

# Isle of Man Government International Development - Small Grant Funding Application Form

1. **Read the [Guidance Document](#) carefully.** This will tell you more about this funding stream, eligibility criteria and what we need from you. There is also a template of this application form available for review at Appendix 1.
2. **Prepare any documents you wish to upload (\*please keep file sizes to a minimum, max size 15MB, PDF/Word/Excel format only).** Unless otherwise stated, all boxes are limited to 300 words. You may upload supporting documents but you will specifically be asked to attach the following documents to your application (template available by following the Blue links below):
  - o [Project Delivery Plan \(Word\)](#) – breakdown of how you will deliver the project
  - o [Project Budget \(Excel\)](#) – detailed breakdown of costs (**Excel format required**)
  - o [Risk assessment \(Word\)](#) – project specific risks identified and mitigations
  - o [Safeguarding plan \(Word\)](#) – project specific safeguarding measures linked to organisational safeguarding policies
  - o [Communications plan \(Word\)](#) – how/where will you raise awareness of this project
  - o **Your Organisation** – summary of the structure, governance and administrative framework and a copy of your current governing instrument.
3. **You MUST complete this application form 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 again from the beginning.
4. **The closing date for this funding round is Friday 2 July at midnight.** Submissions received after this date will not be eligible.

Shortlisted applicants may be invited to present details of their project to a Panel convened by the Executive Director, Crown and External Relations, and answer questions if necessary. This may be done in person or via video link if necessary.

Final funding decisions will be made by the Cabinet Office in August and applicants will be notified shortly afterwards.

We are unable to answer telephone queries at this time however if you have any queries regarding this application, we are available to answer questions and it may be possible to schedule a call. To contact us please email: [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im)

## Eligibility to apply

What is your email address?\*

Please confirm email address\*

Are you applying on behalf of an Isle of Man Registered Charity? \* Yes

## Section 1 – Introduce us to your project

Name of Project:\*

Improved Cookstoves in Burundi - A Cleaner Climate Initiative (Dukingire - Igit)

Which country will the project be delivered in:\*

Burundi

Is this country ranked as low development on the UN Human Development Index? \*

Yes

Summary of project (max. 100 words):\*

The project will improve access to sustainable cooking methods by stimulating the production, purchase, and use of an additional 13,500 improved cleaner energy cook-stoves and to catalyse conditions for sustainable cook-stove market development in Burundi. We will work with communities in Ngozi province to:

1.Improve community access to the improved cookstoves and knowledge of the harm traditional wood stoves contribute to both their health and the environment.

2. Support the development of quality production standards in partnership with ABS and establish two women-led cooperatives capable of manufacturing 7,240

Anticipated start date:\*

Anticipated completion date:\*

Which of the UN's 17 Sustainable Development Goals (SDGs) are being targeted by the project?\*

high quality stoves per year for the local market.

01 Sep 2021

31 Aug 2023

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

Please summarise how the project objectives are linked to the SDGs (max. 300 words):\*

This project will primarily address the interrelated challenges of Poverty (SDG1), Health (SDG3) and Climate Change (SDG13). Black carbon (sooty particles) and methane produced using traditional cooking methods are powerful climate change pollutants and collecting firewood for household cooking causes deforestation and can put disproportionate strain on women. Evidence indicates that improved cookstoves can cut fuel consumption by approximately 50%, reduce deaths and diseases resulting from indoor air pollution, and increase household incomes due to less time and money being spent on gathering firewood or buying fuel.

Establishing women-led cooperatives for the production and sale of cookstoves will ensure increased household income and improved financial resilience for women and their families (SDG1). The project aims for efficient and sustainable management of natural resources; promoting a reduction in the use of forest resources at the household level which will help preserve local community forests for decades to come (SDG13). The production of the cookstoves will utilise locally and sustainably sourced materials including sand and clay. The project will increase access to improved cookstoves, which addresses the need for cleaner and more affordable energy solutions for household cooking (SDG7). We are proposing gender-sensitive activities (SDG5) which will be implemented to ensure gender-just climate solutions and health outcomes for communities in Burundi. All project activities will ensure that they provide benefits for women and youth in their diversities to ensure inclusion of those experiencing intersecting inequalities (SDG10).

## Section 2 – Tell us more about your Project

Project Manager Name:\*

Please give details of Project Manager's previous experience/professional credibility for the role:\*

joined Christian Aid in 2014 to manage our economic justice and livelihoods projects in Burundi. He is a highly experienced Programme Manager and holds a Bachelor's degree in Business Administration and Economics from Hope Africa University. He is studying for an MBA at Universite Sagesse d'Afrique in Entrepreneurship and Project Management. has led the previous International Development Partnership project funded by the Isle of Man Government. 's input and management of this new project will be vital. He will be providing daily support, leading on the coordination of partners on the ground, timely reporting, monitoring and evaluation, grants disbursement, and other operational activities and communication. He will have overall responsibility for monitoring the progress of the project, keeping track of the budget, liaising with in-country partners to produce project reports, and providing responses to any requests for information from the Cabinet Office team.

Is this project (select 1 option):\*

A) A stand alone project

Does your project include the use of sustainably sourced materials?\*

Yes

Does your project include the use of locally sourced materials? \*

Yes

Please indicate the approximate number of direct beneficiaries:\*

3,224

Please indicate the approximate number of indirect beneficiaries:\*

57,202

Please summarise what benefits are anticipated to direct and indirect beneficiaries separately:\*

Direct Beneficiaries: We anticipate that 3,224 women and young people from 645 vulnerable households in Nyamurenza Commune will directly benefit from the project. We will disaggregate monitoring and evaluation data based on gender, age, and disability to ensure we are working with the most vulnerable. The awareness programmes will ensure communities have improved knowledge about the dangers of using traditional stoves, the harm it does to both their health and the environment, and the benefits of using improved cookstoves. The women and young people will directly benefit from improved livelihoods and prospects for income generation through the cooperative and production of improved cookstoves. Their families will have greater access to and ownership of cookstoves which make cooking easier, safer, quicker and more comfortable. Air quality within the home will be drastically improved, and families (particularly women and girls) will benefit from improved health outcomes and a reduction in serious illness and deaths caused by smoke-related illnesses. These stoves cut fuel consumption by up to 60%. As such, they will relieve women and girls of many hours' heavy work collecting firewood and will give them more time for other activities, such as going to school. The stoves cook more quickly and retain heat, so women have more time to earn money and be with their families.

Indirect Beneficiaries: The population from the targeted hill villages of Nyamurenza will benefit from improved economic prospects and diversification of livelihoods with new cookstove production led by the cooperatives. The communities will have increased access to locally made and sustainable cookstoves. In addition, everyone will benefit from the environmental improvements; with less wood being collected for fuel, local forests are able to grow and the rates of deforestation will decrease. This increases the amount of oxygen in the air and improves soil fertility.

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

This project is taking a market-based approach to stimulating households to switch to better cooking practices and reduce the consumption of wood fuels. We focus on both the cookstove producer and the consumer



maintenance of project facilities:\*

– we need to create demand by letting people know the benefits of improved cookstoves, as well as stimulating supply and production. The target beneficiaries will manufacture the improved cookstoves locally and market the products via two women-led cooperatives. Once established, the cooperatives which are created and strengthened by the project will remain in operation, acting as a long-term business and support model. The income generated from the sale of improved cookstoves will enable continued, sustainable production and members will benefit through investments in training and equipment.

We will put structures and systems in place to ensure that co-operatives manage the workshop, and continue to expand, produce, and sell more cookstoves after the project has been completed and that an environment is developed that promotes on-going market interest. A key outcome is the development of quality standards, leading to an improvement in the local production of cookstoves in Burundi. Our approach ensures that women have access to technical support, business development services and improved market access. Within five years we aim to reach 1,750 households as cookstoves producers and consumers.

It is important that you are able to demonstrate you have sufficient technical expertise to carry out project activities effectively. Please provide details of qualified project staff being used:\*

██████████ Burundi Country Director: ██████████ will dedicate time to provide wider, overall strategic guidance of the project and ensure this project fits well within the Christian Aid Country Strategy and Burundi Programme Agreement. ██████████ is a holder of Bachelor of Science in Agricultural Engineering and Master's degree in Project Planning and Management and joined Christian Aid January 2017 as the Country Director. He has 20 years' experience in humanitarian and development work and expertise in project management, financial management, monitoring and evaluation and human resource management. He will provide leadership in this project and will ensure the proper implementation and documentation of the lessons learned. He will also be the in-country link to the team at the Cabinet Office.

██████████ Gender, Accountability and Safeguarding Project Officer: ██████████ is trained as a trainer of trainers She is an experienced accountability and safeguarding focal point. She holds a Master's degree in Gender, Institutions and Society. ██████████ has over 15 years of experience in gender programming through different approaches such as women empowerment, gender mainstreaming and men as partners. She has conducted or supervised gender studies as gender analysis, gender audit, gender assessment and gender strategies. She has also a Gender Based Violence programming background with management and/consultancies of GBV projects. With over 10 years of experience in GBV projects, she contributed to the development of the national training module and awareness tools for GBV prevention and case management.

Tell us about the Country and Region of the Project. Please summarise why this geographic region was selected for your project including why the location requires International Development work and the importance of the work for the region?\*

Burundi is a small land-locked country and is the second most densely populated country in mainland Africa. However, just 13% of this population live in urban areas – mostly in the capital Bujumbura – and around 80% of the population remains primarily dependent on the agriculture sector. Most of the population live in poverty, with an estimated 60% of Burundians living below the food consumption poverty line in 2014. The average per capita income in Burundi is US\$ 210 per annum, nearly 90% lower than the average across sub-Saharan African countries. Both education and health outcomes are poor, with the country ranking 185 out of 189 countries on the 2019 Human Development Index.

Access to clean and modern energy in Burundi remains

low; less than 10% of the population has access to electricity and almost all cooking relies on traditional fuels. In recent years, approximately 60,000 to 80,000 improved cookstoves have been distributed to households as part of major programmes funded by Energizing Development (EnDev), the European Union (EU) and World Food Program (WFP). However, total penetration of quality-verified improved cookstoves remains at less than 2% of the population.

The project will target vulnerable households with Nyamurenza commune in Ngozi province. The region's high population density combined with an inefficient use of biomass makes firewood increasingly scarce. It is estimated that only 6% of Burundi's total land area remains forested. To meet the demand for firewood, the majority of the population are forced to either buy wood for expensive prices or to illegally cut it in the few remaining forests. This dependency on solid biomass is harming the environment, as overharvesting of wood degrades the land and contributes to climate change. Burning wood for fuel also causes indoor air pollution that adversely affects populations that are already disadvantaged, particularly women and girls.

Does this project address areas of need identified by any specific research or surveys? \*

Yes

If yes, please identify the research/survey, when it was undertaken, by whom, who was consulted, and add a short summary of its findings:\*

The Burundi Market Assessment for Off-Grid Solar and Improved Cooking Technologies for Households, was commissioned by the World Bank and produced by Lighting Africa in 2020. The research team interviewed over 40 representatives from national government, private sector, financiers, and civil society organisations. The objective of this market assessment was to describe the current state of energy access among households in Burundi, and to explore the market potential for off-grid solar and improved cookstove technologies.

This report describes the substantial potential of off-grid energy technologies to improve livelihoods in Burundi and recommends routes to commercial market development. Key findings include:

- Access to clean and modern energy in Burundi remains low; less than 10% of the population has access to electricity and almost all cooking relies on traditional fuels.
- Only around half of the population can afford the upfront cost of a solar lantern, and for cookstoves households who buy fuel are likely to make significant financial savings by adopting more efficient technologies.
- With limited established last mile distribution networks, a mix of leveraging existing networks and establishing new last-mile partnerships will be needed.
- The critical barriers to commercial market development are low consumer affordability, access to hard currency and the small scale of current providers.
- There is a growing awareness of the benefits of off-grid energy and a developing entrepreneurial ecosystem to take advantage of opportunities, which can be catalysed by both of financial and non-financial support.

Can you confirm that successful completion of this project will not contravene any local laws or regulations in the target country/region?\*

Yes

Can you confirm that you have the legal authority to operate in the selected country? \*

Yes

Is there an established connection between the beneficiary country and the Isle of Man? \*

Yes

Please provide a brief summary:\*

There are interesting similarities between the two locations; Burundi and Isle of Man are both small places with a true community spirit, highly engaged in agricultural production, rooted in their traditions and

proud of national identity. The relationship between the country and Isle of Man is well known amongst Government Ministers in Burundi who are grateful for the support and knowledge exchange that has been established through a special relationship over the last five years. Expert beekeeper [REDACTED] has shared his expertise with rural communities in Burundi, helping people in one of the world's poorest countries to build their apiculture skills and improve incomes from the sale of quality honey. [REDACTED] continues to work tirelessly to promote the good health of Manx apiculture and preservation of the indigenous black northern European bee. In 2019, [REDACTED] spent over three weeks in Burundi with Christian Aid teaching 200 local beekeepers how to care for their bees, and showing another 100 women and young men how to make protective clothing and beehives. He has done enormous voluntary work and has established an enduring connection between the Island of Man and Burundi. His visit to Burundi was well supported by the Manx public who fundraised towards both the costs of the trip and the subsequent project to improve the livelihoods of Burundian beekeepers.

Is there an established connection between this project and the Isle of Man? \*

Yes

Please provide a brief summary:\*

Christian Aid has a genuine and substantial connection to the Island. We have been registered as a charity on the Island since 2013 (No. 1125) and active on the Island for the last 40 years. We have a strong community presence, with a local office and dedicated Partnerships Officer who is responsible for the implementation of communication activities in the Isle of Man. This project and our fundraising efforts will be supported by the following organisations as detailed within our communications plan: Churches Alive in Mann (CAIM), Churches Alive in Mann World Development Committee, One World Centre, Isle of Man Climate Change Coalition and Methodist Women in Britain (Isle of Man). The project will also complement the Isle of Man status as a UNESCO Biosphere. Over the next two years, the public will be kept up to date and informed of our transformative work and its outcomes through a series of events and communication opportunities. At all times this will be linked to a Manx theme to ensure relevance and interest to the public on topics such as the global impact of climate change and access to sustainable energy.

Please tick the boxes to confirm your Project Delivery Plan is detailed and includes all the following information:\*

- ☒ Project objectives linked to key outcomes
- ☒ Planned activities to ensure the objectives are met
- ☒ Details of how project activities will be monitored
- ☒ Timelines for the above objectives and activities
- ☒ If partner agencies are involved, clear definition regarding who will be responsible for ensuring objectives are met

Please upload your Project Delivery Plan:\*

2. 2021 IOMG Project Delivery Plan - Improved Cookstoves in Burundi.docx

### Section 3 – Tell us who is making this application

Full name of main contact we will be communicating with:\*

[REDACTED]

Position in organisation:\*

Senior Trust and Foundations Officer

Contact telephone number:\*

Email address:\*

[REDACTED]

Please confirm email address:\*

Name of Charity:\*

Christian Aid (Isle of Man)

IOM Registered Charity Number:\*

1125



Registered Charity address:\*

Charity's Main Contact Name:\*

Charity's Main Contact Telephone Number:\*

Are you registered as a Specified Non-Profit Organisation (SNPO) with the Isle of Man Financial Services Authority?

\*

If no, please provide evidence that you are exempt from this requirement:\*

Christian Aid submitted a request to de-register as a designated business to the IOMFSA in September 2020. This request was subsequently granted, and we were de-registered as a designated business on 24 September 2020. Our letter requesting de-registration is attached, and the public notice confirming our de-registration is available online: <https://www.iomfisa.im/fsa-news/2020/sep/christian-aid/>

Please tick to indicate your agreement with the following:\*

- ☒ We understand the requirements of us under the IOM Charities Registration Act 2019
- ☒ We are up to date with our filings with the Attorney General's Chamber in accordance with IOM Charities Registration Act 2019
- ☒ We understand the requirements of SNPO registration
- ☒ Our Charity's Vision and Mission Statement align with with the objectives of this project
- ☒ If we become aware of any issues with our Charities Registration or SNPO registration throughout the course of this grant period we will advise the Cabinet Office and contact the necessary regulatory body immediately.

Has your organisation completed projects on this scale previously:\*

Yes

What was the total project budget:\*

£761987.00

Was the final outcome: \*

On budget

In which country was the project delivered?\*

Burundi

What was the timeframe of the project?\*

32 months

Please describe the projects objectives (300 words max):\*

The Sustainable Livelihoods through Cooperatives, Renewable Energy and Gender Empowerment project in Burundi ran from 2018-2021. This project supported by the Isle of Man Government and ensured financial security for 6,394 poor and marginalised farmers across five districts in Burundi. We worked across three key agricultural value chains to establish and strengthen farmer-run cooperatives that provide training and support to farmers and ensure they are receiving a fair price for their crops. Solar powered processing stations increased the profits of cooperatives, as well as providing renewable energy for the local community.

Please describe main project activities:\*

The main activities were to establish a mini cupping laboratory and roaster used by 18 coffee cooperatives and provide training for 1,623 female coffee farmers on the requirements for organic certification. The team provided coaching support to COCOCA (umbrella organization of the cooperatives), the coffee marketing union and CNAC (coffee farmers national confederation) to upscale the development of the cooperatives. The project installed a flexi biogas system to produce organic fertiliser and establish renewable energy-powered micro enterprises as a by-product of the existing palm oil industries. We worked with marginalized women and girls to improve knowledge and awareness of key health topics, including reproductive health, family planning and nutrition. In Rumonge, the project also provided coaching and supported the formation of a women's sunflower producer cooperative union.

Please describe monitoring activities undertaken and outcomes:\*

Monitoring activities included regular monitoring visits to validate authenticity of activity implementation and quarterly partner programme reports and review meetings between Christian Aid and the implementing partners. The project achieved three major outcomes: 1) Empowered coffee farmers and established better linkages to markets through strengthened coffee cooperatives, 2) Ensured that small scale female sustainable palm oil processors are playing active roles in

Did the project achieve all planned objectives? \*

#### Connections

Is there an established connection between the charity and the Isle of Man Government?\*

Please provide brief summary:\*

reversing environmental degradation through the use of biogas systems, and 3) Empowered marginalised women and girls through a community health resilience programme and improved livelihoods through the creation of a women's sunflower producers organisation.

Yes

Yes

Christian Aid has worked in partnership with the Isle of Man Government on International Development projects since 2000. Christian Aid volunteers and staff have strong relationships with the Cabinet Office and External Relations team. We seek to work alongside organisations with share our vision and ambitions for a better world. Together we have worked to create a world where everyone can live a full life, free from poverty. Our partnership over the last 20 years has changed the lives of thousands of people across Africa, Latin America and Asia.

Yes

Have you received Isle of Man Government funding for any previous International Development project? \*

Please provide brief summary including dates:\*

Our most recent partnerships over the last 10 years are listed below:

2018-2021: Sustainable Livelihoods through Cooperatives, Renewable Energy and Gender Empowerment in Burundi (IDP 015.18)

2018-2019: Brighter Futures Through Inclusive Education in Binga, Zimbabwe (SG002.17)

2017-2018: Increasing Incomes of Small-Scale Beekeepers in Kenya (SG002.17)

2016-2017: Emergency humanitarian response to Hurricane Matthew in Haiti (EMR070.16)

2016: Improving Access to Improved Cookstove for Vulnerable Households in Mali (SG003.15)

2015-2016: Emergency humanitarian support of the Refugee Crisis Appeal

2015: Building Community Resilience to Climate Change project in Cambodia (SG003.14)

2014-2016: Promoting Sustainable Environmental Governance through Innovative Partnerships in Sierra Leone (SL003.14)

2013-17: Supporting small scale fisheries to build thriving and resilient livelihoods in the Sherbro Basin, Bonthe District, Sierra Leone (MYG 036.12)

6. 2021 IOMG Our Organisation - CAIOM

Governance.docx

Christian Aid Annual Report and Accounts 2019-20-compressed.pdf

CA Memorandum and articles of association.pdf

CA - IOMFSA de-registration letter - 15 Sept 2020.pdf

Please provide us with an outline of 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. A copy of your Annual Report & Audited/Examined Accounts for your most recently completed financial year must be submitted, and a copy of your current Governing Instrument. \*

Is this a joint application made on behalf more than one Charity?\*

No

## Section 4 – Tell us about your partners

Will a partner organisation be involved with delivery of this project?\*

Yes

Please provide the names of all partner organisations used in the beneficiary country:\*

ABS (AgriBusiness Services)

Please provide the names of all other partner organisations involved with this project:\*

n/a

Please explain why each partner organisation was selected to engage with this project, e.g. local knowledge, technical expertise, language barriers etc:\*

ABS is a local Burundi organisation founded in 2012 and a technical assistance provider. The organisation was originally established with an aim of providing business consulting to coffee farmers' associations. ABS has been instrumental in providing local coffee farmers with skills for efficiency and professionalism of their work, enhancing coffee production and coffee quality. The



partnership with Christian Aid started in 2014 working in coffee value chains. Since then ABS has become a trusted partner implementing successful project activities in other value chains such as maize and soya and contributing to women economic empowerment projects.

ABS has a strong and credible experience in climate change mitigation projects as demonstrated by their work completed in partnership with Norwegian Church Aid (NCA). This partner has been selected based on their experience of implementing the NCA project and the smart farming projects implemented in partnership with Christian Aid. The criteria that motivated the selection of this partner is their local knowledge, reputation and trusted position in the community, systematic approach to data collection and evidenced impact of previous work.

Yes

Do you have any partnership agreements in place with any of the partner organisations or any other organisation which might be relevant to this project?\*

Please state start date of agreement:\*

06 Aug 2018

Please state end date of agreement:\*

30 Jul 2022

Please summarise terms of agreement:\*

The current terms of the agreement are for Christian Aid and ABS to work in partnership to improve the livelihood of smallholder farmers and local communities through developing sustainable production and marketing systems that competitively meet the requirements of fair and lucrative markets. The specific impact objectives are:

- 1.To develop a farmer-centred technology transfer system that widely reach the most vulnerable communities
- 2.To assist communities to develop products that comply with market demand and requirements
- 3.To position producers organisations to better market their products

Please confirm detail of due diligence checks your organisation has carried out on the partner organisation (s) by tick box indication that you have considered the following areas and summarise the outcomes in the text box below:\*

- ☒ Anti-Money Laundering/Countering the Financing of Terrorism (AML/CFT)
- ☒ Financial stability or any irregularities, including review of Annual Reports
- ☒ Adverse information - available on the internet or via other media
- ☒ Sanctions - If your partner organisation operates in any jurisdiction subject to sanctions or if they are linked to any sanctioned individuals
- ☒ Safeguarding checks

Outcomes:\*

For purposes of quality assurance and in adherence to Christian Aid policy, and local establishment laws, Christian Aid Burundi carries out several due diligence checks on its partners including the following: checks on the Partner Registration within the Ministry of Home Affairs (Lettre d'Agrement), regularly consults the latest Organizational and Financial Independent Audit Reports, conducts organisational assessments to determine institutional legal, financial and programming capacity prior to signing of partnership agreement, receives annual audited accounts from partners and screens key partner staff against international criminal finance watchlists.

Christian Aid completed a thorough Partner Operational Capacity and Risk Assessment (POCRA) process before choosing to partner with ABS. This assessment is reviewed on a regular basis and is an essential corporate requirement. The assessment confirms that ABS has a manual of procedures aimed at the prevention of financial abuse and this covers Anti-Money Laundering requirements. As a result of the due diligence and screening process the risk is deemed to be minimal. ABS complies with relevant Burundi legislation and has

national registration. Oversight of the organisation is provided by an independent board and financial audits show stability and no irregularities. We have found no adverse information via the internet or other media; ABS is a respected organisation within Burundi civil society. ABS does not have any sanctions nor is the organisation linked to any sanctioned individuals. ABS has clear safeguarding, accountability and complaints policy and procedures in the community and a staff code of conduct.

## Section 5 – Tell us about your budget

What is the total project budget? \* £126043.00

What is the requested donation from the Isle of Man Government (up to 90% of total project budget maximum)?\* £100,000.00

Will this project be Co-Funded by someone other than your charity and the Isle of Man Government?\* No

Please outline how you aim to raise the remainder of the project budget (minimum 10%) providing details of any donors, partners or fundraising activities that will be involved or have already taken place:\*

The remainder of the project budget of £26,043 (21%) will be raised through fundraising activities in the Isle of Man. Christian Aid has a strong track record of securing co-funding, as demonstrated in our previous International Development Partnership with the Isle of Man Government.

Our fundraising efforts will be focused around Christian Aid Week fundraising activities, which is an annual event running in May. Christian Aid Week in the Isle of Man has previously enjoyed great success in raising funds for projects around the world, having consistently raised £110,000 over the last two years. Any funds raised in excess of the budget will be used to scale up project activities and achieve a greater impact for communities in Burundi.

Please describe below the method used to transfer the funds from the charity's bank account to the beneficiary country or any partner organisation(s), including the following information:

- Method of transfer
- All recipients of IOM Government funds at various stages throughout the project
- When transfers will take place (process not dates)
- How these will be safeguarded from loss
- If joint application, how the project budget will be administered between the organisations

Method used to transfer the funds:\*

All funds to partner organisations are transferred through online banking and a rigorously designed and approved grant management process in accordance with strict internal standards and procedures. Our grant management process is powered by Christian Aid's bespoke PROMISE (Programme Management and Information System and Evaluation) tool. The finance team adheres to accounting policies and procedures and are subject to internal and external audits. The accounting for donor funds policy ensures that a specific funding code is generated for each individual donor grant to ensure all partner transfers, expenditure and income are tracked using this analysis field. A schedule for payments to implementing partners is set out within the project specific Funding and Reporting Agreement, signed by the responsible person within the partner organisation and the Christian Aid Programme Manager. Grants and transfers to partners must be generated using Christian Aid's PROMISE system. All grants and transfers are created in PROMISE by the Proposer and approved by the Secunder.

Actual payments are then processed by the Grants team where the final checks are made before payment can be sent. All partners must confirm receipt of each grant

transfer to Christian Aid within 30 days of the payments being made. If no receipt is received within 60 days the partner will be suspended. If we do not have an explanation for receipts not received within 6 months then a misuse of funds investigation is launched. Financial reports and transactions lists are provided by the partner in line with the agreement and are reviewed by the finance team as well as on site monitoring in line with our partner monitoring policy. Management reports including budget variance monitoring are reviewed on a monthly basis from our Sun Systems Accounting software.

Please confirm how much you would wish to receive as Year 1/Year 2 payment and the month/year you would wish to receive this payment:

Year 1 payment amount:*	£60000.00
Year 1 date (month/year):*	September 2021
Year 2 payment amount:*	£40000.00
Year 2 date (month/year):*	September 2022
The answer to this question will not affect your application which will still receive full consideration. In some instances projects may only be funded with part of the requested donation. Would you be interested in being considered for part funding if full funding is not available for your project?*	Yes

By ticking this box I indicate that I am aware if part funding is offered to this project that I may be required to produce further evidence that the project can still be undertaken if only part funding is made available. \*



Please upload your project budget document in Excel format. The project budget should be detailed and broken in Burundi.xlsx down into clearly itemised costings linked to project activities and objectives. \*

1. 2021 IOMG Small Grant Budget - Improved Cookstoves

## Section 6 – Tell us about your Safeguarding plans

Safeguarding Officer:\*

(Burundi) and (Global)

Safeguarding officer contact information:\*

Please upload your Safeguarding plan. This plan should be project specific rather than a generic corporate policy but you should include/reference to corporate safeguarding policies as they relate to your organisation's staff. Your safeguarding plan should include the following:

- Measures to cover all relevant vulnerable groups
- Reporting guidance to be followed in the case of an incident or concerns being raised
- Detail on training and updates of all representatives to be involved with the project
- Confirmation of any pre-employment checks (such as Data Barring Service (DBS)) carried out on project staff
- Confirmation that your organisational culture prioritises safeguarding.
- How you will ensure that there is absolute clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities and to funding partners such as Isle of Man Government.
- Clear guidance on who is responsible for ensuring each aspect of the plan is followed

Please upload your Safeguarding plan:\*

4. 2021 IOMG Safeguarding - Improved Cookstoves in Burundi.docx

## Section 7 – Tell us about your risk management

Please upload your project risk assessment document. The Risk Assessment should be project specific and clearly identify the risk owner in each entry. The Risk Assessment document should be broken down into various headings of your choosing but should include the following:

- Risks associated with the target region
- Operational Risks
- Financial Risks
- External Risks
- Compliance with laws and regulations in the Isle of Man AND in beneficiary country and region
- Safeguarding risks (if appropriate)



Please upload your Risk Assessment document:\*

3. 2021 IOMG Risk Assessment - Improved Cookstoves in Burundi.docx

## Section 8 – Tell us about your Communications Plan

Does your project plan or communications plan include any direct involvement with Isle of Man Government personnel?\*

Yes

**Agreement in principal should be obtained from the person/department before including this type of activity in your communications plan.**

Please tick all the regions you intend to target through your communications plan:\*

- ☒ Isle of Man
- ☒ United Kingdom
- ☒ Region targeted by project
- ☐ Other

Please indicate which formats you propose to use:\*

- ☒ Printed material
- ☒ Personal appearances/speaking events/tours
- ☒ Video production
- ☐ Organisational membership
- ☐ Promotional material
- ☐ Other

If you intend to utilise social media, please tick all the channels you plan to use:\*

- ☒ Facebook
- ☒ Twitter
- ☐ Instagram
- ☒ YouTube
- ☐ TikTok
- ☐ Reddit
- ☐ Other

Please upload your Communications plan document:\*

5. 2021 IOMG Communications Plan - Improved Cookstoves in Burundi.docx

## Section 9 – Is there anything else you want to share with us?

If there is anything important you would like to tell us in support of your application that has not been covered in the sections before, please use the text box provided or upload additional supporting documents below:

Supporting documents uploaded are:

1. World Bank report - Burundi Market Assessment for Off-Grid Solar and Improved Cooking Technologies for Households
2. Legal authority for Christian Aid to operate in Burundi - Christian Aid registration document
3. Legal authority for ABS to operate in Burundi - ABS registration document
4. Improved Cook Stoves briefing and example photo Christian Aid Burundi - Legal Registration [French].pdf

If you wish to upload any supporting documents please ensure they are smaller than 15MB and in PDF or Word format:

## Section 10 – Declarations

**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 understand that the charity 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. \*

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

I understand that, if successful, this application and supporting documents will be published on the Isle of Man Government website. I understand that I may request the redaction of personal data. \*

### **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 online.

For data queries, please contact the CO Data Protection Officer: [DPO-CabOff@gov.im](mailto:DPO-CabOff@gov.im) Tel: +44 1624 686779



## INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING Budget

Project Title	Improved Cookstoves in Burundi - A Cleaner Climate Initiative ( <i>Dukingire - Igiti</i> )
Applicant Organisation(s)	Christian Aid Isle of Man

Budget exchange rate	1GBP	2,791.29
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Description	Unit	Unit Cost in BIF	Quantity	Total Cost in BIF	Total cost in GBP	Direct / Indirect cost
<b>Project Objective: Improve access to sustainable cooking methods by stimulating the production, purchase, and use of improved cook-stoves and to catalyse conditions for sustainable cook-stove market development in Burundi.</b>						
<b>Outcome 1: Improve community access to the improved cookstoves and knowledge of the harm traditional wood stoves contribute to both their health and the environment</b>						
<b>Output 1.1: Community workshops held on health and climate impacts of the improved cookstoves</b>						
Identification of project beneficiaries	visits	800,900	3	2,402,700	861	Direct cost
Conducting awareness and information sessions at the village level	pax	30,000	120	3,600,000	1,290	Direct cost
Workshop sessions on the contribution of inefficient cooking to climate change	pax	30,000	120	3,600,000	1,290	Direct cost
Workshop sessions on rapid deforestation rates and impact on climate change	pax	30,000	120	3,600,000	1,290	Direct cost
Training on transitioning to clean and fuel-efficient cookstoves	pax	30,000	120	3,600,000	1,290	Direct cost
ABS project coordination (0.5 FTE)	months					Direct cost
Christian Aid Project Officer (0.2 FTE)	months					Direct cost
<b>Output 1.2: Demonstration of improved cookstoves to community and distribution to 200 vulnerable households</b>						
Select 200 pilot households in two zones of Nyamurenza	zones	1,000,000	2	2,000,000	717	Direct cost
Distribution of 200 improved cookstoves to most vulnerable households	stoves	5,500	200	1,100,000	394	Direct cost
Conduct a comparative survey and data collection on reduction of household air pollution	zones	3,500,000	2	7,000,000	2,508	Direct cost
Demonstration session with community leaders and climate change champions	zones	1,400,000	2	2,800,000	1,003	Direct cost
<b>Total Outcome 1</b>		<b>24,318,752</b>	<b>143,941</b>	<b>175,428,700</b>	<b>26,834</b>	
<b>Outcome 2: Support the development of quality production standards in partnership with ABS and establish two women-led cooperatives capable of manufacturing 7,240 high quality stoves per year for the local market.</b>						
<b>Output 2.1: Established quality standards and production capacity of improved cookstoves via two women-led cooperatives</b>						
Creation and registration of cooperatives	cooperative	1,000,000	2	2,000,000	717	Direct cost
Train the trainer workshops on improved cookstoves production standards (30 trainers per session)	pax	30,000	120	3,600,000	1,290	Direct cost
Technical expert consultancy for training (4 days)	days					Direct cost
Purchase of two plots to construct the cooperative workshop hangars	plots	4,000,000	2	8,000,000	2,866	Direct cost
Materials for construction of the cooperative workshop hangars						
Bricks	unit	75	40,000	3,000,000	1,075	Direct cost
Cement bags	bags	50	30,000	1,500,000	537	Direct cost
Roof tiles	tiles	500	28,000	14,000,000	5,016	Direct cost
Roofing materials	unit	60	45,000	2,700,000	967	Direct cost
Sands (6 trucks)	trucks	80,000	6	480,000	172	Direct cost
Construction labour	days	150,000	14	2,100,000	752	Direct cost
Mould to produce clay cookstove	cooperative	80,000	2	176,000	63	Direct cost
Construction of clay oven baking structure	cooperative	180,000	2	360,000	129	Direct cost
Set up clay supply mechanism including license	cooperative	3,700,000	2	7,400,000	2,651	Direct cost
Provision of metal material for cookstove stand and cover	cooperative	4,005,000	2	8,010,000	2,870	Direct cost
ABS project coordination (0.5 FTE)	months					Direct cost
Christian Aid Project Officer (0.2 FTE)	months					Direct cost
<b>Output 2.2: Developed linkages to local markets and stimulate demand for improved cookstoves</b>						
Development of branding for cooperative cookstoves	unit	500,000	2	1,000,000	358	Direct cost
Supporting and establishing linkage to local markets	unit	1,000,000	2	2,000,000	717	Direct cost
Publicity using local radio stations	unit	1,300,000	1	1,300,000	466	Direct cost
Participation in sector meetings	meetings	500,000 00	2	1,000,000	358	Direct cost



Participation in the provincial and national agro-fairs	fairs	1,000,000	3	3,000,000	1,075	Direct cost
Training sessions for cooperatives on marketing	sessions	1,700,000	2	3,400,000	1,218	Direct cost
Christian Aid Project Officer (0.4FTE)	months					Direct cost
<b>Total Outcome 2</b>		<b>53,599,937</b>	<b>287,387</b>	<b>154,626,000</b>	<b>55,396</b>	
<b>Monitoring and Evaluation</b>						
Accommodation, food and transport for implementation and monitoring visits (2 staff, 2 nights each trip)	months	24	550,000	13,200,000	4,729	Direct cost
Project Baseline	unit	6,000,000	1	6,000,000	2,150	Direct cost
End-term evaluation	unit	6,000,000	1	6,000,000	2,150	Direct cost
<b>Subtotal Monitoring and Evaluation</b>		<b>12,000,024</b>	<b>550,002</b>	<b>25,200,000</b>	<b>9,028</b>	
<b>Project Management, Quality Assurance &amp; Administration</b>						
Christian Aid Burundi Country Manager (0.1 FTE)	months					Direct cost
Christian Aid Finance Assistant (0.1 FTE)	months					Direct cost
ABS Finance officer (0.33 FTE)	months					Direct cost
Christain Aid driver (0.05 FTE)	months					Direct cost
Christian Aid and ABS office and security	months					Direct cost
Christain Aid Project Mangement (10%)						Indirect cost
<b>Subtotal Project Quality, Management &amp; Administration</b>		<b>2,579,631</b>	<b>120</b>	<b>61,911,144</b>	<b>34,784</b>	
<b>Total Project Direct Costs</b>		<b>91,764,293</b>	<b>981,427</b>	<b>299,022,644</b>	<b>113,439</b>	<b>90%</b>
<b>Total Project Indirect Costs</b>					<b>12,604</b>	<b>10%</b>
<b>Project Overall Budget</b>		<b>91,764,293</b>	<b>981,427</b>	<b>299,022,644</b>	<b>126,043</b>	

Isle of Man Government Request	100,000
Christian Aid Fundraising Commitment	26,043



**Isle of Man**  
Government

# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Project Delivery Plan

Project title	<b>Improved Cookstoves in Burundi - A Cleaner Climate Initiative (Dukingire - Igiti)</b>
Applicant organisation(s)	<b>Christian Aid Isle of Man</b>

Project Objective	Description of activities to achieve objective	Timeframe for activities	Monitoring mechanisms	Person/Area Responsible(s)
<b>Outcome 1: Improve community access to the improved cookstoves and knowledge of the harm traditional wood stoves contribute to both their health and the environment</b>	<i>Output 1.1: Community workshops held on health and climate impacts of the improved cookstoves</i>			
	1.1.1 Identification of project beneficiaries	September - October 2021	1. Identification report 2. Develop beneficiaries' database	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	1.1.2 Conducting awareness raising sessions at the village level	November - December 2021	1. Training materials 2. Checking training reports monthly 3. Tracking and recording data weekly using Result Framework 4. Participant feedback collected	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	1.1.3 Workshop sessions on the contribution of inefficient cooking to climate change	November - December 2021	1. Training materials 2. Checking training reports monthly 3. Tracking and recording data weekly using Result Framework 4. Participant feedback collected	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	1.1.4 Workshop sessions on rapid deforestation rates and impact on climate change	December 2021	1. Training materials 2. Checking training report 3. Tracking and recording data weekly using Result Framework 4. Participant feedback collected	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight

	1.1.5 Training on transitioning to clean and fuel-efficient cookstoves, and how this can reduce the environmental and climate damage	January - February 2022	<ol style="list-style-type: none"> <li>1. Training materials</li> <li>2. Checking training reports monthly</li> <li>3. Tracking and recording data weekly using Result Framework</li> <li>4. Participant feedback collected</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	<i>Output 1.2: Demonstration of improved cookstoves to community and distribution to 200 vulnerable households</i>			
	1.2.1 Select 200 pilot households in two zones of Nyamurenza	April 2022	<ol style="list-style-type: none"> <li>1. Identification report</li> <li>2. Develop beneficiaries' database</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	1.2.2 Distribution of 200 improved cookstoves to the most vulnerable households	May 2022	<ol style="list-style-type: none"> <li>1. Distribution report</li> <li>2. Household feedback collected</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	1.2.3 Conduct a comparative survey and data collection on reduction of household air pollution	May 2022 - June 2023	<ol style="list-style-type: none"> <li>1. Report produced with results from the survey</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	1.2.4. Demonstration session with community leaders and climate change champions	May 2022 - June 2023	<ol style="list-style-type: none"> <li>1. Training materials</li> <li>2. Checking training reports monthly</li> <li>3. Tracking and recording data weekly using Result Framework</li> <li>4. Participant feedback collected</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
<b>Outcome 2: Support the development of quality production standards in</b>	<i>Output 2.1: Established quality standards and production capacity of improved cookstoves via two women-led cooperatives</i>			
	2.1.1 Creation and registration of two women-led cooperatives	February 2022	<ol style="list-style-type: none"> <li>1. Registration documents</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight



<b>partnership with ABS and establish two women-led cooperatives capable of manufacturing 7,240 high quality stoves per year for the local market.</b>	2.1.2 Train the trainer workshops on improved cookstoves production standards (30 per session)	February - March 2022	<ol style="list-style-type: none"> <li>1. Training materials</li> <li>2. Consultant contract for technical expert</li> <li>3. Checking training reports monthly</li> <li>4. Tracking and record data weekly using Result Framework</li> <li>5. Participant feedback collected</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	2.1.3 Purchase of two plots to construct the cooperative workshop hangars	March 2022	<ol style="list-style-type: none"> <li>1. Procurement documentation including purchase contract and report</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	2.1.4 Construction of the cooperative workshop hangars	April - May 2022	<ol style="list-style-type: none"> <li>1. Procurement process documentation</li> <li>2. Monthly monitoring reports</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	9. Set up clay supply mechanism, including licencing	March -April 2022	<ol style="list-style-type: none"> <li>1. Licences provided by the Ministry of Environment, Agriculture and Livestock</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	<i>Output 2.2: Developed linkages to local markets and stimulate demand for improved cookstoves</i>			
	2.2.1 Development of branding for cooperative cookstoves	June 2022 - July 2023	<ol style="list-style-type: none"> <li>1. Meeting notes</li> <li>2. Branding and marketing samples</li> <li>3. Participant feedback collected</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	2.2.2 Supporting and establishing linkage to local markets	June 2022 - July 2023	<ol style="list-style-type: none"> <li>1. Inventories and distribution figures</li> <li>2. Direct sales supported by the project</li> <li>3. Participant feedback</li> </ol>	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight

	2.2.3 Publicity using local radio stations	June 2022 - July 2023	1. Number of radio features and amount of airtime secured	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	2.2.4 Participation in sector meetings	June 2022 - July 2023	1. Meeting notes recorded 2. Participant feedback collected	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	2.2.5 Participation in the provincial and national agro-fairs	June 2022 - July 2023	1. Attendance records produced 2. Report on key outcomes and market linkages established	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight
	2.2.6 Training sessions for cooperatives on marketing	July 2022 - August 2022	1. Training material produced 2. Checking training reports monthly 3. Sales reports from cooperatives 4. Participant feedback collected	ABS – Project Coordinator  Christian Aid – Project Manager for technical support and oversight





# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Risk Assessment

Project title	Improved Cookstoves in Burundi - A Cleaner Climate Initiative ( <i>Dukingire - Igiti</i> )
Applicant organisation(s)	Christian Aid Isle of Man

Identified Risks	Potential impact on project	Severity	Probability	Steps Taken	Risk Owner (Name and Role)
Risks associated with the target region					
Political tensions in country leading to security risks	Impact on safety and security of project beneficiaries and staff	High	Low	Continual monitoring of political and security situation, with regular reviews of our Country Security Plan. Paramount importance granted to the safety of project participants and staff over other concerns. All significant concerns to be communicated to the Isle of Man Government	<div>██████████</div> Burundi Country Director  <i>With guidance from</i> <div>██████████</div> Global Corporate Security Manager
Operational Risks					
Delays in procurement of equipment and materials	Delays in delivering results and potential impact on project's ability to meet key objectives	Medium	Medium	All procurement needs will be mapped out at project inception and timetabled in the project delivery plan. All materials will be expected to be acquired suitably in advance. Any significant delays will be communicated to the Isle of Man Government to discuss impact on project trajectory. Christian Aid will ensure that Government of Burundi is notified at the begin of the year of the equipment to be purchased to get necessary approvals	<div>██████████</div> Project Manager



Delays in construction of project infrastructure	Risk of delays to other project activities, potential impact on project's ability to meet key objectives	Medium	Low	Sufficient time will be allocated to ensure construction and installation activities are delivered safely, with time for on-site delays. Longer delays will be countered by reorganising and prioritising of project activities.	 Project Manager
Failure by partner organisation to deliver activities on time	Risk of delays to other project activities, potential impact on project's ability to meet key objectives	Medium	Low	Clear agreements and plans established at project conception. Regular monitoring meetings and field visits will be held to review progress against the agreed project delivery plan. Quarterly progress reports will be provided by the partner.	 Project Manager
Key stakeholders do not respond favourably to the project intervention, reducing the chances of sustainability at the end of the project	Risk to project beneficiaries, potential impact on project's ability to meet key objectives	Medium	Low	Partner and local stakeholders will be involved and agree to a detailed workplan and standards at project inception. Partner delivery will be closely monitored, and any significant concerns will be flagged with the Project Manager, and with the Isle of Man Government.	 Project Manager
Financial Risks					
Interest and foreign exchange rate fluctuations	Potential decrease in the project budget allocations in real terms, meaning project activities and expenditure would need to be scaled back, impacting the project's ability to deliver on its planned objectives.	Medium	Medium	Exchange rates will be monitored and any large variances to the budget as a result of exchange rate changes will be communicated to the Isle of Man Government to discuss the implications for the project. Christian Aid's Exchange Rate Policy will be followed (available on request). As part of this, costs are converted from transaction currency into GBP using the monthly Oanda.com rate. To ensure value for money, soft currency/implementing currency is	 Finance Manager  <i>Support by UK Restricted Funds finance team</i>

				purchased using a free multi-trading platform which compares live quotes.	
Shortfall in raising the remainder of the project budget	Project would be underfunded meaning project activities and expenditure would need to be scaled back, impacting the project's ability to deliver on its planned objectives.	Medium	Low	Christian Aid has a strong track record in raising the amounts of restricted funding required to co-fund projects. We have robust plans in place to raise support from the Christian Aid supporters in the Isle of Man and the UK. In the event of a shortfall, additional community fundraising events could be organised and requests for support made to charitable trusts and foundations in the Isle of Man and the UK.	██████████ Head of Philanthropy and Partnerships
Financial crime risks, including terrorist financing, money laundering and sanctions compliance	Potential violations of sanctions or Counter Terrorist Financing laws; Violation of Do No Harm principles; funds diverted from project activities and identified project beneficiaries; high reputational risks; loss of credibility with communities	High	Low	Partners and suppliers will be subjected to Due Diligence screening prior to grant transfers. Christian Aid has a thorough procurement policy (available on request), key to which is the segregation of duties in place from approval to payment. Both Christian Aid and partner organisations are subject to this policy. Any supplier purchases over USD \$3,000 will be subject to screening.	██████████ Burundi Country Director  <i>Supported by</i> ██████████ ██████████ <i>Financial Crime Compliance Manager</i>
Fraud and corruption risks	Funds are lost or the project otherwise impacted by fraud and corruption	High	Low	CA has strict internal control mechanisms of checks and balances designed to detect/prevent fraud, theft and corruption. Segregation of duty allows decision-making to be distributed among individuals across departments. We will also undertake regular project monitoring, financial verification and audits at partner level.	██████████ Financial Crime Compliance Manager

External Risks					
Climate change and/or quick-onset natural disasters impacting project beneficiaries	Disruption of project area and beneficiaries, particularly with impact on household resilience	Medium	Medium	The project will address deforestation and some impacts of climate change. The region can be impacted by landslides due to excessive rains and soil erosion. Christian Aid will ensure continual monitoring of climate situation, weather forecasting and risks to project beneficiaries.	Project Manager
Reduced program implementation space resulting from the spread of COVID-19 in the country. Increased level of exposure of the project team to the disease. Misinformation on COVID-19 and the potential risks to the project implementation as results.	Limitation of Christian Aid and partners ability to freely move and interact with community	Medium	Medium	CA Burundi has a programme contingency and business continuity plan in place in response to the current COVID-19 pandemic. Activities will be planned or adapted to ensure that staff, partners and beneficiaries are not exposed to infection. We will provide necessary PPE to the project staff and those in direct contact with Christian Aid representatives. Adequate and regular information will be provided to the communities. If COVID-19 impacts the implementation of the project, we will consult with the Isle of Man Government to determine next actions	Country Director  <i>Supported by</i> Project Manager
Compliance with laws and regulations					
Reduced NGO space to operate in country	Limitations on Christian Aid and partner's ability to operate in country. Delays in delivering project impacts/result. Hibernation of key project stakeholders	Medium	Low	Christian Aid has legal authority to work in the country, but we have experienced short-term restrictions which impacted the entire NGO sector in Burundi. Continual monitoring of political situation and likelihood of re-occurrence. Maintain registration in country and compliance with all national registration laws. Continue to work in partnership with local organisations.	Country Director

Sanctions are in place or introduced in the country	Limitations on Christian Aid ability to operate in country and access sustainable funding sources	Medium	Low	The EU is removing sanctions to Government of Burundi regarding bilateral aid. Some politicians have previously been sanctioned with a ban on travel to USA. Christian Aid will closely monitor the situation, news of any future sanctions and take steps to mitigate potential impacts on our project implementation/	<div></div> Country Director
<b>Safeguarding risks</b>					
Safeguarding case or abuse of beneficiaries or community members	Any incidence of safeguarding cases would affect project implementation and impact due to lack of trust in the staff and organisation	High	Low	All staff are trained on Safeguarding and have signed the Code of Conduct and receive regular refresher training on safeguarding policy. All staff are familiar with reporting procedure and trained to recognise safeguarding concerns. The Christian Aid Burundi safeguarding process will be implemented in the project location. A complaint and reporting mechanism will be established in the community.	<div></div> , Gender, Inclusion and Safeguarding Officer



# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Communications Plan

Project title	Improved Cookstoves in Burundi - A Cleaner Climate Initiative (Dukingire - Igit)
Applicant organisation(s)	Christian Aid Isle of Man

<b>Overview</b>	Christian Aid has a genuine and substantial connection to the Island. We have been registered as a charity on the Island since 2013 (No. 1125) and active on the Island for the last 40 years. We have a strong community presence, with a local office and dedicated Partnerships Officer who is responsible for the implementation of communication activities in the Isle of Man.
<b>Themes and Media Focus</b>	<p>Throughout the duration of this project, the people of the Isle of Man will be kept up to date and informed of our transformative work and its outcomes through a series of targeted media topics. At all times this will be linked to a Manx theme to ensure relevance and interest to the public. These will include:</p> <ul style="list-style-type: none"> <li>• Global impact of climate change, with Burundi specific case studies</li> <li>• Climate advocacy</li> <li>• Access to sustainable energy</li> <li>• Gender and climate change</li> </ul> <p>Our work will also support the Isle of Man and its status as a UNESCO Biosphere Working Together for a Sustainable Future, by engaging with the Manx public to help them with a wider appreciation of environmental issues and encouraging them to think more widely and deeply about climate change internationally.</p>
<b>Communications Partners in Isle of Man</b>	<ol style="list-style-type: none"> <li>1. <b>Churches Alive in Mann (CAIM)</b> will be supporting the delivery of the communications plan throughout the Island's church congregations.</li> <li>2. <b>Churches Alive in Mann World Development Committee</b> will lead coordination of Christian Aid Week volunteers and support communications to ensure that the wider aims of the project are understood in a global context.</li> <li>3. <b>One World Centre</b> will help to liaise with schools interact with the project aims and objectives to the Islands educational establishments.</li> <li>4. <b>Isle of Man Climate Change Coalition</b> will assist in the awareness raising of this environmental challenge and the solutions.</li> <li>5. <b>Methodist Women in Britain (Isle of Man)</b> - will assist in the promotion of the project through its networks.</li> </ol>

COMMUNICATIONS PLAN			
Activity	Reach	Objective	Timeframe
<b>COMMUNICATIONS ACTIVITIES IN THE ISLE OF MAN</b>			
Presentation to Tynwald in Barrule suite	Approx. 30 Members of the Legislative Council and the House of Keys, and any other department guests	Keep Tynwald fully informed and updated on project progress and the impact of Manx funds. This can also include the Burundi team via live video links which will reinforce the impact.	Within the grant period or as requested
Meet with the MHK's and Civil Servants involved with the Grant	Members of the House of Keys and Civil Servants	Enable open and ongoing communication, and to sign post activities and positive news stories	As requested
Stand at Tynwald day (Global Village) showcasing project	Approx. 5,000 people	Raise awareness of the Grant, showcase the project and issues to the Manx people. Effective face to face communication to raise awareness of the associated issues.	June 2022 and 2023
Photography/Art Exhibition at Peel Cathedral and another suitable venue to be identified in Douglas	Approx. 3,000 people	Raise awareness of the impact of the Grant and the wider issues using alternative medium.	September 2023
Stand at the Royal Show	Exposure to 5,000 per year	Raise awareness and showcase the project to the Manx people, encourage involvement. Effective face to face communication to raise awareness of the associated issues.	August 2022 and 2023
Stand at the Flower Festival	Exposure to 2,500 per year	To challenge thoughts and perceptions through a different medium. Raising awareness and showcasing the project to the Manx people	July 2022 and 2023
Christmas Tree Festival	Approx. 144,000, based on exposure to all airport visitors over the festive periods in 2021 and 2022 (circa 72,000 visitors per month)	Raise awareness and showcase the project to the Manx people, in a thought-provoking way. Effective face to face communication to raise awareness of the associated issues.	December 2021 and 2022

28,000 Christian Aid week envelopes to be delivered to houses across the Island during Christian Aid Week	28,000 households	Engagement with the Manx public to raise awareness of the Grant and fundraise the co-funding required	May 2022 and May 2023
Church services held across the Island and denominations	Approx. 5,000 people	Raise awareness of the Grant and fundraise the co-funding required. Raise awareness and showcase the project to the Manx people, encourage involvement and personal change. To raise awareness of the associated issues.	Ongoing throughout September 2021 – August 2023, with a focus on May each year during Christian Aid Week
Regular slots on 'At your service', radio programme encouraging listeners to think about their global neighbours	Approx. 31,000, on six separate occasions <a href="https://media.info/radio/stations/manx-radio/listening-figures">https://media.info/radio/stations/manx-radio/listening-figures</a>	Raise awareness of the project, issues and the positive role of the investment from the Manx Pound.	Ongoing throughout September 2021 – August 2023
Intercultural bible study sessions to church leader (live video links to Burundi)	Approx. 40 people through 2 sessions and each attended by 15-20 people	To build deeper relations and sense of partnership between Isle of Man and Burundi with the church community. The information would then be disseminated and shared through the churches.	Ongoing throughout September 2021 – August 2023
Downloadable church service package and bible study resource	Approx. 10,000 people	To encourage churches to hold services relating to climate change and international development issues; enabling increased public awareness of challenges and the solutions Isle of Man public and Government are supporting	1 <sup>st</sup> edition available online from May 2021 – April 2022  2 <sup>nd</sup> edition available online from May 2022 – March 2023
Regular newspaper articles and updates	All printed papers and internet coverage will reach approx. 65,000	Raise awareness of the partnership and the positive role of the Isle of Man Government in International Development	Ongoing throughout September 2021 – August 2023

	<a href="http://www.pressreference.com/Gu-Ku/Isle-of-Man.html">http://www.pressreference.com/Gu-Ku/Isle-of-Man.html</a>		
Regular coffee mornings and afternoon teas across the Island	Approx. 1,000 - 1,500	Raise awareness of the project, Grant and fundraise the co-funding required in a social way.	Regularly held throughout September 2021 – August 2023
Regular talks across the Island, including to the Rotary, Trefoil Guild, Church groups, WI	Approx. 1,000 - 1,500	An invaluable tool in the communication of the outcomes and goals of the project. This greatly assists with raise awareness and fundraise the co-funding required	Regularly held throughout September 2021 – August 2023
Regular classes and assemblies across the Island's schools by One World Centre (OWC)	Approx. 1,000-1,500.	Raise awareness of the project and issues. OWC has spoken on CA's behalf at assemblies on topics of international aid and positive action for palm oil and climate change.	Regularly held throughout September 2021 – August 2023
Regular updates on Christian Aid's Isle of Man social media	Approx. 67,500 (based on our 2019 reach figures to Manx population). Currently 512 followers and 516 likes	Raise awareness, celebrate the contribution of the Isle of Man government and public	Ongoing throughout September 2021 – August 2023
Christian Aid Isle of Man Portal website	Approx. 5,000 people in Isle of Man, plus interested parties in UK and beyond	Raise awareness, celebrate the contribution of the Isle of Man government and public	Webpage launched in September 2021 and regularly updated
<b>COMMUNICATIONS ACTIVITIES IN THE PROJECT REGION</b>			
All meetings, from inception through to final evaluation, will take place under a banner stating the Isle of Man Government's support for the project	Approx. 1,000 people from key government and community stakeholders in the province of Ngozi	Acknowledge support of the Isle of Man Government for the people of Burundi	Signage and banners will be produced during project inception (September 2021) for use throughout the project
Signage at the cooperatives to acknowledging the Isle of Man's Support	Approx. 6,000 visitors including beneficiaries and government officials	Acknowledge support of the Isle of Man Government for the people of Burundi	Ongoing throughout September 2021 – August 2023



Acknowledgement of Isle of Man support in project publications	Publications will be shared with government officials, policy makers and to shared learning for similar projects	Acknowledge support of the Isle of Man Government for the people of Burundi	Ongoing throughout September 2021 – August 2023
Isle of Man logo printed on project posters, flyers, and t-shirts	Local people, beneficiaries, local authorities, local schools	These materials will raise awareness of the project activities in the local area, and the Isle of Man government's support of it	Ongoing throughout September 2021 – August 2023
Logo will be placed on equipment and materials purchased using the funding, for example on training materials	Approx. 100,000 local people, beneficiaries, local authorities, local schools, health service personnel	Acknowledge support of the Isle of Man Government for the people of Burundi	Ongoing throughout September 2021 – August 2023
Host a media field trip at the project sites with journalists from Burundi local and national media	Approx. 10,000 people from local leaders, government officials, foreign diplomats, civil society organisation staff, church leaders and the public	Generate positive news stories and media coverage of the project in local and national media in Burundi.	During Year 2 (2022-23), when the impacts of the project are highly visible
<b>OTHER COMMUNICATIONS ACTIVITIES</b>			
Regular updates on Christian Aid's global social media	Approx. 100,000 people in Isle of Man, UK and beyond	Raise awareness, celebrate the contribution of the Isle of Man government and public	Ongoing throughout September 2021 – August 2023
Project profile on the Christian Aid website and recognition in the annual report and other publications	Approx. 50,000 people in Isle of Man, UK and beyond	Raise awareness, celebrate the contribution of the Isle of Man government and public	Ongoing throughout September 2021 – August 2023



# SAFEGUARDING

## Policy & Procedure

June 2020

## **Our Commitment**

Our faith tells us that human beings are created in the image of God, and that we should all use our power, skills and resources for good. The central principle to safeguarding in Christian Aid is everyone is equal in the sight of God; Christian Aid are committed to providing a safe and trusted environment for every person connected with the work we do.

The purpose of this policy is to protect people, particularly our beneficiaries, staff, volunteers, partners, consultants, contractors and trustees (our community), from any harm that may be caused due to their coming into contact with Christian Aid.

Christian Aid has a zero-tolerance approach to serious misconduct and will not tolerate its staff, trustees, volunteers, consultants, partners or any representatives associated with the work of Christian Aid or its partners carrying out ***any form of violence, abuse, harassment or exploitation.***

## **Personal Responsibility**

It is the responsibility of each one of us to prevent and report the physical, sexual, emotional abuse or neglect of any member of our community. The welfare of these individuals is paramount. All our community without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or belief.

As a member of the Christian Aid community, you have the responsibility to raise any concerns you may have or those which are reported to you according to this policy. It ***is not your responsibility*** to decide if an incident of violence, abuse, harassment or exploitation has taken place or whether an incident constitutes a safeguarding breach. This is the responsibility of the Safeguarding Manager.

## **Policy Development**

The Christian Aid Safeguarding Policy has been developed utilizing global best practice and using the experience and expertise of colleagues working with ACT Alliance, the Core Humanitarian Standard on Quality and Accountability (CHS) and Bond.

## **Policy Application**

The policy also applies to all those engaged, commissioned or contracted to work with or on behalf of Christian Aid in any capacity both during and outside of normal working hours. Christian Aid requires all partners and consortium members to have a Code of Conduct or equivalent standards that set out, at a minimum, the obligation of staff not to exploit, abuse or otherwise discriminate. Christian Aid will work with all partners to adopt policies, practices and associated measures to ensure the Code of Conduct is established and communicated to relevant stakeholders, especially people and communities the partners work with. Christian Aid also expects all partners to have appropriate safeguarding policies and procedures and makes its own policy and procedure available to them.

All those who work or volunteer with Christian Aid will have a clear understanding of what is required by this policy and of what to do if they have any concerns.

## **1. Scope**

1.1. This is a global organisational wide policy which should be adapted as required to by local law. To the extent that UK law provides a higher standard this must always be adopted. The Safeguarding Manager is available to provide advice on this.

1.2. While this is an internal policy, we expect partners and others working on behalf of Christian Aid to act in accordance with the key principles contained within it, and specific compliance requirements in respect of safeguarding as set out in relevant contractual agreements and included in our due diligence process.

## **2. Policy Principles**

The principles in this policy have been drawn from key international and regional instruments such as: International Standards for Keeping Children Safe, the UN Convention on the Rights of a Child, IASC Minimum Operating Standards for PSEA and the Core Humanitarian Standard on Quality and Accountability.

Christian Aid is committed to:

- Safeguarding the wholeness and wellbeing of beneficiaries, staff, volunteers, and all those connected with the activities of Christian Aid, and ensuring they have equal rights to protection from harm.
- Ensuring concerns or allegations are taken seriously, investigated and acted on as appropriate.
- Ensuring all its staff, trustees, volunteers, consultants, contractors and partners or any representatives of Christian Aid are familiar with this policy and know their responsibilities within it.
- Ensuring our partners are aware of their responsibility as to the minimum requirements on safeguarding standards and support them in achieving this.
- All staff, volunteers and trustees receiving safeguarding training.
- Ensuring all actions on protecting people are taken in the best interests of the person at risk.
- Ensuring that survivors of abuse are supported and alleged perpetrators are held to account.
- Ensuring our recruitment practices are robust enough to ensure we never recruit anyone who poses a known risk.
- Ensuring that alleged perpetrators of abuse are treated fairly and in accordance with local law.
- Reporting criminal acts to the relevant statutory agency.
- Reporting all incidents of sexual harassment and abuse to the Charity Commission in the UK.
- Reporting incidents to relevant donors.
- Designing and delivering programmes which are safe for all and are based on the 'do no harm' principles.
- Ensuring our beneficiaries and supporters are fully aware of the expected behaviour of our staff, volunteers, trustees, consultants and partners.
- Supporting staff and all people involved in our work to navigate online spaces and use equipment and online tools safely and effectively.
- Ensuring concerns around modern slavery are reported and acted upon as appropriate.



### **3. Definitions**

#### **3.1. Vulnerability**

People may be vulnerable because of individual factors such as age (particularly the very young and the very old), disability or illness or because they are caring for others who are vulnerable.

Social and contextual factors also contribute to people's vulnerability. These include discrimination and marginalisation (e.g. in some contexts, the low status and power of women and girls), social isolation (including the lack of access to information), environmental degradation (e.g. soil erosion or deforestation), climate variability, poverty, lack of land tenure, poor governance, ethnicity, class, caste, religious or political affiliations and gender identity or sexual orientation.

#### **3.2. Child**

A child is defined as anyone under 18 years old, irrespective of local definition.

#### **3.3 Adult at risk**

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

In our international context adults are more likely to be at risk due to factors such as living in societies where abuses such as gender based violence are more prevalent, unequal power dynamics make people vulnerable, and where local laws and authorities are weak in responding to abuse.

#### **3.4. Abuse**

A person may abuse by inflicting harm or failing to prevent harm. In order to safeguard all those in our community we adhere to the principles of the UN Convention on the Rights of the Child across the board, and have as our starting point as a definition of abuse, Article 19 which states:

- Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
- Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

- No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

***Abuse may include, but is not exclusive to:***

**Physical abuse** or physical injury, such as evidence of hitting, kicking or shaking, where there is definite knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

**Emotional abuse** where harm is done by persistent or severe emotional ill treatment or rejection, such as degrading punishments, threats and not giving care and affection, resulting in adverse effects on behaviour and emotional developments of a person.

**Sexual abuse** where **exploitation** of a person occurs. This includes rape, incest and all forms of sexual activities including pornography. Exchanging of benefits, for example goods, food and money in exchange for sexual favours.

**Neglect**, where basic needs such as food, warmth and medical care are not met, or when there is a failure to protect a person from exposure to any kind of danger, resulting in serious impairment of a person's health or development.

**Sexual Harassment** is unwanted behaviour of a sexual nature which: violates your dignity, makes you feel intimidated, degraded or humiliated or creates a hostile or offensive environment.

You don't need to have previously objected to someone's behaviour for it to be considered unwanted. Sexual harassment can include:

- sexual comments or jokes
- physical behaviour, including unwelcome sexual advances, touching and various forms of sexual assault
- displaying pictures, photos or drawings of a sexual nature
- sending texts or emails with a sexual content

**Modern Slavery** is the severe exploitation of other people for personal or commercial gain. Modern slavery takes many forms, some of the most common are: human trafficking, forced labour, bonded labour, child slavery and forced and early marriage.

**Online abuse** can include cyber bullying, harassment and stalking, the creation and sharing of sexually explicit materials, grooming or being persuaded to perform sexual acts online or being exposed to sexual content.

## **4. Reporting**

### **4.1. What to do when you suspect alleged abuse:**

Actual, potential or suspected incidents of abuse must be reported immediately. Where appropriate you should make a report to your Line Manager or HR representative who will inform the Safeguarding Manager immediately. The Safeguarding Manager will ensure that the matter is appropriately investigated. Alternative reporting mechanisms are also noted below.

The need to report arises in the following instances:

- Abuse is observed or suspected
- An allegation of abuse is made
- Someone discloses abuse

No representative of Christian Aid will prejudice their own position or standing with Christian Aid by responsibly reporting potential or suspected abuse.

4.1.2. It is important to note that where representatives report concerns, it ***is not their responsibility*** to decide if abuse is taking place but it is their responsibility to pass these concerns on. Care must be taken regarding confidentiality and the sharing of information with appropriate people.

4.1.3. Information given should be written in a report as soon as possible after the concern was raised (within 24 hours if possible). Any written records taken must be kept securely in a locked place or in a confidential electronic folder.

*Under no circumstances should any individual attempt to deal with the problem of abuse directly. An investigation team will be established supported by the Safeguarding Manager.*

## **4.2. Safeguarding Manager**

The Christian Aid Safeguarding Manager is:

**Eoghan Walsh**  
Interchurch House  
London

[ewalsh@christian-aid.org](mailto:ewalsh@christian-aid.org)

***You can submit a confidential safeguarding concern using the following workflow:***

[Raise a Safeguarding Concern](#)

Alternatively, if you would prefer to raise a concern by email, you can do so by contacting:

[safeguarding@christian-aid.org](mailto:safeguarding@christian-aid.org)

The workflow forms and email address are monitored by the Safeguarding Manager, the Head of Audit, Risk and Assurance and the Head of People UK and Ireland.

## **4.3. Safeguarding Trustee**

If an individual raising a safeguarding concern believes there are outstanding/unresolved issues or that there has been unreasonable delay in handling or addressing the concern, or wishes to raise a concern about the Safeguarding Manager or other senior members of staff, they can contact Christian Aid's principle Safeguarding Trustee:

Hazel Baird – [safeguardingtrustee@christian-aid.org](mailto:safeguardingtrustee@christian-aid.org)

4.4. Alternatively, you can make a confidential report using the Speaking Up (whistleblowing) email:

[whistleblowing@christian-aid.org](mailto:whistleblowing@christian-aid.org)

This email address is monitored by the Head of Head of Audit, Risk and Assurance and the Head of Counter Fraud Alternatively, you can make a confidential report to **any** of the people named in the Speaking Up (Whistleblowing) Policy.

4.5. Every effort will be made to keep your information confidential. You do not have to provide personal details; however, such information will assist us in taking forward your concerns and enable us to provide you with a response on the outcome. If you ask us not to disclose your identity we will not do so without your consent, unless required by law.

4.6. If you wish to raise a concern outside of Christian Aid then you can obtain advice from thirtyone:eight; by telephone on 0303 003 1111 (option 2) or by email at [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)

## **5. Our Response**

### **5.1 Confidentiality and data**

Every effort will be made to maintain confidentiality throughout our response to a complaint. Case information will be limited to essential personnel and will not be shared further without obtaining the informed consent of those involved. Representatives involved in the investigation process will be made aware of the importance of maintaining confidentiality. Representatives who breach confidentiality may be subject to disciplinary action. Non-identifying information will be shared with donors and legislators as per our reporting requirements.

Christian Aid will take every reasonable precaution to ensure that systems are in place to safeguard any personal data so it does not place people at risk or make them vulnerable to any form of harm. Staff must adhere to Christian Aid's Data Protection and Data Retention policies.

5.2 Christian Aid takes all safeguarding concerns and allegations very seriously and will investigate all matters where there is a case to do so. This is regardless of role or rank within our organisation. Our Safeguarding Investigation Policy and Procedure provides clear guidance on how staff should conduct safeguarding investigations in line with our survivor centred approach. In all cases, investigation support will be provided by the Safeguarding Manager or a senior member of the Audit, Risk and Assurance Team.

5.3. Christian Aid can and will take any disciplinary action necessary against staff or others if they are found to have breached our Code of Conduct and Safeguarding Policy. If such an incident occurs, Christian Aid's disciplinary policy will be invoked.

5.4. There will be times when the behaviour of employees may constitute a breach of the Code of Conduct, but not be considered criminal conduct under UK or local legislation. In this instance Christian Aid may consider providing other support to these staff, for example, training, counselling, increased supervision or transfer to other duties. This will be cognisant of any ongoing risk to beneficiary communities, staff and volunteers and we will always err on the side of caution. There may be cases where Christian Aid feels it is appropriate to dismiss an employee even if the behaviour is not criminal, for example a gross violation of the Safeguarding Code of Conduct.

5.5. Identifying information about safeguarding should be shared on a 'need to know' basis only. Any staff members who raise concerns of serious malpractice should be protected as far as possible from victimisation or any other detrimental treatment if they come forward with concerns, provided that concerns are raised in good faith. Deliberate false allegations will be made a serious disciplinary offence and investigated by Christian Aid.

5.6. The Safeguarding Manager will ensure that reports are made to the Charity Commission, relevant donors and where applicable to relevant statutory authorities. Where applicable, the Safeguarding Manager will work with local authority safeguarding boards and the Local Authority Designated Officer when responding to safeguarding concerns in the UK where a case involves UK nationals.



## 5.7 Retaliation against Complainants, Survivors, Witnesses, the Subject(s) of Complaint and investigators

Christian Aid will not tolerate anyone who wishes to seek or carry out retaliatory action against complainants, survivors, witnesses, the Subject(s) of Complaint, investigators or anyone else involved in a safeguarding investigation. Representatives may be subject to disciplinary action, up to and including termination of employment. Others who work with Christian Aid may have their relationship terminated.

## 5.8 Supporting those affected by abuse

Christian Aid is committed to offering pastoral care, and to support to all those who have been affected by abuse who have contact with or are part of Christian Aid. A range of resources are provided by the People Function. Staff must also refer to the Guidance on supporting survivors of harm, exploitation and abuse available in the Safeguarding Portal.

## 5.9 Learning

Christian Aid is committed to learning from the safeguarding complaints we receive. By reviewing complaints and subsequent investigations, we can identify improvements to be made to policy, procedure and practise to help understand what happened and how to stop it from happening again.

## **6. Recruitment**

6.1. It is our policy that no-one shall work within Christian Aid who:

- Has been convicted of or has received a formal police caution concerning an offence against children; or
- Has been convicted of or has received a formal police caution concerning sexual offences against adults; or
- Is notified to us as having a red flag in relation to safeguarding by a former employer

6.2. Christian Aid will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form including a self-declaration disclosure in relation to safeguarding
- Those short listed have been interviewed
- Safeguarding has been discussed at interview where the applicant will be working with children, adults and at-risk or beneficiary communities
- Gaps in work history have been discussed
- Two references have been obtained including one from the most recent employer
- A Disclosure and Barring Service (DBS) check or local equivalent is completed, where available and appropriate for the role
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The successful applicant signs Christian Aid's Code of Conduct and performs the on-line training on appointment.

### 6.3 Providing References for employees leaving Christian Aid

In line with data protection and other relevant legislation, Christian Aid where possible will provide a statement confirming the circumstance of the termination of a staff member/representative, and details of disciplinary actions (red flags) in relation to breaches of the safeguarding or code of conduct policies.

In line with procedures, references should only be sent out to future employers from either the People Function or the individuals line manager.

### 6.4. Code of Conduct & Responsibilities

All staff, trustees, consultants and volunteers and representatives of Christian Aid must follow the Code of Conduct. The following are relevant to safeguarding.

As a representative of Christian Aid, **I will:**

3. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with Christian Aid's beliefs, values and aims.

3.1. I will treat all people fairly and with respect and dignity and recognise the professional opinion of others.

3.8. I will seek to ensure that my personal conduct does not compromise Christian Aid's values and does not impact on or undermine my ability to undertake the role for which I am undertaking.

3.9. I will not say or do anything that would damage the reputation of Christian Aid or which may bring the charity into disrepute.

3.12. I will not abuse my position as a Christian Aid representative by requesting any personal service or favour from others in return for any assistance by Christian Aid.

3.13. I will not enter into commercial sex transactions. For the purpose of this Code of Conduct, a transaction is classed as any exchange of money, goods, services or favours with any other person.

3.14. I will not have sexual relations with beneficiaries, recognising in both cases the inherent unequal power dynamics and that such behaviours can undermine the integrity and credibility of Christian Aid's work.

3.15. I will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any forms of humiliating, degrading or exploitative behaviour.

3.16. I will not have sexual relations with children (defined as under 18 years old);

3.17. I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.

3.18. I will respect all peoples' rights, including children's rights, and will not engage in any form of sexual abuse or exploitation of any persons of any age. I will behave in an appropriate manner against all guests and representatives working in Christian Aid guest houses.

5.1. If I become aware of any form of illegal activity, relating to Christian Aid, its representatives or beneficiaries or where there is a safeguarding risk, I will make it known to the Head of Region.

5.3. I will abide by Christian Aid's Safeguarding Policy and will not engage in inappropriate or sexual behaviour with children under the age of 18.

5.4. I will not abuse or exploit children under the age of 18 in any way and will report any such behaviour of others to my line management.

6. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work.

6.5 I will not enter into a sexual relationship with any beneficiary of assistance since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of the work of Christian Aid.

6.6 I will not sexually harass any of my colleagues.

### **Responsibilities in relation to Children & Adult's at risk**

Representatives of Christian Aid **must not**:

- Hit or otherwise physically assault or physically abuse children or adults at risk
- Develop physical/sexual relationships with children or adults at risk either in person or online
- Develop relationships with children or adults at risk, which could in any way be deemed exploitative or abusive either in person or online
- Place themselves in a position where they could be accused of sexually abusing a child, young person or adult at risk, i.e. holding or hugging a child, young person or adult at risk, or physically touching children, young persons or adults at risk in a way that could be considered abusive in ways described in this document
- Spend time alone with children or adults at risk either in person or online. Plan activities so that more than one person is present or, at least, other people are within sight and hearing. Wherever possible ensure that another adult is present to supervise the activity
- Take children/adults at risk alone in a car, even on short journeys
- Act in ways that may be abusive or may place a child or adult at risk at risk of abuse
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive either in person or online
- Offer benefits such as food, favours, clothes, jobs, money in exchange for sexual favours
- Show favouritism to any individual for sexual favours in return.
- Act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse either in person or online

All representatives **must**:

- Treat everyone with respect, recognising their right to personal privacy
- Be aware of situations that may present risks and manage these
- Plan and organise the event so that risks are minimised
- Avoid being drawn into inappropriate attention seeking behaviour, such as tantrums or crushes
- If a residential event is being planned, ensure that adults and children have separate sleeping accommodation. Never sleep in the same room or bed as a child or adult at risk with whom they are working

- Remember that someone else may misinterpret your actions, no matter how well intentioned
- Adults should avoid being placed in a compromising or vulnerable position. The adult is always considered responsible even if a child behaves seductively.

## **7. Programming, Communities, Partners and Consortium Members**

7.1. Christian Aid works in many countries and across a broad range of circumstances. Translating safeguarding across these different contexts and cultures can be difficult. Some legal and cultural frameworks may vary but the commitment from Christian Aid to protect people remains.

7.2. Christian Aid has a commitment to design and deliver programmes which are safe for people. This will ensure that programmes and projects will be risk assessed to consider both intentional and unintentional harm, including in the areas of people's safety, security, dignity and rights

7.3 Staff should consult with communities and the people we work with on the design, implementation and monitoring of feedback and complaints mechanisms to ensure they are accessible and functioning. Communities must also be provided with information on the principles Christian Aid and its representatives adhere to, as well as the expected behaviour of our staff, representatives and partners.

7.3. A commitment to safeguarding is fundamental to Christian Aid's partnership approach to work. Christian Aid, through its representatives, will challenge and help new and existing partners and consortium members (where they are not already doing so) to address safeguarding in their organisation and in the communities in which they work. All Christian Aid partners and consortium members are required to have a safeguarding policy, code of conduct and a written assurance outlining how these are implemented and how they promote a culture of safeguarding within their organisations

7.4. International staff in the course of their work should support partners and consortium members in their efforts to increase their awareness, knowledge and skills in relation to safeguarding issues through the provision of appropriate capacity building and resources.

7.5. Where a new partner or consortium member who does not have safeguarding policies in place, or their policies do not meet Christian Aid standards, programme staff should ensure the partner signs the interim safeguarding commitments and a timebound plan is put in place to develop their own organisational policies. Christian Aid will support partners to do this. In all circumstances Christian Aid's Safeguarding Policy will be provided to partners and consortium members working with Christian Aid and partners and consortium members will commit to reporting any incidents to Christian Aid.

7.6. Safeguarding concerns may be more likely in emergency situations, particularly where people are displaced and separated from their families, or where the family is under extreme stress, people then become particularly vulnerable. Representatives of Christian Aid are expected to be extra vigilant to follow the code of conduct, ensure reporting mechanisms and support partners at these times to ensure those people are protected from harm.

7.7 When Christian Aid becomes aware of a complaint about a partner organisation or consortium member, Christian Aid expects the partner or consortium member to respond appropriately, quickly and confidentially. If necessary Christian Aid will support the partner to ensure the investigation is conducted appropriately.

If the investigation substantiates that abuse has likely occurred, ongoing work with the partner or consortium member cannot involve the individual(s) concerned. If there is reason to believe that an allegation has been dealt with inappropriately by a partner or consortium member, then they risk withdrawal of funding or ending the relationship.

## **8. Fundraising & Other Interactions**

8.1. 'Supporter fundraising' refers to the engagement of individuals, churches and communities and personal trusts and foundations in their voluntary support of Christian Aid's work around the world. Christian Aid has dedicated policies for fundraising; Fundraising and Responding to Vulnerable People, and our Supporter Fundraising Policy.

8.2. These policies are trained out to all relevant staff and volunteers alongside tailored Safeguarding training.

## **9. Governance & Oversight**

9.1. The Audit and Risk Committee provides oversight of the Safeguarding Policy on behalf of the board. It receives confidential reports on incidents and also approves separate reporting, where applicable, to the Charity Commission under the Serious Incident Reporting Policy.

9.2. The Safeguarding Governance Group ensures that Christian Aid meets its regulatory requirements and oversees the implementation of actions to further embed the policy in all areas of Christian Aid's work.

9.3 Safeguarding has been identified as a separate risk on our corporate risk register. The corporate risk register is updated three times a year by the directorate and is reviewed in each of the Audit and Risk Committee meetings.

## **Policy Reference Information**

<b>Status</b>	<b>Final</b>
<b>Author/Lead</b>	<b>[REDACTED] – Safeguarding Manager</b>
<b>Date Policy Created</b>	<b>June 2018</b>
<b>Date of Last Review</b>	<b>June 2020</b>
<b>Date of Next Formal Review</b>	<b>June 2021</b>

## **Related Policies and Information**

<b>Policy/Guidance Title</b>
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Code of Conduct
Whistleblowing
Disciplinary
Policy for fundraising & responding to vulnerable people
Supporter fundraising policy
Bullying and Harassment
Safeguarding Investigation Policy & Procedure
Survivor Support Guidance

## Updates

4.2. - November 2018. Reference included to the SharePoint 'Raise a Safeguarding Concern form'.

4.3. - November 2018. Reference included to the Safeguarding Trustee email address.

4.4 – July 2019: Updated to reflect change in Whistleblowing Policy – monitored by Chief People Officer

3.4 – June 2020. Expanded definitions of abuse to include Modern Slavery and Cyber/virtual safeguarding

7. – June 2020. Included expectation of partners and consortium members to investigate safeguarding breaches appropriately.