

GRANT AGREEMENT

(Micro-Capital Grant Agreement)

For Non-Credit Related
Activities

A. MICRO-CAPITAL GRANT AGREEMENT

MICRO-CAPITAL GRANT AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME AND THE FONDACIONI ARTE (ARTE) FOR THE PROVISION OF GRANT FUNDS

Micro-Capital Agreement (hereinafter referred to as the "Agreement") made between the **United Nations Development Programme** and the **CSO Fondacioni Arte (ARTE)**.

WHEREAS the United Nations Development Programme (hereinafter referred to as the "UNDP") desire to provide funding to the CSO Fondacioni Arte (hereinafter referred to as "ARTE"), in the context of a Regional Programme on Local Democracy in the Western Balkans (hereinafter referred to as "ReLOaD") and on the terms and conditions hereinafter set forth, and

WHEREAS ARTE is ready and willing to accept such funds from the UNDP through the administration of UNDP for the above mentioned activities on the said terms and conditions.

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of the RECIPIENT INSTITUTION

1.1 The ARTE agrees to: 1) Undertake the activities described in its **Workplan and Budget** (attached), and updates related to the subsequent release of funds in **tranches**; 2) Provide bi-monthly reports to the Board of Partners; and 3) Provide Annual Audited Statements [Income Statement and Balance Sheets]. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its annual performance targets [Section C].

1.2 The ARTE agrees to reach the performance targets contained in Section C. If the ARTE fails to meet its responsibilities outlined in article 1.1, or to attain at least 70% of any one performance target, then this will be considered grounds for the ReLOaD Board of Partners to suspend any further micro-capital grant support. The suspension shall remain in effect until the ARTE has achieved the target.

1.3 The ARTE agrees to inform the ReLOaD Board of Partners about any problems it may face in attaining the objectives agreed upon.

II. Duration

2.1 This Agreement will come into effect on **01 September 2018** and shall expire on **31 May 2019**, covering the anticipated term of the project. It can be extended, if necessary by exchange of letters, noting the new expiration date.

III. Payments

3.1 The UNDP shall provide funds to the ARTE in an amount up to **ALL 2,629,000 (two million six hundred twenty-nine thousand and 00/100 Albanian Lek)** according to the schedule of the project budget set out below. Payments are subject to the ARTE meeting the outputs as specified in the Performance Targets [Section C].

ALL 1,314,500, upon signature of this Agreement.

ALL 1,051,600, upon submission of narrative and financial report and after UNDP monitoring team certification of reports. It could be transferred in one or more tranches subject to utilization of minimum 80% of first tranche and depending on cash-flow needs.

ALL 262,900, final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.

3.2 All payments shall be deposited into the ARTE's bank account of which the details are as follows:

Account holder: Fondacioni Arte
Tirana Bank
Swift: TIRBALTR
IBAN: AL37206510170000600382091100
Acc. No. 0600-382091-100
L. Vasil Shanto, Rr. Kol Idromeno,
Shkodër, Albania

3.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the ARTE in the performance of the activities under this Agreement.

IV. Records, Information and Reports

- 4.1 The ARTE shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.
- 4.2 The ARTE shall furnish, compile and make available at all times to the Implementing Partner, UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the **ARTE**.
- 4.3 Within fifteen days after completion of project activities, the **ARTE** shall provide the UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex I.
- 4.4 All further correspondence regarding the implementation of this Agreement should be addressed to:

For UNDP:

Ms. Limya Eltayeb
Country Director
Rr. "Skënderbej",
Ndërtesa Gurten, Kati II,
Tirana, Albania

For the ARTE:

Mr. Klevis Gjergji
Executive Director
Rruga e Kavajës,
Pa. 223. Sh. 3, Ap. 23
Tirana, Albania

V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between **ARTE** and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The **ARTE** shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the ARTE shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that the UNDP shall not interfere in the exercise of such control. However, both the qualities of

work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by the ReLOaD Board of Partners. If at any time the ReLOaD Board of Partners is not satisfied with the quality of work or the progress being made toward achieving such goals, the ReLOaD Board of Partners may advise the UNDP to: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the ARTE as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. The ReLOaD Board of Partners' determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the **ARTE** insofar as further payments are concerned.

5.3 The UNDP undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the **ARTE**.

5.4 The rights and obligations of the **ARTE** are limited to the terms and conditions of this Agreement. Accordingly, the **ARTE** and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The **ARTE** shall be solely liable for claims by third parties arising from the **ARTE's** acts or omissions in the course of performing this Agreement and under no circumstances shall The UNDP be held liable for such claims by third parties.

5.6 Assets (Equipment) supplied by UNDP funds to the **ARTE** shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets. In cases where the **ARTE** has met its responsibilities under this agreement, and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to the **ARTE**. The assets shall be used for the purpose indicated in the Workplan throughout the period of this Agreement.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the **ARTE** shall promptly return any unutilized funds to UNDP as per paragraph 5.6 above.

5.8 The **ARTE** acknowledges that the UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular tranches Agreement. Although project related documents may indicate a total amount of funds that could be available for the **ARTE**, actual disbursements will be based upon the **ARTE** meeting performance targets. If any of the funds are returned to the UNDP or if this Agreement is rescinded, the **ARTE** acknowledges that the UNDP will have no further obligation to the **ARTE** as a result of such return or rescission.

5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of the UNDP, and the ARTE, respectively, have on behalf of the UNDP and the ARTE signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of UNDP:

Name: Ms. Limya Eltayeb

Title: Country Director

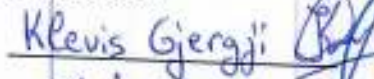

Signature: 

Date: 7/8/18

On behalf of the ARTE:

Name: Mr. Klevis Gjergji

Title: Executive Director

Signature:  

Date: 08/08/2018

B. BUDGET

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS BUDGET WILL BE SUBMITTED TO THE RELOAD BOARD OF PARTNERS FOR APPROVAL

PROJECT BUDGET OF RECIPIENT INSTITUTION

Project Number: 00101336 and 00095613

Date: _____

Project Title: "Art against violence"

Name of the RECIPIENT INSTITUTION: Fondacioni Arte (ARTE)

Total Amount of Funds under the Agreement: ALL 2,629,000

Date of the Agreement:

PROJECT BUDGET (in Local Currency)

PERIOD COVERING FROM 01 September 2018 TO 31 May 2019

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel	ALL 278,900	ALL 139,300	ALL 45,800	ALL 464,000
Travel /Transportation	ALL 0	ALL 0	ALL 0	ALL 0
Local Office Cost	ALL 9,000	ALL 5,000	ALL 2,000	ALL 16,000
Project Activities	ALL 969,600	ALL 850,300	ALL 136,100	ALL 1,956,000
Visibility	ALL 57,000	ALL 57,000	ALL 79,000	ALL 193,000
TOTAL	<u>ALL 1,314,500</u>	<u>ALL 1,051,600</u>	<u>ALL 262,900</u>	<u>ALL 2,629,000</u>

C. RECIPIENT INSTITUTION Performance Targets

NAME OF RECIPIENT INSTITUTION: ARTE

PERFORMANCE TARGETS	BASELINE	TRANCHE 1		TRANCHE 2		TRANCHE 3	
		Proposed	Actual	Proposed	Actual	Proposed	Actual
<p>Raised awareness to prevent the phenomenon of violence against minors and women in vulnerable groups through artistic activities.</p>	<p>Based on the National Survey on Domestic Violence in 2013, domestic violence rate against women has increased to 53.7% nationally. According to statistics regarding domestic violence reported cases in Shkoder Municipality and also based on several studies which were done in field it is indicated clearly that there is a high prevalence of domestic violence, which still stays unreported and behind closed doors. According to the field specialists, reported cases of undeclared violence are significantly high. Women and children victims of different forms of abuse are generally discriminated and they do not have formal or informal structures to gather and organize themselves. Especially art related engagements are totally missing in Shkoder municipality.</p>	<p>1 Social Theatre performed 2 banners designed and printed 850 leaflets printed and distributed</p> <p>Group of children engaged in training on editing and mastering of the short videos.</p> <p>Music lessons organized (128 hours)</p> <p>1 "Artistic Exhibition" on painting organized</p> <p>1 Sport Activity organized</p> <p>54 hours of painting lessons organized</p> <p>2 Musical Concerts organized with children and Rozafa choir members</p>		<p>850 leaflets printed and distributed</p> <p>2 banners designed and printed</p> <p>2 Social Theatre performed</p> <p>Digital Map in place and short videos produced</p> <p>Music lessons organized (64 hours)</p> <p>26 hours of painting lessons organized</p> <p>3 Musical Concerts organized with children and Rozafa choir members</p>		<p>200 Brochure designed, printed and distributed</p>	

ARTE
Art Against Violence
SUBJECT OVERVIEW: Row 8

Output ID	Output	Category	Unit	Qty	Unit Price	Unit Cost	Unit Value	Total Value	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
LOCAL PERSONNEL																		
Output 1	1.1	Project Director	month	9	17,776	160,990	46,776	160,990										
Output 1	1.2	Coordinator (Visitors and Field Support)	month	8	20,000	160,000	17,776	160,000										
Output 1	1.3	Coordinator (Visiting Artists, Project Managers)	month	7	17,143	120,000	10,000	120,000										
Output 1	1.4	Accounting	month	8	6,250	50,000	8,000	50,000										
TRAVEL/TRANSPORTATION																		
LOCAL OFFICE COST																		
Output 1	2.1	Commutations - other supplies	month	8	888	8,000	888	8,000										
Output 1	2.2	Other services (utilities, internet, post office)	month	9	889	8,000	889	8,000										
PROJECT COST																		
Output 1	4.1	Travel fee for each artist	hour	392	1,000	392,000	42,000	392,000										
Output 1	4.2	Material charges with the participation of children and Rhode-Island residents	hour	5	150,000	750,000	150,000	750,000										
Output 1	4.2.1	Transportation to website	hour	1	15,000.00	15,000	15,000	15,000										
Output 1	4.2.2	Transportation to artists	hour	1	40,000.00	40,000	40,000	40,000										
Output 1	4.3	Printing business	hour	1	15,000	15,000	15,000	15,000										
Output 1	4.3.1	Travel Fee - Flying with artist	hour	80	1,000	80,000	19,200	80,000										
Output 1	4.3.2	Materials for "Flying with artist"	hour	20	1,000	20,000	20,000	20,000										
Output 1	4.4	Contract fee for "Artist Director"	hour	4	24,000	100,000	25,000	100,000										
Output 1	4.5	Training fee for "Secret Activator"	hour	1	60,000	60,000	25,000	60,000										
Output 1	4.6	Public Planning	hour	1	200,000	200,000	240,000	200,000										
Output 1	4.7	Artist professional cost for language (digital copy, slides, etc)	hour	1	150,000	150,000	60,000	150,000										
Output 1	4.8	Social Treaty Against Violence	hour	5	182,666	913,330	10,000	913,330										
WIRELESS																		
Output 1	5.1	Design materials, printers, pens, banners, brochures	hour	1	20,000	20,000	74,887	20,000										
Output 1	5.2	Structure for the project	hour	200	300	60,000	2,857	60,000										
Output 1	5.3	Posters, banners, expo, sign	hour	225	200	45,000	6,428	45,000										
Output 1	5.4	Logos, business cards, expo, sign	hour	200	25	5,000	5,714	5,000										
Output 1	5.5	Business	hour	4	1,900	7,600	4,000	7,600										
TOTAL (AUD)									112,886	452,888	706,888	192,246	218,488	251,688	228,222	290,888	381,987	

GRANT AGREEMENT

(Micro-Capital Grant Agreement)

For Non-Credit Related
Activities

A. MICRO-CAPITAL GRANT AGREEMENT

MICRO-CAPITAL GRANT AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME AND KRYQI I KUQ SHQIPTAR DEGA SHKODER (KKSH DEGA SHKODER) FOR THE PROVISION OF GRANT FUNDS

Micro-Capital Agreement (hereinafter referred to as the "Agreement") made between the **United Nations Development Programme** and the **CSO Kryqi i Kuq Shqiptar Dega Shkoder (KKSH DEGA SHKODER)**.

WHEREAS the United Nations Development Programme (hereinafter referred to as the "UNDP") desire to provide funding to the CSO Kryqi i Kuq Shqiptar Dega Shkoder (hereinafter referred to as "KKSH DEGA SHKODER"), in the context of a Regional Programme on Local Democracy in the Western Balkans (hereinafter referred to as "ReLOaD") and on the terms and conditions hereinafter set forth, and

WHEREAS KKSH DEGA SHKODER is ready and willing to accept such funds from the UNDP through the administration of UNDP for the above mentioned activities on the said terms and conditions.

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of the RECIPIENT INSTITUTION

1.1 The KKSH DEGA SHKODER agrees to: 1) Undertake the activities described in its **Workplan and Budget** (attached), and updates related to the subsequent release of funds in **tranches**; 2) Provide bi-monthly reports to the Board of Partners; and 3) Provide Annual Audited Statements [Income Statement and Balance Sheets]. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its annual performance targets [Section C].

1.2 The KKSH DEGA SHKODER agrees to reach the performance targets contained in Section C. If the KKSH DEGA SHKODER fails to meet its responsibilities outlined in article 1.1, or to attain at least 70% of any one performance target, then this will be considered grounds for the ReLOaD Board of Partners to suspend any further micro-capital grant support. The suspension shall remain in effect until the KKSH DEGA SHKODER has achieved the target

1.3 The KKSH DEGA SHKODER agrees to inform the ReLOaD Board of Partners about any problems it may face in attaining the objectives agreed upon.

II. Duration

2.1 This Agreement will come into effect on **01 September 2018** and shall expire on **31 August 2019**, covering the anticipated term of the project. It can be extended, if necessary by exchange of letters, noting the new expiration date.

III. Payments

3.1 The UNDP shall provide funds to the **KKSH DEGA SHKODER** in an amount up to **ALL 1,787,500 (one million seven hundred eighty-seven thousand five hundred and 00/100 Albanian Lek)** according to the schedule of the project budget set out below. Payments are subject to the KKSH DEGA SHKODER meeting the outputs as specified in the Performance Targets [Section C].

ALL 893,750, upon signature of this Agreement.

ALL 715,000, upon submission of narrative and financial report and after UNDP monitoring team certification of reports. It could be transferred in one or more tranches subject to utilization of minimum 80% of first tranche and depending on cash-flow needs.

ALL 178,750, final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.

3.2 All payments shall be deposited into the KKSH DEGA SHKODER's bank account of which the details are as follows:

**Account holder: Kryqi i Kuq Shqiptar Shkoder Reload
Credins Bank
Swift: CDISALTRXXX
IBAN: AL60212510810000000001058608
Acc. 00001058608
Rr. "Sheshi demokracia", nr. 21,
Shkodër, Albania**

3.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the KKSH DEGA SHKODER in the performance of the activities under this Agreement.

IV. Records, Information and Reports

- 4.1 The KKSH DEGA SHKODER shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.
- 4.2 The KKSH DEGA SHKODER shall furnish, compile and make available at all times to the Implementing Partner, UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the **KKSH DEGA SHKODER**.
- 4.3 Within fifteen days after completion of project activities, the **KKSH DEGA SHKODER** shall provide the UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex I.
- 4.4 All further correspondence regarding the implementation of this Agreement should be addressed to:

For UNDP:

Ms. Limya Eltayeb
Country Director
Rr. "Skënderbej",
Ndërtesa Gurten, Kati II,
Tirana, Albania

For the KKSH DEGA SHKODER:

Mr. Shpetim Boriçi
Secretary of KKSH Dega Shkodër
Blv. Mehmet Pashe Plaku, P. 1152
Shkoder, Albania

V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between **KKSH DEGA SHKODER** and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The **KKSH DEGA SHKODER** shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the KKSH DEGA SHKODER shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that the UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals

of such activities shall be subject to review by the ReLOaD Board of Partners. If at any time the ReLOaD Board of Partners is not satisfied with the quality of work or the progress being made toward achieving such goals, the ReLOaD Board of Partners may advise the UNDP to: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the **KKSH DEGA SHKODER** as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. The ReLOaD Board of Partners' s determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the **KKSH DEGA SHKODER** insofar as further payments are concerned.

5.3 The UNDP undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the **KKSH DEGA SHKODER**.

5.4 The rights and obligations of the **KKSH DEGA SHKODER** are limited to the terms and conditions of this Agreement. Accordingly, the **KKSH DEGA SHKODER** and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The **KKSH DEGA SHKODER** shall be solely liable for claims by third parties arising from the **KKSH DEGA SHKODER**'s acts or omissions in the course of performing this Agreement and under no circumstances shall The UNDP be held liable for such claims by third parties.

5.6 Assets (Equipment) supplied by UNDP funds to the **KKSH DEGA SHKODER** shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets. In cases where the **KKSH DEGA SHKODER** has met its responsibilities under this agreement, and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to the **KKSH DEGA SHKODER**. The assets shall be used for the purpose indicated in the Workplan throughout the period of this Agreement.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the **KKSH DEGA SHKODER** shall promptly return any unutilized funds to UNDP as per paragraph 5.6 above.

5.8 The **KKSH DEGA SHKODER** acknowledges that the UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular tranches Agreement. Although project related documents may indicate a total amount of funds that could be available for the **KKSH DEGA SHKODER**, actual disbursements will be based upon the **KKSH DEGA SHKODER** meeting performance targets. If any of the funds are returned to the UNDP or if this Agreement is rescinded, the **KKSH DEGA SHKODER** acknowledges that the UNDP will have no further obligation to the **KKSH DEGA SHKODER** as a result of such return or rescission.

5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of the UNDP, and the **KKSH DEGA SHKODER**, respectively, have on behalf of the UNDP and the **KKSH DEGA SHKODER** signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of UNDP:

Name: Ms. Limya Eltayeb

Title: Country Director


Signature: 

Date: 7/8/18

On behalf of the KKSH DEGA SHKODER:

Name: Mr. Shpetim Boriçi

Title: Secretary

Signature: 

Date: 09/08/2018



B. BUDGET

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS BUDGET WILL BE SUBMITTED TO THE RELOAD BOARD OF PARTNERS FOR APPROVAL

PROJECT BUDGET OF RECIPIENT INSTITUTION

Project Number: 00101336 and 00095613

Date: _____

Project Title: "Reducing women poverty is a call for comprehensive equality"

Name of the RECIPIENT INSTITUTION: Kryqi i Kuq Shqiptar Dega Shkoder (KKSH DEGA SHKODER)

Total Amount of Funds under the Agreement: ALL 1,787,500

Date of the Agreement:

PROJECT BUDGET (in Local Currency)

PERIOD COVERING FROM 01 September 2018 TO 31 August 2019

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel	ALL 145,000	ALL 116,000	ALL 58,000	ALL 319,000
Travel /Transportation	ALL 0	ALL 0	ALL 0	ALL 0
Local Office Cost	ALL 20,000	ALL 19,000	ALL 8,500	ALL 47,500
Project Activities	ALL 713,750	ALL 520,000	ALL 87,750	ALL 1,321,500
Visibility	ALL 15,000	ALL 60,000	ALL 24,500	ALL 99,500
TOTAL	<u>ALL 893,750</u>	<u>ALL 715,000</u>	<u>ALL 178,750</u>	<u>ALL 1,787,500</u>

RECIPIENT INSTITUTION Performance Targets

NAME OF RECIPIENT INSTITUTION: KKSH DEGA SHKODER

PERFORMANCE TARGETS	BASELINE	TRANCHE 1		TRANCHE 2		TRANCHE 3	
		Proposed	Actual	Proposed	Actual	Proposed	Actual
Empowered women from rural areas of Shkodra and strengthen their social position within their family and closer communities.	The devastating combined effects of poverty, discrimination and the lack of opportunities affect women in many different ways: from their economic situation (income levels, right of access to property, access to credit, etc.), to their well-being (access to health services and education, etc.), as well as their aspirations for recognition of their rights and their hopes for better conditions (re the burden of domestic labor, the opportunity to obtain stable employment or to be self-employed, etc.)	25 sessions on health education organized; 25 Psychosocial sessions with women organized;		25 sessions on health education 25 Psychosocial sessions			
Increase professional and personal skills of women from rural areas in Shkodra to facilitate their access to employment.	The level of unemployment has increased from 12.5% in 2008 to 18% in 2014 in Shkodra. The lack of job opportunities is more accentuated among young adults and women. Unemployed women in Shkodra account for 41% of the unemployed population while rural women and newly established in the city do not have access to the labor market	Materials for tailoring training purchased Number of women trained on tailoring in a 5 months course; Intermediation meetings with individual private and public entities organized 6 training sessions on business management and employment opportunities organized		Materials for babysitting training purchased Number of women trained on babysitting in a 5 months course; 5 training sessions on business management and employment opportunities organized		1 training sessions on business management and employment opportunities organized 50 % of the women certificated from the courses employed 90% of women that attended babysitting course accepted in internships in children institution.	



WORKPLAN

Albanian Red Cross, Shkodra Branch

Reducing women poverty is a call for comprehensive equality

Activities Plan and Visibility

	1	2	3	4	5	6	7	8	9	10	11	12
Expected Output 1 Empowered women from rural areas of Shkodra and strengthen their social position within their family and closer communities												
1.1 Carrying out of project internship.												
1.2 Provision of health education sessions with the beneficiaries.												
1.3 Individual and group psycho-social sessions with the beneficiaries.												
1.4 Campaign against domestic violence												
Expected Output 2 Increase professional and personal skills of women from rural areas in Shkoder to facilitate their access to employment.												
2.1 Selection of the beneficiaries and local staff												
2.2 Vocational training course in the field of tailoring and babysitting.												
2.3 Training sessions on business management and job opportunities												
2.4 Intermediation with individual private local business entities and governmental Employment sector												

GRANT AGREEMENT

(Micro-Capital Grant Agreement)

For Non-Credit Related
Activities

A. MICRO-CAPITAL GRANT AGREEMENT

MICRO-CAPITAL GRANT AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME AND THE MANDARINA PROJECT FOR THE PROVISION OF GRANT FUNDS

Micro-Capital Agreement (hereinafter referred to as the "Agreement") made between the **United Nations Development Programme** and the **CSO Mandarina Project (Mandarina)**.

WHEREAS the United Nations Development Programme (hereinafter referred to as the "UNDP") desire to provide funding to the CSO Mandarina Project (hereinafter referred to as "Mandarina"), in the context of a Regional Programme on Local Democracy in the Western Balkans (hereinafter referred to as "ReLOaD") and on the terms and conditions hereinafter set forth, and

WHEREAS Mandarina is ready and willing to accept such funds from the UNDP through the administration of UNDP for the above mentioned activities on the said terms and conditions.

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of the RECIPIENT INSTITUTION

1.1 The MANDARINA agrees to: 1) Undertake the activities described in its **Workplan and Budget** (attached), and updates related to the subsequent release of funds in **tranches**; 2) Provide bi-monthly reports to the Board of Partners; and 3) Provide Annual Audited Statements [Income Statement and Balance Sheets]. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its annual performance targets [Section C].

1.2 The MANDARINA agrees to reach the performance targets contained in Section C. If the MANDARINA fails to meet its responsibilities outlined in article 1.1, or to attain at least 70% of any one performance target, then this will be considered grounds for the ReLOaD Board of Partners to suspend any further micro-capital grant support. The suspension shall remain in effect until the MANDARINA has achieved the target

1.3 The MANDARINA agrees to inform the ReLOaD Board of Partners about any problems it may face in attaining the objectives agreed upon.

II. Duration

2.1 This Agreement will come into effect on **01 September 2018** and shall expire on **31 August 2019**, covering the anticipated term of the project. It can be extended, if necessary by exchange of letters, noting the new expiration date.

III. Payments

3.1 The UNDP shall provide funds to the **MANDARINA** in an amount up to **ALL 3,510,000 (three million five hundred ten thousand and 00/100 Albanian Lek)** according to the schedule of the project budget set out below. Payments are subject to the MANDARINA meeting the outputs as specified in the Performance Targets [Section C].

ALL 1,755,000, upon signature of this Agreement.

ALL 1,404,000, upon submission of narrative and financial report and after UNDP monitoring team certification of reports. It could be transferred in one or more tranches subject to utilization of minimum 80% of first tranche and depending on cash-flow needs.

ALL 351,000, final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.

3.2 All payments shall be deposited into the MANDARINA's bank account of which the details are as follows:

Account holder: Shoq Mandarina Project
Banka Kombetare Tregtare
Swift: NCBAALTX
IBAN: AL1520511014290816CLTJCLALLA
Acc. No. 401290816
Rr. Ibrahim Rugova, prane Albtelekom,
Tirana, Albania

3.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the MANDARINA in the performance of the activities under this Agreement.

IV. Records, Information and Reports

- 4.1 The MANDARINA shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.
- 4.2 The MANDARINA shall furnish, compile and make available at all times to the Implementing Partner, UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the **MANDARINA**.
- 4.3 Within fifteen days after completion of project activities, the **MANDARINA** shall provide the UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex I.
- 4.4 All further correspondence regarding the implementation of this Agreement should be addressed to:

For UNDP:

Ms. Limya Eltayeb
Country Director
Rr. "Skënderbej",
Ndërtesa Gurten, Kati II,
Tirana, Albania

For the MANDARINA:

Mr. Entoni Jubani
President
Rruga Gurazeze, Nr. 18
(L. Perlat Rexhepi)
Shkoder, Albania

V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between **MANDARINA** and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The **MANDARINA** shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the MANDARINA shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that the UNDP shall not interfere in the exercise of such control. However, both the

qualities of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by the ReLOaD Board of Partners. If at any time the ReLOaD Board of Partners is not satisfied with the quality of work or the progress being made toward achieving such goals, the ReLOaD Board of Partners may advise the UNDP to: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the MANDARINA as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. The ReLOaD Board of Partners' s determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the **MANDARINA** insofar as further payments are concerned.

5.3 The UNDP undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the **MANDARINA**.

5.4 The rights and obligations of the **MANDARINA** are limited to the terms and conditions of this Agreement. Accordingly, the **MANDARINA** and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The **MANDARINA** shall be solely liable for claims by third parties arising from the **MANDARINA**'s acts or omissions in the course of performing this Agreement and under no circumstances shall The UNDP be held liable for such claims by third parties.

5.6 Assets (Equipment) supplied by UNDP funds to the **MANDARINA** shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets. In cases where the **MANDARINA** has met its responsibilities under this agreement, and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to the **MANDARINA**. The assets shall be used for the purpose indicated in the Workplan throughout the period of this Agreement.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the **MANDARINA** shall promptly return any unutilized funds to UNDP as per paragraph 5.6 above.

5.8 The **MANDARINA** acknowledges that the UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular tranches Agreement. Although project related documents may indicate a total amount of funds that could be available for the **MANDARINA**, actual disbursements will be based upon the **MANDARINA** meeting performance targets. If any of the funds are returned to the UNDP or if this Agreement is rescinded, the **MANDARINA** acknowledges that the UNDP will have no further obligation to the **MANDARINA** as a result of such return or rescission.

5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of the UNDP, and the **MANDARINA**, respectively, have on behalf of the UNDP and the **MANDARINA** signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of UNDP:

Name: Ms. Limya Eltayeb

Title: Country Director

Signature: 

Date: 7/8/18

On behalf of the MANDARINA:

Name: Mr. Entoni Jubani

Title: President

Signature: 

Date: 08/08/2018



B. BUDGET

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS BUDGET WILL BE SUBMITTED TO THE RELOAD BOARD OF PARTNERS FOR APPROVAL

PROJECT BUDGET OF RECIPIENT INSTITUTION

Project Number: 00101336 and 00095613

Date: _____

Project Title: "Shkodra Tourist Official Brand & Shop"

Name of the RECIPIENT INSTITUTION: Fondacioni Mandarina (MANDARINA)

Total Amount of Funds under the Agreement: ALL 3,510,000

Date of the Agreement:

PROJECT BUDGET (in Local Currency)

PERIOD COVERING FROM 01 September 2018 TO 31 August 2019

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel	ALL 0	ALL 402,000	ALL 300,000	ALL 702,000
Travel /Transportation	ALL 0	ALL 0	ALL 0	ALL 0
Local Office Cost	ALL 0	ALL 0	ALL 0	ALL 0
Project Activities	ALL 1,755,000	ALL 677,000	ALL 11,000	ALL 2,443,000
Visibility	ALL 0	ALL 325,000	ALL 40,000	ALL 365,000
TOTAL	ALL 1,755,000	ALL 1,404,000	ALL 351,000	ALL 3,510,000

C. RECIPIENT INSTITUTION Performance Targets


NAME OF RECIPIENT INSTITUTION: MANDARINA

PERFORMANCE TARGETS	BASELINE	TRANCHE 1			TRANCHE 2			TRANCHE 3		
		Proposed	Actual	Actual	Proposed	Actual	Actual	Proposed	Actual	Actual
Increased capacities of artisans and youngsters in Shkodra for designing and producing souvenirs.	Shkodra has created a tradition in the field of handicrafts, where it carried with itself the high craftsmanship, individuality, creative fantasy, tastes and artistic feelings of this area. In its bazaar it had 2500 stores, according to 80 crafts and professions. Craftsmanship in Shkodra is art, master, and lifestyle. However, products without a coordinated identity are realized without contemporary marketing plan. Furthermore, youngsters that want to invest their time in this profession find it hard to cooperate with the traditional artisans.	2 Training of artisans for production of the temporary souvenirs branded with Shkodra Tourist Official Brand		2 Training of artisans for production of the temporary souvenirs branded with Shkodra Tourist Official Brand Production souvenirs in cooperation with city artisans and youngsters (20 models and 6000 pieces)		Shop staff employed		Competition of young people for the design of souvenirs inspired by the tradition of the city (100 proposals)		
Promotion of tourism in Shkodra through "Shkodra Tourist Official Shop"	Shkodra has a big potential for tourism. More than 560 thousand tourists visited in 2017 the city of Shkodra. Between other services related to tourism, there are souvenirs and handcrafted products. Although, there is a historical tradition of artisans in Shkodra, the souvenirs produced are not properly represent our city, because there is no brand to be supported.	Technical equipment purchased Creation of Shkodra Tourist Official Brand Design of modern souvenir Line		Conference, Shop Inauguration event Design, decoration and establishment of " Shkodra temporary shop" Social network platforms created 3 Digital campaign in online platforms 1 Promotional video Spot- Video Production broadcasted Promo card- Free created and distributed Creation of Promo catalog and 100 copies printing						



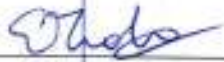
Empowered lives.
Resilient nations.

LOW VALUE GRANT AGREEMENT
[Reference No. ALB2019/002]

1. Country: Albania									
2. Recipient Institution: Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë Address at Rr. Nënë Klelia Merloni, 4001, Shkodër									
3. Project Number and Title: 00095613 – Regional Programme on Local Democracy in Western Balkans (ReL0aD) and 00101336 – Local Democracy Programme									
4. Implementation Period: From 01/06/2019 to 31/01/2020									
5. Budget: Up to the amount of ALL 1,700,000 (one million and seven hundred thousand Albanian Lek)									
6. Schedule of Disbursement of Funds to Recipient Institution: <table border="1"><thead><tr><th><u>Disbursement Date/Milestone</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>First Installment:</td><td>510,000 ALL (30%) upon signature of this Agreement;</td></tr><tr><td>Second Installment:</td><td>1,020,000 ALL (60%) upon submission of narrative and financial report and after UNDP monitoring team certification of reports;</td></tr><tr><td>Final Installment</td><td>170,000 ALL (10%) final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.</td></tr></tbody></table>		<u>Disbursement Date/Milestone</u>	<u>Amount</u>	First Installment:	510,000 ALL (30%) upon signature of this Agreement;	Second Installment:	1,020,000 ALL (60%) upon submission of narrative and financial report and after UNDP monitoring team certification of reports;	Final Installment	170,000 ALL (10%) final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.
<u>Disbursement Date/Milestone</u>	<u>Amount</u>								
First Installment:	510,000 ALL (30%) upon signature of this Agreement;								
Second Installment:	1,020,000 ALL (60%) upon submission of narrative and financial report and after UNDP monitoring team certification of reports;								
Final Installment	170,000 ALL (10%) final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.								
7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed: Account Name: Shoqata Artizanëve dhe Zejtarëve të Ish.Ndërm.Artistike Account Number: 00001765538 Bank Name: Banka OPT Albania Bank Address: Shkodër, Albania Bank SWIFT Code: PUPPALTR IBAN: AL07213510190000000001765538									
8. Notices to Zef Gjini / Chairman Address: Rr. Nënë Klelia Merloni, 4001, Shkodër Tel: +355 672301509, +355 682183325 Email: artizanati@gmail.com	9. Notices to UNDP: Limya Eltayeb UNDP Resident Representative Address: "Skënderbej" Street, Gurten Building, 2nd Floor, Tirana, Albania Tel: +355 (4) 2250 205, 2250 224, 2250 234 Fax: +355 (4) 2250 286, 2250 289 Email: limya.eltayeb@undp.org								
10. Signed for Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë by its Authorized Representative Date: <u>30-05-2019</u> Name: Zef Gjini Signature:  Title: Chairman of the Association									

11. Signed for the **United Nations Development Programme** by its Authorized Representative

Date: 30 July 2018

Signature: 

Name: Limya Eltayeb

Title: UNDP Resident Representative

The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:

this face sheet ("Face Sheet")

Standard Terms and Conditions

Annex A – Accepted Grant Proposal

Annex B – Reporting Format

Annex C – Project Document for the Project funding this Grant Agreement

STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the "Agreement") is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), and Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë named in block 2 of the Face Sheet (the "Recipient Institution," and together with UNDP, the "Parties").

WHEREAS, UNDP is the Implementing Partner to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë, of the project named in block 3 of the Face Sheet (hereinafter referred to as "the Project") and more specifically described in the project document "GREEN ARTISAN - Crafts in environmental protection" attached as **Annex C** (the "Project Document"), implemented at the request of the Government of Albania named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the "Funds"), and on the terms and conditions hereinafter set forth; and

WHEREAS, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë is ready and willing to accept such Funds from UNDP for the activities (the "Activities") described in the accepted Grant Proposal in **Annex A** (the "Proposal") on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of Shoqata e Artizaneve dhe Zejtareve të Shqipërisë

1.1 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë and used solely for the Activities to produce results specified in the Proposal.

1.2 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë agrees to reach the performance targets (the "Performance Targets") as indicated in the accepted Proposal. If Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any period, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë has achieved the relevant Performance Targets.

1.3 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë in an amount not to exceed the amount set forth in block 5 of the Face Sheet

according to the schedule set out in block 6 of the Face Sheet. Payments are subject to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë meeting the Performance Targets.

3.2 All payments shall be deposited into Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall maintain the records for a period of at least five (5) years.

4.2 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë.

4.3 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 15 days before the expected monitoring visit of the next tranche. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within 15 days after completion of the Activities, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's related books and records as it may require, and to have access to the books and record of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë, as necessary.

5.2 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë generally. The right of UNDP to conduct an investigation and Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's premises at reasonable times and on reasonable conditions in connection with such access to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's personnel and relevant documentation. Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall require its agents, including, but not

limited to, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë for any amounts shown by such audits and investigations to have been used by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë other than in accordance with the terms and conditions of the Agreement. Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's personnel or any other person who may be engaged by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Board of Partners/Board of Partners. If at any time the Steering Committee/Board of Partners/Board of Partners is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Board of Partners may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Board of Partner/Board of Partners's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë.

7.4 The rights and obligations of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë are limited to the terms and conditions of this Agreement. Accordingly, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë Personnel. Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë may not use the services of subcontractor(s) unless prior

written authorization is granted by UNDP. If such authorization is granted, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë of any of its obligations under this Agreement.

7.6 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë Personnel or other persons hired for the management of the present Agreement and the Project. Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall be responsible for, and deal with all claims brought against it by any Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë. Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë. Nonetheless, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall promptly return any unutilized Funds to UNDP.

7.10 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë, actual disbursements will be based upon Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë acknowledges that UNDP will have no further obligation to Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations

Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

ANNEX A
Low Value Grant Proposal

Project Number: 00095613 and 00101336

Date: _____

Project Title: Green Artisans - Crafts in Protection of the Environment

Name of the recipient institution: Shoqata e Artizanëve dhe Zejtarëve të Shqipërisë

Total Amount of the Grant (in ALL): 1,700,000 ALL

1. PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.

The purpose of the grant is social inclusion through integration and employment, and local economic development through friendly ideas to the community and the environment. It is a project that aims to develop more of the objectives of the association on the power and the development of artisans through friendly ideas to the environment. This is an innovative green idea. Its novelty lies in the introduction of new lines of artisanal production, of various crafts with recyclable materials. The new lines that will be created will not only enrich the cologne of handicrafts but will also be environmentally friendly, as waste, recyclable materials will be used. These new lines will be created by the best specialists in the field of handicrafts and by the former Artistic Workers, which now with the closure of this factory, have not been offered the opportunity to continue their artisan activity.

These new products will be proposed as models of all other artisans. In addition to artisan products will be provided a financial analysis to see the reduced costs of these new recycled models and price setting in the market. To promote the new products, two fairs will be realized, one in Velipoja where will be tested the preferences of the buyers, while artisans are in the process of creation, as well as the fair at the end of the year where will be measured and the results of this project and the other one in Shkodra.

By the end, following results are expected to be achieved: (i) provide significant quantities of recyclable materials in the environment that affect the improvement of the environment, (ii) creating 20 new models as an example for artisans to apply them to their production lines, (iii) increase profit by 50% from the use of recyclable materials and promotion through the fair.

- Explain why the grantee is uniquely suited to deliver on the objectives

The Grantee aims to create links between artisans, affecting the growth and development of Albanian artisanship. This redefinition is achieved between: (i) Promotion of Albanian Handicrafts as a national tradition, mainly with national and international fairs, (ii) Crossing crafts to younger generations and (iii) Securing new markets for artisans, focused on international market. Its experience is mainly focused in hand craft production and the expertise of the staff is very good. Artisan and Craftsmen Association has membership from all Albania, but the activity is based in Shkodra municipality. With more than ten years of experience, it has very good knowledge of the territory and the needs of target groups that will be affected by this project.

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives

The main activities that will be implemented and related to the achievement of the objectives of the project are:

- Identification of the current state of materials, human resources and capacities needed for the implementation of this project. There will be a field record of recyclable materials and place and amount of where we can assure. We will also contact key field specialists with the primary objective of activating former Artistic Workers.
 - Preparation of work materials (tools and equipment) and security of raw materials. For the realization of these new models, some special tools and equipment that cannot be purchased in the market are created: for example, aluminium foil cutter (canal). Raw materials should be provided from various recyclable materials found in the environment or collection points.
 - Creating patterns in different crafts with recyclable materials. These models will be based on the use of recyclable materials and will be novelty in the market. There is a need for constant work and many attempts, often replacing the techniques or the complete breakdown of a model and starting again from scratch.
 - Creating new designs for new models. Since they are new and unprecedented models, design is very much needed to determine the motives, colours and shapes in a way that reflects an inheritance and to match the actual functionality and current market demands.
 - Analysis of the cost of production and market price. One important point is not only the creation of these new models with rewritable materials, but also a detailed financial analysis. The analysis consists of the costs of production, the financial benefit from the use of these materials and the establishment of a reference price for sale.
 - Presentation of new articles and a community of opinions with all the artisans of the association and the test fair in Velipoja. Meetings will be organized with all the artisans to present them with new models and to get different opinions about them. For a better idea, even for the buyers, a fair will be organized in Velipoja.
 - Production work by artisans and specialist assistance. After introducing new models, the artisans will work to introduce these new lines into the range they produce, always under the technical assistance of specialists to help them in the realization of new production lines.
 - Preparation and realization of the final fair. For the final exhibition of these products as well as for a greater promotion of this project, a large fair will be organized at Pedonale "Kole Idromeno" Shkoder, with artisans together with their new products created during this project.
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

Target groups that will benefit directly from the grant are:

- 4 former artistic enterprise Specialists: The most suitable persons to preserve and recover early elements that are part of the cultural heritage are the Ex Artist's Art specialists, who know the early craft values and translate these values by interpreting me rising.
- 30 artisans who are familiar with new techniques in creating handicraft articles with recyclable materials and who also respond to current market demands.
- 2500 tourists, with the organization of fairs, have the opportunity to enjoy and get acquainted with artistic values.

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²	Planned Budget for the Activity (in grant currency) ³
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	T1	T2	T3	Albanian Lek (ALL)
1.1 Creating 20 new models as an example for artisans to apply them to their production lines	X			680,000
1.2 Analysis of the cost of production and of the market price	X			30,000
1.3 Preparation of comparative analysis for the production			X	30,000
1.4 Organisation of two fairs			X	440,000
1.5 Preparation of a banner		X		20,000
1.6 Preparation of flyers		X		30,000
			Total	ALL 1,230,000

- 1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary
- 1 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
- 2 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE ¹	MILESTONES			
			Period 1	Period 2	Period 3	FINAL TARGET
1.1 # of new models created	Artisan and Craftsmen Association	0	20	0	0	20
1.2 # of economic analysis prepared	Artisan and Craftsmen Association	0	1	0	1	2
1.3 # of fairs organised	Artisan and Craftsmen Association	2	0	1	1	2
1.4 # of artisans involved	Artisan and Craftsmen Association	10	0	30	0	30

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/Low)	Mitigation measures

¹ Baseline indicators will be revised/defined by the CSO during the first month of project implementation. Changes will be reflected in the first monitoring report.

Weather conditions for organisation of the fairs	Low	CSO will have a plan B as well, to relocate the fair in the interior or to provide some suitable exposure tents for difficult atmospheric conditions.
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*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (Albanian LEK)

PERIOD COVERING FROM 01 JUNE 2019 TO 31 JANUARY 2020

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel	ALL 110,000	ALL 220,000	ALL 110,000	ALL 440,000
Travel /Transportation	ALL -	ALL -	ALL -	ALL -
Local Office Cost	ALL 10,000	ALL 12,000	ALL 8,000	ALL 30,000
Project Activities	ALL 390,000	ALL 738,000	ALL 52,000	ALL 1,180,000
Visibility	ALL -	ALL 50,000	ALL -	ALL 50,000
TOTAL	ALL 510,000	ALL 1,020,000	ALL 170,000	ALL 1,700,000

**Annex B
REPORTING FORMAT**

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION

Recipient Institution: _____

Year _____

Period covering this report:

- This report must be completed by the recipient institution and accepted by UNDP
- the recipient institution must attach any relevant evidence to support the
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- **Workplan Performance** (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity						
1.2 Activity						
1.3 Activity						
Total						

2- Performance Targets

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

3- Challenges and Lessons Learned:

Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel		
Travel /Transportation		
Local Office Cost		
Project Activities		
Visibility		
TOTAL		

**ANNEX C
PROJECT DOCUMENT**

<i>TITLE OF THE PROJECT</i>	<i>GREEN ARTISAN - Crafts in environmental protection</i>
<i>APPLICANT</i>	<i>Albanian Artisan and Craftsmen Association</i>
<i>PARTNERS (Grant beneficiaries)</i>	
<i>PARTNERS</i>	
<i>PRIORITY AREAS</i>	<i>Tourism and Environmental Protection</i>
<i>SUBPRIORITY</i>	
<i>TARGET GROUP/ NUMBER OF DIRECT BENEFICIARIES (nr and percentage of representative by gender)</i>	<i>30 Craftsmen of different crafts 4 Former Artistic Workers Municipality of Shkoder 2500 Tourists from within and outside the country</i>
<i>PLACE OF PROJECT IMPLEMENTATION</i>	<i>Municipality of Shkoder</i>
<i>DURATION (nr of months)</i>	<i>8 months</i>
<i>BUDGET REQUESTED</i>	<i>1 700 000 lekë</i>
<i>COOFINANCING (if there is)</i>	
<i>TOTAL BUDGET</i>	<i>1 700 000 lekë</i>

SUMMARY

Shkodra is a city that is known for centuries for the rich production of crafts with very special patterns and designs, with a typical technique and culture. Like all other places in Shkodra, these handicrafts have been swirling, with its ups and downs in line with the various political, economic systems of the past, over the centuries and up to our days. Many generations keep in their memories of the '70s and '90s, where in Shkodra was a flowering company with about 5000 workmen in various professions set up on an industrial line with artistic profile, but today the handicrafts are going through difficult times as they are facing a more and more dominated market of industrial products, forms and models imported from abroad, avoiding and eliminating handicrafts and handicrafts.

Under these conditions, we have drafted this project, which has as its main goal that through the artisanship to influence the improvement of the environment, being friendly to it. An appropriate solution to combine environmental aid and safeguarding the return of craftsmanship over the years would be a "brain movement", exploiting the knowledge gained in years of engineers, painters, sculptors and craftsmen of craftsmanship in new creativity that can withstand the market and today's demands. To be environmentally friendly, this project will use recyclable materials such as wood waste, metal waste (cans), industrial waste, making art with environmental wastes and improving the environment we live in.

New lines will be created by the best specialists in the field of artisanship and by the former Artistic Workers, who have now been unable to pursue their artisan activity with the closure of this factory. These new products will be proposed as models of all other artisans. In addition to artisan products, a financial analysis will be given to see the reduced costs of these new recycled models and price setting in the market. At the end of the project, these new production lines will be presented to local and foreign tourists at two fairs. The first fair will be in the tourist area of Velipoja during the summer season where will be tested more the trends and

preferences of the buyers, and the second fair, the main one, will be in December, at the end of the project, Pedonalen " Kole Idromeno "where we will also have a comparative analysis of profit growth.

The target groups that benefit from the project are Specialists of Former Artistic Company, Artisans, Community, Shkoder Municipality, Tourists and Association's members. The project will last 8 months (May 2019 - December 2019) and will have a total budget of: 2 000 000 LEK. In order to implement this project considerable amounts of recyclable waste will be used, after a detailed survey of areas with large residues. During the implementation of this project we aim to achieve the following results:

1. Incorporation of 4 Specialists of the Former Artistic Enterprise that contributed to their knowledge in the realization of this project
2. Provide significant quantities of recyclable materials in the environment that affect the improvement of the environment
3. Creating 20 new models as an example for artisans to apply them to their production lines
4. Increase profit by 50% from the use of recyclable materials and promotion through the fair.

1. INFORMATION ON THE APPLYING ORGANIZATION

Mission	The mission of this association is to create links between artisans, affecting the growth and development of Albanian artisanship. This redefinition is achieved between: <ol style="list-style-type: none"> 1. Promotion of Albanian Handicrafts as a national tradition, mainly with national and international fairs. 2. Crossing crafts to younger generations. 3. Securing new markets for artisans, focused on international markets.
Vision	Every craftsman can develop his economic potential, craftsmanship, creativity, competing with his authentic values in global markets.
Date and manner of creation:	Established on 26/07/2007 - Approved by the Court of the Tirana Judicial District Nr.2043, dated 27.06.2007
Goals and main strategies for achieving goals in accordance with the status	<ol style="list-style-type: none"> 1. Research and evidence of various crafts in Albania for achieving and mainly in Shkodra as the epicenter of handicrafts, by matching them directly to the powerful growth of family business. 2. Creation of craft schools after secondary education. These schools try to specialize such craft crafts that can not be carried out in the country's high schools. 3. Study on several lost production lines in different craft trades, focusing on how to craft artisanal design, which should be tailored to the culture and tourism of the country. 4. Specialization of young people in various branches of artisanship. 5. Realization of various projects for the development of handicrafts. 6. Organization of different fairs throughout the year and in different cities, both inside and outside the country.
Short description of organizational scheme and decision-making system:	The highest decision-making body is the General Assembly of the Association. This Assembly, with the votes of all members (artisans), selects the Board of Directors of the association and approves or does not approve all proposals, amendments to the statute, etc. The Board of Directors then selects the Chairman who is the legal representative of the Association.

Governing Board of the Civil Society Organization (CSO) Key Persons in the Organization of Civil Society

name and surname	Profession	Function	Sex		Years of experience in CSOs
Zef Gjini	Ing. Woodworking	Head of the association	Male		12 years
Adnan Kombi	handicraftsman	Vice Head of the association	Male		12 years
Luigjino Mjeda	Artisan in handloom	Secretary of the association	Male		12 years
Zija Karini	Artisan in Woodworking	Member	Male		11 years
Muhamet Trepçi	Artisan in Olive Tree Processing	Member	Male		11 years
Meliha Zyberaj	Artisan in the embroidery	Member	Female		4 years
Prel Hasani	Cheese producer	Member	Male		8 years
Nebije Qotaj	Artisan carpets	Member	Female		8 years
Zef Pashuku	Wine Producer	Member	Male		8 years

People you plan to engage in implementing the project

Name and surname	Profession	Function	Sex	Years of experience in CSOs	Full time / part time
Zef Gjini	Ing. Woodworking	Project Manager	M	12	full
Paulin Vjerdha	Accountant	Financial Manager	M	7	partial
Stela Toska	Artisan	New model trainers	F	3	partial
Meliha Zyberaj	Artisan	New model trainers	F	4	partial
Kristina Mjeda	Artisan	New model trainers	F	12	partial
Nebije Qotaj	Artisan	New model trainers	F	8	partial
Gjergj Marku	Artisan	New model trainers	M	7	partial
Lumnie Beqiri	Artisan	New model trainers	F	3	partial
Lili Ademi	Artisan	New model trainers	F	10	partial
Zija Karini	Artisan	New model trainers	M	11	partial
Sytqi Brahimi	Painter	New model consultant	M	7	partial
Shkelqim Malevija	Accountant	Financiar analysist	M	5	partial
Andi Matallari	Painter	Designer	M	3	partial

Current projects and previous experience in fundraising with donors

Topic / Field	Project name	Donor	Duration	Value	No. of engaged personnel (gender-specific)
Tourism	Increase of development capacities in Kelmend Commune / Partner	RDP Funds	12 months	70000 €	7 person / 2 women

Handicrafts	An Artizan - A New Product	USAID-increase Albania	3 months	5000 €	5 person / 2 women
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Current Projects:

Topic / Field	Project name	Donor	Duration	Value	No. of engaged personnel (gender-specific)

Office space:

Owned or leased:	leased
Owned or leased with other CSOs:	
Square meters:	13.16 m2
Do you have a phone or fax:	Yes phone
Do you have internet access:	Yes
Do you have all the equipment needed to implement the project?	Yes

2. INTRODUCTION

Shkodra is a city that is known for centuries for the rich production of crafts with very special patterns and designs, with a typical technique and culture. History speaks a lot about the craftsmen in Shkodra, where with their works they have traded and have enriched not only the domestic but also the Balkan and European markets. As in all other places, in Shkodra these handicrafts have been swirling, with its decreases and upsets in line with the various political systems, past economies dating to the centuries and up to our days. Many generations keep in their memories of the '70s and '90s, where in Shkodra was a flowering company with about 5000 workmen in various professions set up on an industrial line with artistic profile, but today the handicrafts are going through difficult times as they are faces a more and more dominated market of industrial products, forms and models imported from abroad, avoiding and eliminating handicrafts and handicrafts. In this situation, we think that a proper solution would be a "brain movement", utilizing the knowledge gained through years of engineers, painters, sculptors and craftsmen of new crafts that can cope with today's market and demands.

3. PROJECT DESCRIPTION

The project we are applying is an initiative aimed at social inclusion through integration and employment, and local economic development through friendly ideas to the community and the environment. It is a project that aims to develop more of the objectives of the association on the power and the development of artisans through friendly ideas to the environment. This is a green idea that has never been implemented before. Its novelty lies in the introduction of new lines of artisanal production, of various crafts with recyclable materials. So it's not a novelty and it looks like a routine process. The new lines that will be created will not only enrich the cologne of handicrafts but will also be environmentally friendly, as waste, recyclable materials will be used.

These new lines will be created by the best specialists in the field of handicrafts and by the former Artistic Workers, which now with the closure of this factory, have not been offered the opportunity to continue their artisan activity. These new products will be proposed as models of all other artisans. In addition to artisan products will be provided a financial analysis to see the reduced costs of these new recycled models and price setting in the market. During the implementation of this project, we will be in constant contact with buyers, testing their tastes and preferences on these new lines. So two fairs will be realized, one in Velipoja where will

be tested the preferences of the buyers, while artisans are in the process of creation, as well as the fair at the end of the year where will be measured and the results of this project.

4. TARGET GROUPS

- The Ex Artistic Enterprise Specialists: The most suitable persons to preserve and recover early elements that are part of the cultural heritage are the Ex Artist's Art specialists, who know the early craft values and translate these values by interpreting me rising.
- Artisans who are familiar with new techniques in creating handicraft articles with recyclable materials and who also respond to current market demands.
- Community: Wood waste, metal (cans), and many other recyclable materials that will serve to create new patterns, contribute to creating a cleaner environment.
- The Municipality of Shkoder benefits from the organization of fairs a more opportunity, a more entertaining, an added value, to offer visitors and many vacationers during the summer in Velipoja as during the end of year holidays in Shkodra, thus directly affecting us tourism development.
- Tourists, with the organization of fairs, have the opportunity to enjoy and get acquainted with artistic values.
- The Association benefits from the achievement of its main objective, which is the development and promotion of handicrafts.

5. OVERALL OBJECTIVE OF THE PROJECT

This project has been created with the main goal of artisanship to influence the improvement of the environment, being friendly to it. This aim will be achieved through the utilization of recyclable materials such as wood waste, metal waste (cans), industrial waste, art waste with environmental wastes and improving the environment we live in.

6. PROJECT OBJECTIVE

1. Foundation of 20 models of various handicraft articles with recyclable waste, not only preserving but also developing handicrafts through the exploitation of environmental protection materials.
2. Return of human resources left over to royal activity. The mobilization and reengineering of the best specialists of the former Shkodra Artistic Company in the creation of new products and techniques of their application, of painters specializing in the design of new items, old artisan workers and specialized mechanics in the creation and preparation of equipment and tools with models conforming to designs.
3. The economic empowerment of artisans through the creation of new opportunities for sale
By creating artisans an appropriate market for the sale and promotion of their works, through the fairs we have planned, they will be empowered economically, orienting towards the costs of new products and motivating them to improve and invest in this new creativity.
4. Promotion of cultural activities in tourist areas. The coastal area in Velipoje and Pedonalja in Shkodra will gain an added value with the organization of these craft fairs.

7. EXPECTED RESULTS

1. Incorporation of 4 specialists of the former Artistic Enterprise that contribute and make available their knowledge in the realization of this project
2. Provide significant quantities of recyclable materials in the environment that affect the improvement of the environment
3. Creating 20 new models as an example for artisans to apply them to their production lines
4. Organization of two fairs, one in Velipoja and one in Shkodra.
5. Increase profits by 30% from the use of recyclable materials and promotion through the fair.

8. ACTIVITIES

1. Identification of the current state of materials, human resources and capacities needed for the implementation of this project
There will be a field record of recyclable materials and place and amount of where we can assure. We will also contact key field specialists with the primary objective of activating former Artistic Workers.
2. Preparation of work materials (tools and equipment) and security of raw materials. For the realization of these new models, some special tools and equipment that can not be purchased in the market are created: for example, aluminum foil cutter (canal). Raw materials should be provided from various recyclable materials found in the environment or collection points.
3. Creating patterns in different crafts with recyclable materials. From specialists in different fields new models will be created in some crafts such as wood, loom, metal, souvenirs, etc. These models will be based on the use of recyclable materials and will be novelty in the market. There is a need for constant work and many attempts, often replacing the techniques or the complete breakdown of a model and starting again from scratch. This working method for creating patterns is commonplace especially in handicrafts, where a lot of work and effort is required to create a new model.
4. Creating new designs for new models. Since they are new and unprecedented models, design is very much needed to determine the motives, colors and shapes in a way that reflects an inheritance and to match the actual functionality and current market demands.
5. Analysis of the cost of production and market price. One important point is not only the creation of these new models with rewritable materials, but also a detailed financial analysis. The analysis consists of the costs of production, the financial benefit from the use of these materials and the establishment of a reference price for sale.
6. Presentation of new articles and a community of opinions with all the artisans of the association and the test fair in Velipoja. Meetings will be organized with all the artisans to present them with new models and to get different opinions about them. For a better idea, even for the buyers, a fair will be organized in Velipoja.
7. Production work by artisans and specialist assistance. After introducing new models, the artisans will work to introduce these new lines into the range they produce, always under the technical assistance of specialists to help them in the realization of new production lines.
8. Preparation and realization of the final fair. For the final exhibition of these products as well as for a greater promotion of this project, a large fair will be organized at Pedonale "Kole Idromeno" Shkoder, with artisans together with their new products created during this project. After the fair, the association will hold various meetings to promote the results of this project.

9. HYPOTHESIS AND RISKS

Given the various activities that will be implemented during the implementation of this project and for the nature of this project, we can face some external factors. One of these could be the stage of organizing the fair because of climatic conditions it may be impossible to be in open spaces. Thus, the defense strategy to avoid this risk is to relocate the fair in the interior or to provide some suitable exposure tents and difficult atmospheric conditions. Thus, we will ensure that the objective of promotion of handicrafts to tourists is not compromised.

10. PROJECT DURATION

The project is conceived to last for 8 months (June 2019 - January 2020). This duration is set to cover all the activities envisaged. The project's 8 months duration is sufficient for market research, creation of models, work of artisans and organization of fairs.

11. MONITORING AND REPORTING

Given the experience of the president of the association in the implementation of previous projects, reporting and monitoring will be done exactly from him in accordance with his function in this project. The work of designers, designers and new products with recyclable materials will be monitored, gradually following their work, setting deadlines and quantities. His role as chief engineer in the former Shkodra Artistic Company makes this monitoring realistic, efficient and enforceable.

Reporting will be periodic and detailed as well as in cases where there are risks or changes from external factors. The final reporting, besides the invoices, the final project description will also have a cost-benefit analysis achieved by the artisans and the possibilities of increasing the labor force and long-term investments.

12. BUDGET

The budget of this project is designed taking into account all the instructions indicated by both% of co-financing and by% of salary. The budget is divided according to the activities and months when these costs will be. Many of the activities, although evidenced by cost 0 (see Annex 8 - Budget) are costs included in the monthly payment of the project manager (eg Activities such as recording the current situation, zoning, allocating quantities etc.). Costs for the production of models are monthly costs for all craftsmen working on these models (8 artisans including creative and realization of models, presentation to other artisans, observation work, etc.). The cost of organizing the fair includes its organization and realization.

13. VISIBILITY

The organization of the fair in Shkodra will be the culmination of the visibility of this project. Certainly, an activity of such magnitude requires a complete promotion to awaken the interest of tourists, where promotion will be in Albanian and English, for the absorption of foreign tourists. Banners, Flyers etc will be produced during the implementation of the project for a better visibility.



Empowered lives.
Resilient nations.

LOW VALUE GRANT AGREEMENT
[Reference No. ALB2019/001]

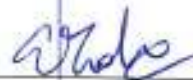
1. Country: Albania									
2. Recipient Institution: Shpresë për të ardhmen Address at Rr. Gjon Gazulli, 4001, Shkoder									
3. Project Number and Title: 00095613 – Regional Programme on Local Democracy in Western Balkans (ReLOaD) and 00101336 – Local Democracy Programme									
4. Implementation Period: From 01/06/2019 to 31/01/2020									
5. Budget: Up to the amount of ALL 1,787,200.00 (one million and seven hundred eighty seven thousand and two hundred Albanian Lek)									
6. Schedule of Disbursement of Funds to Recipient Institution: <table border="1"><thead><tr><th>Disbursement Date/Milestone</th><th>Amount</th></tr></thead><tbody><tr><td>First Instalment:</td><td>536,160 ALL (30%) upon signature of this Agreement;</td></tr><tr><td>Second Instalment:</td><td>1,072,320 ALL (60%) upon submission of narrative and financial report and after UNDP monitoring team certification of reports;</td></tr><tr><td>Final Instalment</td><td>178,720.00 ALL (10%) final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report,</td></tr></tbody></table>		Disbursement Date/Milestone	Amount	First Instalment:	536,160 ALL (30%) upon signature of this Agreement;	Second Instalment:	1,072,320 ALL (60%) upon submission of narrative and financial report and after UNDP monitoring team certification of reports;	Final Instalment	178,720.00 ALL (10%) final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report,
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7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed: Account Name: Shpresa për të ardhmen - Edhe unë e dua librin Account Number: 410033560 Bank Name: Banka Kombëtare Tregtare Bank Address: Shkodër, Albania Bank SWIFT Code: NCBAALTX IBAN: AL5220551106033560CLTJCLALLZ									
8. Notices to Prandvera Marku / Board Chair Woman Address: Rr. Gjon Gazulli, 4001, Shkoder Tel: 00355 692813575 Email: hopeff@hotmail.com	9. Notices to UNDP: Limya Eltayeb, UNDP Resident representative Address: "Skenderbej" Street, Gurten Building, 2nd Floor, Tirana, Albania Tel: +355 (4) 2250 205, 2250 224, 2250 234 Fax: +355 (4) 2250 286, 2250 289 Email: limya.eltayeb@undp.org								
10. Signed for Shpresë për të ardhmen by its Authorized Representative Date: <u>30.05.2019</u> Signature: <u>Prandvera Marku</u> Name: Prandvera Marku Title: Board Chair Woman									

SHPRESA PËR TË ARDHMEN
Shpresa për të ardhmen
SHKODER-ALBANIA

11. Signed for the **United Nations Development Programme** by its Authorized Representative

Date: 30 May 2019

Signature: _____



Name: Limya Eltayeb

Title: UNDP Resident Representative

The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:

this face sheet ("Face Sheet")

Standard Terms and Conditions

Annex A – Accepted Grant Proposal

Annex B – Reporting Format

Annex C – Project Document for the Project funding this Grant Agreement

STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the "Agreement") is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), and Shpresë për të ardhmen named in block 2 of the Face Sheet (the "Recipient Institution," and together with UNDP, the "Parties").

WHEREAS, UNDP is the Implementing Partner to Shpresë për të ardhmen, of the project named in block 3 of the Face Sheet (hereinafter referred to as "the Project") and more specifically described in the project document "I love books too" attached as **Annex C** (the "Project Document"), implemented at the request of the Government of Albania named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to Shpresë për të ardhmen in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the "Funds"), and on the terms and conditions hereinafter set forth; and

WHEREAS, Shpresë për të ardhmen is ready and willing to accept such Funds from UNDP for the activities (the "Activities") described in the accepted Grant Proposal in **Annex A** (the "Proposal") on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of Shpresë për të ardhmen

1.1 Shpresë për të ardhmen agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by Shpresë për të ardhmen and used solely for the Activities to produce results specified in the Proposal.

1.2 Shpresë për të ardhmen agrees to reach the performance targets (the "Performance Targets") as indicated in the accepted Proposal. If Shpresë për të ardhmen fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any period, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until Shpresë për të ardhmen has achieved the relevant Performance Targets.

1.3 Shpresë për të ardhmen shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both Shpresë për të ardhmen and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to Shpresë për të ardhmen in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to Shpresë për të ardhmen meeting the Performance Targets.

3.2 All payments shall be deposited into the Shpresë për të ardhmen's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by Shpresë për të ardhmen in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 Shpresë për të ardhmen shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, Shpresë për të ardhmen shall maintain the records for a period of at least five (5) years.

4.2 Shpresë për të ardhmen shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Shpresë për të ardhmen

4.3 Shpresë për të ardhmen shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 15 days before the expected monitoring visit of the next tranche. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Shpresë për të ardhmen's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within 15 days after completion of the Activities, Shpresë për të ardhmen shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Shpresë për të ardhmen's related books and records as it may require, and to have access to the books and record of the Shpresë për të ardhmen, as necessary.

5.2 Shpresë për të ardhmen acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of Shpresë për të ardhmen generally. The right of UNDP to conduct an investigation and the Shpresë për të ardhmen's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 Shpresë për të ardhmen shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, Shpresë për të ardhmen's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Shpresë për të ardhmen's premises at reasonable times and on reasonable conditions in connection with such access to the Shpresë për të ardhmen's personnel and relevant documentation. Shpresë për të ardhmen shall require its agents, including, but not limited to, the Shpresë për të ardhmen's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from Shpresë për të ardhmen for any amounts shown by such audits and investigations to have been used by Shpresë për të ardhmen other than in accordance with the terms and conditions of the Agreement. Shpresë për të ardhmen also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to Shpresë për

të ardhmen for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 Shpresë për të ardhmen represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of Shpresë për të ardhmen's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of Shpresë për të ardhmen's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by Shpresë për të ardhmen to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, Shpresë për të ardhmen shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Shpresë për të ardhmen's personnel or any other person who may be engaged by Shpresë për të ardhmen to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by Shpresë për të ardhmen to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of the Shpresë për të ardhmen subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 Shpresë për të ardhmen shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 Shpresë për të ardhmen acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". Shpresë për të ardhmen hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 Shpresë për të ardhmen acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall

entitle UNDP to terminate the Agreement immediately upon notice to the Shpresë për të ardhmen, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 Shpresë për të ardhmen shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that Shpresë për të ardhmen shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board/Board of partners. If at any time the Steering Committee/Project Board/Board of Partners is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to Shpresë për të ardhmen as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board/Board of partner's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon Shpresë për të ardhmen insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Shpresë për të ardhmen.

7.4 The rights and obligations of Shpresë për të ardhmen are limited to the terms and conditions of this Agreement. Accordingly, Shpresë për të ardhmen and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 Shpresë për të ardhmen shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of Shpresë për të ardhmen (hereinafter referred to as " Shpresë për të ardhmen Personnel") and shall ensure that all of its obligations under this Agreement extend to Shpresë për të ardhmen Personnel. Shpresë për të ardhmen may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. Shpresë për të ardhmen may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, Shpresë për të ardhmen shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve Shpresë për të ardhmen of any of its obligations under this Agreement.

7.6 Shpresë për të ardhmen shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of Shpresë për të ardhmen, Shpresë për të ardhmen Personnel or other persons hired for the management of the present Agreement and the Project. Shpresë për të ardhmen shall be responsible for, and deal with all claims brought against it by any Shpresë për të ardhmen's Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become

the property of the Shpresë për të ardhmen. Shpresë për të ardhmen shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by Shpresë për të ardhmen in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Shpresë për të ardhmen. Nonetheless, Shpresë për të ardhmen shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and Shpresë për të ardhmen shall promptly return any unutilized Funds to UNDP.

7.10 Shpresë për të ardhmen acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Shpresë për të ardhmen, actual disbursements will be based upon Shpresë për të ardhmen meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, Shpresë për të ardhmen acknowledges that UNDP will have no further obligation to Shpresë për të ardhmen as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. Shpresë për të ardhmen may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, Shpresë për të ardhmen will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 Shpresë për të ardhmen shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use

of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

ANNEX A
Low Value Grant Proposal

Project Number: 00095613 and 00101336

Date: _____

Project Title: "I love books too"

Name of the Recipient Institution: Shpresë për të ardhmen

Total Amount of the Grant (in ALL) 1,787,200.00 (one million and seven hundred eighty seven thousand and two hundred Albanian Lek)

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.

The purpose of the grants is to improve the educational service through the enrichment of book funds and increase interest for them in the schools of the 7 Administrative Units of Shkodra Municipality. Main results to be achieved through this grant are as follow: (i) trained and motivated teachers (total of 24, from which 18 women) for teaching, enriched with extra-curricular and extra-curricular books, (ii) two models of curriculum projects will be drawn up by a specialist in the field of literature, (iii) a mobile library available to the community as a new service to the community, by bringing service to the beneficiaries will be in place, (iv) 2000 children and young people will engage in leisure activities that develop their educational, cultural and creative abilities, (v) social activities will be organized to raise awareness on book reading.

- Explain why the grantee is uniquely suited to deliver on the objectives

The Grantee has experience in several areas that are directly related to the nature of this project and the target groups, Hope for the futures is an CSO established 18 years ago and its mission is to provide support for education, integration and life-long learning for children and young people and to offer support for those with social problems, contributing to the socio economic and cultural empowerment of young children to consider their future in their homeland. The objectives of the project are closely interlinked with the scope and experience of Hope for the future. The organization is a local organization working in Shkodra municipality and has very good knowledge of the citizens needs.

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives

The activities that will be implemented and related to the achievement of the objectives of the project are:

- Organization of a roundtable with main beneficiaries to present the project;
- Preparation of two curriculum projects to be used by teachers during free-time classes for the September-November period. One model will be a Curriculum Project for Language and Literacy, and the other one will be a multi subject Curriculum Model with a focus on Language and Literature.
- Training with language and literature teachers. Two teachers from each of the schools involved in the project will take part in two-day training on how to draw up a curriculum project and they will be guided for the implementation of two curriculum template models that have been previously prepared. They will be mentored for the implementation of curriculum projects.
- Purchase of books and circulation of artistic books in schools through a moving library. With a moving library, once a month, we will make books circulating in schools. The literary teacher in each of the

schools involved in the project will support distribution of books and organization of activities planned in the project.

- Exhibition of literary creations in the 7 schools involved in the project and publication of the best creations.
 - Provide information and awareness-raising videos about the moving library and its importance. A video will be prepared to reflect the activity of the library, the impact that the library has had in the community from the point of view of children, parents and teaching staff.
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

Target groups that will benefit directly from the grant are:

- 2000 students from 7 schools in Shkodra municipality involved in the project, of whom 60% are women. School students will have access to artistic books by increasing the information they receive in the educational process and the opportunity to take advantage of leisure time, opportunities to develop talent in the field of artistic creativity.
- Teachers involved in training, of whom 70% are women. Teachers will be oriented to better utilize the free extracurricular learning hours, they will have access to the Curriculum Project and mentoring as support to their work.
- School directorates and school staffs involved in the project, of which 70% are women because they have models of Subject and Intermediate Curriculum Projects and have a new experience in teaching-educational work. School library will be enriched with books that will be donated at the end of the project and give them the opportunity to continue the project from the schools themselves.

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²			Planned Budget for the Activity (in grant currency) ³
	T1	T2	T3	Albanian Lek (ALL)
1.1 Organization of roundtable	X			3,000
1.2 Preparation of curricular projects	X			16,000
1.3 Trainings with language teachers and mentorship for the implementation of curricular projects		X	X	134,600
1.4 Book purchasing and inventory	X			412,000
1.5 Artistic book exchange in schools	X	X	X	254,500
1.6 Exhibition of literary works in 7 schools			X	142,500
1.7 Closing ceremony			X	206,000
1.8 Preparation of information and awareness videos			X	60,000
1.9 Advertising for the moving library	X			12,000
1.10 Awareness posters	X			7,000
1.11 Plates for library			X	28,000
1.12 Preparation of banner	X			12,000
			Total	ALL 1,287,600

- 1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary
- 2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
- 3 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE ¹	MILESTONES			
			Period 1	Period 2	Period 3	FINAL TARGET
1.1 # of teachers skilled professionally	Hope for the future	10	24	0	0	24
1.2 # of curriculum projects on Literature,	Hope for the future 7 schools involved	0	2	0	0	2
1.3 # of artistic books in support of schools.	Hope for the future 7 schools involved	200	0	1000	0	1000
1.4 Percentage of students from each school that have used the moving library.	Hope for the future 7 schools involved	N/A	0	30%	40%	70%
1.5 Percentage of students who have read the art books have participated in the project, have been created in prose or poetry	Hope for the future 7 schools involved	N/A	0	20%	30%	50%
1.6 # of published creations	Hope for the future 7 schools involved	N/A	0	20	40	60

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/Low)	Mitigation measures
Delay by Regional Directorate of Education for selection of schools to be involved in the project	Medium	CSO will have close contact with RDE before starting the project and will sign a MoU with this Directorate

¹ Baseline indicators will be revised/defined by the CSO during the first month of project implementation. Changes will be reflected in the first monitoring report.

Neglect or difficulty of teachers to adapt to new methods	Medium	Written agreements on terms of cooperation with schools prepared and signed
Neglect or inability of teachers to work with students for literary creativity or infrastructural difficulties in some of the Administrative Units	Medium	Mentoring and teaching support will be provided
The Influence of Internet on Children Decreasing interest in information from the book	Medium	Moving library to be used as a "trendy" instrument for children

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (Albanian LEK)

PERIOD COVERING FROM 01 June 2019 To 31 January 2020

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel	ALL 54,000	ALL 162,000	ALL 54,000	ALL 270,000
Travel /Transportation	ALL -	ALL 6,090	ALL -	ALL 6,090
Local Office Cost	ALL 7,500	ALL 22,500	ALL 7,500	ALL 37,500
Project Activities	ALL 443,657	ALL 793,724	ALL 117,219	ALL 1,354,600
Visibility	ALL 31,000	ALL 88,000	ALL -	ALL 119,000
Total	ALL 536,157	ALL 1,072,314	ALL 178,719	ALL 1,787,190

**Annex B
REPORTING FORMAT**

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.

Recipient Institution: _____

Year _____

Period covering this report:

- This report must be completed by Shpresë për të ardhmen and accepted by UNDP
- Shpresë për të ardhmen must attach any relevant evidence to support the
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- Workplan Performance (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity						
1.2 Activity						
1.3 Activity						
Total						

2- Performance Targets

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

3- Challenges and Lessons Learned:

Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel		
Travel /Transportation		
Local Office Cost		
Project Activities		
Visibility		
TOTAL		

**ANNEX C
PROJECT DOCUMENT**

<i>TITLE OF THE PROJECT</i>	<i>I love books too</i>
<i>APPLICANT</i>	<i>Hope for the future</i>
<i>PARTNERS (Grant beneficiaries)</i>	
<i>PARTNERS</i>	<i>Regional Directory of Education-Shkodër, Elementary schools of Administrative units involved in the project, local community of these areas.</i>
<i>PRIORITY AREAS</i>	<i>2. Youth and sports</i>
<i>SUBPRIORITY</i>	<i>2.2 Improvement of access to free time activities for children of Administrative unit in Shkodra Municipality.</i>
<i>TARGET GROUP/ NUMBER OF DIRECT BENEFITLARIES (nr and percentage of representative by gender)</i>	<i>Students and youth from 7 schools of Administrative unit in Shkodra Municipality.</i>
<i>PLACE OF PROJECT IMPLEMENTATION</i>	<i>In main schools of 7 Administrative unit in Shkodra Municipality: Velipojë, Bërdicë, Dajç, Ana e Mali, Guri i Zi, Postribë, Rrethina</i>
<i>DURATION (nr of months)</i>	<i>8 months</i>
<i>BUDGET REQUESTED</i>	<i>1 787 200 lekë</i>
<i>COOFINANCING (if there is)</i>	<i>48 000 Also in kind contribution</i>
<i>TOTAL BUDGET</i>	<i>1 835 200 lekë</i>

SUMMARY

The school has a very important role in the community, the school is a community center. With the reforms being made in the education system in Albania, many difficulties and challenges have been created for teachers and especially in rural areas. Children and young people living in rural areas lack facilities and entertainment activities, especially those with the aim of supporting school and their overall formation. One of the Strategic Goals of Shkodra Municipality for rural development is the improvement of education service. In some articles of the Convention of Children Rights, there is emphasized the right of children for education; to have information; to develop the full potential of personality, gifts and mental abilities; engagement in cultural and artistic life. Through this project we aim to: 1-Improve teaching facilities in educational institutions in 7 administrative units of the Municipality of Shkodra through the enrichment and use of the library with extra-curricular and extracurricular books and 2-Increase interest of students and young people to read and offer them the opportunity to effective use of their leisure time.

Direct beneficiaries will be: - 2000 students from 7 schools involved in the project, from which 60% are women and 24 language - literature teachers, of whom 70% are women. Indirect beneficiaries are 7 communities in rural areas where 60% of this community are women.

The project will last 8 months and will have a budget of 1 835 200 Lek.

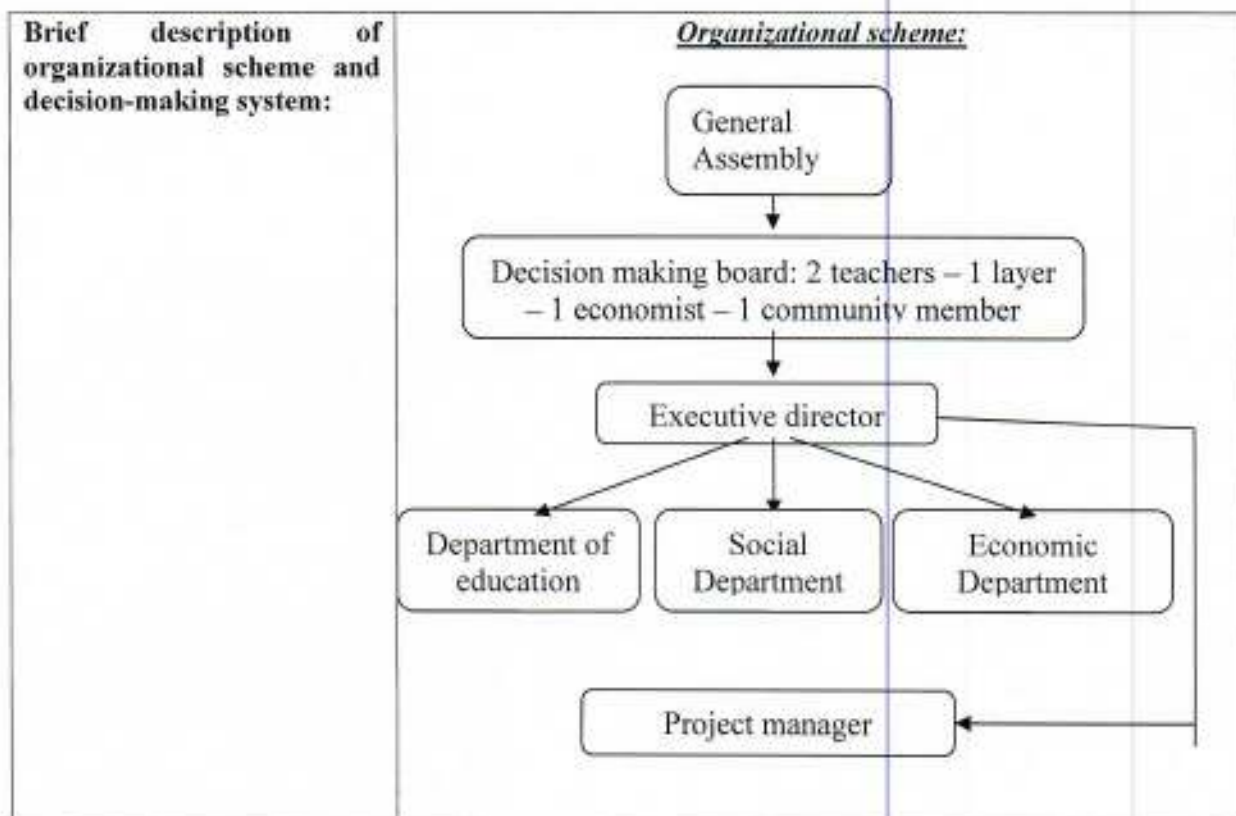
To improve the educational service in the rural areas involved in the project, we will work in two aspects: with the providers of this service and the beneficiaries of it, and we will cooperate with all stakeholders. Everything that will be bought in the framework of project will remain for schools.

Benefits from the community will be as follow:

- Increase the quality of service to the community (library will be available for the whole community).
- Improve teaching methodology and supporting literature for 7 schools (1 per administrative unit) in 7 administrative units of Shkodra Municipality.
- Getting the best out of leisure time brings together young people. We will reach students who show interest in artistic books in 7 Administrative Units of the Municipality of Shkodra, where 60% of them are women.
- Increase child information and help them get higher grades.
- Enrich school libraries involved in the project, as a factor that influences the continuity of this project.

1. INFORMATION ON APPLICANT

Mission:	Help for education, integration and life-long learning for children and young people and to offer support for those with social problems, contributing to the socio-economic and cultural empowerment of young people to consider their future in their homeland.
Vision:	Healthy family, for brighter ways which bring hope and prosperity.
Date and way of establishment:	01. 10. 2001 Hope for the future has been established as an NGO by Tirana District Court decision no. 28. The establishment of the Association was initiated by a group of teachers to help children with social problems for education and general training through teaching and leisure activities.
Main goals and strategies for achieving goals in accordance with the statute:	<p>Improve social and cultural life of the family and their economic empowerment.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Improve communication and inter-personal relations between individuals and various social groups; 2. Improve life skills of young people and their families; <p>Strategies:</p> <p>Build bridges of communication and cooperation between local government, media and other community actors.</p> <p>Create partnerships with local, national and international civil society organizations (CSOs).</p> <p>Improve the internal systems of the association.</p> <p>Increase the visibility of the association in the community through the promotion of influential activities for its beneficiaries.</p> <p>Increase staff capacities, based on their needs assessment.</p>



Civil Society Organization (CSO) Leading Board / Key Persons in the Civil Society Organization

Name and Surname	Profession	Function	Gender	Years of experience in the CSO
Prandvera Marku	Teacher	Director of NGO	Female	18
Julian Jana	Social worker	Social Department	Male	12
Miranda Trebicka	Pre school teacher	Department of education	Female	4
Lula Çeka	Teacher	Economic Department	Female	9
Aldo Marku	Technic	Social Department	Male	6

People you plan to engage in project implementation

Name and Surname	Profession	Function	Gender	Years of experience in the CSO	Full time/ Part time
Kozeta Jana	Financial dealer	Financial dealer	F	9	Part time
Ermelinda Gjini	Teacher	Expert	F	0	Part time

We will engage project's beneficiary school teachers to manage the school's circulation of books within the school and to develop activities within the school such as literary talks, literary creations, preparation of exhibitions with creations, etc.

If the above table includes partners and / or consultants, please include their place of work in the "Occupation" column

PRESENT AND PREVIOUS PROJECT EXPERIENCE IN COOPERATION WITH DONORS

The projects implemented during the last three years:

Theme/Topic	Name of the project	Donor	Duration	Value	Nr of staff engaged (divided by gender)
Social	An open door – Phase 1	GIZ	6 months	2 190 890 L	6-Females 3-Males
Good governance	Monitoring of health services in Shkoder Municipality	ANTTARC through PACT	6 months	9 933 Euro	5-Females 1-Males
Culture	Fair for promotion of cultural-artistic values and territorial products (for the Guri i Zi Administrative Unit)	Shkodër Municipality + CED	1 month	250 000 L	1-Females 2-Males

Actual Projects:

Theme/Topic	Name of the project	Donor	Duration	Value	Nr of staff engaged (divided by gender)
Social	An open door – Phase 2	GIZ	15 months	8 083 700 L	7-Females 4-Males

Office space:

Owned or rented:	In usage without rent
Owned or rented with other CSOs:	
Meter squares:	20 m ²
Do you have fix number:	Mobile phone
Do you have access to internet:	Yes
Do you have all needed tools to implement the project?	Yes

2. ACTUAL SITUATION

Educational system is of a great importance in increasing the economic and social development of the community. The school has a very important function in the community, the school is a community center. The language course is one of the main subjects of the curriculum, because: it serves as a basis for the overall formation of students, in emotional development and imagination of them, in intellectual, ethical and civic development and formation of them. Through this subject, the student learns to communicate clearly even in other subjects, in society and everywhere.

In recent years, the education system in Albania is being in reforming. These changes have created many difficulties and challenges for teachers. The new curriculum of the elementary education school provides free classes, 15% of the total number of hours in each subject, and one-third of the free hours should be used for extra curriculum projects designed by the teachers themselves. So, there is space for creative teacher initiative.

On the other hand, the teachers are very little trained to draft extra curriculum projects. Increasing teacher capacities through training and support models are more than necessary.

Children and young people living in rural areas lack facilities and entertainment activities, especially those with the aim of supporting school and their overall formation. Most schools do not have a library or they can have them formally, but they are not equipped with new literature and in accordance with the curriculum. As a result of these conditions, children and young people in rural areas are in a position of discrimination against other residents' opportunities in the Municipality of Shkodra to have access to new books that enrich the city library. As a result of very rapid development of technology, children are not aware of the book. This problem is more evidenced in rural areas because parents have fewer opportunities to work with their children (for economic and social reasons, lack of parents' education, lack of time, etc.).

Based on the Strategic Objectives of Shkodra Municipality - Territorial Integration and Equality in Services and Access - Rural Development, seen as a priority – Improvement of the educational service, we think that our project is very important. Our project values the children's right to education; to have information; to develop the full potential of personality, gifts and mental abilities; engagement in cultural and artistic life; based on Articles 13, 17, 28, 29, 31 of the Convention of the Children's Rights. This project will improve access to rural areas in order to alleviate inequalities and the effective support of educational services delivery in the 7 Administrative Units of Shkodra Municipality. Through this project we aim to improve this service to the community by creating a new community experience, leading service to the beneficiary.

Hope for the Future organization has a 12-year experience in teaching at school. From 2003 to 2015 we provided teaching service in the 9-year Hope School for the Future, licensed by MES in July 2003. Also, our organization has experience in drafting curriculum projects. The experience of our staff to orient children into a qualitative reading by encouraging not only to read but also to create, promises the successful realization of the project "I enjoy reading".

3. PROJECT DESCRIPTION

Training and education of children and young people is not only done within the learning process. The alternation of methods and activities motivates them to be more active in the learning process and entertains them, as well. We are thinking of creating a mobile library that meets the compulsory education needs for supporting literature of the educational process. Literature includes: books from Foreign and Albanian writers bringing stories, adventures and fantasies from the most beautiful, poems and various information that can be read by children and young people. Promoting the book and educating the our target group, will be achieved by offering a new friend a "book of art" to children in a new way.

It is anticipated that about 2000 children from whom 60% women will have the opportunity to benefit from mobile library services. This mobile library will go to target groups, including 7 communities. At the end of the project, the books will be donated to these schools. Literature teachers of schools involved in the project will be supportive for the distribution of books and organization of literary activities, the preparation of the exhibition and the introduction of the best creations of the students. During the month, literature teacher circulates books within the school, evidences and works with children who are gifted to create prose or poetry. At the end of the project, we will open the exhibition with these creations and publish the best creations to stimulate and encourage them to read in the future as well.

To improve the educational service in the rural areas of the Shkodra Municipality, we will work on two aspects: empowering schools and motivating students to learn, thus this will be done by working with service providers and service beneficiaries. We will cooperate with the Regional Educational Directorate and with the educational departments of the schools involved in the project to select the literature to be purchased, in the calendar of activities for each school, for the mentoring of teachers' work. We will lobby for the involvement of the community and all beneficiaries in the project for active involvement and voluntary engagement. We will encourage cooperation between schools and we will support them with our organization's experience in educational work.

4. TARGET GROUPS

By implementation our project, there will benefit the community of 7 Administrative Units of Shkodra Municipality and beyond.

Direct beneficiaries will be:

-2000 students from 7 schools involved in the project, of whom 60% are women. School students will have access to artistic books by increasing the information they receive in the educational process and the opportunity to take advantage of leisure time, opportunities to develop talent in the field of artistic creativity. They will have better teaching service as a result of teacher training. There will be the possibility of joining together young people to discuss a book, to create etc.

- Teachers involved in training, of whom 70% are women. Teachers will be oriented to better utilize the free extra curricular learning hours, they will have access to the Curriculum Project and mentoring as support to their work. They will have a library to use in the teaching process, even after the completion of the project. They will also be able to collaborate between the schools involved in the project for exchange of experience.

- School directorates and school staffs involved in the project, of which 70% are women because they have models of Subject and Intermediate Curriculum Projects and have a new experience in teaching-educational work. School library will be enriched with books that will be donated at the end of the project and give them the opportunity to continue the project from the schools themselves. The quality of teaching will increase and will have better results in school. The variety of school and extracurricular activities will be enriched. Increased cooperation between teachers within the school and beyond and their responsibility to work, will be realized.

Indirect beneficiaries will be:

-Regional Educational Directorate (RED) of Shkodra, because there are benefiting 7 schools under the jurisdiction of RED, and because these experiences can be distributed to other schools, as well.

-The parents community in these areas, of whom 70% are women, because some of them will read the books, and it is their children who will benefit. In families, there are mainly mothers who care for the child's education (men usually are in emigration or engaged in long-time work, tradition in these areas foresees woman who cares for the child and family, etc.)

- Other students who do not read but hear in literary conversations and visit the exhibition of new creators.

-All of those who gets in contact with our media project.

- Other schools because they can use these models of curriculum projects.

-Organization increases the capacity for working with a new donor. It also creates cooperation with other institutions.

5. OVERALL OBJECTIVE OF THE PROJECT

The overall goal of the project is: Improvement of the educational service through the enrichment of book funds and increase interest for them in the schools of the 7 Administrative Units of Shkodra Municipality

6. PROJECT'S OBJECTIVE

The main objectives of the project "I enjoy reading " are:

1. Improving teaching in educational institutions in the 7 Administrative Units of Shkodra Municipality, through enrichment and use of the library with extracurricular books.
2. Increase the interest of students and young people to read and the opportunity to make effective use of leisure time.

The project's sub-objectives are:

- 1.1 Teacher training on how to efficiently use of free extra curricular hours.
- 1.2 Mentoring support, with curriculum template models and literature, in line with the contemporary requirements of free lesson development and curriculum.
- 1.3 Strengthen schools by enriching libraries and by showing good work practices.
- 2.1 Raising awareness among children and young people on reading importance and how to productively use of leisure time, aiming to get out of the internet by offering literature and promoting new creators.
- 2.2 Education and training of children and young people in rural areas.

In order to better meet these objectives, several measures are considered:

- Selection of people who will work on the project.
- Better planning of activities and costs.
- Visibility and lobbying.

7. EXPECTED RESULTS

Expected results for the project "I enjoy reading ":

1.1-Trained and motivated teachers for teaching, enriched with extra-curricular and extra-curricular books. We intended to train two teachers from each school involved in the project, a total of 24 teachers, of whom 18 are female. Teachers' training will take place in the first week of September, a period that is consistent with the preparation of curricula for the new school year and the preparation of a calendar of activities on a classroom and school basis.

1.2-Models of Curriculum for Language and Literature.

During July, two models of curriculum projects will be drawn up by a specialist in the field of literature. These projects will be presented to the teachers in training sessions and they will be as package of materials to help teachers.

2.1 - A mobile library available to the community as a new service to the community, by bringing service to the beneficiaries. These books will be part of the school library after the completion of the project.

It is planned to purchase 1000 artistic books in accordance with age and curriculum. We will advocate to donate artistic books from institutions or individuals in town, in order to increase the amount of books that will remain to schools. This objective will be realized in the first month of project implementation.

2.2-Children and young people will engage in leisure activities that develop their educational, cultural and creative abilities.

With the provision of a mobile library, there will be access to about 2000 children and young people, of whom 60% of women, to read artistic books in their free time. The realization of this objective is favored by summer holidays, when we will provide them this library. This is the time of the year when children and young people have more free time to read and have more need to fill this time with activity. The distribution of books will start i second month of project implementation.

2.3-Exhibition of literary creations in the 7 schools involved in the project, publication with the best creations from the students.

In each school there will be literary creations from students where we predict that 70% of them are women. With these creations, we will open an exhibition at the end of the project and there will be evaluated the best creations. With the best ones of all schools, there will be published a booklet to be distributed in 10 copies of all the participating schools in the project and one copy for each student whose creations are involved. Student creations will be done throughout the project's life, but they can continue even after the project is over. We will support and encourage schools to keep the best creations in school libraries in the future as well.

2.4- Information and awareness video for the moving library and its importance.

This video will reflect and promote the importance of the moving library and will be published on social media and at the closing ceremony of the project.

2.5 - A booklet with student creations

With the best creations from all schools, a booklet will be published. The creators will be given the opportunity to publish these materials. An event will be organized and it will bring together all schools participating in the project.

8. *ACTIVITIES*

Description of activities

Activity 1: Roundtable

The roundtable will be organized at the beginning of the project with the participation of school directors and literary teachers, representatives of the Regional Education Directorate and a specialist in the field of literature. At this meeting we will present the project. We will discuss the books and authors they study at school and what they need to provide them within the project. With this meeting we will promote the activity of the mobile library: setting the itinerary of library movements and schedules, presenting them with the regulation of the mobile library. The goal here is to create partnerships at the beginning of the program, as well as to agree among all actors to work intensively together.

Activity 2: Prepare Curriculum Projects

A literary and language specialist will prepare two curriculum projects to be used by teachers during free-time classes for the September-November period. One model will be a Curriculum Project for Language and Literacy, and the other one will be a multi subject Curriculum Model with a focus on Language and Literature. Referring to the guidelines for the design and implementation of Curriculum Projects, these projects can be implemented in the next two years in each school, as well as from other schools under the jurisdiction of the Education Directorate of Shkodra.

Activity 3: Training with language and literature teachers

Two teachers from each of the schools involved in the project will take part in two-day training on how to draw up a curriculum project and they will be guided for the implementation of two curriculum template models that have been previously prepared. Teachers will be given the curriculum projects prepared by the specialist: one for the subject of literature and and multi subject curriculum model with a major focus on literature. They will be mentored for the implementation of curriculum projects.

Activity 4: Purchase of books and their inventory

Once the selection of the necessary literature has been done in cooperation with the school directors and the literature teachers we will purchase books. Inventory and bookkeeping will be done by the mobile library worker. The vehicle will also be adapted to transport books between schools. The vehicle will be a minibus type that will fit with bookshelves and angles. It will also be covered with advertising materials to ensure project visibility. In October, which is the month of literature, our organization will organize an awareness raising campaign to promote gifting of artistic books. The books that will be collected will be attached to those purchased and will eventually be donated to the schools involved in the project to enrich their libraries. After the donation of books to the libraries of these schools, a plaque will be placed with the signature of the donor and the project.

Activity 5: Circulation of Artistic Books in Schools

With a moving library, once a month, we will make books circulating in schools. We will print the reader's cards to record the book's circulation in the school. This will enable the project not to hinder this process. The literary teacher in each of the schools involved in the project will support distribution of books and organization of activities planned in the project. The school teacher circulates books within the school, evidences and works with children who have a tendency in literary creativity, promotes the book in the community. The teacher will organize literary conversations with students on special books. At each school we will have a meeting with a writer where students have the chance to recognize writers as an inspiration to them.

Activity 6: Exhibition of literary creations in the 7 schools involved in the project, publication of the best creations.

During November, each school will prepare the exhibition with student creations. The teachers of each school will work for the preparation of the exhibition. The best creations will be evaluated to encourage students to create in their future. On the occasion of November Holidays, in each school involved in the project will be organized literary and artistic evenings and there will be presented the creations of the students. This activity will be organized by the schools themselves. In this activity will be invited the community and representatives of Administrative Units, etc. The exhibition at the school will remain open throughout December.

The best creations of all schools will be published in a brochure that will be distributed by 10 copies to all participating schools in the project and to students who have their creations included in it. The literature teacher will put on the computer the best creations of the students to make them ready for printing. These materials will be edited by a specialist.

Activity 7: Provide information and awareness-raising videos about the moving library and its importance.

A video will be prepared to reflect the activity of the library, the impact that the library has had in the community from the point of view of children, parents and teaching staff. The prepared video will be displayed in the closing event of the project. This video will be published on the association's and school's website, as well as on social media.

Activity 8: Closing Ceremony and Awarding for Creative Creator and Best Reader

At the end of the project, on the occasion of the New Year, there will be organized a joint celebration with participation from all the schools involved in the project, representatives from DAR and other institutions, parents etc. Here we will show the video, we will announce the best creations and the best readers. During the evening, there will be discussed about the impact of this program realized. In this activity there will be present also local media, where they will interview project beneficiaries. And the end, there will be a festive lunch, on the occasion of New Year's Eve. For children in rural areas, this is a chance to celebrate the end of the holiday season.

9. ASSUMPTIONS AND RISKS

Possible risks that effect or delay the implementation of the activities are:

- Delay by DAR for selection of schools to be involved in the project.
- Delays by the school departments for the approval of curriculum projects.
- Neglect or difficulty of teachers to adapt to new methods.
- Neglect or inability of teachers to work with students for literary creativity or infrastructural difficulties in some of the Administrative Units.
- The Influence of Internet on Children Decreasing interest in information from the book.
- The lack of appreciation on the importance of reading by the community. Commitments that young people and especially women can have in the family.
- Hesitating to give opinions before cameras (to prepare the video).
- New recruitments at school staff at the beginning of the school year.

To prevent these potential risks, we will take the following precautionary measures:

- Coordinate with school directories on book distribution plan and activities in general.
- Written agreement with schools on terms of cooperation.
- Clear rules for cooperation with teachers.
- Mentoring and teaching support.
- Collaboration with the teaching staff and the Regional Educational Directorate to determine the list of books to be purchased in the project.

10. DURATION OF THE PROJECT

Our project is foreseen to start on 1 June 2019 and end on 31 January 2020. Its duration will be 8 months.

11. MONITORING AND REPORTING

Despite the precautionary measures to avoid potential risks in time and quality-of-activity performance, the project will be regularly monitored. Monitoring will be done by:

1. The project manager, who monitors the project on site 4 times and reports on the progress of the project to the director of the organization. This reporting includes the performance of activities and expenses in accordance with planning for each activity and it is done through reports and photos. Once in two months, we plan to report to the donor. This will be an interim report accompanied by a detailed list of expenditures for the period associated with a picture of the activities. It takes a week to prepare intermediate reports. For the preparation of the final report along with all the supporting documents it takes a month.

2. The financier monitors the state of finance in accordance with calendar activities. The financier and the manager co-ordinate to avoid unforeseen expenses and on the other hand to carry out planned activities in time.

3. The director of the organization carries out project monitoring by visiting each school, not less than twice. She participate in activities, interviews beneficiaries and reads and approves reports.

12. BUDGET

Expenditure Explanations by Budget Line:

1. Staff Costs

Project staff will be composed by manager and financier who will work 60% of the time for the project "I enjoy reading".

2. Travel Costs

We plan to monitor the project by the executive director twice for each school and project manager four times for each school. An average of 180 Lek per transport is calculated based on public transport costs. $6 \text{ surveys/school} \times 7 \text{ schools} = 42 \text{ surveys}$.

3. Office Costs

3.1- Office expenses: water, electric energy, prints, photocopies,

4. Project Costs:

Activity 1- Roundtable

The organization provides space for organizing the meeting and participants will be served coffee and water. The meeting will be followed by 25 people: from each of the planned school will be two teachers and a director involved in the project, two people from the organization, one expert in the field of literature and a representative from the DAR $(7 \times 3) + 2 + 1 + 1 = 25$ people.

Activity 2 – Preparation of Curricular Projects

The specialist will work four days to prepare both curricular projects.

Activity 3 - Trainings with language teachers and mentorship for the implementation of curricular projects

4.3.1-Each teacher will have a file with material that includes: the file, the two printed projects, the notebook and the backup

4.3.2 -Training will be held for 24 teachers, one trainer, one facilitator from the association, in total 26 people, for two days are equal to 52 persons.

4.3.3-The trainer will have two days of work and one day to get prepared (prepares the training material and post-training evaluation sheets).

4.3.4-The specialist should mentor each school for two days for the implementation of curriculum projects. He will work for a total of 14 days during which service and travel will be calculated, 7 schools x 2 days = 14 days.

Activity 4- Book purchasing and inventory

4.4.1-An average price of books is calculated based on the bids of libraries for children and young people.

4.4.2-Two teachers will work for three days to make an inventory, creating categories to share school groups. 2 persons x 3 days = 6 days.

Activity 5-Artistic book exchange in schools

4.5.1-A **person** will distribute books and circulate them among schools by giving and receiving them based on the inventory. It is expected to go to each school once a month and working two days for each month, 8 months x 2 days = 16 days.

4.5.2-It will be rented a car including: car rent, fuel, driver. Two days per month for a period of 8 months: 8 months x 2 days / month = 16 days.

4.5.3 -The reader tabs will be printed and delivered to the students and the community that want to read.

4.5.4-The writer will make a meeting with students in each school where service and travel are included.

Activity 6- Exhibition of literary works in 7 schools

4.6.1-Materials for the exhibition that includes cardboard in color, A4 paper in white and color, stickers, ink, printing, is estimated approximately 1500 lekē per school.

4.6.2-A teacher from each school should be engaged to assess the works to be exposed, print materials and arrange exhibition, evidence the best readers, guide the work for evaluating the best creations on each school and writing down on computer the creations.

4.6.3-An editor will work four days to edit the creations of students that will be published.

4.6.4 Cost of layout and design of the cover for the publication creations.

4.6.5-There will be printed 10 copies for each school and one copy for each student who has written in that publication. Quantity: 7 schools x 10 copies = 70 copies; 10 copies for students, in total 80 copies.

Activity 7- Preparation information-awareness video

5.1-The value of the videos includes: fieldwork for filming, interviews with the beneficiaries and work on video editing.

5.2 – The value of advertising includes: idea, design and printing.

5.3-The value of the poster includes: idea, design and printing.

5.4-The value of the plaque includes design and printing.

5.5 – The value is based in market price

Activity 8 - Closing Ceremony

4.7.1 – For each administration unit will be invited 12 students + 3 staff + 15 parents and community = 30 persons x 7 administration units = 210 total persons.

4.7.2-12 students will be invited + 3 the staff + 15 parents and community = 30 persons x 7 administrative units = 210 + 10 people from (RED + Our association others who have worked on the project); a total of 220 people.

4.7.3. Rent of venue for closing ceremony

13. VISIBILITY

In order to reach as many beneficiaries as possible, in the schools involved in the project, there will be placed posters to promote reading. These posters will be displayed on the arrival of the school library. The transporter of the library will have the publicity of the project on it as well, to achieve a higher visibility during the movement across town and administrative units. In each school library there will be placed a label with the donor signature, while we distribute books to the schools.


In the second half of the project, a promotional video will be realized for all project activities as a promotional and motivational tool for young readers. We will encourage make interviews with mothers of children and female students, at least 50%. This video will be edited by a professional company and will be distributed by the association's website and project beneficiary schools.

During the various activities, we will take pictures that will be published on our schools and organizations' websites, and on social media. The donor will be cited in the creations published as well.



Empowered lives.
Resilient nations.

LOW VALUE GRANT AGREEMENT
[Reference No. ALB2019/032]

1. Country: Albania									
2. Recipient Institution: The DOOR Address at Lagjia Naim Gjylbegu, Rruga Nujar Bishnaku, Nr 799, 4001, Shkoder									
3. Project Number and Title: 00095613 – Regional Programme on Local Democracy in Western Balkans (ReLOaD) and 00101336 – Local Democracy Programme									
4. Implementation Period: From 01/06/2019 to 31/12/2019									
5. Budget: Up to the amount of ALL 2,000,000 (two million Albanian Lek)									
6. Schedule of Disbursement of Funds to The DOOR:									
	<table border="1"><thead><tr><th><u>Disbursement Date/Milestone</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>First Installment:</td><td>600,000 ALL (30%) upon signature of this Agreement;</td></tr><tr><td>Second Installment:</td><td>1,200,000 ALL (60%) upon submission of narrative and financial report and after UNDP monitoring team certification of reports;</td></tr><tr><td>Final Installment</td><td>200,000 ALL (10%) final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.</td></tr></tbody></table>	<u>Disbursement Date/Milestone</u>	<u>Amount</u>	First Installment:	600,000 ALL (30%) upon signature of this Agreement;	Second Installment:	1,200,000 ALL (60%) upon submission of narrative and financial report and after UNDP monitoring team certification of reports;	Final Installment	200,000 ALL (10%) final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.
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Final Installment	200,000 ALL (10%) final tranche upon the completion of all activities and provision of the final report and after UNDP monitoring team certification of report.								
7. Information for The DOOR Bank Account into Which Funds Will Be Disbursed: Account Name: The Door, Miqtë e rinj të Taraboshit Account Number: 600096330901 Bank Name: ProCredit Bank Sh.A Bank Address: Rr. Dritan Hoxha, Nr. 11, Building 92, H 15, Code 1026, Tirana Bank SWIFT Code: FEFAALTR IBAN: AL88209516090000600096330901									
8. Notices to:	9. Notices to UNDP:								
Kastriot Faci/ Executive Director Address: Lagjia Naim Gjylbegu, Rruga Nujar Bishnaku, Nr 799, 4001, Shkoder Tel: +355 682026559 Email: thedor@infothedor.com	Limya Eltayeb UNDP Resident Representative Address: : "Skenderbej" Street, Gurten Building, 2nd Floor, Tirana, Albania Tel: +355 (4) 2250 205, 2250 224, 2250 234 Fax: +355 (4) 2250 286, 2250 289 Email: limya.eltayeb@undp.org								
10. Signed for The DOOR by its Authorized Representative									
									
Date: <u>31.5.2019</u>	Signature: <u>Kastriot Faci</u>								
Name: Kastriot Faci	Title: <u>Executive Director</u>								

11. Signed for the **United Nations Development Programme** by its Authorized Representative

Date: 31 July 2018

Signature: 

Name: Limya Eltayeb

Title: UNDP Resident Representative

The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:
this face sheet ("Face Sheet")

Standard Terms and Conditions

Annex A – Accepted Grant Proposal

Annex B – Reporting Format

Annex C – Project Document for the Project funding this Grant Agreement

STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the "Agreement") is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), and The DOOR named in block 2 of the Face Sheet (the "The DOOR," and together with UNDP, the "Parties").

WHEREAS, UNDP is the Implementing Partner to The DOOR, of the project named in block 3 of the Face Sheet (hereinafter referred to as "the Project") and more specifically described in the project document "New friends of Tarabosh Shkodër", attached as **Annex C** (the "Project Document"), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to The DOOR in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the "Funds"), and on the terms and conditions hereinafter set forth; and

WHEREAS, The DOOR is ready and willing to accept such Funds from UNDP for the activities (the "Activities") described in the accepted Grant Proposal in **Annex A** (the "Proposal") on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of The DOOR

1.1 The DOOR agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by The DOOR and used solely for the Activities to produce results specified in the Proposal.

1.2 The DOOR agrees to reach the performance targets (the "Performance Targets") as indicated in the accepted Proposal. If The DOOR fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any period, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until The DOOR has achieved the relevant Performance Targets.

1.3 The DOOR shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both The DOOR and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to The DOOR in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to The DOOR meeting the Performance Targets.

3.2 All payments shall be deposited into The DOOR's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by The DOOR in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 The DOOR shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, The DOOR shall maintain the records for a period of at least five (5) years.

4.2 The DOOR shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by The DOOR.

4.3 The DOOR shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 15 days before the expected monitoring visit of the next tranche. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by The DOOR's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within 15 days after completion of the Activities, The DOOR shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review The DOOR's related books and records as it may require, and to have access to the books and record of The DOOR, as necessary.

5.2 The DOOR acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of The DOOR generally. The right of UNDP to conduct an investigation and The DOOR's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The DOOR shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, The DOOR's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to The DOOR's premises at reasonable times and on reasonable conditions in connection with such access to The DOOR's personnel and relevant documentation. The DOOR shall require its agents, including, but not limited to, The DOOR's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from The DOOR for any amounts shown by such audits and investigations to have been used by The DOOR other than in accordance with the terms and conditions of the Agreement. The DOOR also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to The DOOR for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 The DOOR represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of The DOOR's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of The DOOR's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by The DOOR to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, The DOOR shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which The DOOR's personnel or any other person who may be engaged by The DOOR to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by The DOOR to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of The DOOR's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The DOOR shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The DOOR acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The DOOR hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The DOOR acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to The DOOR, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The DOOR shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that The DOOR shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board/Board of Partners. If at any time the Steering Committee/Project Board/Board of Partners is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board/Board of Partners may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to The DOOR as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board/Board of Partners's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon The DOOR insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by The DOOR.

7.4 The rights and obligations of The DOOR are limited to the terms and conditions of this Agreement. Accordingly, The DOOR and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The DOOR shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of The DOOR (hereinafter referred to as "The DOOR Personnel") and shall ensure that all of its obligations under this Agreement extend to The DOOR Personnel. The DOOR may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The DOOR may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, The DOOR shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve The DOOR of any of its obligations under this Agreement.

7.6 The DOOR shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of The DOOR, The DOOR Personnel or other persons hired for the management of the present Agreement and the Project. The DOOR shall be responsible for, and deal with all claims brought against it by any The DOOR Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of The DOOR. The DOOR shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by The DOOR in accordance with the

principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in The DOOR. Nonetheless, The DOOR shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and The DOOR shall promptly return any unutilized Funds to UNDP.

7.10 The DOOR acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this The DOOR, actual disbursements will be based upon The DOOR meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, The DOOR acknowledges that UNDP will have no further obligation to The DOOR as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The DOOR may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, The DOOR will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The DOOR shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

ANNEX A
Low Value Grant Proposal

Project Number: 00095613 and 00101336

Date: _____

Project Title: New friends of Tarabosh Shkodër
Name of the Recipient Institution: The DOOR
Total Amount of the Grant (in ALL): 2,000,000 ALL

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.

The purpose of the grants is to improve the social and cultural life of children and young people, marginalized and other people living in the territory of the city and the administrative units of the Municipality of Shkodra, through the participation and benefit of social services, eco-tourism and information and education of life in nature; environmental education.

The Young Friends of Taraboshi Shkodra Project will have several impacts at the same time as: environmental and social impact, as it has directly impacted on the protection of the environment, its preservation and improvement, affects the prevention and reduction of risks to the life and health of citizens through cooperation community groups in the municipality, civil society through the mostfriendly interaction with nature. The establishment of the club of young mountaineers/alpinest is a novelty not only for Shkodra, but for all of our country. The federation of the Taraboshi Junior club at the Albanian Alpine Federation will be a unique occasion in our country, as this will be the first youth club registered in the federation. Apart from inclusion, it increases visitor an opportunity because it creates, improves, information services and tourist infrastructure. It is a local initiative that for the first time addresses the Mount of Tarabosh, to turn it into an attraction for Tourism in Shkodra, educating the younger generation with a healthy new style, thinking and acting. The slogan of our project is "Live in the nature, live in Tarabosh".

- Explain why the grantee is uniquely suited to deliver on the objectives

The Grantee has experience in several area, mainly focused on social inclusion, promotion of environment, territorial development, promotion of culture heritage etc... It is a local CSO, established in 1996 in Shkodra municipality and has very good knowledge of the territory and the needs of target groups that will be affected by this project. The Door is an open door for children and families all people in need. It provides social services for people in need based on their abilities, gender, marginalised groups etc. The Doors assists community, groups and people from the groups of people in need in the Municipality of Shkodra and beyond, supporting them with social services, materials and social and cultural activities and sports in their integration into the social and economic life of the community they belong to.

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives

The main activities that will be implemented and related to the achievement of the objectives of the project are:

- Activity 1. Inclusion of children and young people in social and cultural activities and sports. It will be focused on identification and establishing of the "Young Friends of Tarabosh Shkodra" climbing club with children and young people from marginalized groups from Shkodra Municipality (Roma

and Egyptian community, persons with different abilities, from rural / peripheral areas, from orphanage institutions and others from the community) foresees the selection and training of 10 girls and 10 boys aged 15-25. Their training will be on various topics like walking on the mountain, keeping the environment clean, camping on outdoor life, nature photography. These trainings will take place two or three times a week under the mentor of two trainers. For 6 months there will be 2 activities organised during the weekend. One every two weeks, two times a month.

- Activity 2. Protection of the environment and tourism. Activities will focus on increasing the number of children involved in outdoor activities and environmental activities and raising the level of knowledge of the children and youth group on the surrounding nature and environment. Increased skills in identifying, targeting, clearing and settling of 7 walking paths in Mount Taraboshi, alpine wall construction for nature-loving youth, summer campsite participation, 9-th edition engagement and observation of Birds, participation in annual activity on the Wetlands Day, etc..

- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the The DOOR. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

Target groups that will benefit directly from the grant are:

300 girls and boys, part of Egyptian community, people with different abilities, as well as children from rural schools and others in the territory of the Municipality of Shkodra during the implementation of the project.

The number of beneficiaries will be wide, as there are at least two excursions involving groups from 20 to 100 participants from each school and collaborator institution in project implementation.

A special focus has been given to young people, girls and boys coming from the Egyptian community that have essential absence in social and cultural activities given the difficult economic situation they live in. They find it difficult to integrate into the city's social life and be part of social cohesion. The same applies to young men and women with different abilities who find it difficult to be an active part of social life in the community.

20 children and young boys and girls who come from different ethnic status such as 4 people from Egyptian community, 2 from groups with different abilities and 4 persons who are engaged in the activities that the organization has implemented over the years with various projects.

In terms of gender equality target group has a composition of 10 girls and 10 boys.

This target group will be a direct project beneficiary because these individuals will actively participate in all the foreseen activities in the project proposal. They will be divided according to their involvement in activities that increase their capacities in terms of social and environmental awareness activities and living in nature.

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²			Planned Budget for the Activity (in grant currency) ³
	T1	T2	T3	Albanian Lek (ALL)
1.1 Establishing of social club Taraboshi Junior	X			39,000

1.2 Drafting of activity plan	X			34,000
1.3 Training for members of Taraboshi Junior Club	X	X	X	297,600
1.4 Improvement of paths, cleaning and marking	X			102,400
1.5 Construction of Alpine wall	X			231,200
1.6 Organization of exhibition with picture in nature, Tarabosh		X		12,600
1.7 Production and broadcasting of documentary film for the project			X	20,000
1.8 Organization of camper demonstration in the Center of Shkoder	X			10,760
Total				ALL 747,560

- 1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary
- 1 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.
- 2 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE ¹	MILESTONES			
			Period 1	Period 2	Period 3	FINAL TARGET
1.1 # of marginalised young people involve in outdoor activities	The Door	20	180	50	50	280
1.2 # of young marginalised trained in ecotourism	The Door	5	20	0	0	20
1.3 # alpine wall constructed	The Door	0	1	0	0	1
1.4 # of exhibition with picture in nature, Tarabosh organised	The Door	0	0	0	1	1
1.5 # of camper demonstration in the Center of Shkoder organised	The Door	0	1	0	0	1
1.6 # of equipment purchased	The Door	2	4	0	0	4
1.7 # of documentary transmitted	The Door	0	0	0	1	1
1.8 # of paths improved and marked	The Door	0	3	4	0	7

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

¹ Baseline indicators will be revised/defined by the CSO during the first month of project implementation. Changes will be reflected in the first monitoring report.

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures
Weather conditions for the activities that will be organised in nature	Low	CSO will have an alternate day strategy depending on meteorological conditions
the target group's health conditions, considering that they come from a category with specific health conditions that pose a higher risk of immune system weakness	Medium	part of the group will also be a doctor as a helper for the staff

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF THE DOOR (Albanian LEK)

PERIOD COVERING FROM 01 JUNE 2019 TO 31 DECEMBER 2019

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel	ALL 71,000	ALL 284,000	ALL 142,000	ALL 497,000
Travel /Transportation	ALL -	ALL -	ALL -	ALL -
Local Office Cost	ALL 9,000	ALL 36,000	ALL 18,000	ALL 63,000
Project Activities	ALL 520,000	ALL 757,100	ALL 20,000	ALL 1,297,100
Visibility	ALL -	ALL 122,900	ALL 20,000	ALL 142,900
TOTAL	ALL 600,000	ALL 1,200,000	ALL 200,000	ALL 2,000,000

**Annex B
REPORTING FORMAT**

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE THE DOOR.

The DOOR: _____

Year _____

Period covering this report:

- This report must be completed by the The DOOR and accepted by UNDP
- The DOOR must attach any relevant evidence to support the report
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- Workplan Performance (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity					\$	
1.2 Activity					\$	
1.3 Activity					\$	
Total					\$	

2- Performance Targets

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

3- Challenges and Lessons Learned:

Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD. General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel		
Travel /Transportation		
Local Office Cost		
Project Activities		
Visibility		
TOTAL		

**ANNEX C
PROJECT DOCUMENT**

<i>PROJECT TITLE (no more than eight words)</i>	<i>Young Friends of Taraboshi Shkodër</i>
<i>NAME OF APPLICANTS</i>	<i>OJF The Door</i>
<i>PARTNERS (Beneficiaries of Funds)</i>	-
<i>CO-WORKERS</i>	<i>Special School "3 December" Elementary 9-year school Liria Elementary 9-year school Zogaj Hasan Dardhanjori School Oblike Taraboshi Shkoder Club Agiensia kombetare e zonave te mbrojtura Shkoder</i>
<i>PRIORITY AREA</i>	<i>Youth and sports</i>
<i>Under priority</i>	<i>The invigoration of social life for young people through increasing their participation in cultural and sports activities. Improving access to leisure activities for children in administrative units of the Municipality of Shkodra.</i>
<i>THE TARGET GROUP/ NR OF DIRECT BENEFICIARIES (No. and percentage of gender representation)</i>	<i>300 girls and boys, a special focus will be on 20 children and young people aged 15 to 25, residents of Shkodra Municipality. The gender balance of representation is 50% female with 50% male.</i>
<i>PLACE OF PROJECT IMPLEMENTATION</i>	<i>Taraboshi Mountain and Protected Area Shkodra Lake, Shkoder Municipality</i>
<i>DURATION (No. of months)</i>	<i>7 months from the start of the project</i>
<i>BUDGET REQUESTED</i>	<i>2,000,000 Leke</i>
<i>CO-FINANCING (if any)</i>	<i>0*1</i>
<i>TOTAL BUDGET</i>	<i>2,000,000 Leke</i>

note 1: The Door organization has logistic facilities, vehicles, equipment, owned assets and expertise, through its staff and volunteers, members of the Taraboshi Shkodër club, which will be available in kind as well as volunteers for the project. This will be an added value for the most successful implementation of this project proposal*

SUMMARY

Referring to a case study in Denmark, with 1 million participants with timelines up to 30 years, who have been involved with outdoor activities, they are more healthy, more successful, and happier with their lives than others who are not engaged in living in nature. The project "Youth Friends of Taraboshi, Shkodër" is a project aimed at children and young people, residents of Shkodra Municipality. This project proposal devotes special attention to the most marginalized categories, in order to revitalize their social-sports life.

We noticed the sedentary livelihoods that children and young people develop in Shkodra Municipality (especially children and young people from the Egyptian community or target group of people with different abilities, as well as others from peripheral areas of the city as well as rural ones, administrative units) the project aims to create opportunities for participation in social life through involvement in cultural and sports activities.

It aims to promote socialization among young people and at the same time stimulate better physical and mental health and enrichment of their spiritual world. The project is planned to be developed over 7 months and through a planned budget of 2,000,000 ALL, aims to provide social-cultural-sporting and eco-tourism services, with the aim of involving as many young people from Shkodra Municipality.

The planned methods to be used are trainings, social actions in nature and activities in nature. From these activities, many young people from Shkodra Municipality, participants in the project, will benefit from new skills in the field of sport, culture and ecotourism; which translates into a healthier, physically and spiritually youthful, at the same time more friendly to nature (Mount Taraboshi) and more able to take advantage of the many potentials for the ecotourism and business that this area offers. It will affect the adaptation of Mount Taraboshi for walking by increasing the opportunity to move on 7 trails not only for Shkodra citizens but also for domestic and foreign tourists. The Young Friends of Taraboshi Shkodra Project will have several impacts at the same time as: environmental and social impact, as it has directly impacted on the protection of the environment, its preservation and improvement, affects the prevention and reduction of risks to the life and health of citizens through cooperation community groups in the municipality, civil society through the most friendly interaction with nature.

The establishment of the club of young mountaineers/alpinist is a novelty not only for Shkodra, but for all of our country. From the time of regime change, there has been no such organization for youth. The federation of the Taraboshi Junior club at the Albanian Alpine Federation will be a unique occasion in our country, as this will be the first youth club registered in the federation. The project promotes as a unique example the social inclusion of various youth groups in Shkodra in outdoor life. Apart from inclusion, it increases visitor an opportunity because it creates, improves, information services and tourist infrastructure. It is a local initiative that for the first time addresses the Mount of Tarabosh, to turn it into an attraction for Tourism in Shkodra, educating the younger generation with a healthy new style, thinking and acting. The slogan of our project is "Live in the nature, live in Tarabosh".

1. INFORMATION ABOUT THE ORGANIZATION APPLYING

INFORMATION ABOUT THE ORGANIZATION

Mission Statement:	We as an Albanian organization will be an open door for children and families for all people in need. We will provide social services for people in need based on their abilities, gender, marginalized groups etc. We will provide services in cooperation with local communities, local Institution and civil society this in Shkoder District and the rest of Albania. We are providing material support, social cultural services, moving means for disable, in order to empower youth and children and to increase the participation on the social life of the community they belong in Albania.
Vision Statement:	We are working to facilitate an Albanian society without deep social differences among population in rural and urban area.
Date and how this	The Door was established by the generous help of the Norwegian people

organization is created:	<p>through the parent organization Norwegian Aid (Norsk Nodhjelp) in 1996. With the changes and adaptation to the new law, The Door was re-registered as a center, an Albanian nonprofit organization in the District Court of Tirana Decision 123/1 on 20 April 2007.</p> <p>The Door has been and is an open door for all people and institutions in need. We as an organization have donated help to families and to various institutions in Shkodra Region and beyond in cooperation with other organizations from Norway.</p> <p>We assist the community, groups and people from the groups of people in need in the Municipality of Shkodra and beyond, supporting them with social services, materials and social and cultural activities and sports in their integration into the social and economic life of the community they belong to.</p>
The goals and strategy for achieving our objective in accordance with the ngo statute.	<p>1- The main strategic directions in the future are to raise awareness of the community in general as well as that of the disabled for the unprejudice acceptance of persons with disabilities in the economic and social-cultural life,</p> <p>2- Provide a life without barriers for people with disabilities by providing tools that enable the group to have the convenience and independence to move.</p> <p>3- Integration into the social- economic and cultural life of vulnerable groups mainly children, young people, women and the elderly at risk through the provision of socio-cultural sporting services and material assistance.</p> <p>4- The organization's sustainability over the years strengthening co-operation and expanding existing networks with local government, donors, other non-governmental organizations, the community in general and the business community in particular, while at the same time increasing the range of services to this community.</p>
Short description of organizational scheme and decision-making system:	<p>The Door's organizational scheme consists of: Director of Board, Executive Director, Project Coordinator, Office Assistant and Financier. The strategic decisions and new commitments taken by the decision of the board, which also approves the budgets of the annual report of the organization.</p>

Leading Borad of Civil Society Organization (CSO) /Key Persons in Civil Society Organization:

Name and surname	Profesion	Role/Function	Gender	Years of experience CSO
Myzafer Bushaj	Economist	Chairman	Male	11 years
Gezim Sala	Construction engineer	Member	Male	11 years
Jozef Bushati	Dr. Professor	Member	Male	11 years
Mirela Gerdoci	Entrepreneurship	Member	Female	2 months
Alket Camaj	Self-employed	Member	Male	7 years

People you plan to engage in project implementation:

Name and surname	Profesion	Role/Function	Sex	Years of experience	Part time
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				CSO	
Kastriot Faci	Lawyer	Project leader	Male	22	Part time
Aurora Zylaj	Biologist environmental expert	Environmental expert	Female	11	Part time
Ludovik Zefi	Guide, military	Trajner	Male	3	Part time
Emiljano Nenshati	Photographer	Trajner	Male	20	Part time
Nikoleta Darragjati	Economist	Financial	Female	15	Part time

PREVIOUS AND CURRENT PROJECTS IN COOPERATION WITH DONORS:

The project implemented during three last years:

Topics/Area	Name of the project	Donator	Duration	Value	No. of engaged personnel (divided by sex)
The Environmental and Social Fund	Eco-Social Farm for social inclusion	RDPNA	12 months	29000 Euro	3 males 2 females
Social	Move without barriers	Norwegian AID	continues	20000 Euro	1 female 1 male
Social cultural	Youth Folk Games	Shkoder Municipality	1 month	207000 Leke	2 females 1 male
Social cultural	No child left out	Shkoder Municipality	1 month	219000 Leke	2 females 1 male
Social cultural	Bike days	Shkoder Municipality	1 month	300000 Leke	2 females 1 male
Social cultural	Feast of Thethit	Shkoder Municipality	1 month	400000 Leke	2 females 1 male
Social cultural	Feast of Velipoje	Shkoder Municipality	1 month	400000 Leke	2 females 1 male
Social	Center of Social Services	Norwegian Aid	Continues	14000 Euro	3 females
Social cultural	Open school healthy school at the community service	Kiwanis Norvegji, Norwegian Aid	Continues	6850 Euro	2 females 5 males
Sociale	Summer school, Skills for life	Word Vision	Completed	537061 Leke	2 females 2 males

Current projects:

Topics/Area	Project's name	Donator	Duration	Value	No. of engaged personnel (divided by sex)
Social enterprise	Ecosocial farm for social inclusion	Partners Albania dhe Bashkimi European	9 months	6507.74 Euro	1 person with disabilities
Social enterprise	Skills through work	Norwegian Aid	12 months	273078 Leke	1 person with disabilities
Social enterprise	Encouragement of employment	Albanian Government,	12 months	273078 Leke	2 persons with disabilities

	under Law 248 for people with disabilities	Labor office, Shkodër				
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Office space:

Owned or rented:		Rent
Owned or rented with other CSO:		Rent
Square meters:		30m2
Do you have telefon/faks:		Yes we have fix phone
Do you have acces on the internet:		Yes we have continous access of internet
Do you have all the equipment needed to implement the project ?		Yes we have

2. INTRODUCTION

The children with full care fulfill the responsibility of one generation to the next generation, and even realize the responsibility of the present to our future. Preventing social exclusion of children today, foretells desirable social cohesion of many years later. Every child has the right to live according to established standards both in his family and in the community where he lives. Any change or improvement that occurs in the family and its community directly affects the lifestyle of the child; making it feel safer and develop its full potential. Based on the Convention on the Rights of the Child, we underline that the signatory states of this Convention take measures for the social inclusion of children without distinction:

Article 29 To develop the child's respect for the natural environment.

Article 31 States Parties recognize the right of the child to rest and leisure, to engage in play and recreational activities appropriate to their age and to participate freely in cultural life and the arts. Exactly in the implementation of these convention points, we think the inclusion of marginalized groups such as:

- *Egyptian community.* A number of factors such as economic poverty, low education, poor housing conditions, malnutrition and low health access to these communities have a direct impact on social exclusion and welfare, as well as the growth of their socio-economic integration gap with the majority population.
- *Children with different abilities:* often part of discrimination, social-cultural exclusion, victims of violence and bullying. Education is the main means of integrating each child into society, as it affects the growth of socialization opportunities of this target group.
- *Children of peripheral or (rural) schools* who often feel discriminated or excluded from cultural-social-sports activities in competition with the "big" schools of the city due to distance to the city or to the small number of these schools.
- *Children and young people living in social care institutions* and others children and youth living in families from the city of Shkodra.

Meanwhile, young people represent a group that needs attention and support. It is precisely this project that aims to meet some of the needs of this target group, which are well established in the National Action Plan for Youth 2015-2020, where social interventions are foreseen in the massivization of sports culture, with attention paid to young people with skills as well as the development of awareness raising activities for environmental cleanup, organization of green fairs, and promotion of tourist areas and their protection. The project "Young Friends of Taraboshi, Shkodra" has been conceived in these directives. Also, this project is in line with the objectives of The Door NGO, which for years has been operating in the field of social services, providing socio-cultural-sporting services for categories of marginalized children and young people

with low contracting skills engagement in the field of training for agro-tourism services and promotion of employment in the Municipality of Shkodra.

Thus, by recognizing closely the needs of these groups and thanks to the experience and network of cooperation established over the years with various organizations, schools or other voluntary groups, NGO The Door offers concrete opportunities to implement a successful project in support of children and young people marginalized or not.

3. DESCRIPTION OF THE PROJECT

The project "Young Friends of Taraboshi, Shkodra" aims to increase the social inclusion of vulnerable groups, specifically Egyptian children and young people, children and young people with special needs as well as children in rural areas. The project is based on the Law on Protection of Human Rights for Protection from Discrimination, Gender Equality, minimizing the number of people at risk of social exclusion and changing their behavior towards the environment through socio-cultural-sporting and eco-tourism activities. This project will be realized by NGO The DOOR in cooperation with Special School "3 December", Elementary 9-year school Zogaj, Elementary 9-year School Oblike, Taraboshi Club, Children's Home 16-18 years, AKZM Shkoder, children and young people from Egyptian community and young people from the city. Over the years, these institutions and groups of citizens have created and contributed to the community of Shkodra, both in the field of social, cultural and sporting services as well as in the environment. As a result, these collaborators know the target group well targeted by the project.

The innovation that the project brings is inclusiveness (marginalized target groups and gender balance) and in promoting the creation of a new lifestyle for young people; where they tend to be more socially active, more sporty, more friendly with nature and more useful in relation to the development of the tourist perspective in the Municipality of Shkodra.

Expected results will reflect the change of target group behavior towards sports activity, health in general, social participation in the environment and especially tourism; in order to empower them by fostering the desire to engage in clusters, social clubs and eco-tourism. Another novelty is the creation of a Youth Climbing Club for young people from the "Taraboshi Junior" youth, which will precede the creation of a series of collaborations with other national and Balkan organizations to promote social life and eco-tourist attractions which are offered in the territory of the Municipality of Shkodra, with a special attention dedicated to Taraboshi Mountain, as a tourist attraction with high and diverse potential.

All these initiatives promote; healthy living through the engagement of young people in Shkodra, far from social inactivity, making them more friendly with the nature and the most witty minds in the development of eco-tourism. The number of beneficiaries is wide, as there are foreseen activities in nature, excursions with the involvement of groups from 20 to 100 participants from each school and cooperative institution in the realization of the project.

4. TARGET GROUPS

The target groups in the project are 300 girls and boys from the Egyptian community, people with different abilities, as well as children from rural schools and others in the territory of the Municipality of Shkodra during the implementation of the project.

The number of beneficiaries will be wide, as there are at least two excursions involving groups from 20 to 100 participants from each school and collaborator institution in project implementation. A special focus has been given to young people, girls and boys coming from the Egyptian community that have essential absence in social and cultural activities given the difficult economic situation they live in. They find it difficult to

integrate into the city's social life and be part of social cohesion. The same applies to young men and women with different abilities who find it difficult to be an active part of social life in the community.

This target group consists of 20 children and young boys and girls who come from different ethnic status such as 4 people from Egyptian community, 2 from groups with different abilities and 4 persons who are engaged in the activities that the organization has implemented over the years with various projects.

In terms of gender equality target group has a composition of 10 girls and 10 boys. This target group will be a direct project beneficiary because these individuals will actively participate in all the foreseen activities in the project proposal. They will be divided according to their involvement in activities that increase their capacities in terms of social and environmental awareness activities and living in nature.

5. GENERAL OBJECTIVE OF THE PROJECT

Improving the social and cultural life of children and young people, marginalized and other people living in the territory of the city and the administrative units of the Municipality of Shkodra, through the participation and benefit of social services, eco-tourism and information and education of life in nature; environmental education.

6. THE OBJECTIVE OF THE PROJECT

General objective:

Achieving social life for young people through increasing their participation in cultural and sports activities, improvement of access to leisure activities for children in the administrative units of the Municipality of Shkodra.

Objectiv specific 1

To increase the social inclusion of 20 marginalized young people of the Shkodra Municipality, in socio-cultural and sport activities in order to improve the lifestyle of these groups during the 7 months of project implementation, during 2019.

Objectivi specific 2

To increase the capacities of 20 marginalized children and young people (10 females and 10 males) in terms of creating skills and environmentally-friendly activities and eco-tourism in the Municipality of Shkodra during the 7 months of project implementation, during the year 2019-2020.

7. EXPECTED RESULTS

R1. Marginalized youth engaged in active participation in social and cultural activities

Within the 7 months of implementation of the project we will have achieved the commitment of 10 boys and 10 girls in the activities of social inclusion and sports.

R2. 20 young marginalized, trained in ecotourism and 280 children actively participate in outdoor activities.

Within the 7 months of implementation of the project, we will have the capacity of 10 boys and 10 girls to increase their skills in the field of ecotourism such as the formation of the youth club of alpinists, communication skills for the role of the environmental guide, marking, cleaning and marking and maintaining seven walking paths in Mount Taraboshi, as well as the alpine wall for climbing to be used by young people.

8. ACTIVITIES

Activity 1. Inclusion of children and young people in social and cultural activities and sports

This set of activities in line with the Expected Outcome 1

Identification and establishing of the "Young Friends of Tarabosh Shkodra" climbing club with children and young people from marginalized groups from Shkodra Municipality (Roma and Egyptian community, persons with different abilities, from rural / peripheral areas, from orphanage institutions and others from the community) foresees the selection and training of 10 girls and 10 boys aged 15-25. Their training will be on various topics like walking on the mountain, keeping the environment clean, camping on outdoor life, nature photography. These trainings will take place two or three times a week under the mentory of two trainers. During 6 months there will be 2 activities organised during the weekend. One every two weeks, two times a month.

Activity 2. Protection of the environment and tourism

This set of activities in line with the Expected Outcome 2

Activities will focus on increasing the number of children involved in outdoor activities and environmental activities and raising the level of knowledge of the children and youth group on the surrounding nature and environment.

Increased skills in identifying, targeting, clearing and settling of 7 walking paths in Mount Taraboshi, alpine wall construction for nature-loving youth, summer campsite participation, 9-th edition engagement and observation of Birds, participation in annual activity on the Wetlands Day, etc..

9. RISKS AND HYPOTHESIS

Some of the hypotheses that could put at risk the successful realization of the provided activities in the project proposal include the atmospheric conditions considering that a group of activities will be developed in nature such as the "Annual Marsh at Tarabosh" activity that foresees identification, cleaning and arranging of 3 walking paths on Mount Taraboshi, as well as Bird Watching, "Wetland Day". For these activities, an alternate day strategy may be followed depending on meteorological conditions so as not to risk their failure to perform.

Another hypothesis may be the target group's health conditions, considering that they come from a category with specific health conditions that pose a higher risk of immune system weakness. For this reason part of the group will also be a doctor as a helper for the staff.

10. DURATION OF THE PROJECT

The project is expected to last 7 months according to a detailed calendar of activities. (see the table of activities)

11. MONITORING AND REPORTING

- Project monitoring elements include reports on each activity implemented by calendar, photos and videos obtained during the implementation of activities, placement of all packet materials for each activity, participation lists in activities, relevant agendas, format of pre- and post-activity evaluation as well as any other product arising from the implementation of the activities. Important is also the progress report on the project progress once every two months, except for the reporting of specific activities.
- Monitoring will be carried out by an external expert who will follow the implementation of the project on the basis of a monitoring plan presented at the moment of recruitment. Given the complexity of the activities it is envisioned and a special voice is budgeted.

12. BUDGET

Budget is detailed in Annex 8, part of application package.

13. VISIBILITY

The project plans activities which focus on visibility work and use visibility as an important tool for reaching citizens, mostly from the region. During the activities there are provided: building social media accounts with all the information about the project. On the other hand, producing and broadcasting a documentary film and spot on local television will be a meaningful and concrete message for the project beneficiaries and the community.

T-shirts, scarves, banners featuring the slogan "Young Friends of Taraboshi Shkodra" are also present and visible to the entire community.

The project logos will be part of the visibility because they will be attached to all available tools such as in the climbing alpine wall, destination info and trailer names, exhibition photos, and during the demonstration camp activity in the center of the city.

It is predicted that an open day will be organized at the start of the project to launch the project activity, where will be invited representatives of various institutions, Shkodra Municipality, Donors, representatives of the most working communities, schools and collaborative institutions in the project.

Gender sensitivity permeates all planned project activities, as one of its priorities is the gender balance.