

Template:	Foreign governmental entities	Revision no.:	1
Grant Agreement	Grant Management Regime I	Date:	01.03.2016

GRANT AGREEMENT

BETWEEN

THE NORWEGIAN MINISTRY OF FOREIGN AFFAIRS

AND

ENGINEERS REGISTRATION BOARD (ERB)

REGARDING

TAN-15/0017;  
ERB AND SUPPORT TO FEMALE ENGINEERS 2016-2021



Template:	<b>Foreign governmental entities</b>	Revision no.:	1
Grant Agreement	<b>Grant Management Regime I</b>	Date:	01.03.2016

## TABLE OF CONTENTS

1	SCOPE AND OBJECTIVES .....	3
2	REPRESENTATION AND COMMUNICATION .....	4
3	PROJECT IMPLEMENTATION .....	4
4	THE GRANT .....	5
5	DISBURSEMENTS .....	5
6	CONTRIBUTION OF THE PARTNER .....	6
7	IMPLEMENTATION PLAN AND BUDGET .....	6
8	REPORTING ON RESULTS .....	6
9	FINANCIAL REPORTS .....	7
10	AUDIT .....	7
11	FINAL REPORT .....	8
12	FORMAL MEETINGS .....	8
13	REVIEWS AND OTHER FOLLOW-UP MEASURES .....	9
14	PROCUREMENT .....	9
15	PROJECT ASSETS .....	9
16	CONFLICT OF INTEREST .....	10
17	FINANCIAL IRREGULARITIES .....	10
18	TRANSPARENCY .....	11
19	VERIFICATION .....	12
20	RESERVATIONS .....	12
21	LIABILITY .....	12
22	DURATION, AMENDMENT AND TERMINATION .....	13
23	RETURN OF INTEREST AND UNUSED FUNDS .....	13
24	DISPUTE RESOLUTION .....	13

Template:	<b>Foreign governmental entities</b>	Revision no.:	1
Grant Agreement	<b>Grant Management Regime I</b>	Date:	01.03.2016

THIS AGREEMENT (the Agreement) is entered into between the NORWEGIAN MINISTRY OF FOREIGN AFFAIRS (MFA) and ENGINEERS REGISTRATION BOARD (ERB) (the Partner) (jointly referred to as the Parties).

WHEREAS MFA has provided financial support to Professional Development of Women Engineers in Tanzania through agreement dated 05 May 2010;

WHEREAS the Partner in letter dated 04 November 2015 has requested Norway for continued support to Professional Development of Women Engineers in Tanzania; and

WHEREAS MFA has decided to comply with the request;

NOW THEREFORE the Parties have agreed as follows:

## 1 SCOPE AND OBJECTIVES

1.1 This Agreement, including all annexes, set forth the terms and procedures for MFA's financial support to the project titled ERB and support to female engineers 2016-2021, TAN-15/0017 (the Project). The Project is further described in the application titled "Proposal for Professional Development of Women Engineers in Tanzania", dated 31 May 2016 (the Application) and the estimated costs of the Project are indicated in the budget attached as Annex A.

1.2 The Parties expect the Project to be implemented between July 2016 and June 2021 (the Support Period).

1.3 The expected results of the Project are as follows:

The planned effect(s) on society is/are: Gender balance in professional training and empowered female engineers who confidently hold and manage professional responsibilities in government, industry and business. (Impact).

The planned effects for the target group of the Project is 150 graduate female engineers enrolled in the Structural Engineers Apprenticeship Programme (SEAP), trained and registered as Professional Engineers within the period of 5 years beginning July 2016 (Outcome).

The main planned products/activities and/or services of the Project are:

- 80 female trainees enrolled into SEAP programme each year (included, but not limited to Norwegian funded trainees)
- 80 female engineers joined the women chapter of Institution of Engineers Tanzania each year;
- 100 mentors trained on mentorship skills;
- 2 Mentors Workshops conducted yearly;
- 5 technical ERB staff trained on gender issues and project management

1.4 The full results framework is as set out in Annex B.




Template: Grant Agreement	<b>Foreign governmental entities</b> <b>Grant Management Regime I</b>	Revision no.: Date:	1 01.03.2016
------------------------------	--	------------------------	-----------------

- 1.5 Any significant deviations from or changes to the Application or approved implementation plans or budgets are subject to written agreement between the Parties.

## 2 REPRESENTATION AND COMMUNICATION

- 2.1 The Royal Norwegian Embassy in Dar es Salaam is competent to act on behalf of MFA. All communication to MFA regarding this Agreement shall be directed to:

P.O. Box 2646, Dar es Salaam, Tanzania, or

[emb.daressalaam@mfa.no](mailto:emb.daressalaam@mfa.no)

- 2.2 The Engineers Registration Board (ERB) and its Professional Development Affairs Department is competent to act on behalf of the Partner. All communication to the Partner regarding this Agreement shall be directed to:

P.O. Box 14942, Dar es Salaam, Tanzania, or

[registrar@erb.go.tz](mailto:registrar@erb.go.tz)

- 2.3 The Parties may give notice of other contact information to replace the above.
- 2.4 MFA's agreement number and agreement title shall be stated in all correspondence regarding this Agreement, including disbursement requests and repayment of unused funds.

## 3 PROJECT IMPLEMENTATION

- 3.1 The Parties shall communicate and cooperate fully in order to arrange for the successful achievement of Project objectives. To this end, the Parties shall immediately inform each other of any circumstances likely to hamper or delay the successful implementation of the Project.
- 3.2 The Partner shall have the overall responsibility for planning, implementing, reporting and monitoring of the Project, and shall:
- implement the Project in accordance with the latest agreed Application, including implementation plan and budget;
  - exercise the necessary diligence, efficiency and transparency in line with best practise principles;
  - ensure sound financial management of the Project, including that all Project funds are satisfactorily accounted for;
  - keep MFA informed of any plans for major organisational changes;
  - ensure that all permits, import licenses and foreign exchange permissions that are or may be required are granted;
  - be solely responsible for any adverse effects of the Project;
- 3.3 The Partner 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.




Template: Grant Agreement	<b>Foreign governmental entities</b> <b>Grant Management Regime I</b>	Revision no.: Date:	1 01.03.2016
------------------------------	--	------------------------	-----------------

#### 4 THE GRANT

- 4.1 MFA shall, subject to Norwegian parliamentary appropriations, provide a financial grant not exceeding NOK 16 400 000 (Norwegian Kroner sixteen million four hundred thousand) (the Grant).
- 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 The Partner shall acknowledge MFA's support to the Project in all publications and other materials issued in relation to the Project. MFA's logotype will be provided by MFA upon request. All use of MFA's logotype must be approved by MFA.

#### 5 DISBURSEMENTS

- 5.1 The Grant shall be disbursed in semi-annual advance installments based on the financial need of the Project for the upcoming period, which shall not exceed six months. The disbursements shall be made upon MFA's receipt of written disbursement requests from the Partner describing the financial need for the period in question.
- 5.2 Financial need refers to the budgeted expenditures 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 including an overview of income from all sources and all expenditures.
- 5.4 The disbursement requests shall be signed by an authorised representative of the Partner. A confirmation that the Project is being implemented in accordance with the Agreement shall be included in the disbursement requests.
- 5.5 All disbursements are conditional upon the Partner's continued compliance with the requirements in the Agreement, including the timely fulfilment of reporting obligations. Except for the Project's first year, the second disbursement each year is subject to MFA's receipt and approval of the progress report and financial report.
- 5.6 All disbursements will be made in Tanzanian shillings to the following separate bank account with the Engineers Registration Board (ERB), Tanzanian:

Name of the account: ERB SEAP PROJECT  
Account no.: 01J1042970101  
Name and address of the bank: CRDB BANK LIMITED  
P.O. BOX 268  
DAR ES SALAAM, TANZANIA  
Swift/BIC code: CORUTZTZ  
Currency of the account: Tanzanian shillings

- 5.7 The Partner shall immediately acknowledge receipt of the funds in writing after confirmation with the bank. The amount received shall be stated as well as the date of receipt and the exchange rate applied. The Partner shall make the funds available to the Project without delay.




Template: Grant Agreement	<b>Foreign governmental entities</b> <b>Grant Management Regime I</b>	Revision no.: Date:	1 01.03.2016
------------------------------	--	------------------------	-----------------

5.8 MFA may in exceptional cases and if considered necessary for the successful implementation of the Project, upon request from the Partner, effect disbursements directly to suppliers under the Project for procurement costs incurred under contracts entered into by the Partner. Such disbursements will only be made against requests accompanied by:

- a) a copy of the contract, if applicable;
- b) original and specified invoice(s) from the supplier, including enclosures to such invoice;
- c) a written approval of the invoice by the Accounting Officer of the Engineers Registration Board (ERB).

5.9 MFA shall report payments made according to clause 5.8 to the Partner.

## 6 CONTRIBUTION OF THE PARTNER

6.1 The Partner shall provide sufficient and qualified personnel and all financial as well as other resources that may be required, over and above the Grant, in order to implement the Project as planned.

6.2 The financial contribution of the Partner is detailed in the budget in Annex A. In-kind contributions are specified in the Application.

## 7 IMPLEMENTATION PLAN AND BUDGET

7.1 An updated implementation plan and budget covering the period from July to June shall be submitted to MFA for approval by 10 April each year. The implementation plan and budget shall be set up in a way that allows for direct comparison with the description of the use of funds in the latest approved Application and shall be signed by an authorised representative of the Partner.

7.2 The implementation plan shall be directly related to the results framework and shall specify planned activities and outputs as well as time schedules for the upcoming reporting period.

7.3 The updated budget shall be based on the approved budget and include estimated income to the Project from all sources as well as planned expenditures for the upcoming period. The estimated financial need of the Project in the next reporting period shall be clearly stated.

## 8 REPORTING ON RESULTS

8.1 A progress report covering the period from July to June shall be submitted to MFA for approval by 10 October each year. The progress reports shall describe the results achieved under the Project during the reporting period and shall be set up in a way that allows for direct comparison with the latest approved Application, implementation plan and budget. It shall be signed by an authorised representative of the Partner.

8.2 The progress reports shall, as a minimum, include:

- a) an account of the results achieved so far by the Project, using the format, indicators and targets of the approved results framework. The overview must:
  - show delivered outputs compared to planned outputs;
  - show the Project's progress towards achieving the Outcome;
  - if possible, describe the likelihood of the Impact being achieved.

Template:	<b>Foreign governmental entities</b>	Revision no.:	1
Grant Agreement	<b>Grant Management Regime I</b>	Date:	01.03.2016

- b) an account and assessment of any deviations from the latest approved implementation plan and Application;
- c) an assessment of how efficiently Project resources have been turned into outputs;
- d) a brief account of materialised risk factors to the Project and how they were handled in the reporting period and/or will be handled going forward. Identified risks related to the climate and environment, gender equality, corruption and other financial mismanagement and human rights shall always be accounted for.

## 9 FINANCIAL REPORTS

- 9.1 A financial report covering the period from July to June shall be submitted to MFA for approval by 10 October each year. The final financial report shall cover the entire Support Period and shall be submitted along with the final report referred to in article 11.
- 9.2 The financial reports shall comprise financial statements with a comparison to the latest approved budget for the reporting period, as well as an explanation of any deviations from the budget. It shall be certified by the financial controller as well as by an authorised representative of the Partner.
- 9.3 The financial statements shall be set up in a way that allows for direct comparison with the latest approved budget, using the same currency and budget line items. They shall, as a minimum, include:
- a) the accounting principles applied;
  - b) income from all sources, including bank interest. MFA's contribution shall be specified;
  - c) expenses charged/capitalised in the relevant reporting period;
  - d) expenses charged/capitalised from start-up of the Project to the end of the reporting period;
  - e) unused funds as per the reporting date;
  - f) explanatory notes including a description of the accounting policies used and any other explanatory material necessary for transparent financial reporting of the Project.
- 9.4 Deviations between the approved budget and the expenses charged/capitalised shall be highlighted with information on both nominal amounts and percentage of each deviation. The Partner shall include a written explanation of any deviations amounting to more than 10 % from a budget line.

## 10 AUDIT

- 10.1 The Project's annual financial statements shall be audited, and the audit report shall be submitted to MFA by 10 April each year.
- 10.2 Any other document from the auditor significant to the implementation of the Project, as well as the Partner's comments thereto, shall be submitted to MFA within the same deadline.
- 10.3 The audit shall be carried out by the Controller and Auditor General as stipulated in the Engineers Registration Act No. 15 of 1997 as amended by Act No. 24 of 2007, or an independent chartered/certified or state-authorised public accountant (auditor) engaged by Controller and Auditor General acceptable to MFA. The international auditing standards issued by the International Organisation of Supreme Audit Institutions (INTOSAI) shall be applied.




Template: Grant Agreement	<b>Foreign governmental entities</b> <b>Grant Management Regime I</b>	Revision no.: Date:	1 01.03.2016
------------------------------	--	------------------------	-----------------

10.4 The auditor shall form an opinion on whether the financial statements fairly reflect the financial position of the Project, and whether they are prepared, in all material respects, in accordance with the applicable financial reporting framework, namely:

- a) the accounting principles followed by the Partner, and;
- b) requirements of Article 9 clause 4.

10.5 The audit report shall include:

- a) identification of the Project's total expenses and total income;
- b) the subject of the audit;
- c) the financial reporting framework applied;
- d) the auditing standards applied;
- e) a statement that the auditor has obtained reasonable assurance about whether the financial statements as a whole are free from material misstatement;
- f) the auditor's opinion.

10.6 The costs of the audit shall be covered by the Partner over and above the Grant.

10.7 The audit requirements stated in this Agreement shall be applied on the total Grant including any part of the Grant transferred to other entities.

10.8 MFA may request additional information from the auditor at any time. Such information shall be provided as soon as possible.

## 11 FINAL REPORT

11.1 A final report for the Support Period shall be submitted to MFA for approval within 6 months after the end of the Support Period. The final report shall be set up in a way that allows for a direct comparison with the Application and shall be signed by an authorised representative of the Partner.

11.2 The final report shall, as a minimum, include:

- a) the items listed for the progress reports described in Article 8 covering the entire Support Period;
- b) an assessment of the Project's effect on society (Impact);
- c) a description of the main lessons learned from the Project;
- d) an assessment of the sustainability of the achieved results under the Project.

## 12 FORMAL MEETINGS

12.1 The Parties shall hold formal meetings twice per year in order to discuss i.a. the results achieved by the Project during the Support Period. The meetings shall be called and chaired by ERB.

12.2 The first meeting one each year, no later than 30 April, the Parties shall discuss, propose changes to and if possible approve the implementation plan and budget for the upcoming financial year

12.3 The second meeting one each year, no later than 31 October, the Parties shall discuss the latest progress report and financial report, unless otherwise agreed.






Template: Grant Agreement	<b>Foreign governmental entities</b>	Revision no.:	1
	<b>Grant Management Regime I</b>	Date:	01.03.2016

- 12.4 In the event that such reports have not been received at least 3 weeks before the meeting, the Parties shall agree upon a new date to hold the meeting.
- 12.5 The Partner shall record main issues discussed, points of view expressed and decisions made, in minutes from the meetings. The Partner shall draft the minutes and submit them to MFA no later than two weeks after the meetings for any comments. The agreed minutes shall be signed by both Parties.
- 12.6 The Parties may invite others to participate as observers or advisers to their delegations. The Parties shall notify each other in advance of any external participants and their role in the meetings.

### **13 REVIEWS AND OTHER FOLLOW-UP MEASURES**

- 13.1 A mid-term review focusing on progress to date and the effectiveness of the Project shall be carried out by 31 October 2018. The mid-term review shall also assess the impact of the Norwegian support to female trainees as part of the Structured Engineers Apprenticeship Programme (SEAP) in the previous agreement period 2010-2016. The mid-term review shall assess to what extent the intended impact of the project has been achieved. The mid-term review shall also be forward looking and provide recommendations for the remaining period of the project, including exit strategy. MFA shall draft the terms of reference for the review and submit them to the other Party for approval. The costs of the review shall be covered by MFA over and above the Grant.
- 13.2 An end review focusing on results achieved by the Project on the extent to which the Purpose has been achieved and assess the impact shall be carried out by February 2022. MFA shall draft the terms of reference for the review and submit them to the other Party for approval. The costs of the review shall be covered by MFA over and above the Grant.
- 13.3 If the Partner or another interested party initiates a review or evaluation of activities wholly or partly funded by the Grant, MFA shall be informed. The Partner shall forward a copy of the report of any such review or evaluation to MFA without undue delay.

### **14 PROCUREMENT**

- 14.1 All procurement under the Project shall be undertaken by the Partner and be completed in accordance with Annex C as well as any statutory requirements applicable in the jurisdiction of the Partner.

### **15 PROJECT ASSETS**

- 15.1 The Partner shall have full ownership to all equipment, consumables and intellectual property rights procured or developed by use of the Grant, unless otherwise described in the Application. All matters associated with equipment, consumables and intellectual property rights are the exclusive responsibility of the Partner. However, significant use of such equipment, consumables and intellectual property rights for purposes outside the Project shall be subject to MFA's prior approval.
- 15.2 MFA shall have a non-exclusive and royalty-free license to use all intellectual property rights procured or developed by use of the Grant. MFA may assign this right to any individual or organisation at its own discretion.




Template: Grant Agreement	<b>Foreign governmental entities</b> <b>Grant Management Regime I</b>	Revision no.: Date:	1 01.03.2016
------------------------------	--	------------------------	-----------------

- 15.3 Transfer of ownership of any equipment, consumables and/or intellectual property rights during the Support Period shall be executed in accordance with the national legislation of the Partner and be made at market terms. Ownership may not be transferred to an employee of the Partner or its cooperating partner, or anyone related to or connected with an employee, if such a relation could lead to a conflict of interest as described in Article 16 clause 2.
- 15.4 Before a transfer is decided, the Partner shall assess whether it may have an impact on the Project and, where appropriate, consult with MFA. Any income from a transfer shall accrue to the Project, and shall be reported in the financial statement of the Project.
- 15.5 The Partner shall prepare records of transfer of ownership for any equipment, consumables and intellectual property rights. The records shall comprise information on the object of transfer, the original purchase price paid by the Partner, price offers received, the final sales price and the name of the purchaser. The record shall be submitted to MFA along with the first progress report due after the sale.
- 15.6 If the activities of the Project do not continue after the end of the Support Period or after termination of the Agreement, the Partner shall inform MFA about the remaining equipment and goods that have been purchased by use of the Grant. MFA may require that such assets be sold. Such sale shall be completed in accordance with the procedures described above. Income from the sale shall be repaid to MFA unless otherwise agreed by the Parties.
- 15.7 The Grant may not be used to purchase or construct real property (land or buildings) unless specifically agreed upon between the Parties in writing.

## 16 CONFLICT OF INTEREST

- 16.1 The Parties shall take all necessary precautions to avoid any conflicts of interest in all matters related to the Project.
- 16.2 Conflict of interest refers to any situation where the impartial and objective exercise of the functions of anyone acting on behalf of the Parties is, or may be, compromised for reasons involving family, personal life, political or national affinity, economic interest or any other connection or shared interest with another person.
- 16.3 If a conflict of interest occur, the affected Party shall, without delay, take all necessary measures to resolve the conflict, e.g. by replacing the person in question or by obtaining independent verification of the terms of the proposed decision or transaction.
- 16.4 If the conflict of interest cannot be resolved and if it relates to a decision or transaction of significance to the Project, the affected Party shall immediately notify the other Party. The Parties shall discuss in order to reach an understanding on the appropriate measures to be taken.

## 17 FINANCIAL IRREGULARITIES

- 17.1 The Parties shall practise zero tolerance towards any financial irregularities within and related to the Project. The zero tolerance policy applies to all staff members, consultants and other non-staff personnel, contractor, implementing partners and beneficiaries of the Grant.
- 17.2 Financial irregularities refers to all kinds of:




Template: Grant Agreement	<b>Foreign governmental entities</b> <b>Grant Management Regime I</b>	Revision no.: Date:	1 01.03.2016
------------------------------	--	------------------------	-----------------

- a) corruption, including bribery, nepotism and illegal gratuities;
  - b) misappropriation of cash, inventory and all other kinds of assets;
  - c) financial and non-financial fraudulent statements;
  - d) all other use of Project funds not in accordance with the Agreement and the latest agreed Application, implementation plan and budget.
- 17.3 The Parties are firmly committed to prevent, detect and manage financial irregularities and shall therefore:
- a) organise their operations and internal control systems in a way that financial irregularities are prevented and detected;
  - b) cooperate fully to prevent, stop and handle financial irregularities within and related to the Project;
  - c) require that all staff involved in, and any consultants, suppliers and contractors financed under the Project refrain from financial irregularities.
- 17.4 The Parties shall immediately inform each other of any indication of financial irregularities and of the measures initiated to handle the situation.
- 17.5 The Parties shall cooperate fully in the investigations of such events, whether the investigation is led by MFA or the Partner.
- 17.6 The Parties shall consider prosecution and/or other reasonable sanctions towards any person and/or legal entity suspected of financial irregularities within or in relation to the Project.
- 17.7 MFA may apply any measure as referred to in Article 20 clauses 1 and 2, with immediate effect and irrespective of Article 20 clause 3, if MFA determines that any financial irregularities have occurred. Any repayment claim may also include interest, investment income or any other financial gain obtained as a result of the financial irregularity.

## 18 TRANSPARENCY

- 18.1 The Parties shall distribute copies of this Agreement, as well as any subsequent amendments thereof, to all individuals and institutions involved in the Project or otherwise in need of information on its content.
- 18.2 The Partner shall publish the following in a dedicated and easily accessible place of its internet site:
- a) a copy of this Agreement
  - b) the title and value of any contracts and/or sub-agreements of more than NOK 500 000 (or the equivalent in local currency) which are to be financed by the Grant;
  - c) names and nationalities of the respective agreement parties and, if relevant end any further sub-grantees or contractors in receipt of Project funds;

If internet publication is impossible, all the information in clause 3 shall be published by other appropriate means. The Partner shall give MFA precise information on where the publication is made.

Publication shall take place as soon as possible, and at the latest within six months after the contracts and/or sub-agreements were entered into.

Any deviations from this clause 18.2 shall be agreed by the Parties in writing.




Template:	<b>Foreign governmental entities</b>	Revision no.:	1
Grant Agreement	<b>Grant Management Regime I</b>	Date:	01.03.2016

18.3 The Parties shall make other project documentation, including the Application and all agreed reports, available to anyone upon request. Requests for disclosure may be denied if such disclosure is prohibited by national legislation, confidentiality obligations and/or if it may be detrimental to the Partner's legitimate interests.

## 19 VERIFICATION

19.1 Representatives of Norway may at all times carry out independent reviews, field visits, evaluations and other control measures to verify that the Grant has been used in accordance with the Agreement.

19.2 The Partner shall facilitate such control measures by providing all information and documents necessary to carry out the relevant initiative, as well as ensuring the unrestricted access of such representatives to any premises, records, goods and documents requested.

19.3 The Partner shall ensure that the representatives have access to the auditor of the Project, as well as to the auditor's assessments of all relevant information pertaining to the Project. The Partner shall release the auditor from any confidentiality obligations in order to facilitate such access.

19.4 The rights and obligations of this Article shall remain in force for five years following the end of the Support Period or after termination of the Agreement.

## 20 RESERVATIONS

20.1 MFA reserves the right to withhold disbursements at any time in case the Partner fails to fulfil its obligations under this Agreement and/or if there is suspicion of financial irregularities.

20.2 MFA reserves the right to terminate the Agreement with immediate effect and/or claim repayment of all or parts of the Grant in the event of material breach of this Agreement by the Partner. Material breach of the Agreement shall include, without limitation, the following:

- a) all or part of the Grant has not been used in accordance with the Agreement and/or approved implementation plans and budget,
- b) the use of the Grant has not been satisfactorily accounted for,
- c) the Partner has, after having been granted an extended deadline, failed to provide the agreed reports,
- d) financial irregularities, grave professional misconduct or illegal activity of any form have taken place within the Project,
- e) the Partner has failed to inform MFA of indication of financial irregularities within the Project in accordance with Article 17 above.

20.3 Before withholding disbursements, claiming repayment or terminating this Agreement, the Parties shall consult with a view to reaching a solution on the matter.

## 21 LIABILITY

21.1 Neither of the Parties shall be held liable for damage, injury or loss of income sustained by the other Party or its agencies, staff or property as a direct or indirect consequence of the Project. No claim for compensation or increases in payment in connection with such damage, injury or loss of income will be accepted.




Template:	<b>Foreign governmental entities</b>	Revision no.:	1
Grant Agreement	<b>Grant Management Regime I</b>	Date:	01.03.2016

21.2 The Partner shall assume sole liability towards third parties, including liability for damage, injury or loss of income of any kind sustained by them as a direct or indirect consequence of the Project. The Partner shall indemnify MFA against any claim or action from the Partner's employees or third parties in relation to the Project.

## 22 DURATION, AMENDMENT AND TERMINATION

22.1 The Agreement shall enter into force on the date of the last signature, and shall remain in force until all obligations arising from it have been fulfilled, or until it is terminated in accordance with this Article. Whether the obligations shall be considered fulfilled, will be determined through consultations between the Parties and confirmed by MFA in a completion letter.

22.2 The Agreement may be amended. Any such amendment must be agreed upon in writing between the Parties and shall become an integral part of the Agreement.

22.3 Each Party may terminate the Agreement upon three months written notice. If the Project cannot continue without the financial support of MFA, the Partner shall exert its best efforts to discontinue or scale down the Project promptly and in an orderly and financially sound manner.

## 23 RETURN OF INTEREST AND UNUSED FUNDS

23.1 Upon completion of the Support Period or upon termination of this Agreement, any unused funds that total more than NOK 500 shall be repaid to MFA 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. This does not apply in case of termination where such funds have been irrevocably committed by the Partner in a legally binding agreement entered into with any third parties prior to the receipt of the notice of termination.

23.2 Repayments shall be made to the following bank account:

Name of the account:	Royal Norwegian Embassy in Dar es Salaam
Account no.:	7694 05 13487
IBAN no.:	NO9476940513487
Name and address of the bank:	DnB ASA, 0021 Oslo, Norway
Swift/BIC code:	DNBANOKK

23.3 The transaction shall be clearly marked: "Unused funds". The name of the Partner shall be stated, along with the MFA's agreement number and agreement title.

## 24 DISPUTE RESOLUTION

24.1 Any dispute concerning this Agreement shall be settled by consultations between the Parties.

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Template: Grant Agreement	<b>Foreign governmental entities</b> <b>Grant Management Regime I</b>	Revision no.: Date:	1 01.03.2016
------------------------------	--	------------------------	-----------------

IN WITNESS WHEREOF the undersigned, acting on behalf of their respective Party, have signed the Agreement in two -2- originals in the English language, whereof the Parties keep one each. In the event of any discrepancies between this English language version and any later translations, the English language version shall prevail.

Place: *Dar es Salaam*

Date: *05.07.2016*

*Hanne-Marie Kaarstad*

*Ninatubu M. Lema*

for the Norwegian Ministry of Foreign Affairs,

for Engineers Registration Board (ERB),

Hanne-Marie Kaarstad

Eng. Prof. Ninatubu M. Lema

Ambassador

Chairman

Royal Norwegian Embassy of Dar es Salaam

Engineers Registration Board

Attachments:

Annex A: Approved budget for the Project

Annex B: Results framework

Annex C: Procurement Provisions

**ANNEX A - APPROVED BUDGET FOR THE PROJECT**  
**Table 1: Budget Component**

Activity	Estimated Budget Requirements (TSHS.) × 1000					Total	Percentage of share
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021		
<b>6.1 Professional Training through SEAP</b>							
(i) Subsistence allowance	387,000	774,000	1,161,000	774,000	387,000	3,483,000	
(ii) Induction and Report Writing Training	19,399	19,399	19,399	19,399	19,399	96,995	
(iii) Training materials	5,590	5,590	5,590	-	-	16,770	
(iv) Conduct SEAP monitoring visits	15,600	15,600	15,600	15,600	15,600	78,000	
(v) Conduct training visits	16,064	16,064	16,064	16,064	16,064	80,320	
(vi) Review of quarterly reports	2,000	4,000	6,000	4,000	2,000	18,000	
(vii) Support female trainees attend AED and IET Annual Conference	5,644.4	5,644.4	5,644.4	5,644.4	5,644.4	28,222	
(viii) Award best graduating female engineering students	16,123	16,123	16,123	16,123	16,123	80,615	
<b>Subtotal 1</b>	<b>467,420.4</b>	<b>856,420.4</b>	<b>1,245,420.4</b>	<b>850,830.4</b>	<b>461,830.4</b>	<b>3,881,922</b>	<b>90.3%</b>
<b>6.2 Professional associations and advocacy</b>							
(i) Support to female professional associations such as IET women chapter	17,200	17,200	17,200	17,200	17,200	86,000	
<b>Subtotal 2</b>	<b>17,200</b>	<b>17,200</b>	<b>17,200</b>	<b>17,200</b>	<b>17,200</b>	<b>86,000</b>	<b>2.0%</b>
<b>6.3 Development of Mentorship Capacity</b>							
(i) Conducting training, workshops	31,980	31,980	31,980	31,980	31,980	159,900	
(ii) Support mentors who are supervising female trainees to attend CPD courses	8,600	8,600	8,600	8,600	8,600	43,000	
<b>Subtotal 3</b>	<b>40,580</b>	<b>40,580</b>	<b>40,580</b>	<b>40,580</b>	<b>40,580</b>	<b>202,900</b>	<b>4.7%</b>
<b>6.4 Strengthening PDA directorate</b>							
(i) Staff training	60,046.8	-	40,031.2	-	-	100,078	
(ii) Equipment ( Two Desktop Computers + Overhead Projector + Printer + Camera + Gender Specialist)	19,800	-	5,000	4,300	-	29,100	
<b>Subtotal 4</b>	<b>79,846.8</b>	<b>0</b>	<b>45,031.2</b>	<b>4,300</b>	<b>0</b>	<b>129,178</b>	<b>3%</b>
<b>GRAND TOTAL</b>	<b>605,047.2</b>	<b>914,200.4</b>	<b>1,348,231.6</b>	<b>912,910.4</b>	<b>519,610.4</b>	<b>4,300,000</b>	<b>100%</b>

## **PROJECT COMPONENTS DETAILS**

### **6.1 Professional Training through SEAP**

- (i) Subsistence allowance
- (ii) Training materials
  - Trainees will be given training kits each year while proceeding to their training stations
- (iii) Conduct Induction and Report Writing Training
  - For each intake, an induction seminar will be conducted to enable trainees to receive instructions, guidance and directives which will be observed for the whole period of training
  - Conducting regular induction for women SEAP trainees
  - Organize training on report writing for each intake
- (iv) Review of quarterly report
- (v) Conduct SEAP monitoring visits
- (vi) Conduct training visits
  - Support female trainees attend AED and IET Annual Conference
  - To support female trainees to attend annual conference and seminars for women engineers in Tanzania for the purposes of disseminating and exchanging information, knowledge and experience
- (viii) Award best graduating female engineering students

### **6.2 Strengthening Professional Associations of Female Engineers & Advocacy**

- (i) Support to female professional associations such as IET women chapter.
  - Provide technical and financial assistance to these women associations.
  - To support advocacy & professional activities.

### **6.3 Development of Mentorship Capacity**

- (i) Support mentors who are supervising female trainees to attend CPD courses
- (ii) Conducting training workshops
  - Conduct regular mentors workshops for purposes of exchanging information, knowledge, experience and skills among mentors and senior engineers responsible for supervising SEAP trainees.
  - The Board will conduct training workshops in each of the five zones and the programme will meet direct costs including meals and accommodation for female engineers and mentors.
  - Female mentors will be subjected to the training and workshops for the purpose of improving their mentorship skills.

### **6.4 Strengthening PDA directorate**

- (i) Staff training
- (ii) Provide training equipment to the PDA directorate
- (iii) Procuring Gender Specialist





Table 2: Summary of activities and corresponding budget to be implemented from July 2016 – June 2021

S/N	Main Activities	COSTS (TSHS.) × 1000						Subtotal	Total
		2016/17	2017/18	2018/19	2019/20	2020/21			
1.	Payment of subsistence allowances to 150 trainees (@ Tshs. 645,000 x 150 x 36)	387,000	774,000	1,161,000	774,000	387,000	3,483,000	3,483,000	
2.	Induction and Report Writing Training (4 Days), 1 session each year	a) 2 induction seminars per year (@ Tshs. 1,699,500)	3,399	3,399	3,399	3,399	3,399	16,995	96,995
		b) 1 report writing training per year (@ Tshs. 16,000,000)	16,000	16,000	16,000	16,000	16,000	80,000	
	<b>Subtotal</b>	<b>19,399</b>	<b>19,399</b>	<b>19,399</b>	<b>19,399</b>	<b>19,399</b>	<b>96,995</b>		
3.	Training materials								
	Cost for safety gears to 150 trainees @Tshs. 111,800 per student per year	5,590	5,590	5,590	-	-	16,770	16,770	
4.	Conduct SEAP Monitoring visits (10 Days) for 2 visits per year	a) Per Diem for Management Staff (@ Tshs. 120,000 x 2 visits x 2 staff x 10 days)	4,800	4,800	4,800	4,800	4,800	24,000	78,000
		b) Per Diem for Technical Staff (@ Tshs. 100,000 x 2 visits x 2 staff x 10 days)	4,000	4,000	4,000	4,000	4,000	20,000	
		c) Per Diem for Supporting staff (@ Tshs. 80,000 x 2 visits x 2 staff x 10 days)	3,200	3,200	3,200	3,200	3,200	16,000	
		d) Fuel Cost for 2 vehicles (@ Tshs. 700,000 x 2 visits)	2,800	2,800	2,800	2,800	2,800	14,000	
		e) Stationeries & Communication for 2 visits (@ Tshs. 400,000)	800	800	800	800	800	4,000	
		<b>Subtotal</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>78,000</b>	
5.	Conduct training visits for 20 female SEAP trainees to industrial and construction sites one visit per year (5 days)	a) Per Diem for 1 Management Staff	600	600	600	600	600	3,000	80,320

	@ Tshs. 120,000 x 1 visit x 1 staff x 5days																				
	b) Per Diem for 1 Technical Staff @ Tshs. 100,000 x 1 visit x 1 staff x 5days	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	2,500
	c) Per Diem for Supporting staff @ Tshs. 80,000 x 1 visit x 1 staff x 5days	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	2,000
	d) Per Diem for 20 trainees @ Tshs. 100,000 x 5days	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	50,000
	e) Hiring of bus Tshs. 2,524,000	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	12,620
	f) Stationeries & Communication Tshs. 215,000	215	215	215	215	215	215	215	215	215	215	215	215	215	215	215	215	215	215	215	1,075
	g) Fuel Cost	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	1,075	5,375
	h) Transport for 10 trainees from upcountry to DSM @ Tshs. 75,000	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	3,750
	<b>Subtotal</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>16,064</b>	<b>80,320</b>
6.	Support female trainees to attend AED and IET Annual Conference																				
	a) Participation fees for 10 trainees to attend AED Conference @ Tshs.322,500	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	3,225	16,125
	b) Transport Cost for 10 trainees to attend AED Conference @ Tshs.53,800	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	2,690
	c) Participation fees for 5 trainees to attend IET Annual Conference @ Tshs.322,480	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	1,612.4	8,062
	d) Transport Cost for 5 trainees to attend IET Annual Conferences @ Tshs.53,800	269	269	269	269	269	269	269	269	269	269	269	269	269	269	269	269	269	269	269	1,345
	<b>Subtotal</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>5,644.4</b>	<b>28,222</b>

7.	Award best graduating female engineering students for 15 students each year @ Tshs. 1,075,000	16,123	16,123	16,123	16,123	16,123	16,123	16,123	16,123	16,123	16,123	80,615	80,615
8.	Review of quarterly reports each Tshs. 10,000 per report for 150 trainees	2,000	4,000	6,000	4,000	2,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
9.	Support female Professional Associations e.g. IET women chapter	17,200	17,200	17,200	17,200	17,200	86,000	86,000	86,000	86,000	86,000	86,000	86,000
10.	Conduct 2 Workshops for mentors and trainees per year (40 Participants)												
	a) Per Diem for Management Staff (@ Tshs. 120,000 x 2w/s x 2staff x 3days)	1,440	1,440	1,440	1,440	1,440	7,200	7,200	7,200	7,200	7,200	7,200	159,900
	b) Per Diem for Technical Staff (@ Tshs. 100,000 x 2w/s x 2staff x 3days)	1,200	1,200	1,200	1,200	1,200	6,000	6,000	6,000	6,000	6,000	6,000	
	c) Per Diems for Supporting staff (@ Tshs. 80,000 x 2w/s x 2staff x 3days)	960	960	960	960	960	4,800	4,800	4,800	4,800	4,800	4,800	
	d) Fuel cost @ Tshs. 430,000 x 2 vehicles x 2w/s	1,720	1,720	1,720	1,720	1,720	8,600	8,600	8,600	8,600	8,600	8,600	
	e) Hiring of Conference hall and facilities @ Tshs. 430,000 for 2w/s	860	860	860	860	860	4,300	4,300	4,300	4,300	4,300	4,300	
	f) Per Diem and Transport cost for 20 mentors @ Tsh. 172,000 x 2 days x 2w/s	13,760	13,760	13,760	13,760	13,760	68,800	68,800	68,800	68,800	68,800	68,800	
	g) Per Diem and Transport cost for 20 trainees @ Tshs. 139,750 x 2 days x 2w/s	11,180	11,180	11,180	11,180	11,180	55,900	55,900	55,900	55,900	55,900	55,900	
	h) Food and refreshments @ Tshs. 10,750 x 40 pax x 2w/s	860	860	860	860	860	4,300	4,300	4,300	4,300	4,300	4,300	
	<b>Subtotal</b>	<b>31,980</b>	<b>31,980</b>	<b>31,980</b>	<b>31,980</b>	<b>31,980</b>	<b>159,900</b>	<b>159,900</b>	<b>159,900</b>	<b>159,900</b>	<b>159,900</b>	<b>159,900</b>	

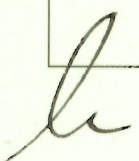
11.	Support 20 mentors who are supervising female trainees to attend CPD courses (@ Tshs. 430,000	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600	43,000	43,000
12.	Strengthening PDA directorate												
	<b>i) Training (Israel)</b>												
	a) Training for 3staff x per diem Tshs. 765,400 x 14days	32,146.8		0	0	0	0	0	0	0	0	32,146.8	100,078
	b) Training for 2staff x per diem Tshs. 765,400 x 14days	0		0	0	21,431.2	0	0	0	0	0	21,431.2	
	c) Training cost @ person Tshs. 7,000,000	21,000		0	0	14,000	0	0	0	0	0	35,000	
	d) Travel cost @ person Tshs. 2,150,000	6,450		0	0	4,300	0	0	0	0	0	10,750	
	e) Medical Insurance, Visa @ Tshs. 150,000	450		0	0	300	0	0	0	0	0	750	
	<b>Subtotal</b>	<b>60,046.8</b>		<b>0</b>	<b>0</b>	<b>40,031.2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,078</b>	
	<b>ii) Procurement of various items</b>												
	a) Printer & Consumables	2,150		0	0	0	2,150	0	0	0	0	4,300	29,100
	b) Two Desktop Computers & Maintenance	2,150		0	0	0	2,150	0	0	0	0	4,300	
	c) Camera	4,000		0	0	0	0	0	0	0	0	4,000	
	d) Projector	6,500		0	0	0	0	0	0	0	0	6,500	
	e) Gender Specialist	5,000		0	0	5,000	0	0	0	0	0	10,000	
	<b>Subtotal</b>	<b>19,800</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>4,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,100</b>	
	<b>TOTAL</b>	<b>605,047.2</b>		<b>914,200.4</b>		<b>1,348,231.6</b>	<b>912,910.4</b>		<b>519,610.4</b>		<b>4,300,000</b>	<b>4,300,000</b>	

Table 3: Budget and Financing plan from July 2016 – June 2021

S/N	COSTS (TSHS.) × 1000						Total	Percentage of total (%)
	2016/17	2017/18	2018/19	2019/20	2020/21			
1.	Project expenses – MFA (Norwegian)	605,047.2	914,200.4	1,348,231.6	912,910.4	519,610.4	4,300,000	59.4
2.	Project expenses – Cooperating partner (Other countries)	0	0	0	0	0	0	0
3.	Overheads	0	0	0	0	0		0
4.	Total MFA expenses	605,047.2	914,200.4	1,348,231.6	912,910.4	519,610.4	4,300,000	
5.	ERB contribution	403,346.45	406,414.5	409,790	413,500.9	417,583.75	2,050,635.6	28.4
6.	Training organizations contribution	160,738.3	172,000	178,450	182,750	189,200	883,138.3	12.2
7.	<b>Total</b>						<b>7,233,773.9</b>	<b>100</b>
8.	<b>Amount applied for from the MFA</b>						<b>4,300,000</b>	

## ANNEX B – RESULTS FRAMEWORK

S/N	Specific Objectives	Planned Activity	Expected Outcome	Means of verification
1	Support professional training of graduate women engineers in Tanzania through the Structures Engineers Apprenticeship Programme (SEAP) of ERB	<ul style="list-style-type: none"> <li>i. Recruit in the SEAP programme 50 graduate female engineers in 2016; 50 in 2017 and 50 in 2018 to make a total of 150 trainees from higher engineering institutions through advertisement, visitations to learning institutions</li> <li>ii. Look for training placement from various providers</li> <li>iii. Identify mentors for the trainees</li> <li>iv. Pay allowance and provide them with safety gear</li> </ul>	<ul style="list-style-type: none"> <li>i. 150 graduate female engineers enrolled in the Structured Engineers Apprenticeship Programme (SEAP) trained and registered as Professional Engineers within a period of 5 years beginning 2016.</li> <li>ii. More females enrolling for engineering courses at higher learning institutions as they will see many role models registered in the engineering profession</li> </ul>	<ul style="list-style-type: none"> <li>i. Number of female engineers enrolled in SEAP</li> <li>ii. Number of female engineers registered as Professional Engineers</li> <li>iii. Number of female engineering students enrolled in higher learning institutions</li> </ul>
2	Strengthen professional associations and advocacy forums of women engineers in Tanzania	<ul style="list-style-type: none"> <li>i. Support female Professional Associations e.g. IET Women Chapter</li> </ul>	<ul style="list-style-type: none"> <li>i. Increased number and participation of female engineers in the Women Chapter of IET.</li> </ul>	<ul style="list-style-type: none"> <li>i. Number of female engineers registered with Women Chapter of IET</li> </ul>
3	Develop national capacity to effectively supervise and mentor SEAP trainees through comprehensive mentorship training of SEAP supervisors	<ul style="list-style-type: none"> <li>i. Conduct training</li> <li>ii. Conduct 2 mentor workshops yearly in 5 years in all 5 zones</li> <li>iii. Support mentors who are supervising female trainees to attend Continuing Professional Development (CPD) courses</li> </ul>	<ul style="list-style-type: none"> <li>i. 2 mentor workshops yearly</li> <li>ii. 150 new mentors/supervisors trained</li> <li>iii. Strengthened mentor capacity to effectively supervise and mentor SEAP trainees</li> </ul>	<ul style="list-style-type: none"> <li>i. Number of training workshops produced</li> <li>ii. Number of trainings/workshops done</li> <li>iii. Number of mentors trained</li> </ul>
4	Strengthen capacity of ERB to promote initial and continuing professional development of women engineers through technical assistance to the Board's department of Professional Development Affairs (PDA)	<ul style="list-style-type: none"> <li>i. To train ERB staff on gender issues, monitoring and evaluation, project management</li> <li>ii. Procure SEAP program facilities</li> <li>iii. Procure external gender specialist</li> </ul>	<ul style="list-style-type: none"> <li>i. 5 ERB staff responsible to overseeing SEAP trained</li> <li>ii. Two desktop computers, 1 overhead projector, 1 printer and 1 camera procured</li> <li>iii. Increased gender awareness and gender mainstreaming in ERB and SEAP following the assistance of an external gender expert</li> </ul>	<ul style="list-style-type: none"> <li>i. Number of staff trained</li> <li>ii. Number of computers, overhead projector, printer and camera procured</li> </ul>




Standard: Procurement Provisions	<b>Foreign governmental entities</b>	Revision no.:	1
	<b>Grant Management Regime I</b>	Date:	01.03.2016

## ANNEX C: PROCUREMENT IN THE CONTEXT OF PROJECTS FINANCED BY THE NORWEGIAN MINISTRY OF FOREIGN AFFAIRS

The Partner applies its own procurement rules if they offer guarantees equivalent to internationally accepted standards. If the rules do not offer equivalent guarantees, or in specific cases, the MFA and the Partner will agree on the use of other procurement procedures offering such guarantees. In this case, the rules to be followed are set forth in the Grant Agreement.

Notwithstanding the above, all procurements carried out by the Partner in the context of the Project shall comply with the principles and provisions set forth in this Annex C.

### 1 INTRODUCTION

- 1.1 This Annex C sets out procurement rules and principles which shall be applied by the Partner when procuring goods, services or works to Projects financed by the Ministry of Foreign Affairs (MFA). Stricter rules may supplement the compulsory minimum rules set forth in this Annex C.
- 1.2 The MFA may carry out ex post checks on the Partner's compliance with the rules set forth in this Annex C.
- 1.3 Failure to comply with the rules set forth in this Annex C shall render the Project expenditure ineligible for MFA funding and may lead to withholding funds or claim for repayment in accordance with article 20 of the Grant Agreement.
- 1.4 Contracts shall not be split artificially to circumvent the procurement thresholds. All monetary amounts referred to in this Annex C are amounts excluding value-added tax (VAT).
- 1.5 The procurement provisions shall also apply to any procurements to be carried out by the Partner's cooperation partners or others. The Partner shall be responsible for compliance regardless of whether the procurement is carried out by the Partner itself or its cooperation partners or others.

### 2 BASIC PRINCIPLES

- 2.1 If a Project requires procurement by the Partner, the contract must be awarded following a tender procedure to the most economically advantageous tender (i.e. to the tenderer obtaining the best score based on price and quality), or, as appropriate, to the tenderer offering the lowest price. In doing so, the Partner shall avoid any conflict of interests and respect the following basic principles:
  - a) **Competition:** The procedures applied and the award of contracts shall be based on fair competition.




Standard: Procurement Provisions	<b>Foreign governmental entities</b>	Revision no.:	1
	<b>Grant Management Regime I</b>	Date:	01.03.2016

- b) **Equal treatment and non-discrimination:** Participation in tender procedures shall be open on equal terms to all natural and legal persons. During the entire procurement and the award of contracts, the Partner shall not discriminate against candidates/tenderers or groups of candidates/tenderers.
- c) **Transparency and ex-ante publicity:** As a general rule, tender procedures shall be based on prior publication. Where the Partner does not launch an open tender procedure, it shall justify the choice of tenderers that are invited to submit an offer.
- d) **Objective criteria:** The Partner shall evaluate the offers received against objective criteria, which enable the Partner to measure the quality of the offers and shall take into account the price (the offer with the lowest price shall be awarded the highest score for the price criterion). The criteria shall be set out beforehand and shall be relevant to the contract in question.
- e) **Notoriety:** The Partner shall keep sufficient and appropriate records and documentation with regard to the procedure, its evaluation and award.

### 3 ELIGIBLE TENDERERS

3.1 Tenderers must provide information on their legal form and ownership structure.

3.2 Tenderers shall be excluded from participation in a procurement procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situation may be eligible to participate insofar as the Partner is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;
- c) they have been guilty of grave professional misconduct; proven by any means which the Partner can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Partner or those of the country where the contract is to be performed;






Standard:	<b>Foreign governmental entities</b>	Revision no.:	1
Procurement Provisions	<b>Grant Management Regime I</b>	Date:	01.03.2016

- e) they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;
- f) they make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

3.3 Tenderers shall confirm in writing that they are not in any of the situations listed above. Even if such confirmation is given by a tenderer, the Partner shall investigate any of the situations listed above if it has reasonable grounds to doubt the contents of such confirmation.

3.4 Contracts shall not be awarded to tenderers which, during the procurement procedure:

- a) are subject to a conflict of interests;
- b) are guilty of misrepresentation in supplying the information required by the Partner as a condition of participation in the tender procedure, or fail to supply this information.

#### 4 GENERAL PROCUREMENT RULES

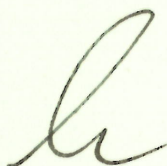
4.1 The tender documents shall be drafted in accordance with best international practice. The Partner may voluntarily use the models published in the Practical Guide on the EuropeAid (EU) website.

4.2 The Partner shall take into account universal design and the potential environmental impact of any planned procurements.

4.3 All invitations to submit tenders shall state that offers will be rejected if any illegal or corrupt practises have taken place in connection with the award. All contracts concluded under the Project shall state that the Partner may terminate the contract if it finds that illegal or corrupt practises have taken place in connection with the contract award or execution.

4.4 The time-limits for receipt of tenders and requests to participate must be sufficient to allow interested parties a reasonable and appropriate period to prepare and submit their tenders.

4.5 An evaluation committee must be set up to evaluate applications and/or tenders of a value of NOK 500 000 or more on the basis of the exclusion, selection and award criteria. This committee must have an odd number of members, at least three, with all the technical and administrative capacities necessary to give an informed opinion on the tenders.




Standard:	<b>Foreign governmental entities</b>	Revision no.:	1
Procurement Provisions	<b>Grant Management Regime I</b>	Date:	01.03.2016

- 4.6 For contracts with a value exceeding NOK 100 000, the Partner shall compile a written record with documentation of all assessments and decisions during all steps of the procurement process from the planning stage until the signing of the contract. Upon request by the MFA, the Partner shall deliver its written record to the MFA and grant the MFA access to all relevant information and documentation related to the procurement procedure and practices applied.

