

## **Introduction: The negative impact of Covid-19 on the control of other prevalent diseases in developing countries.**

The emergence of emerging diseases in developing countries, such as COVID-19, is highlighting the strong impact they can have on public health programs, already very weak and lacking in resources. This negative impact affects the most vulnerable population with more emphasis, causing therefore, an increase in mortality rates due to common pathologies in these contexts, despite being easily preventable and treatable diseases.

Large public vaccination programs, prenatal care, or other programs used in the fight against neglected tropical diseases (NTD), such as community health interventions, active cases outreach, or mass drug administration have been discontinued, causing a major recession in the strategy for the control and elimination of these diseases and an increase in morbidity and mortality in many countries. A similar situation happened during the Ebola epidemic in 2014, but unlike COVID-19 which is a global epidemic (pandemic), the Ebola virus was especially focused on some countries in West Africa.

Other emerging disease epidemics that have occurred in Latin America or Asia have had some impact on public health programs in affected countries, but the significant disruption caused by the COVID-19 pandemic would only be comparable to the so-called “Spanish flu”, which caused more than 20 million deaths in 1918 in Europe and the United States.

Despite the interruption of certain activities in the NTD control programs, access to a rapid and reliable diagnosis, as well as the treatment and care of NTD for patients who go to health centers, or prevention measures and vector control should continue whenever possible. These interventions are critical and if they are interrupted, they significantly increase health problems of the population. It is also important to consider the relevance of achieving the objectives of the new 2021-2030 WHO roadmap for the fight against NTDs to achieve the purpose of controlling and eliminating these diseases in the most affected countries.

This new roadmap envisions fundamental changes, including moving away from disease-specific vertical approaches to cross-cutting activities and community centered programs. The current pandemic and others that may arise due to emerging diseases will restructure the fight against NTDs and provide opportunities to rebuild health systems, enhancing their resilience and favoring their decentralization to better adapt in the response to future pandemics and outbreaks.

Although globally the focus is now on the control of COVID-19, attention must be paid to other essential health programs, such as those for the control and elimination of NTD, public vaccination programs, prenatal care and health care for many prevalent diseases that can be lethal without treatment in these contexts such as malaria, tuberculosis, HIV / AIDS, etc. The most effective and sustainable solution, which will also have a comprehensive positive impact, is to strengthen public health systems globally, through integrated and multisectoral approaches, which include, in addition to prevention measures, health education, diagnosis, and treatment, access to safe water, sanitation and hygiene, and other community interventions.

The commitment to eradicate NTDs needs to be strengthened to minimize inequalities, but NTDs cannot be overcome with health systems that were already weak and have been further declined by emerging diseases such as COVID-19. The strengthening of public health systems is an essential aspect for any health program, including those to combat NTDs.

For this reason, in this call, those transversal actions that strengthen health systems globally will be positively valued, with the aim of preventing the outbreak of epidemics due to emerging diseases from hindering or interrupting public health programs in such a drastic way that work and how much they have achieved to improve the health of the most vulnerable populations in these regions of the world.

There is a need to recover the most effective public health programs, through their own activities to combat NTDs and other relevant diseases in these countries with scarce resources.



## Partnership for the design and implementation of projects in the field of International Health and Cooperation 2020

Applications should be sent by email to: [fundacion.probitas@grifols.com](mailto:fundacion.probitas@grifols.com) attaching all the necessary information and documents for the present requirements of the call.

Applications should be sent **from September 14<sup>th</sup> at 24:00 (GMT+1) until October, 2nd 2020 at 24:00 (GMT+1)**

### Introduction

PROBITAS FUNDACIÓN PRIVADA (“PROBITAS”) was founded with the goal of supporting and encouraging health and development projects in the most vulnerable communities on the planet. Through international cooperation interventions the Foundation aims to improve the quality of life of those communities with limited resources by promoting social services and quality healthcare.

Since the foundation began its commitment to work with entities linked to development cooperation ten years ago, hundreds of projects have been executed. Because of this collaboration, relationships of trust and mutual empathy have been established with numerous entities. Synergies and alliances have been created improving the health of many populations in Africa, Latin America and Asia and, in addition, strengthening us as an entity.

Throughout 2019, having completed our first decade of life, we have made a thorough evaluation of the work done and a planification of what we want to do in the future. Among the many conclusions that we have reached at the end of this process, one of them refers to our way of working with entities.

We consider that, to achieve a greater impact on our actions, we must focus our efforts even more. At the ground level, this means we will support fewer projects, but of longer duration and endowed with a greater amount of funds. So far, we hope not to disperse resources due to the enormous number of proposals we receive each year.

But, in addition, we believe that the Probitas Foundation can and should contribute adding extra value to the health projects we support, based on our knowledge and experience, being truly partners in the implementation of the projects.

The common knowledge developed over these years between the Probitas Foundation and the entities, the experience of the Foundation's multidisciplinary team and the trust in the work carried out by the organizations will be the bases that will guide our activities in the coming years.

Thus, the general framework that will mark Probitas' relationship with the entities will be a partnership in the project design and joint decision-making throughout its implementation and development. This model will allow the entities to take advantage on the knowledge and experience of the Probitas team, while the Foundation will learn from the capacity and experience of each of the entities in the different contexts in which the projects are implemented.

This partnership model was born, therefore, with the aim of adding knowledge, experience, capacities and resources when implementing projects. All of us, entities and Foundation, are strengthened, also maintaining the common objective of improving access to health for vulnerable populations. We are sure that this new model will achieve this goal in a more efficient way and with a greater impact.

As we have been doing since 2016, at the Probitas Foundation we align ourselves with the general guidelines set by the World Health Organization (WHO) and with the Sustainable Development Goals (SDG) as an opportunity for states and their societies to undertake a new path with which to improve the lives of all people.

Regarding the SDG, we align ourselves in a special way with its Objective number 3: *Guarantee a healthy life and promote well-being for all at all ages*. This Objective consists of 13 goals and the Probitas Foundation has decided to focus its efforts on supporting the achievement of goal 3.3, *the fight to end neglected tropical diseases (NTDs), as well as the epidemics of HIV / AIDS, tuberculosis and malaria*.

The NTD are, by definition, the diseases of the most vulnerable people. It is not by chance they are called “neglected”. We are talking about 20 diseases that qualify as “neglected” because, although affecting more than 1,000 million people, these are almost always those with the least resources, abandoned by governments, research centers, institutions and society in general.

The NTD are especially important for the fulfilment of the Goal 3 (SDG) but also affect and are affected by many other goals such as to put an end to poverty (Goal 1) and hunger (SDG 2) or ensuring the availability of water and sanitation (SDG 6) to reduce inequalities. At the end, the integration of services for care of the NTD offers the chance of accelerating progress towards universal health coverage.

We consider that it is our responsibility as a foundation, and so it is reflected in our statutes and founding mandate, to identify the main health problems of the most vulnerable populations, especially children and women, and address them aligned with the global consensus in the field of health.

We believe that the fight against neglected tropical diseases, malaria, HIV/AIDS and tuberculosis represents an opportunity to transform our world and to improve the lives of those most disadvantaged populations, without leaving anyone behind.



## REGULATIONS OF THE CALL

The following regulations (the "**Regulations**") represent the PROBITAS FUNDACIÓN PRIVADA ("PROBITAS") new relationship we want to establish with the entities for the development of International Health Projects and Cooperation.

### 1. Objective:

The purpose of this call is to select those entities with which PROBITAS will develop projects to fight against neglected tropical diseases (NTDs), malaria, HIV / AIDS and tuberculosis in the coming years.

### 2. Eligible projects:

This edition of the call has a full distinct format than in recent years, both in its practical aspects and in its philosophy.

Each applicant entity may submit a single concept note. **Only proposals that are part of the fight against NTD\*, malaria, HIV / AIDS, tuberculosis, podoconiosis or sickle cell disease in any of the following areas of work will be eligible:**

- Strengthening of local health structures.
- Rehabilitation and equipping of diagnostic laboratories and health centers.
- Provision of water, sanitation and hygiene for the prevention of these diseases.
- Specialized health care.
- Capacity building and training of health staff.
- Operational research in the improvement of the diagnosis and treatment.
- Vector Control.
- Awareness campaigns and IEC (information, education, communication) at community level.

**Concept notes with activities aimed at fighting the Covid-19 pandemic cannot be send for application nor implemented.** In any case, entities can contact PROBITAS to request information on the topics, diseases and geographical areas that may be more interesting. Also, doing so, possible duplications that do not benefit the entities in the presentation of the proposals can be avoided.

### 3. Geographical scope:

The Projects should be carried out in locations where the beneficiary population lives in a vulnerable situation and/or at risk of social exclusion. PROBITAS will value positively the effort that countries in which the Projects are carried out do in favor of improving the health of the population. Specifically, public health expenditure will be taken into account in relation to the country's military spending in recent years, according to the World Bank data. There is, therefore, no specific geographical area, and any Project that fulfills the prior requirement and is carried out in a development aid recipient country of the DAC-OECD\* will be eligible. ([\\*http://www.oecd.org/dac/stats/daclist.htm](http://www.oecd.org/dac/stats/daclist.htm))

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**\*NTDs list (WHO):** Buruli ulcer, Chagas disease, Dengue and Chikungunya, Dracunculiasis, Echinococcosis, Foodborne trematodiasis, Human African trypanosomiasis, Leishmaniasis, Leprosy, Lymphatic filariasis, Mycetoma, chromoblastomycosis and other deep mycoses, Onchocerciasis, Rabies, Scabies and other ectoparasites, Schistosomiasis, Soil-transmitted helminthiasis, Snakebite envenoming, Taeniasis/Cysticercosis, Trachoma, Yaws.

#### 4. Requirements for the applicants:

Only those entities that have received funds in any of the specific calls on ETD of PROBITAS (2018 and 2019 calls) may attend the call. These entities have demonstrated the quality that the foundation requires in the implementation of projects over the last few years, their knowledge of the territories in which they work and their ability to manage projects in the medium term. Entities that consider the implementation of a project unfeasible due to the Covid-19 situation are requested not to submit proposals. PROBITAS will assess the situation of the pandemic in the implementing area as part of the evaluation of the proposals received.

All the documents and templates related to the Project can be sent in English, Spanish, French or Catalan.

The applicants may work in partnership with a local partner located in the countries in which the Project is carried out to obtain more efficient management.

Those entities currently carrying out a Project subsidized by PROBITAS must end it by the **31st December 2020** at the latest.

#### 5. Funding available under this call

Charged from the budget line 2021, a total of **500,000 euros** have been assigned to the International Cooperation & Development Call for Proposals in the Health Sector 2020.

PROBITAS will contribute a maximum of 100,000 euros per year for Projects of 24 months duration. **That is, the maximum amount requested may be 200,000 euros for the two-year duration. However, in no case may the amount of the PROBITAS contribution exceed 80% of the total amount of the Project.**

The grant must be exclusively employed for the following expenses:

Direct Costs:

- Construction and rehabilitation
- Equipment and supplies
- Local staff (max. 25% of the total budget applied for)
- Operating Costs
- External Evaluation (max. 6% of the total budget applied for)

Indirect costs-Overheads (max. 10% of the total budget applied for)

##### Direct costs

Direct costs are those that are directly related to the execution of the intervention. Specifically, the following are attributable:

- **Construction and rehabilitation:**

The following expenses come under this heading: construction that leads to the creation of property specifically dedicated to the activity financed by the grant, building work resulting in the

amplification, improvement, modernization, adaptation, suitability or reinforcement of existing property.

Within this concept are included expenses resulting from management of the renovation/construction, licenses, taxes, technical studies, construction material, and labor costs.

- **Equipment, material, and supplies: inventoried or not**

- **Inventoried equipment and material.** The purchase of equipment and material such as technical installations, machinery, furniture, IT equipment, medical and diagnostic equipment, transport elements and the like.
- **Non-inventoried supplies and material.** Expenses for consumables, office material, fuel, water, electricity, internet and telephone connections. Also included are costs for the repair and maintenance of vehicles and machinery, IT supplies, training material, books and other related expenses. Drugs and medical material are also included come under this heading.

- **Local personnel:**

Expenses arising from the payment of salaries or fees to local personnel who work directly in the development of the Project's activities are financed in this line. The personnel may be from the local partner or the applicant entity. From the total budget applied for from PROBITAS a maximum of 20% can be assigned to this line. Any type of expense arising from the payment of salaries, fees, *per diems*, journeys, accommodation and the like for expatriate personnel transferred to the field by the applicant is excluded, except for the applicant being a local entity.

- **Operating Costs:**

Under this heading come the expenses on the part of the local partner, considered to be essential for the implementation of the Project:

- Running costs in the field.
- The costs of training, capacity building and health education. May be charged those costs incurred for the preparation of these trainings as well as those of its realization (travel and subsistence of the participants, materials used and payment of staff who teaches the courses or training among others). In any case, expatriate staff travels from outside the implementing country for the delivery of trainings are excluded from being eligible for these operating costs.
- The expenses related to the performance of technical studies needed for the execution of the activities of the Project, out of the inherent scope of construction/rehabilitation studies.
- Financial and judicial expenses for assessment, notary and register fees, when considered necessary for the execution of the intervention. Within this concept are included costs derived from the transfer of funds to the country where the Project is carried out.
- Expenses caused by the creation of revolving funds.

- **Auditing and Evaluation:**

In the case that the Project has budgeted an accounting audit, this must be performed by a statutory auditor inscribed in the Official Statutory Auditor Register, affiliated to the Spanish Ministry of Economy and Finance, in agreement with the regulation EHA 1434/2007 or by the equivalent entity and law in the applicant's country. The cost of this audit will be financed up to 3,000 euros by PROBITAS.

In a similar manner, expenses arising from the evaluation of the finished Project will be financed up to a sum of a 6% of the total budget applied for received from PROBITAS.

**Indirect costs-Overheads:**

Indirect costs are those related to administrative expenses for drafting, analysis, follow-up, and supervise the Project, including also supplies and equipment depreciation, etc. Whilst these expenses do not require written justification they are chargeable during the execution period.

Under no circumstances may these administrative expenses associated with the Project be greater than 10% of the budget received from Probitas under the present call.

The **financial resources** provided to the Project by the applicant or other institutions should be documented. If, on application, it is not possible to submit this documentation the possible concession of the grant may depend on its presentation or an explanation on the part of the applicant with respect to the budgetary variances and methodology. Entities may value their contributions to the project (not cash) and reflect them as such in the budget.

Justification of expenses not covered with the funds granted by PROBITAS is not required.

The granting of the subvention may be extended to both, Projects that have started and are not yet finished during the year the call is published, and those that are pending to start at the date of publication. In the case of the latter, the Projects should commence no later than one month following the date of the resolution of the call.

**6. Project duration:**

The duration of the Projects in partnership with PROBITAS will be **24 months**. There will be a possibility of extending the Project for a third year without the need to apply on a new call. This possibility will depend on the success in the development of the Project during the first two years and on the agreement of both organizations (the entity and PROBITAS) in its continuity for a third year. The maximum amount to request for this third year would be 100,000 euros.

If the Project is delayed for any reason, the entity should apply to PROBITAS for an extension with a standard letter signed by a legal representative in which the reasons for the extension are laid out. PROBITAS will decide whether to concede the extension and explicitly notify its decision to the applicant.

## 7. Procedure for participation in the call:

The call is held in two quite different phases.

- In a **first phase**, the entities eligible to attend the partnership call will apply with a **concept note** by filling in the application form PROBITAS will provide them by email.

PROBITAS will carry out an evaluation and a selection of proposals based on the **concept note**. Once the submitted concept notes have been evaluated, PROBITAS will issue a resolution with the selected Projects. PROBITAS will notified this resolution to all the applicant entities announcing those Projects that can be submitted to the next phase of the call.

- Only those entities that have been selected after evaluating the concept notes will be eligible for the **second phase**. In this phase, the entities that have been selected must submit a **complete Project proposal** based on the PROBITAS application form.

PROBITAS will work on this Project proposal in coordination with each entity in a personalized way, until reaching a consensus on a definitive Project formulation that will be the one finally implemented. **Once this formulation of the Project has been agreed between both organizations, a collaboration agreement will be signed** that will regulate the framework between the entity and PROBITAS.

Finally, PROBITAS will issue a **final resolution** with the list of **Projects approved to receive the PROBITAS contribution within the framework of a partnership for the joint implementation of projects in the field of International Health and Cooperation 2020**.

## 1st PHASE OF THE CALL: SUBMISSION AND EVALUATION OF THE CONCEPT NOTE

### 8. Requirements and evaluation criteria for the Concept Notes:

The submitted **concept notes** should comply with the following requirements:

Include components and interventions that have a clear impact on the community where the Project is developed. The fact that one of the expected results will be an improvement in the quality of life of the beneficiaries will be valued. The gender perspective should be transversal in all the Projects, and the fact that a part of the budgeted activities could include issues directly linked to gender equity in healthcare access would be especially valued.

The aim of the concept note is to present the Project schematically or summarized, not to develop it in depth. It is necessary to be concise in the answers to each section of the application form and briefly transmit the strengths of the Project.

The concepts will be evaluated according to technical criteria of efficacy, efficiency, relevance, sustainability, and expected impact. The proposal's coherence, appropriation, participation and alignment with national and international healthcare guidelines will also be considered.

To reach a consensus as far as possible on the complete Project proposal from the beginning, PROBITAS will guide the selected entities based on the evaluation of the concept note. Those issues that do not appear clear enough on the concept note will be improved in the Project proposal.

### 9. Mode of submission and deadline for the concept notes:

**The concept note should be submitted by email to: [fundacion.probitas@grifols.com](mailto:fundacion.probitas@grifols.com).** Applications and documents in paper format will be automatically rejected. The period of Project submission will **start on 14<sup>th</sup> of September, 2020 and finalize 2<sup>nd</sup> of October, 2020** both dates inclusive (24:00, GMT+01:00).

Applications will be excluded from the present call if they (i) are not sent by email or are out of the stipulated deadline, (ii) do not correspond to the established Regulations, (iii) present deficiencies in the necessary documentation, and (iv) the application form has not been correctly and totally completed.

Submission of a Concept note to the call implies full acceptance of the present Regulations and the final decision, which will be definitive.

### 10. Documentation to submit the concept note:

PROBITAS will send the application form required to submit de **concept note** to all the eligible entities. Instructions to fulfill the application can be found within the document.

The required documentation should be attached by email and may be in any of the following electronic formats: .DOC, .DOCX or PDF.

PROBITAS will acknowledge receipt of all applications by email.

### 11. Resolution of the call for the presentation of the concept note:

Once checked that the **concept notes** received comply with all the Regulations laid down in the present call of proposals, they will be assessed by an evaluation committee specially set up for the occasion and the Foundation's Board. This committee will be composed of the project managers of PROBITAS and the general director of PROBITAS.

**Before the end of October 2020 PROBITAS will publish a resolution** that will be communicated to all participating entities, with the list of selected proposals. The decision taken by PROBITAS will be definitive. From that moment on, the selected entities will be able to present the complete Project proposal.

## 2nd PHASE OF THE CALL: PRESENTATION AND EVALUATION OF THE PROJECT

**Only the entities selected from their concept note in the first phase can participate in the second one.**

### 12. Requirements and evaluation criteria for the Projects:

In addition to explain the reasons that justify the performance, quality, and thoroughness of **the presented Projects**, the applicants should:

- ❖ Include components and interventions that have a clear impact on the community where the Project is developed. The fact that one of the expected results will be an improvement in the quality of life of the beneficiaries will be valued. The gender perspective should be transversal in all the Projects, and the fact that a part of the budgeted activities could include issues directly linked to gender equity in healthcare access would be especially valued.
- ❖ Clearly identify the general objective, the specific objectives, the activities, results, and estimation of the direct and indirect beneficiaries.
- ❖ Include the monthly planning of the activities (chronogram).
- ❖ Explain the methodology used to involve the beneficiary population in the Project, from its identification to its drafting, execution, follow-up, and evaluation.
- ❖ Previously establish the criteria for the follow-up and evaluation of the Project, setting specific objectives that can be measured by indicators objectively verified by the applicant.
- ❖ **Provide enough information to evaluate the Project's feasibility according to the epidemiologic situation regarding to the Covid – 19 pandemics in the area and sustainability.**
- ❖ Present a detailed budget with a breakdown that specifies the cost of individual budgetary expenditures, and which includes the sources of foreseen and/or obtained funding.
- ❖ Present the planning matrix of the Project duly filled out.
- ❖ Present a problem tree.
- ❖ Present the Project according to Logical Framework methodology with the incorporation of the objective, activities, results, verification of sources, hypothesis, measurement systems, and evaluation of results (objectively verifiable indicators).
- ❖ In the case that the total amount of funding is not received for the present Project, a description of how its size and objectives can be modified according to the amount of aid received.
- ❖ Document the economic resources and material provided for the Project by other institutions or entities.
- ❖ Have an execution time of, at least, twenty-four months from the starting date.
- ❖ Be aligned with the Sustainable Development Objectives, especially objectives 3, 5 and 6 related to Health, Gender Equality, Women's Empowerment, Clean Water, and Sanitation.

PROBITAS will assess all these requirements and criteria in the Project proposal submitted by the entity. Based on the proposals, PROBITAS will initiate a dialogue with each entity with the objective of develop an agreed joint formulation that keeps the planed goals in the proposal. At the end of this dialogue between the entity and PROBITAS, a definitive written proposal of the Project will be ready for the two (2) years of execution.

### 13. Mode of submission and deadline:

The Project proposals should be submitted by email to: [fundacion.probitas@grifols.com](mailto:fundacion.probitas@grifols.com). Applications and documents in paper format will be automatically rejected. The period of Project submission will **start after notifying the entities the resolution of the concept note evaluation, and end on November 15, 2020** (24:00, GMT+01:00).

Applications will be excluded from the present call if they (i) are not sent by email or are out of the deadline, (ii) do not correspond to the established Regulations, (iii) present deficiencies in the necessary documentation, and (iv) the application form has not been correctly and totally completed.

Submission of a Project to this call implies full acceptance of the present Regulations and the final decision which will be irrevocable.

### 14. Documentation:

PROBITAS will send the application form for submitting the Project proposal to the selected entities for its completion.

The required documentation should be attached by email and may be in any of the following electronic formats: DOC, DOCX, EXCEL, POWER POINT, JPEG or PDF. If the attached documentation, or any other annexes of interest, has more than 5 Mb it should be sent by electronic transfer to enable reception.

PROBITAS will acknowledge receipt of all applications by email.

### 15. Resolution of the call:

The evaluation committee will analyze the proposals submitted and, depending on the geographical area, thematic or the disease that represents the axis of the proposal, will assign a project manager to work together with the entities in a final script of the project from the submitted proposals.

The PROBITAS project manager will coordinate with the entity proposal's responsible to agree on a final Project. Once the final drafting of the Project has been agreed between both organizations, a collaboration agreement will be signed that will regulate the framework between the entity and PROBITAS for the implementation of the Project.

PROBITAS guarantees the confidentiality of the documentation provided by the entities selected in the framework of this call.

PROBITAS will make its contribution to the Project to the bank account the entity provides.

The transfers will be done in four annual payments. As a general rule, unless something different is established in the collaboration agreement with PROBITAS, 25% of the total amount of the contribution will be paid once this agreement is signed and 25% will be paid in each semi-annual payment, until completing the total contribution. Before each payment, the entity must deliver a follow-up financial report. After PROBITAS checks and validates this report, the funds will be released. Likewise, the entity must present a final report within the three months following the end of the Project or at the end of the external evaluation, if applicable. In any case, the specific



issues both at an economic and justification level will be set in the collaboration agreement that PROBITAS will sign with the entities.

#### **16. Acceptance of the present Regulations:**

Filling of the application forms of the first phase (Presentation and evaluation of the concept note) and the second phase of the call (Presentation and evaluation of the Project) and the subsequent submission of a Project to the call involves full acceptance of the present Regulations and of the resolution of the call, which will be irrevocable in any case.

#### **17. Data protection:**

The personal data of the representatives of the requesting organizations and those who have been designated as beneficiaries will be treated in accordance with those established in the PROBITAS Privacy Policy, available for consultation at <https://www.fundacionprobitas.org/en/privacy-policy>

#### **18. Intellectual and industrial property rights**

Both the applicants and beneficiaries' entities are the exclusive owners of any industrial and/or intellectual property rights which result from the Projects carried out within the framework of the present call.

Notwithstanding the foregoing, the applicants and beneficiaries' entities grant a license to PROBITAS to use the Project on a non-exclusive and non-transferable basis, with a worldwide territorial scope, free from royalties and during the term of the call to comply with the purposes of its regulations.

In addition, the beneficiary entities authorize PROBITAS, with no time limit, to publish the Project and related supporting material and information in [www.fundacionprobitas.org](http://www.fundacionprobitas.org) and in any media it considers appropriate, whether in paper or electronic form, and adding its name as author. To such end, PROBITAS reserves the right to edit (purely for technical reasons) the Project or any other related material or information.

Where appropriate, the applicant and beneficiary entities commit themselves to obtain from the local partners the necessary licenses to allow PROBITAS to use and publish the Project in the terms provided in the previous paragraphs.

## 19. Formalization of the collaboration

Collaboration between PROBITAS and the beneficiary entity will be formalized with the execution of an agreement after the submission of the relevant documentation accrediting the powers of representation of the signatory.

The agreement will regulate the rights and obligations undertaken by the contracting parties and will include, amongst others, the following aspects:

- Objectives of the Project
- Amount provided to the project both by PROBITAS and the entity
- Procedures and time periods for the informing of expenses
- Procedures and time periods for the presentation of technical follow-up reports
- Schedule of follow-up visits to the field by the PROBITAS technical team
- Means of payment and formal requirements
- Causes and effects of the anticipated resolution of the agreement
- The template provided by PROBITAS will be included as an Annex and will include the following information: applicant entity, Project title, geographical scope, beneficiary groups, number of beneficiaries, objectives and activities, quantity of the grant and breakdown of the budget showing items and concepts, co-funding structure, duration, period of validity, bank details for the payment of the grant, and the names of the individuals belonging to the Project's follow-up committee

Total or partial non-compliance or defective compliance of the presented Project or of any of the Regulations of this call will lead to the suppression of the Grant and the consequent termination of the agreement.

The agreement should be formalized within thirty (30) calendar days from the date of notification of the resolution, unless PROBITAS had expressly notified the extension of said period. The lack of execution of the agreement implies the revocation of the Grant.

In addition, the entity should draw up a document defining the transfer mechanisms to the local partner or local public entity once the Project has been finished. Said document should specify the local partner or entity's commitments with respect to the maintenance of the donated equipment, supplies and buildings.

## 20. Control, follow-up, and justification

In order to verify the correct technical and financial management of the co-funded Projects the following norms of control, follow-up, and justification have been established.

### Project start-up:

As a rule, the **Project should begin within a period no longer than three (3) months from the resolution of the call.** Under no circumstances may the starting date of the activities funded by Probitas be prior to the **1<sup>st</sup> of January 2021** the date on which the requirements of the present call are published.

### Term of execution:

The duration of the part of the Project financed by PROBITAS must not exceed twenty-four (24) months from the date of its beginning (except for unexpected causes and with prior written authorization on the part of PROBITAS).

### Modifications:

Unexpected circumstances that occur during the Project's development may raise the need to carry out modifications. Substantial changes such as alterations in the commitments of the other donors, delay in starting the Project with respect to the established deadline, increasing the stated term of execution, or significant modifications in the basic components of the Project **must be expressly authorized by PROBITAS** having been previously solicited in writing by the beneficiary entity. In the case of changes in budget lines, it is necessary to request authorization for deviations that exceed 20% of difference with respect to the initial budget accepted.

### Follow-up:

The collaboration agreement will establish a schedule of meetings for the Project's monitoring committee, either physically or virtually (teleconferences). Also, the agreement will include the guidelines for on-site monitoring visits to the Project by PROBITAS. These visits will always be carried out in agreement with the entity in all its terms of objectives, duration, agenda, etc.

### Justification:

Justification of the Projects should be performed following the criteria and the follow-up template provided by PROBITAS.

At the end of the Project execution, a technical and financial report should be submitted, using the template model established by PROBITAS, in a period not longer than three months from the date of ending.

The technical report should reflect the changes resulting from the limitations that have arisen during execution of the Project, the strategic decisions that have been taken to carry out the objectives, and the variations, if existing, between the expected results and those attained.

The financial report should contain the total budget (100% detailed) of the Project, according to the criteria established in the agreement of collaboration, broken down into funding bodies and years if appropriate. In addition, it should show which items have been financed and by whom, modifications in the budget (always when justified), and the decisions that have been taken to carry out the objectives described in the initial Project. Any deviation in the items financed by PROBITAS higher than 20% of the amount included in the original budget must be approved by



PROBITAS. The indirect costs will be justified by means of a letter signed by the person in charge of the entity.

For the follow-up of the project the applicant should periodically inform PROBITAS about the state of the development of the activity with respect to the time periods established in the follow-up procedure.

The follow-up and final report Project forms which should be submitted to PROBITAS can be found at [www.fundacionprobitas.org](http://www.fundacionprobitas.org)

### **21. Reimbursement of the PROBITAS contribution:**

The beneficiary entities are committed to reimbursing the quantities received, and will have no right to additional ones, in the following cases:

- Non-compliance with the obligation of justification or not employing the methodology or templates and forms expressly designed for the present call.
- Total or partial non-compliance of the objectives for which the grant was awarded.
- Suppositions that, for any reason, the expenses are not carried out to effect, or substantial modifications of the Project without express authorization from PROBITAS.
- Disregard of any other condition imposed for the concession of the grant.
- Obtaining the grant without fulfilling the necessary conditions.

If, once the Project is completed, a remaining amount will remain in the funds granted, the beneficiary entity may request PROBITAS to apply these funds to reinforce some of the Project's activities. Otherwise, or if PROBITAS denies the request, the entity must return the remaining funds to PROBITAS.

### **22. Communication and dissemination of the Project:**

In recognition of the received grant, the applicants are committed to disseminate the collaboration of PROBITAS in all their documentation, material, and publicity related to the Project.

PROBITAS will also diffuse by its available media the contribution it has made for the viability of the Projects.