

Pre-application Requirements

Please be advised that this application form must be completed in one session. You will **NOT** be able to save your progress and return at a later date. If your screen remains idle for too long the page will timeout and you will have to start the application from the beginning. We therefore strongly advise that you read through the [Small Grant Guidance document](#) and ensure that you have all the required information ready prior to commencing the application.

The following supplementary documents must also be included with your application. Please ensure these are completed **prior to completing** the online application form. You will be asked to **attach these documents at the end of the application**. You can find a template for each document at the below links:

[Project Delivery Plan](#)

[Project Budget](#)

[Risk Assessment](#)

[Communications Plan](#)

[Safeguarding Plan](#)

If your charity's application is successful and you plan to carry out your project in a high risk jurisdiction, please be aware that in accordance with Anti-Money Laundering Compliance, the details of your charity and proposed project will be provided to the Isle of Man's Financial Intelligence Unit (FIU) for their information. Please be advised that the FIU is able to provide advice and guidance on money laundering risks or terrorist financing risks in that jurisdiction if required.

The **deadline for submission** of Small Grant funding is **5pm Friday 15 February 2019**. Funding decisions will be made by the Cabinet Office Political Group at its meeting in **February** and applicants will be notified shortly afterwards.

If you have any queries regarding this application please contact internationaldevelopment@gov.im or phone (01624) 687168.

Charity Information

Are you applying as a single charity or making a joint application by multiple charities?*

Single Charity

Single Charity Application

Name of Organisation*

Catholic Agency for Overseas Development (CAFOD)

Name of Main Contact*

[REDACTED]

Position in organisation*

International Programme Funding Officer

Telephone Number*

[REDACTED]

Email address*

[REDACTED]

Isle of Man Charity Registration Number(s)*

1217

Isle of Man Registered Address

Address line 1*

[REDACTED]

Address line 2*

[REDACTED]

Address line 3

Postcode*

Is your Charity registered as a Specified Non-Profit Organisation (SNPO) with the Isle of Man's Financial Services Authority*

Please indicate why registration is not required. Written confirmation of this should be provided as an additional document at the end of this application*

CAFOD registered as a Specified Non-Profit Organisation in 2017, however, following discussions with the Isle of Man Financial Services Authority was advised to de-register in 2018. The reason given by the FSA was that "CAFOD does not currently meet the definition of a Specified Non-Profit Organisation as set out in Schedule 4 of the Proceeds of Crime Act. This appears to be the case because it is unlikely that CAFOD will remit 30% or more of funds raised on the Isle of Man to 'higher risk jurisdictions'."

Please state and provide details of how the Charity has a physical presence on the Isle of Man*

This advice was given following a series of questions from the FSA to the Isle of Man about CAFOD's management, control and use of funds, as well as the relationship between CAFOD, as registered on the Isle of Man, and CAFOD, as registered with the England and Wales Charity Commission. An email chain is attached that includes the detailed questions asked by the FSA, CAFOD's responses, the FSA's advice that CAFOD should de-register and confirmation that CAFOD does not need to register as an SNPO in the context of the current application.

While CAFOD's headquarters are on the UK mainland and it is registered in both England and Wales and on the Isle of Man, CAFOD has a strong physical presence on the Isle of Man, enjoying the support of an active and engaged Catholic community. In addition to having an established relationship with the International Development Committee, CAFOD carries out substantial fundraising, awareness raising and development education activities. These activities are coordinated by CAFOD Isle of Man's Secretary, [REDACTED], and supported by a growing team of Manx volunteers. Additionally, regular visits to the Island are carried out by CAFOD's community engagement team and CAFOD's programme staff support projects.

These activities usually take place to coincide and coordinate with 'times of reflection' in the liturgical calendar (Easter, Advent or Lent), milestones in projects funded by the Isle of Man Government, and activities of Churches Alive in Mann - a group of Catholic and non-Catholic Churches on the island.

CAFOD often uses 'times of reflection' to speak at Mass and raise awareness amongst Isle of Man congregations of CAFOD's work in partnering with those living in poverty. For example, for this year's Lent campaign, [REDACTED] arranged for CAFOD's Programme Officer in Zimbabwe to have a skype call with St Mary's RC Primary School in Douglas to 1) outline Chimanimani WASH for Sustainable Development (SG005.17) (an Isle of Man Government funded initiative), 2) give the school more detail about CAFOD's work in Zimbabwe, and 3) discuss ideas for collaboration.

CAFOD's Community Participation Coordinator, [REDACTED] provides regular updates to the clergy and volunteers living on the island and visits the island to meet with congregations, speak at Mass and conduct activities in schools. [REDACTED] last visit to the Isle of Man at the end of September was scheduled to coincide with the end of the first year of Chimanimani WASH. This visit included speaking at four Catholic Churches and a Catholic primary school (St Mary's), and aimed to encourage a sense of global partnership between the Isle of Man and other communities. [REDACTED] was also interviewed by Manx FM, in which he spoke about the Chimanimani WASH project as well as wider international development and humanitarian issues.

At the Churches, [REDACTED] spoke at mass, encouraging people on the island to become volunteers, engaging the Manx population with development issues and fundraising for CAFOD's work. At the primary school, as well as demonstrating the impact projects like Chimanimani WASH can have, [REDACTED] sought to foster links between St Mary's and beneficiary schools from the project. This approach has been successful in the past at St Mary's through CAFOD's Connect2 initiative, that saw students exchange postcards with their counterparts in Brazil.

[REDACTED] also liaises and coordinates activities with the Churches Alive in Mann (CAiM). CAFOD collaborates with

CAiM on fundraising activities during Lent and Harvest Family Fast Days, and on awareness raising activities, such as exhibiting Manx funded international aid projects and promoting Christian Aid Week. In the past, CAiM has reviewed and selected CAFOD projects that their church members will support each year.

Organisation Background

Please outline your organisational structure, governance and administrative framework. In the interests of accountability the names of the Chairman, Board of Directors and Trustees must be provided. Please also include a brief description of how your organisation is run.*

CAFOD is a registered charity in England and Wales (1160384) under the Charities Act 1993 and a company limited by guarantee (09387398); as well as a registered charity in Isle of Man (1217). Our governing document is the Memorandum and Articles of Association.

CAFOD is governed by four Member Trustees and a wider group of Trustees, who together form the Board of Trustees. Member Trustees are appointed by the existing Member Trustees with their appointment ratified by the standing committee of the Bishops' Conference of England and Wales. The Member Trustees hold a limited number of reserved powers, including the appointment of other Trustees and the power to amend CAFOD's Memorandum and Articles. All other powers, including the establishment of specialist committees and general responsibility for the running of CAFOD are vested with the full Board of Trustees. There are three sub-committees: Strategy and Performance Committee, Remuneration Committee, and Finance, Legal, Audit and Risk Committee (FLAR), as well as other specialised advisory committees on which some Trustees sit.

Through meeting quarterly, and ad hoc discussions of any significant matters that arise in between meetings, the Board collectively maintains responsibility for ensuring a suitable set of aims are used to govern our work, and for implementing a strategy to achieve these. The Board members agree to govern their own lives by the same values and beliefs that drive our work, reflect CAFOD positively and uphold our reputation both within the international development sector and externally. By regularly meeting CAFOD leaders and occasionally accompanying our work, the Board ensures our values continue to underpin the ethos of CAFOD and the work that it delivers. Our whole Trustee body brings a wide range of skills and experience from a variety of backgrounds, including finance, government and the charity sector, as well as from the Catholic community.

As of February 2019, CAFOD's Board members are:

[Redacted] [Chair]: Bishop of Salford
[Redacted] Former Chief Executive of London Borough of Greenwich
[Redacted]: UK Ambassador to Afghanistan
[Redacted] Caritas Africa Regional Desk Officer
[Redacted] Barrister
[Redacted]: Chair of Depaul International
[Redacted]: Centre for Catholic Social Thought and Practice
[Redacted] Centre for Catholic Studies, University of Durham
[Redacted] Former Principal of Farnborough Sixth Form College
[Redacted] Innovation Consultant
[Redacted] Former Local Government Executive
[Redacted] Bishop of Nottingham

The Board has three subcommittees, each with their own constitution and mandate to exercise governance activities:

(i) Strategy and Performance Committee (SPC): The SPC

provides recommendations to the Board on both international programmes (and operations) and CAFOD's domestic work.

(ii) Remuneration Committee (RC): The RC has a specific mandate to conduct annual reviews and make recommendations to the Board regarding CAFOD's remuneration policy (including approving annual remuneration adjustments for CAFOD's Corporate Leadership Group) ; approving the annual remuneration report; ratifying exgratia and redundancy payments; and meeting with the Union.

(iii) Finance, Legal, Audit and Risk Committee (FLAR): The FLAR Committee is responsible for advising the Board and CAFOD Corporate Leadership Group on financial, legal, audit, and risk related matters to enable them to fulfil their responsibilities. The FLAR acts as CAFOD's Investment Committee and Legacy Management Committee as well as oversees the Corporate Risk Register and Risk Management Process.

The Board of Trustees has delegated daily management to CAFOD's Director (Chris Bain), who in turn is responsible for Chairing the Corporate Leadership Group (CLG). CAFOD's organisational structure is divided into Groups, the Head of each represents the Group within the CLG: Advocacy & Education; International Development; Emergency Response; Parish Participation & Volunteering; Supporter Fundraising; Directorate; Finance, Information and Infrastructure; People & Performance; and Communications.

CAFOD's operations are governed by a set of policies that determine how decisions are made, who is responsible, and what actions are required to ensure adherence. Our organisational policies are extensive, ranging from Human Resources, to Safeguarding, Financial Management, Whistleblowing, and Complaints Handling.

CAFOD programme teams develop Country Strategy Papers which identify and outline strategic issues and priorities for the country programme to address. These papers are updated annually ensuring CAFOD's own analysis and approach remain relevant. As a partnership agency, CAFOD has developed International Programme guidelines (Programme Financial Manual; International Partnership Manual; Programme Management Manual) to steer our work, defining the roles, responsibilities and remit of both CAFOD and its partners.

Typically, locally based partners are responsible for implementing project activities, whilst CAFOD programme staff based in-country work alongside partners to ensure activities are well planned, supported and monitored. CAFOD's Programme Cycle Management (PCM) system and database ("WebPromise") supports this accompaniment, minimising risk and developing partner capacities. CAFOD programme staff offer expertise to partners in developing tools such as monitoring matrices, accountability mechanisms, gender and vulnerability analysis tools, and documenting learning. CAFOD is fully certified by the Core Humanitarian Standard on Quality and Accountability.

Information such as the outcome matrices, progress indicators, activities and budgets are stored on WebPromise and forms the basis of monitoring and evaluation activities. All projects/programmes with a budget of over £500,000 are required to undertake an external independent evaluation within three months of the project end date.

Our Vision:

> the rights and dignity of every person are respected

- > all have access to the basic needs in life
- > women and men share equally in shaping their societies and our world
- > the gifts of creation are nurtured and shared by all for the common good
- > the structures that shape people's lives are just and enable peace.

Our Mission:

- > work in ways that support the poorest and most marginalised to access the essential services needed for a dignified and sustainable life
- > save lives and relieve suffering in crisis situations and support communities to respond to, recover from and avoid future disasters
- > work for changes in the systems and structures at all levels in society that keep people poor, oppressed and marginalised
- > help strengthen the capacity of the poorest and those working with them to act for positive change in ways that respect the earth and the whole of creation
- > raise awareness and understanding of the causes of poverty and injustice in ways that inspire people to give, act and pray in commitment to lasting change
- > grow the resources needed for this mission in ways that are aligned with our ethos and identity
- > continuously flex and adapt in order to achieve our aims in a rapidly changing world.

Has your organisation(s) completed projects on this scale Yes previously

Details of past and current projects

(A) 'Chimanimani WASH for Sustainable Development'

- Overall Budget: £112,000 (Funding from the Isle of Man International Development Committee: £100,000, Co-funding from CAFOD: £12,000).

- Timeframe: 24 months, started October 2017

- Project aims: to contribute to the achievement of SDGs 6 and 7 by improving access to safe water and sanitation facilities and improving hygiene practices at two rural primary schools in Chimanimani district in eastern Zimbabwe, and to provide green energy to one of those schools.

- Key activities:

- 1) The design and installation of two solar-powered piped water schemes.

- 2) The establishment and training of two water management committees.

- 3) The design and installation of 20 squat-hole flush toilets with menstrual hygiene management facilities.

- 4) The design and establishment of a green energy supply to one of the target schools.

- 5) Delivery of Train the Trainer sessions on health and nutrition to Environmental Health Technicians, Village Health Workers and School Development Committees.

- Monitoring: The project has adopted a highly participatory multi-stakeholder monitoring and evaluation framework to ensure that the project remains adaptive and responsive to the needs of people and communities in the local context. Key monitoring activities include the following: 1) an initial baseline assessment conducted jointly by CAFOD and Caritas Mutare 2) monitoring and certification of the piped water scheme by the District Development Fund 3) Environmental health Technicians monitoring the activities of school hygiene and nutrition clubs 4) the District Water and Sanitation Sub-Committee conducts activity-based review and feedback meetings with local government and councils 5) regular feedback meetings are held with communities.

- Results to date: (Results below are noted from

November 2018)

- Construction activities were at an advanced stage (over two thirds complete), having laid over 6.5km of pipeline over tough terrain;
- The design of the squat toilets following multi-stakeholder consultation has set a new standard within the District by including disability modifications and menstrual hygiene management facilities;
- Over 5,000 people have been reached through hygiene and nutrition awareness raising activities.

(B) 'Improved access to water, sanitation and hygiene for disadvantaged communities in the DRC, Uganda and Zimbabwe'.

- Overall budget: £3,917,239 (Funding from DFID: £3,500,000, Co-funding from CAFOD: £417,239)
- Timeframe 36 months. Started July 2016
- Project Aims: to improve access to water, sanitation and hygiene awareness for disadvantaged communities in DRC, Uganda and Zimbabwe; and to equip communities with the skills to influence local authorities in service provision and policy implementation concerning water and sanitation facilities.

• Key Activities:

- 1) Rehabilitation and construction of safe water points;
- 2) Installing household and institutional latrines;
- 3) Establishing school WASH clubs, training and mass awareness campaigns on open defecation, handwashing, waste disposal and safe water management.
- 4) Training community members and local leaders to engage with local government on service provision for water, sanitation and hygiene;
- 5) Improved practices in water catchment and water resource management, through planting tree saplings, introducing effective grass varieties, contour pegging, gabions, etc.

- Monitoring: Monthly monitoring by CAFOD and partners staff. Steering Committees meet monthly to review progress reports and address any concerns. Quarterly narrative and financial reports are submitted to the funder, including updated forecasts. A mid-term review meeting with all partners was held in March 2018. CAFOD UK Aid Match Coordinator in London facilitates regular progress meetings with project teams in Uganda, Zimbabwe and DRC. An external evaluation will be conducted at the end of the programme.

• Results to date: (The results below are noted from July 2018):

- 146,270 people now have access to safe water and are at reduced risk of waterborne disease;
- Sustainability is ensured by the water management committees, totalling 1,448 people, all of whom have received training in the management and repair of water points;
- Trained 59,754 individuals on good hygiene practices, 81 mass awareness campaigns have been held, 45 school WASH clubs have been formed and trained;
- 1,294 people have been actively engaged in advocating for increased access to WASH services;
- 696 local and religious leaders have been trained on community engagement to manage WASH services. Local leaders are actively enforcing local by-laws on hygiene and sanitation;
- 9,111 people have been trained in water resource management and catchment.

(C) 'WASH emergency response project in Aba'ala, Irebti and Dallol woredas (districts) of Zone two of Afar Regional State'.

- Overall Budget: £357,718 (funded by CAFOD)
- Timeframe: 12 months. Started July 2016
- Implementing Partner: Ethiopian Catholic Church Social and Development Coordinating office of Adigrat-Mekelle Branch (ECC-SDCOA-M)
- Project Aims: The project aims to improve access to safe and adequate water and hygiene for vulnerable communities in Afar State through construction of new water points, rehabilitation of existing malfunctioning systems, expanding distribution systems, strengthening capacity of local organization and institutions, and hygiene and sanitation promotion activities.

- Key Activities:
 - The rehabilitation of 3 shallow wells, expansion of a pipeline for 4 deep wells up to 3150 meters in Dallol and 18550 meters in Irebti and Aba'ala;
 - Constructing 15 distribution points, 9 water tankers with stands, 7 generator houses, one reservoir (50m3), 6 cattle troughs and two shallow wells;
 - Replacing failed generators and provided training on maintenance for Water and Sanitation (WATSAN) committees, and supporting existing WATSAN committee with spare parts.

- Monitoring: CAFOD conducted regular monitoring in order to ensure that the project's goals and activities were implemented according to the plan; and to assess the progress, achievements and shortcomings, including holding interviews with randomly selected project staff, volunteers, and beneficiaries. In addition, a programme advisory team was organized with CAFOD's Humanitarian Advisor based in London.

- Project results: The project created access to clean water for more than 29,000 people and 41,790 livestock in the drought-prone pastoral region of Afar. It also improved health and sanitation practices of the people in the region.

(D) 'Building resilience through the promotion and deployment of green technology in the pastoral and agro pastoral communities of Afar zone 2, Afar Regional State'.

- Overall budget: £50,000 (Funded by CAFOD)
- Timeframe: 7 months. Started December 2017.
- Implementing Partner: ECC-SDCOA-M
- Project Aims: To improve access to clean water for 8000 targeted men, women, boys and girls and 8300 livestock through the deployment of locally appropriate Solar Powered Pump System in targeted district of Afar State.

- Key activities: The project undertook various community mobilisation and sensitization work, capacity building trainings for WASHCOs, local government experts and community, successful deployment of solar powered water pumping system, construction of 100m3 stone reservoir, construction of a water point & cattle trough, conducting a pump test, and documenting and sharing of lessons learned.

- Monitoring: CAFOD and partners undertook frequent participatory monitoring activities. CAFOD's Programme

Officer regularly monitored the progress of the project based on the initially identified indicators and results based management monitoring system.

- Project results: This project created access to clean water for 8,000 community members, and 8,300 livestock through the deployment of a solar powered water pump system. It also improved health and sanitation practices of the people in the region through the WASH training activities.

Safeguarding Vulnerable Persons

Please describe how your organisation demonstrates the above four points

Question 1:

CAFOD is committed to the following Key Principles:

- Safeguarding is a shared responsibility, with all parts of the organisation and all levels of staff involved in ensuring a welcoming, inclusive, dignified and safe environment for those who come into contact with us.
- All CAFOD representatives have a responsibility to act when there is a perceived or actual breach of our Safeguarding Policy or Code of Behaviour and/or a risk of harm to children or vulnerable adults. Anyone who brings concerns or allegations to the notice of CAFOD will be responded to sensitively, respectfully and seriously.
- Any reported concerns or allegations about breaches of CAFOD's Safeguarding Policy or Code of Behaviour will be investigated in accordance with the relevant policy and procedure(s).
- Confidentiality is paramount and information relating to safeguarding concerns or allegations will only be shared on a need-to-know basis.
- The principle of the best interest of the survivor is the primary consideration in all safeguarding matters.
- Support will be made available to survivors where there have been concerns or allegations of some form of harm or maltreatment by a CAFOD representative.
- CAFOD is committed to holding perpetrators to account. Sexual exploitation and abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures for staff, including dismissal.
- CAFOD applies recruitment procedures that, to the best of our ability, ensure appointed representatives are suitable to work with children and vulnerable adults. CAFOD's Recruitment Toolkit, the CAFOD Volunteer Policy and Supply Chain Manual outline the safe recruitment procedures for engaging staff, volunteers and consultants respectively.

CAFOD conducts Operational Audits on its overseas country offices every two years in which Safeguarding and Complaints Management are prioritised. Auditors use questions, observations and checks to monitor the implementation and compliance with policies and procedures directed by a set of standards and required evidence.

In addition to the dissemination and training on policies and procedures outlined under Question 3, all

international staff are required to complete 3 online training modules as part of their induction: CAFOD's Code of Behaviour, 'Child Protection at CAFOD', and 'Equality and Dignity in CAFOD's International Work'. Following the Code of Behaviour e-module, new staff members have a face to face meeting with their manager to ensure that they have read the Code of Behaviour, signed it and understood it, and discuss any questions that the staff member may have. Emergency and programme staff have a week-long training on Safe, Accessible, Dignified & Inclusive Programming which includes analysis of protection risks, setting up and monitoring feedback and complaints mechanisms, managing sensitive complaints, data protection, and mapping and referral.

All programme staff are required to work with partners to undertake a thorough and systematized safeguarding risk analysis for relevant activities and where needed, create an action plan to minimise risk of harm to project and programme participants. This is done through the Partner Safeguarding Profile which must be completed for all projects/partners. CAFOD commits to work with partners where a need to strengthen safeguarding practice is identified. Where gaps or weaknesses are judged to be significant, CAFOD may focus on Capacity Strengthening support before funding projects.

CAFOD's Project Funding Agreement commits partners to key safeguarding obligations.

Question 2:

Staff who raise a concern or allegation about potential or actual serious malpractice carried out by CAFOD or our representatives (which includes safeguarding concerns) are legally protected from detrimental treatment in accordance with CAFOD's Whistleblowing Policy, provided concerns and allegations are raised in good faith. Although legal protection for whistle-blowers cannot extend beyond staff, CAFOD will make every effort to ensure partner staff who raise concerns or allegations about CAFOD (or a partner organisation) are protected from any negative treatment that might arise from a report. The identity of anyone who raises concerns will be kept confidential as far as possible.

Key principles within CAFOD's Safeguarding Policy reiterated and reflected through its Whistleblowing and Complaints Handling Policies and associated procedures and guidelines include that:

- Anyone who brings concerns or allegations to the notice of CAFOD will be responded to sensitively, respectfully and seriously.
- Complaints are managed in a manner that prioritises the safety of the person raising the complaint and those affected at all stages.
- Information related to the complaint is only shared on a need-to-know basis among those directly handling or overseeing the complaint.

CAFOD's Code of Behaviour and Safeguarding Policy have a mandatory duty to report all concerns or allegations about breaches of organisational policies. This is regardless of whether it is internal to CAFOD or not. It is not the responsibility of staff to decide whether or not exploitation or abuse has occurred, but they must pass their concerns on. Staff who fail to report a concern may be subject to disciplinary action in accordance with CAFOD's Disciplinary Policy.

The process for handling incidents and allegations is detailed in Question 4.

Question 3

CAFOD has robust safeguarding policies and procedures including its Safeguarding Policy, Complaints Handling Policy, Code of Behaviour, Whistleblowing Policy, Bullying and Harassment, Dignity, Diversity and Equality Policy and Grievance Policy are available at the following link: <https://cafod.org.uk/About-us/Open-information-resources/Organisational-policies>. Some key dissemination requirements and processes from CAFOD's Safeguarding policy are detailed below:

All staff are required to:

- Be aware of and sign the Code of Behaviour and Safeguarding Policy upon joining the organisation
- Undertake a mandatory Code of Behaviour and Safeguarding induction
- Participate in refresher training at regular intervals
- Staff contracting other representatives and suppliers must:
 - Reference the Safeguarding Policy and Code of Behaviour in contracts
 - Share a copy of both policies with the relevant individual(s)
 - Provide an appropriate briefing on both policies before the contracted representative or supplier commences work (i.e. expectations on behaviour, relevant protocols and how to raise concerns)

CAFOD provides additional specialised training for relevant roles as required. For example:

- Complaint Handlers - senior managers and relevant advisors are required to attend training to ensure concerns and complaints are handled consistently and in accordance with CAFOD policy.
- Safeguarding Focal Points are trained to provide safeguarding support to colleagues

CAFOD monitors completion of mandatory inductions and trainings and number of cases. The process for reporting safeguarding concerns is publicised during induction sessions and in publicly displayed posters across all volunteer centres and CAFOD offices.

Question 4

CAFOD's Safeguarding Policy sets out with absolute clarity how incidents or allegations will be handled as follows:

Upon receipt of a safeguarding concern or allegation, CAFOD will:

- Act, avoiding unnecessary delays and prioritising the safety of the survivor.
- Hold a Safeguarding Committee meeting within 24 hours to:
 - assess the concern and consider if further investigation is required (based on an indication that there may have been a breach of our code of behaviour)
 - in the event of an investigation, decide whether the investigating officer/team is internal or external
- decide next steps, including if anyone else needs to be informed (on a "need to know" basis).
- Where a CAFOD representative is the subject of an

allegation, liaise with HR to discuss whether suspension is required until an investigation is completed. Suspension does not imply guilt but protects all parties.

- Investigate the allegation in a manner appropriate to the content of the report (see CAFOD's Investigation Guidelines).
- When appropriate, keep the person raising the concern/allegation updated of progress and resolution, unless:
 - the situation means we must respect the privacy of individuals who may be affected
 - the survivor has expressly indicated a preference not to receive contact
 - the report has been made anonymously and this is not possible.
- Observe our policy commitments on confidentiality (if children have been involved, we will inform parents or carers, if appropriate). Strong action will be taken against anyone who knowingly shares confidential information about the case.
- Referral to authorities: We will refer any reports involving criminal activity to the relevant authorities responsible for investigation, when safe to do so. As a rule, internal investigations should happen only when criminal investigations have been concluded.
- Onward Reporting: We report statistics and anonymised individual serious reports to the relevant regulatory bodies and donors, such as the Isle of Man Cabinet Office and the Charity Commission, as required. As a general rule, names or personal details of alleged survivors, perpetrators, individuals who report the concern or allegation, or others involved will not be shared. If it is necessary to disclose information to third parties this is decided on a case-by-case basis and, as far as possible, with the agreement of the individuals involved, except in cases of criminal activity.

Project Information

Project Name*

Access to clean water using solar power for drought-prone pastoralist communities in Afar, Ethiopia

Project Manager Name*

01 Jul 2019

Anticipated Project Start Date*

31 Dec 2020

Anticipated Completion Date for the activities for which funding is requested*

Which Sustainable Development Goal or Goals are being targeted by the project?*

- | | | |
|--|---|---|
| <input type="checkbox"/> SDG1 No poverty | <input type="checkbox"/> SDG2 Zero hunger | <input type="checkbox"/> SDG3 Good health and well-being |
| <input type="checkbox"/> SDG4 Quality education | <input type="checkbox"/> SDG5 Gender equality | <input checked="" type="checkbox"/> SDG6 Clean water and sanitation |
| <input checked="" type="checkbox"/> SDG7 Affordable and clean energy | <input type="checkbox"/> SDG8 Decent work and economic growth | <input type="checkbox"/> SDG9 Industry, innovation and infrastructure |
| <input type="checkbox"/> SDG10 Reduced inequalities | <input type="checkbox"/> SDG11 Sustainable cities and communities | <input type="checkbox"/> SDG12 Responsible consumption and production |
| <input type="checkbox"/> SDG13 Climate action | <input type="checkbox"/> SDG14 Life below water | <input type="checkbox"/> SDG15 Life on land |
| <input type="checkbox"/> SDG16 Peace, justice and | <input type="checkbox"/> SDG17 Partnership for the goals | |

strong
institutions

Will a partner organisation be used in the beneficiary country

Yes

Details of the partner organisation(s) used in the beneficiary country where the project is run

Ethiopian Catholic Church—Social and Development Coordination Office of Adigrat (ECC-SDCOA) is the development wing of the Diocesan Catholic Secretariat with a mandate of coordinating and directly implementing the social and development activities of the Catholic Church in the diocese. Key areas in the current organizational strategy include reducing high levels of chronic food insecurity among poor and vulnerable rural households by strengthening household livelihoods, improving health and education, women's empowerment, improving water security, and ensuring the sustainable management of natural resources.

The geographic areas of the Diocese of Adigrat cover the whole region of Tigray and one zone of Afar region. It has two branch offices- one in Adigrat and the other in Mekelle. The proposed project will be implemented by the Mekelle branch office who have extensive experience on agricultural development, natural resource management, irrigation development, potable water supply, health development, emergency relief, recovery and preparedness, DRR, and rural infrastructure.

ECC-SDCOA has experience in securing and managing funds from [REDACTED]

[REDACTED]. In 2017, the office managed a budget of [REDACTED]. The office has a well-established governance and financial system in place to support the management and reporting of funds.

CAFOD has worked with ECC-SDCOA for over fifteen years, providing technical and organisational strengthening. In Ethiopia, CAFOD uses the Minimum Requirements financial assessment tool for partners' due diligence check every three years. This tool assesses the health of the organisation's financial management covering core areas of financial management including: planning and budgeting, accounting systems, financial reporting, internal controls, grant management, staffing and supply chain management. The process involved a discussion with the partner staff and verification of selected documents.

ECC-SDCOA has adequate financial policies and systems in place which guides their financial processes and was rated low risk under the assessment. However, CAFOD continues to provide support and oversight for further improvement. These include internal audit, voucher verifications, financial spot-checks as well as regular support visits and training for example on supply chain management.

In October 2018, CAFOD conducted a two-day training on safeguarding for the leadership of ECC-SDCO along with other key partners. Following the training, an action plan was developed based on which CAFOD has been providing accompaniment support to ECC-SDCO to strengthen their existing safeguarding and child protection policies.

In line with our Counter Terrorism Policy, ECC-SDCOA has been checked against the following lists: OFAC Specially Designated Nationals, United Nations Sanctions, European Union Terrorists, Her Majesty's Treasury, Her Majesty's Treasury Investment Ban List, and European Sanctions to ensure that they are not proscribed by the United Nations, the European Union, United States or the United Kingdom.

Details of due diligence checks your organisation has carried out on the partner organisation

Project Objectives

Project Objectives/key outcomes of the project:

What the project aims to achieve*

1. To improve access to safe and adequate water for drought-prone pastoral communities in Aba'ala district in Afar region, Ethiopia
2. To improve hygiene and sanitation practices among drought-prone pastoral communities in Aba'ala district in Afar region, Ethiopia

Overview of project activities:

What the planned activities will be to ensure the objectives are met. More detail on the project activities should be provided in the Project Delivery Plan*

Prior to implementation of the project activities, consultation meetings will be held with key stakeholders including community members, leaders, and government officials. The project objectives will be discussed and key decisions regarding ownership, maintenance, and construction will be agreed upon. Beneficiary targeting will be done in accordance with local norms and regulations. ECC-SDCOA will provide a list of targeting criteria to the local administration which will include people most impacted by water shortages including women headed households, young girls, the elderly, sick, people living with HIV/AIDS and disabilities. Accordingly, the administration will provide a list of individuals who fit the criteria and the partner will conduct house verification visits. The final list will be published in a public place and a validation meeting will be conducted with all community members present. Complaints and feedback will be received and addressed jointly by the partner staff as well as the government staff. Throughout the life of the project, quarterly meetings will be held with all stakeholders and feedback and complaints will be captured and documented. The project will accordingly adapt its design and implementation modalities based on the feedback received.

1. To improve access to safe and adequate water for drought-prone pastoral communities in Aba'ala district in Afar region, Ethiopia

ECC-SDCOA has already conducted geological assessments in the area to determine the feasibility of installing two solar pumping systems in Gube and Graed villages. The water pump will be installed in a borehole and will be powered by 68 solar panels which can produce a maximum of 13,260 watts of electricity per day, depending on the solar radiation. In addition to the installation of the pumps and solar panels, the project will also construct a 25 M3 reservoir and extend an existing water pipeline by 2 kilometers. This will be done to ensure that water is closer to where the community members reside and so that they don't need to walk very long distances to access the water. As women and girls are traditionally responsible to fetch water, this will reduce the risk faced by walking long distances alone as well as reduce their responsibilities, freeing up their time to focus on other activities such as education and perhaps even leisure.

In addition, training will be provided to 10 district government experts for five days on solar pumping operation and maintenance. 8 operators and WASHCOs (Water Committee members) will in turn be trained by the experts on solar pumping operation and maintenance. This will ensure local ownership as well as sustainability of the project activities. The WASHCOs already exist; they are formed in each village under the government's One WASH programme. The project will ensure that the committees and their members are strengthened and capacitated through trainings and

facilitating linkages with government offices.

2. To improve hygiene and sanitation practices among drought-prone pastoral communities in Aba'ala district in Afar region, Ethiopia

The project will focus on hygiene promotion activities including awareness raising campaigns, trainings on Community Led Total Sanitation and Hygiene (CLTS) approach for health extension workers (HEW), Health Development Armies (HAD), Community Health Promoters, and dissemination of hygiene messages using IEC materials. During the course of implementation, staff from the government health offices will be engaged with and actively involved to bring more impact in a coordinated and integrated manner. Hygiene promotion will concentrate on disseminating key messages that promote changes towards positive practices and that prevent major outbreaks of water, excreta and vector related diseases, elimination of open defecation practices, promote proper hand washing at critical times, safe water storage and handling practices, and water treatment.

Please provide details of how project activities will be monitored

ECC-SDCOA is responsible for the direct implementation and the day-to-day monitoring of the project activities. CAFOD's Humanitarian Programme Officer together with government representatives and ECC-SDCOA's Development Coordinator, Project Coordinator and M&E Expert will undertake project monitoring on a quarterly basis to assess progress and ensure that the project's goals and activities are being met. CAFOD's Programme Accountant will also conduct quarterly financial monitoring visits to review, track, and verify project expenditure. Quarterly joint review meetings will be held between the staff implementing the project and relevant stakeholders involved to receive feedback and share lessons learned during implementation. The project will set up an M&E system based on the project implementation schedule and results framework. Progress towards outcomes will be monitored systematically throughout the life of the project according to indicators and targets set. Data will be segregated based on sex, age, and diversity. Community based review, feedback and lesson learned meetings will be conducted regularly to allow community members to evaluate the impact of interventions on their lives. A selection of qualitative methods and photographs will be used to capture and document these changes. Narrative and financial progress reports will be provided in a timely manner based on the agreed schedule with the donor.

Please indicate the approximate number of beneficiaries relating to the requested donation only.*

7,387 individuals (3,766 women) will directly benefit from the project and 16,251 (8,288 women) will benefit indirectly.

Description of beneficiaries (please differentiate direct and indirect)*

The project will directly target 7,387 (3,766 women) from Gube and Geraed villages in Aba'ala district in Afar region, Ethiopia. This includes women, men and children, women headed households, people with disabilities, people living with HIV/AIDS, the elderly, WASHCO members, and local leaders in the target zones of the project. The beneficiary communities were selected due to their high levels of vulnerability to droughts and inadequate access to water, sanitation and hygiene services and facilities. Additionally, the project will indirectly reach out to 16,251 women, men and children through hygiene promotion activities including awareness raising campaigns and trainings on Community Led Total Sanitation and Hygiene (CLTS).

It is essential that the project is sustainable after funding has been utilised.

Please describe the planned continuity of the project in the beneficiary country once funding ceases, including details of any continued operation and maintenance of

The project will use the Linking Relief Recovery and Development (LRRD) approach and build community assets while addressing emergency needs at the same

project facilities.*

time. This approach ensures sustainability by focusing on longer term resilience of households and communities while addressing immediate humanitarian needs.

The project will work with existing governmental structures at the regional and district levels i.e. the Bureau of Health, Mines, Water and Energy, Women and Youth Affairs, Disaster Prevention and Preparedness Office, as well as with local and international NGOs working in the area. Government water and health experts will be trained to ensure ownership, uptake, and sustainability of all project activities.

Working through community institutions such as WASHCOs is another key sustainability strategy. Existing community leadership structures will be involved in the project cycle from the initial period of design to the operation and management of the water points. They will be trained on operation and maintenance of the constructed structures and will also be linked to government line departments to seek additional technical or financial support. The community will also contribute a monthly fee which will be deposited in the WASHCO bank account and will be utilized mainly for maintenance of water schemes once the project has phased out.

CAFOD has used the above mentioned approaches across its projects in the region and has had much success in ensuring sustainability. This is evidenced by the functioning of structures to date that were constructed by projects which ended in 2016.

The Country and Region of Project

Country and Region of the Project *

A description of the current situation in the region being targeted is required. This should detail why the location is requiring international development work and the importance of the work for the region.

Ethiopia, Afar regional state, Zone 2, Aba'ala district According to the Aba'ala District Water Resource Office, the water coverage of the district is just 28%. Most of the water sources of targeted communities is surface water, which is unprotected and available only during the rainy season. The average water utilization is 10 litres per household per day i.e. 2 litres per person per day, which is far below national as well as international standards. The distance taken to travel to fetch water ranges from one hour to eight hours, depending on the location of the household. Within the households, children and women are most affected by the shortage of water due to the social responsibility of women to fetch water, prepare food and take care of children and elderly. The region in general and the district in particular are frequently affected by Cholera (locally known as Acute Watery Diarrhea). In May 2018, there was a cholera outbreak which affected people from three districts in the region including Aba'ala.

CAFOD and ECC-SDCOA have significant experience of working with drought-affected communities in Afar, particularly during and after the El Nino drought of 2016. The proposed project will build on learning and experience from past projects, scaling up existing work and bringing water to people and communities that have not been able to fully benefit from the work so far. Additionally, CAFOD's longstanding presence in the country and region and its approach of working through local partners, ensures that the project understands and will be in compliance with local legislation and regulations in respect to the project activities.

Please explain what risks are associated with working in this country and how these have been addressed*

1. Drought: Another drought cycle caused as a result of failed rains will adversely affect the coping capacity and livelihood of targeted communities as well as reduce water levels in the area which will in turn reduce the yield of the water schemes. To mitigate against this risk, CAFOD and ECC-SDCOA will closely monitor the

situational updates and weather reports and if required will provide support to the affected communities in the form of a crisis modifier.

2. Unavailability of items in the market and/or delay in procurement and delivery: Due to the specific and technical nature of the project, certain key items or materials might not be available in the market which might delay/disrupt the project timeline. To mitigate against this risk, the project will develop a procurement plan in the first quarter and ensure that it is being followed and implemented throughout the life of the project.

3. Unavailability of key experts, contractors, and personnel: As the project will be employing the services of government staff and experts, their availability and active participation is critical to the success of the project, without which there will be delays to the implementation schedule and might even impact the project quality. ECC-SDCOA will develop a project action plan together with key government personnel to ensure that they are factoring in the requirements of the project in their individual work plans. The procurement plan will factor in the time required to hire contractors.

4. Inflation: A further devaluation to the Ethiopian Birr might cause market inflation, increasing the prices of key items to be procured by the project. The project staff will closely monitor the budget and make adjustments where possible with the approval of the donor to ensure that inflation does not significantly affect the project outcomes.

5. Non-compliance with Isle of Man, UK or Ethiopia legislation: Non-compliance with Counter Terrorism, Fraud, Anti-Bribery, or Anti-Money Laundering legislation or regulations could result in project delays during investigation and repayment of grant funding to the Isle of Man. Partners are required to sign a Project Funding Agreement which (amongst other compliance requirement) ensures that Partners are aware of and expected to comply with the key elements of CAFOD's suite of integrity policies including Counter Terrorism, Anti-Bribery, Fraud and Loss, and Anti-Money Laundering. Compliance with these policies will be ensured through ongoing project monitoring.

The CSO legislation in Ethiopia mandates that not less than 70% of project funds should go directly to the target beneficiaries, with 30% being spent on admin, overheads, staffing, and M&E. There is a risk that CAFOD and ECC-SDCO might not comply with the legislation. Both CAFOD and ECC-SDCOA closely monitor budgets and grant transfers to ensure that they are in compliance with the legal regulations of the country. Their books of accounts are audited each financial year and are submitted to the government for verification and approval.

Is the country ranked as 'Low Development' by the United Nations? *

Total Project Budget

Total Project Budget* £110000.00

Requested Donation (£10,000 minimum request, £100,000

Maximum request) (maximum of 90% of total project budget)*

Please set out how you aim to raise the remainder of the project budget (minimum 10%) providing details of any donors, partners or fund raising activities that will be involved or have already taken place.*

Project co-financing will be allocated from CAFOD's core general funds, which are raised through supporters across England, Wales and the Isle of Man through monthly donations, legacies and major gifts. Each

Please describe the method used to transfer the funds from the charity's bank account to the beneficiary country or any partner organisation(s), when transfers will take place and how these will be safeguarded from loss.*

country programme is allocated an annual budget from these funds, determined by the needs and available resources as detailed in the Country Strategy Papers. CAFOD is committed to sound financial management of all funds, including grants provided by donors such as the Isle of Man. As such, it has developed a robust process, followed by both CAFOD and all its partners, to ensure transparency and accountability in transfer and usage of funds.

Transfer of Funds:

An Institutional Contract Database (ICD) contains information on funds received, spent and expected from a given donor. The database holds information pertaining to the compliance and reporting requirements of the specific funder, and the payment schedule. To ensure separation of roles, programme staff (CAFOD country-specific Funding Officer) inputs all information onto the ICD including payment schedules. When income appears in CAFOD's account, a dedicated finance team member inputs the dates and amount received into the ICD (only the finance team is permitted to enter this information).

CAFOD's disbursement of funds is approved and documented through the SUN Accounting System, used by CAFOD finance staff. SUN captures all CAFOD's income and how funds are disbursed. Programme staff use CAFOD's programme cycle and grant management tool WebPromise to manage the disbursement of funds to partners. There is a clear set of delegated levels of authority and separation of roles for grant approvals and other areas of expenditure.

All CAFOD programmes are delivered according to agreed budgets. CAFOD Financial Guidelines require that grants to partners are made on the basis of a sufficiently detailed budget and timely financial reports. At the inception of the project, CAFOD draws an accounting framework detailing the income and expected expenditure.

Specifically, for this project funds will be held in London and transferred to partners on a bi-annual basis on receipt of a financial report and a forecast for the coming period. CAFOD expenses in Ethiopia are met by monthly transfer against forecast needs, and CAFOD monitors the balance of funds held in-country to mitigate risk of loss.

Financial Guidelines, Controls and Compliance Checks:

CAFOD's Integrity Policies are the cornerstone of CAFOD's compliance controls, to reduce the risk of loss and harm to our programme activity, as a result of all forms of fraud, corruption or aid diversion. These include CAFOD's, Counter Terrorism Policy, Anti Bribery Policy, Fraud and Loss Policy, and Anti Money Laundering Policy (all attached). These policies are reviewed annually by the Finance, Legal, Audit and Risk Committee and approved by the Trustees.

All CAFOD partners receiving more than £30,000 per annum must undergo an external audit, which always includes the area of 'using funds as stated'. CAFOD takes appropriate action where non-compliance is identified. CAFOD has a Fraud and Loss Policy, Whistle Blowing Policy and a Complaints Handling Mechanism in place. Cases of fraud and loss are reported to CAFOD's Corporate Leadership Team (CLT), International Leadership Team (ILT), and the Board, as well as the Charity Commission where required. Disciplinary or similar action is taken against both staff and partners where

fraud has been established. CAFOD's Staff Code of Behaviour includes a section on conflict of interests and bribery. These issues are also included in the Supply Chain Manual for staff involved in procurement.

CAFOD's financial arrangements are responsive to the level of financial risk in the programme location. To this effect, CAFOD partners undergo Minimum Requirements Assessments every three years to ensure they have organisational capacity to meet the minimum standards in financial management, such as handling funds in a transparent and honest manner, and giving due consideration to risks to CAFOD and donors related to a partners' systems and governance.

CAFOD puts in place standard Project Funding Agreements (PFA) with all its partners. These formal funding agreements with partners set out programme delivery, budget, reporting and compliance requirements including those on safeguarding. Any donor requirements are explicitly stated and incorporated into the grant agreements as special conditions. For example, in the case of the current project, strict adherence to the Isle of Man's policy on administrative costs not exceeding 10% will be included as a special condition.

Each partner provides CAFOD with monthly transaction listings and financial reporting. The standard reports from partners must be signed off by senior staff and must include transaction listings, budget vs actual with variance explanation, and showing balances held. During the frequent visits CAFOD conducts random spot checks of documentation based on the transaction listings. Expenditure that is not satisfactorily accounted for is considered ineligible and any suspicions of fraud triggers CAFOD's Fraud and Loss investigative procedures, which could include responses such as an external audit.

CAFOD's Supply Chain Manual (SCM) has been operational since 2009, and provides regulations for procurement, logistics, and asset management for all programmes funded by Institutional and/or CAFOD funds. All CAFOD programme staff and partner organisations have been trained in the SCM.

CAFOD will conduct tender procurements for goods and services costing over US\$10,000.

Supporting Documents

Project Budget

Your Project Budget*

CAFOD Solar WASH in Ethiopia_Budget - Final.pdf

Project Delivery Plan

Your Project Delivery Plan*

CAFOD Solar WASH in Ethiopia_Project Delivery Plan - FINAL -.docx

Project Risk Assessment

Your Project Risk Assessment*

CAFOD Solar WASH in Ethiopia_Risk Assessment - Final.docx

Project Communications Plan

Your Project Communications Plan*

CAFOD Solar WASH in Ethiopia_Communications Plan FINAL.docx

Project Safeguarding Plan

Your Project Safeguarding Plan*

CAFOD Solar WASH in Ethiopia_Safeguarding Plan - Final.docx

Additional Information

Additional Information

Confirmation from the FSA that CAFOD does not need to be registered as an SNPO (email chain).pdf

Data Protection

Your data will be processed in accordance with the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018.

The [International Development Privacy Notice](#) can be viewed here.

For data queries, please contact the CO Data Protection Officer: DPO-CabOff@gov.im Tel: 01624 686779

Declaration

I declare that the information provided in this application is, to the best of my knowledge and belief, the most accurate and up-to-date information available.

I agree with the above statement*

☒

I confirm that this organisation has a legal authority to operate in the country concerned and understand that proof of this may be requested. *

☒

I declare that the administration costs will be contained within reasonable limits at no more than 10% of the total funding and as much of the requested funding as possible will go directly to meeting the project objectives. *

☒

I confirm that the charity or charities applying are registered as Specified Non-Profit Organisations with the Isle of Man Financial Services Authority.

☐

I understand that the project is required to produce a 12 month report before release of Year 2 funding and that a final report MUST be submitted no later than 24 months after the agreed project start date and that this will be published in full on the Isle of Man Government website*

☒

I understand that the Isle of Man Government may request financial information or an interim report at any stage of the project. *

☒

Project Title: Access to clean water using solar power for drought-prone pastoralist communities in Aba ala district, Afar Regional State, Ethiopia

Project Reference Number:

Project Duration: 1st July 2019- 31st December 2020

Applicant Organization: CAFOD

Rate GBP 36,6842

	Description	Unit Cost	Quantity /month	Total Cost In ETB	Total Cost In GBP	CAFOD co-funding	Request to Isle of Man	Budget Notes
A	Technical Staff							
A.1	Senior Water Supply Engineer (50%)							The Senior Water Supply Engineer is responsible for the oversight of all construction activities. He will contribute 50% of his time to the project and his role will only be for the first 12 months.
A.2	Hygiene and Sanitation Promoter(100%)							The Hygiene and Sanitation Promoter is responsible for WASH promotion activities. He/she will contribute 50% of their time to the project and will be hired from January to December 2020.
	Subtotal			157,063.08	4,281.49	428.15	3,853.34	
B	Support Staff							
B.1	Accountant (40%)							The Accountant will be responsible for the proper utilization of the project funds including procurement, and will allocate 40% of their time to the project.
B.2	M&E Expert (25%)							The M&E Expert will be responsible for monitoring, evaluation, reporting and will allocate 25% of their time to the project.
B.3	CAFOD Humanitarian Programme Officer (20%)							The CAFOD PO is the focal person for the management of the project and will provide technical support to the partner. He will contribute 20% of his time to the project.
	Subtotal			284,516.06	7,755.82	775.58	6,980.24	
C	Project Activities							
C.1	Solar pumping system installation in Geraed village	1,213,468.7	1.00	1,213,468.71	33,078.78	3,307.88	29,770.90	The installation will include 1 Lorentz well probe level sensor – set , 1 Lorentz Surge protector , 1 Lorentz PV Protect 1000-125, 100 10mm2 x 3 core Submersible cable (round) , 1 Splicing Kit/ Cable Joint 10mm2 , 136 6mm Flat Cable to Connect panels , 200 1x1.5mm2 single Core wire for probe sensors , 20 16mm2 x 1 core cable for earth rod , 1 Earth rod c/w clamp , 1 Pipe clamp for 21/2" riser pipe, 1 Riser pipe 21/2", 1 Solar panel mounting structure.
C.2	Solar pumping system installation in Gube village	1,213,468.7	1	1,213,468.71	33,078.78	3,307.88	29,770.90	Same as above
C.3	Solar Pumping System training to district experts and staff	2,462.00	2.00	4,924.00	134.23	13.42	120.80	8 district experts will attend the training for 2 days at a daily per diem rate of ETB 307
C.4	Solar Pumping System training to WASHCO members and operators	1,842.00	2.00	3,684.00	100.42	10.04	90.38	6 WASHCO members will attend the training for 2 days at a daily per diem rate of ETB 307
C.5	Equipment support to WASHCO members and operators	3,000.00	2.00	6,000.00	163.56	16.36	147.20	This includes the provision of basic construction items including multimeter, pliers, screw drivers and soldering machines.
C.6	Construction of 25 M3 reservoir	150,000.00	1.00	150,000.00	4,088.95	408.90	3,680.06	The construction of the reservoir will be conducted by a qualified contractor who will be selected based on a transparent bidding process. The construction includes earth work for 2m height & 1.7m radius reservoir, masonry and concrete work, and plastering. ECC-SDCO will use its engineer for construction; the daily labor is included within each cost.
C.7	Pipeline extension	853,527.03	1.00	853,527.03	23,266.88	2,326.69	20,940.19	Quality pipes will be purchased upon inspection by technical experts from ECC-SDCO and local government experts. The pipeline is for 2km (2*426,763.51=853,527.03)
C.8	Distribution point	33,150.73	1.00	33,150.73	903.68	90.37	813.31	The distribution point will be constructed by a qualified contractor who will be selected based on transparent bidding process. The distribution point will have 4 taps from which water can be collected.
C.9	Visibility	1,901.46	3.00	5,704.39	155.50	15.55	139.95	This includes the cost of banners, billboards, signage, etc.
	Sub-total activity cost			3,483,927.57	94,970.79	9,497.08	85,473.71	

D	Monitoring and Evaluation							
D.1	Travel costs, accommodation, and meals for project monitoring (ECC-SDCOA)	325	36	11,700.00	318.94	31.89	287.04	Every quarter (6X) 3 people from ECC-SDCOA will travel for 2 days to conduct monitoring. 3*6 times with a daily per diem of ETB 325.
D.2	Travel costs, accommodation, and meals for project monitoring (CAFOD)	7700	2	15,400.00	419.80	41.98	377.82	The PO from CAFOD will conduct monitoring 2 times, this cost includes plane tickets, per diem, and accommodation for a total of 8 days.
	Sub-total M&E			27,100.00	738.74	73.87	664.86	
E	Project Support Costs							
E.1	Contribution to office administrative costs (ECC-SDCOA)	1,889.09	18.00	34,003.56	926.93	92.69	834.23	Contribution to sub-office administrative costs including rent, electricity, telephone, internet, stationery, fuel, vehicle spare parts & maintenance, audit, safeguarding, and complaints handling.
E.2	Contribution to office administrative costs (CAFOD)	1,593.19	18.00	28,677.40	781.74	78.17	703.56	Contribution to CAFOD Ethiopia office administrative costs including rent, electricity, telephone, internet, stationery, fuel, vehicle spare parts & maintenance, audit, safeguarding, and complaints handling.
E.3	Communications tour (CAFOD)	19,974.55	1.00	19,974.55	544.50	54.45	490.05	5 day tour of the Isle of Man by Community Volunteer Coordinator, visiting churches and schools to talk about the project and our work.
	Sub-total Project Support Costs			82,655.51	2,253.16	225.32	2,027.85	
	Grand Project Cost			4,035,262.22	110,000.00	11,000.00	99,000.00	

Percentage of project costs and administrative costs		
Project costs: (Technical staff and Project Activities)	3,640,991	90.23%
Administrative Costs (Support staff, Monitoring and Evaluation, and Project Support Costs)	394,272	9.77%

CAFOD	ADCS	Total
-	99,252	99,252
5,374	5,374	10,748
5,374	104,626	110,000

Budget narrative

CAFOD is committed to sound financial management of all funds, including grants provided by donors such as the Isle of Man. As such, it has developed a robust process, followed by both CAFOD and all its partners, to ensure transparency and accountability in transfer and usage of funds.

Transfer of Funds:

An Institutional Contract Database (ICD) contains information on funds received, spent and expected from a given donor. The database holds information pertaining to the compliance and reporting requirements of the specific funder, and the payment schedule. To ensure separation of roles, programme staff (CAFOD country-specific Funding Officer) inputs all information onto the ICD including payment schedules. When income appears in CAFOD's account, a dedicated finance team member inputs the dates and amount received into the ICD (only the finance team is permitted to enter this information).

CAFOD's disbursement of funds is approved and documented through the SUN Accounting System, used by CAFOD finance staff. SUN captures all CAFOD's income and how funds are disbursed. Programme staff use CAFOD's programme cycle and grant management tool WebPromise to manage the disbursement of funds to partners. There is a clear set of delegated levels of authority and separation of roles for grant approvals and other areas of expenditure.

All CAFOD programmes are delivered according to agreed budgets. CAFOD Financial Guidelines require that grants to partners are made on the basis of a sufficiently detailed budget and timely financial reports. At the inception of the project, CAFOD draws an accounting framework detailing the income and expected expenditure.

Specifically, for this project funds will be held in London and transferred to partners on a bi-annual basis on receipt of a financial report and a forecast for the coming period. CAFOD expenses in Ethiopia are met by monthly transfer against forecast needs, and CAFOD monitors the balance of funds held in-country to mitigate risk of loss.

Financial Guidelines, Controls and Compliance Checks:

CAFOD's Integrity Policies are the cornerstone of CAFOD's compliance controls, to reduce the risk of loss and harm to our programme activity, as a result of all forms of fraud, corruption or aid diversion. These include CAFOD's, Counter Terrorism Policy, Anti Bribery Policy, Fraud and Loss Policy, and Anti Money Laundering Policy. These policies are reviewed annually by the Finance, Legal, Audit and Risk Committee and approved by the Trustees.

All CAFOD partners receiving more than £30,000 per annum must undergo an external audit, which always includes the area of using funds as stated. CAFOD takes appropriate action where non-compliance is identified. CAFOD has a Fraud and Loss Policy, Whistle Blowing Policy and a Complaints Handling Mechanism in place. Cases of fraud and loss are reported to CAFOD's Corporate Leadership Team (CLT), International Leadership Team (ILT), and the Board, as well as the Charity Commission where required. Disciplinary or similar action is taken against both staff and partners where fraud has been established. CAFOD's Code of Behaviour includes a section on conflict of interests and bribery. These issues are also included in the Supply Chain Manual for staff involved in procurement.

CAFOD's financial arrangements are responsive to the level of financial risk in the programme location. To this effect, CAFOD partners undergo Minimum Requirements Assessments every three years to ensure they have organisational capacity to meet the minimum standards in financial management, such as handling funds in a transparent and honest manner, and giving due consideration to risks to CAFOD and donors related to a partners' systems and governance.

CAFOD puts in place standard Project Funding Agreements (PFA) with all its partners. These formal funding agreements with partners set out programme delivery, budget, reporting and compliance requirements including those on safeguarding. Any donor requirements are explicitly stated and incorporated into the grant agreements as special conditions. For example, in the case of the current project, strict adherence to the Isle of Man's policy on administrative costs not exceeding 10% will be included as a special condition.

Each partner provides CAFOD with monthly transaction listings and financial reporting. The standard reports from partners must be signed off by senior staff and must include transaction listings, budget vs actual with variance explanation, and showing balances held. During the frequent visits CAFOD conducts random spot checks of documentation based on the transaction listings. Expenditure that is not satisfactorily accounted for is considered ineligible and any suspicions of fraud triggers CAFOD's Fraud and Loss investigative procedures, which could include responses such as an external audit.

CAFOD's Supply Chain Manual (SCM) has been operational since 2009, and provides regulations for procurement, logistics, and asset management for all programmes funded by Institutional and/or CAFOD funds. All CAFOD programme staff and partner organisations have been trained in the SCM.

CAFOD will conduct tender procurements for goods and services costing over US\$10,000.

INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

Project Delivery Plan Template

Project title	Creating access to clean water for drought prone communities in Afar, Ethiopia
Project Reference No	
Applicant organisation(s)	CAFOD

Project Objective	Description of activities to achieve objective	Timeframe for activities	Monitoring mechanisms	Person/Area Responsible(s)
To improve access to safe and adequate water for drought-prone pastoral communities in Aba'ala district in Afar region, Ethiopia	Project inception meeting and launching	July 2019	Project monitoring visits	CAFOD Humanitarian Programme Officer ECC-SDCOA M&E Officer
	Development of a project action plan, work plan, and procurement plan	July-September 2019	Monthly district stakeholder meetings	
	Beneficiary identification, multi-stakeholder meetings and community meetings to define roles and ensure participation	July-August 2019	Quarterly project review meetings	
	Community sensitization and mobilization, site identification	July-August 2019	Technical assessment and monitoring visits	
	Construction of a water distribution point	September- December 2019	Narrative and financial progress reports	
	Construction of a concrete water reservoir	October 2019- January 2020	Pre/post training tests	
	Installation of a 2 km pipeline extension	November 2019- February 2020		

	Installation of two solar pumping systems in Gube and Geraed villages	March- June 2020		
	Conducting solar pumping and water management training for WASHCOs, government experts and stakeholders	Training in January to February 2020 and on job orientation and capacity building each month		
	System monitoring and recording regular water monitoring data	July- December 2020		
To improve hygiene and sanitation practices among drought-prone pastoral communities in Aba'ala district in Afar region, Ethiopia	Trainings on CLTHS for Health Extension Workers (HEW), Health Development Armies (HAD), and Community Health Promoters	January- February 2020	Project monitoring visits Monthly district stakeholder meetings Quarterly project review meetings Narrative and financial progress reports Pre/post training tests Interviews with beneficiaries IEC materials content and distribution tracking Experts review of the content and frequency of sessions	CAFOD Humanitarian Programme Officer ECC-SDCOA M&E Officer
	Conducting regular hygiene promotion sessions at community meetings once a month	January- December 2020		
	Dissemination of hygiene messages using IEC materials	January- December 2020		

To raise awareness of the Isle of Man and CAFOD's work in international development.	Communications tour	September 2020	Tour report Feedback from pupils, teachers, priests and parishioners	CAFOD Community Participation Coordinator
--	---------------------	----------------	---	---


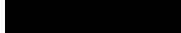
INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

Risk Assessment Template

Project title	Creating access to clean water using solar power for drought prone communities in Afar, Ethiopia
Project Reference No	
Applicant organisation(s)	CAFOD

Identified Risks	Potential impact on project	Severity	Probability	Steps Taken	Risk Owner
<u>Operational Risks</u>					
Unavailability of items in the market and/or delay in procurement and delivery	Due to the specific and technical nature of the project, certain key items or materials might not be available in the market which might delay/disrupt the project timeline.	High	Medium	To mitigate against this risk, the project will develop a procurement plan in the first quarter and ensure that it is being followed and implemented throughout the life of the project.	██████, ECC-SDCOA Signing off on procurement plans and monitoring the implementation of the procurement plan
Unavailability of key experts, contractors and personnel	As the project will be employing the services of government staff and experts, their availability and active participation is critical to the success of the project without which there will be delays to the implementation schedule	Medium	Medium	ECC-SDCOA will develop a project action plan together with key government personnel to ensure that they are factoring in the requirements of the project in their individual	██████, ECC-SDCOA Signing off on the project action plan, maintaining

	and might even impact the project quality.			work plans. The procurement plan will factor in the time required to hire contractors.	key government relationships, signing off on the procurement plan and bid committee minutes
<u>Financial Risks</u>					
Inflation	A further devaluation to the Ethiopian Birr might cause market inflation, increasing the prices of key items to be procured by the project.	Medium	Low	The project staff will closely monitor the budget and make adjustments where possible with the approval of the donor to ensure that inflation does not significantly affect the project outcomes.	██████████, ECC-SDCOA Reviewing and signing off on any significant budget movements
<u>External Risks</u>					
Drought	Another drought cycle will adversely affect the coping capacity and livelihood of target communities as well as reduce water levels in the area which will in turn reduce the yield of the water schemes.	High	Medium	To mitigate against this risk, CAFOD and ECC-SDCOA will closely monitor the situational updates and weather reports and if required will provide support to the affected communities through the allocation of additional humanitarian funding	██████████, CAFOD Based on situational updates, approving additional humanitarian funding to ECC-SDCO
<u>Legal and compliance</u>					

Non-compliance with Isle of Man or UK legislation/regulations	Non-compliance with Counter Terrorism, Fraud, Anti-Bribery, or Anti-Money Laundering legislation or regulations could result in project delays during investigation and repayment of grant funding to the Isle of Man.	Medium	Medium	Partners are required to sign a Project Funding Agreement which (amongst other compliance requirement) ensures that Partners are aware of and expected to comply with the key elements of CAFOD's suite of integrity policies including Counter Terrorism, Anti-Bribery, Fraud and Loss, and Anti-Money Laundering. Compliance with these policies will be ensured through ongoing project monitoring.	 , CAFOD Integrity policies are disseminated throughout CAFOD annually, and compliance is monitored by the Head of Finance, Information and Infrastructure.
Non-compliance with CSO legislation	The CSO legislation in Ethiopia mandates that not less than 70% of project funds should go directly to the target beneficiaries, with 30% being spent on admin, overheads, staffing, and M&E. There is a risk that CAFOD and ECC-SDCO might not comply with the legislation	High	Low	Both CAFOD and ECC-SDCOA closely monitor budgets and grant transfers to ensure that they are in compliance with the legal regulations of the country. Their books of accounts are audited each financial year and are submitted to the government for verification and approval	 , CAFOD Regular monitoring of grant transfers and audit reports to ensure compliance with legislation

INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

Communications Plan Template

Project title	Creating access to clean water using solar power for drought-prone communities in Afar, Ethiopia
Project Reference No	
Applicant organisation(s)	CAFOD

Communications Activity	Reach	Objective	Timeframe
Communications activities in the project region			
Field level lessons on WASH and solar pumping will be documented and shared among stakeholders in the sector including the national WASH cluster.	Local/international partners, UN Agencies, government offices	Sharing lessons learnt and to scale up/replicate project activities to other similar target areas	At the mid-point and at end of the project
Billboards at the solar pump sites, reservoir, and water distribution point with key project information including the logos of Isle of Man, CAFOD, and ECC-SDCOA	Local/international partners, visitors to the region, communities and beneficiaries	Visibility for the three agencies as well as ensuring accountability and transparency with the community	Once construction is completed
Communications activities in the Isle of Man			
Announcement in Diocesan e-newsletter for CAFOD Manx volunteers, to be shared with their local Mass (3x features: at project initiation to thank the Manx population; at mid-term point as an update; at project completion to show impact of project).	<p>Six Catholic Churches on the Isle of Man:</p> <ul style="list-style-type: none"> - St Mary's of the Isle, Douglas; - St Joseph's, Willaston/Douglas - St Anthony's, Onchan; - Our Lady Star of the Sea and St 	<p>The communication will seek to raise awareness that the Isle of Man is supporting invaluable work in Ethiopia, and to thank the Manx people for their support.</p> <p>The e-newsletter will publish three announcements at various points throughout the project cycle, with specific communication messages:</p>	The announcement will be made via three newsletters (month 1, month 9 and month 18).

	<p>Maughold, Ramsey;</p> <ul style="list-style-type: none"> - St Patrick, Peel; - St Columba, Port Erin. <p>Total reach: approx. 2,000 people.</p>	<p>1. At project initiation: to inform the congregations of the generosity of the Manx government, thank them for their support, and introduce the project and the need.</p> <p>2. At mid-term: to give an update on the project activities and the work still to be done. The communication message will be centered around reflecting on the project's impact in the community, and the importance of this work.</p> <p>3. At end of project: to thank the People of Mann for their support, to provide an update on the project and its impact, and to send photos of the change that they have contributed to.</p> <p>In addition, the e-newsletter will feature a 'call for volunteers' to capitalise on interest in CAFOD's work to raise more awareness in the community on the Island.</p>	
--	--	--	--

<p>CAFOD Community Participation Coordinator will undertake a tour of the Island, speaking at Mass and engaging in community events (for example talking at the local Catholic Primary School; speaking at an evening event).</p>	<p>Three Catholic Churches in Douglas:</p> <ul style="list-style-type: none"> - St Mary's of the Isle, Douglas; - St Joseph's, Willaston/Douglas; - St Anthony's, Onchan. <p>Three Catholic Churches in Castletown:</p> <ul style="list-style-type: none"> - Our Lady Star of the Sea and St Maughold, Ramsey - St Patrick, Peel - St Columba, Port Erin. <p>Local Catholic Primary School (St Mary's Catholic Primary School, Douglas)</p> <p>Total reach: approx. 2,000 people.</p>	<p>The purpose of the tour would be to raise awareness throughout the Island of CAFOD's work, specifically through showcasing the project funded by the Isle of Man (and previous projects also funded by the Isle of Man)..</p> <p>This tour is a good opportunity to talk to a large discrete community on the island (the Catholic community) as well as to encourage the work of Churches Alive in Mann. Combined with regular updates in the e-newsletter, over the lifetime of the project, we would like to see an increased engagement with all parishes on the island and to leave as a legacy a team of volunteers to support our Secretary for the ongoing engagement with such overseas work whom CAFOD would support.</p> <p>The communication message would center on encouraging people on the Island to become volunteers – to engage with the Manx population, for example interacting with local schools (including talks and educational materials); speaking at Mass; and arranging local fundraising and communications activities. The purpose of these activities would be to encourage a sense of global partnership with other communities – particularly those in poverty – and to raise awareness of the impact such projects can make.</p>	<p>Over a three- to five-day period. This can be at any point during the grant, however it might be beneficial to schedule after the mid-term report.</p> <p>September 2020</p>
---	---	--	---

		A similar activity conducted during the Isle of Man funded <i>Chimanimani WASH</i> project proved highly successful, and expanded CAFOD's volunteer base on the Isle of Man.	
CAFOD's Community Participation Coordinator will seek opportunities to publicise the project through local media while on the isle of Man. This is likely to include conducting an interview on Manx FM.	People on the Isle of Man	The objective of this activity would be to showcase the project and underline the importance of the Isle of Man's international development funding amongst the non-Catholic community on the Isle of Man. CAFOD's Community Participation Coordinator held a radio interview with Manx FM for the Isle of Man funded Chimanimani WASH project, in which he showcased the project and addressed wider international development and humanitarian issues.	
Other Communications Activities			
List in CAFOD's annual report and accounts	Unspecified: These are published on the Charity Commission for England and Wales as well as CAFOD's website	The purpose of explicitly publishing the grant and project in the annual report and accounts is to publicly acknowledge the support of the Isle of Man public.	May 2020 (FY19/20 and FY20/21 accounts)



**Isle of Man
Government**

INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

Safeguarding Template

Project title	Creating access to clean water using solar power for drought-prone communities in Afar, Ethiopia
Project Reference No	
Applicant organisation(s)	CAFOD

Identified Persons at Risks	Steps Taken	Risk Owner	Procedure for Reporting/Dealing with Misconduct
1. Children from the targeted communities	<p>CAFOD and ECC-SDCOA have an up- to-date Safeguarding and Child Protection Policy in place. In October 2018, all staff of CAFOD's office in Ethiopia were trained on Safeguarding and a two-day training was also conducted for the Executive Directors and Senior Managers of local partners including ECC-SDCOA. ECC-SDCO developed an action plan following the training and is receiving support from CAFOD to ensure that it is being implemented.</p> <p>Information will be shared with communities on acceptable standards of behavior from project staff and contractors through context-appropriate visibility material and community</p>	ECC-SDCOA management and project implementation team	<p>CAFOD and ECC-SDCOA's safeguarding and child protection policies have clear guidance on the reporting of allegations and misconduct. A safeguarding focal person is in place, along with reporting mechanisms such as a dedicated email address and phone line to report complaints, posters and visibility material, and a suggestion box in the office and at key locations in the community. In addition to these, the project will also set up an independent complaints handling mechanism at the village level to receive and address feedback and complaints from the community. These will be wider than safeguarding concerns but are intended to include them.</p>

<p>2. Women (staff as well as community members)</p>	<p>meetings to minimize the risk of child sexual exploitation and abuse.</p> <p>CAFOD and ECC-SDCOA have gender policies and clear guidelines and strategies for implementation of projects in a gender sensitive manner. Women will be involved at each level of the decision making process, and will be encouraged to express their concerns and feedback through the organizational systems in place. Recognizing that travelling to water points can potentially put women (and children) at risk of attack, particular attention will be paid to consulting women on the siting of the water points and mitigating actions to increase security.</p>	<p>ECC-SDCOA management and project implementation team</p>	<p>CAFOD and ECC-SDCOA's safeguarding and gender policies have clear guidance on the reporting of allegations and misconduct. A safeguarding/women's empowerment/gender focal person is in place, along with reporting mechanisms such as a dedicated email address and phone line to report complaints, posters and visibility material, and a suggestion box in the office and at key locations in the community. In addition to these, the project will also set up an independent complaints handling mechanism at the village level to receive and address feedback and complaints from the community. These will be wider than safeguarding concerns but are intended to include them.</p>
<p>3. Older people and persons with disabilities</p>	<p>Both organizations have a Gender Officer/Women's Empowerment Coordinator who is responsible for identifying gaps</p>	<p>ECC-SDCOA management and project implementation team</p>	<p>Given the potentially specialised needs for older people and persons with disabilities in making complaints, CAFOD will consult older people and</p>

	<p>or concerns, and supporting the project team to address them.</p> <p>The primary safeguarding risk for older people and persons with disabilities is exclusion from services. The project will therefore take steps to ensure that persons with disabilities are identified and included in project consultation and feedback meetings. Additionally, through community consultation initiatives, the project will sensitise communities on the rights of older people and people with disabilities to access safe and dignified WASH services. CAFOD and ECC-SDCOA have conducted referral mapping activities and will ensure that older people or persons with disabilities are referred to specialized agencies as appropriate. Monitoring will disaggregate data by sex age and diversity, enabling the project to adapt activities based on the needs of older people or persons with disabilities.</p>		<p>persons with disabilities on the most effective mechanism for providing feedback and complaints at the outset of the project and adapt the complaints handling mechanisms as appropriate. These are likely to include using large fonts and simple language for advertising the complaints handling mechanisms and ensuring that caregivers are able to make complaints on behalf of older people or persons with disabilities.</p>
--	---	--	--