



Project Grant Contract

Project Title Integration of People Centered Ear and Hearing Care in Zambia

Project Number P10436

Project Start Date 01 August 2024

Project End Date 31 January 2029

The contracting parties are

Beit Cure Hospital
Great North Road, P.O. Box 36961
10101 / Lusaka / Zambia

hereinafter referred to as "**Partner**" and represented by
Frida Kabaso Phiri
Great North Road, P.O. Box 36961
10101 / Lusaka / Zambia

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)

SZ

SC

Part I

To promote development-policy projects of 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 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 and the General Terms and Conditions (Annex 1) thereby defines the standard terms between CBM and the local Project Partner. The Donor standards and conditions which are referring to the respective Grant Contract are included in this Project Contract as well.

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 and approved indicators as written down in Annex 2 "Approved Project and Budget Plan".
- utilize the budget as funded by EG, CBM, and where applicable by other third parties, including the Partner as written down in Annex 2, respecting the administrative, finance and reporting requirements as specified in the General Terms and Conditions which are referring also to Donor specific standards and conditions and in Annexes 3, 4, 5 as well as Annex 7.3 and, if applicable, Annex 8.
- Ensure Visibility of the Contracting Parties and the Donor as specified in the General Terms and Conditions which are referring also to Donor specific standards and conditions and Annex 6 and, if applicable, Annex 8.

In BMZ-funded projects, Budget Support comes from CBM, the Donor and, where applicable, from the Partner or other third parties as approved by BMZ and stated in Annex 2. Thus, the words "CBM Budget Support" in this contract include the Budget Support from all applicable providers of funds as stated in Annex 2. The same applies for all clauses 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.

1. The start date of this Contract as well as the estimated end date of this Contract is determined on the cover page of this Contract.
2. The planned funds available for this Project comprise a maximum total amount as determined on the Approved Project and Budget Plan (Annex 2).
3. Some Clauses of this Contract or its General Terms and Conditions may be valid beyond the end date specified in Clause 1. This is explicitly mentioned, where applicable.
4. The Contract may be subject to change by CBM. Any amendments to this Project Contract will come into force automatically 14 days 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. Any amendments, as well as any objections of the Partner to respective amendments, need to be in writing.
5. CBM provides the Partner with the expected budget support as specified in the Approved Project and Budget Plan (Annex 2) provided that the planned funds are available at CBM.
6. CBM transfers the funds as planned to the agreed bank account(s).

7. The Partner uses CBM's budget support efficiently and economically.
8. The Partner has to inform CBM as soon as possible about any changes to the Approved Project and Budget Plan (Annex 2) as well as any change, which may impact the jointly agreed results of the approved Project – regardless of the dimension of the respective impact.

The Partner shall inform CBM without undue delay especially 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 Approved Budget and Project Plan (Annex 2).
 - 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 2,
 - the expenditure exceeds or falls below the approved budget (as per Annex 2) in the project period.
9. CBM may withhold transfer of funds or delivery of goods, in whole or in part, may suspend the Project, in whole or in part, or may terminate this Project Contract, with immediate effect at any time if, in the opinion of CBM, the Partner:
 - 9.1 fails to use the funds according to the Approved Project and Budget Plan (Annex 2) or
 - 9.2 fails to respect the conditions of this Project Contract or
 - 9.3 fails to respect the mutual agreements of a Partnership Framework Memorandum the parties have agreed on before, where applicable.
 - 9.4 In case CBM withholds the transfer of funds or suspends the Project according to Clauses 9.1, 9.2 or 9.3, CBM may do so until, in the opinion of CBM, the responsibilities of the Partner as documented in this Project Contract have been fully met.

CBM reserves the same rights according to Clause 9:

- 9.5 in case a donor of CBM who grants funds to CBM to finance the respective Project decides to withhold the transfer of funds to CBM for the respective Project or suspends or terminates its Grant Contract with CBM.
 - 9.6 in the event of an unforeseen contingency which, in the opinion of CBM, makes such a step necessary.
10. 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. This entitlement shall apply to all rights exercised by CBM in accordance with Clause 9 of this Contract or in any case of termination of the Contract, including its end as specified in Clause 1 of this Contract.

11. After finalization of the Project activities, any unspent funds are treated as follows: the Partner can use unspent funds or exchange rate gains after CBM's approval by adhering to the implementation of the quantity structure of the Approved Project and Budget Plan (Annex 2) and the BMZ budget flexibility criteria described in Annex 2 and to the BMZ directives described in Annex 4.1.
12. The Partner may only co-operate with sub-Partner(s) to fulfil his role and responsibilities towards CBM if CBM has explicitly agreed in advance to the respective co-operation with the respective sub-Partner(s) in writing.
13. The Partner warrants to CBM to respect and to be compliant with:
 - 13.1 the local law, rules and regulations
 - 13.2 respective Policies and Code of Conduct – details may be found in the Annex 1: "General Terms and Conditions" and, where applicable, in further annexed documents.
 - 13.3 applicable, international law, rules and regulations especially including, but not limited to the sanctions according to the sanction lists as updated from time to time kept by: The EU, Germany, UK, UN, USA and the local project country.
14. **General Terms and Conditions:**

Attached to this Contract are CBM's General Terms and Conditions for Project Grant Contracts which form an integral part of this Contract. With its signature, the Partner explicitly confirms the inclusion of these General Terms and Conditions exclusively, as attached in Part V as Annex 1 in this Contract. They shall apply to this Contract as if they were set out in this herein. The Parties agree that any other General Terms and Conditions are deemed null and void and shall not be applicable for this Contract.
15. **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 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.

16. 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 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.



Part II

The authorised signatory at the Partner for this Project is:

Name: Frida Kabaso Phiri Function: Executive Director
Phone: +260974088844 E-mail: frida.kabaso@cureinternational.org

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

Name: Frida Kabaso Phiri Function: Executive Director
Phone: +260974088844 E-mail: frida.kabaso@cureinternational.org

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: Linda Kasonka Function: Country Director
Office: CBM Christoffel-BlindenMission Christian Blind Mission e.v
Contact details: 11 Middleway Road, Kabulonga, Lusaka, Zambia.

The contact person for this Project designated by CBM is:

Name: Malilwe Malilwe Function: Programme Officer CBID
Phone: +260960440075 E-mail: Malilwe.Malilwe@cbm.org

Part III

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

Full name of the Bank: Stanbic Bank Zambia Limited

Bank's Branch Name/Code:

National Bank Code:
(SC, IFSC, ABA, CNP, etc.)

Bank SWIFTCode

Bank SWIFT Code: SBICZMLX

Bank Address: Plot 2375, Addis Ababa Drive

City/Country: Lusaka / Zambia

Contact Person at the Bank:

Full name of Acc. Holder: BCH BMZ EAR HEARING CARE PROJECT

Address of Acc. Holder: Plot 34872A Great North Road

City / Country: Lusaka / Zambia

Account No: 9130007101094

International bank account
number (IBAN Code):

Currency of Account: ZMW - Zambian Kwacha

Part IV

Signatures (two copies, one for each party):

For the Partner:
(authorised signatory)

Pp. Frida Kabaso Phiri
Executive Director

For CBM:
(authorised signatory)

Rainer Brockhaus

Dr. Rainer Brockhaus
Executive Management

For the Partner:
(second signatory, optional)

Name of second signatory Partner
Function of 2nd signatory

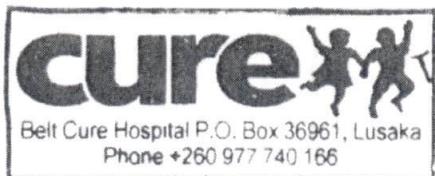
MEDICAL DIRECTOR
GEORGIO LASTREONI

For the Project:
(only, if applicable)

For CBM:
(authorised signatory)

Peter Schießl

Dr. Peter Schießl
Executive Management



Bensheim, 03 September 2024
Place, date, stamp

Part V:

List of Annexes:

- 1. General Terms and Conditions**
- 2. Approved Project and Budget Plan**
- 3. Terms of Reference for Project Audit**
- 4. BMZ Guidelines**

- 4.1. BMZ Guidelines for the funding of projects
- 4.2. BMZ Procurement Guidelines
- 4.3. Guidance Note for BMZ Voucher Lists

5. 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 CBM project manager in CC and are mandatory to use:

- 5.1. BMZ Financial Reporting Template
- 5.2. BMZ (Semi-)Annual Narrative Reporting Template
- 5.3. BMZ Final Narrative Reporting Template
- 5.4. Time sheets template for partially funded project staff
- 5.5. Inventory list

6. Visibility Guidelines

- 6.1. BMZ Logo
- 6.2. BMZ Visibility Guidelines
- 6.3. CBM Logo (shall be provided by CBM CCO)

7. CBM-Policies (shall be provided by CBM CCO)

- 7.1. CBM's Feedback and Reporting Mechanisms for Partner Organizations
- 7.2. CBM Children and Adults at risk Safeguarding Policy
- 7.3. CBM Accounting Policy – information for partners
- 7.4. CBM's Code of Conduct
- 7.5. CBM Accessibility policy

8. Other optional project-specific annexes

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

Annex 1 to the Project Grant Contract

General Terms and Conditions

The following "Modules" are the General Terms and Conditions of CBM and form an integral part of CBM's Project Grant Contract, as if they were set out in the Project Grant Contract itself.

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Module I: Accounting, Documentation and Financial Data

The Partner

1. 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:
 - 1.1 the original signed version of this Project Contract, its attachments, and all revisions thereof.
 - 1.2 vouchers evidencing the receipt of all remittances, cash or any other form of credit to the project account.
 - 1.3 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. In addition to the already 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.
 - 1.4 original bank account statements.
 - 1.5 ledgers or books of accounts posting all transactions and corresponding verifications.
 - 1.6 employment contracts, job descriptions and all payroll records. 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.
 - 1.7 service contracts and Terms of Reference for consultancies and services. Procurement Guidelines as per Annex 4.2 apply and supporting documents need to be collected and stored.
 - 1.8 other income (locally generated or through other donor organisations).
 - 1.9 inventory lists.
 - 1.10 internal and external audit reports.
2. 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. Further, the indications of Annex 4.3. "Guidance Note for BMZ Voucher Lists" are to be followed.

3. maintains an adequate and orderly accounting system and applies segregation of duties between personnel or other mitigating controls between transaction processing, authorisation, custody, and the recording functions of the Project.
4. 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. This applies also for the Donor's right for inspection upon request or without prior approval.

Module II: Auditing and Project Visits

CBM, BMZ and EG

1. reserve 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 Module I 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. The 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 3).

2. undertake project monitoring visits in consultation with the Partner and according to agreed Terms of Reference.
3. reserve the right of project monitoring visits without prior consultation with the Partner.

The Partner

4. facilitates visits by CBM or the Donor 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 or Donor's authorised personnel, to the extent they deem it necessary, at CBM's or Donor's expense.

Module III: Bank Details

CBM

1. specifies in Part III of 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.

The Partner

2. ensures that all payments and withdrawals from the specified bank account(s) shall be signed by two authorised joint signatories.
3. informs CBM immediately about any changes or additions to the bank account details of the designated bank account(s) specified in Part III of this Project Contract by issuing the Bank Details form and providing a bank statement as verification.

Module IV: Budget Support

CBM's Approved Project and Budget Plan (Annex 2)

1. documents the reconfirmed CBM budget support for the full project period (broken down per year) including the applicable currency together with the details on the jointly agreed results, activities, and indicators. Actual expenses may deviate from the yearly breakdown as long as the total expenditures are not exceeded.
2. can be subject to a (joint) review at any time in case of changes to the planned Project progress. An addendum to this Project Contract will then be issued by CBM containing the revised Approved Project and Budget Plan (Annex 2) which becomes an integral part of this Project Grant Contract and replaces previous versions.

The Partner

3. requests funds through a signed CBM Request of Funds form.
4. provides all supporting documents related to the Request of Funds which are requested by CBM.
5. ensures that the last Requests of Funds of the year arrives at CBM no later than the 30th of November. 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.

Module V: Contractual Relationship of the Parties

The Parties

1. will not be held liable for any commitments entered by the other with any third party relating to the implementation of the Project.
2. 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.
 - 2.1 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.
 - 2.2 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.
3. 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.
4. The Partner is acting as an independent Partner with respect to the activities and shall exercise control, supervision, management and direction as to the method and manner of performing the activities in accordance with this Project Contract.
 - 4.1 It is expressly understood that the Partner is an independent Partner and that neither the Partner nor anyone employed by the Partner shall be deemed for any purpose to be an employee, agent, shareholder, servant or representative of CBM.
 - 4.2 Accordingly, where by operation of law CBM or one of its Donors is treated as the employer or otherwise assumes employment-related liabilities in relation to a person employed, or previously employed or engaged by the Partner in relation to the activities, or any claim is made to that effect, the Partner shall indemnify and keep indemnified CBM and its Donors at all times from and against all costs, claims, expenses and other liabilities incurred by CBM and its Donors arising in respect of or in connection with the contract of employment of any such person, including, all employment costs and costs relating to the termination of the employment of any such person and any other cost or liability arising from the alleged or actual application of the relevant law.



Module VI: Force Majeure

The Parties

1. shall not be liable for any failure to perform its obligations where such failure is a result of force majeure, such as, but not limited to: 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, lockdown, 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 the Module XIII.

2. 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:

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

2.2 all non-excused obligations were substantially fulfilled.

2.3 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.

Module VII: Legal Compliance

The Parties

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.
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.
3. maintain the right to privacy of personal data and ensure that data is kept anonymous during any data collection process.

The Partner warrants

4. 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.
5. 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.

Module VIII: Policies and Code of Conduct

The Partner

1. 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 this Module VIII and Module VII.
2. warrants to operate 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.
3. warrants 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.
4. warrants 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.
5. commits to keeping children and vulnerable adults safe in compliance with CBM's 'CHILDREN AND ADULTS-AT-RISK Safeguarding Policy'.
 - 5.1 CBM expects its partners to either have or to develop and implement 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".
 - 5.2 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.
6. ensures 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. must report all safety, security and reputational (damage) incidents (within 24 hours) to the relevant CBM contact. The Partner will provide to the relevant CBM contact all significant changes in the security environment in the geographical area(s) where projects are implemented or in areas where staff might be traveling. The Partner supports and undertakes a security risk assessment during the project planning phase in areas where this may be required.

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

8.1 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.

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

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

8.4 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>

9. contributes to clarification of suspected cases regarding any issues referred to in this Module VIII or in Module VII.

Module IX: Procurement and Tendering

CBM may provide budget support for procurement of goods and services by the Partner as outlined in the Approved Project and Budget Plan (Annex 2).

The Partner

1. has to follow the Procurement process and requirements as laid down in the BMZ Procurement Guidelines Annex 4.2.
2. establishes, maintains and provides to CBM an inventory of assets, that have been purchased with funds received from CBM annually. A specific obligatory template for the inventory list is attached in Annex 5.5. 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 4.1.
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.

Module X: Reporting

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

CBM

1. provides the Partner automatically or upon request to CBM with all necessary reporting templates and relevant documents as well as guidance on how to use these. These specific reporting formats are attached in Annexes 5 and to be used by the partner.

The Partner

2. provides CBM at the minimum with the following documents and standard reports according to the provided templates:

Report	Submission Dates	Additional Remarks
Acknowledgment of Receipt of Funds	not later than 14 days upon receipt of funds	
Quarterly Financial Report as per BMZ Financial Reporting Template (Annex 5.1)	<ul style="list-style-type: none">• per March 31st until April 15th• per June 30th until July 15th• per Sep. 30th until Oct. 15th• per Dec. 31st until Jan. 31st	<p>Includes updated<ul style="list-style-type: none">• Finance Report• Funds for next period</p> <p>When annual funding is above 100k EUR: An Audit Certificate signed by an independent certified auditor is mandatory and to be submitted together with the fourth quarterly report.</p>
Semi-Annual and Annual Narrative Report as per BMZ Template (Annex 5.2)	<ul style="list-style-type: none">• Report Jan 1st to June 30th until July 15th• Report Jan 1st to Dec. 31st until Jan. 31st	<p>Includes updated<ul style="list-style-type: none">• Partner Assessment Action Plan• Project Risk Register</p>



Report	Submission Dates	Additional Remarks
		Submission dates irrespective of project start date
Project Completion Report for (Annual and) Multi Year Projects after the completion/termination date of the Project as per BMZ Final Narrative Reporting Template, (Annex 5.3.)	To cover full project duration. Not later than three months after the completion/termination date of the project	Includes the audited Financial Closing Report

3. provides all required reports and documents (see above table) to CBM also for funds that are spent or project-related activities that take place after the originally planned completion date (see front page of this contract).
4. provides CBM with additional annexes and supporting documents upon specific separately communicated requests 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.).

Module XI: Evaluation

1. CBM and the Partner agree on the need for the evaluation of a Project according to CBM's evaluation standards and criteria, and/or specific donor standards.
2. Evaluations are primarily conducted to assess achievements of the project and to ensure accountability, impact, sustainability and learning of the project to ensure accountability, sustainability and learning.
3. Evaluations are part of the Approved Project and Budget Plan (Annex 2) and shall take place at pre-defined periods. In BMZ-funded projects, mid-term or final evaluations as well as feasibility studies which are part of and funded by the Approved Project and Budget Plan (Annex 2) may only be conducted externally. Further, they must always undergo a public tendering process.

The Parties

4. commit to objectivity, quality & accuracy, utility, participation & ownership, ethics, credibility, transparency, cost effectiveness, impartiality and independence of the evaluation.
5. jointly develop the Terms of Reference for the evaluation process. TORs must be in accordance with the Donor's standards and approved by CBM. The specific Donor formats are aligned with the CBM standards and will be shared and discussed with the Partner upon request.
6. 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.

The Partner

7. shall - in consultation with CBM - define actions following the recommendations of the evaluations in a written Management Response. It shall provide a record of activities planned and actually done in response to evaluations.

Module XII: Subcontracting

1. In case the Partner co-operates with sub-partner(s) to implement the project the Partner must sign respective sub-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 Grant Contract.
2. The Partner will provide CBM copies of such sub-contract(s) for information and monitoring.
3. The Partner may only engage a sub-partner for activities or support of activities of the respective Project if CBM has given its prior written consent to the respective sub-partner.
4. CBM reserves the right to:
 - 4.1 demand changes or amendments to such sub-contract(s) or
 - 4.2 demand the immediate termination of any sub-contract(s), if in the opinion of CBM such sub-contract(s) are not adequately reflecting the roles and responsibilities of the sub-partner(s) or if a Donor of CBM demands it or if CBM deems it necessary for any reason.
5. CBM may hold the Partner responsible and liable for any failure in delivery of implementation or misconduct of the sub-partner(s).

Module XIII: Termination, Suspension and Withholding of Transfer of Funds – (Repayment)

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.
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 Partner contact person.
3. This Project Contract is subject to immediate termination according to Clause 2 of Module XIII if:
 - 3.1 either party materially breaches the conditions of this Project Contract or
 - 3.2 either party refuses to undertake the responsibilities as agreed in this Project Contract, or
 - 3.3 there is an unforeseen contingency, or force majeure which prevents or frustrates the required performance of obligations, as per Module VI of this Project Contract, see above, or
 - 3.4 CBM decides that the Partner or any of its employees is involved in any kind of unacceptable act or behaviour (violating one or more Clauses of the Modules of this Project Contract), especially in regard to safeguarding, sexual exploitation or abuse, or
4. CBM, at its sole discretion, reserves the right to terminate the Project Contract with immediate effect, if:
 - 4.1 a Donor of CBM demands CBM to terminate the Project or the Project Contract with the Partner – regardless of the reasons the respective Donor may have for such a demand, or
 - 4.2 planned funds for the respective Project, in whole or in part, are no longer available for any reason (for example a respective Donor terminates its Donor Agreement with CBM).
5. 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 Module XIV 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. This also applies for the use of the name or the logo of the Donor.

6. 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.

7. On termination of this Project Contract pursuant to this Module XIII, upon request of CBM, the Partner will transfer either to CBM or in accordance with CBM's instructions regarding this Project Contract:

7.1 any unexpended balance of funds held by the Partner;

7.2 any unused supplies and equipment provided by CBM to the Partner;

7.3 any non-expendable property provided by CBM or purchased by the Partner using funds provided by CBM or its Donors.

8. 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. 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

10. Apart from its right to terminate the Project Contract, and at its sole discretion, CBM reserves the right to either suspend the Project or withhold any further transfer of funds to the Partner for the respective Project at any time, if

10.1 CBM is of the opinion that the Partner does not properly fulfill its obligations under this agreement; or

10.2 CBM would have the right to terminate the Project Contract but decides to not – or not immediately – make use of this right, especially in a case of force majeure according to Module VI of this Project Contract; or

10.3 a Donor of CBM demands CBM to suspend the Project or withhold any further transfer of funds to the Partner.

10.4 any suspension or withhold of further transfer of funds will last until CBM or its Donors are of the opinion that the issue which lead to the suspension or withhold of transfer of funds is solved to CBM's or the Donor's satisfaction.

10.5 CBM will inform the Partner of its decision to either suspend the Project or withhold any further transfer of funds to the Partner without any undue delay. This information may be given verbally or by using any form of telecommunication available. If initially not given via E-Mail, it shall be given via E-Mail as soon as possible as well.

Module XIV: Visibility/Public Relations (PR)

CBM

1. makes available to the Partner the CBM Brand Guidelines and the BMZ visibility Guidelines (Annex 6.2) as well as the BMZ Logo (Annex 6.1) and CBM Logo (Annex 6.3) for use with Partners.
2. provides PR and media materials and advice to the Partner as CBM deems necessary and appropriate to create visibility for the Project.
3. provides information about planned CBM PR/resource gathering/donor visits to the Project usually with at least 3 to 4 weeks' notice.
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".
5. CBM will ensure that relevant publications are developed following accessibility guidelines and will provide support to partners as needed.

The Partner

6. is hereby given the right to use the CBM and BMZ name and logo for the sole purpose of this Project Contract and exclusively for the duration of the contract.
7. gives visibility (as per the CBM Brand Guidelines for use with Partners and per BMZ Guidelines (Annex 6.2)) to the Partnership with CBM and cooperation with BMZ in the form of (accessible) signboards, publications, stickers on equipment and other appropriate measures providing the local security situation allows it.
8. remedies any misuse of the BMZ and 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.
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 set in Clause 3 of this Module XIV.
10. respects that the BMZ visibility guidelines (Annex 6.2) supersede the CBM Brand Guidelines and the CBM Brand Guidelines for use with Partners. The correct use of the BMZ Logo (Annex 6.1) and the CBM logo (Annex 6.3) in alignment with Annex 6.2 is however mandatory.

APPENDIX 2

Approved project plan and
budget

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Annex 2 – Approved Project Plan and Budget

CBM Christoffel-Blindenmission Christian Blind Mission e.V.

1. PROJECT SUMMARY AND OBJECTIVES

CBM Project Number: P10436

BMZ Project Number: P7933

Project Partner: Beit Cure Hospital

Project Title: Strengthening Integration of People-centred Ear and Hearing Care in Zambia

Project period: 01.08.2024 – 31.01.2029

Total Budget: 1,382,481 EUR (Finance plan: Annex 2: Chapter 2)

CBM shall co-operate with Beit Cure Hospital in line with the BMZ-funded project “Strengthening Integration of People-centred Ear and Hearing Care in Zambia” over a funding period starting on 01.08.2024 and ending on 31.01.2029. Hereby, the BMZ-Guidelines and project description and budget as per this Annex 2 are binding.

1.1 Impact Matrix (significance and efficacy)

Targets and indicators

Impact	The quality of life of people with a hearing impairment or at risk of hearing impairment in the provinces of Central, East, Luapula, Lusaka, North, Muchinga and South in Zambia has improved.
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Specific objective	Indicators	
	Baseline 08.2024 (Quantitative & qualitative)	Target 01.2029 (Quantitative & qualitative)
People who suffer from a hearing impairment or are at risk of acquiring one make use of competent medical counselling and treatment in the target areas, and people with hearing impairments demand their rights.	Currently, about 3,000 people per month (100 people per month for every 30 community health workers) with ear and hearing problems in the Central, South and Lusaka provinces are examined and treated if necessary.	By the end of the project, around 15,000 people per month (100 people per 120 newly trained community health workers and 30 already trained community health workers in Central, South and Lusaka Provinces) in all project areas will be examined for ear and hearing problems and treated accordingly if necessary. (For a total of 594,000, see target group chapter)
		CBM IND6000 Total number of persons reached by ear and/or hearing care services (screened/examined/treated)
	The training and further education of healthcare professionals in the field of ear and hearing health is currently not sustainably anchored in the training system.	A hybrid training system for task sharing in the ear and hearing health sector is functional at the end of the third project year and certified by the Zambian Qualification Authority. The 9 trained audiology officers and the 8 trained hearing care professionals started training further audiology officers and hearing care professionals in the fourth year of the project.
	In the province of Lusaka, there is currently only one self-help group for people with hearing impairments that campaigns for the rights of people with hearing impairments.	The 18 newly founded self-help groups for people with hearing impairments in the provinces of Central South, Luapula, North, Muchinga and East organise at least one activity per year from the third year of the project to demand their rights.
	In the existing self-help group for people with hearing impairments in Lusaka Province, no income-generating measures are being implemented. Existing savings groups in the target regions are not inclusive.	At the end of the project, at least 168 members (80%) of the 14 savings groups that have been set up are carrying out income-generating activities. 4 existing savings groups have included people with hearing impairments.

Results	Indicators	
	Baseline 08.2024 (Quantitative & qualitative)	Target 01.2029 (Quantitative & qualitative)
1. A cascade training model for capacity building and task sharing in ear and hearing health care was introduced in the target regions	<p>At the end of the project, 8 ENT doctors have strengthened their capacity to perform complicated surgical procedures and integrate this knowledge into the training of ENT doctors at UTH</p>	<p>At the end of the project, 8 ENT doctors will have strengthened capacities to perform complicated surgical procedures and integrate this knowledge into the training of ENT doctors at UTH.</p> <p>CBM IND6008 No. of ENT specialists and audiological professionals trained or in training.</p> <p>CBM IND 6010 No. of other persons trained to deliver Ear and Hearing Care services, excluding ENT specialists and audiological professionals.</p>
	<p>There is currently only one Audiology Officer in Zambia</p>	<p>At the end of the project, a hybrid training model was introduced for the sustainable training of audiology officers, and 9 audiology officers (at least 50% women) were trained to fulfil their role adequately in accordance with the task-sharing model.</p>
	<p>There are currently 14 hearing care professionals in Zambia working in the provinces of Lusaka, Central and South. There are currently no hearing care professionals in the provinces of Luapula, North, Muchinga and East</p>	<p>At the end of the project, a hybrid training model for the sustainable training of hearing care professionals has been introduced and 8 hearing care professionals (at least 50% female) have been trained to adequately fulfil their role according to the task-sharing model in the provinces of Luapula, North, Muchinga and East.</p>
	<p>At present, healthcare staff are not adequately trained to take on the tasks of the task-sharing concept for ear and hearing health services.</p>	<p>121 nurses/clinical officers (at least 50% female) and 120 community health workers (at least 50% female) are empowered to provide or adequately refer primary ear and hearing health services according to the task-sharing model in the target regions.</p>
	<p>In the provinces of Luapula, North, Muchinga and East there are currently no basic ENT medical facilities and no audiology centres</p>	<p>120 municipal healthcare facilities have basic ENT equipment and 4 audiology centres with the corresponding equipment are set up and operational.</p>

<p>2. Key stakeholders, including organisations of people with disabilities, government agencies and media representatives, have strengthened their capacity to actively advocate for citizen-centred ear and hearing healthcare and inclusion of people with hearing impairments.</p>	<p>Based on the experience from the previous project, it is estimated that only 5% of the population in the catchment area have a sound knowledge of ear and hearing health and an understanding of the needs of people with hearing impairments (see Chapter 5.3 for studies on the survey of the level of knowledge).</p>	<p>By the end of the 4th year of the project, 50% of respondents had improved their knowledge of ear and hearing health and their understanding of inclusion of people with hearing impairments in the community compared to the pre-study (See chapter 3.3. for studies on the survey of the state of knowledge).</p> <p>CBM IND2006 No. of members in parent to parent, peer support and/or self-help groups.</p> <p>CBM IND2007 No. of all community level government participants in community based inclusive. Development/disability inclusion trainings.</p> <p>CBM IND0005 No. of campaigns in the community to create awareness about disability rights, prevention and services</p>
	<p>People with hearing impairments are only net-worked with each other in Lusaka through a self-help group in order to support each other and exchange experiences</p>	<p>By the end of the project, 270 people in the provinces of Central South, Luapula, North, Muchinga and East are networked in 18 self-help groups for people with hearing impairments, whose leadership structure is staffed by at least one woman, and regularly exchange information.</p>
	<p>People with hearing im-pairments and their families often have no access to financial resources/savings and no platform to discuss economic issues</p>	<p>14 groups for income-generating activities for people with hearing im-pairments and carers of children with hearing im-pairments, whose manage-ment structure is staffed by at least one woman, are established and operational</p>
	<p>Currently, teachers are not sufficiently informed about ear and hearing problems and their treatment options.</p>	<p>1,000 teachers (at least 50% of whom are female) are sensitised to ear and hear-ing health and can identify children with hearing prob-lems and refer them appropriately.</p>
	<p>Decision-makers and media representatives are not sufficiently informed about the needs of people with hearing impairments and are therefore unable to adequately advocate for their interests.</p>	<p>30 decision-makers and media representatives are strengthened in their capacity to advocate for the inclusion and medical care of people with hearing impairments</p>
	<p>There are currently few information opportunities for the population in the target communities about inclusion and ear and hearing health.</p>	<p>The population in the target communities has access to information about ear and hearing health and inclusion via TV, radio, information brochures and social media</p>

1.2 Timeline

Measures	1st project year	2nd project year	3rd project year	4th project year	5th project year
Sub-objective 1: A cascade training model for capacity building and <i>task sharing</i> in ear and hearing health care is in place.					
1.1 Training in ear surgery for ENT specialists					
1.2 In-service training to become an <i>Audiology Officer</i>					
1.3 In-service training to become a hearing aid acoustician					
1.4 Training of nurses in primary ear and hearing health care					
1.5 Training of community health workers in primary ear and hearing health care					
1.6 Mentoring during surgical camps					
1.7 Mentoring of trained staff during community and school screenings					
1.8 Procurement of tents for <i>outreaches</i> and <i>screenings</i>					
1.9 Support for trained nurses/clinical officers and community health workers through tele-medicine					
1.10. Equipment of municipal healthcare facilities					
1.11. Construction of hearing test booths and procurement of audiology equipment					
1.12. Procurement of laptops for hearing aid technicians and <i>audiology officers</i>					
Target 2: Key stakeholders, including organisations of persons with disabilities, government agencies and media representatives, have strengthened their capacity to actively advocate for citizen-centred ear and hearing health care and inclusion of persons with hearing impairments.					
2.1 Community mapping					
2.2 Promotion of self-help groups					
2.3 Further training for income-generating measures					
2.4 Investment costs for income-generating measures					
2.5 Sensitisation of teachers to ear and hearing health					
2.6 Training decision-makers on the importance of ear and hearing health					
2.7 Coordination meetings with national decision-makers and OPDs					
2.8 Publication of adverts and articles on ear and hearing health and information material					
2.9 Community awareness campaigns on inclusion and ear and hearing health					

2. FINANCE

2.1 Project budget (CBM and Partner)

Based on the Finance Plan of 01.08.2024 the total budget approved by the Federal Ministry for Economic Cooperation and Development (BMZ) adds up to 1,382,482 EUR. Thereof 75% are funded by BMZ, 25% are contributed by CBM. As per BMZ contract, the amount of 125,680 EUR (10%) remains with CBM in Germany for administrative purposes.

The budget for the **implementation of the project amounts up to 1,256,802 EUR.**

The planning was based on the exchange rate of 1 EUR = 21.0678 ZMW.

The following finance plan for the project is binding:

Budget plan per BMZ-Logic

in EUR

All values in EUR (rounded)

		2024	2025	2026	2027	2028	All years
B1	Investment Costs	118,968	146,452	14,952			280,372
B1.1	Result 1	47,532	121,651				169,183
B1.2	Result 2		14,952	14,952			29,904
B1.3	Result 3						
B1.4	Project Related investment Costs	71,436	9,849				81,285
B2	Running Costs	19,963	240,826	170,815	102,567	38,496	572,667
B2.1	Result 1		123,185	104,518	44,704	5,224	277,631
B2.2	Result 2		77,772	27,103	18,750	3,369	126,994
B2.3	Result 3						
B2.4	Project related operating costs	19,963	39,869	39,194	39,113	29,903	168,042
B3	Personnel	26,730	80,645	68,624	61,186	56,653	293,838
B3.1	Project Staff	26,730	54,720	55,661	56,865	56,653	250,629
B3.2	Medical Staff		25,925	12,963	4,321		43,209
B4.1	Project Appraisal Visit CBM	2,500	2,500	2,500	2,500	2,500	12,500
B5.1	External Evaluation / Study	15,291		18,333		21,300	54,924
Project Direct Cost Total		183,452	470,423	275,224	166,253	118,949	1,214,301
B6.1	Budget reserve 3,5%						42,501
Subtotal incl. reserve		183,452	470,423	275,224	166,253	118,949	1,256,802
B7.1	CBM Admin 10,0%	22,627	100,000		-13,092	11,895	125,680
Total budget		206,079	570,423	275,224	153,161	130,844	1,382,482

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

CBM BUDGET

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

- Budgetline 2.4 Project related operating costs, Activity 08.08 - Audit Costs (30,000 EUR)
- Budgetline 5.1 Evaluation (54,924 EUR)

Total: 84,924 EUR

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

- Budgetline 4.1 Project Appraisal Visit (12,500 EUR)

CBM BUDGET in EUR	2024	2025	2026	2027	2028	TOTAL
CBM in Germany	2,500	2,500	2,500	2,500	2,500	12,500
CBM Zambia Country Office	21,291	6,000	24,333	6,000	27,300	84,924
Total CBM Budget	23,791	8,500	26,833	8,500	29,800	97,424

PARTNER BUDGET

The partner shall receive **1,159,378 EUR** from CBM for the implementation of the project:

- Budget line 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	2024	2025	2026	2027	2028	TOTAL
01.01 Partner costs	159,661	461,923	248,391	157,753	89,149	1,116,877
01.02 Budget reserve					42,501	42,501
Total Partner Budget	159,661	461,923	248,391	157,753	131,650	1,159,378

In general, budget shifts between Partner Budget and CBM Budget are possible. In case of savings on budget lines, they can be made available for other approved project activities (Partner Budget/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. **Fehler! Verweisquelle konnte nicht gefunden werden.** Be it Cure Hospital may exceed individual budget lines in the Financing Plan by up to 30% to the debit of other budget lines 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 generally apply to personnel costs. Salaries and wages are to be spent as approved by the donor, necessary changes in salary payments require former agreement by CBM. CBM is to be involved during audits and evaluations during planning, implementation and finalization stage.

2.2 Detailed personnel costs

Staff Position	Number of persons per staff position	Scope of employment in %	Months of employment	Special payments required by law included?*	Total amount of special payments, if included**	Annual costs in case of degressive salary	Total Salary costs in relation to project	Total costs covered by the project
Functional group 1.3.1: Project Management								
Project Manager	1	100	54	Yes	5,112		135,525	135,525
Project Accountant	1	50	54	Yes	2,246		37,292	37,292
Monitoring & Evaluation Officer	1	50	54	Yes	2,335		43,645	43,645
Programme Assistant CBID	1	60	40	Yes	1,613	2024 : 5,125 (1,025/month) 2025 : 10,250 (854/month) 2026 : 8,542 (711/month) 2027 : 6,833 (569/month)	34,167	34,167
Functional group 1.3.2: Medical Staff								
ENT Specialist	1	40	20	Yes	2,619	2025 : 14,056 (1,171/month) 2026 : 7,028 (585/month) 2027 : 2,343 (195/month)	23,427	23,427
Hearing Aid Technician	3	20	40	Yes	1,076	2025 : 11,869 (989/month) 2026 : 5,935 (495/month) 2027 : 1,978 (165/month)	19,782	19,782
Total								293,838

* More details regarding the eligibility of special payments refer to annex/appendix 4.3

** Total amount of special payments required by law already included in total salary costs

For details on the monthly salary budgeting, please refer to the BMZ Planning Tool of this project.



Job descriptions

Project Manager: The project manager has overall responsibility for project implementation. He/she is responsible for drawing up the project implementation plans, coordination and distribution of the tasks of the entire team, communication within the project team, ensuring regular monitoring of the progress of the project and supervising reporting. In addition, the project manager is responsible for regular communication and relationship management with external stakeholders. He/she monitors compliance with the project budget in close coordination with the project accountant.

Project Accountant: The project accountant will be responsible for monitoring the financial aspects of the project. This includes managing the budget, financial reporting and ensuring compliance with accounting standards. He/she will work closely with the project manager

to ensure donor compliant receipts of expenditure, analyse financial data and ensure accurate and timely financial reports for CBM and BMZ. In addition, the project accountant plays a key role in liaising with the external auditors, CBM and the BMZ to ensure donor-compliant accounting of the project.

Monitoring & Evaluation Officer: The M&E Manager is responsible for the following tasks: Designing and implementing the project's M&E plan to measure the effectiveness of the project according to defined standards. He/she develops data collection tools to measure the indicators and analyses the data for impact measurement and to identify the need for action. He/she works closely with the project manager and reports to him/her regularly. He/she carries out regular monitoring visits on site and prepares comprehensive reports. He/she is responsible for the responsible for studies to measure knowledge and practices on ear and hearing health.

Programme Assistant CBID: The CBID Officer's responsibilities include the design, implementation and oversight of community-based ear and hearing health initiatives to promote ear and hearing health. This includes working with community members, healthcare professionals and relevant stakeholders to develop community-based inclusive programmes that address the specific needs of different populations. He/she conducts awareness campaigns and supports the establishment of self-help groups of people with hearing impairments and the groups for income generating activities.

ENT Specialist: The ENT specialist has overall medical supervision of the project. He/she ensures ENT expertise and is responsible for the professional training of healthcare staff and nurses.

Hearing Aid Technicians: The three hearing aid technicians take over parts of the training of the hearing aid technicians and support the newly trained hearing aid technicians during the outreaches.



3. PROJECT DESCRIPTION

Hearing impairments go hand in hand with a high degree of social and economic exclusion. This often results in a high risk of poverty. Most of the hearing impairments could be prevented through medical and rehabilitative measures. Access to quality ear and hearing health care is not guaranteed in Zambia. The aim of the planned project is to improve the quality of life of people with hearing loss or at risk of suffering hearing loss. This is to be achieved through improved access to a continuous range of ear and hearing services in the field of ear and hearing health:

- 1.) Strengthening sustainable capacities of health workers in the field of ear and hearing health through the task sharing concept and a hybrid training model.
- 2.) Improving awareness of ear and hearing health and promoting income-generating activities for people with hearing impairments.

The project builds on the experience of the BMZ-funded project with the project number 1867, which was completed in 2022.

3.1. Direct/ indirect target group

The direct target group comprises **594,000** adults and children in the seven target regions who will be screened for ear and hearing problems and referred to appropriate services as needed. This figure is based on the assumption that each of the 120 newly trained community health workers will be able to screen 100 people per month for 36 months (totalling 432,000 people). The 30 community health workers already trained in the previous projects will continue to screen people in Lusaka, Central and South Provinces for the duration of the project (162,000 people).

Other direct target groups are:

266 healthcare professionals such as ENT doctors, nurses and clinical officers and community health workers trained in ear and hearing healthcare.

270 people with hearing impairments and their families who are organised in self-help groups;

210 people with hearing impairments who pursue income-generating activities

1,000 teachers and

30 decision-makers/media representatives who are sensitised to ear and hearing health.

In total, the direct target group amounts to **595,776**.

Indirectly, the project benefits all family members of people with hearing impairments, whose improved life situation also has a positive effect on the entire family.

The Ministry of Health and the Ministry of Education have an important mediating role to play. They ensure the effectiveness of the planned measures. Their close involvement in the project also ensures the ongoing development of ear and hearing healthcare that is close to the people.

3.2. Project activities

Calculation of costs in the activities:

BCH will pay the costs of accommodation for participants during the training courses and workshops directly to the service providers. The rate included in the proposal is based on an average rate of service providers registered and approved by BCH. Catering during the workshops and trainings will also be paid directly by BCH, either to external service providers if the workshops are external or to the BCH catering team if the trainings are held at BCH.

Participants and staff (during monitoring visits) will be paid a lump sum for dinner during training sessions and workshops so that they can purchase their own dinner. The amount per dinner/participant is based on the BCH guideline of January 2024 and amounts to approx. 16 EUR per business trip night.

If no lunch is provided (e.g. for monitoring trips), participants/employees will be paid a lump sum of approx. 9.40 EUR.

Transport costs for participants are also budgeted in this proposal based on the BCH guidelines from January 2024: The outward/return journey will be reimbursed at bus fare plus taxi costs where there is no bus for all participants in a training course, workshop, meeting or other approved event. Reimbursement will be made on presentation of receipts for the outward journey; for the return journey, the receipts for the outward journey will be used as proof. A flat-rate transport fee totalling approx. 9.40 EUR for the outward and return journey from/to the meeting point for joint trips or for local travel to the event location will be paid if the participants are not picked up and dropped off at their place of residence by the BCH driver.

Result 1: A cascade training model for capacity building and task sharing in ear and hearing health care is in place.

To further expand the provision of community-based ear and hearing health services in Lusaka, Central and Southern Provinces and to establish them in Eastern, Muchinga, Luapula and Northern Provinces and ensure their sustainability for other provinces, the project plans to introduce a cascading training model for capacity building in line with the *task-sharing* model.

Task sharing is a concept recommended by the WHO¹ as a means of eliminating gaps in the workforce for ear and hearing health services.

Task sharing involves redistributing clinical tasks or their main components between different teams of healthcare staff. Unlike task sharing, tasks are not transferred from one cadre to another, but additional cadres are given the opportunity to take on certain tasks or measures. The appropriate redistribution of tasks from highly qualified health personnel to other health personnel with less training and fewer qualifications enables more efficient utilisation of available human resources. Tasks traditionally performed by ear and hearing health professionals can be taken over by non-specialists, e.g. community health workers or nurses. This approach has already been successfully applied in other health areas with resource needs; in ear and hearing health, the principle of *task sharing* can improve access to

- Recognition and treatment of common ear diseases at the primary level (e.g. earwax, acute and chronic otitis media)
- Hearing examination and screening; and
- Fitting of hearing aids and counselling after fitting

Hearing assessment is usually entrusted to *Audiology Officers* who have limited availability in many parts of the world, especially in low and middle income countries. In Zambia, with a population of more than 17 million people, it is estimated that more than 600 *Audiology Officers* are needed to assess the hearing of all those who could potentially have a hearing loss. As there is only one qualified *Audiology Officer* and 14 hearing care professionals to cover the needs of the whole country, this presents a major challenge to the provision of ear and hearing health. The ratio of existing to required staff is 0.01, meaning that current availability only covers around 1% of the staffing needs for the assessment of people with hearing loss. Therefore, a sustainable hybrid training system is to be introduced to ensure the sustainable training of *audiology officers* and hearing care professionals. In addition, nurses and *community health workers* are to be trained as part of *task sharing* so that they can carry

¹ World Report on Hearing, pages 173-174, WHO Press 2021

out hearing health tasks in addition to their standard tasks. This will lead to a reduction in the workload of audiology officers and ENT doctors.

Task sharing should look like this:

Task/squad	Community Health Workers	Nurses/Clinical Officers	Hearing aid technicians	Audiology Officers ²	ENT doctor
Hearing screening	Community screening and referral	Community screening and referral	Community screening and referral	Community Screening	Community screening
Hearing loss assessment	For adults with a red flag for a referral	For adults with a red flag for a referral	For adults with a red flag for a referral		
Hearing aid fitting	Follow up in the community	Follow up in the organisation			Not applicable
Hearing aids & earmoulds maintenance and repair	Selected simple tasks	Selected simple tasks			Not applicable
Hearing rehabilitation	Counselling for adults	Hearing training and counselling for adults	Hearing training and counselling for adults		
Recognition and treatment of common ear diseases (earwax, acute and chronic middle ear infections, etc.)	Identification and transfer in the municipality	Identification and initial care in the community, referral	Triage, diagnosis and referral	Triage, diagnosis and management of uncomplicated ear diseases	

Legend:

Traditional task	Tasks according to the task sharing model
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In order to prepare the various cadres of the health system for the tasks of the *task-sharing* model and to anchor the model in the Zambian health system in the long term, a cascading training model is required in which health personnel are trained, who in turn will ensure the continuous training of further health personnel in the long term.

The training model follows a hybrid approach for the majority of the training courses, combining online study and face-to-face training (see package of measures **a**). In addition, the training concept also includes phases of practical application and telemedical online counselling (**package of measures b**). In some trainings, international experts will take over parts of the training for areas in which there are no trainers in Zambia yet. European experts from the University of Southampton are proposed for the selection of international experts, as there is already an existing, certified training programme there and the experts have agreed to provide the training at minimal cost (flight, accommodation and meals as well as a very low fee). Due to the general shortage of personnel in the field of ear and hearing health, it is also very difficult to recruit regional personnel for training programmes at a reasonable price. Once the training has been completed, the trained staff will be able to train themselves so that international expertise is no longer required for follow-up training.

² There is no adequate translation for audiology officers in German, as this position does not exist in the German healthcare system. In Zambia, the audiology officer works at the interface between the audiologist and the ENT doctor. He/she checks hearing ability and is authorised to treat uncomplicated ear diseases.

To enable the newly trained staff to carry out the new tasks in accordance with the *task sharing*, the **package of measures c** also includes the initial procurement of ENT equipment.

a. Further training for medical staff

The following medical staff are to be trained as part of the project:

Further training	Staff to be trained	Target region in which the trained personnel work
Advanced training in ear surgery	8 ENT: Doctors	Lusaka, Central, South, Luapula, North, Muchinga and East as well as the rest of the country
Audiological Officer	9 Hearing aid technicians	Lusaka, South and Central
Hearing aid technicians	8 Nurses or <i>clinical officers</i>	Luapula, North, Muchinga and East
Advanced training in primary ear and hearing health care	121 Nurses or <i>clinical officers</i>	Luapula, North, Muchinga and East
Advanced training in primary ear and hearing health care	120 <i>Community Health Worker</i>	Luapula, North, Muchinga and East

The individual training programmes are described below.

Verbal commitments have already been obtained from the Ministry of Health and UTH for the sustainable continuation and support of the training concept, which are currently being finalised and will be presented during the first year of the project.

Activity 1.1 Training in ear surgery for ENT doctors

In the previous project, a milling laboratory was set up at the UTH, which has since been used for ear surgery training courses. The temporal bone laboratory was set up in the final phase of the previous project, with only two rounds of training for trainers. Currently, the available specialists use this facility to train future ENT specialists. However, there is an urgent need for the continuous development of the current trainers through guidance and expertise from internationally recognised specialists on highly complex surgical procedures on the ear. Therefore, two multi-day training courses on this topic will be organised. The training will be delivered by two ENT doctors from the *University of Brighton* and *Operational Ear Drop* based in the Netherlands. The trainers from these two organisations will teach four already practising ENT specialists and four newly trained ENT specialists at both *Beit Cure Hospital* and *University Teaching Hospital*. After completing the training and practical exercises in surgical camps, the trained ENT specialists will continue the training of future ENT specialists on this topic at UTH, so that foreign expertise will no longer be required in the future.

Budget line	Measure	Types of expenditure	Total Euro
2.1	Two multi-day training courses on ear surgery for at least 8 beneficiaries	Meals, accommodation, transport, course materials and printing costs, flight ticket for trainers, trainer's fee per person per stay (500 EUR*2 persons*2 times =2,000 EUR),	11.542

Activity 1.2 In-service training for audiology officers

There is currently only one trained *audiology officer* in Zambia. In order to be able to introduce the *task sharing* model sustainably, it is necessary that further *audiology officers* are qualified and it should be ensured that this important position in ear and hearing health care continues to be trained in the long term. As part of previous projects, audiologists were trained in the three regions of Lusaka, South and Central. In the new programme, it is now planned to train nine hearing care professionals to become *audiology officers* on a part-time basis. The three-year part-time qualification programme will - like the training of hearing care professionals under activity 1.3 - be carried out in collaboration between BCH, UTH and the two British audiologists from the *University of Brighton (Sussex Medical School)* and the *Institute of Sound & Vibration Research* at the *University of Southampton*.

The training programme will be certified by the Zambian Qualification Authority and will meet the requirements of the Zambian Health Professions Council. The training programme is designed as a hybrid work-based learning model so as not to deprive the health system of key positions over an extended period of time. Participants will continue to work in their current jobs. All participants in the training programme must sign a contract with the Ministry of Health in which they commit to working as an audiology officer in the relevant region for a period of time to be determined. The period will be determined by the government (as employer) in co-operation with the Beit CURE hospital. As a rule, the person who has completed the training is obliged to work in the new position for a minimum period of time that is at least equal to the duration of the training programme. However, this period is often longer. If this period is not fulfilled, training costs must be repaid in proportion to the time not completed. Every year, four weeks of face-to-face training are planned with the two British audiologists, who come to Zambia at regular intervals and carry out parts of the training that cannot yet be provided by Zambian staff. The attendance of the British audiologists is coordinated with activity 1.3. so that travelling costs are only incurred once. In addition to the face-to-face events, regular online courses and online counselling sessions will be held. Three hearing care professionals work at BCH. The six participants who are not employed at BCH will be stationed at BCH for two months each year to attend the face-to-face events and to be supervised by BCH specialist staff. This hybrid training model is being trialled for the first time in Zambia. After completion of the training, the in-service model will be established as a regular training programme at UTH in collaboration with BCH. The *audiology officers* trained through this project will act as trainers in the future. The presence of British audiologists is no longer required for future training courses. However, they will be available on a voluntary basis to provide online support for further training courses in order to support the new instructors if necessary.

Budget line	Measure	Types of expenditure	Total Euro
2.1	In-service training for <i>audiology officers</i> for at least 9 beneficiaries for 3 years	Internet costs, catering, accommodation, transport, trainer's fee per person per stay (500 EUR*2 persons*2 times per year*3 years=6,000 EUR), flight costs for trainers	69.084

Activity 1.3 In-service training for hearing care professionals

There are currently no hearing care professionals in the project regions of Luapula, North, Muchinga and East. Therefore, as part of the project, 8 nurses or *clinical officers*³ are to be trained as hearing care professionals for one year (2 per region) to be able to take on the tasks of the task sharing concept. The concept of in-service, hybrid training is intended to introduce a training concept that ensures the long-term training of hearing care professionals. The candidates for the training programme will be selected by the district health management in collaboration with the project team according to jointly defined criteria. One criterion will be that candidates have participated in the Primary Ear and Hearing Health training (see activity 1.4.). The one-year training programme is run in collaboration between BCH and two UK audiologists from the University of Brighton (*Sussex Medical School*) and the *Institute of Sound & Vibration Research* at the University of Southampton. The training is based on an in-service training programme developed by the University of Southampton, which is run as a hybrid (online and face-to-face). Within the one-year training programme, participants will be trained online for four months and receive eight months of practical training at BCH by ENT specialists and hearing care professionals from BCH. In addition, the two British audiologists will conduct face-to-face training sessions at BCH twice a year and supervise the participants online outside of the face-to-face sessions. At the end of the one-year training, the participants will be certified audiologists who will work in the newly established audiology centres (see activity 1.10). All participants in the training programme must sign a contract with the Ministry of Health in which they undertake to work as hearing care professionals in the relevant region for a period to be determined. The period will be agreed with the Ministry of Health in the same way as for audiology officers. Costs for the two British audiologists are included in activity 1.2. The audiologists trained through this project will act as trainers for other audiologists in the future to further roll out the concept of task sharing. The principle of in-service hybrid training will enable the trainers to carry out the training activities alongside their regular duties. For future training

³ There is no comparable job title for clinical officers in the German healthcare system. In the Zambian healthcare system, clinical officers fulfil an important role that lies between a doctor and a nurse. In regions without a doctor, a clinical officer can also make diagnoses and prescribe treatments.

programmes, which will be systemically linked to UTH in cooperation with BCH, the presence of British audiologists is no longer required. However, they will be available for online support for further training courses to support the new trainers if necessary.

Budget line	Measure	Types of expenditure	Total Euro
2.1	Eight-month stay at BCH as part of the training to become a hearing aid acoustician for at least 8 beneficiaries and 4 months of online training	Internet costs, catering, accommodation, transport	45.568

Activity 1.4 Practical training of nurses in primary ear and hearing health care

Ear and hearing health topics are included in the Zambian curriculum for nurses. Due to the lack of internship places where trainees can effectively learn the theoretical knowledge in practice, nurses have no practical experience in ear and hearing health services, so they are not able to take over the treatment of ENT cases. To close this gap, the project is planning an intensive practical training programme using the training manual recommended by the WHO. In this training programme, participants will be exposed to a variety of real-life scenarios that will enable them to take on tasks in the field of ear and hearing health according to the *task-sharing* model. In selecting participants, the programme will focus on the Eastern, Muchinga, Northern and Luapula regions to improve the coverage of ear and hearing health at the primary level of the health system in these four regions and bring services closer to the people. In each of these regions, 30 *nurses/clinical officers* will receive practical training in primary ear and hearing health to be able to take over tasks in the field of ear and hearing health according to the *task-sharing* model. The focus of the training is on the identification, diagnosis and treatment of simple ear problems. The participants are selected by the respective district and provincial health authorities. The training will utilise a hybrid model where five days of practical training will be conducted at BCH by BCH ENT specialists. The *Audiology Officers* play an important role in the sustainable anchoring of the training. The higher number of *audiology officers* created by this project will also increase the number of opportunities where practical ear and hearing health services can be learnt. In the future, this practical part of the training will be covered by the *Audiology Officers*, who will teach newly qualified nurses practical ear and hearing health topics on site. This is part of the *Audiology Officers*' job description to practically introduce new nurses to the implementation of the system as part of the task sharing.

Budget line	Measure	Types of expenditure	Total Euro
2.1	Multi-day training programme for a total of 120 beneficiaries	Meals, accommodation, transport, teaching materials, internet and work clothes, external trainer Fee: 5 days for 6 groups (30 days) of EUR 118.66 per day = EUR 3,560	68.314

Activity 1.5 Training of community health workers in primary ear and hearing health care

The *community health workers* play an important role in raising community awareness on ear and hearing health, identifying cases during home visits and referring them to a health centre for further treatment. Although the curriculum here also covers ear and hearing health for the training of CHWs, there is no opportunity for CHWs to gain practical experience on the topic due to the lack of ear and hearing health infrastructure where practical experience can be gained. In each of the four regions East, Muchinga, North and Luapula, 30 *community health workers* will therefore receive practical training on ear and hearing health. The participants will be selected by the district health teams of the Ministry of Health. The training of the 120 *community health workers* lasts approximately 3 days and is carried out in smaller groups in one of the districts of the respective province. The training is conducted by *Beit Cure Hospital* staff. Upon completion of the training, referral registers are provided to the *community health workers* to document all patients who are to be referred to the local health centre or community for hearing screening (the cost of the referral registers is budgeted under project-related operating costs). Following the expansion of the ear and hearing health infrastructure in the four regions, the practical training will be continued by the trained nurses and audiology officers for new *community health workers*. This is part of their job description as part of the task sharing model.

Budget line	Measure	Types of expenditure	Total Euro
2.1	Multi-day training courses on primary ear and hearing health for at least 120 beneficiaries 1 driver and 4 trainers.	Catering, transport, accommodation, materials, room hire, work clothes	31.803

b. Practical guidance and support from trained medical staff

An important aspect of the training concept is that everything learnt must be applied in practice in order to be anchored in the long term. Surgical camps and community and school screenings are therefore organised to give the trained staff the opportunity to directly apply what they have learned.

Activity 1.6 Surgical camps

In addition to the ear surgery training, a total of 4 surgical camps are to be organised (one per year from the second year of the project), whereby only 3 are budgeted as part of the project. These camps are intended to enable the ENT doctors trained under activity 1.1. to apply their knowledge in practice under supervision. Each surgical camp will last approximately 5 days (1 day ENT clinic and 2-3 days surgery) plus 1-2 days for travelling to and from the surgical camp location. The team consists of 8 specialists, including 1 experienced ENT doctor and 1 newly qualified ENT doctor, 2 anaesthetists, 2 surgical nurses and 2 hearing specialists. In addition, the team is supported by *nurses/clinical officers* and *community health workers* who have been trained in primary ear and hearing health (see Activity 1.4. and Activity 1.5.). The project will organise a surgical camp every year. They will be scheduled as needed according to the patients identified. The *Beit Cure Hospital* will organise the logistics of the camps and provide accommodation for the entire surgical team at the respective surgical sites. The costs for these camps are budgeted on a degressive basis, as the costs will be covered by the relevant institutions of the Ministry of Health from 2028. A corresponding written agreement will be submitted in the first year of the project. In addition, negotiations are also being held with the Zambia Ear, Nose, and Throat (ENT), Audiology, and Speech Therapy Society (ZENTAS) regarding the assumption of costs.

Budget line	Measure	Types of expenditure	Total Euro
2.1	At least 3 multi-day surgical camps with at least 8 specialised staff each, 1 BCH and a driver and 5 <i>community health workers/clinical officers/nurses</i>	Catering, accommodation, transport	11.193

Activity 1.7 Mentoring of trained staff during community and school screenings

Ongoing mentoring in practice is part of the strategy of continuous medical learning that the project aims to implement. In addition to the training for *nurses/clinical officers* (activity 1.4.) and the *community health workers* in primary ear and hearing health (see activity 1.5.), *outreaches* and school screenings will enable the trained staff to apply and deepen their knowledge in practice under supervision. The project will utilise *outreaches* and school screenings in the respective districts of the *community health workers* to coach them. The eight hearing care professionals trained under activity 1.3. will be supervised and guided by the already practising hearing care professionals during the *outreaches* and school screenings, so that this professional group can also gain practical experience. The community and school screenings are budgeted on a degressive basis, as the costs are gradually taken over by the Ministry of Health. This will be part of the agreement with the Ministry of Health, which will be presented during the first year of the project. (3 screenings are planned in 2025 via the project budget, 2 in 2026, 1 in 2027 and 1 in 2028).

Budget line	Measure	Types of expenditure	Total Euro
2.1	At least 7 multi-day screenings with at least 8 staff and 5 <i>community health workers/nurses</i>	Catering, accommodation, transport, advertising material, consumables	31.583

A total of at least **594,000** ear and hearing health consultations are planned at *Beit Cure Hospital*, in the local health centres in the seven target regions, at community screenings and at school examinations over the entire duration of the project. Data collection will be done electronically through the Zambian Health Management

Information System (ZHMIS), the *Beit Cure Hospital-based* Electronic Medical Record (EMR) system for managing patient records and Android-based mobile data collection tools for community-based outreach. The project works with the Zambian Ministry of Health's existing data management system and ensures that data is disaggregated using WHO standard ear and hearing health indicators. Data collection at the health facility level is carried out by the trained *community health workers*.

For the ear and hearing health consultations, only the costs listed above are budgeted for the community and school screenings. All other consultations are covered by the current budget of the healthcare facilities.

The people identified by the screenings who require ear treatment (in particular operations and hearing aids) are funded from the following sources:

1. Most treatments are covered by the national health insurance scheme for better-off families who generally have health insurance. This is an important source of income for Beit Cure to cover free treatment for economically disadvantaged families. According to 2022 NHIS data, 35% of the population in Zambia is insured.
2. Special treatments that are particularly expensive and not covered by health insurance are carried out free of charge by Beit Cure if patients are unable to pay for the treatment.
3. The provision of hearing aids is ensured through close cooperation between BCH and DeafKidz International, who regularly supply Beit Cure with hearing aids. This cooperation is already being practised in the audiology centres set up at state health centres with the support of the predecessor project. This cooperation will also be introduced in the four newly established audiology centres at state health facilities in the new target regions (activity 1.11).
4. Beit Cure also receives regular support from long-standing cooperation partners (see chapter 1.1.) for the provision of hearing aids.
5. By promoting income-generating measures, capacities are built up so that people with hearing impairments can finance smaller costs such as transport or battery changes for hearing aids themselves

Activity 1.8 Procurement of tents for outreaches and screening

A large marquee and two smaller tents are to be purchased for Beit Cure Hospital to protect patients from the sun and rain during the waiting time and to offer them sufficient privacy during the screenings.

Budget line	Measure	Types of expenditure	Total Euro
1.1.	Procurement of tents	1 marquise tent and 2 small tents	3.560

Activity 1.9 Supporting trained nurses/clinical officers and community health workers through telemedicine

120 trained *nurses/clinical officers* and 30 already active community health workers trained by BCH will be supported online in WhatsApp and Telegram groups by ENT specialists, audiologists and others trained in primary ear and hearing health for identified cases of ear and hearing health problems. The platform will also be used for official communication about all upcoming virtual training and continuing education events for nurses, as well as for the assessment of capacity gaps in trainees by ENT specialists for future refresher training in ear and hearing health. The costs for the data volume are budgeted on a degressive basis, as they are gradually taken over by the healthcare institution where the person in question is employed. The project budget includes costs for 10 months in 2025, 6 months each in 2026 and 2027 and 2 months in 2028.

Budget line	Measure	Types of expenditure	Total Euro
2.1	Support for at least 150 nurses and community health workers through telemedicine for at least 24 months	Data volume	8.544

c. Equipping healthcare facilities with the necessary ENT devices

Activity 1.10. Equipping community health facilities

The health facilities that have sent a *nurse/clinical officer/midwife* to the training in Primary Ear and Hearing Health will receive ear and hearing health screening equipment to provide the services in their facilities upon successful completion of the training. These are government health centres and all nurses trained under the project are employees of the Ministry of Health. This will include the following: Otoscope Heine Beta 200 F.O ENT Diagnostic Set LED - Rechargeable, Portable headlight system with fixed headband and cable, 50 pack of reusable otoscope tips (2,4,3,4 & 5mm), Nasal speculum Vienna model for adults 14cm, Probes Currates/FARREL cotton wool holder spiral threads 1.2mm, 14cm. Under Activity 2.7, the project will engage all relevant stakeholders (including the *National Health Insurance Management Authority (NHIMA)*) to ensure that the maintenance of the equipment and regular supply of consumables is sustained.

Budget line	Measure	Types of expenditure	Total Euro
1.1	ENT equipment for 120 municipal healthcare facilities	Otoscope, ear probes, headlamp, kidney shells, ear tips, laryngeal mirror, charger for the otoscope	53.768

Activity 1.11. Construction of hearing test booths and procurement of audiology equipment

In the four new regions (East, Muchinga, North and Luapula), where audiological facilities are not yet available, audiology centres are to be set up to ensure that the population is provided with audiological services. An audiology centre will be set up in each region and appropriate equipment procured: This includes an all-in-one desktop computer designed for various functions within the facility, a Piccolo audiometer for the audiology room, a Triangle screening device for *outreaches* that does not require a computer connection, a versatile tympanometer for use in the booth and during *outreaches*, a portable *Otoacoustic Emissions OAE* device, a HiPro hearing aid programmer to be used for comprehensive in-cabin hearing assessments, programming cables for device configuration and annual calibration services from the third year of the project from a South African based company to ensure accuracy and reliability in diagnostic procedures. Upon completion of the project, it is envisaged that the government will take over maintenance, including calibration of the equipment. Lobbying activities under sub-objective 2 are intended to secure the necessary funding. For the existing devices from the previous project, there is already a cost-sharing agreement for the calibration of devices that works well and is effective. In this procedure, BCH and all state institutions whose devices need to be calibrated pool their resources. This allows the technician from South Africa to make a single visit to the country. Each facility covers the costs according to the number of devices that need to be calibrated at the facility. In the written agreement that will be submitted during the first year of the project, the equipment will be extended to the newly established audiology centres. This agreement will be extended to the new project.

The provision of hearing aids for identified needs is covered by the cooperation with BCH and its cooperation partners.

Budget line	Measure	Types of expenditure	Total Euro
1.1.	Audiology equipment for 4 locations	Construction of hearing test booths and procurement of audiology equipment and calibration	91.681

Activity 1.12. Procurement of laptops

Laptops for 17 hearing care professionals and *audiology officers* are to be procured. The laptops will be used for training during the hybrid training as described in activities 1.2 and 1.3 above. The same laptops will later be used for *outreach* in the communities as laptops are required to operate the mobile audiological equipment to read hearing test results. The laptops are not the personal property of the hearing care professionals and audiology officers but become the property of the structure where the person works.

Budget line	Measure	Types of expenditure	Total Euro
1.1.	Laptops for at least 17 beneficiaries	Laptops and Microsoft software	20.174

Result 2: Key stakeholders, including organisations of persons with disabilities, government agencies and media representatives, have strengthened their capacity to actively advocate for citizen-centred ear and hearing health care and inclusion of persons with hearing impairments.

Result two aims to increase understanding of ear and hearing health, particularly among decision-makers, and to promote the participation of people with hearing impairments through awareness-raising and income-generating measures. These are also key recommendations of the feasibility study.

Activity 2.1 Community mapping

A stakeholder mapping exercise will be carried out as part of the project. The mapping team will consist of 6 BCH staff and 2 *community health workers*. The mapping will help the project to identify community leaders, clergy, self-advocacy organisations of persons with disabilities and NGOs that provide services that could be used as part of the project. This will also include a comprehensive mapping of existing savings groups that could be relevant to Activity 2.3 (Income Generating Activities). The mapping will take approximately 6 working days per province and will be carried out in 6 of the 7 provinces. The mapping will not be carried out in Lusaka as the information on Lusaka is already available to the project team. The team will meet with the District Ministries of Health, Education and Community Development to present the objectives of the project and explore opportunities for collaboration. The mapping will form the basis for further activities in the new target areas that have not previously benefited from ear and hearing health interventions.

Budget line	Measure	Types of expenditure	Total Euro
2.2.	Multi-day community mapping in 6 provinces with 3 BCH staff and 2 <i>community health workers</i> per region	Catering, transport, accommodation	9.528

Activity 2.2 Promotion of self-help groups

As part of this project, 18 self-help groups for people with hearing impairments will be set up in 6 provinces (Lusaka already has a functioning self-help group). There will be 3 self-help groups in each of the 6 provinces. Members of the groups will be recruited mainly through information sessions in schools and during community screenings. The self-help groups will be based on the community-based inclusive development (CBID) model. Support groups will play a crucial role in providing emotional support by providing a platform for sharing experiences. These groups will promote the exchange of information between people with hearing impairments, parents and carers of children with hearing impairments about resources, therapies and assistive technology. In addition, parents will be trained to advocate for the rights of children with hearing impairments, raise awareness of their unique challenges and promote their inclusion. To encourage better interaction between members, each support group will consist of a maximum of 15 members. The group meetings will primarily focus on advocating for better inclusion of children and adults with hearing impairments. In addition, the project will utilise media campaigns and events to create a space for the self-help groups to highlight the importance of inclusion of children and adults with hearing impairments in their communities. The project will fund 10 meetings per group and invite the formed groups to participate in organising the meetings. The organisation of further meetings from 2027 onwards will then be the responsibility of the individual groups. The CBID Officer will support the groups beyond the period of the funded meetings.

Budget line	Measure	Types of expenditure	Total Euro
2.2.	At least 10 meetings per group (18 groups) with at least 15 people	Catering, transport costs, workshop material	8.972

Activity 2.3 Income-generating measures for people with hearing impairments

In order to sustainably improve the living conditions of people with hearing impairments and their families, it is important not only to strengthen their ability to stand up for their rights, but also to enable them to contribute to their livelihoods and thus become a respected part of the community. The project therefore plans to give people with hearing impairments and their families access to income-generating measures. Between 2017 and

2022, BCH, together with the support of CBM, gained initial experience in implementing income-generating activities for people with disabilities in the Lusaka region. In this project, BCH worked with external consultants in the areas of finance, entrepreneurship and agricultural techniques. Strategic partnerships were also established with companies such as chicken farms, mills and seed growers.

Based on the results of mapping activity 2.1., 21 community health workers selected from the 120 CHWs trained in activity 1.5. will be used to identify people with hearing impairments who are interested in income-generating measures. An important point of contact for the CHWs are the self-help groups established under Activity 2.2. and information from the community and school screenings. Based on Beit Cure's experience with income-generating activities and self-help groups, it can be assumed that not all participants from self-help groups are interested or have the need to participate in income-generating activities. It is also important that participants in income-generating measures do not have to travel long distances to attend meetings. An important selection criterion will be the willingness of the participants to make a personal contribution to the income-generating measures. Since not all members of the self-help groups are interested or fulfil the necessary criteria, we assume that 14 savings and credit groups will be formed for income-generating measures. Individuals from self-help groups who are unable to join an income-generating group because no group can be formed will be referred to existing savings groups with the support of BCH, which will be encouraged to organise their activities inclusively. Information events are planned for the formation of the 14 income-generating groups, which will be organised by BCH staff with the support of 21 CHWs. Appropriate information material on income-generating measures and the funding opportunities offered by the programme will be distributed at the events. Communication will be ensured by sign language interpreters.

After 14 groups have been formed and three leaders per group have been selected, these 42 group leaders will undergo several days of training on setting up and managing savings and credit groups, financial management and criteria for selecting transparent income-generating measures. When forming the groups and selecting the leaders, particular attention will be paid to ensuring that women are sufficiently represented in the decision-making body. Modelled on a BCH project with an income-generating component that is already being implemented, the training aims to enable the groups to identify and implement sustainable business projects. The main ventures include free-range chicken farming, handicrafts, vegetable growing and baking. The training will be delivered by 3 external experts who have already worked with an existing project. The training courses will be held at central locations in the respective regions.

In addition to the 42 group leaders, 4 BCH employees will also take part in the training, as they will provide mentoring and support for the selected measures throughout the duration of the project.

Budget line	Measure	Types of expenditure	Total Euro
2.2	Identification, formation and training of 14 groups for income-generating activities (with a total of 210 people and 21 CHW).	Drinks, snacks, transport costs for 21 CHW, visibility and training material, fee for 2 sign language interpreters for 5 days (5*2 *118,70 EUR= 1.187 EUR)	15.226
	Multi-day training in the management of savings groups and income-generating measures for at least 46 participants (42 group leaders and 4 BCH staff)	Accommodation, catering, transport, room hire, training materials, fee for 2 sign language interpreters (2*5 at 118.70 EUR=1,817 EUR; fee for 3 external trainers (3*5*237.33 EUR=3,560 EUR).	27.872
	Total		43.098

Activity 2.4 Investment costs for income-generating measures

After completion of the training described under 2.3, each of the 14 groups will be supported with up to approximately € 2,136 for the procurement of equipment / agricultural products for a business project chosen by the group itself. The selection of business activities for each group will be made after a comprehensive analysis of the local conditions as well as the interests and strengths of the group members. The experience already gained by BCH in previous projects will be incorporated into the counselling of the groups. The value of the seed capital was calculated on the basis of previous project experience and covers around 60 % of the capital actually required for a business idea. The remaining 40 % is contributed by the group members either in cash or in kind. This cost-sharing approach is intended to ensure the sustainability of activities from the outset.

The capital contributed is managed as a revolving fund, with the group members choosing how the material received is paid back to the group according to the income-generating measure chosen. For example, if parts of the group have opted for chicken breeding as a measure (based on previous experience, this is a very likely measure), the members who have received free-range chickens in the laying phase will provide the group with adult chickens that have emerged from the offspring of the laying chickens. This repayment mechanism is managed by the trained group leaders. The repayment mechanisms are determined within the group for each selected measure, so no details about the repayment mechanisms can be provided at this stage. Part of the training under activity 2.3 will be that equal access to the groups' resources must be ensured for all members, especially women.

Budget line	Measure	Types of expenditure	Total Euro
1.2.	Income-generating measures for 14 groups	Material/agricultural products for income-generating measures (e.g. chickens, craft materials/seeds etc.)	29.904

Activity 2.5 Raising teachers' awareness of ear and hearing health

Beit Cure Hospital will work with the Ministry of Education to sensitise teachers to help identify children with hearing impairments. As part of the project, 1,000 teachers across the catchment area will be sensitised. In organisational terms, the project will combine teacher awareness-raising with school screenings. The aim is to train 10 teachers per school screening. The WHO manual for basic ear and hearing health care will be used as training material for the teachers. After completing the sensitisation, the teachers will receive a certificate of participation and information material on ear and hearing health, which they can display in the school. It is intended that the sensitised teachers will act as "*Ear and Hearing Champions*" in their respective schools and ensure that children with hearing impairments are identified earlier and referred for treatment.

Budget line	Measure	Types of expenditure	Total Euro
2.2.	One-day sensitisation of at least 1,000 teachers	Catering, sensitisation material, training material	14.240

Activity 2.6 Training decision-makers on the importance of ear and hearing health

For the success of the project and the sustainability of the measures, a solid understanding of decision-makers in the field of ear and hearing health and the inclusion of people with hearing impairments is necessary. Therefore, the project is planning 3 trainings for decision makers on ear and hearing health. Participants will be political and traditional decision-makers at provincial and municipal level, as well as media representatives. Representatives of organisations of people with disabilities will also participate. The workshops will be led by *Beit Cure Hospital* staff in collaboration with CBM. No costs are budgeted for this. The workshop will last about 2 to 3 days with at least 30 participants from different parts of the country. The workshops will be conducted by renowned CBID/inclusion trainers and ENT specialists in the country.

Budget line	Measure	Types of expenditure	Total Euro
2.2.	At least 3 multi-day training courses on the importance of ear and hearing health, each with at least 30 participants and 5 trainers, one of whom is external.	Conference room, catering, accommodation, transport, workshop material, sign language interpreter fee (71.25 per day for 2 sign language interpreters * 2 days * 3 trainings = 855 EUR) Trainer fee Inclusion Expert: 142,50 EUR per day for 2 days * 3 trainings = 855 EUR	21.813

Activity 2.7 Coordination meeting with national decision-makers and OPDs

The project will bring together various national decision-makers with organisations of people with disabilities in coordination meetings to lobby for better provision of ear and hearing health. From 2025 to 2027, a coordination meeting with at least 30 participants will be organised every year. *Beit Cure Hospital* staff will ensure the organisation of the meetings. In addition to an exchange on the current situation of ear and hearing healthcare

in Zambia and the status of the project, sustainable financing concepts will also be discussed. The coordination meetings will be attended by all relevant stakeholders such as the Ministry of Health, Ministry of Education, Ministry of Social Welfare (including the *National Health Insurance Management Authority (NHIMA)*), self-advocacy organisations, and ZENTAS to ensure that the maintenance of equipment and regular supply of consumables is maintained after the project ends.

Budget line	Measure	Types of expenditure	Total Euro
2.2.	At least 3 multi-day coordination meetings with at least 30 participants each	Conference room, accommodation, catering, transport, workshop materials, sign language interpreter fee (EUR 71 per day per interpreter for 2 sign language interpreters for 3 coordination meetings = EUR 426)	15.108

Activity 2.8 Publication of adverts and articles on ear and hearing health and information material

Beit Cure Hospital will work with media organisations to ensure that at least two advertisements per year are published in mainstream media (newspapers/health magazines) and social media on the topic of ear and hearing health, especially on key international days such as World Hearing Day and World Disability Day.

In addition, the project will publicise progress in the area of *task sharing* for the provision of ear and hearing health in inclusion journals and on information platforms in the form of articles.

Budget line	Measure	Types of expenditure	Total Euro
2.2.	At least 8 articles, 16 adverts and 1600 flyers on ear and hearing health	Costs for adverts, articles and information material	4.744

Activity 2.9 Community awareness campaigns on inclusion and ear and hearing health

The project aims to organise 4 campaigns each year to raise awareness of the inclusion of people with disabilities, the prevention of ear and hearing problems and their treatment options. The campaigns will take place, for example, on World Hearing Day, World Day of the Deaf and World Disability Day to raise awareness of ear and hearing health. The media campaigns will be broadcast in both traditional media and social media to reach a large proportion of the population. The project will also develop and disseminate IEC awareness materials that will be translated into local languages and Braille. Materials such as posters, flyers and brochures are distributed in hospitals, schools and community centres so that they are easily accessible to the public. Other materials, such as project descriptions and summarised project reports, will be disseminated. The project will also utilise the services of influential media personalities to raise awareness of ear and hearing health (with a focus on prevention, integration and access to ear and hearing health services) on various public platforms and media broadcasts.

Budget line	Measure	Types of expenditure	Total Euro
2.2.	At least 20 media campaigns, 2400 IEC materials and content for social media	5 radio/TV adverts per year, printing of 400 IEC materials/year and annual costs for the production of content for social media.	9.491

3.3. Accompanying project measures, coordination & monitoring

The local project organisation BCH is responsible for implementing the activities on site in accordance with this proposal. As the legal project executing organisation, CBM is responsible to BMZ for the overall monitoring of project progress and full reporting to BMZ.

To ensure high-quality implementation of the project, two activities are planned, which are described in more detail below.

BMZ Requirement Training and Project Launch

At the start of the project, a kick-off event is planned in Lusaka with CBM and BCH staff to go through all donor regulations, plan communication and reporting for the project and define responsibilities between CBM and BCH. In addition, the final project concept will be presented in detail to relevant stakeholders in a project launch to ensure their support.

Budget line	Measure	Types of expenditure	Total Euro
2.4.	Multi-day workshop with at least 16 people	Catering, transport, accommodation, room hire	3.798 (included in the table below)

Studies to review knowledge on ear and hearing problems and inclusion of people with disabilities

The *Beit Cure Hospital* monitoring and evaluation team will conduct a baseline survey at the beginning of the project to measure the impact of the interventions in the area of ear and hearing health knowledge and inclusion of people with hearing impairments. For the data collection, up to 10 data collectors are needed, who will be accompanied by the BCH M&E staff during the data collection on site. The data collectors will be trained in the use of the data collection tools for 5 days prior to data collection at *Beit Cure Hospital*. After determining an appropriate sample size, the team will collect data for up to 10 working days in 2025, 2026 and 2027. The surveys will include a systematic analysis of the existing perceptions of the population in the target provinces on ear and hearing health. The results of the pre-survey will be used as a basis for comparing whether changes in knowledge, attitudes, practices and perceptions of the community within the project catchment areas have been achieved by the project. In this way, it can be determined whether the perception of the community has changed positively and has had a positive impact on the quality of life of people with hearing impairment.

Budget line	Measure	Types of expenditure	Total Euro
2.4.	Multi-day training of at least 10 CHW and implementation of the survey with at least 10 persons on at least 12 days including travelling days for 3 surveys each.	Accommodation, catering, transport, room hire, safety waistcoats	28.935 (included in the table below)

The following table summarises the investment and operating costs for project-related measures.

Project support measures by the local project organiser				
	Investments by local project organisers (equipment)		Operating expenses of the local project organiser	
	Output types	Total Euro	Output types	Total Euro
Project-related equipment and operating expenses for the BCH office (pro rata/ 10%) for 54 months	Computer, printer including scanner function, virtual training equipment	16.494	Utilities (water/electricity/cleaning), office supplies, telephone, internet	84.550

Monitoring activities			Catering, accommodation, transport, printing of remittance registers	8.148
Transport, and more	All-terrain Sprinter minibus for BCH with 18 seats for regular trips to the project regions for screenings and transport of patients when special operations are required. (Most cost-effective alternative)	64.791	Petrol, vehicle maintenance and insurance	9.947
BMZ Requirement Training and Project Launch			Catering, transport, room hire	3.798
Studies to review knowledge on ear and hearing problems and inclusion of people with disabilities			Transport, catering, accommodation, room hire, safety waistcoats	28.935
External audit (audit EUR 6,000 per year for 5 years)			Fee	30.000
Bank charges			Fees	2.664
Total project-supporting measures by local project organisers	BL 1.4.	81.285	BL 2.4.	168.042

In addition to the operating and investment expenses mentioned above, the following costs are included in the proposal:

Personnel costs: **EUR 293,838**

Feasibility study, interim evaluation and final evaluation: **EUR 54,924**

Project trips for CBM employees from CBM in Germany: **EUR 12,500**

3.4 Risks and Risk Mitigation Measures

BCH and CBM have identified various risks as part of a risk analysis and planned appropriate measures to minimise risks. In addition, CBM will ensure continuous risk management through monitoring and routine project visits. The following table lists the most important risks and the corresponding measures to minimise them.

Description of the risk	Probability of occurrence (high/medium/low)	Impact on the project (high/medium/low)	Remedial measure (must be included in the budget if the remedial measure involves costs)
Changes in government policy priorities so that ear and hearing health and the <i>task-sharing</i> model do not get the attention they need.	Low	Medium	Continuous monitoring of government policy and lobbying of decision-makers at the Ministry of Health
The difficult economic situation in Zambia can lead to protests by the population against the increased cost of living and to politically fuelled demonstrations.	Medium	High	Utilisation of local structures to gather information on the current situation in the respective project regions and to plan project activities accordingly.
Poor roads and infrastructure	Medium	Low	Procuring an off-road vehicle and ensuring field mapping is carried out to develop a solid itinerary for field visits. Liaising with local <i>community health workers</i> to provide logistical support for mapping.
Patients do not attend follow-up appointments.	Medium	Medium	The social workers will work closely with the <i>community health workers</i> in the municipalities to ensure that follow-up appointments are kept. Utilising <i>Beit Cure's</i> electronic medical record system to monitor patient data.
Mismanagement of medical equipment	Low	Medium	Training and instruction of personnel in the use of the devices and signing of MoUs
COVID-19 pandemic	Medium	High	<i>Beit Cure</i> has a working group to monitor the COVID-19 pandemic
Road traffic accidents	Low	Medium	Conducting appropriate risk and safety management training for all drivers of the project vehicles.
Flash floods, especially in rural areas during the rainy season	Low	Medium	Travel planning is only carried out in close coordination with local structures in order to

			have real-time data available on the current situation.
Employees move to other organisations	Medium	Medium	Conducting annual employee satisfaction reviews and planning intangible incentives, such as the provision of continuous professional development programmes.
High drop-out rates among participants in training programmes, e.g. nurses and other staff trained as part of the project.	Medium	High	Careful selection of candidates and building and maintaining relationships with key people in the Ministry of Health, the <i>Health Professionals Council of Zambia</i> and the <i>Nursing and Midwifery Council of Zambia</i> .
Exchange rate fluctuations	Medium	High	Regular monitoring of the exchange rate and timely communication to CBM and BMZ

3.5 Sustainability (structural, economic, social, ecological)

The financial sustainability of Beit Cure consists of a combination of free services and cost coverage by the National Health Insurance. Beit CURE Hospital provides services to all children who have a hearing impairment or are at risk of acquiring one. The services are free of charge for patients under the age of 18 who come from socially disadvantaged families and require the hospital's specialised services if they are not covered by national health insurance. The insured are mostly better-off families from urban areas. Nevertheless, all patients are treated equally and receive the same quality of services regardless of their insurance status. In addition, the introduction of the task-sharing model will also ease the financial burden on Beit Cure in the long term, as more treatments can be carried out directly in the target regions through structures of the national healthcare system.

The sustainability concept for the project is based on four main aspects:

1. Establishment of a hybrid, in-service training concept
2. Establishment of the task-sharing model
3. Qualification of trainers to secure skilled personnel in the long term
4. Utilisation of existing infrastructure and training materials

A training concept that reflects the realities of the Zambian healthcare system is necessary in order to sustainably train staff for ear and hearing health services. With the training concept used in the planned project, the health system is not deprived of trained personnel for further qualification, but rather personnel who have already been trained receive in-service training. This in-service training is made possible by the hybrid training concept, in which online and face-to-face teaching alternate. People already employed in the healthcare system continue to receive funding from the Ministry of Health during the training programme, so that the participants' livelihoods are secured. The training is cost-efficient thanks to short face-to-face events, as accommodation and catering are only required for short periods. This makes the training concept more easily scalable for the Ministry of Health.

To ensure long-term financing of community-based ear and hearing health, the project introduces a *task-sharing* model based on capacity building of existing staff instead of hiring new staff. *Nurses/clinical officers* and community health workers will be able to take over ENT tasks through their strengthened skills in primary ear and hearing health care, thus relieving the burden on ENT professionals such as ENT doctors and *audiology officers*. By training existing healthcare staff to take on ear and hearing health care tasks, the healthcare system will be relieved of long-term financial burdens, as more highly qualified and expensive specialised positions will be required to a lesser extent to ensure adequate ear and hearing health care services for the population.

The further qualification of existing specialist staff as trainers will build up local expertise in the long term, who will continue the established training concept with new participants. This secures the need for local specialised

personnel in the long term, reducing the need for international specialists. In addition, sustainability is achieved through the training concept's collaboration with the Ministry of Health's Directorate of Human Resources to provide training resources for *community health workers* and ENT doctors.

To ensure the structural sustainability of the project, BCH will set up the ear and hearing health infrastructure within the existing government health facilities. Existing buildings will be adapted so that they can be used as audiological examination rooms. The project will utilise the ear and hearing health training materials provided by WHO, including manuals, guidelines and procedure manuals, which are easily accessible on the WHO website. These will continue to be available after the project and will be updated regularly. The self-help groups that are set up are linked to existing government support programmes so that they can exist in the long term.

The project will also promote the use of the *National Health Insurance Management Authority* (NHIMA) for all patients to cover their medical costs and expenses. This will be done through participation in the relevant Technical Working Groups in which Beit Cure regularly participates and is also part of the awareness campaigns. In addition, BCH will utilise the existing government grant framework and encourage health facilities to use grants from the *Constituency Development Fund* (CDF) to procure equipment and support local businesses. The project will also ensure that all deaf people are screened and issued with a disability card, which will grant them tax exemptions for their income-generating activities. This promotes self-sufficiency and reduces dependence on external assistance.

Ecological sustainability:

The project uses practices and technologies that minimise the impact on the environment, such as the use of electronic data collection systems used by the Ministry of Health to avoid the use of paper. In addition, the project will utilise tablets; currently the Zambian Ministry of Health uses the *Smart Care* electronic health system and the Health Management Information System as part of its telehealth strategy for reporting and managing patient data. The project will also focus on the responsible disposal of medical consumables and waste at mobile clinics to reduce the impact on the climate. BCH staff have already been trained on how to sort waste to reduce their environmental footprint.

APPENDIX 3

ToR for project audits

TERMS OF REFERENCE AUDIT

CBM Project No.: P10436
BMZ Project No.: 7933

Project Title: Strengthening Integration of People-centred Ear and Hearing Care in Zambia

Reporting Entity: Beit Cure Hospital

Contracting Authority: CBM CO Zambia

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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 Zambia (hereafter named Contracting Authority) agrees to engage 'the Auditor' to perform an audit of the funds received and payments made by the Reporting Entity Beit Cure Hospital 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.¹

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.

¹ 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 2024, 2025, 2026, 2027, 2028 and a final audit, covering the entire duration of the project (01.08.2024 – 31.01.2029). 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:

- 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.
- 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.
- 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:
 - Project Full Proposal
 - Project Contract with approved Budget
 - Revised Budgets (if any)
 - BMZ-Guidelines for the funding of projects incl. special provisions
 - BMZ-Guidelines for external Audits
 - All project-related vouchers (for income, expenditures, transfers, currency exchange, etc.)
 - All project-related contracts (staff and consultant contracts, rent contracts, contracts with constructors etc.)
 - All project-related procurement documents including procurement award notices
 - All further project-related documents necessary for the auditor
- To coordinate the Auditors field visit to ensure that he can inspect all equipment/activities agreed during the preparatory meeting:
- 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:

- 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 Beit Cure Hospital with reference to the financing of the project 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 2 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 Beit Cure Hospital.

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 five 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

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

3. Financial statement as at

–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</u> <u>20 (first year)</u>	Actual expenditure <u>20 to</u> <u>20 (second year)</u>	Actual expenditure <u>20 to</u> <u>20 (third year)</u>	Actual expenditure <u>20</u> <u>to 20</u> (fourth year)	Actual expenditure ALL YEARS 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 % –
1.1	<u>for investments</u>							
1.1.1.								
1.1.2								
1.1.3								
1.1.4								
1.2	<u>for operating expenditure</u>							
1.2.1								
1.2.2								
1.2.3								
1.2.4								
1.3	<u>for personnel</u>							
1.3.1								
1.3.2								
1.3.3								
1.3.4								

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

2. Receipts		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 ALL YEARS 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)							
Total receipts							

3. Financial statement as at

– in local currency –

Total receipts (all years)

./.

Balance

Overspending²

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)

² Overspending = Actual total expenditure – Appropriation total expenditure according to Financing Plan

APPENDIX 4.1

BMZ Guidelines for the
funding of projects

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**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

Sc

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 thriflty 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.

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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."

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APPENDIX 4.2

BMZ procurement guidelines

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Annex 3.2

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

Purchase in partner countries (by local partner):

Value of purchase (excl. VAT)	Procedure for purchases and contract awards (by the local partner)
≤ 1,000 EUR	<ul style="list-style-type: none"> - Direct Purchase under consideration of most economic choice. <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>No need for special documentation of the purchase, except for the required inventory list (please see Annex 4.6).</p>
1,000 – 15,000 EUR	<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, documentation is required of at least three offers (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 EUR	<p>Minimum requirement: Three written bids/offers.</p> <p>Formal award procedure: 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>Records should be kept of the reasons for decision.</p> <p>Procedures for construction measures may vary. Please contact CBM Project Delivery for further information.</p>

Items purchased or produced in order to realise the project purpose as well as buildings and real estate need to be used for this intended purpose for a certain **minimum period of time**, depending on the purchase value:

Purchase value	410 – 5,000 EUR	> 5,000 – 50,000 EUR	> 50,000 EUR
Minimum period of time from acquisition date:	2 years	5 years	30 years

Good, items and buildings may only be used for other purposes after approval of CBM.

In case a funded building becomes property of individuals (target group), local partner organisation is expected to conclude contract with each potential owner.

If the above requirements will be disregarded, the project has to pay compensation to BMZ.



APPENDIX 4.3

Guidance Note on BMZ
Voucher List, Voucher
Scanning Process and
Overview of non-eligible
expenses

Appendix 4.3

Part 1: BMZ Voucher List Guide (pp. 2-6)

Part 2: Voucher Scanning for Partners (p. 7)

Part 3: Overview of Non-eligible Expenses (pp. 8-12)

Part 1: BMZ Voucher List Guide

Guidance Note for the Verification of Voucher Lists for BMZ Projects (BMZ grant titles: German Private Executing Agencies (PT) and Special Initiatives (SI))

Content and Scope of this Guideline

This guideline contains important information to be considered when checking the voucher lists for projects supported by BMZ. It is structured as follows:

1. General requirements for vouchers
2. General requirements for BMZ project voucher lists
3. Detailed check of individual entries in the voucher lists
4. Specific requirements for certain types of expenditure

This guideline is limited to the conditions for checking the voucher lists for BMZ projects. It does not cover checks on the eligibility of individual expenditure items included in the list, nor does it cover checks on the documents themselves (including supporting documents). The eligibility of individual expenses must be aligned with the overview of non-eligible expenses (see part 3) and agreed in advance with the project partner and the country office (CO) contact person.

1. General Requirements for Vouchers

Please note that:

- Vouchers must contain a unique identifier to the project (ideally the project number).
- Self-supporting / replacement vouchers will only be accepted with justification as to why the original voucher cannot be provided.
- Concerning “loan funds”: receipts of expenditures for the actual initial procurement (for example, purchase of animals or supplies) are required.

Please check the sample receipt/invoice below:

Voucher example

RECEPCION DE DOCUMENTOS

Mecanica FILADELPHIA

Mantenimiento y Reparacion de Vehiculos

Calle 31 - Asuncion
Tel: (01) 433-566 - 021-213-930
Cor. Fuentem - Fazenda - Paraguay

FECHA DE EMISION: 02 DE Diciembre de 2017 CON CREDITO A CREDITO

Nº 001-001 0001306

5. NOMBRE O RAZON SOCIAL: Servicio Lineal

6. DIRECCION:

7. VALOR DE VENTA: 3.200 COP

8. IMPRESO EN:

9. FECHA DE EGRESO:

TOTAL A PAGAR: 3.200 COP

Liquidación del IVA: 0%

EL IMPRESO

1. Issuer of the document
2. date of creation
3. document number
4. Project number/name (stamp)
5. recipient
6. reason and purpose, quantity, price (subprice)
7. Total amount
8. (receipt) stamp + Signature for acknowledgement of receipt
9. Translation (if receipt not in English)

2. General Requirements for BMZ Project Voucher Lists

When CBM staff (country office (CO) and project delivery (PD) teams) are checking the voucher list, this may lead to additional measures being taken. Information on the handling of irregularities is provided in the last section of this guideline. The following references are based on the structure of the voucher list template in the Monitoring and Reporting Tool.

Year	Quarter	Partner	SELECT ACTIVITY NUMBER (Pull Down Menu)	Name of Activity	BMZ	Name of BMZ Budget Line	NAV Number [entered by CO]	NAV Description	expenditure amount in local currency	local currency code	Interne Belegnummer / Internal receipt number	Datum der Zahlung / Date of payment <small>This is the date when the bills are paid. Also applies in case of payment by cash. In case of payment by cheque this has to be the date the cheque was issued. In case of payment by bank transfer or similar corresponding to the progress of construction work, please state the date of each instalment payment. Note: If you pay several participants at once via one or more combined vouchers (e.g. for transport of training Participants), the voucher date must be stated per VOUCHER DATE.</small>	Name Empfänger/-in / Name of recipient <small>In case of combined voucher please name "Participants according to Participant List; Number of Participants" and include the Participant List in your accounting files.</small>	Grund der Zahlung / Reason of payment	expenditure amount reflected in Finance Report (depending on hard or local currency)	EUR Amount (approx.)	Comment by CBM Voucherlist Check <small>To be filled up by CBM "To-Do list"</small>
------	---------	---------	--	------------------	-----	-------------------------	-------------------------------	-----------------	---	---------------------	--	---	---	--	--	-------------------------	---

Figure: Voucher List Template with required information for each voucher entry (copied from the reporting template/tool): year, quarter, partner, activity number, name of activity (filled automatically), BMZ budget line and full name (filled automatically), NAV number (from now on: ProMIS number – entered by CO), ProMIS description (filled automatically), expenditure amount in local currency, local currency code, internal receipt number, date of payment, name of recipient, reason of payment, expenditure amount reflected in Finance Report (depending on hard or local currency), EUR amount, comment by CBM.

Please ensure that:

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

There is only one **exception** in which payments can be summarized in a single voucher list entry: In case of similar payments in the same budget line (e.g. transport or catering costs) to several participants (e.g. from the same course or training) which do not exceed 50 EUR per individual expenditure, the expenditures can be summarized in a single voucher list entry. Therefore, there is no upper limit for the total sum of such expenses summarized in one block (i.e. in one voucher list entry). However, all relevant vouchers (and corresponding supporting documents such as signed attendance lists) must be available for each of the summarized expenses below EUR 50, although they do not have to be submitted. If the expenditure is paid in a single cost block, the voucher list entry should contain the number of beneficiaries in the 'Reason for payment' column (e.g. 'Payment of fuel costs for the transport of 20 training participants based on distance travelled'). The column "Name of recipient" (of the payment) should not refer to the project staff initiating payments to several beneficiaries, but contain a collective description of the actual beneficiaries (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

3 of 12

3. Detailed Check of the Individual Entries in the Voucher Lists

The references are listed from left to right according to the sample voucher list (see figure p. 3):

Quarter:

- Please verify that the quarter indicated corresponds to the reporting quarter and the date of payment.

Activity number and name of the activity:

- Please check that the numbering and description of the activity correspond to the budget plan in Annex 2.
- Please make sure that the reason of payment is aligned with the activity.

BMZ number and name of the BMZ budget line:

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

Amount of expenditure in local currency and local currency code:

- Please check if the correct currency code was selected.

Internal receipt number:

- Please check if an unambiguous and unduplicated receipt number is entered here, i.e. each receipt/invoice/voucher needs its own unique internal receipt number.

Date of payment:

- Please check whether the 'Payment date' corresponds to the reporting period (this is, among other things, important because of the time limit for the payment of funds). The "Payment date" 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 cashing of cheques. Concerning instalment payments for individual construction phases, it is important to specify the payment date of the respective stage, not the date of the final invoice.

Name of recipient:

- Regarding the name of the recipient/beneficiary, the following points should be checked:
 - Is the name of the company or person complete?
 - For individuals: Is their position or role in the project indicated (e.g. project leader, beneficiary, trainer, etc.)? This can be indicated 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 should be sufficiently specific and understandable also for anyone not involved in the project; it should be plausible and relevant to the activity as well as to the BMZ budget line.
- In addition, it should be verified that the specific requirements listed in the following section have been met.

Amount of expenditure in local currency / EUR:

- A rough estimate must be made here as to whether the amount is reasonably commensurate with the "reason for payment".

4. Specific Requirements for Certain Types of Expenditure

For certain types of expenditure, specific requirements must be met (as indicated below). Neither here nor in the list of non-eligible expenditures (part 3 in this document), the eligibility of individual expenditures can be dealt with in a general way. The following list is therefore not intended to be exhaustive, but merely addresses frequently asked questions:

Trainings / Events:

- Please always specify the **date, place and name** of a training as well as the **number of participants**.

Salary Payments:

- Entries for salary payments must provide a **time specification** (usually the month for which the payment was made, i.e. the month of reference).
- **Payees must always be listed individually**, that is, they must be clearly identifiable and cannot be grouped together in one entry. This also applies to any additional wage payments, such as social insurance.
- Payments on salaries made directly to the relevant tax revenue authority must be listed in a separate entry; the 'reason of payment' should clearly indicate which salary payment the **tax payments** relate to.
- It should be noted that partner organizations account for salaries in very different ways, e.g. as lump sum payments or as separate partial payments divided into net salary, taxes, insurance, etc. **Only the agreed net salary and additional country-specific salary payments approved by BMZ in advance** (or retroactively), such as taxes and certain social insurances) **can be accepted**. Generally, private/voluntary insurances are not permitted under the BMZ PT/SI guidelines.
- Salary payments must **correspond approximately to those in the approved budget plan** (annex 2). If the salary payment is higher than the agreed amount, the reason must be clarified with CBM in advance.
- If salary payments are recorded as **lump sums, samples of pay slips need to be provided** at the very beginning of the project to check the eligibility of the salary components. Similar checks will be carried out during project visits.

- According to the logic of the BMZ, the **costs of recruitment** as well as any travel or lodging expenses for project staff are not 'staff costs', but should be included in the budget line '**running costs**' (e.g. under 'project management and monitoring').

Per diems / Allowances:

- Per diems/allowances are generally **non-eligible** costs.
- If there are local regulations that prescribe the payment of per diems/allowances (transportation, accommodation, meals) and that deviate from the donor requirements, **exemptions must be agreed upon in advance with the donor** (during project planning).

Rent, fuel and other overheads:

- In the case of **shared rental costs** (e.g., if office space is used for several projects or if the office is shared with another NGO), the costs should be **compared to those budgeted** in the project proposal and **reduced** according to the size of the premises/services used for the project as well as budgeted on a **pro rata basis only**. **Supporting documents** need to specify the basis for calculation (e.g. how percentage was calculated).
- In the case of **telephone and internet costs as well as fuel costs** for project vehicles, the 'reason for payment' must indicate the **period of consumption or the reason for consumption** (e.g. 'fuel costs for transport start-up workshop') as well as the **respective vehicle or registration number**.

Part 2: Voucher Scanning for Partners

Introduction

For our BMZ co-funded projects, it became necessary to scan all vouchers of the financial documentation. Due to experiences related to the Covid-19 lockdown, during which for instance monitoring visits have become more difficult to realize, it is very important that we keep records of the vouchers digitally. This helps to safeguard receipts in the event of physical loss, destruction, or damage. It also enables fast access in case the CBM Country Office and/or Project Delivery staff need a closer view of documents or if a more in-depth audit is requested. The scanning of vouchers thus ensures an easy handling.

What is needed:

All financial project documents (vouchers & supporting documents), including contracts of consultancies, pay slips, time sheets, procurements (the selection / tendering documents). For this, the partner is requested to share the e-mail addresses of the project staff involved in the process of voucher scanning to the CBM country office. It is important that the partner also informs the CO as soon as a change in personnel occurs.

Where to locate the vouchers?

The link to the respective ProMIS folder for voucher scanning will be shared with the designated project manager via e-mail, together with further instructions and an introduction to the subfolder structure where applicable.

How to structure the voucher upload?

The voucher document name is equal to the number provided in column L (internal receipt number) of the reporting tool. Please ensure that the supporting document(s) in each uploaded PDF correspond(s) to only one voucher list entry in the reporting tool (i.e. one PDF per internal receipt number); scanning proof for multiple entries in one single PDF is not allowed.

Frequency of upload:

The vouchers shall be uploaded at least every quarter, i.e. 4 times a year. Optionally, a monthly frequency is recommended.

To grant auditors access to the ProMIS folders, CBM is responsible for sharing the link with the respective auditor.

Should you encounter any difficulty or have questions for clarification, do not hesitate to contact the respective country office.



Part 3: Overview of Non-eligible Expenses

In the grant titles *Private Executing Agencies (PT in German)*
and Least Developed Countries (*LDC*)

As a general principle, only expenses that are **foreseen in the approved application and that can be substantiated by supporting documents** upon request are eligible.

In this context, you must consider that certain types of expenses are not eligible for grants according to the guidelines of the grant title. Expenses that were neither included and are identifiable in the application nor are useful for the purpose of the grant, are not considered to be agreed upon in the contract and cannot be approved later. To avoid reclaims by the donor and constraints on reimbursement, such expenses **should not be included in the application or incurred during the course of the project** with project funds.

The following summary of these types of expenses includes primarily those for which we regularly receive questions or for which we must regularly ask institutions to make corrections to the application. **The list is not intended to be exhaustive.** If you are unsure about the eligibility of an expense, please contact us as usual.

Please bear in mind that you must of course consider the legal provisions in force in the country of the project. **This means that expenses that are required by law in the project country and that are necessary to achieve the objective of the requested project are eligible by principle**, even if they are listed below. However, you must also be able to substantiate the legal requirement.

Non-eligible expenses	Explanation/remark
Expenditures that are not approved by the donor	As a general rule, only expenditures that have been applied for and contractually agreed are eligible.
All expenses incurred outside the eligibility period of the contract	<p>Expenditures incurred before the grant application was submitted and thus before the start of the funding period are generally not eligible. Likewise, expenditures incurred after the end of the project period are not eligible for funding.</p> <p>The only exceptions to this rule are:</p> <ul style="list-style-type: none"> - expenses for chartered accountants (contracts must be concluded during the eligibility period of the project contract); - holdbacks (i.e. final installments) on construction costs (contracts must be concluded during the eligibility period of the project contract);



	<ul style="list-style-type: none"> - last installment for evaluation expenses (evaluation must be conducted and completed during the eligibility period of the project contract); - expenses for a feasibility study if they are part of the final proposal and have been approved by the donor.
Any expenses that are reimbursed by a third party at a later point in time reduce the need for funding and therefore also proportionally reduce the total amount of the grant.	For example, in the event of entitlement to deduct VAT or if VAT is refunded (where applicable, the obligation to report must be complied with)
The full amount of expenditures for procured items, buildings, and/or land that are not available for the requested purpose until the expiration of the contracted binding period .	Expenditures for procured items, buildings, and/or land that are not available for the requested and approved purpose until the expiration of the contracted binding period are not fully eligible but must be reimbursed to the donor on a pro rata basis. Any case in which such project items are no longer available for the project purpose until the end of the agreed usage period must be reported to CBM.
Allowances / Per diems / Flat rates	<p>Each expense (transportation, accommodation, meals) related to a trip must be substantiated by receipts. Only actual costs can be budgeted; allowances / per diems are non-eligible. For recurring expenses for transportation, such as mileage rates, transportation costs for seminar participants, etc., it is sufficient to provide the basis for calculation, including supporting documentation, <u>only once</u>.</p> <p>If there are local regulations that prescribe the payment of per diems/allowances (transportation, accommodation, meals) and that deviate from the donor requirements, exemptions must be agreed upon in advance with the donor (during project planning).</p>
Hospitality costs	Hospitality expenses (i.e. business meals) are only eligible if such expenses or the relevant meeting are directly related to the objective of the project. A list of participants with full names and functions must be provided.
Alcoholic beverages	Generally non-eligible.
Additional payments and other allowances on actual salaries in the partner country	Any non-mandatory additional/top up salary payments / gratifications (as for anniversaries, performance bonuses etc.) are non-eligible expenses (in case of doubt kindly inquire before payment).
13th month salary	13 th month salaries are eligible if required by law in the partner country.



Insurances	<p>Legally mandatory insurances as part of the employment contract are generally eligible expenses. Health insurances are usually part of the salary. If they are not, those costs that are customary in the partner country for health coverage are considered eligible. If there are no mandatory or customary health insurances in the partner country, the payment of an adequate health insurance can be made part of the employment contract.</p> <p>By contrast, optional insurances (e.g. life insurance, accident insurance, optional health insurance) are generally non-eligible costs. If such optional insurances are necessary to ensure international minimum requirements of social security according to ILO standards or to protect project staff from grave risks, a justification must be provided during project planning.</p>
Housing/accommodation subsidies as part of salary	Housing/accommodation subsidies are only eligible if they are an integral part of the salary as customary in the project country.
Difference in staff costs if they have been budgeted degressively in the application	If staff salaries have been calculated on a degressive basis in the project contract, it is not possible to budget them as full salaries over the entire project duration.
Funeral costs, death benefits for relatives/dependents of project employees, funeral gifts, flowers for the funeral service or family members	Such expenses are only eligible if required by law in the project country (respective documentation must be provided).
Fees for decision-makers, government employees , e.g. for participation in a conference (such as sitting fees, daily allowances).	<p>Only actual expenses for participants (such as travel costs) can be reimbursed. Fees / honoraria are only eligible based on a service provided (e.g. for the presentation of a study at a conference).</p> <p>Similarly, honoraria for project staff are non-eligible if they are employed and paid under the approved project contract.</p>
Rental of meeting rooms and vehicles owned by the local partner	<p>If suitable meeting rooms are owned by the partner and used in the context of a project activity, their usage cannot be charged. If no own rooms are available, external rooms can be rented. The latter expenditure would be eligible.</p> <p>As with premises owned by the partner, no rental costs may be charged for using the partner's own vehicles. Incurred costs for fuel, maintenance etc. may be claimed as running costs.</p>



Claiming office costs must be in line with the following principles:	Office costs must be based on actually incurred expenditures, i.e. those substantiated by supporting documents. Lump sums for office use are non-eligible. All related expenditures should be declared under the budget line "running costs", not as administrative fee.
Separately paid drivers for the visitor(s) from Germany for the duration of the project visit or with the auditing body (also after project closure)	If the project has vehicles and drivers, these must be used. If this is not the case, each trip must be invoiced individually and documented accordingly (logbook).
Taxis/Rental cars	Expenditures for taxis or rental cars are eligible only in exceptional and justifiable cases, for instance if required for security reasons or where no own vehicle/public transport alternatives are available.
Interpreter service fees during a project visit	The donor assumes that regular communication between the private executing agency and the project partner as well as between the project partner and the target group is ensured already. These channels should therefore be used. Communication between the private executing agency and the target group must be facilitated by the project partner.
Translation costs of the local partner's reports into German (e.g., application, supporting documents, evaluation, feasibility study and others)	Are covered by the admin costs and cannot be budgeted separately.
Cash for work / Food for work / Cash transfer / Vouchers	Cash for work / Food for work / Cash transfer / Vouchers as common in a humanitarian aid context are non-eligible. This refers to employment programs that are used to stabilize the income situation of affected people for the transition after a disaster or in a crisis situation. Properly documented expenses for hiring day laborers are eligible.
Expenditures for emergency measures , purely distributive components	Distribution of basic necessities, relief goods and food is non-eligible.
Funding of organizational / institutional expenditures	Organizational/institutional expenses of the local partner that are not directly related to the project are non-eligible.
Fees paid by the local partner organization for existing memberships in bodies such as chambers of commerce and industry and others.	Non-eligible.
Subscriptions to newspapers and magazines	Only eligible if directly related to the project purpose as, for example, legal advisory services, subscriptions



	to project-related training manuals or further education (in case of doubt kindly inquire before payment)
Mail and courier expenses for shipments between local partner and CBM Germany	Are covered by admin costs and cannot be budgeted separately. If such mailing expenses are incurred in the course of project implementation (e.g. for sending training material to target groups), then, in principle, they could be accounted for as operating expenses and are thus eligible.
Key locker rental	Generally non-eligible.
School fees or school uniforms	Generally non-eligible because the donor does not support individual promotion.
Tips and gifts	Generally non-eligible.

APPENDIX 5.1

BMZ Financial reporting template

Only an example as printout, the excel
tool to be provided by CBM in Germany is
binding!

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APPENDIX 5.2

BMZ (Semi-)Annual Narrative
Reporting Template

Annex 5.2 – BMZ NARRATIVE INTERIM REPORT

CBM Christoffel-Blindenmission Christian Blind Mission e.V.

Project Details

Project Number:	P10436
Project Title:	Strengthening Integration of People-centred Ear and Hearing Care in Zambia
City/ Country /Region:	Zambia

Name of Contractual Partner:	Beit Cure Hospital
Other Implementing Partners:	None

Duration of Project:	54 months
Project Start Date:	01.08.2024
Project End Date:	31.01.2029
Project Cycle:	January - December

Report Submitted by:	<submitter>
Name:	<name>
Designation:	<designation>
Email Address:	<email>

Reporting Period: (<year 1>, ... <year n>)	Semi-annual and annual
Date of Submission:	<date>

1. General Information

The interim report is a stand-alone document that should be readily understandable, even without prior knowledge of the project. A reader with no background information should be able to envision what the project is about and what information was used as a basis for compiling the report. The total length should not exceed 20 pages.

1.1 Project Short Description / Project Goal

To provide the reader with the necessary background information, please briefly describe (in just a few lines) the initial situation and the objectives pursued with the project. You can use the brief description from the approved proposal or change request and copy it here

Hearing impairments go hand in hand with a high degree of social and economic exclusion. This often results in a high risk of poverty. Most of the hearing impairments could be prevented through medical and rehabilitative measures. Access to quality ear and hearing health care is not guaranteed in Zambia. The aim of the planned project is to improve the quality of life of people with hearing loss or at risk of suffering hearing loss. This is to be achieved through improved access to a continuous range of ear and hearing services in the field of ear and hearing health:

- 1.) Strengthening sustainable capacities of health workers in the field of ear and hearing health through the task sharing concept and a hybrid training model.
- 2.) Improving awareness of ear and hearing health and promoting income-generating activities for people with hearing impairments.

The project builds on the experience of the BMZ-funded project with the project number 1867, which was completed in 2022.

1.2 Sources of Information

Please indicate who was involved in compiling the report and what information and sources it is based upon, for example, the project's own monitoring (visits), self-evaluation, surveys, secondary sources, statistics, etc. in max. 10 lines

2. Status of Implementation of the project

This section reflects the current situation of the reporting period (semi- or annual report). Report against the overall objective, the outputs and all relevant indicators - All data should be disaggregated (women, men, girls and boys, person with disabilities, no duplications please). In the column "achievement in current period", please list the development of the indicators observed by you, focusing as much as possible on qualitative and quantitative aspects. This will provide evidence of the progress in your reporting budget year. In the column "total accumulated since project start" please report the overall achievement of the project. The last column is to explain over or underachievement of the indicators and the next steps planned.

Overall objective (impact): The quality of life of people with a hearing impairment or at risk of hearing impairment in the provinces of Central, East, Luapula, Lusaka, North, Muchinga and South in Zambia has improved.

To reach the Overall Objective, the Project aims to reach one specific objective and two results, each equipped with indicators:

Specific Objective (Outcome)	Target	Achievement only in current reporting period in numbers (quantitative & qualitative) <current reporting period>	Total accumulated achievement (cumulative since project start)	Description of achievement so far. Explanation for over-achievement or underachievement of the indicators.
People who suffer from a hearing impairment or are at risk of acquiring one make use of competent medical counselling and treatment in the target areas, and people with	By the end of the project, around 15,000 people per month (100 people per 120 newly trained community health workers and 30 already trained community health workers in Central, South and Lusaka Provinces) in all project areas will be examined for ear and hearing problems and treated accordingly if necessary. (For a total of 594,000 people).			

<p>hearing impairments demand their rights.</p>	<p>A hybrid training system for task sharing in the ear and hearing health sector is functional at the end of the third project year and certified by the Zambian Qualification Authority. The 9 trained audiology officers and the 8 trained hearing care professionals started training further audiology officers and hearing care professionals in the fourth year of the project.</p>			
	<p>The 18 newly founded self-help groups for people with hearing impairments in the provinces of Central South, Luapula, North, Muchinga and East organise at least one activity per year from the third year of the project to demand their rights.</p>			
	<p>At the end of the project, at least 168 members (80%) of the 14 savings groups that have been set up are carrying out income-generating activities. 4 existing savings groups have included people with hearing impairments.</p>			

Results (Output)	Target	Achievement only in current reporting period in numbers (quantitative & qualitative) <current reporting period>	Total accumulated achievement (cumulative since project start)	Description of achievement so far. Explanation for over-achievement or underachievement of the indicators.
Result 1: A cascade training model for capacity building and task sharing in ear and hearing health care was introduced in the target regions	At the end of the project, 8 ENT doctors will have strengthened capacities to perform complicated surgical procedures and integrate this knowledge into the training of ENT doctors at UTH.			
	At the end of the project, a hybrid training model was introduced for the sustainable training of audiology officers, and 9 audiology officers (at least 50% women) were trained to fulfil their role adequately in accordance with the task-sharing model.			
	At the end of the project, a hybrid training model for the sustainable training of hearing care professionals has been introduced and 8 hearing care professionals (at least 50% female) have been trained to adequately fulfil their role according to the task-sharing model in the provinces of Luapula, North, Muchinga and East.			

	121 nurses/clinical officers (at least 50% female) and 120 community health workers (at least 50% female) are empowered to provide or adequately refer primary ear and hearing health services according to the task-sharing model in the target regions.			
	120 municipal healthcare facilities have basic ENT equipment and 4 audiology centres with the corresponding equipment are set up and operational.			
Result 2: Key stakeholders, including organisations of people with disabilities, government agencies and media representatives, have strengthened their capacity to actively advocate for citizen-centred ear and hearing healthcare and inclusion of people	By the end of the 4th year of the project, 50% of respondents had improved their knowledge of ear and hearing health and their understanding of inclusion of people with hearing impairments in the community compared to the pre-study.			
	By the end of the project, 270 people in the provinces of Central South, Luapula, North, Muchinga and East are networked in 18 self-help groups for people with hearing impairments, whose leadership structure is staffed by at least one woman, and regularly exchange information.			

with hearing impairments.	14 groups for income-generating activities for people with hearing impairments and carers of children with hearing impairments, whose management structure is staffed by at least one woman, are established and operational			
	1,000 teachers (at least 50% of whom are female) are sensitised to ear and hearing health and can identify children with hearing problems and refer them appropriately.			
	30 decision-makers and media representatives are strengthened in their capacity to advocate for the inclusion and medical care of people with hearing impairments			
	The population in the target communities has access to information about ear and hearing health and inclusion via TV, radio, information brochures and social media			

2.1 Further Explanations for Changes and adaptions in initial project plan

If there have been significant deviations from the planning (partner NGOs, project staff, framework, project results, indicators and project area or target group), please describe them here. Note that fundamental amendments and adjustments to the results framework must be applied for and approved by CBM and BMZ before implementing these changes. In case of doubt, please contact the respective Country Office.

2.2 Status of implementation of activities, in comparison to proposal

This is the main part of the report, where the focus is on the progress of the project implementation for the reporting period. Here we ask that you provide a detailed, comparative, and transparent report on the planned and implemented activities (with breakdown of target group reached per activities: women, men, girls and boys, person with disabilities) for the reporting budget year. Please describe any successes or challenges faced during the implementation of the project, reasons for delays, deviations from the schedule, the number of participants, etc. Which measures were particularly popular or unpopular among the target group, and which ones encountered difficulties and what are your coping mechanisms? What is your assessment of the interest/collaboration of the target group in the project? Please also describe synergies, joint efforts with other actors or interactions that have occurred during implementing the project.

Project accompanying measures:

BMZ Requirement Training

Project Launch

Baseline Survey / Data Collection

RESULT 1

Activity 1.1 Training in ear surgery for ENT doctors

Activity 1.2 In-service training for audiology officers

Activity 1.3 In-service training for hearing care professionals

Activity 1.4 Practical training of nurses in primary ear and hearing health care

Activity 1.5 Training of *community health workers* in primary ear and hearing health care

Activity 1.6 Surgical camps

Activity 1.7 Mentoring of trained staff during community and school screenings

Activity 1.8 Procurement of tents for outreaches and screening

Activity 1.9 Supporting trained nurses/clinical officers and community health workers through telemedicine

Activity 1.10. Equipping community health facilities

Activity 1.11. Construction of hearing test booths and procurement of audiology equipment

Activity 1.12. Procurement of laptops

RESULT 2

Activity 2.1 Community mapping

Activity 2.2 Promotion of self-help groups

Activity 2.3 Income-generating measures for people with hearing impairments

Activity 2.4 Investment costs for income-generating measures

Activity 2.5 Raising teachers' awareness of ear and hearing health

Activity 2.6 Training decision-makers on the importance of ear and hearing health

Activity 2.7 Coordination meeting with national decision-makers and OPDs

Activity 2.8 Publication of adverts and articles on ear and hearing health and information material

Activity 2.9 Community awareness campaigns on inclusion and ear and hearing health

2.3 Cooperation with other actors in the reporting period (beyond project partners)

2.4 Activities planned in following period:

List all the planned activities for the next period. If any delays have occurred so far in the reporting period, please explain how this will affect the future progress (beyond reporting period). Please do not only consider the content of the project but also consider the financial aspect and related impacts.

Activity no.	

3 Findings of the Project (Challenges and Lessons learned)

Please complete the table below with challenges that were encountered during the reporting period and the lessons learned. Include any solution that you plan to implement in the next reporting period.

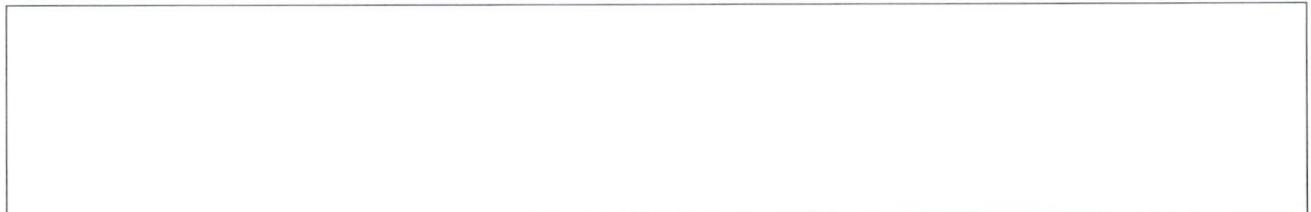
Challenge	Lessons Learned / solutions
<challenge 1>	<lessons learned 1>
<challenge 2>	<lessons learned 2>
<challenge 3>	<lessons learned 3>
<challenge n>	<lessons learned n>

4 Risk Update

Report against the Risk Register. Have any of the risks identified during the project design materialised or changed? Kindly update the Risk Register and attach it to this report.

5 Additional remarks

In this section you can include all additional remarks relevant to the accounting as well as explanations or findings that were not addressed in the other sections, but are necessary in order to understand the report (e.g. finance related problems beyond the reporting year).



6 Photos

Please use the space below to past any photos, with captions (activity number, description of what can be seen, date and location), news equipment, etc. related to the project. Please ensure that written/oral consent has been obtained from all identified people in the photos (according to requirements stated in the CBM consent form). Please ensure that the BMZ visibility criteria are fulfilled whenever possible.



7 Comments from responsible CBM Office

Based on the developments to date, provide a brief assessment of whether, in your opinion, the project can be pursued according to plan, and whether you expect the project objectives to be achieved within the approved timeframe. Please note in particular if you think the project objective – or one or more output – is in jeopardy. If there have been delays or other difficulties, or significant changes in the project environment or the structure of the local project partner's organisation, please describe what impact this will presumably have on the ongoing course of the project, what perhaps should be changed, and how the target group, local project partner and CBM intend to coordinate their efforts to make these changes. You should take into consideration here both tangible physical and financial aspects.

APPENDIX 5.3

BMZ Final Narrative Reporting Template

FINAL REPORT BMZ PROJECT

PROJECT NUMBER: <project number>

Part II

1. General information

The narrative report describes the project and its results in detail, along with the use of funds. The total length of Part II should not exceed 15 pages.

The final report is a stand-alone document that should be readily understandable, even without prior knowledge of the project. A reader with no background information should be able to envision what the project is about and what information was used as a basis for compiling the report.

1.1. Project brief description/ project objective

In just a few lines, please briefly describe the initial situation before the project was launched. Your summary should clarify the needs of the target group(s) at the project location and specify the concrete changes that were to be achieved by the project. Please stick close to your original analysis of the problem (Part II) and the targeted objectives as you formulated them in the initial application or final proposed amendment (Part I). If the analysis of the initial situation or relevant aspects proved not to be applicable, or significant changes were made during the course of the project that made it necessary to adapt the project planning, please provide a brief explanation.

1.2. Sources of information

[ca. 10 lines]

Please indicate who was involved in compiling the report and what information and sources it is based upon, for example, the project's own monitoring, an evaluation, surveys, secondary sources, statistics, etc

2. Changes (compared to the application)

Some projects have to be adapted due to changes in the project environment during the course of the work. As a rule, this is already explained in interim reports, along with proposals and agreements to amend the project. Under the following two headings, the changed circumstances should be highlighted once again with reference to the documents that have already been submitted

2.1. Changes in the framework conditions and project organization

[ca. 10 lines]

Special focus is to be placed on changes that influenced the project planning and had – or could have had – an impact on the project's success by, for example, facilitating or hindering the sustainability of the project.

Guiding questions:

- Have the climatic conditions changed?
- Has the political context changed? Have new laws been passed, and have the administrative jurisdictions changed in the partner country?
- Have there been changes in the health, social or other aspects of the project environment?
- Have personnel or structural changes occurred with the or the target group that have influenced the project management or the impact of the project?

2.2. Plan adjustments, changes in the target system

[ca. 10 lines]

Under this item please explain and provide reasons for how people reacted to the changed circumstances within the scope of the project, who was substantially involved in these changes and how the amendments were ultimately implemented.

Guiding questions:

- *Have there been changes in the planned measures? Were some measures replaced by others or did some measures have to be intensified?*
- *Has the composition or size of the target group changed?*
- *Has the project region been expanded? Reduced? Diversified?*
- *Have the changes in the planned measures had an impact on the achievement of the objectives?*
- *Has it become clear during the course of the project that objectives have to be amended because they cannot be achieved as planned in the application? Have the measures perhaps been modified based on changed objectives?*

If the changes have influenced the anticipated and achieved objectives and impacts of the project, please provide a detailed explanation in Section 7, particularly with respect to the results matrix.

3. Project implementation (relevance, effectiveness and significance)

Under the following headings, please report on the practical implementation of the planned measures. Please provide a transparent description here of the specific characteristics, difficulties and noteworthy successes during the undertaking.

3.1. Implementation of the measures (compared to the application)

Here we ask you to compare – ideally with a table – the planned measures with the actually implemented measures on activity level and cite the reasons for deviations, expansions or cutbacks, for instance in a separate column. For complex situations that require longer texts, please add this information below the table

Guiding questions:

- *Was it possible to implement the measures based on the planned costs, materials, organisation, etc. or were there difficulties here, and if so, what caused them?*
- *Were fewer or additional personnel required than what was planned?*
- *Were these selected measures, methods, and cooperation partners suitable to attaining the objectives and reaching out to the target groups?*
- *During the implementation of the individual measures, did the partners achieve interim successes or encounter difficulties and, if so, how did they cope with them?*

Project accompanying measures:

BMZ Requirement Training

Project Launch

Baseline Survey / Data Collection

RESULT 1

Activity 1.1 Training in ear surgery for ENT doctors

Activity 1.2 In-service training for audiology officers

Activity 1.3 In-service training for hearing care professionals

Activity 1.4 Practical training of nurses in primary ear and hearing health care

Activity 1.5 Training of *community health workers* in primary ear and hearing health care

Activity 1.6 Surgical camps

Activity 1.7 Mentoring of trained staff during community and school screenings

Activity 1.8 Procurement of tents for outreaches and screening

Activity 1.9 Supporting trained nurses/clinical officers and community health workers through telemedicine

Activity 1.10. Equipping community health facilities

Activity 1.11. Construction of hearing test booths and procurement of audiology equipment

Activity 1.12. Procurement of laptops

RESULT 2

Activity 2.1 Community mapping

Activity 2.2 Promotion of self-help groups

Activity 2.3 Income-generating measures for people with hearing impairments

Activity 2.4 Investment costs for income-generating measures

Activity 2.5 Raising teachers' awareness of ear and hearing health

Activity 2.6 Training decision-makers on the importance of ear and hearing health

Activity 2.7 Coordination meeting with national decision-makers and OPDs

Activity 2.8 Publication of adverts and articles on ear and hearing health and information material

Activity 2.9 Community awareness campaigns on inclusion and ear and hearing health

3.2. Cooperation with other actors

Please list the organisations, state institutions and/or actors involved in the project and describe the general nature of these working relationships. Describe the positive or negative potential of these working relationships and the associated interactions within the scope of the project.

Guiding questions:

- *Are there other actors in the region who were perhaps unknown to you when the application was submitted, and whose activities have led to, are expected to lead to, or could lead to interactions with the project?*
- *How have the planned cooperation partnerships specified in the application developed?*
- *Have additional, unexpected working relationships developed? Was it possible to utilise synergies?*

- Have other organisations established structures that are similar to those planned in the project? If so, did these tend to be complementary or competitive? Did they benefit or disrupt the implementation of the project?

4. Evaluation and Conclusion (efficiency and sustainability)

In the section below, we ask that you look back and evaluate the project in a summary that addresses the points below. This should also include your remarks on section 7 regarding longer-term and unexpected effects as well as capacity strengthening.

4.1. Economic Efficiency/ Cost-effectiveness

Please briefly assess whether the costs of the implemented measures, including the use of staff, were proportionate to the impact enjoyed by the recipients and the size of the target group, and whether the objectives could be achieved within the given timeframe

4.2. Sustainability

The funded projects should be completed by the end of the requested and approved project duration in such a manner that the attained project objectives bring about a lasting improvement to the living conditions of the target group and ideally spur further positive developments. Please describe the extent to which the project impacts achieved the anticipated degree of sustainability. Pointing to clear accomplishments, evaluate to what degree you would rate the achieved changes as permanent and describe why you assume that the target group is able to sustain the positive outcomes independently and continue along the same path.

4.2.1. Structurally/ Economically

Evaluate the viability and stability of the capacity engendered during the project so that it can be utilised over the long project duration. It is possible that new structures were created and existing ones consolidated, e.g. water task forces, village committees, self-help groups, cooperatives, institutions like schools, health clinics, training facilities, etc.

Guiding questions:

- To what extent are the existence of institutions and their ability to function ensured even after the project has been completed?
- How will the acquired knowledge be passed on?
- Who will bear the follow-up costs (for example, personnel, repairs and maintenance costs)?

If, contrary to expectations, the continued existence of the structures and capacity developed and/or strengthened during the project is not ensured, please describe the reasons for this and explain how you nevertheless intend to achieve this after the project has been completed.

4.2.2. Social

Please describe how the changes in the social environment brought about by the project are woven into the fabric of society, how the general acceptance of the target group manifests itself and, if possible, how the project is perceived outside the target group

Guiding questions:

- Is the institution/facility regularly used by the target group?
- Are newly acquired skills used and sought after by people in the social environment of the project?
- Are the water task forces, self-help groups, etc. supported and encouraged in their work by their social environment?

- If the project aspires to achieve outcomes at the meso and macro levels, has this already generated additional interest and been emulated by others? What is the reaction of local authorities and other state representatives?

4.2.3. Ecologically

Please describe how the measures and created structures and capacity have been made ecologically sustainable. This is particularly relevant for agricultural development projects, for the protection of natural resources and for climate protection, and for projects that can entail negative environmental impacts, e.g. wastewater and pollutants from vocational schools and processing facilities.

4.3. Reporting on conditions acc. Onlending Contract

- Not applicable -

4.4. Findings from the project ("Lessons learned")

Please describe any successes or challenges faced during the implementation of the project, reasons for delays, deviations from the schedule, the number of participants, etc. Which measures were particularly popular or unpopular among the target group, and which ones encountered difficulties? Were there important/less important measures or key impacts for achieving the objectives? Would further measures have been necessary that have not been planned? Viewed in hindsight, what conclusions do you draw with regard to conceptual aspects? What lessons can be learned from the project and its implementation that you would take into consideration in future projects?

[ca. 10 lines]

5. Evaluation of the certificate of the independent auditor

At the conclusion of the project, please ensure that the auditor includes all required information in the audit report (please see appendix 2, audit ToRs). Briefly comment on the key findings from the independent chartered auditor's report, state the findings (e.g. audit objections, numerical discrepancies, reservations, recommendations) and comment on them. If there were any specific notes or complaints from the chartered accountant, this should be commented on.

6. Additional Comments

Here you can include all remarks relevant to the accounting as well as explanations or findings that were not addressed in the other sections, but are necessary to understand the report. If this is a first-time project and original documents are enclosed, you can add your notes on this here. Please report, if applicable, on all repayments of appropriated funds not used during the project and on the repayment of the unused appropriated funds along with the interest accrued after the project's completion.

7. Target achievement and effects (relevance, effectiveness, significance and impact)

In designing your project, you established development policy objectives and processes of change that you intended to achieve or initiate. Please describe in detail here to what degree you have achieved these objectives and what led you to draw these conclusions.

7.1. Impact matrix (Target- actual comparison of goals and effects)

The purpose of this table is to provide a brief presentation of the degree of implementation and target achievement in a clear and concise manner. Please include in the table all information from the application: the overall objective, the project objective, the sub-objectives and all relevant indicators. Enter the situation that was ascertained before the start of the project (e.g. the initial or "actual" situation) and the situation that you aimed to achieve by the end of the project (the "target" situation). In the "achieved situation" column, assess to what extent your objectives have been achieved. If additional indicators were added during the project that were not designated when your

application was submitted, these can be added in new rows. Please note that the main focus of the indicators is on the impact of changes on the target group(s).

Overall objective (Impact): The quality of life of people with a hearing impairment or at risk of hearing impairment in the provinces of Central, East, Luapula, Lusaka, North, Muchinga and South in Zambia has improved.

Specific objective (Outcome):	Indicators		
	Baseline value (quantitative and qualitative) [Take over from the proposal]	Target value (target) (quantitative and qualitative) [Take over from the proposal]	Achieved value (quantitative and qualitative)
People who suffer from a hearing impairment or are at risk of acquiring one make use of competent medical counselling and treatment in the target areas, and people with hearing impairments demand their rights.	Currently, about 3,000 people per month (100 people per month for every 30 community health workers) with ear and hearing problems in the Central, South and Lusaka provinces are examined and treated if necessary.	By the end of the project, around 15,000 people per month (100 people per 120 newly trained community health workers and 30 already trained community health workers in Central, South and Lusaka Provinces) in all project areas will be examined for ear and hearing problems and treated accordingly if necessary. (For a total of 594,000, see target group chapter)	
	The training and further education of healthcare professionals in the field of ear and hearing health is currently not sustainably anchored in the training system.	A hybrid training system for task sharing in the ear and hearing health sector is functional at the end of the third project year and certified by the Zambian Qualification Authority. The 9 trained audiology officers and the 8 trained hearing care professionals started training further audiology officers and hearing care professionals in the fourth year of the project.	
	In the province of Lusaka, there is currently only one self-help group for people with hearing impairments that campaigns for the rights of people with hearing impairments.	The 18 newly founded self-help groups for people with hearing impairments in the provinces of Central South, Luapula, North, Muchinga and East organise at least one activity per year from the third year of the project to demand their rights.	

	In the existing self-help group for people with hearing impairments in Lusaka Province, no income-generating measures are being implemented. Existing savings groups in the target regions are not inclusive.	At the end of the project, at least 168 members (80%) of the 14 savings groups that have been set up are carrying out income-generating activities. 4 existing savings groups have included people with hearing impairments.	
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Results (Output):	Indicators		
	Baseline value (quantitative and qualitative) [Take over from the proposal]	Target value (target) (quantitative and qualitative) [Take over from the proposal]	Achieved value (quantitative and qualitative)
1.A cascade training model for capacity building and task sharing in ear and hearing health care was introduced in the target regions	At the end of the project, 8 ENT doctors have strengthened their capacity to perform complicated surgical procedures and integrate this knowledge into the training of ENT doctors at UTH	At the end of the project, 8 ENT doctors will have strengthened capacities to perform complicated surgical procedures and integrate this knowledge into the training of ENT doctors at UTH.	
	There is currently only one Audiology Officer in Zambia	At the end of the project, a hybrid training model was introduced for the sustainable training of audiology officers, and 9 audiology officers (at least 50% women) were trained to fulfil their role adequately in accordance with the task-sharing model.	
	There are currently 14 hearing care professionals in Zambia working in the provinces of Lusaka, Central and South. There are currently no hearing care professionals in the provinces of Luapula, North, Muchinga and East	At the end of the project, a hybrid training model for the sustainable training of hearing care professionals has been introduced and 8 hearing care professionals (at least 50% female) have been trained to adequately fulfil their role according to the task-sharing model in the provinces of Luapula,	

		North, Muchinga and East.	
	At present, healthcare staff are not adequately trained to take on the tasks of the task-sharing concept for ear and hearing health services.	121 nurses/clinical officers (at least 50% female) and 120 community health workers (at least 50% female) are empowered to provide or adequately refer primary ear and hearing health services according to the task-sharing model in the target regions.	
	In the provinces of Luapula, North, Muchinga and East there are currently no basic ENT medical facilities and no audiology centres	120 municipal healthcare facilities have basic ENT equipment and 4 audiology centres with the corresponding equipment are set up and operational.	
2. Key stakeholders, including organisations of people with disabilities, government agencies and media representatives, have strengthened their capacity to actively advocate for citizen-centred ear and hearing healthcare and inclusion of people with hearing impairments.	Based on the experience from the previous project, it is estimated that only 5% of the population in the catchment area have a sound knowledge of ear and hearing health and an understanding of the needs of people with hearing impairments (see Chapter 5.3 for studies on the survey of the level of knowledge).	By the end of the 4th year of the project, 50% of respondents had improved their knowledge of ear and hearing health and their understanding of inclusion of people with hearing impairments in the community compared to the pre-study (See chapter 3.3. for studies on the survey of the state of knowledge).	
	People with hearing impairments are only net-worked with each other in Lusaka through a self-help group in order to support each other and exchange experiences	By the end of the project, 270 people in the provinces of Central South, Luapula, North, Muchinga and East are networked in 18 self-help groups for people with hearing impairments, whose leadership structure is staffed by at least one woman, and regularly exchange information.	
	People with hearing impairments and their families often have no access to financial resources/savings and	14 groups for income-generating activities for people with hearing impairments and carers of children with hearing impairments, whose	

	no platform to discuss economic issues	management structure is staffed by at least one woman, are established and operational	
	Currently, teachers are not sufficiently informed about ear and hearing problems and their treatment options.	1,000 teachers (at least 50% of whom are female) are sensitised to ear and hearing health and can identify children with hearing problems and refer them appropriately.	
	Decision-makers and media representatives are not sufficiently informed about the needs of people with hearing impairments and are therefore unable to adequately advocate for their interests.	30 decision-makers and media representatives are strengthened in their capacity to advocate for the inclusion and medical care of people with hearing impairments	
	There are currently few information opportunities for the population in the target communities about inclusion and ear and hearing health.	The population in the target communities has access to information about ear and hearing health and inclusion via TV, radio, information brochures and social media	

7.2. Supplementary explanations for deviations from the nominal value

Significant deviations from the anticipated impacts require explanations that are to be provided under this item. If you find that the indicators specified in the application do not really reflect the intended impact, or if the objectives were too ambitious, please comment on this here. Please describe the consequences that you have drawn from this realisation. If you consider that the objectives can be achieved at a later stage, explain what observations this assessment is based on.

Guiding questions:

- Did the indicators need to be adjusted during the course of the project? If so, then when, why and in what context? Who was involved?
- Have you observed changes that you did not anticipate during the planning process, but that indicate that the intended objectives and effects have been achieved?
- Have other aspects emerged during the course of the project that would better measure the success of the project?
- Were there any difficulties in collecting data to assess/measure the indicators? Were the sources accessible as planned?
- Is there any indication that the designated objectives and effects of the project could not be achieved or could not be achieved to the extent planned?

7.3. Other, in particular longer-term and unexpected effects on the direct and indirect target group (quantitative and qualitative)

[ca. 10 lines]

If not already included in the matrix, please describe whether the target group could be reached as planned and to what extent the target group could benefit from these measures. Please also note whether any initial changes in the behaviour of the target group can be observed and what effects

the measures have had on the target group. If an indirect target group has been defined in the application, please include them in your remarks. If there have been unexpected or even negative outcomes, please comment on them. If applicable, please describe to what extent the project has contributed to solving a key development policy problem faced by the target group(s), and to what extent the project can be integrated into the development objectives of the partner country and its overarching development policy goals. Reflect on whether the measures and capacity development were in line with the current level of expertise and needs of the target group.

Guiding questions:

- Did the project spark additional changes? Which ones? What has been their impact?
- Have you made any observations that give reason to believe that the project could lead to further changes in the future?
- Are people or groups outside the direct target group interested in the capacities forged by the project? Which ones? What do they do?

7.4. Capacity development at the project sponsor and target group organizations

[ca. 10 lines]

Please explain which new skills or lessons the partner organisation or target group has learned during the course of project. At this point, we ask that you closely examine the indicators that you have formulated in the impacts matrix and provide your conclusions. If the project was aimed at achieving impacts at the meso and macro level, for instance, and if changes in the broader social environment, influence on national laws and their implementation and/or shaping public opinion were planned, you should point out the achievements made in these areas. Capacity development and meso-level and macro-level impacts need to be described in detail, especially if this was the reason for granting the project an administrative costs allowance of more than 4 %. Please plausibly present the observed changes in the situation, both prior to and after the implementation of the project.

Guiding questions:

- Has the staff acquired additional skills that strengthen the organisation and its work?
- Have the skills and capabilities of the /target group been enhanced with regards to project management or professional skills?
- Has the perception of the or target group changed in the broader context, and if so, to what extent?
- How can the acquired skills be safeguarded over the long project duration?
- Are there any signs of change or the potential for change in the social environment or the public sector?

8. Indicator information under Engagement Global (EG) monitoring & evaluation system

On behalf of the BMZ, Engagement Global collects statistical data on various development programmes. Accordingly, bengo is required to provide data for statistical evaluations aimed at assessing the effectiveness of projects funded overseas. The relevant indicators listed under point 8 have been developed in close consultation with civil society. We kindly ask you to support us by filling out the tables here to provide a fair assessment of the objectives achieved within the scope of the project. Please ensure that this assessment is readily understandable for outsiders based on the descriptions of the project in the narrative report of the proof of use. Should your assessment be rather critical, you shall have the opportunity to provide a detailed explanation of this under point 7.2.

8.1. Self-assessment to achieve the target (EG-Indicator: "target achievement of foreign projects")

Based on the content and comments presented in this narrative report, please evaluate to what extent the project objective has been achieved. Please use the provided table and tick the relevant category.

The project goal was achieved as follows <i>(please tick):</i>	Completely	Mostly	Partially	In a small extent	Not reached

8.2. Self-assessment for sustainability (EG indicator: "Number/proportion of projects, which can explain the conditions for the sustainability of project impacts plausibly") [see also point 4.2]

Please rate the statements made on the basis of point 4.2. concerning the extent to which the project addressed diverse aspects of sustainability (structural, financial, social, ecological). Use the provided table and tick the relevant ranking. If the project does not address one or more aspects of sustainability due to its approach and/or rationale, please do not tick the relevant section(s).

		Structurally (if relevant)	Economically (if relevant)	Social (if relevant)	Ecologically (if relevant)
Level 1	High sustainability: The contribution according to the project proposal to the additionally mentioned dimension of sustainability was reached in full or even exceeded <i>(please tick):</i>				
Level 2	Medium sustainability: The contribution to the dimension of sustainability mentioned in the project proposal was partially achieved <i>(please tick):</i>				
Level 3	Low sustainability: The contribution according to the project proposal to the additionally mentioned dimension of sustainability was not or only partially reached <i>(please tick):</i>				

Date *[as part I]*

APPENDIX 5.4

Data Collection Sheet

(will be provided by CBM CO)

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APPENDIX 5.5

Time sheets template for
partially funded project staff

NAME OF ORGANISATION OR ENTITY : _____
PROJECT NAME : _____

TIME SHEET

NAME OF PERSON : _____
POSITION : _____

PERIOD COVERED : Month, Year

Description	Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Project A - task 1	8.0			2.0		6.0																												
Project A - task 2	8.0			2.0	4.0			2.0																										
Project B - task 1	4.0				4.0																													
Project B - task 2	8.0					2.0		6.0																										
Project C - task 1	4.0			4.0																														
Project C - task 2	8.0						8.0																											
	0.0																																	
	0.0																																	
	0.0																																	
	0.0																																	
Daily total	0.0			8.0	8.0	8.0	8.0	8.0	8.0																									

NUMBER OF HOURS WORKED:

NUMBER OF DAYS WORKED:

SIGNED: _____

DATE: _____

APPROVED: _____

NAME :

POSITION :

DATE:

Explanatory notes

- This template is adapted for use in cases where a person is working for several projects or tasks in a same period
- To avoid errors, it may be useful to highlight week-ends or public holidays
- if you prefer to use timesheets with a periodicity of less than a month (for example weekly or bi-weekly), please adjust the template accordingly
- If your Organisation has its own internal timesheet system, you may also use that internal system. If you use distinct timesheet forms specifically for EU-funded projects, the time reported therein should agree with those as per your internal timesheet system

APPENDIX 5.6

Inventory List

SC

Inventarverzeichnis / List of inventory

nach den BMZ-Richtlinien für die Förderung entwicklungswichtiger Vorhaben privater deutscher Träger (BNBest-P/Privater Träger)

according to BMZ-guidelines for the funding of projects of importance to development under the responsibility of German project executing agencies

Bitte inventarisieren Sie die zur Erfüllung des Zuwendungszwecks beschafften mobilen Gegenstände, deren Anschaffungs- oder Herstellungswert 800,- € (ohne USt.) übersteigen. Die Wertgrenze 800,- € gilt dabei für Projekte mit Weiterleitungsverträgen, die ab 15.07.2019 geschlossen wurden. Für Projekte mit Zuwendungsbescheid des BMZ bzw. mit einem vor dem 15.07.2019 geschlossenen Weiterleitungsvertrag, liegt die Wertgrenze bei 410,- € (ohne USt.).

Die Dokumentation erfolgt entsprechend den landesüblichen Bedingungen, dementsprechend können alternativ eigene Tabellen verwendet werden. Der Verbleib der Gegenstände ist zu dokumentieren. Empfohlen wird, ein Übergabedokument anzufertigen, in dem auch der gemeinnützige Nutzungszweck festgehalten wird.

Please take stock of any mobile objects manufactured and/or purchased with regards to the respective project exceeding 800 euros (excl. value-added tax). The value limit of 800 euros applies for projects with a funding transfer agreement concluded between Engagement Global and the private executing agency dated from 15.07.2019 onwards. For projects with a grant notice (BMZ) or a funding transfer agreement concluded prior to 15.07.2019 the value limit of 410 euros (excl. value-added tax) applies.

Please list in chronological order below. The documentation of the inventory shall be made in accordance with local standards. You may use your own tables reflecting the structure below. The current location of listed inventory objects must be stated.

It is recommended to document the handing-over/taking-over of the inventory objects in a protocol, that also provides for a not-for profit purpose use of the objects.

Projektnummer / Project number:

Privater Träger / Name of project:

Projektland / Country of project implementation:

APPENDIX 6.1

BMZ Logo

SC



**german
cooperation**

DEUTSCHE ZUSAMMENARBEIT

APPENDIX 6.2

BMZ Visibility Guidelines

Sc



Federal Foreign Office

Federal Ministry
for Economic Cooperation
and Development



The cooperation logo

Guidelines and parameters for design and usage

su

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INTRODUCTION

Sc

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



WZ

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

GU

INSTRUCTIONS FOR USAGE ABROAD

in bilateral projects

Example: Fiji



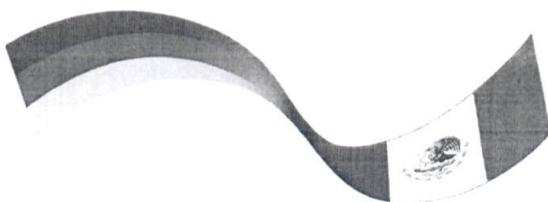
Usage

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**



gC

INSTRUCTIONS FOR USAGE ABROAD

in bilateral projects

Dimensions



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, and will be positioned as prescribed in the Style Guide: http://styleguide.bundesregierung.de/Webs/SG/DE/PrintMedien/Basiselemente/Platzierung-von-Zusatzlogo/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.

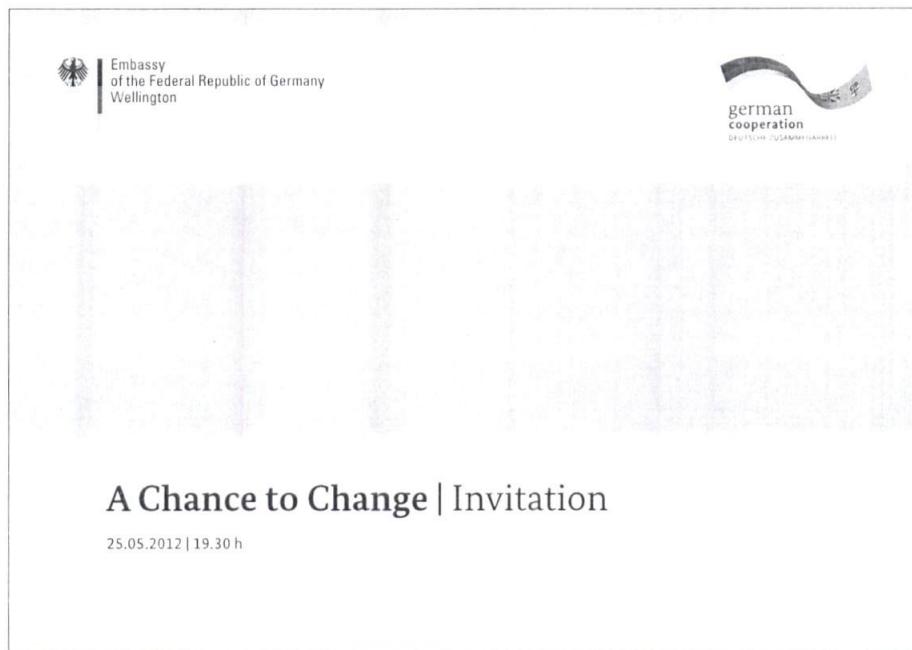


AC

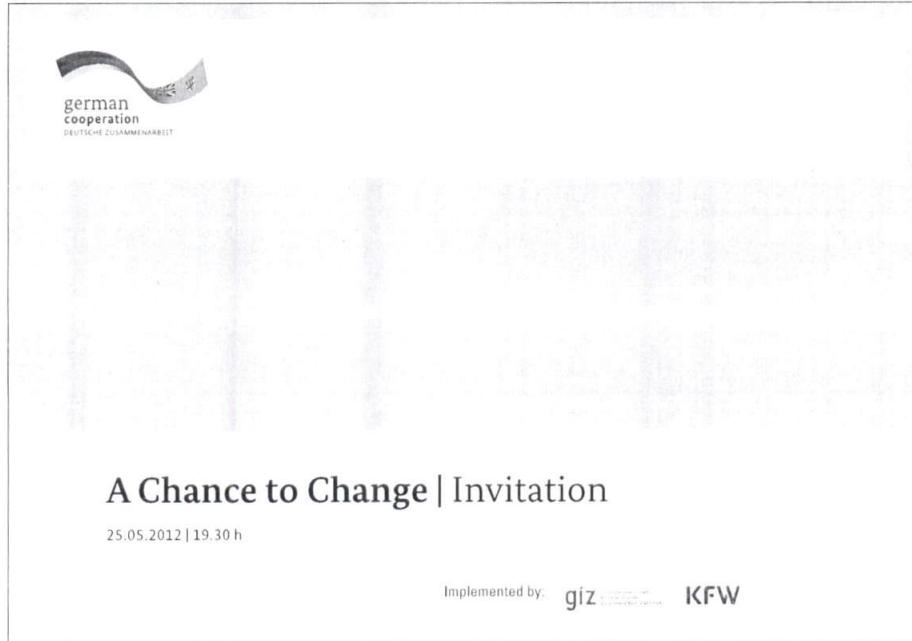
EXAMPLES OF POSITIONING in bilateral projects

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



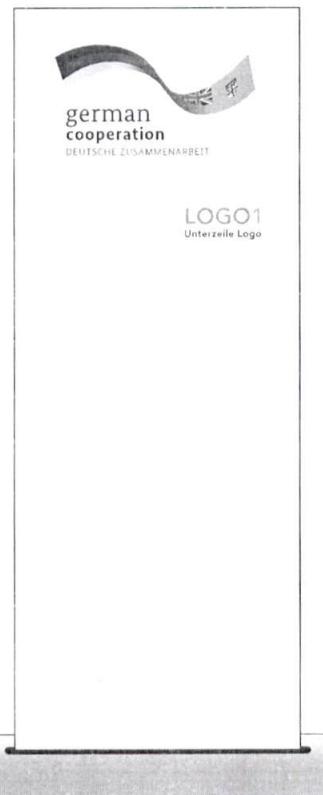
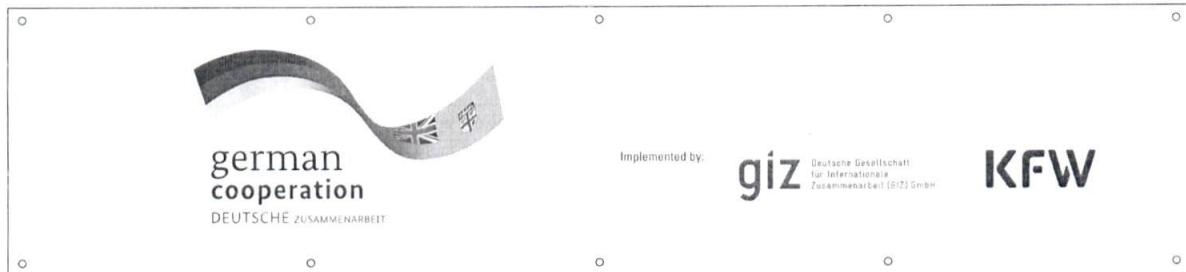
These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.

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EXAMPLES OF POSITIONING

in bilateral projects

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



(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.

mc

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%)

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

mw

EXAMPLES OF POSITIONING

in bilateral projects

Example: Implementing organization business card

(image scale 1:1)

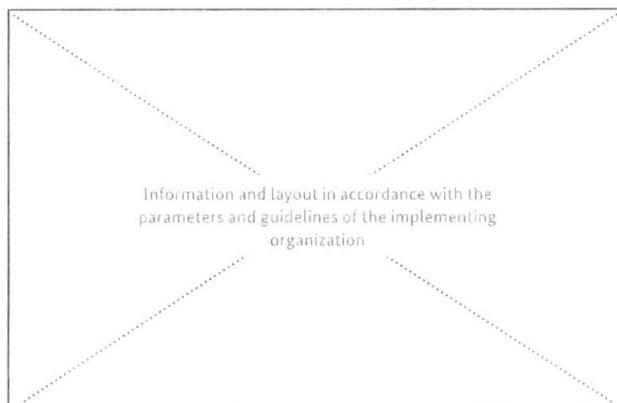


Both sides of the business card are used.

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.



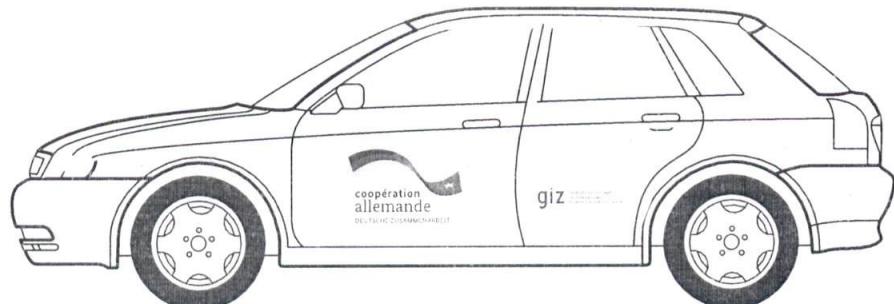
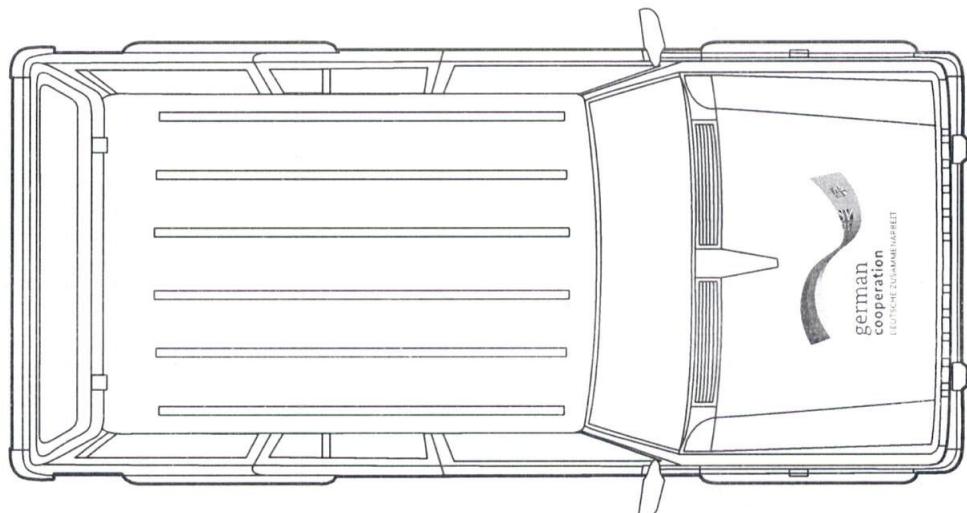
Front side, printed in colour, example of bilateral version for Cameroon, with English as the official language.

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.

Ge

USAGE ABROAD

in multilateral projects

The World Bank
International Finance Corporation
Multilateral Investment Fund

Gr

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

GN

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.

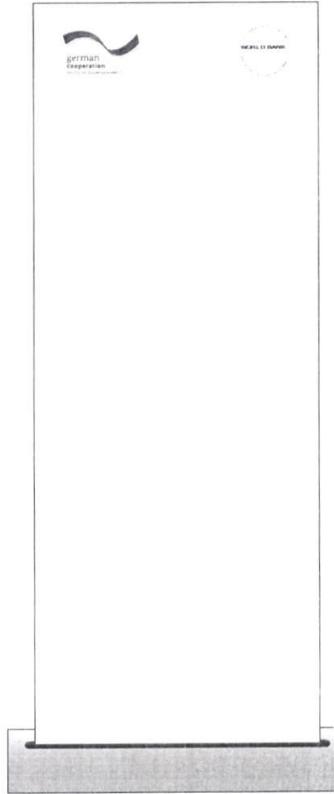
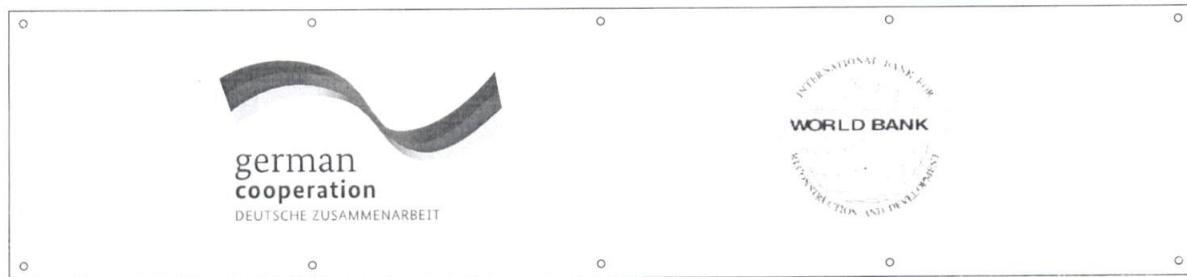
- For precise specifications on the dimensions and placement of subordinate additional logos, see page 11.
- The guidelines for general placement and the visual buffer zone are to be respected (*see pages 6–7*).



EXAMPLES OF POSITIONING

in multilateral projects

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



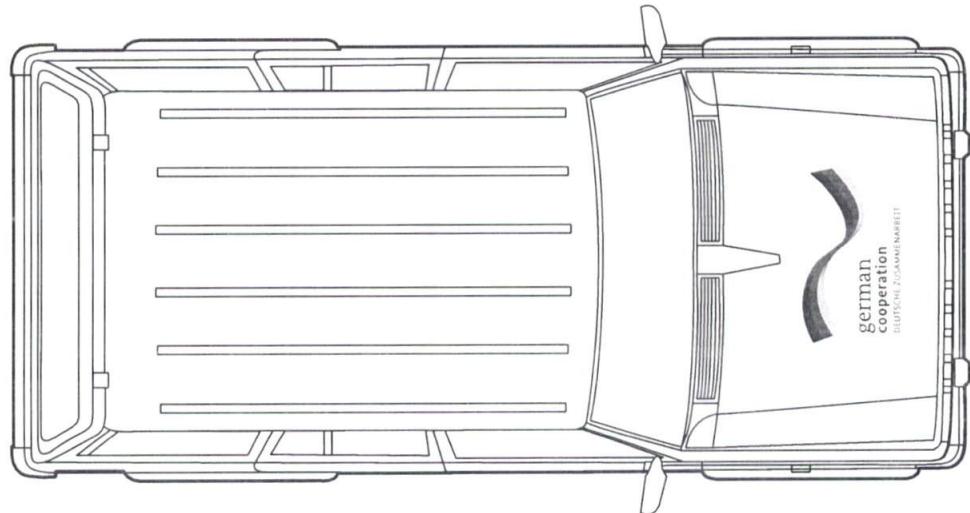
(Scale: Cooperation logo 100%, implementing organization logos 80%, partner logos positioned and scaled to be equal with cooperation logo)

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

Stylized signature

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.

gr

USAGE ABROAD

in unilateral projects

SC

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.

Sc

INSTRUCTIONS FOR USAGE ABROAD

in unilateral projects

Dimensions



gr

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*).

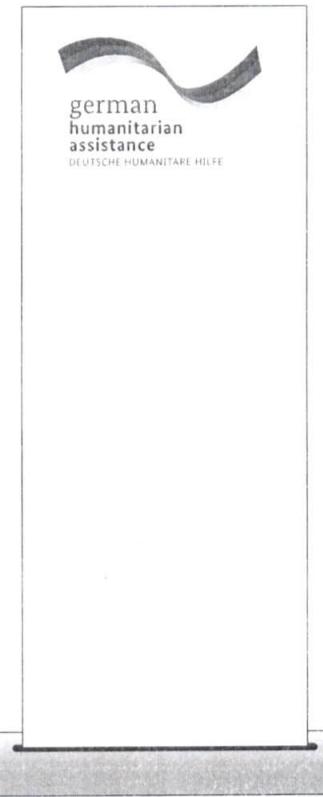
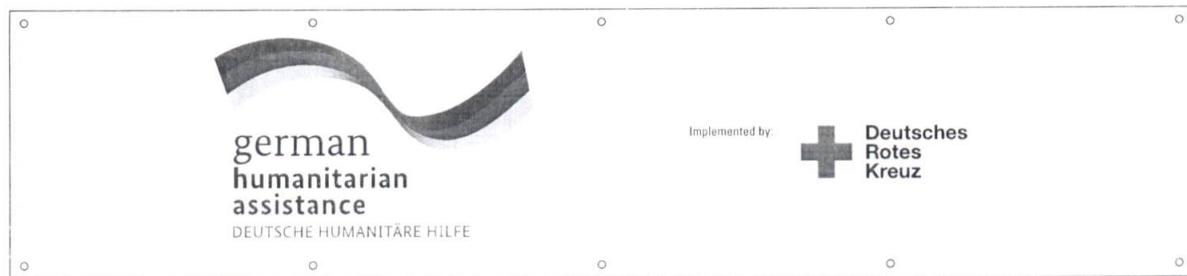
The font for the additional logo is Univers 57 Condensed (alternatively Arial Narrow or Arial Condensed) and the font colour is black (tonal value 100%).



EXAMPLES OF POSITIONING

in unilateral projects

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



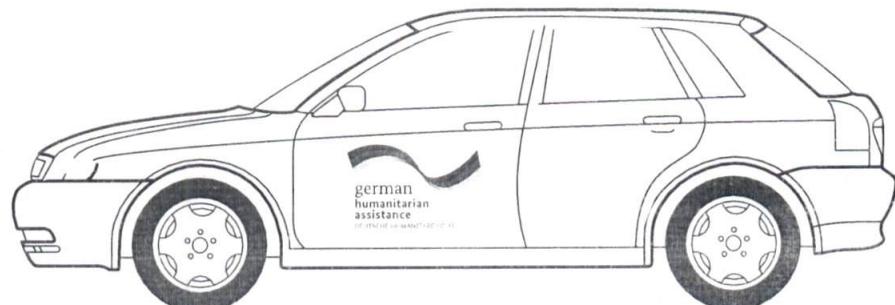
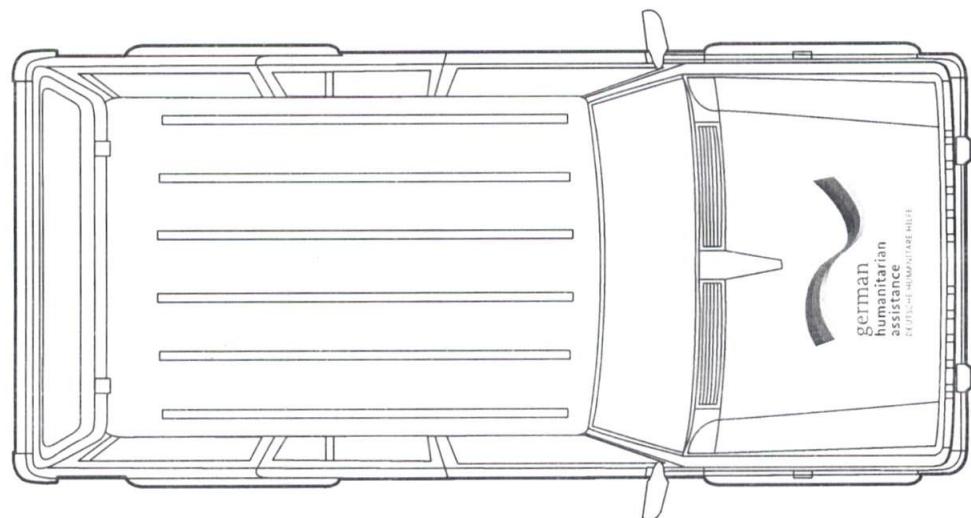
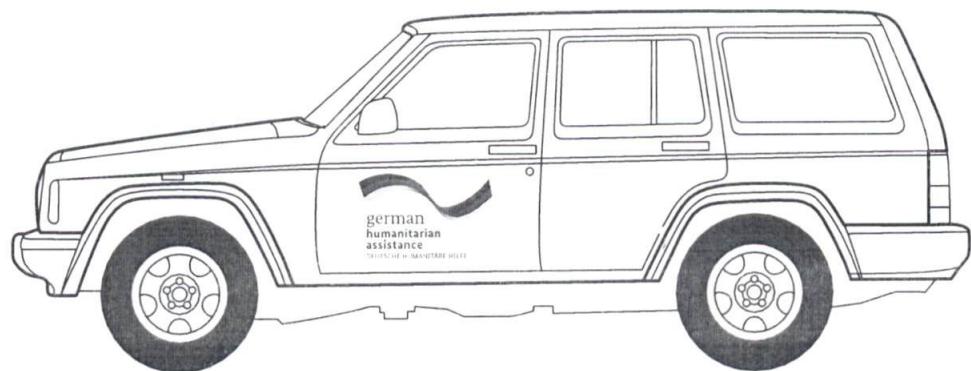
These examples show possible ways to use the logo when no relevant guidelines for the situation are provided in the German Government Style Guide.

BR

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.

SL

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.

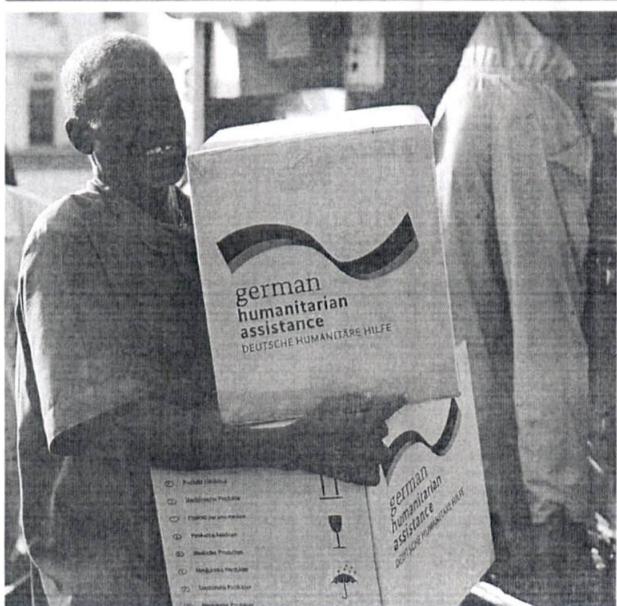
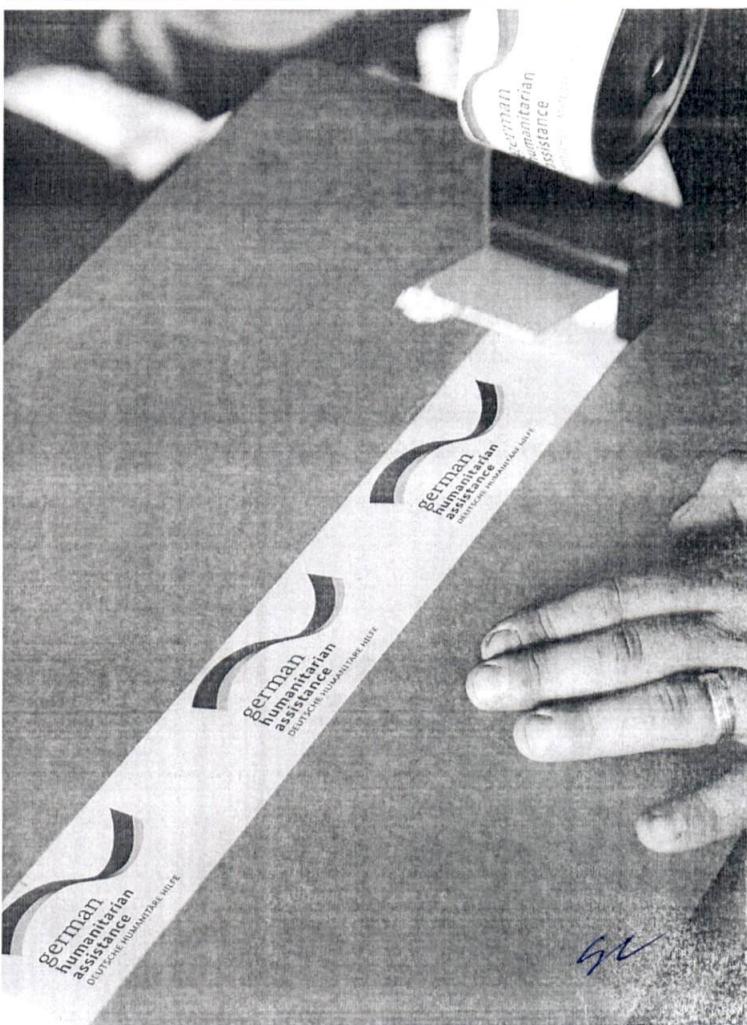


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APPENDIX 6.3

CBM Logo

(will be provided by CBM CO)

gr

cbm

christian blind mission



APPENDIX 7

Will be provided by CBM CO:

- 7.1. CBM's Feedback and Reporting Mechanisms for Partner Organizations
- 7.2. CBM Children and Adults at risk Safeguarding Policy
- 7.3. CBM Accounting Policy – information for partners
- 7.4. CBM's Code of Conduct
- 7.5. CBM Accessibility policy