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Eastern African Land Administration
Network
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Rwanda
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University of Twente
Mr V. van der Chijs
P.O. Box 217
7500 AE Enschede
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ITC
- 4 JAN. 2016
MPO GEN
Reg.nr.: 2147
Bijl. :
Naar:
c.c. :
Projectnr.:

Contact	Your reference	Our reference	Date
+31(0)704260 236 pdendopper@epnuffic.nl		C-lh- 3043-15	15 December 2015

Subject The Netherlands Initiative for Capacity development in Higher Education (NICHE)
Grant
Project name: Strengthening the EALAN network in Land Governance programmes
Project number: NICHE-GLR-262
Grant number: CF11794

Dear Mr Ambaye and Mr Van der Chijs,

I am pleased to inform you that Eastern African Land Administration Network, hereinafter: "party A", and *University of Twente*, hereinafter: "party B", are awarded a grant for the project entitled 'Strengthening the EALAN network in Land Governance programmes', as described in the project proposal. The project period will start on 15 January 2016 and will end on 14 January 2020.

The project will contribute to the following outcome at policy priority level:

Regional and coordinated development and provision of education, training and research services in Land Governance, SGBV and Natural Resources Management, that contributes to the resolution of regional conflict dynamics and inclusive growth in the Great Lakes Region.

Grant Number CF11794

The project must achieve the following outcome at project level:

At the end of the project the Eastern African Land Administration Network will have the academic, professional and organizational capacity to develop, implement and maintain gender-sensitive curricula, trainings and (comparative) research on:

1. Land administration,
2. Land governance and policies, and
3. Access to land for women and vulnerable groups

In all member countries of the network, that contribute to regional knowledge sharing and evidence-based policy development and respond to the demands of the labour market.

To that end, the following outputs must be achieved by party A and B:

Output 1 Secretariat and Network package

- 1.1 Rolling Strategic Plan developed, adopted and used for learning and accountability.
- 1.2 Business plan developed and implemented, including a list of equipment.
- 1.3 Stakeholder/future client categories compiled.
- 1.4 Engagement strategy for potential business partners operationalised (in line with strategic plan).
- 1.5 Efficiency, synergy and network cohesion built.
- 1.6 Collaboration and partnering capabilities enhanced and reflected in the gender sensitive products and services.
- 1.7 Knowledge management platform developed and implemented.

Output 2 Short courses package

- 2.1 Increased capacity of EALAN members to conduct a needs assessment/labour market assessment for short courses.
- 2.2 A gender sensitive Trainer's toolkit developed and adapted for all focus themes.
- 2.3 Increased capacity of EALAN members to execute innovative short-term and tailor-made specialized trainings on the focus themes.
- 2.4 Innovative short-term and tailor-made specialized trainings executed and offered by EALAN staff.
- 2.5 A joint collaboration plan for implementing TMT/short courses among EALAN member institutions/staff developed and operationalised.
- 2.6 A clear and short and long-term outlook for the short-courses agenda within the network.

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Output 3. Education work package

- 3.1 Increased capacity of EALAN members to conduct a needs assessment for long-term curricula.
- 3.2 Peer review system of overall quality of Education of long-term curricula (BSc and MSc. programmes) functional.
- 3.3 Up-to-date curricula on long-term land Administration programmes in place
- 3.4 A collaboration plan / model for inter-university cooperation through staff and student exchange developed and operationalised.

Output 4. Research work package

- 4.1 An up-to-date shared research strategy exists.
- 4.2 Upgraded skills with regards to research capacity.
- 4.3 Collaborative research activities completed.
- 4.4 Capacity for advocacy and lobbying enhanced and members contribute in policy influencing fora.
- 4.5 Short and long-term outlook for the research agenda reviewed yearly.

The outputs will be achieved under the joint responsibility of party A and party B and in the way described in the project proposal (Annex I) and the budget (Annex II). Any changes made to the outcome(s) or the planned outputs of the project must be requested in advance in writing, and are subject to written approval by EP-Nuffic (amendment to the grant).

The maximum amount of the grant is EUR 998,910.

Both parties are kindly requested to refer to project number NICHE-GLR-262 in all future correspondence with EP-Nuffic.

The grant is awarded under the conditions in the NICHE Handbook (Annex IV) and includes the following obligations:

The following specific obligations are attached to acceptance of this particular grant:

Specific obligations

Conditions:

1. As a condition project implementers should provide in the first project report (report zero):
 - a revised logical framework that includes:
 - clear (SMART) indicators for the specific outcome for the development, implementation and maintenance of gender-sensitive curricula, training and research programmes on land governance;

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- clear (SMART) indicators for the specific outcome for the development, implementation and maintenance of gender-sensitive curricula, training and research programmes on access to land for vulnerable groups. A more detailed and focussed identification of vulnerable groups should also be an indicator of this outcome;
 - clear (SMART) indicators for the policy outcome to clarify the contribution of the project to the resolution of regional conflict dynamics and inclusive growth in the Great Lakes Region
- A division of tasks and responsibilities of the providers organisation and its consortium partners including the affiliated actors (consultants) for the four work packages (to be specified in the workplan).
2. The proposed investments must contribute to achievement of the outcome(s) and realisation of the output(s) of the project. Therefore an output consisting of investments alone is not possible. Please adjust this in the budget submitted with report 0.

Reports and information requirements

1. Both project parties are required to submit a signed Memorandum of Understanding (MoU) in accordance with the prescribed format (see NICHE Handbook) no later than 14 October 2016.
2. Both parties must jointly report on the progress of the project using the annual report format prescribed by EP-Nuffic in the NICHE Handbook and by the following schedule:

Report	Reporting period	Deadline	Incl. audit report
Report 0	15 January 2016 – 14 July 2016	14 October 2016	no
Annual report 1	15 January 2016 – 14 January 2017	14 May 2017	yes
Annual report 2 (including results mid-term evaluation)	15 January 2017 – 14 January 2018	14 May 2018	yes
Annual report 3	15 January 2018 – 14 January 2019	14 May 2019	yes
Annual report 4 / Final report (including results final evaluation)	15 January 2019 – 14 January 2020	14 May 2020	yes

The annual reports should meet the requirements stated in the NICHE Handbook, which is attached to this document as Annex IV.

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Party B is responsible for submitting an audited statement of expenditure on all project expenses.

All annual reports are to be signed by the signatories of both parties. The annual reports will be considered to constitute a request to determine the exact amount of the grant, subject to the implementation of the outputs and achieving the outcome(s) as described above.

Administration

3. Party B will be responsible for the careful and legitimate use of project funds and the financial administration of projects expenditures. The reporting obligations and administrative obligations are described in Annex IV.

Payments

4. The grant money will be transferred through advance payments. The schedule for advance payments will be as follows:

Planned transfer date	Amount
December 2015	€ 99,891
July 2016	€ 99,891
January 2017	€ 99,891
July 2017	€ 99,891
January 2018	€ 99,891
July 2018	€ 99,891
January 2019	€ 99,891
July 2019	€ 99,891
July 2020	Maximum € 199,782 (final payment)

The rules regarding (additional) advance payments are stated in the NICHE Handbook (Annex IV).

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Final provisions

5. In accordance with Section 5:4 of the Foreign Affairs (Grant) Framework Act (*Kaderwet Subsidies Ministerie van Buitenlandse Zaken*), an objection filed against the decision to award a grant results in its temporary suspension.
6. This grant is regulated by the relevant clauses of the General Administrative Law Act (*Algemene Wet Bestuursrecht*), and the law and regulations governing subsidies from the Ministry of Foreign Affairs (*Kaderwet Subsidies Ministerie van Buitenlandse Zaken* and *Subsidieregeling Ministerie van Buitenlandse Zaken*).¹
7. If EP-Nuffic is of the opinion that the specific way in which a particular activity is implemented or changes in circumstances have led to a situation in which the financing of an activity is incompatible with the Dutch government's foreign policy, EP-Nuffic will propose consultations with the grant recipient. On the basis of such consultations, EP-Nuffic may give further written instructions regarding the implementation of the work plan.

On behalf of the Minister for Foreign Trade and Development Cooperation,
On behalf of the Director-General of EP-Nuffic,


Ute Jansen
Head of Capacity Building Department

Annexes

Annex I Project Proposal
Annex II Budget
Annex III List of fees experts
Annex IV NICHE Handbook version 2.6

CC. hagen2002@yahoo.fr; jbkkiema@gmail.com; m.n.lengoiboni@utwente.nl;
j.a.zevenbergen@utwente.nl

¹ The General Administrative Law Act and the law and regulations governing subsidies from the Ministry of Foreign Affairs are available on www.wetten.overheid.nl.

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A written objection may be filed with the Director-General of EP-Nuffic (PO Box 29777, 2502 LT, The Hague) within six weeks of the date on which this decision was sent. As required by the General Administrative Law Act (Algemene Wet Bestuursrecht), the objection must be signed and must include at least the following: the name and address of the person and organisation submitting the objection, the date, a description of the decision or document that is the subject of the objection, and the reasons for the objection. If possible, a copy of the decision or document should be attached.

ANNEX III

Project name:	Strengthening the regional EALAN network to build capacity in Land Administration and Land Governance in the Great Lakes
Project number:	NICHE-GLR-262
Grant number:	CF 11794
Grant amount:	998.910
Project period:	15 January 2016 - 14 January 2020
Party A:	East Africa Land Administration Network (EALAN)
Party B:	University of Twente - Faculty ITC

In NICHE, rates and fees for experts are limited to maximum levels specified in paragraph 4.2. of the NICHE Handbook. The fees used to calculate the price of the tender bid may be lower than the fees listed in the List of fees prescribed for the NICHE programme. In performing the assurance engagement, the auditor is also to establish that the fees for the experts used during the project period do not exceed the fees as offered in the tender bid.

No.	Name	M/F	Tasks/responsibilities	Output No.	Time contribution to team (%)	Fee per day
1	Jaap Zevenbergen	M	Project director	1 2 3 4	5,4	1059
2	Monica Lengoiboni	F	Project coordinator	1 2 3, 4	38,4	597
3	Rohan Bennett	M	Principal expert research, land administration & land governance	1 4	5,9	778
4	Liza Groenendijk	F	Land administration, curricula development	4	1,4	815
5	Marga Koelen	F	Expert, scientific information systems	1	2,0	778
6	Chrit Lemmen	M	Land administration	1 2, 3	6,0	906
7	Paul Saers	M	Land administration, business plan, labour market	1 2, 4	4,3	906
8	Ger Roebeling	F	Strategy for Lobby and Advocacy, Network building	1 2 3	6,8	815
9	Marie-José Niesten	F	Active Learning, Labour market needs assessment	1, 2 3	9,9	906
10	Mwenda Makathimo	M	Expert, land policy, Land governance, lobby and advocacy	1 2 4	6,5	400
11	Ibrahim Mwathane	M	Expert, land policy, Land governance, lobby and advocacy	2, 3	3,4	400
12	Henk Addink	M	Expert, land governance and conflict resolution	1, 2	3,1	800
13	Local staff	M/F	Needs assessment, stakeholder analysis, etc.	1, 4	6,9	200
					100%	

Faculty Building Department
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[Handwritten signature]
 10/12/15

NICHE/GLR/262 - Checklist budget assessment winner
 LAST updated 28/4/2014 by I Wuyts

Yes/Ok, but...
/No/N.A.

Conditions for the Grant letter

Recommendations for Monitoring

Project data on Summary page

1	The budget has been signed by Party B	Yes		
2	All required information has been filled in	Yes		

General

4	Deviations from Track sheet County	N/A		
5	Budget including subtotals is mathematically accurate	Yes		
6	Total budget based on output = total budget based on cost category	Yes		
7	Correct division of budget between party A and Party B if applicable. If so, check that the total of budget party A + total budget party B = total budget	Yes		
8	Realistic distribution budget throughout the project period	Yes		

Eligibility & Specification

9	Fees of experts are in accordance with NICHE list of fees or acceptable (if freelance or local/regional)	N/A		
10	Budget complies with fixed 6% and 20% in outline	Yes		
11	Contingencies are 5% from the budget	Yes		

Actions

12	Update the project track sheet			
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Financial Officer:
Date:

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16/12/15

Wageningen Building Department

NICHE Financial Format

Controle formu

Project name:	Strengthening the regional EALAN network to build capacity in Land Administration a
Project number:	NICHE-GLR-262
Grant number:	CF 11794
Grant amount:	998.910
Report period:	15 January 2016 - 14 January 2020
Report type:	Budget
Reporting period:	
Party A:	East Africa Land Administration Network (EALAN)
Party B:	University of Twente - Faculty ITC

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10/11/15

Summary per Output

Project Outputs relating to logical framework		Budget and Expenses									
		Total grant budget	project year 1 Budget	project year 2 Budget	project year 3 Budget	project year 4 Budget	Total	Party A (if applicable)	Party B (if applicable)	Balance	%
Output 2 cost category	a	88.142	44.175	17.489	13.239	13.239	88.142	0	88.142	0	0%
	b	12.000	6.000	2.000	2.000	2.000	12.000	12.000	0	0	0%
	c	46.400	22.680	9.240	7.240	7.240	46.400	0	46.400	0	0%
	d	86.500	40.000	24.900	10.800	10.800	86.500	86.500	0	0	0%
	e	0	0	0	0	0	0	0	0	0	0%
	f	13.000	5.500	2.500	2.500	2.500	13.000	3.000	10.000	0	0%
	g	246.042	118.355	56.129	35.779	35.779	246.042	101.500	144.542	0	0%
Output 2 total		120.740	49.034	71.706	0	0	120.740	57.800	62.940	0	0%
Output 3 cost category	a	24.090	0	0	24.090	0	24.090	0	24.090	0	0%
	b	4.800	0	0	4.800	0	4.800	4.800	0	0	0%
	c	19.080	0	0	19.080	0	19.080	0	19.080	0	0%
	d	0	0	0	0	0	0	0	0	0	0%
	e	0	0	0	0	0	0	0	0	0	0%
	f	0	0	0	0	0	0	0	0	0	0%
	g	47.970	0	0	47.970	0	47.970	4.800	43.170	0	0%
Output 3 total		24.090	0	0	24.090	0	24.090	4.800	19.290	0	0%
Output 4 cost category	a	29.385	18.790	10.595	0	0	29.385	0	29.385	0	0%
	b	4.000	2.800	1.200	0	0	4.000	4.000	0	0	0%
	c	10.720	5.600	5.120	0	0	10.720	0	10.720	0	0%
	d	0	0	0	0	0	0	0	0	0	0%
	e	47.800	18.600	29.200	0	0	47.800	47.800	0	0	0%
	f	0	0	0	0	0	0	0	0	0	0%
	g	100.000	0	0	50.000	50.000	100.000	20.000	80.000	0	0%
Output 4 total		191.905	45.790	46.115	50.000	50.000	191.905	71.800	120.105	0	0%

