

GRANT NEGOTIATION GUIDELINES

1. INTRODUCTION

These guidelines are provided for applicants who are invited to enter into the negotiations following the positive outcome of the evaluation of proposals for NARDF funding Projects. The document outlines the information and procedures in the negotiation process. The overall purpose of negotiations is to finalize the details of the work to be carried out under the grant agreement within the associated budget, as well as to establish the legal and financial information needed to prepare the Grant Agreement.

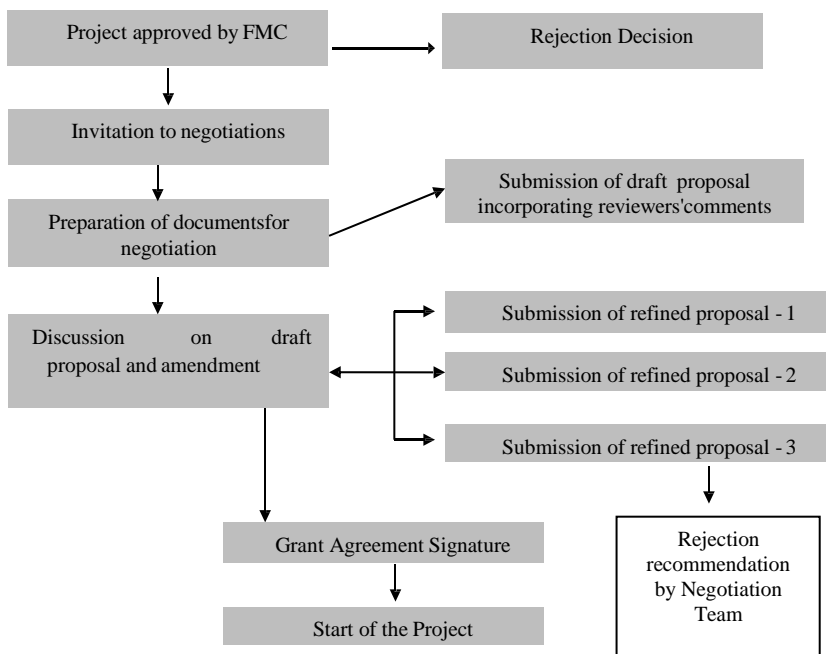


Figure 6: The Negotiation Process

Please note that the Negotiating Team reserves the right to terminate negotiations at any time and recommend rejecting the proposal in the event of inadequate

2. PREPARATION OF NEGOTIATIONS

Invitation to negotiations

Following the approval of proposal by the FMC the Project Coordinator and the head of the organization are invited by a letter or public or electronic media to commence negotiations with the NARDF secretariat before negotiation, the applicant is advised to take reviewer's report from NARDF secretariat. The NARDF secretariat will set the negotiation date, time and venue for discussion.

The Project Coordinator/The Institutional Head

The coordinator leads and represents the applicants in the negotiations with the NARDF. In addition to this the lead applicant organization may authorize the coordinator to be responsible for all the technical activities agreed upon the applicant and the NARDF. If meetings are planned both the head of the organization or chairperson and coordinator attend all meetings. The coordinator submits all documents to the NARDF and ensures the liaison between the awardees and the NARDF in technical matters. The chairperson and coordinator will also be responsible for submitting the project's technical report and financial statements.

The Negotiation Team

The members of technical sub-committee (TSC) along with the officers of the NARDF form negotiation team on the side of the government and the designated Project Coordinator and chairperson of the applicant organization form negotiation team on the side of the applicant. TSC chairperson leads the negotiation team. In case when there is necessity to form more than one negotiation team, the team members select one of its members to lead the negotiation team, the other teams shall be chaired by one of the TSC members selected by the members themselves.

The Member Secretary of TSC

The Member Secretary of TSC facilitates and represents the NARDF in the negotiations with the applicant. Thus the Member Secretary shall be the sole recipient of all correspondence related to the negotiations.

Preparation of documents for negotiations

Before proceeding to the negotiation the NARDF will ensure that the TSC members will have sufficient time to review a copy of

successfully evaluated proposal for negotiation with the applicant. On the date scheduled for negotiation, applicants are invited to come with a Full Proposal Copy.

The negotiation meeting of TSC Members with the applicants will indicate changes or improvements in the proposal and the applicant is required to incorporate such agreed upon changes in the revised proposal with the given deadline. The entire process should be concluded before the deadline for completion of negotiations.

3. THE NEGOTIATIONS PROCESS

The Grant Agreement negotiation process comprises two main aspects:

- (i) Technical (*scientific*) negotiations
- (ii) Financial and managerial negotiations.

In the event that the NARDF requires special clarifications from the applicant and judges if necessary, a negotiation meeting may be held. This will be decided by the Member Secretary and will be communicated to the applicant. The Project Coordinator normally attends all negotiation meetings, accompanied by the organization's chairperson and the NARDF may be assisted by the TSC.

Please note that the NARDF does not fund costs related to the effort spent by the applicants in preparing the proposal or conducting the negotiations. The cost of travel and subsistence of the applicant members to negotiation meetings is not reimbursed.

Technical Negotiations

The aim of the technical negotiations is to agree on the final content of the proposal. During this part of the negotiation process:-

- The proposal may need to be included to meet the recommendations indicated by the NARDF, such as work plan, activities, log-frame, Gantt chart etc.

Financial and Managerial Negotiations

Financial negotiations shall focus mainly on reaching agreement on budgetary matters such as the budget for the full duration of the project and the budget breakdown for the different activities.

During this part of the negotiation process:

- The total costs, cost sharing will be determined.

- A table of the estimated breakdown of budget and cost sharing per activity to be carried out by each of the collaborating organization will be established.
- The start date and the duration of the project will be agreed upon.
- The need for the inclusion in the grant agreement of any special clauses will be established.

Completion of negotiations

At the end of the negotiations, agreement should be reached on all technical, financial and managerial issues related to the proposed project and the applicant should be in the position to prepare and send a final version of the relevant documents to the NARDF. Paper copies of the documents should be bound, on white paper, with original signatures of Coordinator and Chairperson.