

### **General requirements for program accounting and forms of program accounting**

Pursuant to Article 4 of this Agreement, the Purchaser is obliged to report to the Organization on the implementation of its program activities.

As a rule, reporting is not for the project as a whole, but for individual software components (hereinafter - PC), this is due to the different length of the reporting period for different PCs and areas of activity overseen by different program specialists of the Organization. divide the PC into areas of customer care and support, advocacy, community mobilization, technical support, legal assistance).

Depending on the length of the reporting period, two types of reports have been established for project reporting within the project:

- a. Quarterly (duration of the reporting period - 3 months, reported on a quarterly basis);
- b. Semi-annual (duration of the reporting period - 6 months, reported on a semi-annual basis).

Reporting periods and reporting deadlines are set out in Annex №4 to this Agreement

The program report consists of 2 files:

- quantitative report is an Excel file with a reporting form with program indicators planned (PLAN) and actually executed (FACT);
- descriptive report is a Word file for text-description of program activities;
- Appendices are primary documentation (paper, Excel data collection tools and other electronic tools, etc.) that confirms the performance of activities and indicators / indicators of project or PC performance. Samples of primary documentation may be provided by the Organization and are mandatory for maintenance, may be developed by the Purchasers. Primary documentation also includes documents that are developed and improved during the project / PC with the participation of the Purchaser, which reflects the participation of the Purchaser (letters of request, proposals, presentation materials, changes to the NPA, orders, protocol decisions, information on activities, information materials, etc.), etc.

The program report is submitted in 2 formats:

- in electronic form (sent by e-mail to the address of the program curator with scanned primary documentation);
- in paper form (at the request of the program curator after its adoption).

Descriptive and quantitative program reports must be signed by the head of the acquiring organization and the head of the project / program component and sealed with the wet seal of the acquiring organization.

The program report should include information on the progress and status of the project / PC, description and characteristics of the results, assessment of the effectiveness of such results on achieving project objectives, reasons and obstacles to project implementation, ways and deadlines, etc.

The electronic and paper format of the program report must be accompanied by primary documentation, which confirms the reported data and activities.

## GENERAL PROCEDURE FOR SUBMISSION AND APPROVAL OF SOFTWARE REPORTING

1. The form of the quantitative program report is unique for each Purchaser.

Used by the Purchaser independently or sent by the Organization before the beginning of each reporting period (5 days before the end of the reporting period) with data for the previous period.

2. The form of the descriptive program report is the same for all Purchasers. Used by the Purchaser independently or sent by the Organization before the beginning of each reporting period (5 days before the end of the reporting period) with data for the previous period.

3. Reporting forms apply only to program activities and are not used for financial reporting.

4. Reporting forms are used only to report on activities funded by the Organization under this project.

5. The acquirer, after receiving the reporting forms, fills them in and within 5 (five) calendar days after the end of the reporting period sends them electronically to the program curator of the Organization (sends by e-mail).

The program report should be accompanied by appendices in the form of scanned copies of documents confirming the implementation of program activities and indicators of the project, and copies of intellectual property created in the Project (information materials, publications, videos, training modules, training programs, teaching materials, handouts materials, presentations, etc.) and scans / photocopies of primary documentation, electronic Registers of participants of events / trainings / activities, etc.

If the 5th calendar day falls on a weekend, the electronic version of the quarterly program report must be sent on the last business day preceding the reporting day.

6. The format of the electronic program report is considered by the Organization's specialists (program curator, M&E specialist) on the completeness of the submitted documents, compliance of the reported data with the program activities specified in Annex №1 to this Agreement, evaluates performance indicators, etc. In case of comments and remarks from the specialists of the Organization, the program specialist returns the electronic report for revision to the Purchaser for their elimination.

7. The program report (descriptive and quantitative) together with all appendices in paper form is submitted by the Purchaser after its acceptance by the specialists of the Organization, at the request of the program curator, which is carried out by e-mail. Signature of the head of the acquiring organization and the project manager / software component of the acquiring organization, which is sealed with the wet seal of the acquiring organization MANDATORY.

8. Project indicators are considered fulfilled and credited if they are confirmed by primary documentation.

9. For the Purchasers implementing the project / program components in the consortium the same reporting requirements and the same procedure for submission and approval of program reports are established, only for the Purchaser 2 the Purchaser 1 acts as the Organization. The reporting conditions of Purchaser 1 and Purchaser 2 are described in detail in Article 4 of the Agreement.