Accountable Grant Arrangement

Between

The Government of the United Kingdom of Great Britain and Northern Ireland acting through the Foreign, Commonwealth & Development Office ("FCDO")
and
GIVEDIRECTLY **[27-1661997]** ("the Partner")
together called "the Participants"

FCDO Project Name: **Cash Transfers for Climate Resilience in Malawi**
FCDO Project Number: **400414**

1. In any correspondence with FCDO regarding this Arrangement, reference must be made to the Project Name and Project Number shown above.

Provision of grant

2. The arrangement and the purpose for which the grant will be used are set out in this Accountable Grant Arrangement, its annexes and the corresponding Proposal, {GiveDirectly - Cash for Climate Resilience - Chikwawa District and Log frame and Project Budget}. Collectively referred to as "this arrangement".

3. The project to which this Arrangement relates will start on **14/10/2024** and end on **31/12/2026** unless terminated earlier. FCDO will make available an amount not exceeding **£4,580,000 (Four million five hundred and eighty thousand pounds sterling).** The amount is expected to be allocated across the following payments.

FCDO Proposed payments	Allocation (£GBP)
November 2024	£1,963,000
March/April 2025	£1,000,000 TBC

October2025	**£1,617,000 TBC**

4. The 24/25 Budget for March 2025 is on condition that in the event of a humanitarian crisis that requires emergency funding, the budget may be adjusted to support the response. The current confirmed amount to spend is £1,963,000 for this FY.

5. The 25/26 budget is subject to the upcoming Spending Review but will be prioritised due to the ICF element of the Project.

6. The funding amount is subject to revision and is dependent on the fulfilment of the provisions of this Arrangement, any revisions to budgets, actual expenditure and need and the continuing availability of resources to FCDO.

Status and compliance with the law

7. The Partner is registered as a not-for-profit organisation and has the capacity to comply with the provisions set out in this Arrangement. If not previously provided, the Partner must provide evidence of its status to FCDO. The Partner must notify FCDO immediately if its status changes in any way.

8. The Partner and any person, organisation, company or other third-party representative engaged as part of this project ("Downstream Partners") will at all times comply with all applicable legislation, regulations and rules both in the countries they are registered and operating in. All Partners will comply with their reporting obligations to relevant national and international bodies such as the Charity Commission for England and Wales.

Prevailing language and amendments

9. In the event of translation, the English text of this document will prevail.

10. Any amendments to this Arrangement will be set out in writing and approved through FCDO's standard amendment letter or, where appropriate, a revised Arrangement.

Special provisions

11. GiveDirectly and FCDO will agree an annual work plan by 30 November 2024 with quarterly progress targets that will be linked to each payment with verification criteria.

Eligible expenditure

12. The funding amount is to be used solely for costs included as part of the budget agreed with FCDO for the delivery of the outputs and outcomes set out in the **log frame** included as part of this Arrangement.

13. FCDO funding will not be used to meet the costs of any other expenditure. In particular the Grant cannot be used to pay any of the ineligible items set out in FCDO's Eligible Cost Guidance for Accountable Grants. This includes the following:

Explicitly ineligible across all budget categories:

- Activities which may lead to civil unrest
- Activities which discriminate against any group on the basis of age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief Gifts
- Statutory fines, criminal fines, penalties and associated legal costs
- Payments for works or activities that are fully funded by other sources whether in cash or in kind, for example if premises are provided free of charge, FCDO will not contribute to a notional rent, activities in breach of EU legislation on State Aid.
- Bad debts to related parties
- Payments for unfair dismissal and associated legal costs

- Replacement or refund of any funds lost to fraud, corruption, bribery, theft, terrorist financing
- or other misuse of funds
- Inflation or foreign exchange contingency
- Contingency or risk premium
- Costs incurred prior to a formal agreement being executed including those associated with preparing bid or grant proposals

The following costs are ineligible unless they are a specific requirement of the grant arrangement, in which case they are eligible direct costs:

- Lobbying UK government, i.e. activities which aim to influence or attempt to influence Parliament, UK government or political activity, or UK legislative or regulatory action
- Activities which directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- Petitioning UK Government for additional funding;
- Costs associated with fundraising, advocacy and campaigning, marketing and communications, policy, retainer fees, capital expenditure, land and bank charges

14. Additionally, FCDO funds will not be used, unless explicitly approved by FCDO in writing in advance, to meet the cost of any refundable duties, taxes or similar charges applied by local Governments or by any local public authority.

Non-project attributable costs (NPAC)

15. The Partner will adhere to FCDO's Eligible Cost Guidance for Accountable Grants.

16. The Non-project Attributable Costs (NPAC) to be paid by FCDO for this project are as calculated in the agreed budget.

17. The maximum amount of NPAC payable under this arrangement will be calculated based on the final total of FCDO funds spent under this arrangement.

18. Any change to the budget, including NPAC, must be explicitly approved by FCDO in writing in advance. The Partner will inform FCDO of any significant changes to organisational overheads that may affect the NPAC.

19. The Partner will repay any surplus NPAC following a final reconciliation against total spend at the end of this project.

Digital Spend

20. The UK government defines digital spend as "any external-facing service provided through the internet to citizens, businesses, civil society or non-government organisations." In FCDO, this applies to any spend on web-based or mobile information services, websites, knowledge or open data portals, transactional services such as cash transfers, web applications and mobile phone apps.

21. The Partner will ensure that all Digital Spend related to this Arrangement is carried out in a manner consistent with the Digital Service Standard, the Technology Code of Practice and the Principles for Digital Development.

22. The Partner and its Downstream Partner will notify the FCDO programme team of any proposed digital spend prior to carrying out any digital activities. FCDO will then engage with the respective Partner or Downstream Partner to complete the 'Get approval to spend' online form on their behalf. The FCDO programme team will

receive feedback and approvals from FCDO's Portfolio Assurance Team, which will be shared with the respective Partner or Downstream Partner(s).

Disbursement and financial reporting

23. The funding amount approved is as per the Sterling (GBP) value, as at the date of signature of this Arrangement. FCDO's preferred currency for disbursements is in GBP. Where it is more efficient to pay in foreign currency, FCDO may do so, however, the funding amount will still be that approved in GBP as at the date of signature of this Arrangement. Budgets must be submitted in GBP with the stated exchange rate specified (including the date and the source of rate used).

24. The Partner is responsible for monitoring and managing any exchange rate fluctuations across the life of the project. Where significant exchange rate gains or losses are being accumulated the Participants will jointly decide how these are managed.

25. Where costs are incurred in foreign currency the Partner will use the weighted average exchange rate stated in OANDA (www.oanda.com) for the month on which the purchase was made or services acquired by the Partner. Use of any other exchange rate should be approved in writing in advance.

26. In line with UK Government financial regulations, FCDO will not pay in advance of operational or commercial need and justification will be required for any FCDO payment prior to partner disbursement. Where a Pre-Payment is approved and the Partner is holding FCDO funds, prior to disbursement, funds should be held in a minimum risk interest bearing account. Any interest accruing from these investments will be re-invested within the project.

27. When requesting payment, the Partner will complete Annex 2: Partner Payment Request Form. Along with the request the Partner should provide detailed

project financial reports that set out in both cash and resource terms actual expenditure to date against the approved project budget and quarterly forecast expenditure for FCDO's financial year (1 April-31 March). Where payment in advance has been agreed, a copy of the Partner's justification and FCDO's agreement should be included with each payment request. In multi-donor arrangements, these reports should clearly segregate the FCDO proportion of funding.

28. Payment will be made to the bank account details provided. The Partner will ensure that these details are shared with the key contact in the FCDO Programme Team and provide updates as needed if bank details change. The Partner should confirm the details for this Arrangement within the Payment Request Form for each payment.

29. All outstanding claims must be submitted no later than six months after the Project End Date.

30. The Partner will reimburse FCDO any overpayment or erroneous payment made by FCDO within 30 days of receiving a sales invoice.

31. FCDO may, from time to time, request project financial reports for the calendar year in line with Official Development Assistance reporting requirements.

32. FCDO funds must be separately accounted for by the Partner and therefore readily identifiable at all times unless explicitly approved otherwise and in writing by FCDO.

Performance reporting

33. The Partner will provide FCDO with quarterly progress reports on the execution of this Arrangement that describe performance against indicators contained in the **log**

frame and, where possible, the associated receipt and utilisation of the resources used to deliver these. Continuation of this Arrangement after year one will be dependent upon satisfactory progress and Value for Money being achieved each previous year. These reports should be sent to FCDO within 3o days of the end of the previous quarter.

34. The Partner will at least once annually as part of the regular reporting outlined above, provide a proportionate and meaningful summary of:

- how they have given due regard to the need to: a) prevent discrimination, harassment and victimisation; b) advance equality of opportunity between persons who share and do not share protected characteristics; and c) foster good relations between those persons (in particular the protected characteristics of disability, race, sex, age, religion or belief, gender reassignment or sexual orientation).
- specific needs of girls, women, boys and men, and the extent to which women and girls have been included in design, implementation and monitoring of the Project. This will include an assessment of:
    - how the Grant supports the reduction of gender inequality;
    - progress against any gender-related commitments made in the Proposal; and,
    - potential unintended negative consequences, such as gender-based violence.

35. The Partner will at least once annually as part of the regular reporting outlined above in line with the UK Government's commitment to align all UK ODA to the Paris Agreement and the Kunming Montreal Global Biodiversity Framework, provide a summary of how climate and environment risks and opportunities have been proportionately considered throughout design, implementation and monitoring of the project. This will include an assessment of:

- the impact of the Project on current and future climate and environment risk (including any opportunities);
- the vulnerability of the Project itself to current and future climate and environment risk;
- a summary of any mitigating actions put in place (including how environmental safeguarding concerns have been considered) where relevant.

In addition, programmes that address climate change mitigation and / or adaptation must report on all relevant International Climate Finance (ICF) Key Performance Indicators (KPIs), disaggregated to the appropriate level following FCDO's Inclusive Data Charter.

36. The Partner will notify FCDO of any delay, obstruction or event which interferes with or threatens to interfere with this Arrangement. This includes any delay, obstruction or event which damages or is capable of damaging the reputation or integrity of FCDO or that of the Project.

37. The Partner will seek to ensure that beneficiary feedback is integrated in project design, mobilisation, delivery, monitoring, evaluation and annual review processes and takes account of the voices of both women and men. The Partner should work with, through and represent the diversity of communities in order to respond to their needs more effectively and strengthen accountability.

38. The Partner will conduct a post-evaluation of the activities financed from this Arrangement that will focus on the results achieved, efficiency, effectiveness of implementation and quality of administration. This will be provided to FCDO no later than six months after the Project End Date.

Due diligence

39. In utilising the resources, the Partner will exercise the same care in the discharge of its functions under this Arrangement as it exercises with respect to the administration and management of its own resources and affairs. The Partner will co-operate fully with any due diligence assessment by FCDO or its agents, of the Partner's own internal controls and system prior to or during the implementation of this Arrangement and take appropriate action on any recommendations arising. Due diligence assessments may be conducted every 3 years or earlier if there is a significant change to the Partner's procedures and controls or operating environment. A range of tools may be used to conduct the assessment and continuation of this Arrangement will be dependent on FCDO being satisfied that the Partner has sufficient capacity and capability to deliver the project and manage FCDO funds.

40. The Partner will undertake suitable due diligence and take the necessary steps prior to transferring FCDO funds and at regular intervals throughout the implementation to assess the internal controls and systems of any Downstream Partners. These assessments will be shared with FCDO, upon request and should determine, relative to project risk:

- the reliability, integrity and efficiency of the Downstream Partners' controls, systems and processes including compliance with applicable legislation, regulations, rules, policies and procedures;
- whether the Downstream Partner can successfully deliver the relevant outputs based on its processes, past experience and whether they have the sufficient staff capacity and capability available;
- the Downstream Partner's ability to correctly manage and account for aid monies and assets as well as its financial health; and
- where appropriate, whether the Downstream Partner has sufficient capacity and capability to properly monitor and control its implementing partners.

41. The Partner is accountable for ensuring Downstream Partner assessments are completed, however it may choose to pass all or part of its responsibility for

conducting these assessments down the delivery chain. Where it does so, the Partner will ensure that the Downstream Partner conducting the assessment has sufficient capacity and capability to conduct these assessments in a manner consistent with the Partner's obligations under this Arrangement.

Delivery chain risk mapping

42. The Partner will maintain and provide to FCDO an up to date and accurate record of Downstream Partners in receipt of FCDO resources. This forms the basis of the delivery chain risk map which should demonstrate how funds flow from the initial source to end beneficiaries, and the risks and potential risks along the chain.

43. The delivery chain risk map should be updated regularly by the Partner and when there are material changes to the project risk assessment and/or to delivery partners in the chain. As a minimum the Partner will provide FCDO with an updated delivery risk map at the following intervals:

- within 60 days of the commencement of this Arrangement;
- annually, as part of the annual review Process; and
- at the end of the project, as part of the project completion review process

Audit and assurance

44. The Partner will within nine months of the end of their financial year provide FCDO with independent assurance that FCDO funds have been used for the intended purposes. This includes for all financial years in which they receive and/or spend FCDO funds under this Arrangement even where the end of the financial year is beyond the life of this Arrangement. The Partner will provide, **annual accounts audited by an independent and appropriately qualified auditor where FCDO project funding is clearly segregated from other funds.**

45. The Partner will ensure that all goods and services financed either fully or in part from FCDO funds will continue to be used for the purpose set out within this

Arrangement. In the event of such goods or services being used for other purposes, the Partner must notify FCDO immediately and in writing and FCDO may seek to recover from the Partner the value of the goods and services concerned.

46. The Partner will retain all records associated with this Arrangement for a period of not less than 5 years after the end of this Arrangement.

Information and data protection obligations

47. The Partner acknowledges that FCDO is subject to the requirements of the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the UK General Data Protection Regulation (UKGDPR), the Data Protection Act 2018 (DPA), subordinate legislation and guidance and codes of practice issued by the Information Commissioner and relevant Government Departments.

48. The Partner will assist and co-operate with FCDO to enable FCDO to comply with its information disclosure and data protection obligations.

49. The Partner is the controller of any data created or processed and will perform its obligations under this Arrangement in such a way as to protect the personal information of individuals.

Confidential Information

50. Except to the extent set out in this Confidentiality section of this Arrangement, or where disclosure is expressly permitted, the Participants shall treat all Confidential Information belonging to each other as confidential and shall not disclose any Confidential Information to any other person unless expressly agreed in advance and in advance by either Participant, except to such persons who are directly involved in the delivery of the Project and who need to know the information.

51. Nothing in this Confidentiality section of this Arrangement shall prevent FCDO disclosing any Confidential Information obtained from the Partner:

- for the purpose of the examination and certification of FCDO's accounts; or pursuant to section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which FCDO has used its resources; or
- to any government department, consultant, contractor or other person engaged by FCDO, provided it only discloses the information which is necessary for the purpose concerned and requests that the information is treated in confidence and that a confidentiality undertaking is given where appropriate;
- where disclosure is required by Law, including under the Information and Data Protection Legislation.

52. Nothing in this Confidentiality section of this Arrangement shall prevent either Participant from using any techniques, ideas or know-how gained during the performance of its obligations under this Arrangement in the course of its normal business, to the extent that this does not result in a disclosure of the other Participant's Confidential Information or an infringement of the other Participant's Intellectual Property Rights.

Transparency

53. The Partner will publish to the International Aid Transparency Initiative (IATI) standard on all its FCDO funding within one year of the start of this Arrangement. The intention of this commitment is to allow traceability throughout the delivery chain. For further advice please go to FCDO IATI Guidelines - GOV.UK (www.gov.uk).

54. The Partner gives consent for this Arrangement (and any subsequent amendments) and associated funding information to be published on FCDO's website.

Open Access

55. The Partner will make all in scope research outputs from the **[name of work/programme]** available to the public in accordance with the FCDO Open Access Policy as may be updated from time to time.

Responsibility

56. The Partner is solely accountable for compliance with the provisions of this Arrangement including where the Partner engages any Downstream Partner(s). The Partner will reflect the provisions of this Arrangement as necessary in any arrangement(s) with any Downstream Partner(s) to ensure both the Partner and Downstream Partner(s) are compliant with the provisions of this Arrangement.

57. FCDO will not be responsible for the activities of the Partner or any Downstream Partner(s) in connection to this Arrangement, nor will FCDO be responsible for any costs incurred by the Partner or its Downstream Partner(s) in terminating their engagement or the engagement of any other person, company or organisation.

58. The Partner will be accountable for the appropriate use of FCDO funds, management of risk and delivery of project outputs and outcomes and will keep FCDO reasonably informed of any known adverse effects of aid expenditure that have an undesired or unexpected result upon recipients including any adverse gender related impacts.

59. FCDO may at any time during, and up to five years after the termination of this Arrangement, conduct or arrange for additional investigations, audits, on-the-spot checks and inspections to be carried out, or ascertain additional information where FCDO considers it necessary. These may be carried out by FCDO or any of its duly authorised representatives or agents. Access will be granted, as required, to all sites and relevant records. The Partner will ensure that necessary information and access

rights are explicitly included within all funding arrangements with its Downstream Partner(s).

Risk management

60. The Partner will establish an effective project risk management process that takes account of the Project context and as a minimum includes:

- Maintaining an up-to-date risk register that enables individual risks to be clearly identified, with explicitly allocated ownership, and includes an assessment of the likelihood and impact of the risks materialising and details of how the risks will be managed. The Partner will share the risk register with FCDO upon request;
- A regular dialogue in line with agreed reporting requirements on risk with FCDO, Downstream Partners and other relevant Project stakeholders;
- The escalation to FCDO, as soon as possible, of any new or change to existing risk or issue that has the potential to materially impact on the delivery of the Project, the use of the Grant or the reputation or integrity of FCDO.

61. The Partner will manage all risks in relation to this project unless otherwise approved as part of the risk register and in writing with FCDO. Where the Partner transfers risk to any Downstream Partner, the Partner will remain accountable to FCDO for the effective management of that risk.

Cyber security

62. Cyber security is the protection of systems, networks and data to prevent cybercrime. The Partner is responsible for managing cyber security risk under its own policies and procedures.

Procurement

63. The Partner will ensure that any procurement using FCDO funds adheres to international best practice and applicable regulations, is transparent, fair and open and is designed to achieve value for money.

64. Records of all procurement activity including but not restricted to, costs, volumes, suppliers, value for money, savings and efficiencies must be kept by the Partner and made available to FCDO, upon request. FCDO reserves the right to assess the procurement capacity and capability of the Partner at any time.

Exclusivity Arrangements

65. The Partner will not include in any arrangement related to this project with any Downstream Partner(s) any provisions which limit Downstream Partner(s) from working directly with FCDO or any other organisation, except as required under paragraph 86 of this Arrangement.

Assets and inventory

66. The Partner will establish and maintain an inventory of all Project Assets, as defined in Annex 1: Project Definitions.

67. The Partner will ensure that a physical check of all assets takes place on at least an annual basis and submit to FCDO an up-to-date inventory using the template provided in Annex 4: Inventory, providing confirmation of the checks, alongside the annual accounts. Where possible the Partner should undertake these checks directly.

68. The Partner will be accountable for the appropriate use and control of inventory items, in line with this Arrangement.

in, and to identify environmental risks that are imminent, significant or could cause harm or reputational damage to FCDO.

Communication and branding

74. The Participants will collaborate and proactively look for ways to build support for development and raise awareness of FCDO's funding. The Partner will explicitly acknowledge FCDO's funding, in written and verbal communications about activities related to the funding, to the public or third parties, including in announcements, and through use, where appropriate, of FCDO's "UK International Development – Partnership, Progress, Prosperity" logo ('UK Dev logo') in accordance with FCDO Branding Guidance for ODA funded programmes, unless otherwise approved in advance by FCDO, and in all cases subject to security and safety considerations of the Partner.

75. The Partner will provide a visibility statement using the template provided in Annex 5: UK International Development and UK Aid Visibility Statement of how and when they will acknowledge funding from FCDO and where they will use the UK Dev logo, which should be approved by FCDO prior to the Partner releasing any public communications. The Partner will include reference to this in its progress reports and annual reviews.

76. The Partner may use the UK Dev logo in conjunction with other donor logos, and where the number of donors to a project is such as to make co-branding impractical, acknowledgement of funding from FCDO should be equal to that of other co-donors making contributions of equivalent amounts to the project.

Intellectual property

77. Intellectual property in all material (including, but not limited to, reports, data and designs, whether or not electronically stored) produced by the Partner or its personnel, members or representatives in the course of this Arrangement ("the

69. The Partner will manage the risk of assets being lost, stolen, damaged or destroyed under its own policies and procedures. FCDO expects the Partner to cover the cost of repairing or replacing lost, stolen, damaged or destroyed assets and should make a risk-based decision on how best to do this. If the Partner decides to take out project specific commercial insurance to cover lost, stolen, damaged or destroyed assets, FCDO funds cannot be used to fund the premiums unless, by exception, explicitly approved in writing in advance.

70. FCDO will retain ultimate ownership of all assets, specifically project assets, financial assets and information assets, **with the exception of Material and Partner Material as defined in Section 76 of this Agreement]**, until ownership transfer or asset disposal is otherwise approved in writing by FCDO normally at the end of this Arrangement. The Partner should propose an appropriate disposal schedule to FCDO in writing no later than 14 days before the Project End Date.

Health, safety and security

71. The Partner is responsible for all security arrangements in relation to this Arrangement including the health, safety and security of any person employed or otherwise engaged as part of this Arrangement, and will flow down any such requirements to those employed or engaged by any Downstream Partners.

72. FCDO funds cannot be used to fund any project specific insurance premiums intended to cover medical expenses, injury or disablement, and death unless, by exception, explicitly approved by FCDO in writing in advance.

Environment

73. The Partner is committed to high environmental standards, recognising that their activities may change the way people use and rely on the environment, or may affect or be affected by environmental conditions. The Partner will ensure that they have taken sufficient steps to protect the local environment and community they work

Material") will be the property of the Partner. FCDO acknowledges and agrees that the Material may incorporate certain of Partner's proprietary techniques, tools, know-how, methodologies, patentable ideas, processes, information and trade secrets that existed prior to the commencement of the Agreement or are developed or obtained by Partner outside the scope of this Agreement, are not specific to FCDO and are of general applicability to the programs Partner provides across its donor base (collectively, the "Partner Materials"). Notwithstanding any provision hereof to the contrary, FCDO acknowledges and agrees that the Partner shall retain exclusive ownership of the Partner Materials, including but not limited to any copyrights, patents, trademarks, trade secrets, and other intellectual property rights in or related to the Partner Materials.

78. In signing this Arrangement, the Partner hereby grants to FCDO a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material (with the exception of Partner Materials related to software), where "use" shall mean, without limitation, the reproduction, publication and sub-licence of all the Material and the intellectual property therein,for non-commercial use.

79. FCDO shall inform the Partner before it seeks to sub-license or reproduce and sell any Material and the intellectual property therein, for use by any person or other dealing anywhere in the world in relation to the license agreed in paragraph 76.

80. Ownership of Third-Party software or other intellectual property necessary to deliver the activities funded by this Arrangement remains with the relevant Third-Party. The Partner must ensure they have obtained relevant agreement from the third-party before any additions or variations are made to the standard 'off-the-shelf' versions of any Third-Party software or other intellectual property. The Partner will be responsible for obtaining and maintaining any appropriate licences to use the Third-Party software.

Conflict of interest

81. Neither the Partner nor any individual employed or contracted by the Partner shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Arrangement. The Partner will inform FCDO as soon as possible if there is a conflict of interest which interferes or threatens to interfere with this Arrangement, whether financed in full or in part by FCDO. The Partner will share the conflict-of-interest register relating to this Arrangement on request.

Aid Diversion

82. Aid Diversion is any event, including fraud, corruption, bribery, theft, terrorist financing, money laundering and other misuse of funds that prevents funds being directed to the aid outcomes or recipients intended.

83. The Participants without undue delay will inform each other of any event which interferes or threatens to interfere with this Arrangement, whether financed in full or in part by FCDO, including credible suspicions of, or actual Aid Diversion. The Partner should assess credibility based on the source of the allegation, the content, and the level of detail or evidence provided.

84. The Partner should contact FCDO's Counter Fraud Section at reportingconcerns@fcdo.gov.uk or +44 (0)1355 843747 if they have any cause to suspect a case of fraud or misuse of funds. All information will be treated with the utmost confidentiality. Information can also be reported directly to the FCDO programme team managing where appropriate; this will be immediately passed on to FCDO's Investigations Department. The Partner should also ensure Downstream Partners are aware of how to contact FCDO's Investigations Department.

85. The Participants have a zero-tolerance approach towards inaction or mishandling of Aid Diversion. Both Participants will fully co-operate with investigations into such events, whether led by FCDO or the Partner.

86. Notwithstanding any provisions in this Arrangement or other contractual requirements, FCDO may recover from the Partner all or part of the funds paid under this Arrangement in the event of actual or suspected Aid Diversion.

87. It is the policy of the FCDO to prevent and suppress the financing of terrorist acts and to refrain from providing support to those organisations and individuals involved in them. In accordance with this policy, the FCDO expects the Partner to take all reasonable steps to ensure that activities funded by the Grant comply with relevant United Nations Security Council resolutions, including S/RES/1267 (1999) and S/RES/1373 (2001), and related resolutions S/RES/2462 (2019) and S/RES/2664 (2022).

88. The FCDO expects the Partner to take a risk-based approach and consider its likely exposure to UK sanctions and terrorism legislation and to take all reasonable steps to mitigate the associated risks, including in relation to making funds available to designated persons or entities, or proscribed groups, including those on the following lists as updated from time to time:

Consolidated List of Financial Sanctions Targets in the UK[1] - HMT Treasury
Proscribed Terrorist Organisations in the UK[2] - UK Home Office

The Partner shall not be in breach of this paragraph if it conducts activities under this Arrangement which are covered by an exception contained in UK law or by a general licence issued by the UK Government.

89. The need to respect relevant UK terrorism legislation and sanctions regulations should not impede the timely delivery of humanitarian assistance or other activities that support basic human needs in accordance with humanitarian principles, international humanitarian law and human rights law, and S/RES/2462 and S/RES/2664. The Partner is therefore not expected to screen end-beneficiaries. The Partner and any Downstream Partners are also not precluded from liaising with

designated persons or members of designated entities and proscribed groups to implement the activities funded by this Arrangement.

Safeguarding for the prevention of sexual exploitation, abuse and sexual harassment

90. The Participants have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and sexual harassment ("SEAH") and agree the terms set out in Annex 6. This means the Partner, and its implementing partners, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this Arrangement by both its employees and any implementing partner and respond appropriately when reports of SEAH arise. The Partner will apply the IASC Six Core Principles relating to Sexual Exploitation and Abuse and will adhere to the IASC Minimum Operating Standards on PSEA and/or the Core Humanitarian Standard on Quality and Accountability.

91. When the Partner becomes aware of suspicions or complaints of SEAH, the Partner will take swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for criminal matters) when safe to do so and after considering the wishes of the survivor. The Partner will immediately contact FCDO at reportingconcerns@fcdo.gov.uk to report any allegation credible enough to warrant an investigation of SEAH related to this Arrangement. The Partner will promptly report to FCDO any allegation credible enough to warrant an investigation of SEAH that are not directly related to this Arrangement but would be of significant impact to the partnership with FCDO. It is understood and accepted that the Partner's arrangement to report on SEAH is subject to not compromising the safety, security, privacy and due process rights of any concerned person.

Termination and closure

92. To allow for final payments, this Arrangement will terminate six months after the Project End Date unless terminated earlier in accordance with the provisions in this Arrangement.

93. If FCDO is concerned that the provisions of this Arrangement have not been fulfilled by the Partner, or if any activities occur which will significantly impair the implementation or development value of the project, FCDO will discuss its concerns with the Partner in an attempt to resolve any issues. Following such negotiation, this Arrangement may be amended, suspended or terminated in accordance with the relevant provisions in this Arrangement.

94. This Arrangement can be terminated at any time by three months' written notice by either Participant. All unspent funds other than those irrevocably committed in good faith before receipt of a written notice of termination, in line with this Arrangement and approved between the Participants as being required to finalise activities, will be returned to FCDO within 30 days of the date of receipt of a written notice of termination. At any time when returning funds, the Partner must quote the relevant Sales Invoice reference number.

95. Notwithstanding any provisions in this Arrangement or other contractual requirements, FCDO may suspend or terminate this Arrangement with immediate effect, in preference to the standard notice period, and at its discretion may recover all or part of the funds paid under this Arrangement if any of the following occur:

a) The Partner directly or through its Downstream Partners either repeatedly fails to comply with, or is in material breach of, any of the provisions of this Arrangement or any other FCDO arrangement or contract whether currently or previously in place;

b) The Partner, or any Downstream Partner, at any time during this Arrangement becomes insolvent or goes into liquidation, administration or other similar process, is dissolved or enters into any arrangements with its creditors;

c) The Partner or any Downstream Partner, without the prior consent of FCDO in writing, assigns or transfers, or purports to assign or transfer, or causes to be assigned or transferred, any interest in this Arrangement or any part, share or interest therein;

d) There is a change in identity or character of the Partner (such assessment to be made at FCDO's sole discretion) or that of any Downstream Partner including, but not limited to, through the take-over, merger, change of ownership or control.

e) An event occurs which materially affects, or has the potential to materially affect, the performance of the Partner's obligations as part of this Arrangement;

f) In the event of actual or suspected Aid Diversion;

g) In the event of actual or suspected sexual exploitation, abuse or harassment;

h) An event occurs which damages, or is capable of damaging, the reputation or integrity of FCDO or that of the project to which this Arrangement relates.

96. The Partner will return any surplus NPAC and unspent funds remaining at the end of this Arrangement within 14 days of receiving a Sales Invoice from FCDO, unless otherwise agreed by FCDO in writing. At any time when returning funds, the Partner must quote the relevant Sales Invoice reference number.

Signature

97. This Arrangement places on record the understanding of the Participants and comes into operation on the date of signature below.

Signed on behalf of FCDO

Name:	Olympia Wenaho-Bibby
Position:	Dep Hty High Commr + Prospect Director
Address/Contact Details:	British High Commission PO Box 30042, Lilongwe
Date:	19/11/24

Signed on behalf of the Partner: Signed by: Nick Allardice 8DD5B72AB909473...

Name:	Nick Allardice
Position:	President & CEO
Address/Contact Details:	GiveDirectly, Inc. PO Box 3221 New York, NY USA 10008 grants@givedirectly.org
Date:	November 14, 2024 | 7:45 AM PST

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ANNEX 1: PROJECT DEFINITIONS

AID DIVERSION	Any event, including fraud, corruption, bribery, theft, terrorist financing, money laundering and other misuse of funds that prevents funds being directed to the aid outcomes or recipients intended.
ANNEX(ES)	The Annexes attached as part of this Arrangement, including the Proposal, Results Framework and Project Budget
ANNUAL ALLOCATION	The maximum amount of the Grant that has been allocated to be paid/spent in each Financial Year
ANNUAL REPORT	A report submitted annually that describes performance against the output and outcome indicators in the Results Framework and the utilisation of the Grant to deliver, covering the previous 12 months
ARRANGEMENT END DATE	Six months after the Project End Date
BENEFICIARIES	The people, communities, populations and constituents that the Project intends to benefit as defined in the Proposal and Results Framework.
BENEFICIARY ENGAGEMENT	The two-way process of involving beneficiaries in the design, delivery, monitoring, review and evaluation of the Project.

CONFIDENTIAL INFORMATION	Confidential information means any information (however conveyed, recorded or preserved) disclosed by a party or its personnel to another party (and/or that party's personnel) whether before or after the date of this arrangement, including but not limited to:
	• Any information that ought reasonably to be considered to be confidential (whether or not it is so marked) relating to:
	  ○ the business, affairs, customers, clients, suppliers or plans of the disclosing party; and
	  ○ the operations, processes, product information, know-how, designs, trade secrets or software of the disclosing party; and
	• Any information developed by the parties in the course of delivering the project
	• The FCDO's Personal Data;
	• Any information derived from any of the above.
	
	Confidential information shall not include information which:
	• Was public knowledge at the time of disclosure (otherwise than by breach of paragraph 11 of these conditions;
	• Was in the possession of the receiving party, without restriction as to its disclosure, before receiving it from the disclosing party;
	• Is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or
	• Is independently developed without access to the confidential information.

DELIVERY CHAIN	The chain of all partners involved in the delivery of the outputs and outcomes of the Project from the Partner, through Downstream Partners, to the Beneficiaries.
DELIVERY CHAIN RISK MAP	A visual depiction of the Project's delivery chain that should to the extent possible include: • The name of all downstream delivery partners and their functions. • Funding flows (e.g. amount, type) to each delivery partner. • Risks involved in programme delivery, mitigating measures and associated controls.
DIGITAL SPEND	Any external-facing service provided through the internet to citizens, businesses, civil society or non-government organisations, including any spend on web-based or mobile information services, websites, knowledge or open data portals, transactional services such as cash transfers, web applications and mobile phone apps.
DOWNSTREAM PARTNER / IMPLEMENTING PARTNER	Any person, organisation or entity within the Partner's delivery chain that receives an allocation of the Grant either directly or indirectly to deliver the outputs and outcomes of the Project.
DUPLICATE FUNDING	Using the Grant to pay for costs which have been or will be paid from another Third Party source.
ELIGIBLE EXPENDITURE	Any cost or item of expenditure which has been agreed as part of the Project Budget
FCDO	The Foreign Commonwealth and Development Office, including any third party representative or agent it duly authorises to act on its behalf
FINANCIAL YEAR	The standard UK Government Financial Year, 1 April to 31 March
GRANT	The funding amount FCDO will pay to the Partner to deliver the Project
GRANT COMPLETION REPORT	A final report submitted at the end of the grant that describes performance against the output and outcome indicators in the Results Framework and the utilisation of the Grant to deliver, covering the full grant duration
INFORMATION AND DATA PROTECTION LEGISLATION	Any applicable law relating to the processing of Personal Data and privacy including the General Data Protection Regulation (GDPR); the Data Protection Act 2018; the Environmental Information Regulations 2004; the Freedom of Information Act 2000; relevant subordinate legislation, guidance and codes of practice issued by the Information Commissioner and relevant government departments.
INTELLECTUAL PROPERTY	All material produced by the Partner or its representatives in relation to the Project in the course of this Arrangement (including, but not limited to, reports, data and designs, whether or not electronically stored)
NON-PROJECT ATTRIBUTABLE COSTS (NPAC)	Costs incurred by an organisation in order to support the projects that it runs that are not feasibly allocable to a single project.
PARTICIPANTS	Both the FCDO and the Partner together
PARTNER	The direct Grant recipient named in the Accountable Grant Arrangement

PERSONAL DATA	has the meaning given to it in the Information and Data Protection Legislation as amended from time to time
PRE-PAYMENT	A payment made by FCDO in advance of the Partner incurring expenditure but where operational or commercial need for the payment has been justified and agreed
PROJECT	The set of activities, outputs and outcomes to which the Grant relates as named in the Accountable Grant Arrangement and described in the corresponding Proposal, Results Framework and Project Budget.
PROJECT ASSET	Equipment or supplies purchased in part of or fully by the Grant which have a useful life of more than one year from purchase. This applies to: • an individual asset with a purchase price or development cost in excess of £500 or equivalent in local currency; or • lower value items that are mobile and considered attractive (e.g. Mobile phones, cameras, laptops, tablets, satellite phones, vehicles, food, pharmaceutical products, relief packs, etc.) With a combined purchase price or development cost in excess of £500 or equivalent in local currency.
PROJECT BUDGET	The most recent Budget for the Project which has been agreed in writing with FCDO
PROJECT END DATE	The date on which the Grant ends either as noted in the Accountable Grant Arrangement or an earlier date as noted in formal termination communication in accordance with the Termination section of this Arrangement. This indicates the latest point at which the Partner may incur costs that can be paid from the Grant.
PROJECT NUMBER	The FCDO reference number for the Project to be delivered
PROJECT START DATE	The date on which the Grant begins. This cannot be earlier than the date the Arrangement comes into operation (i.e. is signed by both Participants) and indicates the earliest point at which the Partner may incur, or commit to incur, costs that can be paid from the Grant.
PROJECT TITLE	The FCDO name for the Project to be delivered
PROPOSAL	The document written and submitted by the Partner setting out the Project
RESULTS FRAMEWORK	The logframe or other results framework that contains the expected outputs, outcomes and impact along with measurable indicators and milestones to assess progress against a defined baseline.
THE/THIS ARRANGEMENT	The provisions within this document, its Annexes including the corresponding Proposal, Results Framework and Project Budget, and any subsequent amendments
THIRD PARTY	Any person, organisation or entity other than the Partner or FCDO
UK GOVERNMENT	The Government of the United Kingdom of Great Britain and Northern Ireland
UNSPENT FUNDS	Any part of the Grant paid to the Partner that remains unspent and uncommitted at the end of the Grant Period

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VALUE FOR MONEY	Making the best possible use of our resources to maximise our impact. This means driving cost efficiency, throughout the life of the programme by budgeting and pricing realistically and appropriately to reflect delivery requirements and levels of risk over the life of the programme. It also entails managing uncertainty and change by regularly monitoring and updating programme plans and budgets, and building appropriate contingency levels therein, to protect value in the often-challenging environments that both parties work in.

ANNEX 2: PARTNER PAYMENT REQUEST FORM

To:	[INSERT {FCDO PROJECT MANAGER}, {COUNTRY/DEPARTMENT}]

When submitting this payment request the Partner must include the following supporting documentation:

1) Detailed project financial reports that set out in both cash and resource terms actual expenditure to date against the approved project budget and quarterly forecast expenditure for FCDOs financial year (1 April-31 March).
2) Reports must be in Sterling (GBP). Foreign currency reports should be converted using the relevant exchange rate in OANDA (www.oanda.com).
3) In multi-donor arrangements, reports should clearly segregate the FCDO proportion of funding.
4) For payments in advance, a copy of the Partner's justification and FCDOs agreement.

Title and Details and Summary of Funding

Organisation			
Title of Grant / Project name			
Project Location			
FCDO Component Code / Purchase Order No.			
Date of Claim			
Period of detailed Statement of Expenditure	**{dd/mm/yyyy}**	*to*	**{dd/mm/yyyy}**
Period of detailed Forecast of Expenditure	**{dd/mm/yyyy}**	*to*	**{dd/mm/yyyy}**

For Payments in Arrears	
(a) Unspent balance of FCDO funds for the quarter ending **{dd/mm/yyyy}**	
(b) Partner Expenditure for the quarter ending **{dd/mm/yyyy}**	
Payment requested for previous quarter ((b)-(a))	

OR

For Payments in Advance

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(c) Unspent balance of FCDO funds for the quarter ending **{dd/mm/yyyy}**	
(d) Forecast of Expenditure for next quarter ending **{dd/mm/yyyy}**	
Payment requested for next quarter ((d)-(c))-	

For All Projects	
Partner Forecast Expenditure to 31 December	
Partner Forecast Expenditure to 31 March	

Partner Bank Details

Bank Name:	Chase Manhattan Bank
Bank Postal Address:	919 3rd Ave., New York, NY, 10022, USA
Name of Account:	GiveDirectly, Inc
Bank Account Number:	120191050
Routing Number	021000021
Currency of Bank Account:	USD
IBAN number: [required for bank accounts within Europe]	NA
SWIFT number:	CHASUS33
ABA or BIC Number: [BIC required for bank accounts within Europe]	NA
Intermediary bank details:	NA
Bank Email Address:	eric.l.neier@jpmchase.com

ANNEX 3: AUDIT DISCHARGE

GiveDirectly will provide to FCDO, within nine months of the end of its financial year, independent assurance that FCDO funds have been used for the intended purposes by submitting

a statement showing FCDO project funding that is certified by an independent and appropriately qualified auditor. Accompanied by the Partner's annual audited accounts.3

Certification

I certify that this claim is correct and that the sum requested is properly due on the basis of the information provided, project outputs and outcomes and on the work carried out or future work plans. I confirm that receipt of this payment will not result in double funding of the work carried out or future activities. I have the authority to sign this on behalf of the **{PARTNER NAME}**

Signature:	
Date:	
Name:	
Job title:	
Address & Contact Details:	

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ANNEX 4: INVENTORY

Project Name: {Project Name}
FCDO Project Number: {Project Number used on Aid Management Platform (AMP)} **FCDO Component Code: {AMP Component Number}**

FCDO considers any equipment and/or supplies purchased in part of fully from FCDO funds as project assets if they have a useful life of more than one year; and either (1) the purchase price or development cost of the asset is in excess of £500 or equivalent in local currency; or (2) is a group of lower value items (e.g. pharmaceutical products, food, relief packs, etc.) where the combined value is in excess of £500 or equivalent in local currency; or (3) can be considered an attractive item regardless of cost (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, etc.).

Item no.	Serial no.	Date of purchase (dd/mm/yy)	Description (Make and Model)	Purchase value (£)	Location	Responsible person	Anticipated years of life	Disposal date (dd/mm/yy)	Reason for disposal (if applicable)

On behalf of **{PARTNER NAME}** I certify that this inventory is up to date and correct following a physical check on all project assets. The physical check commenced on **{XX Month 20XX}** and was completed on **{XX Month 20XX}**. I have the authority to sign this on behalf of **{PARTNER NAME}**.

Signature:	
Name:	
Job Title:	
Date:	

ANNEX 5: UK INTERNATIONAL DEVELOPMENT AND AID VISIBILITY STATEMENT

As part of this Arrangement with FCDO, the Partner is required to acknowledge funding from the UK government on ODA funded programmes, in written materials and verbal statements and through use of the UK International Development (UK Dev) or UK Aid logo on programme assets. Please refer to the UK Dev branding guidance for further information on how to acknowledge ODA funding from the UK government. Please note that from 27 April 2023, the UK Aid logo will be used mainly for humanitarian and rapid onset disaster responses. If the Partner is not clear on which logo to use, they should check with the FCDO programme manger.

The Partner may be asked to provide, as part of the agreed reporting requirements, evidence of the branding in use, including photographs of the logo in the field and examples of communications materials. Branding Guidance and details of how to access the UK Dev or UK Aid logo files can be found here: Official Development Assistance (ODA) funded programmes: branding guidance - GOV.UK (www.gov.uk).

By completing and signing this statement the Partner agrees to fulfil these requirements.

Partner Name	**GiveDirectly**
Project Title and brief description of what it will deliver:	**Cash Transfers for Climate Resilience in Malawi** The programme will provide unconditional cash transfers targeted at every individual in a climate vulnerable community in order to build resilience to climate shocks
Please list the assets that will be delivered by the programme that will carry the UK International Development or UK Aid logo or acknowledgement of UK International Development funding	
List all assets including physical items and supplies, and other non-physical items that will be delivered as part of the programme e.g. annual reports, research reports, press releases, websites, other communication or event materials (refer to Sections 5 & 6 of the branding guidance for more information on where UK International Development branding should / should not appear) • Information flyers for recipients • Info sheets for field visits • Annual Reports • GiveDirectly Website • Resilience Impact Assessment Report • Impact / Testimonial video • PPT decks for project presentation to external audiences • Project profile one-pager • Banners and posters for presentations and interviews with external stakeholders	
Please list the assets that will be delivered by the programme that will not carry the UK International Development or UK aid logo and/or acknowledgement of funding and explain clearly why these items will not carry UK International Development or UK Aid branding	
All exceptions require approval by the Head of Department of the team in whose portfolio the	

programme sits and a record of this approval, e.g. an email, should be kept along with the programme documentation (refer to Section 6 of the UK Dev branding guidance for more information on branding exceptions)

- Mobile phones - recipients pay full cost price from their transfers and we would want to avoid public identifiers of individual recipients for safeguarding reasons but also to preserve dignity. GD also not included.
- Vehicles - all vehicles used for the program are rented not purchased.
- Staff apparel - all apparel worn by staff in delivery of program (caps, fisher jackets, raincoats, umbrellas) are recycled from other programs.

Declaration

I understand that no UK International Development funds may be used to procure any promotional communications goods or activities that do not have a direct impact on the successful delivery of this programme or serve to increase the transparency of funding.

By signing this statement, the Partner agrees to fulfil the commitments stated above.

{PARTNER NAME} Representative:

Name: Nick Allardice

Job title: President & CEO

Signature: Signed by: Nick Allardice

Date: November 14, 2024 | 7:45 AM PST

Agreed by FCDO programme manager:

Name: TEMWA MGANGA

Job title: SENIOR PROGRAMME MANAGER

Signature:

Date: 19/11/2024

ANNEX 6 – JOINT DONOR LANGUAGE ON SEAH

1. The Participants have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment ("SEAH").[1] This means the Partner, and its implementing partners, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this Arrangement by both its employees and any implementing partner and respond appropriately when reports of SEAH arise. The Partner must apply the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and the following principles and practices when implementing this programme and provide evidence to demonstrate this where required:

a) Adherence to the IASC-Minimum Operation Standards and/or SEA elements of the Core Humanitarian Standard on Quality and Accountability;
b) A survivor-centred approach[2] to SEAH issues;
c) Strong leadership and signalling on tackling SEAH;
d) Make all reasonable and adequate efforts to address gender inequality and other power imbalances;
e) Robust reporting to enhance accountability and transparency;
f) Ensure that SEAH standards from this arrangement are reflected in funding templates with implementing partners, [for UN entities: by means such as, but not limited to, adherence to the United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners.]

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[1] See UNGA Resolution A/RES/73/148 for the definition of sexual harassment and UNSG Bulletin ST/SGB/2003/13 for the definition of sexual exploitation and abuse. Both definitions are included in the DAC Recommendation on Ending Sexual Exploitation, Abuse, and Harassment in Development Co-operation and Humanitarian Assistance: Key Pillars of Prevention and Response.

[2] A survivor-centred approach is one for which the survivor's dignity, experiences, considerations, needs, and resiliencies are placed at the centre of the process, from the initial program design to investigating and responding to potential incidents. Consistent with the UN Protocol on Allegations of SEA Involving Implementing Partners, the survivor should be informed, participate in the decision-making process, and provide consent on the possible use and disclosure of their information. Those interacting with the survivor and/or handling information regarding the allegation must maintain confidentiality, ensure safety of the survivor, and apply survivor-centred principles which are safety, confidentiality, respect, and non-discrimination. When the survivor is a child, the approach must consider the best interests of the child and engage with the family/caregivers as appropriate. Staff and partners should comply with host country and local child welfare and protection legislation and international standards, whichever gives greater protection.

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2. The Partner will adhere to the following reporting requirements: a. The Partner will promptly contact through written notice to reportingconcerns@fcdo.gov.uk to report any allegation credible enough to warrant an investigation of SEAH related to this Arrangement. b. The Partner should also promptly report to reportingconcerns@fcdo.gov.uk any allegation credible enough to warrant an investigation of SEAH that are not directly related to this Arrangement but would be of significant impact to the partnership. c. [For UN entities] The Partner will report all allegation credible enough to warrant an investigation of sexual exploitation and abuse and, where relevant, the action taken, with regard to its governance and operations, regardless of the relation to this Arrangement, to the Secretary-General's public reporting mechanism on SEA.
3. The report, as referred to in paragraph 2.a and 2.b, will indicate: [agreement/arrangement number], nature of the alleged misconduct, date of alleged misconduct, date of first report to Partner, location [as/if specified by [donor]], involvement of implementing partner, state of affairs concerning the investigation and the action that will be taken by the Partner, and whether the case is referred to law enforcement. The organisation will provide updates on the status of the case. The notice will be given in writing and delivered to the point of contact mentioned in paragraph 2.a and 2.b.
4. It is understood and accepted that the Partner's arrangement to report on SEAH is subject to not compromising the safety, security, privacy and due process rights of any concerned persons.
5. When the Partner becomes aware of suspicions or complaints of SEAH, the Partner will take swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for criminal matters) when safe to do so and after considering the wishes of the survivor.
6. The donor or any of its duly authorised representatives may at all times carry out reviews, evaluations or other control measures to verify the Partner's zero tolerance for SEAH. The Partner shall fully cooperate with the donor or any of its duly authorized representatives or agents to carry out such control measures.

ANNEX 7: NOTIFICATION OF RETURN OF FUNDS TO FCDO

To:	{FCDO Project Manager Country / Department X}

Project Details

Partner Name	
FCDO Project Name	
Purchase Order / Project Code	
Payment Date	
Payment Amount to FCDO	

Payment Method

For UK Payments under £10,000 we recommend the use of BACS. For UK Payments in excess of £10,000 we recommend the use of CHAPS. Cheques should be made payable to 'Foreign, Commonwealth & Development Office' and sent to the FCDO Programme Manager.

Bank Details

For payments in GBP pounds sterling (£):

Account Name:	FCDO Multi Vote
FCDO Bank:	National Westminster Bank
Bank Address:	Government Banking, CST, PO Box 2027, Parkland, De Havilland Way, Horwich, Bolton, BL6 4YU
FCDO Sort code:	60-70-80
FCDO Account number:	10012362
IBAN:	GB56NWBK60708010012362
SWIFT/BIC:	NWBKGB2L

For payments in Euros (€):

Account Name:	FCDO – Milton Keynes
FCDO Bank:	Standard Chartered Bank
Bank Address:	1 Aldermanbury Square, London, EC2V 7SB
FCDO Sort code:	60-91-04
FCDO Account number:	01725957396
IBAN:	GB85SCBL60910417259573
SWIFT/BIC:	SCBLGB2L

For payments in US dollars ($):

Account Name:	FCDO – Milton Keynes USD A/C
FCDO Bank:	Standard Chartered Bank
Bank Address:	1 Aldermanbury Square, London, EC2V 7SB
FCDO Sort code:	60-91-04
FCDO Account number:	01271410850
IBAN:	GB39SCBL60910412714108
SWIFT/BIC:	SCBLGB2L

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Partner Contact Details	
Name:	Shaunak Ganguly
Position:	Country Director, Malawi
Address:	PO Box 3221 New York, NY USA 10008
E-mail:	shaunak.ganguly@givedirectly.org, with cc: grants@givedirectly.org

ANNEX 8: NOTIFICATION OF PAYMENT BY FCDO

To:	{Name of Partner, (Country Office)}
CC:	**{FCDO X}** Country Office

Partner Name	
FCDO Project Name	
Purchase order / Project Code	
Payment Date	
Payment Amount	

Payment has been made to the bank account as provided on the Payment Request Form, confirmed below:

Bank Name:	
Bank Postal Address:	
Name of Account:	
Bank Account Number:	
Sort Code:	
Currency of Bank Account:	
IBAN number: {required for bank accounts within Europe}	
SWIFT number:	
ABA or BIC Number: {BIC required for bank accounts within Europe}	
Intermediary bank details	

FCDO Contact Details	
Name:	
Position:	
Address:	
E-mail:	