Administrative Organisation Asia Invest

1.   General

1.1   This 'Administrative Organisation' is applicable to the administration of the Asia Invest project 'Enhancing the Capacity of International Business Organizations in Nepal' and is leading for all partner organizations implementing the project under the lead of EEC-Nepal.

1.2   In the underlying Administrative Organisation the outline of the administration is given, main procedures and responsibilities have been described. Along with this Administrative Organisation several formats have been designed to be used by all concerned to keep the administration orderly and all supporting documents recognizable as such.

1.3   The administration of the Asia Invest project 'Enhancing the capacity of Intermediary Business Organizations in Nepal' has been separated in 2 parts. Part 'A' concerns the content of the project. Part 'B' concerns the finances of the project. Each part exists of a number of folders starting with an 'A' or a 'B' followed by the number and content of the particular folder. The content of each folder logically relates to the Asia Invest project proposal. Within each folder again sub-folders are made in accordance to the outline of this document 'Administrative Organisation Asia Invest'. Most (sub-)folders directly refer to a specific activity of the project, which can be identified through the activity numbers as used in the proposal.

1.4   In case the outline of the administration (as in appendix I) is not workable it can be changed. It is important that the underlying Administrative Organisation, which is used as an overview for all concerned, is adjusted accordingly.

2.   Responsibilities

2.1   This Administrative Organisation as well as the amendments should be agreed upon by all project partners. Amendments can be suggested by partners but the document itself is kept, amended and distributed by EEC-Nepal.

2.2   It is the responsibility of each partner organisation to read this Administrative Organisation and be familiar with it. If anything within this Administrative Organisation is not understood or issues are lacking it is up to the person in concern to contact the project manager of EEC-Nepal so that the issue can be cleared up and/ or the underlying Administrative Organisation can be amended if necessary.

2.3   Proposal for Changes to the outline of the administration may only be made by the independent consultant monitoring the administration. The decision on changes will be made by the person to whom this responsibility shall be delegated by the beneficiary until approved by the all partners on a temporary basis. Changes must, be made in the 'Administrative Organisation' as well as in the administration itself at the same time and in accordance to each other. However, the monitoring policy has to be approved by all partners based on the guideline of Asia-invest project.

2.4   It is the responsibility of EEC-Nepal (finance officer in particular) to ensure that all standard formats developed for the project are supplied to all partners. It is the responsibility of all partner organizations to use developed formats adequately.

2.5   For the completeness of each part of the administration (A / B) different Nepalese project members are made responsible. For part A the project manager is responsible. For part B the finance officer is responsible. This responsibility involves assuring partners involved in a certain activity to deliver the input for the administration as required from them (as in the proposal) and archiving it in accordance to the determined outline in a orderly manner. Both folders will be monitored by the independent consultant with a particular attention to part B.

2.5   The complete administration of the project will be held at the project office of EEC-Nepal in Kathmandu. It is the responsibility of each partner organisation to supply EEC-Nepal with the required supporting documents of expenditures such as:
-   hours made (according to developed format),
-   per diems paid (according to developed format),
-   invoices of tickets,
-   employees contract,
-   copy of employees salary slip / proof of payment,
-   invoices of other out of pocket costs as in the budget of the proposal.

2.6   The finance officer will administer all expenditures and archive all supporting documents by the latest the week following the week in which the expenditures have been made. Signatures of the finance officer for approval of a supporting document should be found.

2.7   Financial progress, administration and archiving will be monitored on a monthly basis by either the independent consultant hired to monitor the administration or the project manager. Findings should be written down. Within the administration signatures by the consultant or the project-manager that prove of this action and approve of a supporting document should be found.

Independent Consultant should send the report to all partners on regular basis

2.8   It is the responsibility of the finance officer of EEC-Nepal to send seven finance progress reports to all partners in which an overview of the financial progress of the project per activity / partner is given.

2.9   It is the responsibility of each partner to provide any output of the project (as specified in the project proposal) to EEC-Nepal in hard and soft-copy to EEC-Nepal so part A of the administration can be completed.

2.10   Specific arrangements / agreements / adjustments between EEC-Nepal and a partner organization related to procedures and reimbursements, not covered by the grant application, guidelines provided by the EC or this Administrative Organization should be written down in black and white at least through e-mail and are only binding in case confirmed by president of EEC-Nepal.

3.   Requirements

3.1   All project staff has to write their names and signatures on the signature list kept by EEC-Nepal in order to be able to confirm signatures on supporting documents of the project.

3.2   Every project staff is obligated to keep their hours made on the project according to the format as provided by EEC-Nepal. Hour should be kept on a **weekly** basis. Only if time is spent on the project in a particular week a record of that week should be kept. Formats can be filled in handwritten. Data that need to be filled in on the format are:
-    name,
-    organisation,
-    position in the project,
-    date,
-    number of the project activity worked on,
-    number of hours per day spent on a particular project activity,
-    number of hours per day spent on activities other than the project,
-    number of hours spent on holiday,
-    number of hours spent being sick,
-    total number of hours spent on the project,
-    signature and date for confirmation of hours (within a week),
-    signature of supervisor for approval of hours (within a week).

3.3   For all Nepalese staff the project manager can sign for approval of the hours. For all European staff a senior staff-member within the organisation can sign for approval. The signature of this senior should be made available to EEC-Nepal (see also 3.1).

3.4 Working hours/days in Nepal 40 hrs a week from Sunday to Friday. Detail of the holiday will be determined by the rules and regulation of the project.

3.5   For all project staff at least two copies should be provided that support the fact that salaries are actually paid to staff as is agreed in the employees contract with the organisation (e.g. copy of bank account, signature for cash receipt of the salary).

3.6   Whenever project staff/member of partner organization/experts travels abroad, per diem payments will be made to the particular staff member traveling abroad. The number of days counted for per diem will be as per Asia invest guideline or all partners' internal rules and regulations.

3.7   Whenever a per diem is paid a proof of payment should be filled in and signed. The empty format that has been designed for that can be filled in by hand. Data that need to be filled in a time of payment are:
-    amount in euro paid per day,
-    total number of days eligible for per diem payment,
-    total amount paid,
-    country where one traveled to,
-    activity number for which one traveled abroad,
-    name of the recipient,
-    signature for receipt by recipient,
-    date of receipt,
-    signature of approval by EEC-Nepal (project-manager),
-    date of approval.

3.8   The original invoice of each national and international flight should be provided to EEC-Nepal as well as the boarding pass of the first flight.

3.9   All original invoices related to the project activities as in the budget should be provided to EEC-Nepal. Nepalese staff should provide all invoices to the finance officer within the week the invoice has been received.

3.10   All expenditures from € 5.000 onwards should not only be supported by invoices but by at least 3 biddings as well. The winner of the bidding should logically be supported by a bid evaluation form as designed by EEC-Nepal. In fact the cheapest bidder should be chosen. Should a supplier with a better offer be chosen though the expenditures are higher, an extra expenditure of 10% is allowed provided that a strong argumentation is given for the reason this provider is chosen.

4.   Reimbursements

4.1   Expenditures will only be reimbursed to a partner after all related supporting documents are received and approved by EEC-Nepal.

4.2   Supporting documents can be provided to EEC-Nepal by registered courier or in person when a meeting between EEC-Nepal and the particular partner is scheduled.

Supporting documents that get lost before being received by EEC-Nepal should be considered as ineligible expenditures. Scanned supporting documents can be considered as immediate proof for European partners. Original document will be submit during their convenient time.

4.3   Expenditures made by a partner that cannot be supported by the right and complete supporting documents will not be reimbursed to the partner. Reimbursement of total expenditures made by a particular partner can never be higher than as determined in the budget of the proposal. In case a project partner would like to exchange expenditures within the total reimbursement they are entitled to, this is only possible if agreed upon in writing by the project manager of EEC-Nepal.

4.4   Payments of expenditures to partners will be made within at least two (2) months after the supporting documents of the expenditures are received by EEC-Nepal. Reimbursements to partners can be made with a maximum of once every month.

4.5   Reimbursements to partners can only be made up to the amount that has actually been paid to EEC-Nepal by the European Commission. In case a partner has expenditures that were not scheduled yet, or the European Commission is late in their (further) pre-financing EEC-Nepal cannot reimburse expenditures to partners until paid by the EC first.

Appendix I: Outline of the administration

A   Project Content:

A.1   Monitoring & Evaluation

1.   Monthly Progress Report EEC-Nepal
2.   2 Training Reports by independent trainers, Activity 1.1.5 / 1.1.6
3.   Minutes of Kick-off, Activity 3.2.1
4.   Minutes of Closure, Activity 3.2.3
5.   7 Minutes of Advisory Committee Meetings, Activity 4.2
6.   Activity Evaluations by EEC-Nepal
7.   Independent Monitoring Report, Activity 4.3
8.   Independent Evaluation Report, Activity 4.4
9.   Independent Monitoring Reports, Activity 4.1
10.   Audit Reports, Activity 4.7

A.2   Correspondence EEC-Nepal / EC

1.   Contract (and related correspondence)
2.   Requests for payment
3.   Questions by EEC-Nepal and Answers by EC
4.   2 Annual Progress Reports
5.   Questions by EC and Answers by EEC-Nepal

A.3   Correspondence EEC-Nepal / Partners

1.   Details all partners
2.   5 signed MoUs
3.   7 Progress Reports
4.   Correspondence related to required administration / finances
5.   Other

A.4   Correspondence EEC-Nepal / Beneficiaries

1.   17 signed agreements of cooperation
2.   Invitations to activities
3.   Attendance lists of each activity
4.   Other

A.5   Visibility / Output

1.   Photo documentation /press releases of each activity, etc.
2.   Assessment of 3 sub-sectors, Activity 2.1.1
3.   Report on procedures / requirements and supporting reports, Activity 2.1.2
4.   Print-out website, Activity 2.2.1
5.   Print out D-base, Activity 2.2.1
6.   Mailing on capacity building, Activity 2.2.2
7.   Annual Trade Report, Activity 2.2.3
8.   Detailed organizational profiles of 15 IBO's

B   Project Finances:

B.0   The Project

      1.   Application Form and Budget
      2.   Administrative Organisation
      3.   Signature list of all involved staff
      4.   Format Hours
      5.   Format Per Diem Payments
      6.   Format Checklist Procurement
      7.   Format Attendance List Participants
      8.   Format Travel Expenditures Nepalese Staff

B.1.1   Human Resources: Salaries

No.	Item	Budget
1.	Contracts all staff	
2.	Hours and proof of payment M	(Budget 1.1.1)
3.	Hours and proof of payment P	(Budget 1.1.1)
4.	Hours and proof of payment B and C	(Budget 1.1.1)
5.	Hours and proof of payment N	(Budget 1.1.1)
6.	Hours and proof of payment D, E, F	(Budget 1.1.1)
7.	Hours and proof of payment G, H, I	(Budget 1.1.1)
8.	Hours and proof of payment X	(Budget 1.1.1)
9.	Hours and proof of payment A	(Budget 1.1.2)
10.	Hours and proof of payment O	(Budget 1.1.2)
11.	Hours and proof of payment Q	(Budget 1.1.2)

B.1.3   Human Resources: Per diems

No.	Item	Budget
1.	Per Diems allowed	
2.	Proof of Payment -NP- Activity 1.1.1	(Budget 1.3.1)
3.	Proof of Payment -NP- Activity 1.1.2	(Budget 1.3.1)
4.	Proof of Payment -NP- Activity 1.1.3	(Budget 1.3.1)
5.	Proof of Payment -NP- Activity 1.1.4	(Budget 1.3.1)
6.	Proof of Payment -NP- Activity 2.2.1	(Budget 1.3.1)
7.	Proof of Payment -UK- Activity 1.1.7	(Budget 1.3.1)
8.	Proof of Payment -UK- Activity 3.2.1	(Budget 1.3.1)
9.	Proof of Payment -UK- Activity 3.2.3	(Budget 1.3.1)

B.2.1 Travel: International

1.	Invoices tickets and boarding passes, Activity 1.1.1	(Budget 2.1)
2.	Invoices tickets and boarding passes, Activity 1.1.2	(Budget 2.1)
3.	Invoices tickets and boarding passes, Activity 1.1.3	(Budget 2.1)
4.	Invoices tickets and boarding passes, Activity 1.1.4	(Budget 2.1)
5.	Invoices tickets and boarding passes, Activity 1.1.7	(Budget 2.1)
6.	Invoices tickets and boarding passes, Activity 2.2.1	(Budget 2.1)
7.	Invoices tickets and boarding passes, Activity 3.2.1	(Budget 2.1)
8.	Invoices tickets and boarding passes, Activity 3.2.3	(Budget 2.1)

B.2.2 Travel: Local

1.	Invoices tickets and boarding passes, Activity 1.1.1	(Budget 2.2)
2.	Invoices tickets and boarding passes, Activity 1.1.2	(Budget 2.2)
3.	Invoices tickets and boarding passes, Activity 1.1.3	(Budget 2.2)
4.	Invoices tickets and boarding passes, Activity 1.1.4	(Budget 2.2)
5.	Invoices tickets and boarding passes, Activity 1.1.5	(Budget 2.2)
6.	Invoices tickets and boarding passes, Activity 1.1.6	(Budget 2.2)
7.	Invoices tickets and boarding passes, Activity 3.1.1	(Budget 2.2)
8.	Invoices tickets and boarding passes, Activity 4.2	(Budget 2.2)

B.3 Equipment and Supplies

| 1. | Invoices Furniture, computer equipment | (Budget 3.2) |
| 2. | Invoices Spare parts / equipment for machines, tools | (Budget 3.3) |

B.4 Invoices Local Office / Action Costs

1.	Invoices Vehicle Costs	(Budget 4.1)
2.	Invoices Conference Rooms	(Budget 4.2)
3.	Invoices Consumables, Activity 1.1.7	(Budget 4.3)
4.	Invoices Consumables, Activity 3.2.1	(Budget 4.3)
5.	Invoices Consumables, Activity 3.2.3	(Budget 4.3)
6.	Invoices Other Services electricity and water	(Budget 4.4)
7.	Invoices Other Services internet bills	(Budget 4.4)
8.	Invoices Other Services telephone bills	(Budget 4.4)

B.5 Invoices Other Costs

1.	Invoices Mailing, Activity 2.2.2	(Budget 5.1)
2.	Invoices Publication, Activity 2.2.3	(Budget 5.1)
3.	Invoices internal auditor, Activity 4.7	(Budget 5.3)

4.	Invoices external auditor, Activity 4.7	(Budget 5.3)
5.	Invoices mid-term evaluation, Activity 4.3	(Budget 5.4)
6.	Invoices evaluation, Activity 4.4	(Budget 5.4)
7.	Invoices Financial Services	(Budget 5.6)
8.	Invoices Visibility Actions	(Budget 5.8)
9.	Invoices trainer, Activity 1.1.5	(Budget 6)
10.	Invoices trainer, Activity 1.1.6	(Budget 6)
11.	Invoices D-base, Activity 2.2.1	(Budget 6)
12.	Invoices MoU, Activity 3.2.2	(Budget 6)

B.6   Procurement

1.	Checklists for subcontracting (Format)	
2.	Procurement procedure office rent	
3.	Contract office rent	
4.	Proof of payment office rent	(Budget 4.2)
5.	Procurement independent consultant for monitoring	
6.	Hours independent consultant	
7.	Invoices independent consultant, Activity 4.1	(Budget 5.4)

B.7   Administrative Costs

Content   A.1   Monitoring & Evaluation

1. Monthly Progress Report EEC-Nepal
2. 2 Training Reports by independent trainers, Activity 1.1.5 / 1.1.6
3. Minutes of Kick-off, Activity 3.2.1
4. Minutes of Closure, Activity 3.2.3
5. 7 Minutes of Advisory Committee Meetings, Activity 4.2
6. Activity Evaluations by EEC-Nepal
7. Independent Monitoring Report, Activity 4.3
8. Independent Evaluation Report, Activity 4.4
9. Independent Monitoring Reports, Activity 4.1
10. Audit Reports, Activity 4.7

Content   A.2   Correspondence EEC-Nepal / EC

1. Contract (and related correspondence)
2. Requests for payment
3. Questions by EEC-Nepal and Answers by EC
4. 2 Annual Progress Reports
5. Questions by EC and Answers by EEC-Nepal

Content   A.3   Correspondence EEC-Nepal / Partners

1. Details all partners
2. 5 signed MoUs
3. 7 Progress Reports
4. Correspondence related to required administration / finances
5. Other

Content   A.4   Correspondence EEC-Nepal / Beneficiaries

1. 17 signed agreements of cooperation
2. Invitations to activities
3. Attendance lists of each activity
4. Other

Content   A.5   Visibility / Output

1. Photo documentation /press releases of each activity, etc.
2. Assessment of 3 sub-sectors, Activity 2.1.1
3. Report on procedures / requirements and supporting reports, Activity 2.1.2
4. Print-out website, Activity 2.2.1
5. Print out D-base, Activity 2.2.1
6. Mailing on capacity building, Activity 2.2.2
7. Annual Trade Report, Activity 2.2.3
8. Detailed organisational profiles of 15 IBO's

Content   B.0   The Project

1. Application Form and Budget
2. Administrative Organisation
3. Signature list of all involved staff
4. Format Hours
5. Format Per Diem Payments
6. Format Checklist Procurement
7. Format Attendance List Participants
8. Format Travel Expenditures Nepalese Staff

Content   B.1.1   Human Resources: Salaries

1.   Contracts all staff
2.   Hours and proof of payment M   (Budget 1.1.1)
3.   Hours and proof of payment P   (Budget 1.1.1)
4.   Hours and proof of payment B and C   (Budget 1.1.1)
5.   Hours and proof of payment N   (Budget 1.1.1)
6.   Hours and proof of payment D, E, F   (Budget 1.1.1)
7.   Hours and proof of payment G, H, I   (Budget 1.1.1)
8.   Hours and proof of payment X   (Budget 1.1.1)
9.   Hours and proof of payment A   (Budget 1.1.2)
10.   Hours and proof of payment O   (Budget 1.1.2)
11.   Hours and proof of payment Q   (Budget 1.1.2)

Content   B.1.3   Human Resources: Per diems

1.   Per Diems allowed
2.   Proof of Payment -NP- Activity 1.1.1   (Budget 1.3.1)
3.   Proof of Payment -NP- Activity 1.1.2   (Budget 1.3.1)
4.   Proof of Payment -NP- Activity 1.1.3   (Budget 1.3.1)
5.   Proof of Payment -NP- Activity 1.1.4   (Budget 1.3.1)
6.   Proof of Payment -NP- Activity 2.2.1   (Budget 1.3.1)
7.   Proof of Payment -UK- Activity 1.1.7   (Budget 1.3.1)
8.   Proof of Payment -UK- Activity 3.2.1   (Budget 1.3.1)
9.   Proof of Payment -UK- Activity 3.2.3   (Budget 1.3.1)

Content   B.2.1   Travel: International

1. Invoices tickets and boarding passes, Activity 1.1.1   (Budget 2.1)
2. Invoices tickets and boarding passes, Activity 1.1.2   (Budget 2.1)
3. Invoices tickets and boarding passes, Activity 1.1.3   (Budget 2.1)
4. Invoices tickets and boarding passes, Activity 1.1.4   (Budget 2.1)
5. Invoices tickets and boarding passes, Activity 1.1.7   (Budget 2.1)
6. Invoices tickets and boarding passes, Activity 2.2.1   (Budget 2.1)
7. Invoices tickets and boarding passes, Activity 3.2.1   (Budget 2.1)
8. Invoices tickets and boarding passes, Activity 3.2.3   (Budget 2.1)

Content   B.2.2   Travel: Local

1.	Invoices tickets and boarding passes, Activity 1.1.1	(Budget 2.2)
2.	Invoices tickets and boarding passes, Activity 1.1.2	(Budget 2.2)
3.	Invoices tickets and boarding passes, Activity 1.1.3	(Budget 2.2)
4.	Invoices tickets and boarding passes, Activity 1.1.4	(Budget 2.2)
5.	Invoices tickets and boarding passes, Activity 1.1.5	(Budget 2.2)
6.	Invoices tickets and boarding passes, Activity 1.1.6	(Budget 2.2)
7.	Invoices tickets and boarding passes, Activity 3.1.1	(Budget 2.2)
8.	Invoices tickets and boarding passes, Activity 4.2	(Budget 2.2)

Content   B.3   Equipment and Supplies

1.   Invoices Furniture, computer equipment   (Budget 3.2)
2.   Invoices Spare parts / equipment for machines, tools   (Budget 3.3)

Content   B.4   Invoices Local Office / Action Costs

Content   B.5   Invoices Other Costs

Content   B.6   Procurement

Content   B.7   Administrative Costs