

Information Note on Implementation Agreement Modality

The ILO enters into agreements with implementing partners, which assist with the delivery of the ILO's substantive mandate in ILO development cooperation programmes, projects and activities.

"Implementing partner" means a legally recognized non-profit-oriented entity, which provides such assistance to the ILO.

Eligibility

The ILO has identified two categories of implementing partners:

- (a) a constituent of the ILO and/or an affiliated member of such a constituent, including governmental, employers' and workers' organizations; and
- (b) an organization carrying out non-profit oriented work, including non-governmental organizations (NGOs), foundations, research institutions, statistical institutions, educational institutions (including universities), intergovernmental organizations, and any other entities of a similar nature to those listed in this subparagraph.

Selection Process

Implementing partners are selected through a documented comparison of proposals/concept notes submitted by potential implementing partners. The selection shall take into account:

- technical expertise;
- institutional and financial capacity to carry out the programme/project activities and/or produce the outputs, and manage the funds entrusted to them;
- financial proposal.

Please consider additional eligibility and technical evaluation criteria indicated in the respective Call for Proposals/Terms of Reference.

Bank account

Implementing partners are expected use a dedicated bank account for the implementation agreement.

Payment Terms

Scheduled advanced payments are made to implementing partners, as defined in the respective Terms of Reference.

- The first advance payment cannot be more than 30% of the contract value or USD 30,000, whichever is less.
- Interim advance payments are contingent upon submission and approval of technical progress reports, expenditure reports and any other deliverables indicated in the respective Terms of Reference. Please note that a specific requirement to spend a certain % of the

previous advance may also be a condition for releasing subsequent advances as indicated in the respective Terms of Reference.

- A final payment, amounting at least 5% of the overall value of the agreement, is paid on a reimbursable basis after completion of the agreement and upon receipt of all deliverables to the satisfaction of the ILO as well as the final technical and expenditure reports.

Implementing partners are expected to have necessary financial capacity to adhere to the ILO's payment terms, and adequate financial resources to deliver proposed work with the final payment being made on reimbursable basis after realization of related expenditures.

Budget management

The total amount of payment to be made to implementing partners is based on total amount of realized expenditures accepted by the ILO within the duration of the agreement, in line with the agreement budget and without exceeding the total contract value.

The total value and currency specified in the Agreement are firm-fixed and not subject to any adjustment or revision due to price or currency fluctuations, or alteration in the actual costs incurred by the Implementing Partner in the performance of the Agreement. Any transfer between budget lines in the approved agreement requires ILO's approval and an official addendum to the implementation agreement.

It is important that implementing partners propose realistic budget proposals by factoring in all costs related to successful operation of the agreement and in line with the activities necessary to complete the work.

Indirect costs

Please refer to respective Call for Proposals/Terms of Reference.

Currency of contract

Please refer to respective Call for Proposals/Terms of Reference.

Reporting

Reporting schedules are indicated in the respective Terms of Reference. Implementing partners are responsible for submitting scheduled reports and other deliverables in line with agreed timelines, allowing necessary time for the ILO to review and clear deliverables and request revisions if needed. Respective payments shall only be made after clearance and approval of submitted reports and deliverables by the ILO.

The reporting is made through submission of technical progress report and expenditure reports.

Technical Progress Report template is provided by the ILO. Please consider requested annexes/additional deliverables indicated in the Technical Report Format.

Expenditure Report template is provided by the ILO. All expenditures indicated in the expenditure reports must be supported by necessary documents (invoices, payslips, contracts, bank statements, etc.).

Procurement

Unless otherwise instructed by the ILO, implementing partners shall purchase any goods, equipment and services in their own name, conducting procurement activities in accordance with their own rules and regulations, subject to any instructions that the ILO may issue. Implementing partners are expected to meet internationally acceptable procurement standards, including through the conduct of procurement in a fair, transparent and competitive manner. For further information on procurement and ILO-funded equipment, please refer to the Terms and Conditions applicable to ILO Implementation Agreements.

Subcontracting:

In the event that the implementing partners require the services of any subcontractor, the implementing partner will obtain the prior written authorization to subcontract and the approval of the ILO of the subcontractor selected. The authorization and approval by the ILO of such a subcontractor does not relieve the implementing partner of any of its obligations and the Implementing Partner is solely responsible for the deliverables provided by a subcontractor in the framework of the Agreement, including their quality.

Access to documents

Implementing partners shall retain documents and records of expenditure related to the agreement for a period of 10 years after the end date of the agreement. Implementing partners and their personnel shall provide full and timely cooperation with ILO audit, evaluation, investigation, inspection, review, or other activity relating to any aspect of the Agreement or the award thereof, as indicated in the Terms and Conditions applicable to ILO Implementation Agreements and any other donor-specific Terms and Conditions annexed to the Agreement.