PROJECT PARTNERSHIP AGREEMENT FOR COMMON/POOLED HUMANITARIAN FUNDS

between

THE UNITED NATIONS DEVELOPMENT PROGRAMME

and

CARE International Switzerland in Sudan

United Nations and Partners 2018 Work Plan for Sudan Humanitarian Fund (SHF)

Project Reference Code:	SUD-18/HSD20/RE/RCF/INGO/10830
Authorised Total Project Budget:	USD 597,500
Project Title:	'Emergency WASH Response for South Sudanese Refugees in Naivasha, Umbadda locality (Khartoum Open Area)'
Sector:	REFUGEE CONSULTATION FORUM

Whereas the **United Nations Development Programme ("UNDP") and CARE International Switzerland in Sudan("CIS ")** have, on the basis of their respective mandates, a common aim in the furtherance of needs based humanitarian action leading to early recovery, human security and sustainable human development;

Whereas UNDP has been entrusted by its donors with certain resources through the Sudan Humanitarian Fund that can be allocated for programmes and projects, and is accountable to its donors and to its Executive Board for the proper management of these funds and can, in accordance with the UNDP Financial Regulations and Rules, make available such resources for cooperation in the form of a Project;

Whereas the NGO, its status being in accordance with national regulations, is committed to the principles of needs based humanitarian action with a view to promoting early recovery and the furtherance of human security in conflict settings, has demonstrated the capacity needed for the activities involved, in accordance with the UNDP requirements for management; is apolitical and not profit-making;

Whereas the NGO and UNDP agree that activities shall be undertaken without discrimination, direct or indirect, because of race, ethnicity, religion or creed, status of nationality or political belief, gender, disability , or any other circumstances;

Now, therefore, on the basis of mutual trust and in the spirit of friendly cooperation, the NGO and UNDP have entered into the present Project Partnership Agreement.

Article I. Definitions

For the purpose of the present Agreement, the following definitions shall apply:

(a) "Parties" shall mean the NGO and UNDP;

(b) "UNDP" shall mean the United Nations Development Programme, a subsidiary organ of the United Nations, established by the General Assembly of the United Nations;

(c) "The NGO" shall mean **CARE International Switzerland in Sudan,** a non-governmental organization that was established in and incorporated under the laws of **Switzerland, [address: 9 Chemin de Balexert, 1219 Geneva, Switzerland**], with the purpose of humanitarian assistance, having its offices in Sudan [**address: «Su Nile Tower, 5th Floor, Building 20, Block 10, Mamoun Behairy Street, Khartoum, SUDAN**].

(d) "The Agreement" or "the present Agreement" shall mean the present Humanitarian Project Partnership Agreement, the Project Document (Annex 1), which incorporates the Project Objectives and Activities, Project Work Plan, Project Inputs being provided by UNDP resources if relevant ; the Principles of Procurement (Annex 2) the form for the Project Budget (Annex 3); the form for the Project Financial Forecast/Report (Annex 4); the form for Request of Payment (Annex 5); the Form for the Vendor Profile (Annex 6); the Form of the Audit Report (Annex 7); the form of Management Letter (Annex 8); and the form for the Agreement for Transfer of Title (Annex 9) and all other documents agreed upon between the Parties to be integral parts of the present Agreement;

(e) "Project" shall mean the activities as described in the Project Document;

(f) "Government" shall mean the Government of Sudan

(g) "UNDP resident representative" shall mean the UNDP official in charge of the UNDP office in the country, or the person acting on his/her behalf;

(h) "Project Director" shall mean the person appointed by the NGO, in consultation with UNDP, who acts as the overall coordinator of the Project and assumes the primary responsibility for all aspects of it;

(i) "Expenditure" shall mean the sum of disbursements made and valid outstanding obligations incurred in respect of goods and services rendered;

(j) "To advance" shall mean a transfer of assets, including a payment of cash or a transfer of supplies, the accounting of which must be rendered by the NGO at a later date, as herein agreed upon between the Parties;

(k) "Income" shall mean the interest on the Project funds and all revenue derived from the use or sale of capital equipment, and from items purchased with funds provided by UNDP or from revenues generated from Project outputs;

(l) "*Force majeure*" shall mean acts of nature, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force;

(m) "Project Work Plan" shall mean a schedule of activities, with corresponding time frames and responsibilities, that is based upon the Project Document, deemed necessary to achieve Project results, prepared at the time of approval of the Project, and revised annually where applicable.

Article II. Objective and Scope of the Present Agreement

1. The present Agreement sets forth the general terms and conditions of the cooperation between the Parties in all aspects of achieving the Project Objectives, as set out in the Project Document (Annex 1 of the present Agreement).

2. The Parties agree to join efforts and to maintain close working relationships, in order to achieve the Objectives of the Project.

Article III. Duration of Project Agreement

1. The term of the present Agreement shall commence on **December 15, 2018** and terminate on **August 15, 2019**. The Project shall commence and be completed in accordance with the time-frame or schedule set out in the Project Document (Annex 1).

2. Should it become evident to either Party during the implementation of the Project that an extension beyond the expiration date set out in paragraph 1, above, of the present Article, will be necessary to achieve the Objectives of the Project, that Party shall, without delay, inform the other Party, with a view to entering into consultations to agree on a new termination date. Upon agreement on a termination date, the Parties shall conclude an amendment to this effect, in accordance with Article XVIII, below.

3. Disbursement of funds through the Project duration is contingent upon receipt of donors' contributions.

Article IV. General Responsibilities of the Parties

1. The Parties agree to carry out their respective responsibilities in accordance with the provisions of the present Project Partnership Agreement, and to undertake the Project in accordance with UNDP policies and procedures as set out in the UNDP Results Management Guide, which forms an integral part of the present Agreement

2. Each Party shall determine and communicate to the other Party the person (or unit) having the ultimate authority and responsibility for the Project on its behalf. The Project Director shall be appointed by the NGO, in consultation with UNDP.

3. The Parties shall keep each other informed of all activities pertaining to the Project and shall consult once every three months or as circumstances arise that may have a bearing on the status of either Party in the country or that may affect the achievement of the Objectives of the Project, with a view to reviewing the Work Plan and Budget of the Project.

4. The Parties shall cooperate with each other in obtaining any licenses and permits required by national laws, where appropriate and necessary for the achievement of the Objectives of the Project. The parties shall also cooperate in the preparation of any reports, statements or disclosures, which are required by national law.

5. The NGO may use the name and emblem of the United Nations or UNDP only in direct connection with the Project, and subject to prior written consent of the UNDP Resident Representative in Sudan.

6. The Project Director will be responsible for day-to-day contacts with the relevant national authorities and UNDP on operational matters during the implementation of the Project. The UNDP

Resident Representative will act as the principal channel for communicating with the Government coordinating authority regarding the activities under the Humanitarian Project Partnership Agreement unless otherwise agreed with the Parties and the Government.

7. The UNDP Resident Representative will facilitate access to information, advisory services, technical and professional support available to UNDP and will assist the NGO to access the advisory services of other United Nations organizations, whenever necessary.

8. The Parties shall cooperate in any public relations or publicity exercises, when the UNDP Resident Representative deems these appropriate or useful.

Article V. Personnel Requirements

1. The NGO shall be fully responsible for all services performed by its personnel, agents, employees, or contractors (hereinafter referred to as "Personnel").

2. The NGO personnel shall not be considered in any respect as being the employees or agents of UNDP. The NGO shall ensure that all relevant national labour laws are observed.

3. UNDP does not accept any liability for claims arising out of the activities performed under the present Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by NGO personnel as a result of their work pertaining to the project. It is understood that adequate medical and life insurance for NGO personnel, as well as insurance coverage for service-incurred illness, injury, disability or death, is the responsibility of the NGO.

4. The NGO shall ensure that its personnel meet the highest standards of qualification and technical and professional competence necessary for the achievement of the Objectives of the Project, and that decisions on employment related to the Project shall be free of discrimination on the basis of race, religion or creed, ethnicity or national origin, gender, disability, or other similar factors. The NGO shall ensure that all personnel are free from any conflicts of interest relative to the Project Activities.

Article VI. Terms and Obligations of Personnel

The NGO undertakes to be bound by the terms and obligations specified below, and shall accordingly ensure that the personnel performing project-related activities under the present Agreement comply with these obligations:

(a) The personnel shall be under the direct charge of the NGO, which functions under the general guidance of UNDP;

(b) Further to subparagraph (a) above, they shall not seek nor accept instructions regarding the activities under the present Agreement from any Government or other authority external to UNDP;

(c) They shall refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNDP;

(d) Subject to the requirements outlined in the document "UNDP public information disclosure policy", information that is considered confidential shall not be used without the authorization of UNDP. In any event, such information shall not be used for individual profit. The Project Director may communicate with the media regarding the methods and scientific procedures

used by the NGO; however, UNDP clearance is required for the use of the name UNDP in conjunction with Project Activities in accordance with Article IV, paragraph 5, above. This obligation shall not lapse upon termination of the present Agreement unless otherwise agreed between the Parties.

Article VII. Supplies, Vehicles and Procurement

1. UNDP shall contribute to the Project the resources indicated in the Budget section of the Project Document.

2. Equipment, non-expendable materials, or other property furnished or financed by UNDP shall remain the property of UNDP and shall be returned to UNDP upon completion of the Project or upon termination of the present Agreement, unless otherwise agreed upon between the Parties[1]. During Project implementation and prior to such return, the NGO shall be responsible for the proper custody, maintenance and care of all equipment. The NGO shall, for the protection of such equipment and materials during implementation of the Project, obtain appropriate insurance in such amounts as may be agreed upon between the Parties and incorporated in the Project Budget.

3. The NGO will place on the supplies, equipment and other materials it furnishes or finances such markings as will be necessary to identify them as being provided by the Sudan Humanitarian Fund.

4. In cases of damage, theft or other losses of vehicles and other property made available to the NGO, the NGO shall provide UNDP with a comprehensive report, including police report, where appropriate, and any other evidence giving full details of the events leading to the loss of the property.

5. In its procedures for procurement of goods, services or other requirements with funds made available by UNDP as provided for in the Project Budget, the NGO shall ensure that, when placing orders or awarding contracts, it will safeguard the principles of highest quality, economy and efficiency, and that the placing of such orders will be based on an assessment of competitive quotations, bids, or proposals unless otherwise agreed to by UNDP.

6. UNDP shall make every effort to assist the NGO in clearing all equipment and supplies through customs at places of entry into the country where Project activities are to take place.

7. The NGO shall maintain complete and accurate records of equipment, supplies and other property purchased with UNDP funds and shall take periodic physical inventories. The NGO shall provide UNDP annually with the inventory of such equipment, property and non-expendable materials and supplies, and at such time and in such form as UNDP may request.

Article VIII. Financial and Operational Arrangements

1. In accordance with the Project Budget (Annex 3), UNDP has allocated and will make available to the NGO funds up to the maximum amount of **USD 597,500** ***(Five hundred ninety-seven thousand, five hundred US Dollars Only***). The first instalment of **USD 149,375** ***(One hundred forty-nine thousand, three hundred seventy-five US Dollars Only)*** will be advanced to the NGO following the submission of a payment request in the form of Annex 5 referred to this signed

[1] UNDP may under certain circumstances and conditions on the termination of the project conclude a subsequent agreement on the transfer of UNDP assets to the NGO (Annex 8).

Agreement.[2] The second and subsequent instalments will be advanced to the NGO quarterly, when a financial report in the form of Annex 4, a payment request in the form of Annex 5 and other agreed-upon documentation, as referenced in Article X, below, for the activities completed have been submitted to and accepted by UNDP as showing satisfactory management and use of UNDP resources.

2. The NGO agrees to utilize the funds and any supplies and equipment provided by UNDP in strict accordance with the Project Document. The NGO shall be authorized to make variations not exceeding 20 per cent on any one line item of the Project Budget provided that the total Budget allocated by UNDP is not exceeded. The NGO shall notify UNDP about any expected variations on the occasion of the quarterly consultations set forth in Article IV, paragraph 3, above. Any variations exceeding 20 per cent on any one- line item that may be necessary for the proper and successful implementation of the Project shall be subject to prior consultations with and approval by UNDP.

3. The NGO further agrees to return within two weeks any unused supplies made available by UNDP at the termination or end of the present Agreement or the completion of the Project. Any unspent funds shall be returned within two months of the termination of the present Agreement or the completion of the Project.

4. UNDP shall not be liable for the payment of any expenses, fees, tolls or any other financial cost not outlined in the Project Work Plan or Project Budget unless UNDP has explicitly agreed in writing to do so prior to the expenditure by the NGO.

5. The NGO agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Agreement are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm .

This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

Article IX. Maintenance of Records

1. The NGO shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by UNDP to ensure that all expenditures are in conformity with the provisions of the Project Work Plan and Project Budgets. For each disbursement, proper supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction. Any Income, as defined in Article I, paragraph 1 (k), above, arising from the management of the Project shall be promptly disclosed to UNDP. The Income shall be reflected in a revised Project Budget and Work Plan and recorded as accrued income to UNDP unless otherwise agreed between the Parties.

2. Upon completion of the Project/or Termination of the Agreement, the NGO shall maintain the records for a period of at least four years unless otherwise agreed upon between the Parties.

[2] If the project is for a duration of less than six months and the capacity of the NGO is adequate, the first installment may equal the total amount of the Agreement.

Article X. Reporting Requirements

1. The NGO shall provide UNDP with reports on the progress, activities, achievements and results of the Project, as agreed between the Parties every six months.

2. Financial reporting will be quarterly:

(a) The NGO prepares a financial report and submits it to the UNDP Resident Representative no later than 30 days after the end of each quarter, in English.

(b) The purpose of the financial report is to request a quarterly advance of funds, to list the disbursements incurred on the Project by budgetary component on a quarterly basis, and to reconcile outstanding advances and foreign exchange loss or gain during the quarter.

(c) The financial report has been designed to reflect the transactions of a project on a cash basis. For this reason, unliquidated obligations or commitments should not be reported to UNDP, i.e., the reports should be prepared on a "cash basis", not on an accrual basis, and thus will include only disbursements made by the NGO and not commitments. However, the NGO shall provide an indication when submitting reports as to the level of unliquidated obligations or commitments, for budgetary purposes;

(d) The financial report contains information that forms the basis of a periodic financial review and its timely submission is a prerequisite to the continuing funding of the Project. Unless the Financial Report is received, the UNDP Resident Representative will not act upon requests for advances of funds from UNDP;

(e) Any refund received by an NGO from a supplier should be reflected on the financial report as a reduction of disbursements on the component to which it relates.

(f) The NGO shall submit to the UNDP Resident Representative in English, a certified annual financial statement on the status of funds advanced by UNDP

3. Within one month of the completion of the Project or of the termination of the present Agreement, the NGO shall submit a final report on the Project activities and include a final financial report on the use of UNDP funds, as well as an inventory of supplies and equipment.

Article XI. Audit Requirements

1. The Project will be audited at least once during its lifetime but may be audited annually, as reflected in the annual audit plan prepared by the UNDP Country Office and cleared by the UNDP Office of Audit and Investigations. The audit shall be carried out by a qualified independent audit firm acceptable to UNDP, which will produce an audit report and a management letter in accordance with UNDP policies and procedures contained in the "Specimen Terms of Reference for Audits of NGO and NIM projects" issued by the UNDP Office of Audit and Investigations (see Annexes 7 and 8). The audit report shall be submitted to the UNDP Country Office not later than four (4) months after the end of the year (where annual audits are required), or after the operational completion of the project (where annual audits are not required).

2. Notwithstanding the above, UNDP shall have the right, at its own expense, to audit or review such Project-related books and records as it may require and to have access to the books and record of the NGO, as necessary.

Article XII. Responsibility for Claims

1. The NGO shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, arising out of the acts or omissions of the NGO or its employees or persons hired for the management of the present Agreement and the Project.

2. The NGO shall be responsible for, and deal with all claims brought against it by its Personnel, employees, agents or subcontractors.

Article XIII. Security

1. The responsibility for the safety and security of the NGO and its personnel and property, and of UNDP's property in the NGO's custody, rests with the NGO

2. The NGO shall:

   a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;

   b) assume all risks and liabilities related to the NGO's security, and the full implementation of the security plan.

3. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the NGO shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 1 above.

Article XIV. Suspension and Early Termination

1. The Parties hereto recognize that the successful completion and accomplishment of the purposes of the project activity are of paramount importance, and that UNDP may find it necessary to terminate the Project, or to modify the arrangements for the management of a Project, should circumstances arise that jeopardize successful completion or the accomplishment of the purposes of the Project. The provisions of the present Article shall apply to any such situation.

2. UNDP shall consult with the NGO if any circumstances arise that, in the judgment of UNDP, interfere or threaten to interfere with the successful completion of the Project or the accomplishment of its purposes. The NGO shall promptly inform UNDP of any such circumstances that might come to its attention. The Parties shall cooperate towards the rectification or elimination of the circumstances in question and shall exert all reasonable efforts to that end, including prompt corrective steps by the NGO, where such circumstances are attributable to it or within its responsibility or control. The Parties shall also cooperate in assessing the consequences of possible termination of the Project on the beneficiaries of the Project.

3. UNDP may at any time after occurrence of the circumstances in question, and after appropriate consultations, suspend the Project by written notice to the NGO, without prejudice to

the initiation or continuation of any of the measures envisaged in paragraph 2, above, of the present Article. UNDP may indicate to the NGO the conditions under which it is prepared to authorize management of the Project to resume.

4. If the cause of suspension is not rectified or eliminated within 14 days after UNDP has given notice of suspension to the NGO, UNDP may, by written notice at any time thereafter during the continuation of such cause: (a) terminate the Project; or (b) terminate the management of the Project by the NGO, and entrust its management to another institution. The effective date of termination under the provisions of the present paragraph shall be specified by written notice from UNDP.

5. Subject to paragraph 4 (b), above, of the present Article, the NGO may terminate the present Agreement in cases where a condition has arisen that impedes the NGO from successfully fulfilling its responsibilities under the present Agreement, by providing UNDP with written notice of its intention to terminate the present Agreement at least 30 days prior to the effective date of termination if the Project has a duration of up to six months and at least 60 days prior to the effective date of termination if the Project has a duration of six months or more.

6. The NGO may terminate the present Agreement only under point 5, above, of the present Article, after consultations have been held between the NGO and UNDP, with a view to eliminating the impediment, and shall give due consideration to proposals made by UNDP in this respect.

7. Upon receipt of a notice of termination by either Party under the present Article, the Parties shall take immediate steps to terminate activities under the present Agreement, in a prompt and orderly manner, so as to minimize losses and further expenditures. The NGO shall undertake no forward commitments and shall return to UNDP, within 30 days, all unspent funds, supplies and other property provided by UNDP unless UNDP has agreed otherwise in writing.

8. In the event of any termination by either Party under the present Article, UNDP shall reimburse the NGO only for the costs incurred to manage the project in conformity with the express terms of the present Agreement. Reimbursements to the NGO under this provision, when added to amounts previously remitted to it by UNDP in respect of the Project, shall not exceed the total UNDP allocation for the Project.

9. In the event of transfer of the responsibilities of the NGO for the management of a Project to another institution, the NGO shall cooperate with UNDP and the other institution in the orderly transfer of such responsibilities.

Article XV. *Force majeure*

1. In the event of and as soon as possible after the occurrence of any cause constituting Force majeure, as defined in Article I, paragraph 1, above, the Party affected by the Force majeure shall give the other Party notice and full particulars in writing of such occurrence if the affected Party is thereby rendered unable, in whole or in part, to perform its obligations or meet its responsibilities under the present Agreement. The Parties shall consult on the appropriate action to be taken, which may include suspension of the present Agreement by UNDP, in accordance with Article XIV, paragraph 3, above, or termination of the Agreement, with either Party giving to the other at least seven days written notice of such termination.

2. In the event that the present Agreement is terminated owing to causes constituting Force Majeure, the provisions of Article XIV, paragraphs 8 and 9, above, shall apply.

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Article XVI. Arbitration

The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by the arbitration award rendered in accordance with such arbitration, as the final decision on any such dispute, controversy or claim.

Article XVII. Privileges and Immunities

Nothing in or relating to the present Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

Article XVIII. Amendments

The present Agreement or its Annexes may be modified or amended only by written agreement between the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed the present Agreement at the place and on the day below written.

For CARE International Switzerland in Sudan:		For UNDP:	
Signature		Signature	
Name	Eatizaz Yousif	Name	SELVA RAMACHANDRAN
Title:	PBS Prim Director	Title:	RESIDENT REPRESENTATIVE, a.i
Place:	Khartoum - Sudan	Place:	KHARTOUM, SUDAN
Date:	26/12/2018	Date:	12/12/18

LIST OF ANNEXES:

Annex 1. Project Document for SHF ref. SUD-18/HSD20/RE/RCF/INGO/10830
Annex 2. Principles of Procurement
Annex 3. Project Budget for SHF ref. SUD-18/HSD20/RE/RCF/INGO/10830
Annex 4. Form of Project Financial Report and Forecast for SHF ref. SUD-18/HSD20/RE/RCF/INGO/10830
Annex 5. Form of Payment Request for SHF ref. SUD-18/HSD20/RE/RCF/INGO/10830
Annex 6. Form of Vendor Profile [Banking Details]
Annex 7. Form of Final Audit Report
Annex 8. Form of Management Letter
Annex 9. Agreement for Transfer of Title

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Sudan Humanitarian Fund (SHF) year 2018

Project Document

Project Code	SUD-18/HSD20/RE/RCF/INGO/10830
Implementing Partner:	CARE International Switzerland in Sudan
Project Budget:	USD 597,500
Project Title:	*"CIS "* *REFUGEE CONSULTATION FORUM*

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OCHA
Coordination Saves Lives

Project Proposal

Requesting Organization :	CARE International Switzerland in Sudan
Allocation Type :	2018 - SHF Reserve for Emergencies

Primary Cluster	Sub Cluster	Percentage
REFUGEE CONSULTATION FORUM		100.00
		100

Project Title :	Emergency WASH Response for South Sudanese Refugees in Naivasha, Umbadda locality (Khartoum Open Area)		
Allocation Type Category :			

OPS Details

Project Code :		**Fund Project Code :**	SUD-18/HSD20/RF/RCF/INGO/10830
Cluster :		**Project Budget in US$:**	597,500.28
Planned project duration :	8 Months	**Priority:**	
Planned Start Date :	01/12/2018	**Planned End Date :**	31/07/2019
Actual Start Date:	01/12/2018	**Actual End Date:**	31/07/2019

Project Summary : This project aims at alleviating human suffering by improving WASH situation for South Sudanese Refugees living in Naivasha open area in Khartoum state. An interagency need assessment conducted in December., 2017 which flagged dire needs across all sectors. This projects aims at improving access to water for the whole population of the settlement (currently estimated at 22 500 people) by construction of one borehole and installation of a hybrid solarized water supply network. This water system will be maintained by the trained WASH committee comprised of members of the local community. To ensure safe water storage, 2 jerry cans per household will be distributed. The improvement of sanitation situation will be achieved by construction of 600 shared household latrines and adjacent bathing facilities. Due gender consideration will be given to protect women and girls in accessing the facilities. The project is based on a close cooperation with local community, who will be mobilized to dig latrine pits as well as to construct the superstructure. Moreover, the community will pay for water from the newly erected water system. The money will be managed by the local Water Committee and will be used to purchase diesel for the generator as well as to repair and maintain the new water system. This will ensure the ownership of erected structures and guarantee the continuation of service after the end of the project.

Direct beneficiaries :

Men	Women	Boys	Girls	Total
5,175	5,400	6,075	5,850	22,500

Other Beneficiaries :

Beneficiary name	Men	Women	Boys	Girls	Total
Other	5,175	5,400	6,075	5,850	22,500

Indirect Beneficiaries :

As this project is only targeting the population in Naivasha settlement. As the host community lives relatively far from the settlement, no indirect beneficiaries will be targeted.

Catchment Population:

This project focuses only on Naivasha "open area" and the population of South Sudanese refugees living in the area and does not foresee a larger catchment area.

Link with allocation strategy :

Naivasha is one of the nine Khartoum open area settlements with more than 22,000 South Sudanese refugees. The humanitarian need in this area is significant. Based on the December 2017 comprehensive inter agency needs assessment, urgent need for basic services across all sectors, including WASH, were identified. Naivasha lacks public water facilities or supply infrastructure and host community members deny refugees access to the local boreholes. Naivasha is also located quite far from the host community. Women and girls lack access to personal/menstrual hygiene supplies, and the requisite hygiene and water services are not in place to support their menstrual hygiene. Prevalence of open defection is a significant issue requiring urgent intervention. Open defecation is aggravated by the absence of safe disposal methods for children's feces, which increases disease risk for all refugees at each site. Vector control is also needed.

Therefore, this project will contribute to addressing critical gaps in access to water as well as improved sanitation and maintain a minimum emergency standard.

Sub-Grants to Implementing Partners :

Partner Name	Partner Type	Budget in US$

Other funding secured for the same project (to date) :

Other Funding Source	Other Funding Amount
UNHCR	104,000.00
	104,000.00

Organization focal point :

Name	Title	Email	Phone
Manoj Kumar	Country Director	Manoj.Kumar@care.org	+249 (0) 923 333 363
Eatizaz Mohamed Yousif	Program and Operations Director	Eatizaz.MohamedYousif@care.org	+249 (0) 912 288 776
Tesfaye Hussein	WASH and Public Health Coordinator	Tesfaye.Hussein@care.org	+249 (0) 993 333 308
Grainne Quinn	Funding and Reporting Coordinator	Grainne.Quinn@care.org	+249 (0) 993 333 365

BACKGROUND

1. Humanitarian context analysis

The Interagency Response Plan for South Sudanese Refugees in Khartoum's "Open Areas" published by the Refugee Consultation Forum, an estimated 100 000 refugees live in Khartoum in so called "open areas", i.e. informal refugee settlements that evolved from departure points organized for the South Sudanese, who were supposed to return to their country or origin, but due to the worsening security situation in their home country stayed in Sudan. As many of those areas lack access to basic health, WASH, nutrition and education services, the needs across all sectors are significant. According to the Interagency Assessment conducted in December 2017, beneficiaries have poor shelter conditions and lack basic NFIs. Low household food security leads to high risk of malnutrition and the available health services are not adequate. Access to safe water is limited, open defecation is widespread and hygiene standards are not met. In addition, protection and education needs are also high.

2. Needs assessment

According to the Interagency Assessment conducted in December 2017 as well as a technical planning visit to Naivasha to do a one-on-one planning discussion with community leaders. This meeting was facilitated by COR. Visit comprised of representative from WES, COR, NISS, UNHCR, CIS and OCHA. in October 2018. WASH situation is particularly dire in Naivasha, where 22 500 people live on private land with no public water source or water supply system. The community relies on purchasing water from donkey carts for 5 SDG per two jerry cans, so some households (HH) procure only water for drinking and lack water for washing clothes, dishes or themselves. Water quality is not regularly tested or monitored. Open defecation is widely practiced and only one HH latrine has been noticed in the area. The open defecation fields are located on the outskirts of the settlement, which brings protection risks, especially for women and children at night. Due to a lack of bathing facilities, people wash themselves inside their shelters. Other needs in Naivasha include improved shelter, access to health services, a nutrition intervention as well as protection and education services.

3. Description Of Beneficiaries

This project is targeting the whole population of Naivasha open area, i.e. 22, 500 South Sudanese refugees. The refugees have been moved to this location on the outskirts of Omdurman more than a year ago from different parts of Khartoum and many are struggling to support their livelihood in the new area, located far away from the town. Different ethnic groups are represented in the settlement and although they live in separated areas they seem to be closely knit and coexist without major tensions. As the biometric registration in the location has not been finalized at the time of writing this proposal, the exact sex and age disaggregated data is not available at the moment. Based on UNHCR's overall South Sudanese Refugees, the estimated SAAD of the population is as follows: 5,175 men, 5,400 women, 6,075 boys and 5,850 girls of which 11,925 are below 18 years old, 9,450 are from 18 to 59 years old and 1,125 are over 60-years old.

4. Grant Request Justification

This intervention is in line with cluster priorities for Khartoum "open area". Project activities will focus on improving access to water and sanitation and hygiene situation, esp. on construction of latrines and bathing facilities. This project relies on a close collaboration with beneficiaries, who by paying for water from the newly constructed water point will be amassing funds for maintenance and operation of the system after the end of the project. In addition, community will be mobilized to dig pits for their household latrines and construct the latrine with materials provided by CARE with SHF funding.

5. Complementarity

This intervention will be conducted in close cooperation with beneficiaries, state and federal authorities (incl. WES) as well as WASH cluster and other partners working in the area. CARE will work closely with health, nutrition and protection partners delivering activities in the same

area at the same time. In addition, CARE has planned to complement the "hard" WASH activities with "softer" ones, i.e. hygiene promotion, distribution of soap, dignity kits, potties and fabricks funded by UNHCR. CARE will make sure that implementation plans are shared and presented on meetings with key stakeholders to avoid duplication of effort and contribute to complementary of response for better result.

LOGICAL FRAMEWORK

Overall project objective

To alleviate unnecessary human suffering and improve availability and access to WASH facilities for 22 500 South Sudanese Refugees living in Naivasha open area in Khartoum state.

REFUGEE CONSULTATION FORUM

Cluster objectives	Strategic Response Plan (SRP) objectives	Percentage of activities
Address the lifesaving assistance and protection needs of South Sudanese refugees.	Outcome 1: LIFESAVING: Populations affected by natural or manmade disasters receive timely assistance during and in the aftermath of the shock	100

Contribution to Cluster/Sector Objectives : Based on the Inter-agency Response Plan, CARE will provide lifesaving WASH assistance to 22,500 South Sudanese refugees in Naivasha thorough drilling and construction of a water yard. Currently, they don't have any water facility in the area and they have to buy water from water yards owned by host communities though they don't have livelihood options. In addition, it will construct 600 shared household latrines and conduct regular hygiene promotion campaigns to improve the refugees' wellbeing.

Outcome 1

22,500 South Sudanese refugees residing in Naivasha will have emergency lifesaving WASH services.

Output 1.1

Description

22,500 South Sudanese Refugees in Naivasha will have access to, at least, 15 liters of safe water per person per day.

Assumptions & Risks

Assumptions:

1) The refugees will not be relocated and remain engaged and involved in the implementation of the Action.

2) Sudanese authorities (The Humanitarian Aid Commission, Ministry of Health, Water and Environmental Sanitation Department, Ministry of Welfare, Commissioner for Refugees) remain supportive at the federal, state, and locality level.

3) Delays in signing Technical Agreements will not negatively impact on providing assistance to beneficiaries in a timely manner.

4) Project supplies including fuel remain available in the local market in spite of the ongoing market inflation.

Risks:

1) The refugees might be relocated to another place.

2) Insecurity could lead to new refugee influx and outpace the capacity of humanitarian actors to provide a comprehensive range of services as per Sphere standard and could hinder the timely implementation of the activities.

3) There may be bureaucratic restrictions to access although this situation has improved in recent months.

4) The government of Sudan has continued to devalue its currency, Sudanese Pound (SDG) and the inflation might continue to affect market prices significantly, thereby delaying procurement processes due to frequently changing prices.

Indicators

			End cycle beneficiaries				End cycle
Code	Cluster	Indicator	Men	Women	Boys	Girls	Target
Indicator 1.1.1	REFUGEE CONSULTATION FORUM	% of refugees who have access to improved water (at least 20 l/p/d). (HRP 2018)					75
Means of Verification : Household survey							
Indicator 1.1.2	REFUGEE CONSULTATION FORUM	# of new solar-power driven hybrid water distribution system constructed					1
Means of Verification : Activity Report Observation							
Indicator 1.1.3	REFUGEE CONSULTATION FORUM	Number of people (part of WASH committees) trained to support WASH service delivery.					25
Means of Verification : Training report Community consultation							
Indicator 1.1.4	REFUGEE CONSULTATION FORUM	# of households that received 2 jerry cans per HH					3,650
Means of Verification : Distribution list Observation							
Indicator 1.1.5	REFUGEE CONSULTATION FORUM	# of Free Residual Chlorine samples collected per day in average					2
Means of Verification : FRC test report							
Indicator 1.1.6	REFUGEE CONSULTATION FORUM	# of people directly utilizing improved water services					22,500
Means of Verification : Activity report Focus group discussions Household visit							

Activities

Activity 1.1.1

Standard Activity : Not Selected

Drill one borehole and construct a water yard equipped with a solar-power driven hybrid system which includes submersible pump; solar panels; a generator; 50 m3 elevated tank and 10 distribution points with 8 taps per each.

Activity 1.1.2

Standard Activity : Not Selected

Distribute 7,300 jerry cans for 3,650 HH, 2 jerry cans per HH.

Activity 1.1.3

Standard Activity : Not Selected

Conduct daily water chlorination and free residual chlorination (FRC) measurement to ensure the water is free from contamination and meets SPHERE's quality standard.

Activity 1.1.4

Standard Activity : Not Selected

Form and train one Water User Committee composed of 15 members (10 men and 5 women) for 10 days in collaboration with WES. The training topics will include tariff collection and management including fuel purchase; routine repair and maintenance works; water quality control (chlorination and testing) and keeping the system clean and operational. 5 members, selected based on their competency, will also be further trained for additional 10 days on solar system and generator operation, troubleshooting, repair and maintenance works in collaboration with the solar and generator provider companies that are installing the system. The training will include both theory and practice.

Activity 1.1.5

Standard Activity : Not Selected

Support the operation and maintenance of the water system for 3 months. The support includes providing fuel and lubricants as needed and paying incentives to an operator and a guard. The community will be trained in repairing and maintaining the system, so it remains functional after the end of the project. Water Committees will collect a small fee from the users based on a cost analysis that will be done during the 3 months' time. This money will remain with the community and will be used for fuel for the generator as well as items needed for system maintenance (e.g. spare parts, lubricants) and repairs. The refugees have showed their willingness to pay tariff for the operation and maintenance works to ensure sustainability after the initial 3 months based on the preliminary discussion CARE had with them. Currently, they are paying 5 SDG to buy two jerry cans from donkey cart retailers which indicates their willingness and capacity to pay. The trained water user committees will be responsible to collect the tariff and manage it based on the system CARE will set with them

In addition, CARE is installing an affordable solar-power driven hybrid system which has 60% less running cost compared to as diesel power-driven system. A hybrid system uses solar power as a primary power source but is also connected to a generator and can be switched to the generator power when needed (breakdown of solar components, pumping during non-daylight hours, etc.). Solar systems require little maintenance throughout their lifetime which is around 25 years. Installation of hybrid system reduces the running cost by more than 60%

Output 1.2

Description

1,800 households will have access to 600 shared household latrines and 600 bathing shelters, one each per 3 HHs.

Assumptions & Risks

Assumptions:

1) The refugees will not be relocated and remain engaged and involved in the implementation of the Action.

2) Sudanese authorities (The Humanitarian Aid Commission, Ministry of Health, Water and Environmental Sanitation Department, Ministry of Welfare, Commissioner for Refugees) remain supportive at the federal, state, and locality level.

3) Delays in signing Technical Agreements will not negatively impact on providing assistance to beneficiaries in a timely manner

4) Project supplies including latrine materials remain available in the local market in spite of the ongoing market inflation

5) The refugees remain willing to share the latrines

Risks:

1) The refugees might be relocated to another place.

2) Insecurity could lead to new refugee influx and outpace the capacity of humanitarian actors to provide a comprehensive range of services as per Sphere standard and could hinder the timely implementation of the activities.

3) There may be bureaucratic restrictions to access although this situation has improved in recent months.

4) The government of Sudan has continued to devalue its currency, Sudanese Pound (SDG) and the inflation might continue to affect market prices significantly, thereby delaying procurement processes due to frequently changing prices.

Indicators

			End cycle beneficiaries				End cycle
Code	Cluster	Indicator	Men	Women	Boys	Girls	Target
Indicator 1.2.1	REFUGEE CONSULTATION FORUM	# of shared household latrines/bathing shelters constructed					1,200
Means of Verification : Activity report Observation							
Indicator 1.2.2	REFUGEE CONSULTATION FORUM	% of latrines clean and in-use after 3 months of construction					95
Means of Verification : Household visit report Observation Construction report							
Indicator 1.2.3	REFUGEE CONSULTATION FORUM	# of refugees per gender sensitive latrine (HRP 2018)	9	9	10	10	38
Means of Verification : Activity report Community consultation							

Activities

Activity 1.2.1

Standard Activity : Provision of sanitation facilities and hygiene services

Construct 600 shared household latrines as per the design approved by the Sanitation Technical Advisory Group (TAG).

Activity 1.2.2

Standard Activity : Improve access to hygiene services

Construct 600 shared bathing shelters

Output 1.3

Description

22,500 South Sudanese refugees in Naivasha will have improved access to hygiene services.

Assumptions & Risks

Assumptions:

1) The refugees will not be relocated and remain engaged and involved in the implementation of the Action.

2) Sudanese authorities (The Humanitarian Aid Commission, Ministry of Health, Water and Environmental Sanitation Department, Ministry of Welfare, Commissioner for Refugees) remain supportive at the federal, state, and locality level.

3) Delays in signing Technical Agreements will not negatively impact on providing assistance to beneficiaries in a timely manner

Risks:

1) The refugees might be relocated to another place.

2) Insecurity could lead to new refugee influx and outpace the capacity of humanitarian actors to provide a comprehensive range of services as per Sphere standard and could hinder the timely implementation of the activities.

3) There may be bureaucratic restrictions to access although this situation has improved in recent months.

4) The government of Sudan has continued to devalue its currency, Sudanese Pound (SDG) and the inflation might continue to affect market prices significantly, thereby delaying procurement processes due to frequently changing prices.

Indicators

			End cycle beneficiaries				End cycle
Code	Cluster	Indicator	Men	Women	Boys	Girls	Target
Indicator 1.3.1	REFUGEE CONSULTATION FORUM	# of refugee households who have increased hygiene awareness (HRP 2018)					22,500
Means of Verification : Randomly selected households interviews/surveys							
Indicator 1.3.2	REFUGEE CONSULTATION FORUM	# of hygiene promotion and cleaning campaigns conducted					28
Means of Verification : Activity reports Observations							

Activities

Activity 1.3.1

Standard Activity : Improve access to hygiene services

Conduct refresher training for 45 hygiene promoters CARE trained under UNHCR funding. The training will focus on hand washing, keeping water clean from collection to consumption, handwashing; child feces management and AWD awareness. These topics were selected after they were identified as major causes of WASH related diseases in the targeted communities. The training will be a mix of both theory and practices aided by visual pictures and practical examples. There will be a pre and post training tests at each training to measure how much they understand. CARE will continue working with the CHPs and coaching them throughout the project period as they lead the hygiene promotion campaigns and the household visits. Monthly meetings will be held with them to discuss the successes and challenges they face as they lead the implementation.

Activity 1.3.2

Standard Activity : Improve access to hygiene services

CARE will conduct 28 hygiene promotion and cleaning campaigns in Naivasha; 1 per week, minimum. The campaign and follow up visits will focus primarily on women as the principle household caretakers and the subjects will include improving poor hand washing habits, food and water handlings and feces management. In addition, minimum "WASH in Nutrition" package will be included as part of the hygiene promotion messages and will be delivered on a regular basis at household and health facility level, mainly for households with undernourished children and/or undernourished PLW. The education will focus on promoting good WASH practices to tackle malnutrition caused or exacerbated by WASH related diseases and distributing educational materials to support them understand the causal link between WASH and Nutrition. It is anticipated that the hygiene promotion campaigns will improve hygiene practices by increasing community members' knowledge of how to avoid infections caused by poor sanitation and hygiene practices.

Activity 1.3.3

Standard Activity : Improve access to hygiene services

CARE will conduct 5,000 door-to-door visits in collaboration with the trained 45 hygiene promoters to enhance communities' hygiene and sanitation practices and reinforce positive behavior changes. The hygiene promoters will also inspect the living premises of the houses they visit and provide tailor-made hygiene messages.

Activity 1.3.4

Standard Activity : Not Selected

Procurement of Personal Hygiene Kits for Naivasha and Bentiu and handing them over to NADA to store and distribute.
Naivasha: PHK for 4 440 beneficiaries for 3 months; the kit includes: disposable sanitary pads (one packet distributed monthly) and soap (distributed monthly)
Bentiu: PHK for 4 960 beneficiaries for 6 months; the kit includes underwear (distributed once), disposable sanitary pads (one packet distributed monthly) and soap (distributed monthly) and one bucket (one off distribution)

Additional Targets :

M & R

Monitoring & Reporting plan

The project will be monitored and data will be captured through its staff. The project will benefit from CARE standard monitoring and reporting tools to measure the progress against the set targets. The tools will be updated to meet the specific needs of this project. The Project will have an M&E Workbook that is a tool CARE designs to track the progress made against project indicators. The tool is also used to track the numbers of beneficiaries reached by the project. It also includes an M&E Plan that lays out the various M&E events/milestones with their specific dates. The Project Manager will develop a Detailed Implementation Plan (DIP). The template details the activities to be implemented at specific times and possible completion dates of the activities along with the responsible person. Inputs and activities will be

monitored closely by field staff with overall responsibility resting on the manager. Other tools used for monitoring activities will include daily water system operation tracking sheet as well as distribution forms and latrine construction monitoring sheet. The program manager will also be responsible for monitoring expenditure against plans. Key monitoring plans include monthly meeting, quarterly review meeting and final learning and performance analysis session. These efforts will help CARE to improve response programs in the future besides the corrective actions that could be taken during the project implementation.

Workplan

Activitydescription	Year	1	2	3	4	5	6	7	8	9	10	11	12
Activity 1.1.1: Drill one borehole and construct a water yard equipped with a solar-power driven hybrid system which includes submersible pump; solar panels; a generator; 50 m3 elevated tank and 10 distribution points with 8 taps per each	2018												X
	2019	X	X										
Activity 1.1.2: Distribute 7,300 jerry cans for 3,650 HH, 2 jerry cans per HH.	2018												X
	2019	X											
Activity 1.1.3: Conduct daily water chlorination and free residual chlorination (FRC) measurement to ensure the water is free from contamination and meets SPHERE's quality standard.	2018												
	2019			X	X	X	X	X					
Activity 1.1.4: Form and train one Water User Committee composed of 15 members (10 men and 5 women) for 10 days in collaboration with WES. The training topics will include tariff collection and management including fuel purchase; routine repair and maintenance works; water quality control (chlorination and testing) and keeping the system clean and operational. 5 members, selected based on their competency, will also be further trained for additional 10 days on solar system and generator operation, troubleshooting, repair and maintenance works in collaboration with the solar and generator provider companies that are installing the system. The training will include both theory and practice.	2018												
	2019	X	X										
Activity 1.1.5: Support the operation and maintenance of the water system for 3 months. The support includes providing fuel and lubricants as needed and paying incentives to an operator and a guard. The community will be trained in repairing and maintaining the system, so it remains functional after the end of the project. Water Committees will collect a small fee from the users based on a cost analysis that will be done during the 3 months' time. This money will remain with the community and will be used for fuel for the generator as well as items needed for system maintenance (e.g. spare parts, lubricants) and repairs. The refugees have showed their willingness to pay tariff for the operation and maintenance works to ensure sustainability after the initial 3 months based on the preliminary discussion CARE had with them. Currently, they are paying 5 SDG to buy two jerry cans from donkey cart retailers which indicates their willingness and capacity to pay. The trained water user committees will be responsible to collect the tariff and manage it based on the system CARE will set with them. In addition, CARE is installing an affordable solar-power driven hybrid system which has 60% less running cost compared to as diesel power driven system. A hybrid system uses solar power as a primary power source but is also connected to a generator and can be switched to the generator power when needed (breakdown of solar components, pumping during non-daylight hours, etc.). Solar systems require little maintenance throughout their lifetime which is around 25 years. Installation of hybrid system reduces the running cost by more than 60%.	2018												
	2019			X	X	X							
Activity 1.2.1: Construct 600 shared household latrines as per the design approved by the Sanitation Technical Advisory Group (TAG).	2019	X	X	X									
	2018												X
Activity 1.2.2: Construct 600 shared bathing shelters	2018												X
	2019	X	X	X									
Activity 1.3.1: Conduct refresher training for 45 hygiene promoters CARE trained under UNHCR funding. The training will focus on hand washing, keeping water clean from collection to consumption, handwashing; child feces management and AWD awareness. These topics were selected after they were identified as major causes of WASH related diseases in the targeted communities. The training will be a mix of both theory and practices aided by visual pictures and practical examples. There will be a pre and post training tests at each training to measure how much they understand. CARE will continue working with the CHPs and coaching them throughout the project period as they lead the hygiene promotion campaigns and the household visits. Monthly meetings will be held with them to discuss the successes and challenges they face as they lead the implementation.	2018												
	2019				X								
Activity 1.3.2: CARE will conduct 28 hygiene promotion and cleaning campaigns in Naivasha; 1 per week, minimum. The campaign and follow-up visits will focus primarily on women as the principle household caretakers and the subjects will include improving poor hand washing habits, food and water handlings and feces management. In addition, minimum "WASH in Nutrition" package will be included as part of the hygiene promotion messages and will be delivered on a regular basis at household and health facility level, mainly for households with undernourished children and/or undernourished PLW. The education will focus on promoting good WASH practices to tackle malnutrition caused or exacerbated by WASH related diseases and distributing educational materials to support them understand the causal link between WASH and Nutrition. It is anticipated that the hygiene promotion campaigns will improve hygiene practices by increasing community members' knowledge of how to avoid infections caused by poor sanitation and hygiene practices.	2018												X
	2019	X	X	X	X	X	X	X					
Activity 1.3.3: CARE will conduct 5,000 door-to-door visits in collaboration with the trained 45 hygiene promoters to enhance communities' hygiene and sanitation practices and reinforce positive behavior changes. The hygiene promoters will also inspect the living premises of the houses they visit and provide tailor-made hygiene messages.	2018												X
	2019	X	X	X	X	X	X	X					
Activity 1.3.4: Procurement of Personal Hygiene Kits for Naivasha and Bentiu and handing them over to NADA to store and distribute. Naivasha: PHK for 4 440 beneficiaries for 3 months; the kit includes: disposable sanitary pads (one packet distributed monthly) and soap (distributed monthly) Bentiu: PHK for 4 960 beneficiaries for 6 months; the kit includes underwear (distributed once), disposable sanitary pads (one packet distributed monthly) and soap (distributed monthly) and one bucket (one off distribution)	2018												X
	2019												

OTHER INFO

Accountability to Affected Populations

Participation of affected people is fundamental in CARE programmatic approach. CARE has strong experience in involving beneficiaries in the implementation projects. CARE will ensure participants opinions inform and shape project implementation by conducting focus group discussions to monitor the participation of women and men and to gather feedback of the overall project implementation. Furthermore, two joint field visits will be conducted including local government partners and donors. CARE will consult communities to establish a viable feedback or complain mechanism. Feedback and response will be collected in a following way: provision of direct feedback to CARE staff, community volunteers, or via suggestion boxes in key project locations. In addition, CARE has recently set up a toll-free hotline which is in the process of being rolled out across Sudan. Once the test phase is completed, the hotline number will be prominently displayed at all key sites in the open area. Complaints received on this line will be logged and followed up by CARE Monitoring Officers, with activities adjusted as necessary to increase efficiency and mitigate risks to the community.

In order to prevent sexual exploitation and abuse of those seeking access to services, all CARE staff, partners, contractors and volunteers will be required to complete training in PSEA as part of CARE commitment to CARE values and Humanitarian Accountability Framework. Communities will also receive information on CARE PSEA policies, their rights and reporting mechanisms at the project launch event and via regular reminders thereafter. Complaint response mechanisms shall have adequate scope to address the protection concerns of the target population.

Implementation Plan

CARE is the only WASH organization operational in Naivasha area of Umbadah locality and will directly implement project activities. CARE will ensure strong complementarity with its ongoing UNHCR-funded project targeting the same SSR community with hygiene promotion and NFIs, including dignity kits for women and girls of reproductive age. CARE will hire a contractor through a competitive bid for the construction of the new water point. Furthermore, CARE will facilitate the recruitment & training of water user communities and community health and hygiene facilitators, with technical input from WES, thereby enabling the community to maintain and manage improved facilities as well as promoting community health and hygiene education. Promotion of environmental sustainable options such as solid waste management will be carried out. Community expectations have been incorporated into the project design and there will be ongoing consultation with women, men, boys and girls during the project to ensure that interventions carried out are appropriate, based on needs, and remain relevant to the community's needs. CARE will be closely working with other partners receiving SHF funding for the same location to ensure focus on People with Special Needs (PSN).

Coordination with other Organizations in project area

Name of the organization	Areas/activities of collaboration and rationale
AMVO, NADA,	Two other NGOs implementing activities in Naivasha focusing on health, nutrition and protection. The cooperation will include identification of PSN and referrals of cases to protection or health partners.

Environment Marker Of The Project

B: Medium environmental impact with NO mitigation

Gender Marker Of The Project

2a- The project is designed to contribute significantly to gender equality

Justify Chosen Gender Marker Code

Gender equality is core to CARE strategy. All of CARE project staff receive training on 'Gender in Emergencies' which builds their capacity to address gender-specific issues that arise in projects. CARE has incorporated key considerations in delivering the services from a gender perspective. In construction and training activities, women, men and young boys and girls concerns will be incorporated. Water committee members will be comprised of minimum 40% of women; latrine construction will be gender sensitive to avoid any associated protection risks and ensure safety and dignity of beneficiaries.
The project will encourage equal participation of women in meetings, decision-making processes and trainings, whilst ensuring that participation does not place an additional burden on women in their traditional role as caregivers.
As a result, as per the gender marker indicators, the project is gender sensitive and CARE will monitor while implementing the project to capture potential unintended risks that could affect either women or men. Tools for data collection, analyses and reporting will include gender and age disaggregated data, and women, men, girls and boys will be engaged throughout the monitoring process.

Protection Mainstreaming

CARE has strong capacities in gender mainstreaming, and a strong focus on protection for vulnerable women, girls, boys and men. Gender has been a main consideration in the design of this project. Special attention is paid to the needs of vulnerable groups, such as children, pregnant women, poor female headed households, elderly people, malnourished people, and people who are ill or immunocompromised and people with disabilities

CARE project design takes into account vulnerabilities highlighted in the Inter Agency Rapid Needs Assessment, incorporating different vulnerability demographics into the development of activities. For instance, the location of water points will be chosen in such a way that water is easily accessible to the population, ensuring equitable access to assistance and services. CARE has chosen to construct shared HH latrines to minimize protection needs inherently linked to community latrines. Shared HH latrines will mean that people from 1 800 HH do not need to walk long distance to open defecation areas located at the outskirts of the settlement. The latrines will be lockable ensuring privacy.

Country Specific Information

Safety and Security

The security context in Khartoum is safe with limited threat to CARE ability to implement this project safely. The biggest risks to this project are the ongoing deterioration in the economic situation strongly influencing prices and fuel supply. CARE will follow standard safety and security protocols suggested by the UN during the implementation of the project. CARE country-level security managers is consistently evaluating the security and context putting plans in place to ensure the safety of staff and smooth project implementation. To ensure maximum security and safety, CARE coordinates and collaborates on a daily basis with a number of relevant actors including HAC, local authorities, UNDSS, OCHA etc. If the security situation changes rapidly, deviation from the proposed work plan and budget may be required. If changes to the plan are needed, they will be made in close coordination with SHF.

Access

Access to work with the SSR in Khartoum Open Areas has recently been granted by the GoS. The areas are located roughly 40km from central Khartoum on the edge of Omdurman. CARE has its head country office in Khartoum with a team readily available to implement this project. CARE has already received an endorsement letter from WES (federal) and has submitted documents necessary for processing the governmental permission to HAC. CARE is hopeful that with the support of the UN, needed permissions will be granted and activities will commence on time.

BUDGET

Code	Budget Line Description	D	S	Quantity	Unit cost	Duration Recurrance	% charged to CHF	Total Cost
1. Staff and Other Personnel Costs								
1.1	WASH and Public Health Country Coordinator	D		1	8,810.00	8	6.00	4,228.80
	(International staff) Advisory role on technical components of the project implementation. 6% charged to SHF and unit cost includes salary							
1.2	WASH Program Manager	D		1	3,500.00	8	100.00	28,000.00
	(National staff) Direct implementation and management of all project activities and staffs and responsible for day-to-day coordination with other partners and communities. This person is specifically hired for this project and is 100% charged to SHF. The unit cost includes salary and all benefits.							
1.3	Senior Environmental Health Officer	D		1	1,700.00	8	100.00	13,600.00
	(National staff) Direct implementation and management of all the hygiene and sanitation activities and supervisor the hygiene promoters. This person is specifically hired for this project and is 100% charged to SHF. The unit cost includes salary and all benefits.							
1.4	ME AL Officer	D		1	1,200.00	8	50.00	4,800.00
	(National staff) Monitoring of activities and accountability to affected population. 50% charged to SHF							
1.5	Director of Programmes	D		1	10,000.00	8	5.00	4,000.00
	(National staff) Strategic project management, coordination with key stakeholders. 5% charged to SHF and unit cost includes salary and all benefits.							
1.6	Khartoum Program Support Staff	s		1	39,410.38	8	5.00	15,764.15
	"Lump sum: Includes Head of operations, Grant and Contract Manager, Sr. HR Officer, Procurement Officer, IT Officer, Accountant, Cashier, Admin Assistant, Capacity Building Coordinator, Partnership Coordinator, compliance Officer and SMT Assistanand receptionist charged 5% charged to SHF and unit cost includes salary and medical allowance. "							
1.7	Khartoum Senior Management Staff	s		1	45,772.00	8	5.00	18,308.80
	includes CD, PQ director, Financial Director and Grants Manager, salary and benefits							
	Section Total							**88,701.75**
2. Supplies, Commodities, Materials								
2.1	Drill a borehole and construct a complete water yard equipped with a solar-power driven hybrid system	D		1	164,200.00	1	100.00	164,200.00
	The drilling and construction of cone complete water yard equipped with a solar-power driven hybrid system includes the following: 1. Geophysical survey and mobilization of drilling equipment @ $1,300 2. Drilling up to 250 meters @ $12,500 3. Installation of casings @ $11,250 4. Well construction including development, grouting, sealing, etc. @ $2,750 5. Pumping Test @ 1,440 6. Well disinfection and water quality analysis @ 200 7. Pump, generator and solar system installation including provision of 27 KVA generator, solar pumps, 180 kilo watts solar panels, etc. @ $65,150 8. Install 50m3 steel water tank @ $20,000 9. Construction of 4mX6mX3.5m generator room @$2,000 10. Water Yard Fencing @$4,100 11. Borehole protection outside the water Yard @ $150 12. 4 Km pipe network installation @ 20,000 13. Construction of 11 water points, each with 8 taps, and one donkey cart stand @$23,360							
2.2	Conduct water quality monitoring	D		1	2,500.00	1	100.00	2,500.00
	The cost includes chlorine, chlorine floater, DPD1, and pool tester to chlorinate the water and monitor the Free Residual Chlorine on daily basis. The average cost for 5 months is 2,500.							
2.3	Purchase and distribute 7,300 jerry cans for 3,650 HH, 2 jerry cans per HH, each jerry can@ $5.85	D		7300	5.85	1	100.00	42,705.00
	Jerry cans purchase							
2.4	Train one water user committee with 15 members for 10 days	D		1	1,750.00	1	100.00	1,750.00
	The Water User Committee composed of 15 members (10 men and 5 women) will be conducted for 10 days. The average cost of the training is $1,750 which includes: $1,500 for trainees daily stipend allowance (15 persons X 10 days X $10 per day per person which includes refreshment), $50 for stationary; and $200 for a training facilitator from WES (1 person X 10 days X $20) = $1,500 + $50 + $200.							
2.5	Train 5 water user committee members for additional 10 days solar system and generator operation, troubleshooting, repair and maintenance works	D		1	500.00	1	100.00	500.00
	Train 5 water user committee members for additional 10 days solar system and generator operation, troubleshooting, repair and maintenance works in collaboration with the solar and generator provider companies that are installing the system. The training will include both theory and practice. The cost of the training is $500 for trainees' daily stipend allowance (5 persons X 10 days X $10 per day per person which includes refreshment). The companies will train for free as part of their overall work.							
2.6	Purchase operation and maintenance tool kits for the trained water user committee. The tool kits will include assorted spanners, pipe wrenches, die, etc.	D		1	1,000.00	1	100.00	1,000.00
	Maintenance tools							
2.7	Support the operation and maintenance of the water system for 3 months	D		1	470.00	3	100.00	1,410.00
	The support includes fuel and lubricants @ $1,200 ($400 per month) as needed and paying incentives to an operator @$105 ($35/month) and a guard @$105 ($35/month). In average, $470 per month.							
2.8	Construction of 600 shared household latrines as per the design approved by the Sanitation Technical Advisory Group (TAG)	D		600	215.00	1	100.00	129,000.00

	The construction includes provision of digging kits (shovel and hoe) @ 10; 5 - 3m wooden beams treated with used oil @30; 1.5m X 1m steel light sheet@25; 1.5m X 1m X 15 cm concrete slab with a cover@60; mud bricks without roof@80; 3 lbriks@10 $215 per latrine.						
2.9	Construct 600 shared bathing shelters	D	600	25.00	1	100.00	15,000.00
	The construction includes provision of 5 bamboo sticks @ $5; 3 bamboo net 1 plastic sheet @ 10 and 3mX4 m hessian (burlap) @ $10						
2.10	Conduct refresher training for 45 hygiene promoters for 3 days	D	1	1,470.00	1	100.00	1,470.00
	The hygiene promoters' refresher training will be conducted for 3 days. The average cost of the training is $1,750 which includes: $1,470 for trainees daily stipend allowance (45 persons X 3 days X $10 per day per person which includes refreshment), $60 for stationary; and $60 for a training facilitator from WES (1 person X 3 days X $20) = $1,350 + $60 + $60.						
2.11	Purchase and distribute 15 wheel barrows to be used in cleaning campaign each @ $35	D	15	35.00	1	100.00	525.00
	Wheel barrows for cleaning campaign						
2.12	Print IEC materials for hygiene promotion activities	D	1000	3.00	1	100.00	3,000.00
	1,000 different IEC materials will be printed for hygiene promotion campaigns and house to house visits. The average cost of each material will be $3						
2.13	Joint Monitoring Visits	D	2	435.00	1	100.00	870.00
	Two one -day visits to the field with HAC, CoR, WES, UNHCR and other key holders. cost include stationary (50 USD), water (30 USD) and lunch (355 USD)						
2.14	Quarterly review meeting	D	2	200.00	1	100.00	400.00
	Two one-day meetings with beneficries as well as HAC, CoR, WES and UNHCR and other key stakeholders to review project progress, incl. Stationary (50 USD), water (30 USD), snacks (120 USD)						
2.15	Procurement of Personal Hygiene Kits for NADA to distribute in Naivasha (3 months) and Bentiu (6 months)	D	1	74,532.63	1	100.00	74,532.63
	4 440 PHK for Naivasha (disposable sanitary pads 13 320 pkts @ 1.05 USD ; laundry soap 139 boxes with 96 bars per box @ 35.37), total of 18 928.42 USD and 4 960 PHK for Bantiu (4 960 kits of underwear @ 1.42 USD, 29 760 pkts of sanitary pads, 310 boxes of soap and 4 960 buckets @1.26 USD/ item) at a total of 55 604.21 USD						
	Section Total						**438,862.63**
3. Equipment							
NA	NA	NA	0	0.00	0	0	0.00
	NA						
	Section Total						**0.00**
4. Contractual Services							
NA	NA	NA	0	0.00	0	0	0.00
	NA						
	Section Total						**0.00**
5. Travel							
NA	NA	NA	0	0.00	0	0	0.00
	NA						
	Section Total						**0.00**
6. Transfers and Grants to Counterparts							
NA	NA	NA	0	0.00	0	0	0.00
	NA						
	Section Total						**0.00**
7. General Operating and Other Direct Costs							
7.1	Office and guesthouse rent and utilities	S	1	8,350.00	8	20.00	13,360.00
	Rent, water, gas and electricity for office and guesthouse buildings in Khartoum. 10% charged to SHF						
7.2	Communications (telephone, internet)	S	1	646.00	8	20.00	1,033.60
	Contribution to communications (mobile phone and internet) for CARE's operations in support of the project. 10% charged to SHF						
7.3	Office Supplies	S	1	733.44	8	20.00	1,173.50
	Paper, pens,						
7.4	Bank Charges	S	1	50.00	8	20.00	80.00
	Bank charges for the project money Transfers. 10% is charged to SHF						
7.5	Safety and security	S	1	5,000.00	8	20.00	8,000.00
	this amount will contribute to the Khartoum security Budget. 10% is charged to SHF						
7.6	Visibility	S	1	2,000.00	1	100.00	2,000.00
	Visibility materials for the project, including dedicated sign boards (11, 1 water yard and 10 distribution points) @ $100/each ($1,100) and t shirts for hygiene promoters and water user committees and other project staffs, 90 t-shirts @ $10/each ($900). SHF's logo will be clearly displayed on all visibility materials including a description of the project in English and Arabic						
7.7	Vehicle Operating & Rental Costs	D	1	650.00	8	100.00	5,200.00
	Fuel and maintenance costs for vehicles that will be used for the project implementation, follow up and monitoring. The average cost per month is $650 and is charged 100% to this project						
	Section Total						**30,847.10**
SubTotal			9,541.00				**558,411.48**
Direct							498,691.43
Support							59,720.05
PSC Cost							
PSC Cost Percent							7.00
PSC Amount							39,088.80
Total Cost							**597,500.28**

Project Locations

Location	Estimated percentage of budget for each location	Estimated number of beneficiaries for each location					Activity Name
		Men	Women	Boys	Girls	Total	
Khartoum > Um Badah	100	5,175	5,400	6,075	5,850	22,500	Activity 1.1.1: Drill one borehole and construct a water yard equipped with a solar-power driven hybrid system which includes submersible pump; solar panels; a gener... Activity 1.1.2: Distribute 7,300 jerry cans for 3,650 HH, 2 jerry cans per HH. Activity 1.1.3: Conduct daily water chlorination and free residual chlorination (FRC) measurement to ensure the water is free from contamination and meets SPHERE's q... Activity 1.1.4: Form and train one Water User Committee composed of 15 members (10 men and 5 women) for 10 days in collaboration with WES. The training topics will i... Activity 1.1.5: Support the operation and maintenance of the water system for 3 months. The support includes providing fuel and lubricants as needed and paying incen... Activity 1.2.1: Construct 600 shared household latrines as per the design approved by the Sanitation Technical Advisory Group (TAG). Activity 1.2.2: Construct 600 shared bathing shelters Activity 1.3.1: Conduct refresher training for 45 hygiene promoters CARE trained under UNHCR funding. The training will focus on hand washing, keeping water clean fr... Activity 1.3.2: CARE will conduct 28 hygiene promotion and cleaning campaigns in Nairasha; 1 per week, minimum. The campaign and follow-up visits will focus primaril...

Documents

Category Name	Document Description
Budget Documents	CIS 10830.xlsx
Technical Review	CIS-10830 _TRC comments-V1.DOC
Technical Review	CIS 10830 _TRC comments V1_20181019 _CIS.doc

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PROCUREMENT GUIDELINES **ANNEX 2**

The NGO will utilise its own procurement rules and regulations. However, should these rules and regulations not adhere to international procurement principles; the guidelines mentioned below must be observed. Should there be impediments of any sort to proceed as prescribed; the NGO must notify UNDP in writing to seek advice and compromise towards a satisfactory solution.

Principles of UNDP Procurement:

a) Best value of money: The overall guiding objective of procurement is to obtain the best value for money. "Best value for money" is defined as the responsive offer that is the best combination of technical quality and price;

b) Fairness, integrity and transparency: The procurement process must allow suppliers to compete for business on a competitive and transparent basis.

As a general rule, competition must be used to procure goods, works and services, as follows: (please note Currency change from € to US$)

1. Less than $2,500: one single offer;

2. From $2,500 to $100,000: informal competitive bidding process (request for quotations); minimum 3 response quotes; international (unless local bidding justified);

3. More than $100,000: formal competitive bidding process (request for proposals); open or limited; international;

4. Waivers: waivers for competitive bidding under (b) and (c) for amounts above $30,000 must be duly justified with the requisite justification and supporting documents.

As for specifications and designs for requesting goods, the use of "brand names" must be avoided. However, if there is no choice, it is necessary to include the words "or equivalent".
Six months prior to the end of the Agreement the NGO, with the agreement of the Partners and Associates, shall submit a comprehensive list of the Assets, non-expendable materials and supplies purchased under this Agreement, stating the proposed transferral of such Assets to local partners/final recipients of the Project on completion of the Project. Copies of the transfer titles will be attached to the final report.

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Project Budget

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Allocation Type	2018 - SHF Reserve for Emergencies
Requesting Organisation	CARE International Switzerland in Sudan (CIS)
Project Title	Emergency WASH Response for South Sudanese Refugees in Naivasha, Umbadda locality (Khartoum Open Area)
Fund Project code	SUD-18/HSD20/RE/RCF/INGO/10830
Actual date [start - end]	01/12/2018 - 31/07/2019
Cluster	REFUGEE CONSULTATION FORUM

Staff and Other Personnel Costs (please itemize costs of staff, consultants and other personnel to be recruited directly by the implementing partner f

Code	Budget Line Description	D / S	Quantity	Unit Cost	Duration Recurrence	% Cost	Total Cost
1.1	WASH and Public Health Country Coordinator	D	1	$8,810.00	8	6.00	$4,228.80
	(International staff) Advisory role on technical components of the project implementation. 6% charged to SHF and unit cost includes salary						
1.2	WASH Program Manager	D	1	$3,500.00	8	100.00	$28,000.00
	(National staff) Direct implementation and management of all project activities and staffs and responsible for day-to-day coordination with other partners and communities. This person is specifically hired for this project and is 100% charged to SHF. The unit cost includes salary and						
1.3	Senior Environmental Health Officer	D	1	$1,700.00	8	100.00	$13,600.00
	(National staff) Direct implementation and management of all the hygiene and sanitation activities and supervisor the hygiene promoters. This person is specifically hired for this project and is 100% charged to SHF. The unit cost includes salary and all benefits.						
1.4	MEAL Officer	D	1	$1,200.00	8	50.00	$4,800.00
	(National staff) Monitoring of activities and accountability to affected population. 50% charged to SHF						
1.5	Director of Programmes	D	1	$10,000.00	8	5.00	$4,000.00
	benefits.						
1.6	Khartoum Program Support Staff	s	1	$39,410.38	8	5.00	$15,764.15
	Admin Assistant, Capacity Building Coordinator, Partnership Coordinator, compliance Officer and SMT Assistanand receptionist charged 5% charged to SHF and unit cost includes salary and medical allowance. "						
1.7	Khartoum Senior Management Staff	s	1	$45,772.00	8	5.00	$18,308.80
	includes CD, PQ director, Financial Director and Grants Manager, salary and benefits						
	Sub Total						$88,701.75

Supplies, Commodities, Materials (please itemize direct and indirect costs of consumables to be purchased under the project, including associated tra

Code	Budget Line Description	D / S	Quantity	Unit Cost	Duration Recurrence	% Cost	Total Cost
2.1	Drill a borehole and construct a complete water yard equipp	D	1	$164,200.00	1	100.00	$164,200.00
	The drilling and construction of cone complete water yard equipped with a solar-power driven hybrid system includes the following: 1.Geophysical survey and mobilization of drilling equipment @ $1,300 2.Drillingup to 250 meters @ $12,500 3.Installation of casings @ $11,250 4.Well construction including development, grouting, sealing, etc. @ $2,750 5.Pumping Test @ 1,440 6.Well disinfection and water quality analysis @ 200 7.Pump, generator and solar system installation including provision of 27 KVA generator, solar pumps, 180 kilo watts solar panels, etc. @ $65,150 8.Install 50m3 steel water tank @ $20,000 9.Construction of 4mX6mX3.5m generator room @$2,000 10.Water Yard Fencing @$4,100 11.Borehole protection outside the water Yard @ $150 12.4 Km pipe network installation @ 20,000						
2.2	Conduct water quality monitoring	D	1	$2,500.00	1	100.00	$2,500.00
	The average cost for 5 months is 2,500.						
2.3	Purchase and distribute 7,300 jerry cans for 3,650 HH, 2 jerr	D	7300	$5.85	1	100.00	$42,705.00
	Jerry cans purchase						
2.4	Train one water user committee with 15 members for 10 da	D	1	$1,750.00	1	100.00	$1,750.00
	The Water User Committee composed of 15 members (10 men and 5 women) will be conducted for 10 days. The average cost of the training is $1,750 which includes: $1,500 for trainees daily stipend allowance (15 persons X 10 days X $10 per day per person which includes						
2.5	Train 5 water user committee members for additional 10 da	D	1	$500.00	1	100.00	$500.00
	Train 5 water user committee members for additional 10 days solar system and generator operation, troubleshooting, repair and maintenance works in collaboration with the solar and generator provider companies that are installing the system. The training will include both theory and practice. The cost of the training is $500 for trainees' daily stipend allowance (5 persons X 10 days X $10 per day per person which includes						
2.6	Purchase operation and maintenance tool kits for the traine	D	1	$1,000.00	1	100.00	$1,000.00
	Maintenance tools						
2.7	Support the operation and maintenance of the water systen	D	1	$470.00	3	100.00	$1,410.00
	guard @$105 ($35/month). In average, $470 per month.						
2.8	Construction of 600 shared household latrines as per the de	D	600	$215.00	1	100.00	$129,000.00
	The construction includes provision of digging kits (shovel and hoe) @ 10; 5 – 3m wooden beams treated with used oil @30; 1.5m X 1m steel light sheet@25; 1.5m X 1m X 15 cm concrete slab with a cover@60; mud bricks without roof@80; 3 Ibriks@10. $215 per latrine.						
2.9	Construct 600 shared bathing shelters	D	600	$25.00	1	100.00	$15,000.00
	The construction includes provision of 5 bamboo sticks @ $5; 3 bamboo net/ 1 plastic sheet @ 10 and 3mX4 m hessian (burlap) @ $10						
	Conduct refresher training for 45 hygiene promoters for 3 d	D	1	$1,470.00	1	100.00	$1,470.00

2.10	The hygiene promoters' refresher training will be conducted for 3 days. The average cost of the training is $1,750 which includes: $1,470 for trainees daily stipend allowance (45 persons X 3 days X $10 per day per person which includes refreshment), $60 for stationary; and $60 for a						
2.11	Purchase and distribute 15 wheel barrows to be used in clea	D	15	$35.00	1	100.00	$525.00
	Wheel barrows for cleaning campaign						
2.12	Print IEC materials for hygiene promotion activities	D	1000	$3.00	1	100.00	$3,000.00
	be $3						
2.13	Joint Monitoring Visits	D	2	$435.00	1	100.00	$870.00
	(355 USD)						
2.14	Quarterly review meeting	D	2	$200.00	1	100.00	$400.00
	Stationary (50 USD), water (30 USD), snacks (120 USD)						
2.15	Procurement of Personal Hygiene Kits for NADA to distribut	D	1	$74,532.63	1	100.00	$74,532.63
	4 440 PHK for Naivasha (disposable sanitary pads 13 320 pkts @ 1.05 USD , laundry soap 139 boxes with 96 bars per box @ 35.37), total of 18 928.42 USD and 4 960 PHK for Bantiu (4 960 kits of underwear @ 1.42 USD, 29 760 pkts of sanitary pads, 310 boxes of soap and 4 960 buckets						
	Sub Total						$438,862.63
Equipment (please itemize costs of non-consumables to be purchased under the project)							
Code	Budget Line Description	D / S	Quantity	Unit Cost	Duration Recurrence	% Cost	Total Cost
	Sub Total						$0.00
Contractual Services (please list works and services to be contracted under the project)							
Code	Budget Line Description	D / S	Quantity	Unit Cost	Duration Recurrence	% Cost	Total Cost
	Sub Total						$0.00
Travel (please itemize travel costs of staff, consultants and other personnel for project implementation)							
Code	Budget Line Description	D / S	Quantity	Unit Cost	Duration Recurrence	% Cost	Total Cost
	Sub Total						$0.00
Transfers and Grants to Counterparts (please list transfers and sub-grants to project implementing partners)							
Code	Budget Line Description	D / S	Quantity	Unit Cost	Duration Recurrence	% Cost	Total Cost
	Sub Total						$0.00
General Operating and Other Direct Costs (please include general operating expenses and other direct costs for project implementation)							
Code	Budget Line Description	D / S	Quantity	Unit Cost	Duration Recurrence	% Cost	Total Cost
7.1	Office and guesthouse rent and utilities	S	1	$8,350.00	8	20.00	$13,360.00
	Rent, water, gas and electricity for office and guesthouse buildings in Khartoum. 10% charged to SHF						
7.2	Communications (telephone, internet)	S	1	$646.00	8	20.00	$1,033.60
	Contribution to communications (mobile phone and internet) for CARE's operations in support of the project. 10% charged to SHF						
7.3	Office Supplies	S	1	$733.44	8	20.00	$1,173.50
	Paper, pens,						
7.4	Bank Charges	S	1	$50.00	8	20.00	$80.00
	Bank charges for the project money Transfers. 10% is charged to SHF						
7.5	Safety and security	S	1	$5,000.00	8	20.00	$8,000.00
	this amount will contribute to the Khartoum security Budget. 10% is charged to SHF						
7.6	Visibility	S	1	$2,000.00	1	100.00	$2,000.00
	Visibility materials for the project, including dedicated sign boards (11, 1 water yard and 10 distribution points) @ $100/each ($1,100) and t-shirts for hygiene promoters and water user committees and other project staffs, 90 t-shirts @ $10/each ($900). SHF's logo will be clearly						
7.7	Vehicle Operating & Rental Costs	D	1	$650.00	8	100.00	$5,200.00
	month is $650 and is charged 100% to this project.						
	Sub Total						$30,847.10
	Sub Total						$558,411.49
PSC Cost							
PSC Rate (insert percentage, not to exceed 7 percent)							7.00
PSC Amount							$39,088.80
	Total Fund Project Cost						$597,500.29
	Grand Total Fund Project Cost						$597,500.29

QUARTERLY FINANCIAL REPORT / **ANNEX 4**

Sudan Common Humanitarian Fund

Financial Report
ref. CHF SUD-08/.. ..

Ann

CHF ref. code **SUD-08/...**
Project title **.....**
Implementing Partner: **Name of the Organisation**

Total Estimated Budget USD	

Budget Reconciliation	
Transfers from UNDP	0.00
Other Income 2	0.00
Total expenditure 3	0.00
Balance as per Bank Statement4	0.00

Budget	Forecast Budget *Year 2008*										Balance
	F.Q1	A.Q1	F.Q2	A.Q2	F.Q3	A.Q3	F.Q4	A.Q4	F.Total	A.Total	
Budget Heading											
Budget Sub Heading											
(...)											
Sub-total Budget Heading											
(...)											
(...)											
(...)											
Grand TOTAL											

1. FQ= Forecasted Quarter; AQ actual expenditure incurred in Quarter
2. to be reported to the UNDP - (Ref. Article 1(k))
3. as per Budget report Actual
4. UNDP may request a copy
5. A forecast/Actual Budget per Year being n=1,2,3...
6. Total prefinancing received from UNDP

Auditor's report to:

The UNDP Country Director

a) Certification of the Statement of Expenditure

We have audited the accompanying Statement of Expenditure **("the SOE")** of project number _____ [*project number*] for the period 1 January XXXX to 31 December XXXX. The SOE is the responsibility of (Name of the NGO). Our responsibility is to express an opinion on the SOE based on our audit.
We conducted our audit in accordance with International Standards of Auditing (ISA). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the SOE is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the SOE. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the SOE. We believe our audit provides a reasonable basis for our opinion.
In our opinion, **the SOE presents fairly (unqualified (positive audit opinion),** in all material respects the expenditure of _____ [*insert amount in US$*] incurred by the project and audited by us for the period 1 January XXXX to 31 December XXXX in accordance with UNDP accounting requirements.

Or **(qualified - a negative audit opinion)**
In our opinion, **the SOE, except for** the reasons indicated above in paragraphs (1), (2), (3), etc., presents fairly in all material respects the expenditure of _____[*insert amount in US$*] incurred by the project which we have audited for the period 1 January XXXX to 31 December XXXX in accordance with UNDP accounting requirements. The total **net financial impact** of this qualified opinion is _____ [*insert amount in US$*].

Or **(disclaimer - a negative audit opinion)**
We were **unable to obtain sufficient appropriate audit evidence** and accordingly are unable to express an opinion on the statement of expenditure of _____ [*insert amount in US$*] incurred by the project and audited by us for the period 1 January XXXX to 31 December XXXX. The total **net financial impact** of this disclaimer opinion is_____ [*insert amount in US$*]. ***Note**: The total amount indicated should be the amount of the SOE.*

Or **(adverse - a negative audit opinion)**
We noted material differences between _____ and the statement of expenditure. As such, we **do not express an opinion** on the statement of expenditure, of _____ [*insert amount in US$*] incurred by the project and audited by us for the period 1 January XXXX to 31 December XXXX. The total **net financial impact** of this adverse opinion is_____ [*insert amount in US$*].

b) Certification of Statement of Assets and Equipment

We have audited the accompanying Statement of Assets and Equipment ("the statement") of project number _____ [*insert project #*] as at 31 December XXXX. The statement is the responsibility of the management of the project. Our responsibility is to express an opinion on the statement based on our audit.
We conducted our audit in accordance with International Standards of Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the statement. We believe our audit provides a reasonable basis for our opinion.
In our opinion, the statement of assets and equipment presents fairly **(unqualified/favourable), in** all material respects the inventory balance of the project amounting to _____[*insert amount in US$*] as at 31 December XXXX in accordance with UNDP requirements.

c) Certification of Statement of Cash Position

We have audited the accompanying Statement of Cash Position ("the statement") of project number _____ [*insert project #*] as at 31 December XXXX. The statement is the responsibility of the management of the project. Our responsibility is to express an opinion on the statement based on our audit.

We conducted our audit in accordance with International Standards of Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the statement. We believe our audit provides a reasonable basis for our opinion.
In our opinion, the statement of cash position presents fairly (unqualified (positive audit opinion), in all material respects the cash balance of the project amounting to _____ [*insert amount in US$*] as at 31 December XXXX in accordance with UNDP requirements.

This report is intended solely for the information and use of UNDP and the NGO.

Date of issuance:_____

AUDITOR'S NAME (Please print): _____

AUDITOR'S SIGNATURE: _____

STAMP AND SEAL OF AUDIT FIRM: _____

AUDIT FIRM ADDRESS: _____
_____

AUDIT FIRM TEL. NO. _____

Note: Audit opinions must be one of the following: (a) qualified, (b), unqualified, (c) adverse, or (d) disclaimer. If the audit opinion is other than "unqualified" the audit report must describe both the nature and amount of the possible effects on the financial statements (**NET FINANCIAL IMPACT).** A definition of audit opinions is provided in below. .

Definition of Audit Opinions

Unqualified (Clean or positive) Opinion
An unqualified opinion should be expressed when the auditor concludes that the financial statements give a true and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting framework.

Qualified Opinion – a negative audit opinion
A qualified opinion should be expressed when the auditor concludes that an unqualified opinion cannot be expressed but that the effect of any disagreement with management, or limitation on scope is not so material and pervasive as to require an adverse opinion or a disclaimer of opinion. A qualified opinion should be expressed as being 'except for' the effects of the matter to which the qualification relates.

Disclaimer of opinion – a negative audit opinion
A *disclaimer of opinion* should be expressed when the possible effect of a limitation on scope is so material and pervasive that the auditor has not been able to obtain sufficient appropriate audit evidence and accordingly is unable to express an opinion on the financial statements.

Adverse – a negative audit opinion
An *adverse opinion* is expressed by an auditor when the financial statements are significantly misrepresented, misstated, and do not accurately reflect the expenditure incurred and reported in the financial statements (SOE, statement of cash, statement of assets and equipment).

An *adverse opinion* is expressed when the effect of a disagreement is so material and pervasive to the financial statements that the auditor concludes that a qualification of the report is not adequate to disclose the misleading or incomplete nature of the financial statements.

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Table 1 - Template for NGO auditors to report on the audit of the SOE

Project Statement of Expenditure as at 31 December XXXX								
1		Project No.	Amount audited and certified (US$)	Audit opinion (unqualified, qualified, adverse, disclaimer)	**Total amount of qualification of audit opinion** (if qualified, adverse or disclaimer opinion)	Total amount of **Net financial impact (NFI)** of qualification of audit opinion (if qualified, adverse or disclaimer opinion)	**Reason(s) for qualification** of audit opinion and breakdown of **NFI amount** (US	**Observation(s) that had impact on qualification** of audit opinion (list observation number(s) and page of audit report/management letter)

Table 2 - Template for NGO auditors to report on the audit of the statement of cash position

Statement of Cash Position					
	Project No.	Value of Cash Position Statement as at 31 December XXXX (US$)	Audit Opinion - Statement of Cash Position	**Total amount of qualification** - Statement of Cash Position (US$)	Total amount of **Net financial impact (NFI)** of qualification of audit opinion - Statement of Cash Position (US$)

Table 3 – Template for NGO auditors to report on the audit of the statement of assets and equipment

Statement of assets and equipment					
	Project No.	**Value of Assets and equipment** as at 31 December XXXX (cumulative from project start date) (US$)	**Audit Opinion - Statement of Assets and Equipment**	**Total amount of qualification** on the Statement of assets and equipment (US$)	Total amount of **Net financial impact (NFI)** of qualification of audit opinion on Statement of assets and equipment (US$)

Table 4 - Template for NGO auditors to report on audit observations and recommendations

	Project No.	Observ. No	Audit Observation	Recommendation	Audit Area	Audit Cause	Risk Severity	Project/NGO Mngmt. Comments

Name and position of Auditor: _____

Signature of Auditor: _____ Date: _____

Name and stamp of Audit Firm: _____

GUIDANCE NOTE ON OF THIS AGREEMENT

- This Agreement is to be used where UNDP has cooperated with an NGO to carry out humanitarian activities and/or development endeavors and UNDP agrees to transfer ownership of assets to the NGO.
- Please note that the transfer of assets from UNDP to the NGO is not automatic. As set out in Article VII (2) of the UNDP NGO Partnership Agreement, the assets remain the property of UNDP during implementation but title may be transferred to the NGO where such transfer has been considered and approved by the CAP/RR. Country Offices must refer to the Procurement User Guide and Asset Management Guide for further guidance.

TRANSFER OF TITLE AGREEMENT

Between

UNITED NATIONS DEVELOPMENT PROGRAMME
And

[Name of NGO]

THIS AGREEMENT is made this _____ day of _____, 200___, by and between the United Nations Development Programme (hereinafter referred to as "UNDP"), a subsidiary organ of the United Nations, an international intergovernmental organization established by treaty, having its headquarters at 304 East 45th Street, New York, NY 10017 (**"UNDP"**), and [NAME OF NGO], a Non-Governmental Organization incorporated under the laws of [COUNTRY] (hereinafter referred to as the "Recipient") for the transfer of UNDP assets to the Recipient.

PREAMBLE

WHEREAS UNDP has cooperated with [NAME OF NGO] under UNDP Project Ref [ ] (hereinafter referred to as the "Project") and during the course thereof has acquired certain assets, defined as any equipment, non-expendable materials or property furnished or financed by UNDP,

WHEREAS the Recipient has a humanitarian and non-profit purpose consistent with the objectives and mandate of UNDP and the Recipient's pursuit thereof would be enhanced by the transfer of the stipulated assets,

AND WHEREAS UNDP now agrees to transfer its title in the assets in the list attached to this Agreement, to the Recipient, on the terms and conditions set forth in this Agreement,

NOW THEREFORE IT IS HEREBY AGREED by UNDP and the Recipient as follows:

Article I. TRANSFER OF PROPERTY

(1) UNDP hereby transfers and the Recipient hereby accepts full title and ownership of the assets specified in the list attached to this Agreement.
(2) The assets shall be used exclusively for the benefit of the Project undertaken in [NAME OF COUNTRY] and upon completion of the Project, solely for humanitarian and development endeavours. Any subsequent disposal of the assets, whether by sale or donation shall be for comparable humanitarian and

development interests in [NAME OF COUNTRY]. In the event of breach of this provision, the Recipient may be liable to UNDP for compensatory damages equivalent to the value of assets on the effective date of this Agreement.

Article II. SERVICEABILITY/RECURRENT COSTS

(1) UNDP transfers title to the assets on an "as is, where is" basis and makes no representations or warranties for the fitness or title thereof. If repair or servicing of the assets is required before they can be put fully into use, the Recipient will bear the costs of such repair or servicing.

(2) UNDP shall transfer title to the Recipient, prior to, or at the same time as the physical handover of the assets themselves.

(3) The Recipient undertakes to meet all future recurrent staff, operating and servicing or other costs or expenses related to the assets.

Article III. GENERAL PROVISIONS

(1) UNDP shall not be liable for any costs, direct or indirect, or for any levies, duties or taxes that may arise from, or in connection with, the transfer of title.

(2) [NAME OF NGO] shall indemnify the UNDP against any third party in respect of any claim, debt, damage or demand arising out of the implementation of this Agreement.

(3) The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of, or in relation to the present Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with the United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by the arbitration award rendered in accordance with such arbitration, as the final decision on any such dispute, controversy or claim.

(4) Nothing in this Agreement shall be deemed a waiver, expressed or implied, of any privileges and immunities enjoyed by UNDP.

(5) The transfer of such assets must be effected in compliance with UNDP Financial Regulations and Rules, the Procurement User Guide and the Asset Management User Guide.

Article IV. VALIDITY

This Agreement shall become effective from the date indicated on the first page.

IN WITNESS THEREOF UNDP and the Recipient through their duly authorized representatives have signed this Agreement:

FOR: [Name of NGO]	**FOR :** THE UNITED NATIONS DEVELOPMENT PROGRAMME
Signature:_____	Signature:_____
Name :_____	Name:_____
Title: _____	Title: _____
Date:_____	Date:_____

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