



Project Cooperation Guidelines

**Vänsterns Internationella Forum (VIF)
Left International Forum
2010**

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1. VIF (Left International Forum)

VIF was founded in 1995 after a parliamentary decision to provide state funds to parties in the parliament for the purpose of "contributing to the development of smoothly functioning party systems in developing countries and in Central and Eastern Europe for the purpose of promoting a representative, democratic form of government in these countries." The Left Party voted against this form of financing parties in other countries as interference that distorts the balance in these countries' political systems, and feels, therefore, that it should be repealed. The party, nevertheless, uses the funds that it is entitled to, based on the number of seats it holds in the parliament, and to that end VIF was founded for the purpose of running the Left Party's cooperative projects with kindred organizations in "The South" and in Central and Eastern Europe.

VIF works primarily with projects whose purpose is to:

- promote participatory democracy
 - strengthen women's position and participation
 - promote ecologically and socially sustainable development
 - increase respect for democratic and human rights and freedoms
- (VIF's bylaws § 3)

VIF's projects are developed in cooperation with parties that are politically close to the Left Party or organizations connected to such parties. Since its start in 1995 VIF has supported projects in more than ten countries.

The cooperative projects are financed through grants from SIDA (Swedish International Development Cooperation Agency) to what are called party-related organizations (PAO, in Swedish). The goal of PAO support is to "contribute to the development of smoothly functioning party systems in developing countries and in Central and Eastern Europe for the purpose of promoting a representative, democratic form of government in these countries" and to disseminate information about the projects in Sweden. The SIDA grants are distributed to the PAO organizations based on the number of members of parliament each party has. At the request of the Foreign Ministry, SIDA also provides guidelines and rules for what kinds of projects, in which countries, and with which organizations as cooperating partners, support can be given. VIF is bound by these rules in its projects.

In these project guidelines, the SIDA rules relevant to the cooperating organizations are given, as well as VIF's own priorities and rules for application and auditing.

VIF chooses which parties and organizations it cooperates with and, if the desire is mutual, a dialogue is initiated with them. In this dialogue VIF provides information concerning what types of projects can be supported and VIF's orientation (see above) and priorities (network building). VIF also provides advice with respect to structure and formulation of applications so as to ensure that the project qualifies for SIDA support.

2. Cooperation criteria

2.1 Choice of cooperating partners

SIDA: Cooperation is carried out with political parties or associations connected to them; e.g., youth, women's or union organizations.

VIF orients its work toward making contact and establishing cooperation with politically and ideologically like-minded organizations in countries in the South and East, and cooperation between such countries in South-South and South-East cooperation:

- for exchange of experiences and ideological and political discussions in the anti-imperialist struggle and the struggle for socialism and feminism.
- to learn, and to gain the insights and knowledge needed to orient ourselves with respect to what is happening in different parts of the world and be able to take well-informed positions on international issues.
- to develop and disseminate international knowledge in the party and, thereby, increase involvement in solidarity efforts.
- to be able to provide a helping hand in critical situations of increased violent repression.

2.2 Project financing criteria

SIDA: The project is to be aimed at creating or strengthening democratic development in the cooperating country, with emphasis on dialogue, creation or development of capacities, organizational development of a smoothly functioning party system, political participation and a democratic political system, primarily through exchange and training programs. Of particular importance are projects that promote women's, youth and marginalized group's participation in both the cooperating parties and political life in general. Projects to strengthen the party's organization at the base level and support at the local level are equally important, as are contacts with citizens and civil society organizations.

SIDA: Each project described in the application must include problem analysis and formulation of goals. A thorough problem analysis and goal formulation is a prerequisite for showing which problems the project attempts to resolve, the grounds on which the project has been chosen, what the project can be expected to achieve and how the results of the project can be measured. The description must be so complete that judgements can be made based on it. The project's goals and activities must comply with VIF's guidelines. The application must include a plan for follow-up and evaluation.

Motsägelsefullt att ta med VIF i SIDA-regler,. Det mesta här är ju SIDA, Det är bara sista meningen som är VIF

2.3 Application process

VIF applies to SIDA for funds within the framework of the PAO support. The application is filed with SIDA on October 15 every other year for the coming two-year period. VIF has no possibility of accepting project applications outside this project cycle.

May	Information to cooperating organizations about the possibility of applying for projects is sent out. Guidelines and timeframes are enclosed.
June	Project manager/regional group have running discussions with cooperating partners during the project's formation.
July 15	Application from cooperating partner must be in VIF's hands.
August 8	VIF's board discusses the applications that have come in.
August	VIF's secretary formulates proposals for its grant application to SIDA based on the projects' applications. Proposals for project applications to SIDA are written in Swedish and then are translated to relevant languages for each project.
September	Discussions with cooperating partners about any possible changes required
September 26	VIF's board makes a decision on the application to SIDA. The cooperating organizations are informed.
October 15	The application is sent to SIDA* (not final, but this is the preliminary date we have received)
December	A decision from SIDA
	A contract between SIDA and VIF is signed.
	A contract between VIF and the cooperating organization is signed.
	Requisition and start of the project

2.4 Budget criteria

- The applying organization/party must send in a budget for the project.
- The budget must be in proportion to the type of project to be carried out.
- The budget must include any contributions from other sources of financing.
- The budget must be based on a calendar year.
- Administrative costs (including personnel costs, auditing, etc.) should not exceed 10% of VIF's grant, including costs for an external audit.
- The cooperating party/organization must apply for permission from VIF if it wants to change or redistribute the budget's resources when the amount is more than 10% of the budget item. Requests for changes or reformulation of the budget must be made in writing and be approved by VIF before the activities are carried out or the expenses are incurred.
- The budget should include the costs for the external audit.
- Project funds may not be used under any circumstances to finance activities directly related to an election (campaign activities). Nor may funds be used for election materials (such as folders, fliers, campaign buttons, election posters, etc.).

- No grant is made for the purchase of land or buildings, vehicles or other durable goods of this type.
- Funds for travel can be approved if the trip is made within a well-defined context of strengthening regional networks and is within the framework of the project.

VIF never approves costs incurred before the date the contract is signed.

3. Project administration

3.1 General requirements

Cooperating organizations/parties must follow norms for accepted accounting practices and use of resources.

3.2 Payments and requisitions

Payment of funds is made semi-annually in two-year projects after VIF has received a signed formal requisition (that follows the template):

- by post to Vänsterns Internationella Forum, Box 12660, 112 93 Stockholm,
- by fax at +46 8 652 23 85
- or electronically to olivia.malmqvist@vansterpartiet.se

Approved requisitions are paid to the bank account specified in the contract with the cooperating organization.

3.3 Routines for financial transactions

- All purchases made require a receipt or invoice.
- Everyone employed for the project must have legal employment contracts.
- Purchase of goods exceeding a value of USD 1,500 (one thousand, five-hundred US dollars) should only be made after comparing three price quotes.

3.4 Project report

- A partial report is submitted after the first year of a two-year project. The partial report must include both a brief financial accounting and a brief activities report.
- The final report after two years must be more thorough and include a complete project report and financial accounting, reviewed by a certified public accountant if the amount exceeds SEK 200,000.
- The final written report must follow the template for project reports (see below) and be put in relation to the budget and activities plan in the contract.
- The partial report must be presented, at the latest, within three months of the end of the project or by January 15 of the following year. The final report of a two-year project must be provided to VIF, at the latest, within three months of the end of the project period.
- SIDA and VIF have the right to visit, evaluate and/or revise every project or contribution financed in part or in its entirety with funds from SIDA's aid appropriation. Both visits and revisions/evaluation will be preceded by consultation with the organization receiving the financial assistance.

3.5 Financial reporting

- The cooperating organization writes a financial report and accounts for the results in relation to the approved budget.
- The financial report should be signed by the project manager and the financial manager (those who signed the contract with VIF) and be separated from the activities report.
- The financial report and verifications must be approved by an auditor.
- The audit must follow current auditing standards and be presented in the manner described in chapter 4.
- The financial report, audit and certificate must be turned in within three months of the end of the project or, at the latest, by January 15 of the following year.
- Detta är motsägelsefullt i svenska versionen, blir därför också i engelska, formuleringen stämmer med delrapport, och här talas om revisionsrapport och intyg, som bara begärs vid slutrapport. Så detta måste väl delas upp i två, precis som verksamhetsrapporteringen

4. Rules and instructions for auditing

Principles for auditing

- The greater the contribution, the more resources must be dedicated to monitoring and control.
- The greater the risk of mistakes or irregularities, the more resources must be dedicated to monitoring and control.

Internal control

Internal controls are exercised by the board, the leadership or other personnel within the organization who assure that activities and financial transactions are in compliance with the goals of the project with respect to:

1. The project's adequacy and efficiency.
2. The financial information's trustworthiness.
3. Observance of relevant laws and regulations.

Definitions:

1. The financial report is the final report on what different activities have cost.
2. The auditor's report and certification are a verification from an external auditor (if the grant is in excess of SEK 200,000; otherwise from a trustee auditor) that the project is being conducted in accordance with laws and norms. It includes information concerning the auditor's opinion based on the material reviewed.
3. The auditor's report and certification must accompany all final reports.
4. The auditor's report describes the content and extent of the review, the result of the internal auditing, an overview of the organization and financial reviews of any third parties, as well as important observations that the auditor considers must be reported to the responsible individuals within the organization.

1. Report for grants in excess of SEK 200,000

Project and financial reports must be reviewed by qualified (certified) public accountants, preferably members of the international auditing organization IFAC. The audit is conducted in accordance with the following:

Auditor's report

After the completed review of the project, the auditor must submit a report on the audit and an audit certificate regarding the organization's activities and financial reports. An audit certificate without reservations must be worded precisely as follows.

I (we) have reviewed the report for the year supplied by the organization in agreement with VIF, dated

I (we) have even reviewed the organization's internal procedures with regard to auditing in all third party organizations to whom, in accordance with separate agreements, has forwarded VIF funds.

The review has been carried out in accordance with accepted auditing standards and SIDA's auditing instructions. The report has been drawn up in accordance with the above named agreement with SIDA.

The internal examination of auditing of third parties provides no grounds for objections. I (we) suggest that SIDA approves the report.

The auditor must also provide the audited organization with a report with regard to:

- the content and extent of the review.
- the result of the review of the organization's internal procedures regarding auditing in those third party organizations to whom an organization has, in accordance with the contract with VIF, forwarded funds (when auditing the intermediary grantee organization).
- significant observations within the VIF supported projects that the auditor should report to the organization's board in compliance with FAR's (Certified Audits Federation) recommendation "The Audit Process."

Extent of the review

In addition to the review the auditor does in accordance with accepted auditing standards, the auditor must separately check that:

1. if the organization channels money to other organizations, it has signed agreements with those organizations.
2. funds are held in a separate bank account.
3. the financial reporting correlates with the VIF/Sida approved budget and includes explanations of any discrepancies.
4. the organization has followed SIDA's purchasing regulations.

If the organization that has a contract with VIF subcontracts all or part of the project to a third organization, the applicable parts of the auditing instructions must be carried forward to the third party. An organization forwarding grant funds to another party must review the audits of all third parties.

2. Report for grants under SEK 200,000

For reports for grants of less than SEK 200,000 SIDA accepts reviews conducted by a trustee auditor.

If the organization that has a contract with VIF subcontracts all or part of the project to a third organization, the applicable parts of the auditing instructions must be carried forward to the third party. The original grantee organization must review the audits of all third parties.

Auditor's report

After the completed review of the audited organization, the auditor must submit a report on the audit and an audit certificate regarding the organization's activities and financial reports. An audit certificate without reservations must be worded precisely as follows.

I (we) have reviewed the report for the year supplied by the organization in agreement with SIDA, dated

I (we) suggest that SIDA approves the report.

Guidelines for auditing

The auditor should provide guidance on the content of the audit report to the organization the audit concerns.

In addition to conducting the review in accordance with these principles and generally accepted auditing norms, the auditor must confirm in particular that:

- the cooperating organization has signed a contract with VIF.
- the grant funds are placed in a bank account in the organization's name.
- there are explanations for departures from the budget and that these explanations are not contradicted by other parts of the report or other information known to the auditor.
- the cooperating organization has internal rules for purchasing goods and has followed them.
- the final report has been signed by the responsible person within the cooperating organization.
- the cooperating organization has produced a project report and that it does not vary from or contradict the financial report.
- the cooperating organization has reliable management of the funds from VIF and correct and complete financial accounting, and that all financial transactions are accounted for.
- the account balance at year-end closing agrees with the reported amounts.
- the final report shows any unused funds and, if this is the case, that these have been repaid to VIF in accordance with the contract.
- there are receipts/invoices for expenditures made.

5. Handling of resources

VIF's payments are made directly to the bank account named in the contract, which should be a separate account exclusively for deposits by VIF. It must be an organization's account, not a personal account. Detta är jag tveksam till om våra samarbetsorganisationer klarar

With respect to interest paid on this account, the money is not to be returned to VIF, but rather used in the project's activities. Therefore, it should also be accounted for in the project's reporting.

5.1 Repayment

Funds not used during the time specified for the project (in accordance with the contract's approved budget) must be repaid via a deposit to VIF's bank giro number, 5206-9887. Amounts under SEK 500 need not be repaid. The correct repayment amount must be attested by the auditor.

If the cooperating organization is found to be lacking in its handling of funds, accounting or reporting, VIF has the right to annul the contract and cancel the project. Criminal acts within the framework of the project, such as embezzlement, will be prosecuted in accordance with the laws of the country where the project is carried out.

The cooperating organization will be required to pay back all or some of the grant from VIF if:

- all of the funds received for the project have not been used.
- the funds received have not been used in accordance with the agreed on budget (assuming VIF has not approved changes to or redistribution of the budget in advance)
- reports are not delivered within the agreed on timeframe.
- one of the parties has terminated the contract.

5.2 The contract

A contract is written when an agreement is reached between VIF and the cooperating organization.



Project application

Project name:	
Project period (years):	
Applying organization's name:	
Organization' s registration number:	
Address:	
Telephone:	
E-mail address:	
Contact person:	
Date	Signature

SIDA is subject to the principle of public access to official records, which means that all documents received by SIDA are to be viewed as public documents.

1. Summary: *A short description of all parts of the suggested project*

It must be clear with respect to purpose, relevance, motivation of methods and activities envisioned.

2. The situation and the problem: *Describe the situation that can be improved through the project.*

Put the project in its social and political context. Describe the reasons behind the problem or the situation that needs to be improved and how that can happen through the project.

Preferably, connect the problem analysis to a brief description of the political situation with respect to, for example, persecution, repression, discrimination, power relationships and distribution of power, possibilities for conducting free and fair elections, carrying out parliamentary functions and human rights.

3. Analysis of interests served: *Who benefits from the project?*

a. Organization

The organization's structure, leadership, membership and role in society and political development.

b. Participation

Who has participated in identifying problems and shaping the project?

What methods are to be used to create active participation in all stages of the project (planning, implementation, follow-up and evaluation)?

c. Participants

Who is to participate in the project? What characterizes them? How many are they? What are their ages and what is the distribution of the genders?

d. Power relationships

Is the purpose of the project to alter the power relationships and opportunities for participatory democracy internally in the organization or in society? Does the project have any methods for achieving equality between men and women or increased equality between people belonging to different cultures, age groups, professions, living environments (rural versus urban), etc.?

4. Goal analysis: *What do you hope to achieve with the project?*

a. Develop a project goal.

The project's goal is the specific change you want to achieve with the project. The goal can be seen as an answer to the problem described in point 2 above.

b. Expected result

The result is how the organization, the participants and their conditions are influenced by the project and how they relate to the project's goal.

5. Indicators and follow-up: *How can you know that the project contributes to the stated goal?*

a. Goal indicators

What would be a sign that you have reached the project's goal?

What concrete events, that are possible to observe, can be signs that the project is contributing to change? These are your indicators of having reached the goal:

.....

b. Result indicators

What would be a sign that you have achieved results?

What concrete events, that are possible to observe, will point to the project leading to improvements? These are indicators. Formulate an indicator for each result you hope to achieve:

.....

c. Follow-up and evaluation

Describe how you will follow up and evaluate the project. What methods will be used to see the effects of the project? Who will conduct the follow-up and evaluation, and how and when will they take place?

6. Activities plan:

Describe the activities planned for the project to achieve its results. For each area, specify the number of activities, the approximate number of people to be involved and how many are women, men, or young people. Attach a preliminary timetable.

7. Sustainability analysis:

a. Risk analysis

What internal and external factors can threaten the carrying out of the project. How will you handle these risks? Describe even potential difficulties with respect to currency transactions, etc.

b. Long-term effects

Describe briefly the effects the project is expected to have in the long term, and what will happen after the project is finished.

Appendix I: Budget

The whole project budget is to be given. The items included in the budget must be specified as far as possible so that the budget and each of its components can be accounted for and followed up. Specification of budget items is to be presented in attachments.

Contributions from the cooperating organization itself or other sources are to be listed separately (e.g., financial contributions, personnel, equipment, material, etc.).

Vänsterns Internationella Forum

Box 12 660, 112 93 Stockholm
Sweden

Contract between VIF & cooperating organization/party

Background

This contract is for the project approved by VIF on _____ 20__
The activity plan and budget, approved by both parties, is attached to the contract.

1. Cooperating parties

Vänsterns Internationella Forum (VIF)

Contact person(s): _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Cooperating organization/party:

Contact person: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

2. Project

VIF awards a grant to the project, " _____ " year 20__ in accordance with the activities plan and budget (see attachments).

3. Budget

3.1. Support from VIF amounts to SEK _____ for 20__. All costs above this amount are the sole responsibility of the cooperating organization. The budget is to be given only in Swedish crowns (SEK) and is adjusted to reflect changes in currency values.

3.2. Financing is based on a decision of the Swedish government on December 21, 2000 (decision UD2000/1500/IC, 111:17). This contract will be valid only so long as the financing is not repealed by the Swedish government.

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4. Project responsibility

The cooperating organization/party is responsible for the completion of the project in accordance with this contract and the Project Guidelines for cooperation 2010.

The person responsible for leading the project and filing reports is:

(name) (title, contact information)

The person with overall responsibility for the projects finances is:

(name) (title, contact information)

5. Transfer of funds

5.1. VIF will transfer funds after the signing of the contract and receipt of a requisition from the cooperating organization/party.

5.2. The cooperating organization/party must have a bank account available for deposit of the grant. The account should be in the name of the organization with at least two account signers from the organization.

Bank account holder: _____

Bank account nr: _____

Name and address of bank: _____

6. Use of funds

6.1. Funds for the project are to be used economically and solely for the fulfillment of the purpose given in this agreement.

6.2. The cooperating organization/party is responsible for the planning, follow-up and reporting of the part of the project financed by VIF.

6.3. This contract consists of an activities plan and a budget (attachment 1).

7. Changes in the budget

VIF must be immediately informed when unexpected situations arise that have a negative effect on the project's implementation. Changes of more than 10% in budget items and significant changes in the direction or timetable of the project are only permissible with consent from VIF.

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Sweden**

8. Financial report and result-oriented report

8.1 The reports from the cooperating organization/party to VIF must consist of a financial report, an auditor's report and a written result-oriented activities report.

Här måste vi göra åtskillnad mellan slutrapport och delrapport i enlighet med riktlinjerna, det behöver ändras i svenska versionen.

8.2. January 15, 2011 is the last date for the cooperating organization to turn in the above reports.

Här måste vi göra åtskillnad mellan slutrapport och delrapport i enlighet med riktlinjerna, det behöver ändras i svenska versionen.

8.3. The audit report is to be signed by a certified public accountant if the grant amount is in excess of SEK 200,000 and must follow VIF's Project Guidelines for Cooperation in 2010.

9. Financial report

9.1 The financial report must be drawn up by the cooperating organization/party and be approved by an auditor.

9.2 The financial report must include all income and expenses within the framework of VIF's grant.

9.3. The financial report must include the original receipt for the deposit of funds from VIF in the bank account of the cooperating organization/party.

9.4. The financial report must be turned in and presented in such a way that a detailed and complete accounting of income and expenditures is possible.

9.5. The entire financial report and its individual items must show the correlation with the approved budget.

9.6. If the cooperating organization/party transfers funds to third parties, this must be reported to VIF in writing, and the parties involved must enter into a written agreement regarding the transfer of funds that follows the conditions in VIF's Project Guidelines and this contract.

10. Result-oriented report/project report

10.1. The financial report must be accompanied by a result-oriented report drawn up by the cooperating organization/party. The report is to be formulated along the lines of VIF's Project Guidelines for Cooperation in 2010.

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11. Follow-up

11.1. VIF has the right to do a follow-up of the project, receive information and review accounts, receipts and other documents. Representatives of SIDA have the same rights.

11.2. Documents needed to have insight into the handling of the project, as well as the audit report, are to be kept available by the cooperating organization/party. This includes above all original receipts for expenses to the extent that they have not already been sent to VIF, as well as agreements and correspondence concerning that part of a project that is supported financially by VIF.

12. Disputes and responsibility for compensation

The contracting parties agree to solve any problems during the project's implementation through open dialogue for mutual understanding. Even disputes about interpretation of the contract and project description are to be resolved where possible through dialogue for mutual understanding. If a dispute about the interpretation of this contract cannot be resolved by other means, the dispute will be resolved in accordance with Swedish law and in Swedish courts.

If the cooperating organization is found to be lacking in its handling of funds, accounting or reporting, VIF has the right to annul the contract and cancel the project. Criminal acts within the framework of the project, such as embezzlement, will be prosecuted in accordance with the laws of the country where the project is carried out.

The cooperating organization will be required to pay back all or some of the grant from VIF if:

- all of the funds received for the project have not been used.
- the funds received have not been used in accordance with the agreed on budget (assuming VIF has not approved changes to or redistribution of the budget in advance)
- reports are not delivered within the agreed on time frame.
- one of the parties has terminated the contract.

This contract, in two originals, is valid when it has been signed by both parties. The individuals responsible on behalf of the cooperating organization for the project and for the finances must both sign the contract.

Attachments: Activities plan & budget

Vänsterns Internationella
Forum (VIF)

_____	_____	_____
Name	Organization	Organization
_____	_____	_____
Title	Name	Name
_____	_____	_____
Address	Title	Title
_____	_____	_____
Telephone	Address	Address
_____	_____	_____
E-mail	Telephone	Telephone
_____	_____	_____
Signature	E- mail	E- mail
_____	_____	_____
Place and date	Signature	Signature
_____	_____	_____
	Place and date	Place and date

Vänsterns Internationella Forum
Chairperson: Ann-Margarethe Livh, International Secretary: Olivia Malmqvist
Kungsgatan 84, Box 12 660, 112 93 Stockholm, Sweden
Tel: 08-617 51 04, Fax: 46-8-653 23 85, Bank account no. 386 651 078



Left International Forum

Requisition 2010

Please note that all amounts should be specified in Swedish currency (SEK). For overseas transfers SWIFT or BIC numbers should be given plus IBAN account number.

Name of Project:
Organization:
Organization Address:

Amount in SEK:

Name of Bank:
SWIFT/BIC (for foreign accounts):
Bank postal address (in case SWIFT/BIC is missing):
IBAN (for foreign accounts):
Account no.:
Name of Account, if different from name of Organization:

Signature of the person in charge of the project:

Place and Date:

.....



Project report

Project name:	
Project period (years):	
Organization's name:	
Organization's registration number:	
Address:	
Telephone:	
E-mail:	
Contact person:	
Date	Signature

*See to it that you have filled in the information above. The report, in the original, must be signed by the person responsible for the project and **copies in electronic form be provided.***

1. Summary of the project

Briefly describe how the situation has been influenced by the project in relation to the goals established.

2. People who have taken part in the project

How many people have been involved in the project's activities (project leaders and participants)?

How many have benefitted from the change made as a result of the project. Give gender and age divisions?

What methods have been employed to create active participation in all stages of the project (planning, implementation, follow-up and evaluation)?

3. Activities – *compare to the application's plan of activities*

Briefly describe the activities carried out.

Are their departures from the application's plan of activities? Why?

4. Changes achieved – *compare with the application's established goal/expected results*

a) Has the project achieved its goal? Relate to the goal and result indicators in the application.
Give examples from the evaluation/follow-up that demonstrate the fulfillment of goals.

b) Have the expected results been achieved?

Give examples from the evaluation/follow-up of results that were or were not achieved.

5. Other effects

Has the project had other positive or negative effects that were not included in the goal/results?

6. Power relationships

Has the project had any effects on power relationships between different groups in the organization or society? Has the project created new possibilities for men and women or increased participation in the organization or society? What problems have there been and how have you worked to resolve them?

7. Experiences and lessons

Comment on positive and/or negative experiences and lessons. What would you recommend to other organizations conducting similar projects?

8. Evaluation of the cooperation process with VIF

How did the cooperation and contacts between VIF and your organization work out? What were the positive/negative experiences of the cooperative endeavour? What obstacles came up?

Please give VIF suggestions as to how we can further improve our cooperation.

Attachments

- a) Financial reports
- b) Report from evaluation with parties involved
- c) List of participants in activities (signed by the participants)
- d) Any pictures or other project documentation