



GUIDELINES FOR CONTRACT IMPLEMENTATION AND USE OF FUNDS

These recommendations specify the obligations of **beneficiary organizations** after signing the grant agreement. They aim to ensure the compliant, transparent, and rigorous implementation of projects supported by the Swiss Embassy.

1. Use of Funds

- The Embassy's funds must be used exclusively for the activities set out in the approved proposal and the signed contract.
- Any substantial change to the project (activities, timetable, area of intervention, beneficiaries, partners, etc.) must be formally requested and approved by the Embassy before implementation.
- Expenses must be directly related to the project. General operating costs of the organization, such as administrative costs, are not eligible.
- Any expenditure that does not comply with the rules or is made without prior approval may be refused and must be reimbursed.

2. Financial Management

- **No overspending** of the overall budget is accepted.
- Variations between budget lines are tolerated within a limit of **10%**. Beyond this limit, prior consultation with the Embassy is **mandatory**, and justification must be provided.
- Each project must have its own funds or co-financing; the Embassy's contribution represents only a portion of the overall budget, and **the participation rate** set out in the contract must be respected.
- Adjustments between own funds and co-financing are possible, within the limits set out in the contract, provided that the overall financing rate excluding the Embassy is **maintained**.
- Expenditures must be incurred only during the contractual period. Expenditures incurred before or after the implementation period are not eligible.

3. Technical Execution of the Project

- Activities must be carried out in accordance with the approved proposal and the contractual schedule.
- Any major difficulties, operational risks, or delays must be reported to the Embassy.
- The Embassy reserves the right to:
 - Visit the project without prior notice.
 - Request additional information.
 - Suspend or interrupt funding in the event of irregularities.

4. Narrative Report and Supporting Evidence

The final narrative report on the project must not exceed 6 pages. The logical framework will be the main source of reference for the Embassy's review of the report.

This report must **contain**:

- Project Title and Reference



- Period Covered by the Report: *Specify the start and end dates of the reporting period*
- Summary: *Provide a brief overview of the progress made during the period (1 to 2 paragraphs)*
- Objectives and Expected Results
- Main Activities Implemented
- Achievements/Results (*in relation to the objectives*)
- Difficulties Encountered
- Lessons Learned/Good Practices
- Next Steps/Planned or Proposed Activities: *Describe future actions, deadlines, and the sustainability plan if certain objectives have not yet been achieved*
- Conclusion: *Summarize overall progress, impact, and future prospects*
- Testimonials from Beneficiaries, if applicable
- Photos: *Insert photos illustrating each activity and the equipment financed by the project, with captions*

5. Financial Report and Supporting Documents.

The financial report must cover the entire project, including co-financing and must include:

- Written summary of the use of funds.
- Summary table of expenses by budget line (2nd page of the budget form).
- Supporting documents (Original receipts or legible scanned copies Contracts, estimates, or pay slips related to the project) must be scanned and compiled into a single PDF file in the order of the summary table.
- The receipts should be numbered to correspond to the numbering of each budget line for ease of verification.
- Incomplete, unsigned, or unstamped supporting documents will not be accepted.
- Invoices must be dated, numbered, and correspond to the amounts declared.

6. Reporting Requirements

- The narrative report and final financial report must be **submitted by 15th October, 2026**, in accordance with the contractual instructions.
- Failure to submit a report or submission of an incomplete report will result in non-payment of the balance.

7. Communication and Visibility

- All communication related to the project that mentions the support of the Swiss Embassy must comply with Swiss Confederation regulations.
- Use of the logo is subject to prior approval.

8. Compliance and Ethics

- The organization undertakes to comply with the Code of Conduct appended to the contract, as well as all standards relating to the protection of beneficiaries, the prevention of exploitation and abuse, the fight against corruption, and respect for human rights