

Grant Agreement  
No. 2024-GR-009

This grant agreement (the “Agreement” or “Grant”) is made by and between the Zinc Network Limited ( or “Zinc”), located at 230 Blackfriars Road, London, SE1 8NW, UK and Georgia’s Reforms Associates (GRASS) ( or the “Grantee”), located at Georgia, Tbilisi, 0112, Aghmashenebeli Ave. №189

#### AUTHORITY

Zinc Network Limited is a for-profit organisation registered under the laws of England and Wales. This Agreement is funded under Cooperative Agreement # 72011420CA00002 from the United States Agency for International Development (“USAID”),

AGREEMENT consists of the following sections:

- I. Terms and Conditions
- II. Attachment A Scope of Work
- III. Attachment B Budget
- IV Attachment C: USAID Standard Provisions for Non US NGO

#### I Terms and Conditions

##### 1. AGREEMENT TYPE

This is a cost reimbursable agreement which provides payment of approved and allowable incurred costs to the extent provided in the Agreement.

##### 2. PURPOSE

The overarching aim of the project by Georgia’s Reforms Associates (GRASS) is to amplify regional voices in Georgia, particularly those that feel excluded from the political system. The project seeks to bridge the gap between political discourse and citizen priorities by increasing the visibility of community needs and promoting issue-based discussions during the pre-election period. By highlighting real problems faced by Georgians in various regions and presenting these issues to political actors, the project aims to foster a more inclusive and responsive political discourse.

##### 3. PERIOD OF PERFORMANCE

This grant begins on August 5, 2024, and ends on November 30, 2024. All Project activities must take place and expenses must be incurred in this time period.

##### 4. AMOUNT

The total amount of this award is 116,840.00 GEL as justified in the detailed budget in Attachment B

5. PAYMENT TERMS

Grantee is eligible for cash advances which will be cleared by the submission of financial reports and requested documentation. An initial advance will be determined upon execution of grant agreement and verification of bank information. A Verification of Bank Account and Authorization Form will support electronic payments. Any changes to bank details need to be formally submitted and verified by Zinc.

6. SPECIAL CLAUSE

The Sub awardee is required to notify the donor within twenty-four (24) hours upon receiving any request, investigation, or notification from state agencies regarding the “transparency of Foreign Influence”, including but not limited to: Investigation Requests: Any form of inquiry or investigation initiated by state agencies concerning the awardee's compliance with the transparency of Foreign Influence. Registration Requests: Any formal or informal request from state agencies to register as a foreign agent under the Foreign Agent Law. Fines and Penalties: Any imposition of fines or penalties by state agencies due to the awardee's failure to register or alleged non-compliance with the transparency of Foreign Influence. Failure to promptly notify the donor of such requests, investigations, or fines within the stipulated timeframe may result in the suspension or termination of the subaward agreement and potential recovery of funds disbursed.

6. REPORTING REQUIREMENTS.

The Grantee will submit monthly narrative reports on project progress with a supporting financial report with expenses incurred to date against budget categories certified by the grantee. Reports are due 7 days after the end of the reporting period.

Reporting Period	Report Due Date
August 5, 2024- September 5, 2024	September 12, 2024
September 5, 2024- October 5, 2024	October 12, 2024
October 5, 2024-November 5, 2024	November 12, 2024
November 5, 2024- November 30, 2024	December 7, 2024

The Grantee may be requested to submit supporting documentation for the Grantee’s expense claims with each financial report. Supporting documents include, but are not limited to, receipts, invoices, contracts, timesheets, and bank statements, as well as signatures from the individuals receiving per diem, allowances, or stipends. In addition, for meeting and other event costs, an agenda and list of participants shall be included.

7. CONTACT INFORMATION

- a. Grantee: Malkhaz Rekhviashvili, person responsible for the project, [m.rekhviashvili1994@gmail.com](mailto:m.rekhviashvili1994@gmail.com); +995 555641669
- b. Zinc Contact, Name, title, email, phone, address: Nino Gulbiani, Grant Manager, [nino.gulbiani@zincnetwork.com](mailto:nino.gulbiani@zincnetwork.com), +995 599 332261.
- c. Notices shall be in writing and delivered by post, or email to the person identified.

## 8. FINANCIAL RECORDS AUDIT

Zinc Network, its donor, or either of their duly authorized representatives, shall have the right of timely and unrestricted access to any books, documents, papers and any records of Subrecipient which are directly pertinent to the work being performed under this Subgrant. If such an inspection/evaluation is performed, Subrecipient agrees (a) to make its premises, and those of any second-tier subcontractors or subrecipients, available and (b) to provide all reasonable facilities and assistance consistent with the convenience and safety of ZINC representatives. All such inspections/evaluations shall be performed so as not to unduly delay work under this Subaward.

Financial records, supporting documents, statistical records, and all other records pertinent to this Subgrant shall be retained for a period of three years from the date of submission of the final expenditure report.

## 9. DATA PROTECTION

- i. Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation.
  - ii. The parties acknowledge that for the purposes of the Data Protection Legislation, the Zinc is the data controller and Grantee is the data processor (where Data Controller and Data Processor have the meanings as defined in the Data Protection Legislation).
  - iii. Without prejudice to the generality of clause (a), Zinc will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to the Grantee for the duration and purposes of this agreement.
- a. Without prejudice to the generality of above clause the Grantee shall, in relation to any Personal Data processed in connection with the performance of this grant
    - i. process that personal data only on the written instructions of Zinc unless the Grantee is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Grantee to process Personal Data (Applicable Laws). Where the Grantee is relying on the laws of a member of the European Union or European Union law as the basis for processing Personal Data, the Ganteer shall promptly notify Zinc of this before performing the processing required by the Applicable Laws unless those Applicable Laws prohibit the Grantee from doing so;

- ii. ensure that the Grantee has in place appropriate technical and organisational measures, reviewed and approved by Zinc to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);
  - iii. ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential;
- b. not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Customer has been obtained and the following conditions are fulfilled:
  - a) The Grantee or Zinc has provided appropriate safeguards in relation to the transfer;
  - b) The data subject has enforceable rights and effective legal remedies;
  - c) The Grantee complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and
  - d) The Grantee complies with reasonable instructions notified to it in advance by Zinc with respect to the processing of Personal Data;
  - e) Assist the Zinc in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
  - f) Notify Zinc without undue delay on becoming aware of a Personal Data breach;
  - g) At the written direction of Zinc, delete or return Personal Data and copies thereof to Zinc on termination of the agreement unless required by Applicable Law to store the Personal Data; and
  - h) Maintain complete and accurate records and information to demonstrate its compliance with this clause and allow for audits by Zinc or Zinc's designated auditor.
- c. Zinc does not consent to the Grantee appointing any third-party processor of Personal Data under this agreement.

## 10. INTELLECTUAL PROPERTY TYPES

Copyright and neighbouring and related rights, moral rights, goodwill and the right to sue for passing off or unfair competition, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of

protection which subsist or will subsist now or in the future in any part of the world.

The Grantee holds rights for deliverables created and funded through this agreement.

#### 11. PUBLISHING – Applies if publishing is Branded

All studies, reports, publications, web sites, informational and promotional products not authored, reviewed, or edited by USAID will contain the following disclaimer:

“This study/report/newsletter/training material is made possible by the support of the American People through the United States Agency for International Development (USAID). The contents of this study/report/newsletter/training material are the sole responsibility of the (name of creator organization) and do not necessarily reflect the views of USAID or the United States Government.”

Zinc may request additional information to contribute to internal project reviews. Final technical reports, presentations, and other related project documents must be shared initially in draft form in at least two (2) weeks in advance of public release.

#### 12. BRANDING & MARKING

Grantee is exempted from using Zinc or USAID logo for the duration of entire project and with respect to all deliverables. If Grantee would like to use of the Zinc or USAID logo in this funded activity, it will require Zinc and USAID approval. Please request approval for any publications, trainings or events 3 weeks prior. Detailed specifications information on format and use the logos will be shared at that time.

#### 13. DISPUTES

The Parties shall exert their best efforts, in good faith, to consult together to resolve all issues between the Parties. An issue that cannot be resolved in this way after a reasonable time shall be treated as a Disagreement.

(1) In the event of a Disagreement, either Party (the “Initiating Party”) may submit to the other Party (the “Receiving Party”) a written statement, specifically designated as a Notice of Disagreement, briefly describing the nature of the problem, the Initiating Party’s position regarding the problem, the material facts and arguments in favor of such position, and a statement of actions or other relief requested.

(2) Within 30 days after receipt of a Notice of Disagreement, the Receiving Party shall issue a written decision (a “Decision”), specifically designated as such, with supporting findings and reasons, and promptly communicate it to the Initiating Party.

(3) Notwithstanding the existence of an issue, disagreement or dispute, or the conduct of an arbitration, under this Article, the Grantee shall, unless otherwise mutually agreed between the Parties, continue to perform its obligations under the Subaward.

(4) If the Dispute is not resolved within 30 days after service of the notice, or either party fails to participate or to continue to participate in the mediation before the expiration of the said period of 30 days, or the mediation terminates before the expiration of the said period of 30 days, the Dispute shall be finally resolved by the courts of England and Wales in accordance with Jurisdiction clause.

#### 14. JURISDICTION

The governing law for this grant agreement, its validity and performance, and the surrounding circumstances involving the Parties, shall be the law of England and Wales, without regard to its conflicts of law principles. If any provision(s) of this Subaward violates any applicable law or mandatory public policy, or is otherwise restricted, prohibited, or unenforceable, such provision(s) shall, be ineffective in the jurisdiction in which they are prohibited. The remaining provisions shall continue and remain in full force and effect.

#### 15. TERMINATION

This grant may be terminated for any of the following reasons by providing prior written notice to the Subgrantee:

(a) Default: ZINC may terminate this Subgrantee immediately if Subgrantee, for any reason whatsoever, fails, refuses, or is unable to perform the work or to make satisfactory progress within the time specified or does not comply with the terms and conditions of this award.

(b) Termination of Prime Award: ZINC may terminate this Grant in the event its Agreement from the funder is terminated; in which case Grantee shall make every reasonable effort to comply with the directions of the ZINC authorized Officer in preparing a claim for submission to ZINC. This termination provision will also apply should funding from the funder to ZINC, for this project be cancelled or insufficient for completion.

(c) For Convenience: ZINC may terminate this Grant in whole or in part, including any approved activities hereunder, by providing ten (10) days advance written notice of the effective date of termination to the Subgrantee and, in the case of partial termination, the portions of the award that will be terminated. ZINC shall be responsible for satisfying all its outstanding debts and obligations properly and reasonably incurred by Grantee.

The Grantee may terminate the Grant with written notice to ZINC. Such notice should include the reason for the termination, the date of termination, and, in the case of partial termination, the portions of the award

being terminated. If the grantee terminates the grant in part, ZINC may elect to terminate the grant in whole if, in ZINC's judgment, the partial continuation of the subgrant is not in the best interests of the program.

ZINC may also suspend a grant for any reason. If ZINC needs to suspend a grant, the grantee will receive a written notice giving the reason for the suspension, the date the suspension is effective, and the date (if known) that the suspension will be lifted. If the suspension is not for cause, ZINC may negotiate with the Grantee what administrative cost may continue to be charged to the grant during the suspension period.

## 16. CONFLICTS OF INTEREST

Grantee warrants that neither by entering into this agreement nor performing scope of work hereunder shall result in an actual or apparent conflict of interest on its part. For purposes hereof, a conflict of interests includes, but is not limited to, circumstances under which grantee may become biased with respect to the Services or gain an unfair competitive advantage. Contractor further warrants that it will promptly notify Zinc of any actual or apparent conflict of interest of which it becomes aware after the execution of this agreement. Failure of the Grantee to promptly disclose a conflict of interest shall constitute a material breach of this agreement.

## 17. GRATUITIES & CORRUPTION.

Grantee will not engage in any corrupt practice (including, without limitation, the offering, giving, receiving or soliciting of anything of value to influence the action of any public official or any officer or employee of Zinc) or fraudulent practice (including, without limitation, misrepresentation of facts in order to influence a procurement practice or the execution or administration of the agreement to the actual or potential detriment of Zinc, or the U.S. Government). Grantee represents and warrants that it, its affiliates, directors and employees: a) have not and will not engage in the bribery of local or foreign officials in connection with any matter; and b) maintain and enforce a policy that prohibits bribery of local or foreign officials.

## 18. INDEMNIFICATION

The both parties shall hold the other party and USAID harmless against losses or damages including those stemming from injuries, deaths, expenses, actions, proceedings, demands, costs and claims, including, but not limited to, legal fees and expenses, which may be suffered by the party, its personnel, consultants, employees and agents or any third party, where such loss or damage is the result of an action, omission, negligence, breach of contract, or violation of law or regulation (including the violation of any intellectual property right) by the other party, its personnel or agents.

## 19. INDEPENDENT STATUS

The relationship of the Subgrantee to Zinc Network is that of an independent entity and nothing herein shall

be construed as creating any other relationship. As such, the Subgrantee shall comply with all laws and assume all risks incident to its status as an independent entity. This includes, but is not limited to, responsibility for all applicable income taxes, associated payroll and business taxes, licenses and fees, and such insurance as is necessary for the Subgrantee's protection in connection with work performed under this Subgrant. Neither the Subgrantee nor anyone employed by it shall be, represent, act, purport to act, or be deemed to be agent, representative, or employee of Zinc Network.

## 20. FORCE MAJEURE

Defined as circumstance not within a party's reasonable control including, without limitation:

- i. acts of God, flood, drought, earthquake or other natural disaster;
  - ii. epidemic or pandemic;
  - iii. terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations;
  - iv. nuclear, chemical or biological contamination or sonic boom;
  - v. any law or any action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition;
  - vi. collapse of buildings, fire, explosion or accident;
  - vii. any labour or trade dispute, strikes, industrial action or lockouts;
  - viii. interruption or failure of utility service.
- b. If Grantee is prevented, hindered or delayed in or from performing any of its obligations under this agreement by a Force Majeure Event, the Grantee shall not be in breach of this agreement or otherwise liable for any such failure or delay in the performance of such obligations. The time for performance of such obligations shall be extended accordingly.
- c. The corresponding obligations of the other party will be suspended, and it's time for performance of such obligations extended, to the same extent as those of the Affected Party.
- d. The Grantee shall:
- i. as soon as reasonably practicable after the start of the Force Majeure Event but no later than 7 days from its start, notify the other party of the Force Majeure Event, the date on which it started, its likely or potential duration, and the effect of the Force Majeure Event on its ability to perform any of its obligations under the agreement; and
  - ii. use all reasonable endeavours to mitigate the effect of the Force Majeure Event on the performance of its obligations.
- e. If the Force Majeure Event prevents, hinders or delays the Grantee's performance of its obligations for a continuous period of more than 2 weeks, the party not affected by the Force Majeure Event may terminate this agreement by giving 2 weeks' written notice.



## 21. AMENDMENTS

Modification to any portion of this agreement must be writing and signed by both Zinc and the Grantee to be effective.

## 22. CERTIFICATION AND ASSURANCES

**A** - By signing this Grant, Grantee certifies that (i) neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any US Federal Government department or agency; (ii) neither it nor its principals have been convicted of a narcotics offense or have been engaged in drug trafficking as defined in 22 CFR Part 140; (iii) neither it nor its principals are designated affiliates as “specially designated nationals” by the Office of Foreign Asset Control of the US Department of Treasury or UN Security Council Committee sanctions list; (iv) neither it nor its principals have been indicted or convicted on charges of terrorism or of providing support to terrorists; (v) neither it nor its principals have been indicted or convicted for violating U.S. or global laws against Trafficking in Persons.

**B** - By signing this Grant Grantee certifies that it will take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism.

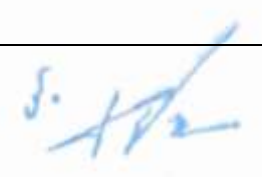
**C** - By signing this Grant, Grantee certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the subaward or activities resulting from this Subaward that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The Grantee further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating such conflict of interest (or apparent conflict of interest).

**D** - Violation of any of these certifications is considered a failure in the performance of Grantee’s obligations under the Subaward and will lead to the termination of this Subaward agreement.

By signing this agreement both parties agree to abide by the terms and conditions of the award as specified on the following pages.

Zinc Network Ltd.

Georgia’s Reforms Associates (GRASS)



SIGNATURE OF AUTHORIZED PERSON

NAME: Scott Brown

NAME Paata Gaprindashvili

TITLE: Executive Director

TITLE Director

DATE: 15<sup>th</sup> August, 2024

DATE August 6, 2024

## ATTACHMENT A

### STATEMENT OF WORK

#### **BRIEF SUMMARY OF THE PROJECT**

The overarching aim of the project by Georgia's Reforms Associates (GRASS) is to amplify regional voices in Georgia, particularly those that feel excluded from the political system. The project seeks to bridge the gap between political discourse and citizen priorities by increasing the visibility of community needs and promoting issue-based discussions during the pre-election period. This effort is crucial in counteracting the disconnection between citizens and political actors, which has led to widespread disillusionment with the political process. By highlighting real problems faced by Georgians in various regions and presenting these issues to political actors, the project aims to foster a more inclusive and responsive political discourse.

Key activities include collecting and disseminating stories from selected regions, producing multimedia content (videos, digital postcards, vox pop interviews), and engaging with influencers and traditional media to ensure broad coverage. The project will utilize platforms such as Facebook, TikTok, and Instagram, as well as TV appearances, to reach diverse audiences. The initiative seeks to push politicians to focus their campaigns on real problems and propose tangible solutions, thereby encouraging a more informed and engaged electorate.

The project will deliver:

- 7 videos illustrating individual stories and showcasing the concerns of ordinary Georgian citizens;
- 10 short videos for Facebook and Instagram reels, TikTok;
- 10 influencer videos.
- 7 vox pop videos.
- 15 digital postcards.
- 10 TV appearances.

## Attachment B: Budget

Activity	Description	Unit cost GEL	Multiplier	Type	Total unit cost GEL
<b>1. Salaries</b>					
<b>Project manager</b>	<i>The project manager will ensure that the project is executed according to the project plan; assign tasks, set expectations, and facilitate effective communication within the team; regularly monitor project activities and evaluate impact and outcomes. Level of effort for the project - 40%</i>	GEL 1 000,00	4,0	Monthly	GEL 4 000,00
<b>Project coordinator</b>	<i>The project coordinator will ensure that tasks are completed on schedule; organize and maintain project documentation, including project plans, reports, and files; monitor project progress; complete miscellaneous tasks set out by the project manager. Level of effort for the project - 45%</i>	GEL 900,00	4,0	Monthly	GEL 3 600,00
<b>Communications Manager</b>	<i>The communications manager will monitor social media metrics and use analytics tools to assess the performance of social media efforts; participate in data collection activities in the region; engage in developing the content based on collected data; Identify and connect with influencers and partners who can amplify the organization's message; develop and maintain a content calendar to ensure consistent posting and messaging. Level of effort for the project - 40%</i>	GEL 1 000,00	4,0	Monthly	GEL 4 000,00
<b>Analysts</b>	<i>The analysts will participate in data collection activities, analyze the collected data and help tailor it to social media posts; engage in developing the content based on collected data; assist in the reporting process; complete miscellaneous tasks set out by the project manager. Level of effort for the project - 40%</i>	GEL 750,00	12,0	Monthly	GEL 9 000,00
<b>Financial Manager</b>	<i>The financial manager will monitor financial performance against budgets and make adjustments as needed; ensure compliance with the Georgian legislature and requirements from the donor; ensure proper allocation and management of funds. Level of effort for the project - 20%</i>	GEL 800,00	4,0	Monthly	GEL 3 200,00
<b>Total Salaries</b>					<b>GEL 23 800,00</b>

2. Contractual Services					
<b>Videographer</b>	<i>The videographer will travel with the team to the regions and will be responsible for filming the interviews with ordinary Georgian citizens and taking care of on-set technical matters.</i>	GEL 500,00	8,0	Per outing	GEL 000,00 4
<b>Short video editor</b>	<i>The short video editor will edit the collected material and tailor the material to short video-based platforms.</i>	GEL 90,00	10,0	Per video	GEL 900,00
<b>Video editor</b>	<i>The video editor will edit the collected material and make technical adjustments as instructed.</i>	GEL 350,00	8,0	Per video	GEL 800,00 2
<b>Influencer engagement</b>	<i>We will engage with influencers, primarily regional ones, to participate in the TikTok challenge "Demand from Politicians." Using this hashtag, influencers will distribute videos in which they ask politicians to address specific, previously unvoiced problems in their rural regions. This initiative aims to bring attention to local issues and hold politicians accountable, fostering a more responsive and engaged political environment.</i>	GEL 2 000,00	10,0	Per video	GEL 000,00 20
<b>Vox pop journalist</b>	<i>The vox pop journalist will conduct vox pop interviews in urban areas of the selected towns to capture a wide array of voices and opinions.</i>	GEL 400,00	8,0	Per video	GEL 200,00 3
<b>Regional coordinators</b>	<i>Cooperating with regional CSOs and Tbilisi-based CSOs with regional presence, who are involved in the local public life, will play a crucial role in identifying and recruiting respondents.</i>	GEL 300,00	8,0	Per location	GEL 400,00 2
<b>TV appearances</b>	<i>The campaign will utilize traditional media through TV appearances to extend our reach to older demographics who may not be as active online. These funds will be used to pay TV channels.</i>	GEL 2 000,00	10,0	Per report	GEL 000,00 20
<b>Total Contractual Services</b>					<b>GEL 300,00 53</b>
3. Travel and Per Diem					
<i>M&amp; IE for Batumi and Ozurgeti, 4 days</i>	<i>The team (program manager, communications manager, analyst) will travel to Batumi and Ozurgeti to collect stories through offline face-to-face engagements, highlighting the real-life experiences and perspectives of locals, as well as identifying their priorities and issues affecting them the most.</i>	GEL 30,00	8,0	M & EI	GEL 240,00
<i>Travel to Batumi and Ozurgeti by car</i>	<i>The team (program manager, communications manager) will travel to Batumi and Ozurgeti to collect stories through offline face-to-face engagements. These funds will cover car rental, driver, and fuel expenses.</i>	GEL 400,00	1,0	trip	GEL 400,00
<i>Lodging fee at Batumi for 3 nights</i>	<i>The team (program manager, communications manager), a vox pop journalist, and a videographer will stay in Batumi to collect data in Batumi and Ozurgeti.</i>	GEL 250,00	12,0	Per night	GEL 000,00 3
<i>M &amp; EI for Kutaisi and Chaitura, 3 days</i>	<i>The team (program manager, communications manager) will travel to Kutaisi and Chiatura to collect stories through offline face-to-face engagements, highlighting the real-life experiences and perspectives of locals, as well as identifying their priorities and issues affecting them the most.</i>	GEL 30,00	6,0	Per diem	GEL 180,00

Travel to Kutaisi and Chiatura by car	The team (program manager, communications manager) will travel to Kutaisi and Chiatura to collect stories through offline face-to-face engagements. These funds will cover car rental, driver, and fuel expenses.	GEL 300,00	1,0	trip	GEL 300,00
Lodging fee at Kutaisi for 2 nights	The team (program manager, communications manager), a vox pop journalist, and a videographer will stay in Kutaisi to collect data in Kutaisi and Chiatura.	GEL 250,00	8,0	Per night	GEL 000,00 2
M & EI for Zugdidi and Poti, 4 days	The team (program manager, communications manager) will travel to Zugdidi to collect stories through offline face-to-face engagements, highlighting the real-life experiences and perspectives of locals, as well as identifying their priorities and issues affecting them the most	GEL 30,00	8,0	Per diem	GEL 240,00
Travel to Zugdidi and Poti by car	The team (program manager, communications manager) will travel to Zugdidi to collect stories through offline face-to-face engagements. These funds will cover car rental, driver, and fuel expenses.	GEL 400,00	1,0	trip	GEL 400,00
Lodging fee at Zugdidi for 3 nights	The team (program manager, communications manager) will travel to Zugdidi to collect stories through offline face-to-face engagements, highlighting the real-life experiences and perspectives of locals, as well as identifying their priorities and issues affecting them the most.	GEL 250,00	12,0	Per night	GEL 000,00 3
M & EI for Telavi, 2 days	The team (program manager, communications manager) will travel to Telavi to collect stories through offline face-to-face engagements, highlighting the real-life experiences and perspectives of locals, as well as identifying their priorities and issues affecting them the most.	GEL 30,00	4,0	Per diem	GEL 120,00
Travel to Telavi by car	The team (program manager, communications manager) will travel to Telavi to collect stories through offline face-to-face engagements. These funds will cover car rental, driver, and fuel expenses.	GEL 300,00	1,0	Lump sum	GEL 300,00
Lodging at Telavi for 1 night	The team (program manager, communications manager), a vox pop journalist, and a videographer will stay in Telavi to collect data.	GEL 250,00	4,0	Per night	GEL 000,00 1
M & EI for Gori, 1 day	The team (program manager, communications manager) will travel to Gori to collect stories through offline face-to-face engagements, highlighting the real-life experiences and perspectives of locals, as well as identifying their priorities and issues affecting them the most.	GEL 30,00	2,0	Per diem	GEL 60,00
Travel to Gori by car	The team (program manager, communications manager) will travel to Gori to collect stories through offline face-to-face engagements. These funds will cover car rental, driver, and fuel expenses.	GEL 150,00	1,0	Lump sum	GEL 150,00
<b>Travel and Per Diem</b>					<b>GEL 390,00 11</b>

5. Other Direct Costs					
Promotion on social media (videos illustrating individual stories)	Each video will be separately promoted on both Facebook and Instagram. Through our experience of conducting strategic communication campaigns on social media targeting a demographic of 18-35-year-olds, we saw that boosting content (short videos, postcards) requires the given amount to have sufficient social media reach and tangible impact, especially within two months. Moreover, as more posts get promoted on social media by political parties during the pre-election period, the price of each promoted post will increase.	GEL 450,00	7,0	Per post	GEL 150,00 3
Promotion on social media (short videos)	Each short video will be separately promoted on both Facebook and Instagram. Through our experience of conducting strategic communication campaigns on social media targeting a demographic of 18-35-year-olds, we saw that boosting content (short videos, postcards) requires the given amount to have sufficient social media reach and tangible impact, especially within two months. Moreover, as more posts get promoted on social media by political parties during the pre-election period, the price of each promoted post will increase.	GEL 250,00	20,0	Per post	GEL 000,00 5
Promotion on social media (digital postcards)	Each digital postcard will be separately promoted on both Facebook and Instagram. Through our experience of conducting strategic communication campaigns on social media targeting a demographic of 18-35-year-olds, we saw that boosting content (short videos, postcards) requires the given amount to have sufficient social media reach and tangible impact, especially within two months. Moreover, as more posts get promoted on social media by political parties during the pre-election period, the price of each promoted post will increase.	GEL 250,00	30,0	Per post	GEL 500,00 7
Promotion on social media (vox pop videos)	Each vox pop video will be separately promoted on both Facebook and Instagram. Through our experience of conducting strategic communication campaigns on social media targeting a demographic of 18-35-year-olds, we saw that boosting content (short videos, postcards) requires the given amount to have sufficient social media reach and tangible impact, especially within two months. Moreover, as more posts get promoted on social media by political parties during the pre-election period, the price of each promoted post will increase.	GEL 400,00	14,0	Per post	GEL 600,00 5
Promotion on social media (TV appearances)	Each TV appearance will be separately promoted on both Facebook and Instagram. Through our experience of conducting strategic communication campaigns on social media targeting a demographic of 18-35-year-olds, we saw that boosting content (short videos, postcards) requires the given amount to have sufficient social media reach and tangible impact, especially within two months. Moreover, as more posts get promoted on social media by political parties during the pre-election period, the price of each promoted post will increase.	GEL 350,00	20,0	Per post	GEL 000,00 7
Bank fees		GEL 100,00	1,0	Project	GEL 100,00
Other Direct Cost					GEL 350,00 28
TOTAL BUDGET in GEL					GEL 840,00 116





ATTACHMENT C  
USAID STANDARD PROVISIONS FOR NON US NGOS

Incorporated by reference <https://www.usaid.gov/sites/default/agency-policy/303mab.pdf>

Please note the below clauses from the Standard Provisions

**ALLOWABLE COSTS (NOVEMBER 2020)**

- a. The recipient will be reimbursed for costs incurred in carrying out the purposes of This award in accordance with the terms of this award and the applicable cost principles in effect on the date of this award. The recipient may obtain a copy of the applicable cost principles from the Agreement Officer (AO):  
2 CFR 200, Subpart E, Cost Principles  
48 CFR 31.2 Federal Acquisition Regulations (FAR) and 48 CFR 731.2  
USAID Acquisition Regulations (AIDAR) - Cost Principles for  
Commercial Organizations
- b. It is the recipient's responsibility to ensure that costs incurred are in accordance with the applicable cost principles, meaning the costs are (1) reasonable: costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business; (2) allocable: incurred specifically for this award; and (3) allowable: conform to any limitations in this award. The recipient must obtain any prior written approvals from the AO that are required by the applicable cost principles. The recipient may obtain the AO's written determination on whether specific costs not clearly addressed in the applicable cost principles are allowable or allocable. The AO reserves the right to make a final determination on the allowability of costs.
- c. USAID will not pay any profit or fee to the recipient or subrecipients of a grant or cooperative agreement. This restriction does not apply to procurements under this award made in accordance with Standard Provision, "Procurement Policies." The recipient must retain documentation to support charges to this award for a period of three years from the date of submission of the final expenditure report in accordance with the Standard Provision, "Accounting, Audit, and Records."

**1. DEBARMENT AND SUSPENSION**

- a. The recipient must not transact or conduct business under this award with any individual or entity that has an active exclusion on the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) unless prior approval is received from the USAID Agreement Officer. The list contains those individuals and entities that the U.S. Government has suspended or debarred based on misconduct or a determination by the U.S. Government that the person or entity cannot be trusted to safeguard U.S. Government funds. Suspended or debarred entities or individuals are excluded from receiving any new work or any additional U.S. Government funding for the duration of the exclusion period. If the recipient has any questions about listings in the system, these must be directed to Zinc Network.

- b. The recipient must comply with Subpart C of 2 CFR Section 180, as supplemented by 2 CFR 780. USAID may disallow costs, annul or terminate the transaction, debar or suspend the recipient, or take other remedies as appropriate, if the recipient violates this provision. Although doing so is not automatic, USAID may terminate this award if a recipient or any of its principals meet any of the conditions listed in paragraph c. below. If such a situation arises, USAID will consider the totality of circumstances-including the recipient's response to the situation and any additional information submitted-when USAID determines its response.
- c. The recipient must notify the Agreement Officer immediately upon learning that it or any of its principals, at any time prior to or during the duration of this award:
  - (1) Are presently excluded or disqualified from doing business with any U.S. Government entity;  
Principal means-
    - (1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
    - (2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
      - (i) Is in a position to handle Federal funds;
      - (ii) Is in a position to influence or control the use of those funds; or,
      - (iii) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

## **2. PREVENTING TRANSACTIONS WITH, OR THE PROVISION OF RESOURCES OR SUPPORT TO, SANCTIONED GROUPS AND INDIVIDUALS**

The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) or the United Nations Security designation list (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)).

## **M27 PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT USNGO (JULY 2022)**

- a. In accordance with the cost principles in 2 CFR § 200.471, obligating or expending costs for covered telecommunications and video surveillance services or equipment or services as described in 2 CFR § 200.216 are unallowable. Recipients and subrecipients are prohibited from using award funds, including direct and indirect costs, cost share and program income, for such covered telecommunications and video surveillance services or equipment. This provision implements temporary waivers granted to USAID under Section 889(d)(2) that allow the recipient to use award funds for:

(1) All costs for covered telecommunications and video surveillance services or equipment incurred through September 30, 2022, and

(2) Costs for covered telecommunications and video surveillance services or equipment incurred on or after October 1, 2022, through September 30, 2028, only if the recipient has determined that there is no available alternate eligible source for the covered telecommunications and video surveillance services or equipment.

b. After September 30, 2028, in accordance with 2 CFR § 200.471 costs of all covered telecommunications and video surveillance services or equipment as specified in 2 CFR § 200.216 will be unallowable.

[END OF PROVISION]