GRANT AGREEMENT

between

The Norwegian Agency for Development Cooperation

and

Norges Naturvernforbund

regarding

GLO-0634 QZA-16/0392

***

Part I: Specific Conditions

Part II: General Conditions

Part III: Procurement Provisions

Annex A: Budget

Annex B: Results Framework

TABLE OF CONTENTS

1. SCOPE AND BACKGROUND 3
2 OBJECTIVES OF THE PROJECT 3
3 IMPLEMENTATION OF THE PROJECT 4
4 THE GRANT 4
5 DISBURSEMENT 5
6 REPORTING AND OTHER DOCUMENTATION 6
7 AUDIT 6
8 FORMAL MEETINGS 7
9 REVIEWS AND OTHER FOLLOW-UP MEASURES 7
10 PROCUREMENT 7
11 REPAYMENT OF INTEREST AND UNUSED FUNDS 7
12 SPECIAL PROVISIONS 8
13 NOTICES 8
14 SIGNATURES 9

PART I: SPECIFIC CONDITIONS

This grant agreement (the Agreement) has been entered into between:

(1) The Norwegian Agency for Development Cooperation (Norad), represented by the Civil Society Department, and

(2) Norges Naturvernforbund a union duly established in Norway under registration number 938 418 837 (the Grant Recipient),

jointly referred to as the Parties.

1 SCOPE AND BACKGROUND

1.1 The Grant Recipient has submitted an application to Norad dated 01.10.2016 (the Application) regarding financial support to the programme titled GLO-0634 QZA-16/0392 Empowering Communities (the Project). The estimated costs of the Project are indicated in the budget attached as Annex A.

1.2 Norad has decided to award a grant to be used exclusively for the implementation of the Project (the Grant). The Parties expect the Project to be implemented during the period from January, 2017 to December, 2020 (the Support Period).

1.3 The Parties have agreed to enter into an Agreement, consisting of this part I; Specific Conditions, part II; General Conditions, and part III; Procurement Provisions, all of which form an integral part of this Agreement. In the event of discrepancies between the Specific Conditions and the General Conditions or Procurement Provisions, the Specific Conditions shall prevail.

2 OBJECTIVES OF THE PROJECT

2.1 The expected results of the Project are as follows:

The Project's planned effect(s) on society is/are: People benefit from new access to affordable, reliable, sustainable and modern energy services (SDG 7). (Impact)

The planned effects for the target group of the Project are: People have access to basic energy solutions. (Outcome).

The planned main products and/or services of the Project are (Outputs):

1. Local resources have been mobilized in the introduction of improved energy solutions for households.
2. A comprehensive network of sales points for improved energy solutions is strengthened and extended.
3. Affordable improved energy solutions are brought to the market (i.e. identified and produced/imported).

4. Policy changes are in place to build local capacity to promote improved energy solutions.
5. Taxes are reduced for solar PV and for equipment suitable for household electricity supply.
6. Naturvernforbundet has documented improved cost-efficiency

2.2 The full results framework is included as Annex B to this Agreement.

3 IMPLEMENTATION OF THE PROJECT

3.1 The Project shall be implemented in accordance with:

a) the Agreement, including all annexes,
b) the approved Application
c) the implementation plan and budget.

as well as any later any amendments to the above documents which are approved by Norad.

3.2 During the implementation of the Project, the Grant Recipient shall exercise the necessary diligence, efficiency and transparency in line with sound financial management and best practise principles.

3.3 The Grant Recipient shall identify, assess and mitigate any relevant risks associated with the implementation of the Project, including the risk of corruption and other financial irregularities, and any potential negative effects that the Project may have on the environment and climate, gender equality and human rights.

4 THE GRANT

4.1 The Grant shall amount to maximum NOK 25 500 000 (Norwegian Kroner twenty-five million five hundred thousand).

4.2 Disbursement after the current calendar year is subject to Norwegian Parliamentary appropriations. Significant reductions in the annual allocation to the relevant budget line may lead to a reduction in annual allocations and/or in the total Grant amount.

4.3 The tentative, annual distribution of the Grant will be as follows:

2017: NOK 6 375 000
2018: NOK 6 375 000
2019: NOK 6 375 000
2020: NOK 6 375 000

The annual allocations must be confirmed by Norad following the Parliament's approval of the state budget for the relevant budget year. Disbursements will be based on the actual financial need of the Project in accordance with article 5 of the Agreement.

4.4 The Grant shall be used exclusively to finance the actual costs of the implementation of the Project during the Support Period.

4.5 For 2017 and 2018-20 at least 4% and 10% respectively of the Project's total costs shall be covered by funds that do not originate, directly or indirectly, from grants from Norad or another Norwegian public body. This contribution shall be identified in the Project's financial statements.

4.6 The Grant may be used to cover overheads/indirect costs up to a maximum of 7% of Norad's pro rata share of the actual costs of the Project.

4.7 The Grant Recipient is responsible for obtaining any additional resources which may be required to duly implement the Project.

4.8 The Grant Recipient may apply for additional funding to the Project during the Support Period only upon written invitation from Norad.

5 DISBURSEMENT

5.1 The Grant shall be disbursed in advance instalments based on the financial need of the Project for the upcoming period, which shall not exceed six months. The disbursements shall be made upon Norad's receipt of written disbursement requests from the Grant Recipient, describing the financial need for the period in question. The first disbursement shall include approved Project expenses incurred prior to the signing of this Agreement.

5.2 Financial need refers to the budgeted expenditure for the upcoming period, less any funds available to the Project from all other sources during the same period.

5.3 The financial need shall be documented through an updated financial statement for the Project and a reference to the latest approved implementation plan and budget.

5.4 The disbursement requests shall be signed by chief financial officer/an authorised representative of the Grant Recipient. A confirmation that the Project is being implemented in accordance with the Agreement shall be included in the disbursement request.

5.5 All disbursements are conditional upon the Grant Recipient's continued compliance with the requirements of the Agreement, including the timely fulfilment of reporting obligations. Norad may withhold disbursements in accordance with article 17 of the General Conditions if it finds that the requirements of the Agreement have not been met. Except for the Project's first year, the first disbursement each year is subject to the Norad's receipt and approval of the updated implementation plan and budget, while the second disbursement each year is subject to Norad's receipt and approval of the latest progress report and financial report.

5.6 The Grant Recipient shall have a separate bank account exclusively for grants from Norad. All disbursements will be made to the following bank account:

Name of the account: Norges Naturvernforbund
Account no.: 5082 05 66685
IBAN no.: NO56 5082 05 66685
Name and address of the bank: DnB, N-00021 Oslo
Swift/BIC code: DNBANOKK
Currency of the account: NOK

6 REPORTING AND OTHER DOCUMENTATION

6.1 The following shall be submitted by the Grant Recipient to Norad:

a) A **progress report** covering the period from January to December shall be submitted to Norad by June 1, each year. The last year of the Support Period the progress report shall cover the period from the start of the Support Period to December 2019. The progress report shall include the content specified in article 2 of the General Conditions. The Civil Society Department's standard reporting format shall be used.

b) A **financial report** covering the period from January to December shall be submitted to Norad by June 1 each year. The financial report shall include the content specified in article 3 of the General Conditions. The final financial report shall cover the entire Support Period and shall be submitted along with the final report referred to in article 6.1 f) of the Specific Conditions.

c) An **audit report** covering the annual financial statements of the Project shall be submitted to Norad by June 1 each year. The audit report shall comply with the requirements set out in article 7 of the Specific Conditions and article 5 of the General Conditions. The management letter (matters for governance attention) shall be attached to the audit report.

d) An updated **implementation plan and budget** covering the period from January to December shall be submitted to Norad by November 1. each year. The implementation plan and budget shall include the content listed in article 1 of the General Conditions. The Civil Society Department's standard formats shall be used.

e) The **annual report and audit report** of the Grant Recipient shall be submitted to Norad by June 1 each year. If the auditor in addition submits a management letter (matters for governance attention) this shall be attached to the audit report.

f) A **final report** for the Support Period shall be submitted to Norad no later than six months after the end of the Support Period. The final report shall include the content listed in article 4 of the General Conditions. The Civil Society Department's standard reporting format shall be used.

6.2 If the Grant Recipient is unable to meet the deadlines set out above, Norad shall be informed in writing immediately.

6.3 All implementation plans, budgets and reports shall be approved in writing by Norad unless otherwise agreed by the Parties.

7 AUDIT

7.1 The annual financial statements of the Project shall be audited in accordance with International Standards of Auditing (ISA) 800 ("Special considerations audits of financial statements prepared in accordance with special purpose frameworks") or ISA 805 ("Special considerations audits of single financial statements and specific elements, accounts or items of a financial statement"). Additional requirements applicable to the auditor and the audit report are included in article 5 of the General Conditions.

7.2 The Grant Recipient is responsible for submitting the audit report to Norad within the deadline indicated in article 6 of the Specific Conditions.

8 FORMAL MEETINGS

8.1 Unless otherwise agreed, formal meetings shall be held once per year, tentatively in October, in order to discuss i.a. the results achieved by the Project during the Support Period. The meetings shall be called and chaired by the Grant Recipient.

8.2 Unless otherwise agreed, the Parties shall discuss the latest progress report and financial report, as well as the implementation plan and budget for the upcoming period. In the event that such reports have not been received at two weeks before the meeting, the Parties shall agree upon a new date to hold the meeting.

8.3 The Grant Recipient shall record main issues discussed, points of view expressed and decisions made, in minutes from the meeting. The Grant Recipient shall submit the minutes to Norad no later than two weeksafter the meeting for comments. The agreed minutes shall be signed by both Parties.

8.4 The Parties shall hold formal meetings if/when requested by Norad. Details regarding agenda and procedures will be agreed upon by the Parties.

9 REVIEWS AND OTHER FOLLOW-UP MEASURES

9.1 A mid-term review focusing on progress to date shall be carried out by December 31, 2018. The Grant Recipient shall draft the terms of reference for the review and submit them to the other Party for approval. The costs of the review shall be included in the Project budget.

9.2 If the Grant Recipient or another interested party initiates a review or evaluation of activities that are wholly or partly funded by the Grant, Norad shall be informed. The Grant Recipient shall forward a copy of the report of any such review or evaluation to Norad without undue delay.

10 PROCUREMENT

10.1 All procurement under the Project shall be completed in accordance with the Procurement Provisions in Part III of this Agreement.

11 REPAYMENT OF INTEREST AND UNUSED FUNDS

11.1 Interest accrued on the Grant during the course of a year shall be repaid to Norad by 31 January the following year. If the Grant Recipient receives several grants from Norad, the interest on these grants should be repaid in one instalment. The instalment shall be documented by a copy of the annual bank statement for the account.

11.2 Upon the end of the Support Period or upon termination of this Agreement, any unused funds that total more than NOK 500 shall be repaid to Norad as soon as possible and at the latest within 6 months. The repayment shall include any interest and other financial gain accrued on the Grant and not previously repaid.

11.3 Repayments shall be made to the following bank account:

Name of the account:	NORAD
Account no.:	7694.05.14815
IBAN no.:	NO31 7694 0514 815
Name and address of the bank:	DNB BANK ASA, N-0021 Oslo
Swift/BIC code:	DNBANOKKXXX

11.4 All transactions shall be clearly marked: "Unused funds" or "Interest". The name of the Grant Recipient shall be stated, along with Norad's agreement number and agreement title.

12 SPECIAL PROVISIONS

a) General Conditions article 12 clause 2 c) shall be amended as follows: "changes to the implementation plan which implies a delay that may influence the achievement of expected results as presented in the results framework attached as an annex to this Agreement".
b) General Conditions article 12 clause 2 d) shall be amended as follows: "changes to the Project's budget that imply reallocation of more than 10% of a budget line in the budget attached as an annex to this Agreement.

13 NOTICES

13.1 All communication to Norad concerning the Agreement shall be directed to the Civil Society Department at the following address/e-mail address: post-sivsa@norad.no

13.2 All communication to the Grant Recipient concerning the Agreement shall be directed to NNV at the following address/e-mail address: naturnvern@naturvern.no and/or jl@naturvernforbundet.no

13.3 Norad's agreement number and agreement title shall be stated in all correspondence regarding this Agreement, including disbursement requests and repayment of unused funds.

14 SIGNATURES

14.1 By signing part I of the Agreement, the Parties confirm receipt and approval of part II; General Conditions, and part III; Procurement Provisions, which all form an integral part of the Agreement.

14.2 This Agreement has been signed in two -2- original copies in the English language. In the event of any discrepancies between this English language version and any later translations, the English language version shall prevail.

Place: Oslo

Date: 10.04.2017

for the Norwegian Agency for Development Cooperation,

Hege Hope Wade

Assistant Director

Department of Civil Society

For Norges Naturvernforbundet

Maren Esmark

General Secretary

Attachments:

Annex A: Approved budget for the Project
Annex B: Results framework

PART II: GENERAL CONDITIONS APPLICCABLE TO GRANTS FROM THE NORWEGIAN AGENCY FOR DEVELOPMENT COOPERATION

TABLE OF CONTENTS

1 IMPLEMENTATION PLAN AND BUDGET 2
2 PROGRESS REPORT 2
3 FINANCIAL REPORT 2
4 FINAL REPORT 3
5 AUDIT 3
6 CONTROL MEASURES 4
7 FINANCIAL MANAGEMENT 5
8 EXCHANGE RATE FLUCTUATIONS 5
9 EQUIPMENT, CONSUMABLES AND INTELLECTUAL PROPERTY RIGHTS 5
10 REAL PROPERTY 6
11 TRANSFER OF THE GRANT TO A COOPERATING PARTNER 6
12 CHANGES TO THE PROJECT OR THE GRANT RECIPIENT 7
13 EXTENSION OF THE SUPPORT PERIOD 7
14 TRANSPARENCY 7
15 FINANCIAL IRREGULARITIES 8
16 CONFLICT OF INTEREST 9
17 BREACH OF THE AGREEMENT 9
18 TERMINATION OF THE AGREEMENT 10
19 WAIVER AND IMMUNITIES 10
20 LIABILITY 10
21 ASSIGNMENT 10
22 RECOGNITION AND PUBLICATION 10
23 ENTRY INTO FORCE, DURATION AND AMENDMENT 11
24 CHOICE OF LAW AND SETTLEMENT OF DISPUTES 11

1 IMPLEMENTATION PLAN AND BUDGET

1.1 Any updated implementation plan to be submitted in accordance with the Specific Conditions shall be directly related to the results framework and shall specify planned activities and outputs and time schedules for the upcoming reporting period.

1.2 Any updated budget to be submitted in accordance with the Specific Conditions shall be based on the approved budget in Annex A and include estimated income to the Project from all sources as well as planned expenditures for the upcoming reporting period. The estimated financial need of the Project in the upcoming reporting period shall be clearly stated.

1.3 Significant deviations from or changes to the implementation plan and budget is subject to Norad's prior, written approval as outlined in article 12 of the General Conditions.

2 PROGRESS REPORT

2.1 Any progress reports to be submitted in accordance with the Specific Conditions shall describe the results achieved by the Project during the reporting period. The report shall be set up in a way that allows direct comparison with the latest approved Application, implementation plan and budget, and shall be signed by an authorised representative of the Grant Recipient.

2.2 The progress reports shall, as a minimum, include:

a) an account of the results achieved so far by the Project, using the format, indicators and targets of the approved results framework. The overview must:
   - show delivered outputs compared to planned outputs;
   - show the Project's progress towards achieving the Outcome;
   - if possible, describe the likelihood of the Impact being achieved.

b) an account and assessment of deviations from the latest approved implementation plan and Application;

c) an assessment of how efficiently Project resources have been turned into Outputs;

d) a brief account of materialised risk factors to the Project, including how these have been handled in the reporting period and/or will be handled in the future. Identified risks related to the climate and environment, gender equality, corruption and other financial mismanagement and human rights shall always be accounted for.

3 FINANCIAL REPORT

3.1 Any financial report to be submitted in accordance with the Specific Conditions shall comprise financial statements with a comparison to the latest approved budget for the reporting period, as well as an identification of any deviations from the budget as per clause 3.3 below. The financial report shall be certified by the financial controller (or equivalent) as well as an authorised representative of the Grant Recipient.

3.2 The financial statements shall be set up in a way that allows for direct comparison with the latest approved budget, using the same currency and budget line items. They shall, as a minimum, include:

a) the accounting principles applied;
b) income from all sources, including bank interest. Norad's contribution shall be specified;
c) expenses charged/capitalised in the relevant reporting period;
d) expenses charged/capitalised from start-up of the Project to the end of the reporting period;
e) unused funds as per the reporting date;

f) overhead/indirect costs to be covered by the Grant in accordance with article 4 of the Specific Conditions;
g) balance sheet, when required in accordance with the accounting principles applied;
h) explanatory notes including a description of the accounting policies used and any other explanatory material necessary for transparent financial reporting of the Project.

3.3 Deviations between the approved budget and the expenses charged/capitalised shall be highlighted with information on both nominal amounts and percentage of each deviation. The Grant Recipient shall include a written explanation of any deviations amounting to more than 10% from a budget line.

4 FINAL REPORT

4.1 The final report to be submitted in accordance with the Specific Conditions shall describe the results achieved by the Project during the Support Period. The report shall be set up in a way that allows for a direct comparison with the Application, and shall be signed by an authorised representative of the Grant Recipient.

4.2 The final report shall, as a minimum, include:

a) the items listed for the progress reports described in article 2 of the General Conditions, covering the entire Support Period;
b) an assessment of the Project's effect on society (Impact);
c) a description of the main lessons learned from the Project;
d) an assessment of the sustainability of the results achieved by the Project.

5 AUDIT

5.1 If an audit of the Project's financial statements is required pursuant to the Specific Conditions, the audit shall be carried out by an independent chartered/certified or state-authorised public accountant (auditor).

5.2 Norad reserves the right to approve the auditor, and may require that the auditor shall be replaced if Norad finds that the auditor has not performed satisfactorily or if there is any doubt as to the auditor's independence or professional standards.

5.3 The auditor shall form an opinion on whether the Project's financial statements fairly reflect the financial position of the Project and whether they are prepared, in all material respects, in accordance with the applicable financial reporting framework, namely:

a) the accounting principles followed by the Grant Recipient and;
b) the requirements of article 3 clause 2 of the General Conditions.

5.4 The auditor shall report in accordance with the applicable audit standard, as agreed in the Specific Conditions.

5.5 The audit report shall include:

a) the Project name and agreement number;
b) identification of the Project's total expenses and total income;
c) the subject of the audit;
d) the financial reporting framework applied;
e) the auditing standards applied;

f) a statement that the auditor has obtained reasonable assurance about whether the financial statements as a whole are free from material misstatement;
g) the auditor's opinion.

5.6 In addition to the Project's audit report, the auditor shall submit a management letter (matters for governance attention), which shall contain any findings made during the audit of the Project. It shall also list any measures that have been taken as a result of previous audits and whether such measures have been adequate to deal with reported shortcomings.

5.7 If any findings have been reported in the Project's management letter, the Grant Recipient shall prepare a response including an action plan to be submitted to Norad together with the management letter.

5.8 The costs of the audit of the Project's financial statements shall be included in the Project's budget.

5.9 The audit requirements stated in this Agreement are applicable for the total Grant, including any part of the Grant that has been transferred to a cooperating partner.

5.10 The auditor of the Project's consolidated financial statement is responsible for the direction, supervision and performance of the audit of any part of the Grant that has been transferred to a cooperating partner. The auditor shall assure itself that those performing the audit for cooperating partners have the appropriate qualifications, that the audit is in compliance with professional standards, and that the audit report is appropriate under the circumstances.

5.11 The auditor of the Project's consolidated financial statement shall express an opinion on whether the statement is prepared, in all material respects, in accordance with the requirements of this Agreement. To this end, the auditor shall obtain sufficient appropriate audit evidence regarding the financial statements of the cooperating partner and the consolidation process.

6 CONTROL MEASURES

6.1 Representatives of Norad and the Norwegian Auditor General may at all times carry out independent reviews, audits, field visits or evaluations or other control measures related to the Project. The objective of such control measures may be i.a to verify that the Grant has been used in accordance with the Agreement or to evaluate the achievement of results.

6.2 The Grant Recipient shall facilitate such control measures by providing all information and documentation necessary to carry out the relevant initiative, as well as ensuring unrestricted access to any premises, records, goods and documents requested.

6.3 The representatives of Norad and the Norwegian Auditor General shall also have access to the Grant Recipient's auditor and the auditor's assessments of all information pertaining to the Grant Recipient and the Project. The Grant Recipient shall release the auditor from any confidentiality obligations in order to facilitate such access.

6.4 The rights and obligations of this article 6 shall remain in force for 5 years following expiry or termination of the Agreement.

7 FINANCIAL MANAGEMENT

7.1 The Grant Recipient shall keep accurate accounts of the Project's income and expenditure using an appropriate accounting- and double-entry book-keeping system[1] in accordance with the applicable accounting- and bookkeeping policies in the jurisdiction of the Grant Recipient.

7.2 The accounts shall be kept up to date at least on a monthly basis. Bank reconciliations[2] and cash reconciliations[3] shall be completed at least every month, and shall be documented by the Grant Recipient.

7.3 Income and expenditures relating to the Project must be easily identifiable and verifiable, either by using separate accounts for the Project or by ensuring that Project expenditure can be easily identified and traced within the general accounting- and bookkeeping systems. The accounts must provide details of bank interest accrued on the Grant.

7.4 The Grant Recipient shall keep the Project's accounting records for at least 5 years from the time of Norad's approval of the final report for the Project. This shall include i.a. vouchers, receipts, contracts and bank statements.

8 EXCHANGE RATE FLUCTUATIONS

8.1 If the Grant is converted into another currency, the exchange shall be made through a national or commercial bank unless otherwise approved by Norad.

8.2 If exchange rate fluctuations decrease the value of the Grant to such an extent that this will have consequences for the implementation of the Project, the Grant Recipient shall inform Norad as soon as possible.

8.3 If exchange rate fluctuations increase the value of the Grant, the 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.

9 EQUIPMENT, CONSUMABLES AND INTELLECTUAL PROPERTY RIGHTS

9.1 The right of ownership to equipment, consumables and intellectual property rights procured or developed by use of the Grant shall vest in the Grant Recipient or its cooperating partner, unless otherwise stated in the Application. All matters associated with such equipment, consumables and intellectual property rights are the exclusive responsibility of the Grant Recipient. However, significant use of such equipment, consumables and intellectual property rights for purposes outside the Project shall be subject to the Norad's prior approval, as outlined in Article 12 of the General Conditions.

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1 A double-entry bookkeeping a system is system of bookkeeping where every entry to an account requires a corresponding and opposite entry to a different account.
2 Bank reconciliation is a process of verifying whether the sum found in the bank statements at the end of the period correspond with transactions recorded in the accounting system. This is usually done in conjunction with closure of the accounting records.
3 Cash reconciliation is a process of verifying whether the cash at hand at the end of the period corresponds with the amount of cash in the beginning of the period and the registrations of withdrawals and deposits in the period. This is usually done in conjunction with closure of the accounting records.

9.2 Norad shall have a non-exclusive and royalty-free license to use all intellectual property rights procured or developed by the use of the Grant. Norad may assign this right to any individual or organisation at its own discretion.

9.3 Transfer of ownership of such equipment, consumables or intellectual property rights during the Support Period shall be made at market terms. Ownership may not be transferred to an employee of the Grant Recipient or its cooperating partner, or to anyone related or connected to an employee, if such relation could lead to a conflict of interest as described in article 16 of the General Conditions.

9.4 Before a transfer is decided, the Grant Recipient shall assess whether it may have an impact on the Project and, where appropriate, consult with Norad. Any income from a transfer shall accrue to the Project, and shall be reported in the financial statement of the Project.

9.5 The Grant Recipient shall prepare a record of transfer of ownership for any equipment, consumables and intellectual property rights. The record shall comprise information about the object of transfer, the original purchase price paid by the Grant Recipient, price offers received, the final sales price and the name of the purchaser. The record shall be submitted to Norad along with the first progress report due after the sale.

9.6 If the activities of the Project do not continue after the end of the Support Period or after termination of the Agreement, the Grant Recipient shall inform Norad about the remaining equipment and goods that have been purchased by use of the Grant. The Norad may require that such assets be sold. Such sale shall be completed in accordance with the procedures described above. Income from the sale shall be repaid to Norad unless otherwise agreed by the Parties.

10 REAL PROPERTY

10.1 The Grant may not be used to purchase or construct real property (land or buildings) unless explicitly approved by Norad.

10.2 If Norad has approved a purchase or construction of real property, the Grant Recipient and Norad shall agree on the details concerning the ownership and the status of the real property after the end of the Support Period and/or the end of the Project. The agreement may be formalised in the Specific Conditions or in a separate agreement document.

10.3 Norad may in such an agreement require i.a. that the real property shall be sold after the end of the Support Period and that the proceeds from the sale shall be repaid to Norad. Norad may also reserve the right to establish security interests in any real property purchased by use of the Grant.

11 TRANSFER OF THE GRANT TO A COOPERATING PARTNER

11.1 Transfer of all or part of the Grant including assets to a cooperating partner shall be documented through a written agreement. The agreement shall specify that the cooperating partner is required to comply with the provisions of this Agreement and to cooperate with the Grant Recipient to ensure that the Grant Recipient is able to fulfil its obligations hereunder.

11.2 The agreement between the Grant Recipient and the cooperating partner shall have provisions related to i.a. reporting, audit, procurement and measures to prevent financial irregularities. Furthermore, the agreement shall explicitly state that:

a) both the Grant Recipient, Norad and the Norwegian Auditor General shall have the same access to undertake the control measures related to the cooperating partner's use of the Grant as described in article 6 of the General Conditions,
b) the Grant Recipient shall be entitled to claim repayment of the Grant from the cooperating partner in the same instances and to the same extent that Norad is entitled to claim repayment from the Grant Recipient, and the cooperating partner shall accept that Norad has the right to claim repayment directly from the cooperating partner to the same extent as the Grant Recipient,
c) the cooperating partner shall accept the choice of law and settlement of disputes provisions in article 24 of the General Conditions in relation to any disputes arising between the cooperating partner and Norad.

11.3 The Grant Recipient shall assure itself that the cooperating partner has the necessary competence and internal procedures to meet the requirements of the Agreement and shall follow-up the cooperating partner's compliance with the Agreement throughout the Support Period.

11.4 The Grant may not be transferred to a cooperating partner who has previously been charged or sentenced for any criminal activity unless explicitly approved by Norad.

11.5 The Grant Recipient shall remain fully responsible towards Norad for any part of the Grant, including assets, that has been transferred to a cooperating partner.

12 CHANGES TO THE PROJECT OR THE GRANT RECIPIENT

12.1 Any significant deviations from or changes to the Application or approved implementation plans or budgets are subject to Norad's prior, written approval. The same applies to significant changes to, or circumstances materially affecting, the Grant Recipient's organisation.

12.2 The following deviations/changes shall always be subject to Norad's prior written approval:

a) any changes to the Project's sources of income,
b) any changes to the results framework or scope of the Project,
c) changes to the implementation plan which implies a delay of more than three months of any activity,
d) changes to the Project's budget that imply reallocation of more than 10% of a budget line.

12.3 Norad may suspend disbursements of the Grant until such changes have been approved.

13 EXTENSION OF THE SUPPORT PERIOD

13.1 The Support Period of the Project is set out in the Specific Conditions. The Grant Recipient must, without delay, inform Norad of any circumstances likely to hamper or delay the implementation of the Project.

13.2 The Grant Recipient may request an extension of the Support Period if this is necessary to complete all planned activities. The request must state the reasons for the delay and supporting documentation must be enclosed. Norad shall approve or decline the request in writing.

14 TRANSPARENCY

14.1 The Grant Recipient shall publish the following in a dedicated and easily accessible place of its internet site:

a) a copy of this Agreement;
b) the title and value of any contracts, cooperation agreements and/or other sub-agreements of more than NOK 500 000 (or the equivalent in local currency) which are to be financed by the Grant;
c) the names and nationalities of the respective agreement parties and, if relevant, any further sub-grantees or contractors in receipt of Project funds;

Any deviations from this article 14 shall be agreed by the Parties in writing, i.a. in the Specific Conditions.

14.2 Publication shall take place as soon as possible, and at the latest within six months after the contracts, cooperation agreements and/or other sub-agreements were entered into

14.3 The Grant Recipient shall make other project documentation, including the Application and all agreed reports, available to anyone upon request. Requests for disclosure may be denied if such disclosure is prohibited by confidentiality obligations and/or if it may be detrimental to the Grant Recipient's legitimate interests.

15 FINANCIAL IRREGULARITIES

15.1 The Grant Recipient is required to practise zero tolerance against corruption and other financial irregularities within and related to the Project. The zero tolerance policy applies to all staff members, consultants and other non-staff personnel and to cooperating partners and beneficiaries of the Grant.

15.2 Financial irregularities refers to all kinds of:

a) corruption, including bribery, nepotism and illegal gratuities;
b) misappropriation of cash, inventory and all other kinds of assets;
c) financial and non-financial fraudulent statements;
d) all other use of Project funds which is not in accordance with the implementation plan and budget.

15.3 In order to fulfil the zero tolerance requirement, the Grant Recipient shall:

a) organise its operations and internal control systems in a way that financial irregularities are prevented and detected;
b) do its utmost to prevent and stop financial irregularities within and related to the Project;
c) require that all staff involved in, and any consultants, suppliers and contractors financed under the Project refrain from financial irregularities.

15.4 The Grant Recipient shall inform Norad immediately of any indication of financial irregularities in or related to the Project. The Grant Recipient shall provide Norad with an account of all the known facts and an assessment of how the matter should be followed up, including whether criminal prosecution or other sanctions are considered appropriate.

15.5 The matter will be handled by Norad in accordance with Norad's guidelines for handling suspicion of financial irregularities. The Grant Recipient shall cooperate fully with Norad's investigation and follow-up. If requested by Norad, the Grant Recipient shall initiate prosecution and/or apply other sanctions against persons or entities suspected of financial irregularities.

15.6 Norad may claim repayment of all or parts of the Grant in accordance with article 17 of the General Conditions if it finds that any financial irregularities have taken place in or related to the

Project. The repayment claim may also include any interest, investment income or any other financial gain obtained as a result of the financial irregularity.

16 CONFLICT OF INTEREST

16.1 The Grant Recipient shall take all necessary precautions to avoid any conflicts of interest in all matters related to the Project.

16.2 Conflict of interest refers to any situation where the impartial and objective exercise of the functions of anyone acting on behalf of the Grant Recipient is, or may be, compromised for reasons involving family, personal life, political or national affinity, economic interest or any other connection or shared interest with another person.

16.3 If a conflict of interest occur, the Grant Recipient shall, without delay, take all necessary measures to resolve the conflict, e.g. by replacing the person in question or by obtaining independent verification of the terms of the proposed decision or transaction.

16.4 If the conflict of interest cannot be resolved and/or if it relates to a decision or transaction of special significance to the Project, the decision or transaction may not be concluded without the prior, written approval of Norad.

17 BREACH OF THE AGREEMENT

17.1 If the Grant Recipient fails to fulfil its obligations under this Agreement and/or if there is suspicion of financial irregularities, Norad may suspend disbursement of all or part of the Grant.

17.2 In the event of material breach of the Agreement, Norad may terminate the Agreement with immediate effect, and/or claim repayment of all or parts of the Grant.

17.3 Material breach of the Agreement shall include, without limitation, the following situations:

a) all or part of the Grant has not been used in accordance with the Agreement and/or approved implementation plans and budget,
b) the Grant Recipient has made false or incomplete statements to obtain the Grant,
c) the use of the Grant has not been satisfactorily accounted for,
d) the Grant Recipient has, after having been granted an extended deadline, failed to provide the agreed reports, or has knowingly provided reports that do not reflect reality,
e) financial irregularities, grave professional misconduct or illegal activity of any form have taken place within the Grant Recipient or its cooperating partners,
f) the Grant Recipient has failed to inform Norad of indication of financial irregularities within the Project in accordance with article 15 of the General Conditions,
g) the Grant Recipient has changed legal personality without prior notification to Norad,
h) the Grant Recipient is bankrupt, being wound up or is having its affairs administered by the courts, or is subject to any analogous or corresponding procedure provided for under national legislation.

17.4 The Grant Recipient shall inform Norad immediately of any circumstances that may indicate or lead to a breach of Agreement, and shall provide Norad with any information or documentation it may reasonably require in order to determine if a breach of the Agreement has occurred.

17.5 Norad may also suspend disbursements or terminate the Agreement with immediate effect if a material breach of another agreement between Norad and the Grant Recipient has been established.

18 TERMINATION OF THE AGREEMENT

18.1 Each of the Parties may terminate the Agreement upon a written notice.

18.2 The Support Period shall end three months after the date of the notice of termination. During these three months, the Grant Recipient may only use the Grant to cover commitments that have been established before the date of the notice of termination.

18.3 If the Project cannot continue without the Grant, the Grant Recipient shall use these three months to discontinue or scale down the Project promptly and in an orderly and financially sound manner. Any funds that remain unused at the end of the Support Period shall be repaid to Norad.

18.4 The Grant Recipient shall submit a final report to Norad within three months of the end of the Support Period. The final report shall meet the requirements set out in article 4 of the General Conditions and shall also include a financial report and audit report covering the period from the previous financial report until the end of the Support Period.

18.5 The Agreement will be considered terminated when the final report has been approved by Norad and any remaining funds have been repaid.

19 WAIVER AND IMMUNITIES

19.1 Nothing in the Agreement or any document related to the Agreement shall imply a waiver, express or implied, by Norad, the Government of Norway or any of its officials of any privileges or immunity enjoyed by them or their acceptance of the jurisdiction of the courts of any country over disputes arising thereof. This article 19 will not prevent arbitration or court proceedings in the legal venue of the Grant Recipient pursuant to article 24 of the General Conditions.

20 LIABILITY

20.1 Norad shall not under any circumstances or for any reason be held liable for damage, injury or loss of income sustained by the Grant Recipient or its staff or property as a direct or indirect consequence of the Project. Norad will not accept any claim for compensation or increases in payment in connection with such damage, injury or loss of income.

20.2 The Grant Recipient shall assume sole liability towards third parties, including liability for damage, injury or loss of income of any kind sustained by them as a direct or indirect consequence of the Project. The Grant Recipient shall indemnify Norad against any claim or action from the Grant Recipient's employees or third parties in relation to the Project.

21 ASSIGNMENT

21.1 The Agreement and/or the Grant may not be assigned to a third party without the prior written consent of Norad. This shall not, however, prevent transfer of parts of the Grant to a cooperating partner in accordance with article 11 of the General Conditions.

22 RECOGNITION AND PUBLICATION

22.1 The Grant Recipient shall acknowledge Norad's support to the Project in all publications and other materials issued in relation to the Project. Norad's logotype will be provided by Norad upon request. All use of Norad's logotype must be approved by Norad.

23 ENTRY INTO FORCE, DURATION AND AMENDMENT

23.1 The Agreement shall enter into force at the date of the last signature and shall remain in force until all obligations arising from it have been fulfilled, or until it is terminated in accordance with the provisions of the General Conditions. Whether the obligations of the Agreement shall be considered fulfilled, will be determined through consultations between the Parties and confirmed by Norad in a completion letter.

23.2 The Agreement may be amended. Any such amendment must be agreed upon in writing between the Parties and shall become an integral part of the Agreement.

23.3 Termination or expiry of the Agreement shall not release the Parties from any liability arising from any act or omission that has taken place prior to such termination or expiry.

24 CHOICE OF LAW AND SETTLEMENT OF DISPUTES

24.1 The Agreement shall be governed and construed in accordance with Norwegian law.

24.2 If any dispute arises relating to the implementation or interpretation of the Agreement, the Parties shall seek to reach an amicable solution.

24.3 Any dispute arising out of or in connection with the Agreement that cannot be solved amicably, shall exclusively be settled before the Norwegian courts of law with Oslo District Court as legal venue.

24.4 The Grant Recipient accepts that Norad can, at its own sole discretion and as an alternative to the legal venue mentioned above, choose to settle the dispute by

a) the courts in the legal venue of the Grant Recipient, or
b) arbitration in accordance with the Arbitration Rules of the Arbitration Institute of the Stockholm Chamber of Commerce. The arbitral tribunal shall be composed of three arbitrators. If the disputed amount is below an amount corresponding to NOK 10 000 000 the arbitral tribunal shall, however, be composed of a sole arbitrator. The seat of arbitration shall be Stockholm, Sweden, and the language to be used in the arbitral proceedings shall be English. The Parties agree that neither the arbitral proceedings nor the award shall be subject to any confidentiality.

24.5 The Parties agree that no other courts of law, than as set out in this article 24, shall have jurisdiction over disputes arising out of or in connection with this Agreement.

PART III: PROCUREMENT IN THE CONTEXT OF PROJECTS FINANCED BY THE NORWEGIAN AGENCY FOR DEVELOPMENT COOPERATION

1 INTRODUCTION

1.1 This Part III sets out procurement rules and principles which shall be applied by the Grant Recipient when procuring goods, services or works to Projects financed by the Agency for Development Cooperation (Norad). Stricter rules may supplement the compulsory minimum rules set forth in this Part III.

1.2 Norad may carry out ex post checks on the Grant Recipient's compliance with the rules set forth in this Part III.

1.3 Failure to comply with the rules set forth in this Part III shall render the Project expenditure ineligible for Norad funding and may lead to withholding funds or claim for repayment in accordance with article 17 of the General Conditions (Part II) of this Agreement.

1.4 Contracts shall not be split artificially to circumvent the procurement thresholds. All monetary amounts referred to in this Part III are amounts excluding value-added tax (VAT).

1.5 The procurement provisions shall also apply to any procurements to be carried out by the Grant Recipient's cooperation partners or others. The Grant Recipient shall be responsible for compliance as per article 11 of the General Conditions (Part II) of this Agreement regardless of whether the procurement is carried out by the Grant Recipient itself or its cooperation partners or others.

1.6 Sections 1 to 4 set out rules, which shall apply to all contracts. Sections 5 to 6 contain specific rules for service, supply and works contracts. Section 7 lists the situations where a negotiated procedure without prior publication is permitted.

2 BASIC PRINCIPLES

2.1 If a Project requires procurement by the Grant Recipient, the contract must be awarded following a tender procedure to the most economically advantageous tender (i.e. to the tenderer obtaining the best score based on price and quality), or, as appropriate, to the tenderer offering the lowest price. In doing so, the Grant Recipient shall avoid any conflict of interests and respect the following basic principles:

a) **Competition:** The procedures applied and the award of contracts shall be based on fair competition.

b) **Equal treatment and non-discrimination:** Participation in tender procedures shall be open on equal terms to all natural and legal persons. During the entire procurement and the award of contracts, the Grant Recipient shall not discriminate against candidates/tenderers or groups of candidates/tenderers.

c) **Transparency and ex-ante publicity:** As a general rule, tender procedures shall be based on prior publication. Where the Grant Recipient does not launch an open tender procedure, it shall justify the choice of tenderers that are invited to submit an offer.

d) **Objective criteria:** The Grant Recipient shall evaluate the offers received against objective criteria, which enable the Grant Recipient to measure the quality of the offers and shall take into account the price (the offer with the lowest price shall be awarded the highest score for the price criterion). The criteria shall be set out beforehand and shall be relevant to the contract in question.

e) **Notoriety:** The Grant Recipient shall keep sufficient and appropriate records and documentation with regard to the procedure, its evaluation and award.

3 ELIGIBLE TENDERERS

3.1 Tenderers must provide information on their legal form and ownership structure.

3.2 Tenderers shall be excluded from participation in a procurement procedure if:

a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situation may be eligible to participate insofar as the Grant Recipient is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;

b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;

c) they have been guilty of grave professional misconduct; proven by any means which the Grant Recipient can justify;

d) they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Grant Recipient or those of the country where the contract is to be performed;

e) they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;

f) they make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

3.3 Tenderers shall confirm in writing that they are not in any of the situations listed above. Even if such confirmation is given by a tenderer, the Grant Recipient shall investigate any of the situations listed above if it has reasonable grounds to doubt the contents of such confirmation.

3.4 Contracts shall not be awarded to tenderers which, during the procurement procedure:

a) are subject to a conflict of interests;

b) are guilty of misrepresentation in supplying the information required by the Grant Recipient as a condition of participation in the tender procedure, or fail to supply this information.

4 GENERAL PROCUREMENT RULES

4.1 The tender documents shall be drafted in accordance with best international practice. The Grant Recipient may voluntarily use the models published in the Practical Guide on the EuropeAid (EU) website.

4.2 The Grant Recipient shall take into account universal design and the potential environmental impact of any planned procurements.

4.3 All invitations to submit tenders shall state that offers will be rejected if any illegal or corrupt practises have taken place in connection with the award. All contracts concluded under the Project shall state that the Grant Recipient may terminate the contract if it finds that illegal or corrupt practises have taken place in connection with the contract award or execution.

4.4 The time-limits for receipt of tenders and requests to participate must be sufficient to allow interested parties a reasonable and appropriate period to prepare and submit their tenders.

4.5 An evaluation committee must be set up to evaluate applications and/or tenders of a value of NOK 500 000 or more on the basis of the exclusion, selection and award criteria. This committee must have an odd number of members, at least three, with all the technical and administrative capacities necessary to give an informed opinion on the tenders.

4.6 For contracts with a value exceeding NOK 100 000, the Grant Recipient shall compile a written record with documentation of all assessments and decisions during all steps of the procurement process from the planning stage until the signing of the contract. Upon request by Norad, the Grant Recipient shall deliver its written record to Norad and grant Norad access to all relevant information and documentation related to the procurement procedure and practices applied.

5 AWARD OF CONTRACTS

5.1 Contracts with a value of less than NOK 500 000 may be awarded by using any procurement procedure established by the Grant Recipient, while respecting the rules and principles laid down in Sections 1 to 4 of this Part III.

5.2 Contracts with a value exceeding NOK 500 000 shall be awarded by means of one of the following procurement procedures:

a) **Open tender procedure:** In open procedures, any interested tenderer may submit a tender in response to a call for competition. The tender shall be accompanied by the information for qualitative selection as requested by the Grant Recipient.

b) **Restricted procedure:** In restricted procedures, any tenderer may submit a request to participate in response to a call for competition by providing the information for qualitative selection as requested by the Grant Recipient. Only those tenderers invited to do so by the Grant Recipient following its assessment of the information provided may submit a tender. The Grant Recipient may limit the number of suitable candidates to be invited to participate in the procedure.

c) **Competitive procedure with negotiation:** In competitive procedures with negotiation, any tenderer may submit a request to participate or a tender in response to a call for competition by providing the information for qualitative selection as requested by the Grant Recipient. Tenderers may submit an initial tender, which shall be the basis for subsequent negotiations. The minimum requirements and the award criteria shall not be subject to negotiations.

5.3 Where the Grant Recipient does not launch an open tender procedure, it shall justify and document in writing the choice of tenderers that are invited to submit an offer.

5.4 Deviations from the procedures listed in Section 5.2 are limited to the situations listed in Section 7 of this Part III.

6 PUBLICATION OF PROCUREMENT NOTICE

6.1 The following shall apply with respect to publication of the procurement notice: [1]

[1] Definitions of different types of contracts and procedures can be found in Directive 2014/24/EU.

a) **Service and supply contracts from NOK 500 000 to less than NOK 2 500 000 and works contracts from NOK 500 000 to less than NOK 40 000 000**

The prior procurement notice shall be published in all appropriate media, at least in the country in which the Project will be carried out as well as on the Grant Recipient's website.

b) **Service and supply contracts with a value of NOK 2 500 000 and above and works contracts with a value of NOK 40 000 000 and above**

The prior procurement notice shall be published in all appropriate media, in particular on the Grant Recipient's website, in the international press and the national press of the country in which the Project will be carried out, and in any other relevant specialist periodicals.

7 USE OF NEGOTIATED PROCEDURE WITHOUT PRIOR PUBLICATION

7.1 The Grant Recipient may use a negotiated procedure without prior publication in the following cases:

a) if any of the circumstances set out in Article 32 of Directive 2014/24/EU are present;

b) for purposes of humanitarian aid and civil protection operations or for crisis management aid in a crisis that has been formally recognised by and for the time period declared by Norad;

c) where the services are entrusted to public-sector or non-profit bodies and relate to activities of an institutional nature or are designed to provide assistance to people in the social field;

d) for contracts declared to be secret, or whose performance must be accompanied by special security measures, or when the protection of the essential interests of the Norad so requires.

Annex A 1 of 2 Budget and Financial plan

4.1 Summary of Budget and Financial plan

SUMMARY	2017	2018	2019	2020	Total
Total program costs	6 908 822	8 009 018	8 026 520	8 068 026	**31 012 385**
-Other external funding	702 630	1 076 074	1 093 576	1 135 082	**4 007 362**
=Remaining financial requirement	**6 206 192**	**6 932 944**	**6 932 944**	**6 932 944**	**27 005 023**
-Own contribution	248 248	975 000	975 000	975 000	**3 173 248**
=Norad's share of program costs	5 957 944	5 957 944	5 957 944	5 957 944	**23 831 776**
+ Norad's support to administration	417 056	417 056	417 056	417 056	**1 668 224**
=Total amount from Norad	**6 375 000**	**6 375 000**	**6 375 000**	**6 375 000**	**25 500 000**

4.2 Costs by country

COUNTRY	2017	2018	2019	2020	Per cent
Mozambique	3 391 746	3 404 403	3 423 940	3 470 229	44
Togo	2 904 482	2 886 558	2 885 283	2 882 285	37
Nigeria	612 593	1 718 057	1 717 297	1 715 513	19
Total	**6 908 821**	**8 009 018**	**8 026 520**	**8 068 026**	

4.3 Costs by thematic area/ sector

Thematic area/ sector	2017	2018	2019	2020	Per cent
Practical energy	5 308 728	6 107 558	6 117 456	6 147 861	76
Energy policy	1 600 093	1 901 460	1 909 064	1 920 165	24
Total	**6 908 821**	**8 009 018**	**8 026 520**	**8 068 026**	

4.4 Costs by Actor

	2017	2018	2019	2020	Per cent
Local partners	5 708 821	6 659 018	6 676 520	6 718 026	83
Disbursed in Norway	1 200 000	1 350 000	1 350 000	1 350 000	17
Total	**6 908 821**	**8 009 018**	**8 026 520**	**8 068 026**	

4.5 Overview of costs by thematic area and country

COUNTRY	Practical energy	Energy policy	Total
Mozambique	11 081 393	2 607 991	13 689 384
Togo	8 459 406	3 098 303	11 557 709
Nigeria	4 140 805	1 624 488	5 765 293
Total program costs	**23 681 603**	**7 330 783**	**31 012 387**

Annex A 2 of 2

Budget 2017-20 split on outputs and types of costs (all figures in NOK)

Program budget

		2017		2018		2019		2020		SUM 2017-20
INCOMES										
Grant from Norad + NNV			6 206 191		6 932 944		6 932 944		6 932 944	**27 005 023**
Sales of solar lanterns			702 630		1 076 074		1 093 576		1 135 082	**4 007 362**
SUM INCOME			**6 908 821**		**8 009 018**		**8 026 520**		**8 068 026**	**31 012 385**
EXPENSES										
Output 1: Local mobilization			**748 926**		**943 915**		**944 109**		**936 742**	**3 573 692**
1.1 Core staff	man-years	4,2	165 349	4,6	210 128	4,6	213 011	4,6	213 011	
1.2 Field staff	man-years	4,6	155 592	6,1	232 152	6,1	234 463	6,1	234 463	
1.3 Local activists	man-years	866	52 756	1 010	77 256	1 010	77 256	1 010	77 256	
1.4 Travel/ transport	no.	232	117 836	217	122 534	217	122 534	197	113 167	
1.5 Rent of rooms	no. of meetings	36	47 896	37	41 296	37	41 296	37	41 296	
1.6 Educational materials		330	50 000	330	74 391	330	74 391	330	76 391	
1.7 Food, accommodation, per diem	man-days	707	101 497	1 044	121 158	1 044	121 158	1 044	121 158	
1.8 Tools and materials		-	58 000	-	65 000	-	60 000	-	60 000	
Output 2: Stengthening and extention of sales points			**603 860**		**778 398**		**773 398**		**773 398**	**2 929 054**
2.1 Core staff	man-years	2,8	95 431	3,2	140 210	3,2	140 210	3,2	140 210	
2.2 Field staff	man-years	4,9	172 738	5,8	229 518	5,8	229 518	5,8	229 518	
2.3 Local activists	man-years	1 320	48 750	1 321	63 750	1 321	63 750	1 321	63 750	
2.4 Travel/ transport	no.	186	92 670	198	108 234	198	108 234	198	108 234	
2.5 Rent of rooms	no. of meetings	44	34 858	46	38 831	46	38 831	46	38 831	
2.6 Educational materials		200	34 000	200	36 000	200	36 000	200	36 000	
2.7 Food, accommodation, per diem	man-days	325	68 822	504	90 264	504	90 264	504	90 264	
2.8 Tools and materials		-	56 591	-	71 591	-	66 591	-	66 591	
Output 3: Make energy solutions available and affordable			**2 515 255**		**3 034 994**		**3 068 955**		**3 122 237**	**11 741 441**
3.1 Core staff	man-years	3,9	438 687	4,6	638 466	4,6	638 466	4,6	638 466	
3.2 Field staff	man-years	5,2	121 462	6,1	178 242	6,1	178 242	6,1	178 242	
3.3 Local activists	man-years	4 500	153 625	4 951	182 688	5 446	198 156	5 446	198 156	
3.4 Travel/ transport	no.	270	152 384	263	174 206	263	167 219	263	167 219	
3.5 Rent of rooms	no. of meetings	89	91 424	87	93 557	87	93 557	87	93 557	
3.6 Educational materials		245	31 500	245	31 500	245	31 500	245	31 500	
3.7 Food, accommodation, per diem	man-days	2 484	208 609	2 884	253 114	3 142	268 582	3 414	285 598	
3.8 Tools and materials		-	231 625	-	257 500	-	250 010	-	244 770	
3.9 Pre-payment of solar lanterns	no. of units	9 990	1 085 939	11 954	1 225 721	12 225	1 243 223	12 782	1 284 729	
Output 4: Policy for local capacity			**720 025**		**734 660**		**734 660**		**731 910**	**2 921 253**
4.1 Core staff	man-years	3,5	309 532	3,5	309 542	3,5	309 542	3,5	309 542	
4.2 Field staff	man-years	1,9	74 343	1,9	98 343	1,9	98 343	1,9	98 343	
4.3 Travel/ transport	no.	452	113 660	447	111 785	447	111 785	445	111 035	
4.4 Rent of rooms	no. of meetings	12	30 974	12	27 974	12	27 974	12	27 974	
4.5 Educational materials		-	25 308	-	25 308	-	25 308	-	25 308	
4.6 Food, accommodation, per diem	man-days	200	121 408	195	116 408	195	116 408	193	114 408	
4.7 Tools and materials		-	44 800	-	45 300	-	45 300	-	45 300	
Output 5: Reduced taxes for solar equipment			**589 739**		**576 054**		**571 864**		**570 104**	
5.1 Core staff	man-years	2,4	270 538	2,3	265 538	2,3	265 538	2,3	265 538	
5.2 Field staff	man-years	2,8	71 843	2,7	68 843	2,7	68 843	2,7	68 843	
5.3 Travel/ transport	no.	97	67 604	99	66 729	99	66 729	97	65 969	
5.4 Rent of rooms	no. of meetings	10	34 436	12	32 626	12	30 436	12	29 436	
5.5 Educational materials		-	31 000	-	31 000	-	31 000	-	31 000	
5.6 Food, accommodation, per diem	man-days	125	81 318	120	76 318	118	74 318	118	74 318	
5.7 Tools and materials		-	33 000	-	35 000	-	35 000	-	35 000	
Monitoring and evaluation			**849 440**		**880 373**		**880 373**		**880 373**	**3 490 559**
5.1 Core staff	man-years	2,3	546 234	2,4	551 234	2,4	551 234	2,4	551 234	
5.2 Field staff	man-years	1,7	55 292	1,7	58 292	1,7	58 292	1,7	58 292	
5.3 Travel/ transport	no.	121	104 420	128	107 127	128	109 127	128	109 127	
5.4 Rent of rooms	no. of meetings	5	6 632	5	8 632	5	8 632	5	8 632	
5.5 Educational materials		-	-	-	-	-	-	-	-	
5.6 Food, accommodation, per diem	man-days	126	136 862	141	153 088	141	151 088	141	151 088	
5.7 Tools and materials		-	-	-	2 000	-	2 000	-	2 000	
Office rent			**249 373**		**300 212**		**290 212**		**290 212**	**1 130 009**
Rent, including office equipment			173 310		210 536		205 536		205 536	
Communication, phone, internet			76 063		89 676		84 676		84 676	
Audit			**166 976**		**189 203**		**190 178**		**190 278**	**736 635**
Administration			**465 228**		**571 210**		**572 773**		**572 773**	**2 181 984**
SUM EXPENSES			**6 908 821**		**8 009 018**		**8 026 520**		**8 068 026**	**31 012 386**

Annex B Results framework for Naturvernforbundet's EmPOWERing Communities Program for 2017-2020 – Program total

Results	Indicators	Baseline	Targets					Data sources	Frequency of reporting	Responsibility
			2017	2018	2019	2020	2017-20			
Development goal										
People benefit from new access to affordable, reliable, sustainable and modern energy services (SDG 7).	1. % of users of improved wood stoves who report less respiratory and eye problems	0 %	80 %	90 %	90 %	90 %		Questionnaire to 50-100 households (men and women) in each project	Once a year	Partners' program coordinators
	3. % of users of solar lanterns report that they have easier access to electronic information	0 %	60 %	70 %	80 %	80 %				
	4. % economic savings on fuel costs	Users' fuel costs before new solutions	40 %	40 %	40 %	40 %				
Outcome										
People have access to basic energy solutions.	1. No. of new persons (50/50 males/ females)) who have got basic energy access (Tier 1-3* for cooking, light or electricity)	100 173	132 033	166 015	210 436	246 455	754 940	Simple investigaton + calculation	Once a year	Partners' program coordinators
	2. No. of stoves sold	29 074	34 578	44 836	56 269	64 396	200 079	Warranty certificates + othe records at sales points	Twice a year	Partners' program coordinators
	3. No. of solar lanterns/ systems sold	4 317	9 433	10 503	13 876	17 755	51 567			
Output 1										
Local resources have been mobilized in the introduction of improved energy solutions for households.	1.1. No. of local leaders who have organized communal activities (e.g. information, demonstration, production)	76	107	135	176	213		Partners' records	Twice a year	Partners' program coordinators
	1.2. No. of adults (50/50 men/ women) who have participated in communal activities	117 654	133 709	162 280	179 858	198 844		- Partners' records (men/ women)	Twice a year	Partners' program coordinators
	1.3. No. of pupils and students (50/50 boys/ girls) who have been given practical and theoretical knowledge in school	20 570	25 500	31 700	35 150	40 965		Information from contact teachers	Twice a year	Partners' program coordinators
Output 2										
A comprehensive network of sales points for improved energy solutions is strengthened and extended.	2.1. Percentage of the year when improved stoves are available at sales points	60	70	76	87	94		- Partners' mapping	Once a month	Partners' program coordinators
	2.2. Percentage of the year when solar lamps are available at sales points	69	76	82	89	94		- Partners' mapping	Once a month	Partners' program coordinators
	2.3. Total number of sales points which are in operation	234	281	360	567	665		- Partners' records	Once a month	Partners' program coordinators
Output 3										
Affordable improved energy solutions are brought to the market (i.e. identified and produced/imported).	3.1. Maximum no. of months that is acceptable as payback time for improved stoves (the cost of a stove divided by the saving per month)	6	6					- Partners' calculations based on a simple survey in each project	Once a year	Partners' program coordinators
	3.2. Maximum no. of months that is acceptable as payback time for solar lamps (the cost of a lamp divided by the saving per month)	12	12					- Partners' calculations based on a simple survey in each project	Once a year	Partners' program coordinators
	3.3. Percentage of sales points offering payment in instalments	43	48	55	63	74		- Partners' surveys	Once a year	Partners' program coordinators
Output 4**										
Policy changes are in place to build local capacity to promote improved energy solutions.	To which extent the most important milestones towards policy change are passed	Milestone 1 is not passed	Milestone 1 is passed	Milestone 2 is passed	Milestone 3 is passed	Milestone 4 is passed		Cross-check with relevant stakeholders	Once a year	Partners' program coordinators
Output 5***										
Taxes are reduced for solar PV and for equipment suitable for household electricity supply.	To which extent the most important milestones towards reduced taxes are passed	Milestone 1 is not passed	Milestone 1 is passed	Milestone 2 is passed	Milestone 3 is passed	Milestone 4 is passed		Cross-check with relevant stakeholders	Once a year	Partners' program coordinators
Output 6										
Naturvernforbundet has documented improved cost-efficiency	Cost per unit of energy solution disseminated*****		2017 as baseline	Reduced 10 %	Reduced 10 %	Reduced 10 %		Benchmarking	Once a year	Naturvern-forbundet

*The UN's Sustainable Energy for All initiative has devided energy access in five tiers/ levels, where Tier 1 is the lowest and defined as access to an improved stove (minimum 40% more efficient than traditional stoves) + access to minimum one electric light point.

** Milestones to output 4:
Milestone 1: The actors and the task is identified.
Milestone 2: The established alliance of actors are actively lobbying for their proposals.
Milestone 3: The defined policy changes are filed with the relevant decision body/ bodies.
Milestone 4: The defined policy changes are decided by the relevant body/ bodies.

***Milestones to output 5:
Milestone 1: The actors and the task is identified.
Milestone 2: The established alliance of actors are actively lobbying for their proposal.
Milestone 3: The tax reduction proposal is filed with the relevant decision body.
Milestone 4: The tax reduction is implemented.

**** To be defined for selected solutions