



# Review of institutional donor contracts

May 2024

# Approach to review of institutional donor contracts

## **What is the objective of the contract review?**

To ensure that CBM and the partner are ready to fulfil standard & specific donor requirements.

## **Which donor contracts will be reviewed?**

All institutional donor contracts will be reviewed using the approach outlined in slide 3 and 4.

## **What will be reviewed?**

- a) Potential legal and other risks.
- b) CBM's readiness to implement donor standard requirements ([see new donor and/or new donor contract](#)). Applies to back donors and consortia lead.
- c) CBM & partner readiness to implement specific project requirements, for example reporting frequency, audit requirements etc ([see existing donor with a specific project contract](#))

## **How will findings be used?**

Findings will be documented in an inventory. An action plan to address gaps will be developed and implemented.

# New donor and/or new donor contract

Who	What	When (indicative)
IDP (lead, with support from FaOD)	<ul style="list-style-type: none"> <li>Sets up “Repository” using existing template</li> <li>Sets up kick-off meeting with representatives of all responsible departments to                             <ul style="list-style-type: none"> <li>Confirm with responsible department allocation of task</li> <li>align on timeline for first check / walk through the contract</li> </ul> </li> </ul>	Within 2 workdays of contract received from donor
Responsible department	<ul style="list-style-type: none"> <li>Checks CBM’s readiness to meet contractual requirements vis-à-vis:                             <ul style="list-style-type: none"> <li>standard project contract with implementing partner</li> <li>standard operational processes and policies for project implementation</li> </ul> </li> <li>Identifies actions needed to ensure that CBM delivers against contractual requirements (for template <a href="#">click here</a>)</li> </ul>	Within 5 workdays from kick-off meeting (or indication of timeframe for work)
IDP	<ul style="list-style-type: none"> <li>Liaises with responsible departments to ensure that all feedback is received and actions are identified to address gaps</li> <li>Liaises/negotiates with the donor to address the comments, when applicable</li> <li>Monitor overall implementation of action plan (oversight role)</li> </ul>	Within agreed timeframes

# Existing donor with a specific project contract

Who	What	When (indicative)
IDP (lead, with support from FaOD)	<ul style="list-style-type: none"> <li>• checks project contract against the contract in “Repository”</li> <li>• Articles deviating/changed from “Repository” will be marked and addressed to responsible department for checking</li> </ul>	Within 2 days of contract received from donor
Responsible department	<ul style="list-style-type: none"> <li>• Checks CBM’s readiness to meet contractual requirements vis-à-vis: <ul style="list-style-type: none"> <li>• standard project contract with implementing partner: potential adjustments / negotiations to CBM’s standard project contract to align with donor specific requirements (e.g. reporting periods, formats)</li> <li>• standard operational processes and policies for project implementation</li> </ul> </li> </ul>	Within 5 working days from kick-off meeting (or indication of timeframe for work)
IDP	<ul style="list-style-type: none"> <li>• Liaises with responsible departments to ensure that all feedback is received and actions are identified (if needed)</li> <li>• Liaises/negotiates with the donor to address the comments, when applicable</li> <li>• Monitor overall implementation of action plan (oversight role)</li> </ul>	Within agreed timeframes



# Thank you!