



Unlocking green and inclusive growth in agribusiness, agroforestry and aquaculture

Contract Agreement

Between

Self Help Africa

And

[insert]

-in respect of-

ENTERPRISE Zambia Challenge Fund



The Parties

This Contract Agreement (hereinafter referred to as the “**Agreement**” or “**Contract**”) is made on **[insert date]**.

Between

Self Help Africa, an international Non-Governmental Organisation legally registered in Zambia in 2006 under the Zambia Non-Governmental Organisations Coordination Act 2009 under registration (Reg. Certificate No. OP.218/051/2005/0172/3858) and having its registered office in Zambia at Plot 121, off Kudu Road, P.O. Box 37484, Kabulonga, Lusaka (hereinafter referred to as “**SHA**” which expression shall where the context so admits include its successors in title and permitted assigns) of the one part,

And

[insert]

(hereinafter referred to as “**The Organisation**” which expression shall where the context so admits include its successors in title and permitted assigns) of the other part.

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ARTICLE 1. INTRODUCTION

- 1.1. SHA, as the Coordinator of an Action funded by the European Union (hereinafter referred to as the “**Donor**”), has agreed to enter into this separate Agreement with The Organisation, a limited company legally registered in Zambia, in order to implement actions described hereinafter, and referred to as “**the project**”
- 1.2. The purpose of this Agreement is the award of a financial support by SHA to finance the implementation of the action entitled: **Economic, Nutrition and Technical support for increased Economic Returns and Profit In Sustainable agribusiness in Zambia. ENTERPRISE Zambia (hereinafter referred to as “ENTERPRISE Zambia Challenge Fund”)**.
- 1.3. SHA has agreed to award financial support to [insert] Limited to the total value of [insert] for the project period from [insert]
- 1.4. The Organisation shall be awarded the financial support based on the terms and conditions set out in this Agreement, which consists of this Agreement and its annexes, and which may be amended and revised by SHA in consultation with the Organisation from time to time.
- 1.5. The Organisation agrees to ensure the satisfactory performance of services as stipulated in the proposal and the project results chain (annex).

ARTICLE 2. LIABILITY

- 2.1. Neither SHA nor the Donors will under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the Organisation while the Project is being carried out or as a consequence of the Project. Neither SHA nor the Donors, therefore, will accept any claim for compensation or increases in payment in connection with such damage or injury.
- 2.2. The Organisation shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the Project is being carried out or as a consequence of the Project. The Organisation shall discharge and indemnify SHA and the Donors of all liability arising from any claim or action brought against them, as a result of act, error or omission connected with the Project, including acts, errors or omissions by owners, directors, employees, contractors or agents of the Organisation.

ARTICLE 3. CONFLICT OF INTERESTS AND GOOD CONDUCT

- 3.1. The Organisation shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of this Agreement. Conflicts of interest may arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest.
- 3.2. Any conflict of interest or potential conflict of interest which may arise during performance of this Agreement must be notified in writing to SHA without delay. In the event that a conflict of interest is identified, the Organisation shall immediately take all necessary steps to resolve it.

- 3.3. SHA reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken if necessary.
- 3.4. The Organisation shall ensure that its staff, including its management, is not placed in a situation which could give rise to a conflict of interest. Without prejudice to its obligation under this Contract, the Organisation shall replace, immediately and without compensation from SHA, any member of its staff in such a situation if the same cannot be adequately and/or in a timely manner resolved.
- 3.5. Failure to report a conflict of interest or potential conflict of interest, or to resolve such a conflict once identified, shall be a fundamental breach of this Agreement.

ARTICLE 4. VISIBILITY

- 4.1. Unless the European Union agrees or requests otherwise, the Organisation shall take all necessary steps to publicise the fact that the European Union has financed the project. Such measures shall comply with the Communication and Visibility Manual for European Union External Actions laid down and published by the European Union, that can be found at: https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en, or with any other guidelines agreed between the European Union and SHA.
- 4.2. The Organisation shall reference the support it has received under the Project and the European Union financial contribution through SHA in information given to the final recipients of the Project, in its internal and annual reports, and in any dealings with the media. It shall display the European Union logos wherever appropriate as well as the Self Help Africa and the ENTERPRISE Zambia Challenge Fund logos.
- 4.3. Any notice or publication by the Organisation concerning the Project, including those given at conferences or seminars, shall specify that the Project has received European Union funding through Self Help Africa. Any publication by the Organisation, in whatever form and by whatever medium, shall include the following statement:

'This document has been produced with the financial assistance of the European Union through Self Help Africa. The contents of this document are the sole responsibility of [insert] Ltd and can under no circumstances be regarded as reflecting the position of the European Union'.
- 4.4. The Organisation authorises Self Help Africa and the European Union to publish its name and address, nationality, the purpose of the financial support, duration and location as well as the maximum amount of the financial support and the rate of funding of the Project's costs. Derogation from publication of this information may be granted if it could endanger the Organisation or harm their interests.

ARTICLE 5 – ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS



Accounts

5.1. The Organisation shall keep accurate and regular accounts of the implementation of the Project using an appropriate accounting and double-entry book-keeping system.

The accounts:

- a) may be an integrated part of or an adjunct to the Organisation's regular system;
- b) shall comply with the accounting and bookkeeping policies and rules that apply in Zambia;
- c) shall adopt a system that enables income and expenditure relating to the Project to be easily traced, identified and verified.

5.2. The Organisation shall prepare and keep appropriate reconciliations, supporting schedules, analysis and breakdowns for inspection and verification.

Right of access

5.3. The Organisation shall allow verifications to be carried out by SHA, the European Union, the European Anti-Fraud Office, the European Court of Auditors and any external auditor authorised by the SHA. The Organisation has to take all steps to facilitate their work including covering direct costs incurred by the company arising out of the verification.

5.4. The Organisation shall allow the above entities to:

- d) access the sites and locations at which the Project is implemented;
- e) examine its accounting and information systems, documents and databases concerning the technical and financial management of the Project;
- f) take copies of documents;
- g) carry out on the-spot-checks;
- h) conduct a full audit on the basis of all accounting documents and any other document relevant to the financing of the Project.

5.5. Additionally, the European Anti-Fraud Office shall be allowed to carry out on-the-spot checks and inspections in accordance with the procedures laid down by the European Union legislation for the protection of the financial interests of the European Union against fraud and other irregularities. Where appropriate, the findings may lead to recovery by the European Union.

5.6. Access given to agents of the European Union, European Anti-Fraud Office and the European Court of Auditors, SHA and to any external auditor authorised by SHA carrying out verifications as provided for by this Article as well as by Article 5.8 below shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public or any other law to which they are subject.

Procurement

5.7. In the event that, during the period of project implementation, the Organisation intends to purchase goods or services with the ENTERPRISE Zambia Challenge Fund financial support valued at €50,000 or more, it shall seek at least three quotations for that procurement, which shall be awarded to the most economically advantageous tender (i.e., the tender offering the best price-quality ratio), taking care to avoid any conflicts of interest.

Record keeping

- 5.8. The Organisation shall keep all records, accounting and supporting documents related to this Agreement for seven years after the contract ends, and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim has been disposed of with finality.
- 5.9. The records shall be easily accessible and filed so as to facilitate their examination and the Organisation shall inform the Contracting Authority of their precise location.
- 5.10. All the supporting documents shall be available either in the original form, including in electronic form, or as a copy of the original.
- 5.11. The documents referred to in this Article include those referenced earlier and the following:
- Accounting records (computerised and/or manual) from the Organisation's accounting system such as general ledger, sub-ledgers and payroll accounts, fixed assets registers and other relevant accounting information;
 - Proof of procurement procedures such as tendering documents, bids from tenderers and evaluation reports;
 - Proof of commitments such as contracts and order forms;
 - Proof of delivery of services such as approved reports, time sheets, transport tickets, proof of attending seminars, conferences and training courses (including relevant documentation and material obtained, certificates), etc.;
 - Proof of receipt of goods such as delivery notes/slips from suppliers;
 - Proof of completion of works, such as completion and/or acceptance certificates;
 - Proof of purchase such as invoices and receipts;
 - Proof of payment such as bank statements, debit notices, proof of settlement by the Organisation;
 - Proof that taxes and/or VAT that have been paid cannot be reclaimed;
 - For fuel and oil expenses, a summary list of the distance covered, the average consumption of the vehicles used, proof of fuel costs and maintenance costs;
 - Staff and payroll records such as contracts, salary statements and time sheets. For local staff recruited on fixed-term contracts, details of remuneration paid, duly substantiated by the person in charge locally, broken down into gross salary, social security charges, insurance and net salary. For expatriate and/or European-based staff (if the Action is implemented in Europe) analyses and breakdowns of expenditure per month of actual work, assessed on the basis of unit prices per verifiable block of time worked and broken down into gross salary, social security charges, insurance and net salary.
- 5.12. The Organisation agrees to provide SHA with its list of farmers/outgrowers which includes details regarding their age, gender, contact details, identification details (ID/passport), production information (quantity of inputs distributed, quantity of produce purchased, prices paid, farm size, area planted) and any other information that may be agreed with the Fund Manager. This information will remain the property of the Organisation and shall be kept confidential by the Fund Manager.

- 5.13. The Organisation also agrees to keep and provide SHA with all records relating to jobs created for both permanent and casual/seasonal workers which include details regarding age, gender, contact details, identification details (ID/passport), number of days worked and any other information that may be required.
- 5.14. In addition, the Organisation agrees to provide supporting documentation for any services offered to farmers such as:
- signed attendance lists for trainings;
 - farmer contracts;
 - documented records of any financial services, input benefits and information services offered to farmers;
 - any other supporting documentation that may be required.
- 5.15. Failure to comply with the obligations set forth in Article 5 constitutes a case of breach of a substantial obligation under this Agreement. In this case, SHA may suspend the Agreement, payments or the time-limit for a payment, terminate the Agreement and/or reduce the financial support.

ARTICLE. 6 REPORTING ARRANGEMENTS

- 6.1. SHA's reporting system requires the Organisation to produce expenditure reports and narrative progress reports in English as follows:
- Quarterly Financial Reports (to include cash flows and Funds accountability statement) – submitted by the 15th day of the subsequent month after the quarterly month end i.e., report for period 1st Feb – 31 March 2020 to be received no later than 15th April 2020. The quarterly financial report must be accompanied by a narrative update on the activities completed/not completed and outline the reasons for any variances. These updates should be based on the Project budget and include a detailed expenditure return for the period and quarterly work plans detailing all activities implemented.
 - Annual Report – submitted by the 31st day of the first month of the New Year i.e., report for year ending 31st December 2020 to be received no later than 31st January 2021 and so on.
 - Annual Audit Report – to be produced and submitted no later than six months after the end of the financial year of the Organisation. The Audit of the project should be conducted according to an agreed upon procedure within the institutional audit of the Organisation.
- 6.2. All financial programme reporting submitted by the Organisation must be prepared in Euro.
- 6.3. SHA retains the right to audit or conduct further examination of all documentation related to this project for seven (7) years after the end date of project implementation. As a result, the Organisation has the duty to and shall keep all project documentation within the stated period for the same purpose.
- 6.4. SHA is authorised to appoint an internal auditor and the Organisation will provide these appointed auditor(s) with access to every aspect regarding the flow and control of the funds provided by SHA.

- 6.5. The Organisation shall provide at any point when requested by SHA or the Donors an organisational wide set of annual audited financial statements, which reflect clearly and separately the income received and spent on the Project and other activities being managed by the Organisation.
- 6.6. The Organisation shall provide SHA with an updated list of its farmers/outgrowers on a quarterly basis.
- 6.7. SHA shall be responsible for submission of all contractually obligated reports to the Donors incorporating information from the project partners.
- 6.8. The Organisation shall provide to SHA in a timely manner all other reports and information as may be reasonably requested from time to time by SHA.

ARTICLE 7. ANTI-TERRORISM

- 7.1. The Organisation agrees to undertake all reasonable efforts to ensure that none of the SHA funds received under this Contract are used to provide support to individuals or entities associated with terrorism. This provision must be included in all sub-contracts or sub-agreements entered into under or pursuant to this Contract.

ARTICLE 8. DISPUTE RESOLUTION

- 8.1. All disputes or differences which may at any time arise between the Parties hereto touching or arising out of, in connection with or in respect of, this Agreement or the Project and which have not been resolved by the Parties amicably shall be referred to binding arbitration, by an arbitrator agreed upon by both parties within twenty-one (21) days from the date either party gives notice to the other of such dispute. The arbitrator shall be appointed as provided in the Arbitration Act Chapter 19 of 2000. Arbiters can come from either that Chartered Institute of Arbitrators or the Zambia Association of Arbitrators.
- 8.2. In default of an agreement on an arbitrator, one shall be appointed by the President for the time being of the Law Association of Zambia. The place of arbitration shall be at SHA's Lusaka office and the costs of the arbitration shall be borne equally by the Parties. The arbitration proceedings shall be conducted in English and in accordance with the applicable laws of Zambia.
- 8.3. The parties agree that the decision or award of the arbitrator shall be final and binding upon the parties and to the extent permitted by law, with no right of appeal and that the judgement upon said decision or award may be entered in any court having jurisdiction. Each of the parties waives any right of appeal to the extent permitted by the law.
- 8.4. Nothing in this clause shall impede a party's right to apply to a court of competent jurisdiction for any interim injunctive relief pending the hearing and final determination by the arbitrator.

ARTICLE 9. JURISDICTION/APPLICABLE LAW

9.1. This Agreement shall be governed by and construed in accordance with the Laws of the Republic of Zambia.

ARTICLE 10. AGREEMENT AMENDMENT

10.1. No amendment, change, variation or addition hereto shall be effective or binding on any Party unless in writing between both parties and duly signed by the authorised representatives of the respective parties.

ARTICLE 11. ASSET OWNERSHIP

11.1. SHA and the Donors hereby waive all claims to ownership, title and intellectual property rights derived as a result, directly or indirectly, of funding received by the Organisation under this Project, subject to the condition that the Organisation has satisfactorily performed all other obligations in this Contract.

11.2. Notwithstanding the provisions of the first paragraph herein, both SHA and the European Union reserve the right to use freely all documents deriving from the Project, provided this does not breach existing property or confidentiality rights.

ARTICLE 12 ELIGIBLE COSTS

- 12.1. Eligible costs are costs actually incurred by the Organisation in implementation of this financial support which, in the opinion of SHA, meet the following criteria:
- they are incurred during the implementation of the Agreement as specified in this Agreement;
 - must be indicated in the Project Budget;
 - must be necessary for the implementation of the Agreement which is the subject of the financial support;
 - they are identifiable and verifiable, in particular being recorded in the accounting records of the Organisation and determined according to the applicable accounting standards of the country where the Organisation is established and according to the usual cost accounting practices of the Organisation;
 - must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.
- 12.2. Subject to the above, the following direct costs of the Organisation shall be eligible:
- the cost of staff assigned to the Project, corresponding to actual gross salaries including social security charges and other remuneration-related costs;
 - travel and subsistence costs for staff and other persons taking part in the Project;
 - purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Project, and costs of services, provided they correspond to market rates;
 - costs of consumables;
 - subcontracting expenditure.
- 12.3. Any contributions in kind, do not represent actual expenditure and are not eligible costs.

- 12.4. The following costs shall not be considered eligible:
- debts and provisions for losses or debts;
 - bank fees, charges and costs for match funding;
 - interest owed;
 - items already financed in another framework (grant for example);
 - purchases of land or buildings;
 - currency exchange losses;
 - credits to third parties.

ARTICLE 13 MATCH FUNDING

- 13.1. The financial support will require match funding from the Organisation making the application. The match funding may be through own resources available to the Organisation or may be sourced through external finance such as credit or external equity investment. Match funding can also come from co-applicants.
- 13.2. Match funding can be in the form of cash/cash equivalents, credit or equity from external financiers. In cases where applications are made by co-applicants, the match fund contributions can be provided by any of the co-applicants.
- 13.3. Matching funds should be drawn down as per the agreed milestones and from the 2nd disbursement onwards the matching funds should in principle be 50% of the project costs.
- 13.4. SHA reserves the right to suspend disbursements of financial support and ultimately terminate this Contract with a written notice if matching funds are not available as contracted.

ARTICLE 14. PAYMENT

- 14.1. In full consideration for the complete and satisfactory performance of the Project under this Agreement, SHA shall pay the Organisation in accordance with the Project Milestone payment schedule stipulated in Annex A, provided however that European Union funding for this Action remains in place. In the event that such funding is suspended or terminated, for whatever reason, the parties to this Agreement agree and acknowledge that payments to the Organisation shall be similarly suspended or terminated.
- 14.2. The agreed payment is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Organisation in the performance of the Agreement.
- 14.3. Payments effected by SHA to the Organisation shall be deemed neither to relieve the Organisation of its obligations under this Agreement nor as acceptance by SHA of the Organisation's performance of the Project.
- 14.4. SHA shall make payments to the Organisation after (i) acceptance by SHA of the validity of invoices submitted by the Organisation to SHA, (ii) upon verification by the SHA Management Team that the Organisation has achieved the corresponding

milestones and (iii) upon verification by SHA that the Organisation holds a valid tax compliance certificate issued by the Zambia Revenue Authority.

- 14.5. Invoices shall indicate the milestones achieved and corresponding amount payable. Request for payment must be accompanied by evidence of achievement of milestones. This evidence is set out as the means of verification above.
- 14.6. The Organisation will provide SHA with details in writing of the project dedicated bank account as more particularly detailed in Annex B.
- 14.7. Any changes to the bank account cannot be made unless in writing from the Organisation and on official headed paper and from an official email address of an authorised official, and subsequently verified by a phone call.

ARTICLE 15. RECOVERY

- 15.1. The Organisation shall return to SHA any unspent funds, plus any interest accumulated in the bank account, within three (3) months of the completion of the Project or immediately upon early termination of the Project as the case may be.
- 15.2. Without prejudice to the other sections of this Contract, in the event that any or all of the funds advanced to the Organisation by SHA under this Agreement are not accounted for to the satisfaction of SHA, the Organisation shall, on receipt of a written request by SHA, refund such monies as have not been accounted for to the satisfaction of SHA. Such refund shall be made within the period specified by SHA in its refund request. If such refund is not made within three months of the written request, SHA reserves the right to charge interest on the outstanding funds from the date of receipt of funds, at the Zambia Central Bank base rate until refund in full but strictly without prejudice to the taking of any other appropriate recovery measures or steps permitted by law.

ARTICLE 16. SUBCONTRACTING

- 16.1. In the event the Organisation requires the services of sub-Organisations other than those partners named in the Organisation's Project Proposal, the Organisation shall obtain the prior written approval and clearance of SHA for all sub-organisations. The approval by SHA of a sub-organisation shall not relieve the Organisation of any of its obligations under this Agreement. The terms of any sub-contract shall be subject to and conform to the provisions of this Agreement.

ARTICLE 17. TAXES

- 17.1. All taxes, including VAT, are payable as per applicable Zambia law. Neither SHA nor the Donors shall have any liability for tax on grants advanced to the Organisation, nor shall any of them be held liable for the Organisation's failure to comply with relevant Zambia tax laws.

ARTICLE 18. INDEMNIFICATION

18.1. The Organisation shall indemnify, hold and save harmless, and defend, at its own expense, SHA, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Organisation, or the Organisation's employees, officers, agents or sub-Organisations, in the performance of this Agreement. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Organisation, its employees, officers, agents, servants or sub-organisations. The obligations under this Article do not lapse upon termination or expiry of this Agreement.

ARTICLE 19. INSURANCE

19.1. The Organisation shall have in force and maintain in force during the term of this Agreement adequate and appropriate insurance in respect of all relevant risks that may arise in the context of the implementation of the Project.

ARTICLE 20. AGREEMENT AND DURATION

20.1. SHA and the Organisation agree to work together within the terms and conditions of this Agreement for the period of Project implementation of **[insert]** to **[insert]**

20.2. This Agreement may be terminated earlier than the period indicated in Clause 1.3 and 20.1 on the grounds given in Clause 20 or 21 of this Agreement.

20.3. The following documents, referred to as Project Documents, shall be deemed to form part and parcel of this Agreement:

Project specific documents

- a) Project proposal and budget;
- b) Project result chain;
- c) Project work plan for the period;

Standard documents

- d) Project reporting formats;
- e) Templates for funds request;
- f) Financial and activity monthly progress report formats;

SHA core policies

- g) Anti-bribery and Anti-Corruption policy;
- h) Whistle blowing policy;
- i) Conflict of interest policy;
- j) Child protection policy;
- k) Code of conduct;
- l) Confidentiality agreements.

If you are concerned about wrongdoing, please report in confidence directly to a senior SHA staff member at our country office, or through our Ethics Point* facility by visiting selfhelpafrica.ethicspoint.com.

If you feel you cannot report locally, please either:

- Call our HQ on +353 1 677 8880 and ask to be called back
- Send an SMS to +53 87 240 4343 and ask to be called back
- Email confidential.reporting@selfhelpafrica.org with details of the issue.

*Navex is an independent company. Your conversation will not be recorded. You can choose to remain anonymous with only details concerning your report passed back to Self Help Africa senior management board level at HQ. Any costs incurred in making a report will be reimbursed.

ARTICLE 21. FORCE MAJEURE

21.1. Neither party shall be held responsible for failure to achieve objectives of the Project in the event of force majeure, which shall mean an extraordinary event or circumstance beyond the control of the Parties that prevents one or both parties from fulfilling their obligations under this Agreement. Examples include acts of nature (hurricane, flooding, earthquake, volcanic eruption, etc.), war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

21.2. In the event of, and as soon as possible after the occurrence of, any cause constituting force majeure, as defined in Clause 21.1, the party affected by the force majeure shall give the other party notice and full particulars in writing of such occurrence if the affected party is thereby rendered unable, in whole or in part, to perform its obligations or meet its responsibilities under the present Agreement. The Parties shall then consult on the appropriate action to be taken, which may include suspension or termination of the Agreement, with either party giving to the other at least fourteen (14) days written notice of such termination.

ARTICLE 22. SUSPENSION AND TERMINATION OF THE CONTRACT

22.1. SHA reserves the right to suspend or reduce payments under this Contract or to terminate this Contract, should the Organisation – in the sole opinion of SHA default on any of its responsibilities under this Agreement.

22.2. SHA reserves the right to terminate this Contract in the event that any offer, payment, consideration or benefit of any kind which constitutes or could be construed as an illegal or corrupt practice is made either directly or indirectly as an inducement or reward for any decisions made in connection with this Agreement.

22.3. Where a breach of this Agreement is capable of remedy, the organisation shall be given a thirty (30) days' written notice by SHA specifying the breach and requiring that the breach be remedied. If the organisation fails to remedy the breach within the given or extended period, SHA may terminate this Agreement on expiry of the notice period.

22.4. SHA reserves the right to suspend, reduce or terminate payments, or to suspend or terminate any other obligations to the Organisation, arising out of the suspension,

reduction or termination of its funding grant from the European Union for this activity, regardless of the reason for this suspension, reduction or termination.

- 22.5. In the event of termination, the Organisation shall within thirty (30) days of written request by SHA:
- a) Return to SHA all unspent funds provided to it under this Agreement, including any accrued interest on the funds;
 - b) Provide a full account of all funds spent since the most recent financial report in the same format as required for regular financial reports.

IN WITNESS, WHEREOF the Parties hereto have hereunto duly affixed their signatures under hand and seal on **[insert date]**

Signed for and on behalf of Self Help Africa
In the presence of:

Signature: _____
[insert]
Country Director
Self Help Africa
Place and Date: _____

Signature: _____
[insert]
Head of Finance and Administration
Self Help Africa
Place and Date: _____

Signed for and on behalf of **[insert]**

In the presence of:

Signature: _____
[insert]
[insert]
[insert]

Signature: _____
[insert]
[insert]
[insert]

ANNEX A: MILESTONES TEMPLATE.

DISBURSEMENT	MILESTONES	AMOUNT (€)	MATCHING FUND (€)	MEANS OF VERIFICATION
30%	Signing of ENTERPRISE Contract			
30%				
30%				
10%	(I) Acceptance by SHA of the invoices submitted by the Organisation to SHA, and (II) Upon verification by the SHA Management Team that the Organisation has achieved the corresponding milestones.			

Note: refer to the detailed work plan and result tracking tools attached for a breakdown of

the activities and targets.

ANNEX B: BANK ACCOUNT DETAILS

Applicants will need to complete the following financial identification form and provide a letter from the bank into which funds will be transferred confirming bank account details.

Organisation Name:	
Account Name:	
Account Number:	
Name of Bank:	
Bank Branch Address:	
Bank Swift Code:	
IBAN:	
Bank Code:	
Branch Code:	