

# 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:\*

Providing new, earthquake resilient education facilities in 2 communities in rural Nepal

Which country will the project be delivered in:\*

Nepal

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

No

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

To provide two, new school buildings at secondary schools in the District of Myagdi, west of Pokhara. Both schools are well attended but the existing buildings are in a poor state of repair, are not earthquake resilient and need to be replaced.

Shree Bhim Secondary School requires a new, 10-room building to support its 230 students (112 girls) from nursery to Grade 10 (15-16) and allow to extend provision to Grade 12.

Shree Gau Bam Basta Secondary School requires a new, 8-room building to provide education to 384 students (175 girls) from nursery to Grade 10 (15-16 yrs).

Anticipated start date:\*

01 Sep 2021

Anticipated completion date:\*

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

31 Jul 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):\*

The project links directly to SDG4 and specifically, SDG4.a – 'Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all.'

The improvement of these education facilities also supports a number of other SDGs including: SDG8 - Decent work and economic growth, SDG1 - No poverty and SDG10 - Reduced inequalities by providing a decent education for the youth of the community who will have the opportunity to learn in a safe and secure environment.

## 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:\*

[REDACTED] is an experienced charity leader with many years of project management experience in both the private and public sector and has led PTN as Executive Director since 2018, improving the processes and procedures of the organisation. As the manager of these projects he will oversee the delivery of the construction process and ensure that key milestones are achieved against the programme delivery before the plan release of funds to the Nepali NGO team

Is this project (select 1 option):\*

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

A) A stand alone project

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

Please indicate the approximate number of direct beneficiaries:\*

Yes

Please indicate the approximate number of indirect beneficiaries:\*

Yes

Please summarise what benefits are anticipated to direct beneficiaries

1,045

3,423

Direct Beneficiaries

and indirect beneficiaries separately:\*

Children and young people – the schools have a combined total of 614 students aged between Nursery and Grade 10 (15-16yr old). These students will benefit from an improved learning environment and an increased level of engagement with their education due to the positive investment in the facilities.

Teachers and staff – The 31 teachers at the schools will have access to 18 new classrooms that will be light, spacious and earthquake resilient this will provide a positive learning environment.

Construction workers – Each new building will engage with approximately 200 workers from the local community through skilled and unskilled labour support. This will provide local employment and experience to these workers who will also have an opportunity to learn new skills that can be used in the future.

PTN(NGO) staff – The PTN(NGO) staff will benefit from the projects through contribution to the employment of the 12 fulltime staff employed to undertake all projects. These projects will increase the experience and knowledge of the NGO team to continue to improve the work that is delivered.

#### Indirect Beneficiaries

Local community and future generations – The wider community supported by the projects is estimated to consist of 3,423 people who will benefit from the new facilities. The community will be encouraged to take an active role with the school and to make use of the building for out of school activities and cultural events.

It is essential that the project is sustainable after funding has been utilised. Please describe the planned continuity of the project in the beneficiary country once funding ceases, including details of any continued operation and maintenance of project facilities:\*

The project budget contains a small maintenance fund to renovate and paint the school in the future. The School Management Committee and the community are also required to deposit funds equating to 1.5% of the construction cost into an account for maintenance into the future.

Both projects will be delivered in collaboration with the Local Rural Municipality who are providing funding towards both new schools. The local community is also required to contribute towards the cost of construction through the provision of materials and labour. This level of financial support from both the community and local government leaders will create a 'sense of ownership' for the building to ensure that the beneficiaries are committed to making the most of these new facilities into the future.

PTN is proud to have built many long-term relationships with schools supported over the last 30 years. Both schools will be invited to become 'life members' of PTN to build on the relationship into the future. Where possible, PTN will also work with the school to identify a link school in IOM/UK to foster a cultural exchange and friendship.

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:\*

The Executive Director, [REDACTED] based in the UK is an experienced charity leader with many years of project management experience in both the private and public sector. As the manager of these projects he will oversee the delivery of the construction process and ensure that key milestones are achieved against the programme delivery plan before the release of funds to the Nepali NGO team.

Project finances are monitored and managed by the Operations Manager, [REDACTED] who holds a Master's in Business Studies and a Diploma in Civil Engineering. [REDACTED] has worked for the NGO for over 6 years and was

promoted to Operations Manager in 2019 after 4 years as Finance Manager.

PTN employs a qualified Civil Engineer, [REDACTED] who has worked for the NGO for over 6 years. [REDACTED] is responsible for assessing community and school need, construction design, cost estimates, construction monitoring and management of the Project Supervisors on site. All Project Supervisors, undergo annual technical update training to ensure they are up to date with the latest building technologies and Health and Safety requirements.

The NGO Board and IOM/UK Trustees have extensive experience in delivering projects in Nepal since the first school opened in 1991. Chandra Gurung, co-founder of the Trust was Chair of the NGO Board until 2019 and continues to take an active supporting role within the NGO as Honorary President.

Nepal is a landlocked country between India and China and has a diverse topography; ranging from the Terai (flat lands) along the south of the country to the Himalayas which contain many of the highest peaks in the world, including Mt Everest. This extreme topography means that many communities are very isolated. Therefore, access to education can be very challenging and, if there is no local school available, many children cannot continue their education beyond basic level unless they can afford to board at a private school in the nearest city.

After its foundation 30 years ago by two former Queen's Gurkha Engineers, PTN has focused on providing support to rural and underprivileged communities in the 'middle hills region' of Nepal, known as the "Pahar". By providing improved facilities within these communities we are able to provide students with quality, safe and accessible education within their local community.

According to the 2020 Human Development Index Nepal is ranked at 142 out of the 189 countries measured. This ranks Nepal as 'Medium Development' by the United Nations. However, of the estimated population of 29,600,000 around 80% (or 23,680,000) live in rural or non-urban communities. These communities are faced with significant challenges to access quality education, employment and health provision. This creates inequalities across the country and when these are taken in account within the 'Inequality-adjusted HDI' (IHDI), Nepal shows a 'loss' in human development of c25% placing these communities in the lowest band for Human Development.

Pahar Trust Nepal focuses on working with rural communities to provide improved educational facilities as well and innovative approaches to learning to ensure that even children in remote communities have access to quality education.

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?\*

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

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

Yes

Surveys were undertaken, by the Project Manager, at both schools in 2019 to understand the local context and needs within the villages. The surveys include background to the school; its current attendance levels; student attainment levels and expectations for the future. This information is used to develop projects that are suitable and sustainable for the local community.

The key 'consultees' within the survey are: The School Management Committee (SMC); Headteacher; Village leaders and students at the school.

The key findings from the surveys are:

- Current buildings are old, structurally unsound and were damaged by the earthquake in 2015
- The schools are well attended and space is limited within classrooms
- Due to the COVID-19 pandemic many families are relocating to the villages from the city which will increase the number of students at the schools
- Shree Bhim Secondary School will be expanding its provision to include Grades 11 and 12 (17-18yrs) and space for this provision is very limited
- The new buildings will replace the older buildings with new, light, safe and secure learning environments for many years to come

Yes

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? \*

Please provide a brief summary:\*

Nepal and the Isle of Man have a strong connection following 30 years of support to the country delivered by PTN. More than 35 projects – mostly schools – have been supported by the residents and Government of the Isle of Man to date. The beneficiary communities continue to be grateful for the support they have received with IOM flags flying or painted on many of the schools supported. Many IOM schools have developed friendship links with schools in Nepal and some of these have been successfully running for over 20 years.

The town of Kirk Michael is also twinned with the village of Ghamrang, Lamjung, Nepal which is the location of one of the very first PTN supported schools in the country.

Yes

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

Please provide a brief summary:\*

There is currently no established link between the beneficiary communities and IOM. However, both schools will be invited to become life members of PTN and will also be encouraged to form a 'School Friendship Link' with an IOM based school.

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:\*

July 21 - Pahar Trust - Project Delivery Plan.pdf

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

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

[REDACTED]

Position in organisation:\*

Executive Director

Contact telephone number:\*

[REDACTED]

Email address:\*

Please confirm email address\*

Pahar Trust Nepal

Name of Charity:\*

987

IOM Registered Charity Number:\*

Registered Charity address:\*

[REDACTED]

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? Yes

\*

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:\*

£72513.00

Was the final outcome: \*

On budget

In which country was the project delivered?\*

Nepal

What was the timeframe of the project?\*

December 2019 – December 2020

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

To provide a new, 8-room, 2-storey building at Janaprem Secondary School, Baglung District, Nepal. PTN(NGO) was approached by the School Management Committee for support after this main school building was badly damaged by the 2015 earthquake. Built into the mountain the building consisted of 8 rooms over a ground and lower ground floor. The building was considered structurally unsafe but due to a lack of available rooms the ground floor was still in daily use.

PTN(UK) secured funding to fully replace the building with a new, earthquake resilient building to provide a safe and secure learning environment. Works began in December 2019 with an initial completion date expected in August 2020. However, due to delays caused by COVID-19 requiring a smaller construction team on site, the project was completed in December 2020. Despite the delays the construction was still delivered within budget and to the expected high level of quality for a PTN provided school.

Please describe main project activities:\*

The main activities undertaken for this project were as follows:

1. Enquiry received by PTN(NGO) team in Nepal from beneficiary school
2. PTN(NGO) undertook a site visit and 'needs assessment' with School Management Committee (SMC)
3. PTN(UK) Executive Director visited school to meet with community and SMC
4. Design and costs prepared for an appropriate building
5. Discussion and agreement regarding community contribution towards cost of construction
6. Project proposal prepared for PTN(UK) to support fundraising
7. Funding secured in UK
8. Project agreement and MOU prepared between PTN (NGO) and beneficiary
9. Construction works undertaken by PTN(NGO) team
10. Regular monitoring of construction site undertaken by Project manager
11. Financial monitoring undertaken by Operations Manager and progress reports provided to PTN(UK)
12. Staged payments released to Nepal following evidence of progress against agreed milestones. Due to COVID-19 the milestones were updated to recognise delays in construction
13. Regular update photos provided to be shared across Social Media channels and with donors
14. Construction completed in December 2020 and school in use by community. However, following the second wave of COVID-19 the school is now closed again.

Please describe monitoring activities undertaken and outcomes:\*

15. When possible to do so, Executive Director and project Donor will visit school to formally open the building.

All construction projects are overseen on-site by a PTN employed Project Supervisor. The Project Supervisor remains on site throughout construction and regular monitoring visits are carried out by the Project Manager and members of the NGO Board. Updates are shared regularly with PTN(UK). In the case of this project, lockdowns caused by COVID-19 limited the number of in-person monitoring visits undertaken by the Project Manager. However, as the PTN Project Supervisor was on site they were able to rely progress during this period to ensure works progressed.

Financial monitoring is undertaken by the Operation Manager who oversees all payments and provides regular updates to PTN(UK) in accordance with the project delivery plan.

Yes

Did the project achieve all planned objectives? \*

#### Connections

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

Yes

Please provide brief summary:\*

PTN has a long-established connection to the Isle of Man Government and was delighted to be joined by The Chief Minister, [REDACTED] at a celebration event for the Trust held on the Island in November 2019.

The former Chairman of PTN, [REDACTED] and his wife [REDACTED] became PTN Presidents in 2019 and continue to reside on IOM and remain active in promoting the Trust. Two Trustees also live on IOM holding the roles of Treasurer and Secretary.

PTN has strong links to Island schools. Five IOM schools have long standing links with PTN built schools in Nepal with many other schools being aware of our work through our IOM Trustee's engagement work on the island. Almost all IOM based schools have supported PTN through fundraising at some point and are aware of our work.

PTN raises significant funds through supporters on IOM and to date over 35 new school building construction projects have been completed exclusively through support from IOM residents and IOM Government funding.

Yes

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

Please provide brief summary including dates:\*

PTN has received funding via IOM Government International Development Small Grant over a number of years. Most recently in 2019/20 to build two new, 6-room school buildings in Nepal, application reference SG0919.

After the confirmation of funding in 2019 one of the beneficiary school secured funding from an alternative source and therefore a new project was identified. The new project identified was, Shree Janakalyan Secondary School in the village of Makikhola. The local Rural Municipality was very supportive of the project and agreed to contribute towards the cost of the build that allowed the scale of the project to increase to a 10-room building. Despite delays caused by COVID-19 and a landslide the building was completed in Spring 2021. The second of these buildings; Satyasheela Secondary School is currently under construction and will be completed soon.

In 2017/18, PTN also received funding to provide two school buildings in the villages of Mauja and Ramkot,

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. \*

July 21 - Pahar Trust - Organisational description.pdf  
 July 21 - Pahar Trust - SIGNED Annual Report and Accounts 2019-2020.pdf  
 July 21 - Pahar Trust - Trust deed.pdf

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:\*

Pahar Trust Nepal – Registered NGO in Nepal

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

None

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

PTN has delivered projects in partnership with its sister NGO in Nepal for 30 years. The NGO is registered with the District Administration Office, Kaski (Registration Number 3047) and Social Welfare affiliation No. 37327. It is a separate organisation from the charity on the Isle of Man. The Committee, which comprises of 10 Nepali members. The co-founder or PTN, [REDACTED], is Honorary President of the NGO and continues to be actively involved with its work.

There are 12 full time staff including: Operations Manager, Project Manage, Project Supervisors, Admin Assistant, Finance Assistant, 2 Assistant Project Supervisors and an Office helper

The full-time staff manage the projects and report to the NGO Committee who meet every 2 weeks. The Operations Manager and Project Manager meet with the Executive Director in UK every two weeks via video call to provide updates on development and construction works.

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?\*

Yes

Please state start date of agreement:\*

03 Dec 2020

Please state end date of agreement:\*

03 Dec 2025

Please summarise terms of agreement:\*

Please note: The MOU between PTN(UK) and PTN(NGO) is a rolling agreement reviewed on an annual basis. It was last reviewed and fully updated in December 2020.

The terms of the MOU between PTN(UK) and PTN(NGO) provide an overview of the joint and individual responsibilities of both parties to ensure all projects:

- Are undertaken within communities that are identified to be in need
- Provide positive impact within beneficiary communities
- Are fully funded and completed before being handed over to beneficiary communities
- Are delivered within budget and time frames
- Monitored and evaluated during construction
- Coordinated in a professional manner

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

Outcomes:\*

linked to any sanctioned individuals



Safeguarding checks

The NGO in Nepal is audited annually and a copy of the accounts and audit report are reviewed by the Executive Director and Treasurer in UK.

The NGO in Nepal is reviewed periodically by the Social Welfare Council (SWC) of the Nepalese Government and donors/ partner organisations. The last review by the SWC took place in Spring 2021.

The Trustees and Executive Director make regular visits to Nepal to meet with the NGO Board and office staff to review and monitor the organisation and current projects. There has been a gap in visits from the UK to Nepal during the COVID-19 pandemic and the last visit from UK undertaken was in March 2020.

Quarterly cash-statements and bank balances are provided by the NGO as well as financial reports on all projects.

## Section 5 – Tell us about your budget

What is the total project budget? \*

£165062.48

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

£95,112.98

Will this project be Co-Funded by someone other than your charity and the Isle of Man Government?\*

Yes

Please provide the names of all co-funding organisations and their contribution to the project:\*

The project will be co-funded by the Malika Rural Municipality, Nepal and the local communities in the beneficiary villages. Please see letter confirming this support from Malika Rural Municipality in the attached supplemental information.

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

For Shree Bhim the contribution from Malika Rural Municipality and the community is 42.8% of the total project budget and at Shree Gau Bom it is 41.9% of the total project budget.



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 via other media



Sanctions – If your partner organisation operates in any jurisdiction subject to sanctions or if they are linked to any sanctioned individuals

Outcomes:\*

Malika Rural Municipality is a Nepali Government body and is subject to monitoring and reporting on expenditure to central Government. Funds allocated to the project will be managed and monitored by the PTN NGO team and all funds will be accounted for using the same systems to ensure all funds are correctly used.

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 confirmed support from Malika Rural Municipality and the local community in Nepal will provide 42.8% of the project costs for Shree Bhim Secondary School and 41.9% towards the cost of Shree Gau Bom.

In the case that project costs increase due to inflation or other external factors, PTN will mobilise its supporters to raise additional funds that may include:

- Fundraising from events on the Isle of Man. Important groups who have been and continue to be generous in their support for PTN include Island schools and Rotary groups as well as individuals.

- Events from supporters in UK and Internationally including funding campaigns for the specific projects.

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:\*

Project funds will be held in Isle of Man bank account until required. Upon receipt of evidence of spend and construction, according to the Time and Finance plan a transfer will be made to the PTN(NGO) bank account in Nepal.

International financial transfers are made via Equals Money (UK based Currency Exchange Agent) in Nepali rupees to ensure PTN receives a fixed rate of exchange before money is sent to Nepal. Receiving a fixed rate on sending funds provides increased control over the funds that are received in Nepal, rather than relying on the recipient bank in Nepal to set a prevailing rate on receipt.

Funds are sent via electronic bank transfer directly into the PTN(NGO) account in Nepal to ensure the security of the funds. PTN(NGO) will confirm receipt of transfer and allocation of funds towards project costs.

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:\*

£50993.14

Year 1 date (month/year):\*

September 2021

Year 2 payment amount:\*

£44119.84

Year 2 date (month/year):\*

August 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 down into clearly itemised costings linked to project activities and objectives. \*

July 21 - Pahar Trust - Budget summary.xlsx

## Section 6 – Tell us about your Safeguarding plans

Safeguarding Officer:\*

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:\*

July 21 - Pahar Trust - Safeguarding.pdf

## 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:\*

July 21 - Pahar Trust - Risk Assessment.pdf

## 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?\*

No

**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
- ☒ LinkedIn

Please upload your Communications plan document:\*

July 21 - Pahar Trust - Comms Plan.pdf

## 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:

Please find attached the following:

- Letter of confirmation of funding support from Malika Rural Municipality
- Letter from Headteacher at Shree Bhim Secondary School
- Project proposal for both schools including images of current buildings, new building designs and location of schools

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

July 21 - Pahar Trust - Supporting Information.pdf

## 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**

Title: Providing new, earthquake resilient education facilities in 2 communities in rural Nepal

Applicant organisation: Pahar Trust Nepal



All summary costs in GBP (£)

Translation rate 1:160 (GBP:NPR)

Project element	Total project budget	Direct project costs (Material and direct staff costs) - A+B+C	Non-Project Attributable Costs (Nepal Office support) - D	Programme Support costs (IOM/UK) - E		Budget contribution from Community and Rural Municipality	% of total project cost	Budget requested from Isle of Man Government	% of total project cost
Shree Bhim - 10-room school	£89,128.35	£84,181.65	£2,341.70	£2,605.00		£38,135.21	42.8%	£50,993.14	57.2%
Shree Gau Bom - 8-room school	£75,934.13	£70,987.43	£2,341.70	£2,605.00		£31,814.29	41.9%	£44,119.84	58.1%
<b>TOTAL</b>	<b>£165,062.48</b>	<b>£155,169.08</b>	<b>£4,683.40</b>	<b>£5,210.00</b>		<b>£69,949.49</b>		<b>£95,112.98</b>	

Total % Non-attributable overhead	5.48%
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### **NOTES:**

Full detailed cost breakdowns included in BoQ (Bill of Quantities) calculations

Non-attributable overhead' includes UK office costs

Total % Non-attributable overhead' is calculated against 'Budget requested from IOM'

### **BUDGET MONITORING PROCESSES:**

All payments to Nepal will be made in accordance to Time and Finance plan

No money will be paid to Nepal until evidence is provided that permission has been granted and that work has started

Operations Manager in Nepal manages staged payments once they are received.

All bills and invoices are authorised by 2 signatories before payment.

Operations Manager regularly updates the project accounts to monitor that the project is on budget

Project Manager will monitor the budget compared to construction progress each time he visits the site

# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Project Delivery Plan Template

Project title	<b>Providing new, earthquake resilient education facilities in 2 communities in rural Nepal</b>
Applicant organisation	<b>Pahar Trust Nepal</b>

<b>Project Objective</b>	<b>Description of activities to achieve objective</b>	<b>Timeframe for activities</b>	<b>Monitoring mechanisms</b>	<b>Person/Area Responsible(s) (Nepal team unless indicated)</b>
Identification of suitable projects and confirmation of need	<ul style="list-style-type: none"> <li>Liaison with School Management Committee (SMC), District Education Office and local communities to identify and prioritise projects</li> <li>Completion of 'Initial Survey' to record need and identify school requirements</li> <li>Site visit undertaken by Project Manager and Chairperson of PTN(NGO) Board</li> <li>Presentation of proposal to PTN(UK) for discussion and agreement to progress</li> </ul>	Already completed	Review of approval process and evidence of need by PTN(NGO) committee	Project Manager, Operations Manager and PTN(NGO) Board
Engagement of local community for project	<ul style="list-style-type: none"> <li>Communities are required to contribute towards the project cost. <ul style="list-style-type: none"> <li>Community and Rural Municipality have agreed to contribute 50% of the cost of materials for both projects and have provided confirmation of commitment.</li> </ul> </li> <li>MOU signed between community and PTN(NGO) to agree terms of project</li> </ul>	<p>Already completed</p> <p>September 2021 for Shree Bhim, September 2022 for Shree Gau Bom</p>	NGO Committee will meet with representatives from the schools and communities and sign the MOU together	Project Manager, Operations Manager and PTN(NGO) Board

<p>School buildings will be well built to current earthquake resistance requirements and compliant with all building regulations and best practice in Nepal</p>	<ul style="list-style-type: none"> <li>• Project Manager (qualified Civil Engineer) to design the building in line with current Nepali construction requirements <ul style="list-style-type: none"> <li>◦ All drawings are reviewed and approved by a qualified Architect</li> </ul> </li> <li>• All Project Supervisors receive annual refresher training in line with latest techniques and requirements</li> <li>• Approval sought from Government departments including; Social Welfare Council (SWC), District Education Office and Rural Municipality Officers</li> </ul>	<p>Already completed</p> <p>July/August 2021</p> <p>Already completed</p>	<p>Architect review of plans</p> <p>Government approval of project</p>	<p>Project Manager</p> <p>Project Manager</p> <p>Operations Manager</p>
<p>Cost estimates for building will ensure value for money and provide the best use of locally available resources while being of the best possible quality</p>	<ul style="list-style-type: none"> <li>• A detailed Bill of Quantities (BOQ) is provided by the Project Manager with cost breakdown considering factors such as inflation, labour costs, geographical location and site access considerations</li> <li>• Tender process in place for all high cost items such as; contractor, materials (bricks, concrete etc). Three quotes are required</li> </ul>	<p>Already completed</p> <p>June 2021 for 1<sup>st</sup> project – Shree Bhim Sec. School</p>	<p>Reviewed by NGO Committee, Executive Director (UK)</p> <p>NGO Committee and beneficiary community work together to select the best value for money tender</p>	<p>Project Manager</p> <p>Project Manager</p>
<p>Building project progresses in a timely manner</p>	<ul style="list-style-type: none"> <li>• Time and finance plan produced setting out key milestones in the project and target dates.</li> <li>• Project Manager will be available and on site throughout construction</li> <li>• Project Manager will visit the site every 2-3 weeks</li> </ul>	<p>Oct 21 – June 22 (Shree Bhim)</p> <p>Oct 22 – June 23 (Shree Gau Bom)</p>	<p>Monitored by Executive Director (UK).</p> <p>Milestone report with images</p>	<p>Project Manager, Project Supervisors</p>

	<ul style="list-style-type: none"> <li>Project Supervisors and key construction workers, community and school management have contact numbers for PTN office and staff to be able to contact at any time when the Project Manager is not on site</li> </ul>		required to release staged payments	
Schools are constructed in line with the plans and to a high quality	<ul style="list-style-type: none"> <li>Project Manager and Project Supervisor attend site to set-out the building as per the exact measurement of the plans</li> <li>Plans and details discussed in detail and copies kept by the construction workers</li> <li>Project Manager visits the sites every 2-3 weeks throughout the build</li> <li>Final review of the project once building is completed to ensure all areas are completed to a high standard</li> <li>Project Manager will request improvements to be made if necessary and will not sign off the building until completely satisfied</li> </ul>	<p>Oct 21 – June 22 (Shree Bhim)</p> <p>Oct 22 – June 23 (Shree Gau Bom)</p>	<p>Project Manager and Project Supervisor monitors the build and the contractors</p> <p>Ad-hoc site visits by PTN(NGO) Board frequently and Executive Director (UK) and Trustees will visit construction projects when in Nepal</p>	Project Manager
Project is completed within budget	<ul style="list-style-type: none"> <li>Operations Manager and Project Manager will review budget and expenditure during site visits every 2-3 weeks</li> <li>Funds held with PTN(NGO) will only be paid to suppliers on receipt of receipts and invoices and in accordance with the approved quotes received.</li> <li>Funding released in stages from the IOM in line with the Time and Finance (T+F) plan when photo evidence of a milestone is presented</li> </ul>	<p>Oct 21 – June 22 (Shree Bhim)</p> <p>Oct 22 – June 23 (Shree Gau Bom)</p>	<p>Review by Operations Manager, Project Supervisor, Finance Assistant (Nepal) and Executive Director (UK) and Treasurer (IOM).</p>	Operations Manager, Project Manager, Finance Administrator

	<ul style="list-style-type: none"> <li>Finance Officer prepares a statement of final account at the end of the project</li> </ul>		Staged funding released in accordance with T+F plan	
Construction workers/ contractors are safe on site	<ul style="list-style-type: none"> <li>Safety equipment provided.</li> <li>Site workers insurance in place</li> <li>Construction work stops during the monsoon unless special circumstances require extension. In such a case, extra caution will be taken to ensure safe working during the season.</li> </ul>	Monsoon between July-Sept	Project Supervisor and community will monitor the site to make sure the conditions are safe, especially when it is close to monsoon weather	Project Manager, Project Supervisors, Construction workers
School and community keep the school well maintained	<ul style="list-style-type: none"> <li>Formal opening and hand-over ceremony</li> <li>Maintenance fund established</li> <li>School will become life-member of PTN to maintain the relationship</li> <li>School will be encouraged to set up a link with an IOM or UK school to share cultural experiences and professional support to teachers</li> <li>Ad-hoc visits by Nepali staff</li> </ul>	Ongoing from completion	<p>IOM/UK Trustees and donors will attend opening ceremony</p> <p>Maintenance fund reviewed by Operations Manager</p>	School and beneficiary community

# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Risk Assessment Template

Project title	<b>Providing new, earthquake resilient education facilities in 2 communities in rural Nepal</b>
Applicant organisation(s)	<b>Pahar Trust Nepal</b>

Identified Risks	Potential impact on project	Severity	Probability	Steps Taken	Risk Owner
<b>Operational Risks</b>					
Loss of key staff	<ul style="list-style-type: none"> <li>Not enough supervision and management leading to poor quality build and overrun on budget</li> <li>Limited skills within team to deliver project</li> </ul>	Medium	Medium	<ul style="list-style-type: none"> <li>Employee contracts are in place including notice periods and holiday allowance stipulated</li> <li>Appraisals and training opportunities given</li> <li>Pay and bonuses linked to government workers rate</li> <li>Recognition given to field working team to ensure they feel valued</li> </ul>	NGO Committee (Nepal)  Trustees (IOM/UK)
Unsafe working conditions on site	<ul style="list-style-type: none"> <li>Injury to construction workers</li> <li>Construction workers could take legal action</li> </ul>	High	Low	<ul style="list-style-type: none"> <li>Site insurance and workers insurance held by NGO</li> <li>Site is supervised by qualified PTN Project Supervisor with first aid training</li> <li>NGO construction team undergo refresher training every year including Health and Safety.</li> </ul>	Project Manager (Nepal)

Inaccurate / poorly planned designs	<ul style="list-style-type: none"> <li>Finished building is unsafe and unsuitable for students</li> <li>School building is structurally unsound and does not remain standing</li> </ul>	High	Low	<ul style="list-style-type: none"> <li>Site measured accurately by 2 PTN staff</li> <li>Designs are reviewed by architect / building engineer</li> <li>Designs are approved by 2 Nepal government departments</li> </ul>	Project Manager (Nepal)
Poor construction leading to unsafe or low-quality building	<ul style="list-style-type: none"> <li>Unsafe or unsuitable building</li> <li>Reputational damage to PTN and donor</li> </ul>	Low	Low	<ul style="list-style-type: none"> <li>PTN engineers receive annual refresher training on latest building methodologies</li> <li>Regular monitoring undertaken by Project Manager (Nepal)</li> <li>NGO Board undertake Ad-hoc visits to monitor works</li> </ul>	Project Manager (Nepal)
Poor community support	<ul style="list-style-type: none"> <li>Community or Rural Municipality don't provide any contribution to the project</li> <li>Community don't use and maintain the building in the future</li> </ul>	Medium	Low	<ul style="list-style-type: none"> <li>PTN is working closely with Rural Municipality to match fund project and MOU created to confirm support</li> <li>Initial survey form completed and Project Manager visits school to assess need</li> <li>MOU to be signed by Rural Municipality and Community setting out their contribution and no works will begin without this being completed</li> <li>Community and School Management Committee have a say in the tender</li> </ul>	Operations Manager and Project Manager (Nepal)

				process for the contractor and raw materials	
<b><u>Financial Risks</u></b>					
Misappropriation of funding/assets	<ul style="list-style-type: none"> <li>• Loss of donor money</li> <li>• Project unable to complete because of lack of funds.</li> <li>• Reputational damage</li> </ul>	Medium	Low	<ul style="list-style-type: none"> <li>• Finance plan agreed and stage payments only made when evidence of milestones reached is provided</li> <li>• Stage payments are held by PTN Office in Nepal and only paid when bills are presented on the project</li> <li>• Supervisors also monitor the budget while attending site visits</li> <li>• Operations Manager maintains an account statement for the project and it is reviewed regularly to identify if the project is still on budget</li> <li>• Full transparency with the donor if any issues arise on the project which will mean that the budget will be exceeded</li> <li>• PTN NGO in Nepal and PTN (UK/IOM) are both audited</li> </ul>	<p>Executive Director (UK)</p> <p>Operations Manager (Nepal)</p>
Adverse movement in GBP:NPR exchange rate	<ul style="list-style-type: none"> <li>• Project runs over-budget.</li> <li>• Project unable to complete due to lack of funds</li> </ul>	Low/medium	High	<ul style="list-style-type: none"> <li>• Exchange rate reviewed frequently</li> <li>• Project costed at the '90-day low' exchange rate ruling on the day of translation</li> </ul>	Executive Director (UK)

				<ul style="list-style-type: none"> <li>• PTN reserves policy considers exchange rate movement on projects to look to ensure that there are sufficient unrestricted funds to cover this if the donor is unable</li> <li>• PTN UK transfers funds using currency exchange agent to fix rate before funds sent to Nepal</li> </ul>	
Significant rise in inflation of costs of materials for construction	<ul style="list-style-type: none"> <li>• Project runs over-budget</li> <li>• Project unable to be completed due to lack of funds</li> </ul>	Medium	Medium	<ul style="list-style-type: none"> <li>• Costs reviewed regularly by Project Manager</li> <li>• Designs may be adapted to ensure delivery within budget can be achieved (with approval from donor)</li> <li>• PTN has reserves that can be used to cover sudden financial changes</li> </ul>	
Inaccurate costing and budgets prepared	<ul style="list-style-type: none"> <li>• Project runs over-budget</li> <li>• Project unable to complete due to lack of funds</li> </ul>	Medium	Low	<ul style="list-style-type: none"> <li>• Budgets are prepared by the Project Manager who is technically knowledgeable about the component costs such as different raw materials and labour.</li> <li>• Costings and budgets reviewed by NGO Committee, Project Manager and Finance Officer.</li> <li>• Tender process/ quotes obtained for the procurement all bigger items.</li> <li>• Bills have to be provided before payments made. PTN Nepal control</li> </ul>	Project Manager (Nepal)  Executive Director (UK)  Operations Manager (Nepal)

				the stage payments rather than handing it to the community/school.	
<b>External Risks</b>					
Natural disasters – earthquake/ landslide	<ul style="list-style-type: none"> <li>• Loss of life if building collapses with students in it</li> <li>• Loss of life, building and raw materials in landslide</li> </ul>	High	Low in the time frame of the project. However very high compared to other regions of the world	<ul style="list-style-type: none"> <li>• Site is reviewed to find the safest location</li> <li>• School buildings designed and built to be EQ resistant and approved by the relevant Nepal government departments</li> <li>• All buildings are strengthened using reinforced steel rods and have a light metal sheet roof</li> <li>• Construction work is stopped during monsoon when landslides are most likely</li> <li>• PTN(UK) holds reserves to respond to emergencies</li> </ul>	Project Manager (Nepal)
Global pandemic – e.g. COVID 19	<ul style="list-style-type: none"> <li>• Loss of life from contraction of disease</li> <li>• Transmission of disease to rural community by construction staff</li> <li>• Transmission of disease to other staff members</li> </ul>	High	Medium	<ul style="list-style-type: none"> <li>• All PTN staff to follow guidelines provided by Government bodies</li> <li>• All PTN staff to comply with lockdown rules</li> <li>• Construction staff to only continue works where safe to do so, with local government approval and within national guidelines</li> <li>• PTN(UK) holds reserves to respond to emergencies</li> </ul>	

Political instability	<ul style="list-style-type: none"> <li>• Change of Government leads to change in regulations and strategy of Department of Education</li> <li>• Strikes in protest against government leads to project work stopping</li> <li>• Blockades at borders causes raw material and fuel shortages and increased prices</li> </ul>	Medium	Medium	<ul style="list-style-type: none"> <li>• NGO Committee and Nepal staff keep informed and meet with relevant politicians regularly.</li> <li>• Budgets try to consider possible price fluctuations of transport and raw material costs.</li> <li>• Acceptance that timelines may need to lengthen if strikes last for a long period of time.</li> <li>• PTN has worked in Nepal for nearly 25 years, through a Maoist insurgency, assassination of the Royal family and none of these turbulent events have meant that projects have not been completed.</li> </ul>	NGO Committee (Nepal)
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# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Communications Plan Template

Project title	<b>Providing new, earthquake resilient education facilities in 2 communities in rural Nepal</b>		
Applicant organisation(s)	<b>Pahar Trust Nepal</b>		
Communications Activity	Reach	Objective	Timeframe
<b>Communications activities in the Isle of Man</b>			
<ul style="list-style-type: none"> <li>Press release to announce funding of projects to celebrate the continued support of IOM Government and its people to Nepal. This will also be shared with UK press outlets and on PTN Social Media</li> </ul>	IOM population PTN Social Media followers	To raise awareness of the successful funding and highlight the continued commitment of IOM to support Nepal	If funding is successful
<ul style="list-style-type: none"> <li>Maintaining PTN relationship with other IOM media outlets such as Radio and TV to raise profile of the support and impact of support from IOM to Nepal</li> </ul>	IOM Population	To raise awareness of the work of PTN and its support from IOM	Ongoing through project
<ul style="list-style-type: none"> <li>Active participation in island-wide events organised by the One World Centre including; Charity Challenge; Global Village</li> </ul>	Over 500 people per year	To raise awareness of the work of PTN and its support from IOM	Charity Challenge and Global Village events in 2022 and 2023. Dates TBC
<ul style="list-style-type: none"> <li>PTN Trustees will actively seek opportunities to present and engage with individual schools, University College Isle of Man, and community groups, including Rotary, Lions, church groups and numerous others</li> </ul>	School children and families, Rotary members in IOM and UK. c1,000 people per year	To raise awareness of PTN's work and support from IOM Government to improve prospects for Nepali people	Ongoing through project

<ul style="list-style-type: none"> <li>Engagement with IOM schools that have links with partner schools in Nepal. IOM Trustees will continue to nurture these links through visits and support with specific initiatives such as cross-cultural learning between schools. For example; <ul style="list-style-type: none"> <li>A Manx primary received pictures from children at a PTN supported school in Nepal depicting their village life. This formed a project called "Manx Landscapes" where the pupils created pictures of where they lived to compare and contrast the two sets of pictures and the differences in their day to day lives</li> </ul> </li> <li>Events in support of PTN are organised independently on a regular basis by various individuals and community groups, which reflects the high regard in which PTN is held in the IOM and that our work in Nepal is valued. These activities raise general funds for PTN or are focused to support specific projects, for example; <ul style="list-style-type: none"> <li>██████████ IoM initiative (started April 2021) of '<a href="#">glasses for the masses</a>' in addition to his longstanding copper bangle sales to raise funds for PTN.</li> <li>Primary school teacher ██████████ runs an annual fundraiser of Tea <a href="#">Trees for Nepal</a> in the run-up to Christmas.</li> <li>██████████ host an annual Pie Night fundraiser for PTN, raising almost £1K in February 2020.</li> </ul> </li> </ul>	<p>5 schools currently active on IOM with link schools in Nepal</p> <p>Many other schools support PTN while not holding a dedicated link school</p> <p>Current and new PTN supporters within the IOM Population</p>	<p>To continue to develop the strong links between IOM and Nepali schools, some of which have been in place for over 20 years. This will ensure that the next generation of IOM adults will have an increased awareness of the support that the people of IOM have provided to Nepal for so many years</p> <p>To continue to develop links between IOM population and Nepal while highlighting the wonderful support that has already been provided</p>	<p>Ongoing through project</p> <p>Ongoing through project</p>
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<ul style="list-style-type: none"> <li>A further example of potential continuing engagement by the Isle of Man community with PTN projects, Michael School, which is twinned with Ghamrang, the village where the first IOM supported school was built in Nepal in 1993, and the community of Kirk Michael, have engaged strongly in fundraising for PTN over many years. Most recently, through various efforts during May 2021, £2,400 donated towards this year's 30For30 campaign by PTN to raise funds to develop early years facilities/resources in 30 schools was raised and is due to be handed over to [REDACTED] (Honorary Presidents of PTN) in July 2021. This will present another opportunity for acknowledging the strong contributions from the Isle of Man, including updates on the two most recent schools completed from the previous Small Grant funding allocation. Promoting new projects for which funding is granted is likely to result in further community engagement from the Isle of Man.</li> </ul>	School pupils, families and residents of Kirk Michael and surrounding community.	To continue to develop links between IOM population and Nepal while highlighting the wonderful support that has already been provided	Ongoing through project
<b>Communications activities in the project region</b>			
<ul style="list-style-type: none"> <li>The PTN(NGO) team are aware that IOM Government are the main funder of the projects and will publicise this to the beneficiary community, school, local authorities, government departments and within the PTN network in Nepal</li> </ul>	Nepali communities	To raise awareness of the funding support provided from IOM to Nepal	At all stages of the project

<ul style="list-style-type: none"> <li>• Press releases will be prepared to be sent to Nepali News outlets</li> <li>• Once the schools are completed there will be a large marble plaque dedicated to the funder(s) installed on the outside.</li> <li>• The schools in this project will benefit from ongoing training provided by teachers and education professionals from the IOM both in person and remotely</li> <li>• Formal opening of school including official handover to community from PTN. Ceremony will be attended by PTN Trustees and local officials. Representation from IOM Government is also very welcome</li> <li>• Schools will also be given IOM flags which are always flown with great delight and respect. IOM flags are often painted on the new buildings to show the strong partnership between IOM and Nepal</li> </ul>	<p>Wider Nepali population</p> <p>Nepali communities, students and visitors to the new schools</p> <p>c50 teachers from all PTN schools are trained each year</p> <p>Local community, PTN Trustees and supporters</p> <p>Local community and students</p>	<p>To raise awareness of the funding support provided from IOM to Nepal</p> <p>To raise awareness of the funding support provided from IOM to Nepal</p> <p>To continue to develop links between IOM and Nepali schools through practical, ongoing training and support</p> <p>To raise awareness of the funding support provided from IOM to Nepal</p> <p>To raise awareness of the funding support provided from IOM to Nepal</p>	<p>If funding is successful</p> <p>After completion</p> <p>After completion</p> <p>After completion</p> <p>After completion</p>
<b>Other communications activities</b>			
<ul style="list-style-type: none"> <li>• Regular updates will be posted to the PTN website – <a href="http://www.pahar-trust.org">www.pahar-trust.org</a>. Specifically, construction updates for this project will be posted and will highlight the Isle of Man Government as the primary funder of the project.</li> </ul>	<p>All supporters and people reaching website through organic searches</p>	<p>To promote the work that PTN undertakes in Nepal and the supporters and funders that make this possible.</p>	<p>At all stages of the project</p>

<ul style="list-style-type: none"> <li>PTN have an active <a href="#">Facebook</a>, <a href="#">Instagram</a>, <a href="#">LinkedIn</a> and <a href="#">Twitter</a> presence which are used to share the successful funding and regular updates with supporters including construction progress images</li> </ul>	<p>Current followers: Facebook – c1,600 Instagram – c1,250 Twitter – c400</p>	<p>To promote to work of PTN, its supporters and funders to current and new audiences</p>	<p>At all stages of the project</p>
<ul style="list-style-type: none"> <li>The funding will be included in the PTN quarterly newsletter which is sent to our global network of supporters including Australia, Germany, Canada, Denmark and beyond.</li> </ul>	<p>Currently c300 subscribers and growing</p>	<p>To promote to work of PTN, its supporters and funders to current and new audiences</p>	<p>At all stages of the project</p>
<ul style="list-style-type: none"> <li>Our UK based Trustees and Executive Director attend many networking meetings including BRANNGO (British and Nepal NGO Network)</li> </ul>	<p>Other NGO groups operating in Nepal</p>	<p>To promote to work of PTN, its supporters and funders to current and new audiences</p>	<p>At all stages of the project</p>
<ul style="list-style-type: none"> <li>UK based Executive Director and Trustees provide talks to varied groups on a regular basis to highlight the work that PTN delivers and will highlight the continued support that the Trust has received from IOM and its people</li> </ul>	<p>Rotary Clubs, Universities, WI Groups, Corporate and Professional Groups etc.</p>	<p>To promote to work of PTN, its supporters and funders to current and new audiences</p>	<p>At all stages of the project</p>

# INTERNATIONAL DEVELOPMENT – SMALL GRANT FUNDING

## Safeguarding Template

Project title	<b>Providing new, earthquake resilient education facilities in 2 communities in rural Nepal</b>
Applicant organisation(s)	<b>Pahar Trust Nepal</b>

Identified Persons at Risks	Steps Taken	Risk Owner	Procedure for Reporting/ Dealing with Misconduct
<b>Children under 18 years of age</b>	<ul style="list-style-type: none"> <li>Nepali NGO and IOM/UK charity have Safe Guarding Policy and procedures in place – see Appendix</li> <li>All employers, visitors, donors or volunteers (PTN staff and representatives) are required to read and sign their agreement to abide according to the Policy and Procedures</li> <li>No school students permitted to access the construction site</li> <li>PTN staff and representatives must never be left alone with students at anytime</li> <li>All Trustees and UK/IOM staff are required to have a DBS check (or equivalent)</li> <li>All NGO staff undergo annual refresher training including safeguarding</li> </ul>	<p>NGO Committee - Nepal Operations Manager (OM) – Nepal</p> <p>Executive Director – UK</p>	<ul style="list-style-type: none"> <li>In the case of any concerns contact must be made to the Safe Guarding Lead in the PTN team</li> <li>All concerns will be investigated by the Safe Guarding Lead and reported to the NGO Committee and UK/IOM Trustees</li> <li>In the case of a serious incident (as detailed by the Charities Commission) arising, anonymised details of the incident and PTN's response will be reported to the Commission and to the sponsors/donors</li> </ul>

<b>Vulnerable adults due to financial circumstances</b>	<ul style="list-style-type: none"> <li>Nepali NGO and IOM/UK charity have Safe Guarding Policy and procedures in place – see Appendix</li> <li>All employers, visitors, donors or volunteers (PTN staff and representatives) are required to read and sign their agreement to abide according to the policy</li> <li>No individual gifts are permitted to be given by PTN staff or representatives</li> <li>PTN staff and representatives must never receive gifts from beneficiary communities</li> <li>All Trustees and UK/IOM staff are required to have a DBS check</li> </ul>	<p>NGO Committee - Nepal Operations Manager (OM) – Nepal</p> <p>Executive Director – UK</p>	<ul style="list-style-type: none"> <li>In the case of any concerns contact must be made to the Safe Guarding Lead in the PTN team</li> <li>All concerns will be investigated by the Safe Guarding Lead and reported to the NGO Committee and UK/IOM Trustees</li> <li>As above, in the case of a serious incident (as detailed by the Charities Commission) arising, anonymised details of the incident and PTN's response will be reported to the Commission and to the sponsors/ donors</li> </ul>
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# Safeguarding Policy

UK/Isle of Man/Nepal



## **ANNEX A – PTN IOM/UK/Nepal Safeguarding Policy and Procedures**

### **Document control:**

<b>Date</b>	<b>Action</b>	<b>Officer</b>
June 2021	Safeguarding Policy, Code of Conduct and associated documentation reviewed and updated	Maggie Young / Alan Sweetman

### **PURPOSE**

Pahar Trust Nepal (PTN) is committed to addressing safeguarding throughout its work, to protect people - particularly children and vulnerable adults - from any harm that might arise through their connection with the work of the Trust.

This includes harm arising from:

- conduct of staff or personnel associated with PTN; and/or
- the design and implementation of PTN's programmes and activities.

The application of this policy is the means by which PTN ensures that it is:

- in compliance with the Child Safeguarding Protocol of the UN Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (2003);
- aligned with the UK Department for International Development's (DFID's) principles in relation to safeguarding;
- and meets the standards for UK Charities that emerged from the DFID Safeguarding Summit (2018).

### **SCOPE**

This Safeguarding Policy applies to all representatives of PTN, including:

PTN's patron, president/s, trustees, staff, NGO Board members, ambassadors, project or programme partners, consultants, contractors, agents, advisors, volunteers and donors.

The requirement for adherence to this policy by anyone representing PTN applies at all times; not only while they are carrying out specific duties on behalf of PTN.

This policy does **not** cover safeguarding concerns in the wider community that are not related to PTN or its associated personnel.

## **POLICY STATEMENT**

PTN will not tolerate any abuse or exploitation by its staff or associated personnel.

PTN believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin, has the right to be protected from all forms of harm, abuse, neglect and exploitation.

PTN commits to addressing safeguarding throughout its work, through a framework of Prevention, Reporting and Responding, as detailed in the related procedures.

## **BACKGROUND AND CONTEXT**

The welfare and safety of vulnerable persons is of paramount importance to PTN and is the constant responsibility of every person referred to under "Scope" above.

The Trust places the same importance on safeguarding whether in the UK, the Isle of Man - or in Nepal, where vulnerable persons may face different or additional risks of abuse or exploitation.

All representatives of the Trust who come into contact with vulnerable people in any context (including online/social media as well as in person) must act in those people's best interests and ensure they take all reasonable steps to prevent harm being caused to them.

*This Policy should be read in conjunction with PTN's Code of Conduct (attached as Appendix 1), with which all PTN representatives should be made familiar and, as appropriate, asked to sign the Code of Conduct to confirm their agreement to comply with the spirit and contents of both documents.*

## APPENDIX 1 - Safeguarding Code of Conduct

### Introduction

In keeping with its vision and values, Pahar Trust Nepal (PTN) is committed to maintaining the highest degree of ethical conduct by and among all its staff and other representatives.

This Code of Conduct details PTN's expectations. It should be read in conjunction with PTN's Safeguarding Policy, to which it is attached as Appendix 1.

### Mission

Pahar Trust Nepal helps to improve education, health and sanitation facilities for disadvantaged communities in Nepal. We aim to provide some of the world's poorest children with a high standard of education and to support them to realise their potential while building skills and resilience within communities to improve their sustainability and opportunities to develop.

### Values

PTN holds the following values as important in the execution of its works. These values inform the strategy and approach of the organisation.

- **Transparency/Honesty** – This is important for building trust; donors value the knowledge that they know where, and how, their funding is used.
- **Inclusivity** – PTN works with all Nepali communities, regardless of their background and/or caste. Communities are encouraged to take an active role in the delivery of projects, to increase buy-in and commitment from them for the future.
- **Quality** – Both within construction projects, in which buildings are delivered to a high quality to ensure they will last for many years; and in education training provision.
- **Adaptability** – PTN has the capacity to be adaptable within Nepal and can take on a variety of projects. However, this needs to be monitored to ensure the Trust does not lose focus on its core objectives.
- **Commitment** – PTN has been working in the sector for many years and has its own team in place in Nepal. This is a strength for building relationships with communities and Local Government leaders in Nepal.

## Code of Conduct Standards

It is expected that PTN employees/representatives will:

1. Familiarise themselves with the expectations and requirements of PTN's Safeguarding Policy and Code of Conduct within one month of the commencement of their role.
2. Engage with training on Safeguarding matters as required by PTN.
3. Uphold the integrity and reputation of PTN by ensuring that their professional and personal conduct is consistent with PTN's values and standards at all times.
4. Be responsible and accountable in the appropriate use of information, assets and resources to which they have access through their relationship with PTN.
5. Perform their duties and conduct their private lives in a manner that avoids conflicts of interest.
6. Uphold confidentiality, exercising due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

As it is part of their contract of employment, any breach of the Code of Conduct by a member of PTN staff constitutes grounds for disciplinary action, up to and including dismissal.

## Obligation to Report Concerns

- PTN staff and its representatives are obliged to report immediately any potential incident, abuse or concern that they witness, are made aware of, or suspect, that appears to breach the Standards contained in this Code.
- Similarly, any member of PTN staff, or its representatives, who receives a third party report of concerns on a Safeguarding matter, either from internal or external sources, is obliged to refer the report immediately.
- PTN staff reporting concerns are protected by the Disclosure of Malpractice in the Workplace policy.

## Referral of Concerns

All concerns should be notified immediately they occur or are reported. The point of referral for such concerns is the designated Safeguarding Lead in either Nepal or UK/IoM. If this presents any difficulty, the concern can be reported to the Chair of the NGO Board, the Chair of Trustees, or alternatively to any Trustee, so that an investigation can take place without delay and appropriate action follow, as determined.

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## Confirmation and Signature

In accepting my role with PTN, I confirm that I have read and understood the contents of PTN's Safeguarding Policy and Code of Conduct, and undertake to discharge my duties and to regulate my conduct in accordance with its requirements.

Name:

(please print)

Position/Role:

(in relation to PTN)

Signature:

Date:

## ASSOCIATED PTN POLICIES/PROCEDURES

- Safeguarding Procedures
- Disclosure of Malpractice in the Workplace (Whistle-blower) Policy
- Discipline and Grievance Procedures
- Complaints Policy

## **SAFEGUARDING PROCEDURES**

This document should be read in conjunction with PTN's Safeguarding Policy.

PTN commits to addressing safeguarding throughout its work, through a framework of:

- Prevention;
- Reporting; and
- Responding.

All concerns and allegations of abuse or exploitation will be taken seriously by Trustees and staff, and responded to appropriately. This may require a referral to appropriate authorities, which may include the police.

### ***Prevention***

PTN will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this safeguarding policy
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Require all Trustees and UK staff to have a satisfactory DBS check as a condition of appointment, with subsequent updates within timeframes as determined by the Board
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that might arise from their coming into contact with PTN
- Require all representatives of PTN who visit Nepal and are expected to visit schools to sign the PTN Safeguarding Policy and Code of Conduct before they commence any placement. This can either be carried out before travelling, or in-country with PTN Nepal staff.
- Emphasise the need to seek permission from a responsible adult before photographing or videoing potentially vulnerable persons; and permission for the media to be made public, if that is the intention. While informed consent should be received, this does not need to be in written form.
- Ensure as far as possible that PTN representatives are never alone with vulnerable persons. This includes:
  - ensuring that a teacher is always present when meeting in a school environment.
  - at least 2 independent PTN representatives being present, if meeting with a vulnerable person in a home environment.
- When considering potential volunteers, follow the procedure set out in the 'Managing Volunteers Policy', to ensure the safe recruitment, selection and vetting of volunteers, including receiving a DBS check.
- Require children under the age of 18 who are to volunteer with PTN in Nepal to be accompanied by their parents/guardians, teachers, or representatives of the organisation 'True Adventure' or similar travel organisation
- Obtain all relevant safeguarding documents from the responsible party, in the case of trips to Nepal in partnership with an organisation such as True Adventure, to ensure the party is taking full and appropriate responsibility for the group
- Maintain confidentiality as appropriate in gathering and communicating information about individuals in our programmes
- Review reports of any PTN safeguarding incidents to establish what adjustments to preventative measures might be necessary to strengthen these to avoid a recurrence.

**Additionally**, all PTN staff and representatives (as detailed under 'Scope' in PTN's Safeguarding Policy) are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy; and
- Report any concerns or suspicions regarding safeguarding violations by a PTN staff member or other PTN representative.

## ***Reporting***

Safeguarding is everybody's responsibility.

PTN will ensure that safe, appropriate and accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

PTN staff and representatives are expected to be vigilant in identifying and reporting any potential causes for concern with regard to safeguarding, as part of their role in ensuring that no harm comes to anyone as a result of their contact with PTN.

**In accordance with the Code of Conduct, PTN staff and representatives are obliged to report any incident, abuse or concern:**

- **that they witness, or suspect, that could be a safeguarding issue; or**
- **are made aware of from either internal sources or external ones such as members of the public, partners or official bodies.**

**If they have a genuine concern about, and a reasonable belief in, the existence of a safeguarding issue, even without proof, they should report it. This includes suspicions and rumours.**

**A Safeguarding Incident Report form is included as Appendix 1.**

Any and all concerns should be reported immediately (at the latest, within 24 hours), to PTN's Safeguarding Leads:

- in Nepal, [REDACTED], Operations Manager, email: [REDACTED]; and
- in the UK to [REDACTED], Executive Director: [REDACTED]

If this presents any difficulty, or a conflict of interest, then the concern should be reported to the Chair of the NGO Board (Nepal) or the Chair of the Board of Trustees (UK).

PTN staff who report concerns are protected by PTN's Policy for Disclosure of Malpractice in the Workplace (Whistleblowing). Even if it is later discovered that they are mistaken, they will not be at risk of losing their job or suffering from any form of retribution.

## ***Responding***

On receipt of a report of a safeguarding issue, the designated Safeguarding lead will first conduct a risk assessment to consider whether immediate intervention is necessary for the survivor's wellbeing; or if other, less timebound, measures are appropriate.

The identity of the person raising a concern will be protected. However, should an investigation lead to an allegation being elevated to a legal level, confidentiality cannot be guaranteed.

A neutral investigator will be appointed by the Safeguarding lead to investigate the allegation/s, using approaches relevant to the alleged breach, to include all people who are potentially connected, while ensuring that appropriate confidentiality is maintained - for the person making the allegation, the survivor, and the alleged perpetrator.

Where a safeguarding breach is confirmed, this will be discussed with either the NGO Board or the Board of Trustees (UK) to determine appropriate follow-up action.

A summary of the outcome of the investigation will be fed back to the person reporting the allegation; however, the precise details may not be able to be disclosed, depending on circumstances.

An anonymised report of the incident and its outcome will be prepared by the Safeguarding lead, for reporting to the Board and as a record for future reference, to include lessons learned to be fed back into and enhance PTN's operations.

## ***Records***

As evidence of PTN's compliance with safeguarding requirements, and our robust stance in addressing allegations of safeguarding issues, records will be kept of all safeguarding issues reported and PTN's response in each case. For reporting purposes, the data will be anonymised.

Records containing the full details of individual allegations and their outcome will be stored confidentially and retained in accordance with the required retention periods.

## **APPENDIX 1 - Safeguarding incident report form**

Reports of incidents can be received through a range of communication methods. The following form acts as a prompt for the information to be gathered routinely, as far as is possible, and provides a standardised approach.

It should be completed either by the designated Safeguarding lead for UK/IoM or Nepal; or by the PTN representative or other party who has been approached by a complainant wishing to make a disclosure. If the latter, the completed form should be forwarded to the Safeguarding lead without delay, for action.

Confidentiality of the witness, the survivor(s), and any other parties named in the allegation should be maintained in all communications. Sharing of any details should be only on a 'need to know' basis.

## Safeguarding incident report form

Information received and recorded by: (Name/Role) \_\_\_\_\_

Date and time of disclosure - and how received (in person, telephone, email, etc):

Reported by (name)	Relationship to PTN
Place of work / home address	Contact phone number and/or email address
<b>Subject of report - Survivor's details</b>	
Name	
Contact details, if known	
Age/Date of birth	
Other relevant details about the survivor: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carer's name and contact details	
<b>Details of the allegations/suspensions</b>	
Ask the complainant "Are you reporting ...":	
• Disclosure made directly to you by the child/vulnerable adult?	<input type="checkbox"/>
• Disclosure or suspicions from a third party?	<input type="checkbox"/>
• Your suspicions or concerns?	<input type="checkbox"/>
Date and time of incident	

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Details of the allegations/suspensions - and of the alleged perpetrator.

*"State exactly what you were told/observed and what was said."*

*(Use the person's own words as much as possible, or what was reported to them.)*

Signed (by the person completing the form)

Date

Signed (by the Safeguarding Lead)

Date report received

**Updates on actions taken to follow up - dates and times - and what, when and with whom.**

(continue overleaf as necessary)

Please forward the completed form to:

- in Nepal - to [REDACTED], Operations Manager. Email: [REDACTED]
- in the UK - to [REDACTED], Executive Director. Email: [REDACTED]