

UKaid Skills for Employment Programme CF Grant Agreement

Project Title:

Project Number:

Start date:

End Date:

Clause I: Agreement is made between the FCDO funded Skills for Employment Programme in Nepal, through its managing consultant, WSP USA Solutions Inc. (WSP) with its headquarters at 412 Mount Kemble Avenue, Morristown, New Jersey 07962-1946, U.S.A and [Approved Grantee] of [full postal address and registered address]

Investment Partner Information

| | |
|--|--|
| Full Legal Name of Partner | |
| Legal Entity Type (e.g. individual, company type , partnership, etc) | |
| Trading or Business Name | |
| Country Registration Number | |
| Registered Office | |
| Relevant Business Address | |
| Telephone | |
| Fax | |
| Email | |
| Partner's Representative Name | |
| Partner's Nominated Bank | |
| Nominated Bank Account Number | |
| SWIFT | |

Definitions apply throughout the Agreement:

| | |
|-----------------------------------|--|
| Accounting Instructions Agreement | The instructions contained in Annex A of this Agreement This contract together with all annexes hereto |
| Application | The document submitted by the Organisation annexed hereto as Annex C and all appendices thereto including any variations thereto agreed to in writing by all parties to this Agreement |
| Consortium | The Organisation and the Organisation's partners as specified in the Application |
| SEP CF | Skills for Employment Challenge Fund providing FCDO funds under this Agreement |
| FCDO | The Foreign, Commonwealth and Development Office |

| | |
|----------------------|--|
| WSP | The WSP USA Solutions Inc. Managing Consultant to FCDO's Skills for Employment Programme |
| Financial Year Grant | Nepal Financial Year [16 July to 15 July] The total amount of FCDO SEP CF funds allocated and provided by WSP to the Organisation under this Agreement for the purpose of implementing the Project |
| Matching Funds | The total amount of money and other resources to be provided by the Organisation and the Organisation's Consortium partners under this Agreement for the purpose of implementing the Project, as detailed in Annex C |
| Organisation | The entity that receives the Grant under this Agreement for the purpose of implementing the Project |
| Project | The activities/work-plan and budgeted expenditure described in Annex C of this Agreement that the Organisation is required to implement and which are financed by the Grant and the Matching Funds |

Value of Grant

Clause 2: Skills for Employment Programme Challenge Fund (SEP CF) Programme, as managed by WSP under contract with FCDO, hereby agrees to pay a Grant in a total amount not exceeding Nepalese Rupees [xxxxxx to xxxxxx] over period of [x] years in support of the Project described in Annex C.

Duration of the Agreement

Clause 3: This Agreement shall remain in effect from [xxxxx] and expires on [xxxxxxx] unless terminated earlier in accordance with the provisions of the Agreement.

Payment of Grant Funds

Clause 4: SEP CF, as managed by WSP, will make disbursements of the Grant at quarterly intervals in arrears unless provided in advance as under clause 5 of this Agreement

Clause 5: In exceptional cases, SEP CF grantees can apply in advance for quarterly (3 month) payments, provided they give sufficient written justification for the advance payment requested for this Project. As SEP CF procedures requires that funds are not normally released in advance of need, exceptions can only be made when the Organisation has explained the VfM to be attained through the seeking of this advance payment. If the ISC of the Skills for Employment Programme approves SEP CF to give advance payments, these must be utilised by the Project within a reasonable time, as defined in Annex A to this Agreement.

Clause 6: The Grant is to be used only in respect of the implementation of the Project detailed in the Application submitted which is attached as Annex C, together with any subsequent amendments which have been agreed in writing by Skills for Employment Programme and the Organisation and which will also be incorporated into this Agreement, attached to and will form part of Annex C. For the avoidance of doubt, implementation of the Project requires the Organisation to carry out the work-plan and project activities and utilise the Grant and Matching Funds subject to appropriate regulators' approval and conditions imposed by the respective regulator, if any, in the manner and precisely in accordance with the detailed Project Budget set out in Annex C.

Clause 7: It is a condition of the SEP CF that the Matching Funds detailed in Annex C and amounting to the equivalent of Nepalese Rupees [xxxxxx] are identified and available for utilisation on the part of the Organisation prior to the commencement of each Financial Year. In signing this Agreement, the Organisation warrants that these Matching Funds:

- a) are identified and available for utilisation for each of the financial years during which the Grant shall be utilised for the Project;
- b) will be used first before using Grant Funds;
- c) are free funds unencumbered by any obligation to any third party to repay;
- d) are unconditionally committed to the Project subject to any conditions approved by SEP CF;
- e) are not derived from funds paid by FCDO to another organisation;
- f) not derived from other sources of the Government of Great Britain funding (which includes British High Commissions and Embassies); and,
- g) not derived from other donors.

Clause 8: The Organisation is obliged to report in writing any difficulties that may materialise with Matching Funds to SEP CF immediately to Skills for Employment Programme

Clause 9: The Organisation agrees to observe, perform and comply with the Accounting and Reporting Instructions which apply to this Grant and which are set out in Annexes A and B respectively

Clause 10: Skills for Employment Programme must receive the Organisation's written acceptance of the Accounting Instructions set out in Annex B before any quarterly portion of the Grant will be paid.

Conditions of the Grant

Clause 11: The Grant is made subject to the following conditions:

- (a) that the Organisation will comply with all requirements contained in this Agreement and the accompanying Annexes including the implementation of the Project as set out in Annex C of this Agreement;
- (b) that the Organisation will allow WSP, Skills for Employment Programme and its agents and FCDO or its representatives (such as the UK National Audit Office) timely and unconditional access to Project sites and to relevant records for the purpose of monitoring and evaluation;
- (c) that if any circumstances should occur which may impair the developmental value of the Skills for Employment Programme, the Organisation will consult about any actions that may be required. In such circumstances, Skills for Employment Programme reserves the right to modify or terminate the Grant;
- (d) that the Grant is specifically given to the Organisation and the Organisation's rights and obligations under this Agreement may not be transferred by the Organisation to a third party without the prior written consent of Skills for Employment Programme;
- (e) that the Grant will not be used for any purposes other than those set out in the Project described in Annex C without the express written consent of Skills for Employment Programme/WSP, as management consultant;
- (f) that reports will be provided to Skills for Employment Programme as stipulated in Annex B;
- (g) that Equipment purchased for the Project should remain the unencumbered property of the Organisation, unless prior written permission is provided by Skills for Employment Programme. For those items procured, the organisation has to maintain an assets registry.
- (h) that in the event that the funding agency; FCDO determines to establish the Skills for Employment Programme as a legal entity or Trust, party to this agreement may be transferred and assigned from WSP to that entity;
- (i) the Organisation must abide by the Code of Human Rights, basic working conditions and Corporate Responsibility Policy to address workplace issues such as working hours, child labour, forced labour, non-discrimination, freedom of association, health and safety and the environment; and,
- (j) the Organisation will comply with all SEP MEL reporting requirements.
- (k) the Organisation will comply with all Independent Selection Committee and FCDO grant conditions and recommendations as stipulated in Annex E.

Right to Withdraw Grant funds

Clause 12: SEP CF through WSP reserves the right to withdraw Grant funding immediately if the Organisation fails to comply with the conditions and requirements set out in this Agreement and its Annexes and in these circumstances may, at its discretion, require the Organisation to return all or any part of the Grant.

Due Diligence

Clause 13: In utilising the Grant the Organisation will exercise the same care in the discharge of its functions under this arrangement as it exercises with respect to the administration and management of its own resources and affairs. The Organisation shall co-operate fully with any due diligence assessment by WSP, SEP CF or its agents, of the Organisation's own internal controls and systems. These assessments should be completed prior to project implementation and will last for entire SEP CF involvement with the Organisation, unless there is a significant change to the Organisation's procedures and controls or operating environment.

Clause 14: Additionally, the Organisation shall take the necessary steps at the commencement of the project and at regular intervals throughout the implementation to assess the internal controls and systems of any implementing partners. These assessments will be shared with SEP CF, upon request and should determine, relative to programme risk:

- (a) Reliability and integrity of the Implementing Organisation's financial controls, systems and processes
- (b) Effectiveness and efficiency of their project operations
- (c) Procedures for safeguarding project assets, and;
- (d) Compliance with national legislation, regulation, rules, policies and procedures

Fraud and Corruption

Clause 15: Skills for Employment Programme and the Organisation will immediately and without undue delay inform the other participant of any event which interferes or threatens to materially interfere with the successful implementation of the project, whether financed in full or in part by FCDO, including credible suspicion of or actual fraud, corruption or any other financial irregularity or impropriety.

Clause 16: FCDO has an expert fraud investigation unit, that should be contacted in the first instance at reportingconcerns@fcdo.gov.uk or +44 (0) 1355 84 3747 and also inform to the appropriate regulators in Nepal simultaneously. All suspicions will be treated with the upmost confidentiality. In addition, WSP has its own hot-line: +1 800-001-0140 or wsp.ethicspoint.com

Clause 17: Skills for Employment Programme/WSP, FCDO and the Organisation **shall** have a zero-tolerance approach towards fraud and fraudulent behaviour that may lead to the misuse of funds and agree in principle to recover such funds. The Organisation will, at first, take timely and appropriate action to investigate credible allegations of fraud, however both participants will fully co-operate with investigations into such events, whether led by the Organisation or Skills for Employment Programme.

Clause 18: In the event of any credible indications that SEP CF funds may have been subject to fraud, FCDO may, at any time during the period of this arrangement and up to five years after the end of the programme, arrange for additional fraud investigations, on-the spot checks and / or inspections to be carried out. These may be carried out by Skills for Employment Programme, or any of its duly authorised representatives.

Clause 19: FCDO reserves the ability to recover Grant funds that have been subject to a proven fraud and will work with the Organisation to do so. Where fraudulent or unethical activity is alleged, FCDO reserves the ability to suspend or terminate funding with immediate effect, in preference to the standard notice period and irrespective of any contractual requirements,

Termination

Clause 20: Subject to the authorization of FCDO, Skills for Employment Programme may terminate this Agreement at any time by giving notice in writing (90 days written notice in advance) to the Organisation. In such an event, the Organisation will be entitled to claim all costs properly and necessarily incurred and paid in connection with the Project prior to the date of termination, together with all costs properly and necessarily committed and paid beyond the date of termination, provided that such commitments are made prior to receipt of the notice of termination. The Organisation shall be obliged to agree the schedule of costs incurred and committed with Skills for Employment Programme before these can be claimed. Only costs to be covered by the grant can be claimed. Those costs to be covered by the Matching Funds are not reclaimable.

Clause 21: Skills for Employment Programme may immediately terminate this Agreement and shall be under no obligation to pay all or any part of the Grant and may, at its discretion, require all or any part of the Grant to be repaid if:

- (a) without the prior written consent of Skills for Employment Programme a change is made in the Project which Skills for Employment Programme considers substantial;
- (b) any claim for the Grant is based on misleading information or falsified documentation or is made in respect of costs which have not actually been incurred after the date on which this Agreement was made, and

discharged by payment by the Organisation on or before the date of claim;

- (c) the Organisation fails to inform Skills for Employment Programme in writing of any other funding received in relation to the Project to assist towards or otherwise defray the costs of the Project in addition to those already disclosed to WSP;
- (d) the Organisation at any time during the Project goes into liquidation, is dissolved or enters into any arrangements with its creditors;
- (e) the Organisation, without the consent in writing of Skills for Employment Programme, assigns or transfers or causes to be assigned or transferred, whether actually or as a result of a take-over, merger, change of ownership or control, or other change in identity or character of the Organisation, this Agreement or any part, share or interest therein;
- (f) the Project is terminated without having been satisfactorily completed;
- (g) the Organisation either directly or through its servants, agents or sub-contractors commits any material breach of its obligations under this Agreement or the Organisation fails to comply with any terms of this Agreement;
- (h) the Organisation uses the funding for any purpose other than the purposes set down in this Agreement;
- (i) the Matching Funds become no longer available; or,
- (j) there is any evidence of a lack of safeguarding or use of forced labour, child labour and physically abusive disciplinary practices have occurred in the partnership.

Clause 22: Any unspent funds remaining at the scheduled end of the project, must be returned to Skills for Employment Programme and SEP CF unless specifically decided between the Organization and Skills for Employment Programme with the approval of FCDO, in writing.

Publicity

Clause 23: The Organisation agrees to acknowledge FCDO's support in its annual report and accounts covering the period of the Project, and in any publicity materials relating to the Project.

Clause 24: The Organisation agrees to follow the guidelines with respect to the representation of FCDO set out in FCDO's leaflet "FCDO's UK aid branding guidance October 2020" attached as Annex D to this Agreement, or any successor branding guidance.

Clause 25: FCDO may refer to the Organisation and/or the Project in its publicity material, but will be sensitive to situations where confidentiality is a particular issue.

Confidentiality

Clause 26: The Organisation undertakes not to disclose any information that Skills for Employment Programme has specified to the Organisation as confidential, or which ought reasonably to be considered as confidential, without Skills for Employment Programme prior written consent.

Indemnity

Clause 27: Neither WSP nor FCDO will bear responsibility in respect of any loss or damage incurred by the Organisation or any third party as a result of the Organisation undertaking the Project or as a result of any activity undertaken or investment made as part of the Project. Neither Skills for Employment Programme/WSP nor FCDO shall be responsible for the employment of any person engaged by the Organisation whether as an employee or a consultant in connection with the Project including any costs incurred by the Organisation in terminating the employment or engagement of such person nor shall Skills for Employment Programme/WSP or FCDO be responsible for the activities of or injuries to any such person.

Clause 28: The Organisation shall defend and indemnify Skills for Employment Programme/WSP and FCDO in respect of any claims, loss or damage (including legal costs incurred in defending such claim, loss or damage) made by any party against Skills for Employment Programme/WSP or FCDO, including but not limited to any claim made by an employee of the Organisation whether relating to person injury, property damage, redundancy, unfair dismissal or otherwise, arising in connection with the Project.

Intellectual Property Rights

Clause 29: All reports, software, documentation and other materials prepared by the Organisation that are funded by this agreement and/or for the purposes of the Project (“the Project Materials”) and the intellectual property rights therein shall be the property of the Organisation.

- (a) The Organisation hereby grants to FCDO a world-wide, non-exclusive, irrevocable, Royalty-free licence to use the Project Materials and any intellectual property rights therein.
- (b) For the purpose of this Clause 29, “Use” shall mean the use, reproduction, publication and transfer or other dealing with the Project Materials and the intellectual property rights therein, including the production and sale of products incorporating the same for use by any person or entity in the Project Materials or for sale or other dealing anywhere in the world.
- (c) FCDO shall be entitled to sub-licence any intellectual property rights in the Project Materials licensed to it under the Clause 29 to any person or entity on any terms FCDO thinks fit.

(d) FCDO shall be entitled to enforce the provisions of this Clause 29 in accordance with the provisions of the Contracts (Rights of Third Parties) Act 1999.

Entire Agreement

Clause 30: This Agreement includes the entire understanding of the parties with respect to the subject matter hereof and all prior agreements with respect to such subject matter have been merged in it. No representations or warranties have been made other than those expressly provided for in this Agreement.

Applicable Law

Clause 31: The construction, validity and performance of this Agreement shall be governed in all respects by the laws of England and Wales.

Disputes and Arbitration

Clause 32: The parties agree to use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement and the interpretation thereof.

Clause 33: In the event that a dispute arises between Skills for Employment Programme/ WSP and the Organisation that cannot be settled amicably and by agreement between the parties, the dispute shall be referred to arbitration by a single arbitrator to be appointed by the parties. In the absence of agreement on the appointment, the arbitrator shall be nominated by the President of the Law Society for the time being, of England and Wales.

Acknowledgement

Clause 34: The Organisation should confirm its acceptance of the terms and conditions of this Agreement (including Annexes) by signing both copies and returning one to Skills for Employment Programme/ WSP within 30 days from the date of this Agreement set out in clause 3 above.

For and on behalf of Skills for Employment Programme

Name:

Position:

Signature: _____

Date: _____

For and on behalf of the (name of Organisation)

Name:

Position:

Organisation

Signature: _____

Date: _____

Attachments

| | |
|----------------|--|
| Annex A | Accounting and Payment Terms and Conditions |
| Annex B | Reporting Instructions |
| Annex C | Application and updates to the application (letters of clarification, updated budgets and disbursement requirements, updated implementation plans) |
| Annex D | Corporate Identity and Publications Guidelines (FCDO) |
| Annex E | Independent Selection Committee (ISC) and FCDO grant conditions |

Annex A: Accounting and Payment Terms and Conditions

SEP Challenge Fund Investments have following Terms and Conditions:

Financial Instructions to Investment Partner

How to claim the SEP Challenge Fund Investment?

A-1 Claims for reimbursement of expenditure or payment of advance funding should be sent to (Name and address of WSP or it's agent), Using the format specified in the Expenditure Claim Form.

Currency to be used

A-2 All the claims and any accompanying statements of expenditure must be in Nepalese Rupees.

Statement of Accounts

Payment in Arrears

A-3 The investment partner's request for payment must be accompanied by a statement of account as set out in the Expenditure Claim Form. The statement must present a detailed account of total actual project expenditure the investment partner incurred during the quarter in question. It should also show any advance paid for that period. Any shortfall or surplus to be carried forward into the next quarter should be clearly identified.

Payment in Advance

A-4 For payments in advance, a statement of total estimated project cost must accompany the investment partner's request for that quarter as set out in the Expenditure Claim Form. For request for payment in advance for first and second quarter only there will be no requirement to submit a statement of accounts showing actual expenditure incurred by the investment partner and its consortium partners. However, for request for payment in advance for third and subsequent quarter each request must be accompanied by statement of account showing a detailed breakdown of expenditure the investment partner and its consortium partner has incurred during the last quarter. Any shortfall or surplus from the last quarter must be clearly identified and taken into account when calculating the advance payment. For the final quarter of each year actual expenditure must be fully accounted. Advance payments may require a bank guarantee.

Certification

A-5 A responsible full time senior management officer of the investment partner as designated by the investment partner must certify each statement using the following wording.

"I certify that all the account details above have been actually and necessarily expended under the co investment, in accordance with the terms and condition outlined in the accounting instructions, and matching funding have been secured for the period."

If an advance payment is requested the following should also be included:

".....and, the estimated figures are a realistic forecast of the payments likely to be made to the end of the current period."

Name:

Position:

Signature: _____

Date: _____

For and on behalf of the (name of Investment Partner)

A-6 Statements so certified will be accepted as a proper discharge for the monies provided from the co-investment and documentary evidence of the various payments made by the investment partner will not normally be required. However, the investment partner and its consortium partners shall keep all such documentary evidence SEP project reserves the right to call for and examine such evidence.

ALL STATEMENTS MUST BE IN AN ORIGINAL FORMAT (FAXED OR COPIED DOCUMENTS WILL NOT BE ACCEPTED)

End of Financial Year

A-7 At the end of each financial year, the actual expenditure to the latest date consistent with submitting a claim must be accounted for within one month (if the investment partner has any problems, it should contact WSP or its agent). Any funds unaccounted for will be deducted from the next Financial Year's co investment funding.

A-8 If the investment partner has not accounted for all co investment funds at the end of the project, WSP can ask the investment partner to reimburse the unaccounted portion.

Balances

A-9 Any unspent balance will be deducted from the first claim in the new financial year and be regarded as a claim in the next financial year's co investment funding.

A-10 Any unspent balance from the co investment on completion of the project must be refunded to WSP, unless otherwise agreed in written by WSP.

Annual Audited Accounts

A-11 The investment partner must submit its annual audited accounts for each of the financial years covered by the co investment from SEP. If separate entity has been established to implement the project, the entity must submit its annual audited accounts for each of the financial year covered by the co investment from SEP.

A-12 These accounts must show the SEP investment and matching funds as separate items of income, and should bear a certificate signed by investment partner's auditor to the effect that the co investment from SEP was expended in accordance with the terms of this grant agreement. Two copies should be submitted each bearing original signatures.

A-13 If it is not possible to show the Project as a separate item in the accounts, two signed copies of the audited accounts prepared as above, should be submitted along with the auditors certificate conforming the total income and expenditure in respect to the co investment and matching funds.

A-14 Annual audited accounts and, if not included within the annual audited accounts, the auditor's certificate confirming total income and expenditure in respect of the SEP Investment and Matching Funds, should be submitted within four (4) months of the end of the Financial year to WSP.

A-15 The Investment Partner and its Consortium partners are solely responsible for all audit costs associated with the Project. WSP and its agents have no liability in this regard nor can the costs of audit be met from the SEP Investment.

A-16 The Investment Partner must keep proper and accurate accounts of all expenditure incurred in connection with the Project and preserve such accounts for a period of six (6) years from the completion of the Project.

Audit Inspection

A-17 The UK National Audit Office, FCDO's own internal audit department and WSP reserve the right at any time to inspect the books and accounts relating to the Project. In addition the UK National Audit Office may carry out examinations into the economy, efficiency and effectiveness with which the Investment Partner has used its resources in discharging its functions under the SEP-CF

Repayment of Funds

A-18 The whole or part of any funds disbursed under the co investment shall be repaid on the demand of Skills for Employment Programme/WSP if the Audited Accounts show to the satisfaction of Skills for Employment Programme/WSP, that funds given in the SEP Investment have been directly or indirectly misapplied or misappropriated by the Investment Partner and its Consortium partners or agents employed by the Investment Partner and its Consortium partners.

Equipment

A-19 An inventory of all equipment costing the equivalent [£ 500] or more at the time of purchase and wholly or partly funded by the SEP Investment or those under this threshold but termed attractive goods (i.e. electronic goods) should be maintained and provided to WSP if required. Entries of the inventory must include the following:

- (a) description,
- (b) specific identification (e.g. serial number),
- (c) date of purchase,
- (d) original value (including VAT if paid),
- (e) location and/or user, and
- (f) person responsible.

A-20 Equipment must remain the unencumbered property of the Investment Partner and be allocated to the Project and should not be changed, replaced or otherwise disposed of during the period of this Agreement without the prior written agreement of Skills for Employment Programme.

A-22 Payment will be made direct to the Investment Partner's current bank account using automated electronic transfer. This system is quicker and safer than issuing cheques. Payments can only be made into a bank account bearing the Investment Partner's name and which requires more than one signatory duly authorised for every withdrawal. Details of the Investment Partner's Bank Account Name, Bank Account Number and sort code are set out below. If during the lifetime of the Project, any of these details are modified, any changes should be confirmed in writing to Skills for Employment Programme by a duly authorised representative of the Investment Partner. A separate notification of the amounts credited by WSP to the account will be issued to the Investment Partner each time a payment is made.

I conform that I fully understand and accept the conditions stipulated in this agreement.

I also confirm:

- (a) The (Name of the investment partner) financial year ends on _____
- (b) The (Name of the investment partner) reporting year for the project is from _____ to _____
- (c) Name of the investment partner
- (d) Postal address of the investment partner
- (e) Bank account name
- (f) Bank account number
- (g) Name and Postal address of the investment partner's bank
- (h) IBAN/SWIFT code of the investment partner's bank
- (i) Investment Partner's banker's preferred corresponding bank in (UK/US) and it's SWIFT code

Signed

Name in BLOCK letters

Position

Investment Partner

Date

Narrative report to be included with Expenditure Claim Form

A narrative report should be prepared to submit with the Expenditure Claim Form covering the following areas.

1. Progress against work plan for last quarter.

[Include details of the progress against work-plan for the last quarter. These output and activity described will relate to the expenditure items for the last quarter included in the quarterly expenditure summary above.]

2. Changes in the work-plan arising from progress in the last quarter and any further changes anticipated.

[Includes details of any changes arising from progress during last quarter should be included here.]

3. Expected progress against work plan for the current quarter

[Include details of expected progress against work plan for the current quarter. These output and activities described will be relate to the expenditure items for the current quarter included in the quarterly expenditure summary included above.]

I certify that the actual expenditure detailed above has been actually and necessary incurred on the project as specified in our application and agreed by WSP.

I further certify that the estimated expenditure for the current quarter detailed above will be actually and necessary incurred on the project as specified in our application and agreed by Skills for Employment Programme/WSP.

Signed:

Name:

Designation:

Date:

Annex B: Reporting Instructions

Introduction

The wording of this Annex is given as a general example of what is likely to be required. Each Project will have its own reporting requirements and specifications. These should replace any areas of text that are inappropriate.

In particular, for each project it will be necessary to set down the detailed contents framework for evaluation in the section on **Evaluation Reports**.

All reports should be forwarded to (insert name and full postal address and contact details of SEP Challenge Fund Manager).

B-1 Whilst Skills for Employment Programme accepts that, as Projects progress, there will often be reasons for changing some elements of the Project, it is essential that Skills For Employment Programme is kept fully informed in writing and in advance of you making any changes to the Project. Any significant changes must be brought to the attention of SEP at the earliest opportunity and should not be left until the next reporting date.

B-2 You are responsible for ensuring that the following progress reports and evaluation reports on the Project are provided to Skills for Employment Programme:

- (a) quarterly (within 15 days of the end of each quarter);
- (b) annually (the report for the quarter ending the Financial Year submitted within 30 days of the year end);
- (c) audited annual accounts within six (4) months of the Nepalese financial year end; and
- (d) within four (4) months of completion of implementation of the Project (the Project Completion Report).

B-3 Where the terms and conditions for the Project require that the Project achieves specified milestones and other deliverables as a pre-condition for continuing funding, the Organisation is obliged to ensure that the relevant quarterly report documents and demonstrates that the pre-condition(s) have been satisfied. Failure to do so will lead to the automatic suspension of funding until the milestone is achieved or the matter is otherwise resolved to WSP's satisfaction.

B-4 Annual reports should contain the same details as the quarterly report, together with a more detailed review and commentary covering the full period of the report.

Evaluation Reports

B-5 Project Completion and Post-completion Reports are intended to focus on evaluating Project performance and impact. In particular, these reports should measure the level of achievement of the key indicators of performance set out in Annex C.

Audited Accounts

B-6 If Skills for Employment Programme does not receive your audited accounts within 6 months of the Nepalese financial year-end, Skills for Employment Programme will ask for an explanation. Unsatisfactory responses may result in suspension of funding.

Annex C: Application and updates to the application

Complete copy of the Full Application with annexes including if there is any changes made after the approval of ISC which needs to be approved by SEP.

Annex D: Corporate Identity and Publications Guidelines (FCDO)