Total Partner Budget</b>	<b>45.000</b>	<b>404.387</b>	<b>175.097</b>	<b>108.587</b>	<b>733.071</b>

In general, budget shifts between Partner Budget(s) and CBM Budget are possible. In case of savings on budget lines, they can be made available for other approved project activities (Partner Budget(s)/CBM Budget). Decisions in this regard should be taken in agreement. In case of dispute, CBM Project Delivery Manager will seek decision in favor of donor requirements.

This finance plan is binding by both sides. NNJS may exceed individual budget items in the Financing Plan by up to 30% to the debit of other items, if the attainment of the project goal makes this necessary. Increases in excess

thereof and all changes in the quantities specified must have the prior approval of CBM. The flexibility of 30% does not apply to personnel costs. Salaries and wages are to be spent as approved by the donor. CBM is to be involved during audits and evaluations during planning, implementation and finalization stage.

### **3. PROJECT DESCRIPTION**

In the Karnali Province, the most underdeveloped Region in Nepal with a high rate of poverty and malnourishment, the Provision with Health Services for the poor Population is insufficient. The populations lacks awareness about Hygiene practices for prevention of eye and ear deseases. Byestablishing an inclusive eye and ear Health Service, capacity development of medical staff, Screenings, Treatment and awareness raising in the communities as well as Lobbying at local, district and national governmental Level the Project seeks to contribute to the improvement of the Health of People and prevention of eye and Hearing impairment.

#### **3.1. Direct/ indirect target group**

The **direct target** group is 5,908 people with disabilities.

- 48 health workers and 8 community health coordinators with a lack of basic medical knowledge on eye and ear health;
- 20 Female Community Health Volunteers, 320 healers who advise people on health issues but have no knowledge of eye and ear health, plus 80 parents and 16 teachers with no experience of children with visual and hearing impairments;
- 100 members of 4 DPOs with insufficient technical capacity/knowledge to lobby for inclusion and representation of their rights;
- 90 representatives from local and district authorities without knowledge of prevention and treatment of eye and ear diseases, disability and inclusion;
- 126,000 people in target communities without knowledge of eye and ear health and lack of access to eye and ear health services;

The indirect target group consists of a total of approx. 277,000 people the project aims to reach, particularly through the information campaigns. In particular poor people will benefit from project measures (screening, treatment, operations). For measures in the communities, they are selected by the community coordinators working in consultation with community nurses in health stations. Selection is based on defined criteria (income situation/need, gender and caste). The Surkhet Eye Hospital, which has established a Poor Patient Fund, will also use these criteria for selection.

#### **3.2. Project activities**

An IEEH service is to be established by strengthening existing structures (see overview on page 10). To ensure the greatest possible accessibility in all planned measures disability and inclusion as well as the removal of barriers in terms of communication, infrastructure and behaviour are an integral part of the training. In addition to the creation of accessible facilities, some measures also include a position for special needs of people with disabilities. People with disabilities who have limited mobility, cognition, visual or hearing impairments may need additional support to participate in outreach camps, training or treatment. A fund is reserved for this benefit, which is used for services such as transport, accompaniment, sign language interpreter, etc. This amount according to effort (15 EUR for low effort, 76 EUR for high effort) will also be part of the services after the end of the project.

***Result 1: The population of the 4 target districts of Jumla, Surkhet, Dailekh and Mugu is informed about prevention, treatment options and IEEH services.***

**Activity 1.01:** (1.1.1.) Radio spots to inform people about eye and ear health

To inform people in the communities about prevention of eye and ear diseases, an information campaign on local radio is planned. The content of the spots, which will be broadcasted regularly during the project period, will cover eye and ear health, hygiene practices and the health services offered. In addition, the population is to be informed about the government's health insurance, which has been in place for 3 years. The government offers basic care for treatment and hospital stays at very reasonable rates. So far this is largely unknown in the remote provinces. The spots are broadcast monthly in the 4 districts over the 4 years. The costs amount to **EUR 7,986** and include production of the spot as well as broadcasting and reaches about 50% of the population (**budget line 2.3**).

**Activity 1.02: (1.1.2.) Street theatre to raise awareness of eye and ear health**

Using street theatre topics can be conveyed in a practical and vivid way in communities and schools. With the active participation of DPOs (Disabled Persons Organisations) in the communities, the topics of prevention of eye and ear diseases, hygiene and treatment offers are to be conveyed by local actors in the local language. In each of the 4 districts 2 events are planned, which will take place during local festivals. The costs for this amount to **6.212 EUR** for 8 events in 4 years (**budget line 2.3**).

**Activity 1.03: (1.1.3.) Design and production of information material**

IEC Material (Information Education Communication) is a medium for educating the population in line with their needs. The material - posters, brochures, flyers - should be designed and produced for the respective use in easily understandable and accessible language and form. It is used for further education, workshops, educational events and school camps. Contents are eye and ear health, but also rehabilitation measures, treatments and information about health services offered as part of the project. An interactive workshop is to be held in advance to develop the concept in which representatives of DPOs, community development committees and the local health authority work together on the development. This is intended to ensure ownership and participation of the target group. Approximately 10 people are to take part in the workshop. **EUR 1,137** (including materials, food, transport) have been budgeted for this. **4,017 EUR** are planned (**budget line 2.3**) for production of the material.

**Activity 1.04: (1.1.4.) Wall paintings in central places in communities**

Using murals in public spaces, the population in the communities will be informed about eye and ear health and preventive measures and services are offered in an understandable and striking way for them. Topics such as inclusion of people with disabilities will also be communicated. The costs will be at EUR 2,274, including 5 murals per district and a total of 60 murals per year (budget line 2.3).

**Activity 1.05: 1.1.5. Video spot production**

Video spots are very suitable to convey topics of eye and ear health, the importance of prevention and early detection. They can be used flexibly and individually for various measures in the communities by Community Health Workers, who are responsible for community mobilisation in the project, and broadcast on local television. It is planned to produce a video spot taking into account local, socio-cultural conditions. The production of a spot and its broadcast on local television is budgeted at EUR 1,727 (budget line 2.3).

**Activity 1.06: (1.1.6.) Production of information boards for schools and public places**

In addition to the eye and ear health issues, the planned measures in the communities and schools will be advertised in public places via information boards. 8 boards will be produced and installed per district. The costs for this are estimated at EUR 1,818 (budget line 2.3).

**Activity 1.07: (1.1.7.) Competition on health practices**

An annual competition will be held to teach the local population, and especially children, about eye and ear health and necessary hygiene practices in a playful way. Through music and painting competitions in schools and community centres, the community members participate, can win a prize and a high level of attention and participation at local level is achieved. The cost of 4 events over 4 years is **€ 1,806 (budget line 2.3)**.

Aufklärungsmaßnahmen	Personen/Einheit	Kosten pro Einheit	Tage/Anzahl	Gesamt
<b>Radiospots</b>				<b>7.986 €</b>
Production Radiospot	1	76	4	304 €
Broadcasting Radiospot	4	45	41	7.682 €
<b>Street Theatre</b>				<b>6.212 €</b>
Performance development	4	189	1	757 €
Staff Transportation	4	38	6	910 €
Actors Fee	5	23	40	4.545 €
<b>Workshop IEC-Material</b>				<b>1.137 €</b>
Catering for Participants	20	13	3	774 €
Staff Accommodation	1	15	9	135 €
Workshop-Facilitator	2	27	3	159 €
Workshop-Material	1	23	3	69 €
<b>Produktion IEC-Material</b>	1	3.209	1	<b>4.017 €</b>
Design of Material	2	38	3	228 €
Printing costs	2	379	5	3.789 €
<b>Wall paintings</b>	1	38	60	<b>2.274 €</b>
<b>Videospot</b>				<b>1.727 €</b>
Video Spot Production	1	758	1	758 €
Broadcasting Videospot	4	30	8	969 €
<b>Production of information boards</b>	1	76	24	<b>1.818 €</b>
<b>Competition</b>				<b>1.806 €</b>
Catering for Participants	80	1	16	954 €
Staff Accommodation	1	15	16	244 €
Material	4	38	4	608 €
<b>Total</b>				<b>26.977 €</b>

#### Activity 01.08: (1.2.1.) Training of Eye and Ear Health Workers

Two community coordinators per district and a total of eight community coordinators are appointed for the measures in the communities. The coordinators are staff who have already worked as medical personnel in the communities. Their task will be to mobilise communities, to provide information and referrals, and to cooperate with the project coordinators and the health facilities involved at primary, secondary and tertiary level. They will receive further training for this purpose. The training contains community work, medical knowledge about eye and ear diseases and primary care, referral mechanisms as well as knowledge about project coordination, management and networking with project relevant actors. They are also empowered to pass on their knowledge in the communities. The training is conducted by an ophthalmologist, a public health expert and an ENT specialist. The 8 community coordinators receive a 5-day training and in the third year a 3-day follow-up training on knowledge already imparted. For 2 trainings of 8 employees costs of **4,046 EUR (budget line 2.2) are budgeted.**

Training of Eye and Ear Health Workers	Persons/Unit	Cost per Unit	Days/Number	Total
Trainers Fee (2)	2	71	8	1.136 €
Catering, Accommodation incl. Arrival and Departure Day	8	23	10	1.818 €
Transportation of Participants	8	23	4	728 €
Training material	8	23	2	364 €
<b>Total</b>				<b>4.046 €</b>

#### Activity 1.09: (1.2.2.) Training of Female Community Health Volunteers (FCHV)

In the communities, women volunteer to educate women about reproductive health, prevention and teaching basic health and hygiene practices. This nationwide volunteer network was established in the 1980s to enforce family planning and birth control. This volunteer network also exists in the target communities and is to be involved in the development of the health network. Women are well connected within the female community and play an important role in the health sector. There is 1 FCHV per municipality, and in a few cases there are 2 FCHVs in action. A total of 20 FCHVs from the 16 municipalities will receive training. The training topics are eye and ear diseases, prevention and treatment options. They will also be informed about Disability Inclusion and the referral system being developed as part of the project. The training is based on the training concept "Community Mobilization on Eye and Ear Care". The concept was developed by NNJS, its cooperation partner Impact and CBM and has already been successfully implemented in community-based projects in Nepal. Based on this experience, the training courses will take place over one day, for which a total of **EUR 2,181** has been budgeted (**budget line 2.2**).

Training FCHV	Persons/Unit	Cost per Unit	Days/Number	Total
Transportation	20	3	16	969 €
Catering	20	3	16	969 €
Stationary	20	1	16	243 €
<b>Total</b>				<b>2.181 €</b>

#### **Activity 1.10: (1.2.3.) Training of traditional healers**

In the target region, especially in remote areas where hardly any health care is available, the population still uses services of traditional healers. Therefore, it makes sense to educate traditional healers about the causes and consequences of eye and ear diseases and thus involve them in the measures. This way, healers can advise people with such diseases and inform them about eye and ear medical services. It is planned to train 20 healers per district per year and 320 healers in total in a 1-day orientation. The training concept "Community Mobilization on Eye and Ear Care" will also be used for these trainings. NNJS has already carried out numerous training sessions with traditional healers within the framework of community-based projects and has been able to involve the healers in the measures through the 1-day training. The costs for this amount to **EUR 2,180** (**budget line 2.2**).

Training of traditional Healers	Persons/Unit	Cost per Unit	Days/Number	Total
Catering	20	3	16	968 €
Transportation	20	3	16	968 €
Stationary	20	1	16	244 €
<b>Total</b>				<b>2.180 €</b>

#### **Activity 1.11: (1.2.4.) Training for parents on eye and ear health**

Children with visual or hearing impairments, as well as children who are blind or deaf, require intensive care from their parents and care givers. They need to be accompanied to medical and rehabilitative therapy, need support in their development as well as in everyday life. The parents of children whose visual or hearing impairment was identified in screenings should receive training in how to treat and support their children. In addition to the knowledge about rehabilitation of eye and ear diseases, they will be informed about hygiene practices and healthy nutrition. Based on experience from screenings in comparable communities, it can be assumed that about 80 children have been identified. Per 1-day training course 20 parents and a total of 80 participate. Costs of **EUR 2,180** are budgeted for a total of 4 events in 4 years (**budget line 2.2**).

<b>Training for parents on eye and ear health</b>	<b>Persons/Unit</b>	<b>Cost per Unit</b>	<b>Days/Number</b>	<b>Total</b>
Catering		20	3	16
Transportation		20	3	16
Stationary		20	1	16
<b>Total</b>				<b>2.180 €</b>

**Activity 1.12:** (1.2.5.) Capacity development of community nurses on eye and ear diseases and rehabilitation

In the 16 communities, 1 - 2 community nurses are responsible for the primary health care of the population in 16 basic health stations. The community nurses, 25 in total, will take part in four 3-day specialist training courses in 2021 and 2022 on the detection of eye and ear diseases as well as on treatment and rehabilitation. The aim is to enable them to identify eye and ear diseases and to refer patients requiring further treatment to the appropriate services. They will also gain knowledge about care and preventive measures that they can pass on to people in the communities. Another important content is education about disability and inclusion, as well as knowledge about communication barriers for people with disabilities and how to break them down. The cost of 4 x 3- day training courses is **11,594 EUR (budget line 2.2)**.

<b>Capacity development of community nurses on eye and ear diseases and rehabilitation</b>	<b>Persons/Unit</b>	<b>Cost per Unit</b>	<b>Days/Number</b>	<b>Total</b>
Catering	25	5	16	2.122 €
Accommodation	25	11	12	3.410 €
Transportation	25	23	8	4.546 €
Material	1	57	4	304 €
Ressource Person	2	50	12	1.212 €
<b>Total</b>				<b>11.594 €</b>

**Activity 1.13:** (1.2.6.) Training of health personnel on emergency response measures

As explained above, community emergency plans are not inclusive and medical staff often lack knowledge and awareness of the special vulnerability of emergency situations of people with disabilities. Required interventions are often unknown. Teachers in schools where children with disabilities are taught should also have necessary knowledge about emergency measures for people with disabilities. Therefore, 25 employees of the 16 health stations, about 7 employees of health authorities as well as 18 teachers who teach children with disabilities will be trained in emergency response for people with disabilities, i.e. a total of 50 persons. 25 people will be trained 2 x 3 days per seminar. This brings the total number of seminars to 4, for which costs of **EUR 11,287 have been estimated (budget line 2.2)**.

<b>Training of health personnel on emergency response measures</b>	<b>Persons/Unit</b>	<b>Cost per Unit</b>	<b>Days/Number</b>	<b>Total</b>
Catering	50	5	8	2.121 €
Accommodation	50	11	6	3.409 €
Transportation	50	23	4	4.545 €
Trainer Fee	1	19	12	303 €
Training Material	1	171	4	909 €
<b>Total</b>				<b>11.287 €</b>

**Activity 1.14:** (1.2.7.) Training in Disability and Inclusion

Blindness, visual impairment, deafness and hearing impairment are the most common disabilities in the region. Therefore, prevention, reduction of these diseases but also inclusion of people with disabilities is the main

objective of the project. Disability Inclusion should be included in all structures that are strengthened in the long term. The 4 DPOs, which are active and networked in the communities, are to be involved in the implementation. They will be empowered to lobby for the consideration of the needs and requirements of people with disabilities at community and district level. They are to lobby for the consideration of people with disabilities in health programmes at meetings on government level that will take place within the project (outcome 3). In a 3-day training course, the key issues "Disability inclusion into the mainstream health system" and "Development framework" will be communicated to representatives of the DPOs. In addition, they receive practical knowledge in lobbying, interviewing and training in application. The costs of the 3-day training for 25 participants, which takes place 4 x for a total of 100 participants from 4 DPOs, amount to **EUR 11,444 (budget line 2.2)**.

<b>Training in Disability and Inclusion of DPOs</b>	<b>Persons/Unit</b>	<b>Cost per Unit</b>	<b>Days/Number</b>	<b>Total</b>
Catering	100	5	4	2.122 €
Accommodation	100	11	3	3.410 €
Transportation	100	23	2	4.545 €
Trainer Fee	1	76	12	910 €
Training Material	1	76	4	304 €
Rent Venue	1	38	4	152 €
<b>Total</b>				<b>11.444 €</b>

**Result 2: In the target districts of Jumla, Mugu, Surkhet and Dailekh the professional capacities and infrastructure for affordable IEEH services are permanently guaranteed.**

#### **Activity 2.01: (2.1.1.) Regular screening in communities and schools**

To reach the local population, even in remote regions, comprehensive mass screenings are planned in the municipalities and schools. This will reach those people who have a need for treatment and rehabilitation but who do not have access to medical services due to a lack of knowledge, lack of resources for transport or treatment costs, etc. It is planned to screen not only the communities but also up to 50% of the schools in the region. People with identified visual or hearing impairments will be referred for further treatment, surgery and rehabilitation, with a focus on people from poor households. The 8 community coordinators trained in the project are responsible for the screening. Approximately 4,500 people are examined per screening programme/community, and a total of 32 assignments are planned (2020:8, 2021:8, 2022:8, 2023:4). It can therefore be assumed that about 126,000 people in 16 municipalities will benefit from this measure during the project period. Since this measure provides extensive coverage of the districts and the services in the Wards are established at the end of the project, no further mass surveys on this scale are planned after the end of the project. The costs are therefore not degressive. The costs of **EUR 9,419 (budget line 2.3)** include food, transportation and mobile phone charges for 32 missions.

<b>Community screenings</b>	<b>Persons/Unit</b>	<b>Costs per Unit</b>	<b>Days/Numbers</b>	<b>Total</b>
Catering, Transport CBR-Coordinator	8	11	96	8.145 €
Communication costs ( mobile phone)	1	35	36	1.274 €
<b>Total</b>				<b>9.419 €</b>

In addition, basic medical equipment (otoscope, ophthalmoscope, head lamp and mirror, set for eye tests) will be purchased for an amount of **EUR 5,984 (budget line 1.1)**. Necessary replacement of purchased equipment will be financed by the local project executing agency.

#### **Activity 2.02: (2.1.2.) Early detection in mass screening**

In addition to screening examinations by community coordinators, screening examinations by a team from the Surkhet Hospital (ophthalmologist, ophthalmic technician, nurse) are planned in the communities for early detection of eye and ear diseases. The screenings are carried out regularly in the 4 districts in close cooperation

with the local authorities and the health system. They are announced in advance through local media and are complemented by awareness raising events. The aim of these measures is to reach in particular the poor population in remote areas. The aim is to screen 800 people per year, adding up to a total of 3,200 examinations. The cost of the events are budgeted degressively. The project agency working on the project will bear the costs step by step and completely after the end of the project. Costs of **EUR 12,955** are estimated (**budget line 2.3**).

Outreach-Camps		2020			2021			2022			2023			Kosten
		Nr.	Freq.	Gesamt	Nr.	Freq.	Gesamt	Nr.	Freq.	Gesamt	Nr.	Freq.	Gesamt	
Logistik Camp-Management	152 €	4	4	606 €	8	8	1.212 €	4	4	606 €	2	2	303 €	2.727 €
Accommodation, Food Camp-Team (5 Persons)	23 €	4	4	455 €	8	8	909 €	4	4	455 €	2	2	227 €	2.046 €
Medicines and consumables	379 €	4	4	1.515 €	8	8	3.030 €	4	4	1.515 €	2	2	758 €	6.818 €
Lump sum for special needs of people with disabilities	76 €	4		303 €	8		606 €	4		303 €	2		152 €	1.364 €
<b>Gesamt</b>														<b>12.955 €</b>

#### **Activity 2.03:** (2.1.3.) Special Public Celebration Day

On special holidays such as " Sight Day ", " World Disability Day " or " World Diabetic Day ", events are organised in the communities to draw attention to prevention and rehabilitation of eye and ear diseases as well as disability and inclusion. The coordination is done in cooperation with representatives of local authorities and the DPOs involved. The cost of producing information material and the venue for each event is **EUR 2,060** (**budget line 2.3**).

Special Public Celebration Days	Persons/Unit	Cost per Unit	Days/Number	Total
Banner, Poster and Folder	1	27	32	848 €
Venue Rent	1	38	32	1.212 €
<b>Total</b>				<b>2.060 €</b>

#### **Activity 2.04:** (2.2.1) Baseline study on ear and hearing care

The feasibility study provided important data for the planning of the measures, which, however, could not be further deepened and condensed due to the Covid-19 situation on site. At the beginning of the project, the results of the study carried out by the Nepalese government in 2019 will therefore be used to generate a baseline for eye health and visual impairment. This is a RAAB study (Rapid Assessment of Avoidable Blindness). The final document will be published shortly. Population-based studies on the second priority area of the project, ear health and hearing impairment, do not exist for Nepal or for the province of Karnali. A study will therefore be carried out for this ear health baseline. The "WHO's Survey Handbook for Ear and Hearing Care" will be used as a method. This method was developed by the WHO with technical and practical support from the CBM and published in April 2020. During the implementation, CBM expert advisors will be available to provide support. The study will provide evidence on the current ear health status of the population of Carnalis, as a basis for measuring the impact of the project on the ear health of the population but also on health services. The data will make it possible to make more concrete statements about the prevalence rate for e.g. middle ear infections or hearing loss at the beginning and end of the project and to measure its success. In addition to measuring success, the data and conclusions obtained will also serve the health authorities for evidence-based decisions on further development of health services. The study will be carried out in the first year of the project and costs are budgeted at **EUR 30,303** (**budget line 2.4**).

#### **Activity 2.05:** (2.2.2.) Equipment of Basic Health Stations

12 government basic health stations in the 4 target districts are responsible for primary health care in the communities and are to receive basic equipment for examination and treatment of simple eye and ear diseases. This includes diagnostic equipment for eyes (ophthalmoscopes, eye measuring devices, vision boards), for ears (otoscope, tonometer, laryngeal mirror and rhinoscope) and a basic stock of consumables (cotton swabs,

syringes, gloves, bandages). The wards will be responsible for referrals in the event of more serious treatment and for follow-up care. For this purpose, they will work closely with the 8 community coordinators. As part of their training, the community nurses also learn how to use technical equipment (1.2.5). The costs for equipping 12 wards are budgeted at

**EUR 4,848 (budget line 1.1).** Consumables are financed by the local project executing agency.

Equipment of Basic Health Stations	Persons/Unit	Cost per Unit	Days/Number	Total
Procurement of basic equipment for ophthalmology and ENT Health Service	12	404	1	4.848 €
<b>Total</b>				<b>4.848 €</b>

#### **Activity 2.06: (2.2.3.) Establishment of an integrated eye and ear health service in Primary Health Centres**

The 4 primary health stations, which exist in each district, will also be set up to provide basic eye and ear medical services, including simple treatments as well as examinations. Including the 12 base stations there are 16 health stations responsible for examinations and referrals. The 4 health stations will also receive basic equipment for eye examinations and treatment (ophthalmoscopes, eye measuring devices, vision charts), supplemented by a slit lamp. Furthermore, they will receive equipment for ear examination and treatment (otoscope, tympanometer, head lamps, head mirror, laryngeal mirror, tongue depressor) and additionally ENT diagnostic equipment including a computer. There is also a basic supply of consumables (syringes, gloves, cotton wool, bandages, medicine). In addition, they each receive a generator for replacement electricity. The costs for other consumables are not included in the project budget. The local project agency will pay for them during implementation and after the end of the project. The community nurses, who receive appropriate further training (see 1.2.5), thus have the necessary infrastructure to use. The costs for equipping the 4 IECs amount to **EUR 40,302 (budget line 1.1):**

Establishment of an integrated eye and ear health service in Primary Health Centres	Persons/Unit	Cost per Unit	Days/Number	Total
Medical devices for Eye and Ear	4	5.303	2	24.242 €
Medication, Consumables	4	379	2	1.516 €
Furniture, Adjustment work for Accessibility	4	1.894	2	9.090 €
Grinder for adjustment of vision aids	4	758	2	3.030 €
Emergency power generator	4	606	2	2.424 €
<b>Total</b>				<b>40.302 €</b>

#### **Activity 2.07: (2.2.4.) Upgrade of one Primary Health Centre to an Eye Clinic**

The capacity of one of established health centres is to be expanded for specialised eye treatment and operations and will serve as a second referral clinic for eye operations alongside the Surkhet Eye Hospital. At the beginning of the project, the steering committee, in which all stakeholders involved in the project participate, will jointly decide which of the wards is suitable for this function due to its location. The centre will receive medical equipment (microscopes, biometric device), surgical equipment and medical operating consumables. In addition, furniture (bed, wardrobe) for the inpatient admission of a patient will be purchased. The cost of other consumables will be financed by the local promoter. There will be 2 nurses to carry out continuous examinations and simple treatments. As already mentioned, they take part in the professional training. For the operations, an ophthalmologist from the Surkhet Eye Hospital will perform 50 eye operations on fixed days per month and a total of about 1,800 eye operations, using the purchased surgical equipment. The construction of the eye hospital is budgeted at **20,411 EUR (budget line 1.1).**

<b>Upgrade of one Primary Health Centre to an Eye Clinic</b>	<b>Persons/Unit</b>	<b>Cost per Unit</b>	<b>Days/Number</b>	<b>Total</b>
Medical Devices	1	15.152	1	15.152 €
Basic equipment medications, Operating theater consumables	1	1.895	1	1.895 €
Equipment (Operating Table, Bed, Lockers, Lighting)	1	3.364	1	3.364 €
<b>Total</b>				<b>20.411 €</b>

#### **Activity 2.08:** (2.2.5.) Establishment of a Low Vision Department at Surkhet Eye Hospital

A low vision department for visual aids is to be established at Surkhet Eye Hospital in the provincial capital of Surkhet, from where measures are professionally managed. So far, the target population is not provided with affordable low vision services. The planned Low Vision department will receive visual aids for near and far vision and all the necessary equipment for determining visual acuity and individual adaptation of the visual aids. In particular, the aim is to ensure that people in the target communities who have been identified in mass screenings and during examinations in basic and primary health centres and need visual aids receive appropriate treatment and adapted visual aids in the Low Vision department. The cost of equipping the Low Vision Department at Surkhet Eye Hospital amounts to **EUR 13,259 (budget line 1.1)** and includes furniture for 1 treatment room, tonometers, computer for eye tests, slit lamp, retinoscope, fundus camera, accessories for detecting visual impairment, spectacle lenses, eye measuring devices for adults and children, Jackson's cylinder, torch, contact lens sets). The costs for the treatment of the patients, including consumables, will be borne by the local project-executing agency during implementation and after the end of the project.

<b>Establishment of a Low Vision Department at Surkhet Eye Hospital</b>	<b>Number</b>	<b>Cost per Unit</b>	<b>Days/Number</b>	<b>Total</b>
Treatment furniture	1	2.273	1	1.894 €
Purchase of medical equipment	1			9.092 €
Medical equipment	1	2.273	4	2.273 €
<b>Total</b>				<b>13.259 €</b>

#### **Activity 2.09:** (2.2.6.) Improvement of Eye Health Services at Surkhet Eye Hospital

Surkhet Eye Hospital is a secondary hospital for more specialised eye operations and is the only eye hospital in the target region. On the one hand, the need for eye treatment is currently higher than the hospital can cover. On the other hand, equipment for specialised treatments (glaucoma, diabetic retinopathy) is insufficient. SEH is to be upgraded to a tertiary eye hospital and serve as a referral hospital for the primary facilities as well as for the Karnali Provincial Hospital as a referral hospital. For this purpose, the SEH is to receive the necessary equipment to treat more patients with improved quality. The following equipment is planned: Slit lamp, computer-aided visual acuity tests (Magic Chart, Fundus Camera Humphrey Visual Field), test sets for visual acuity. The cost of the equipment amounts to **EUR 50,000 (budget line 1.1)**. The costs for patient treatment are budgeted under 2.3.1.

<b>Improvement of Eye Health Services at Surkhet Eye Hospital</b>	<b>Number</b>	<b>total</b>
Medical Equipment	1	50.000

#### **Activity 2.10:** (2.2.7.) Strengthening the ENT department at Karnali Provincial Hospital in Surkhet

Karnali Provincial Hospital has recently become the only hospital in the region with an ENT department with an ENT doctor. Due to a lack of equipment, the quality of service is insufficient. There is a lack of an audiological measuring device for hearing tests and other equipment for treatment of ear diseases and operations. These

have to be purchased as part of the project, so that the hospital will be able to fulfil its role as a tertiary hospital for ear treatments. The costs for this amount to **EUR 22,425 (budget line 1.1)**. Pure tone audiometry, tympanometer, set for performing myringoplasty, set for mastoidectomy, ENT instruments for treatment (MRM drill). The costs for patient treatment are budgeted under 2.3.3.

<b>Strengthening the ENT department at Karnali Provincial Hospital in Surkhet</b>	<b>Number</b>	<b>Total</b>
Medical Devices	1	19.697 €
Medical Equipment	1	2.728 €
<b>Total</b>		<b>22.425 €</b>

#### **Activity 2.11: (2.2.8.) Improvement of Accessibility at the Primary Health Centres**

At present, the 16 health stations are not barrier-free, i.e. there are no barrier-free entrances, toilets and guidance systems. In all health institutions, audits on their accessibility are carried out by the 4 DPOs. The result of the audits is in each case a report with results and recommendations for adaptation needs. In each institution, the necessary conversion work for improved accessibility is then to be carried out. For this purpose, funds of EUR 1,297 per institution and **EUR 20,758 (budget line 1.1)** for 16 institutions are planned in total.

#### **Activity 2.12: (2.3.1.) Cataract surgery at Surkhet Eye Hospital**

At the upgraded Surkhet Eye Hospital, people with eye diseases identified in the screening and examinations in the primary health care units are operated on. The project supports operations for poor people. The costs for this measure are planned to decrease towards the end of the project. From the third year onwards, the Surkhet Eye Hospital will successively assume the costs. The SEH has established a Poor Patient Fund. 10% of the treatments are free of charge, which is made possible by 70% paying patients and 20% patients whose treatment is paid for by the national health insurance. Through the educational measures and mass screenings in the districts, attention is drawn to the improved services, so that the number of paying patients at the SEH increases overall. The hospital plans to increase its Poor Patient Fund from 10% to 20% at the end of the project. In the long term, the hospital will thus be able to treat more poor people with disabilities through the Poor Patient Fund. A total of 6,400 operations will be carried out (2020: 1,200, 2021: 1,700, 2022: 1,900; 2023: 2,000). The project will cost a total of **EUR 51,514 (budget line 2.4)**, which is estimated for around 3,200 patients and includes consumables (IOL lenses, surgical instruments) and running costs:

<b>Cataract surgery at Surkhet Eye Hospital</b>	<b>Unit</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Cost</b>
		<b>Total</b>	<b>Total</b>	<b>Total</b>	
Ophthalmic surgical instruments	14 €	4.773 €	7.953 €	7.953 €	<b>25.452 €</b>
Medical Consumables	21 €	4.697 €	8.031 €	8.031 €	<b>25.456 €</b>
Running costs (electricity, water, mobile phone charges)	0,38 €	114 €	189 €	189 €	<b>606 €</b>
<b>Total</b>		<b>9.584 €</b>	<b>16.173 €</b>	<b>16.173 €</b>	<b>51.514 €</b>

#### **Activity 2.13: (2.3.2.) Implementation of cataract surgery campaigns in remote regions**

It is also planned to carry out operations on the ground in remote regions through OP campaigns. As described above, community coordinators will identify people with eye disease and refer them to regular campaigns. A team of ophthalmologist, assistant and nurse will conduct the campaigns. Since health stations are not equipped for special requirements of surgery, surgical rooms of the state health facilities will be used. If these are not available, community premises will be used and appropriate hygiene measures against infections will be taken. The operation costs are planned to be degressive and will be covered by NNJS in the project gradually and completely after the end of the project. It is planned to operate on 2,000 people. The costs per operation include camp logistics, consumables, medicines, a share of electricity and water, food and accommodation for 5

staff/5 Surkhet Eye Hospital operating theatre staff and a sum for special needs of people with disabilities (see detailed information on page 15). There are 17 campaigns in total (2021:9; 2022:6; 2023:2), the cost amount to **EUR 76,025 (budget line 2.4)**.

Implementation of cataract surgery campaigns in remote regions		2021	2022	2023	
		Total	Total	Total	Costs
Logistic Camp-Management	189 €	1.705 €	1.136 €	379 €	3.220 €
Accommodation, Catering, Transport Camp-Team (5 Persons)	448 €	21.101 €	13.663 €	4.555 €	39.319 €
Medical Consumables, Medication	1.894 €	17.045 €	11.364 €	3.788 €	32.197 €
Lump sum for special needs of persons with disabilities	15 €	682 €	455 €	152 €	1.289 €
<b>Total</b>		<b>40.533 €</b>	<b>26.618 €</b>	<b>8.874 €</b>	<b>76.025 €</b>

#### **Activity 2.14:** (2.3.3.) Ear surgery campaigns

Each year, a surgical campaign is carried out in each region by a surgical team from Karnali Provincial Hospital. The surgery teams will consist of ENT doctors and ENT nurses and will be accompanied by project staff. Per campaign, which takes place once a year in each district, about 80 poor patients will be treated, making a total of 320 poor patients. The costs include surgical consumables and medicine, running costs and the amount already explained for special needs of people with disabilities. Other costs incurred for personnel etc. are borne by the provincial hospital. A total of **EUR 10,152** is budgeted for this measure (**budget line 2.4**). The costs are planned to be degressive,

i.e. from the third year on the costs will be gradually borne by Karnali Provincial Hospital and fully financed after the end of the project.

Ear surgery campaigns		2020	2021	2022	
		Unit	Total	Total	Total
ENT- Surgery instruments		24 €	970 €	2.420 €	2.428 €
Running Costs (electricity, water, mobile phone charges)		44 €	280 €	644 €	644 €
Lump sum for special needs of persons with disabilities		15 €	76 €	76 €	76 €
<b>Total</b>			<b>1.326 €</b>	<b>3.140 €</b>	<b>3.148 €</b>
					<b>10.152 €</b>

#### **Activity 2.15:** (2.4.1.) Training on maintenance of medical equipment

A Surkhet Eye Hospital technician receives training in maintenance of medical equipment at Surkhet Eye Hospital. He will also help to maintain the equipment at the primary health stations. For this purpose, he will participate in a 3-day training course in the second and third year of the project. This measure will ensure the long-term durability of the equipment. He will teach his knowledge to one employee per health station within the project so that they can carry out simple repairs. No costs are foreseen for this transfer of knowledge. The costs for his training amount to **EUR 1,516 (budget line 2.2)**:

Training on maintenance of medical equipment	Persons/Unit	Cost per Unit	Days/Number	Total
Transport	1	76	4	304 €
Catering and Accommodation	1	57	8	453 €
Training Fee	1	379	2	759 €
<b>Total</b>				<b>1.516 €</b>

#### **Activity 2.16:** (2.4.2.) Audiology training of state health personnel

Medical staff at primary health care stations provide primary care in as many disciplines as possible, but there is currently no knowledge of audiology, particularly in the field of ear health. For each health station, 1 - 2 employees will receive a 1-month training course in audiology. There are a total of 22 employees who will receive further training over 3 years (2020:10, 2021:7, 2022:5). The training takes place at Tribhuvan University Teaching Hospital in Kathmandu. They will be able to perform basic ear examinations and hearing tests, determine the need for further treatment and pass on their knowledge to other employees. The cost of training

22 medical staff amounts to **EUR 20,833 (budget line 2.2)** and includes airfare from Surkhet to Kathmandu and back as well as accommodation and meals in the university guest house. There are no training fees as there is a cooperation between the university and the local project promoter.

Audiology training of state health personnel	Persons/Unit	Cost per Unit	Days/Number	Total
Transport (return flight Kathamandu)	22	719	1	15.833 €
Catering and Accommodation (1 Month)	22	227	1	5.000 €
<b>Total</b>				<b>20.833 €</b>

***Result 3 - The integration of integrated ophthalmic and otorhinolaryngologic services in the public health system is ensured.***

**Activity 3.01: (3.1.1.) Lobbying meeting with representatives of local, district and regional authorities**

In order to ensure that state agencies are involved in strengthening existing health facilities and make their contribution in the long term by taking over the service, an annual meeting will be held in Surkhet with a total of 30 representatives of the province, including 8 representatives of the district government, 2 representatives of the hospitals, 16 representatives of the health stations, 4 representatives of the 4 DPOs and of the project coordination. The aim is to draw up a cooperation agreement with the district health authority. The representatives mentioned above have already been involved in planning this measure. The costs for 4 1-day meetings amount to **EUR 3,272 (budget line 2.5)**.

Regular meetings are also held at local level with representatives of local health authorities and project staff to prepare and follow up the annual meetings at district level. Meetings with 12 participants each take place every 1-2 months in Surkhet and are budgeted at **EUR 2,037 (budget line 2.5)**.

Lobbying meeting with representatives of local, district and regional authorities	Persons/Unit	Cost per Unit	Days/Number	Total
Catering and Accommodation	30	24	4	2.908 €
Transport	16	6	4	364 €
<b>Total</b>				<b>3.272 €</b>
Regular local Meetings	Persons/Unit	Cost per Unit	Days/Number	Total
Catering and Accommodation	12	6	28	2.037 €
<b>Total</b>				<b>2.037 €</b>

**Activity 3.02: (3.1.2.) Eye and Ear Health Committee at district level**

For technical coordination of the measures, a technical committee is established for each district, consisting of representatives of the health sector of the district government, technical representatives of the health facilities involved, project staff and representatives of a DPO. In the annual meeting per district, a total of 12 meetings in 3 years, with 15 participants each, all measures are discussed and needs for adaptation are determined. Need for adaptation is considered for further implementation. The meetings take place in the district capitals Surkhet, Dailekh, Gamdaghi-Mugu and Jumla-Khalanga. The participants are approx. 6 health station staff, 3 members of one of the 4 DPOs, 4 representatives of the health sector of the district authority and 3 project staff. Costs of **EUR 3,696** are planned for this annual meeting (**budget line 2.5**).

Eye and Ear Health Committee at district level	Persons/Unit	Cost per Unit	Days/Number	Total
Catering	15	5	16	1.092 €
Communication Cost	1	4	16	60 €
Transport	15	5	32	2.544 €
<b>Total</b>				<b>3.696 €</b>

### **Activity 3.03: (3.1.3.) Revision of the National Health Strategy**

As explained in 2.1 above, the Government aims to develop an integrated strategy for eye and ear health and to integrate the services into the National Health System. The local promoter, working closely in a network with the state authorities, has held preliminary meetings with government representatives in Surkhet and Kathmandu to plan this action together. A consultant will work with the local promoter to revise the draft law, strategy and programme and to make recommendations. These will be discussed, further developed and adopted in four 3-day workshops in each project year with representatives of the Ministry of Health and Social Affairs. The costs for the policy review by the consultant amount to EUR 1.136 per year (approx. 8 working days including preparation and follow-up) to **EUR 4,544 (budget line 2.5)**. The costs for 4 workshops with 30 participants each, 20 participants from government level, 4 representatives of DPOs, 6 participants from NNJS and the actors involved in the project, amount to **EUR 21,208 (budget line 2.5)**:

### **Activity 3.04: (3.1.4) Disability Inclusive Development (DID) Training**

The aim is to ensure that state actors take inclusion into account when planning their programmes. For this reason, representatives of health, social and educational authorities will be trained on the concept of DID together with representatives of DPOs in a 3-day seminar in Surkhet. The cost of the 3-day training courses, which will be attended by 20 and 40 people respectively in the second and third project years, amounts to **EUR 10,756 (budget line 2.2)**. In addition to the 4 project staff, participants include 12 members of 4 DPOs and 16 representatives of the 16 municipalities as well as 8 representatives of the District Head Quarters.

<b>Disability Inclusive Development (DID) Training</b>	<b>Persons/Unit</b>	<b>Cost per Unit</b>	<b>Days/Number</b>	<b>Total</b>
Food and Accommodation	40	46	3	5.520 €
Transport	40	38	2	3.029 €
External Trainer (incl. Preparation)	2	107	6	1.287 €
Workshop Material	1	23	40	920 €
<b>Total</b>				<b>10.756 €</b>

### **Project support measures, coordination and monitoring (Budget line 8.1 Running costs)**

NNJUS is the local promoter responsible for implementation and coordination of the activities. NNJS as local promoter is also responsible for the overall management of the project funds, monitoring and reporting. Project implementation will take place in a project office in Surkhet. The Surkhet Eye Hospital, which acts as the medical partner, will be closely involved in the implementation of measures. The project office will therefore be established near the hospital. Prior to the start of the project, an MoU has been drawn up with the Surkhet Eye Hospital, the Swiss Red Cross and the local project management organisation NNJS to regulate cooperation during and after the project.

NNJS needs two project motorbikes to coordinate and monitor project activities. Since the project is coordinated from Surkhet, and project staff travel in often remote communities with poorly maintained roads, off-road motorbikes are required. In addition, printers, projectors and digital cameras are needed to set up the project office and to document and present the project activities. Further equipment are laptops for the coordination in the communities. The total costs of over **EUR 8,977 for budget line 1.2.** are made up as follows:

<b>Office Equipment</b>	
2 Motorcycles	3.788 €
2 Printer	606 €
2 Projectors	606 €
5 Laptops	2.841 €
5 Digital cameras	1.136 €
<b>Total</b>	<b>8.977 €</b>

In addition, the NNJS project office has running costs of **EUR 12,617** for project administration in Surkhet

**(budget line 2.1).** These costs include rent, electricity, water, internet and telephone charges, office supplies and bank charges. Vehicle costs (petrol, maintenance, insurance) were also included for the central co-ordination of activities from the project co-ordination office in Surkhet.

Project administrative Costs	per Month	2020	2021	2022	2023	Total
Office rent	189 €	189 €	2.273 €	2.273 €	2.273 €	7.008 €
stationary	114 €	114 €	1.364 €	1.364 €	1.364 €	4.206 €
Fuel	38 €	38 €	455 €	455 €	455 €	1.403 €
<b>Total</b>		<b>341 €</b>	<b>4.092 €</b>	<b>4.092 €</b>	<b>4.092 €</b>	<b>12.617 €</b>

Costs for monitoring project activities are also budgeted. The project staff will regularly monitor the implementation in the project districts and conduct visits to the districts for coordination with all stakeholders. In this context, a "Cataract Surgical Outcome Monitoring Report according to CBM guidelines will be conducted. The following costs are planned here **(budget line 2.6)**:

In order to ensure effective project management and joint ownership, a steering committee will be set up with the local partner and relevant stakeholders - the Surkhet Hospital, representatives of the health centres, Impact's project managers for the earwork component. The steering committee will support the project implementation and the development of appropriate solutions to problems that arise. A total of 4 one-day meetings with the project managers are held every quarter. The meetings take place in the project office and the costs over **EUR 9,180** are included in **budget line 2.6**.

Steering Committee	Persons/Unit	Cost per Unit	Days/Number	Total
Catering and Accomodation	15	23	12	4.092 €
Transport	15	38	8	4.544 €
Material	15	9	4	544 €
<b>Total</b>				<b>9.180 €</b>

At the beginning of the project a kick-off workshop of the local project-executing agency NNJS with all representatives involved in the project (Health Authority 4 Districts, Surkhet Eye Hospital, Karnali Provincial Hospital, representatives of the 4 DPOs, representatives of CBM Nepal Country Office) will take place. The project plan as well as the donor guidelines are communicated. Furthermore, the operational plan for the first year of the project is elaborated in detail and the monitoring and evaluation mechanisms are presented. The participants of the workshop will meet twice a year to review the project management. At the end of the project a documentation on results and best practice examples will be prepared and published. It will be distributed to public institutions and representatives of the provincial government as well as to other health care institutions. These costs, which amount to **14,016 EUR**, are also included in **budget line 2.6**:

Inception u. Review Workshop	Persons/Unit	Cost per Unit	Days/Number	Total
Catering and Accomodation	25	23	9	5.115 €
Transport	25	38	6	5.682 €
Material	25	13	3	947 €
Preparation of Best Practice documentation	1	2.273	1	2.273 €
<b>Total</b>				<b>14.016 €</b>

For organisational development, NNJS project staff take part in a training course. The contents of the training are leadership and strengthening of internal structures. Costs of **EUR 4,014** are budgeted for the 3-day training **(budget line 2.2)**:

Inception u. Review Workshop	Persons/Unit	Cost per Unit	Days/Number	Total
Catering and Accomodation	25	23	9	5.115 €
Transport	25	38	6	5.682 €
Material	25	13	3	947 €
Preparation of Best Practice documentation	1	2.273	1	2.273 €
<b>Total</b>				<b>14.016 €</b>

From the 2nd year onwards, 3 trips will be made for project monitoring by the CBM. For this, 1,500 EUR per year for accommodation, meals in accordance with the ARV and international travel, i.e. a total of **4,500 EUR (budget line 4.1)**. In addition, there is an annual and a final audit by an external recognised auditor. The costs for the audits amount to EUR 1,818 per year and total **EUR 7,272 (budget line 2.1)**. A feasibility study was carried out by an external consultant prior to the start of the project and is attached to this application. Costs of **EUR 15,000** were incurred for this. A final evaluation by external experts

is planned for the project year. For this, **15,000 EUR** were estimated (**budget line 5.1**). The costs of 15,000 EUR are based on CBM's experience in similar projects.

### Project Staff

Personnel costs amount to **EUR 141,360 (budget line 3.1)**. The positions of project leader, project coordinator, health services coordinator, finance/accounting staff and community coordinators are not degressive, as they are employed to the extent specified above in the project office and in the target communities to implement the activities on the ground. After that, the positions will no longer be required. The salaries of the SEH's medical staff (ophthalmologist, ophthalmic assistants, nurses), however, are degressive. They will devote part of their working hours to the higher volume of patients in eye operations in the districts. The positions will remain after the end of the project and will be taken over by the SEH.

- Project Manager NNJS **EUR 3.259 (Budget Activity 07.01/BMZ budget line 3.1)**
- Health Services Coordinator SEH **EUR 2.282 (Budget Activity 07.01/BMZ budget line 3.1)**
- Project Coordinator NNJS **EUR 6.132 (Budget Activity 07.01/BMZ budget line 3.1)**
- Finance/Accounting Officer NNJS **EUR 6.132 (Budget Activity 07.01/BMZ budget line 3.1)**
- 8 Community Coordinators NNJS **EUR 20.813 (Budget Activity 07.01/BMZ budget line 3.10)**
- 2 Ophthalmologists SEH
- 2 Nurses SEH

The salaries are calculated as stipulated in the table below:

Year	Number	Monthly gross salary in EUR	% of work for the project	duration in months	Staff cost	Propotion financed by project	% financed by the project
<b>Project Manager NNJS</b>							
2020	1	88	10	1	88	<b>88</b>	100
2021	1	88	10	12	1.057	<b>1.057</b>	100
2022	1	88	10	12	1.057	<b>1.057</b>	100
2023	1	88	10	12	1.057	<b>1.057</b>	100

total					3.259	<b>3.259</b>	100
<b>Health Service Coordinator SEH</b>							
2020	1	62	10	1	62	<b>62</b>	100
2021	1	62	10	12	740	<b>740</b>	100
2022	1	62	10	12	740	<b>740</b>	100
2023	1	62	10	12	740	<b>740</b>	100
total					2.282	<b>2.282</b>	100
<b>Project Coordinator NNJS</b>							
2020	1	528	100	1	528	<b>528</b>	100
2021	1	528	100	12	6.339	<b>6.339</b>	100
2022	1	528	100	12	6.339	<b>6.339</b>	100
2023	1	528	100	12	6.339	<b>6.339</b>	100
total					19.545	<b>19.545</b>	100
<b>Finance/Accounting Officer NNJS</b>							
2020	1	352	100	1	352	<b>352</b>	100
2021	1	352	100	12	4.226	<b>4.226</b>	100
2022	1	352	100	12	4.226	<b>4.226</b>	100
2023	1	352	100	12	4.226	<b>4.226</b>	100
total					13.030	<b>13.030</b>	100
<b>8 Community Coordinators NNJS</b>							
2020	8	264	100	1	2.113	<b>2.113</b>	100
2021	8	264	100	12	25.356	<b>25.356</b>	100
2022	8	264	1000	12	25.356	<b>25.356</b>	100
2023	8	264	1000	12	25.356	<b>25.356</b>	100
total					78.181	<b>78.181</b>	100
<b>Ophthalmologist SEH</b>							
2020	1	389	25	1	389	<b>389</b>	100
2021	1	389	25	12	4.773	<b>4.773</b>	100
2022	1	389	25	12	4.773	<b>4.375</b>	91,66
2023	1	389	25	12	4.773	<b>3.977</b>	83,32
total					14.717	<b>13.523</b>	91,89
<b>2 Ophthalmological Assistants SEH</b>							
2020	2	85	25	1	170	<b>170</b>	100
2021	2	85	25	12	2.036	<b>2.036</b>	100
2022	2	85	25	12	2.036	<b>1.867</b>	91,70
2023	2	85	25	12	2.036	<b>1.697</b>	83,35
total					6.278	<b>5.770</b>	91,91
<b>2 Nurses SEH</b>							
2020	1	85	25	1	170	<b>170</b>	100
2021	1	85	25	12	2.036	<b>2.036</b>	100
2022	1	85	25	12	2.036	<b>1.867</b>	91,70
2023	1	85	25	12	2.036	<b>1.697</b>	83,35
total					6.278	<b>6.132</b>	91,91

### **3.3. Interaction with other actors**

The project directly contributes to the implementation of the planned "National Ear and Hearing Care Strategy", which will be developed and implemented by the Nepalese Ministry of Health, Department of Health Services. The project foresees close coordination with the Ministry of Health and other stakeholders in the eye and ENT sector for this purpose. At the district level and in the referral system, the project will network with local stakeholders and administrative units. Local Eye Hospitals (Get Eye Hospital, Surkhet Eye Hospital and Fateh Bal Eye Hospital Nepalgunj) will contribute their expertise to the project. In addition, NNJS is working closely with the National Federation of the Disabled Nepal (NFDN), the umbrella organization of DPOs and the DPOs active in the target districts to ensure that the interests and needs of people with disabilities are addressed. USAID implements maternal-child health, family planning, and nutrition programs in the target area. The local project sponsor is in regular communication with USAID to coordinate activities and take advantage of potential synergies. NNJS also maintains good contacts with UNICEF, which implements child health and immunization programs. The planned project was discussed with both actors to avoid overlaps and possible synergies or cooperation were considered. Furthermore, NNJS is in regular exchange with an association of NGOs ("Eye Care Funding Agencies") that are active in the eye care sector. Members are Eye Care Foundation, SEWA Foundation, Fred-Hollows-Foundation, CBM, Himalaya Eye Care and IAPB. In the ear sector, NNJS works closely with INGO Impact, which serves in an advisory capacity to the project.

### **3.4. Risks and Risk Mitigation Measures**

A risk to be mentioned is the geographical location of the project area. Travel to the sometimes remote areas is costly for project and medical staff. The project addressed this risk by providing sufficient resources and time planning from the outset to establish a service network. Outreach camps and surgical campaigns are used to reach remote communities. Involving government institutions from the outset is intended to ensure that the system is built sustainably and is supported by the state. There is a risk that the measures will not be accepted by the population. By involving existing structures, such as traditional healers or female community health volunteers, acceptance in the communities is increased. Other risks lie in general corruption. To minimize the risks of corruption, special attention is paid to transparent tendering and selection processes in procurement, contracting and recruitment processes. Children with disabilities are particularly vulnerable to abuse. CBM conducts training in Child Safeguarding for partner organizations and supports them in developing their own child protection measures. There was brief political unrest in Kathmandu during the summer, which has currently subsided. The target region Karnali Province has not been affected by this event, i.e. there is currently no political risk.

The spread of Covid-19 has a strong dynamic, so it is not easy to plan for the next weeks and months. The local project executing agency is carefully monitoring the situation in order to be able to take measures quickly if necessary. CBM is also providing support through decentralized crisis management in country office Nepal. Covid-19 is currently not widespread in the target region and there is no curfew.

### **3.5 Sustainability (structural, economic, social, ecological)**

Existing facilities of the government health system at primary, secondary and tertiary levels in the 4 target districts will be strengthened to provide an integrated eye and ear health service, which will ensure the

sustainability of the project. In the tertiary Karnali Provincial Hospital, the ENT department will receive needed equipment to treat poor people with eye and ear diseases with existing staff and supplies. Salaries of health workers will be covered by the government during the project and thereafter. The Surkhet Eye Hospital experiences an expansion of its capacities in order to treat more people, especially poor patients, also on a long-term basis. This is made possible by a patient fee system with a Poor Patient Fund, which grows due to the increasing income and more poor people benefit in the long term. The local project executing agency, which enjoys a high degree of recognition in the project region, even within the general population, bears any costs incurred in the outreach measures set up. The financial sustainability of the project is thus ensured. In addition, a contribution is made to the access of poor people to eye and ear medical services. The established referral system, which is also established in the communities through the integration of existing structures in the project, also ensures structural sustainability. The improved quality of government services increases the population's trust in them, so that more people visit primary health care facilities for preventive and treatment measures. Educational activities and screening will lead to more prevention and early detection of eye and ear diseases. By working with the government level to further develop the Integrated Eye and Ear Health Strategy, incorporating it into the State Health System, and entering into a partnership agreement, long-term consideration in state health programs is assured. Through the involvement of DPOs in the measures at the community level, but also in lobbying with government representatives, it is also achieved that the measures are not carried out without taking into account the concerns of people with disabilities. Actions on more inclusive health services (removing physical, communication, and behavioral barriers) provide more overall access to services for people with disabilities. Agreements for the handover and continued use of purchased investments are concluded with all facilities.

## **Annex 2**

# **Terms of Reference for Project Audits**

# TERMS OF REFERENCE AUDIT

CBM Project No. xxx  
BMZ Project No. xxx

Project Title: xxx  
Reporting Entity: xxx  
Contracting Authority: xxx

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## 1. Introduction

The present document and the annexes listed in section 9 are the terms of reference ('ToR') on which CBM Country Office **please enter the country name** (hereafter named Contracting Authority) agrees to engage 'the Auditor' to perform an audit of the funds received and payments made by the Reporting Entity **please enter the name of the partner** incurred under the BMZ co-financed contract on the cover sheet. These ToR will become an integral part of the contract concluded between the Contracting Authority and the Auditor.<sup>1</sup>

## 2. Background and Objective

The Reporting Entity has received funds from Christoffel-Blindenmission (CBM) to implement the project named on the coversheet of these ToR. The funds transferred by CBM to the Reporting Entity are co-financed by the German Ministry of Economic Development and Cooperation (BMZ). Therefore, the funds need to be disbursed in accordance with BMZ rules and regulations. The Ministry is informed annually about the funds the Reporting Entity received from CBM and the disbursement of these funds.

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<sup>1</sup> Please note that for final audits several particularities apply (in each case highlighted cursive and bold)

The objective of this audit is:

-to express an opinion on the project financial statement for the following reporting period:

Annual audits for the years 20~~xx~~, 20~~xx~~, 20~~xx~~ and a final audit, covering the entire duration of the project (~~xx/yy/20~~xx~~-xx/yy/20~~xx~~~~). The different audits are subject of a framework contract. For each individual audit, the Auditor shall receive a separate contract.

- to issue reports as stipulated in Section 7

### 3. Standard and Ethics

The Auditor shall undertake this engagement in accordance with the International Federation of Accountants (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 about integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards.

The Contracting Authority requires that the Auditor be independent from the Reporting Entity and complies with the independence requirements of the IFAC Code of Ethics for Professional Accountants.

### 4. Qualifications of the Auditor

#### General requirements

By agreeing these ToR, the Auditor confirms meeting at least one of the following conditions and provides written proof:

- The Auditor is a member of a national/international accounting or auditing body or institution which in turn is a member of the International Federation of Accountants (IFAC).
- The Auditor is a member of a national/international accounting or auditing body or institution. Although this organisation is not member of the IFAC, the Auditor commits to undertake this expenditure audit in accordance with the IFAC standards and ethics.

The Contracting Authority is obliged to prove the qualification of the Auditor to BMZ by a confirmation of the German Embassy or a recognised national/international institution (e.g. Chamber of Commerce or official Association of Auditors).

#### Qualifications

The Auditor has appropriate professional qualifications and suitable experience with IFAC standards and with experience in verifying financial information of projects comparable in size and complexity to the project subject to this audit. In addition, the Auditor should

- have experience with projects related to development cooperation funded by national and/or international donors and institutions.

- hold a relevant university degree or professional qualification. He should have at least 6 years of experience as a professional Auditor or accountant in public audit practice including relevant managerial experience of leading audit teams.

## 5. Duties of the Reporting Entity

The duties of the Reporting Entity include the following:

- a. To prepare the project accounting, annual and final financial statement (Template of Annual Financial Statement see Annex 1 and Final Financial Statement see Annex 2) with the voucher lists and all related project documentation in time so that the audit can take place.
- b. To provide the Auditor with the annual and final financial statements and voucher lists which have been prechecked by the Contracting Authority for the preparation of the audit.
- c. To provide access to all legal documents, correspondence, bank statements and any other information associated with the project during the auditing period. This includes the following documents:
  1. Project Full Proposal
  2. Project Contract with approved Budget
  3. Revised Budgets (if any)
  4. BMZ-Guidelines for the funding of projects incl. special provisions
  5. BMZ-Guidelines for external Audits
  6. All project-related vouchers (for income, expenditures, transfers, currency exchange, etc.)
  7. All project-related contracts (staff and consultant contracts, rent contracts, contracts with constructors etc.)
  8. All project-related procurement documents including procurement award notices
  9. All further project-related documents necessary for the auditor
- d. To coordinate the Auditors field visit to ensure that he can inspect all equipment/activities agreed during the preparatory meeting:
- e. To provide a management response to the Auditor's observations that were made during the audit within the given timeframe stipulated in Section 8

## 6. Task of the Auditor

The audit shall be conducted at the project location, particularly where the project bookkeeping is done. The auditor's assignment includes the following tasks:

- a. To examine whether all project funds have been used in accordance with the conditions stipulated in the project documents listed above under **5. c. 1. – 4.** with due attention to principles of economy and efficiency, and only for purposes for which financing was granted.

- b. To examine whether internal administrative and financial control measures are adequate and compliant with local laws and donor's requirements as stipulated in the documents listed under 5.c. 1-4.
- c. To examine whether the project accounts have been prepared in accordance with consistently applied International Accounting Standards and whether they give a true and fair view of the financial situation of the project and its resources and expenditures.
- d. To examine the bank account opened specifically for the project and any further bank accounts on which the project funds are administered.
- e. To examine whether the project bookkeeping accounts with all vouchers, supporting documents, records and accounts have been properly kept and correctly filed on **cash book basis**. It is expected that the auditor examines 100% of all supporting documents.
- f. To examine whether expenditures are correctly booked in conformity with BMZ budget lines of the BMZ-financing plan and all vouchers are clearly stamped with the project number.
- g. To examine whether the expenditures documented by vouchers are identical to the annual expenditures reported in the voucher lists.
- h. To examine whether goods and services financed by the project have been procured in accordance with the relevant procurement guidelines as stipulated in the documents listed under 5.c. 1-4.
- i. To examine whether contracts of project staff financed by the project are in accordance with national law with regard to social security payment and taxation and whether part-time work is recorded with correctly filled timesheets.
- j. To examine whether the inventory list is complete and correctly filled.
- k. *In case of final audits, to examine whether over- or underspending of more than 30% in comparison to the financing plan have occurred and to examine the reasons for the deviations.*
- l. To carry out a physical inspection of the project location, equipment procured, and activities as agreed during the preparatory meeting.

## 7. Audit Report

The Report Audit report shall include the following:

- a. For annual audits, a financial statement in the currency in which the expenditure occurred, according to the format provided in Annex 1.  
For final audits, a cumulated financial statement in the currency in which the expenditures occurred, according to the format provided in Annex 2.  
In both cases, annual and end of project audit, the financial statement shall include any income received by the project, any interests received on the project bank account as well as all project expenditures during the auditing period.

Each financial statement shall contain notes providing details as deemed necessary by the Auditor.

- b. Complete voucher lists signed and certified by the Auditor.
- c. A stamped and signed inventory list.
- d. An Auditor's certificate which shall contain the following:

We hereby certify that we have audited the Financial Statement of (name of the reporting entity) with reference to the financing of the project (name) on the basis of the following documents made available to us (please list the documents). To this end, we have inspected the books and vouchers and report that:

- (1) Income and expenditure are properly proved in the form of vouchers.
- (2) The proved expenditures are in line with the appointed purpose as set out in the Annex 1 of the Tripartite Contract. ***In case of final audits: Any deviations from the Financing Plan of more than 30% are described and explained separately.***
- (3) The amount and origin of documented income which is accounted for as counterpart contributions made by CBM, the executing agency, the target group and/or other agencies in the project country have been specified.
- (4) The conditions for project implementation set by the donor have been observed/have not been observed in the following points.
- (5) Any particularities which need to be mentioned.

In the certificate the Auditor shall make explicit and concrete statements on each of the areas examined (see point 6.) and audit findings identified. Even if in any of the areas no audit findings were identified, the Auditor shall make a statement on this fact.

- e. In addition to the audit report, the Auditor will prepare a management letter including the following:
  - a. Identified deficiencies and areas of weakness in the financial systems and controls and recommendations for improvement as well as comments and observations on the accounting records that were examined during the audit.

The report shall also include the management response of the reporting entity for each observation raised by the Auditor. Any following audit shall verify whether the recommendation was implemented by the reporting entity.
  - b. A report on the degree of the reporting entity compliance with the financing conditions contained in the Annexes, and comments – if any – on the internal and external matters affecting such compliance.
  - c. Matters that have come to attention during the audit which might have a significant impact on the implementation of the project.

## 8. Timeframe

### Preparatory Meeting and start of the audit

The Contracting Authority foresees a preparatory meeting with the Auditor at the official start for the project held at <name and address of the meeting place should be clearly stated>.

After three months of project implementation, the Auditor will undertake a half-day preliminary examination of the bookkeeping at the Reporting Entity and shall provide the Reporting Entity with recommendations.

The **three** annual audits with the reporting period 1st January-31st December shall start as soon as the annual financial statement of the project is completed by the Reporting Entity, but under no circumstances later than six weeks after the end of the reporting period.

The final audit for the overall implementation period of the project shall start at the latest two months after the project ended.

### Timeframe for audit reports

The Auditor will submit a draft report to the Reporting Entity (with copy to the Contracting Authority) within 15 calendar days after the start of the audit and ask for its comments to be received within 5 calendar days.

5 calendar days after receiving the Reporting Entity's comments, the Auditor will submit a pre-final report to the Contracting Authority for comment and approval. Should it not be possible for the Auditor to meet this deadline due to exceptional circumstances, the auditor shall ask the Contracting Authority for approval to extend the deadline. The Contracting Authority may request the Auditor to carry out additional work, in which case a reporting deadline should be agreed on a case-by-case basis.

5 calendar days after receiving the Contracting Authority's comments, the Auditor will submit the final report for the Contracting Authority's approval. Should it not be possible for the Auditor to meet this deadline due to exceptional circumstances, the auditor shall ask the Contracting Authority for approval to extend the deadline.

Once the audit report is approved by the Contracting Authority, the Auditor shall send a scanned copy of the signed and stamped Financial Statement within 3 calendar days to the Contracting Authority by email. The Auditor will provide 3 printed originals of the audit report (in case of final audit 4 printed originals) to the Contracting Authority latest 7 calendar days after the audit report was officially approved.

## 9. Annexes

1. Financial Statement Template for **Annual** Audits
2. Financial Statement Template for **Final** Audits

**Annex1: Template Statement of application of funds for annual audits**  
(Quantitative documentary proof)

Project number

**Statement of accounts for 20 to 20**

Financial statement as at

<b>1</b>	<b><u>Expenditure</u></b>	Actual expenditure during reporting period in local currency
<b>1.1</b>	<b><u>for investments</u></b>	
1.1.1.		
1.1.2		
1.1.3		
1.1.4		
<b>1.2</b>	<b><u>for operating expenditure</u></b>	
1.2.1		
1.2.2		
1.2.3		
1.2.4		
<b>1.3</b>	<b><u>for personnel</u></b>	
1.3.1		
1.3.2		
1.3.3		
1.3.4		
<b>1.4</b>	<b><u>for evaluation or study</u></b>	
Project expenditure		
<b><u>Total expenditure</u></b>		
<b>2.</b>	<b>Receipts</b>	Actual receipts during reporting period

	–in local currency–
2.1	BMZ grant and financial contribution from private executing organisation
2.2	Contribution from project-executing agency, target group and/or other source in developing country
2.3	Additional resources (e.g. interest, sales revenue)
<b>Total receipts</b>	

<b>3. Financial statement as at</b>	–in local currency–
Balance from previous year	
Total receipts current year	
Total receipts current year plus balance from previous year (=total available funds)	
Total expenditure	
Balance	

It is confirmed that no funds were available for the financing of the project other than the receipts detailed above. It is also confirmed that all expenditure was necessary, that funds were utilized efficiently and economically and that the information given conforms with the books and vouchers.

.....  
(Place)

.....  
(Date)

.....  
(Signature and stamp)

## Annex2: Template: Statement of application of Final Accumulated audit (All Years) (Quantitative documentary proof)

Project number

Statement of accounts for 20 to 20 Financial statement as at

1	<u>Expenditure</u>	Total appropriation according to Financing Plan of ..... [date]	Actual expenditure <u>20 to 20</u> (first year)	Actual expenditure <u>20 to 20</u> (second year)	Actual expenditure <u>20 to 20</u> (third year)	Actual expenditure <u>20 to 20</u> (fourth year)	Actual expenditure <b>ALL YEARS</b> accumulated	Deviation (Actual total expenditure versus total appropriation)
		in local currency	in local currency	in local currency	in local currency	in local currency	in local currency	– as a % –
<b>1.1</b>	<b><u>for investments</u></b>							
1.1.1.								
1.1.2								
1.1.3								
1.1.4								
<b>1.2</b>	<b><u>for operating expenditure</u></b>							
1.2.1								
1.2.2								
1.2.3								
1.2.4								
<b>1.3</b>	<b><u>for personnel</u></b>							
1.3.1								
1.3.2								
1.3.3								
1.3.4								

<b>1.5</b>	<b><u>for evaluation or study</u></b>						
	<b>Total</b>						
<b>1.6</b>	<b><u>Reserve funds</u></b> (appropriations only)	----	----	----	----	----	
	<b>Total</b>						

<b>2. Receipts</b>		Budgeted receipts according to Financing Plan of ..... [date]	Actual receipts <u>20</u> to <u>20</u> (first year)	Actual receipts <u>20</u> to <u>20</u> (second year)	Actual receipts <u>20</u> to <u>20</u> (third year)	Actual receipts <u>20</u> to <u>20</u> (fourth year)	Actual receipts <b>ALL YEARS</b> accumulated	Deviation (Actual total receipts versus total appropriation) – as a % –
2.1	BMZ grant and financial contribution from private executing organisation							
2.2	Contribution from project-executing agency, target group and/or other source in developing country							

2.3 Additional resources (e.g. interest, sales revenue)							
<b>Total receipts</b>							

**3. Financial statement as at**

– in local currency –

Total receipts (all years)

Total expenditure (all years)

./.  
\_\_\_\_\_

Balance

Overspending<sup>2</sup>

It is confirmed that no funds were available for the financing of the project other than the receipts detailed above. It is also confirmed that all expenditure was necessary, that funds were utilized efficiently and economically and that the information given conforms with the books and vouchers.

(Place) (Date)

(Signature and stamp)

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<sup>2</sup> Overspending = Actual total expenditure – Appropriation total expenditure according to Financing Plan

# **Annex 3.1**

## **BMZ Guidelines for the funding of projects**



**Guidelines for the funding of projects of importance to development  
under the responsibility of private German executing agencies  
(Chapter 2302 Title 687 76)**

**(Revised version, effective as of 1 January 2016)**

- I. Guidelines**
- II. Special provisions**
- III. Logistics support**
- IV. Audit by chartered accountant**

## **1. Purpose of funding, legal basis**

- 1.1 In accordance with the present guidelines and the general administrative regulations relating to Sections 23, 44 of the Federal Budget Code, the Federal Ministry for Economic Cooperation and Development (BMZ) provides grants for projects and programmes in which the federal German government has a development policy interest and which are implemented by private German executing agencies.
- 1.2 The applicant can claim no entitlement to grant funding.
- 1.3 The decision to award funding is at the discretion of the BMZ. Funding is granted subject to the availability of the estimated budgetary funds.

## **2. Subject of funding**

In conformity with the federal German government's development aims and with international human rights conventions, funding is provided as a rule for projects and programmes in developing countries

- that bring about a sustained improvement in the economic, social or ecological situation of the poor in developing countries,
- or effectively support the self-help efforts of these people and involve them as partners in the process of planning and implementation,
- or foster fulfilment of human rights in developing countries,
- and meet the requirements to qualify as Official Development Assistance (ODA).

Projects and programmes are approved on the basis of the OECD-DAC criteria (relevance, effectiveness, efficiency, impact, sustainability).

## **3. Funding recipients**

- 3.1 Funding recipients within the meaning of the present guidelines and the special provisions governing the funding of projects implemented by private German executing agencies (BNBest-P/Private Träger) are both Engagement Global (EG) - Service for Development Initiatives as well as private German and local executing agencies. EG is the initial recipient. In accordance with the general administrative regulations 12.5 and 12.6 relating to Section 44 of the Federal Budget Code (BHO), the funds received as programme grants from the BMZ are passed on to private German executing agencies by means of agreements under private law.
- 3.2 German private executing agencies within the meaning of the present guidelines can only be legal persons under private law (private executing agencies) that are headquartered and conduct their business in the Federal Republic of Germany, whose non-profit or charitable status is recognised under fiscal law and who have at least three years of experience in cooperating with experienced partners in developing countries who are independent of the German executing agency. Collaboration with one-person corporations is ruled out.
- 3.3 The policy is not to provide funding to private German executing agencies that are supervised and controlled by international private umbrella organisations or to private German executing agencies on which public corporations or private companies can exert

direct influence. Where private German executing agencies are part of an association made up of regional sub-groups, all cooperation is with the head organisation.

- 3.4 The administrative costs of the private German executing agency must bear an appropriate relation to its income. The results of the appraisal of each executing agency shall be documented in a transparent manner.
- 3.5 The private German executing agency can channel grant funds to suitable local project-executing agencies in developing countries, as long as this is specified in the grant notice (BMZ / EG) and in the funding transfer agreement (EG / private German executing agencies). Funds shall be passed on by means of a contract under private law (cf. No. 9. special provisions governing the funding of projects implemented by private German executing agencies, BNBest-P/Private Träger). EG can provide appropriate specimen contracts. Recipients of grants (private German executing agencies) have an obligation to assert any contractual claims to reimbursement against the local project-executing agency that may arise and to pay the reimbursed funds back to the provider of the grant (BMZ) immediately.

#### **4. Prerequisites for funding**

- 4.1 Funding is provided only to those projects whose clearly defined aims can be achieved without exceeding the intended budget and within a period of at most four years and which can be subjected to an evaluation. Any extension beyond four years requires the consent of the BMZ. Funding is not provided for projects where it would be used primarily to finance operating expenses.
- 4.2 Neither the private German executing agency nor the local project executing agency in the developing country may assign complete responsibility for the implementation of the project to a commercial enterprise (e.g. a consultancy firm).

#### **5. Type, scope and level of funding**

- 5.1 Funding is provided in the form of non-repayable grants for the support of projects (generally in the form of top-up financing). In exceptional cases (for instance as part of measures to prepare, support, evaluate and follow up projects as defined in the explanations of the budget line) full funding can be envisaged.
- 5.2 When a private German executing agency is receiving funding for the first time, funding shall not exceed 50,000 euros. If, in exceptional cases, funding of more than 500,000 euros is to be provided for projects of a private German executing agency which is already receiving funding, a detailed study – as a rule produced by independent experts – must be submitted (cf. 6.9).
- 5.3 As a rule, funding for a project covers at most 75% of the total eligible expenditure. Any exceptions require the consent of the BMZ. The private German or local project-executing agency's own contribution may not derive from public funding (for instance from the European Union, a federal state or a municipality). The local executing agency in the developing country shall make an appropriate contribution to the project.
- 5.4 In exceptional cases, the grant recipient may apply to the BMZ for permission to deploy its own funds at its own risk before the project has gained approval. This is always on condition that a project application has been submitted.

## 6. Expenditure eligible for grant funding

Funding contributions may be provided for the following items of project expenditure – or also as part of financing and credit systems:

- 6.1 expenditure, which is in line with local conditions, for land purchases and construction work;
- 6.2 expenditure for the procurement and transport of equipment, materials and animals as long as it is typical for the location and reasonable. If capital goods (e.g. production equipment, buildings) are passed on to the target group for their own private use or as a means of generating income, then only on a credit basis or in return for a suitable financial contribution or other form of contribution;
- 6.3 expenditure (including short-term training measures) on staff who are directly involved in implementing the project. Staff costs must be in line with local standards and be in appropriate relation to total project expenditure. The amount claimed must in all cases be on a diminishing scale in order to ensure that the project will be able to survive even once funding has come to an end;
- 6.4 expenditure on staff sent by the private German executing agency who are directly involved in project implementation is covered only in exceptional and explicitly justified cases. The private German executing agency must provide proof in advance that the experts have the personal and professional skills required for the work they are to perform and have been properly prepared. The remuneration shall not be higher than the going rate for government employees in Germany (TVöD). No other payments above or beyond what is covered by a wage agreement are to be paid;
- 6.5 operating expenditure for the project. The amount claimed must in all cases be on a diminishing scale in order to ensure that the project will be able to survive even once funding has come to an end;
- 6.6 expenditure on cross-project knowledge transfer and on training measures may only be covered if these measures deal with a subject directly related to one of the private German executing agency's ongoing projects that is receiving funding under the present guidelines;
- 6.7 expenditure on project liaison visits by employees of the private German executing agency who are based within the territorial scope of the Federal Travel Expenses Act (BRKG) is covered for one person once a year in the case of projects of several years' duration. The maximum duration of a visit may not exceed 14 days (based on a project duration of 12 months, otherwise pro rata). When there are several projects within a country, visits are to be combined. For one-year projects or shorter projects liaison visits are admissible only in exceptional cases and with particular justification; the duration of a visit is to be limited accordingly. Claims can be made for daily allowances and overnight accommodation costs in accordance with the relevant German legislation, for the costs of economy or tourist class air travel and second class rail travel and for inoculations, medication and visas;
- 6.8 expenditure on project evaluations. Where complex projects of several years' duration or pilot projects are concerned, a financial contribution towards an evaluation by independent experts may be made. The project application must show why an evaluation is needed;
- 6.9 expenditure on studies by independent experts (cf. 5.2) in preparation of the project payable by the private German executing agency in the year in which the application was

submitted, if the project in question is indeed realised. Expenditure may not exceed 10 per cent of the envisaged project support.

6.10 In addition to the aforementioned project expenditure, grant funding may be provided to cover inflationary cost increases and unavoidable additional expenditure (e.g. change of personnel, natural disasters). The ceiling for this additional funding is set at 3.5% of project expenditure. Grant funding can also be provided for some of the fixed administrative costs, with the level being determined by the type of project. For projects which are mainly investment-related a lump sum payment for administrative costs of up to 4 per cent of project expenditure can be given; for projects which are more complex and also involve capacity-building measures the amount is up to 10 per cent; and for projects targeting the micro, meso and macro levels it is up to 14 per cent.

## 7. Procedure

- 7.1 Funding applications must be submitted to EG in written or electronic form in accordance with the E-Government Act. The applicant and the content and formal aspects of the application are checked by EG. It then passes the applications on to the BMZ together with its recommendation.
- 7.2 The BMZ decides whether funding will be granted. Other ministries are involved in the decision-making as required by legal provisions, the joint rules of procedure for the German federal ministries and the special agreement with the Federal Ministry of Finance.

## 8. Regulations to be observed

- 8.1 Sections 23, 44 of the Federal Budget Code, the general administrative regulations relating to these Sections and Sections 48 to 49a of the Administrative Procedure Law (Verwaltungsverfahrensgesetz - VwVfG) shall apply unless exceptions have been permitted in the present guidelines. In accordance with Sections 91 and 100 of the Federal Budget Code, the Bundesrechnungshof (Germany's Supreme Audit Institution) is entitled to conduct an audit.
- 8.2 Grant funding is processed in accordance with the special provisions governing the funding of projects of importance to development implemented by private German executing agencies (BNBest-P/Private Träger). In particular, these provisions regulate the funding request, proof of use, verification of that proof and arrangements for passing on funding to the project executing agency in the developing country. The additional provisions are an integral part of the notification of funding unless explicitly stated otherwise in the notification.
- 8.3 Funding for the transport of material donations of importance to development is granted in accordance with the most recent version of Germany's notes and explanations for grants towards the transport costs for material donations in developing countries (Annex III).

## 9. Entry into force

The present revised guidelines will enter into force on 1 January 2016 and will apply to all funding approvals from that date.

For applications that were approved before that date the previous version of the guidelines dated 1 October 2007 will remain effective for the entire duration of the project in question.

## **II. Special provisions governing the funding provided by the Federal Ministry for Economic Cooperation and Development (BMZ) for the promotion of projects of importance to development implemented by private German executing agencies (BNBest-P)**

These special provisions cover additional provisions as defined by Section 36 of the Administrative Procedure Act (Verwaltungsverfahrensgesetz - VwVfG) and necessary explanatory notes. The special provisions are an integral part of the notification of funding unless explicitly stated otherwise in the notification.

### **1. Request for funds and use of funding**

1.1 The funding is to be used thriflily and economically.  
1.2 All revenues associated with the intended purpose of the funding (in particular, funding, contributions from third parties) and the recipient's own funding are to be used to cover any expenditures associated with the intended purpose of the funding. The financial plan is binding with regard to the overall outcome. Individual appropriations may be exceeded by up to 20 per cent provided that the excess can be balanced by corresponding savings on other individual appropriations. If an individual appropriation is exceeded due to official regulations or requirements, in particular with regard to construction and planning procedures, further deviations are admissible as long as they remain within the overall outcome of the financing plan. Sentences 2 to 4 do not apply in the case of fixed-sum funding.

**Special provisions re 1.2:** Individual appropriations may be exceeded by up to 30% over and above the figures upon which the grant decision was based provided that the excess can be balanced by corresponding savings on other individual appropriations.

- 1.3 If funding may be used to cover personnel costs or expenditure on administrative goods or services and if overall expenditure by the recipient is mainly covered by public funding, the recipient may not accord staff better terms and conditions than comparable federal employees. The remuneration must not be higher than the going rate for government employees in Germany (TVöD). No other payments above or beyond what is covered by a wage agreement are to be paid.  
1.4 As a rule, funds are disbursed under the drawdown procedure (Abrufverfahren). These cases are subject to the special provisions governing the drawdown of funds (BNBest-Abruf). If the drawdown procedure is not applied, disbursement of funds is as follows: Requests for funds shall be limited to the amount necessary to cover payments due shortly after disbursement and may not be made earlier. The request for each partial amount must include the information necessary to ascertain how much funding is needed. The funds may be used as follows:  
1.4.1 in the case of pro rata or fixed-sum financing, pro rata in combination with any funding from other donors and with the envisaged funding from the recipient's own funds and from other sources available to it.  
1.4.2 in the case of shortfall financing, when the envisaged funding from the recipient's own funds and from sources available to it has been used up. If a shortfall is covered pro rata using funding from several donors, the request for funding may only be made on a pro rata basis in combination with funds from other donors.

- 1.5 Payments in advance may only be agreed or effected if that is usual procedure or it is justified by special circumstances.
- 1.6 The grant-awarding authority reserves the right to retract the grant notice with effect for the future, if it becomes evident that the intended purpose of the funding cannot be realised.

## **2. Later reductions in expenditure or changes in financing arrangements**

- 2.1 If there is a reduction in the estimated overall expenditure for the intended purpose after the financial plan has been approved, if there is an increase in resources or new resources become available (e.g. investment grants), then the funding shall be reduced accordingly.
  - 2.1.1 In the case of pro rata financing, funds are reduced pro rata based on the funding from other donors and the envisaged own and other funds available to the recipient.
  - 2.1.2 In the case of shortfall and full funding, the reduction will be equal to the entire amount that expenditure is reduced or available resources increased.
- 2.2 No. 2.1 applies (except in the case of full funding and repeated funding of the same intended purpose) only if overall expenditures or the resources available vary by more than 500 euros.

## **3. Awarding of contracts**

- 3.1 If the awarded funds or, in cases where financing is being provided by several institutions, the total awarded funds amount to more than 100,000 euros, the following provisions shall apply
  - for building work contracts, Paragraph 1 of Part A of the Award and Contract Procedure for Construction Services (VOB/A),
  - for supplies and services, Paragraph 1 of Part A of the Regulations on Contract Awards for Public Supplies and Services (VOL/A).

**Special provisions re 3.1:** The procurement of equipment and material is only permissible if there is a specific need and if it is certain that the material procured will be employed and used immediately. Corruption prevention guidelines must be heeded for all procurements. The BMZ's provisions on the direct award of contracts must be observed and adhered to.

- 3.2 Where the recipient of the funding has an obligation as a public contract-giver because of Section 98 of the Act Against Restraints on Competition (GWB)
  - and because of the Contract Award Regulations (VgV) to apply Paragraph 2 of Part A of the Award and Contract Procedure for Construction Services (VOB/A-EG) and/or Paragraph 2 of Part A of the Regulations on Contract Awards for Public Supplies and Services (VOL/A-EG) or the Regulations on Contract Awards for Independent Professional Services (VOF) or
  - to apply the Regulations on Contract Awards in Transport, Drinking Water Supply and Energy Supply (SektVO) or the Regulations on Contract Awards in Defence and Security (VSvGv) or

- to observe other contracting rules, this obligation shall remain unaffected.

#### **4. Items acquired in order to realise the intended purpose of the funding**

4.1 Items acquired or manufactured in order to realise the intended purpose of the funding are to be used for the intended purpose of the funding and are to be treated with care. The recipient may not use these items for any other purpose prior to the end of the binding time frame specified in the grant notice.

**Special provision No. 1 re 4.1:** Such items may only be used for purposes other than the intended purpose of the funding if agreed by the BMZ. The obligation to involve the BMZ

- is effective for 30 years in the case of land and buildings that cost more than 50,000 euros;
- is effective for five years in the case of land and buildings that cost up to 50,000 euros;
- is effective for two years in the case of movable items that cost between 410 and 5,000 euros (excl. VAT) and
- is effective for five years in the case of movable items that cost more than 5,000 euros.

If the provider of the grant does not give its agreement, the private German project-executing agency shall ensure that a pro rata compensation payment corresponding to the market value of the items is made to the BMZ.

**Special provision No. 2 re 4.1:** If, within the period stated at 4.1, items are used for a different purpose against the will of the recipient, e.g. in the case of expropriation, or there is other divestment of ownership or use, then – if compensation is paid – a pro rata share of the compensation corresponding to the share in the actual financing under the financing plan that was covered by the funding is to be transferred to the BMZ.

4.2 The recipient of the funding shall provide an inventory of any objects acquired for the realisation of the intended purpose of the funding that cost more than 410 euros (without VAT) to manufacture or buy. If, for special reasons, the federal government is or becomes the owner of any objects, this must be clearly indicated in the inventory.

**Special provision No. 1 re 4.2:** Objects that are intended for use in the developing countries and have been fully or partially financed from the grant funding will become the property of those to whom ownership is to be transferred according to what is laid down in the project. Any transfer of ownership is to be documented in the proof of use. The recipient will sort out the transfer and any responsibilities entailed as per No. 9 of the present provisions.

#### **5. Reporting obligations for the recipients of funding**

The recipient of funding has an obligation to inform the grant awarding authority without delay in the event of the following:

- 5.1 if, after submitting the financial plan – and also after submission of the proof of use – the recipient applies to other public institutions for funding for the same purpose or receives funds from them or if the recipient receives funding – or additional funding – from third parties,
- 5.2 if the intended purpose of the funding or any other conditions of major significance for the approval of the funding either change or cease,
- 5.3 if it turns out that the intended purpose of the funding cannot be achieved or cannot be achieved with the approved funding,
- 5.4 if the funds requested or disbursed cannot be used to cover payments due as soon as they have been disbursed,
- 5.5 if, within the binding time frame, items of equipment that form part of the project inventory are no longer being used in accordance with the intended purpose of the funding or are no longer needed,
- 5.6 if the recipient has filed for bankruptcy or bankruptcy proceedings have been initiated against the recipient.

## **6. Proof of use**

- 6.1 The grant awarding authority shall be given proof of the use of the funding (proof of use) within six months after the intended purpose has been realised and at the latest by the end of the sixth month following the appropriation period. If the intended purpose has not been realised by the end of the budget year, then an interim proof of use shall be furnished within four months after the end of the budget year covering the amounts received in that budget year. Factual reports submitted as part of an interim proof of use as per No. 6.3 may be linked to the next factual report that is due if the reporting period for a budget year does not exceed three months.
- 6.2 The proof of use shall consist of a factual report and a record of accounts.
  - 6.2.1 The factual report shall give a detailed account of the use of the funding and the outcome achieved; it shall also list the planned objectives for comparison. Reference shall be made in the factual report to the most important items in the record of accounts. Furthermore, the factual report must contain an account of the need for and the appropriateness of the work done.
  - 6.2.2 In the record of accounts, revenue and expenditure shall be listed chronologically and separately following the same structure as in the financial plan. The record shall contain all revenues associated with the intended purpose (funding, contributions from third parties, recipient's own funds) and all expenditures. An overview of receipts in table form shall be attached to the account with the expenditures listed separately according to type and by date (list of receipts). The list of receipts shall show the day, recipient/depositor, purpose and individual amount for each transaction. Where the recipient of the funding has the possibility to deduct input tax in accordance with Section 15 of the VAT Act, then only the payments (prices without VAT) may be factored into the account. The proof of use shall include the following information: confirmation that the expenditures were necessary, that the principles of thrift and economy were applied, and that the entries agree with the books and, if applicable, the receipts.

**Special provision No. 1 re 6.2:** If a recognised, independent firm of chartered accountants is commissioned to help draw up the proof of use, the private German executing agency shall – in some suitable form – play a part in selecting the firm. Written confirmation from the German embassy or a recognised institution (e.g. chamber of commerce) is required as proof that the recognised, independent firm of chartered accountants holds the necessary qualifications. Certificates issued by independent firms of chartered accountants must correspond to the sample provided at Annex IV. They may not be limited to a simple record of financial transactions; they must furnish comprehensive proof that the funds have been used for the intended purpose. The recipient of the funding must ensure that the independent firm of accountants has all the documents needed for this. Costs incurred for the audit by the accountants may be paid for using project funds.

**Special provision No. 2 re 6.2:** If foreign currency is needed to realise the intended purpose of the project, then the applicable conditions for the purchase of foreign currency must be observed during the transaction and receipts for the currency exchange must be presented.

**Special provision No. 3 re 6.2:** Individual items of expenditure of less than 50 euros can be listed after due examination by the recipient of the funding without submitting vouchers provided the lists contain the information required as per No. 6.4.

- 6.3 The interim proof of use (No. 6.1 sentence 2) shall consist of a factual report and a record of accounts (without list of vouchers as per No. 6.2.2 sentence 3), in which revenue and expenditure are to be listed in summary following the same structure as in the financial plan.
- 6.4 Vouchers must show the usual information for commercial transactions; vouchers for expenditure must above all show the recipient, purpose and day of the transaction, proof of payment and – for objects – the intended purpose of use. In addition, every voucher must indicate clearly the project it is linked with (e.g. by showing a project number).
- 6.5 The recipient of the funding shall retain the original vouchers (for income and expenditure) for individual payments and the contracts for the services commissioned together with all other documents (cf. No. 7.1 sentence 1) associated with the funding for a period of five years after presentation of the proof of use, unless tax legislation or other regulations state that a longer period shall apply. An image medium or data medium may be used to store the documents. The procedure for recording and reproducing the documents must comply with the basic rules of correct bookkeeping or with the regulations generally accepted for public administration.
- 6.6 If, with a view to achieving the purpose of the funding, the recipient of the funding is permitted to pass funds on to a third party, any proof of use and interim proof of use that this third party is obliged to furnish to the recipient shall be included with the documents for the proof of use and interim proof of use as per No. 6.1.

## 7. Examination of the use of funds

- 7.1 The grant awarding authority is entitled to demand sight of the books, vouchers and other business documents. It is similarly entitled to check the use of the funding by means of inquiries on the ground or to commission others to carry out such checks. The recipient of the funds shall have the necessary documents available and provide the necessary

information. In the cases mentioned at No. 6.6 the rights of the grant awarding authority are also to be acknowledged by the third party.

7.2 If the recipient of the funding has its own auditing unit, then that unit shall check the proof of use beforehand and certify that the check has been performed and present its findings.

7.3 The Federal Court of Audit is entitled to audit the recipient of the funding (Federal Budget Code, BHO, Sections 91 and 100).

## **8. Repayment of funding, payment of interest**

8.1 Funding is to be repaid if a notification of funding is retracted or revoked or otherwise rendered invalid with retrospective effect under administrative procedural legislation (in particular Sections 48 and 49 of the Administrative Procedure Law - VwVfG) or other legal regulations.

8.2 No. 8.1 applies in particular if

8.2.1 the funding has been obtained using incorrect or incomplete information,

8.2.2 the funding is not or is no longer being used for the intended purpose,

8.2.3 a condition subsequent has occurred (e.g. a later reduction in spending or a change in financing arrangements as per No. 2).

8.3 Revocation of funding with retrospective effect can be considered if the recipient of the funding

8.3.1 does not make use of the funding to achieve the intended purpose as soon as it is disbursed or

8.3.2 does not meet conditions that have been imposed or does not meet them within a fixed period of time, in particular does not submit the required proof of use on time and does not fulfil its obligations in terms of reporting (No. 5) on time.

8.4 In accordance with Section 49a paragraph 3 VwVfG, annual interest is to be paid on the refund at a rate of interest that is five percentage points above the base rate as defined in Section 247 of the German Civil Code (BGB).

8.5 If funding is not used for the realisation of the intended purpose as soon as it has been disbursed and if the notification of funding is not retracted or revoked, then payment of annual interest at a rate that is five percentage points above the base rate as defined in Section 247 BGB can likewise be demanded for the period from the disbursement until the funding is used for the intended purpose. The same shall apply when funds are used although other funds are to be deployed either in part or primarily (Section 49a Paragraph 4 VwVfG). In any case, the requirement for funding to be used as soon as it is disbursed shall be deemed not to have been met under the procedure for requesting funds (Anforderungsverfahren) if the funds are used after more than six weeks have elapsed since disbursement to cover payments due.

**Special provision No. 1 re 8.5:** If funds are used outside of the SEPA area, the requirement for funding to be used as soon as it has been disbursed shall be deemed not to have been met if the funds have not been used within four months after disbursement to cover payments due.

**Special provision No. 2 re 8.5:** The private German executing agency has the responsibility of carefully selecting the local project-executing agencies in the developing country, relaying to them the conditions as per No. 9, ensuring that the rights granted under the agreements are observed and claiming refunds due under the agreements with local project-executing agencies in the developing countries and holding them to account.

If necessary, negotiations shall be conducted with a view to modifying, supplementing or discontinuing the support and measures shall be taken to protect the funds.

**Special provision No. 3 re 8.5:** The private German executing agencies shall transfer to the BMZ the full amount of any repayments of funds and interest received from the project-executing agencies.

## **9. Additional special provisions: Agreements with the local project-executing agencies ("catalogue of responsibilities")**

Contractual agreements shall be concluded with the local project-executing agencies in the developing countries to ensure compliance with the responsibilities listed in the guidelines for funding and in the present special provisions and, if applicable, with the terms and conditions stated in the grant notice. Determining the details of such agreements shall be the responsibility of the private German executing agencies. Rules shall be established among other things for:

- 9.1 The execution of the measure, in particular the examination of the use of funds in accordance with Nos. 1, 2, 4 and 5 of these special provisions.
- 9.2 Works and services commissioned by the executing agencies in the developing country: contracts for supplies and services shall be awarded on a competitive basis, unless the type of business transaction or special circumstances justify an exemption.
- 9.3 Items acquired in order to realise the intended purpose of the funding:
  - 9.3.1 The local project-executing agency shall be required to treat with care all items that have been financed from the grant funding and of which it has assumed ownership.
  - 9.3.2 The local project-executing agency must provide an inventory (in accordance with local standards) of any objects acquired for the realisation of the intended purpose of the funding that cost more than 410 euros to manufacture or buy. An up-dated inventory shall be presented together with the annual statement of accounts.
- 9.4 Statement of accounts and reporting
  - 9.4.1 The accounting by the local project-executing agency in the developing country and the information contained in vouchers must comply with the principles of correct bookkeeping.
  - 9.4.2 The local project-executing agency in the developing country shall be required to observe the applicable conditions when purchasing foreign currency and to present receipts for the currency exchange.
  - 9.4.3 The local project-executing agency in the developing country shall present to the private German executing agency, within a period fixed by the latter, factual reports and statements of accounts including original vouchers that will allow the private German executing agency to assess the progress of the project and to meet its own reporting obligations vis-à-vis the BMZ. If independent chartered accountants are tasked with the auditing, they shall be required to issue an audit certificate that corresponds with the sample given in Annex IV. The local project-executing agency in the developing country shall make all necessary documents available to the chartered accountants. The vouchers shall be retained for a period of five years after the presentation of the final statement of accounts to the private German executing agency.
- 9.5 Examination of the use of funds
  - 9.5.1 The private German executing agency shall be entitled – after consulting with the local project-executing agency in the developing country – to visit the project, to

access any necessary information and to demand sight of the books and vouchers at any time.

- 9.5.2 A contract with the local project-executing agency in the developing country shall ensure that the BMZ and the Bundesrechnungshof (German SAI) have a right of scrutiny. This shall also apply in cases where a firm of independent chartered accountants is engaged. If the right of scrutiny cannot be exercised, the local project-executing agency will be excluded from any further funding.

#### 9.6 Claims for repayment and payment of interest

The private German executing agency shall in particular be obliged to stop further disbursements of funds and to demand the repayment of disbursed funds, if

- the conditions on the basis of which the agreements were initially concluded have ceased to apply,
- overpayments have occurred,
- if the information on which the grant decision was based was incomplete or false, or if funds were used for purposes other than the intended purpose,
- if the disbursed funds are not used within the specified period for payments due,
- if conditions that have been imposed are not met or not met within a fixed period of time, in particular if obligations in terms of accounting and reporting are not fulfilled on time.

Furthermore, payment of interest shall be demanded starting from the time a claim for repayment arises. The annual interest rate shall be 5 per cent above the base rate as defined in Section 247 BGB. The interest claim can be waived, in particular, if responsibility for the circumstances that justify a repayment does not lie with the local project-executing agency and if it repays the amount due within the period set by the private German executing agency.

### **III. Logistics support**

#### **1. Aim of funding**

The purpose of funding the transport to developing countries of material donations that are considered eligible for support from a development policy perspective is to improve the living conditions of especially poor and vulnerable communities.

#### **2. Support criteria**

2.1 The transport of material donations is deemed eligible for support from a development policy perspective if the items can effectively support the efforts of especially poor and vulnerable communities to improve their material well-being and social welfare. This includes, in particular, material donations that contribute to

- generating additional income,
- improving education in accordance with the needs of the labour market,
- improving the quality of practical and vocational training,
- increasing the productivity of small artisanal and agricultural enterprises,
- improving in a sustainable way the care that health centres can provide.

2.2 However, the transport of material donations as mentioned at No. 2.1 is only deemed eligible for support if it meets the following criteria:

- The material donations may not be goods that are manufactured or sold by local small companies. This is to prevent the small companies and the people working for them from losing employment and sales opportunities.
- The material donations must fit the economic, technical and infrastructure-related circumstances in the developing country.
- If the donations include technical devices, there must be sufficient facilities available in the developing country to ensure long-term maintenance and repair and to provide spare parts.
- The material donations must be environment-friendly.
- The material donations must be made available free of charge in the developing country and may not be used for any profit-generating purpose by the receiving organisation.
- The material donations must be intended for regions into which safe transport can be guaranteed.
- The purpose for which the material donations are intended may not coincide with the purpose of any other development project receiving funding from the BMZ.

2.3 As a matter of principle, the following material donations are not eligible for transport support:

- military equipment
- luxury goods
- chemical or other sensitive substances that present a particular safety risk or require special handling as regards quality, licensing, transport, storage and use
- household goods and furnishings
- everyday consumer items
- bulk clothing and linens
- IT equipment that is more than 5 years old
- animals and plants
- equipment for scientific purposes

- material donations for humanitarian purposes (e.g. disaster relief goods)
- vehicles for which the next general inspection is due in less than one year.

Special conditions apply for the following material donations:

- Items of clothing, toys and sports equipment may only be included in small quantities.
- Donations of drugs are eligible for support only in exceptional cases and subject to a case-by-case examination. The drugs must, however, comply with the World Health Organization's guidelines.

### **3. Terms of funding**

- 3.1 Costs for the transport of material donations cannot be reimbursed retroactively.
- 3.2 Funding for the transport of material donations for developing countries that are deemed eligible for support from a development policy perspective can only be granted upon written application. As a matter of principle, only private German organisations, associations, federations and initiatives that have been recognised as working on a public-benefit and not-for-profit basis are entitled to apply for funding. Funding for transport costs is only provided if the applicants do not have sufficient funds of their own and do not have access to other funding (e.g. donations from third parties, allocations from an applicant's central office or umbrella organisation). As a rule, 75 per cent of the costs specified at 5.1 are covered by the grant.
- 3.3 The recipients of the material donations in the developing country must be local private or public organisations working on a public-benefit basis. No funding can be granted for the transport of material donations intended for individual persons in developing countries. The recipient in the developing country must guarantee that the material is used in an appropriate manner, for the intended purpose and as soon as possible.
- 3.4 The level of funding that can be granted for the transport of material donations is specified at 5.1. Further costs of any kind that may arise in connection with the transport of material donations will not be met.
- 3.5 With a view to granting support to as many applicants as possible,
  - funding can only be granted for one application per year and applicant,
  - funding can only be granted to cover the costs of the most cost-effective means of transport, i.e. as a rule not by air,
  - the applicant must cover an appropriate share of at least 25 per cent of the transport costs. Applicants can reduce their financial share in transport costs by providing some other kind of counterpart contribution.
- 3.6 If funding is granted for an application, this does not establish an entitlement to funding for further applications in subsequent years.
- 3.7 Transports of material donations will only take place if there is an official document declaring exemption from customs duties for the import of the goods into the recipient country. The recipient of the material donation in the developing country must provide the document declaring the exemption from customs duties, which will be regarded as proof that the donated material will be well received and is appropriate for the needs in the developing country. If, in justifiable individual cases, it is not possible to provide such a document, the applicant will be required to ensure customs clearance before the transport can take place.

#### **4. Funding procedure**

- 4.1 Applications for transport funding for material donations must be submitted to EG. EG will scrutinise all applications, examining the content and the technical and formal details. The BMZ decides whether, from a development policy perspective, an application is eligible for support.
- 4.2 Applications for transport funding must at least provide the following information:
- information on the German applicant (mission, activities, legal status),
  - information on the recipient of the material donation in the developing country (mission, activities, legal status),
  - a complete list of the donated material which is to be shipped,
  - information on the use of the donated material in the developing country.

The recipient in the developing country must provide written confirmation of the receipt and the appropriate use of the donated material to the applicant. The applicant must pass the written confirmation on to Engagement Global - Service for Development Initiatives.

#### **5. Scope of funding**

- 5.1 The grant for the transport of material donations covers the following costs:
- packaging and loading material donations,
  - the transport of the material donations from where they are stored in the Federal Republic of Germany to a location in the developing country that is to be agreed on and the
  - transport insurance for the material donations (maximum refund equivalent to fair value, but not exceeding 50,000 euros; any transport insurance beyond that amount must be arranged by the applicant).
- 5.2 No other costs shall be covered by the grant, for instance:
- the cost of procuring the material donations,
  - any cost for the purchase of containers,
  - costs for storage in the Federal Republic of Germany and in the developing country, including, for instance, demurrage charges for containers, etc.
  - the cost of customs clearance for the material donations,
  - travel costs.

#### **IV. Audit by chartered accountant**

1. In drawing up their certificate, the recognised, independent firm of chartered accountants shall follow the structure used for the record of accounts provided for the proof of use. The accountants shall explain the auditing mandate they were given and shall give an account of the documents used for the audit of proper use of funds and compliance with the terms of funding. The key statements (in particular the audit findings) and the final audit certificate (cf. 3) must, however, be translated into German (uncertified translation). This translation may be included in the factual report of the proof of use (6.) together with the comments on the certificate.
2. If the difference between budgeted figures and actual figures is more than 30 per cent, this must be justified separately, unless prior authorisation was obtained from the BMZ.
3. The final audit certificate shall state the following (minimum requirement): "We hereby certify that we have conducted an audit relating to the statement of accounts of (name of the project-executing agency in the developing country) regarding the financing of the (name) project. Our audit was carried out on the basis of the following requirements pertaining to the use of funding: (list of relevant contracts and documents). We have looked at all the books and vouchers. Based on our audit, we confirm that:
  1. All income and expenditure has been properly documented by means of receipts or vouchers.
  2. The expenditures documented have been made in accordance with the requirements of the terms of the application and the grant approval and are in accordance with the purpose outlined in the application and in the financial plan.  
Any deviations from the financial plan are explicitly explained.
  3. The income documented, which is entered in the accounts as the contribution made by the project-executing agency, the target group and/or other entities in the country where the project is being implemented, is correctly rendered in the accounts, with the source being explained as required.
  4. The donor's conditions specified in the project agreement have (not) been met (with regard to the following aspects).
  5. Special remarks."

## **Annex 3.2**

# **BMZ Procurement Guidelines**

**Procurement guidelines for BMZ co-funded projects**  
 (applicable for supplies and services)

Purchase in partner countries (by local partner):

<b>Value of purchase (excl. VAT)</b>	<b>Procedure for purchases and contract awards (by the local partner)</b>
≤ 1.00 €	<p>Direct Purchase under consideration of most economic choice.</p> <p>Decision on purchase should be taken based on the most favourable conditions offered by supplier (e.g. best price, time of delivery, quality of goods, maintenance services and guarantee etc.).</p> <p><b>No need for special documentation of the purchase</b>, except for the required inventory list (refer to the inventory guidelines).</p>
1.000 – 15.000 €	<p>Ordinary purchase, comparison of at least three offers not necessarily in written form. Decision on purchase should be taken based on the most favourable conditions offered by supplier (e.g. best price, time of delivery, quality of goods, maintenance services and guarantee etc.).</p> <p>However, <b>documentation is required of at least three offers</b> (e.g. by presenting internet printouts, newspaper advertisements or self written memo/notice documenting comparison of prices in shops).</p> <p>Records should be kept of the reasons for decision.</p>
> 15.000 €	<p><b>Formal award procedure.</b></p> <p>Tender according to local laws and customs (e.g. public tender or a limited tender in particular for construction contracts and major procurement contracts).</p> <p>Minimum requirement: Three written bids/offers.</p> <p>Records should be kept of the reasons for decision.</p> <p>Procedures for construction measures may vary. Kindly consult with CBM-Germany's project funding unit for further information if necessary.</p>

**Additional information:**

- In general, starting from purchase value of 500€ documentation of the procurement is required. It shall justify the need for it and the chosen offer based on the most economic and favourable bid.

- Procedures for construction measures may vary. Kindly consult with CBM-Germany's project funding unit for further information if necessary.
- Decision on purchase should be taken based on the most favourable conditions offered by supplier (e.g. best price, time of delivery, quality of goods, maintenance services and guarantee etc.).

# **Annex 3.3**

## **Guidance Note for BMZ Voucher Lists**

# Guidance Note for Voucher List Check for BMZ projects

## (BMZ Funding Titles: Private German Executing Agencies (PT) and Special Initiatives (SI))

Created by Lukas Decker & Anja Wittner, 25.03.2020

Latest Version

Translated by Stephanie Elisabeth Baur, 27.07.2020

PLEASE NOTE – This Guidance Note was originally developed for Project managers based in Bensheim and is thus written from their perspective. For CCOs or Partners a derived version shall be developed which takes the local context more into account.

### Content and Scope of this Guideline

The following guideline contains important information that needs to be observed when checking voucher lists for BMZ. It is structured as follows:

- General requirements for BMZ voucher lists
- Detailed check of individual voucher list entries
- Specific requirements for certain types of expenditure
- Measures to be taken in case of irregularities (Management)

The focus of this guideline is limited to the checking of BMZ voucher lists. It does not cover checks on the eligibility of individual expenditures included in the list, nor does it cover checks on the actual vouchers themselves (including support documents). The eligibility of individual expenditures must be agreed upon in advance with the project partner and CCO (it is planned to develop in the future a comprehensive guideline on BMZ eligibility based on all dispersed sources provided by BMZ).

Regarding the checking of vouchers on business trips or of vouchers submitted by scan, the information given in the Bengo folder (**Bensheim**) as well as the "*Financial Examination*" checklist are applicable. The checking of the voucher list may prompt further measures to be taken. Information on the management of irregularities is given in the last section of this guideline.

The following references are based on the structure of the voucher list template in the monitoring resp. reporting tool.

*Figure: Voucher list template with required information per voucher entry (copied from the monitoring tool)*

Quater	SELECT ACTIVITY NUMBER (Pull Down Menu)	Name of Activity	BMZ	Name of BMZ Budget Line	expenditure amount in local currency	local currency code	interne Belegnummer (optional) / Internal receipt number (optional)	Datum der Zahlung / Date of payment  This is the date as mentioned on the invoice. Should you have a Voucher (e.g. for Transport of Training Participants), the voucher date must be stated. (Format: YEAR-MONTH-DAY)	Name Empfänger/-in / Name of recipient  In case of combined voucher please name "Participants"	Grund der Zahlung / Reason of payment	Expenditure Amount in EUR
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## **General requirements for voucher lists:**

Please make sure:

- that every column is filled with the required information as shown in the figure above for each individual expenditure (= each voucher list entry)
- that the information provided is comprehensible and easy to understand (e.g. no incomprehensible abbreviations).
- that expenditures are not summarised in cost blocks. In principle, the following rule applies: **one voucher list entry = one voucher = one payment = one payment recipient**.

There is only one **exception** in which payments can be summarised in one voucher list entry: In the case of similar payments on the same budget line (e.g. transport costs or catering costs) to several participants (e.g. of the same training course) which do not exceed EUR 50 per individual expense (see additional information in the Bengo folder or the BNBest-P/Private German executing agencies), expenditures can be summarised in one voucher list entry. There is then no upper limit for the total sum of such expenditures summarised in one block (i.e. in one voucher list entry). However, all relevant vouchers (as well as corresponding support documents such as signed attendance lists) must be available for each of the summarised expenditures under EUR 50, albeit they need not to be submitted. In the case of expenditures being settled in one cost block, the voucher list entry must contain the number of payees in the "Reason of Payment" (e.g. "Payment of transport fuel costs to 20 training participants according to travel distance"). The column "Name of Recipient" (of payment) should then not refer to the project staff initiating payments to several payees but contain a collective description of the actual payees (e.g. "6 Nurses").

Trainings	3.100,00	ZMW	BA# 3430	27.06.2019	Catherine Malisawa	Payment for Transport Refunds to 6 Nurses/Clinical Officers
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*Do not refer to project staff initiating a payment as in the example, but:  
Enter a **collective description of the actual payees**, e.g. 6 Nurses*

## **Detailed check of the individual voucher list entries**

References are arranged from left to right according to the voucher list template (see figure above):

### **Quarter:**

- Please check whether the quarter specified corresponds to the reporting quarter and the payment date.

**Activity Number & Name of Activity:**

- Please check whether the numbering of the activity as well as the activity description match with the information given in the project proposal.
- In case of doubt, the detailed budget planning in the narrative project proposal should be used for comparison.

**BMZ Number & Name of BMZ Budget Line:**

- Please check whether the numbering of the BMZ budget line as well as the BMZ designation correspond to the "Reason of Payment".
- In case of doubt, the detailed budget planning in the narrative project proposal should be used for comparison.

**Expenditure Amount in Local Currency & Local Currency Code:**

- Please check whether the correct currency has been selected.

**Internal Receipt Number (\*obligatory, not optional):**

- Please check whether an unambiguous and non-duplicated receipt number is entered here.

**Date of Payment:**

- Please check whether the "Date of Payment" corresponds to the reporting period (which is, among other things, important because of the deadline for the disbursement of funds). The "Date of Payment" is the date on which the payment was actually made. This also applies to the date of bank transfers as well as to cash payments or the cashing-in of checks. In the case of instalment payments for individual construction phases, it is important to indicate the date of payment of the respective instalment, not the date of the final invoice.

**Name of Recipient:**

- As regards the name of the payee, the following points should be checked:
  - Is the name of the company or individual person complete?
  - For individuals: Is their position or role in the project indicated (e.g. project manager, beneficiary, trainer etc.)? This can be stated in brackets after the name: e.g. Joel Sané (trainer)

#### Reason of Payment:

- The "Reason for Payment" should indicate why or for what purpose the payment was made. The information must be sufficiently specific and comprehensible; it must be plausible and relate to the activity as well as to the BMZ budget line.
- In case that more than one partner access the budget of the same BMZ budget line or implement activities from it, the name of the partner organisation making the payment must be specified in the "Reason for Payment". Therefore, for projects with several partners, the entry needs to be checked if this additional information is available, for example, "AGED: Paiement de transport ...".
- Furthermore, it must be checked whether the specific requirements listed in the following section have been observed.

#### Expenditure Amount in EUR:

- Here, a rough estimate should be made of whether the amount is in reasonable proportion to the "Reason for Payment".

### **Specific requirements for Certain Types of Expenditure**

Regarding certain types of expenditure, some specific requirements need to be observed (as listed below). As already mentioned, the eligibility of individual expenditures cannot be dealt with in general here, so the following list does not claim to be exhaustive, but merely addresses frequently recurring questions:

#### Salary payments:

- Entries for salary payments must provide a time specification (usually the month the payment was made for).
- Payees must always be listed individually, i.e. they must be clearly identifiable and may not be grouped together in one entry. This also applies to any additional salary payments, such as social insurances.
- It should be noted that partner organisations account for salaries very differently, e.g. as lump sum payments or as separate partial payments divided into net salary, taxes, insurances etc. Only the agreed net salary as well as country-specific additional salary payments approved by Bengo in advance (or retroactively), such as taxes and certain social insurances (usually no private insurances) may be settled.
- Salary payments should approximately agree with those approved in the project proposal. If the salary payment is higher than the agreed amount, the reason for this must be clarified with the partner and, if applicable, with Bengo.

- If salary payments are accounted for as lump sums, sample pay slips should be requested at the very beginning of the project to check the eligibility of the salary components. Similar checks should be done during project visits.
- In the BMZ logic, costs related to the recruitment of personnel as well as per diems for project staff are not "Personnel Costs", but are to be booked under the budget line for "Running Costs" (e.g. under "Project Management & Monitoring").

**Perdiems/Allowances:**

- In principle, the same applies here, i.e. only such positions can be considered that have been previously approved by Bengo in the project proposal. This concerns the payment of per diems/allowances to project staff on monitoring visits as well as payments to training participants and trainers.
  - Please check if the reason for the payment made has a clear reference to travel costs. In the case of training courses at the project location which does not require travelling, project staff should not receive per diems/allowances. External participants, however, who need to travel for the training, are eligible to receive such payments/allowances.
  - In the case of training courses for which lunch for all participants was already budgeted in the project proposal, it should be checked whether the per diems/allowances have been reduced by 40% in accordance with the German Federal Travel Expenses Act (Bundesreisekostengesetz<sup>1</sup>). The same applies to trainers, government representatives and project staff who lead or accompany trainings. Otherwise it would be considered "sitting allowances" which are not allowed.

**Rent, Fuel and other Overhead Costs**

- In the case of shared rental costs (e.g. office is shared with other NGO), the costs need to be compared with those budgeted in the project proposal.
- In the case of telephone and internet costs as well as with fuel costs for project vehicles, the "Reason of Payment" needs to state the period of consumption or reason for consumption (e.g. "fuel costs transport kick-off workshop"). If there is more than one project vehicle, the voucher list entry needs to state the respective vehicle or registration number.

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<sup>1</sup> Cf. Bundesreisekostengesetz (BRKG), § 6 Tagegeld ([https://www.gesetze-im-internet.de/brkg\\_2005/BJNR141810005.html](https://www.gesetze-im-internet.de/brkg_2005/BJNR141810005.html))

### **Measures to be taken in case of irregularities (Management)**

- Request further information from partner, ask for corrections, request receipts (by scan).
- Discuss open questions in the team and, if necessary, with bengo afterwards.
- Ask Country Office for Follow-up
- Travel arrangements, retraining, inform the auditor and, if necessary, initiate internal audit (worst case: Critical Incident).

## **Annex 4.1**

**BMZ Financial Reporting  
template:**

**(The compulsory template was  
provided in an electronic  
version via Email on 14<sup>th</sup> of  
April 2021)**

## **Annex 4.2**

### **BMZ (Semi) Annual Narrative Reporting Template**

**(The compulsory template was  
provided in an electronic  
version via Email on 14<sup>th</sup> of  
April 2021)**

## **Annex 4.3**

### **BMZ Final Narrative Reporting Template**

**(The compulsory template was  
provided in an electronic  
version via Email on 14<sup>th</sup> of  
April 2021)**

## **Annex 4.4**

### **Project Statistics**

(The Template will be  
provided in an electronic  
version by the CBM Country  
Office Nepal)

# **Annex 4.5**

Time Sheets template for  
partially funded project staff

(The compulsory template was  
provided in an electronic  
version via Email on 14<sup>th</sup> of  
April 2021)

# **Annex 4.6.**

## **Inventory-List template**

(The compulsory template was provided in an electronic version via Email on 14<sup>th</sup> of April 2021)

# **Annex 5.1**

**BMZ Logo**

(The compulsory template will  
be provided in an electronic  
version via Email, together  
with the complete contract)

## **Annex 5.2**

# **BMZ Visibility Guidelines**



Federal Foreign Office

Federal Ministry  
for Economic Cooperation  
and Development



# The cooperation logo

Guidelines and parameters for design and usage

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# INTRODUCTION

# Introduction

## The cooperation logo

The German Government's corporate design remains the foundation for all requirements, instructions and guidelines regarding the logo. The corporate design has established the Government's unique visual profile, thereby creating a basis for consistent and effective communication.

The present design guidelines set forth parameters for the cooperation logo's usage, placement, dimensions and colour palette. These guidelines are binding for all external publicity materials for both the German Government and the public agencies charged with implementing German cooperation. They may also be used in the projects of non-governmental organizations abroad if these projects are predominantly financed through federal funding as described in detail below. Further details are to be agreed between the individual ministries and the recipients of non-state development cooperation assistance.

Printed matter and all other external publicity materials which are created by implementing organizations with funds from departmental budgets of the Federal Foreign Office and/or the Federal Ministry for Economic Cooperation and Development or other ministries taking part in this initiative are to be published within the parameters of the German Government's corporate design guidelines; outside of Germany they are to bear the German cooperation logo.

The international implementing organizations' business reports, self-portrayals, and materials targeted to the acquisition of personnel and clients are exempted from the design guidelines. If such printed matter reports on projects of the Federal Foreign Office, the Federal Ministry for Economic Cooperation and Development or other ministries taking part in this initiative, the commissioning authority is to be mentioned in an appropriate manner.

# Introduction

## The cooperation logo

Three versions of the logo are used:

**1\_For bilateral projects abroad** (→ page 8)

**2\_For multilateral projects abroad** (→ page 17)

**3\_For unilateral projects abroad** (→ page 23)

The three options described on the following pages prescribe the usage of the logo in precise detail.

Please address any questions or concerns to:

**Federal Foreign Office**

**Division 600**

*600-r@auswaertiges-amt.de*

tel. +49 (0)30 5000-2634 (administrative office)

**Federal Foreign Office**

**Division 608**

*608-r@auswaertiges-amt.de*

tel. +49 (0)30 5000-2858 (administrative office)

or

**Federal Ministry for Economic Cooperation  
and Development (BMZ)**

*referat220@bmz.bund.de*

*referatk2@bmz.bund.de*

.....  
**Version 1: Usage in bilateral projects abroad**  
Example: Fiji; Official language: English



.....  
**Version 2: Usage in multilateral projects abroad (and in exceptional cases in bilateral projects)**  
Example: Official language: English



.....  
**Version 3: Usage in unilateral projects abroad**  
Single version in English and German



# Introduction

The combined word and figurative mark (combination mark) is comprised of a band displaying a flag (either the German flag or the German flag in combination with the host country's flag, depending on the context) and a three-line block of text. The top two lines of text are written in the relevant official language, while the bottom line is always displayed in German.

In the interest of preserving the brand's uniqueness and excellence, the use of this trademark is permitted only in the versions documented herein. Data files for use in printed and digital media are available in many languages and can be ordered from the Federal Foreign Office at:

## Federal Foreign Office

### Division 600

600-r@auswaertiges-amt.de

tel. +49 (0)30 5000-2634 (administrative office)

## Federal Foreign Office

### Division 608

608-r@auswaertiges-amt.de

tel. +49 (0)30 5000-2858 (administrative office)

Only the provided data files may be used; the use of individual designs is not permitted.

## Colours

The choice of colours is stipulated in the German Government Style Guide. The colour values of the German flag in the pictorial section of the logo are:



0c 0m 0y 90k



15c 100m 90y 5k



0c 20m 90y 0k

The colour values of the relevant host country's flag are not adjusted to the colour table in the German Government Style Guide.

The main lettering is printed in CMYK colour values 0/0/0/90. The bottom line of text is printed in CMYK 15/100/90/5.

## General placement guidelines

The combination mark must be placed against a white background. It must not be placed against a busy background or directly onto a photograph or other image. When used in conjunction with a photograph, the combination mark is to be placed onto a sufficiently expansive white surface.



The combination mark must not be altered through the introduction of additional typographic elements or the omission of any of its own elements.



The combination mark must not be distorted, compressed, discoloured, truncated, adulterated, tilted or rotated.



## Visual buffer zone

The cooperation logo includes a visual buffer zone where no other element can be placed.

The visual buffer zone is measured from the left edge of the flag image. The visual buffer zone (see image) is measured as half the height of the flag's left edge.

The guidelines described on this page and the previous page apply without exception to **all** versions of the cooperation logo.



# USAGE ABROAD

**in bilateral projects**

# INSTRUCTIONS FOR USAGE ABROAD

## in bilateral projects

Example: Fiji



### Usage

**For bilateral projects** (e.g. development cooperation, cultural preservation, crisis prevention), the cooperation logo is used according to the following parameters:

- As a general principle, combination mark version 1, which is tailored to the relevant host country, will be used. This version includes the flag of the host country in the figurative mark and includes one **local official language** in the block of text. The bottom line of text remains in German.
- In countries with more than one official language, the logo will be available in different versions in the different official languages. The diplomatic mission abroad will decide on a case-by-case basis which language version to use. If there is a compelling reason why more than one official language needs to be used, a special version of the logo will be provided in coordination with the Federal Foreign Office's headquarters in Berlin.

- In exceptional cases, if there are serious (e.g. political) reasons not to display the host country's flag, combination mark **version 2** can be used in consultation with the relevant German mission abroad. This version displays only the German flag. The text remains unaffected in such a case and will appear in the relevant official language (with a German bottom line of text).

.....  
Version 1: Figurative section for usage in bilateral projects,  
example: Mexico  
.....



.....  
Only in exceptional cases: **usage of the unilateral  
figurative section**  
.....



# INSTRUCTIONS FOR USAGE ABROAD

in bilateral projects



Version 1 (full combination mark):  
Example: Germany – Cameroon, official languages English and French



# INSTRUCTIONS FOR USAGE ABROAD

## in bilateral projects

### Placement in various media

- In German Government print publications, materials and presentations: as a general rule, the cooperation logo will be placed beside the logo of the relevant German mission abroad and will always appear as the first logo, that is to say, it will be placed to the left of the mission abroad's logo. The cooperation logo will thereby be positioned as a “project logo” (Kampagnenlogo) or equally ranked additional logo in accordance with the [German Government Style Guide](http://style-guide.bundesregierung.de/Webs/SG/DE/PrintMedien/Basiselemente/Platzierung-von-Zusatzlogos/patzierung-von-zusatzlogos_node.html?__site=SG), and will be positioned as prescribed in the Style Guide: [http://style-guide.bundesregierung.de/Webs/SG/DE/PrintMedien/Basiselemente/Platzierung-von-Zusatzlogos/patzierung-von-zusatzlogos\\_node.html?\\_\\_site=SG](http://style-guide.bundesregierung.de/Webs/SG/DE/PrintMedien/Basiselemente/Platzierung-von-Zusatzlogos/patzierung-von-zusatzlogos_node.html?__site=SG).

In such cases the cooperation logo will have the following dimensions (master file):

DIN A4: 100 % of the original size

DIN A5 und DIN long format: 90% of the original size

DIN A6: 85 % of the original size

- If the guidelines of the German Government Style Guide are not applied, the cooperation logo and the **equally ranked logos** of partner organizations (e.g. international organizations, participating organizations in the host country) will be equal in size and position.

- Subordinate additional logos** will be smaller than the cooperation logo and will be placed to the right of it or beneath it. If several logos are to appear together, they will – if possible – be placed from left to right in a horizontal row along the upper edge of the text block (A) – (see illustration).

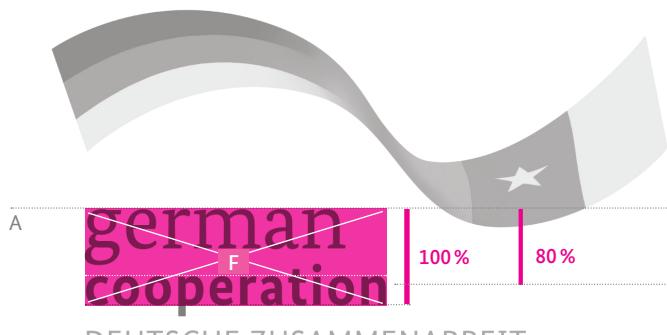
The logos of implementing organizations (e.g. GIZ or KfW) are to be placed beside or beneath the cooperation logo with the words “implemented by” in the relevant official language.

- The cooperation logo's text block (bi- and multilateral version) will determine the size of additional logos in the English language (see illustration).

The height of the resultant surface will serve as the reference size (100%). The logos of GIZ and KfW and other additional logos will be displayed at 80% of this size. It is permitted for the logos to be smaller than this size, but never for them to be larger. If two or more additional logos are used, visual balance should be taken into consideration when positioning them.

- The guidelines for general placement and the visual buffer zone are also to be respected (see pages 6–7).

The English version of the text section is being used to determine the size of the subordinate additional logos.



# EXAMPLES OF POSITIONING in bilateral projects

Example: Invitation, DIN A5 landscape (image 60% of original)

Cooperation logo with government logo, placement as a project logo in accordance with the German Government Style Guide



Cooperation logo without government logo as main sender

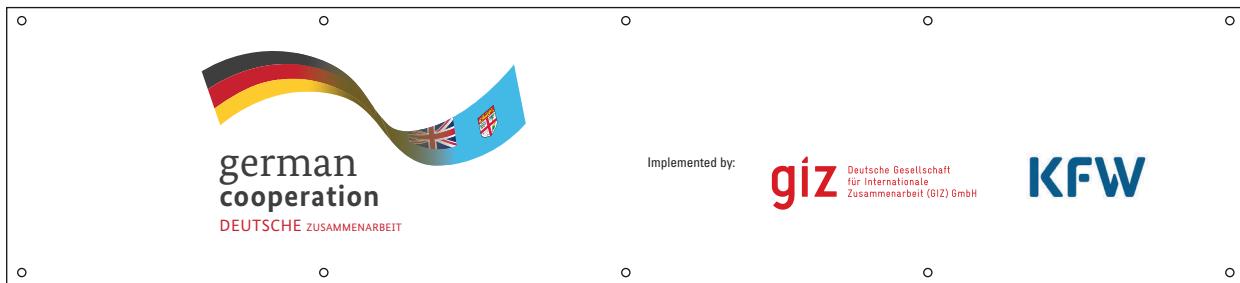


These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.

# EXAMPLES OF POSITIONING

in bilateral projects

Example: Banner, roll-up (image size greatly reduced)



# EXAMPLES OF POSITIONING

in bilateral projects

Example: Signs on development cooperation offices, Mexico City, Mexico

(image size greatly reduced)



Left: Examples of external signs for the office of an implementing organization for German cooperation which is located in the building

Above: Examples of placement when two or more implementing organizations work in the same building

(Scale: Cooperation logo 100%, implementing organization logos and other logos 80%)

# EXAMPLES OF POSITIONING

## in bilateral projects

### Example: Implementing organization business card

(image scale 1:1)

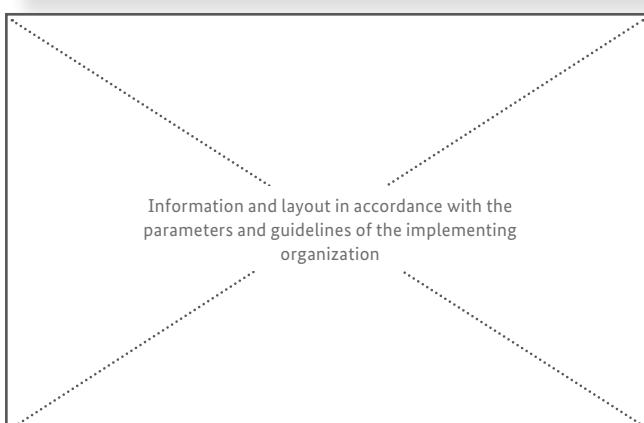


**Both sides of the business card are used.**

#### Front side:

The cooperation logo (bilateral or multilateral version) is positioned in the middle of the front side without any other components present. The distance from the edge of the card on all sides must be at least twice the visual buffer zone (*re. visual buffer zone, see page 7*).

As a rule, the cooperation logo is rendered in CMYK colours.



#### Back side:

The back side of the card is designed entirely according to the parameters and guidelines of the respective implementing organization.



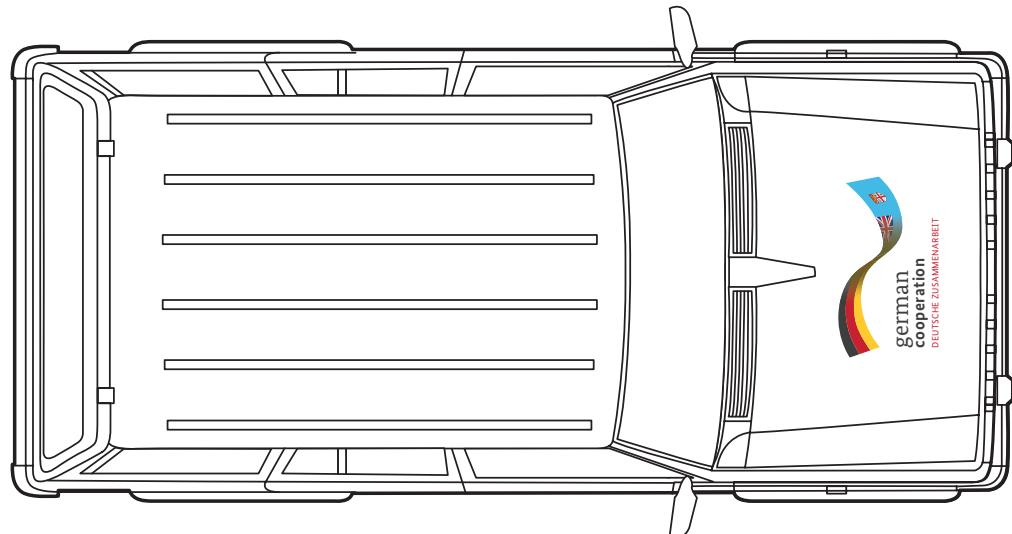
Front side, printed in colour, example of bilateral version for Cameroon, with English as the official language.

In justified, exceptional cases and in coordination with the relevant authorities the multilateral version of the cooperation logo (*see page 5*) can be used.

# EXAMPLES OF POSITIONING

in bilateral projects

Example: Vehicle lettering



These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.

# USAGE ABROAD

in multilateral projects

# INSTRUCTIONS FOR USAGE ABROAD

## in multilateral projects

---

English version:



### Usage

**For multilateral projects** (e.g. regional cooperation, collaboration with international organizations) the cooperation logo is, to the extent possible, to be used according to the following parameters:

Combination mark:

- Combination mark version 2 is to be used. This is comprised of the German flag, the word mark “german cooperation” in a language appropriate to the target country/countries, and the German bottom line of text.

### Dimensions

See page 10, the combination mark for bilateral projects

# INSTRUCTIONS FOR USAGE ABROAD

## in multilateral projects

### Positioning

- If the guidelines of the German Government Style Guide are not applied, the cooperation logo and the logos of partner organizations (e.g. international organizations, regional organizations) will be equal in size and position.

If multiple logos are used, these are to be placed in a horizontal row from left to right.

- The logos of implementing organizations (e.g. GIZ, KfW) are to be placed beside or beneath the cooperation logo with the words “implemented by” in the relevant official language. The ratio of 100% of the English cooperation logo to 80% of the implementing organization logo must be adhered to here.

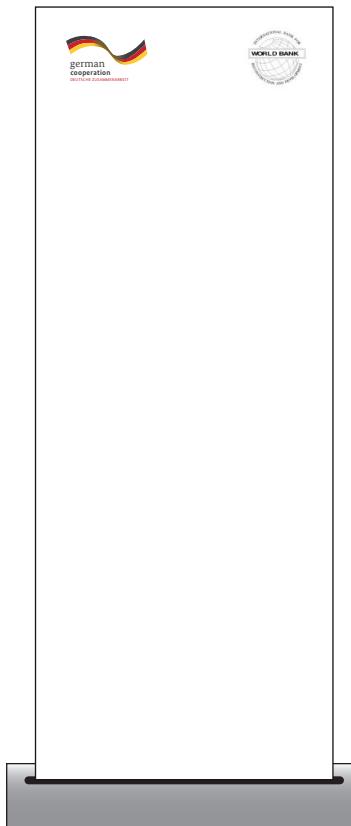
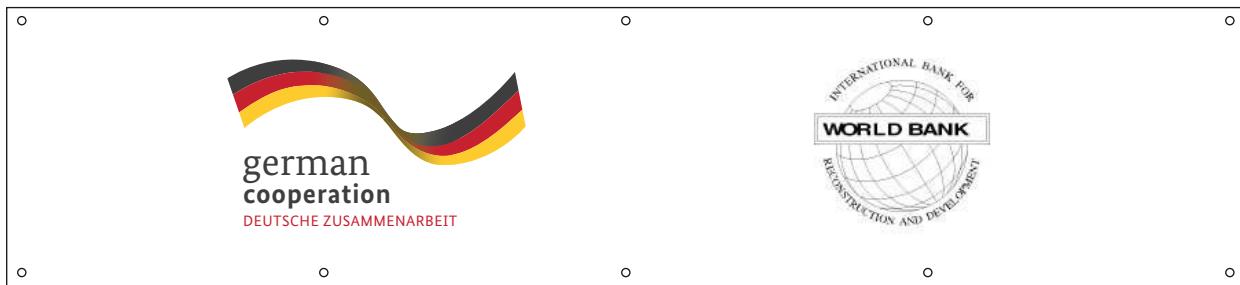
The font for the additional logo is **Univers 57 Condensed** (alternatively Arial Narrow or Arial Condensed) and the font colour is black (tonal value 100%). Font licenses are to be acquired from specialized dealers, taking into consideration the operating system used.

- For precise specifications on the dimensions and placement of subordinate additional logos, see page 11.
- The guidelines for general placement and the visual buffer zone are to be respected (see pages 6–7).

# EXAMPLES OF POSITIONING

## in multilateral projects

Example: Banner, roll-ups (image size greatly reduced)



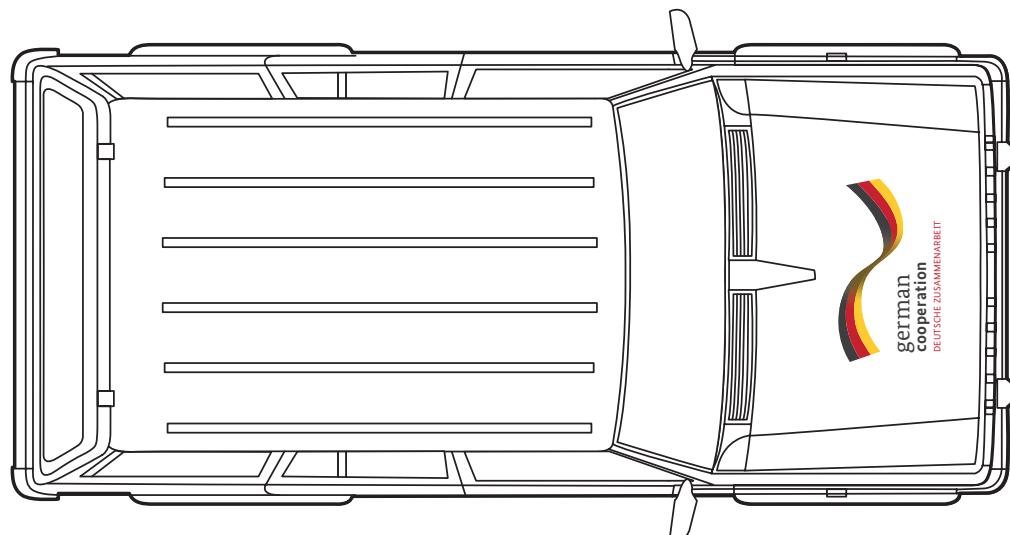
(Scale: Cooperation logo 100%, implementing organization logos 80%, partner logos positioned and scaled to be equal with cooperation logo)

These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.

# EXAMPLES OF POSITIONING

## in multilateral projects

Example: Implementing organization (GIZ) vehicle lettering



(Scale: Cooperation logo 100%, implementing organization logos and other logos 80%)

These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.

# EXAMPLES OF POSITIONING

## in multilateral projects

Example: Giveaways



These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.

# USAGE ABROAD

## in unilateral projects

# INSTRUCTIONS FOR USAGE ABROAD IN UNILATERAL PROJECTS

---

English version:



## Usage

**For unilateral projects** (e.g. humanitarian and emergency assistance, crisis prevention), the cooperation logo is used according to the following parameters:

Combination mark:

- Combination mark **version 3** is to be used. This is comprised of the German flag, the English word mark “german humanitarian assistance” and the German bottom line of text.

# INSTRUCTIONS FOR USAGE ABROAD

## in unilateral projects



# INSTRUCTIONS FOR USAGE ABROAD

## in unilateral projects

### Positioning

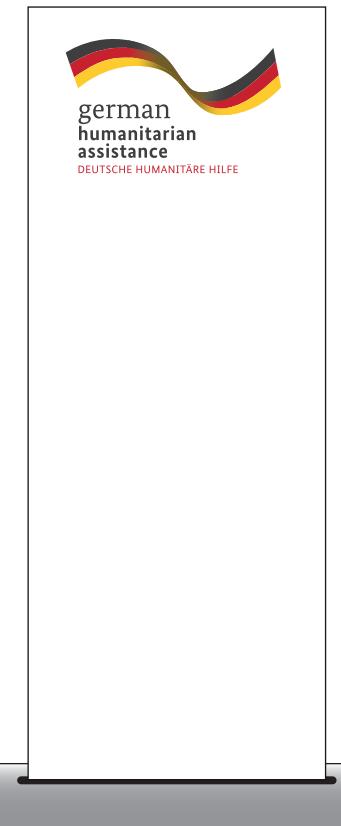
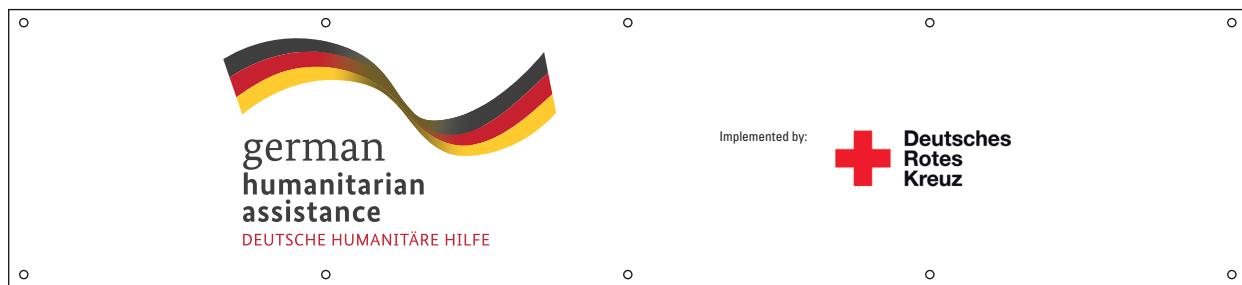
- The guidelines for general placement and the visual buffer zone are to be respected (*see pages 6–7*). At a minimum, the cooperation logo should be placed against a plain and – if possible – light-coloured background.
- The logos of funding recipients and humanitarian aid organizations are to be placed beside or below the cooperation logo with the words “implemented by”.
- Specific requirements, especially in the context of humanitarian aid or special security conditions, will be taken into account and handled flexibly. In such exceptional cases you should consult with the relevant contact people (*see page 5*).

The font for the additional logo is Univers 57 Condensed (alternatively Arial Narrow or Arial Condensed) and the font colour is black (tonal value 100%).

# EXAMPLES OF POSITIONING

## in unilateral projects

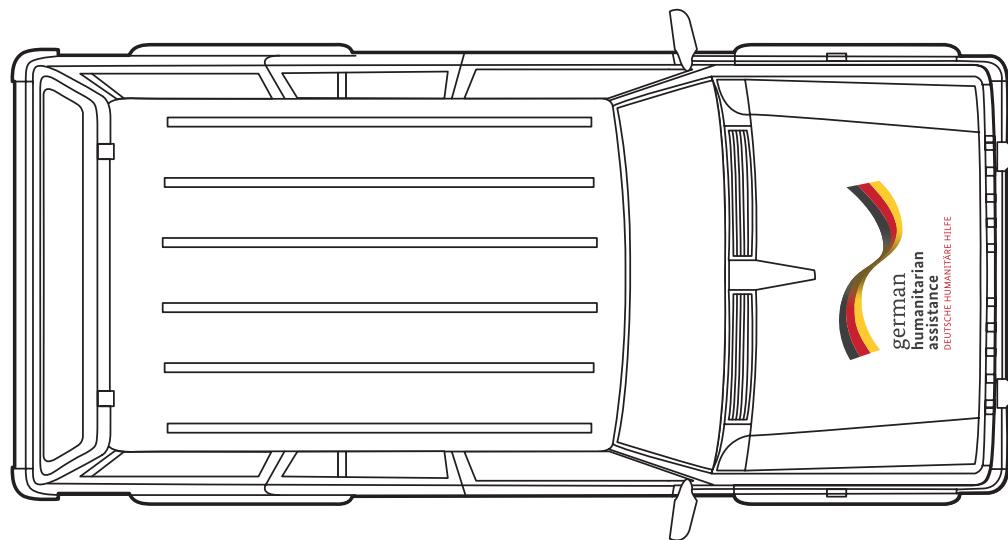
Example: Banner, roll-ups (image size greatly reduced)



# EXAMPLES OF POSITIONING

## in unilateral projects

Example: Vehicle lettering



These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.

# EXAMPLES OF POSITIONING

## in unilateral projects

These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.



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## **Annex 5.3**

### **CBM Logo**

**(The Logo will be provided in  
an electronic version by the  
CBM Country Office Nepal)**

# **Annex 6: CBM Policies**

## **(Shall be provided by CBM Country Office Nepal)**

# **Annex 7**

**Not Applicable**