



Partnership agreement

between

<Nordkapp kommune>

Sykehusveien 16 a
9750 Honningsvåg

and

Livingstone and Kazungula District Health Office

Kazungula DHO: postbox 60596, Livingstone
Livingstone DHO: Postbox 60796, Livingstone



1 GENERAL CONDITIONS

1.1 About the partnership agreement

On this date, a partnership agreement has been concluded between Rehabilitation Service in Nordkapp kommune, Norway and Livingstone and Kazungula District Health Office (DHO), Zambia regarding an exchange of Fredskorpset participants. The partnership agreement describes Nordkapp kommune and Livingstone and Kazungula DHO's division of responsibilities and obligations related to the implementation of the exchange project.

It also involves the signing authority Provincial Health Office (PHO).

1.2 The partnership agreement's ethos

The partnership agreement is founded on a shared understanding of, and commitment to, the values, principles and methods laid down in Fredskorpset's Statutes provided as an annex to the present partnership agreement.

1.3 Duration of the partnership agreement

The partnership agreement comes in to force when it has been approved by Fredskorpset in the form of a collaboration agreement with Nordkapp kommune. The partnership agreement shall remain in force until all participants included in the agreement have completed the preparatory course, the posting abroad and follow-up activities. The starting date for the exchange programme will be November 2008. The anticipated completion date is October 2011.

1.4 Termination of the partnership agreement

The participant agreement might be renegotiated or terminated, in whole or in part, if one or more of the participants – for whatever reason – are obliged to travel home; if the project has to be discontinued due to force majeure conditions; if either partner is declared bankrupt, or in the event of any breach of one or more clauses of the agreement or its annexes. Both Nordkapp kommune and Livingstone and Kazungula DHO may initiate renegotiation or termination of the agreement.

This is to be facilitated in the South by the PHO.

1.5 Default in performance

Nordkapp kommune and Livingstone and Kazungula DHO are responsible for immediately reporting to each other any significant default in performance of the obligations of the partnership agreement and/or its provisions, or any other significant issues affecting performance of the project in respect of the plan.

PHO in the South must be involved in this.

1.6 Contact information

Nordkapp kommune is responsible for providing a continually updated list of contact persons for the Fredskorpset project. Any changes must be notified immediately to Fredskorpset and all partners. The list must include telephone numbers, fax numbers, e-mail and postal addresses.

2 PROJECT CONTENT

The contents of the project are described in detail in Substance of the programme, see [Annex 1](#).

2.1 Aims of the Fredskorpset project

The aim is to create an opportunity for professionals between 22 years and 35 years to share knowledge, attitudes, skills and related experiences in identified clinical areas with a main focus on community based rehabilitation. It is also an overall objective to spread knowledge about the Fredskorpset and its activities.

Objectives of the Fredskorpset project

The objectives are:

1. To improve, strengthen and develop Community Based Rehabilitation for all in need of rehabilitation.
2. To improve and strengthen health and rehabilitation competence in a cross-cultural perspective.
3. To improve and strengthen network in Rehabilitation: locally and internationally.

2.2 The participants' tasks/duties

1. Participate in the daily activities in the two districts in specific sites chosen by the partners and described in The Substance of the Programme.
2. Participate in training/orientation of site focal point persons.
3. Participate in the different stages in the Rehabilitation process such as preventive, promotive curative and follow up in homes.
4. Initiate new activities individually and in groups to enhance learning of different skills
5. Learn and experience rural and traditional set up.
6. Learn local languages as much as possible for easy communication with the clients.
7. Promote the vision of Fredskorpset and the MDGs.
8. To get an overview on the traditional beliefs in both countries.
9. Identify new sites for rehabilitation of differently challenged children and special education units

2.3 Scope of the Agreement:

	Number of participants	Duration per participant (number of months)			
		Preparatory course	Posting abroad	Homecoming seminar and follow-up activities	TOTAL
North-South	2	1,5	12	1,5	15
South-North	2	1,5	12	1,5	15
TOTAL	4				

3 RESPONSIBILITIES AND OBLIGATIONS

3.1 Responsibilities vis-à-vis Fredskorpset

Nordkapp kommune assumes legal responsibility vis-à-vis Fredskorpset through the collaboration agreement. Nordkapp kommune and Livingstone and Kazungula DHO responsibility includes ensuring

that the individual participants honour their obligations vis-à-vis Fredskorpset, including participation in a preparatory course and homecoming seminar, performance of contractual duties during the posting abroad, reporting, evaluation and follow-up activities. *Nordkapp kommune* has the overall responsibility in the event of any emergency or crisis situation involving the participants.

3.2 Recruitment

The partners have jointly established criteria for recruitment, and participants recruited into the partnership are recruited in accordance with these. *Nordkapp kommune* and *Livingstone and Kazungula DHO* shall have the mutual opportunity to evaluate each other's candidates. The Substance of the Programme describes the partnerships required qualities of the participants.

3.3 Entry into participant agreements

Implementation of the project requires each participant to sign a participant agreement with *Nordkapp kommune* or *Livingstone and Kazungula DHO*. Participant agreements shall be based on Fredskorpset's template, and adapted to the specific Fredskorpset project and posting situation. Participant agreements shall be entered into subject to an approved partnership agreement and shall be entered into not later than on registration for the preparatory course. A copy of the signed participant agreement shall be sent to Fredskorpset, both districts and the PHO.

3.4 Suitability

Nordkapp kommune and *Livingstone and Kazungula DHO* as well as Fredskorpset-, might, at any given time, assess the suitability of the participants, both during the preparatory course and the posting abroad. Following mutual consultation the partners have the right to terminate the participant agreement and summon the unsuitable participant home.

3.5 Employer's responsibility

Nordkapp kommune is the principal employer of the participants. Participants from the South shall have temporary employment with *Nordkapp kommune*, and the employer's responsibility shall be reflected in the participant agreements. Any employer's national insurance contributions shall be paid. All participants shall have a medical check-up as a condition of their employment. Fredskorpset may seek to ascertain that the employer's responsibilities as stipulated in the participant agreements is duly observed.

3.6 Allowance, taxation and national insurance contributions

Nordkapp kommune is responsible for payment of agreed allowances to all participants in the project and for making suitable arrangements for such disbursements, as stipulated in the participant agreement.

It is presupposed that any taxation of participants occurs according to the normal regulations on taxation of Norwegians residing abroad and of foreigners residing in Norway and also any currently applicable taxation agreements between Norway and the other country concerned.

Norwegian participants are required to continue their membership of the Norwegian National Insurance Scheme. Where a participant is exempt from tax, the participant/employer must independently register with the Norwegian National Office for Social Security Abroad (FFU). Fredskorpset does not contribute towards membership of the FFU.

3.7 Preparatory course and homecoming seminar

Nordkapp kommune is responsible for registering the participants for Fredskorpset's preparatory course and homecoming seminar within the deadlines set by Fredskorpset.

3.8 Planning

An Action plan shall be made by both partners describing activities, responsibilities and timeframes. The Action plans are to be submitted to the signing authorities.

3.9 Monitoring

Nordkapp kommune and Livingstone and Kazungula DHO undertake to monitor the project in accordance with the partners' plan for that purpose as given in Annex 1. In addition, the partnership might be requested to participate in Fredskorpset's project review or evaluation.

3.10 Narrative reporting

Nordkapp kommune shall submit a final narrative report based on the template from Fredskorpset by the end of the project, and no later than one month after the last participant has returned to his/her home country. Livingstone and Kazungula DHO will contribute to this report. Fredskorpset will issue templates and deadlines for any additional reporting from the project.

4 BUDGET AND FUNDING

4.1 Budget

Nordkapp kommune is the budget holder for the Fredskorpset project in question on behalf of the partnership, and responsible for financial reporting to Fredskorpset. Nordkapp kommune is responsible for accounting and auditing of the project in accordance with Norwegian accounting legislation. Budgets and accounts shall be prepared in NOK using Fredskorpset's designated template.

4.2 Grant principle

The Fredskorpset funding of the project in question will be a grant Fredskorpset does not refund actual costs, but contributes a calculated amount to the partners' activities. The grant calculation is based on a standard calculation sheet as specified in the annexed budget. The partners may supplement the project with their own funds. If the project expenditure exceeds the funds received from Fredskorpset, Nordkapp kommune and Kazungula DHO must provide additional funding from their own resources. Any overrun exceeding 10% must be accounted for.

4.3 Transfer of allocated funds

It is the responsibility of Nordkapp kommune in agreement with Livingstone and Kazungula DHO to set up a budget and a transfer plan for the transfer of funds between the partners. The transfers are to cover costs incurred by Livingstone and Kazungula DHO and payments made in the South by Livingstone and Kazungula DHO.

4.4 Provisos

Allocation of funds will be made subject to continued funding of Fredskorpset through The Norwegian Parliament's annual appropriations. Fredskorpset may also stop a payment or demand repayment of funds allocated if significant items in the collaboration agreement are amended or violated. In such cases, payments from Nordkapp kommune to Livingstone and Kazungula DHO will be stopped or demanded repaid. The implementation of the transfer plan also assumes that the participants attend the preparatory course as stipulated in the collaboration agreement with Fredskorpset. If participation in the course is postponed (see Section 3.7), the transfer plan may be subject to change.

4.5 Accounts and auditing

Livingstone and Kazungula DHO shall submit its audited project accounts for each calendar year to Nordkapp kommune by 15 February in the subsequent year. The accounts must be certified by a public licensed auditor by 31 May. The accounts shall follow the budget template of Fredskorpset and contain the same budget lines as set out in the budget template. Funds transferred, but unexpended by 31/12 shall be accounted for.

4.6 Contact information for accounting

Nordkapp kommune is responsible for providing and continuously updating a list of contact information for accountants and auditors and bank details for Nordkapp kommune and Livingstone and Kazungula DHO. The list must include telephone numbers, fax numbers, e-mail, postal addresses and account numbers. The partners are mutually responsible for immediately notifying each other regarding any changes to this information.

4.7 Contact information in the partnership and signing authority

In the partnership the following will be involved:

PHO: The Provincial Health Director and Mental Health Contact person.

DHOs: The District Director of Health

Manager Planning and Development

The Coordinator of the FK programme

Honningsvåg

Livingstone

On behalf of Nordkapp kommune

On behalf of Livingstone and Kazungula District Health offices

Chief Director in Nordkapp kommune, Finnmark

Provincial Health Director Southern Province of Zambia

Annexes to the agreement:

1. Substance of the programme
2. Grant calculation sheet
3. Contact information
4. Contact information for accounting
5. Emergency plan
6. Fredskorpset's Statutes