

## **ANNEX A**

to CSSF call for proposals (communications) for 2015-2016 in Ukraine

### **Implementing partner – key conditions**

#### **Scope and responsibilities**

Implementers will be fully responsible for all aspects of project management. Project documents, when approved, will form an integral part of the contract between the implementer and British Embassy (BE) Kyiv. Implementers will be accountable for all funds allocated for the implementation of the project and for ensuring that they are spent only on their intended purpose and are properly accounted for.

#### **Monitoring & evaluation**

##### **Monitoring**

The key monitoring activities will consist of:

**Inception meeting:** there will be an inception meeting to agree the project start up arrangements

**Monthly updates:** implementers will provide monthly updates of quantitative activity data and financial reports

**Review meetings:** implementers will attend bi-monthly review meetings

**Quarterly reviews:** formal reviews will be conducted quarterly. Financial and quantitative and qualitative narrative reports will be submitted

**Project completion report:** this report will be submitted on completion of the project. It will contain a final narrative report showing progress against the original project outputs and outcome, together with a detailed breakdown of all expenditure.

##### **Evaluation**

Wherever possible evaluations will be conducted jointly with BE Kyiv / London and in some cases with other implementers in order to promote learning while assessing project implementation and impact. Evaluations can be conducted at any time. However, they will usually occur at the following points in the project's lifetime:

- At the mid-point of project implementation for large and complex projects
- At the end of project implementation
- If it appears that the outputs / outcomes are not being achieved
- If there is a need to re-focus the project's outputs

## **Financial management**

### **Key principles**

- A grant must be spent in the period for which it was approved
- An independent audit can be requested for any project at any time
- Where a project has a budget of over £200K the grantee is responsible for providing independently audited accounts
- Grantees will provide monthly financial summaries and quarterly financial reports (see above)
- The grantee will use its own procurement procedures and must ensure value for money. Purchase of equipment is **not permitted** without written permission

### **Payments**

Grant payments will be made quarterly in arrears. Grants may be withheld if the grantee has not provided documentation to support expenditure within the required timescale, or if the implementation of the project is not in accordance with the agreed schedule and the grantee is unable to provide a reasonable explanation for this. Final payment will be made on submission and approval of the Project Completion Report.