



**LOW VALUE GRANT AGREEMENT**

**Between United Nations Development Programme (UNDP) and Acção para o Desenvolvimento Rural e Ambiente (ADRA)**

1. Country: Angola				
2. Recipient Institution: ADRA - Acção para o Desenvolvimento Rural e Ambiente, incorporated under the laws of Angola with address at Praceta Farinha Leitão n.º 27, Luanda				
3. Project Number and Title: 00131641 - Angola RE Enabling Activities				
4. Implementation Period: From June 2023 to December 2023				
5. Budget: Up to the amount of \$32,503.47 USD (Thirty-two thousand, five hundred three Dollars and forty seven cents)				
6. Schedule of Disbursement of Funds to Recipient Institution: <table border="1"><thead><tr><th>Disbursement Date/Milestone</th><th>Amount</th></tr></thead><tbody><tr><td>From June 2023 to December 2023</td><td>[\$32,503.47 USD]</td></tr></tbody></table>	Disbursement Date/Milestone	Amount	From June 2023 to December 2023	[\$32,503.47 USD]
Disbursement Date/Milestone	Amount			
From June 2023 to December 2023	[\$32,503.47 USD]			
7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed: Account Name: ADRA- PROJECTO CACULA Account Number: 6824362630002 Bank Name: Banco de Fomento Angola (BFA) Bank Address: RUA AMILCAR CABRAL, 58, MAINGA - LUANDA Bank SWIFT Code: BFMXAOLU				

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<p>9. Notices to UNDP:</p> <p>Name: Edo Ferdinand Stork</p> <p>Address: Rua Direita da Samba, Condomínio Rosalinda 8th Floor, C.P. 910 Luanda, Angola</p> <p>Tel: +244 948 934 648</p> <p>Fax:</p> <p>Email: edo.stork@undp.org</p>	<p>8. Notices to Recipient Institution:</p> <p>Name: Simone Justino Chiculo</p> <p>Address: Rua Amaral de Melo nº 378, Bairro Comercial, Lubango</p> <p>Tel: +244 929 651 864</p> <p>Fax:</p> <p>Email: simione.chiculo@adra-angola.org/ simione.chiculo@gmail.com</p>
<p>10. Signed for ADRA - Acção para o Desenvolvimento Rural e Ambiente by its Authorized Representative</p> <p>Date: 7 de Julho 2023</p> <p>Name: Simone Justino Chiculo</p> <p>Title: <i>Directora</i></p>  <p>Signature: _____</p>	
<p>11. Signed for the United Nations Development Programme by its Authorized Representative</p> <p>Date: 7 July 2023</p> <p>Name: Sohangy Marnisoa Rangers</p> <p>Title: Resident Representative a.i.</p> <p>Signature: _____</p>	
<p>The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:</p> <p>this face sheet ("Face Sheet")</p> <p>Standard Terms and Conditions</p> <p>Annex A – Accepted Grant Proposal</p> <p>Annex B – Reporting Format</p> <p>Annex C – Project Document for the Project funding this Grant Agreement</p>	

## STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the "Agreement") is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), and the Recipient Institution named in block 2 of the Face Sheet (the "Recipient Institution," and together with UNDP, the "Parties").

WHEREAS, the Implementing Partner of the project named in block 3 of the Face Sheet (hereinafter referred to as "the Project") and more specifically described in the project initiation plan 00131641 - Angola RE Enabling Activities attached as **Annex C** (the "Project Document"), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the "Funds"), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institution is ready and willing to accept such Funds from UNDP for the activities (the "Activities") described in the accepted Grant Proposal in **Annex A** (the "Proposal") on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

### **1.0 Responsibilities of the Recipient Institution**

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the "Performance Targets") as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

**2.0 Duration**

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

**3.0 Payments**

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institution in the performance of the Activities under this Agreement.

**4.0 Records, Information and Reports**

4.1 The Recipient Institution shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institution shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the



activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within 30 days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

#### **5.0 Audits and Investigations**

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution's related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution's premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution's personnel and relevant documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse

to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

## **6.0 Representations and Warranties**

6.1 The Recipient Institution represents and warrants that:

- (a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.
- (b) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- (c) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.
- (d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution's personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.



(e) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

**7.0 General Provisions**

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institution shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institution shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institution as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the

quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of the Recipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institution shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institution shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee

grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institution acknowledges that UNDP will have no further obligation to the Recipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.



7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.



**ANNEX A  
Low Value Grant Proposal**

**TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL**

Project Number: 00131641

Date: \_\_\_\_\_

Project Title: Empowered Youth and Women using affordable and sustainable energy to enhance employment opportunities in rural areas

Name of the RECIPIENT INSTITUTION: ADRA - Acção para o Desenvolvimento Rural e Ambiente

Total Amount of the Grant (USD 30,000): \$32,503.47US

**I - PURPOSE OF THE GRANT**

The project aims to promote youth and women-led sustainable businesses, through access to affordable and clean energy that the offer intends to reach 100 million people across the continent. It will also promote regional growth as inclusive, sustainable, with reduced economic inequalities, and characterized by structural transformation.

Resources from TRAC 2, will enable the Country Office (CO) to:

- To promote an adequate Technical and vocational education and training (TVET) established to support young & female-led cooperatives to better respond on small scale businesses opportunities by providing renewable energy solutions and training in artisan transformation of agro-products.
- Facilitate the access of 830 families in 6 localities of the Municipalities of Humpata, Gambia, Cacula and Caluquembe to the factors of conservation and transformation of agricultural products.
- To contribute to the reduction of socio-economic vulnerability levels and the empowerment of families in Huila province.
- Continue the support of national and sub-national government institutions in their capacity development and skills transfer for effective management of agriculture, energy sector services, tourism related with food processing, environment preservation, etc.
- Off-grid female-led cooperatives and communities electrified with renewable energy sources (including biomass) to enable sustainable livelihood, economic growth, and job creation in vulnerable rural areas of Angola.
- Promote climate-smart farming practices for energy production/tourism at rural level.
- Involve related stakeholders at local and national level (including academia, private sector) for resource mobilization and inspire bigger opportunities of funding and cooperation.

**2- PROPOSED ACTIVITIES AND WORK PLAN**

- Installation of alternative solar energy systems in the processing centers for agricultural products in Gambia and Humpata.
- Promote the obtaining of the food quality certificates and logo from the National Institute for Quality Control of Industry and Commerce Ministry and the Notary for registration purposes.
- Improved transformation capacities, business and accountability skills for agricultural cooperatives of Huila through training, refreshment and reinforcement.
- Participation of 7 women-led cooperatives in commercialization circuits, facilitating the access to markets. This includes supermarkets, hotels chains, restaurants, etc. linking agro-tourism activities too.
- Empowerment of rural artisan women in craft business in basketry, pottery and handmade soap in three cities of Huila province through the support of the Provincial Government of Huila & INEFOP).
- Improved tourism strategy for Huila province.

**WORK PLAN**

Planned Budget for the Activity <sup>3</sup> (in grant currency)	Timeline <sup>2</sup>				Planned Activities <sup>1</sup>
	T1 (2023)	T2 (2023)	T3 (2023)	T4 (2023)	
\$10,000 Usd	X	X			Facilitated access to renewable energy and improved processing and marketing of agricultural products in 7 cooperatives in the municipalities of Gambos (1), Humpara (1), Cacula (3) and Caluquembe (2) in the province of Huila
\$2503.47 Usd	X	X			Activity 1.1. Technical and vocational education and training (TVET) institutions enhanced to upgrade skills development related to agriculture and renewable energy support the commercialization of local products in fairs and commercial surpluses. Women engaged in training other women in Lubango and Matata communities; Continue training packages on: field trade, basic accounting, cost accounting, digital and financial literacy; entrepreneurship, fiscal education, etc.
\$10,000 Usd	X	X			Activity 2.2. Strengthening the organizational and managerial capacities of youth & women led cooperatives, including legalization, managerial, technical skills (to keep and maintain equipment).
\$10,000 Usd	X	X			Activity 2.3 Promote climate-smart farming practices Support the electrical installation with solar panels of 2 transformation centers in the municipalities of Humpara and Gambos; Support the installation of an irrigation system near the borehole in the locality of Rio D'arcia in Gambos to reinforce agricultural activity and the raising of small animals.
<b>\$32,503.47</b>	<b>Total</b>				

- 1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary
- 2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
- 3 Indicate the budget amounts in the grant currency.

**3- PERFORMANCE TARGETS**

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	MILESTONES			
		BASELINE	Period 2	Period 3	Period 4
1.1 Number of communities (food processing center) equipped with laboratory on Renewable Energy technology	ADRA, Municipal Governments of Humpara and Gambos	0	1	1	0
1.2 Number of people benefiting from food quality certificates and registers in order to access to other markets	ADRA, Municipal Governments of Humpara and Gambos	0	112	449	269
1.3 Number of female handcraft producers with improved business model at local and national level	ADRA, Provincial Government of Huila	0	0	20	30
					50
					<b>FINAL TARGET</b>

**Annex B  
REPORTING FORMAT**

\* Please note that all budget lines are for costs related only to grant activities.  
 \*\* These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternatives which more accurately reflect their expense items and needs.  
 \*\*\* Add as many tranches columns as necessary

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL (USD)
Personnel	\$4506.08	\$4506.08		\$9,013.60
Transportation	\$156.26	\$156.26		\$312.52
Premises				
Training/Seminar/Workshops, etc.	\$6,785.43	\$6,785.43		\$13,570.87
Contracts (opening borehole)				
Equipment	\$3,964.15	\$3,964.15		\$7,928.30
Other [Admin. costs & services]	\$839.1	\$839.1		\$1,678.20
Miscellaneous				
<b>TOTAL</b>				<b>\$32,503.47 USD</b>

PERIOD COVERING FROM June to December 2023

**5- GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)**

\*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

Risk	Risk rating* (High/Medium/Low)	Mitigation measures
Low engagement from key external partners	Medium	Identify and engage with core stakeholders at early stage to enable opportunities to co-plan/co-design some of the planned activities
Rural community fail to take sufficient ownership of the project's targets	Medium	Create awareness through success stories of similar initiatives in the region
Lack of consciousness about local products by National consumers and their importance to support local markets for new products from agricultural cooperatives & associations.	Medium	Sensibilization of importance of local products and transformation support in order to establish new productive uses and market access.

4- RISK ANALYSIS: Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

**THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.**

Recipient Institution: \_\_\_\_\_

Year \_\_\_\_\_

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the activities reported
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

**1- Workplan Performance (cumulative, including the current period)**

COMPLETED ACTIVITIES	Timeline <sup>2</sup>				Planned Budget for the Activity (in grant currency) <sup>3</sup>	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity					\$	
1.2 Activity					\$	
1.3 Activity					\$	
<b>Total</b>					\$	

**2- Performance Targets**

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

**3- Challenges and Lessons Learned:**

Financial Reporting: \*Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel		
Transportation		
Premises		
Training, Workshops, etc.		
Contracts (e.g., Audit)		
Equipment/Furniture (Specify)		
Other [Specify]		
Miscellaneous		
<b>TOTAL</b>		

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ANNEX C  
PROJECT DOCUMENT