



## Co-financed Project Contract

**Project Name:** Sundar Sansar- Reduce Visual and Hearing Impairment among School going children in Nepal

**Project ID:** P00124

The contracting parties are

**Nepal Netra Jyoti Sangh (NNJS)**

P.O. 335, Kathmandu, Nepal

Hereinafter referred to as "**Partner**" and duly represented by its Chairperson

**and**

**CBM Global Disability Inclusion gGmbH**

Dr.-Werner-Freyberg-Str. 7  
69514 Laudenbach  
Germany

Hereinafter referred to as "**CBM Global**" and duly represented by its Executive Director and Finance Manager

**and**

CBM Christoffel-Blindenmission Christian Blind Mission e.V.  
Stubenwald-Allee 5  
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Germany

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

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## **Part I. Preamble**

1. In consideration of the technical, financial and administrative support to be provided by CBM-I and the project work to be carried out by the local implementation Partner ("hereinafter referred to as the "Partner"), and the mutual agreements contained in this Project Contract, the contracting parties agree by signing this Project Contract to be bound by the conditions of this **Project Contract**.
2. The contracting parties agree to be guided by and honour the CBM Global Approach to Partnership, while working together to achieve the agreed results and objectives.
3. The contracting parties agree to:
  - carry-out the Project named on the cover page of this Project Contract, and
  - reach the **jointly agreed results** of the Project, by undertaking the **defined activities** which are measured by **specified indicators** as written down in the Project Design Form, Log Frame, Budget, Reporting Plan and Activity Plan.

### **4. Language and Governing Law:**

This entire Project Contract is governed and construed under German law and regulations (see Part III, clause 8.4).

In this Project Contract, concepts of German law are expressed in the English language rather than being described with their original German terms, it being understood that the English translations may not always render the exact legal meaning of the German legal concepts. However, where an original German word or phrase appears in the text of this Project Contract, the German word or phrase shall prevail wherever the English word or phrase used to translate such German word or phrase appears in the text of this Project Contract.

### **5. Ranking of the Parts of this Project Contract (Parts I – IV(a)):**

The conditions of Part IV(a) supersede the conditions of all other Parts.

The conditions of Part IV supersede the conditions of Parts I-III.

### **6. References in this Project Contract:**

This Project Contract is subdivided into Parts. Each Part may contain several Sections. Each Section may contain several clauses.

Any references made in a Part of this Project Contract are referring to a Section or clause of the same Part except that the reference is made explicitly to a Section or clause of another Part of this Project Contract.

## **Part II: CBM Global and CBM-I**

1. CBM-I is the Co-Financing Partner who:
  - 1.1. shares the mission and charitable purposes of CBM Global, being the Programme Management Partner,
  - 1.2. does not have a presence in some Programme Countries where CBM Global is active; has the necessary technical expertise and resources and can provide technical support and oversight via its personnel or external resources, whose involvement has been communicated to CBM Global, to support the development and implementation of Projects irrespective of their geographic location and
  - 1.3. wishes to support the charitable purposes and mission of CBM Global in certain countries through joint Projects and Programmes. CBM-I will grant financial support and technical expertise for this Project over its complete project cycle. CBM-I shall have the same rights as CBM Global under this Project Contract. Specific conditions (Auflagen) applicable to this Project are specified in Part IV of this Project Contract.
2. CBM Global as Programme Management Partner for CBM-I will work closely with the Partner to implement this Project. CBM Global will provide programme oversight including Partner management and ensure CBM-I programme management requirements are complied with. CBM Global will execute agreed programme management activities in alignment with established CBM Global policies and procedures. CBM Global will execute the agreed activities to the best of its knowledge and capability.
3. CBM Global and CBM-I have signed Co-Financing Framework Agreements which regulate the relationship, rights, responsibilities, obligations, conditions, policies and other operating principals applicable between CBM Global and CBM-I.
4. CBM Global and CBM-I will assess and agree with the Partner on the provision of additional training and resourcing to ensure the Partner is equipped to achieve reporting and compliance requirements.
5. CBM-I is an independent legal entity. This Project Contract does not establish any relationship under labour law, company law or joint venture. Except as expressly provided otherwise in this Project Contract, neither party shall be entitled to represent the other in relation to any third party.

## **Part III: General Terms and Conditions**

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

#### **This Project Contract**

- 1.1 enters into force on the date on which all contracting parties have signed this Project Contract.
- 1.2 **ends automatically** with the date of completion of the obligations under the Project Contract according to an approved **Multi Year Project Plan** (in the form of a Project Design Form or Project Proposal), or Budget, unless the contracting parties agree on an extension for project implementation documented through updated project planning documents (refer Part I clause 2).
- 1.3 **may be subject to change by CBM Global or by instruction of CBM-I.** Any amendments to this Project Contract will come into force only after mutual agreement between CBM Global and CBM-I. Amendments communicated by CBM Global to the Partner will come into force automatically two (2) weeks after notice of a change in terms or funding is sent by CBM Global 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.
- 1.4 includes all Appendices which form an integral part of this Project Contract even if they are not signed individually.

#### **CBM Global and CBM-I Project funding**

- A. **CBM Global**, in consultation with CBM-I, approves budgets on the basis of a Project Design Form and/or Budget. The **Budget** is included as Appendix 1 of this Project Contract. The Budget:
  - 1.5 is valid only for the period specified in Appendix 1.
  - 1.6 documents the approved CBM Global budget support and currency together with the details on the jointly agreed results, activities and indicators for that year.
  - 1.7 can be subject to a (joint) review during the course of implementation in case of changes to the planned Project progress. CBM Global will send electronically to the Partner and CBM-I, any revised budget, which replaces previous versions so long as no objection is raised by one of the contracting parties within two (2) weeks from it having been sent by CBM Global.
- B. **CBM-I** provides project funding based on the approved Budget and:

- 1.8 reserves the right to withhold the transfer of funds until the responsibilities of CBM Global and the Partner as documented in this Project Contract have been fully met.
- 1.9 shall be entitled to immediate repayment by CBM Global and/or the Partner of any funds transferred, or goods delivered under this Project Contract, which are not used by CBM Global or the Partner according to the Budget or which are not properly accounted for by the Partner. CBM Global would support CBM-I in its follow up activities including legal action against the Partner for recovery of funds.
- 1.10 will propose relevant additional reporting and compliance requirements in a timely manner to CBM Global and the Partner to be agreed on between the parties.
- 1.11 will provide reasonable additional training and resourcing as required for Partners and sub-partners to implement and meet any additional requirements listed under Part IV(a) where applicable.
- 1.12 reserves the right to conduct or commission an independent investigation when there are serious allegations that implicate senior members or representatives of the Partner.

### **Sub-partner Contracting**

In case the Partner co-operates with sub-partner(s) to implement the Project, the Partner warrants that it will:

- 1.13 disclose to CBM Global and CBM-I the identity of any sub-partners it intends to involve in the delivery of this Project.
- 1.14 obtain CBM Global's and CBM-I's prior written approval and ensures that it has formal written agreements with all sub-partners and that it monitors and is responsible for all sub-partners to ensure they comply with all terms contained in this Project Contract, especially those regarding:
  - Non-discrimination
  - Conflict of Interest
  - Maintenance of proper records, books and accounts
  - Confidentiality

and those regarding compliance with CBM Global policies, guidelines and procedures relating to:

- Safeguarding of Children and Adults-at-Risk policy
- Diversity & Inclusion policy
- Prevention of Corruption & Fraud policy
- Protection from Sexual Exploitation, Abuse and Harassment policy

- Counter-Terrorism and Anti-Money Laundering policy
- 1.15 provide to CBM Global or CBMI-I, if requested, copies of written agreements with sub-partners for information and monitoring.
- 1.16 ensure that it and all its sub-partners have the necessary experience, skill, knowledge, expertise and competence to fulfil its their roles in relation to the Project and will have regard to and comply with relevant and applicable laws, guidelines and policies including maintaining all licences, permits or registrations required under national and local laws.

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

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

#### **CBM Global**

- 2.1 provides the Partner with the budget support specified in the Budget, provided that funds are made available by CBM-I.
- 2.2 transfers the funds as approved by CBM Global to the bank account(s) stated in Part V of this Project Contract.
- 2.3 reserves the right to withhold the transfer of funds until the responsibilities of the Partner as documented in this Project Contract have been fully met.

#### **The Partner**

- 2.4 applies appropriate policies and regulations in the planning and implementation of its activities and the management of its organisation to protect the reputation and operational freedom of all contracting parties. Specifically refer to clauses 7.9 to 7.18.
- 2.5 uses the budget support efficiently and economically according to the Project Design Form and Budget.
- 2.6 informs CBM Global as soon as possible about any **significant changes** to the Project Design Form and/or Budget as well as any relevant change, which may impact the jointly agreed results of the approved Project.
- 2.7 keeps a separate project accounting clearly recording income and expenditures (all eligible project costs) of the CBM Global budget support either through separate bookkeeping for the Project or by using a separate project/cost code. Internationally accepted accounting principles shall be adhered to.
- 2.8 specifies in Part V in this Project Contract the **details of the bank account(s)** to which CBM Global and/or CBM-I funds will be transferred. These bank account(s) must be in the name of the registered legal entity of the Partner (or a subsidiary thereof) and cannot be a private (individual) person's account(s)

- 2.9 ensures that all payments and withdrawals from the specified bank account(s) shall be signed by two authorised signatories of the Partner.
- 2.10 informs CBM Global immediately about every change to the authorised signatories and any changes or additions to the bank account details of the designated bank account(s) specified in Part V by issuing the **Bank Details form** and providing a bank statement as verification.
- 2.11 acknowledges receipt of funds to CBM Global and no further fund transfers may be provided by CBM Global, at its sole discretion, until acknowledgement of previous transfer has been received.
- 2.12 shall 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 Global, CBM-I or the Partner organisation.
- 2.13 has adequate and appropriate insurance coverage required and relevant to the implementation of the Project, duly considering the local context, including adequate medical liability insurance if relevant to project activities.

### **Section 3: Procurement and Tendering**

#### **CBM Global**

CBM Global may provide budget support for procurement of goods and services by the Partner as outlined in the Project Design Form and Budget.

#### **The Partner**

- 3.1 documents the procurement processes for purchases of goods or services of more than EUR 500 equivalent (for example: trainings costs, construction materials, equipment, etc.).  
 At least **three different quotations or cost surveys** (documented, signed and dated) must be provided. The best offer in relation to price and conditions must be chosen. The final decision to purchase must be made and signed by a minimum of two authorised persons and must be documented. Such documentation should be provided to CBM Global upon request.
- 3.2 establishes, maintains and provides to CBM Global upon request an **inventory of assets**, to be updated each year, that have been purchased with funds received from CBM Global under this Project Contract.
- 3.3 shall retain documents of the costs of the goods procured irrespective of the amount of the costs spent for the procurement in order to enable CBM Global to track its budget support.

- 3.4 ensures that any proceeds from sale or disposal of assets during the Project Contract period, undertaken in agreement with CBM Global, is reinvested into the Project.
- 3.5 ensures that all equipment, vehicles and unused supplies as specified in this Project Contract, including its Appendices, shall be transferred, at the end of the Project, upon agreement with CBM Global in consultation with CBM-I to:
  - the relevant CBM Global Country Office;
  - another project funded by CBM Global, CBM-I or its Donor (as specified in IV(a) of this Project Contract);
  - or, exceptionally, to the Partner who as such retains ownership of these items.
- 3.6 The Partner shall ensure that copies of the proof of transfer of any equipment and vehicles for which the purchase cost was more than EUR 5,000 per item, are attached to the final report.

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

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

##### **CBM Global and CBM-I**

- 4.1 provide the Partner automatically or upon request to the relevant CBM Global Country Office or relevant staff at CBM Global's central office, as the case may be, with all needed standard CBM Global reporting formats and relevant documents (mentioned in this Project Contract) as well as guidance on how to use these.
- 4.2 reserve the right to have the Partner's use of the CBM Global budget support examined by CBM Global's Internal Auditor, Compliance Officer or an external auditor of CBM Global's choice. For this purpose the documents listed under section 4.9 must be available on site at the Partner organisation upon CBM Global's request. This also includes general information regarding funding for the Project and/or Partner organisation from other donors.
- 4.3 undertake project visits generally in consultation with the Partner and according to agreed Terms of Reference.
- 4.4 reserve the right to undertake or let third parties undertake visits without prior notification and/or agreed Terms of Reference.

##### **The Partner**

- 4.5 provides the relevant CBM Global Country Office with project financial, narrative and other reporting, data or documents as per the Reporting Plan and relevant Reporting templates (Refer Appendix 4).

- 4.6 provides, for all approved annual CBM Global funding greater than Euro 100,000 an Annual Financial Project Report (verified by the Auditor) accompanied by an Independent Audit Report and Management Letter (issued by an independent certified/chartered/authorized auditor), to demonstrate that all CBM Global support was used for the agreed purposes and that project processes and controls are sufficient to accurately record and report financial transactions.
- CBM Global reserves the right to request an external audit verification for projects with a budget of less than Euro 100,000 for specific reasons.
- 4.7 provides all required reports and documents (see clause 4.5 above) to CBM Global also for funds that are spent or project-related activities that take place after the originally planned completion date (refer clause 1.2 above).
- 4.8 must request and receive written permission from CBM Global to use any surplus balances (unspent funds already received, exchange rate gains, etc.) in advance of spending. CBM Global reserves the right to approve or reject the requested utilisation. CBM Global can claim the return of unspent funds if alternative utilisation is not approved.
- 4.9 ensures that records and accounts relevant to the CBM Global financial support are available upon CBM Global's request, and contain current information and documentation which comprise as a minimum:
- 4.9.1. the signed version of this Project Contract, its attachments, and all revisions thereof;
  - 4.9.2. vouchers evidencing the receipt of all remittances, cash or any other form of credit to the project account;
  - 4.9.3. payment vouchers, clearly showing the name of the payee, the amount, the purpose and date of the disbursement, evidencing all payments made and with all pertinent supporting documentation attached including delivery notes;
  - 4.9.4. original bank account statements;
  - 4.9.5. ledgers or books of accounts posting all transactions and corresponding verifications;
  - 4.9.6. employment contracts, job descriptions and all payroll records;
  - 4.9.7. service contracts and Terms of Reference for consultancies and services;
  - 4.9.8. other income (locally generated or through other donor organisations);
  - 4.9.9. inventory lists;
  - 4.9.10. internal and external audit reports.

- 4.10 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.
- 4.11 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 ends and ensures availability to CBM Global and CBM-I authorised personnel for inspection upon request.
- 4.12 facilitates visits by CBM Global and CBM-I 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 Global or CBM-I's authorised personnel, to the extent they deem it necessary, at their expense.

## **Section 5: Review and Evaluation**

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

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

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

## **The Partner and CBM Global**

- 5.1 commit to objectivity, quality & accuracy, utility, participation & ownership, ethics, credibility, transparency, cost effectiveness, impartiality and independence of the evaluation.
- 5.2 jointly develop the Terms of Reference for the evaluation.
- 5.3 provide data and information on the Project for the purpose of the evaluation, support the logistics and implementation of an evaluation, and agree to distribute results, recommendations and lessons learned from the evaluation to stakeholders as defined in Terms of Reference.

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

### **CBM Global**

- 6.1 makes available to the Partner the **CBM Global Brand Guidelines for Partners**.

- 6.2 provides public relations and media materials and advice to the Partner as CBM Global deems necessary and appropriate to create visibility for the Project.
- 6.3 provides information about planned CBM Global or CBM-I public relations/resource gathering/donor visits to the Project, generally with at least 3 to 4 weeks' notice.
- 6.4 may request reports from the Partner, for itself or for CBM-I, for public relations or fundraising purposes, such as human-interest stories, photographs, etc. (CBM Global and CBM-I will generally provide technical support to the Partner as appropriate to produce these materials).

### **The Partner**

- 6.5 is hereby given the right to use the CBM Global name and logo for the sole purpose of this Project Contract and exclusively for the duration of the Project Contract, as set in clause 1.2 above.
- 6.6 gives visibility the partnership with CBM Global and CBM-I in the form of signboards, publications, stickers on equipment and other appropriate measures providing the local security situation allows it.
- 6.7 remedies any misuse of the CBM Global name and logo within thirty days after receiving written notice from CBM Global. Otherwise, such misuse shall be considered as a material breach of this Project Contract and may lead to its immediate termination.
- 6.8 facilitates visits by CBM Global and/or CBM-I for purposes of increasing visibility and fundraising. Such visits will be organised by the relevant CBM Global Country Office in consultation with the Partner as described in clause 6.3 above.

## **Section 7: Provisions**

### **The Partner and CBM Global**

- 7.1 shall ensure that all employees and, sub-partners strictly adhere, apply and comply with the following CBM Global policies:
  - 7.1.1 Diversity & Inclusion policy
  - 7.1.2 Policy on Prevention of Corruption & Fraud policy
  - 7.1.3 Health, Safety and Security policy
  - 7.1.4 Whistleblowing Policy
  - 7.1.5 Programme Feedback & Complaints policy
  - 7.1.6 Safeguarding of Children and Adults-at-Risk policy
  - 7.1.7 Accessibility policy
  - 7.1.8 Environmental Responsibility policy

**7.1.9 Counter-Terrorism and Anti-Money Laundering policy**

**7.1.10 Protection from Sexual Exploitation, Abuse and Harassment policy.**

- 7.2 shall disclose any third-party transactions affecting this Project Contract, and shall declare a conflict of interest, and shall not participate in any discussions or decision-making, when an employee (in a governance or advisory role) can make, or influence, decisions which directly or indirectly result in material or personal gain to self, family, friend, or associate.
- 7.3 will not be held liable for any commitments entered into by the other with any third party relating to the implementation of the Project.
- 7.4 shall 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 has ended.
  - 7.4.1. Confidential information includes any of the Partner's information that is not known generally to the public: including but not limited to lists of supporters, personnel files, computer records, financial data, descriptions of processes and procedures, research plans, and computer systems.
  - 7.4.2. CBM Global reserves the right to disclose any Project related information regarding the Project to CBM-I or its Donors for their information and use, as far as they are involved in the Project or claim a legitimate interest in the demanded information.
- 7.5 shall maintain the right to privacy of personal data and ensure that data is kept anonymous during any data collection process.
- 7.6 shall observe good data security practices and keep proprietary and confidential information secure from visitors and all other persons who do not have a legitimate reason to see or use such information.
- 7.7 shall not be liable for any failure to perform its obligations where such failure is as a result of **force majeure**, including 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, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity (or telephone service).  
In any such circumstances (see above) either party will have the right to terminate this Project Contract as provided under clause 9.2.
- 7.8 ensure that in the case of either party asserting force majeure as an excuse for non-compliance with this Project Contract, the asserting party needs to prove that:

- 7.8.1. reasonable steps were taken (under the circumstances) to minimise delay or damage caused by foreseeable events
- 7.8.2. all non-excused obligations were substantially fulfilled, and
- 7.8.3. the other party was notified in a reasonably timely manner of the likelihood or actual occurrence, which would justify such an assertion, so that other prudent precautions could be considered.

**The Partner warrants to CBM Global and CBM-I:**

- 7.9 that neither the Partner nor any of the Partner's employees or sub-partners included under this Project Contract have knowingly been convicted by a court of law or are currently under sanction for an offence involving bribery, money laundering, terrorism, child abuse, human trafficking or corruption imposed by a financial institution, government, or a donor of development assistance;
- 7.10 that the Partner operates with appropriate systems to prevent actions like misuse of funds or other resources or the manipulation of accounting records for personal gain or dishonest advantage to CBM Global or its own organisation. The Partner warrants that any incident which is discovered will be notified immediately to CBM Global: 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 Project Contract, or any other agreement, or transaction which may take place during the period of this Project Contract;
- 7.11 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 Global. The Partner agrees to CBM Global carrying out the necessary due diligence processes for counter terrorism of the Partner and principal staff where necessary;
- 7.12 not to discriminate on the basis of ethnicity, colour, creed, national origin, gender, marital status, sexual orientation, religion, age, disability or other legally protected status regarding access to services or activities of this Project;
- 7.13 to commit to keeping children and vulnerable adults safe in compliance with the 'UN Convention for the Rights of the Child' and CBM Global's 'Safeguarding of Children and Adults-at-risk policy'; including by having their own child protection/safeguarding policy and procedures in line with the said CBM Global policy.

- 7.14 to implement child protection/safeguarding and protection from sexual exploitation, abuse and harassment policies and procedures, in line with the CBM Global Protection from Sexual Exploitation, Abuse and Harassment policy, that ensure 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.
- 7.15 to notify, in line with its commitments in 7.13 and 7.14 above, without delay and no later than within 48 hours to CBM Global, following agreed protocols and maintaining appropriate confidentiality, any of the following:
- a) an incident of abuse or mistreatment (alleged or actual) of programme participants (adults or children) or other people who are associated with the Partner organisation in relation to this Project and which has resulted in, or risks resulting in significant harm to them:
    - i. while they were under the care of the Partner organisation; or
    - ii. while they were under the care or supervision of someone connected with the Partner organisation, its employees, its Board, volunteers or sub-partners.
  - b) any breach of policies or procedures which has put people who are associated with the Partner in relation to this Project Contact at significant risk or harm.
- The notification requirements as stated above apply equally to workplace incidents that have resulted in, or risk resulting in, significant harm to the Partner organisation, including employees, Board members and volunteers.
- 7.16 to inform the Partner's staff and the staff of any sub-partner about the possibility to use the CBM Global Whistleblowing system in order to confidentially report an incident regarding criminal offences, ethical misconduct or complaints pertaining to auditing which can be submitted in English, French, Spanish or German via CBM Global's website.
- 7.17 to investigate and take disciplinary action, where necessary, in response to concerns or allegations raised under this Section 7, in particular, clauses 7.13 to 7.15; to inform CBM Global and CBM-I of the responses received, including to share the investigation report and details of any resulting disciplinary measures taken, and to provide evidence of support provided to the survivor(s). If the Partner is unable or unwilling to respond to an allegation, CBM Global and CBM-I reserve the right to undertake its own investigation, seeking involvement of the Partner. CBM Global and CBM-I are willing to provide, upon request, technical guidance to the Partner on the process of managing and investigating such allegations.

- 7.18 to seek and listen to complaints and/or feedback relating to their implementation of this Project, in alignment with the CBM Global Programme Feedback and Complaints Policy. The Partner will provide CBM Global details of the mechanism(s) used for receiving and dealing with complaints related to the Project upon request.

## **Section 8: Entitlements**

- 8.1 CBM Global and CBM-I may withhold payment of funds or delivery of goods in whole, or part, or may terminate this Project Contract at any time if in the opinion of CBM Global the Partner fails:
- 8.1.1. to use the funds according to the Budget;
  - 8.1.2. to respect the conditions of this Project Contract;
- 8.2 CBM Global and CBM-I 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 according to the Budget or which are not properly accounted for by the Partner.
- 8.3 CBM Global and CBM-I reserve the right to conduct or commission an independent investigation when there are serious allegations that implicate senior members or representatives of the Partner.
- 8.4 **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 clause 8.3 shall not merely result in a reversal of the burden of proof, but that Section 139 of the German Civil Code is hereby contracted out in its entirety. The aforesaid shall apply with the necessary modifications to any gap in this Contract.
- 8.5 **Governing Law and Jurisdiction:** This Project Contract shall be governed by and construed in accordance with the laws of the Federal Republic of Germany without regard to its conflict of law rules and the United Nations Convention on Contracts for the International Sale of Goods (CISG). Any disputes, arising in connection with this Project Contract or its validity, shall be finally settled in accordance with the Arbitration Rules of the German Institution of Arbitration (Deutsche Institution für Schiedsgerichtsbarkeit) without recourse to the

ordinary courts of law. The place of arbitration is Frankfurt/Main, Germany. The number of arbitrators is three. The language of the arbitral proceedings is English, provided, however, that written evidence may be submitted in either the English or German language.

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

- 9.1 The Partner or CBM Global, or CBM Global by instructions of CBM-I, may terminate this Project Contract with or without cause, in writing, upon giving 90 days written notice to the contact person of the other party, as designated by this Project Contract (as amended from time to time)
- 9.2 CBM Global and CBM-I reserve the right, in cases of severe breaches of the provisions and conditions of this Project Contract by the Partner, to terminate with cause, in writing, to be effective immediately, without giving a 90-day written notice to the contact person of the Partner.
- 9.3 This Project Contract is subject to termination according to clause 9.2 if:
  - 9.3.1. the Partner materially breaches the conditions of this Project Contract, or
  - 9.3.2. the Partner refuses to undertake the responsibilities as agreed in this Project Contract, or
  - 9.3.3. there is an unforeseen contingency, or force majeure which prevents or frustrates the required performance of obligations, as per clauses 7.7 and 7.8 above, or
  - 9.3.4. the Partner, any of its employees or its sub-partners is involved in any kind of unacceptable act or behaviour (violating one or more clauses of Section 7), especially in regard to safeguarding, sexual exploitation, abuse or harassment.
- 9.4 In the event of termination of the Project Contract, the Partner shall not use the name or logo of CBM Global or CBM-I, except per written specific permission, and the right granted in - clause 6.5 of this Project Contract is revoked upon termination. Any unauthorised use of CBM Global or CBM-I's name and logo or other branding materials by the Partner shall be subject to a claim for damages and for injunctive relief.
- 9.5 The Party receiving a notice of termination will immediately take all necessary steps to terminate (as the case may be) its activities in an orderly manner so that continued expenses are kept to a minimum.
- 9.6 On termination of this Project Contract pursuant to this Section 9, upon request of CBM Global, the Partner will transfer either to CBM Global or CBM-I in accordance with CBM Global's instructions:

- 9.6.1. any unexpended balance of funds held by the Partner;
  - 9.6.2. any unused supplies and any equipment provided by CBM Global to the Partner;
  - 9.6.3. any non-expendable property provided by CBM Global or purchased by the Partner using funds provided by CBM Global, CBM-I or its Donors.
- 9.7 If CBM Global exercises its right to terminate this Project Contract, CBM Global will have the right to require the Partner to repay to CBM Global such amount of money, up to the total amount paid to the Partner by CBM Global prior to the date of the notice of termination, as CBM Global 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 Global's notice to pay.
- 9.8 If CBM Global exercises its right to terminate this Project Contract and decides that the Project is to be implemented by another organization, the Partner is obliged to promptly provide full cooperation to CBM Global and the other organization in the orderly transfer to the other organization of all unused supplies and any equipment acquired by the Partner under this Project Contract.

## **Part IV: Further Conditions (Auflagen) agreed by CBM Global, CBM-I and the Partner**

### **Section 1: Ranking and legal relationship**

CBM Global and CBM-I have agreed on further special conditions which are reflected in this Part IV which need to be respected and fulfilled by CBM Global, CBM-I and the Partner. The **conditions (Auflagen) in the following Section 2 supersede any General Terms and Conditions (Part III) that conflict with these conditions (Auflagen)**.

References to [x] in the following Section refer to the relevant Sections and clauses in Part III.

### **Section 2: Requirements and obligations**

#### **CBM Global**

1. will inform CBM-I in a timely manner of significant changes or delays to Project delivery which they become aware of through ongoing Project monitoring. This shall include and not be limited to changes to Project objectives and activities, budget variations of overall costs across all activities of 10% or more for a specific calendar year and for the multiyear project or to changes of the agreed locations, sub-partners and expected beneficiaries. [2.6]

#### **CBM Global warrants to CBM-I:**

2. its commitment to seeking and listening to complaints and/or feedback from Partners on their partnership with CBM Global and CBM-I, in line with CBM Global Programme Feedback and Complaints policy.
3. that CBM Global will work with the Partner to implement project risk management practices, in line with CBM Global standard procedures. At a minimum, CBM Global will ensure that a risk register is in place for the Project and is regularly monitored, updated and reported against to CBM-I.

#### **CBM-I**

4. will provide reasonable and adequate notice of planned visits, monitoring activities and audits by CBM-I's staff and/or the Project Donor to CBM Global. As appropriate the timing and Terms of Reference for project visits will be agreed with CBM Global and the Partner. [4.12]

**The Partner**

5. will provide facilitation and logistics support to CBM-I and/or Project Donor representatives during project visits, including the conduct of security briefing. [4.4]

**The Partner warrants to CBM Global and CBM-I:**

6. that, at the date of signing this Contract, no conflict of interest exists or is likely to arise in the implementation of the Project. Any conflict of interest, including those via third-party transactions affecting this Project Contract that arise during the course of the project must be declared immediately. [7.2]
7. will implement adequate risk management practices in line with CBM Global standard procedures. At a minimum, the Partner will maintain a risk register for the Project, and report against this to CBM Global on a regular basis.

**The Partner and CBM Global warrant to CBM-I:**

8. to carry out the necessary due diligence processes for counter terrorism of CBM Global's and the Partner's staff and representatives as well as any Sub-Partners' principal staff and representatives where necessary. [7.11]
9. warrants that it and all its subcontractors and personnel have the necessary experience, skill, knowledge, expertise and competence to fulfil its roles in relation to the Project, and will have regard to and comply with relevant and applicable laws, guidelines and policies including maintaining all licences, permits or registrations required under national and local laws.
10. not to discriminate on the basis of ethnicity, colour, creed, national origin, gender, marital status, sexual orientation, religion, age, disability or other legally protected status regarding access to services or activities of this Project. [7.12]

## **Part IV(a): Special conditions (Auflagen) of the Donor**

### **Section 1: Ranking and legal relationship**

- 1.1 This section names and underlines the special conditions (Auflagen) of the Donor, referring to a Grant Contract which the CBM-I has signed with the Donor. The **conditions (Auflagen) and obligations in the following Section 2 supersede any conditions of Part III and Part IV that conflict with these conditions (Auflagen)**.
- 1.2 CBM-I has an agreement with Donor name (the "Donor") to fund this Project. CBM Global and the Partner agree to implement the relevant components of that Grant Contract as specified in this Project Contract. Special requirements of the Donor agreement are incorporated as binding obligations in this Part IV(a) of this Project Contract.  
Where additional reporting and compliance requirements specified by a Donor conflict or overlap with standard CBM Global processes, CBM Global will cooperate with CBM-I to agree, apply and facilitate alternative reporting and processes.

### **Section 2: Special conditions (Auflagen)**

## **Part V: Contact Persons and Bank Account Details**

The authorised signatories at the **Partner** for this Project Contract are:

Name: Prof. Dr. Chet Raj Pant      Function: Chairperson  
Name:    Function:

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

Name: Sudhir Kumar Thakur      Function: Programme Coordinator  
Phone: +977 9852830691      Email: [info@erec-p.org](mailto:info@erec-p.org)

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The authorised signatories at **CBM Global** for this Project Contract are:

Name: David Bainbridge      Function: Executive Director  
Name: Ulf Ekstedt      Function: Finance Director

The responsible Country Director for this Project is:

Name: Suraj Sigdel      Function: Country Director  
Phone: +977 1 5441090/91      Email: [Suraj.Sigdel@cbm-global.org](mailto:Suraj.Sigdel@cbm-global.org)

The lead contact for this Project designated by CBM Global is:

Name: Bikash Pyakurel      Function: Programme Officer  
Phone: +977 1 5441090/91      E-mail: [Bikash.Pyakurel@cbm-global.org](mailto:Bikash.Pyakurel@cbm-global.org)

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The authorised signatories at **CBM-I** for this Project Contract are:

Name: Dr. Peter Schießl      Function: Chief Executive Officer  
Name: Dr. Rainer Brockhaus      Function: Chief Executive Officer

The lead contact for this Project designated by CBM-I is:

Name: Deborah Looser-Konczalla      Function: Project Delivery Asia and Americas  
Phone: +49 6251 131-426      E-mail: [deborah.Looser-konczalla@cbm.org](mailto:deborah.Looser-konczalla@cbm.org)

**Specification of the bank account to which CBM Global funds will be transferred for the Project:**

Full bank name:	Nabil Bank Limited
Bank Branch Name/Code:	N/A
National Bank Code (e.g. SC, IFSC, ABA, CNPJ, etc.):	N/A
Bank SWIFT Code:	NARBNPKA
Bank Address (incl. Country):	Biratnagar-13, Morang, Biratnagar, Nepal
Full name of Account Holder:	Nepal Netra Jyoti Sangh (NNJS)
Account Holder Address:	Atithi Marga, Biratnagar, Nepal
Account Number:	0706017500085
International account number (IBAN):	N/A
Currency of Account:	NPR Nepalese Rupee

## **Part VI: Signatures**

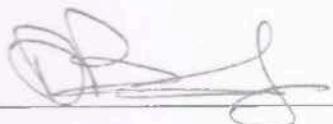
**For the Partner:**



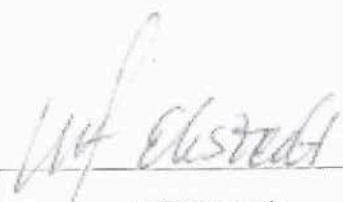
Name: Prof. Dr. Chet Raj Pant  
Function: Chairperson  
Date/Place: 18th April 2022

Name:  
Function:  
Date/Place:

**For CBM Global:**

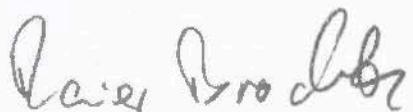


Name: David Bainbridge  
Function: Executive Director  
Date/Place: London, 8th April 2022



Name: Ulf Ekstedt  
Function: Finance Director  
Date/Place: Laudenbach, 8th April 2022

**For CBM-I:**



Name: Dr. Rainer Brockhaus  
Function: Chief Executive Officer  
Date/Place: Bensheim, 13th April 2022



Name: Dr. Peter Schießl  
Function: Chief Executive Officer  
Date/Place: Bensheim, 13th April 2022

**Appendices:**

- Appendix 1: Budget
- Appendix 2: Project Proposal and Design Form [or Project Proposal in specific donor format]
- Appendix 3: Log Frame
- Appendix 4: Reporting Plan and relevant Reporting Templates
- Appendix 5: Activity Plan [May be in draft form]

**P00124 Appendix 1 Budget Sundar Sansar- Reduce Visual and Hearing Impairment among School going children in Nepal**
*Reported: 2022-01-14 Filter: Currency = NPR Nepalese Rupee*

No	Description	2022	2022 Jan - Mar	2022 Apr - Jun	2022 Jul - Sep	2022 Oct - Dec	2023	2023 Jan - Mar	2023 Apr - Jun	2023 Jul - Sep	2023 Oct - Dec	Total
01	Accessible, affordable and comprehensive service for Refractive error and hearing impairment among school going children	<b>6,619.500</b>	<b>1,634.875</b>	<b>1,694.875</b>	<b>1,634.875</b>	<b>1,654.875</b>	<b>6,462.000</b>	<b>1,595.500</b>	<b>1,655.500</b>	<b>1,595.500</b>	<b>1,615.500</b>	<b>13,081.500</b>
01.01	Screening of eye and ear of school going children	<b>1,867.500</b>	<b>466.875</b>	<b>466.875</b>	<b>466.875</b>	<b>466.875</b>	<b>1,710.000</b>	<b>427.500</b>	<b>427.500</b>	<b>427.500</b>	<b>427.500</b>	<b>3,577.500</b>
01.01.001	Subsidy to poor children on spectacles (4000 students))	<b>1,250.000</b>	<b>312.500</b>	<b>312.500</b>	<b>312.500</b>	<b>312.500</b>	<b>1,250.000</b>	<b>312.500</b>	<b>312.500</b>	<b>312.500</b>	<b>312.500</b>	<b>2,500.000</b>
01.01.002	Subsidy to referred children on Medicine in eye (100 @ /head)	<b>15.000</b>	<b>3.750</b>	<b>3.750</b>	<b>3.750</b>	<b>3.750</b>	<b>15.000</b>	<b>3.750</b>	<b>3.750</b>	<b>3.750</b>	<b>3.750</b>	<b>30.000</b>
01.01.003	Subsidy to referred children on Medicine in ear (4000 @ 200)	<b>400.000</b>	<b>100.000</b>	<b>100.000</b>	<b>100.000</b>	<b>100.000</b>	<b>400.000</b>	<b>100.000</b>	<b>100.000</b>	<b>100.000</b>	<b>100.000</b>	<b>800.000</b>
01.01.004	Low vision device for children (30 @ 1500)	<b>22.500</b>	<b>5.625</b>	<b>5.625</b>	<b>5.625</b>	<b>5.625</b>	<b>22.500</b>	<b>5.625</b>	<b>5.625</b>	<b>5.625</b>	<b>5.625</b>	<b>45.000</b>
01.01.005	Subsidy for poor children (30 x 12000)	<b>180.000</b>	<b>45.000</b>	<b>45.000</b>	<b>45.000</b>	<b>45.000</b>	<b>22.500</b>	<b>5.625</b>	<b>5.625</b>	<b>5.625</b>	<b>5.625</b>	<b>202.500</b>
01.02	Human Resource Cost	<b>3,032.000</b>	<b>758.000</b>	<b>758.000</b>	<b>758.000</b>	<b>758.000</b>	<b>3,032.000</b>	<b>758.000</b>	<b>758.000</b>	<b>758.000</b>	<b>758.000</b>	<b>6,064.000</b>
01.02.001	Project Supervisor x 1 full time	<b>540.000</b>	<b>135.000</b>	<b>135.000</b>	<b>135.000</b>	<b>135.000</b>	<b>540.000</b>	<b>135.000</b>	<b>135.000</b>	<b>135.000</b>	<b>135.000</b>	<b>1,080.000</b>
01.02.002	Eye Health Worker x 2 full time	<b>840.000</b>	<b>210.000</b>	<b>210.000</b>	<b>210.000</b>	<b>210.000</b>	<b>840.000</b>	<b>210.000</b>	<b>210.000</b>	<b>210.000</b>	<b>210.000</b>	<b>1,580.000</b>
01.02.003	OA Optometrist x 1 full time	<b>536.000</b>	<b>134.000</b>	<b>134.000</b>	<b>134.000</b>	<b>134.000</b>	<b>536.000</b>	<b>134.000</b>	<b>134.000</b>	<b>134.000</b>	<b>134.000</b>	<b>1,072.000</b>
01.02.004	Data operator x 1 part time 50%	<b>180.000</b>	<b>45.000</b>	<b>45.000</b>	<b>45.000</b>	<b>45.000</b>	<b>180.000</b>	<b>45.000</b>	<b>45.000</b>	<b>45.000</b>	<b>45.000</b>	<b>360.000</b>
01.02.005	Driver x 1 full time	<b>288.000</b>	<b>72.000</b>	<b>72.000</b>	<b>72.000</b>	<b>72.000</b>	<b>288.000</b>	<b>72.000</b>	<b>72.000</b>	<b>72.000</b>	<b>72.000</b>	<b>576.000</b>
01.02.006	Ear Assistant x 1 full time	<b>324.000</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>	<b>324.000</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>	<b>648.000</b>
01.02.007	Optical Assistant x 1 full time	<b>324.000</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>	<b>324.000</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>	<b>648.000</b>
01.03	Mobile Vision Van operation	<b>520.000</b>	<b>110.000</b>	<b>170.000</b>	<b>110.000</b>	<b>130.000</b>	<b>520.000</b>	<b>110.000</b>	<b>170.000</b>	<b>110.000</b>	<b>130.000</b>	<b>1,040.000</b>
	Fuel expenses for vision van (1500 x 277 days/year) 210 days											
01.03.001	In school and 57 days in Community	<b>360.000</b>	<b>90.000</b>	<b>90.000</b>	<b>90.000</b>	<b>90.000</b>	<b>360.000</b>	<b>90.000</b>	<b>90.000</b>	<b>90.000</b>	<b>90.000</b>	<b>720.000</b>
01.03.002	Maintenance, renewal and repairing	<b>80.000</b>	<b>0</b>	<b>60.000</b>	<b>0</b>	<b>20.000</b>	<b>80.000</b>	<b>0</b>	<b>60.000</b>	<b>0</b>	<b>20.000</b>	<b>160.000</b>
01.03.003	Fuel expenses and maintenance for motor cycle	<b>80.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>80.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>160.000</b>
01.04	OPD engagement and inclusive Community Awareness	<b>910.000</b>	<b>245.000</b>	<b>155.000</b>	<b>325.000</b>	<b>185.000</b>	<b>840.000</b>	<b>255.000</b>	<b>185.000</b>	<b>275.000</b>	<b>125.000</b>	<b>1,750.000</b>
01.04.001	OPD led Interaction with school for inclusive education x 6 events	<b>200.000</b>	<b>0</b>	<b>0</b>	<b>200.000</b>	<b>0</b>	<b>150.000</b>	<b>0</b>	<b>0</b>	<b>150.000</b>	<b>0</b>	<b>350.000</b>
01.04.002	OPD interaction with OPDs and local governments on inclusive education policies /practices x 3 events	<b>90.000</b>	<b>0</b>	<b>30.000</b>	<b>0</b>	<b>60.000</b>	<b>120.000</b>	<b>0</b>	<b>60.000</b>	<b>0</b>	<b>60.000</b>	<b>210.000</b>
01.04.003	Printing of Vision Ambassador Kits (200 x 500)	<b>60.000</b>	<b>60.000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60.000</b>	<b>60.000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120.000</b>
01.04.004	Wall painting on eye and ear health	<b>80.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>80.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>160.000</b>
01.04.005	Eye and ear health awareness flex printing (10 units)	<b>20.000</b>	<b>20.000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20.000</b>	<b>20.000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40.000</b>
01.04.006	Awareness through FM radio at the local level	<b>80.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>80.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>160.000</b>
01.04.007	Printing of IEC and leaflets on eye and ear health (1000 x 2)	<b>50.000</b>	<b>50.000</b>	<b>0</b>	<b>50.000</b>							
01.05	Administrative and operation	<b>150.000</b>	<b>75.000</b>	<b>25.000</b>	<b>25.000</b>	<b>25.000</b>	<b>150.000</b>	<b>75.000</b>	<b>25.000</b>	<b>25.000</b>	<b>25.000</b>	<b>300.000</b>
01.05.001	Printing of recording and reporting forms and formats	<b>50.000</b>	<b>50.000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50.000</b>	<b>50.000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.000</b>
01.05.002	Travel cost for referral and follow ups	<b>40.000</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>	<b>40.000</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>	<b>80.000</b>
01.05.003	Communication (phone and internet)	<b>60.000</b>	<b>15.000</b>	<b>15.000</b>	<b>15.000</b>	<b>15.000</b>	<b>60.000</b>	<b>15.000</b>	<b>15.000</b>	<b>15.000</b>	<b>15.000</b>	<b>120.000</b>
01.05.004	Vision Ambassador led creative activities	<b>180.000</b>	<b>0</b>	<b>60.000</b>	<b>60.000</b>	<b>60.000</b>	<b>180.000</b>	<b>60.000</b>	<b>60.000</b>	<b>60.000</b>	<b>0</b>	<b>360.000</b>
<b>Total budget</b>		<b>7,529.500</b>	<b>1,879.875</b>	<b>1,849.875</b>	<b>1,959.875</b>	<b>1,839.875</b>	<b>7,302.000</b>	<b>1,850.500</b>	<b>1,840.500</b>	<b>1,870.500</b>	<b>1,740.500</b>	<b>14,831.500</b>

Budget Summary		
<b>Total budget for the project</b>	<b>14,831,500.00</b>	
<b>CBM Contribution</b>	<b>100000 EURO @134.4813</b>	<b>13,448,130,00</b>
<b>Balance amount as EREC-P contribution</b>		<b>1,383,370,00</b>

**P00124 Appendix 2**  
**Project/Programme Design Form CBM**  
**Global**

<b>Project title</b>	Sundar Sansar (Beautiful World)						
<b>Country</b>	Nepal						
<b>Lead implementing partner</b>	Nepal Netra Jyoti Sangh (NNJS), Eastern Region Eye Care Program (EREC-P)						
<b>Thematic area / Sector</b>	Eye and Ear health, CBID						
<b>Project duration</b>	01 Jan 2022-31 Dec 2023						
<b>New phase of a current or past CBM project?</b>	No						
<b>Project design prepared by:</b>	<i>Bikash Pyakurel</i>		<b>Date:</b>	<i>18 December 2021</i>			
<b>Estimated project budget for CBM Global</b>							
Year 1		Year 2		Year 3		<b>Total</b>	
PCY	EUR	PCY	EUR	PCY	EUR	PCY	EUR
	50,000		50,000	0	0		100,000

Detail funding sources identified including funder name and amount.	<i>CBM International (Germany)</i>
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<b>Project background and rationale</b>
<p><i>Hearing and sight are two of the five senses which affects education and future. Periodic vision and hearing screening is recognized as an integral part of preventive paediatric health care. Adverse effects on educational and social development are obvious consequences of poor visual and hearing acuity.</i></p> <p><i>The World Health Organization (WHO) estimates that 15 million children worldwide suffer from uncorrected refractive disorders and another 275 million people have compromised hearing. In Nepal also uncorrected refractive error (URE) is a public health problem.</i></p> <p><i>In Nepal, the prevalence of refractive error varies from place to place. The study done in Jhapa shows prevalence of refractive error in private school was 10.3% and prevalence of refractive error in government schools was 7%.</i></p> <p><i>In recent Nepal REACH (Refractive Error among Children) project study shows the overall prevalence of refractive error was 4%. The prevalence of refractive error in the school of urban area was 10% and in rural areas 3%.</i></p>

*According to WHO, 466 million people live with disabling hearing loss which is 6.1 percent of the world's population. About 75 percent of childhood hearing loss is due to preventable causes in low- and middle-income countries in comparison to high income countries 49 percent. Hearing disability is ranked among 20 leading global burden of diseases.*

*In Nepal, 16.6 percent of the population suffers from hearing problems, one of the highest in Asia. Hearing disability is the third most common disability, only after physical and visual disability. The main cause of hearing loss is ear infection, which could easily be prevented by early diagnosis and treatment. In about 55.5 percent of the school-going aged children, ear infection is the main cause of hearing loss. The predominant factors that lead to ear infection are recurrent untreated common cold, installation of oil and other traditional herbs inside the ear, poor nutrition and hygiene, and ignorance about the disease. If left untreated, ear infection not only causes hearing loss, it can also cause life threatening conditions like meningitis, brain abscess, and even death. More than half of all cases of hearing loss in children can be prevented by healthy ear and hearing care practices, and early identification and appropriate management of ear infections.*

*A prospective study done in Sunsari and Morang district of eastern Nepal in (2014 and 2015) shows that ear diseases in school-going children is a major social burden.(3) It shows that out of 3729 children screened for ear problems, 1346 (36.09%) had different kinds of ear ailments. The main cause of hearing loss due to preventable conditions such as chronic otitis media. It is believed that early standardized screening, detection, and timely management of chronic otitis media in these children can prevent hearing loss and its impact on their educational, social and language development. School based ear health programs are a useful community-oriented solution for prevention of deafness. It shows how important it is to introduce hearing screening for primary school aged children to prevent hearing loss.*

*NNJS/EREC-P has more than 38 years of working experiences in the sector of eye health in prevention of blindness and ear health has been incorporated since last 5 years into regular services. Ear screening has been done through Eye Care Centers( ECC) and both the hospitals establishing a separate units. REACH project supported by Orbis International has been piloted and implemented by Biratnagar Eye Hospital (BEH) in Sunsari district and Biratnagar Metropolitan city. It has focused among the school going children aged 03-18 years. Based on the experience and incorporating the learning and challenges for better result, the proposed project will be implemented by the EREC-P. This program will help in reduction of prevalence of refractive error among school going children which will help to achieve their full academic potential and can contribute to the socio-economic development at individual and community level. Besides, it will also contribute for the quality education in Nepal.*

#### **Project participant group(s), accountability, and participation**

*Major target groups for this project are 120,000 children aged 03-18 years (100,000 in school and 20,000 out of school) from Morang District Nepal. In addition, 2,500 teachers will be sensitised on eye and ear care services, its importance, and their role to aware students on it and linked the identified cases with EREC-P, Biratnagar eye hospital.*

*In addition to the direct beneficiaries of 100,000 students and 2,500 teachers, their families, peers and relative also will be indirectly benefited through the sharing of information on their learning and services. A total of 900,000 people residing in Morang district will be benefited from messages broadcasting through the local FM radio, distribution of IEC materials and other means of communication and awareness raising activities.*

*EREC-P with the support from Orbis International conducted a Refractive Error Among School Going Children (REACH) project since 2018 in Sunsari (neighbouring district) and it has reached 250,000 plus students through screening and need based referrals for the services to nearby Eye Care Centre (ECC) and Biratnagar hospital for further services.*

*EREC-P with the support from CBM Nepal country Office has been implementing Eastern Region Eye and Ear Care- Program in eastern part of the Nepal and Biratnagar Eye hospital is based in Morang district. It has been conducting different activities to the communities and establish the linkage for services. Based on the different studies and learning from the EREC-P implementation, students and children are at the risk of eye and ear health problems and intervention to them may help to get early treatment and services which may lead for better future.*

*As part of the REACH (Refractive Error Among Children) program, EREC-P has organised different meeting and consultations with school management, students, and teachers about the effectiveness of the program and recommendations from those discussion is also considered in this project development. Similarly, learning from the Community Outreach and Rehabilitation (CORE) activities in existing 3667 MYP (2018-2022) will be applied to make the proposed project successful.*

*In Nepal, the prevalence of refractive error varies from place to place. The study done in Jhapa, neighbouring district to Morang conducted by Mechi eye hospital in 2006 shows prevalence of refractive error in private school was 10.3% and prevalence of refractive error in government schools was 7.0%.*

*In recent Nepal REACH project study shows the overall prevalence of refractive error was 4%. The prevalence of refractive error in the school of urban area was 10% followed by 3% in rural areas.*

*An unpublished study conducted by Karuna Foundation in 2018 in province 1 has 3000 plus students have at least one type of impairments and facing challenges to continue their education in school. Morang district has 965,370 population (51.65% female) along with 42.47% of total population are aged between 0-19 years. Though the Morang is one of the largest districts located in the low land has literacy rate of 70.63% (male 78.73% and female 63.13%) which limits people to understand the importance of eye and ear health issues including their children. So, education and awareness to children in schools also will help their parents and communities to promote their learning and increase access to eye health services,*

*The project has planned to promote access to child health to ensure their full potentials in quality education and access to services on time. Major learning and challenges will be incorporated into implementation through establishing the feedback collection from direct and indirect beneficiaries during school orientation, teachers training, pre and post-test in IEC materials development and wall painting etc. Furthermore, a complain box will be placed in mobile bus to collect the feedbacks and EREC-P will ensure its appropriate handling ensuring institutional policies and practice.*

## **Strategic alignment**

Inclusive eye health is one of the strategic priorities for CBMG. Similarly, Nepal country office strategic plan 2013-2023 also clearly defines one of the most important strategic focuses on it and implementing inclusive. Similarly, Nepal government has committed different international commitments such as vision 2020 to scale up the community intervention, developed the national program on control of blindness and visual impairments and services strategies which this project will directly contributed to achieve those commitments and priorities. The proposed program directly contribute to SDG- 3 Good health and well-being result Poor eye health increases the risk of mortality.

EREC-P has been implementing Eastern Region Eye Care Program- (EREC-P) 2018-2022 which combines community reach to services delivery from the base hospitals. Proposed reach through the project will directly contribute to its linkage with 3667 as to expand coverage as prevention component.

## **Partnership participation and stakeholder engagement**

The Eastern Regional Eye Care Programme (EREC-P) in South-East Nepal is a further development of Sagarmatha Choudhary Eye Hospital (SCEH), Lahan. EREC-P continues 38-years co-operation between Nepal Netra Jyoti Sangh (NNJS), the Social Welfare Council of Nepal and CBM. With the combination of the two eye hospitals SCEH and BEH along with its' satellite clinics EREC-P is a high-volume treatment programme, which provides high quality comprehensive eye services at a cost affordable to the population in eastern Nepal and northern India.

EREC-P has well experienced team and resources gained through different programs and services deliveries. Together with the services and community outreach, it has been advocating with the local government to consider eye health as key priority in their long- and short-term plan and policies.

Similarly, EREC-P built linkage with Organizations of Persons with Disabilities (OPDs) and advocates in the disability and inclusion, capacitate them to ensure linkage with disability and inclusion through its regular program delivery.

## **Project Plan**

EREC-P will implement the Sundar Sansar, a two-year project with the:

**Overall Objective:** Reduced prevalence of visual impairment due to uncorrected refractive error and hearing impairment among children between (03-18) years in Morang district

### **Specific objective**

- To increase access to child eye health by providing comprehensive refractive error screening and services to children between 03-18 years.
- To improve the quality of child ear health through high-quality ear screening and care services to children 03-18 years.
- To increase awareness by educating children and teachers about eye and ear health practices, available services, and their role on it.

**Results:**

- **Result 01:** Promote awareness and access to eye and ear health services to children
- **Result 02:** Support on Eye and ear treatment, surgeries, and devices
- **Result 03:** Increase OPD engagement on eye and ear health and awareness raising

**Key Activities**

**Capacitate project team:** All the project staffs will be oriented about the program, its focus, timeline, expected results and strategies to reach the intended targets. This will help the team to prepare themselves for the implementation and seek further support from EREC-P to make it more successful.

**Project launch:** EREC-P will conduct a project sharing meeting with the local governments every municipality and rural municipality and other key stakeholders in Morang district. The event will be focused to aware them on the importance of program, implementation modality and areas for collaboration with the local government to strengthen eye and ear care services at the local level.

**Screening on eye and ear health:** A total 120,000 out of them 100,000 school going children aged 03-18 years in 500 public and private schools and 20,000 out of school children of similar age groups will be screened to detect the refractive error, other eye problems and treated in them in the same place. The students having refractive errors will be referred for further diagnosis to Biratnagar hospital. EREC-P will ensure their protocol in screening and services delivery through the mobile services. A well-equipped vehicle will be used to provide basic services in their own school. The same students will be screened for ear health and provide need-based treatment.

**Support with spectacle:** An estimated 4,000 children who have problem in their eyes will be provided with the spectacles after secondary evaluation of their eye health. Together with the spectacle, they will be oriented on its importance to them, caring and handling practices and provision for replacement for lost, damage and changes in specification. This will link with their teachers for adherence on use.

**Treatment and support Eye health:** Apart from the spectacle support, 300 students suffering from other eye problems will receive free medicine from the project and recommend for further services from the hospital. Similarly, 30 identified cases for surgeries provided accompanied referral to the hospital. A total of 30 students having low-vision problem will be supported the appropriate low-vision devices after the confirmatory verification in the hospital.

**Treatment and support Ear health:** As a result from the screening, 6,000 students suffering from ear health will receive the medicine for ear health and at least 20 children receive hearing aid and 10 referred for the further treatment and surgery in Biratnagar eye hospital.

**Awareness raising:** Following strategies will be applied for wider awareness of Refractive error and ear health.

- a) **Painting in school walls:** EREC-P has developed set of messages in its current and previous programs to promote them in the community. Eye and ear care message will be painted 80 secondary school in Morang district.

- b) **Orientation to teacher:** About 2,500 teachers will be oriented about eye and ear health during project period. This will help to conduct the screening, follow ups, and build linkage of referrals for future when they identified students with eye and ear health problems.
- c) **Printing of Flex on Eye and ear health:** 10 different flexes for eye and ear health will be printed and displayed during screening time for awareness to children.
- d) **Jingle broadcasting:** Eye and ear health related message will be broadcasted through two local FM radio aiming to reach 900,000 people in Morang and neighbouring districts.
- e) **Printing of Leaflet, Prescriptions:** A total 10,000 Leaflets on refractive error, other eye and ear health will be developed, printed, and distributed.

**Identify, aware and engage vision ambassadors:** The project will coordinate with the local child club in the school and orient them on their importance to prevent any issues related to the students in the school. Representative from the child club will be assigned as vision ambassador in each school and linked them with other ambassadors to establish and build the network for sharing and linkages. Besides, the vision ambassadors will be engaged in the creative activities such as quiz, street drama, day celebrations and other activities in coordination with the respective schools. All the creative activities will be focused on the eye and ear health.

**Compliance monitoring:** EREC-P will visit all 500 schools at least once for physical verification that children are wearing spectacle and collect the latest information from the school. Issues if any will be discussed and actions for appropriate solutions.

**Annual follow up:** This will be conducted 1 year from the screening in the school. All students identified visual defect will be visited and interact to know their latest status. All new students in the school and all students in 8th and 11th Grade will be screened during annual follow up as it is most important time for eye check-up.

**Engagement and Collaboration with OPDs:** EREC-P will identify the local OPDs/Self Help Group (SHG) to conduct an interaction with the officials from the 16 local governments in Morang. The OPD will lead to interact with the local governments on the importance of inclusive education and accessibility in schools and promote importance of inclusive education policies and guidelines at the local level. This will enhance local government understanding and ownership towards inclusive education and school environment including non- discriminatory practices for children with disability.

Similarly, OPDs also interact with 100 school management committee members and principals for their efforts, status, and plan for inclusive education in their school. The schools will be selected based the status of students having impairments and studying in the school. The OPD will receive need based and technical support through National Federation of Disabled, Nepal, province 1.

## **Technical Quality**

The project will screen the 100,000 students (03-18 years) from 500 schools and 20,000 same aged out of school children in the community to provide spectacle and medicines through the experienced mobile team. The mobile tam will be oriented and equipped during the project orientation to provide the services and handle the field situations. EREC-P has developed the protocol and procedure for this and the students who require more support referred to the Biratnagar Eye hospital.

The quality assurance team from EERC-P, Biratnagar Eye hospital will orient and support the mobile team on quality assurance to technical staff during project orientation. BEH will conduct Optometrist (senior consultant) visit to the screening site and ensure the quality services in screening to apply quality standard, Support in identified needs and establishing the referral linkages and follow ups.

## **Project risk management**

### ***EREC-P has identified the following major risk:***

- *Continuation of COVID-19 pandemic*
- *Elections (local to federal level)*
- *Natural disasters mostly flood in rainy season as*
- *Cooperation of local government, communities, and schools in school screening*
- *Time management in school as schools are closed due to pandemic or other reasons*
- *Safeguarding of children and adolescents during screening and service delivery*

*All the risk along with the measures for mitigation and timeline were entered in Global Online.*

## **Monitoring, Evaluation and Learning**

EREC-P has developed a data base management system for their program using NAVISION which mostly focused to track the project performance. The research unit in EREC-P will lead to manage the data for the project. Online data entry and management will be done to ensure on time reporting on the project performance. EREC-P will use the same system developed for REACH project in Sunsari and made necessary changes as required. To ensure the field implementation, senior management team for overall project and senior optometrist from the hospital for quality assurance and guidance visits frequently and guide the team accordingly.

A detailed M&E plan for the project will be developed to track the project performance and quality in services delivery. Annual follow ups to the students who have provided spectacle, medicines and surgery will be conducted through visits and follow up through the focal person in the school.

Since the project has been working with schools with the purpose of wider screening and service delivery to the needy students may not require baseline and midline evaluation.

## **CBM Global project oversight**

CBM Nepal country office closely worked with the technical expert CBM Global Inclusive Eye Health initiative along with the inputs and guidance from inclusive ear health and eye health initiatives from CBM international. Their inputs and guidance have been incorporated into the project development and finalization.

During the implementation and regular monitoring, CBM Nepal Country Office will seek regular guidance and support from the inclusive Eye health advisor and ensure its proper implementation and support. Similarly, NCO will seek support on inclusive ear health from the CBM International and update the progress updates in regular basis.

## **Cross-cutting issues**

EREC-P has developed and endorsed their GESI policy, and all staff were oriented on it. This has been considered as a major compliance for the project development and implementation. Out of estimated more than 1,000 schools, 500 schools will be selected ensuing their locality, hard to reach locations, higher representation of marginalised groups and communities. Since all the students will be screened, this will cover all the groups in the community and treating as students as beneficiary of the project. Project reach will be analysed ensuing GESI and disability prospective. Support for spectacle, surgery and medicines will be considered with GESI and impairment status.

## **Safeguarding of children and adults-at risk**

All staff were already trained in safeguarding of child and adult at risk. A list of safeguarding issues will be oriented to the project team to ensure minimal impact in the project. Monitoring from CBM and senior management from EREC-P will ensure the status of safeguarding risk for the project and take appropriate actions.

## **Ecological Sustainability**

The project applies do no harm principle for ecological effects along with the minimal use of non-reusable plastic and other materials that contribute to carbon production. EREC-P has standard protocol for waste care management including segregation of biodegradable and non-degradable waste and appropriate management. The waste from the services delivery through this project will be managed by the EREC-P protocol and practices. Besides, all project staff will be oriented on it.

## **Disability Inclusion**

EREC-P has ensured the disability and inclusion are one of the major areas of their work in policy and practice. They have ensured their service delivery mechanism are more accessible to person with disability and provisions to provide quick and easy services to persons with disability from their hospitals and eye care centres. Similarly, EREC-P regularly interacts with disabled People Organizations and their network in regular basis and members aware and sensitised the hospital team on importance of disability and inclusion. EREC-P will ensure project team to capacitate on disability inclusion, CBID and DiDRR.

## **Project sustainability and contribution to change**

The project will coordinate with the local child club in the school and orient them on their importance to prevent any issues related to the students in the school. Representative from the child club will be assigned as vision ambassador in each school and linked them with other ambassadors to establish and build the network for sharing and linkages. Similarly, the child club will receive the vision kit (IEC materials, 3-meter of rope, Pocket vision screen card and torch light) which can be used after the project. Training and sensitization to the teachers help to educate children in eye and ear health issues and they will facilitate for the services to the needy students connecting them with the nearby ECCs which will support to build the strong referral mechanism between school and the ECCs. Similarly, eye and ear screening can be a part of school calendar and in coordination with ECCs, any school conduct free screening in the school. Trained teachers and vision ambassador will coordinate with parents of those children who received spectacles, medicine, and hearing aid for further support in home. Likewise, investing in children is investing for future, so benefits of screening and its importance will be challenges with their families and communities which may support in building linkage for need with the services.

## **Supplementary information**

Submit the final detailed project design form together with the following supplementary documentation:

1. Project logframe\*\* (CBM Global format in GO)
2. Project activity schedule\* (CBM Global format in GO)
3. Project and safeguarding risk register\*\* (CBM Global format in GO)
4. Project budget\*\* (CBM Global format in GO)
5. *Map of project location (for humanitarian projects only)*
6. Any other required documentation, as agreed by the project development team.

Note: Project log frame, budget, risk register and activity schedule are updated in respective section in GO.

*\*Alternative funder format of the activity schedule may be accepted on the condition that it provides sufficient information for review and assessment. Detailed activity schedules only need to be submitted 3 months (1 month for humanitarian) after project commencement.*

*\*\* In exceptional circumstances the funder format of the logframe, risk register and budget may be accepted in place of the CBM Global version in GO. See 'exceptions for funder applications' paragraph on page 1 for full details.*

**G) Approval Step 2: Programmatic Final Approval of full Project Proposal**

- Above pre-approved project concept has been developed into a full project proposal following the three-way working methodology. Findings of a full partner assessment demonstrate sufficient organizational capacities.

**Obligatory final project documents are available** (Project Idea Pipeline/Project or Partner Card)<sup>3</sup>

- Cost Plan and Logframe
- Project Design Form (or respective LCDF donor format) for projects >EUR 50k
- Project Risk Register (or respective LCDF donor format)
- Activity Schedule (or respective LCDF donor format)
- Partner Assessment (not older than three years)
- if applicable, additional information **on CBM own costs related to the project** has been provided via the [PPA Addendum Additional CBM Own Costs to Partner Project](#)

The above pre-approved PPA remains unchanged and reflects the overall nature of the full project proposal and accompanying documents. Any changes to the overall budget are less than 15%.

**All above pre-approval signatures (Section F) remain valid for this final PPA approval.**

This is to be confirmed below by either the Country or Initiative Director (lead entity regarding this project plan.)

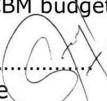
The overall nature of the pre-approved project has been affected by a) changes to the specific objectives, b) a change of partner, c) a difference of more than 15% to the overall budget. Those changes have been revised and highlighted in Section A-E of this PPA.

**OR**

**Full final approval is required below as per CBMs Authority Matrix.**

**Country Director** (approval for projects <250k € CBM budget OR endorsement for >250k €)

Suraj Sigdel  
Name/Designation

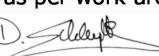
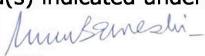
  
Signature

31.01.2022  
Date

Kathmandu  
Place

**Initiative Director(s)** for all projects as per work area(s) indicated under section D)

Dominique Schlupkothen / Dr M Babar Qureshi

27.01.2022  
Date

Heddesheim / Cambridge, UK  
Place

Name

Signature

Date

Place

**Regional Hub Director** (approval for projects 250k -500k € CBM budget OR endorsement for >500k €)

Tibor van Staveren  
Name

  
Signature

27.01.2022  
Date

Germany  
Place

**Director Institutional Donors** (for LCDF Projects only)

Name

Signature

Date

Place

**<sup>4</sup>Director FaOD (500k-1,000,000€) OR CBM Executive Management (>1,000,000€ OR changes to staff plan)**

Name(s)

Signature(s)

Date

Place

<sup>3</sup> Mandatory upload of finally approved PPA in the Project Idea Pipeline to request a project number.

<sup>4</sup> For all projects > 500k € CBM Budget PPAs are to be submitted to the Strategic Portfolio and Partner Management Team under [programmatic.approval@cbm.org](mailto:programmatic.approval@cbm.org) for facilitation of approval

**P00124 Appendix 3 Logframe**  
**Sundar Sansar- Reduce Visual and Hearing Impairment among School going children in Nepal Logframe**

<b>Level</b>	<b>Code</b>	<b>Description</b>	<b>Assumptions and risks</b>	<b>Indicator</b>	<b>Type</b>	<b>Source of verification</b>	<b>Baseline data</b>	<b>Targets 2022</b>	<b>Targets 2023</b>
Overall objective	P001	To reduce the prevalence of visual impairment due to uncorrected refractive error and reduce the prevalence hearing impairment among school going children and out of school children between (3-18) years in Morang district							
Specific objective	PS001	To increase access to child eye health by providing comprehensive refractive error services and child ear health to school-going children.	Risk of Pandemic and other calamities	1,20,000 children will be screened in school and community	1-9	Quarterly and annual report		120.000	120.000
Specific objective	PS002	To increase awareness by educating children and teachers about good eye and healthy ear health practices.	Risk of Pandemic and other calamities						
Specific objective	PS003	To improve the quality of child eye health through high-quality refractive error services and child ear health through high-quality of ear care services for school-going children.	Risk of Pandemic and other calamities						
Result	R01	Promote awareness and access to eye and ear care services to school going children	Schools remain open and support from the local government and school	120000 children aged 03-18 screened for eye and ear problems	1-9	services record reports		60.000	60.000
Activity	R01A01	Program orientation to staff							
Activity	R01A02	Project launching with local government and stakeholders							

<b>Level</b>	<b>Code</b>	<b>Description</b>	<b>Assumptions and risks</b>	<b>Indicator</b>	<b>Type</b>	<b>Source of verification</b>	<b>Baseline data</b>	<b>Targets 2022</b>	<b>Targets 2023</b>
Activity	R01A03	Screening of eye and ear (About 1,20,000 children in 100000 in school and 20000 in the community)							
Activity	R01A06	Printing of Leaflet, Prescriptions etc.							
Result	R02	Support on Surgery, Treatment and spectacle support	Eye and ear health issues identified	01. Spectacle support 02. Medicine support for suffering from eye problems 03. Medicine support for suffering from ear health problem 04. subsidies to conduct surgery refractive errors 05. Support on low-vision problem 06. Ear surgery and provide hearing aid support	1-9	4000 4000 6000 30 30 10 Ear surgery and 20 hearing aid support	0 0 0 0 0 15	2.000 2.000 3.000 10 15 15	2.000 2.000 3.000 20 15 15
Activity	R02A01	Spectacle support 4000 children (new and follow ups)							
Activity	R02A02	Medicine support ( 4000 children suffering from eye problems & 6,000 children with ear problem)							
Activity	R02A03	Provide subsidies to conduct surgery of 30 refractive errors							
Activity	R02A04	Provide support to 30 children having low-vision problem							
Activity	R02A05	Conduct 10 ear surgery and provide hearing aid support to 20 children							
Activity	R02A06	Conduct spectacle compliance monitoring visit to 500 schools							

<b>Level</b>	<b>Code</b>	<b>Description</b>	<b>Assumptions and risks</b>	<b>Indicator</b>	<b>Type</b>	<b>Source of verification</b>	<b>Baseline data</b>	<b>Targets 2022</b>	<b>Targets 2023</b>
Result	R03	OPD engagement and awareness raising		01 Engagement and Collaboration with OPDs- Interaction with schools management and principals from 100 schools (6 events in total)  -02 Engagement and Collaboration with OPDs- Interaction with 16 local government officials  03. Painting of awareness and prevention message on eye and ear health in 80 schools 04. Conduct annual follow up/compliance monitoring visit to schools 05. Develop and disseminate jingle on eye and ear health	1-9	Reports,  content, reports  Visit plan, reports  content and messages, report		100  60  40  200  5	100  30  40  300  5
Activity	R03A01	Develop and print Vision ambassador kit (500 units)							
Activity	R03A02	Conduct orientation to 2500 teachers in 500 schools							
Activity	R03A03	Development and printing of Flex on Eye and ear health awareness							
Activity	R03A04	Develop and disseminate jingle on eye and ear health through local FM radio							
Activity	R03A05	Conduct annual follow up and compliance monitoring visit to schools (at least 1 visit in each school)							

<b>Level</b>	<b>Code</b>	<b>Description</b>	<b>Assumptions and risks</b>	<b>Indicator</b>	<b>Type</b>	<b>Source of verification</b>	<b>Baseline data</b>	<b>Targets 2022</b>	<b>Targets 2023</b>
Activity	R03A06	Identify, aware and engage vision ambassadors- plan and carry out vision ambassadors led creative activities in the school							
Activity	R03A07	Painting of awareness and prevention message on eye and ear health in 80 schools							
Activity	R03A08	Engagement and Collaboration with OPDs- Interaction with 16 local government officials (3 events)							
Activity	R03A09	Engagement and Collaboration with OPDs- Interaction with schools management and principals from 100 schools (6 events in total)							

## Appendix 4 Reporting Plan



### **CBM Global Reporting Plan**

**Project ID:** P00124

**Project name:** Sundar Sandar - Reduce Visual and Hearing Impairment among School going children in Nepal

**Partner name:** Nepal Netra Jyoti Sangh/ Eastern Region Ear Care Program (EREC-P)

**Agreed reporting year for the project:** (Jan- Dec)

**Jan-Dec (Standard)**

**Apr-Mar**

**Jul-Jun**

**Oct - Sep**

#	Report Name	Short name	Frequency / Partner deadlines
1	Quarterly Financial Project Report (Q1 – Q4 of the agreed reporting year)	QFPR	15 days after end of each calendar quarter
2	Annual Financial Project Report (signed QFPR for Q4 of the agreed reporting year)	AFPR	15 days after project year-end 45 days after project completion
3	Quarterly Narrative Project Report (Q1 – Q3 of the agreed reporting year)	QNPR	15 days after the end of each calendar quarter
4	Annual Narrative Project Report	ANPR	15 days after project year-end
5	Project Completion Report	PCR	45 days after project completion
6	For projects > Euro 50 K: Audit Report and Management Letter	Audit Report & ML	60 days after project year-end 60 days after project completions
7	Indicator Tracking Report		15 days after the end of each calendar quarter
8	Activity Plan Report		15 days after the end of each calendar quarter
9	Updated M&E plan		15 days after the end of calendar Q2 and Q4 of the agreed project year
10	Updated project risk register		15 days after the end of calendar Q2 and Q4 of the agreed project year

11	Updated Project asset register		Together with the deliverables of sn # 6
12	Project Mid-term review		N/A
13	Final project evaluation		N/A

## Annex 5: Activity Plan

Project ID:

P00124

Project name:

Sundar Sansar (Beautiful world)

Country:

Nepal

### Activity schedule

Key	Original O	Crossover C	New N
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Code	Activities - result 1	Year 1				Year 2				Status
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
R01A01	Promote awareness and access to eye and ear care services to school going children	O	O	O	O	O	O	O	O	Caution
R01A02	Program orientation to staff	O	O	O	O	O	O	O	O	
R01A03	Project launching with local government and stakeholders		O							
R01A04	Screening of eye and ear (About 1,20,000 children in 100000 in school and 20000 in the community	O	O	O	O	O	O	O	O	
R01A05	Printing of Leaflet, Prescriptions etc.	O	O							
	Activities - result 2									
R02A01	Spectacle support 4000 children (new and follow ups)	O	O			O				
R02A02	Medicine support ( 4000 children suffering from eye problems & 6,000 children with ear problem)	O	O	O	O	O	O	O	O	
R02A03	Provide subsidies to conduct surgeries based on identified needs	O	O	O	O	O	O	O	O	
R02A04	Provide support to 30 children having low-vision problem	O	O	O	O	O	O	O	O	
R02A05	Conduct 10 ear surgery and provide hearing aid support to 20 children					O	O	O	O	
R02A06	Conduct spectacle compliance monitoring visit to 500 schools	O	O	O	O	O	O	O	O	
	Activities - result 3									
R03A01	Develop and print Vision ambassador kit (500 units)	O	O	O		O				
R03A02	Conduct orientation to 2500 teachers in 500 schools	O	O	O	O	O	O	O	O	
R03A03	Development and printing of Flex on Eye and ear health awareness	O	O	O	O	O	O	O	O	
R03A04	Develop and disseminate jingle on eye and ear health through local FM radio	O	O	O	O	O	O	O	O	
R03A05	Conduct annual follow up and compliance monitoring visit to schools (at least 1 visit in each school)	O	O	O	O	O	O	O	O	
R03A06	Identify, aware and engage vision ambassadors- plan and carry out vision ambassadors led creative activities in the school	O	O	O	O	O	O	O	O	
R03A07	Painting of awareness and prevention message on eye and ear health in 80 schools	O	O	O	O	O	O	O	O	
R03A08	Engagement and Collaboration with OPDs- Interaction with 16 local government officials (3 events)			O	O	O	O	O	O	
R03A09	Engagement and Collaboration with OPDs- Interaction with schools management and principals from 100 schools (6 events in total)			O	O	O	O	O	O	