

PROLINNOVA Guidelines 2:

Mechanisms for transparency and accountability in PROLINNOVA-related projects

Transparency

- During preparation of budgets for concept notes or proposals to be submitted under the PROLINNOVA umbrella, all participating Country Platforms (CPs) and International Support Team (IST) members will provide their salary scales or fee rates inclusive of tax and other social payments for inclusion in the budget. In the case of freelancers, the current rates prevailing in their country will be used. Budget provisions for other costs will be in line with current rates in the respective organisation and country. The International Labour Organization (ILO) cost-of-living index and/or information from embassies in the countries will be consulted to ascertain these rates.
- CP plans and budgets will be discussed between the CP partners and the host organisation of the specific project under the PROLINNOVA umbrella. These plans and budgets may be shared with other partner organisations in the network to give them guidance and ideas in the form of an example.
- With regard to funds that are channelled through a host organisation of a multi-CP project, all CPs involved in the project will be given full information about amounts allocated each year to each CP, and explanations will be given why one CP receives more or less than another. The allocation – and any changes in the allocation other than that stated in the accepted proposal – can be challenged, at the first level, by raising the issue to the host organisation. If a CP is not satisfied with the explanation, it can move up to the next level and make a complaint to the (sub)regional taskforce or (where this exists) oversight group or, if necessary, to the PROLINNOVA Oversight Group (POG), which will have the final word on fair allocation of available funds. The (sub)regional taskforce or oversight group in the case of (sub) regional projects or the POG in the case of multi-regional projects would also make decisions with regard to any concerns that the donor organisation may have about including or excluding specific CPs or CP member organisations and allocation of funds to them.
- Also the allocation of funding to external backstoppers, e.g. (sub)regional coordinators or advisors or members of the International Support Team (IST), will be discussed and agreement on the allocation will be reached by all CPs involved in the project.
- The financial report for each year will be presented in the annual report of the project, to which each CP involved will contribute and which will be distributed to all CPs concerned, the relevant (sub) regional coordinator, other IST members, the POG and the donor organisation.
- The coordinators of the CPs will share among the national partners (e.g. within the National Steering Committee) all information about funds received from external sources and make financial reports that clearly show the internal (from CP members) and external contributions.
- At national and international level, all contributions in kind (in the form of time, transport, use of office space, meeting facilities etc) could be quantified and included separately in the financial overviews.

Accountability

- An annual external audit according to international standards will be made of the PROLINNOVA accounts in the organisation hosting an externally funded project. As a part of regular procedure, the host organisation will check the financial reports from the CPs against the regular periodic reports on activities, as well as the outputs received, e.g. workshop proceedings, training reports, inventories of PID activities and/or local innovations.
- The accounts for PROLINNOVA projects at country level will be audited according to international standards in the course of annual auditing of the accounts of the organisation hosting the CP or of any other organisation that is hosting a project under the PROLINNOVA umbrella. Where necessary, the projects will be audited by an accredited auditing firm specified by the donor.
- The CP coordinators will conduct an annual evaluation of the CP functioning, together with the partner organisations, and include the findings in the annual CP report. Each CP will also evaluate the work of the IST and the POG as part of this annual evaluation and include key findings in its annual report. By end of February each year, the CP coordinators will share their annual reports on the past year with all CP partner organisations, the (sub)regional coordinators and other members of the IST, which will make a summary for the POG.