

GRANT AGREEMENT

between

The Norwegian Agency for Development Cooperation

And

The Lutheran World Federation

regarding

QZA-0713 INS-16/0014

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PART I: SPECIFIC CONDITIONS

PART II: GENERAL CONDITIONS

PART III: PROCUREMENT PROVISIONS

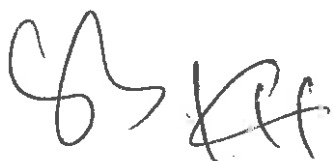
ANNEX A: BUDGET

ANNEX B: RESULTS FRAMEWORK

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## PART I: SPECIFIC CONDITIONS

This grant agreement (the Agreement) has been entered into between:

- (1) The Norwegian Agency for Development Cooperation (Norad), represented by the Civil Society Department, and
- (2) The Lutheran World Federation, an International Non-Governmental Organisation duly established in Switzerland under registration number CH-660.0.013.951.6 (the Grant Recipient),

jointly referred to as the Parties.

### 1 SCOPE AND BACKGROUND

- 1.1 The Grant Recipient has submitted an application to Norad dated 30<sup>th</sup> September 2015 (the Application) regarding financial support to the project "Interfaith Training for a New Generation in Indonesia" titled QZA-0713 INS-16/0014 (the Project). The estimated costs of the Project are indicated in the budget attached as Annex A, which includes a specification of approved project subunits.
- 1.2 Norad has decided to award a grant to be used exclusively for the implementation of the Project (the Grant). The Parties expect the Project to be implemented during the period from 1<sup>st</sup> January 2016 to 31<sup>st</sup> March 2017 (the Support Period).
- 1.3 The Parties have agreed to enter into an Agreement, consisting of this part I; Specific Conditions, part II; General Conditions, and part III; Procurement Provisions, all of which form an integral part of this Agreement. In the event of discrepancies between the Special Conditions and the General Conditions or Procurement Provisions, the Specific Conditions shall prevail.

### 2 OBJECTIVES OF THE PROJECT

- 2.1 The expected results of the Project are as follows:

The Project's planned effect on society is (Impact)

Strengthened rights of minorities of faith and belief in Indonesia

The planned effects for the target group of the Project are (Outcome):

1. Youth demonstrate increased knowledge about human rights and ability to counter discrimination on the basis of faith and belief (rights literacy)
2. Youth demonstrate increased knowledge about other religious communities and increased acceptance of religious diversity (interreligious literacy)
3. Youth demonstrate creative communication skills in collecting and sharing stories of religious diversity and (un)equality (digital literacy / communication skills)

The planned main products and/or services of the Project are (Outputs):

- Planning meeting
- Regional training cycles for youth
- Creative story projects by youth
- Creative public presentations

2.2 The full results framework is included as Annex B to this Agreement.

### **3 IMPLEMENTATION OF THE PROJECT**

3.1 The Project shall be implemented in accordance with:

- a) the Agreement, including all annexes,
- b) the approved Application
- c) the implementation plan and budget.

as well as any later any amendments to the above documents which are approved by Norad.

3.2 During the implementation of the Project, the Grant Recipient shall exercise the necessary diligence, efficiency and transparency in line with sound financial management and best practise principles.

3.3 The Grant Recipient shall identify, assess and mitigate any relevant risks associated with the implementation of the Project, including the risk of corruption and other financial irregularities, and any potential negative effects that the Project may have on the environment and climate, gender equality and human rights.

3.4 The Grant Recipient shall be familiar with UN Security Council Resolution 1325 on women, peace and security (s/res/1325 (2000)), and implement the Project in a way that promotes the intentions of the resolution in the best possible way. A statement on how the intentions of this resolution have been addressed shall be included in the progress reports and final report of the Project.

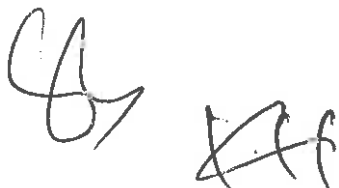
### **4 THE GRANT**

4.1 The Grant shall amount to maximum NOK 700 000 (Seven hundred thousand) Norwegian Kroner.

4.2 The Grant, including accrued interest, shall be used exclusively to finance the actual costs of the implementation of the Project during the Support Period.

4.3 At least 10% of the Project's total costs shall be covered by funds that do not originate, directly or indirectly, from grants from Norad or another Norwegian public body. This contribution shall be identified in the Project's financial statements.

4.4 The Grant may be used to cover overheads/indirect costs up to a maximum of 7% of Norad's pro rata share of the actual costs of the Project.

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- 4.5 The Grant Recipient is responsible for obtaining any additional resources which may be required to duly implement the Project.
- 4.6 The Grant Recipient may apply for additional funding to the Project during the Support Period only upon written invitation from Norad.

## 5 DISBURSEMENT

- 5.1 The Grant shall be disbursed in advance instalments based on the financial need of the Project for the upcoming period, which shall not exceed six months. The disbursements shall be made upon Norad's receipt of written disbursement requests from the Grant Recipient, describing the financial need for the period in question. The first disbursement shall include approved Project expenses incurred prior to the signing of this Agreement.
- 5.2 Financial need refers to the budgeted expenditure for the upcoming period, less any funds available to the Project from all other sources during the same period.
- 5.3 The financial need shall be documented through an updated financial statement for the Project and a reference to the latest approved implementation plan and budget.
- 5.4 The disbursement requests shall be signed by an authorised representative of the Grant Recipient. A confirmation that the Project is being implemented in accordance with the Agreement shall be included in the disbursement request.
- 5.5 All disbursements are conditional upon the Grant Recipient's continued compliance with the requirements of the Agreement, including the timely fulfilment of reporting obligations. Norad may withhold disbursements in accordance with article 17 of the General Conditions if it finds that the requirements of the Agreement have not been met.
- 5.6 The Grant Recipient shall have a separate bank account exclusively for grants from Norad. All disbursements will be made to the following bank account:

Name of the account:	Norad-funded LWF Project
Account no.:	0251-1168737-72-12
IBAN no.:	CH37 0483 5116 8737 7201 2
Name and address of the bank:	CREDIT SUISSE, Rue de Lausanne 11-19, CH-1211 Genève 70
Swift/BIC code:	CRESchZZ80A
Currency of the account:	NOK

- 5.7 The Grant Recipient shall immediately acknowledge receipt of the funds in writing. The amount received shall be stated, as well as the date of receipt and the exchange rate applied.

## 6 REPORTING AND OTHER DOCUMENTATION

- 6.1 The following shall be submitted by the Grant Recipient to Norad:
- a) A **financial report** covering the period from 1<sup>st</sup> January 2016 to 31<sup>st</sup> March 2017 shall be submitted to Norad by 1<sup>st</sup> October 2017. The financial report shall include the content specified

in article 3 of the General Conditions. The final financial report shall cover the entire Support Period and shall be submitted along with the final report referred to in article 6.1 f) of the Specific Conditions.

- b) An **audit report** covering the annual financial statements of the Project shall be submitted to Norad by 1<sup>st</sup> October 2017. The audit report shall comply with the requirements set out in article 7 of the Specific Conditions and article 5 of the General Conditions. The management letter (matters for governance attention) shall be attached to the audit report.
- c) A **final report** for the Support Period shall be submitted to Norad no later than 1<sup>st</sup> October 2017. The final report shall include the content listed in article 4 of the General Conditions. The Civil Society Department's standard reporting format shall be used.

6.2 If the Grant Recipient is unable to meet the deadlines set out above, Norad shall be informed in writing immediately.

6.3 All implementation plans, budgets and reports shall be approved in writing by Norad unless otherwise agreed by the Parties.

## 7 AUDIT

7.1 The annual financial statements of the Project shall be audited in accordance with International Standards of Auditing (ISA) 800 ("Special considerations audits of financial statements prepared in accordance with special purpose frameworks") or ISA 805 ("Special considerations audits of single financial statements and specific elements, accounts or items of a financial statement"). Additional requirements applicable to the auditor and the audit report are included in article 5 of the General Conditions.

7.2 The Grant Recipient is responsible for submitting the audit report to Norad within the deadline indicated in article 6 of the Specific Conditions.

## 8 FORMAL MEETINGS

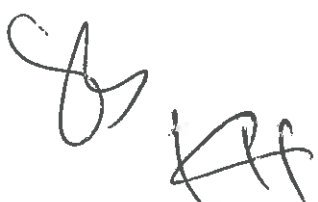
8.1 The Parties shall hold formal meetings if/when requested by Norad. Details regarding agenda and procedures will be agreed upon by the Parties.

## 9 REVIEWS AND OTHER FOLLOW-UP MEASURES

9.1 If the Grant Recipient or another interested party initiates a review or evaluation of activities that are wholly or partly funded by the Grant, Norad shall be informed. The Grant Recipient shall forward a copy of the report of any such review or evaluation to Norad without undue delay.

## 10 PROCUREMENT

10.1 All procurement under the Project shall be completed in accordance with the Procurement Provisions in Part III of this Agreement.

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## 11 REPAYMENT OF INTEREST AND UNUSED FUNDS

11.1 Upon the end of the Support Period or upon termination of this Agreement, any unused funds that total more than NOK 500 shall be repaid to Norad as soon as possible and at the latest within 6 months. The repayment shall include any interest which have not been used for Project purposes, and other financial gain accrued on the Grant.

11.2 Repayments shall be made to the following bank account:

Name of the account:	Norad
Account no.:	76940514815
IBAN no.:	NO3176940514815
Name and address of the bank:	DNB Bank Asa 0021 Oslo
Swift/BIC code:	DNBANOKKXXX

11.3 All transactions shall be clearly marked: "Unused funds" or "Interest". The name of the Grant Recipient shall be stated, along with Norad's agreement number and agreement title.

## 12 SPECIAL PROVISIONS

12.1 No special provisions apply.

## 13 NOTICES

13.1 All communication to Norad concerning the Agreement shall be directed to the Civil Society Department at the following address/e-mail address: [sivsa.norad-post@norad.no](mailto:sivsa.norad-post@norad.no)

13.2 All communication to the Grant Recipient concerning the Agreement shall be directed to the Lutheran World Federation at the following address/e-mail address:

13.3 Norad's agreement number and agreement title shall be stated in all correspondence regarding this Agreement, including disbursement requests and repayment of unused funds.

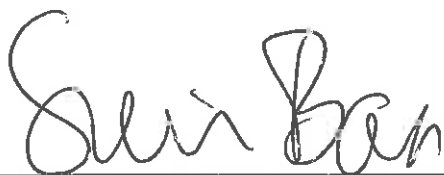
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## 14 SIGNATURES

- 14.1 By signing part I of the Agreement, the Parties confirm receipt and approval of part II; General Conditions, and part III; Procurement Provisions, which form an integral part of the Agreement.
- 14.2 This Agreement has been signed in two -2- original copies in the English language. In the event of any discrepancies between this English language version and any later translations, the English language version shall prevail.

Place: Oslo  
Date: 8 June 2016

Geneva  
13/6/2016



for the Norwegian Agency for Development  
Cooperation,

Svein Bæra

Director

Civil Society Department

For Lutheran World Federation

KASAMARI THINDUKA  
DIRECTOR  
DEPT. FOR THEOLOGY  
& PUBLIC WITNESS

### Attachments:

Annex A: Approved budget for the Project dated 31<sup>st</sup> May 2016

Annex B: Results framework dated 31<sup>st</sup> May 2016