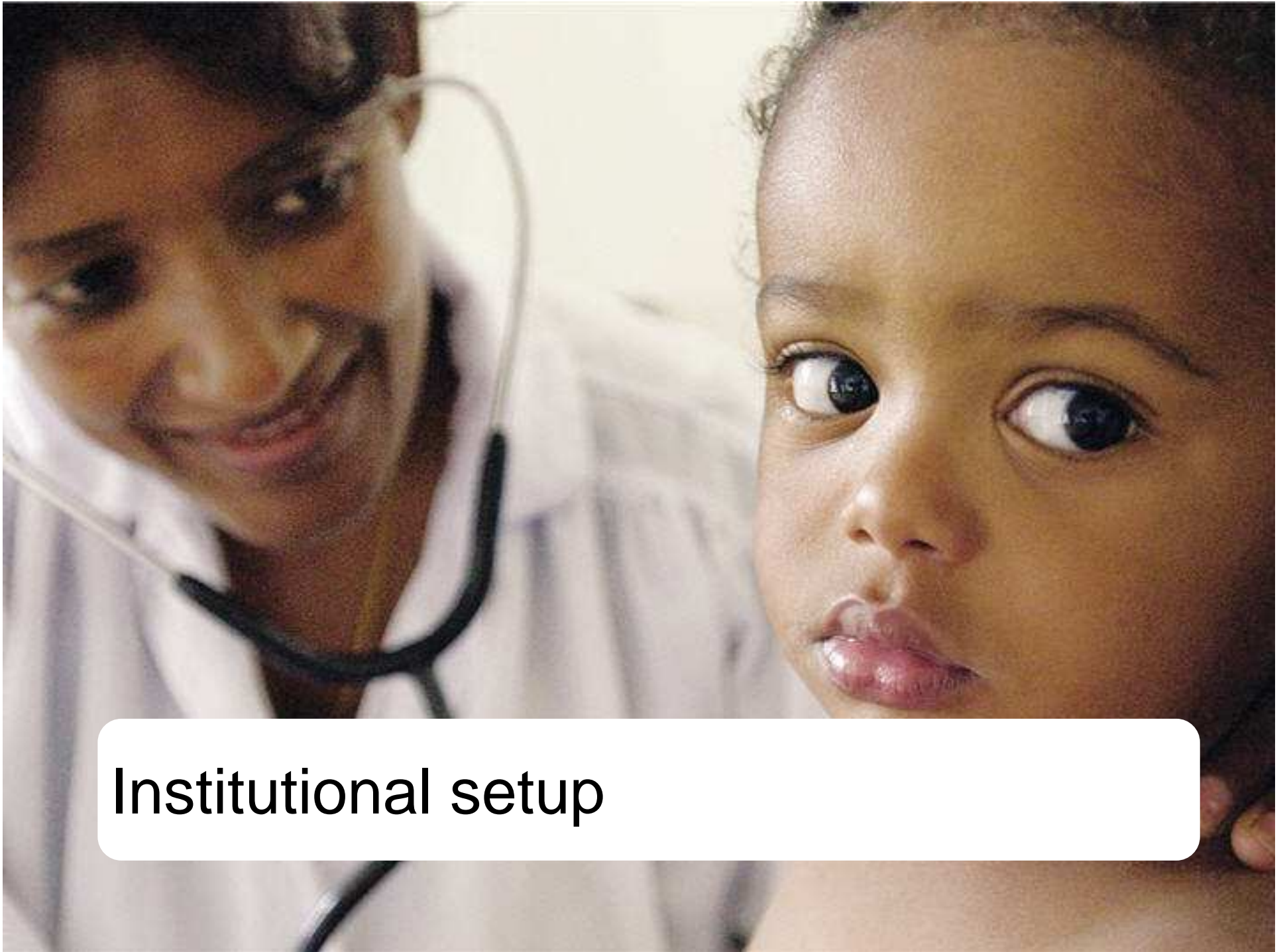




**Cordaid**  
memisa 



Institutional setup



## Coordination of the project

Four Levels:

- Administrative
- Regional
- Country – specific
- Steering committee



## Administrative Coordination (CORDAID)

- Final responsibility for project execution
- Communication with the EC project coordinator
- Consolidation of country reports and reporting to the EC
- General monitoring and evaluation of project
- Regular supervision of projects
- Suggest corrective measures
- Advise the steering committee
- Check annual work plans against project plan and expected results
- Organize audit
- Organize external evaluation
- Coordinate the organization of meetings



## Regional coordination (HDP)

- Website
- Organize regional workshops / meetings
- Secretariat for the network
- Connect partners
- Build knowledge about PBF
- Advise and support partners in relation to PBF
- Participate in PBF meetings
- Coordinate research (Human Resources and Insurance)
- Participate in other PBF-networks
- Organize discussion groups
- Organize consultancy's and consultants network



## Country coordination (PBF coordinators)

- Active participation in regional network (liaise with other partners)
- Build capacity in relation to PBF (within respective organization)
- Make sure activities are executed according to the project plan, logical framework and EC guidelines
- Monitor if project expenses are according to the budget
- 4 – Monthly report (financial and narrative)
- Detailed annual work plans
- Active communications with stakeholders in the country
- Assist in financial audits / monitoring visits