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Embassy of Switzerland
Swiss Contribution Office for Latvia, Lithuania and Estonia

Mr. Ivar Sikk
Deputy Secretary – General for State Fiscal Policy
Ministry of Finance of Estonia
Suur - Ameerika 1
Tallinn, Estonia

Reference:
Your reference: 10.01.2014 No 9.2 – 4.7/487
Our reference: 7F-07288.01.01
Riga, 28 January 2014

Estonia: Amendments to the Project Agreement “NGO Fund”

Dear Mr. Sikk,

I refer to your letter of 10th of January 2014 requesting the above mentioned amendments. I am happy to inform you that Switzerland has approved your requested changes as follows:

- Front page as follows “To be implemented during the period 1 April, 2011 – 31 December, 2015”.
- Article 4.2 as follows “3 open calls for small Sub-projects costing up to CHF 12'000 per one project, 3 open calls for large Sub-projects costing up to CHF 70'000 per project and open calls for medium Sub-projects costing up to CHF 37'000 per project will be carried out.
- Article 12.3 as follows “The NGO Fund Completion Report is due not later than six months after the end of the duration of the NGO Fund, meaning not later than 30th of June, 2016. The Project Completion Report - together with the last Interim Report and the conclusions of the Final Financial Audit Report – and their acceptance by SDC is the base for approving the final project eligible costs and recovering unused amounts if necessary. The NGO Fund Completion Report has an operational part that documents and comments the overall achievement of outputs and outcomes against the original plan, the compliance with principles such as cross cutting themes and sustainability, and suggests lessons learned and conclusions. It contains a financial part (Final Financial Report) having a summary of financial data for the whole NGO Fund duration and compares effective with planned expenses”.

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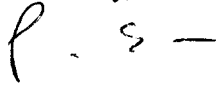
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- Article 13.3 as follows "The Final Financial Audit shall cover the entire NGO Fund implementation period. The conclusions and recommendations shall be transmitted to Switzerland together with the Project Completion Report, by the NCU at the latest six months after the termination of the Project, not later than 30th of June, 2016.
- Article 25.2 as follows "The NGO Fund shall be implemented in 58 months, starting on 01.04.2011 and ending 31.12.2015.
- By replacing the Annex 3 "Indicative Budget" of the NGO Fund Agreement with the revised budget attached to this letter.
- By creating the Annex 4 "Log-frame" attached to this letter.

The parties agree that this letter constitutes an integral part of the NGO Fund Agreement. Except for the stated above the NGO Fund Agreement remains unchanged.

The aforementioned amendments enter into force on the date of this letter.

Yours sincerely,



Patrick Etienne
Head
Swiss Contribution Office Riga

Enclosure:

Annex 3 "Detailed Budget" on one page.

Annex 4 "Log-frame" on three pages.

Annex1.
Annex 3 Detailed Budget

Activity	Current costs of activity (CHF)	Indicative costs of activity (CHF)
1. Administration	294 118	294 118
Personnel (Program manager, accountant, IT-manager)	259 878	227 896
Administration and office	19 000	48 836
Open call organisation, seminars, experts	15 240	17 386
2. Implementation of sub-projects	2 588 235	2 605 763
Small sub-projects	489 000	241 005
Large sub-projects	2 099 235	1 994 538
Additional open call	-	367 770
Complementary action	-	2 450
3. Independent audit (intermediary, final financial audit, / and impact assessment)	58 824	41 296
Total	2 941 177	2 941 177

Annex 2.
Annex 4 Log-frame

NGO Fund		Estonia	
Strategy of Intervention	Key Performance Indicators	Means of Verification	External Factors (assumptions / risks)
Impact		Impact Indicators	
To promote civil society's contribution to economic and social cohesion as an important actor of development and participation.	Increased the role of NGOs in providing public services in cooperation with public sector.	<ul style="list-style-type: none"> ✓ Project Interim Reports ✓ Annual Project Reports ✓ Project Completion Report 	NGOs and public sector are willing to cooperate.
Outcomes		Outcome Indicators	
<p>To help building the capacity of Estonian non-profit associations and foundations to develop civil society and shape an environment that fosters civic action.</p> <p>To develop and reinforce cooperation between the third and public sectors.</p> <p>To improve the access and quality of public services that contribute to the enhancement of social cohesion, healthy life-styles and create a healthy living environment for local residents.</p>	<ul style="list-style-type: none"> ✓ Strengthened institutional and operational capacity of Estonian NGOs in offering public services. ✓ Improved and stronger cooperation between the third and the public sector. NGOs are equal and recognized partners to public sector. NGOs are experienced and acknowledged public service developers and providers. Increased number of contracting out agreements between the third sector and public sector. ✓ The role of the third sector, as an active actor in developing health-friendly living-environment and healthy life-styles, has increased. 	<ul style="list-style-type: none"> ✓ Project reports ✓ Independent audit ✓ Other documentation of NGO Fund ✓ Interim sub-projects' content and financial reports; final content and financial reports. 	<p>Enough applications and sub- projects. Timeliness of Beneficiaries' co-financing resources. Proper organisational and financial capacity of the selected civil society organisations and sub-project partners. Efficient and effective coordination and cooperation among Beneficiaries and Intermediate body. Local municipalities are in favour of funding service provision after sub-projects have ended, the service is developed and financed sustainably by the local municipalities.</p>
Outputs		Output Indicators	
<p>a) Effective NGO Fund management system established and implemented.</p> <p>b) Information activities, trainings and</p>	<ul style="list-style-type: none"> ✓ Informative activities, trainings and consultations implemented. ✓ 360 NGOs representatives 	<ul style="list-style-type: none"> ✓ Project reports ✓ Independent audit ✓ Other documentation of NGO Fund ✓ Technical and content evaluation 	<p>Enough applications and sub- projects. Timeliness of Beneficiaries' co-financing resources. Proper organizational</p>

<p>consultations implemented.</p> <p>c) Open calls for proposals organised.</p> <p>d) Submitted applications evaluated and selected for financing, sub-project agreements signed.</p> <p>e) Sub-projects implemented (by NGOs).</p> <p>f) Analyses and reports.</p>	<p>participating in informative seminars.</p> <ul style="list-style-type: none"> ✓ 3 open calls for small sub-projects and 3 open calls for large sub-projects organised. ✓ 1 additional open-call for sub-projects ✓ At least 230 sub-project applications. ✓ At least 115 sub-projects supported. ✓ At least 90 sub-projects gained their objectives and outputs. ✓ At least 50 public services outsourced. ✓ At least 80 partner NGOs participating in sub-project implementation. ✓ At least 115 local municipalities and other public sector institutions participating in sub-projects implementation. 	<p>documents</p> <ul style="list-style-type: none"> ✓ Contracts with sub-projects ✓ Interim sub-projects' content and financial reports; final content and financial reports; other sub-project monitoring documents. 	<p>and financial capacity of the selected civil society organizations and sub-project partners.</p> <p>Efficient and effective coordination and cooperation among Beneficiaries and Intermediate body.</p> <p>Local municipalities are in favour of funding service provision after sub-projects have ended, the service is developed and financed sustainably by the local municipalities.</p>
<p>Activities</p>	<p>Inputs</p>		
<p>1. Administration of Block grant</p> <p>a) Preparing and managing NGO Fund.</p> <p>b) Organising open calls (preparation of documentation, publication of open call, organisation of seminars/trainings for potential applicants).</p> <p>c) Organising appraisal process (evaluation of applications, selection for financing, signing sub-projects contracts).</p> <p>d) Organising trainings and consultations for NGOs implementing sub-projects (regarding procurements, reporting, other issues).</p>	<ul style="list-style-type: none"> ✓ NFCS staff, the Supervisory Board, expert group ✓ NGOs ✓ Independent audit 	<ul style="list-style-type: none"> ✓ Project reports ✓ Independent audit ✓ Other documentation of NGO Fund 	<p>Project management is efficient and effective.</p> <p>Coordination and cooperation among Beneficiaries and Intermediate body is efficient and effective.</p>

<ul style="list-style-type: none"> e) Control and supervision of sub-projects. f) Publicity on the Block Grant implementation. g) Reporting, analysing h) Organising NFCS work connected to independent audits 1. Implementation of sub-projects 2. Independent audit 			
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