

Example of a cooperation agreement:

Partnership Agreement between

Seniors without Borders, Emiliedalsvej 99, 1. -2, 8270 Højbjerg, Denmark
and **xxxx**

Project Title: **xxxx**

Time frame: e.g. 30 months

Budget. The budget funded by CISU of Denmark is yy DKK. The amount includes also costs in Denmark.

The Agreement comprises two parts: the Partnership Agreement and the Annexed project documents.

Article 1: Obligations by the parties:

Both Parties

Both partners have the obligation that the project will be implemented in a good spirit of cooperation and in accordance with the rules and regulations set forth by CISU. Both parties further have the obligation to keep the other part informed of any unforeseen development in the implementation or significant changes in the daily operation.

Obligations by **xxxx**

xxxx is the primary organisation responsible for the implementation of the project and the activities described in the project document (annexed to this Agreement). **xxxx** should therefore provide sufficient professional and administrative capacity to manage the project in a qualified, proper and appropriate manner. The daily progress of activities, keeping the accounts, and reporting to SwB as described in Article 4 and 5 below.

xxxx should further allow and facilitate any inspection of project activities, reports, accounts, documents, inventory etc. which might be desired by SwB and /or CISU, Danida, the Danish Auditor General, and the Danish Parliament's Finance Committee.

xxxx shall maintain all project documents including accounts for 5 years after termination of the project and upon request, make all materials- project documents, reports, evaluations, budgets and accounting material concerning the project grant available to Danida, the project funder (CISU), the Danish parliament's finance committee, the Auditor General and SwB

xxxx shall ensure that all project activities are carried out in accordance with national laws and regulations of Uganda.

Obligations by SwB

SwB is responsible for keeping **xxxx** updated of any development of or new requirements introduced by CISU.

SwB shall support **xxxx** with project documentation vis-a-vis authorities, if needed.

SwB is responsible for timely transfer of funds in accordance with budget and agreed activities.

Article 2: Budget Management

The budget [.....] must be administered in accordance with the CISU budget procedures. This includes, inter alia, that there are limitations of transfer of funds between the budget lines. A deviation up to 10% is acceptable for CISU but will need SwB's approval. Major changes must be approved by CISU before being implemented. The amount allocated to Budget margin of approx. 6%, will also need CISU's approval before spending.

Article 3: Disbursement

Article 4: Financial Management, Accounting and Auditing

xxxx will conduct transparent financial management in accordance with internationally accepted accounting standards and the rules of CISU.

xxxx will be responsible for accounting for all expenditure to be spent in [Name of Country] and submit bank statements monthly to SwB in Denmark. Bookkeeping should be made in accordance with good international standards and meet CISU's rules and requirements.

It is planned that auditing of accounts in [Name of country] will be made locally. In this connection xxxx will engage an auditor, who can be accepted by SwB's auditor in Denmark. This is made in order to comply with CISU's requirements.

All bills and vouchers should be submitted to SwB in Denmark. Most likely via an internet-based option.

Article 5: Reporting to SwB

The following reporting should be made:

Quarterly Progress Reports must be submitted to SwB not later than one month after the end of the quarterly reporting period. The reports should as a minimum contain the following information:

- i) Planned and implemented activities.
- ii) Challenges encountered in connection with implementation.
- iii) Planned activities, including financial requirements, for the next quarter; iv). Financial Reporting comprising Bank Statement, and accounting of expenditures and invoices requested by SwB.

Invoices and supporting vouchers must be submitted together with the quarterly reports. Failure to submit the invoices and supporting vouchers over a period of three months will be regarded as a violation of this Agreement and therefore SwB reserves the right to terminate the Agreement and Project as stipulated under articles 9 and 10.

Project Completion Report to be submitted not later than 3 months after the completion of the project,

One Consolidated Auditing Report covering the entire project period. To be submitted not later than 3 months after the completion of the project. Auditing must be made according to the budget lines and commented. The audit report should include interests earned from funds on project accounts. The report should have a standard, which comply with CISU's requirements.

In addition to the above requirements, monthly online meetings will be held.

Article 6: Monitoring and Evaluation

In order to follow the implementation SwB will pay upstart and/or monitoring visits during the implementation. A likely upstart visit will primarily be to ensure that the correct formats and reports are agreed at/adhered to as well as having the xxxx activities well integrated in the xxxx project. The monitoring visit will primarily focus on progress of project activities and financial issues. Close to completion, SwB is expected to carry out an evaluation according to CISU's standards. Such a visit might be linked closely with initiating of a proposed project extension. All travels need to be mutually agreed upon.

In case an evaluation should be needed during the implementation, this will be made by an external national consultant and only after agreement between SwB and CISU.

Article 7: Other obligations

In connection with implementation of project:

Article 8: Clauses required by the Danish Ministry of Foreign Affairs

The Danish Ministry of Foreign Affairs (MoFA) has a policy to fight against corruption; sexual harassment, exploitation and abuse; Child labour and support to organisation linked to terror. The same policy must be followed by all organisations receiving support from the Ministry. It is, therefore, a requirement that the following 4 clauses shown below are included as part of the Partnership Agreement:

Anti-corruption clause: *Current*

PSHEA- (Preventing Sexual Harassment Exploitation and Abuse) clause: *Gældende*

Anti-Child labour - clause: *Current*

Anti-terror-clause: *Current*

Article 9: Breach of Agreement

In case xxxx fails to fulfil any provisions in this Agreement and/or the Annexed documents, SwB is entitled to take relevant measures aimed at mitigating the consequences. This may take the form of written complaints or launching inquiries by external consultants or auditors, or by staff from SwB.

Should xxxx fail to submit invoices and supporting vouchers over a period of three consecutive months SwB reserves the right to terminate this Agreement and suspend further disbursements.

In case of corruption SwB has the right with one month notice to terminate the Agreement and suspend further disbursement of funds.

Annexes to this Agreement:

- a. Project description as approved by CISU
- b. Budget for the project
- c. CISU: Guide to administration of grant from The Civil Society Fund, 2025.