

CONTRIBUTION AGREEMENT

CFLI-2026-WLGTN-TV-0001

***Strengthening Gender-Inclusive Education and Safe School Environments
through Improved WASH Facilities at Whibley Primary School, Niutao***

Implemented by:

Fonopule Niutao



Global Affairs
Canada

Affaires mondiales
Canada

Canada

ARTICLES OF AGREEMENT

BETWEEN: His Majesty the King in right of Canada ("His Majesty") represented by the Minister of Foreign Affairs acting through the Department of Foreign Affairs, Trade and Development (hereinafter referred to as "Global Affairs Canada" or "the Department" or "DFATD");

AND: **Fonopule Niutao**, Kulia Side, Niutao Island, Tuvalu ("Recipient").
(Individually referred to as "Party" and collectively as "the Parties");

WHEREAS the Recipient wishes to implement the project entitled
CFLI-2026-WLGTN-TV-0001
Strengthening Gender-Inclusive Education and Safe School Environments through Improved WASH Facilities at Whibley Primary School, Niutao (hereinafter referred to as "the Project") for which it requests a contribution from the DFATD.

THEREFORE, the Parties agree as follows:

1. PURPOSE OF THE AGREEMENT

- 1.1 DFATD hereby provides a contribution to the Recipient exclusively for the implementation of the Project, in accordance with this agreement ("the Agreement").
- 1.2 The Recipient shall use the contribution to achieve the following purpose, further described in Appendix A - Project Description:
The project will improve the learning environment at Whibley Primary School through upgrades to water, sanitation and hygiene (WASH) facilities and strengthened school safety practices. The initiative will create a safer, more inclusive, and gender-responsive school environment, with particular attention to supporting girls' attendance, dignity, and participation in education.
- Planned Activities**
- Upgrade toilets, bathrooms, handwashing stations, lighting, and other essential WASH infrastructure.
 - Improve school safety by addressing unsafe facilities and infrastructure.
 - Deliver training and awareness sessions on WASH, hygiene, child protection, gender equality, and school safety for staff and students.
 - Develop a School WASH and Safety Management Plan.
 - Establish a student-led hygiene group and a community committee to oversee facility maintenance and promote safe practices.
- Long-term expected results:**
The project will improve access to safe, hygienic, and gender-responsive WASH facilities, contributing to increased attendance and participation, particularly among girls. It will strengthen school capacity to maintain WASH and safety standards, promote healthier behaviors among students, and foster community ownership of school facilities. In the long term, the project will contribute to improved student wellbeing, safer learning conditions, and better educational outcomes.
- 1.3 The Agreement which includes the Articles of Agreement, the Appendices, the General Terms and Conditions - Contribution Agreement applicable on the Effective date of the Agreement ("the General Terms and Conditions" available at <https://www.international.gc.ca/world-monde/funding-financement/contribution-agreement-accord.aspx?lang=eng>), and any amendments made to the Agreement constitute the complete and exclusive agreement between the Parties with respect to the Project and supersede and replace any and all prior agreements, communications and understandings, both written and oral, regarding such subject matter.
- 1.4 In case of conflict between provisions of the Agreement, the order of precedence shall be the following:
- a) These **Articles of Agreement** and any amendments relating thereto;
 - b) The **General Terms and Conditions**;



- c) The **Appendices** in the following order:
 - i. Appendix A - Project Description;
 - ii. Appendix B - Financial Terms;
 - iii. Appendix C - Project Budget and Transfer of Funds; and,
 - iv. Appendix D - Reporting Requirements.

1.5 The following Articles supersedes the Articles of the General Terms and Conditions:

- a) Article 12 - Sexual Misconduct of the Articles of Agreement, supersedes the Article 19.6 Sexual Misconduct of the General Terms and Conditions;
- b) Article 13 - Purchases of Goods (equipment & material) and Services of the Articles of Agreement, supersedes the Article 8 Procurement and Disposal of Assets of the General Terms and Conditions;
- c) Article 14 - Monitoring and evaluation of the Articles of Agreement, supersedes the Article 10 Monitoring and evaluation of the General Terms and Conditions;

1.6 Amendment

1.6.1 With the exception of Article 1.6.2 of the Articles of Agreement, any amendment to this Agreement shall be made in writing, signed and dated by the Parties and the Head of Mission before its expiry or early termination.

1.6.2 If there is no significant impact on the scope and nature of the Project or on the outcomes, as determined by DFATD, the Parties may transfer funds among approved Project Budget line items in accordance with Article 2.1 of Appendix C - Project Budget and Transfer of Funds. Any such reallocation of funds that does not require an amendment to this Arrangement, must be documented through a written communication between the Parties. Such documentation must include a clear description of the proposed transfer(s) and an explicit confirmation of the Parties' mutual agreement to the reallocation. All documentation related to such reallocations shall be retained in accordance with the record-keeping requirements of this Agreement.

2. PROJECT FUNDING

2.1. Subject to the provisions of this Agreement, DFATD will make a contribution to the Recipient ("the Contribution") not exceeding, **Fifty-four thousand Canadian dollars (CAN \$ 54,000)**.

2.2. The Recipient shall record the actual value of the Contribution in local currency for budgeting and project management purposes, using the exchange rate applied by their financial institution on the date the advance payment is received. Any shortfall resulting from currency exchange fluctuations, when comparing the actual value of the Contribution in local currency to the estimated budget in local currency (as indicated in Article 1 – Project Budget of Appendix C - Project Budget and Transfer of Funds), shall be borne entirely by the Project.

Any surplus resulting from currency exchange fluctuations can either accrue to the benefit of the Project and be used for Eligible Costs or be repaid to DFATD. The surplus may only accrue to the benefit of the Project if DFATD approves the Recipient's written proposal, including adjustments to activities, expected results, and the Project Budget. Where the surplus changes the scope, nature or expected results of the Project, the Parties must amend the Agreement in accordance with Article 1.6.1. prior to the use of such funds and the Recipient shall reflect these changes in its reports. Once DFATD approves a surplus for use, the Recipient shall account for the actual value of the Contribution in local currency throughout the implementation of the Project. Where a surplus is not approved for use, it shall be considered an overpayment and deducted from the Final Payment or repaid to DFATD in accordance with Article 17 of the General Terms and Conditions – Overpayment, Repayment and Recovery of the Contribution.

2.3. The Recipient declares that all sources of funding for the Project with their corresponding amounts have been disclosed in writing to DFATD. Should new funding from other sources become available for the Project during the Agreement, the Recipient shall disclose and update this information in writing in his reports in accordance with Appendix D - Reporting Requirements. Where the total amount of funding from all sources exceeds one hundred percent (100%) of the total value of the Project, DFATD shall have the right to adjust the Contribution or recover any surplus paid, up to the amount of the Contribution made under the Agreement.



3. EFFECTIVE DATE

- 3.1. The Agreement shall take effect on the date of the last signature of the Agreement (the "Effective Date"). Costs incurred prior to the Effective Date shall not be eligible for reimbursement under the Agreement.

4. EXPIRY DATE

- 4.1. All Project activities identified in Appendix A - Project Description should be completed no later than **February 20, 2027** (The "Activity End Date"). After that date, unless otherwise agreed by DFATD, only costs related to the preparation of the End of Project Report, will constitute Eligible Costs under the Agreement.
- 4.2. The Recipient shall submit to DFATD a complete End of Project Report, including the final project budget, no later than **February 28, 2027**. As stated in Article 2.3 of Appendix B - Financial Terms, the final payment of the Contribution is contingent upon the receipt and approval by DFATD of the complete End of Project Report. The report must demonstrate full compliance with the terms of the Agreement and provide a detailed account of all expenditures.
- 4.3. The Agreement shall expire on April 30th, 2027, at which time all Project activities identified in Appendix A – Project Description will have been completed and all reports identified in Appendix D - Reporting Requirements will have been received and accepted by DFATD.

5. SURVIVAL CLAUSE

- 5.1. The following Articles shall survive the expiry of the Agreement for three (3) years:
- a) Article 10 of the Articles of Agreement – Construction
 - b) Article 11 of the General Terms and Conditions - Financial Records and Audit
 - c) Article 13 of the General Terms and Conditions - Default and Remedies
 - d) Article 16 of the General Terms and Conditions - Intellectual Property
- 5.2. The following Articles shall survive the expiry of the Agreement for one year:
- a) Article 10 of the General Terms and Conditions - Monitoring and Evaluation

6. COMMUNICATIONS AND NOTICES

- 6.1. Any notice or communication shall mention the title of the Project and the purchase order number.
- 6.2. Notices or communications under this Agreement shall be deemed duly given when delivered, or sent by registered mail or courier, transmitted by facsimile, or sent electronically by email (including scanned PDF or equivalent formats) to the Recipient at the address set out below.
- 6.3. Address of DFATD

Attention: Arnaud Eyssautier
Political Officer
High Commission of Canada in New Zealand
Level 11, 125 The Terrace, PO Box 8047, Wellington, New Zealand
(+64 4) 495-4113
arnaud.eyssautier@international.gc.ca

- 6.4. Address of the Recipient

Attention: Tilaima Logomalie
Chief Kaupule
Kaupule o Niutao
Kulia Side, Niutao Island, Tuvalu
hentillog16@gmail.com; kaupulento@gmail.com

7. DECLARATIONS

- 7.1. The Recipient shall notify DFATD immediately if, during the course of the Project, circumstances arise that would make the completion of the Project unfeasible or delayed.



8. REPORTS

- 8.1. Reports on the Project shall be prepared and presented to DFATD in accordance with Appendix D - Reporting Requirements.

9. ENVIRONMENT

- 9.1. The Project includes physical activities linked to a physical work that trigger the Canadian Impact Assessment Act (IAA). However, based on the nature, the size, and scope of the activities described in the Agreement, the Project is excluded from undertaking an IA under the IAA. Should any significant aspect of the Project change (e.g., addition of a new physical activity, a change in dimensions, the site or in construction plans), the Recipient shall notify DFATD and provide all relevant information for DFATD to verify the applicability of the IAA before proceeding with the new or changed project component(s). If DFATD authorizes the Project to proceed, the Recipient shall implement all necessary measures to ensure that the Project is not likely to cause significant adverse environmental effects.

10. CONSTRUCTION

10.1 Definitions

"Structural Works" shall mean works relating to the construction, renovation, repair, extension, or alteration of fixed assets, including, engineering works, and land improvements, whether carried out through one or more of the following activities:

- a) New construction, being the erection of an entirely new structure, whether or not the site was previously occupied;
- b) Restoration, being repairs that reinstate an existing structure using substantial portions of that structure;
- c) Extension, being the enlargement of an existing building by the addition of space; and
- d) Conversion, structural modifications carried out within an existing building

"Non-Structural Works" shall mean minor works that do not affect the structural integrity or any structural element of a building or land improvement, including non-structural construction activities such as painting, installation or replacement of floors, and replacement of windows or doors, provided that no structural modifications are required.

10.2 With regards to the construction, the Organization shall:

- 10.2.1 assume all performance risks related to any works of construction. This means that the Organization shall be responsible for delivery of the completed construction work free of defects and the Organization shall correct at its own cost any defects identified. The Organization shall guarantee all performance risk related to any works of construction for at least twelve (12) months following issuance of the Certificate of Completion, or longer as agreed through the Construction Validation Plan;
- 10.2.2 ensure that all construction complies with the building code or standards and technical norms, including those that relate to seismic and natural disaster events, in effect in Tuvalu or other recognized building code;
- 10.2.3 retain the services of a competent authority to ensure compliance with the requirements under Articles 10.2.1 to 10.2.3 of the Articles of Agreement. "Competent authority" means an engineer or architect or other relevant experts, depending on the applicable area of expertise, who is a member of an accredited professional organization who has the authority to design and to supervise the Structural Works, and who has an Arm's Length Relationship with the Organization, contractor(s) or the Subcontractors performing the works. The services of a "competent authority" are not required when the construction work is for Non-Structural Works as defined under Article 10.1 – Definitions of the Articles of Agreement; and,
- 10.2.4 ensure that any guarantee on construction work and equipment is transferable to the Recipient Country or other beneficiary agreed through the Disposal of Assets Plan.

The Organization shall include provisions like those contained in Article 10.2.1 to 10.2.4 of the Articles



of Agreement in all Subcontracts and Sub-Agreements it signs for the purposes of this Project that pertain to or include construction works.

11. GENDER AND DIVERSITY CONSIDERATIONS

- 11.1. The Recipient shall in its reports to DFATD indicate, when applicable, the manner in which the range of groups present in the beneficiary population (as defined by gender, disability, ethnicity, etc.) will be impacted by and participate in its project activities. The Recipient is required by DFATD to reflect this consideration in its planning and program implementation.

12. VISIBILITY AND PUBLIC RECOGNITION

- 12.1. The Recipient shall, in consultation with DFATD and at no additional cost to DFATD, ensure appropriate visibility and public recognition of Canada's support for the Project in all public references to the Project. This includes, but is not limited to announcements, interviews, publications, speeches, news releases, websites, signage, advertising, promotional materials, social media, videos, storytelling, or other communication materials. Where applicable, the Recipient shall clearly and prominently acknowledge the Contribution, using promotional materials provided by DFATD (such as logos, emblems, stickers, or other branding material).
- 12.2. After consultation, either Parties may request an exemption from or cessation of all public recognition activities due to security, ethical concerns, crisis situations, or other compelling reasons that may adversely affect or hinder implementation of the Project. The Parties shall consult each other to determine when the public recognition activities may resume.
- 12.3. DFATD may request the Recipient to capture and provide still and video imagery related to the Project. DFATD reserves the right to use these materials for communication purposes. All public materials issued jointly by DFATD and the Recipient must be judged acceptable by both Parties and will be made available in both English and French.

13. SEXUAL MISCONDUCT

- 13.1. Recognizing that sexual exploitation and sexual abuse and harassment (SEAH) violate universally recognized international legal norms and standards and, aligned with Canada's commitment to the delivery of international assistance grounded in a human rights framework, the Recipient declares its commitment to preventing, investigating and responding to allegations of SEAH by its staff towards Project beneficiaries or local community members.
- 13.2. For the purpose of this Article 13 of the Articles of Agreement, the following definitions apply:
- a) Sexual exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
 - b) Sexual abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered as sexual abuse.
 - c) Sexual harassment: Any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another when such conduct interferes with work, is made a condition of employment or creates an intimidating hostile or offensive work environment.
- 13.3. The Recipient shall notify DFATD of any credible allegation of sexual exploitation and sexual abuse (SEA) in the delivery of Canadian international assistance which may involve DFATD's funding or which could put DFATD's funding or reputation at risk, ideally within forty-eight (48) hours, after determining that an allegation is credible. Accordingly, the Recipient shall submit Part A of the Reporting Form – Sexual exploitation and abuse allegations in international assistance (available at <https://international.gc.ca/gac-amc/assets/pdfs/forms-formulaires/gac-amc-3143e.pdf>) to PSEA-PEAS@international.gc.ca at the time of the initial allegation of SEA and complete Part B at the conclusion of the investigation.

14. PURCHASES OF GOODS (EQUIPMENT & MATERIAL) AND SERVICES

- 14.1. The Recipient, in purchasing goods or services for the performance of the Project, shall do so in



a way that is transparent and consistent with value for money principles. The Recipient shall maintain procurement files containing the relevant procurement documentation.

- 14.2. The Recipient shall, for the duration of the Project, ensure the proper care, maintenance, and custody of all goods, including equipment and materials, acquired with the Contribution (the "Assets").
- 14.3. For Assets estimated at a value of one thousand Canadian dollars (CAN \$1,000) or more, the Recipient shall include in the End of Project Report a 1 to 2 page(s) Disposal of Asset Plan which includes a list of Assets acquired with the Contribution, including the price and purchase date. Following DFATD's approval, the Recipient shall dispose of such Assets before the end of the Project in the following manners:
- a) Transfer to the beneficiaries identified in the Disposal of Assets Plan; or
 - b) An alternate disposal method agreed by DFATD.
- 14.4. The Recipient shall ensure that any disposition of Assets, is carried out in compliance with all applicable laws and regulations.

15. APPLICABLE LAW AND JURISDICTION

The Agreement shall be governed by and is to be construed and interpreted in accordance with, the laws in force in Ontario, Canada. The Parties - acknowledge the exclusive jurisdiction of the courts and tribunals of the province of Ontario, Canada.

16. ENTIRE AGREEMENT

IN WITNESS WHEREOF, the Parties have, through their duly authorized representatives, executed this Contribution Agreement as of the day and year shown below.

FOR THE RECIPIENT

Signature 
 Name Tikhmalaganale
 Title Prime Minister

28 July 2026
 Day Month Year

FOR HIS MAJESTY

Signature Keith W. Smith
 Name KEITH SMITH
 Title HIGH COMMISSIONER

03 08 26
 Day Month Year



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**APPENDIX A
PROJECT DESCRIPTION**

Mission Symbol:	WLGTN
Country:	Tuvalu
Project Number:	CFLI-2026-WLGTN-TV-0001
Project Location (including country):	Niutao Island and Niulakita, Tuvalu
Project Type: <i>Humanitarian projects deliver urgent, targeted responses, to sudden onset natural disasters or humanitarian emergencies. Funding cannot exceed \$50,000.</i>	NOT Humanitarian Project
Descriptive Project Name: (legal name in CA)	Strengthening Gender-Inclusive Education and Safe School Environments through Improved WASH Facilities at Whibley Primary School, Niutao
Project Narrative: • Provide a brief description of the project • Planned activities: provide a brief description of the activities (these activities should be clearly linked to the project budget excel spreadsheet) • Describe your project's expected results	The project will improve the learning environment at Whibley Primary School through upgrades to water, sanitation and hygiene (WASH) facilities and strengthened school safety practices. The initiative will create a safer, more inclusive, and gender-responsive school environment, with particular attention to supporting girls' attendance, dignity, and participation in education. Planned Activities • Upgrade toilets, bathrooms, handwashing stations, lighting, and other essential WASH infrastructure. • Improve school safety by addressing unsafe facilities and infrastructure. • Deliver training and awareness sessions on WASH, hygiene, child protection, gender equality, and school safety for staff and students. • Develop a School WASH and Safety Management Plan. • Establish a student-led hygiene group and a community committee to oversee facility maintenance and promote safe practices. Long-term expected results: The project will improve access to safe, hygienic, and gender-responsive WASH facilities, contributing to increased attendance and participation, particularly among girls. It will strengthen school capacity to maintain WASH and safety standards, promote healthier behaviors among students, and foster community ownership of school facilities. In the long term, the project will contribute to improved student wellbeing, safer learning conditions, and better educational outcomes.
Project Timeframe:	1
Contribution Amount year 1(CAD):	54,000
Contribution amount year 2(CAD): (if applicable) If not applicable, leave the cell blank .	
CFLI Theme:	Human dignity, covering health, education and nutrition.



Sub-Theme:	Sexual and Reproductive Health Rights
Is the promotion of gender equality and the empowerment of women and girls one of the objectives of this project?	1- Yes
Recipient Type:	Local municipal, regional or national government institution or agency of the recipient country
Recipient Organization Name:	Fonopule Niutao
Contact Person:	Tilaima Logomalie
Recipient Organization Address:	Fonopule Niutao Kulia Side, Niutao Island, Tuvalu
Intermediary Organization (if any) Name, Contact Person and Address:	
Women's rights organization: Is this recipient a civil society organization active at the grassroots, national, regional or international levels, with a primary focus on gender equality and women/girls?	0- No
Human Rights/ Inclusive Governance organization: Is the recipient a civil society organization active at the grassroots, national, regional or international level, that advocates for the promotion and protection of human rights, equitable access to a functioning justice system, enhanced participation in public life, and/or public services that work for everyone?	0- No
* Should any of the above information not be released publicly?	0- No
Please specify which particular information should not be disclosed, and provide a brief justification	

Project Schedule: (Timeframe and key milestones)

Milestone	Date
Contribution Agreements signed by recipient first, then by HOM	2026-07-30
First payments made and activities commence	2026-08-30
Interim report #1 (as applicable)	2026-11-15
Monitoring Visit	TBC
Final date for activities to be completed	February 20
Recipient End of Project Report, including Financial Report submitted to Mission to activate final payment	February 28
Deadline for final payments to recipients	March 29
Expiration Date of Contribution Agreements	April 30



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APPENDIX B FINANCIAL TERMS

For implementing the Project as specified under this Agreement, as specifically set out under Appendix A - Project Description, the Contribution will be paid by DFATD to the Recipient in accordance with the following:

1. ELIGIBLE COSTS AND ACTIVITIES

- 1.1 In consideration of the implementation of the Project in accordance with the Recipient's obligations under this Contribution Agreement, DFATD agrees to cover the Recipient's actual and reasonable Eligible Costs incurred directly by the Recipient for the implementation of the Project. Eligible Costs are limited to the types of costs and activities set out in Appendix A - Project Description and budgeted for in Article 1 - Project Budget of Appendix C - Project Budget and Transfer of Funds.
- 1.2 **Constructions Costs**
 - 1.2.1 The construction budget will cover the work, material and equipment related to the construction, broken into two categories: Structural Works and Non-Structural Works, as defined in Article 10.1 – Definitions of the Articles of Agreement.
- 1.3 **Ineligible Costs**

The following costs are not eligible:

 - a) nuclear technologies and facilities;
 - b) assistance to military or paramilitary organizations;
 - c) gifts;
 - d) luxury goods;
 - e) direct fiscal support to a government;
 - f) seed funding and/or microfinance;
 - g) core funding or recurrent costs of an organization;
 - h) expenses incurred prior to the signature of the agreement, unless pre-approved in writing by DFATD;
 - i) any type of expense falling outside the scope of the project.
- 1.4 **Exclusion of Recipient's Profit**

The Recipient shall not derive any profit, directly or indirectly, from the Contribution. Profit may only be included in a Subcontract where the profit is for the benefit of Subcontractor(s) that are a for-profit entity in which the Recipient does not hold any direct or indirect interest, and the Recipient and the Subcontractor(s) have an Arm's Length Relationship as defined in the General Terms and Conditions.
- 1.5 **Applicable Taxes**

The Recipient shall ensure that all costs for the Project include, where applicable, all taxes paid on all goods and services, less any credits or reimbursements to which the Recipient is entitled.

2. TERMS OF PAYMENT

- 2.1 In consideration of the implementation of the Project and in compliance with the Agreement, DFATD undertakes to pay the Contribution to the Recipient with advance payments subject to the following:
- 2.2 **Forty-three thousand two hundred Canadian dollars (CAN \$ 43,200).** This initial advance payment shall correspond to the budgetary forecast required for the implementation of the Project, as specified in Article 1 - Project Budget, excluding the amount allocated for the Final Payment.
- 2.3 Once the Recipient has completed the Project in accordance with the Agreement, and DFATD



has received and accepted the End-of-Project Report, including a Financial Report to DFATD's satisfaction, DFATD will remit a final payment of up **Ten thousand eight hundred Canadian dollars (CAN \$ 10,800)**. If the initial advance is less than the Eligible Costs incurred and accepted by DFATD, the final payment will equal the difference between such Eligible Costs and the amount of the initial advance but not exceed the maximum amount indicated above. If the initial advance payment exceed the actual Eligible Costs reported in the Final Financial Report and accepted by DFATD, the Recipient shall reimburse the excess to DFATD in accordance with Article 17 – Overpayment, Repayment and Recovery of the Contribution of the General Terms and Conditions.

2.4 Payment will be made by:

2.4.1 Bank Transfer to the following account:

*Account name: **Fonopule Niutao***
*Bank Name: **National Bank of Tuvalu***
*Address: **Vaiaaku Side, Funafuti, Tuvalu***
*Currency: **AUD***
*Beneficiary name: **Fonopule Niutao***
*Account #: **01-380231-30***
*SWIFT: **NABTTVTV***

2.4.2 DFATD shall not be liable for any loss, damage, or expense incurred by the Recipient as a result of delays, errors, or failures in the transfer of funds from DFATD, including, without limitation, issues related to banking systems, account security breaches, or unauthorized access to the Recipient's accounts. The Recipient is solely responsible for maintaining the security and accuracy of its banking information and for promptly notifying DFATD of any changes or irregularities.



APPENDIX C
PROJECT BUDGET AND TRANSFER OF FUNDS

1. Project Budget

The elements identified in this Article constitute the budget for the Project (the "Project Budget").

FOR APPLICANTS
CFLI Proposed Project Budget (1 Fiscal Year)

INSTRUCTIONS: The shaded cells contain formulas to perform automatic calculations on your data. Do not enter data into these cells because doing so will erase the formulas in them. Only enter data into the white cells. If you add rows to this budget in order to include additional Activities or Expense Items, please ensure the formulas are copied into shaded columns. In the cell that states "1 local currency =" please enter the local currency being used in the budget (ex. USD). In the red cell enter the value of the Canadian dollar in relation to 1 unit of local currency.

Project Name:	Strengthening Gender-Inclusive Education and Safe School Environments through Improved WASH Facilities at Whibley Primary School, Niutao						
Project Number:	CFLI-2026-WLGTN-TV-0001						
Applicant Organization Name:	Whibley Primary School						
CFLI Maximum Contribution % of Eligible Costs	86%						
Contribution amount from CFLI (Local Currency):	54,340.00						
Contribution amount from CFLI (CAD):	54,000.00						
Contribution amount from the Applicant Organization (CAD):	0.00						
Contribution amount from Other Sources of Funding (CAD):	8,800.00						
TOTAL Project Amount (CAD):	62,800.00						
Total Project Amount (Local Currency):	63,160.00						
Planned Budget							
DATE:							
Activity	Expense Item Details	Quantity	Cost per unit (Local Currency)	Activity Cost (Local Currency - AUD)	CFLI Funds allocated to expense item (Local Currency)	Funds from Other Sources allocated to expense item (Local Currency)	Funds from Applicant Organization allocated to expense item (Local Currency)
Activity 1: Initial VIRTUAL training and Knowledge Sharing - School Teachers and Government Officers Trainings and Knowledge Sharing in August, October,	1 x Laptop for the school	1	2500.00	2,500.00	2500.00		
	1 x 55" Interactive Smart Board	1	4000.00	4,000.00	4000.00		
	1 x Meeting Table	1	1500.00	1,500.00	1500.00		
	8 x Office Chairs	8	250.00	2,000.00	2000.00		



November, December 2026							
Activity 2: IN-PERSON Workshop and WASH plan development - School Teachers, Students, Guardians and Government Officers [Representatives from Health Department, Tuvalu Family Health Associationm Gender Affairs Department and Office of the People's Lawyer [September, 2026] **All government officers are stationed in the Capital. They need to travel to Niutao Island to deliver this activity. Every 3 to 4 weeks, the boat journey to all Outer Islands including Niutao. The number of days (16 days) is approximated for the potential length of stay	Government Officers Perdiems - **16days x 5 officers	64	80.00	5,120.00	5120.00		
	Workshop Refreshment 10 days x 8 trays	80	40.00	3,200.00	3200.00		
	Office stationaries for the workshop - Vanguard Sheets, Markers, Pen, Papers, printing of materials etc	1	1500.00	1,500.00	1500.00		
	Transportation cost and Accommodation	1	3940.00	3,940.00			3940.00
Activity 3: Student Led Hygiene and Safety Group - Conduct daily hygiene inspection routines, hygienic education sessions, monitor attendance and health-related absences and safety behaviors in school.	Notice Board - Publication of WASH Visualisation Materials	1	200.00	200.00	200.00		
	Office Stationaries for the student led hygiene and safety group - Material Printing and Record Keeping	1	400.00	400.00	400.00		
Activity 3: Construction and Upgrading Works	Construction Materials for Student Washroom - Tiling, partition and replacement of existing damaged toilet bowls, piping works, tap head, etc	1	20560.00	18,560.00	18560.00		
	2 Laborers x 15 days x 8hrs	240	6.00	1,440.00	1440.00		
	4 Labourers x 15 days x 8hrs	480	6.00	2,880.00			2880.00



	1 x Overhead Water Tank	1	2000.00	2,000.00	2000.00		
Activity 4: WASH Consultant Development - Safety Management Plan for WASH * This laptop will be handed back to the Kaupule Niutao at the end of the project	Project Officer (Niutao-based)	1	2500.00	2,500.00	2500.00		
	1 Laptop* x 1 Project Logistic Officer	1	3500.00	3,500.00	3500.00		
	1 Consultant Fee - 5 Months	1	4000.00	4,000.00	4000.00		
Activity 4: Community Awareness and Engagement - WASH awareness program	Refreshments for WASH Plan Lunch Trays	20	60.00	1,200.00	1200.00		
	Advocacy Programs (1 radio programme + Facebook Post + Kaupule o Niutao Website + Tuvalu News + CFLI Sticker distribution)	1	2000.00	2,000.00			2000.00
	Awareness workshops 3 days x 6trays	18	40.00	720.00	720.00		
Total				63,160.00	54,340.00	-	8,820.00
						Exchnage rate source and date:	
Exchange rate 1 local currency =				0.000000	CAD		

2. Transfer of Funds

2.1 Transfers of Funds within Project Budget

The Organization may transfer funds among Expense Details line items listed in Article 1 - Project Budget of Appendix C - Project Budget and Transfer of Funds, as follows:

- 2.1.1 After notifying DFATD, for a transfer that represents an increase or a decrease to any budget line item at the activity level, of less than or equal to twenty percent (20%), relative to the amount indicated in Article 1 - Project Budget. The Recipient will be required to include a justification for any such variances in its financial reporting.
- 2.1.2 After a written communication including an explicit confirmation of the Parties' mutual agreement, for a transfer that represents an increase or a decrease to any budget line item at the activity level, exceeding twenty percent (20%) but not exceeding fifty percent (50%), relative to the amount indicated in Article 1 - Project Budget.
- 2.1.3 After a written communication including an explicit confirmation of the Parties' mutual agreement, for a transfer of funds to any of the following Expense Details line items:
 - a) salaries, consultant fees or other types of remuneration;
 - b) construction costs; or;
 - c) indirect costs compensation.
- 2.1.4 After an amendment, for a transfer that represents an increase or a decrease to any budget line item at the activity level, exceeding fifty percent (50%), relative to the amount indicated in Article 1 - Project Budget.
- 2.1.5 After an amendment where there is significant impact on the scope and nature of the Project or on the outcomes.
- 2.1.6 In no case shall budget transfers result in an increase to the Contribution.



APPENDIX D REPORTING REQUIREMENTS

1. REPORTING GUIDELINES

- 1.1 The Recipient shall submit to DFATD the required reports for approval, in accordance with the reporting requirements outlined below. Each report shall include all necessary information and shall be prepared in the language of the Agreement, unless otherwise agreed in writing by both Parties.
- 1.2 All financial reports shall be signed by the Chief Financial Officer or most senior executive responsible for the finances of the Recipient or an official delegate within the Recipient holding a professional designation.

2. REPORTING REQUIREMENTS

The Recipient shall provide to DFATD the following reports:

- 1.3 An Interim Progress Report, no later than November 15, 2026, which provides narrative and financial information related to the implementation of the project. The Recipient should use the CFLI Interim Progress Report Template, which defines the contents requirement including, but is not limited to:
 - a) Demonstration of progress made towards the expected activities of the Project in relation to the project plan submitted as part of the proposal;
 - b) Demonstration of progress made towards the expected end of Project results in relation to the project plan submitted as part of the proposal;
 - c) Provide an accounting for funds received to date and provide a justification for funds requested;
 - d) Describe significant variances against approved plans, schedules and disbursement forecasts, making appropriate references to financial reporting and the effect on cash flows, budget and achievement of the project objectives, identifying the need for any Project changes or impending problems; and,
 - e) Update, as required, the project risk assessment.
 - f) Update of construction progress for Structural Works according to the approved Construction Validation Plan.
- 1.4 Construction Validation Plan

For each type of construction work, as defined in Article 10.1 of the Articles of Agreement, the Organization shall seek written approval from DFATD through the submission of a Construction Validation Plan (CVP) covering the following elements, prior to initiating construction. Construction of water, sanitation and hygiene (WASH) facilities in the context of humanitarian projects will not require the submission of a CVP:

1.4.1 Structural Works

- a) Project Information
- b) Project staffing/professional resources/competent authority
- c) Construction design/plan
- d) Risks and mitigation measures
- e) Budget Information
- f) Construction schedule
- g) Monitoring and guarantee



1.4.2 The Organization must also be prepared to submit, at DFATD's request, copies of the plans and specifications for each Structural Work validated by a competent authority, as well as any other information in relation to the construction works. These plans and specifications must be in accordance with Article 10.2.1 of the Articles of Agreement.

1.4.3 Guarantee

The Organization shall confirm the specific period of the guarantee of all performance risk related to any works of construction. At a minimum, such period shall be for twelve (12) months following issuance of the Certificate of Completion or as stipulated in Article 10.2.1 of the Articles of Agreement.

1.5 An End of Project Report, no later than **February 28, 2027**, prepared using the CFLI Recipient End-of-Project Report template, including but not limited to the following:

- a) Demonstration of progress made towards the expected activities of the Project in relation to the project plan submitted as part of the proposal;
- a) Demonstration of progress made towards the expected end of Project results/outcomes in relation to the project plan submitted as part of the proposal;
- b) Provide an accounting for funds received to date and provide a justification for funds requested;
- c) Provide a narrative of the variances against approved plans, schedules and disbursement forecasts, making appropriate references to financial reporting and the effect on cash flows, budget and achievement of the project objectives, identifying any project changes;
- d) Update of the lessons learned;
- e) Disposal of Asset Plan; and,
- f) An accounting of all funds spent on the basis of budgeted activities. Expenditures should be reported in the Project Budget format, with a justification for any variances between estimated and actual expenditures.
- g) Completion of Construction Works: Provide a Certificate of Completion that attests to the completion of all construction work. For Structural Works, this certificate shall be issued by the "Competent authority".

1.6 An End of Project Financial Report that provides:

1.6.1 An accounting of all funds spent on the basis of budgeted activities. Expenditures should be reported in the same format as described in Article 1 - Project Budget of Appendix C - Project Budget and Transfer of Funds, with a justification for any variances between estimated and actual expenditures.

1.7 Other reports

At DFATD's request and in consultation with the Recipient, more frequent or additional reports may be required.



