### [Template for Mini-Project Document (projects below DKK 10 million)]

***[delete guiding text in square brackets]***

**Mini-project document**

**[Project title and partner]**

1. **Introduction (1/2 page)**

This project document defines the objectives and management arrangements for the grant to [*name of project/partner and period 20XX-20YY*] and the conditions under which it shall managed. The project document together with the documentation specified below constitutes the conditions for the grant from the Danish Ministry of Foreign Affairs (MFA), Danida.

1.1 Grantor and Grantee

[*Specify MFA department or representation*] and [*name of grantee*]

1.2 Documentation

“The Documentation” refers to the partner documentation for the supported intervention, which is [*title of partner’s action plan, project/programme document, joint project/programme document, etc*.]

1.3 Contributions

Denmark, represented by [*insert responsible unit*] of the Danish Ministry of Foreign Affairs, commits to a contribution to the project of

DKK [*insert amount in numbers* (write amount in words)]

for the period [*insert start date and end date*].

1. **Background and project description (3-5 pages)**

*[State clearly, if the project supports a partner programme/project owned by the Grantee with related project documentation, or if no underlying programme/project documentation exists. The below project description should be more elaborated and clearly describe outcomes and outputs in case no project document or other partner documentation of the Grantee exists and is attached.]*

[*The descriptions could include:*

* *Brief background and context setting the scene for the support;*
* *Justification for the selection of the project and Grantee as implementing partner;*
* *Lessons learned from earlier engagements, evidence for what works from studies and evaluations, etc.*]
* *Description of theory of change, explaining how the project intends to contribute to its objectives and achieve its results, with key assumptions for the intended change process;*
* *Summary listing of main components of the project and the Danish support through the grant, including specification of modality (core/earmarked, technical assistance, consultants, training, or other), what parts of the partner planning framework is supported, and how.*
1. **Project objective and results framework (2 pages)**

The objective of the development cooperation is [*specify objective*].

The [*responsible unit*] will base the actual support on progress attained in the implementation of the project as described in the documentation provided by the Grantee or in this jointly agreed document. Progress will be measured through the [*name of Grantee*]’s monitoring framework.

For reporting purposes to MFA/[responsible unit], the following objective, key outcome and outputs have been selected from the Grantee monitoring framework to document progress:

[*Objective, 1-2 outcomes (preferably one only) and 1-5 key outputs per outcome and one indicator for each outcome/output - adjust the table accordingly*]

|  |  |
| --- | --- |
| Project title |  |
| Project objective | [The intended impact contributing to benefit to a society or community] |
|  |
| Outcome | [The short-term and medium term effects of the project’s outcome on the target group] |
| Outcome indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to engagement activities] |
| Target | Year |  | [Intended situation by the end of engagement (phase)] |
|  |
| Output | [Short-term result in the form of deliverables which result from a set of project activities] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| Annual target | Year 2 |  | [Intended situation after two years of implementation] |
| Annual target | Year 3 |  | [Intended situation after three years of implementation] |
|  |
| Output | [Short-term result in the form of deliverables which result from the project activities] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to the project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| … | … |  | … |
| Target | Year |  | [Intended situation when activity under the project ends ] |
|  |
| Output | [Short-term result in the form of deliverables which result from the project activities] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to the project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| … | ... |  | … |
| Target | Year |  | [Intended situation when activity under the project ends ] |
|  |

1. **Risk Management (1/2 page)**

Summary of risk analysis and risk response for contextual, programmatic and institutional risk factors. Reference should be made to assumptions made in relation to the ToC. If relevant, describe joint risk management arrangements; e.g. discussions as part of the annual reporting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
| The risk is formulated as a headline or in one or two sentences | * Very unlikely
* Unlikely
* Likely
* Almost certain
 | * Insignificant
* Minor
* Major
* Significant
 | The risk response is formulated as a headline or in one or two sentences | The risk that remains after the identified risk response. | Brief explanation which can emphasize the risk factor itself or any of the other elements in terms of rating and responding to the risk |

1. **Budget (1/2 – 1 page)**

[*The budget should be prepared in DKK to ensure compliance with the Finance Act, and, if relevant, in the currency used for implementation.* *Budget at outcome and output level by year and in total, and with allocations shown against the main project/partner budget of the Grantee*. *Budget at main activity-level might be needed in case no underlying project/partner budget exists.* *Budget and supporting text* *must also reflect inputs from other development partners/funding sources*].

Beyond the limits defined in the Financial Management Guideline, funds cannot be transferred between the budget lines without prior approval from [*responsible unit*]. Expenditures beyond the total grant cannot be reimbursed to the [*Grantee*].

1. **Management arrangement (1/2 -1 page)**

The Grantee has agreed to the following management arrangement with the aim to ensure adequate dialogue and timely decisions with regard to this project.

[*Summary of management arrangement as described in documentation. Management arrangement should be detailed, specifying the organizational set-up, including description of mechanisms and agreed procedures for monitoring of progress, calendar for financial and narrative progress reporting, timing of project level dialogue and learning, ongoing QA, anti-corruption measures, and risk management. Preparation of an exit strategy commensurate with the scope and volume of support taking into consideration how structures, policies and partner activities will be able to continue without external assistance should be prepared in due course. In case of Joint Financial Agreement (JFA), reference is made to JFA agreement*].

1. **Financial Management (1-2 pages)**

The Grantee can utilize own rules and procedures, while adhering to the minimum requirements as stipulated in the Ministry of Foreign Affairs’ Guidelines for Financial Management and conditions specified for the grant, that must be considered an integral part of the conditions for this grant.

7.1 Procurement of goods and services

*[Specify procurement arrangement to be applied, including oversight procedures. Note that flight tickets are on economy class and per diem is based on Danida standards].*

7.2. Transfer of funds

*[Specify form and number of instalments and procedure for release of funds, including funds for contingencies and audit. Funds should be transferred from [responsible unit] in the currency of the budget].*

The funds shall be kept separate from other funds covering other activities. [*The Grantee]* shall open a special bank account for this purpose only [*delete this sentence in case of UN organisations or other high capacity partners*]. [*However, in case of jointly financed project/basket arrangement with multiple development partners funding the same activities there is no need for a separate account*].

[*Grantee*] must return a letter or email with acknowledgement of receipt of funds.

Any loss due to the variation of exchange rates between the grant in DKK and the national currency must be covered within the grant. The Parties shall agree on measures to find a reasonable solution without jeopardizing the fundamental objectives of the project. Any gain shall be treated as disbursed grant funds and used for project purposes. Net surplus from conversion into foreign currency shall be subtracted from future disbursements or repaid as unused funds at the end of the support period, unless otherwise agreed between the Parties.

7.3 Accounting requirements

Accounts shall be kept in accordance with internationally accepted accounting principles and the organisation must follow the basic four-eye principles for all payments. [*Reference can be made to Danida’s “General Guidelines for Accounting and Auditing of Grants”, if attached as annex*].

The accounts shall at all-time be kept updated according to international standards.

The accounts shall be drawn up to the same level of detail as is done in the budget.

The total budget cannot be exceeded and shall be used for the agreed purposes only.

7.4 Financial reporting requirements

Statement of accounts shall be submitted to [*responsible unit*] [*specify interval, minimum once a year*]*.*

A final statement of accounts/audit (covering the entire project period) shall be submitted [*specify date, maximum 3 months after completion of project*].

Statement of accounts shall be drawn up to the same level of detail as is done in the budget (reflecting any agreed changes made). The statements shall clearly state the disbursements made by the [*responsible unit*] as well as the outstanding balance at the time of reporting. The statements shall be signed by the responsible authority and shall include a bank statement and a bank reconciliation.

7.5 Unspent funds

Any unspent balance or any savings of project funds shall be returned to the Danish Ministry of Foreign Affairs (MFA) [together with any interest accrued from deposit of Danish funds - *In case of jointly financed projects and baskets arrangement where a single account is used by multiple development partners interests accrued need not be returned*].

7.6 Audit requirements

 [*Specify audit arrangement*].

7.7 Obligation to report on changes and irregularities

*[The Grantee]* is obliged to inform the [*responsible unit*] immediately if any changes, including overspending of budget lines, or irregularities in the management of funds are foreseen or have occurred.

1. **Monitoring and Evaluation (1 page)**

*[Agreed procedures and mechanisms for monitoring of progress, and dialogue concerning implementation. Reference can be made to the section on management arrangement].*

A project completion report shall be submitted to the [*responsible unit*] no later than [*3 months after* *end date of project]*.

MFA shall have the right to carry out any technical or financial mission that is considered necessary to monitor the implementation of the programme. To facilitate the work of the person or persons instructed to carry out such monitoring missions, the [G*rantee*] shall provide these persons with all relevant assistance, information, and documentation.

After the termination of the programme support the Danish MFA reserves the right to carry out evaluation in accordance with this article.

Representatives of the Auditor General of Denmark shall have the right to:

i) Carry out any audit or inspection considering necessary as regards the use of the Danish funds in question, on the basis of all relevant documentation,

ii) Inspect accounts and records of suppliers and contractors relating to the performance of the contract, and to perform a complete audit

1. **Anti-corruption clause**

No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this agreement, incl. tendering, award, or execution of contracts. Any such practise will be grounds for the immediate termination of this Agreement and for such additional action, civil and/or criminal, as may be appropriate.

At the discretion of the Danish MoFA, a further consequence of any such practise can be the termination of any ongoing projects funded by the Danish MoFA.

1. **Child labour clause**

The Grantee shall abide by applicable national laws as well as applicable international instruments, including the UN Convention on the Rights of the Child and International Labour Organisation conventions. Any violation will be ground for immediate termination of the Agreement.

1. **Prevention of sexual exploitation, abuse and harassment**

The Danish MoFA has a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (SEAH) as defined in UNSG Bulletin ST/SGB/2003/13 and the definition of sexual harassment in UNGA Resolution A/RES/73/148. The Grantee, and its sub-grantees, will take appropriate measures to protect people, including beneficiaries and staff, from SEAH conducted by its employees and associated personnel including any sub-grantee staff and take timely and appropriate action when reports of SEAH arise. In the event that the Grantee receives reports of allegations of SEAH, the Grantee will take timely and appropriate action to investigate the allegation and, where warranted, take disciplinary measures or civil and/or criminal action.

Any violation of this clause will be ground for the immediate termination of this Agreement.

The [grantee] confirms:

(1) that it has adequate policies/standards or frameworks in place to prevent SEAH[[1]](#footnote-1);

(2) that all employees have been informed about these policies/standards/frameworks; and

(3) that there are appropriate SEAH reporting procedures and complain mechanisms in the organisation including the protection of victims of SEAH and that prompt and adequate action is taken if SEAH is observed, reported or suspected.

In case the development engagement includes sub-grantees, the Grantee is responsible for ensuring that sub-grantees have adequate policies/standards and procedures in place for the prevention of SEAH.

1. **Anti-terrorism and restrictive measures**

If, during the course of implementation of this project, the Grantee discovers any link whatsoever with any organization or individual associated with terrorism, it must inform the Danish MoFA immediately and explain the reasons for such transfer, including whether it was made or provided knowingly, voluntarily, accidentally, unintentionally, incidentally or by force.

The Grantee agrees that it and/or its implementing partners (including contractors, sub-contractors and sub-grantees) will take all reasonable steps to secure that no transaction made in relation to the project will – directly or indirectly – benefit a person, group or entity subject to restrictive measures (sanctions) by the UN or the EU.

Any violation of this clause is ground for immediate termination of the Agreement returning to the Danish MoFA of all funds advanced to the Grantee under it.

|  |
| --- |
| **Please use the following clause as an alternative, if the clause above is deemed not feasible.**Consistent with United Nations (UN) Security Council Resolutions relating to terrorism, including UNSC Resolution 1373 (2001), 1267 (1999), 2462 (2019), the European Union’s (EU) Consolidated list of persons, groups and entities subject to EU financial sanctions and other related resolutions the Parties are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of Denmark to seek to ensure that none of its funds are made available to, or for the benefit of, third parties - whether entities, individuals or groups of individuals - designated by the EU as subject to restrictive measures in the lists provided at www.sanctionsmap.eu or individuals, groups of individuals or entities associated with terrorism or designated by the UN Security Council and its committees.  The Implementing Partner undertakes to ensure that the activities funded under the Agreement at all times comply withall applicable rules and regulations including relevant UN and EU restrictive measures.The Implementing Partner will inform the Danish MoFA immediately if, during the course of its activities, the Implementing Partner determines that funding provided to the Implementing Partner pursuant to this Grant agreement has been used or provided as described in this clause. The Implementing Partner shall provide the Danish MoFA with an account of all the known facts, and shall continuously thereafter consult with the Danish MoFA on the further handling of the matter to jointly determine remedial measures in accordance with their respective applicable legal frameworks.Any violation of this clause is ground for immediate termination of the Agreement. |

1. **Transfer of ownership**

The Grantee/sub-grantees responsible for the implementation of development engagements shall maintain updated inventories of all equipment financed by earmarked support from government of Denmark, e.g. vehicles, computers, furniture and tools.

Equipment, material, supplies and facilities purchased by Denmark, which are used during the implementation of the programme, e.g. vehicles, computers, furniture and tools, remain the property of Denmark, until such time as it has been agreed otherwise.

Transfer of ownership of the above-mentioned assets to the grantee may take place during the programme period. Before programme termination, the grantee and MFA will assess and agree on final transfer of such assets, which can be justified on the basis of a final request from the grantee. Any remaining assets will be disposed of by Denmark.

1. **Transparency**

The Parties shall have the right to publish the Agreement, any documents or other informational data relating to the project on its internet site (the Danish MoFA’s website for such purposes is currently www.um.dk) and other relevant media.

The Implementing Partner is aware that the Danish MoFA is subject to inter alia the Danish Access to public administration files act. Upon request for the disclosure of this Agreement, or any document related to this Agreement, the Danish MoFA must in each case assess, if such document may be disclosed in whole, or, where there are grounds for confidentiality, disclosed in part.

1. **Suspension**

In case of non-compliance with the provisions of this Project Document and /or violation of the essential elements mentioned in this Project Document MFA reserves the right to suspend with immediate effect further disbursements to the Grantee under this contribution.

1. **Entry into force, duration and termination**

The contribution will be announced in a letter of commitment referring to this Project document and programme documentation.

The grant will have the duration of [...] months in accordance with the project period stated under 1.3. The duration of the grant may be extended by mutual arrangement and within the agreed budget.

Notwithstanding the previous clause MFA may terminate the grant upon 6 months written notice.

“In witness hereof the Parties hereto, acting through their representatives duly authorised for this purpose, have caused this Agreement to be signed in … originals in the … language in … on this day of ….

For …

………………………………..

(name; title; organisation)

For the Government of the Kingdom of Denmark

………………………………..

(name; title; MoFA unit)

**Annexes:**

**Annex 1: Context Analysis**

**Annex 2: Partner Assessment**

**Annex 3: Theory of Change, Scenario and Result Framework**

**Annex 4: Risk Management**

**Annex 5: Budget Details**

**Annex 6: List of Supplementary Materials**

**Annex 7: Plan for Communication of Results**

**Annex 8: Process Action Plan for Implementation**

**Annex 9: Quality Assurance Checklist**

Annex 2 is mandatory, as is Annex 9. The other annexes can be replaced by partner documentation, if existing, and should be adapted to the complexity of the project.

1. In line/adherence with the Inter Agency Standing Committee’s Minimum Operating Standard on prevention of SEA and/or the elements on prevention of SEA of the Core Humanitarian Standard on Quality and Accountability [↑](#footnote-ref-1)