

COOPERATION AGREEMENT

1st January 2021-31st December 2023

between

1. **Yayasan Advokasi Buruh Migran Indonesia (ADBMI Foundation)**
Diponegoro street no. 27, Selong sub-district
Lombok Timur district,
West Nusa Tenggara province
Indonesia
(hereinafter referred to as **Local Partner**)

and

2. **Arbeiterwohlfahrt International e.V.**
Heinrich-Albertz-Haus
Blücherstr. 62/63
10961 Berlin
Germany
(hereinafter referred to as **AWO**)

1. Contractual Object

This Cooperation Agreement regulates the terms and conditions for the project

**Scaling Up Community Initiatives for Migrant Workers' Early Protection in Their vil-
lages in East Lombok,**

**BMZ Project number 2020.2619.3
AWO Project number 601050 ADBMI**

Hereinafter referred to as "the Project".

The following Annexes are an integral part of this Cooperation Agreement:

- Annex 1: Logframe
- Annex 2: Budget
- Annex 3: Financial Guidelines
- Annex 4: Template of written fund request

Furthermore, the conditions in the guidelines for the financing of corporate and socio-structural political measures under Title 2302, Items 687 03, 687 04 and 687 12 (revised version, valid from 1 January 2002) from the Federal Ministry for Economic Cooperation and Development (BMZ) shall apply for the execution of the Project.

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Insofar as further guidelines applying to the Project execution are stipulated by BMZ during the Project execution and for the duration of the Cooperation Agreement, the Cooperating Partners shall consider these guidelines accordingly when executing the Project.

2. Title, Description, Location and Aims of the Project

The Project shall be carried out in the following Project regions (Name of cities, towns, communities, districts and sub-districts etc.):

Five villages in East Lombok.

No.	District	Sub-district	Villages
1	East Lombok	Terara	Suradadi
2		Keruak	Ketapang Raya
3		Pringgasele	Pringgasele Timur
4		Wanasaba	Wanasaba
5		Suralaga	Anjani

The measures described in the Logframe shall be implemented by the Local Partner

The target groups of the Project are (including quantities)
Direct beneficiaries:

A total of 5,500 individuals consisting of:

- 1,255 households in the villages (or 6,275 family members using avg. of 5 members per household)
- 3,200 children of migrant families, those under 18 years of age
- 1,000 village residents actively involved in activities such as lobbying, dialogues and hearings, and recipients of written materials
- 45 LSD members

Indirect target group:

A total of 35,000 individuals consisting of

- 32,807 residents in the five villages
- 300 employees of financial and social institutions
- 1,000 clients/customers that access credit schemes from financial institutions
- 1,000 recruitment agency workers and brokers

The main objective (intended impact) of the Project is:

Improved protection for migrant workers and their families through the collaboration of social structures in their home regions

The expected outcomes (value) of the Project are:

Outcome 1: The migrant workers in the 5 target villages have improved their situation by the application of safe migration practices

Outcome 2: The inclusive protection for migrant workers and their families began to be implemented

Outcome 3: The economic resilience of migrant families has increased

*OD-Outcome: The capacity of ADBMI and LSDs to share their knowledge and attract public attention for issues on safe migration is strengthened

Adjustments to the Project plan by the Local Partner require the written consent of AWO.

3. Financing the Project / Budget and Contributions

This Project shall be financed with funds from the Federal Ministry for Economic Cooperation and Development (BMZ).

On the condition that AWO receives the corresponding funds from the Federal Ministry for Economic and Cooperation and Development for the Project covered by this Agreement, AWO shall provide the Local Partner with funds for the development, implementation and execution of the Project agreed upon in this contract:

Up to	€ 80,000	in 2021
Up to	€ 80,000	in 2022
Up to	€ 80,000	in 2023

The distribution of funds shall take place according to the budget planning (Annex 2).

4. Conditions for Payment

The Local Partner must first present a written fund request. This request for resources must correspond to the template attached to this Agreement as Annex 4.

AWO shall consent to and arrange payments if the fund request complies with the budget planning.

AWO reserves the right to stop payments and transfers at any time or to claim back the funds already paid out, if the Local Partner does not fulfil the terms of this Agreement.

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5. Obligations of the Local Partner

a. Use of Funds

The Local Partner is obliged to use the funds provided by AWO exclusively for the Project covered by this Agreement and strictly in keeping with the Financial Guidelines (Annex 3) and specifying Regional Regulations that might be announced by the respective Regional Office of AWO International.

b. Accounting and Financial Controlling

The Local Partner is obliged to open a bank account in local currency in which AWO can make the funds available.

This bank account must be used exclusively for the handling of payments for the Project covered by this Agreement.

Orders and money transactions which are not related to this Project must not be administered through this account.

The Local Partner shall give AWO the name of a contact person who will take responsibility for the accounting and financial controlling for the Project covered by this Agreement.

c. Reporting and Information Obligation

The Local Partner must present semi-annual Project reports (Activity-Monitoring) and complete annual Project reports at the end of each year using the format provided by AWO. These reports should describe the progress, success and any problems associated with the Project. Project reports must be submitted no later than 15 days after expiry of the term.

The Local Partner must also present monthly statements of accounts (MSOA) as well as semi-annual and annual financial reports in accordance with the applicable Financial Guidelines attached to this Agreement.

AWO shall carry out regular visits to the Project. The Local Partner must provide all necessary support for the visit of AWO representatives, advisors and consultants.

The Local Partner must retain all documentation which is relevant to the Project as well as proof of actions performed and original bills/receipts for expenses occurred for the duration of the Project and for up to ten years after its conclusion, for an audit by representatives of AWO and/or authorised representatives of the funding agency and/or independent, authorised accountants. When requested, digital copies of the original documents must be sent to AWO.

The storage and archiving location for the documentation and proof must be shared with AWO at the beginning of the Project. If the Local Partner changes the storage location, AWO must be immediately informed of the new location.

AWO is entitled to commission an independent auditor to audit the Project at the end of each Project year (calendar year). The purpose of this audit is, in particular, to verify whether the funds provided to the Local Partner by AWO have been properly used for the purposes of the Project.

d. Social insurance The Local Partner ensures the social welfare of their staff by complying with the provisions stipulated in the respective law of the country. Social insurance premium will be paid for all AWO project staff and accounted for as salary related cost.

6. Duration and Termination of the Cooperation Agreement

This Agreement shall begin on 1st of January 2021 and end on 31st of December 2023, but at the latest with the termination of the Project which is covered by this Agreement.

AWO is entitled to terminate this Cooperation Agreement for good reason without a notice period.

A good reason for termination shall exist in particular if

- a. the Local Partner does not manage the transferred funds appropriately, or engages in fraud or corruption;
- b. the Local Partner does not use the transferred funds according to this Cooperation Agreement;
- c. it is or becomes impossible to achieve the described aims of the Project;
- d. the Local Partner has breached an obligation or a duty from this Agreement.

7. Repayment of Awarded Funds

If there is good reason for a termination of this Cooperation Agreement and AWO terminates this Agreement, AWO is entitled to claim back all the funds which have already been paid out.

The funds which are requested back shall be subject to an interest rate of 5% above the respective basic interest rate of the European Central Bank p.a.

8. Property and Use of Durable Goods

All durable goods acquired with the funds provided by AWO and which are part of the inventory in accordance with the attached guidelines shall be acquired by the Local Partner in the name of AWO.

As a matter of precaution, the Local Partner shall relinquish all proprietary rights to AWO which the Local Partner acquires in line with the Project using the Project funds provided.

AWO shall grant the Local Partner a right of ownership to these durable goods with the proviso that these durable goods must be used for the purposes of the Project for the duration of the Cooperation Agreement.

This right of ownership ends with the termination of the Cooperation Agreement. At the request of AWO, the Local Partner shall then release the durable goods to AWO. Alternatively, AWO can conclude a transfer agreement with the Local Partner or instruct the Local Partner to release the durable goods to a third party nominated by AWO.

For the use of these durable goods the following commitment periods for project-related application shall be respected depending on the asset:

- fifteen (15) years in the case of real estate objects with a value higher than €50,000
- five (5) years for durable goods with a value greater than €5,000
- two (2) years for durable goods with a value of up to €5,000.

These consumer goods may not be loaned, sold or otherwise made available to third parties without the prior consultation of and written consent from AWO.

9. Public Relations

The Local Partner shall provide AWO with information materials and images required to report to the public and media on the project activities.

The Local Partner shall inform AWO about any publications or interviews associated with the Project.

All publications and printed materials (Banner, T-shirt, Leaflet) as well as materials in audio-visual and digital form (Internet web pages, videos, etc.) produced under this agreement must carry the logo of AWO. AWO will therefore provide the Local Partner with all relevant logos in electronic form as well as the applicable Visibility Guideline.

Any duplication, dissemination, storage for later retrieval or online accessible making of the publications funded under this agreement shall only be permitted with the prior consent of AWO.

Moreover, every publication created by the Local Partner must contain the following passage including a disclaimer of liability: "This publication was supported by AWO with funds provided by the Federal Ministry for Economic Cooperation and Development (BMZ). Contents, views and statements of the publications produced under this Project are those of the Local Partner and must not comply with those of AWO".

The Local Partner shall grant AWO the right for the use and unrestricted dissemination of the publications funded under this cooperation. Copyright laws are thereof not affected.

10. Anti-Terrorism Clause

The Local Partner shall comply with all relevant local laws and regulations that address terrorism and terrorist activity.

11. Regulation for the Prevention of Sexual Exploitation and Abuse

1. The Project Partner is obliged to respect the dignity of all staff and beneficiaries. AWO expects Project Partner and its staff to respect the dignity of every person and therefore refrain from degrading, humiliating and exploiting others, including verbal harassment and harassment through digital devices.
2. The work with vulnerable persons, including children, persons with disabilities, women, elderly people and members of minority groups inevitably entails imbalances of power.

In order to prevent sexual exploitation and abuse, AWO International adopts the Inter-agency Standing Committee (IASC) Six Core Principles Relating to Sexual Exploitation and Abuse, and by signing this contract, the Project Partner also agrees to the following:

- Sexual exploitation and abuse by any of the Project Partner's staff constitute acts of gross misconduct and are therefore grounds for termination of employment.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not an acceptable defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Sexual relationships between the staff of the Project Partner and beneficiaries are strictly prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of the humanitarian and development work of the cooperation project implemented by the Project Partner.
- Where a staff of the Project Partner develops concerns or suspicions regarding sexual abuse or exploitation by a fellow staff or project related person, whether within the organization or not, he or she must report such concerns via established reporting mechanisms. The Project Partner is responsible to establish adequate protection and complaint mechanisms in the project context to prevent any kind of sexual exploitation and abuse and must share such mechanisms to AWO International. Allegations against any of the Project Partner's staff or any ongoing investigations must be reported to AWO International, as soon as known to Project Partner, either to the Head Representative of the concerned Regional Office of AWO International or to the Executive Director of AWO International in Berlin.
- The Project Partner and its staff are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

AWO International reserves the right to immediately terminate this Contract of Cooperation, to discontinue fund transfers, as well as to demand for the repayment of previous transfers, if it is proven that the Project Partner has failed to take appropriate and serious action on any allegations of sexual exploitation and abuse against Project Partner staff.

12. AWO shall not be liable for:

- Any third party claims, losses and expenses that may arise from the Local Partner's negligent, recklessness or intentional act or omission that is related to or in connection with this Agreement.
- Compensation for the death, disability or other hazards which may be suffered by the employees, vendors, agents or other representatives of the Local Partner arising from the Local Partner's performance in connection with this Cooperation Agreement.

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13. Applicable Law, Legal Process, Place of Jurisdiction

This Agreement is concluded under the application of German substantive law. AWO and the Local Partner agree that for any possible disputes resulting from this Agreement and/or such disputes resulting from the execution of the Project, the Regional Court of Berlin shall be the locally competent authority.

14. Severability Clause

This Agreement consists of 8 pages as well as Annexes 1, 2, 3 and 4. Further subsidiary agreements shall not apply. If one or several provisions of this Agreement are wholly or partially invalid, this shall not affect the validity of the whole Agreement and the Annexes. The Parties agree that the invalid provision should be replaced with a provision which best approximates the intended objective of the invalid provision.

Berlin, 11.12.2020

Place and Date Selomy, 26.12.2020



Ingrid Leberz
Executive Director
AWO International



Roma Hidayat
Director
ADBMI Foundation

ADVOKASI BURU
MIGRAN INDONESIA
LUMAJANG TIMUR

Berlin, 11.12.2020



Rudi Frick
President of the Board
AWO International

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Annex 1: LOG FRAME FOR THE PROJECT PHASE 2021 - 2023



ADBMI

Project Name: Scaling up Community Initiatives for Migrant Workers' Early Protection in their Villages in East Lombok

Intended Impact (Overall Project Goal): Improved protection for Migrant Workers and their families through the collaboration in Social Structures in their home regions

Results Chain Result statements for each result level	SMART Indicators Specific, Measurable, Achievable, Relevant, Time-bound	Contextualization Definition/ specification of used terms in project context	Means of Verification Basis for measuring	Risks/ Assumptions Factors influencing the result achievement	Baseline Data and Yearly Targets In line with Budget/ Basis for Annual Plans		
					Baseline	Target 2021	Target 2022
RESULT AREA 1: Increasing number and quality of safe migration practiced by communities in 5 project villages							
Outcome (O): Not more than 1 result statement here with 2, max. 3 indicator							
<p>1. The government defines safe migration as migration which follow all steps, procedures that stipulated by related laws. ADBMI developed an additional criteria of Safe Migration are : aside from (a) following government procedures (b), they have carried out family deliberations to draw up migration plans, (c) they have signed migration document, (d) understand the rights and obligations, (e) have a bank account to receive remittance, & (f) have a passport & identity of migration document (i.e. Passports) & identity of Recruitment agency (i.e. Indonesian embassy in the country of placement.</p> <p>2. The migration plan document is developed by ADBMI. At the very least, family discussions must have all principal family member (husband, wife & children) present and must follow a democratic process (including gender perspective). Well-trained Village Social Organization (LSD) members will do home visits to facilitate the family discussion process</p>	<p>1. The government defines safe migration as migration which follow all steps, procedures that stipulated by related laws. ADBMI developed an additional criteria of Safe Migration are : aside from (a) following government procedures (b), they have carried out family deliberations to draw up migration plans, (c) they have signed migration document, (d) understand the rights and obligations, (e) have a bank account to receive remittance, & (f) have a passport & identity of migration document (i.e. Passports) & identity of Recruitment agency (i.e. Indonesian embassy in the country of placement.</p> <p>2. The migration plan document is developed by ADBMI. At the very least, family discussions must have all principal family member (husband, wife & children) present and must follow a democratic process (including gender perspective). Well-trained Village Social Organization (LSD) members will do home visits to facilitate the family discussion process</p>	<p>1.1. Comparing data among 2021 (baseline data) & 2023 (endline data)</p> <p>1.2. Migration Plan Documents</p>	<p>The Village Social Organization (LSD) members are solid and eager to work at their best. No Village Social Organization (LSD) member is substituted during the project for reasons such as; resigned, left the village to migrate, went through divorce. These are especially applicable to those who have been trained as counselors (said paralegals)</p>	<p>From the 2018 database; there were 1,966 migrant workers in the 5 village projects. 1,436 people/73% followed the government procedure, 530 people/27% were non-procedural. From these numbers, 850 families (96% of the target of 1,100 families) have learned to draw up a migration plan from the previous project. Essentially, database is expected to be completed by the end of the previous cycle, in 2020. The database will serve as baseline. * to be updated at the end of 2022 and 2021. For data year 2022, 2023 will run by Village Government</p>	<p>1.1. 85% of Migrant Workers (PMW) in 5 projects villages that follow the safe migration standards (at least meet 5 out of 6 criteria)</p> <p>1.2. 70 % of migrant Workers' families in the 5 villages have safe migration plan documents</p>	<p>1.1. 90% of Migrant Workers (PMW) in 5 projects villages that follow the safe migration standards (at least meet 5 out of 6 criteria)</p> <p>1.2. 75 % of migrant Workers' families in the 5 villages have safe migration plan documents</p>	<p>1.1. 95% of Migrant Workers (PMW) in 5 projects villages that follow the safe migration standards (at least meet 5 out of 6 criteria)</p> <p>1.2. 85 % of migrant Workers' families in the 5 villages have safe migration plan documents</p>
<p>Contributing Use of Outputs (U): 2-3 result statements (with 2 indicators for each Use of Output)</p>	<p>1.1.1. LSD representatives are involved in the meeting with LTSA/UPTD PPA or asked information from the institutions. LTSA (Integrated One-Stop Service) established by the Village Social Organization (LSD) provide PPA, under candidates placement and Protection, under information mechanisms and to improve the quality of prospective PMIs, so that appropriate and humane protection begins from before work, during work and after work can be realized.</p> <p>UPTD PPA (Regional Technical Implementation Unit for the Protection of Women and Children) is a regional technical implementation unit established by the regional government (provincial and district) in providing services for women and children who experience violence, discrimination, special protection, and other problems.</p> <p>1.1.2. BAZNAS has policy schemes dedicated to Migrant Workers. BAZNAS is the National Amri Zakat Agency (Badan Amri Zakat Nasional) is an institution that manages zakat (social funds) as a non-structural government institution nationally. BAZNAS is a non-structural government institution that is independent and is responsible to the President through the Minister of Religion.</p>	<p>1.1.1. LSD representatives are involved in the meeting with LTSA/UPTD PPA or asked information from the institutions. LTSA (Integrated One-Stop Service) established by the Village Social Organization (LSD) provide PPA, under candidates placement and Protection, under information mechanisms and to improve the quality of prospective PMIs, so that appropriate and humane protection begins from before work, during work and after work can be realized.</p> <p>UPTD PPA (Regional Technical Implementation Unit for the Protection of Women and Children) is a regional technical implementation unit established by the regional government (provincial and district) in providing services for women and children who experience violence, discrimination, special protection, and other problems.</p> <p>1.1.2. BAZNAS has policy schemes dedicated to Migrant Workers. BAZNAS is the National Amri Zakat Agency (Badan Amri Zakat Nasional) is an institution that manages zakat (social funds) as a non-structural government institution nationally. BAZNAS is a non-structural government institution that is independent and is responsible to the President through the Minister of Religion.</p>	<p>1.1.1. participant list of meetings, copy of data/information received from the related institution, notes of meeting</p> <p>1.1.2. copy of policy scheme design from BAZNAS</p> <p>1.1.3. proof of Social reintegrating services provided by BAZNAS such as records, reports, or documents</p>	<p>1. Political conditions in the project villages and the regular is stable.</p> <p>2. No extreme changes in the national policy that could affect the district & villages</p>	<p>1.1.1. LSD representatives are involved in the meeting with LTSA/UPTD PPA and BAZNAS) engaged with Village Social Organization (LSD) (i.e. : LTSA, UPTD PPA and BAZNAS)</p> <p>1.1.2. No target</p> <p>1.1.3. No target</p>	<p>1.1.1. No target</p> <p>1.1.2. There is a policy scheme design from BAZNAS for Migrant Workers</p> <p>1.1.3. No target</p>	<p>1.1.1. No target</p> <p>1.1.2. No target</p> <p>1.1.3. 10 migration victims received social reintegrating services Provided by BAZNAS</p>

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<p>U-1.2: Migrant workers and families use their acquired skills to identify risks and reduce negative social effects of migration.</p>	<p>*U-1.2.1: the number of participatory village migration databases updated by the LSD surveyors</p> <p>* U-1.2.2: The number of child marriage among migrant workers families has decreased up to 40% by 2023</p> <p>*U-1.2.3 the number of households including children that participate in democratic discussion on safe migration plans</p>	<p>The village migration database that will be updated by the LSD surveyors will capture information and data on: general information about migrant workers, economic conditions, family conditions especially children, and the management of children of the migrant workers community</p> <p>According to Law no. 16 year 2019, child marriage is under 19 years old</p>	<p>data comparison of figures between 2021 (baseline data) & 2023 (endline data)</p>	<p>UU no. 16 of 2019 concerning Marriage (including Marriage Age Increase) is socialized massively and is accompanied by law enforcement orders from relevant agencies</p>	<p>There are no specific data on child marriage cases at the village level especially from the migrant workers community.</p> <p>There are no specific data on early marriage cases at the village level. Data will be provided through data updating activities at the beginning of the project year. Official data from the NTB Provincial DP3AKB Government said that East Lombok was the highest area for early marriage. LPA data Child Protection Body) states that children involved in early marriage are almost 100% having a family background of migrant workers.</p> <p>The support of the families is significant to succeed in the safe migration practice. But only 1,100 (56%) families had attended the training on how to plan safe migration</p>	<p>1.2.1. 5 Village migration databases updated by the LSD surveyors are available</p> <p>1.2.2. database of child Migrant Workers' Children in 5 villages is created</p> <p>1.2.3. 500 Households including the children participate in democratic discussion on safe migration plans</p>	<p>1.2.1. No target</p> <p>1.2.2. Early Marriage Cases in Migrant Workers' Children decrease by 40%</p> <p>1.2.3. 1500 Households including the children participate in democratic discussion on safe migration plans</p>	
Contributing Outputs (OP): 2-3 Outputs contributing to each Use of Output (with 1 or 2 indicators for each output)								
<p>OP-1.1: LSD actively promote safe migration practices</p>	<p>* OP-1.1.1: Number of safe migration information centers managed by LSD by 2021</p> <p>* OP-1.1.2: the number of people that participated in community discussion (Sangkep) on inclusive protection of migrant communities</p> <p>*OP-1.1.3 the number of LSD counselors that conduct home visit counseling</p> <p>*OP-1.1.4 – the number of LSD members capacitated to update the village migration databases</p>	<p>1.1.1. The 5 (five) Safe Migration Information Centers offer a neutral space for potential and migrants to obtain accurate information on documented migration procedures and documentation required, how to stay safe, and the rights of migrants.</p> <p>1.1.2. these sites at least 5000 stakeholders at meso and micro levels, get information about inclusive protection and safe migration through community discussion</p> <p>1.1.3. Family discussion attended by the whole members of the family to arrange the safe migration plan, money resources, remittance management, children raising, communication method</p>	<p>1.1.1. Visitors logbook, pictures, online</p> <p>1.1.2. attendance list, photos, minutas/activity report,</p> <p>1.1.3. filled out counseling forms</p> <p>1.1.4. filled out survey forms</p>	<p>The Village Social Organization (LSD) member eager to work at their best. No Village Social Organization (LSD) member is substituted in the middle of the project for the reason of resigning or leaving the village only (especially those who have been trained as counselor officers and paralegals)</p> <p>The Village Social Organization (LSD) members are solid and eager to work at their best. No Village Social Organization (LSD) member is substituted in the middle of the project for the reason of resigning or leaving the village only (especially those who have been trained as counselors and paralegals)</p>	<p>there are zero safe migration information centers in the 5 villages)</p> <p>Village Social Organization (LSD) in 5 villages already has a structure and secretariat. However, some Village Social Organization (LSD) administrators who have been trained are no longer active for several reasons (some went abroad to become a migrant worker, unable to establish communication with the village government due to different political choices during the village election)</p> <p>Only 3 out of 5 villages: Suradadi, Anjani and Wanasaba; have the registration book within a very simple information (name and necessary address)</p> <p>Village Social Organization (LSD) in 5 villages already have paralegals. They already have experience handling 24 cases. However, the involvement of the Village Government in handling the case is still low and mostly uses non-litigation procedures</p>	<p>1.1.1. Five (5) Safe Migration Information centers established</p> <p>1.1.2. 600 people participated in community discussions (Sangkep) on inclusive protection of migrant communities</p> <p>1.1.3. 20 LSD counselors conduct home visits in 5 villages</p> <p>1.1.4. No target</p>	<p>1.1.1. No target</p> <p>1.1.2. No target</p> <p>1.1.3. 20 LSD counselors conduct home visits in 5 villages</p> <p>1.1.4. No target</p> <p>1.1.5 registration book updated by the village administrators</p> <p>1.2.2. 45 cases handled by Village Social Organization (LSD) and the village government</p>	
<p>OP-1.2: The village government monitor the recruitment process of migrant workers in their own village</p>	<p>* OP-1.2.1: The number of registration books/ list to record migration developed by the village governments</p> <p>* OP-1.2.2: the number of cases handled by Village Social Organization (LSD) & the village government by 2023</p>	<p>1.2.1. The registration book uses a format that is equipped with additional tools that can capture the real number of migrant worker by name by addresses, migration procedure that they used, destination countries, number of children, etc.</p> <p>1.2.2. Cases relating to the Placement of Migrant Workers & their families (placement of migrant workers through non-litigation, early marriage, women violence)</p>	<p>1.2.1. Registration book/list at 5 villages</p> <p>1.2.2. Cases handling form, police report / related document, field interview</p>	<p>The Village Social Organization (LSD) members are solid and eager to work at their best. No Village Social Organization (LSD) member is substituted in the middle of the project for the reason of resigning or leaving the village only (especially those who have been trained as counselors and paralegals)</p> <p>DP3AKB as the leading government institution in the women and children issues can actively involve in the project. The institution has qualified and competent counselors</p>	<p>Only 3 out of 5 villages: Suradadi, Anjani and Wanasaba; have the registration book within a very simple information (name and necessary address)</p> <p>Village Social Organization (LSD) in 5 villages already have paralegals. They already have experience handling 24 cases. However, the involvement of the Village Government in handling the case is still low and mostly uses non-litigation procedures</p>	<p>1.2.1. 5 registration books created by the village administrator</p> <p>1.2.2. 15 cases handled by Village Social Organization (LSD) and the village government</p>	<p>1.2.1. No target</p> <p>1.2.2. 30 cases handled by Village Social Organization (LSD) and the village government</p>	
<p>OP-1.3: direct assistance and support services for professional counselling services for migrant worker households is provided</p>	<p>* OP-1.3.1: Number of people recipients of the ideal family counselling</p>	<p>1.3.2. Family counselling services conducted by Village Social Organization (LSD) will provide professional services necessary to find a solution towards the family problems, the service will also provide experience sharing sessions.</p>	<p>1.3.2. Group counseling attendance report / related document, field interview</p>	<p>DP3AKB as the leading government institution in the women and children issues can actively involve in the project. The institution has qualified and competent counselors</p>	<p>In the previous project, there is no counseling service to solve household problems</p> <p>There is no participative evaluation towards LTSa and BAZNAS</p>	<p>1.3.1. 100 households attend group counseling</p>	<p>1.3.1. 300 households attend group counseling</p>	
<p>OP-1.4: Village Social Organization (LSD) conducted evaluations and recommendations on migrant workers and families protection services provided by relevant actors at the meso level</p>	<p>* OP-1.4.1: the number of individuals that attend participative evaluation workshop conducted by LSD</p> <p>* OP-1.4.2: the number of evaluation and recommendation documents compiled (a total of 3 by 2023)</p>	<p>1.4.1. Participative evaluation is based on community experiences in accessing services that are provided by the government (LTSa and BAZNAS)</p> <p>1.4.2. The recommendation is derived from the community members to improve the quality of the services</p>	<p>Participants list</p> <p>Document of evaluation and recommendation</p>	<p>Political condition at meso level is stable</p>	<p>There is no participative evaluation towards LTSa and BAZNAS</p>	<p>1.4.1. 60 individuals attend 2 participative evaluations conducted by the LSD</p> <p>1.4.2. 1 set of evaluation and recommendations document</p>	<p>1.4.1. 120 individuals attend 4 participative evaluations conducted by the LSD</p> <p>1.4.2. 2 sets of evaluation and recommendations document</p>	

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<p>OP-1.5.1: number of participants that have increased knowledge & skills on inclusive protection</p> <p>OP-1.5.2: number of individuals that attend family planning counselor training</p>	<p>1.5.1. The concept of inclusive protection is to ensure that the interests of marginal groups are accommodated in development priorities. For this reason, the training materials that provided to the participants is at least covers: children's rights, gender, increase sensitivity to disability issues and how to integrate it into the promotion of safe migration.</p>	<p>Participant list, pre & Posttest document</p> <p>Participant list, pre & Posttest document</p>	<p>Political condition at meso level is stable</p>	<p>LSD have never engaged in any inclusion protection training.</p>	<p>1.5.1. 20 individuals attend training on inclusive protection for migrant communities</p> <p>1.5.2. 20 individuals attend family planning counselor training.</p>	<p>1.5.1. No target</p> <p>1.5.2. No target</p>
<p>Contributing Activities (A): Please include in brackets the respective Outputs (OP-number) to which the activity shall contribute. Please mention also no cost activities where no funding are involved</p>						
<p>A-1.1.1: (OP-1.1) Village Social Organization (LSD) member conduct the participatory migration database update in the 5 project villages (form development, data collection, tabulation and data analysis)</p>						
<p>A-1.1.2: (OP-1.2) Training of Inclusive Protection for Migrant Communities. Three days training, 20 participants</p>						
<p>A-1.1.3: (OP-1.3) Sangkep Komunitas (Community Discussion) on Inclusive Protection for Migrant Communities. 20 times. @30 persons (10 times is partly inviting children)</p>						
<p>A-1.1.4: (OP-1.3) Group counseling of legal family. 15 times. @20 persons</p>						
<p>A-1.1.5: (OP-1.4) Workshop of Participative evaluation towards the structure performance in migrant workers' protection @6 times. @ 30 persons</p>						
<p>A-1.1.6: (OP-1.4) Upgrading of safe migration information center which is run by Village Social Organization (LSD). (Supportive equipment for the information center)</p>						
<p>A-1.1.7: (OP-1.2) Case Handling through litigation and/or non-litigation, mediation by village government, health care unit, reference or law enforcement, save house, insurance claims, etc. @ 45 cases</p>						
<p>A-1.1.8: (OP-1.1) Home Visit Counseling on safe migration Planning (target: 1500 families)</p>						
<p>A-1.1.9: (OP-1.5) Training of Family Planning Counselor. Three days training, 20 Participants</p>						
<p>RESULT AREA 2: The inclusive protection for Migrant Workers and the families began to be Implemented</p>						
<p>Outcome (O): Not more than 1 result statement here with 2, max. 3 Indicator</p>						
<p>O-2: The inclusive protection for Migrant Workers and the families began to be implemented</p>	<p>2.1 The District regulation is signed by the Regent (Surah) and the District Parliament. It is considered the highest legal document in the District level.</p> <p>2.2. APBDes document containing allocations for Migrant Worker Protection passed by 2023</p>	<p>2.1. Document of the District regulation on Inclusive Protection for migrant workers and family, and the requisite draft academic study, the regional legislative program document</p>	<p>1. District political condition is stable.</p> <p>2. No policy changes at the national level and there is no change of Head Village during Project</p> <p>3. The employee mutation does not involve the contact person of AD5M in the related institution.</p>	<p>2.1. East Lombok does not yet have a roadmap for the development of inclusive protection. East Lombok does have PMI Protection Regulation No. 12 of 2006, but it has many weaknesses. And since the amendment of Law 38 of 2004 to Law 18 of 2017 as the main reference for the District Regulation, the District Regulation No. 12 of 2006 has become irrelevant and should be replaced</p>	<p>2.1. District Regulation on Inclusive Protection for migrant Workers is added to the Regional Legislation Program (Prolegda) of the house of representative.</p> <p>2.2. 3 APBDes containing allocations for Migrant Worker Protection passed</p> <p>2.2.1. Regional Technical Implementation Unit for the Protection of Women and Children (UPTD PPA) has a management structure</p>	<p>2.1. District Regulation on Inclusive Protection for migrant Workers is signed by the Regent and approved by the District Parliament</p> <p>2.2. 5 APBDes containing allocations for Migrant Worker Protection passed</p> <p>2.2.1. Regional Technical Implementation Unit for the Protection of Women and Children (UPTD PPA) has an office equipped with relevant facilities</p>
<p>Contributing Use of Outputs (U): 2-3 result statements (with 2 indicators for each Use of Output)</p>	<p>U-2.1. Initiatives of migrant Workers protection at the meso and micro levels are synchronized</p>	<p>2.1.1. Roadmap with 10 years long vision and will be a reference for the Manpower Agency to plan their annual activities.</p> <p>2.1.2. SID is an online application to ensure information access in villages, so that the development process is more transparent and efficient. SID is the mandate of Village Governance Law Number 6 of 2014 Article 86. Project product: database of Migrant workers data on recruitment agency, data on job orders, graph picture/flylines, lessons learned, Material of IEC etc</p>	<p>2.1.1. The District government level policy is not responsible nor synchronizes to the villagers' initiation. For example, Village Social Organization (LSD) cannot be funded by the village budget, because the District government does not give thorough assistance when the villagers arrange the village budget and expenditures. P2TPZA is not connected to BAZNAS</p> <p>2.1.2. After 6 years implemented of the Village Law, not all villages have SID. Only 2 of 5 project villages, have SID. SID in the two project villages is not yet connected with the issue of migrant workers protection.</p>	<p>2.1.1. Academic study of the roadmap is conducted</p> <p>2.1.2 LSD members conduct meetings with SID administrators in 2 villages</p>	<p>2.1.1. A Roadmap Document is drafted and submitted to the Manpower Agency</p> <p>2.1.2 LSD members partake in the update of the SID in the two villages</p>	<p>2.1.1. Inclusive protection roadmap is adopted by the Manpower Agency and reflected in their annual workplans</p> <p>2.1.2. The SID of 2 villages contain results that the project generated</p>

100

<p>U.2.2. Regional Technical Implementation Unit for the Protection of Women and Children (UPTD PPA) works effectively</p>	<p>2.2.1. Organizational work tool is everything that is needed by the organization, both physical and non-physical, so that the organization can work effectively including Strategic work plan, its 5-year framework that is prepared in a participatory manner involving relevant stakeholders including LSD</p> <p>2.2.2. Cases registration list handled by UPTD PPA, copy of SOP/Case mechanism</p>	<p>District political condition is stable</p>	<p>2.2.1. UPTD PPA strategic workplan document; UPTD's organizational structure; photos and direct observation</p> <p>2.2.2. Cases registration list handled by UPTD PPA, copy of SOP/Case mechanism</p>	<p>The Regent Regulation Draft on the Regional Technical Implementation Unit for the Protection of Women and Children (UPTD PPA) has been in the hands of the Regent, but it has not yet been ratified, because there is a circular of the Minister of Home Affairs asking the regional head not to make staff rotation. UPTD does not have an office and facilities when they have meetings they currently hold it in the DP3AKB office</p>	<p>2.2.1. No target</p> <p>2.2.2. No target</p>
<p>Contributing Outputs (OP); 2.3 Outputs contributing to each Use of Output (with 1 or 2 indicators for each output)</p>	<p>2.1.1. a series of meetings to provide a space for coordination of stakeholders involved in the management & use of SID. Participants include the Timor Opportunity Agency (Social), Women Empowerment and Child Protection Agency (CPWA), Community and Village Empowerment Agency (DPMD), Communication and Information Agency (Dikominfo). The purpose of this coordination is to look for opportunities and how to integrate project results into SID. Project results includes various results such as database of Migrant workers data on recruitment agency, data on job orders, analysis of these data in the form of graph picture/timeline, lessons learned, Material of IEC etc</p> <p>2.1.2. A number of meetings at the district level are intended to provide coordination space for cross-stakeholders who have concerns on issues of protection that are inclusive of migrant workers. Cross stakeholders involved are at the least representatives of children, women & disabled people</p>	<p>District political condition is stable. No natural disaster, or any other occasions that may affect the social and political conditions</p>	<p>2.1.1. 30 participants attend consultative to integrate project results into SID</p> <p>2.1.2. 30 participants attend consultative meetings to draft district regulation on inclusive protection for migrant workers</p>	<p>2.1.1. 60 participants attend consultative meetings to integrate project results into SID</p> <p>2.1.2. 60 participants attend consultative meetings to draft district regulation on inclusive protection for migrant workers</p>	<p>2.1.1. 90 participants attend consultative meetings to integrate project results into SID</p> <p>2.1.2. 90 participants attend consultative meetings to draft district regulation on inclusive protection for migrant workers</p>
<p>OP-2.2: The need for a roadmap of inclusive protection for migrant workers has been identified and publicly discussed by various stakeholders on village and district level.</p>	<p>2.2.1. Number of participants that participated in FGD series to develop the inclusive protection roadmap</p> <p>2.2.2. Number of participants that participated in seminar on "The urgency of Inclusive Protection for migrant Workers in Lombok Timur: Opportunities and Threats"</p>	<p>District political condition is stable. No natural disaster, or any other occasions that may affect the social and political conditions</p>	<p>2.2.1. 30 participants participate in FGD on inclusive protection roadmap</p> <p>2.2.2. 150 individuals participated in seminar on "The urgency of Inclusive Protection for migrant Workers in Lombok Timur: Opportunities and Threats"</p>	<p>2.2.1. 75 participants participate in FGD on inclusive protection roadmap</p> <p>2.2.2. No target</p>	<p>2.2.1. 75 participants participate in FGD on inclusive protection roadmap</p> <p>2.2.2. No target</p>
<p>OP-2.3: Inclusive Protection issue is promoted to the public</p>	<p>2.3.1. Law Number 12 of 2011 concerning Formation of Regulations requires stages and principles that must be met in the process of making local regulations. Among them is public participation. Public aspirations and opinions must be taken into consideration in the formulation of regulations. For this reason, a draft regulation must be tested by the public before it is ratified as a legal document. Public testing activities can be carried out in various ways: seminars, workshops, talk shows</p> <p>2.3.2. Talkshow will be conducted in local TV channel</p> <p>2.3.3. A legal review of the district regulation is conducted to ensure correct statutory construction of the district regulation draft and it meets the acceptable legal standards. Moreover, LSD representatives will observe and participate in the process to learn this step</p>	<p>District political condition is stable. No natural disaster, or any other occasions that may affect the social and political conditions</p>	<p>2.3.1. 30 participants attend workshop on inclusive protection district regulation and public testing</p> <p>2.3.2. 5 talkshow sessions to lobby for district regulation</p> <p>2.3.3. 5 individual experts are hired to review and discuss the finalization of the district regulation draft; 2 LSD representatives observed and participated in the discussion</p>	<p>2.3.1. 30 participants attend workshop on inclusive protection district regulation and public testing</p> <p>2.3.2. 5 talkshow sessions to lobby for district regulation</p> <p>2.3.3. 5 individual experts are hired to review and discuss the finalization of the district regulation draft; 2 LSD representatives observed and participated in the discussion</p>	<p>2.3.1. No target</p> <p>2.3.2. No target</p> <p>2.3.3. No target</p>

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<p>OP-2.4: Consultative meetings are held for the development of the UPTD PPA</p>	<p>2.4.1. The consultative meetings discuss about service standards, work plans, Standard Operational Procedure (SOP) will be attended by ADBMI, LSD, Management of UPTD, relevant NGO, relevant Government Agency, Village Government</p>	<p>List of attendees, notes of the meeting</p>	<p>The Regent (Bupati) regulation no 41 year 2019 about the formation of UPTD PPA has been ratified but not yet inaugurated and do not yet have a strategic work plan</p>	<p>2.4.1. 30 participants attend consultative meetings to develop UPTD PPA</p>	<p>2.4.1. No target</p>	<p>2.4.1. No target</p>
<p>Contributing Activities (A): Please include in brackets the respective Outputs (OP-number) to which the activity shall contribute. Please mention also no cost activities where no funding are involved</p>						
<p>A-1.2.1 (OP-2.2) Series of FGD to compile The development of inclusive protection roadmap 5 times, @ 15 persons</p>						
<p>A-1.2.2 (OP-2.2) One day seminar "The urgency of Inclusive Protection for migrant Workers in Lombok Timur-Opportunities and Threats". @ 150 persons</p>						
<p>A-1.2.3 (OP-2.1) Consultative meeting to Draft the District Regulation on Inclusive Protection for migrant Workers, 5 times @ 10 persons</p>						
<p>A-1.2.4 (OP-2.3) Series of Workshop "Inclusive Protection" District Regulation Drafting and Public Testing @ 7 times, @ 30 persons per workshop</p>						
<p>A-1.2.5 (OP-2.3) Talkshow to lobby for District regulation @ 5 times @ 7 persons per meeting</p>						
<p>A-1.2.6 (OP-2.4) District Workshop for Unit PPA development @ 5 times @ 30 persons</p>						
<p>A-1.2.7 (OP-2.3) Special discussion with expert team to finalize the draft of Inclusive Protection District Regulation before sent to the government, @ 3 times, @ 5 persons per meeting</p>						
<p>A-1.2.8 (OP-2.1) Consultative Meeting to integrate Project Product into SID, @ 8 times, @ 25 Participants</p>						
<p>RESULT AREA 3: The Economic Resilience of Migrant Families is Increasing</p>						
<p>Outcome (O): Not more than 1 result statement here with 2, max. 3 indicator</p>						
<p>O-3: The Economic Resilience of Migrant Families has Increased</p>	<p>3.1. Savings owned by the families of Migrant workers in formal financial institutions that are recognized by the state that were made in the period 2024-2023</p> <p>3.2. Families of Migrant Workers who apply ADBMI's option of safe migration practices and are able to optimize remittances for productive businesses and family welfare. Best practices will be chosen & become role models in the village</p> <p>3.3. The best practices of family financial management is monitored by LSD and selected by independent jury</p>	<p>3.1. Tabulation of Database</p> <p>3.2. Book Savings Account</p> <p>3.2.2. Field interview, project lesson learn document</p>	<p>The macroeconomic situation supports and financial health of financial institutions is maintained / meets the standards from a business perspective</p>	<p>3.2 Most of the remittance spending is consumptive, which is one of the reasons for the high number of recycling migration. Some of family member has no saving and bank account. The database will show the number of migrant workers families have savings in formal institutions in 5 villages. Furthermore the database will serve as the baseline for calculating the identified percentages in O3.2 targets.</p>	<p>3.1. No target</p> <p>3.2. 5% of migrant workers families have savings in formal financial institutions</p> <p>3.3. 20 potential best practices developed or identified</p>	<p>3.1. No target</p> <p>3.2. 20% of migrant workers families who have savings in formal financial institutions</p> <p>3.3. Fifteen (15) best practices of family financial management is selected</p>
<p>Contributing Use of Outputs (U): 2-3 result statements (with 2 indicators for each Use of Output)</p>						
<p>U-3.1: The quality of Migrant Workers Family Financial Management & Business plan has increased</p>	<p>3.1.1. Form of family financial bookkeeping was developed by ADBMI, containing at least the learning flow of family finances in and out, family spending priorities</p> <p>3.1.2. Initiative in the form of a bankable Business Plan, making it easier for financial institutions to consider whether or not the business is supported. This plan was made by the migrant worker's family-based assessment with the assistance of trained personnel</p>	<p>3.1.1. Family Financial Bookkeeping Documents, Interviews</p> <p>3.1.2. Micro Business Plan Documents</p>	<p>Trained Village Social Organization (LSO) and not changed. The family members of the migrant workers that were trained did project</p>	<p>There is no survey on the migrant families on their abilities on financial planning.</p>	<p>3.1.1. No target</p> <p>3.1.2. No target</p>	<p>3.1.1. 500 Household have family financial bookkeeping</p> <p>3.1.2. 500 Households have bankable micro business Plans</p>
<p>U-3.2: Migrant workers' families draft micro business plans and improve their access to financial institutions.</p>	<p>3.2.1. An accumulative number of community members that get information by attending meetings, receiving written materials, and accessing the online information provided by the project. Community members understand the existence of alternative financial institutions and how to access them. They know the differences and types of services and are able to consider the pluses and minuses of each financial institution</p> <p>3.2.2. Number of business plans that are sent to financial institution and is assessed by the formal financial institution.</p>	<p>3.2.1. List of Attendees, Copy of Material IEC, provided by financial institutions and proof of distribution, numbers of viewer that open the online information provide by LSD.</p> <p>3.2.2. Business plan documents, interviews with formal Financial Institution Officers</p> <p>3.2.5 the credit scheme document</p>	<p>1. Officials of financial institutions that are contact persons not muted during the project process</p> <p>2. District Financial institutions have the authority to issue policies / special migrant workers schemes</p>	<p>The majority of Migrant Workers Community still deals with loan sharks in borrowing money, Microbusiness scheme for migrant workers is not yet effective and accessed by the migrant workers' families.</p>	<p>No target</p> <p>No target</p> <p>No target</p> <p>No target</p>	<p>3.2.1. 1000 persons receive information about formal financial services</p> <p>3.2.2. 25 business plans sent to financial institutions and assessed by the formal financial institutions in the field</p> <p>3.2.5. 2 formal financial institutions create credit schemes accessible to migrant workers</p>

<p>U-3.3 Best practices are promoted.</p>	<p>*U-3.3.1: the number of documentary films on migrant family role models produced *U-3.3.2: the number of migrant families that are selected as the migrant family models in 5 villages as part of the "dream migrant family competition"</p>	<p>3.3.1 the film will at the least be of a 45 minute duration, that captures the real life experiences of migrant family role models; generally how they followed the step by step process of safe migration practices such as: remittance management, childcare, how to solve the family problem. 3.3.2 the number of selected migrant family role models chosen from the "dream migrant family competition"</p>	<p>3.3.1 Copy of documentary film 3.3.2 Copy of scorecard results of the family competition</p>	<p>ADBMI has not produced a documentary film on migrant family role models life There has never been a family competition of migrant workers as role models in the application of safe migration and documented as learning for the public.</p>	<p>No target No target</p>	<p>3.3.1 One documentary film on migrant family role models 3.3.2: 5 migrant families are selected as the migrant family role models from 5 villages as part of the "dream migrant family competition"</p>
<p>Contributing Outputs (OP): 2-3 Outputs contributing to each, Use of Output, (with 1 or 2 indicators for each output)</p>						
<p>OP-3.1: Migrant workers community has access to the financial institution to develop their micro business</p>	<p>* OP-3.1.1: the number of migrant workers families that take part in meetings with financial institutions to access micro business financing for migrant workers community</p>	<p>Migrant Workers' Families who have been trained & able to prepare business proposals will be facilitated to meet with several financial institutions in East Lombok to see opportunities for business cooperation between migrant families and financial institutions. The proposals will be arranged by ADBMI, and facilitated by District Government Agency</p>	<p>Attendee list, meetings documentation</p>	<p>The meetings went well, there is no natural disaster</p>	<p>No target</p>	<p>40 Persons attend meetings to access micro business financing for migrant workers community</p>
<p>OP-3.2: Community of migrant workers trained in family financial management and micro business</p>	<p>* OP-3.2.1: the number of Village Social Organization (LSD) members trained as trainers * OP-3.2.2: the number of households (HH) trained in Family Finance and Micro Business by 2023 *OP-3.2.3: the number of trainee alumni that provided training support, and the number of migrant household they catered to</p>	<p>3.2.1. Village Social Organization (LSD) management is trained to be a trainer in the topics of family finance and micro business 3.2.2. Families of migrant workers in 5 Project Villages will receive training about family financial plan and micro business 3.2.3. Members of LSD who received training of trainer Household Financial and micro business management will conduct home visit for the migrant workers family, the alumni of Training Household Financial and micro business management</p>	<p>3.2.1. Attendee list, training minutes, training documentation 3.2.2. Attendee list, training minutes, training documentation 3.2.3. Attendee list, home visit form</p>	<p>The trainer works optimally and is not replaced during the life of the project. Likewise, residents who were trained did not migrate during the assistance process</p>	<p>No target No target No target</p>	<p>3.2.1. 20 Village Social Organization (LSD) members are trained as a trainer 3.2.2. 200 HH trained in Family Finance and Micro Business 3.2.3 20 Village Social Organization trainee alumni conduct home visits after training support for 60 HH</p>
<p>OP-3.3: Formal financial institutions initiating a credit / financing scheme for migrant workers.</p>	<p>* OP-3.3.1: the number of participants involved in regular consultative meetings with microeconomic actors and stakeholders *OP-3.3.2: the number of individuals involved in migrant workers community field assessment</p>	<p>*OP-3.3.1: This activity is part of lobbying to formal financial institutions so that they want to create a special scheme of micro business for migrant workers. The minimum result of this activity is that financial institutions want to be involved in conducting proposals and selected. The meeting will be conducted 5 times with of 50 participants *OP-3.3.2: The assessment will be conducted by the Financial Institution to the migrant worker community that who are both involved in the regular consultative meetings.</p>	<p>3.3.1. Attendee List, meetings minute, meetings documentation 3.3.2. Attendee List, field assessment documentation</p>	<p>The contact person of the financial institution has the authority to make policies and is not transferred during the project</p>	<p>No target No target</p>	<p>*OP-3.3.1: 150 participants are involved in regular consultative meetings with microeconomic actors and stakeholders *OP-3.3.2: 50 individuals involved migrant workers community field assessment</p>
<p>OP-3.4: Ideal migrant families of safe migration in the 5 project villages are selected as role models</p>	<p>*OP-3.4.1: the number of participants that discuss and developed the set of indicators of the field role models. Correspondingly the set of indicator documents developed *OP-3.4.2: number of individuals that participated in the documentary script development workshops</p>	<p>3.4.1. Indicators of safe migration are participatively compiled, the indicators will show the process of migration, impact management, capabilities to mitigate the economic and negative effects of migration. Assessment processes are conducted by independent jurists 3.4.2. a The workshop will involve a third party (Local Production House), the selected players / role models, ADBMI, LSD. The editing and finalizing process will be conducted by a third party (Local Production House)</p>	<p>3.4.1. Indicator document of ideal migrant families, Jury's decree letter 3.4.2a. Participant attendance list of workshop 3.4.2b. Film Documentary</p>	<p>There are no indicators of the best practices of the ideal migrant family. ADBMI has not produced a documentary film on migrant family role models life. Likewise, script development workshops in preparation for the documentary film has not been undertaken</p>	<p>No target No target No target</p>	<p>3.4.1. 10 participants take part in a discussion to develop asset of indicators for the "Dream migrant family competition" 3.4.2 20 individuals participate in documentary script development workshop</p>

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Annex 2: Budget 2021 - ADBMI

Program:	Regional Project South East Asia - Scaling Up Community Initiatives for Migrant Workers' Early Protection in Their Villages in East Lombok
Organisation:	Yayasan ADBMI
Country:	Indonesia
Period:	2021

Planning Exchange Rate	15,000.00
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Budget line	Activity	1. Quarter		2. Quarter		3. Quarter		4. Quarter		Total	
		EUR	LC	EUR	LC	EUR	LC	EUR	LC	EUR	LC
1.	TRAINING AND ADVISORY MEASURES	12,932.67	183,890,000	19,174.33	287,615,000	10,397.40	155,995,000	5,395.00	87,825,000	48,339.00	726,065,000
1.1.	RESULT AREA 1: Increasing Number and Quality of Safe Migration Practices by Communities in 5 Project Villages	12,059.87	180,895,000	14,108.67	211,630,000	7,101.67	106,525,000	3,764.33	58,315,000	37,024.33	585,965,000
1.1.1.	Village Social Organisation (LSO) member conduct the participatory migration database update in the 5 project villages (form development, data collection, debriefing and data analysis)	4,466.67	67,000,000	0.00	0.00	0.00	0.00	0.00	0.00	4,466.67	67,000,000
1.1.2.	Training of Inclusive Protection for Migrant Communities. Three days training, 20 participants	4,258.67	63,880,000	0.00	0.00	0.00	0.00	0.00	0.00	4,258.67	63,880,000
1.1.3.	Sampel Komunitas (Community Discussion) on Inclusive Protection for Migrant Communities. 35 times. @30 persons. (10 times is partly inviting children)	1,793.33	26,000,000	5,200.00	78,000,000	1,793.33	26,000,000	0.00	0.00	8,686.67	130,000,000
1.1.4.	Workshop on evaluation towards the structure performance in migrant workers' selection @20 persons	1,071.67	16,075,000	2,143.33	32,150,000	3,215.00	48,225,000	0.00	0.00	5,368.33	80,375,000
1.1.5.	Upgrading of safe migration information and documents for the informant case by village Organisation (LSO). Supervise settlements for the informant case by village Organisation (LSO). Through litigation and/or non litigation, mediation by village	811.00	12,165,000	0.00	0.00	0.00	0.00	0.00	0.00	811.00	12,165,000
1.1.6.	Case Handling through litigation and/or non litigation, mediation by village government, health care unit reference or law enforcement, save houses, insurance claims, etc. @ 45 cases	0.00	0.00	1,783.33	26,750,000	0.00	0.00	0.00	0.00	1,783.33	26,750,000
1.1.7.	Home Visit Counseling on safe migration Planning (target 1600 families)	790.00	11,850,000	790.00	11,850,000	790.00	11,850,000	1,580.00	23,700,000	3,950.00	59,250,000
1.1.8.	Home Visit Counseling on safe migration Planning (target 1600 families)	2,726.67	40,900,000	0.00	0.00	1,363.33	20,450,000	1,363.33	20,450,000	2,726.67	40,900,000
1.1.9.	Training of Family Planning Counsellor. Three days training, 20 Participants	4,192.00	62,880,000	4,192.00	62,880,000	0.00	0.00	0.00	0.00	4,192.00	62,880,000
1.2.	RESULT AREA 2: The inclusive protection for Migrant Workers and the families began to be implemented	0.00	0.00	5,065.87	75,985,000	3,295.33	49,430,000	2,080.67	31,210,000	10,441.67	156,625,000
1.2.1.	Series of FGD to compile the development of inclusive protection roadmap 5 times. @ 15 persons	476.00	7,140,000	0.00	0.00	0.00	0.00	0.00	0.00	476.00	7,140,000
1.2.2.	One day seminar "The urgency of Inclusive Protection for migrant Workers in Lombok, Timor Opportunities and Threats". @ 150 persons	3,523.67	52,855,000	3,523.67	52,855,000	0.00	0.00	0.00	0.00	3,523.67	52,855,000
1.2.3.	Consultative meeting to draft the District Regulation on Inclusive Protection for migrant Workers. 3 times @10 persons	346.00	5,190,000	0.00	0.00	0.00	0.00	0.00	0.00	346.00	5,190,000
1.2.4.	Series of Workshops "Inclusive Protection" District Regulation Drafting and Public Hearing @ 7 times. @ 30 persons per workshop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.2.5.	Talking and lobbying for District regulation campaign @5 times @7 persons per meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.2.6.	District Workshop for Unit PPA development. @5 times. @ 30 persons	771.00	11,565,000	0.00	0.00	0.00	0.00	0.00	0.00	771.00	11,565,000
1.2.7.	Social discussion with expert team to finalize the draft before sent to the government. @3 times. @5 persons per meeting	0.00	0.00	1,542.00	23,130,000	1,542.00	23,130,000	0.00	0.00	3,084.00	46,260,000
1.2.8.	Consultative Meeting to integrate Project Product into SID	357.67	5,365,000	0.00	0.00	0.00	0.00	0.00	0.00	357.67	5,365,000
1.3.	RESULT AREA 3: The Economic Resilience of Migrant Families is Increasing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3.1.	Meeting for accessing financing micro business for migrant Workers community representatives of financial institutions/micro economic actors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3.2.	Regular Consultative meeting with micro economy actors and stakeholders (5 time during the project). @30 persons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3.3.	Field Assessment to the migrant Workers community with active participants of representatives of financial institutions/micro economic actors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3.4.	Training of Trainer Household Financial and micro business management(Once, 5 days @20 persons)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3.5.	Training of Household Financial and micro business management for migrant Workers family (25 times, 3 days/training. @20 persons)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3.6.	Home Visit training support (5 times per training alumni)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3.7.	Home Visit training support (5 times per training alumni)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3.8.	Home Visit training support (5 times per training alumni)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.4.	RESULT AREA 4: Increased Organizational Ability to Document Program Learning and its Use	873.00	13,095,000	0.00	0.00	0.00	0.00	0.00	0.00	873.00	13,095,000
1.4.1.	Audio-Visual method of project learning documenting training by hiring professional trainers or the documenters can also attend online course.	434.00	6,510,000	0.00	0.00	0.00	0.00	0.00	0.00	434.00	6,510,000
1.4.2.	Field Technical Assistance for ADBMI documenters @at least 3 times during the project	439.00	6,585,000	0.00	0.00	0.00	0.00	0.00	0.00	439.00	6,585,000
1.5.	RESULT AREA 5:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.	Training measures outside of the partner countries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3.	Financing Instruments; initial, equipment and material support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3.1.	Financing Instruments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3.2.	Equipment support and initial for partner organisations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3.3.	Equipment support and initial for non-AWO partner organisations (i.e.g. social structures*)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3.4.	Building work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Wynne BS 16/12/2020

Budget line	Activity	Unit rate LC	Unit rate EUR	1. Quarter		2. Quarter		3. Quarter		4. Quarter		Total	
				Amount of Units	EUR	Amount of Units	EUR	Amount of Units	EUR	Amount of Units	EUR	Amount of Units	EUR
5.2	Personnel and project infrastructure in the partner countries			7,325.25	108,878,750	9,686.25	145,278,750	7,325.25	109,878,750	7,325.25	108,878,750	31,661.00	474,915,000
5.2.1	Local Personnel			7,000.00	108,200,000	9,440.00	141,600,000	7,000.00	106,200,000	7,000.00	106,200,000	30,680.00	480,200,000
5.2.2	Project Manager (70%)	686.67	10,000,000	2,000.00	30,000,000	2,686.67	40,000,000	2,000.00	30,000,000	2,000.00	30,000,000	8,666.67	130,000,000
5.2.3	Field Manager (60%)	360.00	5,250,000	1,050.00	15,750,000	1,400.00	21,000,000	1,050.00	15,750,000	1,050.00	15,750,000	4,550.00	68,250,000
5.2.4	Organizing and Public Policy Manager (100%)	360.00	5,250,000	1,050.00	15,750,000	1,400.00	21,000,000	1,050.00	15,750,000	1,050.00	15,750,000	4,550.00	68,250,000
5.2.5	Field Staff (2 Person, 100%)	686.67	10,000,000	2,000.00	30,000,000	2,746.67	41,200,000	2,000.00	30,000,000	2,000.00	30,000,000	8,926.67	133,900,000
5.3	Administration and Finance Staff (100%)	273.53	4,100,000	820.00	12,300,000	1,093.33	16,400,000	820.00	12,300,000	820.00	12,300,000	3,553.33	53,300,000
5.4	Short-term experts			0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
5.4.1	Project Infrastructure			245.25	3,678,750	245.25	3,678,750	245.25	3,678,750	245.25	3,678,750	981.00	14,716,000
5.4.2	Telephone (12 Months x 100%)	8.33	125,000	25.00	375,000	25.00	375,000	25.00	375,000	25.00	375,000	100.00	1,500,000
5.4.3	Water (12 Months x 100%)	11.47	172,000	34.42	516,240	34.42	516,240	34.42	516,240	34.42	516,240	137.66	2,064,960
5.4.4	Electricity (12 Months x 100%)	40.00	600,000	120.00	1,800,000	120.00	1,800,000	120.00	1,800,000	120.00	1,800,000	480.00	7,200,000
6	Stationery (12 Months x 100%)	21.94	328,170	65.83	987,510	65.83	987,510	65.83	987,510	65.83	987,510	263.34	3,950,040
6.1	Project preparation, support, evaluation and follow-up			0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
6.2	Preparation (AWO only)			0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
6.3	Project coordination			0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
	Project evaluations (AWO only)			0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
	TOTAL			20,257.92	303,868,750	28,859.58	432,893,750	17,722.25	265,833,750	13,160.25	197,403,750	88,000.00	1,200,800,000

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International

Annex 3

Financial Guidelines

(Revised version
effective from January 1, 2020 – for all AWO partners)

Content

0. General Rules and Regulations.....	4
Finances (General).....	4
Income.....	4
Expenditure.....	4
Matching Cash/Bank Balance with the Income and Expenditure Statement.....	5
Regulations concerning Project Staff.....	5
1. Budgeting.....	6
Introduction.....	6
BUCOS (Budget Controlling System).....	6
Detail Budget (template 1.1.1.).....	6
Basis Budget (template 1.2.1.).....	6
Budgeting of regular staff and external experts.....	6
Partner contributions/shared expenses.....	7
Overspending and underspending of project funds.....	7
2. Fund Request.....	8
3. MSoAs Monthly Statement of Account.....	9
Supporting documents.....	9
Getting started.....	9
Distinguishing and summarising expenses.....	9
Distinguishing cost.....	9
Summarising cost.....	9
Completing MSoAs.....	10
Voucher number.....	10
Date.....	10
Activity number (Budget line).....	10
Type of expense.....	10
Recipient.....	10
Reason for payment - details.....	10
Amount.....	11
Comment.....	11
Finally.....	11
4. Financial report (Income and expenditure statement).....	12
The financial report.....	12
Documentation.....	12
5. Payment Documents (invoices/receipts/vouchers).....	13
Definition of "payment document".....	13
Document requirements.....	13
Internal receipt (template 5.1.1.).....	13
Payment method.....	13
Special documents/lists of evidence.....	14

Logbook (template 5.3.1.).....	14
Distribution List (template 5.4.1.).....	14
External experts/consultants/service providers	14
6. Quote comparison table.....	15
Rule on price comparisons	15
Completing the table.....	15
Inventory (only fixed assets).....	15
7. Events.....	16
Requirements	16
Events with reimbursement of participants' costs	16
8. Documentation.....	17
Annex.....	19

0. General Rules and Regulations

Finances (General)

- The financial year for projects supported by AWO shall be from 1 January to 31 December. Book keeping and financial reports for the project, which is the object of the contract, must be completed within this period.
- For the financial project reporting, the rules of Cash Basis apply. This means, that the date of the actual receipt (receipt of payment) and payment (outgoing payment) is crucial.
- In addition, the bookkeeping according to national/international standards requires all transactions to be registered into a separate, ordinary and commercially managed accounting system (Accrual Basis).
- The funds must be used efficiently and economically.
- Due to BMZ regulations, funds must be spent for the purposes of the project within 3 months after being received, and at the latest by 31 December of the corresponding year.

Income

- The project accountant must account the gross sum of the transfer. The bank commission must not be deducted. This bank commission should be accounted as project expenditure under 'running costs'.
- In general, the project bank account should not accrue any interest. If interest is nevertheless accrued, the local partner must disclose this interest and make proposals for its use, which need to be in accordance with the project objectives, and require the written consent of AWO. Any interest which is spent without the prior approval of AWO must be repaid by the local partner. The same applies for income generated through project activities (e.g. sale of publications and project-related products).
- Euro amounts as per contract are binding. Foreign exchange gains/losses are analyzed in Q3. The use of foreign exchange gains requires the prior consent of AWO. Losses need to be compensated through budget adjustments.

Expenditure

- All expenditure must be proven with invoices and receipts.
- A system for executing payments made with bank checks / wire transfer / online banking must be established. If national law prohibits cash payments above certain amounts, these payments must be made in a cashless form.
- If payments are made in cash, a confirmation of the payment (receipt) is absolutely essential.
- Each payment voucher must be given a separate consecutive number (payment voucher numbering). Each payment must be identifiable by the same numbers indicated in the MSoA.
- If payments are made in several installments, each payment must have a cross reference to the first payment and the final payment must be specifically highlighted.
- For collective bills e.g. telephone bills, electricity and water costs, rent etc., a certain percentage can be charged to the project. This percentage must be agreed in writing with AWO. No lump sum amounts can be charged to the project.
- Food and drinks for project staff for internal meetings cannot be accounted for. In exceptional cases, when receiving visitors in a project related context, and the number of visitors exceeds the number of project staff (at least 51% external participants) these catering costs may be accounted for (supported by a list of participants or note to file).

- Advances paid to staff must preferably be settled within 30 days, at the latest by 31 December of the corresponding year or at the end of the project, if the project period ends before 31 December. An advance payment must be settled before a new one can be requested. Only settled advances can be accounted for as project expenditure and allocated to a budget line.

Matching Cash/Bank Balance with the Income and Expenditure Statement

- The cash and bank balance must be checked against the income and expenditure statement at least every six months.
- The cash balance and the balance of the bank account (as per account statement) must tally with the financial statement submitted to AWO and reconciled if necessary.

Regulations concerning Project Staff

- Contracts for employees hired only for the AWO project shall be limited to the period of the cooperation contract. For existing employment contracts, the amounts and percentages financed by AWO for salary and additional employment costs needs to be indicated in a note to file. A copy of the original employment contract needs to be submitted with the project documentation (section 2 in documentation – employment contracts). AWO has the right to participate in project-related employment selection processes and decisions.
- When executing the project the local partner is obliged to respect all applicable national laws and regulations of the country in which its project shall be executed. This shall apply also to social benefits to be granted to employees hired for the project.
- In the event that the local partner grants per diem or travel allowances to its employees, these may not exceed the regulations of the AWO International Regional Office for the respective country. If meals are provided free of charge, no per diem or spending allowance shall be granted.
- The partner organization must provide its by-laws to AWO International Regional Office and propose a per diem/accommodation/travel allowance scheme. Before the project starts, both parties must agree on a scheme according to the AWO International Financial Guidelines.

1. Budgeting

Introduction

The budget is subdivided into the detail budget and the basis budget. The main budget lines are stipulated by the guidelines of the Federal Ministry of Economic Cooperation and Development for the promotion of measures of social and structural policy and may not be altered.

The draft budget (detail and basis) for the implementation of measures and activities is prepared annually and has to be submitted in advance together with the annual work plan to the AWO International Regional Office. The final confirmation of the budget is given by AWO. The basis budget of the first year will serve as Annex 2 of the contract of cooperation.

The planning exchange rate to be applied in the budget is stipulated by AWO. Within the year adjustments of the exchange rate are possible.

BUCOS (Budget Controlling System)

For the financial controlling of its projects, AWO uses an Excel tool called BUCOS (Budget Controlling System). BUCOS gives an overview of relevant aspects of the project's financial situation. Among others, it shows all types of income including received installments, a comparison of planned vs. actual expenses divided by quarters, the project's fund balance and details of budget deviations. BUCOS is prepared by AWO annually and made available for use. Installments shall be updated in the sheet "ExRate" whenever funds are received as per bank statement. Interest or other income shall be updated quarterly in the sheet "Controlling". Expenditures shall be updated on a monthly basis by inserting each MSoA into the respective month.

Detail Budget (template 1.1.1.)

The preparation of the annual budget begins with the calculation of the detail budget in the corresponding local currency. In the detail budget each individual budget line is broken down into different types of expenses and calculated with unit prices and descriptions.

Only the white cells may be filled out. Further rows may be added in the detail budget template if required. In this case it must be ensured that the formulas are copied correctly and totals are calculated accordingly.

Amounts in local currency are converted to Euro on the basis of the planning exchange rate.

Basis Budget (template 1.2.1.)

The Basis Budget contains only the totals of the individual budget lines, which have to match with the totals of the detail budget. The basis budget is divided into quarters.

The structure of the basis budget must not be altered, no lines may be added or deleted and formulas must not be overwritten. Only the white cells may be filled out.

Amounts in local currency are converted to Euro on the basis of the planning exchange rate.

Budgeting of regular staff and external experts

- Care shall be taken to ensure that the calculated costs under budget line 5 "Personnel and Project Infrastructure in the Partner Countries" do not exceed 40% of the total budget.
- Budget line 1 includes: Fees/honoraria for external experts, consultants, facilitators, etc. in the context of the implementation of single activities / individual measures can be entered under budget line 1, "Training and advisory measures in partner countries", provided that there is no qualified staff available within the partner organization. Fees/honoraria can only be paid to external experts who are not regular staff members of the partner organization.
- Budget line 5.2. includes: All regular employees who have employment contracts with the partner organization and receive social benefits.
- Budget line 5.3. includes: All short-term experts who cannot be assigned to an activity in budget line 1 or to budget line 6.

- Budget line 6 includes: Experts for monitoring and evaluation.

All regular employees (budget line 5.2.) must be included in the Personnel List (template 8.1.1. / 8.1.3.).

Partner contributions/shared expenses

Whenever AWO contributes to certain budget lines, the respective percentage value shall be indicated.

Example:

If 70% of the office rent is to be financed by project funding, while the partner organization bears 30% of the costs, this has to be indicated by the respective budget line, in this case "Office rent 70% paid by AWO funds".

Overspending and underspending of project funds

To a certain extent, the project partner has the option to spend project funds differently than budgeted, provided the originally agreed total budget is not exceeded.

Overspending and underspending (deviation) of project funds is permitted up to 30% and/or up to 5,000 Euro in Total for each main budget line (e.g. Total of budget line 1).

The analysis of overspending and underspending (refer to deviation sheet in BUCOS) is done quarterly and accumulated. This means, that starting from the second quarter, the analysis is done by adding up the budgets of the past quarters and comparing them with the added up actual expenditures of the past quarters.

For example in July, budgets of Q1+Q2 are compared with the actual expenditure of Q1+Q2. In October, budgets of Q1+Q2+Q3 are compared with the actual expenditure of Q1+Q2+Q3.

Overspending in one budget line has to be compensated by underspending in another budget line (within the same main budget line) or in another quarter, at the latest by the end of the year.

Underspending in one budget line has to be compensated by overspending in another budget line (within the same main budget line) or in another quarter, at the latest by the end of the year.

The agreed amounts in budget line 5.2. are binding and therefore excluded from the permission to overspend. Changes in budget line 5.2. may only be requested in exceptional cases and must be approved by AWO.

Budget shift requests shall be submitted to AWO International Regional Office when:

- Actual expenditure exceed project fund allocations as per main budget line (e.g. Total of budget line 1) by more than 30%, or 5,000 Euro.
- A shift of project fund allocations between two main budget lines is intended (e.g. from main budget line 6 to main budget line 1).
- Increases in budget line 5.2. are absolutely necessary for achieving the project goals.

A budget shift request shall be send to AWO International Regional Office for approval after the end of a quarter or, whenever one of the above-mentioned cases is predictable.

The AWO template for budget shifts must be used (template 1.3.1.).

2. Fund Request

Project funds are requested in Euro by using the fund request template (template 2.1.1.). Partner organizations normally request funds every three months for the period of one quarter.

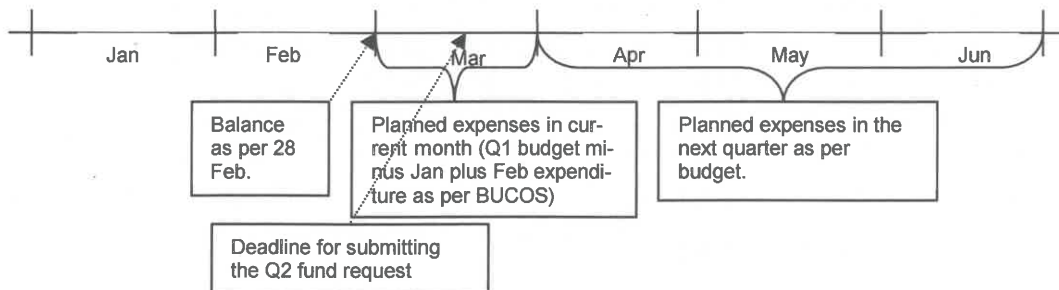
In order to request funds the following information is needed and can be generated from BUCOS based on the planning exchange rate:

1. Balance of project funds at the end of the second month of the current quarter. (e.g. Feb 28 for Q2 fund request, May 31 for Q3 fund request, August 31 for Q4 fund request)
2. Expected total expenses in the current month (in general, when requesting funds for the 2nd quarter this would be March, for the 3rd quarter this would be June, for the 4th quarter this would be September)
3. Planned total expenses for the next quarter (for which the funds are requested) as per Budget
4. Total amount for the use of unspent funds from previous quarters as per deviation sheet in BUCOS.
5. Total amount for the use of other income (e.g. interest)

Please fill in only the white cells and complete the template with the following information:

1. Date of the fund request
2. Name of the partner organization, the project and the responsible person
3. Date on which the project fund balance was calculated
4. Total amount of project fund balance
5. Estimated and planned expenses or use of funds
6. Period for which funds are requested

Example timeline for the 2nd quarter fund request:



The fund request must be signed by the responsible person of the partner organization and send to AWO International Regional Office via E-Mail.

AWO may split the requested amount into several installments. AWO shall have the right to reduce the final amount to be transferred at the end of Q4 if it is not ensured that the contracted budget will be fully utilized by 31 December of the corresponding year.

Important: Immediately after funds have been credited onto the partner organization's bank account, the partner organization must confirm receipt of the instalment by sending the corresponding account statement to AWO via E-Mail.

3. MSoAs Monthly Statement of Account

The MSoA is a monthly overview list of payment documents and serves as cover sheet for all invoices/receipts/vouchers. It is used by the partner organization (PO) to inform AWO of monthly project expenses.

Supporting documents

The following supporting documents need to be submitted together with the corresponding invoices/receipts listed in the MSoA of the month in which the expense occurs for the first time:

- Employment contracts
- Honorarium contracts (including TORs) for external experts/consultants/service providers worth 100 Euro and above
- Rental agreements and other contracts
- Quote comparison for services and goods worth 400 Euro and above
- Signed participant lists for events (e.g. for catering expenses)

Getting started

- Save the MSoA template on the computer.
- Enter the general project information (programme name, name of the organization, country, year, planned exchange rate).
- Copy the template, save one file for each month. Name each file with the year, month and organization name (e.g. "2019-January MSoA HGL-Foundation").
- Enter the data for each month whilst applying the rules stated below. Do not use a template twice as this can cause a number of problems.
- Please note:
 - Complete all white fields in a row.
 - Do not add any new cells, columns or rows.
 - Do not delete any cells, columns or rows.

Distinguishing and summarising expenses

The structure of MSoAs should follow the structure of the detail budget. This means that if the costs of an activity for food, transport for participants, materials and worker travel costs are distinguished individually in the detail budget, these costs should also be listed individually in different rows on MSoAs.

Distinguishing cost

- General office costs
 - Different MSoA rows should be used for:
 - Rent
 - Electricity and water
 - Communication costs
 - Office supplies
 - Bank charges
- Employees' travel expense must be listed separately from the costs of workshops/seminars
- One row per person must be used for fees and salaries.

Summarising cost

- In the event of the same costs for the same activity and the same date, some individual documents can be combined (e.g. local transport costs for 25 participants, different receipts for snacks during training lasting several days or several receipts for the copying costs of a seminar).
- Fuel costs: Fuel costs for the same activity can be summarised per vehicle and journey.
- Employees' travel expense reports contain all individual expenses, which a person spent on the trip (accommodation, local transport, daily allowance statement), classified by activity number.

Completing MSoAs

Voucher number

- Use the same voucher number as in the ledger. Every voucher number must be unique in that year.
- Different payments must have different voucher numbers. If several documents are received from one person, sort the documents in accordance with the regulations stated below.
- Maintain the order of the voucher numbers in the MSoA.
- For payment orders containing several invoices and receipts, separate sub-voucher numbers have to be allocated to each invoice/receipt.

Date

- Enter the expenses in the MSoA based on the date of the payment (NOT the date of the document)
- Use the format DD/MM/YY.

Activity number (Budget line)

The activity number can be found in the Basis Budget. Choose the correct number in the drop down menu.

Type of expense

- Choose the expense category in the drop down menu
 - **Transport cost participants** – Travel costs of event participants
 - **Food/snacks** – Costs incurred at events and workshops for meals
 - **Fees/honoraria** – Payments for service agreements
 - **Materials** – Creation of materials, e.g. brochures, and bought materials, e.g. seeds, training materials
 - **Accommodation/overnight stays** – Accommodation for participants, including the costs of accommodation and meals together if necessary
 - **Stationery/office supplies** – For the office or events
 - **Travel costs staff / consultant** – Payments to own employees or resource persons as reimbursement of travel costs
 - **Fuel** – Costs of refueling project vehicles
 - **Purchases/equipment**
 - **Repairs/maintenance** – Irregular costs of maintenance, both vehicle fleet and office
 - **Regular expenses/operating costs** – Regular operating costs, e.g. office rent, electricity, bank charges, etc.
 - **Salary** – Normally only the salaries of project workers and staff insurance
 - **Other** – All other types of costs

Recipient

- Enter the name of the recipient of the payment here (NOT the name of the employee who made the payment)
- If there is more than one recipient, enter either the names or the number of the different recipients. If only the number of recipients is mentioned in the MSoA, a list of the recipients' signatures must be compiled for the project documentation.

Reason for payment - details

- Enter the reason for the payment here
- The reason for the payment should include the following information:
 - For workshops and seminars:
 1. Topic of the workshop
 2. Location
 3. Date and duration
 4. Number of participants
 - For consultants / resource persons
 1. Topic of the workshop
 2. Location
 3. Date and duration
 4. If available: number and date of the contract

- For travel costs:
 1. Reason for the journey
 2. Name of the traveler
 3. Location
 4. Duration
- For fuel costs:
 1. Type of vehicle
 2. Vehicle number (license plate or internal number)
 3. If fuel costs are assigned to an activity or monitoring: Reason, duration and destination of the journey
- Telephone costs:
 1. Location of the telephone (e.g. head office) or name of the owner
 2. Telephone number
- For materials:
 1. Type of material
 2. Number or name of recipient
 3. Reason or location of issue (if available)

Amount

Enter the amount in the national currency. The amount in Euro is automatically calculated with the planned exchange rate.

Comment

Notes or questions to the attention of the regional office can be entered in the respective column.

Finally

- Use the MSoA filter to hide the empty rows.
- Submit the MSoA to AWO at the latest **by the 15th** of the following month.
- AWO shall have the right to request bank statements on a monthly basis.

4. Financial report (Income and expenditure statement)

The financial report

1. is an accumulated summary of income and expenditure in a certain period
2. begins with an opening balance
3. includes all income that was actually received
4. records expenses according to agreed budget lines
5. ends with the closing balance

In general, financial reports have to be submitted to the AWO International Regional Office at the following dates:

Semi-annual financial report (covering the period January 1 to June 30) on **July 15** of the current project year.

Annual financial report (covering the period January 1 to December 31) on **January 15** of the following year.

AWO shall have the right to request financial reports at any time of the year.

The template for the financial report (template 4.1.1.) consist of three sheets: "Financial Report", "Bank Account Reconciliation" and "Advances.Receivables.Payables".

On the sheet "Financial Report" in the column "Income", please fill in the opening balance broken down into cash in hand, reconciled bank balance, advances, receivables and payables.

Important: This opening balance of January 1 must correspond with the closing balance as per December 31 of the previous year.

In the same column "Income", any income is recorded. Income consist of installments from AWO, bank interest and any other income generated through project activities.

Expenditure must be listed in the column "Expenditure" according to the agreed budget lines. All expenditure recorded must correspond with the accumulated expenditure of all MSoAs of the reported period.

The financial report must also include the closing balance, broken down into cash in hand, reconciled bank balance, advances, receivables and payables.

Important: The total amount of income including the opening balance (left column) has to match with the total amount of expenditure including the closing balance (right column).

The sheet "Bank Account Reconciliation" serves to list all uncashed and uncredited checks in order to reconcile the bank account balance.

If there are any unsettled advances, payables or receivables the excel sheets "Bank account reconciliation" and "Advances.Receivables.Payables" shall be completed accordingly.

Bank account reconciliations as well as figures on unsettled advances, payables or receivables may also be generated by the accounting software or the banking system, and attached to the financial report.

Documentation

Together with the semi-annual / annual financial report, the following documents have to be submitted/updated (if applicable) in the below mentioned sections in the project documentation (8.):

- Updated Personnel List II (template 8.1.3. / section 2b in documentation)
- Updated Inventory (template 8.2.1. / section 4a in documentation)
- Updated Events Overview for events worth 1,000 Euro and above (template 8.3.1. / section 5a in documentation)
- Updated Overview of created material (template 8.4.1. / section 7a in documentation)
- Updated Distribution List (template 5.4.1. / section 7b in documentation)
- Updated Logbook (template 5.3.1. / section 6 in documentation)
- Photos of events, videos, newspaper reports, links to online publications, pdfs of printed materials, photos of T-Shirts, bags and other created material (section 7c/d/e in documentation).

5. Payment Documents (invoices/receipts/vouchers)

Definition of “payment document”

“Payment Documents” serve as evidence for the accuracy of each payment and every book-keeping entry. Each payment document has to be provided with a consecutive voucher number as listed in the Monthly Statement of Accounts (MSoA).

Important: For all executed payments the double-verification principle has to be guaranteed. I.e. all withdrawal slips must be signed by at least two different authorized persons. These signatures confirm the mathematical and factually correctness of the expenses.

Document requirements

A payment document must contain the following information:

- Payee (with phone number)
- Reason for the payment
- Date of the payment
- Description of goods/services
- Method of payment: Transfer, check or cash payment (signed “received” by the payee in the case of cash payments)
- Additionally, during bookkeeping the original must be assigned to the project (by using the stamp “Funded by AWO International”).
- Each document (e.g. receipt or invoice) must be assigned to a specific project, for example by writing the corresponding project number or partner name e.g. “HGL-Foundation SSF” on the document.
- Any document written in a language other than English or Spanish must be translated into either English, Spanish or German. Especially information regarding recipient, reason of payment and date of payment must be translated.

Particularly relevant types of payment documents:

- **Receipt**
 - Confirmation of receipt of the payment
 - A copy of the receipt serves as a cash voucher.
 - If necessary, a pre-printed receipt can be filled out by the PO and presented to the recipient to be signed. See template “Receipt” (Template 5.2.1.)
- **Invoice / bill**
 - Note on the grounds of a purchase agreement: Goods/service received but payment not yet made.
 - Components: Recipient’s address, invoice number and date, description of service and/or goods with quantity description; item numbers; unit, total and final price and payment terms and other conditions.

Internal receipt (template 5.1.1.)

- Payments may only be made on the grounds of official receipts or invoices from the payment recipient. Goods and services shall be purchased only at suppliers who can issue official receipts or invoices.
- In **absolutely exceptional cases** when an official receipt or invoice is not available, an internal receipt can be produced in AWO format (template 5.1.1.).
 - An internal receipt must contain the following details: Date, reason for payment, total, recipient name, reason for internal receipt. Alternatively the use of commercial receipt books is equally accepted.
 - If internal receipts or receipt from commercial receipt books for amounts **above 20 Euro** are necessary, these must be presented to the AWO International Regional Office immediately. The regional office can refuse to accept these expenses.
 - An internal receipt has to be countersigned by the respective supervisor.

Payment method

- Payments should be made by check or bank transfer instead of cash payments as they are more secure and reduce the risk of misuse.

- National legal requirements for cash payments apply.

Special documents/lists of evidence

In certain cases further documents are necessary to justify expenses.

Logbook (template 5.3.1.)

For every project vehicle (cars and motorcycles) fully or partially financed by AWO a logbook must be kept to justify expenses (fuel, repairs). The private use of project vehicles is not allowed.

- The logbook contains details of the date and time, the reason for the journey, passenger names, mileage and destination for **every journey**.
- The logbook must be complete, without interruption and countersigned by the respective supervisor. The logbook shall be checked regularly by AWO.

The use of vehicles, not purchased with AWO funds, or private vehicles have to be limited to trips which are essential for reaching the project objectives. In this case, for the reimbursement of costs a fixed mileage allowance must be used. The fixed mileage allowance covers both fuel costs and the costs of repairing the vehicle. The fixed rate is set per country by the AWO International Regional Office. A proof (e.g. printout of a web based route planner) is required for the distance travelled. It is not possible to reimburse maintenance costs when private vehicles are used.

In exceptional cases AWO can refund the cost of fuel according to local standards, when following supporting documents are presented to proof the driven kilometers for official purposes: invoice/receipt of fueling station, print out of a web based route planner or logbook. Supporting documents must be signed by the respective supervisor.

Distribution List (template 5.4.1.)

If materials (e.g. teaching materials such as books or brochures, materials for public relations such as t-shirts or bags, materials for income-generating measures such as seeds or tools) are purchased for the target groups and distributed, the handing over of materials worth **5 Euro and above (per item)** must be documented:

- The distribution list must contain information on the recipient (name, telephone, address and signature) as well as on the material (purpose, type and quantity of the materials).
- A copy of the distribution lists must be submitted to AWO together with the semi-annual/annual Financial Report (section 7b in documentation), including sample copies of the material. If at this moment not all of the materials have been distributed, a provisional list should be sent.

External experts/consultants/service providers

If a payment of honorarium to experts/consultants/service providers is **100 Euro and above**, a contract (including ToRs) must be made. If the payment of honorarium is **400 Euro and above**, three quotations (including proposals and CVs for services) are necessary.

6. Quote comparison table

This table documents the transparent selection process for services and goods such as accommodation for workshop participants, honorarium for experts and consultants, rental of seminar rooms, flights, computers, office furniture, etc.

It serves as supporting document for the respective invoice/receipt.

Selection criteria can be diverse and might include:

- Cost and time efficiency
- Quality
- Reliability
- Security.

If the cheapest offer is not selected good reason should be given.

Rule on price comparisons

- For expenses **worth 400 Euro and above**, three written price comparisons must be obtained and documented (template 6.1.1. Quote Comparison). The template and the quotations (incl. TORs, if applicable) have to be submitted as supporting documents with the respective invoices/receipts.
- Quotations shall remain valid for a period of up to one year.

Completing the table

The quote comparison table must be completed before purchasing goods or assigning a service provider. Compared products or services must have similar features and therefore be comparable. Quotations need to be from three different suppliers (in case of flight tickets comparison of three airlines, not three travel agencies).

Quotations must specify the name and address of the vendor or service provider, the date of issue and the tax number / logo (if the good/service is provided by a registered enterprise).

Quote comparisons can be taken from the internet. It must be ensured that the URL as well as the date of access to the website are indicated on the printout.

The product description must be as exact as possible and the quantity must be stated. The unit price and total price from each individual supplier (incl. tax) must be entered into the table and the subtotal calculated. Price discounts must be taken into account and noted accordingly in the table.

Under "result/comments" please explain why the offer was accepted or not. The corresponding written price quotations must be attached to the quote comparison table and the accepted quote must be highlighted.

If other selection tables have been produced (particularly for experts), these must be attached.

It is suggested to obtain the quotations in English. In exceptional cases, if quotations are in local language, translation in English must be supported with such quotations.

Partners can use internal quotation templates in exceptional cases (e.g. for a non-registered business/self-help organization) provided that all the information above is included.

Inventory (only fixed assets)

Durable goods valued 100 Euro (unit price incl. tax) and above must be inventoried. The inventory must be maintained continuative from the beginning of the cooperation with the project partner. For this purpose the corresponding format (template 8.2.1. – section 4a in documentation) shall be used.

The prices in Euro of purchased goods are calculated with the respective annual average exchange rate.

All durable goods must be handled with due care and used for the originally agreed purpose.

7. Events

Requirements

Every event that is paid for out of project funds (fully or partly) must be documented. For example, events include local workshops lasting a few hours, further employee training or national seminars.

The following guidelines apply:

- All events (except mass awareness campaigns) must be documented with signed participant lists (template 7.1.1.). The participant list shall include the name of the organization and the name of the event as it appears in the current budget. In addition, the participant list must include the budget line, location, duration and cost of the event in English, as well as name, gender, telephone/email and address of the participant. Participant lists serve as supporting documents for catering and other event related expenses.
- Events worth 1,000 Euro and above:
The Event Overview (template 8.3.1) as well as the participant list and a narrative report (incl. agenda) have to be submitted to AWO International Regional Office (section 5c in documentation)

AWO may request a narrative report for any event regardless of costs.

Events with reimbursement of participants' costs

In justified cases it is possible to reimburse participants for the costs of events, e.g. local transport costs. If there are no receipts available, the payment of the reimbursement must be confirmed by the participants in writing on a list; this can take the form of the "Participant list with reimbursement" (template 7.1.3.).

8. Documentation

Section	Subject	Document	Details	To be submitted/ updated
1.	NGO legal documents	Partner's legal documents Personnel list I. (planned personnel) (Template 8.1.1.)	<ul style="list-style-type: none"> • NGO registration (compulsory) • Bylaws (if requested) • Tax exemption certificate (if applicable) <p>All project employees are listed with name, function, budgeted annual salary, social benefits payments and percentage payed by AWO</p>	Immediately after signing of CoC and if changes apply Until January 31 of current year
2.	Staff and Employment contracts	Personnel list II. (actual personnel) (Template 8.1.3.) Employment contracts	<p>All project employees are listed with name, function, actual payed monthly salary and actual payments of social benefits</p> <p>For all employees paid out of AWO project funds, including a note to file in which percentages and amounts financed through the AWO project are detailed</p>	Updated regularly, latest with semi-annual/annual report Until January 31 of current year and if changes apply
3.	Rental agreements and other contracts	Rental agreements Other contracts	<p>Rental agreements for properties whose rent is paid out of project funds, fully or partly</p> <p>Project related contracts with stakeholders, companies and authorities (non-monetary)</p>	Until January 31 of current year or whenever the contract is renewed. Immediately after signing
4.	Inventory	Inventory (Template 8.2.1.)	List of all purchases worth 100 Euro and above (during the year with planning exchange rate) consecutively from the beginning of the cooperation	Updated regularly, latest with semi-annual/annual report

5.	Events	Events overview (Template 8.3.1.)	List of all events (workshops, meetings, etc) worth 1,000 Euro and above	Updated regularly, latest with semi-annual/annual report
		Documentation for events worth 1,000 Euro and above	Narrative report, agenda	Immediately after event
6.	Vehicle Logbook	Vehicle Logbook (Template 5.3.1.)	A complete logbook for every project vehicle (car and motorcycle) that are used for official purposes, if the purchase of the vehicle has been made by AWO.	Updated with semi-annual/annual report, in case of use of private vehicles: Monthly with MSoA (supporting document for invoice/receipt)
		Overview of created material (Template 8.4.1.)	List of all created materials (teaching materials, public relations material, material for income-generating measures...)	Updated regularly, latest with semi-annual/annual report
7.	Created Material and other Documentation	Distribution List (Template 5.4.1.)	Distribution List for all material (bought and created) worth more than EUR 5 per item (purchase price or total production costs, respectively), given to target groups or other stakeholders	Updated regularly, latest with semi-annual/annual report
		Copies/ photos of created materials	Copies/PDFs of brochures, books, public relations materials, etc.). Links to online publications.	Updated regularly, latest with semi-annual/annual report
		Photos/videos of activities	In case of textiles and larger material or items, a photo is sufficient. Please indicate budget line (activity number). Photos, Videos, Links to Websites which show the project activities. Please indicate budget line (activity number).	Updated regularly, latest with semi-annual/annual report
		Newspaper reports	Copies of and Links to newspaper reports	Updated regularly, latest with semi-annual/annual report

Annex¹

Templates:

- Detail Budget (1.1.1.) and Basis Budget (1.2.1.)
- Budget Shift (1.3.1.)
- Fund Request (2.1.1.)
- MSoA (3.1.1.)
- MSoA Correction (3.2.1.)
- Financial Report (4.1.1.)
- Internal Receipt (5.1.1.) and Receipt (5.2.1.)
- Logbook (5.3.1.)
- Distribution List (5.4.1.)
- Quote Comparison (6.1.1.)
- Participant List - 1 day & 2 days & 3 days (7.1.1.)
- Participant List with Reimbursement - 1 day & 2 days & 3 days (7.1.3.)
- Personnel List I (8.1.1.) & Personnel List II (8.1.3.)
- Inventory (8.2.1.)
- Events Overview (8.3.1.)
- Overview of created material (8.4.1.)

*Uwe W
16/12/2020*



¹ Refer to folder: "Annex to Financial Guidelines"

2.1.1. Fund Request
in Euro



International

Date _____

Name of partner organisation: _____
Name of the project: _____
Name of the responsible person: _____

Balance of project funds as per (date): _____ **Total** _____ **EUR**

_____	EUR	planned expenses in current month
_____	EUR	planned expenses in the next quarter as per budget
_____	EUR	use of unspent funds from previous quarters (deviation sheet)
_____	EUR	use of other income (e.g. interest), if applicable
_____	EUR	TOTAL

To cover project costs in the period from
DD/MM/YYYY (Date) to DD/MM/YYYY (Date),
I request AWO International to transfer the sum of up to
_____ **EUR**
to our project account.

I confirm that all details above are correct.

Date and signature



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