



APPROVED BY SHAREHOLDERS
MEETING OF PO “SHARIKON BAROI RUSHD”
21 september 2022

General procedure for grant disbursement CSO

“SHARIKON BAROI RUSHD”

Dushanbe 2022

Content

Disclaimer for Grant Disbursement Procedures	2
1. Introduction.....	3
2. Purpose of the document.....	3
3. Compliance with Donor Guidelines.....	4
4. Identifying and Verifying the Target Audience.....	4
5. Creation of Tailored Grant Packages	5
6. Application Management (based on Donor’s requirements).....	6
7. Evaluation of Applications	8
7A. Conflict of Interest Management	9
8. Decision and Communication.....	10
9. Grant Agreements	11
10. Funds Disbursement.....	12
11. Monitoring and Reporting.....	13
12. Intellectual Property Rights Management	15
13. Data Protection and Information Security	16
14. Impact Assessment.....	17

Disclaimer for Grant Disbursement Procedures

This document details the general procedures established by CSO "Sharikon baroi Rushd" for the allocation of grant funds. These procedures are designed to provide a foundational framework that can be applied to different grant programs and funding situations.

Adaptability and Modification: It is recognized that each donor may impose specific requirements and conditions regarding the disbursement and management of grant funds. Therefore, the procedures described in this document are designed to be adaptable to meet the unique needs and preferences of individual donors. Any modifications to these procedures will be carried out in consultation with the donors to ensure alignment with their specific guidelines and expectations.

No Liability: CSO "Sharikon baroi Rushd" makes no warranties about the completeness, reliability, or accuracy of this information. Any action you take upon the information in this document is strictly at your own risk, and CSO "Sharikon baroi Rushd" will not be liable for any losses and damages in connection with the use of our procedures.

Acknowledgment: By using these procedures, users acknowledge that they must review and possibly modify them to align with the specific legal and regulatory requirements applicable to their particular situation. Users also agree that they are responsible for ensuring that their use of the procedures complies with all applicable laws and donor requirements.

Confirmation of Understanding: All users of these grant disbursement procedures are required to confirm their understanding that these guidelines are general and are intended to be customized to meet specific donor requirements.

1. Introduction

"Sharikon baroi Rushd", a Civil Society Organization (CSO) focused on promoting sustainable agriculture, has initiated a strategic grant disbursement program designed to support small-scale farmers and agricultural cooperatives. This project aims to enhance sustainable agricultural practices through targeted grants, aligning with the CSO's mission to foster sustainable development within the agricultural sector. Establishing a robust and transparent grant distribution process is crucial to ensure that the funds not only reach the intended recipients but also achieve significant, measurable impacts.

To effectively manage and implement this grant program, "Sharikon baroi Rushd" has developed a comprehensive procedure for distributing grants. This procedure meticulously covers all phases of grant management—from initial compliance checks to the final impact assessment. By adhering to a structured and methodical approach, the CSO ensures that each step is conducted with integrity and precision, focusing on delivering measurable and sustainable results to its beneficiaries. This document outlines the key steps and strategies employed by "Sharikon baroi Rushd" to administer the grants effectively, ensuring transparency, accountability, and the successful advancement of sustainable agricultural practices.

2. Purpose of the document

The purpose of the procedure developed by "Sharikon baroi Rushd" is to ensure that the grant disbursement process is conducted with high levels of integrity, accountability, and effectiveness. This detailed and structured approach is crucial for meeting both the organizational goals of the CSO and the expectations of funding bodies such as UNDP, World Bank, EU etc. By establishing clear guidelines and processes for every phase of grant management, from application to impact assessment, "Sharikon baroi Rushd" aims to streamline the allocation and utilization of resources. This ensures that funds are distributed equitably and transparently to projects that align with the mission of promoting sustainable agricultural practices, ultimately facilitating measurable and sustainable impact in the communities served.

Moreover, the procedure is designed to foster a transparent relationship between the grantor and the grantees, building trust and encouraging compliance with the stipulated guidelines. The comprehensive steps included in the procedure, such as meticulous criteria establishment for beneficiary selection, rigorous application reviews, and consistent monitoring and evaluation, serve to optimize the effectiveness of the grant funds. These measures help ensure that the grants are used efficiently and effectively, promoting accountability and facilitating continuous improvement of projects through feedback and adjustments based on performance assessments. Through this procedure, "Sharikon baroi Rushd" not only maximizes the impact of the grants but also strengthens its role as a responsible steward of external funding in the field of sustainable agriculture.

3. Compliance with Donor Guidelines

Thorough Review: "Sharikon baroi Rushd" undertakes a comprehensive review of all guidelines provided by the donor to ensure full compliance. This includes understanding

detailed requirements related to the scope of funding, permissible expenses, reporting frequencies, and specific outcome metrics that need to be achieved.

Alignment with Donor Objectives: The CSO ensures that each aspect of the grant distribution process aligns with the donor's strategic objectives. This may involve tailoring project proposals to address priority areas identified by the donor, such as specific agricultural techniques, geographic focus, or target beneficiary groups.

Funding Conditions: The organization meticulously adheres to all conditions stipulated by the donor. This includes compliance with sector-specific guidelines, such as the use of sustainable farming practices, and adherence to geographic limitations, ensuring that funds are allocated and utilized within the agreed regions or communities.

Contractual Adherence: Each grant agreement incorporates the donor's terms and conditions. "Sharikon baroi Rushd" ensures that these terms are clearly understood and accepted by both parties before any funds are disbursed. This involves legal review and negotiations to clarify any ambiguous terms to prevent future discrepancies.

Regulatory Compliance: The CSO also makes sure that grant management practices comply with legal and regulatory requirements of the donor's country, as well as those of the host country. This is crucial for avoiding legal issues that could arise from non-compliance with international funding laws or local regulations.

By meticulously following these detailed steps, "Sharikon baroi Rushd" maintains robust compliance with donor guidelines, ensuring that grant operations are transparent, accountable, and in line with donor expectations, thus fostering trust and reliability in funding relationships.

4. Identifying and Verifying the Target Audience

Criteria Establishment: "Sharikon baroi Rushd" establishes clear and specific criteria to identify eligible beneficiaries. These criteria are designed to align with the overarching goals of promoting sustainable agricultural practices. Factors might include the size of the farm, the type of crops grown, existing sustainability practices, the economic scale of operations, and geographic location within regions identified as priority areas for development. This method ensures that the support reaches those who can both benefit from and contribute to the goals of sustainable agricultural development.

Documentation Requirements: Potential beneficiaries are required to provide documentation that proves their eligibility based on the predefined criteria. This could include business registration documents, proof of land ownership or lease, descriptions of current farming practices, and potentially previous project reports if they have received funding before.

Field Assessments: To complement the document review, "Sharikon baroi Rushd" conducts field assessments. These involve site visits by project officers to verify information provided in the applications and to assess the on-ground reality of the farming operations. During these visits, officers evaluate factors such as the implementation of sustainable practices, the actual scale of operations, and the overall management of the farm.

Verification Process: The verification process is rigorous and involves cross-referencing submitted documents with field observations. This dual-approach helps in accurately

assessing the suitability of the applicants for receiving the grant. It also serves to prevent any misallocation of funds, ensuring that only those genuinely aligned with the project's goals receive support.

Database Management: All the information collected through documentation and field assessments is managed through a sophisticated database system. This system helps in tracking each applicant's details, their project's progress, and compliance with the grant's terms. It also assists in maintaining transparency and accountability throughout the project lifecycle.

This detailed and methodical approach to identifying and verifying the target audience ensures that "Sharikon baroi Rushd"'s grants are awarded to the most deserving and capable beneficiaries, maximizing the impact of the funding and advancing the cause of sustainable agriculture effectively.

5. Creation of Tailored Grant Packages

Needs Assessment: Before designing the grant packages, "Sharikon baroi Rushd" conducts a thorough needs assessment to understand the specific requirements of the target beneficiaries. This includes analyzing the types of crops grown, the existing agricultural practices, the local climate conditions, and the resources currently available to the farmers.

The assessment also considers the socio-economic context of the farming communities to ensure that the support provided is both relevant and sustainable. **Design of Grant Packages:** Based on the needs assessment, the organization designs comprehensive grant packages that may include a combination of financial support, agricultural resources, and modern equipment. Each package is structured to address the specific challenges faced by the farmers. For instance, packages might include drought-resistant seeds, organic pesticides, efficient irrigation systems, and renewable energy solutions for power-dependent operations.

Flexibility and Adaptability: Recognizing the dynamic nature of agriculture and the varying needs of different recipients, the grant packages are designed to be flexible. This allows adjustments based on the evolving needs of the beneficiaries or changes in environmental conditions. The adaptability of the packages ensures that the farmers can maintain productivity and sustainability even under changing circumstances.

Resource Allocation: Resources within each grant package are allocated based on the scale of the farming operation and the intended impact of the project. Larger operations might receive more substantial support to implement wide-scale changes, while smaller farms might receive more focused resources to optimize their current practices.

Equipment and Training: In addition to providing resources, "Sharikon baroi Rushd" includes essential training and capacity building in the grant packages. This training ensures that the recipients not only receive the physical tools they need but also the knowledge and skills to use them effectively. Training topics might include sustainable farming techniques, resource management, and best practices for crop rotation and soil health.

Monitoring Tools: Each grant package also comes equipped with monitoring tools that help the beneficiaries and "Sharikon baroi Rushd" track the usage and impact of the provided resources. These tools can include software for resource management, sensors for monitoring soil moisture and nutrient levels, and training on how to analyze data collected

from these technologies.

Through this detailed and thoughtful approach to creating tailored grant packages, "Sharikon baroi Rushd" ensures that each recipient receives the support needed to enhance their agricultural practices effectively. This not only leads to improved sustainability and productivity on individual farms but also contributes to broader environmental and economic goals within the communities served.

6. Application Management (based on Donor's requirements)

Public Announcement: "Sharikon baroi Rushd" uses a variety of channels to announce grant opportunities, ensuring that information reaches as wide an audience as possible. These channels include the organization's website, social media platforms, local agricultural cooperatives, community bulletin boards, and local radio stations. The goal is to maximize outreach, particularly in rural areas where access to online resources may be limited.

Comprehensive Application Kits: The organization provides detailed application kits that include all necessary forms, guidelines, and explanations regarding the application process. These kits are designed to be user-friendly, ensuring applicants understand every requirement and expectation. The kits also outline the documentation needed, project criteria, and eligibility requirements, aiming to streamline the submission process and minimize errors or incomplete applications.

Support for Applicants: Recognizing that some applicants may have limited experience or resources for completing applications, "Sharikon baroi Rushd" offers extensive support services. This includes help desks staffed by knowledgeable personnel who can answer questions via phone, email, or in person. Additionally, community meetings and workshops are organized to walk potential applicants through the application process, offering step-by-step guidance and answering any queries they might have.

Accessibility Considerations: To accommodate applicants from diverse backgrounds, including those with limited literacy or no internet access, the organization ensures that support is available in multiple languages and formats. For instance, application guidelines are provided in both written and audio formats, and staff are available to assist in completing forms during community workshops.

Submission and Receipt Confirmation: Applicants can submit their applications through multiple avenues, including online submissions, mail, and in-person drop-offs at local offices. Each application receives a confirmation of receipt, whether it's an automated email for online submissions or a receipt slip for physical submissions. This confirmation is crucial for maintaining transparency and trust in the process.

Data Management and Security: Once received, applications are entered into a secure database that maintains applicant confidentiality and ensures data integrity. This system allows "Sharikon baroi Rushd" to efficiently manage and review applications, supporting a fair and unbiased selection process.

By meticulously managing the application process through these comprehensive steps, "Sharikon baroi Rushd" ensures that all potential beneficiaries have the opportunity to apply for grants and receive the support they need to successfully navigate the application

process. This approach not only democratizes access to funding but also enhances the overall efficiency and transparency of the grant distribution system.

7. Evaluation of Applications

Formation of the Evaluation Committee: "Sharikon baroi Rushd" forms an evaluation committee composed of experts in sustainable agriculture, rural development, financial management, and other relevant fields. This diverse committee brings a range of perspectives and expertise to the evaluation process, ensuring a comprehensive review of each application. Committee members are trained to apply an unbiased and consistent approach throughout the evaluation.

Development of Scoring System: Prior to the evaluation, the committee develops a clear scoring system based on pre-established criteria such as project relevance, feasibility, potential impact, sustainability, and alignment with the goals of promoting sustainable agriculture. This scoring system is designed to be objective and transparent, allowing for the fair comparison of all applications.

Initial Screening and Compliance Check: Applications undergo a rigorous initial screening process to ensure that all submissions meet the basic eligibility requirements. This includes:

- Completeness of the application
- Adherence to guidelines
- Fulfillment of mandatory documentation
- Verification against UN sanctions lists in case if donor is UNAgency
- Check for history of fraud or corruption
- Compliance with UN protocols, including checks against ineligibility lists and UNDP vendor sanctions lists in case if donor is UNAgency

This comprehensive screening process ensures that applicants who are ineligible based on UN standards or have a history of malpractice are identified and excluded from further consideration. "Sharikon baroi Rushd" maintains up-to-date databases and utilizes reliable sources to conduct these checks effectively.

Detailed Review and Scoring: Each application that passes the initial screening and compliance check is reviewed in detail by the committee members. Applications are scored according to the predefined system, with each component of the application evaluated against specific criteria. Notes and justifications for scores are documented to ensure transparency and to provide feedback to applicants.

Interviews or Presentations: For applications that meet a certain threshold score, the committee may request additional information, interviews, or project presentations from the applicants. This step allows the committee to gain a deeper understanding of the project and the applicant's capacity to execute the proposed plans. It also provides an opportunity for applicants to clarify points and directly address the committee's questions.

Consensus Building and Decision Making: Once all evaluations and reviews are complete, the committee meets to discuss the applications and reach a consensus on which projects will be funded. This discussion ensures that all committee members agree on the decisions made, based on the scoring, compliance checks, and any additional insights gained during interviews.

Documentation and Audit Trails: Throughout the evaluation process, all decisions, scores, discussions, and compliance check results are thoroughly documented. This documentation serves as an audit trail, ensuring that the process remains transparent and can be reviewed or audited in the future. This level of documentation also aids in providing detailed feedback to applicants and justifying the exclusion of any applicants found ineligible during the compliance checks.

By implementing these detailed steps in the evaluation of applications, "Sharikon baroi Rushd" ensures that the grant selection process is equitable, transparent, and effective, aligning with the organization's goals, the specific objectives of the funding project, and international compliance standards. This rigorous approach helps to select the best possible projects for funding while excluding ineligible applicants, thereby maximizing the impact of the grants and fostering sustainable agricultural development.

7A. Conflict of Interest Management

"Sharikon baroi Rushd" recognizes the critical importance of maintaining integrity and fairness throughout the grant application assessment process. To this end, the organization has implemented robust mechanisms to identify, disclose, and manage potential conflicts of interest. These mechanisms include:

1. **Conflict of Interest Policy:** A comprehensive Conflict of Interest Policy is in place, clearly defining what constitutes a conflict of interest and outlining the responsibilities of all individuals involved in the grant assessment process.
2. **Mandatory Disclosure:** All evaluation committee members, reviewers, and decision-makers are required to sign a Conflict of Interest Disclosure Form before participating in the assessment process. This form must be updated annually and whenever a new potential conflict arises.
3. **Recusal Process:** If a conflict of interest is identified, the affected individual must immediately disclose this to the committee chair and recuse themselves from any discussions, evaluations, or decisions related to the application in question.
4. **Alternative Evaluators:** A pool of pre-approved alternative evaluators is maintained to step in when a primary evaluator must recuse themselves due to a conflict of interest. This ensures that the evaluation process can proceed without delays while maintaining the required expertise.
5. **Documentation of Conflicts:** All identified conflicts of interest and the actions taken to manage them are thoroughly documented. This documentation becomes part of the audit trail for the grant assessment process.
6. **Regular Training:** All staff and committee members involved in grant assessments

undergo regular training on identifying and managing conflicts of interest. This training is updated annually to reflect best practices and any changes in relevant regulations.

7. Independent Oversight: An independent ethics officer or committee periodically reviews the conflict of interest management process to ensure its effectiveness and suggest improvements.
8. Applicant Disclosure: Grant applicants are also required to disclose any potential conflicts of interest they may have with "Sharikon baroi Rushd" or its staff. This information is considered during the evaluation process.
9. Appeals Process: If an applicant believes that a conflict of interest has unfairly influenced the assessment of their application, they can file an appeal. These appeals are reviewed by an independent committee not involved in the original assessment.
10. Transparency Measures: "Sharikon baroi Rushd" maintains transparency about its conflict of interest management processes, making general information about these procedures available to applicants and the public.

By implementing these mechanisms, "Sharikon baroi Rushd" ensures that potential conflicts of interest are effectively identified, disclosed, and managed throughout the grant application assessment process. This approach maintains the integrity of the evaluation process, ensures fair consideration for all applicants, and upholds the organization's commitment to transparency and ethical practices in grant-making.

8. Decision and Communication

Final Review and Approval: After the evaluation committee has completed its review and scoring of the applications, the compiled recommendations are forwarded to a higher authority within the organization, typically the board of directors or a senior decision-making panel. This group undertakes the final review of the committee's recommendations, considering both the scores and any qualitative insights provided by the committee. They ensure that the final selections align with the organization's strategic objectives and the specific goals of the funding initiative.

Decision Documentation: Every decision made by the senior decision-making panel is formally documented, detailing the rationale behind each approval or rejection. This documentation is critical for maintaining an audit trail, which helps in future evaluations of the project's funding decisions and provides a foundation for transparency.

Notification Process: Once decisions are finalized, "Sharikon baroi Rushd" communicates these outcomes to all applicants. Notifications are sent through formal letters or emails, which include not only the decision but also detailed feedback. For successful applicants, the notification outlines the next steps in the funding process. For those not selected, the organization provides constructive feedback that explains the reasons for rejection and offers suggestions for strengthening future applications. This feedback is an essential part of the organization's commitment to supporting community development and capacity building.

Transparency and Appeals Process: To uphold transparency and provide recourse, "Sharikon baroi Rushd" establishes a clear appeals process. Applicants who wish to challenge the decision or seek clarification can do so through a formal procedure. This

process is clearly outlined in the application guidelines and the rejection notifications. An appeals committee, separate from the initial evaluation committee, reviews any appeals to ensure a fair and unbiased process.

Public Announcement: Beyond individual notifications, "Sharikon baroi Rushd" may also publicly announce the successful projects, especially for larger or community-impact grants. This public announcement is part of the organization's transparency efforts and serves to inform the community and other stakeholders about where and how funds are being allocated. **Engagement and Feedback Collection:** After the notification process, the organization engages with both successful and unsuccessful applicants to collect feedback on the application process. This engagement often takes the form of surveys or follow-up interviews. The insights gained from this feedback are used to continuously improve the grant disbursement process.

Through this meticulous approach to decision-making and communication, "Sharikon baroi Rushd" ensures that all applicants are treated fairly and respectfully, fostering a positive relationship with the community and enhancing the effectiveness of the grant-making process.

9. Grant Agreements

Drafting of Agreements: The process begins with the drafting of grant agreements, which are legal documents that detail the terms and conditions of the grant. These agreements are tailored to include specific details such as the amount of funding, the purpose of the grant, expected outcomes, timelines for project implementation, reporting requirements, and compliance standards. The agreements also stipulate any obligations on the part of the grantee to adhere to certain operational practices, such as transparency in spending and adherence to ethical guidelines.

Review and Negotiation: Before finalization, the grant agreements undergo a review process where grantees can discuss and negotiate terms with "Sharikon baroi Rushd". This step ensures that both parties have a clear understanding of their responsibilities and the expectations of the grant. It also allows for adjustments to be made to accommodate specific needs or concerns of the grantees, fostering a cooperative relationship and ensuring that the projects are set up for success.

Signing and Documentation: Once the terms are agreed upon, both parties sign the grant agreements. This formal signing ceremony often marks the official commencement of the projects. Copies of the signed agreement are kept on file by both "Sharikon baroi Rushd" and the grantee as a reference and for legal purposes. Ensuring that all documentation is in order provides a clear baseline from which both parties can operate.

Orientation for Grantees: After the agreements are signed, "Sharikon baroi Rushd" conducts orientation sessions for the grantees. These sessions are designed to walk grantees through the grant terms and the expectations of both parties. The orientation covers project management practices, financial reporting, impact measurement, and compliance checks. These meetings are critical for building a mutual understanding of the project processes and for clarifying any points of confusion.

Establishment of Communication Channels: As part of the agreement process, communication channels and protocols are established to ensure ongoing dialogue

throughout the project lifecycle. This includes the designation of contact points within both "Sharikon baroi Rushd" and the grantee's organization, regular scheduled updates, and mechanisms for ad-hoc communications in case of emergencies or significant developments.

Legal and Compliance Training: Finally, "Sharikon baroi Rushd" provides training on legal and compliance aspects related to the grant. This training helps grantees understand their legal obligations under the agreement and the broader regulatory framework governing the use of the funds. The training is part of the organization's commitment to maintaining high standards of accountability and transparency.

By meticulously managing the grant agreement process, "Sharikon baroi Rushd" ensures that all projects are grounded in a formal, legally-binding framework that sets clear expectations and facilitates effective monitoring and implementation. This step is essential for maintaining the integrity of the grant distribution process and for achieving the desired outcomes of the funded projects.

10. Funds Disbursement

Scheduled Payments: "Sharikon baroi Rushd" establishes a clear disbursement schedule that aligns with the project milestones and financial needs. The schedule is typically outlined in the grant agreement and is designed to provide funds in phases, which are contingent upon the achievement of specific project milestones or the successful completion of interim reports. This phased approach helps to maintain financial discipline among grantees and ensures that funds are used appropriately and effectively.

Initial Payment: The first tranche of funding is usually disbursed shortly after the grant agreements are signed. This initial payment often covers startup costs and enables the grantees to commence their projects without delay. It might include funds for initial operations, purchase of equipment, or hiring of necessary personnel.

Ongoing Payments and Monitoring: Subsequent payments are made based on the progress of the project as detailed in periodic progress reports submitted by the grantees. "Sharikon baroi Rushd" reviews these reports to ensure that the project is on track and that funds previously disbursed have been used according to the planned budget and timelines. Only upon satisfactory review does the organization release further payments.

Technical Support and Financial Monitoring: Alongside financial disbursements, "Sharikon baroi Rushd" provides ongoing technical support to grantees to help them manage their projects effectively. This support includes training in financial management, budget tracking, and resource allocation. Additionally, the organization conducts financial audits and regular monitoring visits to assess the

progress and proper use of funds. This level of oversight is crucial for minimizing financial risks and ensuring project success.

Emergency Fund Allocation: In case of unforeseen circumstances that significantly impact project execution (such as natural disasters or significant market fluctuations), "Sharikon baroi Rushd" has provisions for emergency fund allocations. These are discretionary funds that can be released to help grantees adapt and continue their work under altered conditions.

Final Payment and Closure: The final payment is disbursed once all project activities have been completed and a final project report is submitted and approved. This report includes a detailed account of all activities, outcomes, and a comprehensive financial statement. The final payment often marks the formal closure of the financial relationship for that specific project, although post-project monitoring may continue to assess long-term impacts.

By managing the funds disbursement process through these detailed and structured steps, "Sharikon baroi Rushd" ensures that financial resources are provided in a timely and responsible manner, directly supporting the successful implementation of sustainable agriculture projects. This approach not only secures the intended use of funds but also builds a strong accountability framework between the grantees and the organization.

11. Monitoring and Reporting

Regular Updates: "Sharikon baroi Rushd" requires grantees to submit regular progress reports throughout the duration of the project. These reports include updates on project activities, expenditures, outcomes, and any challenges encountered. The frequency and format of these reports are predefined in the grant agreement to ensure consistency and completeness.

Scheduled Site Visits: The organization conducts scheduled site visits to complement written reports. These visits allow project officers to observe project implementation firsthand, engage with beneficiaries, and assess the actual impact of the interventions. Site visits provide opportunities for real-time feedback and identification of necessary adjustments in project execution.

Performance Metrics and Early Warning System: Monitoring is guided by specific performance metrics established at the project's outset. These metrics measure both outputs and outcomes. "Sharikon baroi Rushd" implements an early warning system that flags projects falling below predetermined performance thresholds, enabling prompt intervention.

Proactive Performance Management:

1. **Identification of Underperformance:** The organization uses a traffic light system (Green, Yellow, Red) to categorize project performance based on predetermined criteria.
2. **Escalation Protocol:** Projects categorized as "Yellow" or "Red" trigger an escalation process, involving higher levels of management and increased oversight.
3. **Performance Improvement Plans:** For underperforming projects, "Sharikon baroi Rushd" collaborates with grantees to develop and implement detailed Performance Improvement Plans (PIPs).

4. **Intensive Monitoring:** Underperforming projects are subject to more frequent reporting and site visits to closely track progress against the PIP.

Data Analysis and Review Meetings: Data from reports and site visits is systematically analyzed to assess each project's progress. Regular review meetings are held with project teams to discuss this data, address issues, and make informed decisions about ongoing support or necessary adjustments.

Feedback Mechanisms: "Sharikon baroi Rushd" maintains bi-directional communication channels, allowing grantees to report issues or suggestions regarding project implementation. This ensures that grantees contribute to ongoing improvement of project management practices.

Compliance Checks: Alongside performance monitoring, compliance checks ensure that all activities and expenditures align with the grant agreement terms. This includes verification of financial expenditures, adherence to agreed-upon methodologies, and compliance with regulations.

Corrective Action Procedures:

1. For minor issues: The organization provides additional support, training, or resources to address performance gaps.
2. For persistent or severe underperformance: "Sharikon baroi Rushd" may implement more stringent measures, including:
 - Temporarily suspending fund disbursement
 - Restructuring the project timeline or deliverables
 - In extreme cases, terminating the grant with a clear exit strategy to minimize negative impacts

Capacity Building: "Sharikon baroi Rushd" offers targeted capacity-building interventions to address common performance issues across multiple projects, aiming to prevent future underperformance.

Final Reporting and Lessons Learned: At the project's conclusion, grantees submit a comprehensive final report detailing all activities, expenditures, outcomes, lessons learned, and suggestions for future projects. The organization conducts a thorough analysis of these reports, particularly focusing on how performance issues were addressed, to refine future grant-making and monitoring processes.

Through this comprehensive monitoring, reporting, and performance management process, "Sharikon baroi Rushd" ensures that all projects remain aligned with their goals, funds are used effectively, and any performance issues are proactively identified and addressed. This approach not only promotes accountability but also maximizes the impact of grant programs by continuously learning and improving based on project outcomes.

12. Intellectual Property Rights Management

"Sharikon baroi Rushd" recognizes the importance of clear and fair intellectual property (IP) policies in grant-making processes. Our organization has developed comprehensive policies and procedures regarding intellectual property ownership that align with UNDP requirements and balance the interests of all parties involved. These policies are designed to foster innovation while ensuring that the benefits of grant-funded solutions can be widely shared for development purposes.

Key aspects of our Intellectual Property Rights Policy include:

1. **Ownership of Intellectual Property:**
 - The intellectual property rights for solutions developed through grant-funded projects primarily rest with the grant recipient (grantee).
 - This approach acknowledges that the grantee generates the solution to the development challenge, not "Sharikon baroi Rushd" or the funding partners like UNDP.
2. **License to "Sharikon baroi Rushd" and UNDP:**
 - As part of the grant application and acceptance process, grantees agree to provide "Sharikon baroi Rushd" and UNDP with an irrevocable, unlimited, and cost-free license to use the developed solution.
 - This license allows "Sharikon baroi Rushd" and UNDP to: a) Use the solution in their programs b) Replicate the solution in other contexts c) Disseminate the solution to other beneficiaries or development partners
3. **Grantee's Commercial Rights:**
 - The grant recipient retains the right to use the solution for their own commercial benefits.
 - This provision encourages grantees to continue developing and improving their solutions, potentially leading to sustainable business models.
4. **Disclosure Requirements:**
 - Grantees are required to disclose any pre-existing intellectual property that will be used in the project.
 - Any new intellectual property developed during the project must be reported to "Sharikon baroi Rushd".
5. **Publication and Sharing of Results:**
 - Grantees are encouraged to publish and share the results of their work, subject to the agreed-upon license terms.
 - "Sharikon baroi Rushd" and UNDP reserve the right to publish and share project outcomes and learnings, with appropriate attribution to the grantees.
6. **Third-Party IP:**
 - Grantees must ensure they have the necessary rights or permissions for any third-party intellectual property used in their projects.
7. **Dispute Resolution:**
 - The policy includes clear procedures for resolving any intellectual property disputes that may arise during or after the grant period.
8. **Capacity Building:**

- "Sharikon baroi Rushd" provides guidance and training to grantees on intellectual property management to ensure they understand their rights and obligations.
9. Customization of IP Agreements:
- While maintaining core principles, "Sharikon baroi Rushd" may customize IP agreements for specific projects or grantees when necessary, always ensuring alignment with UNDP requirements.
10. Regular Policy Review:
- The Intellectual Property Rights Policy is regularly reviewed and updated to ensure it remains in line with international best practices and UNDP guidelines.

By implementing these policies and procedures, "Sharikon baroi Rushd" ensures that intellectual property rights are managed in a way that meets UNDP requirements, protects the interests of grantees, and maximizes the potential for widespread positive impact from grant-funded solutions. This approach encourages innovation while ensuring that valuable developments can be shared and scaled for the greater benefit of development efforts.

13. Data Protection and Information Security

"Sharikon baroi Rushd" is committed to ensuring the confidentiality, integrity, and availability of all data, including sensitive information related to beneficiaries and project outcomes. Our comprehensive data protection framework is an integral part of our grant agreements and disbursement policies, ensuring all parties maintain high standards of data protection throughout the grant lifecycle.

Key components of our Data Protection Policy include:

- Clear definitions of data types and classification levels
- Roles and responsibilities for data handling
- Data collection, processing, and storage guidelines
- Data retention and destruction procedures
- Incident response protocols
- Training requirements for staff and partners

Key Technical and Operational Safeguards:

1. Network and Endpoint Security
 - Up-to-date antivirus software and mobile device management
2. Physical Security
 - Secure, access-controlled facilities
 - Clean desk policy and secure document disposal
3. Staff Training and Awareness
 - Mandatory data protection training for all staff
 - Regular updates on new threats and regulations
4. Compliance and Auditing

- Regular internal and third-party security assessments
- Compliance checks against relevant data protection regulations

Special Attention to Beneficiary Data: We prioritize the protection of beneficiary information through anonymization in public documents, strict access controls, clear consent procedures, and regular data reviews.

Continuous Improvement: Our framework is subject to ongoing enhancement through incident reviews, staying informed about emerging threats, and soliciting feedback from stakeholders.

By implementing these measures, "Sharikon baroi Rushd" ensures that all data is protected with the utmost care, fostering trust among our stakeholders and upholding the highest standards of ethical data management in our grant-making activities. This commitment to data protection is reflected in every aspect of our operations, from policy development to day-to-day practices.

14. Impact Assessment

Collection of Comprehensive Data: At the completion of each project, "Sharikon baroi Rushd" requires grantees to submit a detailed final report that includes all relevant data on project activities, outcomes, and expenditures. This data is essential for evaluating the effectiveness of the projects and understanding their impact on the target communities and environments.

Quantitative and Qualitative Measures: The impact assessment utilizes both quantitative metrics, such as increases in crop yields, changes in income levels, and improvements in soil health, and qualitative data, such as beneficiary testimonials and case studies. These diverse data sources help provide a well-rounded view of the project's impact.

External Evaluations: To ensure objectivity and gain additional insights, "Sharikon baroi Rushd" often employs external evaluators to conduct some of the impact assessments. These evaluators use their expertise to independently analyze project outcomes and provide unbiased assessments of the project's effectiveness.

Comparative Analysis: Data from the project is compared against baseline data collected before the project commenced as well as control groups where applicable. This comparative analysis helps to isolate the effects of the project from other external factors, providing a clearer picture of the project's true impact.

Stakeholder Feedback: Feedback is solicited from all project stakeholders, including beneficiaries, local community leaders, project staff, and partners. This feedback is crucial for understanding the broader implications of the project and for capturing insights that might not be evident from quantitative data alone.

Reporting and Documentation: The findings from the impact assessments are compiled into comprehensive reports that outline the successes and challenges of the projects. These reports are shared with donors, stakeholders, and the public to maintain transparency and accountability.

Learning and Improvement: The final and perhaps most critical aspect of the impact assessment is the learning phase. "Sharikon baroi Rushd" uses the insights gained from the

assessments to refine their strategies and improve future grant-making processes. Lessons learned are documented and integrated into the planning stages of future projects to ensure continuous improvement.

Sustainability Assessment: The long-term sustainability of the projects is also evaluated to determine if the benefits of the projects are likely to persist beyond the funding period. This assessment helps to identify successful strategies for creating lasting change and areas where additional support may be necessary to ensure long-term impact.

By systematically conducting impact assessments, "Sharikon baroi Rushd" not only measures the outcomes of its projects but also enhances its ability to implement effective and sustainable programs. This step is essential for validating the organization's efforts, showcasing the results to donors and stakeholders, and guiding future initiatives to achieve greater impact.