



COOPERAZIONE  
PER LO SVILUPPO  
DEI PAESI EMERGENTI

DRAFT

COOPERATION AGREEMENT between ANCE and COSPE  
for the implementation of the project:

"TRAINING PROGRAMME FOR SOUTH AFRICAN REFUGEES IN THE DAKAWA RE-  
SETTLEMENT CAMP - TANZANIA-"

## 1. OBJECTIVES AND ACTION:

( see Annexes 1. )

- to provide scholarships (number to be determined according to type and cost of the courses) for refugees at Tanzanian institutions;
- to provide vocational training for <sup>60/80</sup> 80/100 refugees, transforming the existing Leather and Garment factories into two workshops, organizing the new trades in Leather and Garment Workshops (LGW) ~~to run in parallel with the Vocational Training Centre (VTC), providing technical support and maintenance.~~

## 2. INSTITUTIONAL FRAMEWORK

2.1. The Commission of the European Communities (CEC) is the financier of the project.

The CEC has commissioned COSPE as executing agency and COSPE is the sole contractor and must be solely responsible to the CEC.

The ANC is the beneficiary of the project.

The project must be located in Tanzania.

2.2. The project has been financed by the CEC for a fixed total amount of ECUs. Every change in the ratio between ECU/ USD will change the amount of the USDs available.

2.3. All actions undertaken to implement the project must be

- in accordance with the contract with the CEC,
- in the interest of the ANC and in accordance with the policies and objectives of this organization in general and of the Dakawa Development Centre in particular.

2.4. In order to optimize the use of the existing resources in Dakawa and the present project, COSPE intends to coordinate its action closely with both the ANC and all other Donors involved in the ~~Camp~~ <sup>and VTC</sup>.





2.5. Any major changes in the project -mutually required by ANC and COSPE- must be agreed by the CEC in advance.

2.6. ANC and COSPE will provide information promptly to each other of any change in circumstance that affects this framework, and COSPE will keep the ANC informed of developments with the donor.

2.7. COSPE shall consider as responsible ANC representatives:

- National Project Department - JHB: Mr. TIKLY
- Regional Project Department - Tanzania: Mr. MANKAZANA
- Movement Committee for M. and Dacawa - Mr. MACOPO

ANC shall consider as responsible COSPE representatives:

- COSPE President - Legal Representative - Italy:  
Ms. Luciana Sassatelli \_\_\_\_\_
- COSPE Project Officer in Italy: \_\_\_\_\_
- COSPE Representative in Tanzania - Project Coordinator: \_\_\_\_\_

Any disputes connected with the present agreement and the implementation of the project conduction which cannot be solved locally by the ANC and COSPE representatives, will need the written agreement of the ANC - National Project Department - and the COSPE representative in Italy.

2.8. Subject to the approval of the CEC of the last requested changes, the present agreement shall enter into force at the moment of the signing of the two counterparts for the whole duration of the project itself. *ch frame frame JHB-072*

2.9. As requested in the CEC contract: "supplies, local means of transport, centres of activity must bear in a prominent position the European symbol accompanied only by the inscription - European Community".

### 3. ORGANIZATION

An organizational chart of the project is presented in ANNEX 3.

3.1. COSPE will appoint a full time Coordinator for the project to fulfill all the obligations to COSPE, the CEC, and the present ANC-COSPE agreement.

He/she will work closely with his/her counterpart, the ANC - Project Responsible.

The COSPE coordinator will work closely with the ANC Project Office on all matters ranging from tender arrangements to procure-





ment, transportation and customs clearance of equipment and supplies; they both will organize the scholarship sector of the project.

The Coordinator will be responsible for the running of the COSPE office.

3.2. The ANC will designate a full time **Project Responsible/ LGW Supervisor** -as counterpart of the Coordinator - who will be responsible for the LGW and will liase with other ANC structures. The LGW Supervisor will be responsible for staffing, activities and running of the LGW.

3.3. The ANC Project Responsible and the COSPE Coordinator shall jointly manage the project and fulfill its goals; they will elaborate a **periodical work plan** and ensure its implementation. They shall jointly be responsible for the fulfillment of the expert personnel in the project.

3.4. A **bank account** will be opened in Tanzania in the name of the COSPE project for all local expenditure; Another **bank account** will be opened locally for the LGW, financial decision will be taken jointly by the Coordinator and LGW Supervisor. In accordance with the CEC contract financial responsibility remains with COSPE who will be sole signatory.

3.5. ANC and COSPE shall ensure that the selection of the personnel will be done on the basis of the required and needed skills.

The ANC and COSPE will jointly agree on the recruitment of suitable experts, trainers, teachers, instructors according to the requirements of the project. These shall be from Italy or other European countries, from Tanzania or other ACP countries and from South Africa itself in order to ensure that any training that is acquired is relevant to the situation in SA. These appointments shall be of a temporary nature.

The role/position of locally recruited experts shall be determined by the Project Responsible and the Coordinator in accordance with the specific purpose of recruitment. Hence the experts shall not necessarily be involved in the administration of the LGW.

#### **4.00 ANC INPUTS**

4.1. ANC shall provide consultation, plans, technical data, pre-





mises, land and infrastructure for the project.

4.2. ANC shall provide the data needed to identify target needs of the beneficiaries and the requirements for recruitment of personnel.

4.3. ANC shall ensure the availability of staff for the LGW.

4.4. ANC shall give full support to COSPE in setting up and in everything needed for the implementation of the project, including all necessary forms of clearance for all COSPE personnel and other staff of the project, in accordance with the rules and regulations governing the presence of the ANC in Tanzania.

4.5. ANC shall ensure the cooperation of all relevant ANC structures and the possibility of utilizing the facilities and services of the Dakawa Camp during the implementation of the project.

4.6. ANC shall provide accommodation for the project staff, trainers and trainees; houses for the COSPE personnel and other experts and consultants involved in the project.

4.7. ANC shall provide adequate premises for the workshops, the training and organizational activities of the LGW and for the COSPE project office.

4.8. ANC will provide a ANC - Project Responsible / LGW Supervisor (See 3.2.)

## 5.00 COSPE INPUTS

5.1. COSPE is responsible for providing technical and administrative assistance for the implementation of the project.

5.2. COSPE will make available resources for the implementation and administration of the project as elaborated in the Budget and approved by the CEC (see Annex 2).

The items to be covered by COSPE inputs include:

a. Equipment and supplies for the carrying out of the LGW activities and its effective administration.

b. Salaries and wages for the project personnel, in accordance with the financial plan and the project plan.

d. A vehicle for the use of LGW <sup>project</sup> administration and consultants. A vehicle for the use of the COSPE ~~personnel~~ <sup>personnel responsible</sup>

c. Transportation costs of all equipment and supplies.

d. Costs of planning and implementing the project including conducting the feasibility study and recruitment of staff and experts.





f. Administration costs

g. Unforeseen expenses within the limits of budget item n.7.  
Considering that this project has been changed three times, a part of the feasibility cost should be charged on this budget item.

5.3. COSPE will provide a Coordinator for the project to cooperate with the ANC- Project Responsible in running the LGW and to provide administrative and professional expertise for the implementation of the activities. The Coordinator will be responsible for ensuring that all actions undertaken are in line with the CEC conditions of contract. (See 3.1.)

5.3. COSPE will provide technical experts in Leather and Garment Production (total of 12 months/ person ) to support the vocational training.

5.4. COSPE will provide a technical expert in maintenance (10 - 12 months/ person).

5.5. COSPE will be, in consultation with the ANC, responsible for recruitment of experts and consultants in Europe.

## **6. WORK PLAN AND TIME SCHEDULE**

A detailed work plan for the running of the LGW and the implementation of the whole training programme will be prepared by the ANC Project Department and the COSPE Coordinator within \*\* weeks of the commencement of the project in collaboration with all ANC relevant structures.

The plan will include a schedule of tasks and activities necessary to achieve the project's objectives, a time schedule for implementation, the staff and their precise job descriptions and salaries as well as a framework for the participation of all recruited personnel.

## **7.00 MONITORING, EVALUATION and REPORTING**

The project will be subject to constant local monitoring by the ANC and COSPE through regular meetings (at a frequency to be determined ) and to periodic (6 month) evaluation and review in accordance with the policies and procedures established by the CEC contract.

A progress report will be prepared after 6 months and a terminal report at the end of the project period. The reports shall be prepared jointly by the Project Responsible and Coordinator and submitted to COSPE and the ANC National Projects Department.





**8. ANNEXES:**

1. project text
  2. budget and financial plan
  3. organizational chart
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The present agreement has been drawn up in 4 copies and counter-signed as following

on behalf of ANC (name and position):

on behalf of COSPE (name and position):

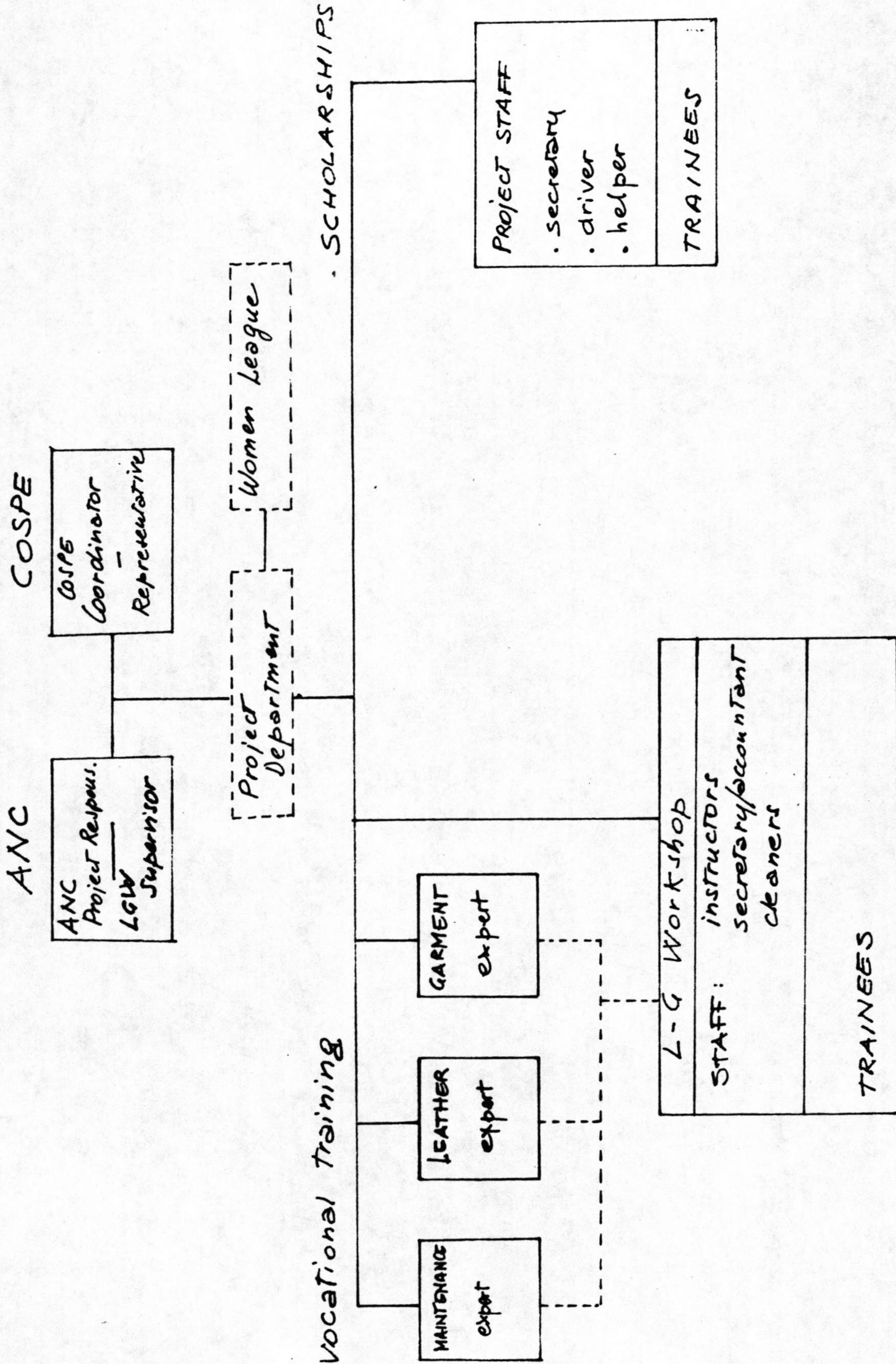
Acknowledgment copies will be sent to:

Date:.....





ANNEX 3. ORGANIZATIONAL CHART





ANC/COSPE PROTOCOL AGREEMENT

CHANGES REQUIRED BY MR. TIKLY (ANC) DURING THE MEETING WITH Ms. SASSATELLI (COSPE) IN JHB ON 12.7.91

(changes underlined):

NEW

OK 3.2. The ANC will designate a Project Responsible/ Supervisor -as counterpart of the Italian Coordinator - who will be responsible also for the LGW and will liase with other ANC structures (Mr. Zwelakhe).

FORMER:

3.2. The ANC will designate a full time Project Responsible/ LGW Supervisor -as counterpart of the Coordinator - who will be responsible for the LGW and will liase with other ANC structures. The LGW Supervisor will be responsible for staffing, activities and running of the LGW.

NEW:

OK 4.8. ANC will provide a VTC principal, *technical and current matters:* responsible for LGW staf- fing, activities and running (Mr. Madlala),

FORMER:

4.8. ANC will provide a ANC - Project Responsible / LGW Supervisor (See 3.2.)

NEW:

3.4. A bank account will be opened in Tanzania in the name of the COSPE project for all local expenditure;

OK Another bank account will be opened locally for the LGW, *major* (financial decision will be taken jointly by the Coordinator and Supervisor. *otherwise the Principal*

In accordance with the CEC contract financial responsibility remains with COSPE who will be sole signatory.

FORMER:

3.4. A bank account will be opened in Tanzania in the name of the COSPE project for all local expenditure;

Another bank account will be opened locally for the LGW, financial decision will be taken jointly by the Coordinator and LGW Supervisor.

In accordance with the CEC contract financial responsibility remains with COSPE who will be sole signatory.

NEW:

3.5. (...)

The role/position of locally recruited experts shall be determined by the VTC Principal and the Coordinator in accordance with the specific purpose of recruitment.

FORMER:

3.5. (...)

The role/position of locally recruited experts shall be determined by the Project Responsible and the Coordinator in accordance with the specific purpose of recruitment.