CBM Quick Process Reference Guide (QPRG)

for Project Contract

Process description

1. Purpose of process

Requirements and processing of partner project contracts.

2. Introduction and scope

This QPRG applies to projects with contract partners managed by a Country Office (CO) or a Regional Hub (RH). The process also applies to Initiative teams if a type of contract issued by Portfolio & Partner Services Management (PPSM) is required.

The Country Office (CO) usually leads the processing of contracts for partner projects implemented in programme countries, and ensures effective collaboration with the Initiatives and resource mobilization divisions. Often COs are supported in this process by a Regional Hub (RH), a Shared Service Centre (SSC) or a Project Delivery Unit (PDU).

Different types of contracts are displayed with the possible situations in point number 5 below.

3. Key stakeholders in the process

Stakeholder	Responsibility
RH/Initiative teams/ CO/PDU/SSC	• CO/RH to ensure - proper documentation and data quality (completeness, correctness and updates) in the system before and after issuing the project contract. • The requester has to prepare draft addendums and amended contract drafts for any deviations from the standard contract / templates and obtain the required approvals where required.
PPSM	• Issue project contract when requested. • Co-ordinating for getting the addendums and project contracts signed by our CEOs and CBM Italy where required. • Providing requirements for PBi (Power Bi) - relating to project contract, testing, feedback and updates as and when required. • Contributing for any changes to any type of contracts.
Management/Financial operations (Legal)	• For finalising and providing the required final approvals.
IT & Financial operations (Controlling)	• For any PBi issues, adjustments and updates as and when required.

4. Key process principles and considerations

1) CBM can only enter into a project contract with another organization if the project and partnership has been approved according to the Authority Matrix.

2) Specific contractual requirements must be discussed in line with the 3-way- working-methodology and must be communicated to PPSM before issuing the contract.

3) Project contracts will only be issued after all relevant information for the contract has been provided and is up to date.

4) Project implementation and payments can only commence after the partner signed project contract has been uploaded to ProMIS and linked under 'Contract' tab on project card.

5) Changes of partner data occurring in the course of the project implementation has to be documented in ProMIS.

6) One original hard copy of the partner signed contract is filed at the CO (or at the RH in absence of a CO). Only project contract with original signature (no digital signature accepted) from partner is valid.

7) Once the contract partner changes in a project, the existing project contract is no longer valid and a new project contract must be issued.

5. Specific situations

Type of Contracts:

Sl.No.	Type of Contract	Possible situations
1	Standard (Project Grant Contract)	• Funded by CBMI and a regular or normal project • Contract available in English, French and Spanish • Programmed as a PBi report
2	Co-financed by CBM Italy	• Funded or co-financed by CBM Italy • Contract available in English • Not programmed
3	Humanitarian Aid	• For emergency projects, however, not all emergency contracts do need this contract. For some the standard contract CBMI will suffice. The Humanitarian Aid team will decide this case by case • Contract available in English • Not programmed
4	BMZ-EG	• BMZ Engagement Global (EG) for private donors • The most common BMZ contract • Contract available in English • Programmed as a SQL report (minor manual corrections needed as contents outdated)

Sl.No.	Type of Contract	Possible situations
5	BMZ-TDA	• BMZ Transitional Development Assistance (TDA) • For crisis affected developing countries • Contract available in English • Not programmed
6	BMZ-SDL	• SDL (Stiftung der Deutschen Lions) is granted funds from Engagement Global (BMZ) • Contract available in English • Programmed as an SQL report (minor manual corrections needed as contents outdated)
7	RTL-SDL	• SDL (Stiftung der Deutschen Lions) is granted funds from TV sender RTL (Radio Television Luxembourg) • Contract available in English • Programmed as an SQL report (minor manual corrections needed as contents outdated)
8	EU	• European Union • Contract available in English • Programmed as an SQL report (minor manual corrections needed as contents outdated)
9	MOFA Ministry of Foreign Affairs (Germany)	• German Ministry of Foreign Affairs also called Federal Foreign Office (FFO) • Contract available in English • Programmed as an SQL report (minor manual corrections needed as contents outdated)
10	CBMI funding in CBMG countries	• Contracts are issued by CBM Global
11	CBMG funding in CBMI countries	• Contracts are issued by CBM International • Contract available in English • Programmed as an SQL report
12	Addendum	• Usually used for contract extensions. Addendum is only issued upon written, specific request. Contents need to be provided by the requester.
13	Small Grant Contract	• Contracts are issued by respective Country Office

6. Minimum requirements

Data quality, completeness and proper documentation in the system by the CO.

7. Detailed process step and responsibilities

Key process/ Phase	Detailed process steps	Who	Participant stakeholders	Tools/Reference	Time/when
1	Ensure that fields in the stakeholder/partner page in ProMIS relevant to the contract are completed and up to date, including the bank account. Check PBi report to ensure that all data is complete and correct. PBi report requires half a day to one day to update information. For any updates or corrections that cannot be updated in ProMIS contact your 'Key user' at CO or RH first and then follow the ProMIS support process if required.	CO		PBi report to check data completion (page 9 and page 10 of this PBi report) • Key users list • ProMIS support process	Before requesting for a project contract
2	Request PPSM via e-mail to issue contract only after all the information is complete and correct. Specify the type of contract and the language of contract in your request.	CO		Types of contract	Before sending an e-mail to PPSM
3	Check data completion, give feedback to CO if necessary and issue contract. Contracts will only be issued when all the required information is complete.	PPSM			Before issuing the project contract
4	Contract uploaded to SharePoint site and link shared with CO. The contract is signed by CBM electronically. If the CO cannot download the contract, the CO requests permission to access the pickup point.	PPSM		Site for project contract downloading	Issued project contract from CBMI
5	After downloading the contract, the user needs to send the contract including all annexes to the contract partner to obtain an original signature (no digital signature accepted). Ensure that the contract is a) manually signed by the contract partner and b) all pages are completely scanned to one pdf document.	CO			

Key process/ Phase	Detailed process steps	Who	Participant stakeholders	Tools/Reference	Time/when
6	Upload the partner signed copy of the final project contract into ProMIS and link it to the 'Contracts' tab. Initiate a mandatory review task to PPSM for approval. Task created under 'Sign project contract – Dev' step.	CO			After obtaining Partners' signature
7	PPSM reviews availability and completeness of contract in ProMIS. The project status in ProMIS can only move to the implementation stage after the task has been reviewed/ approved by PPSM.	PPSM		This is a mandatory task	
8	The responsible person has to change the status of this mandatory task as 'completed' only after it has a 'reviewed /approval' by PPSM and not before.	CO			This is a final step
9	Any further corrections after issuing the contract needs to be documented via 'Bank accounts' tab (for bank account details) and via 'Changes' tab (for all other changes).	CO			

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