

Global Grant Application GG1876442 – Teacher training, Rakhu, Nepal

Responses to specific Terms and Conditions for Rotary Foundation District Grants and Global Grants for grants awarded after 1 July 2013 (updated June 2018)

This document addresses specific Terms and Conditions in the above document as they relate to this proposal.

Page 9: At the time of application, grant sponsors need to provide a memorandum of understanding (MOU) signed by both primary sponsors and the cooperating organization.

This requirement was met with the application for GG1525855 – Teacher Training, Tatopani, Nepal. While that project, which is still in progress, has been wholly satisfactory with respect to promised delivery of services, it has suffered from deficiencies in project management. These have been largely attributable to the failure of the Primary Host Sponsor to fulfil responsibilities in a timely manner (attributed in part to sickness).

The project was, like the current application, initiated by Quality Education Nepal, with responsibilities being handed over to the Rotary Club of Portland as Primary International Sponsor and the Rotary Club of Baglung as Primary Host Sponsor prior to submission of the application. A Memorandum of Understanding between the two Clubs and LEARN as the Service Provider had been signed. This left Quality Education Nepal without any formal role in the project.

When the Rotary Club of Portland experience problems in respect of the Rotary Club of Baglung's fulfilment of its role, Quality Education Nepal was called upon to facilitate a resolution.

To minimize the risk of a repetition of this experience, the MoU for the current application includes Quality Education Nepal as a fourth party, to be given full access by the other parties to project records including internet access to the project bank account, with responsibilities to:

- A. monitor the progress of the project
- B. provide oversight to LEARN in the fulfilment of its obligations with respect to the project
- C. provide such assistance as may be required by the Rotary Clubs in the fulfilment of their respective responsibilities

Page 10: Global Grants: Project funds may not be provided to a vendor, cooperating or beneficiary organization in advance of project expenses or services.

The MoU provides that LEARN shall:

- A. agree to deliver the services nominated in the Budget section of the grant application at the costs defined therein
- C. submit to the Rotary Club of Kathmandu Metro invoices for 80% of the cost of each activity, for payment prior to the commencement of that activity
- D. submit a report of each service/activity delivered
- E. submit to the Rotary Club of Kathmandu Metro invoices for the remaining 20% of the cost of each activity upon completion thereof.

and that the Rotary Club of Kathmandu Metro shall:

- F. accept for payment invoices from LEARN issued as indicated, paying the initial invoice for each activity within seven days of receipt and the final invoice having confirmed satisfactory completion of the task.

These provisions, which match those of GG1525855, have two significant implications:

1. LEARN is agreeing to provide its services at fixed prices. Any variation in costs of those services will be borne by LEARN (and ultimately by Quality Education Nepal Inc.). This course has been adopted to simplify the task of the Host Sponsor in approving payments, and to avoid time-wasting debate in respect of any cost variances that may occur.

It should be noted that Quality Education Nepal has participated with LEARN in preparation of the project budget in the greatest of detail. This is part of the responsibility it accepts, as a Rotary organization, to ensure that Rotary sponsors receive the best possible service at least cost. Also note that LEARN accounts are subject to the scrutiny of an auditor reporting to government.

2. LEARN will be allowed the cash flow necessary for the delivery of the program. A significant part of the training expenditure is incurred in the form of cash payments at the time of service delivery (e.g. trainer fees, travel expenditure, etc.) LEARN does not itself have the resources to cover this expenditure for subsequent reimbursement.

The exposure of Rotary as a result of this arrangement cannot exceed \$18,120 or 15% of the total project cost, being 80% of the most expensive deliverable.

Should this arrangement not be acceptable to the Foundation, Quality Education Nepal would be called upon to provide the funds to cover the cash flow requirements (which has, unfortunately, happened in respect of GG1525855 due to delays of invoice payments by the Rotary Club of Baglung).

Page 4: In addition to the restrictions listed above, global grants cannot fund:

5. Travel for staff of a cooperating organization involved in a humanitarian project

15% of LEARN's costs in the provision of its services relate to LEARN staff and trainers travelling to the remote training area. This entails a day of travel each way plus accommodation throughout the training courses.

The only alternative would be to have the trainees travel to Kathmandu for their training. Travel costs would be at least ten times as greater (in fact much more given accommodation costs in Kathmandu), while the benefits of training in their normal school environments would be lost.

It might be that this provision relates specifically to international travel costs. In that regard it should be noted that travel costs of QEN volunteers including Directors are paid for by the volunteers. No provision for international travel costs has been included in the funding application.