



SMALL COMPETITIVE GRANT'S PROGRAM FOR PREVENTION AND CONTROL OF NON COMMUNICABLE DISEASES, MCA- MONGOLIA



GRANTEE GUIDELINE

Dear Grantee,

Congratulations on receiving a grant from MCA-Mongolia!!

In order to receive your grant payment and implement your project successfully, please read and follow this guideline.

The grant agreement signed by the two parties will be a warrant of your grant, which shall contain the basic information related to your grant.

General principles of the granted project implementation,

- The grantee should only carry out activities to fulfill the goal and objectives as described in your approved full proposal and stated in the grant agreement.
- The planning of the activities should reflect timeframe and funding to be spent.
- The expected outcomes of the project should be specified with the indicators for the evaluation.
- The funding shall be allocated in accordance of installment schedule and each installment shall be reported.
- The reporting should be correct, fair, accurate and timely.

Duties and responsibilities of the Grantee

According to the grant contract the grantee shall be fully responsible for receiving the funds, its planning and reporting including:

- The grantee should be responsible for fulfilling the objectives and assuring the outcomes reflected in the agreement and report to the EPOS, the institutional contractor of MCA-Mongolia Health Project.
- The grantee should be responsible for the project planning, overall management, including financial reporting, internal monitoring and evaluation.
- The grantee and the project team members should strictly abide to the norms of ethics and justice.
- The grantee and the project team members should follow to the provisions on prevention of fraud and corruption of the MCC and MCA-Mongolia Procurement Guideline (<http://www.mcc.gov/mcc/panda/activities/fightcorruption/index.shtml>).
- The grantee should procure necessary goods and services from reliable sources with reasonable cost.

- The grantee should inform in all PR activities such as press conferences, exhibitions, workshops, performances etc that is organized with the funding of MCA-Mongolia regardless of their objectives.
- The grantee should receive prior permission for any change in the budget amount and items within the project scope. .

Research publications it should be acknowledged that the research is conducted with financial support of MCA-Mongolia, but results and conclusions of the research work will only belong to the researcher.

The acknowledgement should be printed in the following manner on the inner side of the cover and on the first page (or in the beginning of animations, videos or CDs) of all publications funded fully or partially by MCA-Mongolia:

“This [publication] [report] [study report] [film] [video] or [CD] is produced with [full or partial] funding of MCA-Mongolia.”

The MCC and MCA-M logos, brand logos and other materials can be obtained from EPOS for this purpose and for other PR activities.

- Changes of the grantee’s bank, account name, account number, address and members of the project team, the EPOS grant manager should be notified each time.

Grant activities

The project activities should be planned bound to the approved timeframe. It should cover the entire project term and reflect each objective in corresponding months/quarters and the outcomes. (Annex 1.project planning form).

The person who has signed the grant agreement should sign all reports and stamp them. Project leader may sign the payment request form.

Projects that involve development and publication of health related IEC materials and websites should consult and agree with the experts of EPOS prior to their publication.

Research projects should receive permission from the Ethical Committee of the MoH. Development of survey/research questionnaires should be agreed with EPOS. Professional and methodological assistance can be sought from EPOS.

Projects implemented in provinces will be monitored and evaluated by the local Public Health Councils and Grantees may contact them for any support and consultation.

Minutes have to be taken for all meetings and trainings organized within the project and the outcomes of the meetings/trainings should be reflected in the report. These documents will be used for project monitoring and evaluation purposes by MCA-Mongolia representative or by external evaluators.

Purchased equipments from the grant fund should appear on the inventory of the organization.

Funding and spending

The grant payment shall be made according to the schedule and amount specified in the grant agreement.. The spending of the funds should be planned by each project activity approved by the agreement. The procurement plan should be made quarterly during the project life. It will be used to receive VAT exemption voucher from MCA-M. (Annex 2 and 3 are financial planning forms).

The organizations those receive a MCA-M grant should have separate bank account only for grant and funds will be transferred to the account, which is mentioned in the bank information provided from the grantee.

Please fill request form in order to receive next funding. Grant agreement will not be extended therefore, project activities shall be planned to receive final funding before the end of contracted period.

If the purchase is made from the VAT payers the grantee should give the vendors the VAT exemption voucher to fill the form in compliance of regulation and submit to MCA-M monthly. The saved fund from the VAT exemption can be spent for project activities.

Reporting

The grantee should provide a narrative and financial report for each funding. Each consecutive funding will be provided based on the narrative and financial report for previous funding period.

The report should be sent to the EPOS grant manager with the financial documents and an official letter with letterhead of the organization. The person who has signed on the grant agreement should sign and stamp the report. Please check whether all supporting materials and other financial documents have been attached before sending the report. **The next payment installment will not be made if submitted report is incomplete or does not qualify the requirements.**

You can get grant managers' comments on your tentative narrative report through the e-mail. Before finalizing the research reports you shall discuss with grant managers for their comments and suggestion.

Based on the quality of submitted reports, site visits by the relevant EPOS and MCA-M grants officers, if grantee fails to use the grant for it's stated purpose, or the implementation of the project does not meet the set goals, MCA-Mongolia can stop funding and requires the grantee to return funds partially or in total.

All technical and financial reports may be submitted in Mongolian but English is preferred. If the report is written in Mongolian, EPOS may ask to provide translation of key findings, transactions, or other requested information in English for MCC review.

Narrative report:

The progress report and final report (Annex 5) should describe the activities planned for the current funding, their implementation, problems encountered, their solution, which of the final expected outcomes have been achieved or what preconditions for their fulfillment have been created, what, if any, changes have been made to the plan and budget and whether the changes have been made with permission of EPOS. The narrative report should not concisely mention the spending of the funding.

Based on the recommendations of the grant manager whether the report is accepted or not, the decision will be made for the next payment installment. The decision will also be based on direct communications with the grantee, discussions with the project beneficiaries, field visits, received products (such as books, training materials, etc.) and conclusions of the organization/officers that have performed on-site M&E.

The report should be accompanied by 10 copies of the project products (books, CDs, training toolkits, etc.)

The report should also include:

- Training program, list of participants, assessment by the participants, names of facilitators/trainers, document of the criteria for selection of participants, training materials developed for the project;
- Needs assessment, survey, published information, duration, dates, locations of dissemination of IEC materials (where, how many, to whom, etc), number of materials developed and disseminated within a training project;
- Names of persons sent for business trips, locations visited, dates and outcomes of the trip;
- List of visitors, schedule of visits, dates, TOR;
- Name of the translator, number of pages translated, or hours/days of verbal translations, all copies of the written translations;
- Name of the driver, mark of the vehicle, dates of service of the driver;
- Equipment purchased, supplier, price, date of the purchase, serial numbers of the pieces of equipment, locations, how they are being used and evidence of registration of the equipment in the inventories of the organization.

Please see Annex 6 for the final report form.

Financial report:

In order to show the grant agreement, funding schedule and the previous payment balance, the grantee should present a copy of the first page of the previous financial report.

- The grantee should give EPOS the original bills and retain a copy.

- All grant spending should be exempted from VAT. The grantee will be given VAT exemption vouchers. To receive the VAT exemption vouchers, the grantee should present a purchase plan to MCA-M every 3 months (Annex 2-3).
- All financial reports should be developed according to the financial report form (Annex 5).
- The spending of the grant funding is to be checked against the approved budget and the expenditures should not exceed the budgeted amounts. Up to 15% of the approved budget may be transferred to another budget item in case it is inevitable upon presenting a document describing the need and reasons to MCA-M or EPOS.
- The cover page of the financial report should be filled correctly and accurately and a copy of it should be retained for the use of next financial report. (Annex 5).
- All payments above 100000 tugrugs should be bank transfers. .
- For procurements over 200000 tugrugs required to have quotations of at least three vendors and a reasons of the selection should be given. In case only one supplier is locally available, such a fact should be proved in writing.
- The report should be reviewed, signed and stamped by the director and financial officer of the organization.
- Financial bills should be collected and presented by each budget item and transactions.
- If cash is withdrawn from the bank, copy of receipt should be attached.
- If needed, the grantee should consult with the accountant of his/her organization for developing the financial report.
- Contract is required for purchases of goods and service over 200.000 tugrugs.
- Following information is required for cash expenses :

Translation payment: Number of pages, rate per page, type of translation, (oral and written) translation days/hours

Travel expenses of seminar participants: List of participants with signatures (in the list write clearly the Aimag or sum names), original tickets

Trainers' fee: Hours worked, fee for an hour, subject, training program and degree of trainers

Car and equipment rent: Period, direction, rate per day, car number, driver's name.

Consultancy and professional fee: Days worked, rate per hour/day, consultant's degree,. The consultant should provide a written report. .

- Income tax must be withdrawn from the all personal fees (goods and service) and individual income and records should be done to the tax record books.
- VAT total shall be recorded separately on the invoice
- Contract, price quotation chart, performance report, evaluation shall be attached for the goods and service over 200USD.

VAT, fee

MCA-Mongolia is exempted from the VAT in compliance of Order #125, Minister of Finance, Mongolia, 25th March 2008, and in compliance of Article, 13.1.4, Chapter 13, Law on VAT and based on the article 2.1 “ To exempt equipments, goods and service from the VAT those were purchased from the domestic market with the funding of international grant and all payment shall

be paid in total excluding VAT and it will be validated by the VAT voucher (for exemption) as mentioned in the Order #93, 07th May 2002 approved by the head of National Tax Administration.

Procurement plan for the month and quarter shall be submitted to the procurement department of the MCA-Mongolia prior the date for exemption of VAT. Financial department of MCA-Mongolia will provide voucher for VAT based on this plan. After the completion of service and supply of goods the vendor shall withdraw the VAT from finance officer who is in charge of VAT in compliance of proposed regulation.

Following principles shall be complied for supply of goods and service:

- a) Custom's tax. If there are any goods those were purchased from the abroad in accordance of standard contract for basic assistance, related documents shall be developed in compliance of proposed Mongolian laws and codes and it shall be exempted from the Custom's tax.
- b) VAT. If goods and service those were purchased from the VAT payer/vendor for project activity shall be exempted from the VAT. For compensation of VAT a) Supplier and contractor those are registered as VAT payer shall note VAT and other charges separately on their invoice. b) Project implementing organization shall deliver those invoices with VAT registration number of the company to the MCA-Mongolia.

Form for action plan for the project

Project#:

Name of project:

Project Coordinator:

Project duration:

#	Goal, objective of the project and activity	Timeframe(please write within the timeframe of the project duration such as in years and months)												Total expense	Responsible person
Objective 1															
Total															
Objective 2															
Total															
Objective 3 (etc please write the activities those have to be conducted within the frame of the project)															
Total															
Total expense of project															

Approved by:

Head of the organization

Reviewed by:

Financial officer of the organization

Developed by:

Project coordinator

Form for planning of expense for the activity

Name of the project:

Project#:

Project coordinator:

Project duration:

Timeframe

#	Name of vendor	Description	Month	VAT	Total
		Office payment			0.00
					0.00
		Communication fee			0.00
					0.00
		Travel cost (Internal)			0.00
		Car rent			0.00
		Gasoline /Fuel			0.00
		Training, workshops			0.00
		Equipment			
		Total amount (tug)			

Approved:

Revised:

Developed by:

Head of the organization

Finance officer of the organization

Project coordinator

Progress report content

Please write within three pages including following contents (Arial Mon 12 font interspaces will be 1)

1. Briefing about the project
2. Project introduction
3. Methodology/ procedures for implementation of the project
4. Implemented activities of the project
5. Project outcome (expected and unexpected outcome)
6. Challenges and lessons learnt
7. Conclusion
8. Recommendations
9. Annex: documentation, other related materials

Final report of the project

General information 1. Project deadline	2. Total budget of the project	3. Project #	4. Date for commencement of Project
5. Grantee		6. Coordinator: EPOS Health Management Olympic street -9, Sukhbaatar district ,Ulaanbaatar city	

7. Funding/installment schedule

Total which has to be allocated	Total which was allocated	Total which has to be allocated for approved expenses	Total which was remained from the grant
<i>Total in TGS</i>			
<i>Total in \$US</i>			

8. Information about the project

9. Progress and financial report of the Grantee (Please describe if progress and achievement of the project have made any contribution for prevention of Non communicable diseases in Mongolia)

10. **Encountered challenges and their solutions** (Please describe about problems and challenges you encountered during the project implementation and how did you solve them.)

11. Evidence of completion for the implementation of project activities:

Name:	
Position:	
Signature:	
(Stamp)	
Date:	