



**KINGDOM OF BELGIUM**  
Federal Public Service  
**Foreign Affairs,  
Foreign Trade and  
Development Cooperation**

D2.5 - Society building and social development

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Arnaud Zacharie  
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(CNCD -11.11.11)  
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Belgique

your communication of	your reference	our reference	date
		D2.5/CD/DEV.07.02.06/2023/9576/1	27.11.2023

To be quoted in all correspondence

**RE: CNCD-11.11.11 – contribution to the project “Financement du secrétariat de la plateforme agriculture et sécurité alimentaire (PASA)” - BA 14.54.04.35.60.29 – 2023 – engagement 19.167 EUR – NN 4878**

Dear Mr. Zacharie,

I have the pleasure to inform you that the Government of Belgium, through its Federal Public Service Foreign Affairs – Directorate-General for development Cooperation (DGD) has decided to make available to CNCD-11.11.11. a financial contribution of an amount of 19.167 EUR, for the project “Financement du secrétariat de la plateforme agriculture et sécurité alimentaire”.

This contribution is to be used under the Terms and Conditions as stated in the financial contribution agreement attached to this letter.

Please find enclosed a copy of the Royal Decree awarding 19.167 EUR to CNCD-11.11.11.

## **FINANCIAL CONTRIBUTION AGREEMENT**

In execution of the decision taken by the Belgian Government, the following agreement is signed between:

**The Donor:**        **The Federal Government of Belgium, represented by the Minister of Development Cooperation, Rue des Petits Carmes 15, PO Box 1000 Brussels, Belgium**

And

**The Beneficiary:** **CNCD-11.11.11**

Arnaud Zacharie  
Directeur CNCD  
Quai du commerce 9  
1000 Bruxelles  
Belgique

### **Article 1**

**1.1.** The donor provides the beneficiary with a grant of 19.167 EUR for the project « Financement du secrétariat de la plateforme agriculture et sécurité alimentaire (PASA) ».

**1.2.** The project duration is 36 months, starting 01/01/2023 and ending 31/12/2025. The beneficiary will notify the donor when the project implementation covered by this grant has started on a later date.

A no cost extension or a change within the program can be allowed by the donor, provided that a reasonable motivation is given and that the overall objective is maintained. The request and the approval will be produced via an exchange of letters. The letter and the answer will constitute an additional clause to this agreement.

### **1.3. The project consists of the following activities:**

**General objective:** The general objective of PASA is to support Belgian policy on sustainable food systems, food security and nutrition in the framework of development cooperation by strengthening the capacity and expertise of its members, stimulating cooperation between all actors involved in Belgian development cooperation, developing awareness-raising activities and policy advice through synthesis or advice.

**The objective of the secretariat** is to ensure structured coordination and consultation between the different Belgian actors in order to achieve better results, to formulate policy recommendations and advice on sustainable food systems, food security and nutrition, to improve the effectiveness and efficiency of the agricultural sector within the Belgian development cooperation. The PASA Secretariat ensures the realization and follow-up of meetings and other forms of exchange allowing the sharing.



Further information on the project is provided in the attached project proposal, detailed budget breakdown and result indicators, which form an integral part of this agreement.

## **Article 2**

**2.1.** The grant shall be used within the limits of the following estimated budget: 19.167 EUR.

## **Article 3**

**3.1.** The contribution will be transferred in 3 installments to the following account:

Bénéficiaire : CNCD-11.11.11  
Banque : ING  
SWIFT Code : BBRU-BE-BB  
IBAN : BE74 3100 4865 7007  
N° de compte : 3100 4865 7007

The first installment of 6.140 EUR will be paid after the receipt of the request for payment and the acceptance of this financial contribution agreement. The second installment of 6.391 EUR and third installment of 6.636 EUR will be paid after the receipt of narrative and financial reports covering the budget spent and proving that at least 70% of the previous installment has effectively been spent, a list of the costs and expenses already taken place, and the request for payment.

**3.2.** An **original statement of money owed on an organisation stationery with official header duly dated and signed** must be produced by the beneficiary, with reference to this agreement and stating the bank details mentioned in article 3.1., which can be formulated as follows:

*"STATEMENT OF MONEY OWED:*

*The undersigned Arnaud Zacharje, who represents CNCD-11.11.11, declares that the Belgian State owes the aforementioned association the amount of [amount requested] EUR, as the subsidy granted for the implementation of the project "financement du secrétariat de la plateforme agriculture et sécurité alimentaire (PASA)". This amount can be paid into account BE74 3100 4865 7007 (BIC: BBRU-BE-BB) of the bank ING.*

**3.3.** A final narrative and financial report (including expenditure of final installment) has to be produced by the beneficiary within 3 months after the end of the implementation of the granted project. Once approved by the donor, the project will be definitely closed.

## **Article 4**

**4.1.** The financial report consists of a certified financial statement regarding the (un)spent balances, and a list of the costs and expenses already taken place. The donor is entitled to ask for additional elements.

**4.2.** The accounts and receipts and invoices will be kept available during at least seven years after the end of this project. Certified copies (on digital supports as CD-Rom or USB sticks) have to be delivered to the donor for control purposes.

**4.3.** During the period of this agreement, the beneficiary will allow representatives of the donor to verify and assess the implementation of the project including the accounts and original receipts and invoices at the beneficiary's office, provided that reasonable advance notice is given.

**4.4.** The donor can also undertake or ask the beneficiary to undertake an external evaluation and/or an external audit to assess the program.



## **Article 5**

**5.1.** Unspent parts of the grant will be reported and must be reimbursed to the Belgian government on the account mentioned in the established entitlements.

## **Article 6**

**6.1.** If there is any doubt about the interpretation of this agreement, the beneficiary will consult the donor. Each decision will be subject to an exchange of letters.

**6.2.** Legal conflicts regarding this agreement are subject to the jurisdiction of the Belgian Courts.

## **Article 7**

**7.1.** The Donor and the beneficiary have a zero tolerance for inaction approach to tackling sexual exploitation and abuse ("SEA")<sup>1</sup> and sexual harassment (SH)<sup>2</sup>. This means the beneficiary and its implementing partners will take all reasonable steps to prevent SEA or SH by both its employees and any implementing partner and respond appropriately when reports of SEA or SH arise, in accordance with their regulations, rules, policies and procedures.

**7.2.** The donor and the beneficiary agree that it is important to take all necessary precautions to avoid corrupt practices. To this end, the beneficiary shall maintain standards of conduct to govern the performance of its staff, including of corrupt practices in connection with the award and administration of contracts, grants, or other benefits, in accordance with their regulations, rules, policies and procedures. Where appropriate and in line with its financial regulations, rules and procedures, the beneficiary will provide as soon as possible information and corrective measures to the Donor relating to any instances of credible allegation of fraud or corruption with regards to the contribution.

## **Article 8**

**8.1.** All correspondence between the donor and the beneficiary will pass to the following donor agency directly.

The Directorate General for Development Cooperation & Humanitarian Aid – D2.5  
Federal Public Service of Foreign Affairs, Foreign Trade and Development Cooperation  
Rue des Petits Carmes 15  
1000 Brussels  
Belgium

## **Article 9**

**9.1.** The visibility of Belgian development cooperation will be ensured through the inclusion on all written and audiovisual promotional documents (website, invitations, brochures, etc.) of the following indications, in proportion to the importance of the subsidy:

1° With the support of Belgian Development Cooperation - DGD, Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation" accompanied by the official logo and the website address of Belgian Development Cooperation;

2° In case of lack of space, the official logo of the Belgian Development Cooperation.



**Article 10**

**10.1.** The present Agreement will be put into application on the date of its official notification by the donor.

Done in duplicate on 27 november 2023,

On behalf of the donor

On behalf of the beneficiary



Caroline Gennez,

Arnaud Zacharie

Minister of Development Cooperation and  
Major Cities Policy,

Directeur

CNCD-11.11.11

Enclosure(s):  
Royal Decree



