**2021-2025**

**Framework agreement**

**Support to [party name]**

**[Program title]**

[Date]

[Location]

**1. Introduction**

The present framework agreement (FA) details the objectives, budget and management arrangements for the development cooperation concerning [program title (2021-2025)] as agreed between the parties below. The FA is accompanied by a grant letter.

The FA is considered a living document, which guides the engagement between the parties and their contributions towards DIPD’s strategy 2021-2025. Emphasis should therefore be put on the political party’s intentions, aspirations, plans and goals rather than on detailed activities.

Due to the short time provided to the political parties for preparing the FA ahead of the 2021-2025 strategy program period, the second half of 2021 should be considered an extended preparatory phase, in which the parties can explore and elaborate their plans for the strategy program period, before presenting a revised FA to DIPD’s Appraisal Committee (AC) in November 2021.

**1.1 Parties**

[Party name] and The Danish Institute for Parties and Democracy later referred to as DIPD.

**1.2 Contribution**

The Danish Institute for Parties and Democracy commits to a contribution to the engagement of DKK [grant amount] for the period xx.xx.2021-31.12.2025.

**1.3 The grant and its disbursement**

The grant to [party name] is disbursed in Danish kroner (DKK). Any loss due to variations of exchange rates between the grant and other currency/currencies of the organisation’s cooperating partners in developing countries must be covered within the grant.

The grant will be transferred semi-annually on the request from the party to DIPD’s secretariat. From 2023 audited annual accounts must be used as documentation for transfers of funds.

Funds will be transferred in DKK from DIPD to:

Account holder: [Party name]

Swift code: [Xx]

Account number: [Xx]

IBAN-number [Xx]

Bank name and address [Xx]

**2. International engagement**

2.1 The purpose of [party name]’s engagement with DIPD

*Please describe the overall purpose of the party’s engagement with DIPD. Max 1/2 page.*

2.2 Geographical scope

*Please describe the geographical focus of the party’s engagement with DIPD, including:*

*a. Regions and countries where the party intends to appraise opportunities for new partnerships.*

*b. Considerations regarding the types of contexts the party intends to work within.*

*c. Potential synergies between the parties’ partnerships as part of the engagement, and synergies with other parties’ engagements.*

2.3 Experience, competences and approaches to DIPD’s strategic goals

*Please describe which of DIPD’s strategic goals the party intends to contribute to, and which experiences and competences the party will draw on during this framework agreement. If the party intends to try out new approaches and/or methods, please indicate which and why.*

2.4 Envisioned partnerships

*Please describe how the party intends to prioritize its partnerships as part of the engagement, including:*

*a. Existing partnerships the party intends to continue.*

*b. Weighting between party-to-party and multiparty partnerships.*

*c. Intended prioritization of long-term and short-term interventions.*

2.5. Risk Management

*Please describe your party considerations about risks and how to mitigate these.*

2.6 Results framework

*This results framework reflects the strategic goals of DIPD’s strategy. Please fill out the sections under the outputs, which the party intends to contribute to.*

*The results framework should cover all the party’s engagements, and the party is encouraged to keep it short (2-3 targets per year) and on a strategic level, with a focus on the envisioned change rather than activities.*

*The results framework should be an ambitious but realistic framework for the changes the party hopes to contribute to during the strategy period.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Output 1  - Political parties formulate and communicate political solutions** | | [Text] | |
| Output indicator | | [Text] | |
| Baseline | Year | 2021 | [Text] |
| Target | Year 1 | 2021 | [Text] |
| Target | Year 2 | 2022 | [Text] |
| Target | Year 3 | 2023 | [Text] |
| Target | Year 4 | 2024 | [Text] |
| Target | Year 5 | 2025 | [Text] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Output 2 - Political parties are inclusive and engaging organizations** | | [Text] | |
| Output indicator | | [Text] | |
| Baseline | Year | 2021 | [Text] |
| Target | Year 1 | 2021 | [Text] |
| Target | Year 2 | 2022 | [Text] |
| Target | Year 3 | 2023 | [Text] |
| Target | Year 4 | 2024 | [Text] |
| Target | Year 5 | 2025 | [Text] |

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| --- | --- | --- | --- |
| **Output 3 - Political parties are democratic organizations** | | [Text] | |
| Output indicator | | [Text] | |
| Baseline | Year | 2021 | [Text] |
| Target | Year 1 | 2021 | [Text] |
| Target | Year 2 | 2022 | [Text] |
| Target | Year 3 | 2023 | [Text] |
| Target | Year 4 | 2024 | [Text] |
| Target | Year 5 | 2025 | [Text] |

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| --- | --- | --- | --- |
| **Output 4 - Political parties participate in cross-party cooperation and dialogue** | | [Text] | |
| Output indicator | | [Text] | |
| Baseline | Year | 2021 | [Text] |
| Target | Year 1 | 2021 | [Text] |
| Target | Year 2 | 2022 | [Text] |
| Target | Year 3 | 2023 | [Text] |
| Target | Year 4 | 2024 | [Text] |
| Target | Year 5 | 2025 | [Text] |

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| --- | --- | --- | --- |
| **Output 5 - DIPD will learn from and document our results** | | [Text] | |
| Output indicator | | [Text] | |
| Baseline | Year | 2021 | [Text] |
| Target | Year 1 | 2021 | [Text] |
| Target | Year 2 | 2022 | [Text] |
| Target | Year 3 | 2023 | [Text] |
| Target | Year 4 | 2024 | [Text] |
| Target | Year 5 | 2025 | [Text] |

2.7 Framework budget

*Please present the party’s indicative overall budget.*

*All costs must be divided as per the strategic goals, which the party intends to contribute to*

*Guidance on how to fill out the budget can be found in DIPD’s guidelines (insert link)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Budget line** | Goal 1 | Goal 2 | Goal 3 | Goal 4 | Goal 5 | Total DKK |
| **1** | **Salary** |  |  |  |  |  |  |
| **2** | **Administrative costs** |  |  |  |  |  |  |
| **3** | **Total salary and administrative costs (1-2)** |  |  |  |  |  |  |
| **4** | **Investments** |  |  |  |  |  |  |
| **5** | **Activities in Denmark** |  |  |  |  |  |  |
| **6** | **Travel** |  |  |  |  |  |  |
| **7** | **Engagement and knowledge sharing** |  |  |  |  |  |  |
| **8** | **Total costs in Denmark (1-7)** |  |  |  |  |  |  |
| **9** | **Transfers to partners** |  |  |  |  |  |  |
| **10** | **Budget margin** |  |  |  |  |  |  |
| **11** | **Audit** |  |  |  |  |  |  |
| **12** | **Total (1-11)** |  |  |  |  |  |  |

2.8 Budget floors and ceilings

|  |  |
| --- | --- |
| Total salary and administrative costs | Maximum 30 % of total grant |
| Transfers to partners | Minimum 50 % of total grant |
| Budget margin | Minimum 3 % and maximum 5 % of total grant |
| Total costs for goal 5 | Minimum 5 % of the total grant |

2.9 Budget details

*Please provide further information regarding the party’s budgetary priorities, including:*

*a. Which staff functions the party intends to finance through “1. Salary”.*

*b. The administrative staff support needed to manage the engagement.*

2.10 Budget reallocations

[Party name] has the possibility to reallocate between the budgeted outputs/budget lines up to 30 %. Relocations exceeding 30 % must be presented to and approved by DIPD’s board.

2.11 Procurement of goods, services and travels

[Party name] will manage the grant with care, consideration, and due diligence. Pursuant to Danida’s and DIPD’s existing guidelines, only economy or economy plus class tickets can be purchased for travel.

2.12 Accounting requirements

Accounts shall be kept in accordance with internationally accepted accounting principles. [Party name] must follow the basic four-eye principles for all payments and secure proper and solid segregation of duties. The accounts shall be drawn up to the same level of detail as is done in the budget. The total grant cannot be exceeded and shall be used for the agreed purpose only.

The grant shall be kept and accounted for separately from other funds from earmarked funds from the DIPD as well as other sources.

The party must present audited annual accounts of the engagement to DIPD. The audit report is used as documentation for the disbursement of funds from DIPD, and DIPD is obliged to deny the further disbursement of funds if a party is unable to presented audited annual accounts for the engagement with DIPD within six (6) months of the following calendar year.

2.13 Interest and unspent funds

Interests accrued from bank holdings should be recorded as income and may be used for activities supporting the objective of this development engagement or returned to the DIPD at the end of the engagement. Negative interests are to be accounted for as expenditures and may be covered by the grant.

2.14 Financial monitoring

*Please describe how the party intends to assess its partners financial and administrative capacity and fulfil its monitoring obligations. If the party requires administrative support from DIPD, please describe the reason for the support and the arrangements which have been agreed with DIPD.*

2.15 Anticorruption

No offer, payment, consideration, or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – neither directly nor indirectly – as an inducement or reward in relation to activities funded under this agreement, including tendering, award, or execution of contracts. Any such practice shall be ground for the immediate cancellation of this grant and for such additional action, civil and/or criminal, as may be appropriate. At the discretion of DIPD, a further consequence of any such action can be the definite exclusion from any project funded by DIPD.

*Please describe how the party intends to ensure anticorruption measures in its assessment and monitoring of partners. If the party sees the need for support on anticorruption measures from DIPD, please describe which kind of need is required.*

**3. Management arrangements and anchoring**

3.1 Anchoring of the DIPD-engagement with the party

*Please describe how the DIPD-engagement is anchored in the party, including:*

*a. How the political leadership is involved in the engagement.*

*b. How the daily management of the engagement is arranged.*

*c. How the party engages its members in its partnerships.*

3.2 Learning, knowledge-sharing and documentation

[Party] shall monitor and report on progress and achievements against the agreed results framework using its own system for monitoring and evaluation.

[Party] monitors and reports annually on progress of implementation by partners as well as by [party] itself directly (the first annual report covers 01.07.2021-31.12.2022 (18 months)).

[Party] must deliver the annual reports and audited annual accounts in accordance with the following reporting plan and in accordance with the reporting requirements stipulated in DIPD’s guidelines:

|  |  |  |
| --- | --- | --- |
| **Reporting period** | **Reporting deadline** | **Reports** |
| 01.07.2021-31.12.2022 | 31.03.2023 | Narrative report  Audited annual accounts |
| 01.01.2023-31.12.2023 | 31.03.2024 | Narrative report  Audited annual accounts |
| 01.01.2024-31.12.2024 | 31.03.2025 | Narrative report  Audited annual accounts |
| 01.07.2021-31.12.2025 | 30.06.2026 | Final narrative report  Final audited accounts |

[Party] is obliged to participate in any learning exercise, evaluation, or review, which DIPD or the Danish Ministry for Foreign Affairs initiates during the engagement period.

*Please describe how the party intends to harvest and document results from its partnerships, share these results and secure internal learning, including:*

*a. Which methods the party intends to use in harvesting results from its partnerships.*

*b. Which approaches the party intends to use to share results internally and with other parties engaged in DIPD.*

*c. How the party intends to strengthen its ongoing learning from partnerships and other sources of relevant knowledge.*

*d. How the party intends to engage in learning activities with other parties supported by DIPD.*

3.3 Engagement in Denmark

*Please describe how the party intends to work with the engagement in Denmark, including:*

*a. Positive experiences and challenges with communication regarding the party’s engagements with DIPD.*

*b. Priorities and strategies for communication.*

*c. How the party intends to contribute to DIPD’s collective communication and engagement.*

**4. Child labour**

[Party] shall abide by the local laws and by applicable international instruments, including the UN Convention of the Rights of the Child and International Labour Organisations conventions.

**5. Prevention of sexual exploitation, abuse, and harassment**

The recipient agrees to ensure that the work of the organisation is implemented in an environment free from all forms of harassment, exploitation, abuse, sexual or otherwise, especially in case of vulnerable groups.

Sexual abuse is defined as actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to profiting monetarily, socially, or politically from sexual exploitation of another. Sexual harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person, particularly when creating an intimidating, hostile, degrading, humiliating or offensive environment.

The above definitions are referred to as Sexual Exploitation Abuse and Harassment (SEAH).

[Party] confirms that it is developing a policy for precenting SEAH to be finalized ahead of entry into force of this DED. With this, [party] confirms that it will ensure:

1. That it has adequate policies, standards, or frameworks in place to precent SEAH.

2. That all employees have been informed about these policies, standards, or frameworks.

3. That there are appropriate SEAH reporting procedures and complain mechanisms in the organisation, including the protection of victims of SEAH and that prompt and adequate action is taken if SEAH is observed, reported, or suspected.

In case the development engagement includes sub-grantees, the recipient is responsible for ensuring the prevention of SEAH also at the level of sub-grantee. The MFA has zero-tolerance towards SEAH and will consider non-adherence to point 1, 2 and 3 as grounds for immediate termination of grant.

**6. Transfer of ownership**

[Party], responsible for the implementation of this FA, shall maintain updated inventories of all equipment financed by DIPD, in accordance with the existing DIPD rules.

**7. Suspension**

In case of non-compliance with the provisions of this FA or violations of the essential elements mentioned in this FA, DIPD reserves the right to suspend with immediate effect further disbursements to the grantee under this contribution.

**8. Entry into force, duration, and termination**

The contribution will be announced in a grant letter to this FA.

The grant will have the duration of [xx months] in accordance with the engagement period stated above. The duration of the grant may be extended by mutual arrangement and within the agreed budget.

**9. Prerequisites**

The cooperation with the implementing partner as specified by this FA will become effective when:

* This FA is signed by both parties.
* The signed grant letter is sent from DIPD to [party] (this FA is an annex to the grant letter).

**Signature**

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On behalf of the party On behalf of DIPD