

APPENDIX A3 **General Terms and Conditions of Contract**

Version December 2005

PREAMBLE-

Kerkinactie is the programme for the missionary and diaconal work of the Protestant Church in the Netherlands and 10 other churches and ecumenical organisations in the Netherlands and abroad. Kerkinactie is part of the Ministries of the Protestant Church in the Netherlands.

Kerkinactie seeks cooperation with partner organisations and churches in order to promote its aims in Mission and Diaconate.

The specific aim of the cooperation between Kerkinactie and the Contract Partner is to achieve the outcomes formulated in the Specific Contract Terms and Conditions on Financial Cooperation. The Contract Partner is responsible for implementing the agreed project plan. Kerkinactie is responsible for providing the support, feedback and other services agreed upon.

The general and specific terms and conditions specify the obligations and rights of both the Contract Partner and Kerkinactie, in order to interpret the intentions of both Parties in practical terms as regards this co-operation.

If the Contract Partner is an intermediary organization, which transfers the provided funds to a specified third party, the Contract Partner is obliged to provide a copy of the contract to the third party. The Contract Partner should include an accompanying instruction, explaining that the third party is obliged to implement the contract in line with the agreed specifications and to enable the Contract Partner to fulfill its intermediary function and contract obligations towards Kerkinactie, by providing the required narrative, financial and possible audit reports.

PROJECT MONITORING AND EVALUATION

1. Reporting

1.1. Basic principles

- 1.1.1. The reporting must consist of a narrative and a financial report.
- 1.1.2. The narrative and financial reporting must relate to the same period and be sent to Kerkinactie simultaneously, within four months of the completion of the specified period.
- 1.1.3. Reports must be drawn up in one of the following languages: the language of the contract, or in English, or in Dutch.
- 1.1.4. In most of the contracts, Kerkinactie will not insist on its own reporting format and accepts any format, as long as the required information is provided as specified in Clauses 1.2. and 1.3. An example of a report format can be provided, on request. If there are deviations from this general rule, these are indicated in Appendix A2. There are two special cases, for which special reporting instructions might be required. In the case of emergency projects through ACT International, the reporting guidelines of ACT International have to be obeyed. In case backdonors of Kerkinactie require specific information or formats, these will be provided in a separate appendix.
- 1.1.5. Except when otherwise indicated in Appendix A2, Kerkinactie will accept the general annual report of the organisation as the project report, if it provides sufficient project information, as specified under Clauses 1.2. and 1.3., and if the Kerkinactie support is quantified. Instead of making a full separate project report, the Contract Partner may add the required project information in a summary, which should at least include:
 - 1.1.5.1. The progress regarding the agreed activities and outputs, and the expected results; the developments in external conditions which are relevant for the project; as well as points which may need to be monitored or discussed. All these points are referred to in the Specific Contract Terms and Conditions on Financial Cooperation of the contract;
 - 1.1.5.2. Observations concerning the relationship with Kerkinactie.

