



FINANCIAL AGREEMENT

BETWEEN

<enter name of institution>

AND

**THE LONDON SCHOOL OF ECONOMICS AND
POLITICAL SCIENCE (LSE)**

concerning

THE INTERNATIONAL GROWTH CENTRE (IGC)-

**<enter name of programme>-<enter name of
abbreviation>**

<enter agreement period>

ARTICLE I

THE PARTIES

The parties to this agreement are the London School of Economics and Political Science and the **<enter name of institution>**.

The London School of Economics and Political Science (LSE) (UK company number 00070527) whose principal place of business is at:

Houghton Street
London WC2A 2AE
United Kingdom

<enter name and address of institution>

ARTICLE 2

BACKGROUND

The IGC-**<enter country programme abbreviation>** was established in **<enter start date>**. The IGC is a centre initiated and funded by the United Kingdom's Department for International Development (DFID) and hosted by the London School of Economics and Political Science. The IGC-**<enter country programme abbreviation>** objective is to generate new research and evidence-based analysis to underpin the development and implementation of policies supporting **<enter country>** long term growth. The IGC-**<enter country programme abbreviation>** is intended to fill knowledge gaps through policy relevant research and to support capacity building and strengthening of policy research.

The IGC-**<enter country programme abbreviation>** will be housed at **<enter abbreviation of institution>** and the space allocated should be used to house personnel of IGC-**<enter country programme abbreviation>** and researchers associated with IGC initiatives in **<enter country>**; as well as for purposes that promote the IGC-**<enter country programme abbreviation>** research programme in **<enter country>**.

ARTICLE 3

OBJECTIVES OF THE PROGRAMME

The central objectives of the IGC-**<enter country programme abbreviation>** are as follows:

- Produce demand driven research outputs that strengthen the evidence base for policy making relevant to **<enter country>** long term growth,
- Forge collaborative research partnerships with individuals and institutions in **<enter country>** for the purpose of carrying out research and policy analysis, and
- Help strengthen the capacity of **<enter country>** policy research institutions through collaborative research and exchange of ideas.

ARTICLE 4

ROLES AND RESPONSIBILITIES

- **Office space and services**

For the duration of the financial agreement <enter institution abbreviation> will provide LSE with adequate furnished office space in <enter institution abbreviation>'s premises including utilities, cleaning services, fumigation and access to direct telephone, library facilities., meeting rooms, conference rooms, visitor office rooms and IT support, as necessary.

LSE will pay <enter institution abbreviation> quarterly, *commencing <enter start date of agreement>*, **on receipt of a valid original invoice** addressed to LSE and sent to the address provided below.

Please Note: *The above invoice should not be included in the quarterly reconciliation of advances, as detailed below.*

- **Office Running Costs**

The following items are included in this category:

- International telephone calls from the program office and a dedicated broadband line.
- Reproduction of materials and dissemination activities.
- Stationery and courier charges.
- IGC (non-alcoholic) refreshments.

- **Local Travel**

Domestic travel and related expenses for the Country Team (Country Director, Country Resident Director, Lead Academics and Country Economists) incurred as part of their Programme Strategy and Management (PSM) of the programme will be reimbursed through this agreement.

Please Note: *All **international** travel, event and project expenditure for the Country Team will be reimbursed centrally via Igcexpenseclaims@lse.ac.uk.*

<enter abbreviation of institution>will also facilitate access to, and hire, field vehicles and other facilities as required for resident staff and IGC visits.

- **Human Resources**

Reimburse the following IGC contractors monthly in accordance with their contracts issued at the IGC Hub:

<enter name of personnel if applicable>

- **Projects and Activities**

In addition to the above, LSE will **advance** funds to cover ad hoc activities managed by <enter institution abbreviation>, relating to pre-arranged:

- Projects
- Events

- Workshops

Please note, all costs relating to projects and activities should be funded by the relevant budgets. This will include costs of incidentals such as coffee/tea supplied at these sessions.

LSE will advance <enter institution abbreviation> quarterly, commencing <enter start date of agreement>, based on the expected spend for (i) office running costs and (ii) local travel, (iii) human resources and (iv) projects and activities as detailed in the IGC-<enter country programme abbreviation> workplan.

All original invoices, reconciliations, statements of expenditure and actual receipts must be sent to:

London School of Economics
International Growth Centre
Houghton Street
London, WC2A 2AE
United Kingdom

To enable the payment of further advances, <enter institution abbreviation> must, in the first instance, email the quarterly reconciliation and Financial Statement (Annex 3) incorporating (i) office running costs, (ii) local travel (iii) human resources and (iv) project and activity expenditure to igc.countryoffices@lse.ac.uk. A hard copy must also be sent to the address provided above, along with all original receipts, no later than ten working days following the quarter end.

ARTICLE 5

CONDITIONS FOR UTILISATION OF LSE FUNDS

LSE funds must be used according to LSE's Standard Terms and Conditions. Only costs for programme activities, as detailed above, carried out during the contract period, will be financed by LSE funds. LSE may withhold funding if deviations from the agreed plan for the programme implementation occur.

ARTICLE 6

PROCUREMENT OF GOODS AND SERVICES

Purchases of any goods and services will be pre-approved in writing by LSE and must be in accordance with LSE procurement procedures.

<enter institution abbreviation> will ensure all office equipment purchased for the IGC- <enter country programme abbreviation> is asset tagged as property of DFID UK, will be used exclusively by the IGC- <enter country programme abbreviation> and on purchase, inform the IGC Hub for entry into the asset register. At the conclusion of the program, all equipment procured by the program shall belong to the DFID, the funder of the IGC- <enter country programme abbreviation>. At the end of the program, <enter institution

<enter institution abbreviation> shall contact the IGC Hub and complete the necessary procedures to return the equipment.

ARTICLE 7

PLANNING AND REPORTING

<enter institution abbreviation> shall furnish IGC with quarterly invoices and financial statements, detailed above, which will be expected at IGC Hub not later than 10 working days after the end of each quarter. All project specific files shall be retained at the country office and include copies of original documentation sent to the Hub. These files shall be maintained in respect of these expenditures for six years after the last disbursement of the LSE funds. If LSE's agreement with <enter institution abbreviation> is terminated before fulfilment of the obligations of this Agreement, <enter institution abbreviation> shall provide any person appointed by LSE with all relevant reporting and information as described above.

ARTICLE 8

ENTRY INTO FORCE AND TERMINATION

This Agreement shall come into force when signed by both parties and remain valid until both parties have fulfilled their obligations, unless terminated earlier by the provision of not less than one month written advance notice by either LSE or <enter abbreviation of institution>.

For LSE:

For <enter institution abbreviation>:

Signature _____

Signature _____

Date _____

Date _____

Susan Scholefield
The School Secretary
London School of Economics
London
United Kingdom

NAME
TITLE
INSTITUTION
ADDRESS 1