

Template:	Norwegian NGOs	Revision no.:	1
Specific Conditions (part I)	Grant Management Regime I	Date:	29.06.2016

GRANT AGREEMENT

BETWEEN

THE NORWEGIAN MINISTRY OF FOREIGN AFFAIRS

AND

WWF Verdens Naturfond / WWF-Norway

REGARDING

QZA-18/200

NO MORE PLASTIC IN OUR OCEAN

PART I: SPECIFIC CONDITIONS

PART II: GENERAL CONDITIONS

PART III: PROCUREMENT PROVISIONS

ANNEX A: BUDGET

ANNEX B: RESULTS FRAMEWORK

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PART I: SPECIFIC CONDITIONS

This grant agreement (the Agreement) has been entered into between:

- (1) The Norwegian Ministry of Foreign Affairs (MFA), represented by the Section for Energy and Climate, and
 - (2) WWF Verdens Naturfond, a foundation duly established in Norway under registration number 952330071 (the Grant Recipient),
- jointly referred to as the Parties.

1 SCOPE AND BACKGROUND

- 1.1 The Grant Recipient has submitted an application to MFA dated 25.05.2018 (the Application) regarding financial support to the programme titled "No more Plastic in Our Oceans", QZA 18/200 (the Project). The estimated costs of the Project are indicated in the budget attached as Annex A to this Agreement.
- 1.2 MFA has decided to award a grant to be used exclusively for the implementation of the Project (the Grant). The Parties expect the Project to be implemented during the period from July 2018 year to December 2020 (the Support Period).
- 1.3 The Parties have agreed to enter into an Agreement, consisting of this part I; Specific Conditions, part II; General Conditions, and part III; Procurement Provisions, all of which form an integral part of this Agreement. In the event of discrepancies between the Specific Conditions and the General Conditions or Procurement Provisions, the Specific Conditions shall prevail.

2 OBJECTIVES OF THE PROJECT

- 2.1 The expected results of the Project are as follows:

The Project's planned effects on society (Impact) are strengthened global governance, private sector leadership and cities contributing to processes and practices that will reduce plastic discharge into the oceans in the short term and contribute to the UNEA resolution on eliminating plastic discharge into the ocean entirely in the long term.

The planned effects for the target group of the Project (Outcome) are (i) global commitment by governments for a new international treaty to regulate marine plastic pollution; (ii) Extended Producer Responsibility committed to by both governments and global consumer goods companies; (iii) cities, tourism destinations and their stakeholders have developed and adopted scalable action-programs, to transform global hotspots for plastic pollution into Plastic Pollution Free Cities; and (iv) enhanced understanding of the issue of plastic pollution in Africa, and options to address it identified

The planned main products and/or services of the Project (Outputs) are specified in the attached results framework

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2.2 The full results framework is included as Annex B to this Agreement.

3 IMPLEMENTATION OF THE PROJECT

- 3.1 The Project shall be implemented in accordance with the Agreement, including all annexes, and the latest approved Application, including implementation plan and budget.
- 3.2 During the implementation of the Project, the Grant Recipient shall exercise the necessary diligence, efficiency and transparency in line with sound financial management and best practise principles.
- 3.3 The Grant Recipient shall identify, assess and mitigate any relevant risks associated with the implementation of the Project, including the risk of corruption and other financial irregularities, and any potential negative effects that the Project may have on the environment and climate, gender equality and human rights.

4 THE GRANT

- 4.1 The Grant shall amount to maximum NOK 62 289 771 (Norwegian Kroner sixty-two millions two-hundred and eighty-nine thousand seven-hundred and seventy-one).
- 4.2 Disbursement after the current calendar year is subject to Norwegian Parliamentary appropriations.
- 4.3 The Grant shall be used exclusively to finance the actual costs of the implementation of the Project during the Support Period.
- 4.4 The Grant shall be used to cover overheads/indirect costs up to a maximum of 5% of the actual costs of the Project.
- 4.5 The Grant Recipient is responsible for obtaining any additional resources which may be required to duly implement the Project.

5 DISBURSEMENT

- 5.1 The Grant shall be disbursed in advance instalments based on the financial need of the Project for the upcoming period, which shall not exceed six months. The disbursements shall be made upon MFA's receipt of written disbursement requests from the Grant Recipient, describing the financial need for the period in question.
- 5.2 Financial need refers to the budgeted expenditure for the upcoming period, less any funds available to the Project from all other sources during the same period.
- 5.3 The financial need shall be documented through an updated financial statement for the Project and a reference to the latest approved implementation plan and budget.

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- 5.4 The disbursement requests shall be signed by an authorised representative of the Grant Recipient. A confirmation that the Project is being implemented in accordance with the Agreement shall be included in the disbursement request.
- 5.5 All disbursements are conditional upon the Grant Recipient's continued compliance with the requirements of the Agreement, including the timely fulfilment of reporting obligations. MFA may withhold disbursements in accordance with article 17 of the General Conditions if it finds that the requirements of the Agreement have not been met. Except for the Project's first year, the disbursement each year is subject to the MFA's receipt and approval of the progress report and financial report.
- 5.6 The Grant Recipient shall have a separate bank account exclusively for grants from MFA. All disbursements will be made to the following bank account:
- | | |
|-------------------------------|---|
| Name of the account: | Stiftelsen WWF Verdens Naturfond |
| Account no.: | 90461107183 |
| IBAN no.: | NO9690461107183 |
| Name and address of the bank: | Handelsbanken AS
P.O. Box 1664 Vika, 0120 Oslo, Norway |
| Swift/BIC code: | HANDNOKK |
| Currency of the account: | NOK |
- 5.7 The Grant Recipient shall immediately acknowledge receipt of the funds in writing. The amount received shall be stated, as well as the date of receipt.

6 REPORTING AND OTHER DOCUMENTATION

- 6.1 The following shall be submitted by the Grant Recipient to MFA:
- A **progress report** covering the period from July 2018 to December 2018 shall be submitted to MFA by 1 May 2019, and another **progress report** covering 2019 shall be submitted to the MFA by 1 May 2020. The progress report shall include the content specified in article 2 of the General Conditions. MFA's standard reporting format shall be used.
 - A **financial report** should be attached to the progress report covering the same period. A final financial report covering the entire Support Period and shall be submitted along with the final report referred to in article 6.1 e) of the Specific Conditions.
 - An **audit report** covering the annual financial statements of the Project shall be submitted to MFA by 1 May each year. The audit report shall comply with the requirements set out in article 7 of the Specific Conditions and article 5 of the General Conditions. The management letter (matters for governance attention) shall be attached to the audit report.
 - An updated **implementation plan and budget** covering 2019 and 2020 shall be submitted to MFA by 1 March 2019. The implementation plan and budget shall include the content listed in article 1 of the General Conditions.
 - A **final report** for the Support Period shall be submitted to MFA no later than six months after the end of the Support Period. The final report shall include the content listed in article 4 of the General Conditions. MFA's standard reporting format shall be used.

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6.2 If the Grant Recipient is unable to meet the deadlines set out above, MFA shall be informed immediately.

6.3 All implementation plans, budgets and reports shall be approved in writing by MFA unless otherwise agreed by the Parties.

7 AUDIT

7.1 The annual financial statements of the Project shall be audited in accordance with International Standards of Auditing (ISA) 800 ("Special considerations audits of financial statements prepared in accordance with special purpose frameworks") or ISA 805 ("Special considerations audits of single financial statements and specific elements, accounts or items of a financial statement"). Additional requirements applicable to the auditor and the audit report are included in article 5 of the General Conditions.

7.2 The Grant Recipient is responsible for submitting the audit report to MFA within the deadline indicated in article 6 of the Specific Conditions.

8 FORMAL MEETINGS

8.1 The Parties shall hold formal meetings, tentatively in May 2019 and May 2020 in order to discuss i.a. the results achieved by the Project during the Support Period. The meetings shall be called and chaired by the Grant Recipient.

8.2 Unless otherwise agreed, the Parties shall discuss the progress report, as well as the implementation plan and budget for the upcoming period.

8.3 The Grant Recipient shall record main issues discussed, points of view expressed and decisions made, in minutes from the meeting. The Grant Recipient shall submit the minutes to MFA no later than two weeks after the meeting for comments. The agreed minutes shall be signed by both Parties.

9 REVIEWS AND OTHER FOLLOW-UP MEASURES

9.1 If the Grant Recipient or another interested party initiates a review or evaluation of activities wholly or partly funded by the Grant, MFA shall be informed. The Grant Recipient shall forward a copy of the report of any such review or evaluation to MFA without undue delay.

10 PROCUREMENT

10.1 All procurement under the Project shall be completed in accordance with the Procurement Provisions in Part III of this Agreement.

11 REPAYMENT OF INTEREST AND UNUSED FUNDS

11.1 Interest accrued on the Grant during the course of a year shall be repaid to MFA by 31 January the following year. If the Grant Recipient receives several grants from MFA, the interest on these grants should be repaid in one instalment. The instalment shall be documented by a copy of the annual bank statement for the account.

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11.2 Upon the end of the Support Period or upon termination of this Agreement, any unused funds that total more than NOK 500 shall be repaid to MFA as soon as possible and at the latest within 6 months. The repayment shall include any interest and other financial gain accrued on the Grant and not previously repaid.

11.3 Repayments shall be made to the following bank account:

Name of the account: Norwegian Ministry of Foreign Affairs
Account no.: 7694.05.12618
IBAN no.: NO83 7694 0512 618
Name and address of the bank: DNB, 0021 Oslo
Swift/BIC code: DNBANOKK

11.4 The transaction shall be clearly marked: "Unused funds" or "Interest". The name of the Grant Recipient shall be stated, along with MFA's agreement number and agreement title.

12 SPECIAL PROVISIONS

- a) The following shall be added to article 2 of the General Conditions: "Gender disaggregated data shall be provided where relevant."

13 NOTICES

- 13.1 All communication to MFA concerning the Agreement shall be directed to the Section for Energy and Climate at the following e-mail address: seksjon.for.energi.og.klima@mfa.no
- 13.2 All communication to the Grant Recipient concerning the Agreement shall be directed to Andrew Fitzgibbon, Programme Director at the following address/e-mail address: afitzgibbon@wwf.no and post@wwf.no.
- 13.3 MFA's agreement number and agreement title shall be stated in all correspondence regarding this Agreement, including disbursement requests and repayment of unused funds.

14 SIGNATURES

- 14.1 By signing part I of the Agreement, the Parties confirm receipt and approval of part II; General Conditions, and part III; Procurement Provisions, which all form an integral part of the Agreement.
- 14.2 This Agreement has been signed in two -2- original copies in the English language. In the event of any discrepancies between this English language version and any later translations, the English language version shall prevail.

Place: Oslo

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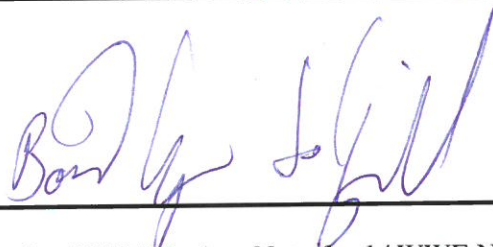


for the Norwegian Ministry of Foreign Affairs,

Annette Abelsen

Deputy Director

Section for Energy and Climate



for WWF Verdens Naturfond / WWF-Norway,

Bård Vegar Solhjell

CEO

Attachments:

Annex A: Approved budget for the Project

Annex B: Results framework

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PART II: GENERAL CONDITIONS APPLICABLE TO GRANTS FROM THE NORWEGIAN MINISTRY OF FOREIGN AFFAIRS

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1 IMPLEMENTATION PLAN AND BUDGET

- 1.1 Any updated implementation plan to be submitted in accordance with the Specific Conditions shall be directly related to the results framework and shall specify planned activities and outputs and time schedules for the upcoming reporting period.
- 1.2 Any updated budget to be submitted in accordance with the Specific Conditions shall be based on the approved budget in Annex A and include estimated income to the Project from all sources as well as planned expenditures for the upcoming reporting period. The estimated financial need of the Project in the upcoming reporting period shall be clearly stated.
- 1.3 Significant deviations from or changes to the implementation plan and budget is subject to MFA's prior, written approval as outlined in article 12 of the General Conditions.

2 PROGRESS REPORT

- 2.1 Any progress reports to be submitted in accordance with the Specific Conditions shall describe the results achieved by the Project during the reporting period. The report shall be set up in a way that allows direct comparison with the latest approved Application, implementation plan and budget, and shall be signed by an authorised representative of the Grant Recipient.
- 2.2 The progress reports shall, as a minimum, include:
 - a) an account of the results achieved so far by the Project, using the format, indicators and targets of the approved results framework. The overview must:
 - show delivered outputs compared to planned outputs;
 - show the Project's progress towards achieving the Outcome;
 - if possible, describe the likelihood of the Impact being achieved.
 - b) an account and assessment of deviations from the latest approved implementation plan and Application;
 - c) an assessment of how efficiently Project resources have been turned into Outputs;
 - d) a brief account of materialised risk factors to the Project, including how these have been handled in the reporting period and/or will be handled in the future. Identified risks related to the climate and environment, gender equality, corruption and other financial mismanagement and human rights shall always be accounted for.

3 FINANCIAL REPORT

- 3.1 Any financial report to be submitted in accordance with the Specific Conditions shall comprise financial statements with a comparison to the latest approved budget for the reporting period, as well as an identification of any deviations from the budget as per clause 3.3 below. The financial report shall be certified by the financial controller (or equivalent) as well as an authorised representative of the Grant Recipient.
- 3.2 The financial statements shall be set up in a way that allows for direct comparison with the latest approved budget, using the same currency and budget line items. They shall, as a minimum, include:
 - a) the accounting principles applied;
 - b) income from all sources, including bank interest. MFA's contribution shall be specified;
 - c) expenses charged/capitalised in the relevant reporting period;
 - d) expenses charged/capitalised from start-up of the Project to the end of the reporting period;
 - e) unused funds as per the reporting date;

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- f) overhead/indirect costs to be covered by the Grant in accordance with article 4 of the Specific Conditions;
- g) balance sheet, when required in accordance with the accounting principles applied;
- h) explanatory notes including a description of the accounting policies used and any other explanatory material necessary for transparent financial reporting of the Project.

3.3 Deviations between the approved budget and the expenses charged/capitalised shall be highlighted with information on both nominal amounts and percentage of each deviation. The Grant Recipient shall include a written explanation of any deviations amounting to more than 10% from a budget line.

4 FINAL REPORT

4.1 The final report to be submitted in accordance with the Specific Conditions shall describe the results achieved by the Project during the Support Period. The report shall be set up in a way that allows for a direct comparison with the Application, and shall be signed by an authorised representative of the Grant Recipient.

4.2 The final report shall, as a minimum, include:

- a) the items listed for the progress reports described in article 2 of the General Conditions, covering the entire Support Period;
- b) an assessment of the Project's effect on society (Impact);
- c) a description of the main lessons learned from the Project;
- d) an assessment of the sustainability of the achieved results by the Project.

5 AUDIT

5.1 If an audit of the Project's financial statements is required pursuant to the Specific Conditions, the audit shall be carried out by an independent chartered/certified or state-authorised public accountant (auditor).

5.2 MFA reserves the right to approve the auditor, and may require that the auditor shall be replaced if MFA finds that the auditor has not performed satisfactorily or if there is any doubt as to the auditor's independence or professional standards.

5.3 The auditor shall form an opinion on whether the Project's financial statements fairly reflect the financial position of the Project and whether they are prepared, in all material respects, in accordance with the applicable financial reporting framework, namely:

- a) the accounting principles followed by the Grant Recipient and;
- b) the requirements of article 3 clause 2 of the General Conditions.

5.4 The auditor shall report in accordance with the applicable audit standard, as agreed in the Specific Conditions.

5.5 The audit report shall include:

- a) the Project name and agreement number;
- b) identification of the Project's total expenses and total income;
- c) the subject of the audit;
- d) the financial reporting framework applied;
- e) the auditing standards applied;

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- f) a statement that the auditor has obtained reasonable assurance about whether the financial statements as a whole are free from material misstatement;
- g) the auditor's opinion.

- 5.6 In addition to the Project's audit report, the auditor shall submit a management letter (matters for governance attention), which shall contain any findings made during the audit of the Project. It shall also list any measures that have been taken as a result of previous audits and whether such measures have been adequate to deal with reported shortcomings.
- 5.7 If any findings have been reported in the Project's management letter, the Grant Recipient shall prepare a response including an action plan to be submitted to MFA together with the management letter.
- 5.8 The costs of the audit of the Project's financial statements shall be included in the Project's budget.
- 5.9 The audit requirements stated in this Agreement are applicable for the total Grant, including any part of the Grant that has been transferred to a cooperating partner.
- 5.10 The auditor of the Project's consolidated financial statement is responsible for the direction, supervision and performance of the audit of any part of the Grant that has been transferred to a cooperating partner. The auditor shall assure itself that those performing the audit for cooperating partners have the appropriate qualifications, that the audit is in compliance with professional standards, and that the audit report is appropriate under the circumstances.
- 5.11 The auditor of the Project's consolidated financial statement shall express an opinion on whether the statement is prepared, in all material respects, in accordance with the requirements of this Agreement. To this end, the auditor shall obtain sufficient appropriate audit evidence regarding the financial statements of the cooperating partner and the consolidation process.

6 CONTROL MEASURES

- 6.1 Representatives of MFA and the Norwegian Auditor General may at all times carry out independent reviews, audits, field visits or evaluations or other control measures related to the Project. The objective of such control measures may be i.a to verify that the Grant has been used in accordance with the Agreement or to evaluate the achievement of results.
- 6.2 The Grant Recipient shall facilitate such control measures by providing all information and documentation necessary to carry out the relevant initiative, as well as ensuring unrestricted access to any premises, records, goods and documents requested.
- 6.3 The representatives of MFA and the Norwegian Auditor General shall also have access to the Grant Recipient's auditor and the auditor's assessments of all information pertaining to the Grant Recipient and the Project. The Grant Recipient shall release the auditor from any confidentiality obligations in order to facilitate such access.
- 6.4 The rights and obligations of this article 6 shall remain in force for 5 years following expiry or termination of the Agreement.

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7 FINANCIAL MANAGEMENT

- 7.1 The Grant Recipient shall keep accurate accounts of the Project's income and expenditure using an appropriate accounting- and double-entry book-keeping system¹ in accordance with the applicable accounting- and bookkeeping policies in the jurisdiction of the Grant Recipient.
- 7.2 The accounts shall be kept up to date at least on a monthly basis. Bank reconciliations² and cash reconciliations³ shall be completed at least every month, and shall be documented by the Grant Recipient.
- 7.3 Accounts and expenditures relating to the Project must be easily identifiable and verifiable, either by using separate accounts for the Project or by ensuring that Project expenditure can be easily identified and traced within the general accounting- and bookkeeping systems. The accounts must provide details of bank interest accrued on the Grant.
- 7.4 The Grant Recipient shall keep the Project's accounting records for at least 5 years from the time of MFA's approval of the final report for the Project. This shall include i.a. vouchers, receipts, contracts and bank statements.

8 EXCHANGE RATE FLUCTUATIONS

- 8.1 If the Grant is converted into another currency, the exchange shall be made through a national or commercial bank unless otherwise approved by MFA.
- 8.2 If exchange rate fluctuations decrease the value of the Grant to such an extent that this will have consequences for the implementation of the Project, the Grant Recipient shall inform MFA as soon as possible.
- 8.3 If exchange rate fluctuations increase the value of the Grant, the gain shall be treated as disbursed Grant funds and used for Project purposes. Net surplus from conversion into foreign currency shall be subtracted from future disbursements or repaid as unused funds at the end of the Support Period, unless otherwise agreed between the Parties.

9 EQUIPMENT, CONSUMABLES AND INTELLECTUAL PROPERTY RIGHTS

- 9.1 The right of ownership to equipment, consumables and intellectual property rights procured or developed by use of the Grant shall vest in the Grant Recipient or its cooperating partner, unless otherwise stated in the Application. All matters associated with such equipment, consumables and intellectual property rights are the exclusive responsibility of the Grant Recipient. However, significant use of such equipment, consumables and intellectual property rights for purposes outside the Project shall be subject to the MFA's prior approval, as outlined in Article 12 of the General Conditions.

¹ A double-entry bookkeeping a system is system of bookkeeping where every entry to an account requires a corresponding and opposite entry to a different account.

² Bank reconciliation is a process of verifying whether the sum found in the bank statements at the end of the period correspond with transactions recorded in the accounting system. This is usually done in conjunction with closure of the accounting records.

³ Cash reconciliation is a process of verifying whether the cash at hand at the end of the period corresponds with the amount of cash in the beginning of the period and the registrations of withdrawals and deposits in the period. This is usually done in conjunction with closure of the accounting records.

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- 9.2 MFA shall have a non-exclusive and royalty-free license to use all intellectual property rights procured or developed by the use of the Grant. MFA may assign this right to any individual or organisation at its own discretion.
- 9.3 Transfer of ownership of such equipment, consumables or intellectual property rights during the Support Period shall be made at market terms. Ownership may not be transferred to an employee of the Grant Recipient or its cooperating partner, or to anyone related or connected to an employee, if such relation could lead to a conflict of interest as described in article 16 of the General Conditions.
- 9.4 Before a transfer is decided, the Grant Recipient shall assess whether it may have an impact on the Project and, where appropriate, consult with MFA. Any income from a transfer shall accrue to the Project, and shall be reported in the financial statement of the Project.
- 9.5 The Grant Recipient shall prepare a record of transfer of ownership for any equipment, consumables and intellectual property rights. The record shall comprise information about the object of transfer, the original purchase price paid by the Grant Recipient, price offers received, the final sales price and the name of the purchaser. The record shall be submitted to MFA along with the first progress report due after the sale.
- 9.6 If the activities of the Project do not continue after the end of the Support Period or after termination of the Agreement, the Grant Recipient shall inform MFA about the remaining equipment and goods that have been purchased by use of the Grant. The MFA may require that such assets be sold. Such sale shall be completed in accordance with the procedures described above. Income from the sale shall be repaid to MFA unless otherwise agreed by the Parties.

10 REAL PROPERTY

- 10.1 The Grant may not be used to purchase or construct real property (land or buildings) unless explicitly approved by MFA.
- 10.2 If MFA has approved a purchase or construction of real property, the Grant Recipient and MFA shall agree on the details concerning the ownership and the status of the real property after the end of the Support Period and/or the end of the Project. The agreement may be formalised in the Specific Conditions or in a separate agreement document.
- 10.3 MFA may in such an agreement require i.a. that the real property shall be sold after the end of the Support Period and that the proceeds from the sale shall be repaid to MFA. MFA may also reserve the right to establish security interests in any real property purchased by use of the Grant.

11 TRANSFER OF THE GRANT TO A COOPERATING PARTNER

- 11.1 Transfer of all or part of the Grant including assets to a cooperating partner shall be documented through a written agreement. The agreement shall specify that the cooperating partner is required to comply with the provisions of this Agreement and to cooperate with the Grant Recipient to ensure that the Grant Recipient is able to fulfil its obligations hereunder.
- 11.2 The agreement between the Grant Recipient and the cooperating partner shall have provisions related to i.a. reporting, audit, procurement and measures to prevent financial irregularities. Furthermore, the agreement shall explicitly state that:

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- a) both the Grant Recipient, MFA and the Norwegian Auditor General shall have the same access to undertake the control measures related to the cooperating partner's use of the Grant as described in article 6 of the General Conditions,
- b) the Grant Recipient shall be entitled to claim repayment of the Grant from the cooperating partner in the same instances and to the same extent that MFA is entitled to claim repayment from the Grant Recipient, and the cooperating partner shall accept that MFA has the right to claim repayment directly from the cooperating partner to the same extent as the Grant Recipient,
- c) the cooperating partner shall accept the choice of law and settlement of disputes provisions in article 24 of the General Conditions in relation to any disputes arising between the cooperating partner and MFA.

11.3 The Grant Recipient shall assure itself that the cooperating partner has the necessary competence and internal procedures to meet the requirements of the Agreement and shall follow-up the cooperating partner's compliance with the Agreement throughout the Support Period.

11.4 The Grant may not be transferred to a cooperating partner who has previously been charged or sentenced for any criminal activity unless explicitly approved by MFA.

11.5 The Grant Recipient shall remain fully responsible towards MFA for any part of the Grant including assets that has been transferred to a cooperating partner.

12 CHANGES TO THE PROJECT OR THE GRANT RECIPIENT

12.1 Any significant deviations from or changes to the Application or approved implementation plans or budgets are subject to MFA's prior, written approval. The same applies to significant changes to, or circumstances materially affecting, the Grant Recipient's organisation.

12.2 The following deviations/changes shall always be subject to MFA's prior written approval:

- a) any changes to the Project's sources of income,
- b) any changes to the results framework or scope of the Project,
- c) changes to the implementation plan which implies a delay of more than three months of any activity,
- d) changes to the Project's budget that imply reallocation of more than 10% of a budget line.

12.3 MFA may suspend disbursements of the Grant until such changes have been approved.

13 EXTENSION OF THE SUPPORT PERIOD

13.1 The Support Period of the Project is set out in the Specific Conditions. The Grant Recipient must, without delay, inform MFA of any circumstances likely to hamper or delay the implementation of the Project.

13.2 The Grant Recipient may request an extension of the Support Period if this is necessary to complete all planned activities. The request must state the reasons for the delay and supporting documentation must be enclosed. MFA shall approve or decline the request in writing.

14 TRANSPARENCY

14.1 The Grant Recipient shall publish the following in a dedicated and easily accessible place of its internet site:

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- a) a copy of this Agreement;
- b) the title and value of any contracts, cooperation agreements and/or other sub-agreements of more than NOK 500 000 (or the equivalent in local currency) which are to be financed by the Grant;
- c) the names and nationalities of the respective agreement parties and, if relevant, any further sub-grantees or contractors in receipt of Project funds;

Any deviations from article 14 shall be agreed by the Parties in writing, i.a. in the Specific Conditions.

- 14.2 Publication shall take place as soon as possible, and at the latest within six months after the contracts, cooperation agreements and/or other sub-agreements were entered into
- 14.3 The Grant Recipient shall make other project documentation, including the Application and all agreed reports, available to anyone upon request. Requests for disclosure may be denied if such disclosure is prohibited by confidentiality obligations and/or if it may be detrimental to the Grant Recipient's legitimate interests.

15 FINANCIAL IRREGULARITIES

- 15.1 The Grant Recipient is required to practise zero tolerance against corruption and other financial irregularities within and related to the Project. The zero tolerance policy applies to all staff members, consultants and other non-staff personnel and to cooperating partners and beneficiaries of the Grant.
- 15.2 Financial irregularities refers to all kinds of:
 - a) corruption, including bribery, nepotism and illegal gratuities;
 - b) misappropriation of cash, inventory and all other kinds of assets;
 - c) financial and non-financial fraudulent statements;
 - d) all other use of Project funds which is not in accordance with the implementation plan and budget.
- 15.3 In order to fulfil the zero tolerance requirement, the Grant Recipient shall:
 - a) organise its operations and internal control systems in a way that financial irregularities are prevented and detected;
 - b) do its utmost to prevent and stop financial irregularities within and related to the Project;
 - c) require that all staff involved in, and any consultants, suppliers and contractors financed under the Project refrain from financial irregularities.
- 15.4 The Grant Recipient shall inform MFA immediately of any indication of financial irregularities in or related to the Project. The Grant Recipient shall provide MFA with an account of all the known facts and an assessment of how the matter should be followed up, including whether criminal prosecution or other sanctions are considered appropriate.
- 15.5 The matter will be handled by MFA in accordance with MFA's guidelines for handling suspicion of financial irregularities. The Grant Recipient shall cooperate fully with MFA's investigation and follow-up. If requested by MFA, the Grant Recipient shall initiate prosecution and/or apply other sanctions against persons or entities suspected of financial irregularities.
- 15.6 MFA may claim repayment of all or parts of the Grant in accordance with article 17 of the General Conditions if it finds that any financial irregularities have taken place in or related to the Project.

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The repayment claim may also include any interest, investment income or any other financial gain obtained as a result of the financial irregularity.

16 CONFLICT OF INTEREST

- 16.1 The Grant Recipient shall take all necessary precautions to avoid any conflicts of interest in all matters related to the Project.
- 16.2 Conflict of interest refers to any situation where the impartial and objective exercise of the functions of anyone acting on behalf of the Grant Recipient is, or may be, compromised for reasons involving family, personal life, political or national affinity, economic interest or any other connection or shared interest with another person.
- 16.3 If a conflict of interest occur, the Grant Recipient shall, without delay, take all necessary measures to resolve the conflict, e.g. by replacing the person in question or by obtaining independent verification of the terms of the proposed decision or transaction.
- 16.4 If the conflict of interest cannot be resolved and/or if it relates to a decision or transaction of special significance to the Project, the decision or transaction may not be concluded without the prior, written approval of MFA.

17 BREACH OF THE AGREEMENT

- 17.1 If the Grant Recipient fails to fulfil its obligations under this Agreement and/or if there is suspicion of financial irregularities, MFA may suspend disbursement of all or part of the Grant.
- 17.2 In the event of material breach of the Agreement, MFA may terminate the Agreement with immediate effect, and/or claim repayment of all or parts of the Grant.
- 17.3 Material breach of the Agreement shall include, without limitation, the following situations:
 - a) all or part of the Grant has not been used in accordance with the Agreement and/or approved implementation plans and budget,
 - b) the Grant Recipient has made false or incomplete statements to obtain the Grant,
 - c) the use of the Grant has not been satisfactorily accounted for,
 - d) the Grant Recipient has, after having been granted an extended deadline, failed to provide the agreed reports, or has knowingly provided reports that do not reflect reality,
 - e) financial irregularities, grave professional misconduct or illegal activity of any form have taken place within the Grant Recipient or its cooperating partners,
 - f) the Grant Recipient has failed to inform MFA of indication of financial irregularities within the Project in accordance with article 15 of the General Conditions,
 - g) the Grant Recipient has changed legal personality without prior notification to MFA,
 - h) the Grant Recipient is bankrupt, being wound up or is having its affairs administered by the courts, or is subject to any analogous or corresponding procedure provided for under national legislation.
- 17.4 The Grant Recipient shall inform MFA immediately of any circumstances that may indicate or lead to a breach of Agreement, and shall provide MFA with any information or documentation it may reasonably require in order to determine if a breach of the Agreement has occurred.
- 17.5 MFA may also suspend disbursements or terminate the Agreement with immediate effect if a material breach of another agreement between MFA and the Grant Recipient has been established.

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18 TERMINATION OF THE AGREEMENT

- 18.1 Each of the Parties may terminate the Agreement upon a written notice.
- 18.2 The Support Period shall end three months after the date of the notice of termination. During these three months, the Grant Recipient may only use the Grant to cover commitments that have been established before the date of the notice of termination.
- 18.3 If the Project cannot continue without the Grant, the Grant Recipient shall use these three months to discontinue or scale down the Project promptly and in an orderly and financially sound manner. Any funds that remain unused at the end of the Support Period shall be repaid to MFA.
- 18.4 The Grant Recipient shall submit a final report to MFA within three months of the end of the Support Period. The final report shall meet the requirements set out in article 4 of the General Conditions and shall also include a financial report and audit report covering the period from the previous financial report until the end of the Support Period.
- 18.5 The Agreement will be considered terminated when the final report has been approved by MFA and any remaining funds have been repaid.

19 WAIVER AND IMMUNITIES

- 19.1 Nothing in the Agreement or any document related to the Agreement shall imply a waiver, express or implied, by MFA, the Government of Norway or any of its officials of any privileges or immunity enjoyed by them or their acceptance of the jurisdiction of the courts of any country over disputes arising thereof. This article 19 will not prevent arbitration or court proceedings in the legal venue of the Grant Recipient pursuant to article 24 of the General Conditions.

20 LIABILITY

- 20.1 MFA shall not under any circumstances or for any reason be held liable for damage, injury or loss of income sustained by the Grant Recipient or its staff or property as a direct or indirect consequence of the Project. MFA will not accept any claim for compensation or increases in payment in connection with such damage, injury or loss of income.
- 20.2 The Grant Recipient shall assume sole liability towards third parties, including liability for damage, injury or loss of income of any kind sustained by them as a direct or indirect consequence of the Project. The Grant Recipient shall indemnify MFA against any claim or action from the Grant Recipient's employees or third parties in relation to the Project.

21 ASSIGNMENT

- 21.1 The Agreement and/or the Grant may not be assigned to a third party without the prior written consent of MFA. This shall not, however, prevent transfer of parts of the Grant to a cooperating partner in accordance with article 11 of the General Conditions.

22 RECOGNITION AND PUBLICATION

- 22.1 The Grant Recipient shall acknowledge MFA's support to the Project in all publications and other materials issued in relation to the Project. MFA's logotype will be provided by MFA upon request. All use of MFA's logotype must be approved by MFA.

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23 ENTRY INTO FORCE, DURATION AND AMENDMENT

- 23.1 The Agreement shall enter into force at the date of the last signature and shall remain in force until all obligations arising from it have been fulfilled, or until it is terminated in accordance with the provisions of the General Conditions. Whether the obligations of the Agreement shall be considered fulfilled, will be determined through consultations between the Parties and confirmed by MFA in a completion letter.
- 23.2 The Agreement may be amended. Any such amendment must be agreed upon in writing between the Parties and shall become an integral part of the Agreement.
- 23.3 Termination or expiry of the Agreement shall not release the Parties from any liability arising from any act or omission that has taken place prior to such termination or expiry.

24 CHOICE OF LAW AND SETTLEMENT OF DISPUTES

- 24.1 The Agreement shall be governed and construed in accordance with Norwegian law.
- 24.2 If any dispute arises relating to the implementation or interpretation of the Agreement, the Parties shall seek to reach an amicable solution.
- 24.3 Any dispute arising out of or in connection with the Agreement that cannot be solved amicably, shall exclusively be settled before the Norwegian courts of law with Oslo District Court as legal venue.
- 24.4 The Grant Recipient accepts that MFA can, at its own sole discretion and as an alternative to the legal venue mentioned above, choose to settle the dispute by
- a) the courts in the legal venue of the Grant Recipient, or
 - b) arbitration in accordance with the Arbitration Rules of the Arbitration Institute of the Stockholm Chamber of Commerce. The arbitral tribunal shall be composed of three arbitrators. If the disputed amount is below an amount corresponding to NOK 10 000 000 the arbitral tribunal shall, however, be composed of a sole arbitrator. The seat of arbitration shall be Stockholm, Sweden, and the language to be used in the arbitral proceedings shall be English. The Parties agree that neither the arbitral proceedings nor the award shall be subject to any confidentiality.
- 24.5 The Parties agree that no other courts of law, than as set out in this article 24, shall have jurisdiction over disputes arising out of or in connection with this Agreement.

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PART III: PROCUREMENT IN THE CONTEXT OF PROJECTS FINANCED BY THE NORWEGIAN MINISTRY OF FOREIGN AFFAIRS

1 INTRODUCTION

- 1.1 This Part III sets out procurement rules and principles which shall be applied by the Grant Recipient when procuring goods, services or works to Projects financed by the Ministry of Foreign Affairs (MFA). Stricter rules may supplement the compulsory minimum rules set forth in this Part III.
- 1.2 The MFA may carry out ex post checks on the Grant Recipient's compliance with the rules set forth in this Part III.
- 1.3 Failure to comply with the rules set forth in this Part III shall render the Project expenditure ineligible for MFA funding and may lead to withholding funds or claim for repayment in accordance with article 17 of the General Conditions (Part II) of this Agreement.
- 1.4 Contracts shall not be split artificially to circumvent the procurement thresholds. All monetary amounts referred to in this Part III are amounts excluding value-added tax (VAT).
- 1.5 The procurement provisions shall also apply to any procurements to be carried out by the Grant Recipient's cooperation partners or others. The Grant Recipient shall be responsible for compliance as per article 11 of the General Conditions (Part II) of this Agreement regardless of whether the procurement is carried out by the Grant Recipient itself or its cooperation partners or others.
- 1.6 Sections 1 to 4 set out rules, which shall apply to all contracts. Sections 5 to 6 contain specific rules for service, supply and works contracts. Section 7 lists the situations where a negotiated procedure without prior publication is permitted.

2 BASIC PRINCIPLES

- 2.1 If a Project requires procurement by the Grant Recipient, the contract must be awarded following a tender procedure to the most economically advantageous tender (i.e. to the tenderer obtaining the best score based on price and quality), or, as appropriate, to the tenderer offering the lowest price. In doing so, the Grant Recipient shall avoid any conflict of interests and respect the following basic principles:
 - a) **Competition:** The procedures applied and the award of contracts shall be based on fair competition.

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- b) **Equal treatment and non-discrimination:** Participation in tender procedures shall be open on equal terms to all natural and legal persons. During the entire procurement and the award of contracts, the Grant Recipient shall not discriminate against candidates/tenderers or groups of candidates/tenderers.
- c) **Transparency and ex-ante publicity:** As a general rule, tender procedures shall be based on prior publication. Where the Grant Recipient does not launch an open tender procedure, it shall justify the choice of tenderers that are invited to submit an offer.
- d) **Objective criteria:** The Grant Recipient shall evaluate the offers received against objective criteria, which enable the Grant Recipient to measure the quality of the offers and shall take into account the price (the offer with the lowest price shall be awarded the highest score for the price criterion). The criteria shall be set out beforehand and shall be relevant to the contract in question.
- e) **Notoriety:** The Grant Recipient shall keep sufficient and appropriate records and documentation with regard to the procedure, its evaluation and award.

3 ELIGIBLE TENDERERS

3.1 Tenderers must provide information on their legal form and ownership structure.

3.2 Tenderers shall be excluded from participation in a procurement procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situation may be eligible to participate insofar as the Grant Recipient is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;
- c) they have been guilty of grave professional misconduct; proven by any means which the Grant Recipient can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Grant Recipient or those of the country where the contract is to be performed;

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- e) they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;
 - f) they make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).
- 3.3 Tenderers shall confirm in writing that they are not in any of the situations listed above. Even if such confirmation is given by a tenderer, the Grant Recipient shall investigate any of the situations listed above if it has reasonable grounds to doubt the contents of such confirmation.
- 3.4 Contracts shall not be awarded to tenderers which, during the procurement procedure:
- a) are subject to a conflict of interests;
 - b) are guilty of misrepresentation in supplying the information required by the Grant Recipient as a condition of participation in the tender procedure, or fail to supply this information.

4 GENERAL PROCUREMENT RULES

- 4.1 The tender documents shall be drafted in accordance with best international practice. The Grant Recipient may voluntarily use the models published in the Practical Guide on the EuropeAid (EU) website.
- 4.2 The Grant Recipient shall take into account universal design and the potential environmental impact of any planned procurements.
- 4.3 All invitations to submit tenders shall state that offers will be rejected if any illegal or corrupt practises have taken place in connection with the award. All contracts concluded under the Project shall state that the Grant Recipient may terminate the contract if it finds that illegal or corrupt practises have taken place in connection with the contract award or execution.
- 4.4 The time-limits for receipt of tenders and requests to participate must be sufficient to allow interested parties a reasonable and appropriate period to prepare and submit their tenders.
- 4.5 An evaluation committee must be set up to evaluate applications and/or tenders of a value of NOK 500 000 or more on the basis of the exclusion, selection and award criteria. This committee must have an odd number of members, at least three, with all the technical and administrative capacities necessary to give an informed opinion on the tenders.

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- 4.6 For contracts with a value exceeding NOK 100 000, the Grant Recipient shall compile a written record with documentation of all assessments and decisions during all steps of the procurement process from the planning stage until the signing of the contract. Upon request by the MFA, the Grant Recipient shall deliver its written record to the MFA and grant the MFA access to all relevant information and documentation related to the procurement procedure and practices applied.

5 AWARD OF CONTRACTS

- 5.1 Contracts with a value of less than NOK 500 000 may be awarded by using any procurement procedure established by the Grant Recipient, while respecting the rules and principles laid down in Sections 1 to 4 of this Part III.
- 5.2 Contracts with a value exceeding NOK 500 000 shall be awarded by means of one of the following procurement procedures:
- a) **Open tender procedure:** In open procedures, any interested tenderer may submit a tender in response to a call for competition. The tender shall be accompanied by the information for qualitative selection as requested by the Grant Recipient.
 - b) **Restricted procedure:** In restricted procedures, any tenderer may submit a request to participate in response to a call for competition by providing the information for qualitative selection as requested by the Grant Recipient. Only those tenderers invited to do so by the Grant Recipient following its assessment of the information provided may submit a tender. The Grant Recipient may limit the number of suitable candidates to be invited to participate in the procedure.
 - c) **Competitive procedure with negotiation:** In competitive procedures with negotiation, any tenderer may submit a request to participate or a tender in response to a call for competition by providing the information for qualitative selection as requested by the Grant Recipient. Tenderers may submit an initial tender, which shall be the basis for subsequent negotiations. The minimum requirements and the award criteria shall not be subject to negotiations.
- 5.3 Where the Grant Recipient does not launch an open tender procedure, it shall justify and document in writing the choice of tenderers that are invited to submit an offer.
- 5.4 Deviations from the procedures listed in Section 5.2 are limited to the situations listed in Section 7 of this Part III.

6 PUBLICATION OF PROCUREMENT NOTICE

- 6.1 The following shall apply with respect to publication of the procurement notice: ¹

¹ Definitions of different types of contracts and procedures can be found in Directive 2014/24/EU.

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- a) **Service and supply contracts from NOK 500 000 to less than NOK 2 500 000 and works contracts from NOK 500 000 to less than NOK 40 000 000**

The prior procurement notice shall be published in all appropriate media, at least in the country in which the Project will be carried out as well as on the Grant Recipient's website.

- b) **Service and supply contracts with a value of NOK 2 500 000 and above and works contracts with a value of NOK 40 000 000 and above**

The prior procurement notice shall be published in all appropriate media, in particular on the Grant Recipient's website, in the international press and the national press of the country in which the Project will be carried out, and in any other relevant specialist periodicals.

7 USE OF NEGOTIATED PROCEDURE WITHOUT PRIOR PUBLICATION

7.1 The Grant Recipient may use a negotiated procedure without prior publication in the following cases:

- a) if any of the circumstances set out in Article 32 of Directive 2014/24/EU are present;
- b) for purposes of humanitarian aid and civil protection operations or for crisis management aid in a crisis that has been formally recognised by and for the time period declared by the MFA;
- c) where the services are entrusted to public-sector or non-profit bodies and relate to activities of an institutional nature or are designed to provide assistance to people in the social field;
- d) for contracts declared to be secret, or whose performance must be accompanied by special security measures, or when the protection of the essential interests of the MFA so requires.

ATTACHMENT B

PROJECT No.: XXXXXX (WWF), 50XX (WWF-Norway)

Name of project: NO MORE PLASTICS IN OUR OCEANS

Budget 2018 to 2021 years (1st May - 30th April)

Table 1 (all figures in NOK - Norwegian Kroner)

	Year 1	Year 2	Year 3	TOTAL 3 Years
BUDGET ITEM	Total	Total	Total	Total
50xx Staff costs (WWF staff, non-WWF staff, daily paid workers)	8,192,978	8,216,060	8,039,494	24,448,532
50xx Workstream 1 - Global Policy	2,955,000	2,997,000	2,997,000	8,949,000
50xx Workstream 2 - Producer Responsibilities	1,620,000	1,656,000	1,520,000	4,796,000
50xx Workstream 3 - Plastic Free Cities	3,113,978	3,563,060	3,522,494	10,199,532
50xx Workstream 4 - Africa	504,000			504,000
51xx Third party fees	4,792,896	2,503,496	2,266,400	9,562,792
51xx Workstream 1 - Global Policy	445,000	470,000	420,000	1,335,000
51xx Workstream 2 - Producer Responsibilities	2,400,000	820,000	800,000	4,020,000
51xx Workstream 3 - Plastic Free Cities	1,723,896	1,213,496	1,046,400	3,983,792
51xx Workstream 4 - Africa	224,000			224,000
52xx Other grants & agreements	481,588	728,925	1,098,033	2,308,546
52xx Workstream 1 - Global Policy	0	0	0	0
52xx Workstream 2 - Producer Responsibilities	0	0	0	0
52xx Workstream 3 - Plastic Free Cities	321,588	728,925	1,098,033	2,148,546
52xx Workstream 4 - Africa	160,000			160,000
53xx Travel, meeting & training costs	3,995,629	4,523,209	4,900,029	13,418,867
53xx Workstream 1 - Global Policy	1,835,000	2,310,000	2,630,000	6,775,000
53xx Workstream 2 - Producer Responsibilities	810,000	1,310,000	1,310,000	3,430,000
53xx Workstream 3 - Plastic Free Cities	862,629	903,209	960,029	2,725,867
53xx Workstream 4 - Africa	488,000			488,000
54xx Communications & fundraising costs	761,595	925,324	818,259	2,505,179
54xx Workstream 1 - Global Policy	180,000	230,000	230,000	640,000
54xx Workstream 2 - Producer Responsibilities	60,000	60,000	60,000	180,000
54xx Workstream 3 - Plastic Free Cities	441,595	635,324	528,259	1,605,179
54xx Workstream 4 - Africa	80,000			80,000
56xx Office running costs	526,197	497,624	494,626	1,518,446
56xx Workstream 1 - Global Policy	60,000	60,000	60,000	180,000
56xx Workstream 2 - Producer Responsibilities	200,000	200,000	200,000	600,000
56xx Workstream 3 - Plastic Free Cities	226,870	237,624	234,626	699,119
56xx Workstream 4 - Africa	39,327			39,327
57xx Field running costs	100,520	226,320	305,320	632,160
57xx Workstream 1 - Global Policy	0	0	0	0
57xx Workstream 2 - Producer Responsibilities	0	0	0	0
57xx Workstream 3 - Plastic Free Cities	100,520	226,320	305,320	632,160
57xx Workstream 4 - Africa	0			0
58xx Capital asset costs	167,164	0	0	167,164
58xx Workstream 1 - Global Policy	0	0	0	0
58xx Workstream 2 - Producer Responsibilities	0	0	0	0
58xx Workstream 3 - Plastic Free Cities	167,164	0	0	167,164
58xx Workstream 4 - Africa	0			0
Africa costs - to be detailed after programme development in year 1	0	1,904,762	2,857,143	4,761,905
Sub-total	19,018,567	19,525,721	20,779,304	59,323,592
WWF Management fee (indirect operating cost - 5%)	950,928	976,286	1,038,965	2,966,180
TOTAL BUDGET	19,969,496	20,502,007	21,818,269	62,289,771

ATTACHMENT B

PROJECT No.: XXXXXX (WWF), 50XX (WWF-Norway)

Name of project: NO MORE PLASTICS IN OUR OCEANS - Global Policy

Budget 2018 to 2021 years (1st May - 30th April)

Table 1 (all figures in NOK - Norwegian Kroner)

BUDGET ITEM	Year 1								Year 2							
	WWF Norway	WWF Malaysia	WWF Pacific	WWF Pakistan	WWF Germany	WWF Singapore	WWF Thailand	Total Year 1	WWF Norway	WWF Malaysia	WWF-Pacific	WWF Pakistan	WWF Germany	WWF Singapore	WWF Thailand	Total Year 2
50xx Staff costs (WWF staff, non-WWF staff, daily paid workers)	2,478,000	100,000	33,000	40,000	144,000	140,000	20,000	2,955,000	2,520,000	100,000	33,000	40,000	144,000	140,000	20,000	2,997,000
50xx Global policy coordinator marine plastics, 100%, hosted by WWF Norway	1,180,000							1,180,000	1,200,000							1,200,000
50xx Communications advisor Norway, 30%, WWF Norway	354,000							354,000	360,000							360,000
50xx Development Policy Advisor, 20%, WWF Norway	236,000							236,000	240,000							240,000
50xx Project Manager, 60%, WWF-Norway	708,000							708,000	720,000							720,000
50xx Advisor - global policy and regional engagement, 50%, WWF Malaysia*		100,000						100,000		100,000						100,000
50xx Advisor, global policy, 20%, WWF Pacific			33,000					33,000			33,000					33,000
50xx Advisor, regional engagement and multilateral advocacy, 20%, WWF Pakistan				40,000				40,000				40,000				40,000
50xx Senior advisor marine litter, 20%, WWF Germany					144,000			144,000					144,000			144,000
50xx Communication advisor, global policy, 20%, WWF Singapore						140,000		140,000						140,000		140,000
50xx Advisor, marine litter, 20% WWF Thailand							20,000	20,000							20,000	20,000
51xx Third party fees	400,000	0	0	0	45,000	0	0	445,000	425,000	0	0	0	45,000	0	0	470,000
51xx Background report on global governance for marine litter and elements in a new treaty, external experts	200,000							200,000	100,000							100,000
51xx Yearly progress report in global marine litter governance, external experts	200,000							200,000	75,000							75,000
51xx Study of implementation of G20 Action Plan, yearly publication					45,000			45,000					45,000			45,000
51xx Mid term review & final evaluation									250,000							250,000
52xx Other grants & agreements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
53xx Travel, meeting & training costs**	1,595,000	20,000	25,000	10,000	135,000	0	50,000	1,835,000	2,070,000	20,000	25,000	10,000	135,000	0	50,000	2,310,000
53xx Travel to ad hoc expert group meetings in May 2018 in Nairobi for 5 advisors	125,000							125,000	0							
53xx Travel to ad hoc expert group meetings in November 2018 in Nairobi for 5 WWF network staff	125,000							125,000	0							
53xx Travel to United Nations Environment Assembly in Nairobi March 2019 and March 2021 for 6 WWF network staff	175,000							175,000	0							
53xx Travel to UNGA in New York in 2018, 2019 and 2020 for 2 WWF advisors	40,000							40,000	40,000							40,000
53xx Travel to G20 meetings					45,000			45,000	0				45,000			45,000
53xx Side event at ASEAN Summit 2019, travel and logistics	30,000	10,000	15,000				50,000	105,000	30,000	10,000	15,000				50,000	105,000
53xx Global policy dialogue meetings (unit cost 500 000)								0	500,000							500,000
53xx Regional policy dialogue meetings (unit cost 250 000)	500,000							500,000	500,000							500,000
53xx Campaigner training workshop (unit cost 500 000)	500,000							500,000	500,000							500,000
53xx Public events and workshops, national level advocacy	50,000	10,000	10,000	10,000	90,000			170,000	100,000	10,000	10,000	10,000	90,000			220,000
53xx Other travels, future negotiation meetings	50,000							50,000	400,000							400,000
54xx Communications & fundraising costs	130,000	0	0	0	0	50,000	0	180,000	180,000	0	0	0	0	50,000	0	230,000
54xx Printing policy papers 200 copies	10,000							10,000	10,000							10,000
54xx Campaign material, branding, effects	50,000							50,000	50,000							50,000
54xx Print and layout studies	50,000							50,000	100,000							100,000
54xx Information material, graphics, design, social media	20,000					50,000		70,000	20,000					50,000		70,000
55xx Miscellaneous costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
56xx Office running costs	0	10,000	10,000	10,000	10,000	10,000	10,000	60,000	0	10,000	10,000	10,000	10,000	10,000	10,000	60,000
56xx Contribution to office running costs	0	10,000	10,000	10,000	10,000	10,000	10,000	60,000	0	10,000	10,000	10,000	10,000	10,000	10,000	60,000
57xx Field running costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
58xx Capital asset costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-total	4,603,000	130,000	68,000	60,000	334,000	200,000	80,000	5,475,000	5,195,000	130,000	68,000	60,000	334,000	200,000	80,000	6,067,000
WWF Management fee (Indirect operating cost, 5%)	230,150	6,500	3,400	3,000	16,700	10,000	4,000	273,750	259,750	6,500	3,400	3,000	16,700	10,000	4,000	303,350
TOTAL BUDGET	4,833,150	136,500	71,400	63,000	350,700	210,000	84,000	5,748,750	5,454,750	136,500	71,400	63,000	350,700	210,000	84,000	6,370,350

*Exact location to be decided between WWF Malaysia, Philippines or Coral Triangle Coordination Team

**This money will be used across the WWF actors engaged, not just in Norway

Year 3								TOTAL 3 Years
WWF Norway	WWF Malaysia	WWF-Pacific	WWF Pakistan	WWF Germany	WWF Singapore	WWF Thailand	Total Year 3	Total
2,520,000	100,000	33,000	40,000	144,000	140,000	20,000	2,997,000	8,949,000
1,200,000							1,200,000	3,580,000
360,000							360,000	1,074,000
240,000							240,000	716,000
720,000							720,000	2,148,000
	100,000						100,000	300,000
		33,000					33,000	99,000
			40,000				40,000	120,000
				144,000			144,000	432,000
					140,000		140,000	420,000
						20,000	20,000	60,000
375,000	0	0	0	45,000	0	0	420,000	1,335,000
								300,000
75,000							75,000	350,000
				45,000			45,000	135,000
300,000							300,000	550,000
0	0	0	0	0	0	0	0	0
2,465,000	10,000	10,000	10,000	135,000	0	0	2,630,000	6,775,000
							0	125,000
							0	125,000
175,000							175,000	350,000
40,000							40,000	120,000
				45,000			45,000	135,000
							0	210,000
500,000							500,000	1,000,000
750,000							750,000	1,750,000
500,000							500,000	1,500,000
100,000	10,000	10,000	10,000	90,000			220,000	610,000
400,000							400,000	850,000
180,000	0	0	0	0	50,000	0	230,000	640,000
10,000							10,000	30,000
50,000							50,000	150,000
100,000							100,000	250,000
20,000					50,000		70,000	210,000
0	0	0	0	0	0	0	0	0
0	10,000	10,000	10,000	10,000	10,000	10,000	60,000	180,000
0	10,000	10,000	10,000	10,000	10,000	10,000	60,000	180,000
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
5,540,000	120,000	53,000	60,000	334,000	200,000	30,000	6,337,000	17,879,000
277,000	6,000	2,650	3,000	16,700	10,000	1,500	316,850	893,950
5,817,000	126,000	55,650	63,000	350,700	210,000	31,500	6,653,850	18,772,950

ATTACHMENT B

PROJECT No.: XXXXXX (WWF), 50XX (WWF-Norway)

Name of project: NO MORE PLASTICS IN OUR OCEANS - Producer Responsibility

Budget 2018 to 2021 years (1st May - 30th April)

Table 1 (all figures in NOK - Norwegian Kroner)

BUDGET ITEM	Year 1			Year 2			Year 3			TOTAL 3 Years
	Office 1	Office 2	Total	Office 1	Office 2	Total	Office 1	Office 2	Total	Total
50xx Staff costs (WWF staff, non-WWF staff, daily paid workers)	820,000	800,000	1,620,000	856,000	800,000	1,656,000	720,000	800,000	1,520,000	4,796,000
50xx Coordinator WWF Corporate Work 1/1	720,000	0	720,000	720,000	0	720,000	720,000	0	720,000	2,160,000
50xx Senior Advisor Marine Litter WWF GER 5 %	36,000	0	36,000	72,000	0	72,000	0	0	0	108,000
50xx Communication WWF GER 5%	32,000	0	32,000	32,000	0	32,000	0	0	0	64,000
50xx Admin WWF GER 5%	32,000	0	32,000	32,000	0	32,000	0	0	0	64,000
50xx Local activities of WWF offices towards governments and corporates in selected countries and corporate HQ countries (e.g. US, NL, France, Switzerland, UK) 10% each	0	800,000	800,000	0	800,000	800,000	0	800,000	800,000	2,400,000
51xx Third party fees	2,400,000	0	2,400,000	820,000	0	820,000	800,000	0	800,000	4,020,000
51xx Desktop Study analyzing the legal framework in the 10 selected countries (Output 1.1.)	400,000	0	400,000	0	0	0	0	0	0	400,000
51xx Reports about the mentioned countries, estimating financial gaps to establish integrated waste management systems in 10 selected countries (Output 1.2.)	700,000	0	700,000	0	0	0	0	0	0	700,000
51xx Desk top study about the economic costs of improper waste management in the 10 countries (Output 1.3.)	500,000	0	500,000	0	0	0	0	0	0	500,000
51xx Study exploring alternative scenarios for material design and best case practices (Output 1.4.)	0	0	0	800,000	0	800,000	0	0	0	800,000
51xx Publication of «Marine Litter Scorecard» for 10 countries (Output 1.5.)	600,000	0	600,000	0	0	0	600,000	0	600,000	1,200,000
51xx Costs for translation	200,000	0	200,000	20,000	0	20,000	200,000	0	200,000	420,000
52xx Other grants & agreements	0	0	0	0	0	0	0	0	0	0
52xx What grant is for, name of (if known) / type of entity for grant	0	0	0	0	0	0	0	0	0	0
52xx What agreement is for / related to, name of (if known) / type of entity for agreement	0	0	0	0	0	0	0	0	0	0
53xx Travel, meeting & training costs	750,000	60,000	810,000	550,000	760,000	1,310,000	550,000	760,000	1,310,000	3,430,000
53xx Travel Cost coordinator	80,000	0	80,000	80,000	0	80,000	80,000	0	80,000	240,000
53xx Travel costs, ML Advisor WWF GER	20,000	0	20,000	20,000	0	20,000	20,000	0	20,000	60,000
53xx Travel Costs other WWF NO's	650,000	0	650,000	450,000	0	450,000	450,000	0	450,000	1,550,000
53xx Workshops with government representatives, in 10 countries (Output 2.1.)	0	0	0	0	700,000	700,000	0	700,000	700,000	1,400,000
53xx Meeting costs with Govt representatives	0	20,000	20,000	0	20,000	20,000	0	20,000	20,000	60,000
53xx Meeting costs with corporate representatives	0	40,000	40,000	0	40,000	40,000	0	40,000	40,000	120,000
53xx For training costs, please specify type of meeting and for whom (person/position, if known)	0	0	0	0	0	0	0	0	0	0
54xx Communications & fundraising costs	60,000	0	60,000	60,000	0	60,000	60,000	0	60,000	180,000
54xx Print & layout studies	50,000	0	50,000	50,000	0	50,000	50,000	0	50,000	150,000
54xx Communication material with workshop results	10,000	0	10,000	10,000	0	10,000	10,000	0	10,000	30,000
55xx Miscellaneous costs	0	0	0	0	0	0	0	0	0	0
56xx Office running costs	100,000	100,000	200,000	100,000	100,000	200,000	100,000	100,000	200,000	600,000
56xx Contribution to office running costs for WWF-Germany (Office)	100,000	0	100,000	100,000	0	100,000	100,000	0	100,000	300,000
56xx Overheads other WWF offices	0	100,000	100,000	0	100,000	100,000	0	100,000	100,000	300,000
57xx Field running costs	0	0	0	0	0	0	0	0	0	0
57xx Cost item, office in which cost incur.	0	0	0	0	0	0	0	0	0	0
58xx Capital asset costs	0	0	0	0	0	0	0	0	0	0
58xx Cost item, in which office and / or agency will the item be based / managed by.	0	0	0	0	0	0	0	0	0	0
Sub-total	4,130,000	960,000	5,090,000	2,386,000	1,660,000	4,046,000	2,230,000	1,660,000	3,890,000	13,026,000
WWF Management fee (5%)	206,500	48,000	254,500	119,300	83,000	202,300	111,500	83,000	194,500	651,300
TOTAL BUDGET	4,336,500	1,008,000	5,344,500	2,505,300	1,743,000	4,248,300	2,341,500	1,743,000	4,084,500	13,677,300

ATTACHMENT B

PROJECT No.: XXXXXX (WWF), 50XX (WWF-Norway)

Name of project: NO MORE PLASTICS IN OUR OCEANS - Plastic Pollution Free Cities

Budget 2018 to 2021 years (1st May - 30th April)

50

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Table 1 (all figures in NOK - Norwegian Kroner)

BUDGET ITEM	Year 1						Total
	Office 1 Ph	Office 2 ID	Office 3 VN	Office 4 TH	Office 5 HK	Office 6 NL	
50xx Staff costs (WWF staff, non-WWF staff, daily paid workers)	610,880	387,200	404,000	489,384	448,115	774,400	3,113,978
50xx Regional Plastic Free Cities Coordinator for Project (Based in The Philippines)	387,200						387,200
50xx Philippines							
50xx DavaoCity Site Manager (100% of time, WWF Philippines-Davao City)	125,760	0					125,760
50xx Project Assistant (100% , WWFPhilippines- Davao City)	80,640	0					80,640
50xx Bookkeeper (25% of time, WWF Philippines- HQ)	17,280	0					17,280
50xx Indonesia							0
50xx Sunda-Banda Seascapes and Fisheries leader, 10%, WWF-ID		77,440					77,440
50xx Marine Policy Coordinator, 25%, WWF-ID		48,400					48,400
50xx Marine communication Coordinator, 25%, WWF ID		48,400					48,400
50xx Finance and administration Coordinator, 20%, WWF-ID		38,720					38,720
50xx Senior Officer for plastic free ocean, 100%, WWF-ID		96,800					96,800
50xx Assistant for plastic free ocean, 100%, WWF-ID		77,440					77,440
50xx Vietnam							0
50xx Nguyen Thi Dieu Thuy, Project Manager			35,893				35,893
50xx TBR, Project officer			144,000				144,000
50xx Nguyen Thuy Quynh, Communication Manager			165,036				165,036
50xx Cao Quynh Lien, Finance Officer			59,071				59,071
50xx Thailand							0
50xx Project Manager - Plastic Pollution Free (WWF TH) 100%				224,433			224,433
50xx Project Officer - Plastic Pollution Free (WWF TH) 100%				95,758			95,758
50xx Cost recovery for Fishery Project Manager (WWF TH) 20%				53,864			53,864
50xx Cost recovery for Urban Project Manager (WWF TH) 20%				44,887			44,887
50xx Cost recovery for Urban Project officer (WWF TH) 20%				14,962			14,962
50xx Cost recovery for Corporate Engagement support (WWF TH)				18,463			18,463
50xx Cost recovery for Communication support (WWF TH)				9,277			9,277
50xx Cost recovery for Conservation Program Management support (WWF TH)				18,463			18,463
50xx Cost recovery for Finance Support (WWF TH)				9,277			9,277
50xx Hong Kong							0
50xx Level 4 x 1 staff (10% in FY19, 30% in FY20-21)					51,755		51,755
50xx Level 3 x 1 staff x 100%					396,360		396,360
50xx Global Plastic Free Cities Campaign:							0
50xx Campaign Management						387,200	387,200
50xx Knowledge Management Platform:							0
50xx Project Manager						387,200	387,200
50xx Coordinator	0	0					0
51xx Third party fees	208,000	48,400	396,800	199,496	410,000	871,200	1,723,896
51xx List the type of activity covered, who will be doing the activity (if known) and other relevant information	0	0					0
51xx Philippines							0
51xx Waste Characterization, TBD	64,000	0					64,000
51xx Mapping and Monitoring Framework (TBD)	96,000						96,000
51xx Information-education-campaign materials	48,000						48,000
51xx Indonesia							0
51xx Technical expert for the training and data analyzes of the citizen science network		48,400					48,400
51xx Annual project audit fee (will conducted at the end of the project)							0
51xx Vietnam							0
51xx Year 1, National study, Consultant, fee			320,000				320,000
51xx Year 1, National study, Fee for supporters			28,800				28,800
51xx Year 1, Study launching, Interpreter			4,000				4,000
51xx Year 1, Study launching, Digital Communication			4,000				4,000
51xx Year 2, Communication campaign, Nation wide digital campaign			40,000				40,000
51xx Year 2, Communication campaign, Design Mobile public awareness raising exhibition			0				0
51xx Thailand							0
51xx Baseline data collection - Bangkok				49,874			49,874
51xx Baseline data collection - Pattaya				49,874			49,874
51xx Baseline data collection - Had yai				49,874			49,874
51xx Baseline data collection - Surat Thani				49,874			49,874
51xx Development of city waste database - Bangkok				0			0
51xx Development of city waste database - Pattaya				0			0
51xx Development of city waste database - Had Yai	0	0		0			0
51xx Development of city waste database - Surat				0			0
51xx Hong Kong							0
51xx Tracing the Cross-border Marine Litter Sources							
51xx Research and Development cost of GPS device, collaborate with MakerBay					160,000		
51xx Production of GPS devices by MakerBay					250,000		
51xx Global Plastic Free Cities Campaign:							0
51xx Campaign Strategy Development						290,400	290,400
51xx Knowledge Management Platform - Best Practices Market Place:							0
51xx Platform development and Implementation						580,800	580,800
52xx Other grants & agreements	96,000	125,840	0	99,748	0	0	321,588
52xx What grant is for, name of (if known) / type of entity for grant	0	0					0
52xx Philippines							0
52xx Community-based organizations for material/ logistical startup of enterprise	0	0					0
52xx Entrepreneurial innovations/ Impact Hub Manila	96,000						96,000
52xx What agreement is for / related to, name of (if known) / type of entity for agreement	0	0					0

52xx	Indonesia							0
52xx	Grant for citizen science networks, about 10 CSOs/NGOs in 5 big cities of Indonesia		96,800					96,800
52xx	Grant for the community-based Entrepreneurship of recycle waste, Cooperative institution/s		29,040					29,040
52xx	Vietnam							0
52xx	Year 2, Support volunteer groups, TBD,							0
52xx	Year 2, Engage 1-2 cities to develop strategy, Materials for pilot activities, province partners							0
52xx	Year 3, Engage 2-3 cities to develop strategy, Materials for pilot activities, province partners							0
52xx	Year 3, support for development and initial implementation of the action plan, Field costs, province partners							0
52xx	Thailand							0
52xx	Grants for students to develop innovations for better public recycle program				49,874			49,874
52xx	Grants for research on alternative to plastics for Asian food				49,874			49,874
52xx	Hong Kong							0
	Fund for testing innovative solutions by manufacturing industry							0
52xx	Fund for testing innovative solutions by local communities (Litter Free Alliances)							0
53xx	Travel, meeting & training costs	262,400	193,600	197,600	107,229	15,000	96,800	862,629
53xx	Travel and meeting costs for Regional Plastic Pollution Free Cities Coordinator	48,000						48,000
	Philippines							
53xx	local travel for staff / within proj site	19,200	0					19,200
53xx	local travel for staff outside of proj site (eg meetings in Manila)	38,400	0					38,400
53xx	consultants travel to/from site	57,600	0					57,600
53xx	project managem(PM) , engagement officer (EO) meeting with local governments/ cost for meals and supplies	9,600	0					9,600
53xx	PM and/or EO with community-based organizations	4,800	0					4,800
53xx	PM and/or EO with academic/ research institutions	2,400	0					2,400
53xx	PM/EO with private sector/ business	2,400	0					2,400
53xx	Stakeholders' planning workshop/ local governments, community based organizations, private sector, academic and research inst	0	0					0
53xx	Project Inception Meeting with 80 persons from key stakeholders	80,000	0					80,000
53xx	training on financial management for community based organizations/ cooperatives	0	0					0
53xx	technical training for plastic recycling	0	0					0
53xx	training on women's entrepreneurial skills	0	0					0
53xx	Indonesia							0
53xx	travel cost (transport, accommodation, consumption) for WWF-ID staff for advocacy work to government, private sectors and public network (Bali, Labuan bajo, jakarta, Surabaya, Manado)		48,400					48,400
53xx	Stakeholders meeting of Labuan bajo, Bali and Jakarta to advocating the implementation of the free city policies		58,080					58,080
53xx	citizen science training for the community networks, CSOs/NGOs/Student Groups		48,400					48,400
53xx	Training of Best Management Practices for plastic waste management for the private sectors partners (e.g. Companies member of Signing Blue)		38,720					38,720
53xx	Vietnam							0
53xx	Year 1, National study, field survey, travel costs for consultants and supporters			107,200				107,200
53xx	Year 1, Study launching, travel for participants from provinces			20,000				20,000
53xx	Year 1, Travel costs for WWF-VN staff to support activities			40,000				40,000
53xx	Year 2, Travel costs for WWF-VN staff to support activities			0				0
53xx	Year 3, Travel costs for WWF-VN staff to support activities			0				0
53xx	Year 3, Mobilizing funding for implementation of the action plans, travel costs			0				0
53xx	Year 1, Study launching, Venue			12,000				12,000
53xx	Year 1, Study launching, Reporter engagement			2,400				2,400
53xx	Year 1, Study launching, Other logistic			6,400				6,400
53xx	Year 1, Study launching, Communication materials			9,600				9,600
53xx	Year 2, Engage 1-2 cities to develop strategy, meeting			0				0
53xx	Year 3, Engage 2-3 cities to develop strategy, meeting			0				0
53xx	Year 3, Mobilizing funding for implementation of the action plans, meetings			0				0
53xx	Year 3, support for development and initial implementation of the action plan, meetings			0				0
53xx	Thailand							0
53xx	Travel to initiate engagement/follow-up the implementation - Bangkok				4,987			4,987
53xx	Travel to initiate engagement/follow-up the implementation - Pattaya				7,481			7,481
53xx	Travel to initiate engagement/follow-up the implementation - Had Yai				12,469			12,469
53xx	Travel to initiate engagement/follow-up the implementation - Surat Thani				7,481			7,481
53xx	Inception/progress meetings - Bangkok				12,469			12,469
53xx	Inception/progress meetings - Pattaya				12,469			12,469
53xx	Inception/progress meetings - Had Yai				12,469			12,469
53xx	Inception/progress meetings - Surat Thani				12,469			12,469
53xx	Training on waste management for local authorities				24,937			24,937
53xx	Hong Kong							0
53xx	Staff local transportation for meetings with government, private sectors, NGOs and other stakeholders					5,000		5,000
	Conference cost for Project Manager and Officer to attend overseas marine litter related meetings and workshops					10,000		
53xx	Cross-border marine litter workshop for NGOs in Mainland China, Hong Kong and Macau (preparation meetings)							0
53xx	Cross-border marine litter workshop for NGOs in Mainland China, Hong Kong and Macau (logistics and bookings)							0
53xx	Global Plastic Free Cities Campaign:							0
53xx	Travel for campaign manager						48,400	48,400
53xx	Knowledge Management - Best practices Market Place:							0
	Travel for Project Manager						48,400	48,400
53xx	Travel for Coordinator							0
54xx	Communications & fundraising costs	15,360	41,024	0	74,811	22,000	290,400	441,595
54xx	Philippines							
54xx	Communications	15,360	0					15,360
54xx	Indonesia	0	0					0
54xx	Printing cost for publication materials		21,664					21,664

54xx	Monthly Phone fee staff		19,360					19,360
54xx	Vietnam							0
54xx	Year 2, Communication campaign, Communication of the products							0
54xx	Year 3, Communication about project progress, Initiative/s to gather stories of changes							0
54xx	Year 3, Communication about project progress, Sharing stories of changes							0
54xx	Thailand							0
54xx	Communication & materials for awareness campaign				74,811			74,811
54xx	Hong Kong							0
54xx	Media events					2,000		
54xx	Video and illustrations (for social media and other promotion)					15,000		15,000
54xx	Development and maintenance of marine litter website with online platform for data entry					0		0
54xx	Development of workshop and educational materials for manufacturing industry	0	0			5,000		5,000
54xx	Global Plastic Free Cities Campaign:							0
54xx	Communications Products						145,200	145,200
54xx	Knowledge Management - Best practices Market Place:							0
54xx	Communications & Awareness						48,400	48,400
54xx	Writing & Production of Case Studies and Best Practices						96,800	96,800
55xx	Miscellaneous costs	0	0	0	0	0	0	0
56xx	Office running costs	48,400	96,800	41,731	30,673	9,266	0	226,870
56xx	Regional Plastic Free Cities Coordinator - Office costs	48,400						48,400
56xx	Philippines	0	0					0
56xx	Nil	0	0					0
56xx	Indonesia	0	0					0
56xx	Office rent and supplies, WWF - Indonesia for Bali, Labuan bajo, and Jakarta office	0	96,800					96,800
56xx	Vietnam	0	0					0
56xx	Office rental	0	0	41,731				41,731
56xx	Thailand	0	0					0
56xx	Electricity bill for 2 people				4,489			4,489
56xx	Rent for 2 people				22,443			22,443
56xx	Water for 2 people				748			748
56xx	Other overhead (printing, office supplies, maid, etc.)	0	0		2,992			2,992
56xx	Hong Kong	0	0					0
56xx	Postage, printing, stationery, etc					9,266		9,266
56xx	Staff recruitment cost							0
57xx	Field running costs	40,320	0	15,200	0	45,000	0	100,520
57xx	Cost item, office in which cost incur.							
57xx	Philippines							0
57xx	rent and utilities	34,560	0					34,560
57xx	supplies	5,760	0					5,760
57xx	Indonesia							0
57xx	Nil							0
57xx	Vietnam							0
57xx	Year 1, National study, Materials for field research			15,200				15,200
57xx	Year 2, Communication campaign, Comm. activities in 4 cities							0
57xx	Thailand							0
57xx	NIL							0
57xx	Hong Kong	0	0					0
57xx	GPS tracker deployment and survey cost in Mainland China					12,000		12,000
57xx	Cleanup activity cost					8,000		8,000
57xx	Fish box trial in fish market chain					25,000		25,000
57xx	Fish box stakeholder engagement work					0		0
57xx	Fund for testing innovative solutions by manufacturing industry					0		0
57xx	Fund for testing innovative solutions by local communities (Litter Free Alliances)					0		0
58xx	Capital asset costs	96,200	29,040	12,000	29,924	0	0	167,164
58xx	Regional Plastic Pollution Free Cities Coordinator Laptop computer and mobile phne	25,000						25,000
58xx	Philippines							0
58xx	laptop, back up drive /WWF Philippines proj staff	48,000	0					48,000
58xx	office fixture(tables, cabinets, chairs, conference table)	10,400	0					10,400
58xx	projector	4,800	0					4,800
58xx	aircon	4,800	0					4,800
58xx	sound system	3,200	0					3,200
58xx	Indonesia							0
58xx	2 Laptops for WWF-ID staff working for this projects		29,040					29,040
58xx	Vietnam							0
58xx	Laptop, WWF-VN, Project staff			12,000				12,000
58xx	Thailand							0
58xx	Computer for project manager				14,962			14,962
58xx	Computer for project officer				14,962			14,962
58xx	Hong Kong							0
58xx	NIL							0
	Sub-total	1,377,560	921,904	1,067,331	1,031,265	949,381	2,032,800	6,958,240
	WWF Management fee (5%)	68,878	46,095	53,367	51,563	47,469	101,640	347,912
	TOTAL BUDGET	1,446,438	967,999	1,120,698	1,082,828	996,850	2,134,440	7,306,152

Year 2							Year 3								TOTAL 3 Years	
Office 1 Ph	Office 2 ID	Office 3 VN	Office 4 TH	Office 5 HK	Office 6 NL	Total	Office 1 Ph	Office 2 ID	Office 3 VN	Office 4 TH	Office 5 HK	Office 6 NL	Total	Total		
622,064	387,200	517,199	489,384	579,214	968,000	3,563,060	633,807	387,200	532,715	489,384	608,188	871,200	3,522,494	10,199,532		
387,200						387,200	387,200						387,200	1,161,600		
132,048	0					132,048	138,650						138,650	396,458		
84,672	0					84,672	88,906						88,906	254,218		
18,144	0					18,144	19,051						19,051	54,475		
						0							0	0		
	77,440					77,440		77,440					77,440	232,320		
	48,400					48,400		48,400					48,400	145,200		
	48,400					48,400		48,400					48,400	145,200		
	38,720					38,720		38,720					38,720	116,160		
	96,800					96,800		96,800					96,800	290,400		
	77,440					77,440		77,440					77,440	232,320		
						0							0	0		
		138,049				138,049			142,190				142,190	316,132		
		148,320				148,320			152,770				152,770	445,090		
		169,987				169,987			175,087				175,087	510,110		
		60,843				60,843			62,668				62,668	182,582		
						0							0	0		
			224,433			224,433				224,433			224,433	673,299		
			95,758			95,758			95,758				95,758	287,274		
			53,864			53,864			53,864				53,864	161,592		
			44,887			44,887			44,887				44,887	134,660		
			14,962			14,962			14,962				14,962	44,887		
			18,463			18,463			18,463				18,463	55,390		
			9,277			9,277			9,277				9,277	27,830		
			18,463			18,463			18,463				18,463	55,390		
			9,277			9,277			9,277				9,277	27,830		
						0							0	0		
				163,030		163,030					171,184		171,184	385,968		
				416,184		416,184					437,004		437,004	1,249,548		
						0							0	0		
					387,200	387,200						387,200	387,200	1,161,600		
						0							0	0		
					387,200	387,200						96,800	96,800	871,200		
0	0				193,600	193,600	0	0				387,200	387,200	580,800		
96,000	48,400	192,000	199,496	0	677,600	1,213,496	272,000	193,600	0	0	0	580,800	1,046,400	3,983,792		
0						0										
						0										
0	0					0	48,000	0					48,000	112,000		
0	0					0	128,000	0					128,000	224,000		
96,000	0					96,000	96,000	0					96,000	240,000		
						0							0	0		
	48,400					48,400		48,400					48,400	145,200		
						0		145,200					145,200	145,200		
						0							0	0		
						0							0	320,000		
						0							0	28,800		
						0							0	4,000		
						0							0	4,000		
						0							0	40,000		
		192,000				192,000							0	192,000		
						0							0	0		
						0							0	49,874		
						0							0	49,874		
						0							0	49,874		
						0							0	49,874		
			49,874			49,874							0	49,874		
			49,874			49,874							0	49,874		
0	0		49,874			49,874	0	0					0	49,874		
			49,874			49,874							0	49,874		
						0							0	0		
														0		
														0		
						0							0	0		
					290,400	290,400						290,400	290,400	871,200		
						0							0	0		
					387,200	387,200						290,400	290,400	1,258,400		
272,000	174,240	88,000	124,685	70,000	0	728,925	144,000	0	469,600	224,433	260,000	0	1,098,033	2,148,546		
0						0										
						0										
80,000	0					80,000	48,000	0					48,000	128,000		
192,000						192,000	96,000	0					96,000	384,000		
0	0					0	0	0					0			

						0							0	0
	96,800					96,800			96,800				96,800	290,400
	77,440					77,440			96,800				96,800	203,280
						0							0	0
		48,000				48,000							0	48,000
		40,000				40,000							0	40,000
		0				0			60,000				60,000	60,000
						0			216,000				216,000	216,000
						0							0	0
			49,874			49,874			74,811				74,811	174,559
			74,811			74,811			149,622				149,622	274,307
						0							0	0
				70,000		70,000					110,000		110,000	180,000
						0					150,000		150,000	150,000
406,400	154,880	76,000	107,229	43,500	145,200	903,209	246,400	169,400	180,200	107,229	190,000	96,800	960,029	2,725,867
48,000						48,000	48,000						48,000	144,000
19,200	0					19,200	19,200	0					19,200	57,600
38,400	0					38,400	38,400	0					38,400	115,200
57,600	0					57,600	57,600	0					57,600	172,800
9,600	0					9,600	9,600	0					9,600	28,800
4,800	0					4,800	4,800	0					4,800	14,400
2,400	0					2,400	2,400	0					2,400	7,200
2,400	0					2,400	2,400	0					2,400	7,200
80,000	0					80,000	0	0					0	80,000
0	0					0	0	0					0	80,000
32,000	0					32,000	0	0					0	32,000
64,000	0					64,000	0	0					0	64,000
48,000	0					48,000	64,000	0					64,000	112,000
						0							0	0
	48,400					48,400		48,400					48,400	145,200
	48,400					48,400		48,400					48,400	154,880
	29,040					29,040		29,040					29,040	106,480
	29,040					29,040		43,560					43,560	111,320
						0							0	0
						0							0	107,200
						0							0	20,000
						0							0	40,000
		40,000				40,000							0	40,000
		0				0		40,000					40,000	40,000
		0				0		8,000					8,000	8,000
		0				0		0					0	12,000
		0				0		0					0	2,400
		0				0		0					0	6,400
		0				0		0					0	9,600
		36,000				36,000		0					0	36,000
						0		52,200					52,200	52,200
						0		8,000					8,000	8,000
						0		72,000					72,000	72,000
						0							0	0
			4,987			4,987			4,987				4,987	14,962
			7,481			7,481			7,481				7,481	22,443
			12,469			12,469			12,469				12,469	37,406
			7,481			7,481			7,481				7,481	22,443
			12,469			12,469			12,469				12,469	37,406
			12,469			12,469			12,469				12,469	37,406
			12,469			12,469			12,469				12,469	37,406
			12,469			12,469			12,469				12,469	37,406
			24,937			24,937			24,937				24,937	74,811
						0							0	0
				10,000		10,000					10,000		10,000	25,000
				30,000							30,000			
				3,500		3,500					0		0	3,500
						0					150,000		150,000	150,000
						0							0	0
					48,400	48,400						48,400	48,400	145,200
						0							0	0
					48,400	48,400							0	96,800
					48,400	48,400						48,400	48,400	96,800
15,360	43,153	40,000	74,811	230,000	242,000	635,324	15,360	45,007	89,607	124,685	70,000	193,600	528,259	1,605,179
						0								
15,360	0					15,360	15,360	0					15,360	46,080
0	0					0	0	0					0	0
	23,793					23,793		25,647					25,647	71,104

	19,360					19,360		19,360					19,360	58,080
						0							0	0
		40,000				40,000							0	40,000
						0			79,204				79,204	79,204
						0			10,404				10,404	10,404
						0							0	0
			74,811			74,811				124,685			124,685	274,307
						0							0	0
				10,000							10,000			
				20,000		20,000					20,000		20,000	55,000
				200,000		200,000					40,000		40,000	240,000
0	0			0		0	0	0			0		0	5,000
						0							0	0
					145,200	145,200					145,200		145,200	435,600
						0							0	0
					48,400	48,400					48,400		48,400	145,200
					48,400	48,400							0	145,200
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
48,400	96,800	49,084	30,673	12,667	0	237,624	48,400	96,800	79,756	0	9,670	0	234,626	699,119
48,400						48,400	48,400						48,400	145,200
0	0					0	0	0					0	0
0	0					0	0	0					0	0
0	0					0	0	0					0	0
0	96,800					96,800	0	96,800					96,800	290,400
0	0					0	0	0					0	0
0	0	49,084				49,084	0	0	49,084				49,084	139,899
0	0					0	0	0					0	0
			4,489			4,489			4,489				4,489	13,466
			22,443			22,443			22,443				22,443	67,330
			748			748			748				748	2,244
0	0		2,992			2,992	0	0	2,992				2,992	8,977
0	0					0	0	0					0	0
				9,667		9,667					9,670		9,670	28,603
				3,000		3,000							0	3,000
40,320	0	96,000	0	90,000	0	226,320	40,320	0	0	0	265,000	0	305,320	632,160
						0								
						0								
34,560	0					34,560	34,560	0					34,560	103,680
5,760	0					5,760	5,760	0					5,760	17,280
						0							0	0
						0							0	0
						0							0	0
		96,000				96,000							0	111,200
						0		0					0	0
						0							0	0
						0							0	0
0	0					0	0	0					0	0
				15,000		15,000					0		0	27,000
				0		0					0		0	8,000
				0		0					0		0	25,000
				5,000		5,000					5,000		5,000	10,000
				70,000		70,000					110,000		110,000	180,000
				0		0					150,000		150,000	150,000
0	0	0	0	0	0	0	0	0	0	0	0	0	0	167,164
						0							0	25,000
						0							0	
0	0					0	0	0					0	48,000
0	0					0	0	0					0	10,400
0	0					0	0	0					0	4,800
0	0					0	0	0					0	4,800
0	0					0	0	0					0	3,200
						0							0	0
						0							0	29,040
						0							0	0
						0							0	12,000
						0							0	0
						0							0	14,962
						0							0	14,962
						0							0	0
						0							0	0
1,500,544	904,673	1,058,283	1,026,277	1,025,381	2,032,800	7,507,959	1,400,287	892,007	1,351,879	945,731	1,402,857	1,742,400	7,695,161	22,161,360
75,027	45,234	52,914	51,314	51,269	101,640	375,398	70,014	44,600	67,594	47,287	70,143	87,120	384,758	1,108,068
1,575,571	949,907	1,111,197	1,077,591	1,076,650	2,134,440	7,883,357	1,470,302	936,608	1,419,473	993,017	1,473,000	1,829,520	8,079,919	23,269,428

ATTACHMENT B

PROJECT No.: XXXXXX (WWF), 50XX (WWF-Norway)

Name of project: NO MORE PLASTICS IN OUR OCEANS - Africa

Budget 2018 to 2021 years (1st May - 30th April)

Table 1 (all figures in NOK - Norwegian Kroner)

BUDGET ITEM	Year 1	Year 2*	Year 3*	TOTAL 3 Years
	WWF Africa	WWF Africa	WWF Africa	WWF Africa
50xx Staff costs (WWF staff, non-WWF staff, daily paid workers)	504,000			504,000
50xx SWIO Regional Fisheries Programm Coordinator (10%)	56,000			56,000
50xx SWIO Fisheries Program Manager (15%)	72,000			72,000
50xx Africa Marine Litter Officer (100%)	312,000			312,000
50xx M & E Support (20%)	64,000			64,000
51xx Third party fees	224,000			224,000
51xx Commission a study to do an assesment on the sources, volume and type of litter flowing inthe coastal and marine environment as well as documenting lessson learnt and best practicess inthe target countries (Nairobi and Abidjan Convention areas.	120,000			120,000
51xx Commission a consultancy to assess to which extent national and regional institutional, policy and legal frameworks in the (Nairobi and Abidjan Convention areas) cover the marine plastic litter and micro-plastics.	64,000			64,000
51xx Audit fees	40,000			40,000
52xx Other grants and agreements	160,000			160,000
52xx Develop a common plan and a raodmap to address the marine litter and micro-plastic pollution	80,000			80,000
52xx Develop a WWF longtern programme and plan and integrate marine litter and micro-plastic in their respective national and regional strategic plans	80,000			80,000
53xx Travel, meeting & training costs	488,000			488,000
53xx Organise consultative meetings/ workshops/visits with the Regional Economic Communities and Regional Fisheries Bodies, UN Regional Seas Programs (Nairobi Convention, Abidjan Convention) to raise awarenes and secure buy-in for a collective approach and support for a global treaty to address marine litter and micro-plastics	224,000			224,000
53xx Organize in country and intra-regional dialogues/workshops to share lessson, experiences and best practices on marine litter and micro-plastic reduction initiativess within and outside Africa	200,000			200,000
53xx Staff travel for field, coordination and meetings (both country and regional)	64,000			64,000
54xx Communications & fundraising costs	80,000			80,000
51xx Publish and disseminate the assesment report on the status and impact of marine litter and micro-plastic pollution , lesssons and best practices in the coastal and marine environment of Nairobi and Abidjan Convention areas.	40,000			40,000
54xx Publish and disseminate the report on the status of governance frameworks and how they address marine litter and micro-plastic	40,000			40,000
56xx Office running costs	39,327			39,327
56xx Office rent	16,000			16,000
56xx Office security	2,927			2,927
56xx Communication	16,000			16,000
56xx Electricity & Water	1,600			1,600
56xx Other office costs including bank charges	2,800			2,800
57xx Field running costs	0			0
Africa costs - to be detailed after programme development in year 1		1,904,762	2,857,143	
Sub-total	1,495,327	1,904,762	2,857,143	6,257,232
WWF Management fee (5%)	74,766	95,238	142,857	312,862
TOTAL BUDGET	1,570,093	2,000,000	3,000,000	6,570,094

* Detailed cost breakdowns for years 2 and 3 will be informed by the programme development in year 1

RESULTS FRAMEWORK: NO MORE PLASTIC IN OUR OCEANS, Revised May 2018

LEVEL	EXPECTED RESULT	INDICATORS	Indicator data				Means of verification
			BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	
IMPACT	Strengthened global governance, private sector leadership and cities contributing to processes and practices that will reduce plastic discharge into the oceans in the short term and contribute to the UNEA resolution on eliminating plastic discharge into the ocean entirely in the long term						
OUTCOME 1	Global commitment by governments for a new international treaty to regulate marine plastic pollution	1.1 Number of states supporting the adoption of a new international treaty to regulate marine plastic pollution	0	10	20	40	Official statements, working papers, vote on resolutions.
		1.2 UN General Assembly or UNEA negotiation mandate for a new legally binding agreement in place	0	0	1	1	UNEA resolutions
Output 1.1	Global civil society campaign coalition established by WWF and partners, actively engaged in global policy work for a plastic free ocean	1.1.1 Number of CSOs advocating for a legally binding agreement, providing input and participating in the multilateral processes on marine plastics, such as UNEA and UNGA	1	10	20	40	List of campaign partners, report of activities
		1.1.2 Effective implementation of global advocacy strategy on marine plastic pollution	0	0	1	1	Advocacy strategy Annual report against strategy
Output 1.2	Clear rationale and main treaty elements developed and promoted	1.2.1 Number of publications, including reports, policy papers, analysis and other research.	0	2-4	3-6	2-4	Campaign website and analysis, printed copies distributed
		1.2.2 Number of governments using the rationale developed by WWF and partners when making the case for a new treaty	0	10	20	40	Official statements, panel debates, side-events, working papers
Output 1.3	WWF actively engages in relevant global forums (UNEA, UNGA & G7) to promote a new international treaty to regulate marine plastic pollution	1.3.1 No of WWF position papers developed and shared with relevant decision makers	2	4	5	5	Position papers List of recipients
		1.3.2 No of UNEA, UNGA & G7 meetings with broad geographical representation from WWF delegations	4	4	5	5	UNEA documentation
Outcome 2	Extended Producer Responsibility committed to by both governments and global consumer goods companies	2.1 No. of governments that have committed to take the first steps for introduction of Extended Producer Responsibility (EPR) in their legal framework	0	3	4	7	Public announcements by government representatives, changes in legal framework

LEVEL	EXPECTED RESULT	INDICATORS	Indicator data				Means of verification
			BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	
		2.2 Number of global consumer goods companies, with a market share larger than 10%, taking responsibility for end-of-life impact of their own products and packaging	2	4	4	10	Public announcements by company representatives
		2.3 Number of regional companies make public commitments that they will also take responsibility for the end-of-life impact of their own products and packaging	0	1	4	5	Public announcements by company representatives
Output 2.1	WWF actively lobbies governments and companies based on studies analysing the economic framework of waste management and potential for Extended Producer Responsibility	2.1.1 Number of studies published analysing the legal framework in the 10 selected countries	4	5	5	10	Publication list
		2.1.2 Number of country reports published documenting the economic and finance case to establish integrated waste management systems, and EPR measures	4	5	5	10	Publication list
		2.1.3 Number of governments the reports are shared with and engaged in a policy dialogue	0	5	5	10	Meeting reports
		2.1.4 Number of companies the reports are shared with and engaged in a policy dialogue	30	10	20	50	Meeting reports
Output 2.2	Marine litter scorecards used to influence 50 relevant companies	2.2.1 No of company marine litter scorecards	0	10	20	50	Marine litter scorecards
		2.2.2 No of marine litter scorecard reports produced and published	1	0	1	2	Publication list
		2.2.3 No of companies with an active dialogue on marine litter	10	10	20	50	Meeting reports
Output 2.3	WWF and partners influence agencies performing sustainability ratings to include criteria related to responsibility of companies towards end-of-life packaging/products	2.3.1 No of updated ratings published	0	1	1	2	Publication list

LEVEL	EXPECTED RESULT	INDICATORS	Indicator data				Means of verification
			BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	
Outcome 3	Cities, tourism destinations and their stakeholders have developed and adopted scalable action-programs, to transform global hotspots for plastic pollution into Plastic Pollution Free Cities	3.1 No of cities and tourism destinations committed to becoming Plastic Pollution Free Cities	0	5	15	25	Project documents, MOUs, partnership agreements
Output 3.1	WWF and partners develop and promote better practice solutions to city stakeholders and consumers that enable cities, industry and consumers to stop plastic waste pollution and transit to a circular economy	3.1.1 No of policies/legislation reducing use of plastic and strengthening waste management and recycling adopted, based on WWF and partner policy input	0	2	10	20	Government policy documents, decrees, Acts.
		3.1.2 No of Citizen science programs and networks established to support voluntary participation in collection, analysis and monitoring of marine debris (Move up to be first indicator)	1	2	3	5	Project reports
		3.1.3 Best practice knowledge platform and market place for Plastic Pollution Free Cities, tourism centres, companies and local entrepreneurs	0	0	1	1	Web based platform. Media reports, WWF reports.
		3.1.4 No of visits to the Best Practice Market Place	0	0	1000	5000	Overview reports from Market Place database
Output 3.2	A global Plastic Pollution Free Cities Campaign developed and implemented.	3.2.1 No of cities in which the campaign is implemented	0	5	50	100	Website postings/ sign ups and minutes of city council meetings
Output 3.3	WWF and partners will develop and implement circular plastic economy entrepreneurship programmes	3.3.1 No of ventures launched after program participation	0	15	50	100	Chamber of commerce registrations
		3.3.2 % plastic waste reduced in pilot areas	0	5	15	30	Survey reports
Outcome 4	Enhanced understanding of the issue of plastic pollution in Africa, and options to address it identified	4.1 Number of African states expressing support for a new legally binding instrument	0	6 (3 each from Nairobi and Abidjan conventions)			Relevant reports, media reports, project documents

LEVEL	EXPECTED RESULT	INDICATORS	Indicator data				Means of verification
			BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	
OUTPUT 4.1	WWF in partnership with regional and national experts undertake and disseminate an assessment of the scale, implications, as well as gaps and solutions in both policy and practice related to plastic pollution in the target countries in Africa (Nairobi and Abidjan Convention areas)	4.1.1 Number of assessment reports	0	1			Copy of assessment report
		4.1.2 Number of copies of the report published and distributed to relevant actors	0	1000			Copies of published reports, with summary of where and to whom distributed
OUTPUT 4.2	WWF in partnership with the Regional Economic Communities, UN Regional Seas Agreements Programs (Nairobi Convention, Abidjan Convention) agree on a common plan and develop a roadmap to address the marine litter and micro-plastic pollution	4.2.1 Number of roadmaps	0	2			Roadmaps (Nairobi Convention + Abidjan Convention) Meeting reports Relevant reports by UNEP
OUTPUT 4.3	WWF strategy to address marine litter and micro-plastic in Africa developed, with relevant partners	4.3.1 Number of strategy documents developed	0	1			Strategy Document