



STANDARD GRANT AWARD

Grant No. R-2010-00014
March 25, 2021

Deloitte Consulting LLP ("Grant Administrator") is a contractor to the United States Agency for International Development ("USAID") authorized to administer grants on behalf of USAID under Contract No. 720AA18D00009/72011420F00001 for The USAID Economic Governance Program. Grant Administrator, through its wholly owned subsidiary Deloitte Consulting Overseas Projects LLC is pleased to inform the Institute for Development of Freedom of Information - IDFI ("Recipient") that it has been approved by USAID as a Recipient for Grant Funding for activity named PPD Quality Tracking Mechanism ("Grant Activity"). Subject to Recipient's compliance with the terms and conditions of this Grant Award, Recipient may receive Base Period Grant Funding in the amount of **136,742 Georgian Lari ("GEL")**, and Option Period funding of up to **328,259 GEL** ("Grant Funding").

The Base Period of the Grant Award is April 5, 2021 to April 4, 2022; subject to successful completion of Base Period milestones an additional Option Period may be granted for the period April 5, 2022 to April 4, 2023.

The Base Period amount of **136,742 Georgian Lari ("GEL")** is obligated *upon* the signing of this award. The Option Period funding will be released upon successful accomplishment and the acceptance of the milestones in the Base Period.

By accepting this Grant Award, Recipient agrees to contribute goods and services in **cash cost-sharing** valued at a minimum of **21,720 GEL** for the Base Period and should the Option be exercised, an additional **54,300 GEL** for the Option Period towards the accomplishment of the Grant Activities.

The period of the Grant Award is from **April 5, 2021 to October 4, 2024** ("Grant Period").

I. Terms and Conditions

The terms and conditions of the Grant Award are as follows:

- A. Program Description.** By accepting this Grant Award and signing below, Recipient certifies it will use the Grant Funding solely for the Grant Activities described in Attachment I, Program Description. If at any time the Recipient reasonably determines that it is no longer feasible to carry out the activities as outlined in the Program Description, the Recipient must notify The USAID Economic Governance Program Grants Manager immediately in writing.
- B. Incorporation of Grant Application.** The Recipient's grant application ("Grant Application") is deemed incorporated and made a part of this Grant Award. In accordance with USAID regulations, in the event that the Grant Application was submitted in a language other than English, an English translation shall be prepared by Recipient, or by the Grant Administrator at the Grant Recipient's request and shall serve as the controlling version for incorporation into this Grant Award. In the event of discrepancy between the Grant Award document, including the attachments, and the Grant Application, the Grant Award document prevails.
- C. Recipient Representations.** By accepting this Grant Award and signing below, Recipient represents, warrants and certifies that:

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- a. Recipient is a non-U.S. non-governmental organization eligible for the Grant Award in accordance with this Grant Award terms and conditions and applicable laws and regulations.
 - b. Recipient has sufficient management and necessary financial capabilities to carry out the Grant Activities.
 - c. Recipient understands the Grant Award's terms and conditions, including without limitation, that Recipient is subject to and must comply with USAID Automated Directive System ("ADS") Chapter 303 "*Grants and Cooperative Agreements to Non-Governmental Organizations*", and a Mandatory Reference for ADS Chapter 303 "*Mandatory Standard Provisions for Non-U.S., Nongovernmental Recipients*" and Recipient agrees to abide by these terms and conditions.
 - d. Recipient has not received any funds from The USAID Economic Governance Program to prepare the grant application pursuant to which this Recipient was approved for this Grant Award.
 - e. Recipient will use any income earned from Grant Activities to further the program activities outlined in Attachment I.
 - f. As a condition of Grant Funding payment, Recipient will comply with any Grant Award cost share requirement by providing cash or in-kind contributions in the amount noted above towards the Grant Activities.
 - g. Recipient did not engage in any lobbying activities, nor did it retain any other party to engage in such activities, in an attempt to secure the Grant Award.
- D. Certifications.** Recipient shall review and provide signed certifications set forth in Attachment IV hereof and submitted as part of the Grant Application which are required of all recipients of U.S. Government grant funds. Delivery and compliance with these certifications are a condition of the Grant Funding payment.
- E. Recipient Performance Reporting.** Recipient agrees to provide within the specified time schedule the periodic performance reports outlined in Attachment III hereof as well as all reports and deliverables set forth in or required by this Grant Award or Recipient's Grant Application. In addition, Recipient is responsible to provide any additional reports mandated under applicable law with respect to the Grant Award, including any reports mandated pursuant to USAID ADS Chapter 303.
- F. Recipient Obligations.** By accepting this Grant Award and signing below, Recipient agrees to:
- a. Expend Grant Funding only on the Grant Activities described in the Program Description.
 - b. Ensure that all Grant Activities comply with USAID's marking and branding requirements. Please refer to Attachment VII Marking and Branding plan. Report templates also attached for guidance. Please direct any questions to the Grant Manager.
 - c. Comply with all applicable laws and regulations (including, without limitation, the United States Foreign Corrupt Practices Act and all applicable anti-bribery laws and regulations) in its acceptance of this Grant Award and its performance of the Grant Activities. This Grant Award may not be used in any attempt to influence legislation within the meaning of U.S. Internal Revenue Code Section 501(c)(3). Recipient shall not use any portion of the funds granted herein to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or



public policy, to cause any private inurement or improper private benefit to occur, nor to take any other action inconsistent with Section 501(c)(3) of the U.S. Internal Revenue Code.

- d. Document that reasonable steps were taken by Recipient to ensure that all purchases charged to Grant Funding are Allowable Goods and Services (as defined in H below).
- e. Maintain complete records of all amounts charged to the Grant Funding for a period of at least three years after the expiration of the Grant Award, and make such records available to USAID, Grant Administrator or any of their representatives for review and audit upon request.
- f. Allow Grant Administrator, USAID and/or their designees the right to inspect or otherwise evaluate all activities being performed in connection with this Grant Award.
- g. At Grant Administrator or USAID request, refund to Grant Administrator or USAID, as specified, any funds received pursuant to this Grant Award are determined by Grant Administrator or USAID, in their sole discretion, not to have met the terms and conditions of this Grant Award.
- h. Prepare a Final (Completion) Report **no later than 30 days** after the end date of the Award or in case of termination of this Grant Award.

G. Mandatory Standard Provisions. By accepting this Grant Award and signing below Recipient certifies its understanding and agreement that the Grant Award is subject to the applicable *Mandatory Standard Provisions for Non-U.S., Nongovernmental Recipients*, attached hereto as Attachment V and incorporated by reference herein, and that Recipient will ensure its adherence to these provisions.

H. Reimbursement for Allowable Goods and Services. By accepting this Grant Award and signing below Recipient certifies its understanding and agreement that Grant Funding may only be used to pay for actual direct costs incurred in carrying out this Grant Award and which are determined by Grant Administrator to be reasonable, allocable, and allowable in accordance with the terms of this Grant Award and the applicable¹ cost principles in effect on the date of this Grant Award ("Allowable Goods and Services"). Recipient shall not incur any costs not outlined in the Attachment II, Grant Budget, without prior written approval of Grant Administrator. Prior to incurring a questionable or unique cost, Recipient shall obtain Grant Administrator's written determination on whether the cost will be allowable. No funds shall be paid as profit or fee to Recipient under this Grant Award or any sub-recipient. Procurement should be carried in accordance with the *Mandatory Standard Provisions for Non-U.S., Nongovernmental Recipients*. Allowable costs may not include indirect costs unless specifically approved in writing in advance by Grant Administrator.

I. Grant Funding Disbursements. By accepting this Grant Award and signing below Recipient certifies its understanding that Grant Funding will be disbursed no more often than monthly by wire transfer payable to Recipient against presentation of Monthly Financial Reports and receipts of incurred cost which are determined by Grant Administrator and USAID to be reasonable, allocable, and allowable. Financial Reports and Requests for payment shall be made to the USAID Economic Governance Program's Grants Manager, Ms. Sophie Gengiuri, [via the Fluxx portal](#).

Alternatively, upon Recipient's request, Grant Administrator may make payment of Grant funds directly to Recipient's vendor against bona fide vendor invoices for Allowable Goods and Services;

¹ NOTE: For Not-for profit organizations 2 CFR 200, Subpart E; and for-profit making firms apply Federal Acquisition Regulation 31.2 and USAID Acquisition Regulation 731.2.

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the vendor invoices must be endorsed by Recipient with a statement that the charged goods and services have been received.

Recipient must open a separate non-interest bearing and where possible, insured, bank account for the grant funds to be deposited. The Project may provide the Recipient with monthly advances that are subsequently liquidated against actual receipts/vendor invoices. Notwithstanding the foregoing, in no event will any advance payments provided to Recipient hereunder exceed a total of \$120,000 per fiscal year. Grant funds cannot be transferred to interest bearing accounts and withdrawal of funds should be limited to cover the cost of the activities performed immediately upon withdrawal within the month. Each monthly financial report should be accompanied with a bank account statement for the reporting period.

J. Personnel Salaries. By accepting this Grant Award and signing below Recipient certifies its understanding and agreement that salary payments pursuant to this Grant Award are limited by a maximum daily salary rate approved by U.S. Government. All salaries paid from Grant Funds may not exceed the approved maximum daily rate (to be communicated to Recipient by Grant Administrator) and the salary must be justified by a signed and completed biodata form.

K. Key Personnel.

Any change in key personnel requires approval from Grant Administrator in writing. The listed personnel below are designated as key personnel under this Grant Activity.

Mr. Giorgi Kldiashvili, Project Manager

Ms. Nino Merebashvili-Fisher, Project Coordinator

Mr. David Dolidze, Financial Manager

II. Other Terms & Conditions

- A. Relationship to USAID.** This grant is being administered by Grant Administrator on behalf of USAID pursuant to Contract No. 720AA18D00009/72011420F00001 for The USAID Economic Governance Program. Although USAID is not substantially involved in the administration of this Grant Award, it is understood and agreed that USAID as the Grantor may, in its discretion through its Contracting Officer, supersede any decision, act or omission taken by Grant Administrator in respect to this Grant Award. In addition, USAID has the right to terminate the Grant Award and Grant Activities unilaterally if it determines that it is in the interest of USAID or in other extraordinary circumstances. To the extent Recipient wishes to assert any rights under the Grant Award, such rights shall be pursued directly with USAID.
- B. No Liability for Third Party Claims.** Recipient acknowledges by signing below that neither USAID nor Grant Administrator and its subsidiaries, parents, affiliates, officers, principals, partners and personnel assume liability for any third-party claims arising under this Grant Award.
- C. Indemnification.** Recipient hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Grant Administrator, its parents, subsidiaries, affiliates, related entities and their respective partners, principals, employees, and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys' fees) directly, indirectly, wholly or partially arising from or in connection with (i) any act or omission of Recipient, its employees or agents, in applying for or accepting the Grant Award, in expending or applying the funds furnished pursuant to the Grant Award, or in carrying out the Grant Activities.
- D. Limitation of Liability.** Grant Administrator, its subsidiaries, parents, affiliates, officers, principals, partners and personnel shall not be liable for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to this Grant Award for an aggregate

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amount in excess of the Grant Funding disbursed to Recipient pursuant to this Grant Award. Except with respect to Recipient's indemnification obligations under this Grant Award, in no event shall either party or its personnel be liable for consequential, special, indirect, incidental, punitive or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs). The provisions of this paragraph shall apply regardless of the form of action, damage, claim, liability, cost, expense, or loss, whether in contract, statute, tort (including, without limitation, negligence), or otherwise.

- E. Modification of this Grant Award.** This Grant Award may be modified from time to time for reasons such as, but not limited to, the following:
- a. the achievement of the program objective is in jeopardy, but an agreed upon implementation schedule modification can put the activity back on track; and/or
 - b. there is an unanticipated increase in the cost of the activity(ies) proposed for Grant Funding.

All modifications must be in writing and must be approved by Grant Administrator.

- F. Termination.** This Grant Award, and any modification thereto, may be unilaterally terminated by Grant Administrator upon written notice.
- G. Governing Law.** This Grant Award shall be governed by, and construed in accordance with, the laws of the State of New York, USA (without giving effect to the choice of law principles thereof). If any provision of this Grant Award is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties set forth in this Grant Award.
- H. Dispute Resolution.** Any controversy or claim between the parties in relation to this Grant Award (a "Dispute") that cannot be amicably resolved between the parties shall be resolved by binding arbitration to be held at the London Court of International Arbitration in London, England. The arbitration shall be conducted in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules that are in effect at the time of the commencement of the arbitration, except to the extent modified by this Section (the "Rules"). The arbitration shall be conducted before a panel of three arbitrators. Each of the parties shall designate one arbitrator in accordance with the procedures provided in the Rules and the two party-designated arbitrators shall jointly select the third in accordance with the Rules. No arbitrator may serve on the panel unless he or she has agreed in writing to abide by the terms of this Section. Except with respect to the interpretation and enforcement of these arbitration procedures (which shall be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 - 307), the arbitrators shall apply the governing law set forth in the section of this Grant Award entitled Governing Law. The arbitrators shall have no power to award damages inconsistent with this Grant Award, including the limitation on liability and indemnification provisions contained herein. The arbitrators may render a summary disposition relative to all or some of the issues, provided that the responding party has had an adequate opportunity to respond to any such application for such disposition. No discovery shall be permitted in connection with the arbitration, except to the extent that it is expressly authorized by the arbitrators upon a showing of substantial need by the party seeking discovery. All aspects of the arbitration shall be treated as confidential, as provided in the Rules. Before making any disclosure permitted by the Rules, a party shall give written notice to the other party and afford such party a reasonable opportunity to protect its interests. Further, judgment on the arbitrators' award may be entered in any court having jurisdiction. Each party shall bear its own costs in the arbitration; however, the parties shall share the fees and expenses of the arbitrators equally.
- I. Ownership Change.** Recipient hereby agrees to notify Grant Administrator of any change in control of Recipient within thirty (30) days of such change. For the purpose of this provision,

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"control" means (a) the legal or beneficial ownership of (i) ten percent (10%) or more of the outstanding voting stock of a corporation, (ii) ten percent (10%) or more of the equity of a limited liability company, partnership, or joint venture; or (b) the power to direct or cause the direction of the management and policies of an entity, whether through the ownership of voting securities, through membership, by contract or otherwise.

J. Publicity. Any news release, advertisement or other form of publicity concerning efforts in connection with this Grant Award shall be approved by Grant Administrator and Communication Specialist in advance in writing. The provisions of this Paragraph shall survive the termination of this Agreement for any reason.

K. Subcontracting and Assignment. Recipient shall not delegate, subcontract, assign or transfer any interest in or duties under this Grant Award without the prior written consent of Grant Administrator. Nothing contained herein shall require Grant Administrator to accept any assignment, transfer or other substitution of performance by Recipient. The provisions of this paragraph shall survive the termination of this Grant Award for any reason.

L. Rights in Data. Unless expressly specified by Grant Administrator, Recipient hereby grants to each USAID and Grant Administrator a royalty-free, non-exclusive right to reproduce, publish or use the work developed by Recipient pursuant to this Grant Award. U.S. Government has the right to obtain, reproduce, publish or use data first produced under the Grant Award and authorize others to receive, reproduce, publish or use such data for federal purposes.

M. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment.

The Recipient is prohibited from using Grant Funding, including direct and indirect costs, program income, and any cost share to: (1) Procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

Telecommunication costs and video surveillance costs incurred for telecommunications and video surveillance services and equipment such as phones, internet, video surveillance, and cloud servers are allowable except for those referenced in the paragraph below.

The terms used in this provision have the following meanings:

1. "Covered telecommunication equipment or services" as defined in Pub. L. 115-232, Section 889, means any of the following:
 - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the United States Secretary of Defense, in consultation with the United States Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(2) "Covered foreign country" is defined in Pub. L. 115-232, Section 889 as the People's Republic of China.

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(3) "Telecommunications costs" as defined in 2 CFR 200.1 means the cost of using communication and telephony technologies such as mobile phones, land lines, and internet.

This provision must be incorporated into all subawards.

To acknowledge your understanding and acceptance of all the terms and conditions of this Grant Award, please sign two original copies of this Grant Award and each of the certifications contained in the Attachments. Please return the two original copies of the Grant Award and certifications to the Grant Administrator. The signed Grant Award and certifications must be received prior to any disbursement of Grant Funds.

Thank you,

Deloitte Consulting Overseas Projects LLC, on behalf of Grant Administrator



Markus Mueller
Principal/Managing Director
Date: April 05, 2021

On behalf of «Recipient», I hereby acknowledge our understanding and acceptance of all the terms and conditions of this Grant Award.

Name: Georgi Kldiasvili

Title: Executive Director

Date: 04/05/2021

Signature: 



Attachments:

Attachment I Grant Description

Attachment II Grant Budget

Attachment III Grant Performance Reporting/Standard Reporting Tool

Annex A Weekly Report Template, submitted as separate file

Annex B Final Report Template, part of Grant Recipient Handbook

Annex C Event Memo Template, submitted as separate file

Annex D Financial Report Template, part of Grant Recipient Handbook

Annex E Advance Request Template, part of Grant Recipient Handbook

Attachment IV Certifications, attached separately

Attachment V Mandatory and Optional Standard Provisions – USAID ADS 303 (located at <http://www.usaid.gov/policy/ads/300/303.pdf>), submitted via Fluxx Grants Portal

Attachment VI Grant Recipient Handbook, attached separately

Attachment VII Branding and Marking Plan, submitted via Fluxx Grants Portal

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ATTACHMENT I

PROGRAM DESCRIPTION

A. BACKGROUND AND STATEMENT OF GRANT PURPOSE

Inclusive, participative, collaborative processes lead to more efficient policies, laws, and regulations. That means successful collaboration between public and private actors is vital for economic development. In order to facilitate a constructive dialogue process, the Public-Private Dialogue (PPD) Quality Tracking Mechanism was designed and implemented in 2015, with USAID Governing for Growth (G4G) project support. The mechanism tracked the progress of reforms to assess the extent and quality of public sector participation in policy making and the development of legislation. For Georgia, it was a unique attempt to assess the quality of dialogue with stakeholders in the policymaking process; the mechanism was subsequently acknowledged as an effective tool for building up collaborative governance and PPD.

The USAID Economic Governance Program is designed to improve economic governance and leadership in Georgia. Good economic governance is defined as a system for developing, implementing, and enforcing economic policies, rules, and regulations that are predictable, consistent, transparent, inclusive, and cost-effective.

In order to promote a participatory PPD environment, the Program aims to continue operation of PPD Quality Tracking Mechanism to evaluate major economic laws and regulations initiated by the Government of Georgia (GOG); expand the application of PPD Quality Tracking Mechanism to evaluate PPD quality in the regions of Georgia; and conduct capacity building activities for the GOG and the Parliament to support PPD institutionalization.

B. GRANT OBJECTIVE

The objective of the PPD Quality Tracking project is to continue the operation of the PPD Quality Tracking Mechanism, expand its use in regions outside the capital and raise awareness on PPD among state (including mid/high level decision maker) and non-state actors as well as the wider society. Selected draft laws and regulations will be evaluated based on the extent and quality of inclusive consultation. The PPD Quality Tracking Mechanism will assign ratings based on four PPD quality parameters:

- (1) Policy Design and Development – Covers the process of initial formulation of the underlying policy behind proposed legislation (including sub-legal acts);
- (2) Legislation/Policy Drafting - Covers the process of drafting the text of legislation/policy after the decision on its main directions has already been made at the previous stage;
- (3) Regulatory Impact Assessment (RIA) – Covers the process of RIA preparation if any.
- (4) Circulation and public comments – covers the process of publicizing, circulating, and distributing the proposed draft legislation to the public and stakeholders (private sector, business, civil society, affected parties and the public at large); and the adequacy and extent of efforts to solicit and consider received feedback.

C. GRANT EXPECTED RESULTS

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As a result of the grant activities, the project team will prepare a methodology for evaluating the quality of PPD in the regions of Georgia, as well as a methodology for evaluating PPD quality in regard to regulations. The existing methodology of evaluating draft laws will have to be adapted to the regulations as the process of their preparation significantly differs from the process of preparing draft laws.

The project team will evaluate 28 draft laws and 28 sub-legal acts in regard to the extent and quality of PPD in the process of their preparation. Moreover, the practice of PPD will be studied at 6 selected municipalities.

The representatives from key governmental institutions as well as the selected municipalities will be better equipped with relevant knowledge and information on high-level PPD. In order to achieve this goal, IDFI will conduct 4 information and training sessions in the regions of Georgia, one event for mid-high level public officials with the participation of the international expert and 3 annual PPD quality report presentations and award ceremonies. The project will also facilitate increasing public awareness on the topic of PPD, through preparing 4 videos and 3 one-pagers on the topic of PPD.

D. DESCRIPTION OF PROPOSED ACTIVITIES

1. Statement of Need

Inclusive, participative, collaborative processes lead to more efficient policies, laws, and regulations. That means successful collaboration between public and private actors is vital for economic development. During the period of September 2015 to July 2019, IIDFI has been implementing the project Public-Private Dialogue (PPD) Quality Tracking Mechanism, with the support of USAID Governing for Growth (G4G) project. The mechanism evaluated the extent and quality of public sector participation in policymaking and the development of legislation. The secondary objective of the project was increasing awareness on PPD. During the period of project implementation, positive trends were observed in regard to the acknowledgement of the need for PPD. This was partially due to the fact that policymakers were well aware of the civil society effort supported by USAID/G4G to track and evaluate the extend of PPD in the process of preparing draft laws. The information meetings and training sessions conducted in Tbilisi, as well as the regions, also had a positive impact on the overall level of awareness on PPD. However considerable challenges still remain in the direction. Public entities have a highly unsystematic approach to ensuring PPD. In most of the cases, this depends on the political will of certain decision-makers. Even though since January 2020 the regulations on PPD have undergone positive change they still fail to meet the standard of ensuring quality PPD from the early stages of policy development. The problem proved to be more severe in the regions, due to the low level of awareness on the high quality of PPD among the representatives of municipalities as well as local civil society and media representatives. The project also determined the importance of evaluating PPD in the process of evaluating regulations (sub-legal acts) as significant topics affecting the economic development of the country are often regulated at the level of sub-legal acts.

In order to address the issues discussed above IDFI aims to expand its activities to the regions of Georgia, evaluate draft laws as well as sub-legal acts in terms of PPD quality and increase efforts in the direction of awareness-raising. Together with other relevant stakeholders, the awareness-raising activities will be directed at mid/high-level public officials in order to facilitate the process of establishing political will towards a high-quality PPD. In doing so IDFI will also direct media representatives include those operating in the regions of Georgia.

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2. Goals, Objectives, and Geographic Focus of Grant Activity

During the period of project implementation, IDFI will evaluate the extent and quality of PPD in the process of preparing 28 draft laws using the existing methodology. The PPD Quality Tracking Mechanism will assign ratings based on four PPD quality parameters: Policy Design and Development; Legislation/Policy Drafting; Regulatory Impact Assessment (RIA); and Circulation and Public Comments.

The project team will develop the methodology for evaluating PPD quality in the process of preparing sub-legal acts (regulations) and the methodology for evaluating the quality of PPD in the municipalities. The project team will evaluate 28 sub-legal acts in terms of PPD quality. As for the municipalities, IDFI will assess the practice of PPD in 6 municipalities. The assessment will be conducted twice in each selected municipality. In the first year of the evaluation IDFI will conduct monitoring and awareness-raising activities in three municipalities closely located to each other. Same will be done in three other municipalities in the second year. Close location of each three municipalities to each other will make possible gathering relevant stakeholders from each three municipalities at single locations for the information and trainings sessions. In the third and the fourth years IDFI will conduct a follow-up evaluation of the two groups of three municipalities in order to track the progress in regards to PPD quality.

The municipalities will be selected based on the results of the Local Self Government Index, thus ensuring that some process of PPD which could be subject of evaluation exists at selected municipalities. Moreover, IDFI will refer to the Open Government Partnership Action Plan of Georgia, since the document includes a number of municipal commitments in the direction of improving good governance and citizen participation at the local levels.

In order to increase knowledge and understanding on PPD IDFI will implement training activities for the representatives of state entities, CSOs, the private sector, media and the wider society. The project team will organize information sessions and discussions on PPD in six municipalities and will conduct a training session for mid/high-level public officials.

IDFI will conduct three annual presentations for discussing the findings of PPD quality tracking reports and awarding the authors of relevant draft laws and regulations.

3. Technical Strategies

During the project implementation, IDFI will continue the practice of monitoring PPD, publishing its results and awarding relevant institutions. Expanding the scope of PPD evaluation to the regulations will help cover the wider process of policy development, as often the most significant parts of policy reforms are regulated in sub-legal acts.

IDFI will reach out to six municipalities, evaluate the level of PPD and conduct awareness-raising activities. In the first year of the evaluation, IDFI will conduct monitoring and awareness-raising activities in three municipalities closely located to each other. Same will be done in three other municipalities in the second year. Close location of each three municipalities to each other will make possible gathering relevant stakeholders from each three municipalities at single locations for the information and trainings sessions. In the third and the fourth years, IDFI will conduct a follow-up evaluation of the two groups of three municipalities in order to track the progress in regard to PPD quality.

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The municipalities will be selected based on the results of the Local Self Government Index, thus ensuring that some process of PPD which could be subject of evaluation exists at selected municipalities. Moreover, IDFI will refer to the Open Government Partnership Action Plan of Georgia, since the document includes a number of municipal commitments in the direction of improving good governance and citizen participation at the local levels.

IDFI will actively promote PPD in social as well as traditional media. The videos prepared by IDFI will reach out to 7-8 thousand viewers. IDFI will involve and invite representatives of economic media representatives to each of its activities, thus ensuring higher interest towards the subject among the media and facilitating the process of better coverage of PPD by the media.

4. Methodology

The system of governance established after the parliamentary elections in Georgia put at risk maintenance of the institutional memory on PPD at the public sector, developed amongst others as a result of numerous public discussions and trainings conducted by IDFI during the period of three years. Moreover, the project implemented by IDFI only conducted baseline studies in three municipalities to gain knowledge on the practical process of participatory decision making. Thus, during the new project period, IDFI team will reach out to six regions and evaluate the level of PPD implemented at the local level. Based on the previous experience gained as a result of three regional trips project team will develop a methodology for evaluating the level of PPD in the regions. The experience gained during 2015-2019 will also be significant to produce a methodology for evaluating PPD in the process of preparing sub-legal acts. All of these will be based on the main approach of the existing methodology for evaluating PPD in the process of preparing draft laws, namely PPD in the process of policy development will be divided and evaluated based on the following stages:

- Policy Design and Development – Covers the process of initial formulation of the underlying policy behind proposed legislation (including sub-legal acts);
- Legislation/Policy Drafting - Covers the process of drafting the text of legislation/policy after the decision on its main directions has already been made at the previous stage;
- Regulatory Impact Assessment (RIA) – Covers the process of RIA preparation if any;
- Circulation and public comments – cover the process of publicizing, circulating, and stakeholders.

5. Beneficiaries

The beneficiaries of the project will be representatives of the private/public sector as well as civil servants, public officials and the wider society. Representatives of various non-state actors will have a better understanding of the process of participating in PPD, in a way that ensures to the highest degree possible that their suggestions and opinions are well discussed and taken into consideration by various decision-makers. As a result of conducting public discussions civil servants, representatives of the private sector and CSOs will have a better understanding of the best practices of conducting PPD, ensuring that all relevant stakeholders are involved in the process of developing policies, closely considering the opinions and recommendations received from the private sector, and when necessary incorporating them in policy briefs as well as reflected in the final outcome of the

process. Media representatives and the wider public will also be directly targeted by the project activities, thus ensuring that the positive impact of the project reaches out to the wider society.

6. Sustainability

The main preconditions of successful activity will be a willingness for collaboration from the government, active involvement of the citizens, support and extensive coverage from the media, and general interest towards the topic from the society.

The main risk for the project is political - as usual, it is difficult to predict political agenda and political will. Unexpected political changes and change of priorities as well as partners might affect the project. This is not the first year when IDFI deals with political stakeholders and the Institute has good experience in meeting the abovementioned challenges. Appeal to such international commitments as OGP is also a powerful tool to keep public institutions motivated. In particular, the Government of Georgia implemented e-petitions platform www.ichange.ge, advocated by IDFI for the last several years and their willingness to proceed with the platform gives hope for future commitment to PPD activities. Furthermore, IDFI will keep all stakeholders updated and motivated to continue cooperation. Another advantage is in annual awards - such little things may mean a lot for keeping public institutions interested.

IDFI has a good record of ensuring the sustainability of its products. One of the most evident examples is e governance - IDFI monitors proactive disclosure of public information without any financial support from the projects too. As the issue of PPD in the policy-making process is of high priority for IDFI, the Institute will ensure the long-term sustainability of the project results. In terms of policy-level sustainability, IDFI will continue monitoring and advocating relevant tools for increasing civic engagement in the decision making process.



7. Implementation Plan

Activity OR Milestone	Implementing Body(ies)	Activity Output / Milestone verification method	Implementation Period [Mark the months in which the milestone/ activity will be implemented]															
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12				
1. Developing methodology for the PPD quality tracking of regulations (sub legal normative acts);	IDFI	Methodology for the PPD quality tracking of regulations (sub legal normative acts)																
2. Developing methodology for the PPD quality tracking of decisions by local self-governance bodies.	IDFI	Methodology for the PPD quality tracking of decisions by local self-governance bodies																
3. Developing project introductory and PPD promotional video	IDFI	Project introductory and PPD promotional video																
4. Developing a plan for PPD Quality Tracking Mechanism outreach for major media outlets and social media	IDFI	PPD Quality Tracking Mechanism outreach plan																
5. Project launch event	IDFI	Event memo and attendance sheet																
6. Preparing and submitting 1 st quarterly progress report	IDFI	1st quarterly progress report																
7. Conducting an inception study of selected three municipalities through desk research and analysis of the information received	IDFI	Inception study of selected three municipalities																

B.K.

	as a response to FOI requests																			
8.	Conducting interviews with relevant local self-government representatives (face-to-face or distance) and/or stakeholders	IDFI	Notes of the interviews																	
9.	Conducting training and information session for the representatives of the three municipalities covered by the PPD quality study	IDFI	Event memo and attendance sheet																	
10.	Selecting draft laws for assessing PPD quality (8 draft laws)	IDFI	List of the selected draft laws																	
11.	Selecting regulations for assessing PPD quality (8 regulations)	IDFI	List of selected regulations																	
12.	Submitting FOI requests to relevant state institutions (authors of the selected draft laws and regulations)	IDFI	Registry of FOI requests																	
13.	Preparing and submitting 2 nd quarterly progress report and semiannual report	IDFI	2 nd quarterly progress report and semiannual report																	
14.	Conducting interviews with the representatives of relevant state institutions (authors of the selected draft laws and regulations) and/or stakeholders	IDFI	Notes of the interviews																	

E.K

Activity OR Milestone	Implementing Body(ies)	Activity Output / Milestone verification method	Implementation Period [Mark the months in which the milestone/ activity will be implemented] Year 2															
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12				
1. Conducting an inception study of selected three municipalities through desk research and analysis of the information received as a response to FOI requests	IDFI	Inception study of selected three municipalities																
2. Conducting Interviews with relevant local self-government representatives (face-to-face or distance) and/or other stakeholders	IDFI	Notes of the Interviews																
3. Conducting training and information session for the representatives of the three municipalities covered by the PPD quality study	IDFI	Event memo and attendance sheet																
4. Preparing and submitting 1 st quarterly progress report	IDFI	1st quarterly progress report																
5. Selecting draft laws for assessing PPD quality (8 draft laws)	IDFI	List of the selected draft laws																
6. Selecting regulations for assessing PPD quality (8 regulations)	IDFI	List of selected regulations																
7. Submitting FOI requests to relevant	IDFI	Registry of FOI requests																

B.K.

3.	Conducting training and information session for the representatives of the three municipalities covered by the PPD quality study in year 1	IDFI	Event memo and attendance sheet																	
4.	Preparing and submitting 1 st quarterly progress report	IDFI	1st quarterly progress report																	
5.	Selecting draft laws for assessing PPD quality (8 draft laws)	IDFI	List of the selected draft laws																	
6.	Selecting regulations for assessing PPD quality (8 regulations)	IDFI	List of selected regulations																	
7.	Submitting FOI requests to relevant state institutions (authors of the selected draft laws and regulations)	IDFI	Registry of FOI requests																	
8.	Preparing and submitting 2 nd quarterly progress report and semiannual report	IDFI	2nd quarterly progress report and semiannual report																	
9.	Conducting interviews with the representatives of relevant state institutions ((authors of the selected draft laws and regulations) and/or stakeholders)	IDFI	Notes of the interviews																	
10.	Preparing and submitting 3 rd quarterly progress report	IDFI	3rd quarterly progress report																	

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11.	Conducting training and information sessions for relevant stakeholders at three municipalities covered by the PPD quality study in year 1	IDFI	Event memo and attendance sheet															
12.	Assessing the PPD quality of selected draft laws, regulations and municipalities	IDFI	PPD quality tracking report															
13.	Developing PPD quality tracking report	IDFI	PPD quality tracking report															
14.	Preparing and submitting annual progress report	IDFI	Annual progress report															

Activity OR Milestone		Implementing Body(ies)	Activity Output / Milestone verification method	Implementation Period [Mark the months in which the milestone/ activity will be implemented] Year 4 (6 months)					
				M1	M2	M3	M4	M5	M6
1.	Conducting training and information session for the representatives of the three municipalities covered by the PPD quality study in year 2	IDFI	Event memo and attendance sheet						
2.	Selecting draft laws for assessing PPD quality (4 draft laws)	IDFI	List of the selected draft laws						
3.	Selecting regulations for assessing PPD quality (4 regulations)	IDFI	List of selected regulations						

B.K

4.	Submitting FOI requests to relevant state institutions (authors of the selected draft laws and regulations)	IDFI	Registry of FOI requests							
5.	Preparing and submitting quarterly progress report	IDFI	Quarterly progress report							
6.	Conducting interviews with the representatives of relevant state institutions (authors of the selected draft laws and regulations) and/or stakeholders	IDFI	Notes of the interviews							
7.	Finalizing PPD quality tracking report 2021 – 2024	IDFI	PPD quality tracking report 2020 – 2023							
8.	Translating PPD quality tracking report 2021 – 2024	IDFI	Translation of PPD quality tracking report							
9.	Developing promotional video on PPD quality tracking report	IDFI	Promotional video on PPD quality tracking report							
10.	Developing one-pager of the PPD quality tracking report main findings	IDFI	One-pager of the PPD quality tracking report main findings							
11.	Report design preparation and printing	IDFI	Report design and print							
12.	Presentation event of the PPD quality tracking report 2021 – 2024	IDFI	Event memo and attendance sheet							

8.11

13.	Developing a sustainability model of PPD Quality Tracking System	IDFI	Sustainability model of PPD Quality Tracking System															
14.	Final Reporting (including media outreach report)																	

OK

8. Monitoring and Evaluation Plan

Activity	Performance Indicator	Target Value	Frequency	Data Verification Method
<i>Developing methodology for the PPD quality tracking of regulations (sub-legal normative acts);</i>	<i>Methodology for the PPD quality tracking of regulations (sub-legal normative acts) is successfully developed</i>	1	Once at the beginning of project implementation	Methodology approved by the donor organization
<i>Developing methodology for the PPD quality tracking of decisions by local self-governance bodies.</i>	<i>Methodology for the PPD quality tracking of decisions by local self-governance bodies is successfully developed</i>	1	Once at the beginning of project implementation	Methodology approved by the donor organization
<i>Developing project introductory and PPD promotional videos</i>	<i>Project introductory and PPD promotional videos are developed and reach target audience</i>	4	Twice in the first year and once in every following year	Social media monitoring information
<i>Developing one-pagers of the PPD quality tracking methodology and annual reports</i>	<i>one-pager of the PPD quality tracking reports are developed and reach target audience</i>	3	Twice in the first year and once in every following year	Social media monitoring information
<i>Developing a plan for PPD Quality Tracking Mechanism outreach for major media outlets and social media</i>	<i>A plan for PPD Quality Tracking Mechanism outreach for major media outlets and social media is developed</i>	1	Once at the beginning of project implementation	Methodology approved by the donor organization
<i>Submitting FOI requests to relevant state institutions (authors of the selected draft laws and regulations)- the authors of the selected draft laws, regulations</i>	<i>FOI requests submitted to relevant state institutions</i>	65	Every year	Registry of FOI requests
<i>Conducting interviews with the representatives of relevant state institutions (authors of the selected draft laws and regulations) and/or stakeholders</i>	Number of interviews	100	ongoing	Interview minutes
<i>Project launch event and presentation events of the annual PPD quality tracking report and award ceremony</i>	Number of attendants/participants	100	4 events	Event memo and attendance sheet
<i>Information sessions, discussions and trainings on PPD</i>	Number of attendants/participants	100	5 events	Event memo and attendance sheet

Activity	Performance Indicator	Target Value	Frequency	Data Verification Method
<i>Quarterly, semi-quarterly and annual reports</i>	<i>Quarterly, semi-quarterly and annual reports submitted</i>	14	Every three months	Reports received by the donor organization

S.H.

ATTACHMENT II

Grant Budget

Detailed Cost Estimate by Budget Line Item						
SALARIES AND WAGES	Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)
Project manager	Giorgi Kldiashvili	Month	42	GEL 7,000.00	20%	GEL 58,800.00
Project coordinator	Nino Mercbashvili	Month	42	GEL 4,000.00	80%	GEL 134,400.00
Analyst/researcher	Goga Tushurashvili	Month	42	GEL 3,000.00	80%	GEL 100,800.00
Financial manager	David Dolidze	Day (3 days per month)	126	GEL 150.00	100%	GEL 18,900.00
Office driver	Iuri Chekurishvili	Month	42	GEL 1,250.00	80%	GEL 42,000.00
Total salaries and wages						GEL 354,900.00
CONSULTANTS	Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)
Consultant for methodology (national)	TBD	Day	20	GEL 400.00	100%	GEL 8,000.00
Independent expert for producing a study on the best international practices	TBD	Day	10	GEL 800.00	100%	GEL 8,000.00
Independent expert providing a training session for mid/high level public officials, economic media and PSAs representatives	TBD	Day	2	GEL 800.00	100%	GEL 1,600.00
Total consultants						GEL 17,600.00
TRAVEL AND TRANSPORTATION	Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)
International expert for training session - air transportation	TBD	total	1	GEL 5,000.00	100%	GEL 5,000.00
International expert for training session - per diem	TBD	Day	3	GEL 184.92	100%	GEL 554.76
Accommodation for the presentation of the annual PPD quality tracking report and training session (provided by an independent expert) for mid/high level public officials, economic media and PSAs representatives outside Tbilisi (2 days)	International expert, project staff and participants (20 in total)	day*total number of participants	40	GEL 350.00	100%	GEL 14,000.00
Per diem for the presentation of the annual PPD quality tracking report and training session (provided by an independent expert) for mid/high level public officials, economic media and PSAs representatives outside Tbilisi (2 days)		day*project staff (4 staff members)	8	GEL 62.00	100%	GEL 496.00
Accommodation for training and information sessions for relevant stakeholders at selected municipalities (2 days) (4 events)		day*project staff*number of events (3 staff members)	24	GEL 250.00	100%	GEL 6,000.00
Per diem for training and information sessions for relevant stakeholders at selected municipalities (2 days) (4 events)		day*project staff	24	GEL 62.00	100%	GEL 1,488.00
Total travel and transportation						GEL 27,538.76
OTHER DIRECT COSTS	Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)
Project launch event		Event	1	GEL 3,000.00		GEL 3,000.00
Developing project introductory and PPD promotional video		Video	1	GEL 3,500.00		GEL 3,500.00
Develop promotional video on PPD quality tracking report		Video	3	GEL 3,500.00		GEL 10,500.00
Develop one-pager of the PPD quality tracking report main findings		One-pager	3	GEL 150.00		GEL 450.00
Translating PPD quality tracking report (3 reports)		Pages	120	GEL 40.00		GEL 4,800.00
Simultaneous translation (3 events)		Hours	12	GEL 330.21		GEL 3,962.52
Report design (3 reports)		Report	3	GEL 1,200.00		GEL 3,600.00
Report printing (3 reports)		Printed report	450	GEL 35.00		GEL 15,750.00
Presentation event of the annual PPD quality tracking report and award ceremony including the presentation event of the annual PPD quality tracking report and training session (provided by an independent expert) for mid/high level public officials, economic media and PSAs representatives outside Tbilisi (2 days) (3 events)	Meal, Venue, Equipment	Event	3	GEL 3,600.00		GEL 10,800.00
Training and information sessions' costs for relevant stakeholders at selected municipalities (4 events)	catering	Event	4	GEL 500.00		GEL 2,000.00
Communications (Cell services)		Month	42	GEL 100.00		GEL 4,200.00
Bank Fees		Year	3	GEL 800.00		GEL 2,400.00
Total other direct costs						GEL 64,962.52
Total grant funds						GEL 465,001.28

B.H.

<i>COST SHARE</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
PR specialist	Magda Gugava	Day (3 days per month)	126	GEL 150.00	100%	GEL 18,900.00
Project Assistant	TBD	Month	42	GEL 1,200.00	50%	GEL 25,200.00
Office Rent		Month	42	GEL 6,300.00	10%	GEL 26,460.00
Utilities		Month	42	GEL 500.00	10%	GEL 2,100.00
Office Supplies		Month	42	GEL 300.00	10%	GEL 1,260.00
Postage/ Courier		Month	42	GEL 50.00	100%	GEL 2,100.00
Total cost share						GEL 76,020.00

GRAND TOTAL						GEL 541,021.28
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S.H.

Detailed Cost Estimate by Budget Line Item - YEAR 1						
<i>SALARIES AND WAGES</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
Project manager	Giorgi Kldiashvili	Month	12	GEL 7,000.00	20%	GEL 16,800.00
Project coordinator	Nino Merebashvili	Month	12	GEL 4,000.00	80%	GEL 38,400.00
Analyst/researcher	Goga Tushurashvili	Month	12	GEL 3,000.00	80%	GEL 28,800.00
Financial manager	David Dolidze	Day (3 days per month)	36	GEL 150.00	100%	GEL 5,400.00
Office driver	Iuri Chekurishvili	Month	12	GEL 1,250.00	80%	GEL 12,000.00
Total salaries and wages						GEL 101,400.00
<i>CONSULTANTS</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
Consultant for methodology (national)	TBD	Day	20	GEL 400.00	100%	GEL 8,000.00
Total consultants						GEL 8,000.00
<i>TRAVEL AND TRANSPORTATION</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
Accommodation for training and information session for the representatives of the three municipalities covered by the PPD quality study (2 days)		day*project staff (3 staff members)	6	GEL 250.00	100%	GEL 1,500.00
Per diem for training and information session for the representatives of the three municipalities covered by the PPD quality study (2 days)		day*project staff (3 staff members)	6	GEL 62.00	100%	GEL 372.00
Total travel and transportation						GEL 1,872.00
<i>OTHER DIRECT COSTS</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
Project launch event		Event	1	GEL 3,000.00		GEL 3,000.00
Developing project introductory and PPD promotional video		Video	1	GEL 3,500.00		GEL 3,500.00
Catering for training and information session for the representatives of the three municipalities covered by the PPD quality study (2 days)		Event	1	GEL 500.00	100%	GEL 500.00
Develop promotional video on PPD quality tracking report		Video	1	GEL 3,500.00		GEL 3,500.00
Develop one-pager of the PPD quality tracking report main findings		One-pager	1	GEL 150.00		GEL 150.00
Translating PPD quality tracking report		Pages	40	GEL 40.00		GEL 1,600.00
Presentation event of the annual PPD quality tracking report and award ceremony	Meal, Venue, Equipment	Event	1	GEL 3,600.00		GEL 3,600.00
Simultaneous translation		Hours	4	GEL 330.21		GEL 1,320.84
Report design		Report	1	GEL 1,200.00		GEL 1,200.00
Report printing		Printed report	150	GEL 35.00		GEL 5,250.00
Communications (Cell services)		Month	12	GEL 100.00		GEL 1,200.00
Bank Fees		Year	1	GEL 650.00		GEL 650.00
Total other direct costs						GEL 25,470.84
Total grant funds - Year 1						GEL 136,742.84

L.R.

<i>COST SHARE - Year 1</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
PR specialist	Magda Gugava	Day days per	⁽³⁾ 36	GEL 150.00	100%	GEL 5,400.00
Project Assistant	TBD	Month	12	GEL 1,200.00	50%	GEL 7,200.00
Office Rent		Month	12	GEL 6,300.00	10%	GEL 7,560.00
Utilities		Month	12	GEL 500.00	10%	GEL 600.00
Office Supplies		Month	12	GEL 300.00	10%	GEL 360.00
Postage/ Courier		Month	12	GEL 50.00	100%	GEL 600.00
Total cost share						GEL 21,720.00

GRAND TOTAL - YEAR 1						GEL 158,462.84
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E.K.

Detailed Cost Estimate by Budget Line Item - YEAR 2						
SALARIES AND WAGES	Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)
Project manager	Giorgi Kldiashvili	Month	12	GEL 7,000.00	20%	GEL 16,800.00
Project coordinator	Nino Mercbashvili	Month	12	GEL 4,000.00	80%	GEL 38,400.00
Analyst/researcher	Goga Tushurashvili	Month	12	GEL 3,000.00	80%	GEL 28,800.00
Financial manager	David Dolidze	Day (3 days per month)	36	GEL 150.00	100%	GEL 5,400.00
Office driver	Iuri Chekurishvili	Month	12	GEL 1,250.00	80%	GEL 12,000.00
Total salaries and wages						GEL 101,400.00
CONSULTANTS	Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)
Independent expert for producing a study on the best international practices	TBD	Day	10	GEL 800.00	100%	GEL 8,000.00
Independent expert providing a training session for mid/high level public officials, economic media and PSAs representatives	TBD	Day	2	GEL 800.00	100%	GEL 1,600.00
Total consultants						GEL 9,600.00
TRAVEL AND TRANSPORTATION	Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)
International expert for training session - air transportation	TBD	total	1	GEL 5,000.00	100%	GEL 5,000.00
International expert for training session - per diem	TBD	Day	3	GEL 184.92	100%	GEL 554.76
Accommodation for the presentation of the annual PPD quality tracking report and training session (provided by an independent expert) for mid/high level public officials, economic media and PSAs representatives outside Tbilisi (2 days)	International expert, project staff and participants (20 in total)	day*total number of participants	40	GEL 350.00	100%	GEL 14,000.00
Per diem for the presentation of the annual PPD quality tracking report and training session (provided by an independent expert) for mid/high level public officials, economic media and PSAs representatives outside Tbilisi (2 days)		day*project staff (4 staff members)	8	GEL 62.00	100%	GEL 496.00
Accommodation for training and information session for the representatives of the three municipalities covered by the PPD quality study (2 days)		day*project staff (3 staff members)	6	GEL 250.00	100%	GEL 1,500.00
Per diem for training and information session for the representatives of the three municipalities covered by the PPD quality study (2 days)		day*project staff (3 staff members)	6	GEL 62.00	100%	GEL 372.00
Total travel and transportation						GEL 21,922.76
OTHER DIRECT COSTS	Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)
Develop promotional video on PPD quality tracking report		Video	1	GEL 3,500.00		GEL 3,500.00
Develop one-pager of the PPD quality tracking report main findings		One-pager	1	GEL 150.00		GEL 150.00
Catering for training and information session for the representatives of the three municipalities covered by the PPD quality study (2 days)		Event	1	GEL 500.00	100%	GEL 500.00
Translating PPD quality tracking report		Pages	40	GEL 40.00		GEL 1,600.00
Simultaneous translation		Hours	4	GEL 330.21		GEL 1,320.84
Report design		Report	1	GEL 1,200.00		GEL 1,200.00
Report printing		Printed report	150	GEL 35.00		GEL 5,250.00
Presentation event of the annual PPD quality tracking report and award ceremony including the presentation event of the annual PPD quality tracking report and training session (provided by an independent expert) for mid/high level public officials, economic media and PSAs representatives outside Tbilisi (2 days)		Event	1	GEL 3,600.00		GEL 3,600.00
Communications (Cell services)		Month	12	GEL 100.00		GEL 1,200.00
Bank Fees		Year	1	GEL 650.00		GEL 650.00
Total other direct costs						GEL 18,970.84
Total grant funds - Year 2						GEL 151,893.60

B.K.

<i>COST SHARE - Year 2</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
PR specialist	Magda Gugava	Day (3 days per month)	36	GEL 150.00	100%	GEL 5,400.00
Project Assistant	TBD	Month	12	GEL 1,200.00	50%	GEL 7,200.00
Office Rent		Month	12	GEL 6,300.00	10%	GEL 7,560.00
Utilities		Month	12	GEL 500.00	10%	GEL 600.00
Office Supplies		Month	12	GEL 300.00	10%	GEL 360.00
Postage/ Courier		Month	12	GEL 50.00	100%	GEL 600.00
<i>Total cost share</i>						GEL 21,720.00

<i>GRAND TOTAL - YEAR 2</i>						<i>GEL 173,613.60</i>
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B.K.

Detailed Cost Estimate by Budget Line Item - YEAR 3						
<i>SALARIES AND WAGES</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
Project manager	Giorgi Kldiashvili	Month	12	GEL 7,000.00	20%	GEL 16,800.00
Project coordinator	Nino Merebashvili	Month	12	GEL 4,000.00	80%	GEL 38,400.00
Analyst/researcher	Goga Tushurashvili	Month	12	GEL 3,000.00	80%	GEL 28,800.00
Financial manager	David Dolidze	Day (3 days per month)	36	GEL 150.00	100%	GEL 5,400.00
Office driver	Iuri Chekurishvili	Month	12	GEL 1,250.00	80%	GEL 12,000.00
Total salaries and wages						GEL 101,400.00
<i>CONSULTANTS</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
						GEL -
Total consultants						GEL -
<i>TRAVEL AND TRANSPORTATION</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
Accommodation for the training and information session for the representatives of the three municipalities covered by the PPD quality study in year 1 (2 days)		day*project staff (3 staff members)	6	GEL 250.00	100%	GEL 1,500.00
Per diem for the training and information session for the representatives of the three municipalities covered by the PPD quality study in year 1 (2 days)		day*project stuff (3 staff members)	6	GEL 62.00	100%	GEL 372.00
Total travel and transportation						GEL 1,872.00
<i>OTHER DIRECT COSTS</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
Catering for training and information session for the representatives of the three municipalities covered by the PPD quality study in year 1 (2 days)		Event	1	GEL 500.00	100%	GEL 500.00
Communications (Cell services)		Month	12	GEL 100.00		GEL 1,200.00
Bank Fees		Year	1	GEL 650.00		GEL 650.00
Total other direct costs						GEL 2,350.00
Total grant funds - Year 3						GEL 105,622.00

<i>COST SHARE - Year 3</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
PR specialist	Magda Gugava	Day (3 days per month)	36	GEL 150.00	100%	GEL 5,400.00
Project Assistant	TBD	Month	12	GEL 1,200.00	50%	GEL 7,200.00
Office Rent		Month	12	GEL 6,300.00	10%	GEL 7,560.00
Utilities		Month	12	GEL 500.00	10%	GEL 600.00
Office Supplies		Month	12	GEL 300.00	10%	GEL 360.00
Postage/ Courier		Month	12	GEL 50.00	100%	GEL 600.00
Total cost share						GEL 21,720.00

GRAND TOTAL - YEAR 3						GEL 127,342.00
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B.K.

Detailed Cost Estimate by Budget Line Item - YEAR 4						
SALARIES AND WAGES						
Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)	
Project manager	Giorgi Kldiashvili	Month	6	GEL 7,000.00	20%	GEL 8,400.00
Project coordinator	Nino Merebashvili	Month	6	GEL 4,000.00	80%	GEL 19,200.00
Analyst/researcher	Goga Tushurashvili	Month	6	GEL 3,000.00	80%	GEL 14,400.00
Financial manager	David Dolidze	Day (3 days per month)	18	GEL 150.00	100%	GEL 2,700.00
Office driver	Iuri Chekurishvili	Month	6	GEL 1,250.00	80%	GEL 6,000.00
Total salaries and wages						GEL 50,700.00
CONSULTANTS						
Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)	
						GEL -
Total consultants						GEL -
TRAVEL AND TRANSPORTATION						
Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)	
Accommodation for the training and information session for the representatives of the three municipalities covered by the PPD quality study in year 2 (2 days)	day*project staff (3 staff members)	6	GEL 250.00	100%	GEL 1,500.00	
Per diem for the training and information session for the representatives of the three municipalities covered by the PPD quality study in year 2 (2 days)	day*project stuff (3 staff members)	6	GEL 62.00	100%	GEL 372.00	
Total travel and transportation						GEL 1,872.00
OTHER DIRECT COSTS						
Name	Unit	Q-ty	Unit Rate (Price) in Gel	Level of Effort	Total (GEL)	
Develop promotional video on PPD quality tracking report	Video	1	GEL 3,500.00		GEL 3,500.00	
Develop one-pager of the PPD quality tracking report main findings	One-pager	1	GEL 150.00		GEL 150.00	
Catering for training and information session for the representatives of the three municipalities covered by the PPD quality study in year 1 (2 days)	Event	1	GEL 500.00	100%	GEL 500.00	
Translating PPD quality tracking report	Pages	40	GEL 40.00		GEL 1,600.00	
Presentation event of the annual PPD quality tracking report 2021 – 2024 and award ceremony	Meal, Venue, Equipment	Event	1	GEL 3,600.00		GEL 3,600.00
Simultaneous translation	Hours	4	GEL 330.21		GEL 1,320.84	
Report design	Report	1	GEL 1,200.00		GEL 1,200.00	
Report printing	Printed report	150	GEL 35.00		GEL 5,250.00	
Communications (Cell services)	Month	6	GEL 100.00		GEL 600.00	
Bank Fees	Year	1	GEL 450.00		GEL 450.00	
Total other direct costs						GEL 18,170.84
Total grant funds - Year 4						GEL 70,742.84

S.K.

<i>COST SHARE - Year 4</i>	<i>Name</i>	<i>Unit</i>	<i>Q-ty</i>	<i>Unit Rate (Price) in Gel</i>	<i>Level of Effort</i>	<i>Total (GEL)</i>
PR specialist	Magda Gugava	Day (3 days per month)	18	GEL 150.00	100%	GEL 2,700.00
Project Assistant	TBD	Month	6	GEL 1,200.00	50%	GEL 3,600.00
Office Rent		Month	6	GEL 6,300.00	10%	GEL 3,780.00
Utilities		Month	6	GEL 500.00	10%	GEL 300.00
Office Supplies		Month	6	GEL 300.00	10%	GEL 180.00
Postage/ Courier		Month	6	GEL 50.00	100%	GEL 300.00
<i>Total cost share</i>						GEL 10,860.00
<i>GRAND TOTAL - YEAR 4</i>						<i>GEL 81,602.84</i>

Cost share will be reported with the monthly Financial Report and will be supported with documentation to verify it. Verification documents should include timesheets, paystubs, invoices or market research (for in-kind contribution) etc. as applicable.

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ATTACHMENT III

PERFORMANCE REPORTING

A. PERIODICAL AND FINAL REPORTS

Recipient is responsible for managing each event within the grant and its monitoring. Recipient should prepare regular reports on implementation of activities as well as a final report. The Reports are Programmatic and Financial.

PROGRAMATIC REPORTS

- Quarterly Performance Reports, must include PPD Quality Tracking and M&E reporting
- Annual Reports, must include PPD Quality Tracking, System Sustainability Plan and M&E reporting
- Final Report, must include PPD Quality Tracking, System Sustainability Plan and M&E reporting
- Promotional Video(s) (Georgian/English)

PPD, training and/or other event memos must be submitted within 5 calendar days after the completion of an event.

Reports are submitted according to below agreed and approved schedule:

Report Type:	Scheduled On or Before:
Quarterly Performance Reports	10 calendar days after one quarter period completion
Annual Report	10 calendar days after one fiscal year period completion
Final Report	30 calendar days after Grant Activity completion
Promotional Video(s)	Shall be agreed with the Grant Administrator

Note: Quarter periods end on March 31st, June 30th, September 30th and December 31st. Fiscal year period ends on September 30th.

The Quarterly Performance Report must be in the following form:

[Name of Program]

Grant Progress Report

Organization Name:	Date of Report:
Grant Project Name:	Reporting Period:
Grant Number:	Report Submitted by:

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1. Introduction

Provide a brief overview of your project and objectives.

2. Major Activities and Accomplishments for this Reporting Period

Describe the activities conducted during this reporting period, including the targets you have achieved. Describe planned activities that you were not able to implement and targets that you were not able to meet. If appropriate, the Recipient should include readily results (e.g., number of people trained, number of jobs created). Such results should be disaggregated by gender when possible.

3. Analysis

How do your actual activities and achievements compare to what was planned for this period?

a. Successes

Describe successes this period and the factors that contributed to your success. Describe innovations or potential best practices that could be shared with other implementing groups.

b. Challenges

Discuss obstacles in implementing activities and achieving planned results (e.g. obstacles related to technical, managerial, financial, political or other constraints). Describe actions taken (how you attempted to overcome these obstacles and whether your efforts were successful) and actions required if the obstacle has not yet been overcome.

c. Capacity Improvements

Describe how organizational development activities have affected your operations, programs, and services.

d. Lessons Learned and Recommendations

Describe any lessons learned as you implemented the grant activities during the reported period and include recommendations for resolving similar situations.

4. Monitoring and Evaluation

Describe M&E activities implemented this period, including actions taken to manage quality of M&E data. Describe any planned changes to M&E indicators or targets.

Activity	Performance Indicator	Targets Achieved (this period)	Targets Achieved (Cumulative)	End of Project Target	Notes

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5. Financial Summary

The Recipient shall provide a summary of financial expenditures relative to achievements and documents to support Cost Share.

6. Plans for Next Reporting Period

Briefly describe plans for the next period under your agreement.

----- END -----

The Final Report shall be in the format as indicated in the Grants Recipient Handbook.

FINANCIAL REPORTS

- Monthly Financial Report, accompanied with Advance Request Form
- Quarterly Financial Report, part of Quarterly Performance Report
- Annual Financial Report, part of Annual Report
- Final Financial Report, part of Final Report

Reports are submitted according to below agreed and approved schedule:

Report Type:	Scheduled On or Before:
Monthly Financial Report (including advance request)	5 calendar days after one month period completion
Quarterly Financial Reports	10 calendar days after one quarter period completion
Annual Financial Report	10 calendar days after one fiscal year period completion
Final Financial Report	30 calendar days after Grant Activity completion

Note: Quarter periods end on March 31st, June 30th, September 30th and December 31st. Fiscal year period ends on September 30th.

Reports of Problems of Issues:

Recipients shall immediately notify the USAID Economic Governance Program of developments that have a significant impact on the award-supported activities, including problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award.

This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

ATTACHMENT IV
CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT

Deloitte Project Grants Administrator to attach required certifications:

From USAID Web Page: <http://www.usaid.gov/sites/default/files/documents/1868/303.pdf>

A signed copy of ADS 303mav, Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions, which includes:

1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
2. Certification Regarding Lobbying (22 CFR 227);
3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
4. Certification Regarding Terrorist Financing; and
5. Certification of Recipient

Other certifications and statements found in ADS 303mav, Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions:

1. A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;
2. A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable;
3. Other Statements of Recipients.

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ATTACHMENT V
MANDATORY STANDARD PROVISIONS
(ADS Chapter 303)
(provided electronically – available at Grants Portal Fluxx)

Attached from the USAID Web Page by reference:

Standard Provisions for Non-U.S. Nongovernmental Organizations

Mandatory Reference for ADS 303

<http://www.usaid.gov/ads/policy/300/303mab>

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ATTACHMENT VI
RECIPIENT HANDBOOK
(provided electronically – for informal reference only)

ATTACHMENT VII

BRANDING AND MARKING PLAN
(provided electronically – available at Grants Portal Fluxx)