

ICSF Budget code: SSFG920182019THA

Between

The International Collective in Support of Fishworkers (“ICSF”)

and

Sustainable Development Foundation (“SDF”)

For provision of

Service to strengthen small-scale fishery communities and produce related global information products in the context of the implementation of the Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of Food Security and Poverty Eradication (SSF Guidelines)

1. Introduction

The International Collective in Support of Fishworkers (hereinafter referred to as “ICSF”) and the **Sustainable Development Foundation (hereinafter referred to as “SDF”)**

full postal address of the organization with country’s name in capital letters and hereinafter referred to as the “Service Provider”) (together hereinafter referred to as the “Parties”) have agreed that the Service Provider will provide certain services defined in **detail** in the attached Annex I (the “Services”) which forms an integral part of this Letter of Agreement (hereinafter the “Agreement”) in support of the SSFG920182019THA *‘Support the social, economic and environmental transformation of the small-scale fisheries sector towards its better contribution to food security and poverty eradication as a result of improved policies, strategies and initiatives’*. To enable the Service Provider to provide the Services, ICSF will pay the Service Provider in instalments a total amount not exceeding EUR **16,300** [Sixteen thousand three hundred Euros], which represents ICSF’s maximum financial liability, into the Service Provider’s account specified in paragraph 2 below.

2. Detailed Banking Instructions

Bank name:	Siam Commercial Bank Public Co., Ltd.
Bank country and city:	Thailand/ Bangkok
Bank branch address:	Ratchadapisek Branch 2
SWIFT code:	SICOTHBK
Account number:	075 – 2 – 22255 – 0
Exact bank account holder’s name:	SUSTAINABLE DEVELOPMENT FOUNDATION
Account currency:	EUR
Bank branch code or sort code:	-
IBAN number:	-

3. Designation of the ICSF Responsible Officer

Mr Sebastian Mathew, Executive Director, ICSF Mobile Number:+91 9444065433 designated as the officer responsible for the management of this Agreement (“Responsible Officer”) on behalf of ICSF.

4. Entry into force and period of validity

The Agreement will enter into force upon the date of signature by the Service Provider, by ICSF or on 30 July 2018 **whichever of the three dates is the latest** and will terminate on 30 June 2019.

5. Purpose

- a) The purpose for which the funds provided by ICSF under this Agreement shall be used are the following:

Objective. The Services will contribute to *‘Support the social, economic and environmental transformation of the small-scale fisheries sector towards its better contribution to food security and poverty eradication as a result of improved policies, strategies and initiatives’*, and particularly related to *“Stakeholder empowerment”*, the specific objective is to enable small-scale fisheries actors to actively participate and engage in relevant national and global processes that contribute to securing sustainable small-scale fisheries in the context of the implementation of the SSF Guidelines.

- (i) **Outputs.** The Service Provider will produce, achieve or deliver the following outputs:

- 1) Strengthened capacity of small-scale fisheries communities at local level in the country of the service provider to actively engage in securing sustainable small-scale fisheries in the context of the implementation of the SSF Guidelines.

- (ii) **Activities.** The Service Provider will undertake the following activities:

- 1) Implement empowerment activities for small-scale fishing communities at local level that also involve other relevant key stakeholders, in particular from government, in the country of the service provider. This includes among others the organization of awareness and capacity development workshop, the development of information materials, the review of regulatory frameworks and policies, as specified under 2.2 of Annex 1.

- b) A detailed description of the Services including technical and operational requirements, budget, workplan and timeframe, performance indicators and means of verification, as well as inputs to be provided free-of-charge by the Service Provider and ICSF, if any, are set out in detail in the Annex.

6. General Conditions

- a) Funds provided by ICSF under this Agreement are to be used by the Service Provider exclusively for the provision of the Services in accordance with the budget set out in the Annex.

Neither the Service Provider nor its personnel nor any other persons providing the Services on its behalf, will incur any additional commitment or expense on behalf of ICSF.

- b) The Service Provider will be responsible for all activities related to the provision of the Services and the acts or omissions of all employees, agents or other representatives, and authorized subcontractors providing the Services on its behalf. ICSF will not be held responsible for any accident, illness, loss or damage which may occur during the provision of the Services or any claims, demands, suits, judgements, arising there from, including for any injury to the Service Provider's employees, or to third parties, or any loss of, damage to, or destruction of property of third parties, arising out of or connected to the Service Provider's work or performance under this Agreement.
- c) The Service Provider shall not utilize funds received under this Agreement to subcontract services or procure items except as specifically provided for in the Annex or as specifically approved in writing by ICSF.. Any subcontracting arrangement shall in no way relieve the Service Provider of the responsibility for the provision/delivery of the Services required under this Agreement. Subcontracts or procurement of the items set forth in the Annex shall be procured in conformity with the Service Provider's own procurement rules and procedures. The Service Provider confirms that its procurement rules and procedures, and their implementation, ensure that the procurement process is transparent and consistent with generally-accepted principles governing public sector procurement to obtain best value for money. The Service Provider will ensure that its agreements with any subcontractor include the obligation to maintain appropriate records for a period of five years and ICSF's right to review, audit and have access to all documentation and sites related to the activities carried out in connection with this Agreement.
- d) The Service Provider shall make and thereafter maintain, in compliance with national legislation, provision for adequate insurance to cover such risks as damage to property and injuries to persons, as well as third party liability claims.
- e) The present Agreement shall be governed by general principles of law, to the exclusion of any single national system of law. General principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts of 2010.
- f) In providing the Services, the Service Provider shall conform to all national laws applicable to its activities and its relations to third parties, including employees. The Service Provider shall promptly correct any violations thereof and shall keep ICSF informed of any conflict or problem arising in relation to national authorities.
- g) The Service Provider shall observe the highest standard of ethics in providing the Services and agrees to adhere to the UN Supplier Code of Conduct, which can be viewed at http://www.un.org/depts/ptd/pdf/conduct_english.pdf .
- h) The Service Provider confirms that it has not engaged in, nor will engage in, any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in entering into or implementing this Agreement. If ICSF determines that the Service Provider has engaged in such practices, it may impose sanctions, including termination of the Agreement, as provided by FAO's Sanctions Procedures

(http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf). In addition, information on sanctioned Service Providers and other third parties may be shared with other Intergovernmental or UN Organizations. This provision must be included in all subcontracts, sub-agreements or assignments entered into by the Service Provider under this Agreement.

- i) For the purpose of this Agreement, the following terms shall have the following meanings:
- (i) *“Fraudulent practice” is any act or omission, including misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain, financial and/or other benefit and/or to avoid an obligation.*
 - (ii) *“Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.*
 - (iii) *“Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.*
 - (iv) *“Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value whether tangible or intangible to improperly influence the actions of another party.*
 - (v) *“Unethical practice” is an act or omission contrary to the conflict of interest, gifts and hospitality (<http://www.fao.org/unfao/procurement/codedeconduitethique/en/>), including the UN Supplier Code of Conduct; and*
 - (vi) *“Obstructive practice” is an act or omission by the Service Provider or its affiliates, successors or assigns that may prevent or hinder the work of the Audit team unit of the ICSF..*
- j) The Service Provider shall take all reasonable precautions to avoid any conflict of interest in the implementation of the Services and shall inform ICSF without delay of any situation constituting or likely to entail a conflict of interest having an interest of any kind in the Service Provider’s activities.
- k) In order to enter into an agreement with ICSF, the Service Provider, and any of its agents or authorized subcontractors, should not be suspended, debarred or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). The Service Provider is required to disclose to ICSF whether it, or any of its agents or authorized subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to this Agreement or at any time throughout the execution of this Agreement. The Service Provider recognizes that a breach of this provision will entitle ICSF to terminate its Agreement with the Service Provider immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of ICSF.

- l) Unless authorized in writing by ICSF, the Service Provider shall not advertise or otherwise make public that it has a contractual relationship with FAO, nor shall the Service Provider, in any manner whatsoever use the name or emblem of FAO, or any abbreviation of the name of FAO.
- m) Any intellectual property rights including copyright, of material such as publications, software and designs, made available by the Parties to be used in implementing activities under this Agreement will remain with the originating Party. All intellectual property rights, including copyright, in the outputs produced under this Agreement are vested in FAO, including, without any limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. FAO hereby grants to the Service Provider a non-exclusive royalty-free license to use, publish and distribute the outputs delivered under this Agreement for non-commercial purposes, provided that FAO and ICSF is acknowledged as the source and copyright owner. Neither the Service Provider nor its personnel will communicate to any other person or entity any confidential information made known to it by ICSF nor will they use this information for private or corporate advantage. This provision will survive the expiration or termination of this Agreement.
- n) To comply with disclosure requirements and enhance transparency, ICSF may release and/or publish the following information about this Agreement: (i) the name and nationality of the Service Provider; (ii) a brief description and location of the Services provided; and (iii) the amount of this Agreement. The Service Provider specifically consents to the release and/or publication of such information. ICSF will not release or publish information that could reasonably be considered confidential or proprietary.
- o) The Service Provider shall return to ICSF any unexpended funds budgeted and paid by ICSF under this Agreement.
- p) This Agreement is not subject to payment by ICSF of any levies, taxes, registration duties or any other duties or charges whatsoever. The Service Provider shall duly pay taxes, duties and other charges in accordance with prevailing laws and regulations applicable to the Service Provider.
- q) The Service Provider agrees to undertake all reasonable efforts to ensure that none of the funds received from ICSF under this Agreement are used to provide support to individuals or entities i) associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011) or ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. This provision must be included in all subcontracts, sub-agreements or assignments entered into under this Agreement. The Service Provider acknowledges and agrees that this provision constitutes an essential term of this Agreement and any breach of these obligations and warranties shall entitle ICSF to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of ICSF..
- r) The Service Provider shall take all appropriate measures to prevent sexual exploitation or abuse of any beneficiary of the services provided under this Agreement, or to any persons related to such beneficiaries, by its employees or any other persons engaged and controlled by the Service Provider to perform any services under this Agreement. For these purposes, sexual activity with any person less than eighteen years of age shall constitute the sexual exploitation and abuse of

such person. In addition, the Service Provider shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any beneficiary of the services provided under this Agreement or to any persons related to such beneficiaries. The Service Provider acknowledges and agrees that the provisions hereof constitute an essential term of this Agreement and that any breach of these provisions shall entitle the Organization to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind.

7. Reporting and Record Maintenance Requirements

- a) *The Service Provider shall submit to the Responsible Officer named in paragraph 3, the Reports listed in the Annex on the dates set forth therein, including a final report consisting of a narrative report and financial report (“Final Report”) within 30 days following the completion of the Services. The Final Report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar).*
- b) *The Service Provider shall keep accurate financial records and maintain supporting documentation showing the utilization of inputs and funds under this Agreement and any other documentation related to the Services for a period of five years following termination or expiry of the Agreement, during which period ICSF, or a person designated by ICSF, or the relevant auditing authority (e.g. national audit office) shall have the right, at any time, to conduct reviews and/or audits relating to any aspect of this Agreement. The Service Provider shall provide its full and timely cooperation with any such review or audit. Full and timely cooperation shall include, but not be limited to, making available employees or agents and granting to ICSF or other designated person or relevant authority, access at reasonable times and conditions to the Service Provider’s premises or other sites where documentation related to this Agreement is kept or activities related to this Agreement are carried out.*

8. Delays and Termination

- a) *The Agreement shall enter into force upon signature by both Parties and shall remain in force until the Services have been satisfactorily provided or until otherwise terminated in accordance with the provisions herein.*
- b) *The Service Provider will carry out the Services in accordance with the **work plan and indicators** and within the timeframe set forth in the Annex and shall notify ICSF of any delays that will prevent delivery of the Services in accordance with the work plan and indicators and within the timeframe set forth in the Annex.*
- c) *ICSF may suspend or cancel all or part of this Agreement, obtain the Services elsewhere and make corresponding adjustments to any payments that may be due to the Service Provider, if the Service Provider fails to make delivery, or perform to a standard considered acceptable to ICSF . Subject to consultation with the Service Provider, the determination of ICSF, relating to this provision, shall be binding.*

- d) *If at any time during the course of this Agreement it becomes impossible for the parties to perform any of their obligations for reasons of Force Majeure, that party shall promptly notify the other in writing of the existence of such Force Majeure. The party giving notice is thereby relieved from such obligations as long as Force Majeure persists. For the purpose of this Agreement, the term "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under this Agreement, was not attributable to error or negligence on their part (or of their personnel, agents, or other representatives, or authorized subcontractors), and proves insurmountable in spite of all due diligence.*
- e) *ICSF shall have the right to terminate this Agreement, by written notice to this effect, if it considers that continued implementation of the Agreement is impossible or impractical:*
- (i) for unforeseen causes beyond the control of ICSF;*
 - (ii) in the event of a default or delay on the part of the Service Provider after written notice by ICSF which provides a reasonable period to remedy the default or delay.*
- f) *In the event of termination as per 8e) above, the following shall apply:*
- (i) termination for unforeseen causes beyond its control, ICSF shall complete all payments for expenses which have been incurred by the Service Provider up to the effective date of termination.*
 - (ii) termination due to the Service Provider's default or delay, the Service Provider shall refund to ICSF any payment already received in respect of Services that have not been performed to a standard considered acceptable to ICSF.*
- g) *ICSF shall have the right to terminate this Agreement, by written notice to this effect, if ICSF establishes in accordance with its administrative procedures:*
- (i) irregularities, including any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in paragraphs 6h)-r) on the part of the Service Provider in relation to this Agreement; or*
 - (ii) a breach of the reporting requirements in paragraph 7 above.*
- h) *In the event of termination as per g) above, the Service Provider shall refund to ICSF all payments that were made on the basis of the irregularity or corrupt, fraudulent, collusive, coercive, unethical or obstructive practices, or as otherwise determined by ICSF to be equitable and take other action as deemed appropriate by ICSF.*

9. Terms of Payment

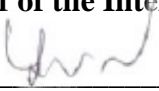
- a) *The payments will be made after certification by the Responsible Officer of the request(s) for payment as follows:*

- (i) *1st payment not to exceed 30% upon signature of the present Agreement;*
 - (ii) *2nd payment not to exceed 50% upon acceptance by ICSF of the confirmed Work plan and Time Frame, as per 2.3a, in Annex I.*
 - (iii) *Final payment not to exceed 20% upon acceptance by ICSF of the Final Report (narrative report and financial report) mentioned under paragraph 7 above.*
- b) The payments will be made in the currency stated in paragraph 1 (i.e in Eur), in accordance with the detailed banking instructions provided by the Service Provider and defined in paragraph 2. The service provider has to ensure that all the bank transfer details are correct.
- c) The Service Provider shall submit each request for payment to the email address indicated below:
Sebastian Mathew, Executive Director, ICSF,
Nieuwlandsedijk 69, 4926 AN Lage Zwaluwe, Netherlands
Emails: icsf@icsf.net or sebastian1957@gmail.com
- d) If the Service Provider fails to submit the Final Report mentioned in 6a) above no later than 30 days following completion, expiry or termination of this Agreement, ICSF may, after provision of due notice of the default, terminate this Agreement without making the final payment.

10. Amendments

Any changes or amendments to this Agreement shall be made in writing and on the basis of mutual consent of the signatories to this Agreement.

Signed on behalf of the International Collective in Support of Fishworkers (ICSF)

Signature:  _____

Date: 14/08/2018

Sebastian Mathew, Executive Director

Signed on behalf of the Sustainable Development Foundation (SDF)

Signature: _____

Date: _____

Mrs. Ravadee Prasertcharoensuk, Director

The Service Provider will sign two copies of this Agreement and return one to the Responsible Officer.

ANNEX I

TERMS OF AGREEMENT

1. Background

The Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of Food Security and Poverty Eradication (SSF Guidelines) were endorsed by the FAO Committee on Fisheries in 2014. They promote a human rights based approach. They have been developed through a participatory approach in which civil society organizations played a major role, with the International Collective in Support of Fishworkers (ICSF) as a key driver in this context.

Also in the implementation of the SSF Guidelines, small-scale fishers and fish workers, through their organizations, are main drivers of change and play a major role in the “bottom-up” processes. The SSF Guidelines need to empower collective action to ensure that small-scale fisheries are mainstreamed into relevant policies, strategies and actions at the local, national and regional level, and to ensure the implementation of these policies, strategies and actions.

The pre-2017 ICSF was focused mainly on influencing international processes to protect the interests of fishers and fishworkers. ICSF reconstituted in 2017 and is now focusing on taking relevant international instruments to influence decision-making processes at subnational, national and regional levels. The new ICSF has members from 12 countries (Ghana, Tanzania, South Africa; India, Myanmar and Thailand; Brazil and Costa Rica; Belgium, the Netherlands and Spain; and Canada).

The goal of the newly-registered ICSF is to strengthen fishery communities comprising men and women in marine and inland fisheries in both developed and developing countries and to influence decision making processes at various levels in a spirit of dialogue, partnership and collaboration. The goal of ICSF is to be achieved through enhancing social development and securing sustainable and responsible fisheries, applying a human rights-based approach and principles of good governance, in accordance mainly with the Voluntary Guidelines for Securing Sustainable Small-scale Fisheries in the Context of Food Security and Poverty Eradication (SSF Guidelines).

Now into the fourth year after the endorsement of the SSF Guidelines in 2014, the focus of implementation of the SSF Guidelines shifts from awareness-raising towards employing the SSF Guidelines to address issues/concerns of small-scale fishing communities as identified and prioritized by ICSF members at various levels within the framework of the SSF Guidelines in their own countries, in collaboration with CSOs and FAO, taking into account also the Sustainable Development Goals, especially the one in relation to securing access to resources and markets (SDG 14b) as well as several other relevant goals.

It is in this context that the Service Provider will enable small-scale fisheries actors to actively participate and engage in relevant national and global processes that contribute to securing sustainable small-scale fisheries in the context of the implementation of the SSF Guidelines.

This service contributes to the achievement of the objectives of the SSFG920182019THAproject, ‘Support the social, economic and environmental transformation of the small-scale fisheries sector towards its better contribution to food security and poverty eradication as a result of improved policies, strategies and initiatives’, and particularly related to the “Stakeholder Empowerment” .

Terms of Reference

1.1 Definition of Output(s) and/or Outcome(s)

Outcome: Improved awareness about the SSF Guidelines amongst traditional small-scale fishing communities is applied to enhance local livelihoods, especially of women, through participatory fisheries management.

Performance indicator:

Number of small-scale fisheries actors involved, the way they were involved in activities initiated in Thailand under this agreement.

Means of verification:

Country activity reports received by ICSF as per the reporting requirements mentioned under 2.3b below

1.2 Description of Services

Funds will be provided to the Service Provider for undertaking the following activities:

Activities:



- Workshop organized at the National Congress of the Association of Fisherfolk in Thailand on the SSF Guidelines to strengthen local organizations' capacity to implement the SSF Guidelines
- Preparation of advocacy materials on human rights-based approach and rights violations in Phetchaburi and Trat provinces with special emphasis on women
- Facilitate participation of coastal fisherfolk in ecosystem-based fisheries management in Phetchaburi and Trat provinces through field-level projects
- Help mainstream gender into participatory fisheries management mechanisms

1.3 Workplan and Timeframe (Duration)

The project will be completed over a period of a maximum of eleven months, after signature of the present Agreement by both parties, as indicated below:

Expected activities	Required completion date
1) Country level activities initiated in your country	30 September 2018
2) Country level activities concluded in your country	30 March 2019
3) Country reports prepared	30 April 2019
4) Final report prepared and submitted in word format to ICSF for submission to FAO	31 May 2019
5) Final Financial report prepared and submitted to ICSF in Excel format for submission to FAO with soft copy of all outputs	30 June 2019

2.3 a. Work plan and Time Frame(the service provider has to fill this plan by using a tick ✓mark indicating the duration of the activity. Please keep the non activity months as blank.). This will be done by the service provider on or before 30 September 2018, subject to approval and on which the second instalment will be released.

Activity	Time plan												
	2018						2019						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Workshop organized at the National Congress of the Association of Fisherfolk in Thailand on the SSF Guidelines to strengthen local organizations' capacity to implement the SSF Guidelines													
Preparation of advocacy materials on human rights-based approach and rights violations in Phetchaburi and Trat provinces with special emphasis on women													

Activity	Time plan												
	2018						2019						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Facilitate participation of coastal fisherfolk in ecosystem-based fisheries management in Petchaburi and Trat provinces through field-level projects													
Help mainstream gender into participatory fisheries management mechanisms													

2.3 b. Performance indicators and means of verification

Activity	Indicator	Means of verification
Workshop organized at the National Congress of the Association of Fisherfolk in Thailand on the SSF Guidelines to strengthen local organizations' capacity to implement the SSF Guidelines	<ul style="list-style-type: none"> Plan and participants proposed for the workshop Actual participation (list of Participants with contacts), agenda, process and outcome of the workshop Group photo and other photos 	<ul style="list-style-type: none"> Progress report Detailed report on the workshop organized at the National Congress of the Association of Fisherfolk in Thailand on the SSF Guidelines to strengthen local organizations' capacity to implement the SSF Guidelines
Preparation of advocacy materials on human rights-based approach and rights violations in Phetchaburi and Trat provinces with special emphasis on women	<ul style="list-style-type: none"> Contents and details of the advocacy materials Actual advocacy material in print or video format and its distribution/ dissemination 	<ul style="list-style-type: none"> Progress report Brief report on Contents and details of the advocacy materials

Activity	Indicator	Means of verification
		<ul style="list-style-type: none"> • The advocacy materials on human rights-based approach and rights violations in Phetchaburi and Trat provinces with special emphasis on women • Website uploadable versions of material in print or video format
Facilitate participation of coastal fisherfolk in ecosystem-based fisheries management in Petchaburi and Trat provinces through field-level projects	<ul style="list-style-type: none"> • Details of the actual fisheries in the pilot areas, the current management practices. • Details of the process followed in ensuring fisher participation and the fisheries management plan developed in the pilot areas. 	<ul style="list-style-type: none"> • Progress report • Detailed Report on Facilitate participation of coastal fisherfolk in ecosystem-based fisheries management in Petchaburi and Trat provinces through field-level projects • The two fisheries management plans
Help mainstream gender into participatory fisheries management mechanisms	<ul style="list-style-type: none"> • Process followed to mainstream gender • Evidence of gender mainstreaming in fisheries Management – policy recommendations, women participation in meeting and decision making, women role at different stages of value chain 	<ul style="list-style-type: none"> • Progress report • Report on Gender mainstreaming

2.4 Monitoring Mechanisms and Reporting Requirements

- Quarterly Progress report received electronically in word format in English that specifies for country-level activity showing the current status of implementation, key next steps, highlights, any delays or challenges incurred and spells out any need for modification (if any) On 5 Nov 2018, 5 Feb 2019 and 5 Jun 2019
- Detailed workplan as specified above by 30 September 2018
- Interim reports as highlighted in the means of verification under 2.3b above

- The Service provider will share the final report informing about the country level activities by 31May2019. The report will be submitted in English as word document and include the following:
 - Context/rational of the ICSF-led national-level activities in support of the implementation of the SSF Guidelines under this LoA;
 - Separate chapters for each of the province/ state level activities, providing purpose, summary of activities, outcomes and key recommendations, as well as list of participants with complete postal address and contact telephone numbers
- The final narrative and financial report, certified as to its correctness by the duly-designated representative of the Service Provider, specifying actual utilization of funds will be submitted to ICSF no later than 30 days following completion, expiry or termination of this Agreement and anyway not later than 31 July 2019.

3.Detailed budget

Detailed budget approved is pasted below:

BUDGET - THAILAND

Sl. No.	Item Description	Unit of measurement	Qty (number of units)	Unit Cost in EUR	TOTAL COST in EUR	Detailed description of budget lines
a	Regular personnel used for agreed activity / service	months	12	250	3,000	Partial salary for 1 professional to coordinate the project for 12 months .This person will make contact with the association of the federation of fisher folks (AFFF) as well as contact directly to small scale fishers who have not been member of AFFF and inland SSF to ensure their active participation in VGSSF forums to be organized as well as to follow up and support for SSF advocacy and campaign on SSF Rights for 12 months atEur 250/month (partial salary of 20 %)
b	Hiring of temporary staff or services	months	3	600	1,800	To hire one professional for 3 months 1)study on women and fishery of the SSF sector.2) to conduct case study and prepare advocacy materials on human rights-based approach in Phetchaburi and Trat provinces with special emphasis on women
c	Transport (tickets, fuel for vehicles)	persons	200	20	4,000	There are series of forums to be organised for different purpose as following.1)National forum on VGSSF. This forum is planned for 60 participants compose of SSF from inland and coastal communities as well as CSOs, GOs and academic institutions. 2) Two Field forums to be organised, one at Trat province and another one at Petchaburee province. It is planed that there will be about at least 70 participants to be attended in each field based forum. The Cost of transportation for participants will be different based on the distance of the venue to participants home. The cost of transportation will be calculated from participants' home to the meeting venue. Estimated cost 20Eur per participant will be used as basis for calculation or the actuals incurred. In case participant travel by plane or train it will be on economic class basis

BUDGET - THAILAND

Sl. No.	Item Description	Unit of measurement	Qty (number of units)	Unit Cost in EUR	TOTAL COST in EUR	Detailed description of budget lines
d	Daily subsistence allowances	participants	200	25	5,000	Food and 1 night room for 200 participants for one National forum and for two regional forums @Eur 25 per person
e	Rental of existing facilities / equipment	months	6	150	900	SDF office renting for 6 months@Eur 150 per month
f	Hire of locally available facilities / equipment	field forums/meetings	3	100	300	printing of materials for community level meetings in 2 field forums and for one national forum @Eur 100 per meeting or Forum
g	Purchase of essential supplies and materials	months	10	30	300	Electricity@Eur 10 per month, internet @Eur 10 per month, printing ink@Eur 10 per month to be used at SDF office for 10 months. The cost isEur 30 per month for 10 months.
h	Administrative and operational costs (i.e indirect variable costs)	months	10	100	1,000	Partial salary of SDF Administrator for 10 months @Eur 100 per month
TOTAL					16,300	

4.Responsible Officer

The Responsible Officer Mr Sebastian Mathew named in the Agreement has been responsible to manage and monitor the proper implementation of the Agreement on behalf of ICSF and to certify that the terms of the Agreement have been satisfactorily met and that appropriate payments can be made.

5.Reimbursements

Provide for reimbursement by the Service Provider of any overpayments that may have been effected or excess funds, which may remain after completion of the services.