

**Letter of agreement between
Armadilla s.c.s. and TEHNE – Centre for Innovation and Development in Education,
for specific project implementation**

Summary

Project title:	European Citizens working for the global development agenda
EC Program	Public awareness and education for development in Europe Reference: EuropeAid/126341/C/ACT/Multi
Project ID:	Contract: DCI-NSA ED/2008 153-791
Project start date:	1 st March 2009
Project end date:	28 th February 2011
Project manager:	Stefano De Santis
Project Director	Vincenzo Pira
Partner name:	TEHNE – Centre for Innovation and Development in Education
Cost in €: of the tasks assigned to the Partner	€24,503
Percentage of contribution by EC funds of the cost of the activities carried out by the Partner	75%

1 Introduction

Following the approval of the Project [European Citizens working for the global development agenda](#), by Grant EuropeAid under the Programme “Public awareness and education for development in Europe” (Reference: EuropeAid/126341/C/ACT/Multi 2007/146-622), in order to implement the project in the modalities established in the Contract: DCI-NSA ED/2008 153-791 Armadilla is formalizing a letter of agreement with each partner of the consortium that has presented the proposal.

Armadilla s.c.s. aspires to build partnerships that are inclusive, accountable, empowering, and based on relationships of openness and trust. The partners here associated refer to the enclosed document [Good partnership Guidelines](#) for building a healthy communication climate and motivating partnership cooperation.

This agreement is entered into effect between Armadilla s.c.s. and TEHNE – Centre for Innovation and Development in Education.

Both parties agree on the following:

1. The two parties agree on the objectives, the expected results and the implementing methodology specified in the Project Plan submitted to the European Commission.
2. ARMADILLA, as EU applicant and Team Leader, will exercise the role of directing, coordinating and supervising the overall implementation of the project.

3. TEHNE will exercise the role of the Technical Expert, in the modalities specified in the Action project presented to EU commission
4. ARMADILLA will regularly monitor the Action activities and will be responsible to EU for all progress and final reports to the donor (narrative and financial reports)
5. All relevant decisions or changes of activities in the Action should be agreed upon by both parties in a spirit of mutual co-operation, with the purpose of providing an effective development support to Action beneficiaries. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the European Commission.
6. TEHNE will be financially responsible to ARMADILLA and provide ARMADILLA with regular financial reports and equivalent bills. An internal audit will have to be submitted to ARMADILLA at the end of the project.
7. The financial and legal responsibility of TEHNE is restricted and limits to project' activities assigned and to the budget allotted within present agreement.
8. TEHNE will provide ARMADILLA with a short progress report every month and a detailed progress report every three months.
9. TEHNE will send copies of the full salary bill and evidence of money transfer to their expert assigned to a specific tasks
10. TEHNE agrees to provide copies of the bills for its quota of 25% co-financing.
11. ARMADILLA and TEHNE will co-operate and exchange information and ideas throughout the project implementation in order to improve the effectiveness of the Action and to lay a foundation for future development projects.
12. This agreement will be valid for the period of the project and until the official date of the end of the EU funded Project - starting date: 1st March 2009. Expected closing date: 28st February 2011

2 Objectives

The project objectives, milestones and outputs are outlined in the Project Plan included in the [Contract: DCI-NSA ED/2008 153-791](#)

Action specific objective: *to create, collect, organize, make accessible and distribute knowledge resources and tools so as to facilitate opinion makers in target countries to illustrate to their audiences the issues of international cooperation for development.*

In this project TEHNE has been assigned with the specific responsibility of delivering the following deliverable and achieve the following outputs in the timelines specified in the attached GANTT

Project Activities	Project expected results	Specific project outputs assigned to Partners
<u>Activity line 1:</u> Networking for sharing resources and best practices and generating international	<u>Result 1.1</u> A EU level network is established for sharing resources and best practices and generating international and cross-sectoral synergies on how to inform the EU public about international cooperation agenda.	<u>In Romania</u> <u>TEHNE</u> will <ul style="list-style-type: none"> - Identify network stakeholders (development actors and opinion makers), in Romania that will focus on educators but may include also LAs, media enterprises, journalists, NGOs and other NSAs that have an interest in promoting

Project Activities	Project expected results	Specific project outputs assigned to Partners
<p>and cross-sectoral synergies on how to inform the EU public about international cooperation agenda.</p>	<p>Outputs and Deliverables</p> <ul style="list-style-type: none"> - Identification of network stakeholders (development actors and opinion makers), that will include: LAs, media enterprises, educators, NGOs and other NSAs that have an interest in promoting international development cooperation and the implementation of international agendas for fighting poverty. - Communication with identified stakeholders and invitation to workshop building workshops - 4 network building workshops attended by 80 opinion makers, from target countries. - 4 Network building workshop reports prepared. - A 2 -day Round Table in Rome, participated by 15 persons of the Primary target groups where the findings and information emerging from the 4 workshops are presented and discussed; content and methodology of manuals, web portal and documentaries defined. 	<p>international development cooperation and the implementation of international agendas for fighting poverty.</p> <ul style="list-style-type: none"> - Communicate with identified stakeholders, illustrate the objectives of the project, and invite them to workshop building workshops - Organize a 1 day workshop for educators and other opinion makers (20 persons) and prepare a network building workshop report. - Participate to a 2-day Round Table in Rome and illustrate the results of the network building workshop organized in Romania. <p>Resources allocated:</p> <ul style="list-style-type: none"> - Expert person/months: 1 - Consumable and materials per seminar: 1 - catering for seminars: 20 - room hire and other logistic expenditures: 1 - Diem for seminars and workshop: 8
	<p><u>Result 1.2</u> A portal, web based community and a virtual working environment is made available for media professionals, policy makers and educators on how to inform the EU public about international cooperation agenda.</p> <p>The web portal will be the communication tool supporting the networking, consultation and knowledge sharing activities.</p>	<p><u>TEHNE</u> will:</p> <ul style="list-style-type: none"> • Write one article each for the Web site and the Newsletter • Map and collect the knowledge resources available for sharing with other network stakeholders. • Interact with stakeholders for consultation in the preparation of Action outputs and for collecting and sharing knowledge resources and tools. <p><u>TEHNE</u> and Armadilla will prepare the Web site</p>

Project Activities	Project expected results	Specific project outputs assigned to Partners
		evaluation report Resources allocated: Expert person/months: 4
<p><u>Activity line 2:</u> Developing and disseminating three manuals to address the capacity gap among the primary target groups.</p>	<p><u>Result 2.1</u> Three manuals to address the capacity gaps among the primary target beneficiary groups</p> <p><u>Result 2.2.</u> Capacity built of 100 persons (educators, journalists and policy makers) in utilising the 3 manuals and the Web Portal resources for building public awareness and promoting education for development</p> <p>The three manuals will constitute the methodological basis for linking the specific objective of this action to its overall objective, i.e. <i>to contribute to enabling public opinion makers (educationists, media, local authorities, development actors) in Italy, Belgium, Bulgaria and Romania to better understand and tackle the international development issues so as to better inform the public of the scope and challenges for actions against poverty and for building fairer relations between developed and developing countries.</i></p>	<p>In Romania TEHNE will</p> <ul style="list-style-type: none"> - Chose amongst contacted stakeholders 15 persons to be interviewed extensively about difficulties and need of opinion makers wishing to inform the public of the scope and challenges for actions against poverty and for building fairer relations between developed and developing countries. - Conduct a detailed interview with the chosen persons (3 of these interviews will be recorded in video for possible utilization in documentary making) - Transcript the interviews and translate them in English - Prepare an interview analysis. - Collect 6-8 case studies of good (or not so good) practices in informing the public of the scope and challenges for actions against poverty and for building fairer relations between developed and developing countries. - Organizing and conducting 2 two-day workshops to train 35 persons in the utilisation, dissemination and promotion of the 3 manuals and the Web Portal. - Prepare a training workshop evaluation report. <p>Resources allocated: Expert person/months: 3.5</p> <ul style="list-style-type: none"> - Consumable and materials per seminar: 1 - catering for seminars: 35 - room hire and other logistic expenditures: 1 - Diem for seminars and workshop: 8 - Train or bus tickets for workshop participants 12

Project Activities	Project expected results	Specific project outputs assigned to Partners
<p><u>Activity line 3:</u> Producing and Broadcasting an eight-episode documentary on the eight Millennium Development Goals.</p>	<p><u>Result 3</u> : An Eight-episode documentary on the eight Millennium Development Goals broadcast on TV by Action associates (RAI in Italy, TV2 in Bulgaria). Documentaries are available on the Action Web Site; Possible broadcast by other EU television broadcasting Agencies.</p> <p>The 8 TV documentaries will be a demonstration of the application of the concepts and principles explained in the manuals.</p> <p>Besides this, their TV broadcasting will serve:</p> <ul style="list-style-type: none"> • to raise interest for the other Action results; • to reach directly the public of target countries (Secondary target groups) 	<p>TEHNE will:</p> <p>Resources allocated:</p> <p>No additional resource as it is Incorporated in tasks above</p>
<p><u>Activity line 4:</u> Promoting, amongst the wider networks of educationists, media personnel and local government policy makers in EU, the utilisation of the knowledge resources and awareness building tools developed in the Action</p>	<p><u>Result 4.1</u> Utilisation of Knowledge resources and awareness building tools developed by the Action is promoted amongst the wider network of educationists, media personnel and local government policy makers in EU, so as to facilitate the process of integrating development issues in formal and informal education and in increasing public awareness.</p> <p><u>Result 4.2</u> Final workshop for 50 persons to share the products, findings, lessons learnt and forward planning among primary target beneficiaries.</p>	<p>TEHNE will:</p> <p>Interact with networked stakeholders on the web site for promoting amongst the wider network of educationists, media personnel and local government policy makers in EU, the utilization of the knowledge resources and awareness building tools developed in the Action.</p> <p>Resources allocated:</p> <p>No additional resource as it is Incorporated in tasks above</p>

Note: Since partners are considered “stakeholders” their employees and experts attending workshops etc. are considered events participants and not only events organizers.

Achievement of these milestones and outputs according to the project plan and budget represent the conditions against which Armadilla s.c.s. will agree to reimburse the incurred expenditures for the portion covered by EC contribution.

Specific advance payments may be agreed between the TEHNE and Armadilla.

Any proposed changes to the project objectives, implementation and/or any consequent budget changes must be formally agreed in writing between TEHNE and Armadilla s.c.s. and attached as a dated Appendix to this agreement.

The budget allocated to these task is calculated in this way:

1.1.1.4. Network building in Romania	1.2.11. salary	1 mon	€2,000
	2.3 Train or bus tickets for workshop participants	6	€276
	4.4.1. Consumable and materials per seminar for 3 network building workshop and 2 training workshops	1	€250
	5.8.3. catering for seminars conferences for 2 workshops in Bucharest	20	€500
	1.3.3.2 Diem for seminars and workshop in Romania	8	€1,400
	5.8.2.workshop room hire and other expenses for 1 training workshop and 1 network building workshop in Bucharest	1	€1,000
1.2.2.1.b Interact with stakeholders for consultation in the preparation of Action outputs and for collecting and sharing knowledge resources and tools.	1.2.11. salary	2 mons	€4,000
1.2.1.e. - Resource mapping and collection of knowledge resources in Romania, Greece and France	1.2.11. salary	2 mons	€4,000
2.1.1.4. consultation in Romania by TEHNE	1.2.11. salary	2 mons	€4,000
2.2.2. training workshop in Romania for 35 opinion makers	1.2.11. salary	1 mon	€2,000
	2.3 Train or bus tickets for workshop participants	12	€552
	1.3.3.2 Diem for seminars and workshop in Romania	8	€1,400
	4.4.1. Consumable and materials for 1 network building workshop	1	€250
	5.8.3. catering for seminars conferences in Bucharest	35	€875
	5.8.2.workshop room hire and other expenses for 1 training workshop and 1 network building workshop in Bucharest	1	€1,000
1.2.2.2. Evaluation of the user ability, the effectiveness and the impact of web site	1.2.11. salary	0.5 mons	€1,000

€24,503

75% of these costs will be covered with the funds made available by EC contribution the rest will be covered by TEHNE.

Air tickets and per diem for attending events in Italy will be provided by Armadilla with separate funds.

3 Reimbursement of the expenses incurred and Requirement of a report from the partner on the use of grant funds

Specific advance payments may be agreed between the ORGANIZATION and the Applicant but are discouraged by Armadilla except that for very special cases..

Normally Armadilla will reimburse the expenses incurred by TEHNE following the expense chapters agreed in this letter.

The refund procedures are these:

1. Request by the partners utilizing the [Expense claim](#) form.
2. Proof of payment that should include [Salary Receipts](#) , etc. (please refer as much as possible to Contract DCI-NSA ED/2008 153-791 in the expense headings)
3. Proof that the salary given corresponds to
 - a. The [Contract TORs](#) (when a specific contract is made with a a new employee specifically hired for implementing the tasks assigned to your Organization by the Letter of Agreement) , or
 - b. The [instructions for work time allocation to EC funded Project tasks](#) when ORGANIZATION is utilizing previously employed personell for certain % of work time).
4. Presentation of the [Monthly progress report](#) that reveals that agreed milestones and outputs are being achieved in line with this agreement and the Project Plan
5. Armadilla will reimburse the proven expenses no later than 60 days after all refund reports were submitted by TEHNE.

In any case, even when there are no expenses claim submitted, the project manager requires a progress reports every month. For this a template has been prepared [Monthly progress report template](#) that includes as attachment a [Declaration of time allocation to project tasks](#)

For good team management you are advised to ask your experts to adhere to the [Team Management Guidelines](#) and support the other partners in the achievement of their tasks.

4 Procurement

If the budget permits TEHNE to buy goods or services, then TEHNE shall ensure there is a procurement process in place, which demonstrates probity and value for money.

5 The activities are legal

TEHNE agrees to comply with all applicable laws in Romania.

6 Meeting additional donor requirements

This project is funded by the European Commission. As a consequence TEHNE agrees to work with Armadilla s.c.s. to ensure that the project complies with the following additional donor requirements for this project.

7 Communication, resolution of problems, and Armadilla s.c.s. Complaints Policy

Both Armadilla s.c.s. and TEHNE agree to communicate openly, transparently and constructively and to try to resolve any issues locally.

If TEHNE feels that communication with the Project Manager is not open, transparent, or constructive, the TEHNE may appeal to Armadilla President for Complaints.

8 Armadilla s.c.s. 's right to terminate or suspend the agreement

Failure to comply with the terms of this agreement may result in cessation of the project partnership.

<p style="text-align: center;">Armadilla s.c.s.</p> <p>Signature:</p> <p>Name: Marco Pasquini</p> <p>Job title: President</p> <p>Date: 1st March 2009</p>	<p style="text-align: center;">TEHNE – Centre for Innovation and Development in Education</p> <p>Signature:</p> <p>Name: Olimpius Istrate</p> <p>Job title: Director</p> <p>Date: : 1st March 2009</p>
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ANNEX 1

Armadilla s.c.s. [Good partnership Guidelines](#)

ANNEX 2

Project Plan and Logical framework : [Public awareness and education for development in Europe](#)

ANNEX 4

[GANTI](#)

ANNEX 5

Templates:

TORS when a specific contract is made with a new employee specifically hired for implementing the tasks assigned to your Organization by the Letter of Agreement: [Contract TORs](#) ; [Salary Receipts](#)

TORS when ORGANIZATION is utilizing previously employed personell for certain % of work time : [instructions for work time allocation to EC funded Project tasks](#)

[Expenses claim xls.](#) [Expenses claim doc](#)

[Per diem claim/receipt](#) -

[Monthly progress report template](#) that includes as attachment a [Declaration of time allocation to project tasks](#)

- Stakeholder analysis templates:
 - o [guidelines on identification and analysis of action stakeholders](#)
 - o [Stakeholder Categories](#)
 - o [Stakeholders list](#)

- [Monthly progress report template](#)

Advance Request Template: [travel advance](#) ; [Declaration of receipt of funds transfer for advance reimbursement of expenses items agreed](#)

- Stakeholder Interview template (will be given at the end of May)
- Resource mapping report template (will be given at the end of May)