



## **The Sub-Grants Scheme – SGS CALL FOR PROPOSALS ROUND I**

**Title of the project**

**“Development of CSO’s for  
Foster Care in Albania”**

**Title of the Action: “Support CSO’s capacities in advocating  
good governance and accountability on implementation of  
Human rights and fundamental freedoms”**

**Guidelines for Applicants**

**Sub Grand Authority: SOS Children’s Village Albania  
(SOS CV AL)**

**Project Reference: EuropeAid/155863/DD/ACT/AL**

**September 11, 2018 – October 25, 2018**

**Deadline for submission of the full proposal: 25/10/2018**

All applicants are encouraged to inform SOS Children's Village Albania whether they intend to submit an application for this Call for Proposals by sending an email to:

info@soskd.org.al by 25/10/2018

This is not obligatory and does not affect the evaluation of the application. However, it will enable SOS Children's Village Albania to mobilize the necessary resources for the evaluation of the applications.

## NOTICE

This is an open Call for Proposals, where all documents are submitted together. In the first instance, only the eligibility be checked. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. Eligibility will be checked on the basis of the support documents requested by Sub Granting Authority and sent together with the application.

## TABLE OF CONTENT

1. **THE SUB-GRANTS SCHEME (SGS)**
  - 1.1. Background
  - 1.2. Objectives of the CALL and priority issues
  - 1.3. Financial allocation provided by the contracting authority
  - 1.4. Size of grants in Round 1
  - 1.5. Funding
  
2. **RULES FOR THIS CALL FOR PROPOSALS**
  - 2.1. Eligibility criteria
    - 2.1.1. Eligibility of applicants
    - 2.1.2. Eligible operations: operations for which an application may be made
    - 2.1.3. Eligibility of costs: costs that can be included
  - 2.2. How to apply and the procedures to follow
    - 2.2.1. Application forms
    - 2.2.2. Where and how to send Applications
    - 2.2.3. Deadline for submission of Applications
    - 2.2.4. Further information about Applications
  - 2.3. Evaluation and selection of applications
    - 2.3.1. Opening and administrative checks
    - 2.3.2. Vetting
    - 2.3.3. Evaluation of the full application
    - 2.3.4. Final Evaluation
    - 2.3.5. Complaint procedures
    - 2.3.6. Negotiation and contracting stage
    - 2.3.7. Indicative timetable
  
3. **MONITORING AND REPORTING**
  - 3.1. Qualitative Monitoring and Reporting
  - 3.2. Financial Monitoring and Reporting on the progress of the project
  - 3.3. Instalment payments
  - 3.4. The misuse/mismanagement of funds
  - 3.5. Fraud, Bribery and Corruption
  - 3.6. Terrorism and Prohibited Parties
  - 3.7. Whistle blowing

## ACRONYMS

CA	Contracting Authority
CSO	Civil Society Organization
CEC	Complaints Evaluation Committee
EU	European Union
EUD	European Union Delegation
FIF	Financial Identification Form
FC	Foster Care
LEF	Legal Entity Form
LNA	Learning Needs' Assessment Report
NIPT	Taxpayer Identification Number
NPO	Non - Profit Organizations
QAS	Quality Assurance System
PEC	Project Evaluation Committee
PMT	Project Management Team
SOS CV AL	SOS Children's Village Albania
TLAS	Tirana Legal Aid Society
SGS	The Sub-Grants Scheme
SSG	Small Sub-Grants
LSG	Large Sub-Grants

## 1. THE SUB GRANTS SCHEME (SGS)

### 1.1. BACKGROUND

SOS Children's Village Albania and the Tirana Legal Aid Society (TLAS) are implementing the project fund by European Union under IPA Civil Society Facility and Media Programme 2016 -2017 Support to Civil Society Organization capacities. The global objective is: to contribute to strengthening Civil Society's role and capacities in Albania. The specific objective is to strengthening CSO's watchdog role, organizational capacities and their role as drivers of change, promoting human rights protection, transparency and good governance, promote freedom of opinion and expression and partnership with media, accountability and fight against corruption, support active participation and advocacy work at local and national level to monitor and influence policies, legislation and decision making processes and implementation of key reforms and further support of the country in the EU accession process under the Lot 3 "Support CSO's capacities in advocating good governance and accountability on implementation of Human rights and fundamental freedoms", with reference EuropeAid/155863/DD/ACT/AL. this project will be implement in the period of 2018 – 2021.

The target groups of this project are public and non-public stakeholders responsible for children issue: CSOs, community, social local staff, social state services, care professionals, candidate foster families, foster families, foster parents, caregivers, judges, ombudsman, CSO's working with children issues, public care institutions, education institutions. Total number of the target groups is: At least 7 CSOs (benefiting by sub-granting schema) empowered, contributed and actively involved in foster care development.

390 adults/families are well informed and sensitized in foster care issues by CSOs, 60 candidates' families fulfil the administrative criteria, 30 families registered as foster care supported by CSOs.

120 representatives from public and non-public key stakeholders in social issues contribute in national conference (CSOs, Local power, Child protection unit, Social State Service, Ombudsman, Public care institutions, Caregivers, Ministry of Health and Social Protection, Ministry of Education, EU and UN bodies in country, young people without parental care)

70 key stakeholders working in local level trained in foster care issues

10 judges built their capacities in foster care issues

At least 10 young people without parental care are empowered to advocated for their rights

The current Call for Proposal is for the Sub Granting Scheme (SGS) that is one of main components of the Project which aims to finance projects of CSO to inform communities regarding the necessity of foster care development in Tirana, Durres, and Korça locations.

The total amount of funds allocated for the Sub Granting Scheme (SGS) is EUR 109,000.00.

In the frame of this fund two Calls for Proposals will be launched specifically in 2018 and 2019.

The budget allocated for this (first) Call for Proposals is EUR 58,000.00.

### 1.2 Objectives of the CALL and priority issues

The objective of the Sub Granting Scheme is that CSOs appropriately inform communities regarding the necessity of foster care development in Tirana, Durres, and Korça locations.

**The results are:**

- Local CSOs raise the public awareness to increase the community collaboration and involvement as foster families in Durres, Tirana, Korca regions
- Practice improvement of foster care development by increase the competences of social staff and key stakeholders for professional response and involvement in Durres, Tirana and Korca regions

**Types of activities eligible for grant support include:****Related to foster care:**

- Adults/families are well informed and sensitized in foster care issues;
- Candidates families fulfil the administrative criteria;
- Training in Foster Care for selected families;
- Families registered as foster care.

**1.3. Financial allocation provided by the contracting authority**

The overall indicative amount made available under this Call for Proposals is EUR 58,000.00. The Sub Granting Authority reserves the right not to award all available funds.

**1.4. Size of Grants in Round I**

The total project budget for any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- Small sub-grants (SSG) (5,000-7,000 EUR); (up to 4)
- Large sub-grants (LSG) (12,000-15,000 EUR);(up to 3)

**1.5 Funding**

The project will fund 100% of the project budget through SGS in the Small and Large sub - grants (SSG) (5,000-7,000 EUR &12,000-15,000 EUR);

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the operations financed under this Call.

### 2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- i. The actor: The **applicant**, i.e. the entity submitting the application form;
- ii. The project: Projects for which a sub grant may be awarded;
- iii. The cost: Types of cost that may be taken into account in setting the amount of the grant.

#### 2.1.1. Eligibility of applicants

##### **Applicants:**

The potential applicants can be different CSOs from Albania. They must fulfil the following criteria:

- CSOs from Albania, having family based care under their focus of work;
- CSOs from Albania, such as professional bodies, women and youth groups or associations working on alternative care issues;

The applicants should fulfil the following criteria:

- I. The organization is situated in Albania, preferably acting in a remote area;
- II. The organization is able to provide:
  - The Court Registration Act and Founding Act of the Organization in Albania;
  - The Statute of the organization;
  - The Tax Registration Number in Albania (NIPT);
  - Annexes IV-VIII, attached, duly completed and signed by the applicants;
  - Latest financial statements of the organization.

#### 2.1.2. Eligible operations: operations for which an application may be made

##### **Duration**

The planned duration for the small grant projects may not be less than 5 months and may not exceed 7 months.

The planned duration of the large grant projects may not be less than 9 months and may not exceed 12 months.

##### **Areas/Themes**

Proposed strategies should focus on delivering results against the objectives set out in section 1.2.

## **Location**

Applicants are encouraged to propose projects to be implemented in Tirana, Durres and Korça locations.

## **Types of operation**

To be eligible for a grant, applicants under this call must carry out part of the following types of activities:

- Adults/families are well informed and sensitized in foster care issues;
- Candidates families fulfil the administrative criteria;
- Training in Foster Care for selected families;
- Families registered as foster care.

The following types of operation are ineligible for this financial support:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- One time off conference: conferences can only be funded if 1) they are duly justified and fall under objectives of the call for proposal and they form part of a wider range of activities to be implemented in the lifetime of the Project. For these purpose, preparatory activities for a conference and the publication of the proceeding of a conference do not in themselves constitute such "wider activities";
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Projects which consist entirely, or in most part, of preparatory works or studies;
- Co-funding of other projects;
- Projects supporting political parties or illegal activities;
- Core funding of the applicants or (where relevant) its partners;
- Deficit funding and capital endowments;
- Financial subventions to other organizations;
- Purchase of land, building and offices;
- Retroactive financing for projects that are already in implementation or completed;
- Projects taking place outside of the targeted regions;
- Purchase of equipment (unless necessary for the successful execution of the project and costing not more than 10% of the budget);
- Humanitarian activities.

## **Financial support to third parties**

Applicants may not delegate or transfer parts of the implementation / finances of the project to third parties in order to help achieving the objectives of the operation, or propose to fund other third parties through the implementation of the project.

## **Contract award procedures**

Where implementation of the project requires awarding of a procurement contract, beneficiary must award the contract to the economically most advantageous offer,



i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

### **Visibility**

The Applicants must take all necessary steps to publicize the fact that the European Union is funding the action through “Support CSO’s capacities in advocating good governance and accountability on implementation of Human rights and fundamental freedoms” project implemented by SOS Children’s Village Albania and TLAS. As far as possible, the proposals that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project activities and the EU support in the local or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)).

### **Number of applications and grants per applicant**

- ❖ The applicant may not submit more than one application per round under this Call for Proposals.
- ❖ The applicant may not be a co-applicant in another application at the same time.
- ❖ A co-applicant may not submit more than one application under this Call for Proposals.

### **2.1.3. Eligibility of costs: costs that can be included**

Only “eligible costs” can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget presented is considered both a cost estimate and a ceiling for “eligible costs”.

***The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.***

Annex B, in the second column of worksheet no.2, “Justification of the estimated cost” per each of the corresponding item or heading the applicant must:

- Describe the information and methods used to establish the amounts of unit cost, lump sums, and flat-rates, to which costs they refer, etc.
- Clearly explain the formulas for calculation of the final eligible amount

At contracting phase, SOS CV AL decide whether to accept the proposal amounts or rates on the basis of the provisional budget submitted by the applicant, by analyzing factual data of grand carried out by the applicant or of similar projects.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead SOS CV AL to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of SOS CV AL funding as a result of these corrections.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

#### Eligible direct costs:

Eligible costs are actual costs incurred by the Beneficiary (ies) which meet all the following criteria:

- a. They are incurred during the implementation of the Action:
  - ❖ Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
  - ❖ Costs incurred should be paid before the project closing date.
- b. They are indicated in the estimated overall budget for the Action;
- c. They are necessary for the implementation of the Action;
- d. They are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- e. They comply with the requirements of applicable tax and social legislation;
- f. They are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

#### Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary (ies) free of charge by a third party.

As contributions in kind do not involve any expenditure for a Beneficiary (ies), they are not eligible costs for this application.

Contributions in kind may not be treated as co-financing. However, if the work project as proposed includes contributions in kind, the contributions have to be made.

#### Ineligible costs

The following costs are **not** eligible:

- ❖ Taxes, including value added taxes. (only Personal Income Tax for employees is considered eligible cost under this call for proposal);
- ❖ Customs and import duties, or any other charges;
- ❖ Purchase, rent or leasing of land and existing buildings, unless the offices have to be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant);
- ❖ Fines, financial penalties and expenses of litigation;
- ❖ Second-hand equipment;
- ❖ Bank charges (other than bank account maintenance cost), costs of guarantees and similar charges;
- ❖ Conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- ❖ Contribution in kind;
- ❖ Any leasing costs;

- ❖ Depreciation costs;
- ❖ Debts and debt service charges
- ❖ Provisions for losses or potential future liabilities;
- ❖ Interest owed;
- ❖ Costs declared by the beneficiary and covered by another action or work programme;
- ❖ Credit to third parties.

## **2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

### **2.2.1. Application forms**

Applications must be submitted in accordance with the instructions on the Application form in the Grant Application Form annexes to these Guidelines.

Applicants must prepare and deliver their application in English language for large grand and in Albanian for small grand with one-page summary in English.

Any error or major discrepancy related to the points listed in the instructions on the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents SOS Children's Village Albania from conducting an objective assessment.

### **Hand-written applications will not be accepted.**

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. The project proposal should be prepared following closely the application guideline and the published formats. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the operation.

### **2.2.2. Where and how to send Applications**

Applications must be submitted in one original and one copy in A4 size, each bound and enclosed in separate envelopes where the name of the applicant organization, the title of the project proposal, and specifically "Original" and/or "Copy" is written.

The complete application form (full application form), budget and logical framework must also be supplied in electronic format (CD-ROM/USB) in a separate and single file (i.e. the application form must not be split into several different files).

The electronic file must contain **exactly the same** application / documentation delivered as the paper version enclosed.

The Checklist part of the Annexes in Annex XIII Form must be as well enclosed in the envelope.

The outer envelope must bear:

- ❖ The reference number of the call for proposal; EuropeAid/155863/DD/ACT/AL
- ❖ The name of the applicant organization;
- ❖ The title of the submitted Proposals;
- ❖ Address of the applicant;
- ❖ The words '**Not to be opened before the opening session**'.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

**Postal address:**

SOS Fshatrat e Fëmijëve Shqipëri  
Rruga "Hermann Gmeiner",  
Nr.5 Sauk P.O Box 1524  
Tirana / Shqiperi

Tel.: +355 44 536901  
E-mail: info@soskd.org.al  
Web: www.soskd.org.al

**Address for hand delivery or by private courier service is the same as Postal address.**

Applications sent by any other means (e.g. by fax or by e-mail only) or delivered to other addresses may be rejected.

**Applicants must verify that their application is complete using the checklist of the grant application form.**

**Incomplete applications will be rejected.**

### **2.2.3. Deadline for submission of Applications**

The deadline for the submission of applications is 25/10/2018 as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

In the case of hand-deliveries, the deadline for receipt is at 16:00 local time as evidenced by the signed and dated receipt.

Any application submitted after the deadline will automatically be rejected.

#### 2.2.4. Further information about Applications

Questions may be sent by e-mail or by fax no later than 7 days before the deadline for the submission of applications to the below address (es), indicating clearly the reference of the Call for Proposals:

E-mail address: [info@soskd.org.al](mailto:info@soskd.org.al)

The Sub Granting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 7 days before the deadline for the final submission of applications.

To ensure equal treatment of applicants, the Sub Granting Authority cannot give a prior opinion on the eligibility of applicants, an operation or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website:

Web: <https://www.soskd.org.al>

It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

### 2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Project Management Team (PMT) and the Project Evaluation Committee (PEC) composed of internal technical experts. All projects submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed project does not meet the eligibility criteria, the application will be rejected on this sole basis.

#### 2.3.1. Opening and administrative checks. The following will be assessed:

- ❖ **Compliance** with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- ❖ The Administrative/Eligible assessment Form in Annex XI, satisfies all the criteria specified in eligibility criteria list. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

***The answer to each of the following questions must be YES in order to make the project eligible for further assessment- Intensive Assessment based on scores and specific weights.***

After the evaluation of eligibility, SOS CV AL will send letters to all applicants, indicating whether their application was submitted by the deadline, whether the eligibility was evaluated and the results of that evaluation. The Project Evaluation Committee (PEC) will then proceed with the applicants whose proposals have been pre-selected.

### 2.3.2. Vetting

Vetting is the process by which the details of all staff members, partners (and their key staff) and vendors (and their key staff) are checked to ensure that these individuals and entities do not have any connection with terrorist organizations and have not committed or been implicated in any terrorism or other financial crimes.

All the organizations which will propose an action in the process of the Project (potential sub-grantees) and which will be successful during the administrative/eligibility assessment, including their **Key Staff** (e.g. the program director) will be vetted, prior to undergoing the technical assessment.

The following details should be provided through the Vetting Form in the Annexes:

- ❖ The full name of the partner
- ❖ The location of the partner
- ❖ The full names of the partner's key staff (e.g. Board of Directors &/or Country Director)
- ❖ The date of birth (or year of birth) of the partner's key staff

If there **are no** issues, then the PMT will confirm the proceeding with the second phase of engagement. If there **are** any issues, the PMT may ask for more information or contact you to discuss the risk with you.

### 2.3.3. EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid in Annex XII.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which SOS CV AL can be confident will comply with its objectives and priorities. They cover the relevance of the project proposal, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

### 2.3.4. Final Evaluation

The applicants who have received the best assessment and score will be announced as winners by the PMT.

The PMT gives the final approval of the winning projects based on a ranking list coming as a results of:

- ❖ The administrative/eligibility assessment of the proposal;
- ❖ The Vetting results;
- ❖ The evaluation of the proposed action, and
- ❖ Funding availability within the SGS.

The final Evaluation Report (Annex XIV), including the results of the above, will be prepared and signed by each PMT member, including the signed assessments from the administrative/eligibility assessment, the technical Assessment and the Vetting results, will be sent to the EUD for a “non-objections opinion”.

Once the “non-objections opinion” by the EUD is received, the applicants will be notified about the final results of the process.

### **2.3.5. Complaint procedures**

Complaint procedures during the Assessment of proposed actions.

The applicant will be informed in writing (regular mail and e-mail) if rejected, and the reasons for the rejection.

Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, he may file a complaint to SOS CV AL within 5 (five) days from the day when the rejection letter/email has been received.

The Complaints Evaluation Committee (CEC) will consider the complaints. A representative from the EUD in Tirana will be invited to sit in the Complaints Evaluation Committee as a member or to supervise the process.

The complaints coming from the administrative/eligibility assessment will be answered within 5 (five) working days from the complaint application.

The complaints coming from the technical assessment will be answered within 5 (five) working days from the complaint application. The complaining party will receive the Technical Assessment Form, but, the decision of PEC is irreversible.

### **2.3.6. Negotiation and contracting stage**

PMT prior to signing the contract reserves the right to negotiate with the applicant in order to:

- ❖ Ensure cost efficiency of the action;
- ❖ Ensure a fair balance between operational and non-operational costs;
- ❖ Reflect real market costs;
- ❖ Reflect costs in accordance with proposed activities

The points of negotiation should in no way change the substantial part of the proposed action, but rather to be in line with the administrative/financial/HR/programmatic rules of the EU and of the Contracting Authority.

After reaching an agreement the sub grant contract will be signed between the relevant applicant and SOS Children’s Village Albania.

### 2.3.7. INDICATIVE TIMETABLE

	Activity	From	Until	No. of Sub-Grant
1	The Official Opening Application Process	11 Sep - 18	25 Oct -18	<b>Up to 7</b>
2	Information sessions/meetings			
	- Tirana	20 Sep (10:00)	(12:00) Europe House	
	- Korca	26 Sep (11:00)	(13:00) Kocibelli Hotel	
	- Durres	28 Sep (11:00)	(13:00) Mediterran Hotel	
3	Deadline for requesting clarifications		17 Oct -18	
4	Last date on issue of clarifications		19 Oct -18	
5	Administrative/eligibility Assessment		26/31 Oct -18	
6	Information to applicants on selection I		7 Nov -18	
7	Technical Assessment		08 /16 Nov -18	
8	No objection approval from EUD		19/23 Nov -18	
9	Information to applicants on selection II		26/30 Nov -18	
10	Complaints & replies		03/07 Dec -18	
11	Award notification; negotiations,		10/14 Dec -18	
12	Partnership Agreement signature		17/21 Dec -18	
13	<b>Publication</b>		<b>26 Dec - 18</b>	



### **3. MONITORING AND REPORTING**

#### **3.1. Qualitative Monitoring and Reporting**

The PMT has a Quality Assurance System (the QAS) as a process for supervising CSOs assignments financed by the SGS.

The QAS will monitor the progress of work, the timely completion of deliverables, the staff months and money expended.

The quality assurance will refer to the policies, attitudes, actions and procedures necessary to ensure that quality is being maintained and enhanced”

For SOS CV AL, quality assurance will imply:

- Program quality;
- Operation quality.

Monitoring will include systems which collect, document and respond to the feedback, suggestions and complaints of beneficiaries.

The Project related information will be effectively shared with stakeholders

The M&E Plan details method/standards for data collection/ reporting of progress based on indicators/ how data collection informs decision making & accountability to beneficiaries, including:

- Proposals from sub-grantees will have logical framework with smart indicators at outcome level;
- Each sub-grantee will be monitored on monthly basis in the field;
- Field trip reports on the findings from the visits will be provided;
- Quarterly progress reports and evidence attached to that, in addition to reporting on level of achievement at indicators outcome level will be submitted semi-annually;
- Beneficiary matrix will be one of the forms associated with the quarterly reports by the sub- grantees;
- A complaint/response system for the beneficiaries will be established and maintained;
- Focus group Discussions with service users to evaluate their satisfaction with the quality of services annually) based on selected sample will be established;
- Partnership assessment of the sub-grantees will be conducted in terms of their capacities (organizational, programmatic, monitoring, etc.)

#### **3.2. Financial Monitoring and Reporting on the progress of the project**

CSOs which implement the project must prepare financial and narrative reports and submit them within deadlines defined in the project contracts.

The templates for reporting to be used will be those of SOS CV AL. All these templates will be provided to the selected applicants as part of the Partnership Agreements.

The financial reports along with all the original financial supporting documents will be submitted to SOS CV AL every quarter. Once checked and verified by the finance team and, at the end of each of the financial supporting document (invoice) stamped “Paid by SOS CV AL”, the documents will be returned back to the partner. The original copies stay with the partner and SOS CV AL keeps the copies.

### 3.3. Instalment payments

The reporting frequency of the project will depend on the amount of funding and its features. On an average, the reporting frequency will be every three months.

Exceptions, especially in the small-size proposed actions, will be reflected in the signed agreements.

An example of the frequency of the instalments is provided below:

Instalment	Earliest payment date	Conditions for payment
50% instalment I		Payment will be made within 5 days after the contract is signed.
40% Instalment II		Payment will be made after sending and acceptance by SOS CV AL of the financial and narrative report, and written request for funds.
10% Instalment III		Payment will be made after sending and acceptance by SOS CV AL of the financial and Final narrative report, and written request for funds.

A further pre-financing payment (payment of the balance request) is required to be submitted by each of the partner according to the templates in Annex X.

### 3.4. The misuse/mismanagement of funds

SOS CV AL shall withhold, vary the date and/or amount of any instalment(s) otherwise due to the Partner (including off-setting against any payments due to SOS CV AL) for any of the following reasons:

- Where it reasonably considers it necessary to avoid a possible violation of Donor Conditions (including in relation to a misappropriation, misuse or other irregularity in use of funds), applicable laws or regulations, or to avoid a safety or security threat to staff, contractors, beneficiaries or any other persons;

- Pending submission of satisfactory financial reports (and narrative where required) by the Partner or satisfactory response by the Partner on adverse findings of SOS CV AL or the Donor following an inspection/review/audit.

### **3.5. Fraud, Bribery and Corruption**

SOS CV AL has a zero tolerance approach towards fraud, bribery and corrupt practices and demands that partners fully comply with all applicable laws, statutes, regulations and codes relating to bribery and corruption.

The Partner shall notify SOS CV AL immediately upon becoming aware of detected, suspected, or attempted fraud, bribery or corruption and will investigate and take action against any fraud, bribery or corruption which affects the Project.

The Partner warrants that neither the Partner nor any of its personnel, agents, partners, sub-contractors, suppliers/vendors and associates connected with the Project:

- Has given or accepted, or offered or agreed to give or accept any payment, gift or other benefit (i.e. a bribe) to induce someone to enter into a contract or otherwise to act improperly or to reward them for having done so; or
- Shall give or accept, or offer or agree to give or accept any payment, gift or other benefit (i.e. a bribe) to induce someone to enter into a contract or otherwise to act improperly or to reward them for having done so.

Neither the Partner nor its personnel, agents, partners, sub-contractors, suppliers/vendors and associates shall accept for their own benefit any trade commission, discount or similar payment or benefit in connection with this agreement.

### **3.6. Terrorism and Prohibited Parties**

The Partner shall not engage in any financial transaction or other dealing with a prohibited party (i.e. an individual or entity that is proscribed or designated on an official government, EU or UN list because it is directly or indirectly involved in terrorism activities or activity on behalf of a sanctioned country) (“Prohibited Party”) in connection with this agreement.

The Partner shall provide to SOS CV AL for vetting purposes the names and dates of birth of its key staff. For the avoidance of doubt, this requirement does not extend to beneficiaries.

The Partner shall inform SOS CV AL immediately if, during the course of this agreement, it becomes aware of any link whatsoever between the Partner and any organisation or individual who may be perceived to be linked in any way to terrorism or who appears on any sanctions list, including but not limited to any detected, suspected or attempted:

- Financial transaction or other dealing with a Prohibited Party or a terrorist group; and
- Diversion of Project assets, funds or resources to a Prohibited Party or a terrorist group.

### **3.7 Whistle blowing**

SOS CV AL shall hear, respected and act appropriately upon any reports by Partner staff or third parties of serious malpractice by SOS CV AL (including any suspicion of fraud) or for which SOS CV AL is responsible in accordance with SOS CV AL's Whistle blowing Policy