

## Guideline Feasibility Study Guideline

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## The feasibility study application

The feasibility study application consists of:

- Feasibility study application (A01)
  - Feasibility study budget (A02)
  - Signature rights coordinating partner (power of attorney)
  - Documentation from all partners in the partnership:
    - Certificate of registration
    - Tax statement
    - Latest annual report
    - Financial status:
      - Latest audited financial statement
      - Financial statements not older than three months
    - Self-declaration on organisational conditions and practices (E19 – template)

Please contact Norec, [norec@norec.no](mailto:norec@norec.no).

## What is a feasibility study?

The feasibility study is intended for partnerships who would like to explore the potential of a Norec international personnel exchange project.

The purpose of a feasibility study is to:

- Get an understanding of what the potential gains of an exchange project can be
- Gain knowledge about the Norec project cycle, the support offered, and commitments needed in a Norec exchange project
- Develop the project idea, and acquire an understanding of the opportunities, risks and requirements associated with such a project

- Prepare an application for a collaboration agreement with Norec for the exchange of professionals or volunteers
  - The application for professional exchange consists of an:
    - Overall project description (B01) with annexes
    - Internal partnership agreement (B16)
    - Application for a round 1 agreement (C01), including budget (C02)
  - The application for volunteer exchange consists of an:
    - Overall project description (E01) with annexes
    - Project budget (E02a or E02b)
    - Internal partnership agreement (E03)

The feasibility study includes the following activities:

- A workshop or an introduction seminar conducted by Norec representatives. Norec's ambition is to provide the partnerships with the framework to design a successful exchange project in line with Norec's principles and values.
- A partner meeting to get to know the potential of a collaboration between the partners, and to further develop their application for a Norec exchange project. A partner meeting usually lasts 2-3 days, if there is a need for a longer meeting the partnership needs to get this approved by Norec.
- Development of routines for communication and decision-making within the partnership.
- Preparation of project application to Norec.
- Preparation of activity report (A03) and financial report (A04) of the feasibility study.

#### Signature rights

The coordinating partner must document that the person signing this application and subsequent collaboration agreement has the right to represent the organisation.

A feasibility study agreement with Norec does not guarantee a collaboration agreement. All applications for collaboration agreements will be processed on their own merits and according to Norec's current priorities and criteria.

## **Feasibility study budget**

The feasibility study budget (A02) shall be submitted to Norec together with the application for a feasibility study agreement (A01). The approved feasibility study budget constitutes an appendix to the feasibility study agreement.

The budget consists of the following sections:

1. The grant calculation/budget
2. A transfer plan

Upon approval of the feasibility study application, Norec will insert the date for the first grant transfer (60% of the total grant amount) from Norec to the coordinating partner.

Once Norec has received and approved the activity report (A03) and the financial report (A04), the balance between the first transfer and the approved expenses will be transferred to the coordinating partner. In the financial report the actual amount received and the dates on which the amounts were received shall be recorded. All expenses related to the feasibility study must be documented, and only actual costs can be included in the financial report. The project officer can ask to see the documentation for the costs the partners have had.

**The following budget lines apply:**

- Travel to feasibility workshop/introduction seminar and partner meeting(s)  
Economy class travel for maximum two persons from each organisation. Norec expects the partners to choose the most economic means of travel and will not cover overspending if the reason is that the most economic means were not chosen. If it is not possible to find means of travel within the granted budget, the partners need to consult with their programme adviser at Norec.

- Per Diem (days)  
Rates as set out in the table below apply. Please note that when meals are already covered, no Per Diem applies (for instance if Norec pays full board during the Introductory Seminar). Per Diems only apply for full days of travel.

- Accommodation (nights)  
Rates as set out in the table below apply. The rates are maximum rates and only the actual cost, based on original receipts, will be approved. For some workshops/seminars, Norec will cover the accommodation costs.

- Other  
May include costs for visas, vaccines etc.

Other expenses to be specified separately - see separate section

- Other expenses workshop / introduction seminar  
Other costs may include rent of venue, meals not covered for by per diems, interpreter etc. if this is not covered by Norec.

- Other expenses partner meeting  
Other costs may include rent of venue, meals not covered for by per diems, interpreter etc.

- Audit  
Costs to cover audit of the feasibility study in accordance with the requirements set forth in the feasibility study agreement. The audit requirement only applies in the cases of grant amounts exceeding NOK 100 000.

Norec does not fund any procurement of equipment, administrative overhead, consultancies or general running costs as a part of the feasibility study.

**FEASIBILITY STUDY**  
Rates accommodation/Per diem

	Maximum rate accommodation		Per diem	
	NOK	USD	NOK	USD
Exchange rate 1 USD = 8,5 NOK				
<b>Africa</b>				
Burundi	500	59	230	27
Ethiopia	1000	118	225	26
Kenya	800	94	290	34
Madagascar	450	53	175	21
Malawi	550	65	180	21
Mozambique	1050	124	345	41
Rwanda	850	100	290	34
South Africa	1250	147	270	32
Sudan	875	103	400	47
Tanzania	975	115	325	38
Uganda	850	100	290	34
Zambia	675	79	300	35
Zimbabwe	650	76	295	35

	Maximum rate accommodation		Per diem	
	NOK	USD	NOK	USD
Exchange rate 1 USD = 8,5 NOK				
<b>Asia</b>				
Bangladesh	1500	176	265	31
Cambodia	825	97	335	39
China	1000	118	365	43
<i>Hong Kong</i>	1550	182	500	59
<i>Shanghai</i>	1200	141	435	51
India	850	100	250	29
Myanmar	850	100	345	41
Nepal	1000	118	345	41
Thailand	700	82	350	41
Vietnam	650	76	275	32
<b>Latin America</b>				
Brazil	1100	129	325	38
<i>Rio</i>	1500	176	410	48
Colombia	1000	118	250	29
Guatemala	550	65	275	32
Nicaragua	600	71	230	27
<b>Norway</b>				
Norway	1800	212	710	84

## **Feasibility study reports**

### **Activity report (A03)**

The feasibility study activity report (A03) shall describe the meetings conducted during the feasibility study. The description shall include the names of attendees from the partner institutions as well as the results from the meetings. A description of how the application documents have been prepared, as well as how the Norec grant for the feasibility study have been managed shall be included. In the section “Partnership”, the partners shall describe how they have collaborated, with an emphasis on equality, reciprocity and participation within the partnership.

### **Financial report (A04)**

The feasibility study financial report (A04) is complementary to the feasibility study activity report (A03). The report consists of the following elements:

- Budget analysis (actual expenditure, with notes and explanations as appropriate)
- Fund balance
- Audit (separate document, if applicable)

For the agreed principles of funding and financial administration, the feasibility study agreement applies.

The deadline for preparation of the narrative and financial report from the coordinating partner to Norec, is to be specified in the commitment table in the feasibility study agreement.

### **Budget analysis**

The following principles shall guide the analysis:

- Actual expenditure as compared to budget for each budget line
- Deviations on each budget line of more than +/- 10% require explanation (note)

### **Fund balance to be disbursed/repaid**

This section shall specify the total budget, as compared to the total actual expenditure of the feasibility study. This will give a positive or negative fund balance.

A negative fund balance implies that Norec, after approving the expenses, will pay the remaining balance up to actual costs (40% of the grant as a maximum) upon having received and approved the activity report (A03) and the financial report (A04).

Unspent funds (positive fund balance as shown in total) must be repaid to Norec without delay. This will be the case if total project costs are less than the previously calculated and transferred 60%. Any currency gain shall be considered as a part of the grant and shall be repaid to Norec.

**Audit**

The project accounts shall be audited in accordance with the ISA 805 standard. The audit report shall be submitted as a separate document. The audit must be made in accordance with the feasibility study financial report template (A04). The auditor must confirm the amount transferred from Norec, specify the exchange rate used for the transfers, and confirm the total costs. The auditor must also confirm unspent funds and currency gain or loss.

The audit requirement only applies in the cases of grant amounts exceeding NOK 100 000. For lesser amounts, the activity report (A03) and the financial report (A04) suffice