



## Adaptation Research Alliance

**Duration:** August 2024 – March 2025

**Title:** ARA Regional Advocacy Lead - Global Goal on Adaptation (GGA) & New Collective Quantified Goal on Climate Finance (NCQG)

The ARA seeks proposals from organisations based in Africa, Asia–Pacific, and the Latin American and Caribbean regions. Based on the responses received for the work described overleaf, the **ARA looks to appoint one (1) organisation per region. The ARA looks to appoint a total of three (3) organisations (i.e. one organisation per region).**

Interested organisations are to kindly study the overleaf terms of reference and consider submitting a proposal if there is alignment with the ability of your organisation to deliver activities and outputs that align with the scope of work.

Please submit your application to [secretariat@adaptationresearchalliance.org](mailto:secretariat@adaptationresearchalliance.org) **no later than Sunday, 18 August at 23h59 SAST (UTC +2)**. Kindly note that late submissions will not be considered by the selection panel.

## Objectives

The Adaptation Research Alliance (ARA) has a role to influence national, regional and global adaptation policies by collating and advocating the views of its Members within policy discussions. To support this work, the ARA is looking to **contract an organisation based in Africa (1 organisation) / Asia–Pacific (1 organisation) / Latin American & the Caribbean (1 organisation)** that can help to map regional stakeholders and coordinate, deliver, and facilitate regional advocacy engagements that use relevant local knowledge and diverse voices to inform and influence the New Collective Quantifiable Goal on Climate Finance (NCQG) and the two-year Dubai - Belém Work Programme of the Global Goal on Adaptation (GGA). The ARA aim to contract a total of three (3) organisations (i.e., **one organisation per region**).

The African / Asia-Pacific / Latin America & Caribbean Regional Advocacy Lead must identify needs, opportunities, barriers, and potential solutions with ARA Members to influence NCQG and GGA processes. It is important to acknowledge the value of leveraging existing successful processes at the national and regional levels whilst being open to new and innovative solutions.

The ARA is seeking proposals on how to bring together Members toward this end. Proposals are open to innovative ideas and could include a series of engagements and outputs, such as workshops and submissions to national, regional, and global adaptation policy processes.

## Background to activities

The ARA is a global collaborative effort with over 250 members that seeks to catalyse increased investment and capacity for action-oriented research that supports effective adaptation to climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA focuses on ensuring that increased ambition can be delivered through evidence-based action and recognising that practical action is required to minimise and avert loss and damage. We need a step-change in adaptation, collaborating with governments, businesses, and civil society organisations (CSOs) to prepare for climate risks, mobilise further action, and increase adaptation financing, operationalised through activities which enable its theory of change.

As the ARA African / Asia-Pacific / Latin America & Caribbean Regional Advocacy Lead, your organisation's primary responsibility will be to enhance the Alliance's strategic engagement within the context of key United Nations Framework Convention on Climate Change (UNFCCC) processes at the regional level. Leading regional Member engagements to shape the two-year Dubai - Belém Work Programme of the (GGA) and the (NCQG). Your organisation will play a pivotal role in pinpointing strategic opportunities and avenues for meaningful Member engagement to inform and

influence these UNFCCC processes thereby propelling the ARA's mission and its theory of change forward. For example, within the GGA, Members could aim to identify links between adaptation and development indicators. For the NCQG, engagements could focus on the evidence base for the quantum of the goal in accordance with the evolving needs of developing countries. Both processes offer the opportunity to interrogate existing research and evidence on the needs and priorities of the region. This role demands effective coordination with ARA Members in the region, relevant global partners, and strategic partners to ensure alignment, inclusion, and impactful advocacy efforts.

## Scope of Work for a Regional Advocacy Organisation

The African / Asia-Pacific / Latin America & Caribbean Regional Advocacy Leads scope of work is to drive ARA Member engagement to support advocacy efforts in the African / Asia-Pacific / Latin America & Caribbean region. This role recognises the distinct nature of each region and seeks to ensure policy actions are inclusive, equitable and lead to the desired impact regionally and globally. The executing organisation may propose alternative or additional engagement processes to those outlined below:

- Map and identify key, relevant regional stakeholders from local to national levels, including government entities, NGOs, academic institutions, and private sector participants.
- Identify and pursue engagement opportunities that can influence and advance regional and global processes relevant to the two-year Dubai-Belém Work Programme and the NCQG.
- Facilitate multi-stakeholder dialogues and workshops with ARA Members to identify engagement strategies and influencing opportunities for NCQG and two-year Dubai-Belém Work Programme.
- Prepare evidence-based communications outputs with regional stakeholders for newsletters, policy briefs, and other communication outputs to keep them informed and engaged.
- Optional: Fundraising action plan to be delivered in collaboration with the ARA Secretariat for work to be done beyond March 2025 and in the lead up to UNFCCC COP30 in Belém, Brazil.

## Activities

Specific activities and workplan will depend on the final proposal but potential activities may include:

- Mapping of regional climate adaptation policies and outlining gaps relevant to climate finance and adaptation metrics.

- Multi-stakeholder engagements to strengthen regional positions and the available evidence base on NCQG and two-year Dubai-Belém Work Programme.
- Coordinate and prepare a regional submission on key adaptation issues to be considered by national or regional policymakers relevant to NCQG and/or two-year Dubai-Belém Work Programme.
- Design evidence-based communication and advocacy outputs that feeds into the NCQG and/or two-year Dubai-Belém Work Programme/GGA processes.
- Optional: Funder engagement to secure funding for continued activities up to UNFCCC COP30 in Belém, Brazil.

## Outputs

Outputs are expected to be proposed by the supplier based on the contextual experience. Submitted proposal should ensure that activities lead to the following outputs or similar:

1. Mapping of key regional stakeholders relevant to NCQG and the two-year Dubai - Belém Work Programme.
2. Facilitated regional engagements with key stakeholders who are either members or whose mission and vision align with ARA goals. To be determined (TBD) as per proposals.
3. A submission to the GGA and/or NCQG processes that shapes either/both the process (e.g. ensuring that local actors are engaged in the Work Programme) or the outcomes (e.g. ensuring that indicators are reflective of local priorities, or the reporting process is conducive of learning etc). TBD as per proposals.
4. A final report on the delivery process – successes and failures – that identifies future regional and global opportunities. TBD as per proposals.
5. Optional: Strategic fundraising action plan and funder mapping

The ARA Secretariat, in conjunction with the ARA members, will support the selected organisation in identifying regional ARA members for the engagements and will amplify communications that promote participation at the events.

## Reporting requirements

Short meetings twice a month will be held with ARA Secretariat team members to update on progress and challenges. This will include the kick-off as soon as all contract details have been finalised. Communication will also take place on an ad hoc basis via email and Teams. A monthly update shall be submitted to the Secretariat highlighting engagements and advances in the workplan. Information on each engagement must include evidence of the number of participants, in particular, unique participants per engagement, disaggregated by gender, geographic location and other relevant constituencies.

## Timeline and indicative milestones

Activities / Timeline	Aug – 2024	Sep - 2024	Oct – 2024	Nov - 2024	Dec– 2024	Jan – 2025	Feb - 2025	Mar - 2025
<b>Mapping and Engaging Regional ARA Members</b>								
1. Inception meeting								
2. Identify national/regional stakeholders (non-members included)								
3. Facilitated regional engagements								
<b>Reporting and Continuous Improvement</b>								
4. Produce submission(s) based on regional Member engagements								
5. Submission of final report								

The final timeline and activities will be agreed upon in the kick-off meeting in as soon as possible. However, the selected organisation may propose adjustment timelines based on their proposed activities.

## Budget, personnel and payment schedule

The total budget from the ARA for personnel and overhead costs is **36,000 GBP**, which will be paid on output completion. Any in-person workshops and activities that require economy travel (land or air), hotel and meals must be included (and costed) in the budget envelope. Payment will be paid for completed output and not for total days. Applicants may propose alternate budget splits but may not exceed **36,000 GBP total**. Any administrative overhead must be based on project expenses and must fall within the 36,000 GBP budget. Overheads cannot exceed 10% of expenses. Those submitting proposals should consider the attached Annex 1 guidance regarding ARA’s programme expenditure.

## Applicant profile and application requirements

Applicants should submit a proposal on how they plan to staff, execute, and budget for this ToR. This should include a plan for developing workshops and integrating knowledge generated and influencing opportunities from all workshops. This plan will likely be adjusted in consultation with the ARA based on the networks that can be mobilised through ARA members.

Member entities must be registered and based in the region (Latin America and the Caribbean, Africa, Asia and the Pacific.)

Regional networks that the selected organisation can draw on to participate in the Advocacy team will be viewed favourably.

The application should provide:

1. A methodology for approaching this piece of work:
  - Including details on workshop facilitation style and how knowledge will be transferred between engagements,
  - Approach for knowledge synthesis,
  - Approach to gender and social inclusion in the context of the proposed work, and
  - a list of networks that the supplier can draw on.
2. Risk and mitigation assessment. Identify key process risks or issues to the successful completion of the project and how these risks or issues will be mitigated.
3. Track record of the organisation and individual(s) leading the project, in particular:
  - Experience in multi-stakeholder consultation/co-production.
  - Relevant expertise in adaptation and advocacy, including work with national government and communities.
4. Company profile and short bios of the executing personnel, including name(s) and profile(s) of the key personnel involved in delivery and a summary of their role in the project.
5. A budget includes personnel day rates, itemised expenses (e.g., flights, accommodation, and food) and any overheads. Those submitting proposals should consider the attached Annex 1 guidance regarding ARA's programme expenditure.
6. Optional: a proposed approach for strategic funder engagement (provided as an annexe and will not impact the application page limit below)

These should all be provided in one PDF file no longer than 6-pages using Arial font size 11. Content exceeding the 6-page limit will not be considered during the review. The application should demonstrate an awareness of the complexities of co-creation and facilitation and ways of approaching the challenges of online transdisciplinary engagements.

## Selection criteria and application process

Selection of the successful supplier will be based on the following criteria:

1. Strength of the proposed approach to the topics covered and the methodology being put forward by the organisation, including details on workshop facilitation style, approach for knowledge synthesis, and timeline. Further, the approach to gender and social inclusion will be considered as a key consideration. (30%)
2. Budget value for money, including personnel rates and itemised expenses as appropriate (e.g., flights, accommodation, and food). Further evidence of the appropriateness of the budget to achieve the goals will be considered. (20%)
3. Risk and mitigation assessment: Identify key process risks or issues to the successful completion of the project and how these risks or issues will be mitigated. (20%)
4. Demonstrable previous experience of the organisation and individual(s) leading the project, in particular experience in multi-stakeholder consultation, and relevant expertise in adaptation and advocacy, including work with national government and communities. Consideration will be given to the diversity of the team itself. (30%)

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Any questions regarding the ToRs can be asked by Sunday, Sunday 11 August at 23h59. No questions will be taken following the Q&A period from 2<sup>nd</sup> August 2024 to 11<sup>th</sup> August 2024. The Q&A will be uploaded to the ARA website during the week commencing 12<sup>th</sup> August 2024. Any questions for clarity are to be directed to the same email address [secretariat@adaptationresearchalliance.org](mailto:secretariat@adaptationresearchalliance.org).

## **Annex 1:**

# **ADAPTATION RESEARCH ALLIANCE (ARA) Programme Expenditure**

## **Eligible Expense Guide for ARA contract agreements**

### **1. Background to guide**

This guide sets out eligible and ineligible expenses for contract agreements funded by SouthSouthNorth (SSN) under the Adaptation Research Alliance (ARA) Programme funded by the Foreign, Commonwealth and Development Office (FCDO) under the CLARE accountable Grant arrangement. It should be used by applicants when submitting a supporting budget. The guide is designed to ensure applicants calculate the full cost of a project and includes guidance on SSN and FCDO's approach to overhead expenses. This guide should be used in conjunction with the Call for Submissions. Please note that the ARA Programme Lead and Manager may request additional budget information during the period of the contract.

### **2. Principles of eligibility**

The contract amount is to be used solely for expenses included in the budget for the delivery of the outputs and outcomes of the proposal. These expenses must:

- Be actually incurred by the contractor;
- Be incurred within the period set out in the contract agreement;
- Be indicated within the approved budget submitted as part of the proposal;
- Be incurred in connection with and necessary for implementation of the proposal
- Be identifiable, verifiable and recorded in the contractor's accounts in accordance with applicable accounting standards and with the contractor's usual cost accounting practices
- Be compliant with applicable national law on taxes, labour and all other relevant national law
- Be reasonable, justifiable and compliant with the principles of sound financial management

In case of any doubt that the expenditure does not fall within the ambit of the contract agreement, the contractor should consult SSN prior to incurring the expense/s. If SSN is not consulted, and the expense falls outside of the contract agreement, the expense may not be reimbursed.

### **3. Expenditure cost categories**

In an organisation there are two types of expenses that are incurred as a result of running a project or service: Direct Expenses; and Non-Project Attributable Expenses



(NPAC/overheads/admin costs attributed to the running of the organisation to enable the project ).

**Direct Expenses** are all the expenses that are clearly and directly incurred because of the project. Typically, they include the salaries of project staff, their travel and subsistence, project materials, and all other expenses easily identifiable as part of the project. They also include office resources specifically allocated to the project.

**Non-Project Attributable Expenses (overheads) or admin fees** are expenses that are not feasibly allocable to a single project (**NPAC**). These expenses are incurred by an organisation in order to support its work and the projects that it runs – for example administration and support, equipment, space and premises expenses, and activities that relate to the whole organisation and partly support the project, but also support other projects and the work of the organisation.

**NPAC** is often also called indirect, overhead, core, central or support expenses.  
***Expenditure in the budget should be classified as either a direct expense or NPAC. We cannot accept NPAC fees over 10% of the total expenditure amount.***

## 4. Ineligible expenses

The following expenses are explicitly **ineligible** and therefore not allowed across all expenditure cost categories. This list is not exhaustive and does not override activities which are deemed eligible and explicitly agreed as part of the grant arrangement.

Additional information relating to insurance and local government charges, are detailed later in this guide.

### 4.1 The following expenses are explicitly ineligible across all budget categories:

- Activities which may lead to civil unrest
- Activities which would be classified as child labour/underage labour
- Activities which discriminate against any group on the basis of age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief
- Gifts including promotional and novelty items e.g. branded clothing, branded stationery, mugs & glasses and similar
- Statutory fines, criminal fines, penalties and associated legal expenses
- Payments for works or activities that are fully funded by other sources whether in cash or in kind, for example if premises are provided free of charge, SSN will not contribute to a notional rent
- Activities in breach of UK legislation on State Aid
- Bad debts to related parties
- Payments for unfair dismissal and associated legal expenses
- Replacement or refund of any funds lost to fraud, corruption, bribery, theft, terrorist financing or other misuse of funds
- Inflation or foreign exchange contingency
- Contingency or risk premium

- Expenses incurred prior to a formal sub-grant agreement being executed including expenses associated with preparing grant proposals

#### **4.2 The following expenses are ineligible unless they are a specific requirement of the grant arrangement and approved as part of the proposal, in which case they are eligible direct expenses:**

- Capital expenditure includes specialist equipment, office furniture and equipment, laptops, computers and computer peripherals including software, mobile phones, satellite phones, etc and standard and off-road motor vehicles, and any other project related equipment.
- Depreciation is not an allowable expense.
- Where existing vehicles and capital items can be used to deliver an ARA project, SSN accepts a running and maintenance cost for the use of these to be included in the budget.
- Lobbying UK government, i.e. activities which aim to influence or attempt to influence Parliament, UK government or political activity, or UK legislative or regulatory action
- Activities which directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- Petitioning for additional funding;
- Expenses associated with fundraising, campaigning, marketing and communications, policy, retainer fees, capital expenditure, land and bank charges.

#### **4.3 The following expenses are ineligible as direct expenses but can be included as NPAC:**

- Interest payments, service charge payments and loans for finance leases
- Payments for works or activities which the contractor has a statutory duty to undertake
- Depreciation is an eligible overhead , except on assets which have their purchase expenses captured under other parts of the budget.

Expenses included as direct project expenses must not be duplicated as NPAC– for example, a specific member of staff's salary should be removed from indirect expenses if it, or a percentage thereof, is being charged as a direct cost for this project. **Only NPAC included in the budget upfront can be reimbursed. NPAC cannot exceed 10% of the total expense cost, and must fall within the agreed grant amount.**

## **5. Import, customs duties, sales taxes and any other taxes or similar charges applied by local Governments or by any local public authority**

Any taxes for which exemptions apply or that are reclaimable via other sources (e.g. government department, alternative funder etc) are ineligible.

For legitimate taxes that are not reclaimable via any source:

- Where these form part of direct frontline project expenses, they will be considered eligible as direct expenses.
- Where these relate to taxes imposed as fines, they will be considered ineligible.

## **6. Contractor/s should make a risk based-decision on the insurance required to adequately manage the risks associated with the projects they deliver.**

Institutional insurance policies are an eligible NPAC cost.

Where additional specific policies are required for a project, this must be approved in writing by SSN and captured as a direct cost. Any case to include insurance as a direct cost should demonstrate value for money considering:

- the level of risk;
- the need to take out commercial insurance;
- the benefits of using commercial insurance; and
- the cost of the premiums (including how and why they are apportioned where SSN is not the sole funder of the project).

This should be explicitly discussed with the ARA Programme Team as part of the process of approving the final budgets for the contract agreement/s.

## **7. Foreign exchange and inflation**

### **7.1 Foreign exchange rate**

It is ARA policy to make financial commitments in British pounds.

Budget totals must be provided in GBP with the stated exchange rate specified (foreign currency reports should be converted using the relevant exchange rate in OANDA [www.oanda.com](http://www.oanda.com) and include the date).

Other rates may be used but are subject to prior review and approval in writing by SSN.

The contractor/s are responsible for monitoring and managing any exchange rate fluctuations across the duration of the project and shall bear the risk or reward of any exchange rate losses or gains. Contractor/s may not build in additional expenses to protect against the risk of exchange rate/conflation losses.

## **8. Direct project expenses**

Direct project expenses are activities and expenses directly incurred in the delivery and implementation of the project, and are directly linked to specific project outcomes and results. This generally includes frontline delivery expenses and project management and support expenses. Support expenses should be apportioned to direct expenses based on time sheets or allocated based on the key cost drivers of the activity. Supporting documentation of this apportionment should be retained and made available if required.

### **8.3 Staff expenses (including taxes and benefits)**

This category includes individuals working under an employment contract, a direct contract (consultant), sub-contractors and secondees. Each staff member listed should be assigned a job family from the dropdown list:

- Programme leadership
- Programme management
- Technical advisor
- Programme support and administration

The daily fee rate should be individually listed. This should cover the cost of salary remuneration and benefits including superannuation (pension) and taxes.

If the cost is that of a sub-contractor, the daily fee rate will be the total invoiced cost chargeable to the project.

List each salaried core staff member on a separate line.

All other staff expenses including, but not limited to, clothing, passports, visas and vaccinations, non-salary remuneration and benefits, such as allowances (Cost of Living Allowance, hardship, relocation/shipping, rental subsidy, education grant) and expenses of whatsoever nature that may be incurred by the potential supplier in relation to programme staff are ineligible.

Staff training should be listed as a separate direct cost under staff expenses. SSN may also require the contractor to furnish details where time is donated to projects at no charge (in-kind contributions). Training, conferences and workshops relating to staff learning and development including hire of venues are eligible expenses, however these should be detailed under project expenses.

### **8.4 Travel, subsistence and accommodation**

For travel undertaken by all staff, sub-contractors and consultants in relation to the project, including air, rail, bus, car hire and other travel expenses, hotel and accommodation expenses, subsistence, travel management fees, travel documentation expenses:

- The budget detail should provide sufficient detail of the nature of the travel and the departure and arrival locations.
- Travel, subsistence and accommodation expenses associated with monitoring and evaluation, if applicable and appropriate, should be included within the budget under monitoring and evaluation. In line with the donor's policy, all journeys by rail, bus or air will be budgeted by a class of travel that is no more than "standard economy" unless higher travel classes are representative of

improved value for money or are required to adhere to specific legislation, for example the Equality Act 2010. The ARA Programme Lead or Manager will confirm if this is appropriate and no travel should be booked in a class higher than “standard economy” without prior written permission.

- Economy Premium/Business/ First class travel will not be permitted under any circumstances
- Toiletry products, Alcohol and tobacco are not allowable subsistence items and will not be reimbursed.

*This guidance applies throughout the programme delivery chain.*

## **8.5 Monitoring and evaluation expenses**

Within the budget there will likely be a provision for baseline and on-going data collection and an end of project review. If there is a case for undertaking an independent mid-term review of the project, or a final independent evaluation (for example if the project is testing a new approach, or working in a particularly difficult or sensitive context, or is high value), these expenses should be included in the budget.

There is no specific ceiling for monitoring and evaluation expenses; however, an assessment will be made as to whether the expenses indicated are appropriate for the proposed project. The ‘Detailed Description’ within the budget notes should explain what is covered; for example, visits by a parent office of the organisation, an independent evaluation by consultants, and expenses should clearly link to the monitoring and evaluation plan as set out in the narrative proposal.

Travel, subsistence and accommodation expenses, if applicable and appropriate, should be included within the budget under monitoring and evaluation and details listing trips, title of traveller, dates and value should be detailed.

## **9. Non-project attributable expenses (NPAC or overheads)**

NPAC are overhead expenses that relate to the Head Office function, central operations, management and identity of the contractor rather than to project activities. These expenses are necessary for programmes to function but cannot be clearly linked to specific project outcomes and results. Examples include overall management and employee expenses, administration and support, equipment, Head Office space and premises expenses, and activities that relate to the whole organisation and partly support your project, but also support your other projects. NPAC are often also called indirect, core, central, overhead or support expenses.

### **9.1 Cost Categories**

You are required to calculate the total annual NPAC of your organisation in line with the following budget cost categories:

- Administration Expenses - premises and office expenses  
Please note this guidance applies to civil society organisations only and does not apply to multilateral organisations or academic institutions. Multicultural organisations and academic institutions should contact SSN directly re overhead expenses.

- Support Staff Expenses - central function expenses (Board of Directors' expenses and support functions expenses)
- Governance Expenses - governance and strategic development expenses

Your NPAC expenses should align with your organisation's financial statements (audited accounts if applicable). SSN may require financial statements to be submitted along with the budget. SSN is aware that different organisations will have different financial structures. The overarching principal of the calculation is to allow for the organisation's NPAC to be appropriately apportioned to the project funded and organisations should therefore align their NPAC with these cost categories. If the organisation's reporting format does not adhere to this requirement, it should be raised with the SSN Programme Lead and an appropriate alternative jointly agreed. It should be noted that the NPAC will still need to be managed within the overall budget limit for the programme being 10% of actual spend, not gross grant value, and will not be paid separately and above the gross grant value.

## **9.2 Administration Expenses - premises and office expenses**

These comprise expenses associated with the organisation's premises and office including rent, mortgage expenses, management of facilities, building insurance, rates, maintenance and cleaning, groundworks and utilities.

## **9.3 Support Staff Expenses - central function expenses**

These comprise expenses associated with the organisation's Board of Directors including basic salary, maternity and sick pay, other paid leave (sabbatical, vacation, home leave, and paid holidays) overtime, allowances, taxes, pensions, travel and subsistence and telephone. It also relates to all salary and on-expenses associated with the organisation's central functions including but not limited to human resources, finance, information technology, secretarial, internal audit, policy and research and evidence departments, marketing, office management and any other central support functions, travel and subsistence, bank charges and recruitment expenses.

## **9.4 Governance Expenses – governance and strategic development expenses**

These relate to external expert and professional services expertise brought in when in-house skills are not available, including payments for services contracted to provide strategic or governance direction, financial, management, procurement, legal, audit, human resources or technical advice. This includes any other internal governance and strategic development cost that is not a central function cost or premises and office cost.

## **9.5 Material changes**

We recognise that these expenses are calculated at the commencement of the programme and if circumstances change, may be subject to upward or downward revision in consultation with the ARA Programme Lead and/or Manager. There is a requirement on the contractor/s to notify SSN of any material change which would reduce overhead expenses.

## **9.7 Surplus NPAC**

The amount of NPAC calculated at the outset of the project is based on the agreed budget. The NPAC rate will be applied to the actual expenses incurred when claims are submitted and paid based on actual expenses incurred.

## **10. Payment basis and cost verification**

Contract payments are made with a 50 % initial payment on signature of the contract agreement and the balance in arrears unless otherwise agreed. We expect contractor/s to follow the same principles downstream. An assessment of the eligibility of the expenses included within your bid or grant application will be conducted prior to the award of any contract or agreement. Any expenses deemed ineligible should be removed or the bid or application cannot proceed.