



Norad



Peace Child International
empowering young people

Contract

Between (1) Youth Crime Watch of Liberia (YCWL) and (2) Peace Child International

For the project "Be The Change Academy West Africa Network Continuation"

RAF-17/0017

Context and background

Between 2013 and 2017, NORAD funded the Be The Change programme under a contract with project reference RAF-2988-RAF-13/0049.

The "Be The Change Academy West Africa Network Continuation" (hereinafter "the Project"), which is the subject of this contract, aims to build on and grow the work achieved and build on the lessons learnt during the 2013 – 2017 project. The Project, funded by NORAD under reference RAF-17/0017, will enable the Be The Change programme in Liberia to continue and enables Peace Child International and YCWL to continue their support for young women entrepreneurs in Liberia.

Overall, the Be The Change programme aims to improve the livelihoods of vulnerable young women in Sierra Leone and Liberia. Vulnerable young women remain entrenched in poverty in Liberia, without the capacities or networks to take advantage of the opportunities they may have. They live hard lives and struggle to give a bright future to their children, further reinforcing the cycle of poverty. The Be The Change programme is even more important in the aftermath of the Ebola crisis as it will support some of the most disadvantaged young women in Liberia to rebuild their lives. Peace Child International believes that economic empowerment is a facilitative step to achieving a brighter future for young women, their families and their communities and to achieving gender equality.

The primary objective of the Be The Change programme is to improve livelihoods for disadvantaged young women. This object is achieved by: enabling young women to manage growing businesses more effectively; and providing increased access to services (financial, technical, logistical etc) and support for young women.

Article 1 – Object of the Contract

This contract sets out the terms under which Youth Crime Watch of Liberia, YCWL, (hereafter referred to as "the PARTNER") and Peace Child International (hereafter "PCI") shall implement the "Project" presently being funded by NORAD (hereafter referred to as "the DONOR").

The project proposal, set out in Annex 1, forms part of this contract and is binding on the parties.

Article 2 – Duration of Contract

The contract shall commence on 1st September 2017 and shall terminate on 31st December 2018 ("the Contract Period") subject to any extension or variation agreed between the parties in writing.

Any extensions or variations to the Contract Period must be agreed at least one month in advance in writing between the PARTNER and PCI.

Article 3 – Roles and Responsibilities of the PARTNER

The PARTNER shall work together with PCI, PCI's other implementing partners involved in the project, (including A World Institute of Sustainable Humanity Sierra Leone), the project stakeholders (Liberia Ministry of Youth and Sports, Liberia Ministry of Education, relevant financial service providers, other NGOs, universities, vocational schools, community based organisations etc) and PCI's target group to ensure the implementation of the project to the highest standards, and to conform with the Project proposal and any relevant plans and strategies agreed with PCI.

The PARTNER shall be responsible to PCI for the implementation of the Project based on the proposal set out in Annexes 1, 2 and 3.

The PARTNER undertakes to comply with PCI's Code of Conduct set out in Annex 4 and to ensure that all its directors, employees and other staff members also comply with PCI's Code of Conduct.

Article 4 – Roles and Responsibilities of PCI

PCI shall have no liability to the PARTNER in respect of the Project or the Be The Change programme generally.

PCI shall provide support, where appropriate, and in its discretion, to the PARTNER in respect of the implementation of the Project, to include but not limited to: monitoring and evaluation (M&E), project management, training of trainers, and financial management.

PCI shall transfer funds to the PARTNER in accordance with Article 12 below.

Article 5 – Project Implementation Plan

Before implementing the Project the PARTNER shall prepare a detailed implementation plan ("the Implementation Plan"), with objectively verifiable indicators ("the Key Indicators") to enable Project progress to be monitored and measured. The Implementation Plan shall be subject to approval by PCI. If PCI, in its discretion does not approve the Implementation Plan, it shall make recommendations to the PARTNER for improving the Implementation Plan. Once agreed between PCI and the PARTNER, the Implementation Plan shall only be changed or varied with the written agreement of both parties.

Each month, the PARTNER shall prepare a written activity plan and budget (conforming to the budget lines in the overall budget). The plan and budget shall be submitted to PCI for approval at least one week before the first day of the month. In the event, they are not approved by PCI, the plan and budget shall be amended in accordance with PCI's recommendations.

Article 6 – Monitoring the project

PCI and PARTNER shall (at least monthly) monitor the progress and performance of the PARTNER's activities against the Key Indicators. This monitoring shall be carried out at a senior managerial level. This monitoring shall include, if appropriate, highlighting any implementation difficulties and identifying the necessary remedial steps to achieve project implementation to the highest standards.



PCI shall prepare a monitoring report periodically and provide a copy to the PARTNER setting out any recommendations and actions to be taken by the PARTNER. The PARTNER shall comply with those recommendations and actions. Subsequent monitoring shall include measuring and monitoring the progress achieved by the PARTNER in implementing those recommendations and actions.

Article 7 – Project Evaluation

PCI may at its sole discretion instruct external consultants at any time to evaluate or assist as necessary with the Project. The PARTNER shall cooperate with such consultants if required to do so.

Article 8 – Recruitment processes and procedures of project staff and consultants

All recruitment related to the Project shall be undertaken in a fair, equitable and transparent way and shall also be consistent with the labour laws of Liberia. To this end, the parties shall agree in advance the recruitment procedures, job descriptions and personnel profiles, terms of reference and contracts for any prospective project staff and/or consultants.

PCI reserves the right to be involved in any manner in the recruitment of all prospective consultants and staff to be employed and/or retained by the PARTNER and to be involved in the Project.

Article 9 – Communication and visibility

PCI shall take whatever steps it considers appropriate to promote the Project with the media. The PARTNER shall take whatever steps required of it by PCI to support PCI's promotion efforts.

Should the PARTNER wish to promote of the Project, it must obtain prior written approval of PCI in advance.

The parties hereby acknowledge that PCI's and the Be The Change branding and intellectual property and any intellectual property related to the Project are owned exclusively by PCI and any use of this by the PARTNER must be approved by PCI in advance in writing.

All communications received by the PARTNER from PCI must be acknowledged in writing the next working day. Unless stated otherwise, the PARTNER shall comply with any requests for information made by PCI within 3 working days.

Article 10 – PCI Staff Accommodation

The PARTNER shall provide accommodation (maintained to a reasonable standard) to PCI employees or members of staff at PARTNER's Guesthouse in Paynesville, Liberia, upon request. PCI will contribute to the rent costs of the PARTNER's Guesthouse, the amount of such contribution to be within its discretion.

Article 11 – Reporting

a) Narrative Reports

- i. **Monthly Narrative Reports** – at the end of each month, a report prepared and compiled by the PARTNER shall be sent to PCI. The report shall be detailed and thorough, reporting:
 - a. The progress of the Project by reference to the Key Indicators,
 - b. The activities completed, the activities not yet completed (together with the reasons why)
 - c. The difficulties encountered and proposed solutions
 - d. the key lessons learned, if any.

- a. Any new ideas and recommendations on project implementation
 - b. A standard reporting format shall be provided by PCI to the PARTNER. The report shall be submitted to PCI's Programme Manager by email by the 2nd working day of the following month.
 - ii. Case Studies – For fundraising and marketing purposes, the PARTNER shall provide real life case studies to PCI, when requested to by PCI. The appropriate format and layout of the case studies shall be determined by PCI (such format to be notified in advance by PCI to the PARTNER).
 - iii. End of Project report – At the end of the Project, the PARTNER will prepare a detailed report detailing what the Project has accomplished against the Key Indicators and any lessons learned for the future. This report shall be provided by the PARTNER to PCI within one month of the end date of the contract. The format will be determined by PCI (such format to be notified by PCI to the PARTNER).
- a) Financial Reports
- i. Monthly Financial Reports – The PARTNER shall prepare and submit to PCI by the 2nd day of each month, a monthly-reconciled financial report relating to the previous calendar month, appending relevant bank statements, using a format to be determined by PCI (such format to be notified by PCI to the PARTNER). All coded receipts that support expenditures must be scanned and saved on the Project online data storage system (which shall be set up and maintained by PCI). The report shall include a cash flow request for the following month's activities and projected costs. This cash flow request must correspond with the planned activities for the next month.

Article 12 – Budget

The total Project budget is 792,247 NOK. NOK forms the base currency of this contract and is the currency in which PCI receives funds from NORAD. PCI shall transfer all funds to the PARTNER in USD denomination.

All expenses incurred in relation to the Project must be reported by the PARTNER to PCI against the budget lines defined in the DONOR-approved budget (see annex 3). Expenditure variations of less than 10% are permissible between budget lines under the same heading. All budget variations of 10% or more must first be approved in writing by PCI. PCI reserves the right in its reasonable discretion to reject any expenditure.

Article 13 – Funding transfers

PCI will, in its discretion, transfer funds to the PARTNER upon receipt and acceptance of monthly narrative and financial reports (referred to at Article 11 above).

Transfers will be actioned within five working days of PCI approving the narratives and financial reports, except in the event of any delays or non-receipt of funds from the DONOR. The PARTNER shall within five working days of the receipt of any funds notify PCI in writing that the funds have been received and the exact amount received.

Article 14 – Bank Account

The PARTNER shall have a bank account, in USD (\$) solely for the Project's funds. No other funds should be deposited into this account without the prior written approval of PCI.

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34

The PARTNER will notify PCI of the name of the individual(s) with responsibility on behalf of the PARTNER for managing the budget and bank account and the persons who are the account signatories. The PARTNER shall, upon request, allow PCI to view any documentation relating to the PARTNER's account and must present PCI with all information about the account upon request.

All fund transfers relating to the Project from PCI to the PARTNER will be made in USD denomination into the PARTNER's USD account.

Any expenditure in Liberian Dollars (LRD), must be properly justified, via a budget prepared by the Project Coordinator or the Accountant approved by the Executive Director. The purchase of LID, if necessary, shall be made from a lawful, reputable organisation offering currency exchange and must be documented by a receipt clearly showing the exchange rate and any commission at the relevant date. Changing currency on the black market shall constitute an immediate and fundamental breach of this contract. Any receipts in LRD not accompanied by the aforementioned documentation shall be rejected by PCI and the PARTNER shall be liable to reimburse any funds transferred on the black market back into its USD account.

Article 15 – Financial Procedures and Purchasing

All expenditures made by the PARTNER in relation to the Project shall be justified and evidenced with proof of purchase in the form of an official and legible receipt. Any expenditure incurred that is not evidenced by a legitimate receipt shall be rejected by PCI.

Purchasing of services, equipment or goods for the project shall be undertaken transparently and from a reputable supplier.

The PARTNER shall not be required to follow a formal procurement process in relation to expenses under \$500 (or the LRD equivalent).

All purchases equal to or over \$500 (or the LRD equivalent) shall only be made after PARTNER has obtained, at least three detailed price estimates from different suppliers. Those price estimates shall be supplied to PCI upon request.

All purchases equal or over \$25,000 (or the LRD equivalent) must be subject to an open procurement procedure.

PCI shall, in its discretion, support the PARTNER in setting up an open and transparent financial management system, and using appropriate financial reporting formats.

Article 16 – Reimbursement of unspent funds

The PARTNER shall reimburse all unspent funds to PCI within seven days of the end of the Project (whether pending a final decision from the DONOR about the use of remaining funds or not).

Article 17 – Account Audit

PCI reserves the right to hire external auditors to audit project accounts at any time. The PARTNER shall take all reasonable steps to assist and support external auditing of the Project.

Article 18 – Match Funding

The PARTNER agrees to fund the Project in the sum of 713,800 NOK / 83,000 USD in match funding, such funds to be paid from the grant paid to the PARTNER from the Japanese Embassy for the Construction of the Young Women's Empowerment Centre in Sanoyea. YCWL will provide all



necessary financial, reports, copies of receipts, authorisations and procurement information to PCI, for this project.

The aforementioned grant from the Japanese Embassy shall be managed solely by and the sole responsibility of the PARTNER. PCI shall not be liable to the Japanese Embassy or any other third party in relation to use of those funds.

Article 19 – Contract Changes

Both parties must agree in writing on any changes or variation to this contract. If any changes or variations are agreed, either a new contract will replace this one, or a contract amendment will be signed and endorsed on the present contract.

Article 20 – Conflict of Interests

All conflicts of interest affecting the PARTNER or any employee (s) of the PARTNER shall be declared to PCI as soon as the PARTNER becomes aware of them. The PARTNER and PCI shall then seek to agree on an appropriate course of action to mitigate the conflict of interest. If a conflict of interest cannot be resolved or mitigated appropriately and / or if it relates to a decision or transaction of special significance to the Project, the decision or transaction may (at the discretion of PCI) require the prior, written approval of the DONOR.

A conflict of interest refers to any situation where the impartial and objective exercise of the functions of anyone acting on behalf of the PARTNER is, or may be, comprised for reasons involving family, personal life, political or national affinity, economic interest or any other connection or shared interest with another person.

Article 21 – Conflict Resolution and jurisdiction

The governing law of this contract shall be the law of England & Wales.

If a dispute arises out of or in connection with this agreement or the performance, validity or enforceability of it ("a Dispute") then the parties shall follow the procedure set out in this clause:

(a) Either party shall give to the other written notice of the Dispute, setting out its nature and full particulars ("a Dispute Notice"), together with relevant supporting documents. On service of the Dispute Notice, the parties shall attempt in good faith to resolve the Dispute;

(b) If the parties are for any reason unable to resolve the Dispute within 14 days of service of the Dispute Notice, the parties will attempt to settle it by mediation in accordance with the CEDR Model Mediation Procedure. Unless otherwise agreed between the parties within 7 days of service of the Dispute Notice, the mediator shall be nominated by CEDR. To initiate the mediation, a party must serve notice in writing (ADR notice) to the other party to the Dispute, requesting a mediation. A copy of the ADR notice should be sent to CEDR. Unless otherwise agreed between the parties, the mediation will start not later than 14 days after the date of the ADR notice.

The commencement of mediation under (b) above shall not prevent the parties commencing or continuing court proceedings in relation to the Dispute. The courts of England and Wales shall have non-exclusive jurisdiction.

Article 22 – Contract Cancellation Notice

Subject to Article 23 below, either party may terminate this contract by providing the other party with written notification three months in advance.



In the event that the contract is terminated, the PARTNER shall immediately take all reasonable steps to transfer project materials and equipment, and reimburse all unspent funds to PCI.

Article 23 – Suspension / Cancellation of the Contract

PCI may terminate the contract without notice in the event of one of the following:

- Consistently poor performance by the PARTNER in project execution
- Unauthorised misuse of funds / corruption by the PARTNER
- Changes in the mission, vision or values of the PARTNER that may negatively affect the project
- If the DONOR terminates funding for the project

Article 24 – Communications

For any changes or amendments to this MoU, the two parties have designated the below persons and contacts for their respective organisations, through which such information or communication shall be channelled:

For PCI:

Adriana Poglia

Chief Executive Officer

Email: Adriana@peacechild.org

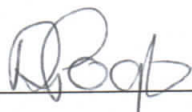
For PARTNER

Zuo D. Taylor

Executive Director

Email: ztaylor@ycwliberia.org

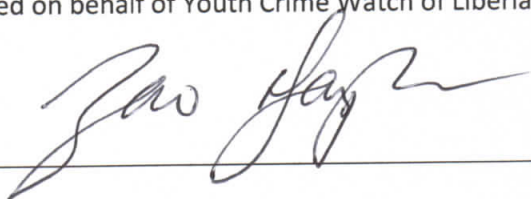
Signed on behalf of Peace Child International



Post:

Date:

Signed on behalf of Youth Crime Watch of Liberia (YCWL)



Post:

Executive Director

Date: Sept. 5, 2017

36

Results	Indicators	Baseline	Targets			Data Sources	Frequency of Reporting	Responsibility
Impact Level			2017	2018	Project End 2018			
Improves the livelihoods of disadvantaged young women in Sierra Leone and Liberia.	Increased Income	51% Don't know; 38% Below \$50 a month; 9% \$50-\$100 a month; 3% \$100-\$150 a month; 1% Over \$150 a month		80% can determine their income & 30% with incomes over \$100	50% with income of more than \$50-\$100 USD a month & 20% with incomes over \$100		Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Employment Status	63% Self Employed, 10% Unemployed, 26% Students.			75% of all young women trained over the course of the project are self employed	Taken from data collected during initial BTCA project from control group and participants surveys at the start of the project. Data will be collected from the actual project's participants at the end of the training and follow up will happen annually on previous years. Data will be evaluated comparing data from each year and between participants and the control group	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Spending on Healthcare	26% No expenditure, 38% Spend \$0-\$10 a month, 30% \$11-\$30 a month, 12% More than \$30 a month			75% of all young women trained increase spending on healthcare		Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Skill Levels	11% of young women have the required business skills			90% of young women trained in 2018 have the required business skills		Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Self-Confidence	40% Extremely Confident, 52% Confident, 7% Neutral, 2% Not Very Confident			90% of all young women trained in 2018 feel more self-confident		Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Social Standing	Will be measured at the start of training			30% increase in self-perception of community standing of all young women trained throughout the project		Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Wider Economic Impacts	Number of job for others created by young women led businesses			0.15 jobs created per young woman trained in the year (1440*0.15)= 216 jobs		Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Increased Business Profits	Number of young women trained in 2018 with businesses with increased profits on previous year	2017	2018	40% of young women led businesses have increased profits	Survey undertaken with project participants at end of year, comparison with previous year figures	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Capable of attracting new customers	Number of young women participants who feel capable of attracting new customers			80% of young women trained feel able to attract new customers		Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Applying new skills	Number of young women participants applying new skills to their businesses	2017	2018	75% of young women trained in 2018 applying skills learnt to their businesses	Survey undertaken with participants at the end of the training and every year	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
Outcome 1 Women Trained to Entrepreneurship and Business Management	Number of Women Trained per year	6,096	2017	2018	8,136	Data from training participants attendance lists	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
Outcome 2 Developed a Prototype smartphone / tablet application for supporting young women's business management	Development of Prototype	N/A	2017	2018	Prototype developed	Prototype Application	End of Project	PCI
Entrepreneur Networks	Access to long term support and services	Number of Young women mentored by long term support	2017	2018	50% of young women feel they have access to long term support	Survey undertaken with participants at the end of the training and every year	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Access to financial services	Number of savings and loans groups/ Entrepreneur networks	2017	2018	20% of Young women trained join VSA/ Networks (1440*0.20)= 288 Young Women	Member list from entrepreneur networks / saving and loan groups; surveys with project participants	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
		Number of Entrepreneur network with regular meetings set up	2017	2018	10 new Entrepreneur Networks Set up (33% of all groups trained decide to form a network)	Member list from entrepreneur networks; surveys with project participants	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
	Entrepreneur Networks that set up internal saving and loan group	Number of Entrepreneur Networks that set up an internal saving and loan group	2017	2018	5 Entrepreneur Networks set up an internal saving and loan group	Member List of Savings and Loan Groups; surveys with project participants	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.
Outcome 3 Meetings held to link young women entrepreneurs to local service providers	Number of meetings held	None	2017	2018	4 meetings held	Report of meetings; list of attendees	Annually	PCI support in developing data collection tools and supervision. YCWL responsible for data collection in Liberia.

YCWL Budget - Be The Change Academy West
Africa Network RAF - 17/0017

X/RATE NOK to USD	0.1263
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ITEM	TOTAL NOK	Valrable Total USD	2017				2018								
			Unit	Number of Units	Unit Cost NOK	Variable Unit Cost USD	Total NOK	Variable Total USD	Unit	Number of Units	Unit Cost NOK	Variable Unit Cost USD	Total NOK	Variable Total USD	
A) Staff - Liberia YCWL Executive Director - Salary Contribution YCWL Coordinator - 100% contribution YCWL Accountant - 75% 3 x BTCA Facilitator - 100% Monitoring and Follow Up Officer - 100%	47,730	6,028	Per Month	5	6,450	815	32,250	4,073	Per Month	12	1,290	163	15,480	1,955	
	78,260	9,884	Per Month	2	5,590	706	11,180	1,412	Per Month	12	5,590	706	67,080	8,472	
	43,860	5,540	Per Month	5	2,580	326	12,900	1,629	Per Month	12	2,580	326	30,960	3,910	
	144,480	18,248	Per Month	6	3,440	434	20,640	2,607	Per Month	36	3,440	434	123,840	15,641	
	48,160	6,083	Per Month	2	3,440	434	6,880	869	Per Month	12	3,440	434	41,280	5,214	
Total Staff	362,490	45,782					83,850	10,590					278,640	35,192	
B) Travel and Monitoring and Evaluation Coordinator Monitoring and Evaluation YCWL Motorbike fuel costs YCWL Motorbike maintenance Car Hire	12,900	1,629	Per Month	3	860	109	2,580	326	Per Month	12	860	109	10,320	1,303	
	19,264	2,433	Per Month	2	1,376	174	2,752	348	Per Month	12	1,376	174	16,512	2,085	
	9,632	1,217	Per Month	2	688	87	1,376	174	Per Month	12	688	87	8,256	1,043	
	2,177	275	Forfait	1	2,177	275	2,177	275							
	43,973	5,554					8,885	1,122					35,088	4,432	
C) Equipment Motorbikes- Liberia YCWL Motorbike Registration - YWCL Laptops- YCWL Tablet, Keyboards & Software-Liberia	61,920	7,820	Per Motorbike	4	15,480	1,955	61,920	7,820				-	-	-	
			Per Year Per Motorbike												
	10,320	1,303	Motorbike	4	1,290	163	5,160	652							
	18,060	2,281	Per Laptop	3	6,020	760	18,060	2,281							
	10,320	1,303	Per Tablet	3	3,440	434	10,320	1,303					163	5,160	652
Solar Power System - Partner Offices	85,000	10,862	System	2	43,000	5,431	86,000	10,862				-	-	-	
Total Equipment	186,620	23,570					181,460	22,918					5,160	652	
D) Activities Facilitation materials for BTCA (flipcharts, markers, string etc) - Liberia Entrepreneur Network, Saving and Loan Group and Mentorship Setup - Liberia Linking Meetings	10,148	1,282	Per Cohort	-	-	-	-	-	Per Cohort	4	2,537	320	10,148	1,282	
	8,600	1,086	Forfait	-	-	-	-	-							
	41,280	5,214	Per Meeting	-	-	-	-	-	Forfait	1	8,600	1,086	8,600	1,086	
	60,028	7,582							Per Meeting	4	10,320	1,303	41,280	5,214	
													60,028	7,582	
E) Project Running Costs PCI staff Accomodation Rent YCWL Office Bills and Maintenance Water and Electricity, Generator YCWL Office Consumables (stationary, printing etc) YCWL Internet YCWL Telephone YCWL Housekeeping and Security Costs	22,176	2,801	Per Month	4	1,386	175	5,544	700	Per Month	12	1,386	175	16,632	2,101	
	41,280	5,214	Per Month	4	2,580	326	10,320	1,303	Per Month	12	2,580	326	30,960	3,910	
	20,640	2,607	Per Month	4	1,290	163	5,160	652	Per Month	12	1,290	163	15,480	1,955	
	13,760	1,738	Per Month	4	860	109	3,440	434	Per Month	12	860	109	10,320	1,303	
	13,760	1,738	Per Month	4	860	109	3,440	434	Per Month	12	860	109	10,320	1,303	
20,640	2,607	Per Month	4	1,290	163	5,160	652	Per Month	12	1,290	163	15,480	1,955		
Total Project Running Costs	132,256	16,704					33,064	4,176					99,192	12,528	
F) Other Contractual Costs Recruitment Costs - Liberia Total Other Contractual Costs			Per Country	1	6,880	869	6,880	869				-	-	-	
	6,880	869													
	6,880	869													
Project Total	792,247	100,061					314,139	39,676					478,108	60,385	



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Peace Child International
making the world a better place

Contract Amendment

Between Youth Crime Watch of Liberia (YCWL) and Peace Child International For the project "Be The Change Academy West Africa Network"

RAF-17/0017

Date: 01st May 2018

Subject: Increase in YCWL Operational budget

This amendment is in reference to the agreement signed on the 29th August 2017, between Peace Child International and YCWL, for the project "Be The Change Academy West Africa Network" project, RAF-17/0017. A budget amendment has been negotiated and agreed between the two parties to reflect the revised 2018 budget including the carry over balances of 2017, as approved by NORAD. This amendment also reflects the allocation of additional funds. These additional funds have been transferred from Peace Child Budget and allocated to YCWL to complete and support the activities to be delivered as part of the contract. These amendments reflect an operational budget increase of 177,905 NOK.

Attached to this contract amendment is the new updated operational budget (annex 1).

Original Budget: 461,476 NOK

New Budget: 639,381

Signed on behalf of Peace Child International

Post: CEO

Date: 1/5/18

Signed on behalf of Youth Crime Watch of Liberia (YCWL)

Youth Crime Watch of Liberia

Post:

Executive Director

Executive Director

Date:

May 01 - 2018

Annex 1:

	314,755
YCWL Executive Director	15,480
YCWL Project Coordinator	97,201
YCWL Accountant	32,229
BTCA Facilitators	127,383
Monitoring and Follow up Officer	42,461
Travel and Monitoring and Evaluation	36,666
Coordinator Monitoring and Evaluation	11,898
YCWL Motorbike Fuel	16,512
YCWL Motorbike Maintenance	8,256
Equipment	99,473
Motorbike Registration- YCWL	5,160
Laptops- YCWL	5,980
Tablets, Keyboards & Software- Liberia	2,333
Solar Power System	86,000
Activities	88,828
Development of a Prototype application for supporting Business Management for illiterates	28,800
Facilitation materials for BTCA(flipcharts, markers, string, etc)- Liberia	10,148
Entrepreneur Network, savings and Loan Groups and Mentorship Set up - Liberia	8,600
Linking Meetings	41,280
Project Running Costs	99,660
Liberia PCI Staff Accommodation Rent	17,100
YCWL Office Bills and Maintenance Water and Electricity, Generator	30,960
YCWL Office Consumables (stationary, printing, etc)	15,480
YCWL Internet	10,320
YCWL Telephone	10,320
YCWL Housekeeping and Security Costs	15,480
Other Contractual Costs	-

Bank Charges and Transfer Costs

TOTAL

639,381

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