**GROWING COMMUNITY ROOTS (GCR) IMBO COMMUNITY ACTION PROGRAM (IMBO CAP)**

**PARTNERSHIP**

 **ACCOUNTABILITY AND EVALUATION AGREEMENT**

**ROLES AND RESPONSIBILITIES**

**Growing Community Roots**

* Adhere to the 10-Step Process for Funding, Implementation and Oversight – Partnership Accountability and Evaluation Agreement.
* Review the request from IMBO CAP’s proposed School Project and request additional information, if required.
* Approve the School Project and inform IMBO CAP on a timely basis.
* Be responsible for raising the funds (individual donors and grants) for the School Project.
* Inform IMBO CAP that the funds have been raised and transfer the funds to IMBO CAP’s account.

**IMBO Community Action Program**

* Adhere to the 10-Step Process for Funding, Implementation and Oversight – Partnership Accountability and Evaluation Agreement.
* Provide the oversight of the construction of the School Project.
* Provide food for the workers.
* Provide two sheep.
* Plan with the School Administration and Board of Management, including the Parish Priest its Handing Over/Blessing Ceremony.
* Conduct an annually on-site visit to ensure the infrastructure is being well-maintained and identify any major issues. Send the report to GCR.

**School Principal, Board of Management, and PTA**

* Responsible for maintenance of the educational structure investment.
* Adhere to the Maintenance Instructions.
* Responsible for all repairs and report to IMBO CAP.

The President and the Board of Directors of Growing Community Roots (GCR) and the Board of Directors of our community partner, IMBO Community Action Program (IMBO CAP), are responsible for the beneficial management of each project. We have agreed to operate using the following ten-step process for funding, implementation and oversight of school projects in Kenya.
Step I: School Selection Criteria

Step II: Project Background and Key Information

Step III: Project Cost

Step IV: Growing Community Roots Approval of Project

Step V: Funding

Step VI: Construction

Step VII: Signage

Step VIII: On Going Relationships with Growing Community Roots and Donors

Step IX: Annual On-Site School Visits

Step X: On Going Relations with Rarouwa Parish, Homabay Diocese

**Purpose: Ten-Step Process for Funding, Implementation and Oversight of School Projects in Kenya**

**STEP I: SCHOOL SELECTION CRITERIA [Beginning in Year 2024]**

* The proposed School Project must be fenced before it may be selected.
* The proposed School Project must reflect a balance of funded schools to date among the five regions.
* The proposed School State of Infrastructure.
* The proposed School must have made some improvements and or sacrifices that demonstrates their management capabilities and commitment.
* IMBO CAP will determine the ranking of the criteria and provide GCR the rational for the selection.

**STEP II: PROJECT BACKGROUND AND KEY INFORMATION**

1. Please identify and submit the project description and rationale of the school’s selection including the following information:
* Name of school, location and a brief history of the school.
* Name of the Principal and provide an email address, if available.
* Number of students (girls and boys).
* Number of faculty and staff.
* Name and population of community.
* Identify if the school is public or private.
* Identify and describe current source of water: name of river, lake, bore hole (well) and/or government pipeline
* Identify and describe current water catchment and sanitation systems including systems built by other organizations, and access to the county water system.
* Submit a photo of the school that includes the school’s name.
* Submit pre-construction photos.
1. Please submit the Joint Board Resolution/Memorandum of Understanding IMBO Community Action Program/School Board Resolution) that includes signatures of the School’s Board of Management Chair/Principal.
2. Please submit an IMBO Community Action Program Board Resolution that includes signatures of the School’s BOM Chair/Principal:
* Description of number of water catchment systems, toilets (latrines), washrooms, wash stations, and community garden and tree farm locations.
* Identify who will oversee the project.
* Identify who will be responsible for the life of the investment.
* Identify who is responsible for the community garden area, what will be planted and how will it be maintained for the life of the investment.
* Identify who is responsible for the tree farm.
* Describe IMBO Community Action Program/School’s Investment.
* ICAP and the School agree to send annual reports that include the impact of GRC’s capital on the school – increase in enrollment, increase in test scores, increase in attendance, and the benefit of having a community garden. Comments by students, parents, and faculty should also be included.
* Provide documentation that the school will establish and maintain a garden and tree farm that is fenced for the life of the project. Describe the types of trees, number of seedlings and number of acres that is planted each year.
1. Agree to promote a Litter Free School Environment by putting the trash in the bins that are provided. Trash should be burned in pits strategically located on the grounds to avoid students and teachers breathing toxic fumes.
2. Agree to abide by the Maintenance Guidelines.

**STEP III: PROJECT COST**

1. Please submit the following capital requirement information:
* Name and contact information of the manufacturer of the water tanks and water catchment systems.
* Name and contact information of the transporter of system, if different than the manufacturer.
* Name and contact information of the installer, if different than the manufacturer or transporter.
* Supplier, size and number of tanks.
* Number of toilets/doors for girls.
* Number of toilets/doors for boys.
* Number of toilets/doors for teachers.
* Number of washrooms for girls.
* Number of washrooms for boys.
* Number of washstands.
1. Submit a total project cost report that includes separate costs for:
* Roof Water Catchment System (number and size of tanks, including guttering, piping, installation and transportation).
* Toilets (latrines) and bathrooms for girls (number of doors).
* Toilets (latrines) and bathrooms for boys (number of doors).
* Handicap toilet.
* Wash station (number).
* Community Garden and tree farm fencing, or combined.
* Excavation Fee.
* Contingencies (10%), which is retained by IMBO CAP.
* Contractor must submit a “True Up” Report per budget line items, and explain any underruns/ overruns of each investment line item.
* Incinerator, for Secondary Schools only.
* Litter Free Plaque/Poster.
* Cost of Administrative Expenses (8% of project cost).
* ICAP Bank Fees.
* Total Project Cost.
1. GCR will convert the ksh expenses into USD and determine the amount that needs to be raised for the project(s).
2. Conversion Rate Policy Agreement
* Request that ICAP provides a letter from Barclay’s Bank in Kisumu that includes the following:
- the conversion rate
- mid-market rate exchange
- the fee structure (list each fee and how it is calculated)
* Determine the exchange rate and fee structure when a school project is approved (typically in September) and redo the exchange rate and fee structure when the funds are sent to ICAP (typically the following June)
* Determine who will be responsible if there is a difference.
* Conversion Rate Policy Agreement agreed upon in *\* Conversion rate of $1 USD to 143.7055 KSH, based on quoted Absa Bank Kenya exchange rate, September 29, 2023.*

**STEP IV: GROWING COMMUNITY ROOTS PROJECT APPROVAL**

After receiving all of the above information, the Growing Community Roots Board will review the request, and will approve or may ask additional questions/requirements. IMBO CAP will be notified of GCR’s decision on a timely basis.

**STEP V: FUNDING**

GRC will fundraise the amount of the approved School Project. When the fundraising goal has been achieved, GCR will notify IMBO CAP. The funds will be transferred as always to the IMBO CAP Bank Account at ABSA Bank in Kisumu. IMBO CAP acknowledges receipt of funds by email.

**STEP VI: CONSTRUCTION**

IMBO CAP provides food for the construction workers.

An IMBO CAP board member(s) is on site during the construction.

IMBO CAP sends construction reports and photos that are posted on the GCR website.

**STEP VII: SIGNAGE**

IMBO CAP/SCHOOL are responsible for placing the correct signage on the school tanks/toilet buildings/bathrooms/and community garden and tree farm that includes the following and any other special donor acknowledgements:
Year

Growing Community Roots and IMBO Community Action Program

[www.growingcommunityroots.org](http://www.growingcommunityroots.org)

IMBO CAP to submit photos of the school’s tanks/toilets/bathrooms/community garden/tree farm that includes the correct signage and the blessing ceremony.

IMBO CAP is responsible to maintain the signage.

**STEP VIII: ON GOING RELATIONS WITH GROWING COMMUNITY ROOTS and DONORS**

Upon completion of the project, IMBO CAP and the School Principal will send an acknowledgement of GCR donors’ gift to GCR which will be posted on the GRC website.

**STEP IX: ANNUAL ON-SITE SCHOOL VISITS**

An IMBO CAP Board member will conduct an onsite school visit of each school that is funded by Growing Community Roots to complete the IMBO CAP Onsite Check List, and will submit the signed and completed IMBO CAP Onsite checklist to Growing Community Roots.

If GCR does not receive the annual School Reports, GCR will not fund future School Projects.

**STEP X: ON GOING RELATIONS WITH RAROUWA PARISH, HOMABAY DIOCESE**

IMBO CAP Board and CEO to meet Fr. Walter Okoth and other parish leaders quarterly, or as needed, to ask the Father and other parish leaders to encourage the parents to support the teachers , school administration, and the Board of Management because it is critical that their children and others are educated for the future of the community.

IMBO CAP CEO to provide updates to GCR.