

Training on Project Management and Implementation  
for Grant Beneficiaries and Partners TC Programme AZ-GE

## *National Requirements*

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## LEGAL FRAMEWORK

**1) Rules for obtaining the right to provide grants in the territory of the republic of Azerbaijan by foreign donors**

Approved by the Decision #339 of the Cabinet of Ministers of the Republic of Azerbaijan of October 22, 2015

**2) Decision N 216 of Cabinet of Ministers - on registration of grant contract (decisions) issued in June 5, 2015,**

**3) Law on grant of Azerbaijan Republic**



## Grant Registration 1

- The right to provide grants in the territory of the Republic of Azerbaijan by a foreign donor shall be obtained for each individual grant agreement (decision);
- An opinion of the Ministry of Finance of the Republic of Azerbaijan (hereinafter Ministry of Finance) on the financial-economic expediency of the grant shall be required for obtaining the right to provide grant;

- **When to apply:**

A foreign donor or recipient under the contract (their representative) shall submit within 30 days since signing a grant agreement ;



## Grant Registration 2

- **Whom to apply :**

Ministry of Justice of Azerbaijan Republic (hereinafter – coordinating state body) for obtaining the opinion of the Ministry of Finance of Azerbaijan Republic on financial-economic expediency of the grant and subsequent registration of a grant agreement (decision) using ‘one-stop-shop’ principle

- **How to apply and processes**

The required documents are submitted to the Ministry of Justice and docs are reviewed not later than next working day. If the documents are not complete, 10 additional working days are given to cover up deficiencies

The Ministry of Justice sends the package of docs to the Ministry of Finance via the registered mail. The ministry of finance should review the docs within 7 working days after receiving docs. Ministry of Finance may prolong issuing financial and economic justification 7 days more if there is a need for further study.



## Grant Registration 3

The Ministry of Finance shall submit a well-grounded opinion on the financial-economic expediency of the grant to the coordinating state body.

Ministry of Justice shall inform within 3 working days the applicant foreign donor or a recipient under the agreement (decision) (their representatives) about it.

The registration of grant agreements (decisions) of foreign donors who obtained the right to provide grants shall be carried out based on the “Rules on registration of grant agreements (decisions)” approved by the Cabinet of Ministers by its decision #216 of June 5, 2015

The registration of grant contract shall be done with the 15 working days if there is no reason for rejection. The issuing of registration certificate/notification may be prolonged for 15 days if there is a need for further study.



## List of documents

- 1) Grant contract (special condition)
- 2) Project description per contract (decision)
- 3) Financial and economic justification of grant
- 4) application 339 (to be signed by donor organization)
- 5) Application 216 (to be signed by the receipt)

If the documents are compiled in foreign country, it should be legalized or apostilled



# Monitoring versus evaluation...?



**Evaluation** is analysis and judgement: should we change the course?



**EVALUATION** uses criteria (relevance, efficiency, effectiveness, impact sustainability)

Bad monitoring leads to bad evaluation!

Gives recommendations to improve planning or implementation



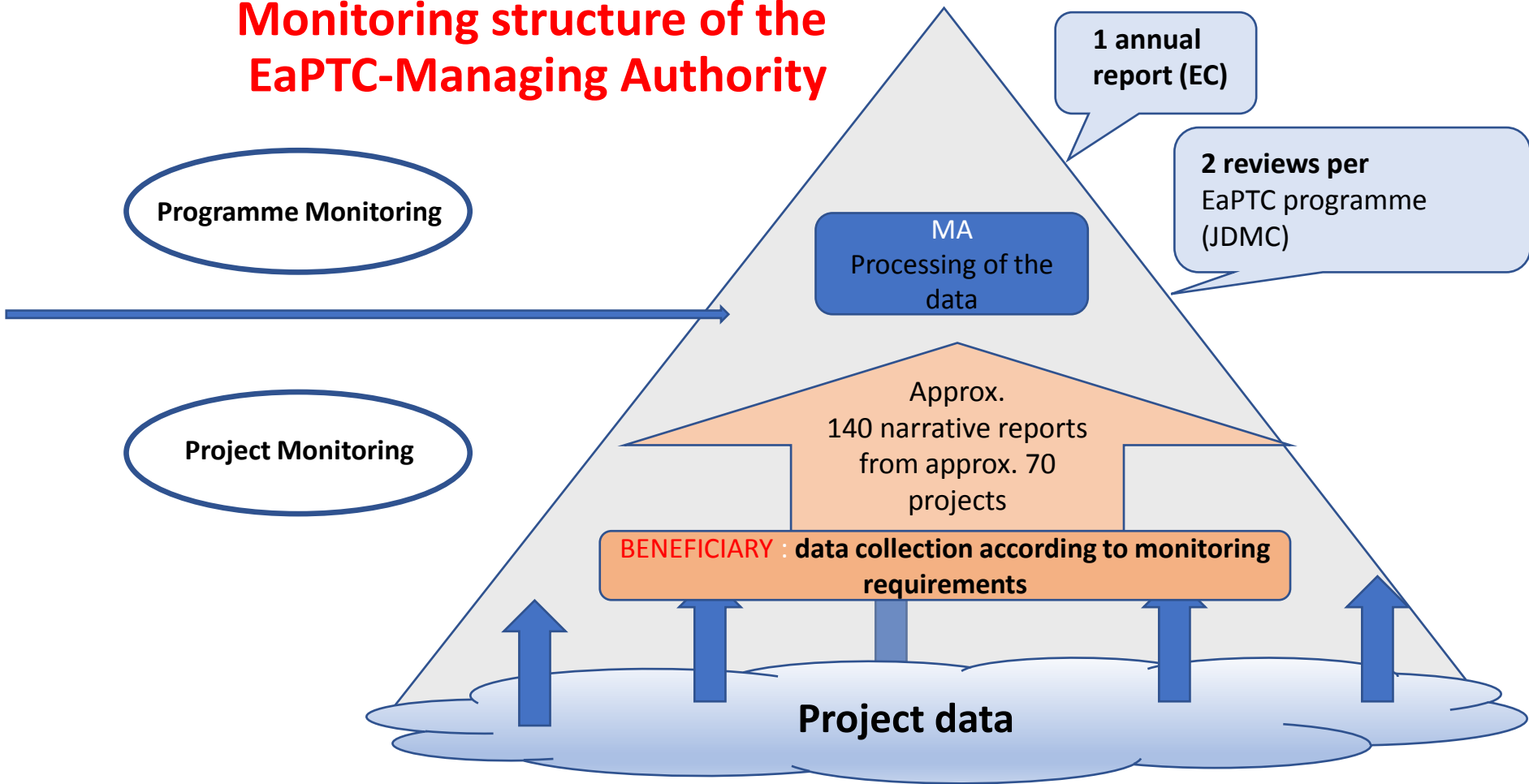
## Project Registration

- 1) Registration of grant by the Donor organization
- 2) Registration of grant by the beneficiary





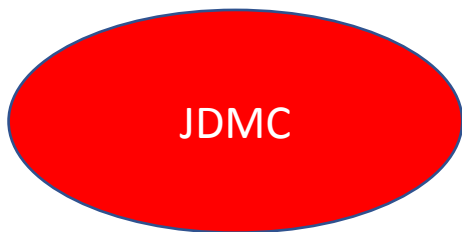
## Monitoring structure of the EaPTC-Managing Authority



## Monitoring at the Programme level

The MA submits narrative and financial reports

*twice per year*



*once per year*



## Monitoring at Project level

The purpose  
of the project  
monitoring :

is to keep track of how the project is **progressing** in terms of **expenditure, resources used, implementation of activities, delivery of results** and risk management.

Who is responsible  
for the  
monitoring?

- **Managing Authority** at project level and
- **Beneficiary (Lead Applicant)** at the level of the activities carried out by each partner involved in the project.



## External monitoring

- The Managing Authority is responsible for external monitoring (**on spot-visits**) during and after the completion of the project activities;
- One monitoring mission **every 3 months** should be planned and carried out or **at the necessity**;
- The **external monitoring system** is built on the output and result indicators and concerns the following aspects of implementation: **management and coordination, progress, dissemination.**

Document:	Used for:	Compared with:
<b>Action Plan</b>	<b>Checking progress</b>	<b>Data on implementation</b>
Budget and Grant contract.	Checking whether all expenses relate to the costs foreseen in the initial Budget and to the eligible costs from the Grant contract	<ul style="list-style-type: none"> <li>• Regular data on implementation, including concrete activity reports, meeting minutes, copies of media reports/programmes produced, financial documentation;</li> <li>• Supporting evidences, including attendance lists, supporting financial documentation, procurement reports;</li> <li>• Project reports and internal monthly reports in case your team prepares them.</li> </ul>



## Source of monitoring

Programme systematically should monitor all approved projects by means of the collection of data and assessing project performances.

- ***The logical framework, the Full Application Form, and the Action Plan,*** are the baseline sources of information to carry out the overall monitoring
- The monitoring will be based on the information collected from the ***Interim and Final Reports*** which contain detailed information on indicators, outputs, deliverables and audited expenditures, in order to consent a careful review of the project's potential **impact and its sustainability.**
- The ***interim financial and interim narrative reports*** shall be submitted in support of payment requests and should cover a 6 months period.



## Monitoring tools

- ➔ **Monitoring visits** undertaken by MA/ TS representative
- ➔ **Reports on monitoring site-visits** drafted by MA
- ➔ **All the data the Electronic Monitoring System** matched to Programme indicators.



## Internal monitoring

It is a key factors of good project management;

Should be planned and integrated throughout the project realisation;

### Project managers:

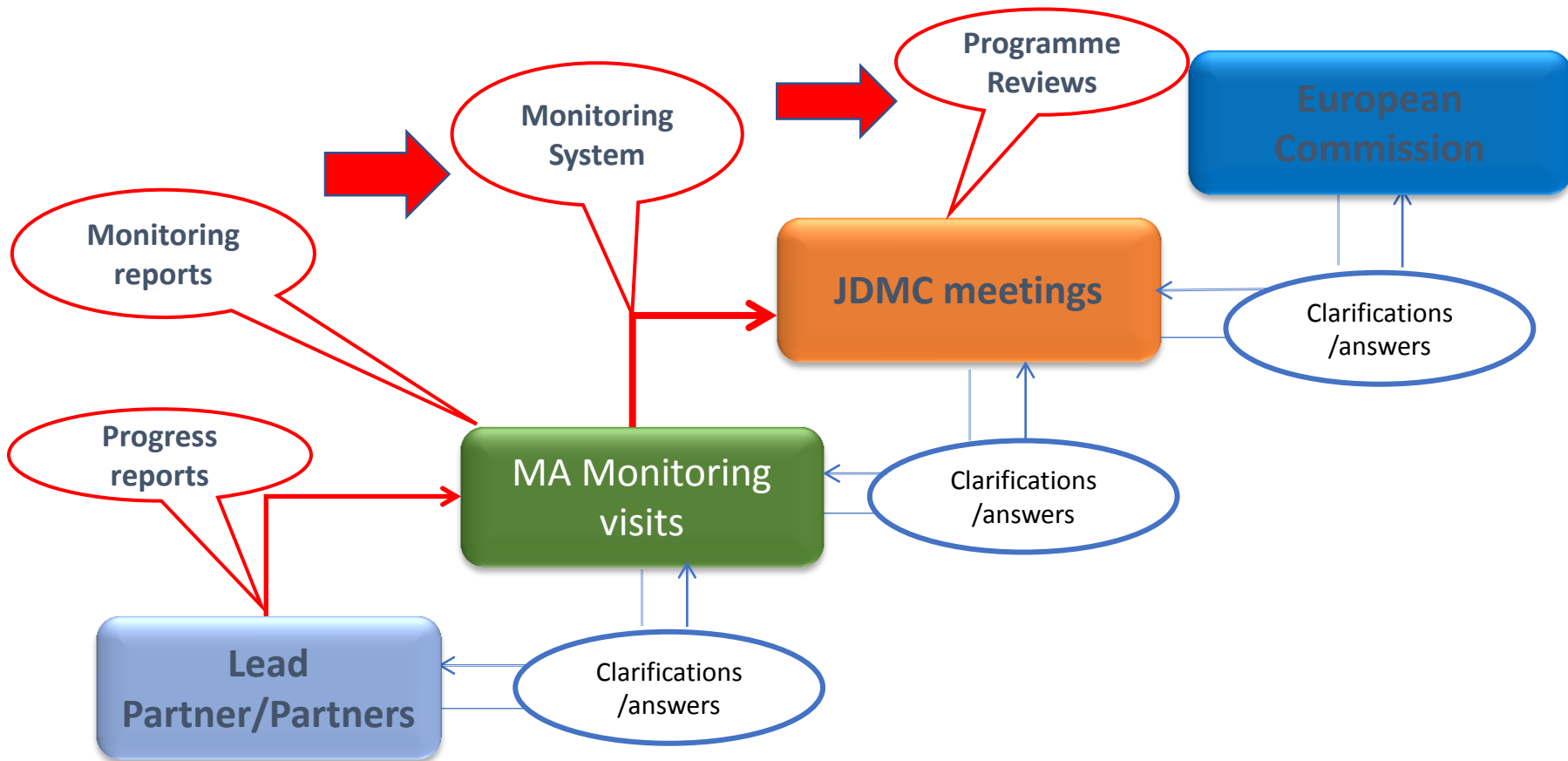
- ➡ are **responsible** to monitor the realisation of the project' s overall and specific objectives :
- ➡ should **regularly check** the activity plan to make sure that the project implementation is going as planned and that there are no major discrepancies.

*Example of a template table for monitoring of activities implementation:*

Activity	Person In-charge	Start date		End date		Comments
		Planned	Achieved	Planned	Achieved	



## INFORMATION FLOW





## To check during the spot-visits

The following documents should be accessible and properly filed (as outline in Article 16.3 of your grant contract General Conditions):

- **All reports** (including both narrative and financial) issued during the life-time of the project.
- **Accounting records** (computerised or manual) from the Beneficiary and Partners accounting systems such as general ledger, sub ledgers and payroll accounts, fixed assets, registers and other relevant accounting information
- **Proof of procurement procedures** such as tender documents, bids from tenderers and evaluation reports
- **Proof of commitments** such as contracts and order forms
- **Proof of delivery of services** such as approved reports, time sheets, transport tickets (including boarding passes), proof of attending seminars, conferences and training, etc.



## To check during the spot-visits

- ➔ **Proof of receipt of goods** such as delivery slips from suppliers
- ➔ **Proof of completion of works** such as acceptance certificates
- ➔ **Proof of purchase** such as invoices and receipts
- ➔ **Proof of payment** such as bank statements, debit notices
- ➔ **For fuel and oil expenses**, a summary list of the distance covered, the average consumption of the vehicles used, fuel costs and maintenance costs
- ➔ **Staff and payroll records** such as contracts, salary statements, time sheets
- ➔ **Contracts** for staff recruited on fixed-term,



## How do you prepare for an on-the-spot visit?

- ➡ Make sure the **list of documents** above is properly filed and easily accessible
- ➡ Be ready to **show the equipment** purchased within the project, including respect of rule of origin as well as appropriate visibility rules applied (EU logo and mention of financing)
- ➡ Ensure that the **key-staff of the project is present** during the visit (project manager, accountant, key experts, etc.)
- ➡ Be ready to **provide updated information**, including about what your partners do (remember this is a joint project)!
- ➡ Obtain the necessary **internal authorizations to allow access** by the person carrying out the on-the-spot check to the information required



**Thank you !**



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