

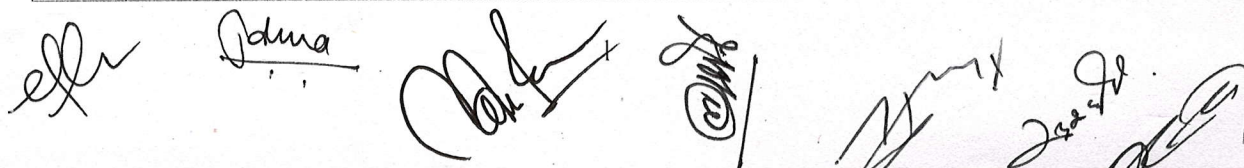
Annex 2
Project Agreement Format

**PROJECT AGREEMENT
BETWEEN
SOCIAL WELFARE COUNCIL
AND**

(Please insert the name of INGO and home based country).....

Project Summary (500 words)

S.N.	Subject	Details
1.	Name of the project	
2.	Name & Nepal office address/ contact person/ph. number	
3.	Counterpart/Executing agency	Summary of counterpart selection criteria and number of executing agency <i>Please name the NGO(s)/GO(s) with complete mailing address, contact person, designation and phone number in annex I.</i>
4.	Project duration (yrs)	
5.	Project areas	Summary of working area selection criteria <i>Please give details of district(s) and Palikas based on priority made by national and sectoral policy, cluster approach, and consultative and participative approach in annex II.</i>
6.	Working sector and sub-sector	Major sectoral and sub-sectoral areas such as education, health, and so on
7.	Objectives	Hierarchy of objectives (Goal, outcome and output) <i>Please do not put activities here. Put complete log-frame with detail activities in annex III.</i>
	Budget details (NPR)	Programme: <u>Administration:</u> Total Cost:
8.	Number of expatriate	
9.	Number of local staff	



	Source of funding	
11.	Status of the project	New or old

Project Details

1. Introduction

1.1 Background (300 words)

Please give a brief introduction of INGO and proposed project.

1.2 Project Rationale (500 words)


Please include at least the following points for preparing project background information:

- *Brief introduction of project location: geographical, economic, demographic, educational status, health service, environment, and public infrastructure related information.*
- *Need analysis: problem tree related or theory of change of proposed project and need identification process (feasibility study, baseline survey, and consultation with the proposed beneficiaries, concerned stakeholders and line agencies at all levels of governance).*
- *Linkage of project with national and sectoral policies of the Government of Nepal: Periodic Plans, SDGs and corresponding indicators.*
- *Basis of prioritization in selecting sectoral and geographical areas aligning with social demographics, HDI and vulnerability index.*
- *Brief statements of progresses to be achieved and major findings of evaluation of the outgoing project and actions to address the recommendations if applicable.*

2. Project Log-Frame: Specified indicators from SDGs and/or Periodic Plans

Hierarchy of objective	Indicators (OVI)	Progress during project period	Target	Remarks
Goal				
Outcomes/ Objectives				
Output				
Activities	<i>Please put output level indicators with progress targets during project period. Complete log-frame with detail activities to be placed in annex III.</i>			

3. Risk, Assumption and Mitigation Strategy (200 words)



Plases provide the associated risk in the project and mitigation strategy to overcome for smooth operation of the project.

4. Implementation Approach (500 words)

- *Coordination with government line agencies and tier of government(s). Roles of government agencies and implementing NGOs. Project review, monitoring and evaluation mechanism.*
- *Project ownership with accountability and governance. (social audit, branding, visibility, incorporation of project in annual planning process of local government)*

5. Calendar of Operation

Please place the identified activities in a yearly basis calendar.

6. Reporting Schedules (100 words)

Reports to be submitted:

- *Project baseline against the proposed indicators*
- *Inception report within six months and semi-annual reporting to SWC*
- *Annual progress report and audit report to SWC, concerned ministry, National Planning Commission, local government, and concerned line agencies in the project district.*

You can also mention donor reporting schedule.

7. Linkages and Coordination (100 words)

(Please mention indicator based linkages and coordination with concerned agencies tabular form)

8. Budget

8.1. Budget details

Please show budget based on following points:

- *Mention the foreign currency as well as NPR.*
- *Exclude the remuneration and benefits of the expatriate staff.*
- *Administrative Cost must not be above 20 %.*
- *Show the project M/RM wise and implementing partner wise budget, if the project covers multiple M/RM and multi partners.*
- *Provide unit wise cost with annual physical targets aligned with activities*

- Mention the cost for facilitation, monitoring and evaluation as required by SWC.
- Cost for CPAC/ LPAC meetings
- Mention clearly as for hardware cost for direct health, education income generation and environment and software cost in balanced way

8.2 Summary of the Budget

Budget Headings	Year 1	Year 2	Year 3	Year 4	Year 5
Administrative cost with %					
Program cost with %					
Emergency fund for disaster response (Min 1% of total budget)					
Total cost with %					
Project preparation and start-up cost (max 10% of first year budget)					

The project preparation and startup cost should report to SWC in given format within one month after signing of agreement. Organization can deviate up to 15 percent of annual budget for disaster response activities prescribed by SWC Office in case of major disaster and emergency situation.

8.3. Breakdown of the Administration, Program and Start-up

8.3.1 Breakdown of Administration Cost

Please give the budget in unit cost in line with the mentioned activities.

Budget Headings	Year 1	Year 2	Year 3	Year 4	Year 5
Total					

8.3.2 Breakdown of Program Cost

Please give the budget in unit cost in line with the mentioned activities.

Budget Headings	Year 1	Year 2	Year 3	Year 4	Year 5
Total					

9. Phase out Process (300 words)

Please predict duration of exit plan with sustainability indicators.

10. Source of Funding (100 words)

Please name and address of the donors and the amount of donation. Clarify whether the mentioned budget includes or excludes the Official Development Assistant (ODA) that is given to the GoN through a bilateral/multilateral agreement.

Source A:

Source B:

Source C:

11. Nature of Funding

Nature	NPR
Tech-grant	
Commodity grant	
Financial grant	
Total	

12 Project Personnel

12.1 Expatriate

Please justify the expatriate service in accordance with the spirit of section 2b of the general agreement, if you propose for the service. If justified, mention the number and attach a ToR of the expatriate in an annex)

12.2 Local

Please mention position and number of local staff(s).

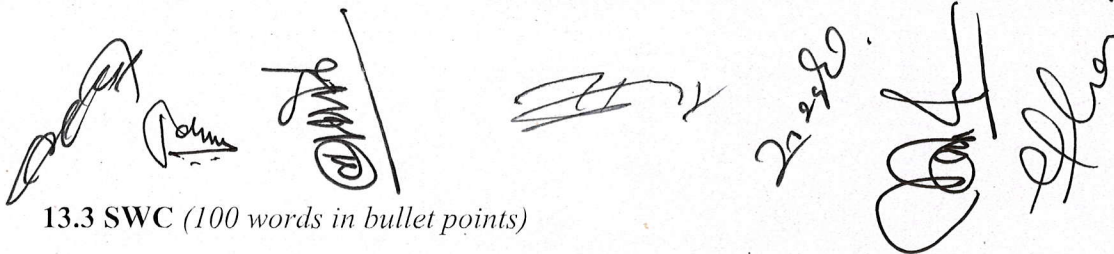
13. Role and Responsibility

13.1 INGO (100 words in bullet points)

Please specify the role and responsibilities of INGO.

13.2 Implementing Agency (100 words in bullet points)

Please specify the role and responsibilities of each partner.



13.3 SWC (100 words in bullet points)

Please specify the role and responsibilities of SWC in line with General Agreement.

14. Banking Arrangements

Please name the bank account of INGO and NGO (s). I/NGO must mention two bank accounts-central and project account. INGO and NGO must obtain recommendation from SWC to open Bank account.

14.1 Name and Address of Central Bank account of INGO

Account Number:	
Name and Address of Project Bank account:	
Account Number:	
Name and Address of Central Bank account of NGO:	
Account Number:	
Name and Address of Project Bank account:	
Account Number:	

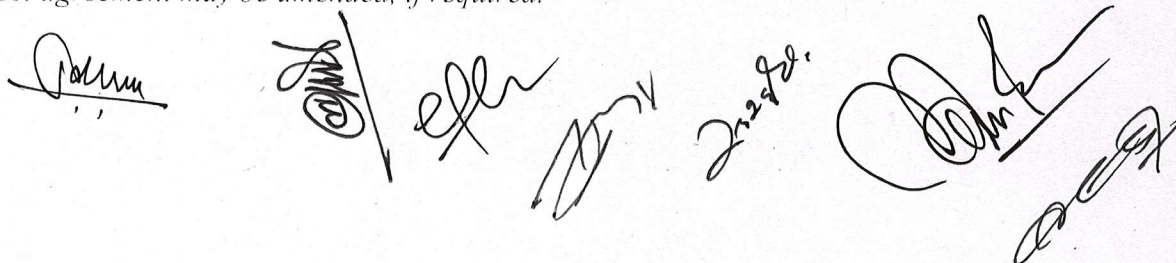
15. Termination and (or) Withdrawal

In case of termination, withdrawal of support, failure in service delivery, cease of support, completion or closure of the project all assets of including those imported and purchased under the duty free allowance or privileges, shall become the property of SWC or any organization as per the decision made by Government of Nepal.

In conformity with the prevailing law & regulation Government of Nepal the SWC will arrange to provide recommendation for the favour of VAT, excise duties and custom duties. A prior approval will be needed by from the Social Welfare Council to import equipments and other supplies.

16. Amendment

This Project agreement may be amended, if required.



17. This agreement will come into effect from the date of signing of the project agreement and shall remain valid for a period of years.
 (Proposed expiring date of the project agreement should be coincided with the General Agreement. Provided that INGO having multi project agreements may propose exceeding date with terms and condition: If the existing General Agreement is not renewed for further period of time the project agreement exceeding the expiring date of the general agreement would be invalid from that date onward.)

Date:

Date:

Date:

(SWC)

Name:

Designation:

Mailing Address:

Social Welfare Council

Kathmandu, Nepal

P.O.Box No.: 2948

Phone: 4418846, 4418111

Fax: 977-1-4410279

Email: info@swc.org.np

(NGO)

Name:

Designation:

Mailing Address:

P.O.Box No.:

Phone:

Fax:

(INGO)

Name:

Designation:

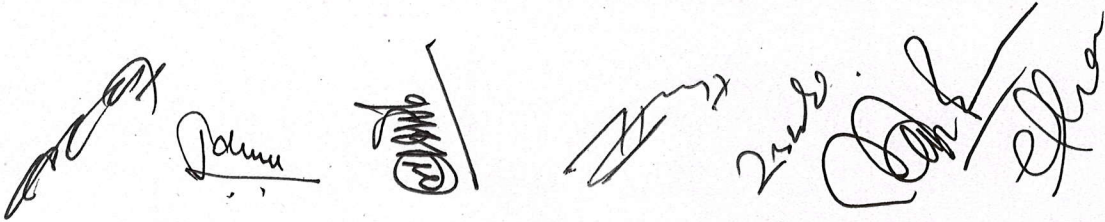
Mailing Address:

P.O.Box

Phone:

Fax:

Annex I: Counterpart/Executing agency details



S.N.	Name of Counterpart/Executing agency	Address	Registration Number (DAO/CRO)	Valid date	PAN/VAT Number	Authorized Person with designation	Contact details of authorized person (phone and email)

Annex II: Project areas details

Province	District	M/RM	Ward

Annex III: Project log-frame details

Logical Intervention	Objectively Verifiable Indicators	Means of Verification	Risks and Assumptions
Goal/Impact			
Outcomes/Objectives			
Activities	Inputs		Pre-conditions
Activities	Inputs		Pre-conditions

Annex IV: List office materials/equipment(s)/vehicles/infrastructures etc.

Item	Physical Target	M/RM	Ward
List office materials			
Equipment(s)			
Vehicles			
Infrastructures			

Annex V: Prescribed Format of Pre-Consensus Paper

Note: This Paper is used only for attaching with the Draft Project Agreement as principal Consensus.

**Pre-Consensus
Between
Office of the M/RM
And**

..... (Please name the INGO and country)

We both organization, the Office of M/RM (Name of INGO), have agreed to carry out development activities as follows:

1.	Name and Address of INGO	
	Headquarter	
	Country Office in Nepal	
	Project District Office (if any)	
2.	Name and Address of Implementing Counterpart(s)	
3.	Name of the Project	
4.	Contact Person for the Project	
5.	Duration of the Project	
	Starting Date:	Completion Date:
6.	Project Location	M/RM
7.	Main Objectives of the Project	
8.	Main Activities to be carried out	
9.	Tentative no. of Direct Beneficiaries	
10.	Number of Employees among the Beneficiaries	
11.	Number of Nepalese Employees in the Project	
12.	Number of Expatriates	
13.	Approximate Budget to be Spent in the District	
14.	Key Line Agencies (in the working areas relating to the Project)	

..... (Please name the INGOs) hereby agrees to:

- Provide a copy of the Project Agreement to the Office of M/RM after signing with the Social Welfare Council.







The Office of M/RM hereby agrees to:

- Incorporate the project activities in Annual Plan of the District.

The M/RM and (INGO) have mutually agreed to:

- Carry out the project activities in close coordination with the Office of M/RM
- Conduct regular monitoring of the project in coordination with the M/RM.

On Behalf of the INGO

Signature.....

Name:

Designation:

Date:

On Behalf of M/RM

Signature.....

Name:

Designation:

Date:

(परियोजना प्रस्तावका साथ समावेश गर्ने सहमतिको प्रयोजनको लागि मात्र)

स्थानीय तह..... अ.गै.स.स. बीच
भएको प्रारम्भिक सहमति :

(गै. स. स लाई कार्यक्रम संचालनको लागि प्रदान गरिने प्रारम्भिक स्वीकृति पत्र)

१.	अ.गै.स.स. को नाम र ठेगाना	
२.	कार्यक्रम संचालन गर्ने Counterpart संस्थाको नाम र ठेगाना	
३.	परियोजनाको नाम	
४.	परियोजनाको लागि सम्पर्क व्यक्ति	
५.	परियोजनाको अवधि	
	शुरु गर्ने मिति :	सम्पन्न हुने मिति :
६.	कार्यक्रम संचालन हुने न.पा./गा.वि.स	
७.	कार्यक्रमका उद्देश्यहरु	
८.	संचालन गरिने मुख्य मुख्य कृयाकलापहरु	
९.	लाभान्वित हुने मोटामोटी कुल जनसंख्या	
१०.	लाभान्वित हुने मोटामोटी कुल जनसंख्या मध्ये नियमित रोजगारी पाउने जनसङ्ख्या	
११.	संस्थामा रोजगारी पाउने नेपाली जनशक्ति	
१२.	संस्थामा रोजगारी पाउने विदेशी जनशक्ति	
१३.	जिल्लामा प्राप्त हुनसक्ने (सम्भाव्य मोटामोटी) रकम	
१४.	कार्यक्रम संचालनको लागि सम्बन्ध राख्ने मुख्य प्रमुख साभेदारी संस्थाहरु	









स.क.प.सँग कार्यक्रम सम्झौता भएपछि सम्झौताको प्रति उपलब्ध गराउन र जि.स.स.को संयोजकत्वमा नियमित, अनुगमन तथा समन्वयात्मक कार्य संचालन तथा आवश्यक कार्यक्रमहरु जि.स.स.को वार्षिक योजनामा समाविष्ट गर्ने गरी..... स्थानीय र अ.गै.स.स. बीच यो प्रारम्भिक सहमति भएको छ ।

.....अ.गै.स.स.को तर्फबाट

.....स्थानीयको तर्फबाट

हस्ताक्षर :
नाम :
पद :
मिति :
छाप



हस्ताक्षर :
नाम :
पद :
मिति :
छाप




Annex VI: Lists of Prioritized Districts Identified for the Project of I/NGO in Line with Lower Human Development Index

Most prioritized Districts	Prioritized Districts	Least Prioritized Districts
Bajura, Bajhang, Kalikot, Humla, Achham, Rautahat, Mahottari, Jajarkot, Rolpa, Mugu	Sindhupalchowk, Bara, Dolakha, Kailali, Rasuwa, Dhading, Parsa, Gulmi, Nuwakot, Bardiya, khaldhunga, Ramechhap, Kanchanpur, Udaypur, Baanke, Surkhet, Baglung, Bhojpur, Gorkha, Arghakhanchi, Dang, Sankhuwasabha, Myagdi, Nawalparasi, Khotang, Taplejung, Sunsari, Makwanpur, Rupandehi, Paanchthar	Palpa, Solukhumbu, Tanahu, Lamjung, Mustang, Parbat, Morang, Dhankuta, Jhapa, Kavrepalanchowk, Illam, Terhathum, Syangja
Dolpa, Sarlahi, Doti, Siraha, Jumla, Pyuthan, Baitadi, Dailekh, Rukum, Dhanusha, Kapilbastu, Darchula, Saptari, Sindhuli, Salyan, Dadeldhura		Chitwan, Manang, Bhaktapur, Kaski, Lalitpur, Kathmandu

Source: Districts categorized by HDI values 2011, UNDP, Human Development Report 2014

Annex VII: Contents of the Public Notice regarding the approved project

Project Name	
Name of INGO	
Project duration	
Implementing partner NGOs/GOs	
Project Location (M/RM, ward/Tole)	
Beneficiary Group	
Total Budget for the M/RM	
Contact Person of the project staff with mailing Address	
Name of Project Approving Agency	 Social Welfare Council Hariharbhawan, Lalitpur, Nepal

Note:

1. The contents of public notice should be translated in Nepali language by I/NGO.
2. Please delete the instructive information in and out of the brackets once preparing project agreement texts.
3. Required documents to be submitted along with the Draft Project Agreement:
 - Request letter for Project Agreement in the letter head of the INGO,
 - Letter of Authority to deal the Project Agreement,
 - Copy of the signed General Agreement,
 - Details information as mentioned in Annex I to VI,
 - Copy of Pre-consensus paper signed with each project M/RM in the format as mentioned in Annex V,
 - Logical Frame Work of the project in the format as mention in Annex III,
 - Copies of valid/updated registration certificate, affiliation certificate, PAN certificate, current year's audit report and progress report of each NGO partner,
 - Copies of Tax Clearance Certificate, PAN Certificate, and last audit report of INGO,
 - Approved map of building with approval letter from the concerned authority, copies of Land Ownership Certificate, Blue Print of Land, if the project activities included building construction,
 - Copies of approval letter from the concerned authority if the project is designed to carry out hospital/health clinic and school,
 - Evidence of data entered into AIMS at the Ministry of Finance and DV 2 at SWC,
 - And others documents as requested by SWC as per nature of project.
4. Project Agreement submitted to SWC for an approval will not be registered unless the project agreement is prepared in line with the instruction and format and the required document submitted,
5. I/NGO should select most prioritized and prioritized districts for the projects as mentioned in Annex VI,

Check list

- Budget Threshold Met: Yes/No
- Year mark amount included: Yes/No, if yes any evidence?
- District wise Budget Breakdown: Yes/No
- Partner wise Budget Breakdown: Yes/No
- Activity and Year wise Budget Breakdown: Yes/No
- PAN Number: Yes/No
- Tax Clearance: Yes/No
- Report Submission: Yes/No
- Data Entry -Aid Mgmt. Platform: Yes/No
- Pre-consent with M/RM: Yes/No
- Provision of CPAC & LPAC: Yes/No
- Evaluation of Previous project: Done/No