

**DISBURSEMENT REQUEST**

Reference is made to the below specified Agreement with Norad. Based on the financial needs of the project for the upcoming period, we hereby request the following disbursement of funds from Norad for a period not exceeding 6 months (the financial need period).

This request is supported by the attached updated financial report (covering the reporting period) and the latest approved budget and implementation plan (covering the financial need period).

We confirm that the project is being implemented in accordance with the Agreement and in line with the latest approved implementation plan and budget.

**Agreement details**

|                           |                          |
|---------------------------|--------------------------|
| Agreement partner         | Competence International |
| Norad agreement reference | QZA-23/0048              |
| Project Title             | Capacity Building        |
| Date of Agreement Signing | 27.11.2022               |

**Amount requested**

|                                   |           |
|-----------------------------------|-----------|
| Total amount requested            | 9 404 564 |
| Currency (as per approved budget) | NOK       |

**Bank details**

|                           |                          |
|---------------------------|--------------------------|
| Account owner             | Competence International |
| Account number            | 1232.56.7890             |
| Bank name                 | Development Bank         |
| IBAN                      | w235hsg6rh3              |
| Swift/BIC (if applicable) |                          |

**DISBURSEMENT REQUEST CALCULATION**

|                            |                                 |
|----------------------------|---------------------------------|
| cell where input is needed | cell with automatic calculation |
|----------------------------|---------------------------------|

|                       |                   |                 |
|-----------------------|-------------------|-----------------|
| <b>Period:</b>        | <b>Date from:</b> | <b>Date to:</b> |
| Reporting period      | 01.01.2024        | 30.06.2024      |
| Financial need period | 01.07.2024        | 31.12.2024      |

|   | Date from: | Date to:   | Total project cost | Funding from other sources | Funding from Norad |
|---|------------|------------|--------------------|----------------------------|--------------------|
| Approved budget current project FY  | 01.01.2024 | 31.12.2024 | 39 536 500         | 19 536 500                 | 20 000 000         |
| A) Available balance beginning of current FY                                |            |            | 1 438 065          | 718 875                    | 719 190            |
| B) Received amount during current FY  |            |            | 19 722 647         | 9 722 647                  | 10 000 000         |
| C) Expenditure during current FY up to end of reporting period              |            | 30.06.2024 | 19 985 264         | 9 861 510                  | 10 123 754         |
| D) Estimated balance (including any interest) as of end of reporting period | 30.06.2024 |            | 1 175 448          | 580 012                    | 595 436            |
| E) Financial need (foreseen expenses) next period                           | 01.07.2024 | 31.12.2024 | 19 768 250         | 9 768 250                  | 10 000 000         |
| F) Requested amount for disbursement from Norad*                            |            |            | 18 592 802         | 9 188 238                  | 9 404 564          |

\* Requested amount for disbursement from Norad = Financial need next period (up to 6 months) - estimated balance - funding from other sources

On behalf of Competence International

Ålesund, 22.07.24

Place, date

*Clarissa Clever*

Clarissa Clever

Project owner

**Attachment:** Updated financial statement for the Project. Explanations and consequences of any deviations from latest approved plans and budgets. Any other required documentation as per the Agreement

9 722 647

18 677 817 direct  
7 %

19 985 264 incl. indirect

PROJECT TITLE: Capacity building  
NAME OF ORGANIZATION: Competence International  
REPORTING PERIOD: 01.01.24-30.06.24  
CURRENCY: NOK

| AVAILABLE FUNDS              | Budget            | Actual            | Variance NOK     | Variance % | Explanations  |
|------------------------------|-------------------|-------------------|------------------|------------|---|
| Unused funds from Y1 Norrad  |                   | 719 190           | 719 190          | 100%       | Unused funds as of 31.12.23   |
| Unused funds from Y1 Other   |                   | 718 875           | 718 875          | 100%       | Unused funds as of 31.12.23   |
| Grant received from Norrad   | 10 000 000        | 10 000 000        | -                | 0%         | NA  |
| Grant received from SIDA     | 5 000 000         | 7 500 000         | 2 500 000        | 50%        | Due to a need for internal reallocation of funds between projects funded through our multi-year agreement with Sida the contribution (grant) from Sida was reduced for year 1, and equally increased in year 2. |
| Interest                     | 18 250            | 22 647            | 4 397            | 24%        | NA  |
| Own contribution             | 4 750 000         | 2 200 000         | 2 550 000        | -54%       | To compensate for the need to reallocate Sida funds we increased the own contribution for year 1, and equally decreased own funding in year 2.  |
| <b>TOTAL AVAILABLE FUNDS</b> | <b>19 768 250</b> | <b>27 660 362</b> | <b>1 892 462</b> | <b>0</b>   |   |

| DIRECT PROJECT COSTS (Based on cost-categories) | Budget            | Actual            | Variance NOK     | Variance % | Explanations  |
|---|-------------------|-------------------|------------------|------------|---|
| Salary and personnel costs                      | 6 750 000         | 6 439 652         | 310 348          | 5%         | NA  |
| Travel costs                                    | 1 425 000         | 1 386 392         | 38 608           | 3%         | NA  |
| External consultants                            | 1 475 000         | 1 286 337         | 188 663          | 13%        | A decrease in external consultants, more tasks have been performed by project staff   |
| Equipment                                       | 1 250 000         | 1 700 000         | - 450 000        | -36%       | Underconsumption due to a small delay in year 1 related to sub-offices, equipment for truck 500 that was budgeted for in year 1 was procured in year 2. |
| Supplies and cash transfers                     | 7 000 000         | 7 428 943         | - 428 943        | -6%        | NA  |
| Other costs                                     | 575 000           | 436 493           | 138 507          | 24%        | Underconsumption is not the result of one or a few incidents, but a result of a continuous focus on cost-effectiveness.                                 |
| <b>TOTAL DIRECT PROJECT COSTS</b>               | <b>18 475 000</b> | <b>18 677 817</b> | <b>- 202 817</b> | <b>-1%</b> |   |

|                                 |                  |                  |                 |            |  |
|---------------------------------|------------------|------------------|-----------------|------------|--|
| <b>TOTAL INDIRECT COSTS (%)</b> | <b>1 293 250</b> | <b>1 307 447</b> | <b>- 14 197</b> | <b>-1%</b> |  |
| Indirect costs Norrad           | 654 206          | 662 302          | - 8 096         |            |  |
| <b>TOTAL UNUSED FUNDS</b>       | <b>-</b>         | <b>1 175 448</b> |                 |            |  |
| Unused funds Norrad             |                  | 595 436          |                 |            | Unused funds will be carried over to Q3. |

**NOTES TO THE FINANCIAL STATEMENT**

**Accounting principles**

The basis of accounting for projects is accrual accounting based on relevant regulation in the Norwegian Accounting Act and Accounting Standards Generally Accepted in Norway

**Revenue and cost recognition**

Donor contributions are recognised as revenue when the funds are used. Contributions not used by the end of the project period are specified as unspent funds. Expenditure are recognised as project costs based on the transaction date, i.e. when the goods or services have been delivered and the activity is performed.

**Fixed assets**

The main rule in the field is that fixed assets procured for a project are not capitalised but charged as an expense at the time of procurement.

**Currency**

Bank deposits and cash holdings are valued at the exchange rate on the closing date. Donor contributions are valued at the exchange rate of acquisition. Donor contributions are valued at the exchange rate of acquisition. These acquired rates are also applied to the costs in foreign currency, in projects with more than one transfer of

Ålesund, 22.07.24

Place, date

*Clarissa Clever*

Clarissa Clever

Project owner

*Stephen Strict*

Stephen Strict

Controller