



Agreement Summary

The following summary information is provided for informational purposes. This summary information is believed to be substantially accurate, but is not guaranteed. Please refer to the agreement that follows this summary for the full terms and conditions of the agreement.

Organization Name: Coordination of Indigenous Organizations from the Amazon Basin (COICA)
Address: Sevilla N24-358
La Floresta, Quito
Ecuador

Signatory: José Gregorio Mirabal, General Coordinator
Project Name: Emergency Situation in Ecuador

Total Amount: US\$49,340

Project Start Date: June 27, 2022
Project End Date: July 31, 2022
Audit Due Date: October 30, 2022

RRG Project Manager: Omaira Bolaños
obolanos@rightsandresources.org

Payment Summary

Payment Type	Amount	Reports Due Dates	Comments
Initial Payment	\$44,406	-	Upon the signature of this agreement...
Final Payment	Up to \$4,934	August 15, 2022	Upon submission and acceptance of final narrative and financial reports, final project deliverables, and audit engagement letter. Payment based on expenses incurred prior to end of project.



June 29, 2022

Coordination of Indigenous Organizations from the Amazon Basin
Attn: José Gregorio Mirabal
Sevilla N24-358
La Floresta, Quito
Ecuador

Dear José Gregorio Mirabal,

This agreement confirms the subaward between Rights and Resources Group (RRG) and Coordination of Indigenous Organizations from the Amazon Basin (COICA) on the project *Emergency Situation in Ecuador*, under the Rights and Resources Initiative (RRI).

The objective of the project is to provide CONFENIAE, a COICA member in Ecuador, with humanitarian aid for organizations that have participated peacefully in the defense of rights and need to return to their territories.

This letter outlines our agreement, pursuant to which COICA will collaborate with Rights and Resources Group on activities under the Rights and Resources Initiative during the period June 27, 2022 to July 31, 2022, and for which the Rights and Resources Group will provide COICA with funding.

COICA and Rights and Resources Group enter into this agreement in a position of mutual respect to each other, and with an intention to collaborate constructively with each other to advance mutual goals, and always with judicious consideration of the impacts of our joint efforts on the communities and people for whose benefit we are undertaking these activities.

Scope of Work and Time Commitment

COICA will take responsibility for the following activities, as detailed in the Project Description in Annex 1:

1. Support for the food of the delegations
2. Support for the transportation to delegates to return to their communities
3. Legal assistance to protect the rights of delegates
4. Support for medical assistance of the delegates

COICA will submit the following products arising from these activities to Rights and Resources Group:

	Product	Due Date
1.	Final narrative report	August 15, 2022
2.	Final financial report (June 27 – July 31, 2022)	August 15, 2022
3.	Final deliverables: <ul style="list-style-type: none"> • Media coverage summary • Receipts for any medicines and medical supplies 	August 15, 2022
4.	Audit Engagement Letter	August 15, 2022
5.	Project audit letter and audit management letter	October 30, 2022

The above Financial Reports, Audits, Progress and Narrative Reports will follow the requirements attached in Annex 3.

Unless otherwise agreed to by the parties, total payment pursuant to this agreement shall **not exceed US\$49,340**, based on actual expenses incurred, as per the detailed budget in Annex 2.

Coordination

Regarding each of the projects identified above, COICA will coordinate work and details of services to be provided in consultation with **Omaira** Bolaños, who is the Rights and Resources Group Project Manager for this collaborative project.

Payment

An initial payment of US\$44,406 will be made to COICA upon the signature of this agreement.

A final payment of up to US\$4,934 will be authorized by the Project Manager based on actual expenses incurred in accordance with the agreement, upon acceptance of the activities completed, products submitted, and financial report following the requirements in Annex 3. Rights and Resources Group will remit payment within 30 days of billing, and will make payment in US Dollars.

COICA will acknowledge receipt of funds with documentation indicating the amount received, the date of receipt and the exchange rate applied.

Payment Summary

Payment Type	Amount	Reports Due Dates	Comments
Initial Payment	\$44,406	-	Upon the signature of this agreement.
Final Payment	Up to \$4,934	August 15, 2022	Upon submission and acceptance of final narrative and financial reports, final project deliverables, and audit engagement letter. Payment based on expenses incurred prior to end of project (i.e., by July 31, 2022).

Any unexpended funds advanced under this agreement must be returned upon conclusion or termination of this agreement.

Rights and Resources Group's obligation to reimburse expenses will terminate if all deliverables are not received within 120 days of the end date of this agreement. This does not alter COICA's obligation to conclude activities by the end date specified above, nor COICA's obligation to submit the products anticipated by the due dates above.

Terms and Conditions

Accountability and Transparency

COICA agrees that all expenses under this agreement will support the activities described in Annex 1.

COICA agrees to ensure all procurement meets international good practice, follows the principle of value-for-money, is competitively and transparently bid using locally standard thresholds, and is done in a manner that prevents corruption, nepotism, and misuse of funds and avoids the appearance thereof. COICA will require disclosure of potential conflicts of interest in procurement, and apply and document mitigation of the potential conflict of interest.

COICA agrees that all expenses reimbursed by Rights and Resources Group under this agreement will not also be reimbursed by any other source.

COICA agrees to require receipts or other appropriate documentation for all expenses and to maintain this documentation in the organization's accounting files for at least seven years after the end of this agreement.

If requested, COICA agrees to make financial records related to this agreement available to an external auditor hired by Rights and Resources Group or the donors to the Rights and Resources Group.

Project Audit

Activities funded by the Rights and Resources Group will require an organizational audit and/or audit letter as specified in Annex 3.

Ownership of Product

Any work-product, including but not limited to reports, analyses, presentations, software, or other product, produced by COICA pursuant to this agreement or in connection therewith is the joint property of Rights and Resources Group and COICA. COICA and Rights and Resources Group shall be free to use and disseminate such product for non-commercial purposes, but shall not use, sell, license or otherwise exploit such work-product for commercial purposes.

COICA recognizes and agrees that copyrights, trademarks, or other rights to intellectual property arising from specific work performed under this agreement are the exclusive joint property of Rights and Resources Group and COICA.

The products of this agreement will be co-branded by the Rights and Resources Group and COICA, and will include co-branding by other organizations involved in implementing this activity unless any organization opts out of co-branding.

COICA and Rights and Resources Group, as well as any co-branding organizations, each maintain sole rights to their respective names, logos, and copyrighted, trademarked or other intellectual property belonging to the respective organization outside the scope of this agreement.

COICA, Rights and Resources Group, and any co-branding organizations agree that any of this intellectual property included in the products of this agreement may continue to be used on the final product and excerpts thereof—unaltered except correction of obvious errors or change of format—by COICA, Rights and Resources Group, other parties of the Rights and Resources Initiative, and the donor agencies funding this work.

In exception to the above joint ownership provisions, Rights and Resources Group and COICA agree to recognize and respect community ownership of intellectual property that originates from the respective community or group of communities, including any maps, data, narratives, or other documentation in any format, including but not restricted to those items defined as Traditional Knowledge and Traditional Cultural Expression; or that demonstrates particular traditional or statutory community resource or tenure rights of a community or group of communities; or that under international, national, local, or customary law belong to a community or group of communities; or that the Parties deem as rightfully belonging to a community or group of communities. Rights and Resources Group and COICA share rights to use these documents provided these rights have been granted and have not been terminated by the community, and provided the use does not differ from the uses authorized by the community. COICA will immediately notify Rights and Resources Group of such termination of use rights immediately upon notification by the community, whether during the term of this agreement or after its end date.

Rights and Resources Group and COICA both commit to only use the community-owned data with the judicious consideration of the potential impact of such use on the community's ability to maintain its rights, and only while use rights are in effect according to the provisions above.

Travel

The purchase of First or Business class fares for any mode of transportation is not allowable.

Publications, Conference Materials & Outreach Products

COICA will follow the requirements and guidelines for publications and outreach products funded by this agreement, or derived from the work produced under this agreement, are incorporated as Annex 4.

Acknowledgment

COICA agrees to include acknowledgment, logos, and disclaimer language for the Rights and Resources Group, relevant donors, and relevant Partner organizations on all outreach products, published reports, internet-disseminated reports, and conference materials funded in whole or in part by this agreement, in accordance with the requirements and guidelines incorporated as Annex 4.

Prohibition on Lobbying and Political Campaigning

COICA will not use these funds to directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate, slate of candidates, or political party fielding candidates for elected office.

Prohibition on Corruption and Nepotism

COICA commits not to offer, accept, or facilitate either directly or indirectly any contract, procurement, gift, payment, or other benefit that is or could be construed to be illegal, corrupt, or nepotistic practice under the laws of any of: the United States of America, the European Union, or the jurisdictions in which will occur the activities funded by this agreement. COICA will immediately notify Rights and Resources Group any indication or allegation of corruption or misuse of resources as defined above related to this agreement; will take rapid action to investigate any person, company, or organization suspected of corruption or misuse of resources from this agreement; and will halt, report, and prosecute for substantiated corruption or misuse in accordance with applicable law.

Prohibition on Working with Sanctioned Individuals, Entities or Regimes

COICA agrees to use reasonable efforts to ensure that none of the funds provided under this agreement are used, directly or indirectly, to provide support to individuals or entities that are subject to US-/UN-/EU-sanctions. The lists of sanctioned individuals, entities and regimes may be found here: [US State Department Terrorist List](#); [EU Terrorist Organizations](#) and [United Nations Sanctions](#).

Confidentiality

COICA acknowledges that in carrying out duties hereunder, they will have access to data and/or analysis that is confidential and proprietary to Rights and Resources Group. COICA undertakes to protect the confidentiality of such proprietary data, and not to disclose such data either during the term of this agreement or after the termination thereof without the written permission of Rights and Resources Group. In addition, COICA undertakes and agrees to maintain the confidentiality of data and/or analysis arising in connection with activities undertaken hereunder until such time as Rights and Resources Group directs or agrees to the release of such data in writing.

Safeguarding of Persons

Rights and Resources Group expects all responsible signatories to this agreement to promote good practice and work in a way that will prevent harm, abuse and coercion from occurring. Responsible parties must ensure that any allegations of abuse or suspicions of abuse are dealt with appropriately and the person experiencing abuse or exploitation is supported and the appropriate steps are taken to stop the abusive or exploitative actions.

Rights and Resources Group recognizes that the safety of children, youth and vulnerable adults is paramount. All children and youth, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from harm or abuse. Additionally, vulnerable adults—defined as those who are receiving or may need care services because of learning, physical or mental disability, age, illness or traumatic experience—have the same right to protection from harm, abuse or exploitation.

The Grantee shall notify RRG's designated Safeguarding Officer, the Chief Operating Officer, of any and all incidents in which a Vulnerable Person is harmed or placed at risk of harm and shall provide such details as RRG shall require. The Grantee shall comply with all local safeguarding reporting requirements in addition to notifying RRG.

RRG shall on giving reasonable notice be entitled to request and receive information on the Grantee's safeguarding practices and to visit the Project. RRG reserves the right to review, recommend or require amendments to the Grantee's safeguarding policy to ensure it meets the required standards.

A copy of RRG's safeguarding policy is incorporated into this agreement by reference and as Attachment 1, available at <https://rightsandresources.org/agreement-attachments>

Whistleblower Policy

RRG expects of itself and all those with whom we work, that activities are carried out with high standards of business and personal ethics. If the Grantee becomes aware of any improprieties occurring within the scope of their work for RRG, the Grantee is encouraged to report it to either the main point of contact for this agreement, or directly to the Chief Operating Officer of RRG at alandis@rightsandresources.org or the Board Compliance Officer at governance@rightsandresources.org, without fear of retaliation. The Grantee may report any issues anonymously.

A copy of RRG's whistleblower policy is incorporated into this agreement by reference and as Attachment 2, available at <https://rightsandresources.org/agreement-attachments>

Gender-related Challenges

The multitude of gender-related challenges women and men face in their communities should be placed in the context of the racial, ethnic, economic, social, and political factors that affect both men and women's access to information, opportunities, and agency inside and outside of their communities. Though gender-related challenges and legal frameworks differ in each geography, RRG recognizes gender justice as a cross-cutting issue and encourages those who work with us to include gender-focus considerations when planning, designing, implementing and monitoring their strategies. The effective implementation of these gender-sensitive provisions is essential to scale-up the recognition of the land and resource rights of Indigenous Peoples, local communities, Afro-descendants, and women across the developing world, thereby improving their livelihoods.

A copy of RRG's statement on gender-related challenges is incorporated into this agreement by reference and as Attachment 3, available at <https://rightsandresources.org/agreement-attachments>.

Return of Property

COICA shall deliver to Rights and Resources Group all materials that came into COICA's possession in connection with this Agreement immediately upon request and in any event upon cessation or termination of this agreement.

Monitoring and Evaluation

All activities of the Rights and Resources Initiative are subject to Monitoring and Evaluation by an independent consultant hired by the Rights and Resources Group. COICA agrees to provide upon request information and documentation to the consultant necessary to assess whether the activities implemented achieved the stated objectives and outputs, in accordance with the requirements attached as Annex 3.

Term and Termination

This agreement covers the period specified on the first page of this agreement. Prior to the expiration of this agreement, the parties will review the arrangement established in this agreement and decide whether to extend, modify, or discontinue it.

Either party may terminate this agreement by providing thirty days written notice to the other party. In the event of termination, each party undertakes to work cooperatively with each other to minimize disruption and transition work successfully.

Delay

COICA will notify Rights and Resources Group of any circumstances that may impede their progress in performing the services outlined above, at which time a decision will be made regarding postponement, suspension or termination. Rights and Resources Group's obligation to reimburse expenses will terminate if all deliverables are not received within 120 days of the end date of this agreement.

No Agency

This agreement does not make either party an agent or legal representative of the other party, and does not create a partnership or joint venture. Each of the parties is an independent entity and principal for their own accounts.

Disputes

In the event a dispute arises between the parties, the parties will seek in good faith to resolve the dispute through consultations and negotiations between each other. The parties agree to submit any dispute that cannot be resolved through negotiations to binding arbitration by an arbitration service of their joint choice, each party to bear half the costs of such arbitration, and each to bear their own attorney's fees. In the event the parties cannot agree on an arbitration service, the dispute will be submitted to the American Arbitration Association, to be arbitrated in accord with their rules and procedures. Any arbitration award or decision will be binding on the parties, and enforceable in any court of competent jurisdiction.

Governing Law

The laws of the District of Columbia will govern this agreement.

Entire Agreement and Survivability

This letter includes the entire agreement of the parties, no promises or representations having been made by either party to the other to induce agreement except as referenced herein. The terms relating to ownership of product and confidentiality will survive the termination of this agreement.

Inconsistencies and Precedence

In the event of inconsistencies between this agreement and the Annexes and Attachments contained herein, or between this agreement and the Concept Note or Proposal funded by this agreement, the terms of this agreement letter take precedence.

Inquiries

Any questions or inquiries regarding this agreement should be addressed to the Rights and Resources Group Project Manager identified above, at Rights and Resources Group, 2715 M Street NW, Suite 300, Washington, DC 20007, or by email to obolanos@rightsandresources.org.

If the terms set out above conform to your understanding of our agreement, please sign below. We look forward to working with you.

Sincerely yours,

Accepted,



Omaira Bolaños
Director, Latin America and Gender Justice
Programs
Rights and Resources Group



José Gregorio Mirabal
General Coordinator
Coordination of Indigenous Organizations from the
Amazon Basin

June 29, 2022

Date

29-Junio 2022

Date

Annex 1: Project Description

2022 Concept Note and Budget Template

Title of Proposed Project: Emergency Situation in Ecuador

Date of Concept Note Submission: June 24 2022

ORGANIZATIONAL DETAILS

Lead Organization(s): Coordination of Indigenous Organizations from the Amazon Basin (COICA)

Mailing address: coicasecretaria2015@gmail.com

Contract Signatory (Head of organization or other authorized to enter into contractual agreements)

Name: José Gregorio Mirabal

Position/Title: General Coordinator

Email: gmirabal66@gmail.com

Phone: +593 98 495 4177

Project Contact if other than Contract Signatory:

Name: Tuntiak Katan

Position/Title: Vice Coordinator

Email: tuntiakk@yahoo.com

Phone: +593 95 943 3314

Additional Project Collaborator(s):

Is this the Lead Organization's first agreement with RRG? No

Financial Information

When is the Lead Organization's Fiscal Year End? (e.g., 31 December): 31 December

Does Lead Organization have annual audits conducted by an external auditing firm? Yes

If so, when are these audits conducted? February

If the lead organization does not conduct an annual organizational audit, what is the auditors' cost quote or best estimated cost for a project audit? * 1821 USD

*Please also include this amount in the budget template.

Notes:

- As part of reporting, "Project audits" will be required for all organizations that do not conduct routine annual organizational audits.
- For agreements below \$50,000, organizations that conduct routine annual "organizational audits" are not required to submit a "project audit".
- Agreements above \$50,000 do require a "project audit" letter even if the organization already conducts a routine organizational audit.

Budget

Please fill out the **attached Excel budget template** and return with the Concept Note **following the guidance below**.

- All budgets should also include figures in US\$.
- Exchange rates should be substantiated with a source and date.
- You may include administration fee/indirect cost if the cumulative total is less than 10% of the direct expenditures.
- If your purchases exceed \$1,000 for a single item or single receipt, use "Equipment" category. If below US\$1,000 please use "Supplies & Miscellaneous Expenses" line.

1. Overall project objective (1 sentence):

Provide CONFENIAE, a COICA member in Ecuador, with humanitarian aid for organizations that have participated peacefully in the defense of rights and need to return to their territories.

2. Background Statement (max ½ page): Describe the problem or opportunity this project is responding to.

The policies of the current government of Ecuador, by increasing fuel prices and continuing with an extractivist policy focused on mining and oil exploitation, have triggered a strong social reaction in Ecuador, with the main indigenous organization in Ecuador, CONAIE, calling for a general strike, to which other social sectors have joined, such as carriers and students. The government's response has been quite violent, even declaring a State of Emergency in 5 provinces of the country. CONFENIAE, as a member of CONAIE, is participating to lead to a negotiation process with the government, in which measures that benefit community organizations will be proposed, such as requesting the annulment of mining concessions. and oil companies in the territories of indigenous communities.

This support is urgently needed to sustain CONFENIAE in this process of defending rights.

Project strategy (max 1.5 page): Provide a short overview of your strategy to address the problem.

COICA will manage the funds to support the delegations of the CONFENIAE in the legitimate defense of the rights of their territories.

There is no deadline for this project, but the mobilization is already two weeks old, with several deaths, and it may not last more than another week from the current date.

It is important to note that organizations are already mobilizing with their own resources, and with the support of individuals and communities.

This is an activity that was not planned, and it is not a project in itself, but an activity that responds to a humanitarian emergency that was not planned.

An estimate of 9,000 community members will be mobilized, COICA will use funds to provide four areas of support (food, transportation, legal services, and medical supplies).

3. Community and area impact (where applicable)

Where this information is relevant and good estimates are available, please insert the name of communities impacted by this project and specify the number of people in each community and number of hectares of community lands impacted by this project. If the project is national advocacy work that is targeted towards the overall Indigenous Peoples, local communities, and Afro-descendant Peoples population, please specify your estimates for number of people, communities, and hectares concerned in the country.

Community name	Total Number of People (disaggregating for women and youth, if/as applicable)	Number of Hectares
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Province of Sucumbios	1500	
Province of Orellana	1000	
Province of Napo	1500	
Province of Pastaza	3000	
Province of Morona Santiago	3000	

4. List of key actors and roles

Insert name and short description of implementing actors and their roles in table below. If additional collaborations exist beyond these, you can also include them (for example, with government agencies, scholars, legal organizations, or NGOs). We are looking to strengthen alliances, so it is important for us to know the diversity of actors in each project.

Full name	Acronym	Role (e.g. project lead, collaborator, advisory)
COORDINADORA DE LAS ORGANIZACIONES INDIGENAS DE LA CUENCA AMAZONICA (COICA)	COICA	Project lead

5. Activity plan

In this section, you will be asked to split your project into Activities (component parts). These Activities will be referenced on the timeline below, as well as in the budget and financial reports. **Please duplicate the activity table for more activities if necessary.** For smaller projects, one Activity table may suffice.

Activity #1	CONFENIAE, a member of COICA in Ecuador, strengthens its negotiating capacity and offers humanitarian aid to its bases.
Description	<ol style="list-style-type: none"> 1. Support for the food of the delegations 2. Support for the transport of delegates back to their communities 3. Legal assistance of the rights of delegates 4. Support for medical assistance of the delegations

Targets	<ul style="list-style-type: none"> • <i>Points of agreement between the government and the indigenous movement</i> • <i>Defend the rights of the Indigenous Peoples of the Amazon in unity with the Indigenous movement of Ecuador. Especially, the blocking of mining in the ancestral Indigenous territories, specifically change to the article 151.</i> <ol style="list-style-type: none"> 1. Reduction and no more rise in fuel prices. Freeze diesel at \$1.50 and extra gasoline and ecopais at \$2.10. Repeal decrees 1158, 1183, 1054 and enter the process of targeting the sectors that need subsidy: farmers, peasants, transporters, fishermen, among others. 2. Economic relief for more than four million families with a moratorium of at least one year and debt renegotiation with a reduction in interest rates in the financial system (public and private banks and cooperatives). No to the seizure of assets such as houses with land and vehicles for non-payment. 3. Fair prices on farm products: milk, rice, bananas, onions, fertilizers, potatoes, corn, tomatoes and more; no to the collection of royalties on flowers. So that millions of small and medium farmers can have a guarantee of support and continue producing. 4. Employment and labor rights. Public investment policies to curb job insecurity and ensure the maintenance of the popular economy. Demand payment of debts to the Ecuadorian Institute of Social Security (IESS). 5. Moratorium on expanding the extractive mining/oil border, audit, and comprehensive reparation for socio-environmental impacts. For the protection of territories, water sources, and fragile ecosystems. Repeal of decrees 95 and 151. 6. Respect for the 21 collective rights: comprehensive bilingual education, indigenous justice, prior, free and informed consultation, organization, and self-determination of indigenous peoples. 7. Stop the privatization of Ecuadorians' strategic sectors and assets: Banco del Pacífico, hydroelectric plants, IESS, National Telecommunications Corporation (CNT), highways, and health, among others. 8. Price control policies and speculation in the market for necessities, carried out by intermediaries, and price abuse in industrialized products in supermarket chains. 9. Health and education. Urgent budget in the face of hospital shortages due to lack of medicines and personnel. Guarantee youth access to higher education and improvement of infrastructure in schools, colleges and universities. 10. Security, protection and generation of effective public policies to stop the wave of violence, contract killings, delinquency, drug trafficking, kidnapping and organized crime that keep Ecuador in distress.
Deliverable(s)	<i>Press review on the results of negotiations</i>

6. Activity timeline:

Proposed project start date: June 24 Proposed project end date: July 31

Activity (refer to activity numbers in table above)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. Support for the food of the delegations												
2. Support for the transportation of delegates back to communities						X	X					
3. Legal assistance for delegates												
4. Medical and health expenses.												

7. **References:** If available, please provide links to relevant articles about the conflict/problem/opportunity, or any other existing publications, in any language.


Annex 2: Budget

English:

Expense Category	Description	Projected cost USD
Consultancies	Legal Assistance: Legal defense of delegates' rights. \$6,000 to support 26 lawsuits, \$231 per lawsuit.	\$6,000
Travel	Bus rental, 20 buses, 45 people per bus. \$750 per bus. For return to their communities.	\$15,000
Conferences, workshops, & meetings	3,423 rations at \$5.00 per ration.	\$17,115
Supplies & miscellaneous	Medicine supplies: Paracetamol 500gm Boxes *100, Lemon flu * 100, Apronax * 100, Eterogermina box 30, Femen * 100, Ibuprofen 500gm * 100, Threshold for children syrup, Sanitary towels *10, Menthol, volitaren boxes, Gauze boxes, Toilet paper * 12, Buscapina box * 30, Bandages, Saline solution, Sun block, Blankets, Venus slippers, Diapers * 50, Water bottles	\$5,085
Subtotal		\$43,200
Administration (up to 10% of direct costs)		\$4,320
Audit (if applicable)		\$1,820
Total RRG Resources Requested		\$49,340
Other sources not covered by RRI Costs of this activity covered by other sources		\$ -
Total anticipated budget		\$49,340

Español:

Categoría de Gastos	Descripción	Costo proyectado USD
Consultorías	Asistencia Legal: Defensa jurídica de derechos de los delegados. \$6,000 para apoyar en 26 litigios penales, \$231 por litigio.	\$6,000
Viajes	Alquiler de buses: 20 buses, 45 personas por bus. \$750 por bus. Para retorno a sus comunidades.	\$15,000
Conferencias, talleres, & reuniones	Alimentación: 3,423 raciones por \$5.00 cada ración	\$17,115
Suministros	Medicinas: Paracetamol 500gm Cajas *100, Lemon flu *100, Apronax * 100, Eterogermina caja 30, Femen *100 Ibuprofeno 500 gr * 100, Umbral para niños jarabe	\$5,085

	Toallas higiénicas *10, Mentol, volitaren caja Gasas cajas, Papel higiénico * 12, Buscapina caja * 30, Vendajes, Solución salina, Bloqueador solar Cobijas, Zapatillas venus, Pañales * 50, Agua botellones	
Subtotal		\$43,200
Administración (Hasta un 10% de los costos directos)		\$4,320
Auditoría (si corresponde)		\$1,820
Total Recursos Solicitados de RRG		\$49,340
Otras fuentes no cubiertas por RRI (Costos de este proyecto cubierto por otras fuentes)		\$ -
Presupuesto total anticipado		\$49,340



Anexo 3: Requisitos de información

I. Requisitos de información narrativa

Los informes narrativos que se presenten a RRG se prepararán para permitir la comparación directa con el proyecto aprobado y deben ser firmados por un representante autorizado de la organización receptora.

Los informes parciales al RRG incluirán una relación de los resultados alcanzados hasta la fecha en función de las actividades aprobadas, los avances hacia la consecución de los resultados del proyecto, una evaluación de las desviaciones del plan de ejecución aprobado y cualquier respuesta a los factores de riesgo que hayan surgido.

Los informes finales al RRG describirán los resultados alcanzados por el proyecto durante todo el periodo del acuerdo, tal y como se ha descrito anteriormente para los informes intermedios. También incluirán una evaluación del impacto del proyecto, las lecciones aprendidas y la sostenibilidad de los resultados obtenidos.

Todos los informes que se envíen a RRG deben incluir el título del proyecto, el objetivo del mismo y el código del acuerdo que se encuentra en la esquina superior derecha del mismo (por ejemplo, 20 XXXX 01).

Se proporcionará un modelo de informe para garantizar que se incluya la información requerida en su informe. Se puede proporcionar información adicional en forma de anexos.

Los informes que no cumplan los criterios anteriores o que no sigan el modelo de RRG serán devueltos para su cumplimentación y los pagos que dependan de estos informes podrán retrasarse.

II. Requisitos de información financiera

Los informes financieros son necesarios para demostrar que los fondos proporcionados a través de RRG se utilizan de manera eficaz para lograr los objetivos del proyecto, y para demostrar los más altos niveles de responsabilidad, transparencia y mejores prácticas contables.

Los informes financieros finales deben presentarse por lo menos un mes después de la conclusión del proyecto, pero en ningún caso después del 20 de enero del año siguiente. Si el proyecto no ha concluido antes del 31 de diciembre, deberá presentarse un informe financiero que cubra los gastos hasta el 31 de diciembre antes del 20 de enero del año siguiente.

Los informes financieros deben incluir todo lo siguiente:

- Una comparación del **presupuesto** del acuerdo frente a **los gastos**, siguiendo las categorías presupuestarias especificadas en el Anexo 2 (presupuesto);
- Documentación de los **desembolsos recibidos**, incluido el importe recibido en moneda local;

- Una lista de activos de todos los **equipos** adquiridos en virtud de este acuerdo con un valor de 1.000 dólares o más;
- Pruebas de que se han contratado las auditorías requeridas (por ejemplo, una carta de compromiso) (sólo informe final)
- **Certificación de** un responsable financiero de la organización, con firma:

Certifico que este informe financiero contiene una representación real de los recibos y gastos bajo este Acuerdo, durante el período del informe, y que todos los gastos eran para apoyar las actividades especificadas en la Descripción del Proyecto del Acuerdo. Certifico que todas las adquisiciones se realizaron según lo estipulado en los términos del Acuerdo y que esta organización no tiene conocimiento de ningún fraude, corrupción o nepotismo asociado con estas actividades. [Nombre, cargo, firma].

Todos los elementos anteriores deben presentarse al Gerente de Proyecto del Grupo para los Derechos y Recursos especificado en el cuerpo principal de este acuerdo. El Gerente de Proyecto también le proporcionará un modelo de informe.

La organización receptora debe exigir recibos u otra documentación para todos los gastos y mantenerlos o copias electrónicas de los mismos en sus registros financieros, durante al menos siete años después de la conclusión de este acuerdo. Estos recibos **no** deben enviarse a RRG.

Requisitos de auditoría

CARTA DE ENCARGO DE AUDITORÍA

Se requiere una carta de encargo de auditoría como parte de los entregables finales para cerrar un acuerdo con RRG. La carta de encargo de auditoría es un acuerdo que un auditor tiene con un cliente para realizar una auditoría. La carta detalla el alcance del acuerdo, sus condiciones y los costes. El objetivo de una carta de encargo de auditoría es establecer las expectativas de ambas partes del acuerdo. Documenta y confirma la aceptación del auditor de la designación para llevar a cabo una auditoría de acuerdo con el objetivo y el alcance de la(s) misma(s) (los requisitos de las RRG se detallan más adelante), el alcance de las responsabilidades del auditor para con el cliente, la forma de los informes, y otros según sea apropiado para el compromiso específico. Se aceptará una única carta de encargo que combine las auditorías de todos los proyectos que finalicen en un único ejercicio fiscal, independientemente del número de acuerdos que el Receptor haya recibido de RRG.

AUDITORIAS

A. SI LA ORGANIZACIÓN REALIZA AUDITORÍAS FINANCIERAS ANUALES

Los siguientes datos deben presentarse a RRG **en los seis meses** siguientes al final del ejercicio fiscal de la organización receptora:

- 1) Estados financieros auditados: de una auditoría organizativa
- 2) Carta de gestión (carta de control interno)/memorandum de auditoría o una declaración de los auditores de que no se ha emitido dicha carta
- 3) Carta(s) de auditoría del proyecto: (véase "Especificaciones de la auditoría del proyecto" más abajo) se requiere sólo si el total de todos los acuerdos de RRG con la organización receptora

suman 50.000 dólares estadounidenses o más para el año. La(s) carta(s) de auditoría del proyecto puede(n) producirse como parte de la auditoría anual regular de la organización. Se acepta una única carta de auditoría de los proyectos combinados, independientemente del número de acuerdos que el Receptor haya recibido de RRG. La(s) **carta(s) de auditoría del proyecto** será(n) anual(es), y según el ejercicio fiscal del Receptor;

- 4) Si aplica, la documentación de los **fondos emitidos a otras organizaciones** (véase más abajo).

B. SI LA ORGANIZACIÓN NO REALIZA AUDITORÍAS FINANCIERAS ANUALES

Los siguientes datos deben presentarse a RRG **en un plazo de 6 meses** a partir de la finalización del acuerdo de la organización receptora con RRG que haya finalizado en el mismo año fiscal:

- 1) Carta(s) de auditoría del proyecto (ver especificaciones de la carta de auditoría del proyecto más abajo);
- 2) Carta de gestión (carta de control interno) /memorándum de auditoría o una declaración de los auditores de que no se ha emitido dicha carta
- 3) Si aplica, la documentación de los **fondos emitidos a otras organizaciones** (véase más abajo).

ESPECIFICACIONES DE LA CARTA DE AUDITORÍA DEL PROYECTO

- La auditoría del PROYECTO será realizada por un auditor externo, independiente y cualificado. La auditoría se llevará a cabo de acuerdo con las normas internacionales emitidas por las Normas Internacionales de Auditoría (NIA), que son normas profesionales para la auditoría de la información financiera. Estas normas son emitidas por la Federación Internacional de Contables (IFAC) a través del Consejo de Normas Internacionales de Auditoría y Aseguramiento (IAASB). Si no se dispone de una auditoría que se adhiera a estas normas, el Receptor se pondrá en contacto con el Grupo de Derechos y Recursos antes de la auditoría para determinar las normas aceptables y el alcance del trabajo para la auditoría.
- El informe del auditor expresará una opinión sobre si el Informe Financiero Anual y/o los Informes Financieros del Proyecto(s) presentados son conformes con los registros contables del Receptor. El auditor también expresará una opinión sobre otras cuestiones si así se solicita en los términos de referencia.
- El auditor presentará una Carta de Gestión/Memorándum de Auditoría, que contendrá las conclusiones de la auditoría realizadas durante el proceso de auditoría y también indicará qué medidas se han tomado como resultado de la auditoría anterior y si las medidas tomadas han sido adecuadas para tratar las deficiencias reportadas.

Fondos emitidos a otras organizaciones

Si, como parte de las actividades, se concede financiación a otras organizaciones, el Receptor exigirá a las organizaciones subreceptoras que informen de acuerdo con lo anterior, y presentará una copia del informe financiero del subreceptor además del informe financiero del Receptor al Grupo para los Derechos y Recursos.

Si el importe de la financiación concedida al subreceptor supera los 50.000 dólares estadounidenses, la organización deberá presentar también una copia de la auditoría anual independiente de la organización del subreceptor Y/O una carta de auditoría del proyecto Y una carta de gestión al Receptor, siguiendo las especificaciones anteriores; el Receptor deberá presentar una copia de estos elementos a RRG.



Anexo 4: Publicación, material de conferencia y pautas para los productos de divulgación

La intención de estos requisitos y pautas no es ser restrictiva, sino garantizar un amplio impacto público al tiempo que se reconoce el papel de la Coalición RRI y sus donantes para brindar apoyo a los productos y materiales de conferencias.

Reconocimiento y descargo de responsabilidad

La organización receptora acepta incluir el reconocimiento, los logotipos y el lenguaje de exención de responsabilidad para la Iniciativa para los Derechos y Recursos.

El lenguaje de descargo de responsabilidad debe leer, en los mismos idiomas de la publicación:

Las opiniones presentadas aquí son las de los autores y no necesariamente son compartidas por las agencias que han apoyado generosamente este trabajo a través de la Iniciativa para los Derechos y Recursos, ni todos los Socios o Colaboradores de la Coalición.

Para materiales de conferencias, la palabra "presentadores" o equivalente puede ser sustituida por "autores" si corresponde.

Logos

Todas las publicaciones, informes, materiales de conferencias y folletos financiados por RRI deben:

- Destacar el logo del RRI prominentemente
- Destacar los logos de las principales organizaciones asociadas y / o colaboradoras responsables del trabajo, generalmente en la portada de la publicación, si corresponde; y
- Presentar el texto introductorio que describe a RRI, usualmente en la portada interior o en la última página de la publicación. Este texto se encuentra en: <https://rightsandresources.org/boilerplate-language/>

Las solicitudes de archivos de alta resolución de logos de la Iniciativa, socios y donantes deben enviarse a communications@rightsandresources.org.

Envío de copias electrónicas a RRG para distribución digital

Se debe enviar una copia en formato .pdf de la versión final del producto de divulgación a communications@rightsandresources.org. En un esfuerzo por aumentar la conciencia pública, promover y publicar los objetivos y establecer la transparencia, el producto se publicará en la biblioteca del sitio web de RRI, ubicado en: <https://rightsandresources.org/en/publication-category/rri-analisis-publicacion>.

Siempre que sea posible, las fotos, videos u otros gráficos (por ejemplo, mapas, cuadros, ilustraciones) asociados con el producto también deben compartirse con RRI como una herramienta clave para la difusión pública, siempre que el destinatario haya creado estos elementos o haya obtenido un permiso por escrito para usarlos.

Cualquier fotografía o video en el que la cara del sujeto sea visible e identificable debe ir acompañada de un título breve que contenga el nombre y la afiliación del individuo, así como una prueba del consentimiento para que su foto / video sea utilizado por RRI en alcance público. Se puede obtener una prueba de consentimiento pidiéndole a la persona que firme el formulario estándar de liberación de fotos y videos de RRI (comuníquese con communications@rightsandresources.org para obtener una copia electrónica del formulario), o por medios más informales, como un correo electrónico o un mensaje de texto.

Disponibilidad publica

La intención de los donantes que financian RRI, así como también de la Coalición RRI, es alentar la difusión rentable de los productos de divulgación, investigación y análisis producidos por la Coalición para lograr los impactos más amplios y profundos posibles.

Los productos impresos para los cuales los costos de producción son financiados en su totalidad por RRI deben distribuirse de forma gratuita, a excepción de los gastos de envío; estos productos deben ser utilizados exclusivamente para fines no comerciales.

En un esfuerzo por crear conciencia y promover conjuntamente nuestra misión compartida, RRI alienta a que todos los productos de divulgación estén disponibles en el sitio web del destinatario.

Las publicaciones, en la medida de lo posible, seguirán la Licencia de Atribución Creative Commons (CC BY 4.0), cuyos detalles se pueden encontrar en el sitio web de Creative Commons, en <https://creativecommons.org/licenses/by/4.0/>. La atribución bajo esto podría leer: *"Excepto donde se indique, este trabajo está bajo una Licencia Pública Internacional de Atribución Creative Commons (CC BY 4.0)"*.

Pautas para productos de divulgación financiados parcialmente por RRI

Los productos de divulgación y los materiales de conferencias para los cuales RRI proporciona solo una parte de los costos de escritura, compilación o producción deben incorporar tantas de las pautas anteriores como sea práctico.