

**STANDARD PROJECT COOPERATION AGREEMENT BETWEEN UNDP  
AND A NON-GOVERNMENTAL ORGANIZATION**

**PROJECT COOPERATION AGREEMENT  
between  
THE UNITED NATIONS DEVELOPMENT PROGRAMME  
and  
ALBANIAN DISABILITY RIGHTS FOUNDATION**

Whereas the United Nations Development Programme ("UNDP") and Albanian Disability Rights Foundation ("the NGO") have, on the basis of their respective mandates, a common aim in the furtherance of sustainable human development;

Whereas UNDP has been entrusted by its donors with certain resources 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 participatory sustainable human development and development cooperation, 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, handicapped status, 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 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 Albanian Disability Rights Foundation, a non-governmental organization that was established in and incorporated under the laws of Albania, with the purpose of strengthening the national capacities to achieve the social inclusion of persons with disabilities through supporting ratification and implementation of the Convention on the Rights of Persons with Disabilities and its Optional Protocol;
- (d) "The Agreement" or "the present Agreement" shall mean the present Project Cooperation Agreement, the Project Document (Annex I), which incorporates the Project Objectives and Activities, Project Work Plan, Project Inputs being provided by UNDP resources, and Project Budget, 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 Albania;
- (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 and with the approval of the Government coordinating authority, who acts as the overall co-ordinator 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.

## **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 I 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 **15 July 2010** and terminate on **14 July 2012**. The Project shall commence and be completed in accordance with the time frame or schedule set out in the Project Document.

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 XVII, below.

## **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 Agreement, and to undertake the Project in accordance with UNDP policies and procedures as set out in the UNDP Programming Manual, 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 and with the approval of the government coordinating authority.

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.

3. 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 Albania.

6. The activities under the present Agreement are in support of the efforts of the Government, and therefore the NGO will communicate with the Government as necessary. 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 Project Cooperation 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, handicapped status, 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 and the Government;

(b) Further to subparagraph (a) above, they shall not seek nor accept instructions regarding the activities under the present Agreement from any Government other than the Government of *Albania* 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 authorisation 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, and in consultation with the government coordinating authority. 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 UNDP.
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, UNDP has allocated and will make available to the NGO funds up to the maximum amount of **147,609 USD (payable in local currency using the UN rate of exchange of the month when the disbursement occurs)**. The first installment of 29,000 USD will be advanced to the NGO within 10 working days following signature of the present Agreement. The second and subsequent instalments will be advanced to the NGO, when a financial report 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 utilise the funds and any supplies and equipment provided by UNDP in strict accordance with the Project Document. The NGO shall be authorised 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.

#### **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.

#### **Article X. Reporting Requirements**

1. The NGO shall provide UNDP and the government coordinating authority with periodic reports on the progress, activities, achievements and results of the Project, as agreed between the Parties. As a minimum, the NGO shall prepare quarterly narrative progress reports.

2. Financial reporting will be every four months:

(a) The NGO prepares a financial report as per the "Funding Authorization and Certification of Expenditures" (FACE) form (Annex I). The financial report should be in the local currency. Cash transferred to the NGO should be spent for the purpose of activities as agreed in the AWP's only. The NGO submits the report to the UNDP Resident Representative no later than 15 days after the end of relevant reporting period.

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

(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 approval of a request for an advance by the NGO is subject to the verification by UNDP that at least 80% of the previous advance given and 100% of all earlier advances have been liquidated;

(e) In order to receive the funds advanced by UNDP, the NGO needs to open a bank account to be used only for receiving UNDP advances and to make payments of the project. If local conditions permit, the bank account should be opened under the name of the project.

(f) Together with the FACE, the NGO has to send a copy of the bank statement as up to the date of the end of the period reported, copy of the original invoices together with a summary table of the payments/invoices indicating the correspondent budget category.

(g) 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;

(h) 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.

3. Within two months 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 NGO shall submit to the UNDP Resident Representative in Albania a certified annual financial statement on the status of funds advanced by UNDP. The Project will be audited at least once during its lifetime but may be audited annually, as will be reflected in the annual audit plan prepared by UNDP Headquarters (Division of Audit and Performance Review) in consultation with the Parties to the Project. The audit shall be carried out by the auditors of the NGO or by a qualified audit firm, which will produce an audit report and certify the financial statement.

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. Suspension and Early Termination**

1. The Parties hereto recognise that the successful completion and accomplishment of the purposes of a technical cooperation 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 jeopardise 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 authorise 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.

4. 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 minimise 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 XIV. 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 XIII, 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 XIII, paragraphs 8 and 9, above, shall apply.

#### **Article XV. 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 XVI. 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 XVII. Amendments**

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

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

For the NGO:

Signature:

  
\_\_\_\_\_

Name: Blerta Cani

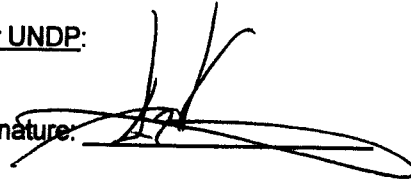
Title: Executive Director

Place: Tirana

Date: 21 July 2010

For UNDP:

Signature:



Name: Norimasa Shimomura

Title: Country Director

Place: Tirana

Date: 19 July 2010



<b>1. Local Consultants</b>										
	71300									
1.1 Program Coordinator		\$700	12 months		\$8,400	12 months			\$8,400	\$16,800
1.2 Assistant		\$200	12 months		\$2,400	12 months			\$2,400	\$4,800
1.3 Financial Officer		\$150	12 months		\$1,800	12 months			\$1,800	\$3,600
1.4 Training modules preparation		\$1,000	4 modules		\$4,000					\$4,000
1.5 Trainer fee (training of trainers/2 trainers, 3 days)		\$800	2 trainers		\$1,200					\$1,200
1.6 Trainer fee (Workshop/2 trainers, 38 trainings)		\$240	19 training		\$4,560	19 training			\$4,560	\$8,120
1.7 Local Coordination (Workshop/38 trainings)		\$50	19 training		\$950	19 training			\$950	\$1,900
<b>2 Travel</b>										
	71600									
2.1 Travel in 11 cities for meetings/Per diem		\$330	3 people		\$990					\$990
2.2 Travel in 5 cities for meetings/Accommodation		\$350	3 people		\$1,050					\$1,050
2.3 Per diem (training outside Tirana)/Workshop		\$495	3 people		\$1,485	3 people			\$1,485	\$2,970
2.4 Accommodation (only 5 cities)/Workshop		\$525	3 people		\$1,575	3 people			\$1,575	\$3,150
<b>3 Contractual Services - Companies</b>										
	72100									
3.1 Rent/ Cofee break/lunch (Training of trainers, 12 people)		\$404	3 days		\$1,212					\$1,212
3.2 Rent/ Cofee break/lunch (Workshop, 38 trainings)		\$430	19 training		\$8,170	19 training			\$8,170	\$16,340
<b>4 Communications and Audio Visual Equipment</b>										
	72400									
4.1 Communication		\$100	12 months		\$1,200	12 months			\$1,200	\$2,400
<b>5 Supplies</b>										
	72500									
5.1 Office supply		\$75	12 months		\$900	12 months			\$900	\$1,800
5.2 Stationaries (Training of trainers)		\$5	12 people		\$60					\$60

5.3 Stationaries (Workshop, 38 trainings)		\$90	19 training	\$1,710	19 training	\$1,710	\$3,420
<b>6 Rental and Maintenance of Other Equipment</b>	73400						
6.1 Transportation(fuel/vehicle maintenance/accesible transportation)		\$115	12 months	\$1,380	12 months	\$1,380	\$2,760
<b>7 Printing and Publications</b>	74200						
7.1 Translation of 2 training packages		\$2,250	2 packages	\$4,500			\$4,500
7.2 Hand out preparation (Training of trainers)		\$150	1 training	\$150			\$150
7.3 Hand out preparation (Workshop, 38 trainings)		\$100	19 training	\$1,900	19 training	\$1,900	\$3,800
<b>8 F&amp;A</b>	75100	\$3,471	1 person	\$3,471	\$2,550	\$2,550	\$6,021
<b>9 Local Consultants</b>	71300						
9.1 Program Coordinator		\$700	12 months	\$8,400	12 months	\$8,400	\$16,800
9.2 Assistant		\$200	12 months	\$2,400	12 months	\$2,400	\$4,800
9.3 Financial Officer		\$150	12 months	\$1,800	12 months	\$1,800	\$3,600
9.4 Consultancy fee (Open days in 4 Universities)		\$240	4 people	\$960	4 people	\$960	\$1,920
9.5 Organization fee (Open days in Universities/4 meetings)		\$50	2 meetings	\$200	2 meetings	\$200	\$400
<b>10 Travel</b>	71600						
10.1 Per Diem (outside Tirana, open days in Universities)		\$105	5 people	\$525	5 people	\$525	\$1,050
10.2 Accomodation (Open days in Universities)		\$140	5 people	\$700	5 people	\$700	\$1,400

<b>11 Communications and Audio Visual Equipment</b>		<b>72400</b>											
11.1	Communication		\$100	12 months	\$1,200			12 months	\$1,200				\$2,400
<b>12 Supplies</b>		<b>72500</b>											
12.1	Office supply		\$75	12 months	\$900			12 months	\$900				\$1,800
<b>13 Rental and Maintenance of Other Equipment</b>		<b>73400</b>											
13.1	Transportation(fuel/vehicle maintenance/accessible transportation)		\$115	12 months	\$1,380			12 months	\$1,380				\$2,760
<b>14 Professional Services</b>		<b>74100</b>											
14.1	Audit Fees		\$4,000					1 person	\$4,000				\$4,000
<b>14 Printing and Publications</b>		<b>74200</b>											
14.1	Banner (Open days in Universities)		\$200	2 banners	\$400								\$400
14.2	Information sheets (Open days in Universities)		\$0.4	3000 copies	\$1,200								\$1,200
<b>15 Miscellaneous Expenses</b>		<b>74500</b>											
15.1	V debates in local level (8 cities)		\$900	4 cities	\$3,600			4 cities	\$3,600				\$7,200
15.2	TV Emission in one National Television		\$4,000					1 Emmission	\$2,000				\$2,000
15.3	Bank charges		\$17					12 months	\$200				\$200
<b>16 F&amp;A</b>		<b>75100</b>											
			\$1,657	1 person	\$1,657			\$1,979	\$1,979				\$3,636

## Project proposal

<b>Project Title:</b>	<b>Capacity building on Human Rights and CRPD</b>
<b>Applying Organization:</b>	Albanian Disability Rights Foundation
<b>Contact name with phone, fax, e mail:</b>	Blerta Cani, ADRF Executive Director, tel: +3554269426, e-mail: adrf@albmail.com
<b>Total Funding Requested</b>	<b>147,609 USD</b>
<b>Donor agency:</b>	<b>UNDP</b>
<b>Implementation period</b>	<b>24 months/ 01 May 2010 - 30 April 2012</b>

### *Summary of the project and desired outcomes*

The project aims to strengthen national capacity to achieve the social inclusion of persons with disabilities through supporting ratification and implementation of the Convention on the Rights of Persons with Disabilities and its Optional Protocol.

National and local government, Judiciary, the People's Advocate, media and business and civil society actors will become aware of and knowledgeable about disability rights and their relevance to their spheres of activity.

Interventions at project level will identify capacity development needs of relevant public and private sector partners, translate and print relevant awareness-raising materials, train persons with disabilities to undertake awareness-raising workshops for the public and private sector and design an awareness-raising campaign on disability rights for the general public.

As a result of the project, firstly the DPOs, human rights and advocacy groups will be empowered, will be better aware of human rights as outlined in CRPD, pushing the Human Right approach in legislation, supporting ratification of UN Convention on Rights of People with Disability, and supporting new legislation based on the UN Convention approach.

On the other side the project will target the respective governmental institutions in national and regional level through relevant trainings/seminars on the CRPD and its implication in their activity.

Media will also be informed and represent an alley in another major component of the project, that of raising the awareness of the general community especially the youth on the Convention, but also in stimulating the process of Convention ratification and its implementation

During all the process attention will be paid to gender and disability. Issues and concerns of women with disability have always been a priority throughout the activity of ADRF. They will also find an expression during project development in order to promote equality in participation by men and women with disability.

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## I. SITUATION ANALYSIS

The issues of people with disabilities have been more present in the political agenda and administrative reforms in more recent years in Albania. A major factor has been consistent advocacy movement by people with disability and their representative organizations. The progress until now consists mainly in formulating policies, legislation, and relevant rules and regulations<sup>1</sup>.

Approval of the Law on non discrimination and signing of the CRPD by the Albanian Government consist other instruments that guarantee human rights respect and non discrimination of people with disability in Albania.

But despite some progress in policy level, still fundamental rights contained in the UN Convention on Rights for People with Disability and the European Convention for the Protection of Human Rights and Fundamental Freedoms, its Protocols, the European Social Charter(revised)such as the right to education, the right to work, the right to private and family life, the right to protection of health and social security, the right to protection against poverty and social exclusion, the right to adequate housing etc. are still inaccessible to many people with disabilities(PWD).Consequently, people with disabilities in Albania face special challenges in obtaining the kind of assistance they need to live full and productive lives within the mainstream of society.

Deficiencies and non- implementation in the Albanian legal framework regarding the enforcement of human rights of PWD remain still a major concern for PWD and their family members.

ADRF surveys, observations and monitoring reports in recent years<sup>2</sup> focused on entitlement to rights to social services, education and employment for PWD as well as quality of life for PWD in institutions, testify that amongst major factors that count for the consistent human rights violation of people with disability, is lack of awareness and lack of capacities of relevant stakeholders to realize responsibilities and duties as deriving from the different policy and legislation.

There is insufficient information and training packages available on disability rights and legislation and CRPD to disability related stakeholders. Lack of specific disability rights and CRPD oriented training/education programs very often lead to insufficient

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<sup>1</sup>National Disability Strategy, January 2005/Strategy for social services , 2005/Standards of social services , 2005/Law on Economic assistance and Social services , March 2005/Standards of services for people with disability December 2006

<sup>2</sup>[www.adrf.org.al/studies](http://www.adrf.org.al/studies)

knowledge and technical expertise necessary to orient proper policy and program development from relevant stakeholders.

Primarily elected and appointed officials including staff that work in the system of social services in all levels, such as the structures that are responsible for the evaluation and identification, the planning of services, the provision of services, and monitoring and inspection of those services, staff responsible to enable education, employment, health care, access to justice and legal aid etc, but also other relevant stakeholders like business community, civil society organizations DPOs, human rights, women and children organizations, media representatives etc, have little sense of how their responsibilities intersect with the needs of citizens with disabilities, and have made little progress in translating the good intentions of global rights into meaningful reform and pro-positive actions at the national and local level.

PWD are still invisible in public due to a range of physical and psychological barriers culminating in cultural and attitudinal perceptions which severely restrict their access to mainstream life. This encourages lack of positive images of disabled people resulting in more marginalization and discrimination.

## II. STRATEGY

Major project outcome will be: “National and local government, the People’s Advocate, civil society organizations including media and business become aware of and knowledgeable about disability rights and their relevance to their spheres of activity”

To realize this outcome intended intervention will aim to make the appointed and elected officials and policy makers in national and local level, have a better understanding of the types and levels of support and investment needed to enable full participation of people with disability, primarily through:

-Mobilizing and strengthening their capacity, capacity of judiciary, as well as capacities of disability, human rights, business and advocacy organizations which are a necessary resource for engaging related elected and appointed government officials in action-oriented dialogues with a focus on ensuring ratification of the UN Convention and enforcement of its implementation.

- Conducting a civic education campaign by using various media sources, on the human rights of PWD with a special focus on the UN Convention on Human Rights of People with Disability, importance of its ratification and its implementation. This will be done through making community at large aware of best national and international practices, and discussing alternatives of how to adopt them.

## III. PROJECT TARGETED GROUPS/ BENEFICIARIES

The project will promote human rights based approach to disability and build capacities and encourage cooperation between policy-makers, state/public institutions in national and regional level, civil society organizations, the business community and media thus creating models of full participatory processes in designing and implementing policy as a precondition to guarantee ownership and sustainability.

General public especially youth at the university in the twelve targeted regions/ districts will be outreached through a civic education campaign designed and conducted with full involvement of people with disability.

<b>ONE UN Outcome: 1. More transparent and accountable governance</b>			
<b>Outcome of the SPC Three: National and local government, the People's Advocate/Commissioner for Protection from Discrimination, media and business aware of and knowledgeable about disability rights and their relevance to their spheres of activity</b>			
<b>INTENDED OUTPUTS</b>	<b>OUTPUT TARGETS FOR (YEARS)</b>	<b>INDICATIVE ACTIVITIES</b>	<b>RESPONSIBLE PARTIES</b>
<p>2 Capacity building and training for national and local government, judiciary media, business and civil society on disability rights undertaken, disability awareness campaign organized targeting general community</p> <p><b>Baseline:</b> Lack of adequate information, knowledge and capacities among disability related stakeholders and the general community on disability rights and CRPD</p> <p><b>Indicators</b></p> <p>Number of relevant institutions/ people involved in the capacity building programs (trainings)</p> <p>a) Government authorities and the judiciary in central and local level,</p> <p>b) civil society (DPOs, NPOs, Media and business community)</p> <p>c) Public and private disability service providers(day care, residential and other community services)</p> <p>Number of training packages translated/ prepared /updated;</p> <p>Number of PwD trained to become a resource group of trainers on human rights and CRPD.</p> <p>Number of trainings conducted and number of participants in training</p> <p>Number of awareness raising public events, number of people involved, number of participants and average public outreach.</p>	<p><b>Output target:</b> By 2012, information and training resource materials are available and disability related stakeholders; representatives from both public and private sector as well as general public, become aware of and have gained sufficient knowledge and expertise on human rights of PwD and the CRPD.</p> <p><b>Year One:</b> Capacity building needs of national and local government, civil society (media, business and relevant NPOs); public private service providers identified; needs based information / training packages and training programs prepared, capacities built among relevant stakeholders in 6 out of 12 regions. Disability awareness campaigns organized in 4 out of 9 targeted districts.</p> <p><b>Year Two:</b> Capacity-building workshops held in 6 other regions and awareness raising campaigns launched in 5 out of 9 targeted regions reaching out average 1/3 of population.</p>	<p><b>Activity Result 2.1 :</b> Minimum 1252 disability related stakeholders; primarily Government departments, local government, judiciary, media , business and civil society are aware of and have gained sufficient knowledge and expertise on human rights of PwD and the CRPD through 38 workshops organized;</p> <p><b>Activity actions</b></p> <p>2.1.1 Translate, prepare, print relevant awareness-raising/ training materials; Translate the available training manuals focused on human rights and CRPD:(IP/UN Handbook for Parliamentarians on the CPRD etc)</p> <p>2.1.2 Organize Training of Trainers to a minimum 13 persons with disabilities to undertake workshops and awareness raising information days for the public and private sector.</p> <p>2.1.3 Design drafts of 5 workshop formats for the 5 project targeted groups; organize meetings with representatives of all targeted groups in national and district level to agree on workshop formats (agendas, participants, schedules and timelines etc)</p> <p>2.1.4 Deliver 38 workshops in the 12 targeted districts (5 in Tirana and 3 in each of 11 other districts)</p> <p><b>Activity Result 2.2 :</b> Increased awareness, knowledge on CRPD and human rights of PwD, and improved attitudes towards people with disability, of minimum 880 students and average 1/3 of the general public in at least 12 targeted districts</p>	<p><b>ADRF</b> <b>MOLSAEO</b></p> <p>Program activities will be implemented by ADRF staff and ADRF trainers/consultants in close consultation process with relevant stakeholders/ target groups:</p> <p>To implement the activities ADRF will work in close partnership with MOLSAEO and other Governmental institutions, their regional departments, national and local public /private relevant agencies, local government authorities, and civil society actors.</p>
			<p><b>INPUTS</b></p> <p>92,043</p> <p>55,566</p>



		<p><b>Activity actions</b>  2.2.1 Design an awareness-raising campaign plan on disability rights and CRPD; Organize meetings in Tirana and district level with all relevant actors to be involved/targeted with awareness raising activities to agree on formats, roles and responsibilities, logistics and schedules)  2.2.3 Conduct awareness raising activities in 9 targeted districts</p>		
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## II. ANNUAL WORK PLAN

Year: May 2010- End of April 2011

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount
<b>Output 2</b> Capacity building and training for national and local government, judiciary media, business and civil society on disability rights undertaken; disability awareness campaign organized targeting general community <b>Targets:</b> By 2012, information and training resource materials are available and disability related stakeholders as general public, become aware of and have gained sufficient knowledge and expertise on human rights of PwD and the CRPD. <b>Related CP outcome:</b> ONE UN Outcome #1. More transparent and accountable governance	Activity Result Government, judiciary, media, business and civil society are aware and trained on human rights of PwD and the CRPD - Translate, prepare, print relevant awareness-raising/training materials - Organize Training of Trainers - Design drafts of 5 workshop formats for the 5 project targeted groups - Deliver 38 workshops in the 12 targeted districts(20 in the first year)		X			UNDP	Contractual services – companies Local Consultants Sht Term Communications Travel Rental and Maintenance – utilities Supplies Printing and publication costs F&A	53,063 9,382 23,310 1200 5,100 1,380 2,670 6,550 3,471	
		X	X		X				ADRF
	2. Activity Result Increased awareness, knowledge on CRPD and human rights of PwD, and improved attitudes towards people with disability <b>Activity actions</b> -Design an awareness-raising campaign plan on disability rights and CRPD; -Conduct awareness raising activities in 9 targeted districts (4 districts first year and 5 the second year)					UNDP	Local Consultants Sht Term Professional services Travel Printing and publication costs Communications Supplies Rental and Maintenance - of other equipment Miscellaneous F&A	25,322 13,760 1,225 1,600 1,200 900 1,380 3,600 1,657	
		X	X		X				ADRF

## Monitoring and Evaluation

The internal evaluation of the project will continue to be carried out according to the procedures already established by ADRF, which include regular performance reviews for all staff and evaluation procedures. There will be periodic quarterly project progress and final technical reports as well as financial reports prepared by ADRF Project manager who will also get sufficient information also by local coordinators, trainers and external consultants. There will also be records for the number of people attending and using the info and participating in the training sessions. There will be copies of the publications. There will also be evaluation sheets used after training events or after publication distribution that can also be used for monitoring and evaluation.

The funding body may also be part of the evaluation process, by monitoring visits using their ways of evaluation.

## Quality Management for Project Activity Results

<b>OUTPUT</b> : Capacity building, and training for national and local government, judiciary , media, business and civil society on disability rights undertaken as well as community awareness raising campaigns organized		
<b>Activity Result 1</b> (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> <b>Capacity Building</b> 2.1. Activity Result Improved capacities and attitudes of minimum 1252 national and local government, judiciary, media, business, civil society organizations in 12 targeted districts, necessary to understand and fulfill obligations under CRPD ratification and its implementation.	Start Date: 01 Mayl 2010 End Date: 31 April 2012
<b>Purpose</b>	<i>What is the purpose of the activity?</i> Promote the process of CRPD ratification and its implementation	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> 1.1 Translate, prepare, print relevant awareness-raising/ training materials Translate the available training manuals focused on human rights and CRPD -IPU/UN Handbook for Parliamentarians on the CPRD; - Human Rights, Yes; 1.2 Train persons with disabilities to undertake awareness-raising workshops/trainings/ information days for the public and private sector. 1.3 Design 5 workshop programs for the 5 project targeted groups. 1.4 Conduct minimum 5 workshops in Tirana and 3 workshops to targeted groups in the other 11 targeted regions. Total number of workshops 38.	

<b>Quality Criteria</b> <i>How/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
Number of training manual translated /printed	Copies of translated /printed materials	First quarter/first year
Number of PwD and others completing successfully the ToT	List of participants; evaluation forms; training and evaluation reports by trainers	Second quarter/first year
Number of institutions contacted to organize the training activities; Copies of training programs deigned in consultation with relevant public/private targeted institutions	Copies of training programs and agreements; Correspondence and minutes of meeting with relevant key authorities in public and private institutions to design and assist and support in delivering the workshops	First and second quarter/first year
Number of workshops organized and number of people participating in workshops.	Lists of participants; evaluation forms filled by participants; Evaluation and training reports by trainers, photos, info in ADRF web page, info in ADRF newsletter, ADRF annual Report etc.	Starting from third quarter until project end
<b>OUTPUT 2 : Capacity building, and training for national and local government, judiciary, media, business and civil society on disability rights undertaken as well as community awareness raising campaigns organized</b>		
<b>Activity Result 2</b> <b>(Atlas Activity ID)</b>	<i>Short title to be used for Atlas Activity ID</i> <i>Activity result 2</i> 2. Improved awareness, knowledge and attitudes of minimum 960 students and average 1/3 of the general public towards people with disability as human rights holders	Start Date: 01 May 2010 End Date: 30 April 2012
<b>Purpose</b>	<i>What is the purpose of the activity?</i> Promote CRPD and human rights approach to addressing disability and participation of people with disability in the community	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> <i>Awareness Raising</i> Activity action 2.1 Preparation stage a) Design an awareness-raising campaign plan on disability rights and CRPD. b) Prepare and publish flyers. c) Prepare and agree on the formats of TV debates in the national and	

	<p>local TV(s) and the format of open days in universities          -Activity action 2.2          Conduct awareness raising activities in 9 targeted districts(4 districts the first year and 5 others the second year)          a)a public debate in a national TV          b)Open information days in 8 universities in 8 out of 12 targeted districts          c) Debates in local media in the 8 targeted districts and one in a national one.</p>	
<p><b>Quality Criteria</b>  <i>how/with what indicators the quality of the activity result will be measured?</i></p>	<p><b>Quality Method</b>  <i>Means of verification. what method will be used to determine if quality criteria has been met?</i></p>	<p><b>Date of Assessment</b>  <i>When will the assessment of quality be performed?</i></p>
<p>Number of publication/awareness raising materials prepared          Number of traveling visits/meetings in regional level to agree on debates and information days in universities formats.</p>	<p>Copies of publications; publications promotion and distribution plan;          Copies of correspondence, minutes of meetings with people contacted to organize the TV debates and information days in universities</p>	<p>First and second quarter/first year</p>
<p>Number and TV debates, number of PwD and other experts participating, average of public outreach.</p>	<p>Copies of cassettes, articles in ADRF newsletter, ADRF annual report, ADRF website etc</p>	<p>Third quarter first year till the end of the project</p>
<p>Number of information days, Number of PwD and other experts involved , number of students participating</p>	<p>Copies of promotional materials, information days formats, photos of activities, articles in ADRF newsletter as well as in other local and national newspapers, ADRF annual report, ADRF webpage etc.</p>	<p>Third quarter first year till the end of the project</p>

**INVOLVEMENT OF POSSIBLE STAKEHOLDERS (NATIONAL/, LOCAL, GOVERNMENT, PRIVATE SECTOR etc)**

ADRF has been successful in its more than 10 years advocacy efforts, as a result of its participatory approach of involvement of all related stakeholders in project design, implementation and evaluation stage.

Proposed potential project beneficiaries represent also the major stakeholders in disability area, and they will be involved in every stage of program planning and implementation .

## **I- Governmental Institutions at Central level**

a-Ministry of Labor and Social Affairs (MOLSA) as the major leading ministry in disability area, as well as line ministries responsible to design and implement disability policy and ensure equal access and inclusion for people with disability, like the Ministry of Education and Science, the Ministry of Health, Ministry of Justice, Ministry of Tourism, Culture Youth and Sport, Ministry of Public Works, Transport and Telecommunication, Ministry of Interior, etc. ADRF will agree with MOLSAEO on the training format and training logistics, as well the organization of the Public TV Debate in the National TV station, as well as outreach through other awareness raising information to be produced.

b. National Council for Disability Affairs (NCDA) established in 2005. This committee is chaired by the Minister of State and includes other line Ministers such as the Minister of Labour and Social Affairs, the Minister of Education and Science, the Minister of Health, Minister of Justice, Minister of Tourism, Culture Youth and Sport, Minister of Public Works, Transport and Telecommunication, Minister of Interior, representatives of disability NGOs dealing with the rights of PWD. This Committee is responsible with drafting policies at the national level, mainstreaming of the rights of PWD in other national policies and programmes, and drawing of recommendations for drafting legal acts on PWD issues. They will be also informed and consulted in training preparation process, organising of the TV debate as well as outreach with information that will be produced

c. The Technical Secretariat for PWD at the Ministry of Labour, Social Affairs and Equal Opportunities (MOLSAEO) under the authority of the Department of Equal Opportunities established in March 2006. It is composed of three staff members and is responsible for gathering information on the implementation and the strategy on PWD from all line Ministries and preparing all relevant documentation for the NCDA. They will be involved in all program activities/training/TV debates etc.

### d. District/high/appeal/constitutional Court

## **II - Regional/ local public private agencies operational in Service delivery system (day care, residential and community services for PwD)**

a. Regional Offices of the State Social Service coordinated mainly through The State Social Service which is primarily responsible the issuing of directives to 12 regional offices of SSS and to the local government on social services for people with disability

b. Public and private institutions offering social protections services to PwD and their families

**III- Local government units, department of social services, education, employment accessibility; Regional labor offices; Regional department of health and regional department of education in 12 targeted districts; they will not only represent the target group, but they will be consultative partners in organizing training and TV debates activities.**

**IV- Civil Society Actors**

*a-Disability organizations/ Human Rights/ Women and children/ community development organization in national and district level* will be actively involved in training/workshop activities, be consulted and involved in TV debates etc.

*b-Business Community* will be involved in training/workshop activities, be consulted and involved in TV debates etc.

*c- Media* has always been an ally in ADRF advocacy efforts to influence non discrimination, changes in attitudes, environments and institutions for PWD. Media will be involved in training activities, organizing TV debates, and deliver appropriate messages in all activities invited.

**V- Public/ private universities in 8 out of 12 targeted regions/districts.**

They will play a major role in organizing open information days in Universities with students on CRPD and human Rights of PwD.

**RISK ANALYSES**

<b>Risks</b>	<b>Mitigation efforts</b>
-Disability considered amongst the least priorities in the agenda of central and local government.	- ADRF has a good experience of participatory approach in project planning and implementation. So central and local government will be consulted and involved as partners in every stage of activity planning and implementation.  ADRF has already build collaboration with central and some of the targeted local government.  - ADRF has played a key role for disability to be in the agenda and be properly addressed. It will continue to do so through this proposed project.
-Difficulties to ensure accessibility (finding proper accessible locations/ enabling access to information for the community of blind and deaf)	- Accumulated experience of having a very careful and well in advance planning of meetings, workshops, debates to ensure that to the extent possible accessibility and proper accommodation is enabled.  Plan specific costs in the project budgets for disability accommodation (sign language interpretation/ hand outs in Braille, accessible

	transport and accessible place
-Disability groups are fragmented and sometimes have got disagreements	Despite disagreements with each other, ADRF has been able to reach agreement with every of them and always has succeeded to bring them together in a round table, as activities and services offered have been considered as beneficial to every of them

## **SUSTAINABILITY**

Primary outcomes of this project will include stronger capacities of all related actors in the area of guaranteeing human rights for people with disability, to fulfill their obligations relevant to their sphere of activity. Capacities created will support the process of CRPD ratification and most important its implementation. So alongside with other interventions, capacity building will assist the process of proper relevant policy and legislation, programs and proactive measures that enable inclusion and full participation and non discrimination of people with disability in the society.

The initiatives will ensure the institutional support to guaranty human rights protection through the changes it will bring in legislation as well as with transfer of expertise to all main relevant stakeholders. Additionally, through this project existing staff of ADRF and the resource group of trainers would have the chance to increase capacities in the areas targeted by the project, and will normally after the project ends, posses skills and capacities that will be further embedded within the organization giving an opportunity to continue to play an active role in the civil society sector as a national Disability Rights Resource Center.

**Terms of Reference:** TOR for key project personnel are attached as Annex 2.



## **Terms of Reference of Project Staff - Program Coordinator.**

### **Context**

The project aims to strengthen national capacity to achieve the social inclusion of persons with disabilities through supporting ratification and implementation of the Convention on the Rights of Persons with Disabilities and its Optional Protocol.

National and local government, the People's Advocate, media and business and civil society actors will become aware of and knowledgeable about disability rights and their relevance to their spheres of activity.

Interventions at project level will identify capacity development needs of relevant public and private sector partners, translate and print relevant awareness-raising materials, train persons with disabilities to undertake awareness-raising workshops for the public and private sector and design an awareness-raising campaign on disability rights for the general public.

### **Role and responsibilities of Project manager**

Project manager will work closely with ADRF administrative staff and the ADRF pool of trainers and experts (people with disability and their family members). PM will coordinate and also have the support of ADRF team

The scope of work and duties will include, but are not limited to the following:

- Define an operational plan, based on project activity plan and closely monitor and report on its implementation
- Organize and coordinate the production of training and awareness raising materials/publications
- Organize meetings with key persons from relevant targeted institutions to be involved in the project components of capacity building/training as well as awareness raising, and agree on the training delivery program and schedule and formats of open days in Universities and TV debates in national and local level
- Plan/ organize the awareness raising workshops/trainings;
- Plan/ organize the Open information days in Universities
- Plan/ organize the national/local TV debates
- Plan organize communication with media to advertise project activities, CRPD and issues related to human rights of Pwd
- Plan/ organize publish of articles on project activities in ADRF "challenge" newsletter and others.
- Regularly update information on the project progress in ADRF web page.
- Prepare quarterly progressive reports and final reports on main project development.

**Funding Authorization and Certificate of Expenditures (FACE)**

Country: \_\_\_\_\_  
 Programme Code & Title: \_\_\_\_\_  
 Project Code & Title: \_\_\_\_\_  
 Responsible Officer(s): XXXXXXXX  
 Implementing Partner: \_\_\_\_\_  
 Currency: ALL

Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

Date: \_\_\_\_\_

Activity Description from AWP with Duration	REPORTING				REQUESTS / AUTHORIZATIONS			
	Coding for UNDP, UNFPA and WFP	Authorised Amount MM.YYYY	Actual Project Expenditure month	Expenditures accepted by Agency C	Balance D=A-C	New Request Period & Amount MM.YYYY	Authorised Amount F	Outstanding Authorised Amount G=D+F
ACTIVITY 1								
ACTIVITY 2								
<b>TOTAL</b>								

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.

The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and previously approved itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required.

Date Submitted: \_\_\_\_\_

NOTES: \_\_\_\_\_

**FOR AGENCY USE ONLY:**

**FOR ALL AGENCIES**

Approved by: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

FOR UNICEF USE ONLY		Liquidation Information
Account Changes	CAG Ref. CRQ ref. Voucher ref.	CAG Ref. CRQ ref. JV ref.
CRQ CAG ref.		
Training (782010)	0	DCT Amount 0
Trevel (782020)	0	Lease 0
Mileage & Condit. (782)	0	Liquidation Amount 0
Sal. & Sup. Costs (783)	0	
Cont. - Proj. Primat	0	
Other CAG (78101)	0	
<b>Total</b>	<b>0</b>	<b>Balance 0</b>

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
<b>Total</b>	<b>0</b>