# Annex 4: Standard activity agreement for projects under the opportunity window

*Text in italics contains instructions and should not be included in the activity agreement.*

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**ACTIVITY AGREEMENT**

Regarding

*State Activity Title*

Date:

F.2. Number:

**1. Parties to the activity:**

*State name and address of implementing partner, contact person and contact details (*hereafter referred to as (*state short name)*

and

The Danish Embassy

*address*

*contact person and contact details*

**2. Purpose code:**

*State DAC purpose code.*

**3. Description of the activity:**

*Describe briefly the activity and the expected outputs of the activity using the results framework presented below.*

|  |  |
| --- | --- |
| Project title |  |
| Project objective | [The intended impact contributing to benefit to a society or community] |

|  |  |  |  |
| --- | --- | --- | --- |
| Output | | [Short-term result in the form of deliverables which result from an engagement activity] | |
| 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 engagement activity] |
| Target | Year |  | [Intended situation after implementation] |
| Output | | [Short-term result in the form of deliverables which result from an engagement activity] | |
| 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 engagement activity] |
| Target | Year |  | [Intended situation after implementation] |

**4. Grant amount:**

*Present the total grant amount. Must be in DKK.*

The total grant amount is DKK XX. The grant amount must be spent according to the budget. Expenditure beyond the total grant cannot be reimbursed to the *[implementing agency]*.

**5. Total budget:**

*Describe and cost the agreed activities*

Budget:

|  |  |  |
| --- | --- | --- |
|  | DKK | [Local currency] |
| 1) Activity xxx |  |  |
| 2) Activity yyy |  |  |
| Audit |  |  |
| Grand total |  |  |

*The commitment will be the DKK equivalent of the total budget only.*

The partner may make reallocations between budget lines of up to 10 percent of the budget line it is taken from, without prior approval from the Embassy. For reallocations between budget lines above 10 percent, prior approval from the Embassy is needed.

**6. Time schedule**

*State expected starting and finishing date (month and year).*

**7. General conditions:**

7.1 Procurement of goods and services

*Specify procurement arrangement to be applied, e.g. that flight tickets are on economy class and per diem is based on Danida standards.*

7.2. Transfer of funds

*Specify procedure for release of funds. (Note that funds will be transferred from the MFA through FMI)*

*The funds may be transferred upon receipt of financial reporting or, if relevant, an advance transfer of up to 60% of the grant can be made upon receipt of the signed agreement, by which the partner accept the terms and conditions, including disbursement request and bank details.*

[*Implementing Partner*] 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.

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. The accounts shall at all-time be kept updated and available for inspection by the Embassy of Denmark.

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

7.4 Financial reporting requirements

A final audited financial statement shall be submitted by *(date, maximum 3 months from end of activity period).*

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 if an advance has been received from the Embassy, the expenditure incurred as well as the outstanding balance at the time of reporting. The statements shall be signed by the responsible authority.

7.5. Unspent funds

In case of advances, any unspent balance of funds shall be returned to the MFA to the following bank account:

Danske Bank

Sort Code: 0216

Account no.: 4069172962

Swift code: DABADKKK

IBAN: DK62 0216 4069 1729 62

The refund should refer to the jobid and F.2 Number of this agreement.

7.6. Obligation to report on changes and irregularities

*[The implementing agency]* is obliged to inform the Embassy immediately if any changes, incl. overspending of budgeted activates, or irregularities in the management of funds are foreseen or have occurred.

7.7. Progress reporting requirements

A final narrative report shall be submitted to the Embassy no later than *(date, maximum 3 months from end of activity period).*

7.8. 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 cancellation of this agreement and for such additional action, civil and/or criminal, as may be appropriate. At the discretion of the Royal Danish Embassy, a further consequence of any such practise can be the definite exclusion from any projects funded by the Danish Embassy.

7.9 Child labour clause

The authority, organisation and/or consultant shall abide by the local laws and by applicable international instruments, including the UN Convention on the Rights of the Child and International Labour Organisation conventions.

The authority, organisation and/or consultant shall ensure that no one under 14 years of age or the age of the end of compulsory schooling in that area, whichever is lower, is engaged by the authority, organisation and/or consultant or anyone working or acting under the authority of the authority, organisation and/or consultant.

7.10 Prevention of sexual exploitation, abuse and harassment

The Grantee agree to ensure that the engagement is implemented in an environment free from all forms of harassment, exploitation, abuse and harassment, sexual or otherwise, especially in case of vulnerable groups. Sexual abuse is defined as actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Sexual harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment.

The above definitions are referred to as Sexual Exploitation, Abuse and Harassment (SEAH).

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 subgrantees, the grantee is responsible for ensuring the prevention of SEAH also at the level of subgrantee.

MFA has zero-tolerance towards SEAH and will consider non-adherence to point 1, 2 and 3 as grounds for immediate termination of grant.

On behalf of On behalf of

[*Implementing Partner*]The Royal Danish Embassy

Place and date -------------------------- -------- -------------------

Signature -------------------------- --------- ------------------

Name/title ------------------------- ---------- -----------------

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)