

Grant Obligations & Conditions for Institutional Collaboration Projects Orange Knowledge Programme (OKP)

Version 4.0

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1. Introduction

This document presents the grant obligations & conditions for organisations that submit a grant application and for organisations that receive a grant under the Orange Knowledge Programme - Institutional Collaboration Projects.

These Grant obligations and conditions form part of the grant award for grant recipients and provide the obligations and conditions that apply to the grant. By submitting a grant request the applicant accepts these grant obligations and conditions.

2. General obligations and conditions

1. The grant applicant and/or the grant recipient must endorse the objectives of the Orange Knowledge Programme.
2. The activities for which the grant is awarded will be carried out under the responsibility of the grant recipient.
3. The grant recipient must implement the activities in an effective, efficient and accountable manner.
4. Grant applicants and/or recipients must take note of all information provided about the Orange Knowledge Programme on the [Nuffic website](#).
5. The following legal framework applies to the Orange Knowledge Programme: [General Administrative Law Act](#), [Ministry of Foreign Affairs Framework Act on Grants](#), [Ministry of Foreign Affairs Grant Decree](#), [Ministry of Foreign Affairs Grant Regulations](#) and the [Policy framework Orange Knowledge Programme](#).
6. The grant is awarded subject to the condition that sufficient funds are made available out of the national budget.
7. The grant recipient, as well as the scholarship holder, alumnus or any other party involved in the grant activities are required to cooperate in surveys or evaluations conducted by or commissioned by Nuffic or the Netherlands Ministry of Foreign Affairs and to provide the requested information.
8. The grant applicant and/or grant recipient must comply with the [EU General Data Protection Regulation](#) (GDPR).
9. The personal data of scholarship holders, trainees and any other persons involved in grant activities will be used by Nuffic, the Ministry of Foreign Affairs, external evaluators of the programmes, the Netherlands embassies and Dutch institutions for administration, assessment, selection, monitoring and evaluation of the programme, in accordance with the EU General Data Protection Regulation (GDPR).
10. If Dutch government policy is violated by the funding of a particular activity, because for instance circumstances have changed, Nuffic can issue binding requirements regarding the activities funded by the grant.
11. The grant recipient is not allowed to offer or give or solicit or accept from a third party any gift, reward, compensation or benefit of any kind in any way that could be construed as illegal or corrupt.
12. The grant recipient is obliged to establish processes and/or to take other measures in order to prevent fraud or other illegitimate use of the grant. If (suspicion of) fraud occurs, this should be reported to Nuffic immediately.
13. All activities for which a grant or scholarship is awarded under a programme managed by Nuffic must take place in an environment in which deliberate unacceptable behaviour is counteracted and in which there is awareness of unconscious behaviour with good intentions, but which can have negative consequences. The grant recipient therefore must have and comply with a Code of Conduct on integrity which is in

accordance with the [Nuffic Code of Conduct for integrity](#). Nuffic may, at all times verify whether the Code of Conduct of the grant recipient complies.

14. All materials wholly or partly produced with the help of the grant, with the exception of images and illustrations, must be published under the [Creative Commons License – Attribution Non-commercial](#). As a result, third parties wishing to make use of these materials are required to cite (attribute) the work in the manner specified by the author or licensor and the citation or reuse should in no way imply that the author or licensor endorses the scope of the derived work. Third parties are not permitted to use the work for commercial purposes.
15. Any communication or publication made by the grant recipient that relates to the subsidised activities) must indicate that
 - the activities are part of the Orange Knowledge Programme (written in full, not OKP);
 - the programme is funded by the Ministry of Foreign Affairs as part of the Netherlands' development policy;
 - managed by Nuffic.

Where possible or relevant they must include the above mentioned parties' logos: the orange coloured Nuffic - meet the world logo, as well as the English version of the Ministry of Foreign Affairs' logo. Logos can be downloaded from www.nuffic.nl.

16. The obligation to display the logo does not confer on the grant recipient or any partner a right of exclusive use. The grant recipient or any other partner may not appropriate the logo or any similar trademark or logo, either by registration or by any other means.
17. Any communication or publication that relates to subsidised activities in any form and using any means, must indicate that it reflects only the author's view; and that Nuffic and/or the Netherlands Ministry of Foreign Affairs are not responsible for any use that may be made of the information it contains.
18. The grant recipient and possible other parties implementing the grant activities are jointly considered owner of all materials wholly or partly produced out of the grant.
19. The grant recipient is obliged to inform Nuffic immediately as soon as it becomes clear the activities for which the grant was awarded will not take place or will not take in time, or will not take place in full or the grant obligations will not be met.
20. The grant recipient must comply with the economic sanctions laws or other financial or economic restrictions by the European Union (EU) and the United Nations (UN). In particular the grant recipient may not directly or indirectly make any transfers out of the grant to organisations or individuals sanctioned under these laws.
21. Nuffic accepts no responsibility, financially or otherwise, for expenditures (or liabilities emerging from these expenditures) or liabilities arising from activities funded by the grant. Nuffic will not indemnify the grant recipient, the scholarship holder or any other party or person working on the grant against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the grant recipient may be liable as an employer or otherwise or for which any such person may be liable.

22. The applicant and/or recipient is responsible for all communication and for correctly informing partners, candidates, scholarship holders or any other party involved in the grant activities about the details (e.g. aim, criteria, procedures, obligations and conditions) of the Orange Knowledge Programme and the specific grant.
23. Nuffic can withdraw, amend, settle the grant on a lower amount and demand the return of all or part of any sum it has already transferred if the grant recipient fails to fulfil the obligations and conditions attached to the grant or if the outputs and/or the outcomes and/or the activities for which the grant was awarded have not or will not be achieved, have not or will not be achieved in time or have not or will not be achieved in full.
24. The grant administration and files must be kept for 7 years after the grant settlement.
25. Nuffic can deviate from the provisions in these grant Obligations and Conditions in exceptional circumstances if implementation and /or execution of the Grant obligations result in injustice or inequities of considerable nature.

3. Eligibility

1. The grant applicant and/or recipient must comply with all criteria set out in the Orange Knowledge Programme Framework and specific criteria stated in the applicable call document for grant applications.
2. The grant applicant is responsible for providing correct and complete information in the grant application. Nuffic will use the information provided to manage the application and possible awarding of the grant.
3. The grant applicant must submit the grant request before the applicable deadline. Grant requests that are not submitted before the relevant application deadline will not be handled and considered for a grant under any circumstances.

4. Grant Management

4.1 General administration rules

This paragraph describes the Orange Knowledge Programme - Institutional Collaboration Project administration rules.

1. The grant recipient must keep a separate project administration that complies with the following:
 - Procedures allow for an efficient implementation of the project;
 - The administration is open to external audit;
 - Expenditures are taking place in accordance with the grant award and the applicable grant obligations and conditions;
 - A transparent administration of petty-cash transactions is kept;
 - Investments purchased from project funds must be administered separately by the Country A Partners in a register of assets, that must be part of the final report;
 - Expenditure in currencies other than Euro are converted in accordance with the prevailing average exchange rate of the month the costs are incurred.

Any exchange rate losses will not be reimbursed. Nuffic strongly advises project funds to be kept in Euro for as long as possible and only to be converted to local currency if strictly necessary. If this is the case then Nuffic advises to convert it as close to the date of expenditure as possible.

2. The grant recipient must be able to provide orderly records from which it can be established that:
 - expenditure is taking place in accordance with the grant award letter;
 - expenditure is being recorded under the proper headings;
 - expenditure is not in breach of legal regulations that apply in the country where institutional collaboration project is being conducted;
 - expenditure is taking place within the framework of the Universal Declaration of Human Rights and relevant ILO declarations;
 - expenditure, including time spent, is identifiable and verifiable and can be backed up with original documents presented as supporting evidence. A separate project administration including a time registration procedure or system must be used, which must be in accordance with the time registration procedure/system accepted by the audit firm of the grant recipient. In case such a time registration procedure/system is not in place and/or not accepted by the audit firm of the grant recipient, the Nuffic registration format must be used. This format is available from Nuffic on request;
 - authorisation of expenditure is in accordance with the local procedures and subject to a system of internal control.

3. Nuffic or an appointed independent third party can carry out (on the spot) checks and audits in order to investigate the grant activities and/or expenditures, also after the grant has been settled. The grant recipient must cooperate with such an investigation and be able to provide Nuffic with all necessary details and documentation to ascertain whether the expenditures are in agreement with the grant award, the grant obligations and conditions and the submitted reports, if so requested.

4. The grant recipient is obliged to inform Nuffic immediately in writing as soon as it becomes clear that:
 - the outputs and/or outcomes for which the grant was awarded will not be achieved, will not be achieved in time or will not be achieved in full or the grant obligations will not be met;
 - proposed experts that originally had been included in the grant application have to be replaced by other experts. In the grant application, the legal representative of the grant recipient has certified that any team member proposed in the grant application who for some reason is unable to perform their project duties will be replaced, at no extra cost, by equally or better qualified experts.

The continuation of the project depends on Nuffic's approval.

5. Nuffic can withdraw, amend or settle the grant on a lower amount and demand the return of all or part of any sum it has already transferred if the grant recipient fails to fulfil the obligations and conditions attached to the grant or if the outputs and/or the outcomes and/or the activities for which the grant was awarded have not or will not be achieved, have not or will not be achieved in time or have not or will not be achieved in full. This includes but is not limited to the following situations:

- If money is spent for a purpose other than that for which it was intended;
- If activities are so far behind of schedule or progress is otherwise so slow that it is doubtful that the objectives will be achieved;
- If the consortium partners cannot reach agreement on how the project is to be carried out or if cooperation between the parties is lacking or insufficient in order to successfully implement the project;
- If irregularities or fraud occur;
- If parties appear to offer or give to a third party or solicit or accept from a third party any gift, reward;
- If a compensation or benefit is applied of any kind and in a way that could be construed as illegal or corrupt.

4.2 Payments and bank account

1. All payments by Nuffic will be made in Euros.
2. All payments will be made in name of the grant recipient to the bank account provided by the grant recipient.
3. The grant recipient must have a (if possible) interest-earning, Euro account for the project and administrate any interest earned on the account separately. Interest that remains after bank costs have been deducted must be added to the project funds.
4. Nuffic will transfer an advance payment of a maximum of 80% of the total grant amount.
5. The advance payment will be transferred in terms.
6. The exact amounts of the advance payments is stipulated in an advance payment schedule in the grant award letter.
7. The final payment or claim will be made in the grant settlement letter.
8. Only in the last grant year the grant recipient can submit a request for additional advance payment up to a total maximum of 90% of the grant amount. This request can be submitted in combination with the annual report containing the planning of the last project year. Nuffic will assess this request based on the progress and planning of the project.
9. Nuffic can deviate from the advance payment scheme in case of significant under expenditure or if any doubt arises about the financial capacity of the grant recipient.

4.3 Reporting requirements

For the Orange Knowledge Programme - Institutional Collaboration Projects there are several reporting requirements. The specific grant and reporting obligations are specified in this paragraph.

1. Reports relating to different grants must be submitted separately.
2. The grant recipient must submit the reports before the applicable reporting deadline.
3. The grant recipient must report about the project and possible changes through the prescribed reporting formats. The latest version of the financial format must be downloaded from www.nuffic.nl/okp . For the narrative reports Nuffic uses an online

reporting tool for which the grant recipient must request an account through okp@nuffic.nl.

4. Nuffic considers submission of the final report a request to settle the grant.
5. The annual and final report consists of:
 - The narrative report (see chapter 4.4)
 - The financial report (see chapter 4.5)
 - Other documents, if applicable (see chapter 4.6)
6. If the grant recipient does not fulfil the reporting obligations, Nuffic can decide to cease further payments related to the grant, and amend, settle or withdraw the grant and/or demand the refund of payment of all or part of any transferred funds.

4.4 The narrative report

1. The (annual) narrative report is an update on the progress of the project. The grant recipient is obliged to use Akvo RSR for reporting purposes and to follow the instructions in the “Reporting guidelines for Institutional Collaboration Projects”.
2. The grant recipient must report on all outcomes and outputs that were included in the grant award letter. The grant recipient is obliged to share project updates in Akvo RSR to illustrate the project's performance and to take stakeholders along in the journey and story of change of each project. This can be done as often as the grant recipient wishes, but at least once a year.
3. The narrative report must be concise, to the point and drafted in the prescribed language (English or French).
4. The narrative report must be signed for approval by the project director of the grant recipient. In case the grant recipient is the lead of a consortium, each consortium member must co-sign the (annual) narrative report.
5. If required in the grant award letter, the grant recipient must submit Report 0, within 4 months after the start date of the grant period.
6. The grant recipient must submit the annual narrative reports within 3 months after the end of the project year as stated in the grant award letter.
7. The grant recipient must submit a final narrative report within 3 months after the end date of the grant period as stated in the grant award letter.
8. The specific deadlines for submitting the reports are stipulated in the grant letter.

4.5 Financial reporting

During the grant period the grant recipient is required to submit budgets and statements of expenditures.

Budget

The grant recipient must submit a (revised) budget that complies with the following:

1. The budget must be in accordance with the applicable Grant Obligations & Conditions.

2. The (sub)outputs indicated in the budget must be consistent with the (sub)outputs as mentioned in the grant award.
3. Fees for experts used during the grant period may not exceed the fees in the grant application and are limited to maximum levels specified in the applicable Grant Obligations & Conditions.
4. The grant recipient must make a realistic project planning and budgeting in order to safeguard the achievement of the outcomes and (sub)outputs.

Statement of Expenditure

Where the grant amount is more than or equal to € 200,000 the following applies:

5. During the grant period the grant recipient is required to submit statements of expenditure.
6. Statements of expenditure must be submitted yearly.
7. The grant recipient must submit an annual statement of expenditure for every 12-month period. This statement must be submitted within 3 months after the end of each 12-month period.
8. If an audit is required, the statement of expenditure must be submitted within 3 months after the 12-month period.
9. An audit must cover the statement of expenditure and is:
 - optional after the first year of implementation;
 - required after 2 years of implementation, within 3 months after the second project year;
 - required after the project has ended and is to be submitted within 3 months after the end of the project. This final statement of expenditure must include the costs for drafting the final narrative report and the final audit costs (which may be incurred within 3 months of the end of the project).

Where the grant amount is less than € 200,000 the following applies:

10. The grant will be awarded in the form of a lump sum related to the (expected) outputs. The grant recipient is required to show (in the manner indicated in the grant award letter) that the outputs and outcomes for which the grant was awarded, are implemented and achieved, and are in compliance with the applicable Grant Obligations & Conditions. A statement of expenditure is in this case therefore not necessary.
11. If the costs related to the (expected) outputs are so uncertain that a realistic budget cannot be made in advance, Nuffic can determine in the grant award letter that after the grant period, the grant recipient is required to give a statement of expenditures related to the outputs. The costs mentioned in the statement of expenditure must be incurred within the period of the grant.
12. No audit report is required.

Submitting the statement of expenditure

The following on submitting a statement of expenditure applies.

13. The statement of expenditure must be in accordance with the applicable Grant Obligations & Conditions.
14. All expenditures must be allocated to a cost category. These are prescribed and clarified in chapter 5.
15. The statement of expenditures must be submitted in soft copy (both in Excel and PDF) by sending it to okp@nuffic.nl.
16. The audit report has to be submitted in hard copy (original) or as a verified soft copy.
17. The expenditures must be in accordance with the approved project budget. Any deviations of more than 20% of the annual budget per output, per project management budget line and per cost category must be clarified in the annual report.
18. The statement of expenditures must be expressed in Euro.
19. The statement of expenditures must state the amounts by project year.
20. All expenditures claimed must be based on actual time spent and actual costs unless otherwise specified in chapter 5.
21. Any discounts (for example, on purchased equipment, materials, airline tickets) must be refunded to the project.
22. The costs mentioned in the statement of expenditure must be incurred within the period of the grant, the only exception being the costs related to drafting the final narrative report and the final audit costs (if applicable). These costs need to be incurred before the final (audit) report is submitted (within 3 months after the end date of the grant period).
23. The costs included in the statement of expenditure must be related to services or goods delivered in that project year. Expenditures relating to services or goods delivered in the following period should be taken up in the statement of the project year in which the services or goods have been delivered.
24. For projects where co-funding is a condition in the grant all expenses incurred must be reported in the financial report. The (audited) financial report must state to which extent expenses are reimbursed. This can be done on output-level or per type of costs. The report should clearly indicate which part of the costs are drawn from the grant and which part is related to other incomes or own contributions.

Settlement of the grant

25. For grants with a grant amount less than € 200,000, the grant will be settled based on the (sub)outputs and outcomes. Unless otherwise specified in the grant award letter.
26. Only expenditures indicated as being eligible in the chapter Eligibility of costs can be reimbursed.
27. Expenditures exceeding the maximum grant amount will under no circumstances be reimbursed.
28. In case of co-funding, the grant will be settled at an amount corresponding to the actual eligible costs minus the amount for co-funding. If the actual amount for co-funding is less

than the minimum required percentage of co-funding as specified in the grant award, the grant will be settled at an amount corresponding to the actual eligible costs minus the minimum contribution.

4.6 Other reports

Next to the narrative and financial reports there are 3 more types of reports.

Consortium Agreement

1. In case the grant recipient is lead of a consortium: the grant recipient must agree and sign a Consortium Agreement with all consortium partners. The consortium agreement must include:
 - a plan on how the project is to be carried out;
 - a specification on how responsibilities for project outputs - and if applicable sub-outputs - are to be assigned among the consortium members;
 - a code of conduct for the cooperation between the grant recipient and the consortium partners for the duration of the project
 - a calculation showing that the maximum amount for management costs for all partners does not exceed 20% of the grant budget or the specified amount as mentioned in the call for grant applications (see paragraph 5.8, article 5).
2. The grant recipient must submit the Consortium Agreement together with the first report (report 0 or report 1).

Mid Term Evaluation

3. For projects with a duration of more than 2 years and 4 months, the grant recipient must submit an external mid-term evaluation.
4. For projects with a duration of more than two years but less than or equal to two years and four months, the grant recipient may decide in consultation with the project partners, whether a mid-term evaluation is taking place
5. Projects that last up to two years do not need to perform a mid-term evaluation;
6. The external mid-term evaluation must comply with the applicable guidelines for the Mid Term Evaluation available on www.nuffic.nl/okp.
7. The mid-term evaluation forms a formal go / no-go moment, aside from the fact that Nuffic can withdraw, amend or settle the grant on a lower amount and demand the return of all or part of any sum it has already transferred if the grant recipient fails to fulfil the obligations and conditions attached to the grant or if the outputs and/or the outcomes and/or the activities for which the grant was awarded have not or will not be achieved, have not or will not be achieved in time or have not or will not be achieved in full.

Impact monitoring after the grant period

8. After the end date of the grant period the grant recipient must report twice on impact indicators, in order to measure the impact of the project. The indicators at the start date of the grant period will be used for this measurement.

- The first report must be submitted 1 year after the end date of the grant period.
 - The second report must be submitted 3 years after the end date of the grant period.
9. The grant recipient can include a maximum budget of € 5,000 in the budget for the impact monitoring.

4.7 Budget-neutral extension (BNE)

1. The grant recipient can request for a budget-neutral extension of the grant period but no later than 3 months before the end date of the grant period. The extension cannot exceed 31 December 2021.
2. The request for a budget-neutral extension must:
 - be submitted in writing by sending it to okp@nuffic.nl;
 - be soundly substantiated and specifies the period and budget involved;
 - include an adjusted workplan for the BNE period;
 - include an adjusted budget for the BNE period.

5. Eligibility of costs

This chapter provides information on the eligibility of costs. As not all costs are eligible for funding, the grant recipient as well as audit firms must take this chapter as the basis to determine eligibility.

5.1 Introduction

1. The grant is awarded in order for the grant recipient to finance the activities that (help to) achieve the outcomes and outputs as described in the grant award letter.
2. The grant is a contribution towards the costs. Costs that are not eligible and/or exceed the maximum grant amount will not be reimbursed.
3. The grant consists of the reimbursement of actual costs, fixed amounts and fixed-fee rates specified as such in this chapter.
4. All costs in the project must contribute to corresponding (sub)outputs or project management budget lines. In addition, all costs must be allocated to cost categories.
5. Costs which do not contribute to the outputs and/or outcomes of the project and/or costs which are considered not being efficient use of project funding will not be reimbursed.
6. Costs must be real (made and paid) and documented, including proof of payment.
7. Costs must be accounted for and paid in the year in which the goods or services were delivered.
8. All supporting documents must be dated and signed by the representative of the grant recipient before payment takes place.
9. Any discounts (on for example equipment, materials, airline tickets, etc. purchased) must be refunded to the project.

10. The following costs will not be reimbursed under any circumstances and the grant recipient must therefore not include these costs in the grant budget or statement of expenditures:
- Salaries, stipends, incentives, fees, allowances or any other rewards paid or to be paid for the time which staff members of the 'Country A Partners' spend on the project. The only exception is a limited compensation for the time spent on project management and administration;
 - The costs of replacing staff members who are working on the project or who are engaged in staff training financed by the grant.
11. The following cost categories are eligible for funding out of the grant:
- Time/input by Dutch/European staff and experts;
 - Time/input by regional/local staff and experts;
 - Travel, Daily Subsistence Allowance (DSA) and hotel costs;
 - PhD/master's and other training in the Netherlands/Europe;
 - PhD/master's and other training local/regional;
 - Investments;
 - Other costs;
 - Contingencies.

Co-funding, if required in the applicable call document are eligible if it consists of the above mentioned cost categories.

5.2 Cost Category A: time/input by Dutch/European staff and experts

1. The Orange Knowledge Programme promotes the use of local and regional experts. Therefore a distinction must be made between Dutch/European experts (Cost Category A) and local/regional experts (Cost Category B) of the Dutch partner. A Dutch/European national residing in the region is still considered Dutch/European.
2. The actual time spent on the project by the staff of the Dutch partner and its Dutch/European consortium staff members is reimbursed at the rates indicated in the List of fees.
3. The actual time spent by staff of the Dutch partner and its Dutch/European consortium members must be identifiable and verifiable and substantiated by original documents, presented as supporting evidence. A time registration procedure/system must be used in accordance with the general administration rules (paragraph 4.1). The time spent must be submitted monthly and signed by the staff member and the supervisor. The date and signatures must be visible on the underlining documents, this can also be done by showing the digital approval in an electronic time registration system.
4. If a Dutch/European Consortium Partner makes more than € 100,000 of the costs under Cost Category A, the Dutch/European Consortium Partner must have its own external audit carried out in accordance with the provisions under 5.2-3. These audit costs are eligible for reimbursement.
5. Only if due to privacy regulations it is not possible to make signed, dated and authorised time registration (monthly or weekly) available, a project coordinator's statement from the Dutch/European Consortium Partner supplemented with an authorisation from the

project director can serve as replacement evidence. If it concerns the time registration of the project coordinator of project director the legal representative has to authorise.

6. The actual amount of time spent by the Dutch partner on project coordination can also be claimed at the rates indicated in the List of fees. This includes time spent on activity coordination, content coordination, report writing, preparation of budgets/declarations. There can be no separate charges for general administrative support, secretarial services (such as arranging of visas, travels, tickets, agenda management, sending emails and/or making telephone calls) and time spent on bookkeeping. This is considered overhead which is included in the fees.
7. Costs of language training cannot be charged to the project.
8. In some projects time input of staff of all participating organisations is not eligible. If this is the case, it will be explicitly specified in the call for grant applications and the grant award. Time input of staff can in these projects nevertheless serve as the own contribution (co-funding) of the participating organisations.

List of fees

9. The fees specified below reimbursed for project activities by employees of Dutch organisations or organisations involved as co-partners that are registered in Europe, North America or Australia. The fee rates are determined by the level of the salary of the individual expert. The fee rates are fixed amounts for the time of the expert. The salary groups are considered to be gross monthly income of employees, excluding a possible thirteenth month and a contribution for holiday expenditures, bonuses or any other rewards or/and compensation.
10. Fees paid to employees of organisations as specified above:

Salary group	Fee
1,362 > 1,589	240
1,589 > 1,816	278
1,816 > 2,043	314
2,043 > 2,270	351
2,270 > 2,497	388
2,497 > 2,724	425
2,724 > 2,951	463
2,951 > 3,178	498
3,178 > 3,405	535
3,405 > 3,632	573
3,632 > 3,859	609
3,859 > 4,086	647
4,086 > 4,313	683
4,313 > 4,540	720
4,540 > 4,767	757
4,767 > 4,994	794
4,994 > 5,221	832

5,221 > 5,448	867
5,448 > 5,675	904
5,675 > 5,902	925
5,902 > 6,129	944
6,129 > 6,356	963
6,356 > 6,583	984
6,583 > 6,810	1,003
6,810 > 7,037	1,023
7,037 > 7,264	1,042
7,264 > 7,491	1,061
7,491 > 7,718	1,081
7,718 > 7,945	1,100
7,945 > 8,172	1,119
8,172 > 8,291	1,134

11. The fee applies for a workday in the Netherlands or on short-term travel (for definitions of short-term travel, see the paragraph on travel costs).
12. The fees apply to all experts that are employees of the Dutch (Consortium) Partners.
13. The fees for the experts used during the project period may not exceed the fees as offered in the grant application.

External experts

14. If external experts are contracted by the grant recipient, the actual fee paid to them will be reimbursed. The fee must be market-based. Employees of an organisation that is part of the consortium that was described in the project proposal are not considered external experts.
15. For external experts, a maximum of 15% handling fee can be added on top of the fee by the grant recipient (optional).

5.3 Cost Category B: time/input by regional/local staff and experts

1. The costs of enlisting the services of local and regional external experts for specific purposes can be covered. Remuneration is based on the time spent by the expert and the consulting fee paid to the expert or the organisation employing the expert. Optionally, a 15% handling fee can be added on the consulting fee by the grant recipient.
2. The consulting fee must be consistent with what the external expert would normally charge for comparable services in the country in question. The time spent and/or costs must be signed by the Country A Partner before the payment will take place.
3. External experts cannot be employees of the Country A Partner or Country A Consortium Partners. If an external expert is an employee (part-time) of the Country A Partner or Country A Consortium Partners, the costs for his or her services is not eligible for funding.

4. The costs for the experts used during the project period may not exceed the budget as offered in grant application.

5.4 Cost Category C: Travel, DSA and hotel costs

Travel, DSA and hotel costs for project related travel are eligible for reimbursement. A distinction is made below between the regulations for travel by the staff of the Dutch (Consortium) Partners and staff of the Country A (Consortium) Partners.

Travel costs

The following types of project related travel are distinguished:

Type of travel	Definition
Short-term travel of staff of the Country A Partner or Country A Consortium Partners	a travel period lasting 1 month or less
Short-term travel of staff of the Dutch Partner or Dutch Consortium Partners	a travel period lasting 6 months or less
Long-term travel of staff of the Country A Partner or Country A Consortium partners	a travel period lasting longer than 1 month

Short-term travel period (Country A and Dutch Consortium Partners)

1. The following short-term travel costs of Country A and Dutch Consortium Partners incurred for project activities are eligible for funding:
 - International travel: the costs of a return trip (including the airline ticket, airport tax and the visa). The grant recipient checks the costs;
 - In-country travel costs: actual costs of public transport or travel by own transport must be reasonable and be based on a rate per kilometre that fits the country rate, with a maximum amount is € 0.19 per kilometre.
2. For travel using air travel, the tickets or invoices from the travel agent must be included in the project file.

Hotel cost and daily allowance

3. Hotel: As regards the subsistence allowance, parties can claim no more than the actual costs of hotel and breakfast in a medium-range hotel and a fixed amount as allowance per day to cover the other costs of daily subsistence. The grant recipient checks the costs.
4. The daily allowance: a fixed amount of € 55 per day for a stay in OECD – DAC aid recipient countries and € 80 per day for a stay in other countries, including the Netherlands.
5. A daily allowance is only eligible if it can be proved that the days concerned were spent for the purpose of the project.
6. The partner is free to pay its own staff more or less than this eligible lump sum. The difference cannot be charged to the project.
7. A daily allowance for the travel period of other persons can only be declared if the amounts have been paid to that person or to his/her employer.

8. The partner who is responsible for the project finances, can only declare a daily allowance for the other partners travel if the amounts have been actually paid to that partner or to the staff member of the partner involved.
9. The project file for the auditor, in case of hotel costs must include at least the hotel's notes for the costs of the stay. If no use is made of a hotel, but for example a temporary accommodation, the rental notes of this accommodation are required as proof.

Specific to travel by the staff of the Country A (Consortium) Partners

10. The Orange Knowledge Programme covers an allowance intended to cover the staff member's costs, including accommodation, while they are in the Netherlands or the other country being visited.
11. If a travelling staff member is joined by family members, the related additional costs cannot be charged to the project.

Insurance

12. Insurance: the actual amount was paid for insurance for the staff of the Country A (Consortium) Partners.

Long-term (study) travel of staff of the Country A (Consortium) Partners

13. Staff member's employers are expected to continue to pay the staff member's salaries and these costs are therefore not eligible for funding.
14. The allowance intended to cover staff member's costs, including accommodation, is only eligible for time spent in the Netherlands or another destination.
15. All other costs for staff members, such as the costs for accompanying family members are not eligible.
16. If a study is ended prematurely for unsatisfactory/unconvincing reasons, the related costs will not be covered by the grant.
17. For Bachelor and Master's degree scholarships: for long-term travel by the staff of the Country A (Consortium) Partners, the travel costs as stated in the Grant Obligations and Conditions for the Orange Knowledge Programme - Individual Scholarships (version 4.0) apply. These can be found on www.nuffic.nl/okp.
18. For PhD scholarships: for long-term travel by the staff of the Country A (Consortium) Partners the travel costs as stated in the table below apply:

Eastern Europe	€ 700,-
South America	€ 2.000,-
Asia	€ 1.600,-
Africa	€ 1.600,-
Middle East & North Africa	€ 1.300,-

5.5 Cost Category D: PhD/master's and other training in the Netherlands/Europe

1. To ensure all long-term staff training can be completed within the grant period or shortly thereafter PhD and Bachelor students must have started the programme before 1 January 2020. Master's degree students must have started the study programme before 1 January 2021.
2. Tuition fees: a maximum up to the standard fee used for the Orange Knowledge Programme - Individuals Scholarships if applicable, otherwise the fee listed in [Studyfinder](#) is eligible for funding or is calculated specifically for the course in question.
3. The tuition fees are reimbursed as fixed amount. Time/input by staff (not included in the tuition fee) must be allocated to either cost category A or B.
4. The scholarship is a contribution to the costs of study/research.
5. The grant recipient must pay the subsistence allowance and study materials on behalf of the scholarship holder. Other entries are allocated to the grant recipient.
6. For travel costs of short-term training, the regulations related to travel costs apply (see cost category C). These must however be allocated to cost category D in the financial format.
7. In the case child day-care is required, please contact Nuffic.
8. For training in countries other than OECD or Local/Regional, please consult with Nuffic about eligible allowances and fees.
9. For Bachelor and Master's degree scholarships: for long-term staff training, the fixed reimbursements for scholarships as stated in the Grant Obligations and Conditions for the Orange Knowledge Programme – Individual Scholarships (version 3.0) apply.
10. For PhD scholarships: for long-term staff training, the fixed reimbursement as stated in the table below apply:

-	Amounts in €	Frequency
Maximum grant amount per PhD	85.000	x 1
Travel costs	See table Travel costs	x 1
Visa costs > 90 days	171	x 1
Subsistence allowance	1.190	x number of months
Insurance	40	x number of months
Study materials	385	x 1

Long-term staff training continuing after the end of the grant period

11. The grant recipient can request a budget-neutral extension specifically for long-term staff training allowing the PhD, bachelor and/or master's degree students to complete their studies. The request must contain a personalised budget per calendar year for the remaining period still required by the PhD/bachelor/master's degree student to complete, and an overview of the expenditures made for the individual PhD/bachelor/master's degree student until that moment. The prescribed format can be found on www.nuffic.nl/okp.
12. Costs for other activities than the completion of the training and contingencies are not eligible.
13. Costs for management by the grant recipient are eligible up to a maximum of € 10,000.
14. The extension can only be requested together with the final report. The reason for this being that Nuffic can only calculate the remaining allocation of funds at the end of the project.
15. If approved, the grant recipient must submit a short annual progress report until all remaining staff members graduate or finish their study.
16. The deadline for submitting the annual report will be included in the decision letter with the approval of the extension period.

Long-term staff training continuing after the end of the programme

The end date of the Orange Knowledge Programme is 31 December 2022, therefore all projects must be implemented and established by no later than 31 December 2021.

17. The grant recipient can request a lump sum for long-term staff training allowing the PhD, bachelor and/or master's degree students to complete their studies. The request for a lump sum must be submitted no later than 31 March 2022.
18. A lump sum can only be requested together with the final report. The reason for this being that Nuffic can only calculate the remaining allocation of funds at the end of the project.
19. The lump sum request must contain a personalised budget per year for the remaining period still required by the respective PhD/bachelor/Master's degree student and an overview of the expenditures made for the PhD/bachelor/Master's degree student until that moment. The prescribed formats can be found on www.nuffic.nl/okp.
20. The budget cannot include expenditures for other activities or contingencies, except for a fixed amount for management (i.e. two days per year per project).
21. Upon approval of the lump sum, Nuffic will pay out the lump sum to one of the project partners (Country A Partner or Dutch Partner).
22. By accepting the lump sum, both organisations commit themselves to enabling the PhD/bachelor/Master's degree student to graduate and to cover any and all costs not provided for by the budget. Once the decision letter has been sent, the project will be closed financially by Nuffic.

23. Where a PhD/bachelor/Master's degree student must leave the long-term training prematurely without graduating, the organisation (who received the lump sum) must pay back any remaining funding to Nuffic. If the expenditures exceed € 50,000, the statements of expenditures must be accompanied by an auditor's report.
24. Each year (until all remaining candidates graduate), both project partners must provide Nuffic with a short annual progress report. The deadline for submitting the annual report will be included in the decision letter with the approval of the extension period.

5.6 Cost Category E: PhD/master's and other training local/regional

Training of staff within Country A Partner organisations

1. Training of staff *within* the Country A Partner organisations is not eligible for Orange Knowledge Programme – Institutional Collaboration Project funding.

Local and regional staff training

2. For local and regional staff training, the same applies for training in the Netherlands/OECD member countries with the exception of:
 - costs related to PhD/bachelor/Master's programme and other training Local/Regional must be allocated to cost category E in the financial format;
 - allowances will only be reimbursed for staff travelling away from their place of residence;
 - in accordance with the Grant Obligations & Conditions for the Orange Knowledge Programme – Individual Scholarships, allowances for staff training outside Europe are maximised to the allowance for studying in the Netherlands.

Training in countries other than OECD or Local/Regional

3. For training in countries other than OECD or Local/Regional, the grant recipient must obtain approval from Nuffic for the eligible allowances and fees.

5.7 Cost Category F: Investments

1. A maximum of 20% of the grant amount or the specific amount mentioned in the call for grant applications is eligible for costs of equipment, infrastructure and other investments.
2. Budget for investments is accepted as co-funding up to a total investment budget with a maximum of 20% of the total project budget.
3. The proposed investments must contribute to achievement of the outcomes and realisation of the outputs of the project and must be included in the annual report.
4. Procurement procedures must follow applicable laws and regulations.
5. For procurements above the sum of € 25,000 at least 3 bids and the criterion "economically favourable" must form the basis for the investment.
6. The auditor of the grant recipient must establish that the procurement requirements in the country concerned have been complied with. The audit focuses on proof of these procedures, such as the minimum number of 3 bids.

7. The project file must in any case include the 3 offers and the award decision. In addition, photographs must be available for construction investments.
8. The value-added tax (VAT) paid for goods acquired in the Netherlands or another country of the EU and destined for export is not eligible for funding. VAT-refund can be requested at the tax office at the time of export. It is the full responsibility of the project parties to have VAT reimbursed. Investments in such goods must be included in the grant budget excluding VAT.
9. Grants may be taxable (for instance VAT) in other countries than the Netherlands. It is the responsibility of the Dutch Partner and the Country A Partner to pay these taxes when necessary.
10. Costs directly related to acquisitions and other investments, such as the costs of transport, insurance and installation are eligible for funding.

5.8 Cost Category G: Other costs

Costs that are not mentioned under the aforementioned categories can be included in the budget on the following conditions:

1. The rules and rates that apply in general to the partners and/or country in question must be used. Project partners must exercise common sense in identifying which costs are eligible and which are not. Costs must always be related to achieving the outcomes and outputs of the grant.
2. If a partner uses its own departments to perform services (such as production, printing, distribution, translation, etc.), the fees charged must be consistent with the organisation's own regulations and must not exceed what the organisation would normally charge internally.
3. The rules for documentation, procurement and approval mentioned in previous chapters apply.

Project management by the Country A and Dutch Partners

4. The maximum amount available for project management by the grant recipient and consortium partners is a fixed amount calculated as 20% of the grant budget. Or a specified amount as fixed amount in the call for grant applications.
5. The maximum amount for management costs for all partners (Country A Partner and Dutch Partner and their consortium Partners) together, cannot exceed 20% of the grant budget (or the specific amount as mentioned in the call for grant applications). Partners should stipulate in the consortium agreement how this is divided between the parties and why.
6. Additional budget for project management is accepted as co-funding up to a total project management budget with a maximum of 20% of the total project budget.
7. At least 30% of these management costs should be allocated to the participating Country A Partners combined, to ensure sufficient ownership.

8. If one of the partners is allocated less than 10% management costs this is considered a fixed amount. A partner to which 10% or more of management costs is allocated must include these costs in the regular financial controlling process.
9. The general costs of the administration and the time that staff members of the Country A (Consortium) Partners spend on project management, administration and secretarial activities can be reimbursed within the budget for project management.
10. The amount for project management Country A Partners must cover the following activities or be considered to form part of the own contribution to the project by the Country A Partner:
 - all project management and general administrative costs: costs that are not specific to a particular project activity, such as communications (telephone, fax, mail, messenger service, etc.), office supplies, photocopying and other operational costs, such as transportation, fuel and maintenance for project cars, insurance policies, etc.;
 - travel costs related to project management by the Country A (Consortium) Partners;
 - costs related to the attendance at annual Orange Knowledge Programme workshops, meetings and presentations organised by Nuffic.

Costs of audit

11. The costs of an audit will be reimbursed under the condition that the actual costs for the audit must be included on forehand in the grant budget.
12. The final year of projects with a total grant amount of more than € 200,000 always requires an audit report, regardless of the amount of expenditures.

5.9 Cost Category H: Contingencies

1. Contingencies are unforeseen extra costs that cannot be avoided if the project is to achieve its objectives. These extra costs must not have been anticipated when the budget was drafted but are considered essential for the project to achieve its objectives.
2. The contingencies must be stated in the budget in accordance with the prescribed budget format.
3. When more than € 5,000 is to be used in one project year, prior approval of Nuffic must be obtained.
4. The grant recipient is responsible for submitting the request for the use of contingencies.
5. Once the use of contingencies has been approved by the Country A and Dutch partners and Nuffic, the amount approved must be deducted from the budget line contingencies as an expenditure and added to the corresponding outputs as expenditure.

5.10 Co-funding

Co-funding contributes to reciprocity and increases ownership of the collaboration.

1. All costs made in the project should adhere to categories of eligible costs in these Grant Obligations & Conditions, this includes costs financed by a third party as well as in-kind costs.

2. The co-funding is not allowed to be equal or exceed 50% of the total project budget.
3. At least 50% of the required co-funding must come from local funding from the Country A Partner country.
4. Co-funding must contribute to the outputs and outcomes of the project.

Own contribution

5. As own contribution all above mentioned eligible costs are accepted as well as services by external experts who are (part-time) employees of the Country A Partner or Country A Consortium Partners. Costs for project management Country A Partner and Dutch Partner are also accepted.
6. If a call for grant applications specifies that one or more of the abovementioned cost categories are excluded from funding by the Orange Knowledge Programme, these costs are allowed as own contribution.

Other contributions

7. Other contributions may involve public or private funds.
8. A contribution from public funds is defined as: a contribution in cash or in kind to a Nuffic - funded programme or project which is directly or indirectly paid for from state resources. State resources include all funds from the public sector, including funds from local levels of government (decentralised, federal, regional or other) and, in certain circumstances, funds from private bodies.
9. Public funds from the Netherlands Ministry of Foreign Affairs (including embassies) are not accepted as co-funding but can be used for other parts of the project.
10. Private funds are all funds – in cash or in kind – that are not state resources.
11. Only above-mentioned eligible costs in these Grant Obligations & Conditions are accepted.

5.11 Summary of requirements for the audit

Overview of cost categories that need to be checked by auditor. See below which documentation is needed for the auditor.

Cost category	Approval of project director Dutch partner	Approval of project director Country A partner	Documentation
A. Time/input by Dutch/European staff/experts	Yes	No	Signed timesheets or digital approval in an electronic time registration system

Cost category	Approval of project director Dutch partner	Approval of project director Country A partner	Documentation
B. Time/Input by regional/local staff/experts	No	Yes	Signed timesheets or digital approval in an electronic time registration system
C. Travel by Dutch staff	Yes	No	Tickets/Visa (for example travel by plane)
C. Travel by local staff	No	Yes	Tickets (for example travel by plane)
F. Investments	Yes	Yes	Procurement
G. Other Costs	Yes	Yes	Supporting documentation
H. Contingencies	Yes	Yes	Approval of Nuffic if the used amount is above € 5,000
I. Co-funding	Yes	Yes	Supporting documentation

6. Audit protocol Institutional collaboration projects

6.1 Introduction

6.1.1 Purpose and structure of the Orange Knowledge Programme

The Orange Knowledge Programme (OKP) is the successor to the Netherlands Fellowship Programme (NFP) and the Netherlands Initiative for Capacity Development in Higher Education (NICHE). For background information on the programme, please consult the Nuffic website.

Where reference is made to grant recipient (coordinator) in this protocol, this means the entity that receives the grant on the basis of the grant decision. The coordinator can cooperate with Dutch Consortium Partners and Country A (Consortium) Partners.

6.1.2 Framework of standards

For the 'Orange Knowledge Programme' the following framework of standards applies:

Grant for OKP grant award, including the relevant appendices.

For information on this framework of standards, the following documents can be consulted:

1. the Orange Knowledge Programme (OKP), Institutional Cooperation Projects, Grant Obligations & Conditions;
2. the Checklist Organisational Capacity Assessment (COCA);
3. <https://www.nuffic.nl/en/>.

6.1.3 Purpose of audit protocol

This protocol sets out in more detail the reference points to be applied in the audit. The way in which the results of the activities are to be reported by the auditor is also discussed.

The coordinator acts as the client to the auditor. At Nuffic's request, a review may be performed by the coordinator's current auditor to review compliance with this protocol. This review will take place in consultation.

6.1.4 Reading guide

The protocol addresses the financial OKP report that has to be submitted by the coordinator for the closed period. A distinction is made between costs that rationally lead to an audit opinion and costs where a report of findings is required.

6.1.5 Method of accounting

The grant under the 'Orange Knowledge Programme' grant scheme is awarded to an organisation that acts as coordinator for an alliance. The funds made available are spent via the partner organisations involved and the coordinator itself.

The reporting structure is organised as follows:

The financial Orange Knowledge Programme report showing the total reporting of costs incurred in accordance with the format prescribed by Nuffic.

In an appendix entitled "Processing and Supporting Documents", the coordinator/alliance partner describes (on a maximum of two A4 pages) on the basis of which process and supporting documents, payments to cooperation partners are deemed to be spent/accounted for.

Supporting documents could include, for example, substantive, financial or audit reports, reports of field visits, etcetera. 'Process' refers to the way in which these supporting documents are used to establish that an amount is properly accounted for, such as the frequency with which, and by which officials, *supporting documents* are dealt with, who decides on the amount considered justifiable, and the evidence for all this (reporting).

If processes or supporting documents are not uniform, but depend on certain conditions (e.g. amount of expenditure, location of programme implementation, quality of the cooperation partner, etc.), these variations (= different combinations of supporting documents and process(es)) and the circumstances under which they occur, will be stated in the appendix. The description must be prepared in accordance with the prescribed format and address a number of elements of the COCA supplied by the organisation.

Auditor's activities

The coordinator's financial report must be audited in accordance with Standard 800/805. In addition, a Standard 4400 engagement must be performed with regard to the "Processing and Supporting Documents".

See also Chapter 2 (6.2 Activities related to the financial Orange Knowledge Programme reporting) of this protocol.

6.2 Activities related to the financial Orange Knowledge Programme reporting

6.2.1 Introduction

This section discusses the activities that the auditor performs in relation to the coordinator's financial OKP report. These activities consist of an audit of part of the financial Orange Knowledge Programme report on the one hand (see 6.2.2 and 6.2.3) and an additional Standard 4400 engagement on the other (see 6.2.4).

The activities as referred to in section 6.2.3 will result in an audit opinion on the financial OKP report in accordance with Standard 800/805 and the corresponding audit report in accordance with the template in appendix A (6.2.5.2) to this protocol. The activities referred to in section 6.2.4 result in a report of findings (Standard 4400). Both the audit report and the report of findings are made available to Nuffic by the coordinator.

6.2.2 Purpose and scope of the audit

The auditor determines whether the transactions as processed in the financial OKP report comply with the framework of standards of section 6.1.2. In performing the activities, the auditor acts in accordance with the requirements of this protocol and the relevant Further Regulations on Audit and Other Standards (NV COS).

The object of the audit is the coordinator's financial OKP report for the year to be audited, including the processes and accounts underlying these financial OKP reports where relevant.

6.2.3 Audit approach to financial reporting (Standard 800/805)

The audit is carried out in accordance with Dutch law and the applicable standards for auditors.

The auditor applies a reliability level of at least 95%. The following materiality applies when determining the tenor of the report:

Type of audit opinion	Unqualified opinion	Qualified opinion	Disclaimer of opinion	Adverse opinion
Errors in the reporting	See the following table	< 6%	-	> 6%
Uncertainties in the audit	See the following table	< 10%	> 10%	-

The basis for materiality should be the project partner's total expenses in the audited period. A basic percentage of 2% applies.

As part of the audit activities on the financial statements, the auditor explicitly reviews whether the specific conditions that form part of the Grant and/or whether general conditions have been met.

The auditor prepares the audit opinion in accordance with the model under point 6.2.5.1 in this protocol, or in accordance with a more recent replacement sample text as published on the NBA site.

The auditor requests confirmation with the financial statements (letter of representation; LOR) from the management of the grant recipient which states that to the best of its knowledge the financial statements include all transactions and receipts, that this statement is true and complete in all respects and that all grant conditions have been met, including the grant conditions that fall outside the scope of the auditor's activities.

As part of this letter of representation, the management must specifically confirm compliance with article 2.11 of these grant obligations & conditions: "The grant recipient is not allowed to offer or give or solicit or accept from a third party any gift, reward, compensation or benefit of any kind in any way that could be construed as illegal or corrupt."

6.2.4 Investigation approach "Reporting of partner costs"

The grant recipient's auditor is responsible for drawing up a report of findings for the "Reporting of partner costs" accompanying the financial Orange Knowledge Programme report. This engagement has the character of a Standard 4400 engagement and should be elaborated as follows.

Performing a Standard 4400 engagement means that the auditor does not provide any assurance, but only reports research findings. This protocol describes the points of attention for the examination. The user of the report must form his/her own opinion and draw his/her own conclusions. The auditor must properly coordinate the nature, timing and scope of the agreed specific activities with the client and express them in the report (see Standard 4400 sections 11 and 17). It must be clear what activities the auditor has carried out and what the scope of his/her activities was. The auditor is not expected to make a statement about the adequacy and suitability of the activities performed in relation to the purpose for which they are performed, nor for any other purpose.

The following activities are performed by the auditor:

4. Description of procedural requirements. The auditor establishes that the description in the "Processing of Partner Costs appendix" at least contains the elements from the model prescribed by Nuffic (see appendix B);
5. Reconciliation of the reporting of partner costs. The auditor establishes that the partner costs reported by the grant recipient are in line with the reports submitted by the partner and that the advance payment reconciles with the grant recipient's financial accounts. Any differences, for example corrections made by the grant recipient, are explained by the auditor in his report of findings.
6. Existence of supporting documents and process. The auditor will take note of the coordinator's description as set out in the "Processing of Partner Costs appendix". The auditor determines whether all the elements of the business operations described above are followed by the grant recipient for all the partners included in the accounts.

If there are discrepancies with regard to supporting documents, processes or figures, the auditor will communicate this in his report, stating the nature and extent of the discrepancy. In addition, the auditor will also state the reason for the discrepancy (if he is aware of this). If the reason for the discrepancy is not known, the auditor will ask the coordinator for an explanation and will state in the report of findings which explanation the coordinator has given. Given the nature of the engagement, the auditor does not need to carry out an

additional investigation into the reason for the discrepancy or the explanation by the coordinator.

6.2.5 Reporting per alliance partner

6.2.5.1 Audit opinion on the financial OKP reporting (Standard 800/805)

The audit opinion will in any event include the objective and scope of the audit, the applied audit criteria where relevant and the opinion.

The auditor reports in accordance with the latest sample text as published on the NBA website regarding (un)qualified audit opinions.

6.2.5.2 Report of findings (Standard 4400N)

The report of findings contains the elements prescribed in accordance with Standard 4400N, describes the activities and findings regarding the aspects referred to in section 6.2.4 of this audit protocol.

Example of audit letter

To: Client

Report of actual findings concerning Orange Knowledge Programme reports

Engagement

We have performed a number of specific activities with regard to the financial OKP reports and the partner costs mentioned therein as described in our letter of assignment dated ... (date of letter of assignment confirmation). This report contains the results of these activities.

The intention is for you to form your own opinion about the activities and about the findings presented in this report and to draw your own conclusions on that basis. For the record, we should point out that if we had undertaken additional activities or performed an audit or review engagement, other matters may have been identified that would have been eligible for reporting.

Nature and scope of activities performed

We have performed our activities in accordance with Dutch law, including the Dutch Standard 4400, 'Engagements to perform agreed specific work with respect to financial information', and the Orange Knowledge Programme Audit Protocol, specifically section 6.2.4. The purpose of this engagement for the performance of agreed specific activities is the performance of the activities that we have agreed with ... (name of entity/entities) and the reports on the actual findings.

As we only report actual findings in respect of the agreed activities, this means that the figures and notes included in the OKP financial report have not been audited, nor have any review engagements been carried out. This implies that our report provides no assurance regarding the reliability of the figures referred to in the financial OKP reports and the notes thereto.

Description of specific activities performed

We have carried out the activities as agreed with you and as described in the Orange Knowledge Programme Audit Protocol, specifically section 6.2.4. The adequacy and suitability of the activities to be performed is the responsibility of the users of this report with

whom these activities have been agreed. We therefore make no statement about the adequacy and suitability of the activities performed in relation to the purpose for which they are performed, nor for any other purpose.

For the record, we should point out that if we had undertaken additional activities, other matters may have been brought to light, which could have been significant to you.

We performed the following activities:

7. we ascertained that the description that forms part of the Processing of Partner Costs appendix as referred to in the Orange Knowledge Programme Audit Protocol, section 6.1.5, has been drawn up in accordance with the prescribed format;
8. we ascertained that the amounts stated in the description referred to reconcile with the partner accounts for the reporting period in question and cumulatively;
9. we have taken cognisance of the description of the Processing of Partner Costs appendix and ascertained whether all the elements of the described business operations are adhered to by the grant recipient.

Description of the actual findings

Our audit has revealed that [here we fill in what audit has revealed];

Other aspects - restricted distribution and use

This report is only intended for [name provider] and Nuffic since others who are not aware of the purpose of the activities may misinterpret the results. The report may not be distributed to other parties, nor may it be quoted from, or referred to, without our prior written consent.

Place and date

[name of audit firm]

[name of auditor]

Appendix B - Format Processing of Partner Costs

In this appendix, the coordinator describes the way in which he has designed the coordination and project monitoring. This description forms part of the basis for the auditor's reporting on his findings in this respect. This description corresponds as far as possible with the description included in the COCA in Chapter 3.1 Systems, procedures and policies.

B.1 General processing

With regard to the processing, the way in which costs incurred abroad are dealt with, whether or not by selected partners, should be monitored. The selection of partners and the monitoring of the project should be described. In addition, the issue of advance payments and reporting should be discussed.

B.1.1. Selection of foreign partners

Describe the way in which the selection of foreign partners is performed by the coordinator, how it is established that this partner can meet the requirements of legitimacy in the use of funds, pursues an anti-fraud policy and is not subject to corruption.

B.1.2. Monitoring of the project

Describe how the monitoring of the project takes place, with what frequency, local observation and internal and external reporting.

B.1.3. Advance payment

Indicate the conditions under which the advance payment to regional partners takes place, including how to ensure that the advance payments and actual costs incurred are in line with each other. It should also be described how the conversion of the foreign currency is handled.

B.1.4. Reporting and (internal) control

How often do regional partners have to account for themselves, what requirements should the reporting meet and what underlying documentation should underlie the reporting? Minimum requirements are substantive report, possible external local audit, prescribed formats and reconciliation with the issued budget.

7. Glossary

Activities

Actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources, are mobilised to produce specific outputs. They summarise what will be undertaken by the project.

Applicant

Refer to grant applicant.

Application

A set of documents, including the (joint) project proposal, submitted in response to a call for joint proposals for institutional collaboration projects containing detailed information on the requirements and terms of the call. This application is the subsidy request of the applicant organisation.

Audit

An independent, objective assurance activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to assess and improve the effectiveness of risk management, control and governance processes. The term audit used in the audit protocol must be understood as 'the performance of an assurance engagement'.

Auditor

The expert associated to the International Federation of Accountants (IFAC).

Auditor's report

The auditor's reporting format, in which the auditor formulates his opinion based on the assurance engagement carried out by him and which also complies with the provisions of ISA 700.

Budget

Expected costs in relation to outputs and cost categories.

Capacity

The overall ability of an organisation or system to create value for others (Morgan, 2006).

Co-funding

A contribution to the project's eligible costs through own contribution or contribution by others. Co-funding is expected to contribute to reciprocity and increase ownership of the collaboration.

Consortium

A joint venture project between two or more organisations, either in The Netherlands or in country A. The organisations sign an agreement in which the roles, responsibilities and legal obligations of each party are clearly indicated. Each consortium must appoint a lead organisation. Also see 'single point responsibility'. Orange Knowledge Programme treats sub-contractors and consortium members likewise.

Country A

A list of selected countries eligible to participate in institutional collaboration projects, individual scholarships and scholarships for group training of the Orange Knowledge Programme.

Country A consortium

A joint venture of Country A organisations, that collaborate with a Dutch consortium or Dutch partner in institutional collaboration projects. Refer to consortium.

Country A consortium partner

An organisation in Country A that participates in a Country A consortium.

Country A partner

An organisation in Country A eligible to participate in institutional collaboration projects. Refer to the Orange Knowledge Programme legal policy framework.

Country Plan of Implementation (CPI)

Plan for the implementation of the Orange Knowledge Programme in Country A, indicating the current state of affairs, analysis of needs and educational and training gaps and indicating the expected impact and outcomes.

Development intervention

An instrument for partner (donor and non-donor) support to promote development.

Dutch consortium

A joint venture of organisations under the lead of a Dutch organisation, eligible to participate in institutional collaboration projects, that collaborates with a Country A consortium or Country A partner in an institutional collaboration project. Member organisations may come from other countries than the Netherlands, even from Country A. Refer to consortium.

Dutch partner

Dutch organisation, eligible to participate in institutional collaboration projects. Refer to the Orange Knowledge Programme legal policy framework.

Effect

Intended or unintended change due directly or indirectly to an intervention.

Effectiveness

The extent to which the development intervention's objective was achieved or is expected to be achieved.

Efficiency

A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted into outputs.

Employee

Any person who is a full-time or part-time staff member of the organisation.

Evaluation

The systematic and objective assessment of an ongoing or completed project, programme or policy, its design, implementation and results. The aim is to determine the relevance and fulfilment of objectives, development efficiency, effectiveness, impact and sustainability. An evaluation must provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both recipients and donors.

External audit

Refer to audit

Grant

Grants are funds disbursed to a recipient to implement a specific project. The grant includes the maximum financial contribution and the conditions and obligations associated with it.

Grant applicant

The organisation that alone or in consortium with other parties submits an application for a grant in response to a call for institutional collaboration projects in order to receive funding from the Orange Knowledge Programme for implementation of the proposed project. The applicant may be the lead of either the country A or the Dutch consortium.

Grant application

A set of documents, including the project proposal, submitted in response to a call for institutional collaboration projects.. This application is the subsidy request of the applicant organisation.

Grant award

The decision to award a grant, taken by Nuffic.

Grant award letter

The letter in which Nuffic informs the parties about the decision to award a grant. If an application is selected, the grant award letter includes, among other things, the obligations associated with the grant.

Grant period

The period as from the project start date until the project end date of the project, as stated in the grant award letter.

Grant recipient

The lead applicant, either of the Country A or the Dutch consortium/partner, that is awarded a grant to implement an institutional collaboration project.

Impact

Refers to Overall Objective. Long-term benefit (impact) of the project for the target group or the wider benefit it will have for the community or society in general.

Indicator

Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement, to reflect the changes connected to an intervention, or to help assess the performance of a development actor. Indicators are an integral part of the outputs and outcomes included in the grant letter. Indicators must be measurable in a consistent way and at an acceptable cost.

A good indicator must be SMART:

- Specific (measure what it is supposed to measure)
- Measurable
- Available at an acceptable cost
- Relevant with regard to the objective concerned
- Time-bound

Institutional collaboration projects

Modality of the Orange Knowledge Programme available for countries on the A-list. Grants can be awarded to collaboration projects between knowledge institutions focusing on sustainable strengthening of higher and vocational education capacity within local priority themes relevant to development cooperation. Applications for collaboration projects may be submitted either in answer to a call for joint collaboration projects, or through a grant tendering process, preceded by a partner identification round.

Lump sum

A fixed amount, independent of costs made and paid, which does not need to be specified in the budget.

Monitoring

Monitoring is the regular observation and recording of the progress that is being made towards achieving the outputs and outcomes of the project to ensure they are on-course and on-schedule.

Narrative report

The annual/final update concerning the progress made in achieving the outputs and outcomes during the relevant project.

Outcome

What the programme or project is intending to achieve at the end, or soon after the programme or project has taken place.

Refers to 'specific objective'.

Output

The products, capital goods and services which result from a development intervention; this may also include changes resulting from the intervention which are relevant to the achievement of outcomes.

Ownership

The state or fact of being an owner of the development intervention. Ownership has three dimensions: knowledge about the development intervention and what it intends to achieve, influence on the design and implementation of the intervention, interests served by the intervention.

Policy Framework

Legal policy framework for the Orange Knowledge Programme as published in the Dutch 'Staatscourant' (Government Gazette).

Project

A temporary activity with a starting date, specific goals and conditions, defined responsibilities, a budget, a planning, a fixed end date and multiple parties involved. **Project budget**

The project budget is the sum of the grant amount plus the amount of co-funding.

Project year

Period as indicated in the grant letter which forms the basis for reporting (12 months).

Reciprocity

Joint interest for both Country A and Dutch consortia/partners.

Report 0

The first report, within 3 months after the first 6 months after grant award which gives information on the initial progress and the planning of the implementation.

Single point responsibility

The Dutch partner or the A-country partner may submit a grant application either on its own or in cooperation with other organisations, by forming a consortium or by hiring sub-contractors. In all cases there must be only one lead organisation. This construction is known as 'single-point responsibility'.

Staff member

Any person who is a full-time or part-time employee of the organisation.