

safe abortion action fund

Application Guidelines

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SECTION A: What is the Safe Abortion Action Fund?

The **Safe Abortion Action Fund** (SAAF) is a targeted reserve of resources to enable the implementation of programmes and initiatives to increase access to safe abortion services. These services will be provided within a comprehensive package of reproductive health services, with particular regard for the needs of marginalized and vulnerable women.

Purpose

The purpose of the Safe Abortion Action Fund is to attract, manage and disburse resources to non-governmental organizations (NGOs) working in any area along the abortion continuum (i.e. advocacy, training, sensitisation, service provision, operational research, etc). This new fund will make a sustainable and significant contribution to the reduction of morbidity and mortality associated with unsafe abortions across the world and, more specifically, in developing countries where the burden is greatest and the need most dire. The Fund will help ensure that internationally agreed targets to reduce the number of maternal deaths in the world's poorest countries are achieved by 2015.

Key principles of operation

The Safe Abortion Action Fund's key principles of operation are as follows:

- To ensure that funding decisions are reached as a result of a transparent and consultative process; the final decision on funding projects will be made by the SAAF Board.
- IPPF, on behalf of its Member Associations and non-governmental organizations worldwide, will hold overall responsibility for the operational management of the Fund.
- The Fund is a financial instrument, not an implementing body.
- The Fund is project driven and will give preference to specific in-country initiatives.
- The Fund will operate in a transparent and consultative manner at all times, and will remain open to scrutiny.
- The Fund will evaluate proposals through an independent review process based on the most appropriate technical standards that take into account local realities.
- The Fund will seek to establish a simplified, rapid and innovative process with efficient and effective disbursement mechanisms, minimizing transaction costs and operating in a transparent manner based on clearly-defined responsibilities.

Poverty focus

The Safe Abortion Action Fund will support the projects initiated by non-governmental organizations in a range of locations based on the need of the population, but it is naturally envisaged that a large proportion of these will

be in the developing world. Priority will be given to applications from organizations working within poor communities where the need for improved services is the greatest.

Funding levels

The Safe Abortion Action Fund will provide grants of up to a maximum of US\$350,000 for a maximum of two years. This should cover all costs, including a maximum of ten per cent for indirect and direct overhead costs. This approach will be kept under review depending on the size of the fund.

Fiduciary responsibilities of IPPF

Generally, financial accountability and programme accountability will be handled separately, recognizing that they will be linked at certain key points in the process. SAAF's system of accountability is based on each project being able to satisfy the following statements:

- The funds were used for the intended purposes.
- The funds were used cost-effectively for the above-said purposes.
- The funds produced the expected results.
- All fiduciary arrangements including audits are fully transparent to stakeholders and others interested in the activities of the Fund

The system is designed to minimize costs for all parties, especially recipients.

Fiduciary responsibility

IPPF will have fiduciary responsibility for the Safe Abortion Action Fund. This will include the following:

1. Collection and management of funds

IPPF will be responsible for receipt of all contributions from donors (private and public) and disbursement of funds in accordance with the terms agreed upon by the Board.

As the funds are being received by a registered UK charity, donations may be tax-deductible for private donors, subject to the regulations in their country.

2. Disbursement of funds to non-governmental organizations and other entities

At the instruction of the Board, IPPF will disburse SAAF funds to approved entities.

3. Financial reporting to stakeholders

IPPF will report to the donors on the financial management and allocation of resources. Standardized formats for financial reporting will be prepared.

4. Independent audits

The SAAF Board, in coordination with IPPF, will set standards and requirements for independent financial audits that may be carried out on any of the agencies involved in handling SAAF resources, should the need arise. Any party handling SAAF funds must agree to be subject to such an audit and to accept any consequences, should the audit reveal any financial mismanagement of funds.

Each proposal should include plans for financial and programmatic audits (of inputs and outputs) as well as evaluations of outcomes. This cost should be included in the proposal costs.

SECTION B: Eligibility and Selection Procedure

What kinds of activities will SAAF fund?

The Safe Abortion Action Fund will support activities in three broad areas: advocacy, operations research and service delivery.

1. Advocacy

Projects that may be considered for funding in this area may address one of the following:

- **Advocacy.** Initiatives focusing on awareness generation and the mobilization of public opinion; building of strategic partnerships; evidence-based advocacy with policy makers, opinion leaders and key professional groups; and strategies to counteract the anti-choice movement.
- **Information dissemination.** This includes projects aiming to inform the general public, health professionals and other key groups of the legal status and availability of safe abortion services, as well as those planning on developing information guides (i.e. question-and-answer, frequently-asked-question manuals) addressing social, religious and ethical issues at the country level. These information resources can not focus solely on the dangers of unsafe abortion unless they form part of a coherent and pro-choice advocacy initiative.
- **Abortion and vulnerable groups.** Projects that will document how unsafe abortion disproportionately affects young, poor and vulnerable women and to improve access for these vulnerable groups to abortion-related services.
- **Dissemination of best practices.** The identification and promotion of best practices in abortion-related programmes will be the key focus of these projects.

2. Operations research

- **Research and documentation.** Projects that will research incidence of abortion and/or unsafe abortion; the demand for abortion services; post-abortion and abortion complication case load; the impact of unsafe abortion on women, their families and communities; and the legal status of abortion and actual practices.
- **Qualitative needs assessments.** Initiatives concerned with assessing knowledge, attitudes and practices among community groups regarding abortion and unsafe abortion.

3. Service delivery

Projects that may be considered for funding in this area may address one of the following:

- **Access to safe abortion and abortion-related services.** Projects will expand abortion-related services in outlets that are focused on young, underserved and vulnerable women. Initiatives that concentrate on the provision of post-abortion care must be part of a comprehensive abortion care framework.

- **New abortion technologies.** This includes the introduction and implementation of innovative and safe technologies for the delivery of abortion services, including manual vacuum aspiration (MVA) and medical abortion.
- **Quality of care.** The training of staff and service providers in quality of care standards, and the 'Rights of the Client'¹ for the provision of non-judgmental and sensitive counselling and services.
- **Capacity building.** This area may include projects that aim to create centres of excellence or to facilitate inter/intra-regional and south-to-south exchanges and transfers of expertise.

Conditions for funding

Applicants must satisfy all of the following conditions to be considered for funding:

1. Only proposals from DAC countries² will be considered³.
2. The fund will only support in-country initiatives submitted by non-governmental organizations.
3. The proposal must address one of three thematic areas: advocacy, operations research or service delivery.
4. The organization must demonstrate its commitment to improving access to safe abortion.
5. The organization must demonstrate its ability to implement the projects both technically and managerially.
6. The previous year's audited accounts must be submitted with the application to demonstrate the organization's financial viability.

Assessment criteria for applications

Applications for funding must aim to improve the quality of and access to safe abortion services. The Fund Support Team and the Technical Review Panel will assess projects against a range of policies and criteria. However, we do not expect each project to meet all the following criteria:

1. Projects should aim to assist the poorest and most vulnerable groups⁴.
2. In the area of service delivery, the project should aim to expand access to services and improve quality of care.
3. To increase the efficacy of advocacy, projects should aim to bring together partners from different sectors and build consensus around the need for and provision of safe abortion services.

¹ Clients have the right to information, to access, of choice, to safety, to privacy, to confidentiality, to dignity, to comfort, of continuity, and of opinion. More information about the Rights of Clients is available from IPPF.

² Please see Annex 1 for the OECD list of DAC countries.

³ This requirement may be reviewed as SAAF develops.

⁴ "Poverty denotes the inability of an individual or a family to command sufficient resources to satisfy basic economic and social needs. Poverty results from people having insufficient assets, being unable to secure employment, facing difficulty marketing their products or services, and/or being subject to discrimination because of disability, ethnicity or gender."

Source: Web site of the Organization of Economic Development (OECD)

<<http://www.oecd.org/dataoecd/49/53/25698333.PDF>> [accessed 21 June 2006].

4. Operations research projects should aim to improve service delivery and access to services.

Each application must include within its submission measurable outputs with identified indicators of progress throughout the life of the project to enable progress to be monitored effectively. The Fund Support Team can provide assistance to organizations to develop output indicators prior to final submission.

Selection procedure

All administration, processing, selection and management of applications to SAAF will be done by a management group composed of the Fund Support Team, the Technical Review Panel and the SAAF Board. The Fund Support Team is the main point of contact between NGOs, the Technical Review Panel and the Board. The Technical Review Panel is an independent committee composed of technical experts in the field of sexual and reproductive health, none of whom must be or have any affiliation with any group who are interested in applying for funding through SAAF. The Panel is responsible for reviewing applications and making recommendations. The final decision on funding will be made by the SAAF Board, which is composed of representatives of IPPF and other NGOs, donor governments, technical experts and members of the sexual and reproductive health and rights community. A complete description of the roles and responsibilities of each group involved in processing, selecting or managing projects can be found in Section C.

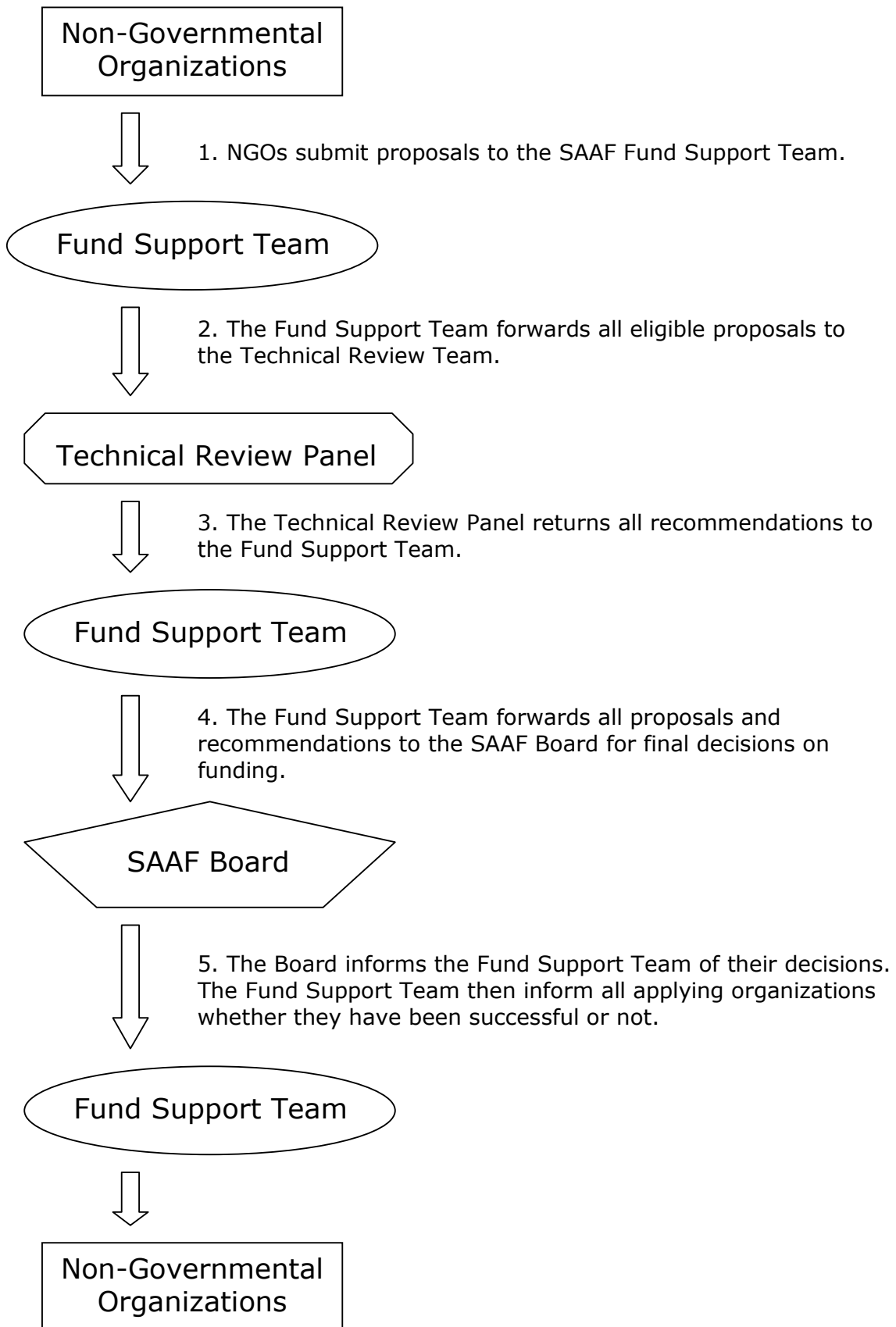
The selection procedure is as follows:

1. Applying organizations submit proposals to SAAF.
2. The Fund Support Team will ensure that all required information is included, and may liaise with the applying organizations to obtain missing documents, before forwarding proposals to the Technical Review Panel.
3. The Technical Review Panel reviews all proposals and makes recommendations on each one. A system with which to check proposals will be determined, keeping in mind the need to maintain a streamlined process and to contain costs. These recommendations are returned to the Fund Support Team.
4. The Fund Support Team sends all proposals and recommendations to the SAAF Board. The Board makes the final decision on projects to fund.
5. The Board's decisions are given to the Fund Support Team, who then inform the applying organizations and proceed with the administration and contracts that necessarily follow.

Please see the flow chart diagram at the end of this section for an illustration of the selection procedure.

Timetable

Action	Date
Applications must be received by	30 October 2006
Review of proposals and short-listing	November – December 2006
First SAAF Board meeting	Mid-December 2006
Notification of awards and start of the first round of projects	January 2007 onwards



SECTION C: Roles and Responsibilities of the SAAF Management Group

As part of its responsibility to ensure a transparent selection procedure, IPPF has created an innovative process that involves the input and participation of three key groups in assessing applications. Outlined below are the roles and responsibilities, unique function and membership of the Fund Support Team, the Technical Review Panel and the SAAF Board.

Fund Support Team

Terms of reference

IPPF will provide support for SAAF in the form of the Fund Support Team.

Composition

The Fund Support Team will consist of members of IPPF staff, including technical support staff and specialists on abortion as well as those providing support to these staff members.

Responsibilities

The Fund Support Team is expected to undertake the following tasks:

Application Process

- Receive and process all applications and provide support to all applicants as appropriate
- Ensure that the Funds aims are widely known to stakeholders in the relevant communities, including potential donors
- Provide members of the Board with recommendations from the Technical Review Panel and copies of all applications.
- Provide feedback to relevant parties as appropriate
- Inform applicants of the results of Board meetings and request any modifications to proposals where indicated.
- Draft a grant agreement for approval and signature by successful applicants

Technical support and administration

- Support the Technical Review Team and the Board in an administrative capacity. This includes arranging meetings and venues, circulating sets of applications and recommendations in advance of meetings, recording and implementing decisions;
- draft the SAAF conflict of interest and confidentiality policies and ensure that all members of the Technical Review Board and the SAAF Board adhere to them;
- draw up terms of reference and memoranda of understanding for any other providers of specialist services to the Fund;
- organize and coordinate monitoring and evaluation of the projects;
- ensure that grant holders report in a timely and useful way;
- ensure that grants are paid to successful applicants in accordance with the conditions in the agreed guidelines;
- monitor the budget and advise the Board on expenditure;

- manage all requests for a revision of planned activities, outputs or virement of grant funding, for a purpose other than that originally stated; and
- where appropriate, help the in-country organization(s) - particularly those new to the field of abortion - to develop sustainable partnerships in their regions and internationally, and to create achievable outputs and sustainable outcomes. (The Fund Support Team will do this by assisting the groups in the early stages of project development, in application preparation, later project development, and in trouble-shooting.)

Documentation and dissemination activities

- Ensure that grant holders are aware of and network with other grant holders working in their own or related fields in the target countries to promote aid effectiveness;
- publish and circulate good practice materials resulting from the projects; and
- organize dissemination activities to ensure that best practices are shared.

Reporting to donors

- Liaise regularly with the donors and other stakeholders;
- provide spending forecasts and account to donors for funds provided; and
- prepare an annual report to donors and other stakeholders on the performance of the Fund. (This may involve the engagement of external consultants to conduct transparent a evaluation).

Technical Review Panel

Terms of Reference

The Technical Review Panel is an independent, impartial team of experts appointed by the Board to guarantee the integrity and consistency of an open and transparent proposal review process.

Composition

The composition of the Technical Review Panel will include individuals with expertise in various areas such as clinical practice, public health and reproductive health, programme implementation in resource-constrained settings, programme evaluation, operations research, advocacy and behaviour change communication (BCC). Individuals with expertise in legal reform and ethics may also be included.

Panel members will be approved by the Board. The Board will instruct the Fund Support Team to solicit names of potential reviewers through a variety of sources, including governments, professional bodies, UN agencies, civil society (private sector and NGOs). In order to ensure international coverage, a database of international experts will be developed and at any one time, a select number will be called upon to assist with the review process. The names of the Technical Review Panel members will be made public.

Responsibilities

The Technical Review Panel will review proposals and make recommendations to the Board for final decisions.

Members will not represent any organization, but will serve in their respective

personal and professional capacities.

Miscellaneous

- Expense reimbursement
Individuals will be asked to contribute to this effort on a voluntary basis, with expenses related to travel, accommodation and incidental costs covered by the Fund. At all times, the Fund Support Team will endeavour to keep transactional costs to a minimum.
- Conflict of interest
Members of the Technical Review Panel will be required to adhere to the SAAF Conflict of Interest Policy.

The SAAF Board

Terms of Reference

The SAAF Board is the highest decision making body of SAAF and is accountable to donors and other stakeholders. The first Board will be jointly established by DFID (as the principal donor) and IPPF. This is to ensure expediency, to establish systems to ensure rapid disbursement of funds.

The purpose of the Board is to consider, discuss and approve applications eligible for funding.

Composition

The Board will consist of a total of nine representatives from different constituencies. The Board shall be constituted as follows:

- Two representatives from the donor community
- Two representatives from IPPF
- Two representatives from international organizations working in the field of abortion
- One representative from an international abortion service provider organization such as FIAPAC
- Two internationally-recognized advocates/activities on abortion rights

Responsibilities

The Board is responsible for carrying out the following tasks:

1. Prior to the meetings, members will review all eligible proposals and recommendations of the Technical Review Panel.
2. Members take part in the decision making process by attending meetings of the Board in person, or contributing electronically.
3. Members of the Board are expected to be committed to the principles of the Fund and contribute to dissemination of best practice and lessons learnt from the activities of the Fund.

Conduct of meetings

Meetings will be generally conducted by the Chair, the Vice-Chair, or any person delegated to perform this duty.

Decision making

The Board shall use all efforts to reach decisions by consensus. If all practical efforts have not led to consensus, the Chair may call for a vote. Motions will be passed by a majority vote.

Miscellaneous

- Expense reimbursements
SAAF will pay and provide for the costs of attendance at Board meetings for all members. The meetings will normally take place at the IPPF Central Office in London, UK.
- Conflict of interest
Members of the Board will be required to adhere to the SAAF Conflict of Interest Policy.
- Amendments
These operating procedures may be amended at any time by the Board.

SECTION D: Application Procedure

Please read the following notes carefully when preparing your application. If you have any questions, please contact: IPPF (name to be confirmed).

The Safe Abortion Action Fund will have a clear, simple and transparent application format and process. The Fund Support Team will be responsible for facilitating the application process. Applications must be submitted in English⁵.

Due to limited resources, the Fund will not cover costs for technical support during proposal development. Organizations submitting proposals may seek technical support from other partners or donors. Mechanisms to support proposal development from small organizations without access to technical expertise may need to be considered.

Application procedure

1. Return the completed Application Form to IPPF with all necessary supporting information (refer to checklist on page 2 of the Application Form).
2. When the application is received by IPPF, an acknowledgement will be sent. If you do not receive this by 30 October 2006, please call to ensure that we have received your application.
3. All completed applications are first assessed by the Fund Support Team, a member of which may contact you at this stage should any information be missing or incomplete.
7. The Fund Support Team will process the eligible applications and forward them to the Technical Review Panel which will assess each proposal on its technical merits, feasibility and potential.
8. Award decisions are made at the SAAF Board meeting. The Board's decisions are final and are not open to negotiation.
9. All applicants will be notified in writing of decisions within two weeks of the date of the SAAF Board meeting.
10. Grant recipients must confirm acceptance of the grant in writing. A copy of the grant award letter, signed by the grant recipient, must be returned to IPPF.

A list of proposals supported by SAAF will be published once all offers have been confirmed and accepted.

Preparing your application

In answering sections 1 - 4 of the application form, applicants should bear the following points in mind:

⁵ This may be revised as SAAF develops.

- Applicants should provide clear, realistic aims and objectives for the project that they wish to undertake. This will involve setting out the purpose of the project, the problem it will address, and the impact that is expected to be achieved in relation to the initial problem.
- Indicators (performance measures), including impact indicators, which will be used to assess the outputs in order that progress may be monitored.
- Details of the proposed project activities, including a work plan and a timetable.
- Sustainability: what will happen after the project is over? How will the results of the work be continued and/or expanded upon?
- Once you have identified project ideas, feel free to contact us to check that your organization and idea is eligible and that you have the most up-to-date application form and guidelines.

Submitting your application

Applications must be submitted in the application format provided. Application forms are available from:

- our website: www.ippf.org, or
- by email: saaf@ippf.org

Applications can be submitted by hard copy or electronically. If submitting your form electronically, please send to the email address above. If submitting a hard copy, please send to:

SAAF Support Team
International Planned Parenthood Federation
4 Newhams Row
London SE1 3UZ
UK

Complete ALL SECTIONS of the application form (even when attaching extra papers). All applications must be **received** no later than **30 October 2006**.

SECTION E: Completing the Application Form

The following advice is designed to help applicants complete the application form. Applicants are encouraged to attach extra sheets as needed, but the entire application should not be any longer than 15 pages in total.

Application Form Section 1: Project summary

The cover page is intended to provide us with a summary of your project.

In the space provided, give a summary of the project in not more than 100-150 words. This is the information that will be circulated about your project, so it should reflect the specific nature of the project and what it is intended to achieve.

Application Form Section 2: Organizational details

This section is designed to provide us with the details and status of your organization, as well as any affiliations or partnerships that may be relevant to this project. Please include the person (main point of contact) in your organization who will be responsible to the Fund Support Team for the project. This will normally be the project manager.

Application Form Section 3: Purpose and outline of the project**3.1 Problem that the project will address and the overall goal of the project.**

What is the problem or issue that this project is seeking to solve? What are you aiming to achieve? How does the project fit within the broader reproductive health agenda in your country?

3.2 Define the primary beneficiaries of the project.

Which specific client groups or organizations will benefit as a result of the project.

3.3 Project objectives and expected outcomes: Specify the objectives and anticipated results for applying organizations and primary beneficiaries.

We want to understand the specific objectives of the project. What results do you expect for the project's beneficiaries, your organization or your country? What skills (at what level, for how many people) will be strengthened? What will be different after the project from before?

3.4 Indicators: How will you measure the progress and impact of your project? How will you measure achievement? What are the milestones for achievement?

Indicators are objective ways of measuring (indicating) what progress the project is making and whether the desired impact is being achieved or not. Indicators

should relate to the objectives and outcomes of the project. We expect each project to use a combination of impact and process indicators. For example:

if the objective of a project is to raise awareness about 'how to access safe abortion', the following indicators could be used:

- Impact indicator: decrease in the number of complications resulting from unsafe abortion, or increase in utilization of safe abortion services
- Process indicator: the number of women reached

if the objective of a project is to introduce new abortion technology, the following indicators could be used:

- Impact indicator: satisfaction of the women who received the service
- Process indicator: the proportion of women who have been treated with the use of the new technology

if the objective of a project is to research why women still resort to traditional healers rather than using safe legal abortion, the following indicators could be used:

- Impact indicator: evidence that the results of the research are used for training, information, advocacy or service improvements
- Process indicator: number of women or traditional healers interviewed or number of documents accessible for public use

Above all, indicators should be **measurable**.

3.5 Monitoring and evaluation framework: Describe the monitoring and evaluation process that you intend to implement using the indicators described above.

Please give your schedule for data collection to monitor the implementation of your project and indicate which experts (external/internal) will be involved in the process.

3.6 Work plan: Project activities. What will you do to achieve the above outcomes and address the problem outlined in section a)? Please detail the specific activities that will be undertaken by the project and show how each relates to the objectives of the project.

What is going to happen during the project? For what activities are you seeking funding? Who is going to do what? How are all partners engaged in the project? How will each activity contribute to achieving the objectives of the project?

3.7 Work plan: Project timetable

Please provide a project timetable, including anticipated start and finish dates for each activity. Please indicate project stages/phases and include all planned activities.

3.8 Project sustainability: Please describe your expectations for replication, scaling up and lasting impact of the project's results.

Sustainability of a project refers to how the work will continue once grant funding is finished. How do you plan to ensure that the work will continue? Given that there will be outside factors and organizations on which the project's success depends, how sustainable are they? How has this been assessed?

3.9 Potential for systemic impact: Please indicate whether you anticipate the project having an impact on reproductive health services in general and the state of public health in your country.

How have you planned for the results of the project to be used by other organizations? Do you think the project might lead to a reconfiguration of the way abortion services are provided, changes in legislation and/or eventual improvement of the sexual and reproductive health and rights of the population?

3.10 External technical assistance requirements: Please describe the essential technical support you might require to implement the project and how this will be provided.

In this section, you should tell us who will be providing what technical assistance, what that assistance will be and what it will help you to achieve.

3.11 Risk Assessment: Please indicate any risks that may alter the project, and any contingency factors that have been built into your project to allow for such risks.

What environmental or circumstantial factors exist that the applying organization cannot control? What elements can be incorporated into the project design to balance the outcomes of these risks, should they ultimately become reality?

Application Form Section 4: Budget information

Applications must contain a detailed breakdown of proposed expenditure in local currency and the totals converted into US dollars, submitted in the budget format in Section 4 of the form. Applicants should indicate the exchange rate used at the time of preparing the budget. Complete only those sections that are relevant to your project and if necessary add new categories for costs not included in the pro-forma. Use a separate sheet if required. Please provide an estimate budget for each planned activity.

Unit costs: unit costs are usually for tickets, room cost per night, per diem rate, interpreter cost per day, etc.

Budget Line Description	Units	Unit Rate	Total	Year One	Year Two
Salaries (gross amounts) - specify consultants position	Daily rate				
Sub-total					
Advocacy/Education/Information/ Campaign					
Travel <i>from... to...</i>	Number of journeys	@			
Per Diem					
Accommodation	Number of days X number of persons				
Meeting Expenses					
Publicity Material					
Other (please specify)					
Sub-total					
Training (list and budget for each session)					
Travel					
Per Diem					
Accommodation					
Meeting Expenses					
Other (please specify)					
Sub-total					
Equipment (please specify number of units and unit cost)					
Medical Equipment					
Information Technology					
Other equipment					
Medical Consumables					
Sub-total					
Total project expenditure					
Overheads (10%) -applied to total project expenditure*					
TOTAL LOCAL CURRENCY					
EXCHANGE RATE USED					
TOTAL US\$					

The following notes apply to specific budget items:**Salaries**

As these are two-year projects, the SAAF will not fund full-time posts. Consultants' daily rates must be justified.

Travel and visa costs

All participants should arrange travel by the cheapest means possible and budgets should reflect the actual costing for flights, train journeys, etc. Travel must be by economy class.

Accommodation and subsistence

Daily accommodation and subsistence allowances must be reasonable.

Equipment

The cost of a vehicle may not be requested as a part of the project's budget. Should a vehicle be required for the project, applicants will have to seek additional funding elsewhere. Applicants must clearly demonstrate that any information technology (purchased with SAAF funds) is integral to the project and that such resources are not available at present.

Overheads

Overheads cover all administrative costs associated with the project, both indirect and direct, and must not exceed ten per cent. Administrative costs are costs directly incurred by your organization in administering the project and may include contribution towards costs for utilities (electricity, telephone, fax, e-mail). A detailed breakdown is not required as the overall overhead will cover all such costs.

Application Form Section 5: Your organization

This is your opportunity to tell us about your organization's key values, mission, history and key accomplishments to let us better understand your organization. If applicable, please be sure to address your experience in working with vulnerable and under-served groups, as well as your work and accomplishments in the area of abortion.

General conditions of grants

Approved projects will normally be notified within two weeks of the SAAF Board meeting. A formal agreement will be made between the organization(s) concerned and IPPF. The agreement will set out the terms and conditions of the grant and the procedures by which the grant will be operated.

Changes of plan

Written authority must be sought in advance from the Fund Support Team for any proposed changes to the project originally submitted. Any proposed changes to specific budget items which exceed 15 per cent of item cost must be agreed in advance with the Fund Support Team. These changes must not exceed total grant amount awarded. (See 'Virements')

Virements

Approval of virements will be the responsibility of the Fund Support Team and will be subject to strict controls and consultation will be required before any virement of funds is approved. Virements are required where a grantee wishes to move funds from one budget line to another and where the amount in USD represents 15 per cent or more.

Reports

All grant recipients must report directly to Fund Support Team or through the designated in-country umbrella organization, according to the timetable and using the format and following the report specification provided. The reports include narrative activity and financial reports and must be submitted twice over the duration of the project. (See Section D for details).

Specific conditions

These may be attached to individual grants. Successful applicants will be notified of these when the grant is awarded.

Payment of grants

Payments will be made in US dollars directly into the nominated bank account indicated in the grant agreement. Payment will be made within two weeks of receiving the signed grant agreement. The initial payment made will be 90 per cent of the annual approved grant, the remaining ten per cent will be paid upon receipt of a satisfactory year one report. This will also apply to year two funding, with the final ten per cent payable on receipt of the final report.

Evaluation

The Fund Support Team reserves the right to visit project partners for the purpose of evaluating projects that received SAAF support.

SECTION F: Reporting Guidelines

The future financial viability of the Fund will depend on being able to demonstrate results.

The Fund will thus require sound processes for specifying, tracking and measuring programme results to ensure a sufficient level of accountability and to ensure that lessons learned are shared. Organizations should make use of existing monitoring and evaluation mechanisms and structures as much as possible. However, where such systems do not exist, and where possible, the Fund Support Team will give support to adapt existing systems.

The Fund will seek to build on existing internationally agreed indicators (such as those developed by Ipas⁶) as benchmarks for overall progress.

Reporting on project activities and outcomes

Your reports have a number of important purposes:

- to provide information which will allow us to monitor the progress and impact of your project;
- to ensure that the grant funds are being used effectively;
- to help us to build up a picture of the progress towards improving access to safe abortion services globally; and
- to provide up-to-date and accurate technical advice to organizations committed to the provision of safe abortion services.

It is important that reports should be as frank and honest as possible and reflect the views of all partner organizations involved. Learning can best be served if this approach is taken.

Reporting schedule

We request that all projects report to the Fund Support Team twice over the project life span with:

1. The annual report must be submitted one year after the start of project implementation. The second instalment of the grant will be paid upon receipt of this report.
2. The final report must be submitted following the completion of the project's activities. This report must be submitted within eight weeks of the completion of the project. Twenty per cent of the grant will be withheld until the final report has been received.

⁶ Ipas' International Data for the Evaluation of Abortion Services can be found at <http://ideas.ipas.org/cgi-bin/ideas.ipas.org/ideas.cgi?request=index>.

Narrative report

Report format

Reports should be produced using the headings set out below. However, please feel free to add other information or insights you would like to share with the Fund Support Team. Please include evidence of any publicity the project has received.

1. Executive summary

Please provide a brief summary of the project and progress to date.

2. Project activities

This section should describe all relevant project activities that have taken place during the reporting period. Did implementation of the project differ from the plan? How? What were the reasons for the changes?

3. Project progress and outcomes

How have the activities contributed towards achieving the project's goal and objectives? Compare the actual outcomes of the project with those identified as the intended outcomes. The actual outcomes may on occasion be quite different or unexpected - there may have been unforeseeable opportunities or events that had a positive or negative impact. Please report with openness and honesty.

4. Lessons learned

What lessons have been learnt through the project? Has the project provided opportunities for organizational learning and development? How do you see these making a difference in the way that things are done? Will these lessons be useful elsewhere, if so where? Please recommend others to us who may benefit from any new approaches you have adopted as a result of this project.

5. Conclusions and recommendations

What conclusions have you reached about the project and the work that you have been doing? In the final report, please reflect on sustainability of the project's results. What would you recommend to SAAF for the future, and how can we best disseminate your recommendations?

Financial report

The grant recipient is responsible for providing a full account of expenditure incurred under the terms of the grant. This must include an account of actual expenditure against budget and refer to the grant award letter, the agreed budget and any later agreed budgetary changes (virements). All budget variances greater or less than 15 per cent of the agreed budget should have narrative explanation provided.

Financial reporting will be required as part of both the annual and final report of the funded project.

The grant recipient must indicate how original financial records are kept. The Fund Support Team reserves the right to request access to original records and documentation. This right may be exercised by the SAAF or an audit representative. When you are reporting expenditure in a currency other than US\$, indicate the exchange rate used.

You will be requested to submit a copy of your Audited Financial Statements with your application and for every year of funding covered by your project.

Feedback from the SAAF Support Team

Acknowledgement and acceptance of reports will be provided as a matter of routine, with the Fund Support Team following up with queries as required following review.

ANNEX 1: DAC list of ODA Recipients⁷

Effective for 2006/2007

Least Developed Countries and Territories	Other Low Income Countries <i>(per capita GNI < \$825 in 2004)</i>	Lower Middle Income Countries and Territories <i>(per capita GNI \$826-3,255 in 2004)</i>	Upper Middle Income Countries <i>(per capita GNI \$3,256-10,065 in 2004)</i>
Afghanistan Angola Bangladesh Benin Bhutan Burkina Faso Burundi Cambodia Cape Verde Central African Rep. Chad Comoros Congo, Dem. Rep. Djibouti Equatorial Guinea Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Laos Lesotho Liberia Madagascar Malawi Maldives	Cameroon Congo, Rep. Côte d'Ivoire Ghana India Kenya Korea, Dem. Rep. Kyrgyz Rep. Moldova Mongolia Nicaragua Nigeria Pakistan Papua New Guinea Tajikistan Uzbekistan Viet Nam Zimbabwe	Albania Algeria Armenia Azerbaijan Belarus Bolivia Bosnia and Herzegovina Brazil China Colombia Cuba Dominican Republic Ecuador Egypt El Salvador Fiji Georgia Guatemala Guyana Honduras Indonesia Iran Iraq Jamaica Jordan Kazakhstan Macedonia, Former Republic of Yugoslav	<ul style="list-style-type: none"> ▪ Anguilla Antigua and Barbuda Argentina Barbados Belize Botswana Chile Cook Islands Costa Rica Croatia Dominica Gabon Grenada Lebanon Libya Malaysia Mauritius ▪ Mayotte Mexico ▪ Montserrat Nauru Oman Palau Panama Saudi Arabia (1) Seychelles South Africa ▪ St. Helena

⁷ Source: <http://www.oecd.org/dataoecd/43/51/35832713.pdf> [Accessed 21 June 2006]

Least Developed Countries and Territories	Other Low Income Countries	Lower Middle Income Countries and Territories	Upper Middle Income Countries
Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda Samoa Sao Tome & Principe Senegal Sierra Leone Solomon Islands Somalia Sudan Tanzania Timor-Leste Togo Tuvalu Uganda Vanuatu Yemen Zambia		Marshall Islands Micronesia, Fed. States Morocco Namibia Niue Palestinian Adm. Areas Paraguay Peru Philippines Serbia & Montenegro Sri Lanka Suriname Swaziland Syria Thailand ▪ Tokelau Tonga Tunisia Turkmenistan Ukraine ▪ Wallis & Futuna	St. Kitts-Nevis St. Lucia St. Vincent & Grenadines Trinidad & Tobago Turkey ▪ Turks & Caicos Islands Uruguay Venezuela

- Territory

(1) Saudi Arabia passed the high income country threshold in 2004. In accordance with the DAC rules for revision of this List, it will graduate from the List in 2008 if it remains a high income country in 2005 and 2006. Its net ODA receipts from DAC Members were USD 9.9 million in 2003 and USD 9.0 million (preliminary) in 2004.