



Project Application Manual

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ABOUT PATRIP FOUNDATION

The PATRIP Foundation seeks to promote integration and enhance (cross-border) development cooperation and exchange in particular through short- and medium-term measures that promote the stabilisation of fragile states, help to contain crisis and support transitional situations, respectively, and reduce the effects of a crisis. Furthermore, projects funded under PATRIP aim to contribute to peace building through strengthening social integration, in particular of marginalized population groups.

Measures can be implemented in various sectors in individual countries as well as in regions (cross-border) with the aim to help stabilizing fragile regions by supporting their economic and social development.

As an independent, charitable and non-profit-making organisation, the PATRIP Foundation demonstrates effective ways of providing resources for projects in fragile states and regions and improving economic opportunities in respective target areas. The Foundation has already made a significant contribution towards bridging political divisions and forming meaningful (cross-border) partnerships and agreements by engaging local and national governance structures.

The PATRIP Foundation funds small to medium-scale social and economic infrastructure projects that strengthen local development, enhance economic and social growth and improve the living standards of the local population. Projects consisting of accompanying (“soft”) components, such as measures to enhance capacity development, social cohesion, and local conflict prevention and resolution can also be funded.

The PATRIP Foundation works together with a consulting company, from here on referred to as the ‘PATRIP Foundation Consultant’, to facilitate the implementation and monitoring of its projects.

For more information about PATRIP Foundation, please visit the PATRIP Foundation website at <http://www.patrip.org>.

INTRODUCTION

In keeping with its statute, the PATRIP Foundation implements its projects through non-profit National or International Non-Governmental Organisations (NGOs) which act as Implementing Partners (IP). This document provides a general introduction to the PATRIP Foundation and describes the PATRIP project application process from the moment an Implementing Partner shares a project idea with the PATRIP Foundation to the signing of the Financing Agreement and the Special Agreement for the project between the PATRIP Foundation and the Implementing Partner. It also lists and describes all documents, which an Implementing Partner has to submit as part of their project application.

The PATRIP Foundation pools funding from bilateral and multilateral donors. Currently the Foundation receives its grants from donors such as the German Federal Foreign Office and the German Federal Ministry for Economic Development and Cooperation through KfW Development Bank, the Grand Duchy of Luxemburg, the Danish Ministry of Foreign Affairs, and the European Union.

NGOs that wish to become PATRIP Foundation Implementing Partners are requested to contact the PATRIP Foundation, after which they may be asked to undergo an assessment process using a special NGO Assessment Tool.

Successful candidates of the NGO Assessment are invited to submit project concept notes as per the guidelines stipulated in this document and in line with the mandate of the PATRIP Foundation.

The PATRIP Foundation has access to limited funds and therefore cannot finance all project proposals received. Moreover, the PATRIP Foundation works under a well-defined set of goals.

Once a project proposal has been approved for funding and the Financing Agreement and the Special Agreement have been signed, the project will be implemented according to the *PATRIP Foundation Project Implementation Manual*, which is a comprehensive manual describing the implementation and reporting requirements for PATRIP Foundation-funded projects.

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ABBREVIATIONS AND ACRONYMS

AFG	Afghanistan
AIS	Accounting Information System
CO	Community Organisation
CSO	Civil Society Organisations
EUR	Euro
GFC Pty Ltd	Georg Fiebig Consultants Proprietary Limited
IP	Implementing Partner
KfW	KfW Development Bank (Kreditanstalt für Wiederaufbau)
MIPS	Monthly Implementation Progress Sheet
MoU	Memorandum of Understanding
NGO	(International and national) Non-Governmental Organization
NOC	No Objection Certificate
PAT	Pakistan, Afghanistan, Tajikistan region
PKR	Pakistan Rupee, the currency of Pakistan
SPR	Semi-Annual Progress Report
SoE	Statement of Expenditures
TAJ	Tajikistan
ToR	Terms of Reference
WA	West Africa Region
XOF	West African CFA franc (FCFA), the currency of Niger, Burkina Faso, Mali, Benin, Togo, Côte d'Ivoire, Guinea-Bissau and Senegal

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REVISION CONTROL REGISTER

The Revision Control Register lists the current versions of the Project Application Manual and shows the current versions of the individual sections of the document. The Revision Control Register will be maintained by the PATRIP Foundation and will be updated as and when required.

Item	Date	Key Changes
Abbreviations and Acronyms	October 2023	Minor update
Section I: General	October 2023	<p><u>4. Project Funds and Bank Account:</u> - updated advance payment from 10% to 20%</p> <p><u>5. Reporting</u> - updated to semi-annual reporting</p> <p><u>7. Memorandum of Understanding</u> - added registration of project with relevant Government Ministries (if applicable) and / or line departments</p>
Section II: Project Application	October 2023	<p><u>2.1 Concept Note:</u> - Revised length to 4-5 pages - IPs shall submit their registration documents at concept note stage - IP shall submit their most current valid NGO Registration document(s) and permission to operate in the country(ies) of project implementation - other minor changes.</p> <p><u>3. Detailed Project Proposal</u> - submission of E&S Checklist Part I and II</p> <p><u>Annexes</u> - completed list of Annexes</p>

SECTION I: GENERAL

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1. BACKGROUND INFORMATION

The PATRIP Foundation is a charitable, non-profit-making organisation, organised and existing under the laws of the Federal Republic of Germany. In accordance with its statutory purpose, the PATRIP Foundation seeks to promote integration and enhance (cross-border) development cooperation and exchange in particular through short- and medium-term measures that promote the stabilisation of fragile states and regions, help to contain crisis and support transitional situations, respectively, and reduce the effects of a crisis. Furthermore, projects funded under PATRIP aim to contribute to peace building through strengthening social integration, in particular of marginalized population groups. Measures can be implemented in various sectors in individual countries as well as in regions (cross-border) with the aim to help stabilizing fragile areas by supporting their economic and social development.

2. FINANCING AGREEMENT AND SPECIAL AGREEMENT

Upon acceptance of a project proposal and relevant funding, the PATRIP Foundation signs a Financing Agreement and a Special Agreement with the Implementing Partner for the amount of the financial contribution approved. These agreements administer the projects and the measures to be accomplished, and the systems and procedures to be followed for the satisfactory disbursement and liquidation of the financial contribution. Project contracts between the PATRIP Foundation and the Implementing Partner will be signed in Euro.

Prior to undertaking changes to a project that result in the deviation from the signed agreements between PATRIP Foundation and the Implementing Partner, whether with regard to the nature of a project, the duration of the project implementation period or the financial status of a project, a No Objection Certificate (NOC) must be issued by PATRIP Foundation.

3. PROJECT DURATION AND TIMELINES OF IMPLEMENTATION

The project duration of PATRIP Foundation funding is for a set implementation period as per the Special Agreement. If unforeseen delays in the implementation of a project occur, which might jeopardize the timely completion of a project, the PATRIP Foundation must be notified immediately.

4. PROJECT FUNDS AND BANK ACCOUNTS

Implementing Partners must commit to the objectives of the PATRIP Foundation and conduct their operations and affairs in accordance with sound international financial standards and practices and through qualified and experienced management staff.

Project funds provided by the PATRIP Foundation for a specific project are limited to the amount agreed upon in the Financing and the Special Agreements between the PATRIP Foundation and the Implementing Partner. Should the implementation costs of a project be higher than originally anticipated, no additional funds can be requested from the PATRIP Foundation.

As the PATRIP Foundation provides funding to Implementing Partners in Euro (EUR), all financial transactions relating to PATRIP funds are also reported in Euro.

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Upon signing of the Financing Agreement, Implementing Partners shall open a bank account designated for funding received by PATRIP Foundation only. This account is to be kept as a EUR account to avoid losses from currency devaluation and to allow a retransfer of funds if required, unless a retransfer is prohibited by law of the relevant country. A dedicated PATRIP Foundation local currency account in the country of where the project is implemented shall also be maintained by the Implementing Partner. Should there be more than one local/operational currency in which expenditures are incurred by the Implementing Partner, separate dedicated operational currency bank accounts are to be maintained for each currency. Refer to the PATRIP Foundation Implementation Manual for further details.

An advance payment of 20% of the PATRIP Foundation financial contribution will be disbursed after the signing of the Financing and the Special Agreements. Disbursements during the project implementation period will be based on the implementation status of a project, and generally occur when 70% of the previous disbursement has been spent. The final disbursement of up to max. 10% of the total financial contribution (based on the total of eligible expenditures) will be disbursed after approval of the final report.

5. REPORTING

Implementing Partners are required to report physical and financial progress of project activities to the PATRIP Foundation on a regular basis. The reporting requirements include Monthly Implementation Progress Sheets (MIPS), Semi-Annual Progress Reports and Semi-annual Statements of Expenditures due after the second and fourth quarter each year and a Final Project Report.

In addition, an external project audit is to be carried out by an external auditing firm, on an annual basis. The costs for the audit can be financed from the PATRIP Foundation financial contribution and according to the amount foreseen for the audit in the approved project budget.

6. FINANCIAL IRREGULARITIES

The PATRIP Foundation does not tolerate financial irregularities and requires all Implementing Partners to establish internal control systems in order to ensure that financial irregularities are prevented. Financial irregularities include corruption, embezzlement, misuse of funds, fraud, theft, and favoritism. In order to comply with European law, the PATRIP Foundation will assess its Implementing Partners as well as persons acting on their behalf against different international sanctions lists to avoid indirect financing of terrorist activities and money laundering.

The PATRIP Foundation reserves the right to investigate any suspicion of financial irregularities, irrespective of the amount of money involved, and may suspend disbursements until the investigation is complete and the case is closed.

7. MEMORANDUM OF UNDERSTANDING (MOU)

Where assets provided through the project are to be handed over to Government line departments, communities or institutions (where applicable), Implementing Partners are required to sign a Memorandum of Understanding (MoU) with relevant institutions to ensure the sustainability of the

project infrastructure. Among others, the MoU shall clearly state which party is responsible for operation and maintenance of the project infrastructure after being handed over, including how recurrent costs to operate and maintain the infrastructure will be covered. This applies especially to health-, education- and commercial facilities, but also to transport and other large-scale infrastructure, where costs for personnel and the operation and maintenance of the facilities must be covered in the long run.

As PATRIP Foundation projects are being implemented in different countries and in different regions there are, at times, requirements to obtain a Non-Objection-Certificate NOC by the NGOs from Government line departments prior to the start of project activities for a proposed project.

The commencement of any physical works and the disbursement of any progress payments following the advance disbursement, will only be made under the condition that the Implementing Partner proves to the PATRIP Foundation that it has obtained the necessary Non-Objection-Certificates (NOC) for registration and implementation of the project with relevant Government Ministries (if applicable) and / or line departments and Memoranda of Understanding (MoU) in the target regions where and if necessary.

8. INVOLVEMENT OF COMMUNITY GROUPS

Working through community groups and/or user groups has proven to be important for many successful projects. Therefore, Implementing Partners are requested to involve community- or other user groups of the projects during the design phase and also during the implementation, operation and maintenance of the projects, where feasible.

Involving community groups and households who are accountable to one another and make decisions regarding their priorities within their projects increases their ownership towards the project. A community contribution, be it in kind or in cash, should also be considered to increase the ownership by the benefitting communities for the investments provided. Such community contributions shall be documented and reported during the implementation phase.

Where feasible, community groups can be organized in Community Organizations (CO), which should preferably fairly represent all social groups of a community. A CO should have the following characteristics – where these characteristics do not exist, the Implementing Partner is encouraged to train the communities accordingly:

- Members must have a common interest;
- Members have to belong to a specific geographical area;
- The CO should conduct its affairs in an equitable manner and in accordance with sound and transparent administrative and financial practices;
- The CO should have a record of regular meetings;
- The CO should preferably have a savings programme for maintenance and operation of the infrastructure scheme provided;
- Decisions must be made through an open and democratic process; and
- Women shall be active participants in decision-making.

9. SUSTAINABLE PROJECT OPERATION AND MAINTENANCE

The sustainability and longevity of infrastructure provided through the project must be ensured through regular and continuous maintenance as specified in the MoU between the Implementing Partner and the beneficiaries. Especially in smaller schemes such responsibility shall lie with the benefitting communities. During the implementation of a project Implementing Partners must make communities aware of their responsibility by training them in technical matters and providing tools required for the operation and maintenance of the schemes/projects as specified in the MoU between the Implementing Partner and the benefitting community.

10. PATRIP FOUNDATION ENVIRONMENT AND SOCIAL POLICY

Committed to provide its best efforts to avoid or mitigate adverse environmental, social and climate impacts of projects in its portfolio (if any), PATRIP Foundation has elaborated an Environmental and Social Policy (E&S Policy). The goal of the E&S Policy is to ensure that all projects are implemented in a sustainable way and providing guiding principles and implementation commitments which PATRIP Implementing Partners have to adhere to. Please refer to the *PATRIP Foundation E&S Policy* for details: <https://patrip.org/documents/>

SECTION II: PROJECT APPLICATION

1. PROJECT APPLICATION PROCESS – OVERVIEW

The standard project application process follows a **two step approach**, consisting of the submission of a **Concept Note** (first step), and the submission of a **Detailed Project Proposal** (second step). During each step a specific set of documents must be submitted for approval.

Please refer to the following sections for further details regarding the documents to be submitted for each step.

Following the approval of the Detailed Project Proposal by PATRIP Foundation, the Financing and Special Agreements will be signed between the PATRIP Foundation and the Implementing Partner. These Agreements stipulate the systems and procedures to be followed for the project implementation.

Upon signature of the Financing and Special Agreements project implementation commences. From here onwards, Implementing Partners are to refer to the PATRIP Foundation *Project Implementation Manual* for all procedures relating to project implementation and reporting.

2. SUBMISSION OF CONCEPT NOTE

Upon request of the PATRIP Foundation NGOs are invited to submit a Concept Note for a project which is in compliance with the PATRIP Foundation mandate and overall objectives. Concept Notes shall be submitted via email.

1. Concept Note

The Concept Note serves the purpose of being shared by the PATRIP Foundation with its donor community in the form of a project concept (4-5 pages). The document outlines the overall objective(s) of the proposed project and other key information in an illustrative form, including a project location map.

The Concept Note follows a PATRIP Foundation template summarising the key information of the project proposal.

The partner shall also submit their most current valid NGO Registration document(s) and permission to operate in the country(ies) of project implementation to the PATRIP Foundation as part of the Concept Note submission.

2. Environmental & Social Categorisation Checklist - PART I and PART II

This Checklist is part of Annex C to the *PATRIP Foundation E&S Policy* and allows for an initial environmental and social categorisation of the proposed project. The checklist Part I and II with Appendix 1 must be completed in accordance with the relevant section of the E&S Policy (<https://patrip.org/documents/>).

Once received, the PATRIP Foundation conducts an initial review of the Concept Note to determine if the project idea conforms with the PATRIP Foundation mandate and goals. Based on the interest shown by the donor community on the Concept Note, the NGO may be invited to submit further documents to continue the application process.

3. SUBMISSION OF DETAILED PROJECT PROPOSAL

Having received a positive response from the PATRIP Foundation on the Concept Note as per step 1 described above, the NGO is requested to submit a Detailed Project Proposal to the PATRIP Foundation, which describes the project in more detail and will form the basis for the signing of the Financing and the Special Agreements.

Key project information provided in the Concept Note, such as project budget and locations, number of beneficiaries and main project results and activities can generally not be changed between the approval of the Concept Note and the submission of the Detailed Project Proposal, as this key project information forms the basis of the contract between PATRIP Foundation and its donors.

The Detailed Project Proposal comprises the following documents (for details see the description below and respective annexes):

- 1) Detailed Narrative Proposal;
- 2) Logical Framework;
- 3) Detailed Project Budget;
- 4) Procurement Plan;
- 5) Work Plan;
- 6) Technical documents;
- 7) Environmental & Social Categorisation Checklist (Final Version) - Part I and Part II according to the *PATRIP Foundation E&S Policy, "Annexure C: Environmental and Social Categorisation Checklist"*;
- 8) Letter Designating Authorised Signatories;
- 9) Sanctions Control forms for companies, organisations and individuals;
- 10) MoUs & NOCs.

These documents serve as benchmark documents for regular reporting and progress monitoring during project implementation. Provided templates shall be used except for technical documents (6) and MoUs & NOCs (10).

1. Detailed Narrative Proposal

The Detailed Narrative Proposal is the main project document and must include the following information: profile of the Implementing Partner; context/baseline; theory of change; objectives, results and proposed activities; project justification; collaboration and partnership; implementation strategy; staffing and management plan; anticipated impact; environmental and

social impact and proposed mitigation measures; technical/infrastructure measures; reporting, monitoring and evaluation; communication and visibility strategy; and narrative description of the requested budget.

2. [Logical Framework](#)

The Logical Framework is used for effective planning, implementation and monitoring of development projects. All results and relevant activities and sub-activities, including (qualitative and quantitative) indicators, are to be shown in the Logical Framework and costed in the Project Budget. The template includes a readme file explaining how to set the specific SMART indicators in the Logical Framework.

3. [Detailed Project Budget](#)

The Detailed Project Budget shows the detailed activity-based month-wise and cost category-wise budget for the entire duration of the project as per Work Plan. After the review of the detailed break-down of proposed costs per budget category by the PATRIP Foundation, the PATRIP Foundation reserves the right to modify the budget if deemed necessary. Once the Detailed Budget has been approved, the Implementing Partner must adhere to this budget.

4. [Procurement Plan](#)

The Procurement Plan is a document informing the PATRIP Foundation about the planned project procurements and when these will be undertaken throughout the duration of the project. The Implementing Partner shall prepare the Procurement Plans, one for Goods and Works and one for Consulting Services, in accordance with the activities forecasted in the Detailed Project Budget and the Work Plan, using the template provided.

5. [Work Plan](#)

The Implementing Partner shall prepare a detailed Work Plan, corresponding to the Logical Framework and including monitoring and learning activities for the entire duration of the project. The Work Plan must contain a comprehensive list of all planned activities, including both “hard” infrastructure measures as well as the “soft” components of the project. The Work Plan must be aligned with the Project Budget with regard to activities budgeted in the relevant months. This Work Plan, once approved by the PATRIP Foundation, will be used for monthly progress reporting.

6. [Technical Documents](#)

Technical designs to be submitted are to assist in illustrating the narrative description of the proposed infrastructure component and provide the basis to verify the budget allocated for the construction activities.

Where detailed infrastructure planning documents already exist, these are to be submitted at this stage. These documents are to include complete architectural and engineering drawings and specifications, detailed Bills of Quantities, specialist reports, cost estimates, etc.

Where detailed technical designs are to be developed during project implementation, and after signing of the Financing and Special Agreements, relevant costs can be covered by the project. In such case, at least some basic technical designs (e.g. site plans, floor plans and elevations of buildings and physical structures or layout diagrams for water supply schemes or road constructions) are to be submitted with the Detailed Project Proposal.

7. [Environmental & Social Categorisation Checklist \(Final Version\) - Part I and Part II according to the PATRIP Foundation E&S Policy, "Annexure C: Environmental and Social Categorisation Checklist"](#)

The Implementing Partner should refine the categorization which was submitted at concept note stage when submitting the detailed project documents by submitting a final version of the Environmental & Social Categorisation Checklist – Part I and Part II. Depending on the Categorization of the project as Category C, B, or B+ additional documents may need to be prepared during the implementation, refer to the latest valid *PATRIP Foundation E&S Policy*.

8. [Letter Designating Authorized Signatories](#)

The Letter Designating Authorized Signatories is a template for submitting signatures of authorized personnel for signing Financing and Special Agreements, Statements of Expenditure (SoEs) and Disbursement Requests. Only authorized signatories may sign documents on behalf of their organization for which they have authorization. Every signatory has to submit a scanned copy of an ID document showing the name, photograph and signature issued by a state authority as a verification measure.

9. [Sanctions Control Lists](#)

In order to comply with European law, the PATRIP Foundation will regularly assess existing and future Implementing Partners as well as persons acting on their behalf against different international sanctions lists in order to avoid indirect financing of terrorist activities and money laundering. The relevant Excel template is part of the Project Application Package.

10. [MoUs & NOCS](#)

Implementing Partners are required to sign a Memorandum of Understanding (MoU) with relevant Government line departments, communities or institutions (where applicable), where assets provided through the project are to be handed over to these institutions after the conclusion of the project to ensure the sustainability of the project infrastructure. Among others, the MoU shall clearly state which party is responsible for operation and maintenance of the project infrastructure after its handing over and how ongoing costs will be covered. This applies especially to health, education and commercial facilities, but also to transport and other large-scale infrastructure, where costs for personnel and the operation and maintenance of the facilities must be covered in the long run. The signed MoU must be presented to the PATRIP Foundation as a prerequisite of any further instalment after the advance disbursement and prior to the commencement of physical works.

As PATRIP Foundation projects are being implemented in different countries and in different regions there are, at times, requirements to obtain a Non-Objection-Certificate (NOC) by the NGOs from Ministries and/or Government line departments prior to the start of project activities for a proposed project. Relevant NOCs must be presented to the PATRIP Foundation as a prerequisite of any further instalment after the advance disbursement and prior to the commencement of physical works.

Annexes

- Annex I: Concept Note
- Annex II: Detailed Narrative Proposal (Guiding note)
- Annex III: Logical Framework
- Annex IV: Project Budget
- Annex V: Procurement Plan
- Annex VI: Work Plan
- Annex VII: Environmental and Social checklist Part I and Part II (final) & Appendix 1 UXO/EWR Risk Assessment Checklist
- Annex XIII: Letter Designating Authorised Signatories
- Annex IX: Sanctions Control forms for companies, organisations and individuals;

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Georg Fiebig Consultants Pty Ltd
info@gfcgroup.org