



Fédération francophone et germanophone des associations de coopération au développement
184D Bld Léopold II - 1080 Bruxelles
Tel: 02/412.00.90 Fax: 02/217.99.63
Business number: BE 0462279234
www.acodev.be



ngo-federatie vzw, Vlaamse federatie van ngo's voor ontwikkelingssamenwerking
Vlasfabriekstraat 11 | 1060 Brussel
tel: +32 2 536 19 29 | |
www.ngo-federatie.be

TERMS OF REFERENCE

Development of the "Interventions" module of the ngo-federatie and ACODEV X-bank 2.0 database

1. PRESENTATION OF FEDERATIONS AND OF THE SECTOR

ngo-federatie is the federation of Dutch-speaking Belgian development NGOs, ACODEV is the federation of French- and German-speaking Belgian development NGOs. All the NGOs accredited as development NGOs are members of at least one of the two federations. Together, ngo-federatie and ACODEV have **112 member organisations**.

The NGOs work in various countries (in Belgium and in the partner countries) and sectors (education, health, agriculture, etc.). The majority of member organisations are partially subsidised by the Belgian government.

2. PROJECT CONTEXT

X-bank database

Transparency is vital to our sector. We try to make as much member's data as possible available to the public. To this end, the federations have managed **the transparency instrument** <http://www.ong-livreouvert.be> and <http://www.ngo-openboek.be> together for over 10 years. This is the bilingual visualisation site accessible to the general public.

This site is fed by the "X-bank" **database** <http://xbank.acodev.be> and <http://x-bank.ngo-federatie.be>. This site is only accessible to the federations and the NGOs that provide information. X-bank is, therefore, an **internal tool**.

The "X-bank" database is bilingual (French-Dutch). It comprises **three modules** with, respectively, the organisational data, human resources data and basic financial data of the NGO development cooperation sector in Belgium. **Once a year**, NGOs encode and update their **data from the previous year** into the database. Access to data by NGOs is private (one code per NGO user) and federations have access to all data (Administrator role).

The information in this database serves two purposes:

- (as mentioned above) feeding **the visualisation tool** <http://www.ong-livreouvert.be> // <http://www.ngo-openboek.be> for the **general public**
- Providing **federations** with the necessary information to carry out **sectoral analyses**

X-bank database 2.0

In 2015, ngo-federatie and ACODEV started a process to update the database and develop a new visualisation tool (subject of another contract). X-bank was fully updated in 2017 with the Symfony framework version 2. The new **X-bank 2.0** database is hosted on the ACODEV server.

Currently, the X-bank 2.0 database contains data from **165 organisations**. Some organisations are inactive today, but their data is kept in the database for historical purposes.

The new database is structured according to **four modules** of data to be encoded:



Each of these modules also contains subsections and data forms to encode.

The first three modules have already been developed in two languages (French and Dutch). **The fourth module "Programmes" (which will be renamed "Interventions")**, is the subject of these ToR. This module is to contain information on the activities of organisations. In other words: information on their programmes and projects. This module must also be bilingual.

It is important to underline that since April 2018, all Belgian NGOs subsidised by the government (within the framework of this project, **73 NGOs + 2 federations**) are obliged to publish **annually** (every 30 April) their programmes subsidised by the Belgian government according to the **IATI standard** (International Aid Transparency Initiative), which uses the **XML format**. The data files of Belgian NGOs are therefore available on the IATI register: <https://www.iatiregistry.org/>. In the first instance, it is these data that should feed Module 4. In the medium term, the database should be able to accommodate other programmatic information.

For more information on the IATI standard and the structure and content of XML files, the IATI Guide (and its addendum) for Belgian organisations is available in French and Dutch (see Annex 1).

Currently, this module is not visible to NGOs and has, therefore, never yet been completed. It already contains some sections and fields to encode (see screenshots Appendix 2), but it is here that adaptations must be made to the structure of this module.

In the end, the data from the four modules will have to be visualised **using the same visualisation tool individually and by sector** (this is a future project).

3. DESCRIPTION OF THE PROJECT

The new database serves two purposes:

- Providing **federations** with the necessary information to carry out **sectoral analyses**
- **Feeding the new visualisation tool** (still to be developed via another contract) which will be accessible to the **general public**

To achieve these objectives, the provider must **develop a new Module 4 that allows for** (see figure in Annex 3):

1. **Importing** XML/IATI data into Module 4 of X-bank 2.0
 - The module must be flexible and must be able to be updated when necessary (e.g., updates of the IATI standard, addition of new fields by federations, addition of new organisations in X-bank 2.0, etc.).
 - The XML files to be imported will not all be available in the IATI registry (if an API key linked to the IATI registry is used, this key will need to be modified to also take into account other XML files held by NGOs, but not published in the IATI registry).
 - XML files should be updated/imported as frequently as possible in X-bank 2.0 (as soon as an update is made in an XML file, the update is made in X-bank 2.0). This is a process to be repeated over time.
2. **Verification of the quality** of these data (on the basis of rule sets): individually for NGOs and sectorally/globally for federations.
3. **Harmonisation** of the data Module 4 data with the data of the other three modules to then have a unified visualisation for the general public
4. **Permitting analysis** of Module 4 data via **exports** in a format that permits easy searching. These analyses will be conducted solely by the federations.

It is necessary that the proposals to be made by the provider ensure that **the technical processes are simplified as much as possible** for the NGOs.

The provider is expected to guide the federations at the **technical level** (the federations do not have an IT expert who can oversee this process) and at the **conceptual level** (where the need arises).

Detailed description of the fields of work:

Field n° 1: IMPORT THE DATA

1. Module 4 must comply with the elements and norms of the IATI standard:
 - **Functionality of the module:** Initially, this module will only **READ and SAVE** data from XML files (via an import). The NGOs will **not have to encode anything in this module (unlike the other three modules)**. If NGOs wish to modify their "interventions" information or add new interventions, they will do so from the source, i.e. via the tool used to create their XML files (Aidstream or other). However, we hope that in the future it will be possible to add fields that NGOs will have to encode manually in this module. Furthermore, **the module must also be able to adapt when the IATI standard evolves** (creation of new fields, modification of code lists, etc.). **The database must, therefore, remain flexible.**
 - **Content of the module:** **All** the elements and attributes of the XML files must be **imported** into X-bank 2.0 **under the correct organisation:**
 - The IATI elements and attributes of the XML files to be imported can be found in the table in **Appendix 4**.

- If necessary for the provider, a mapping between the IATI elements and the X-bank 2.0 fields can be done by the federations after the first briefing meeting for this project (explanations to be received by the provider).
 - To make the link between the XML file and the organisation in X-bank 2.0, it is necessary to use the company number found in Module 1 of X-bank 2.0 (e.g., BE0462279234) and in the organisation identifier of the XML files (e.g., BE-BCE_KBO-0462279234).
- **Methodologies for importing XML files:** several solutions exist.
 - a. **Each NGO imports its XML file(s) individually and manually** as soon as they have been updated:
 - An "import" button will be available for NGOs in X-bank 2.0
 - The NGO has an overview/history of all XML files that have already been imported into "X-bank" for its organisation, with an import date and the file names.
 - b. The X-bank 2.0 database is **automatically** linked to the IATI registry via an **API key** that allows data to be viewed and imported in real time.
 - Existing API keys must be modified here to also take into account the XML files that would not be available on the IATI registry.
 - More information for API keys: (+ the addendum) <http://iatistandard.org/en/using-data/how-to-use-IATI-data/> and <http://iatistandard.org/en/using-data/IATI-tools-and-resources/using-IATI-registry/>
 - An open source API key has also been developed: <https://oipa.nl/home>. This API key is automatically updated with the IATI standard and takes the information from the IATI registry.

It is up to the provider to propose the option with which they wish to work as long as it meets the needs identified above. The provider may also offer other solutions.

Please note that not all NGO XML files will be available on the IATI registry, so it is important not only to rely on the XML files available on the IATI registry but also to take into account other XML files that NGOs may have.

2. As explained above, Module 4 already contains some sections and data fields that need to be reviewed. For the implementation of this new module, the provider has the choice to either delete everything and restart at zero or to work on the current module and make the necessary adjustments: some fields must be deleted, others added, and others modified.

Field n°2: QUALITY CHECK

Once the import is completed, it is a question of setting up a series of queries that control the quality of the data contained in the XML files. The controls must be based on a part of the rules defined by IATI and the Belgian publication rules (based on the IATI Guide).

On the basis of the rule set applied, each NGO must receive **individual feedback** for the verification of its data which includes either a validation message or a list of the corrections to be made to its own data files. This feedback can be communicated in X-bank 2.0 (where files are imported) or by e-mail to the contact person specified in the XML file. This feedback (with date) must be downloadable in PDF format and easily printable to be shared within the organisation.

Federations should also be able to obtain **sector/global feedback** on all XML files imported from all organisations for data verification. This way, we will have an overview of the elements that contain the most errors, the rules that are the least well applied, etc.

Examples of quality controls to be applied to files can be found in **Appendix 5**. The exhaustive list of all quality controls to be implemented will be communicated at the briefing meeting.

The IATI Secretariat has developed a list of general rules and codes to interpret these rules that will facilitate their implementation.

In addition, some organisations have developed "IATI data quality check"¹ **open source tools**, available with an API that could be included in our X-bank 2.0 module. But this API must be adapted to our needs: certain rule sets must be deleted and others must be added.

Field n° 3: HARMONISING THE DATA OF THE FOUR MODULES

Once this project is completed, it must be possible to visualise the data from the four modules **using the same visualisation tool individually and by sector**. To do this, the data in the four modules must be harmonised.

The elements to be harmonised in Modules 2-3-4 is the list of the **countries** of the interventions. It will be necessary to take the latest updated list of IATI countries (<http://reference.iatistandard.org/202/codelists/Country/>) and integrate it into the three modules **without overwriting the historical data in Modules 2 and 3**.

In this way, in the future visualisation tool, when clicking on a country in the map, the HR data for that country (Module 2), the financial data (Module 3) and the activities (Module 4) should be obtained.

Field n° 4: ALLOW DATA ANALYSIS AND EXPORT

Currently, data from Modules 1, 2 and 3 can be analysed using Excel exports. Once the data in the XML files is imported into Module 4, the federations also need to be able to analyse them **all**, cross-referencing them with the segmentation data contained in the other modules:

- language (Module 1)
- active in Belgium/active in partner countries/humanitarian (Module 1)
- Total FTEs (Module 2)
- Total number of employees (Module 2)
- Turnover/total products (Module 3)

It must be possible to perform these analyses on the basis of one or several exported Excel file(s) or on the basis of a specific dashboard for federations in X-bank 2.0 that can be queried. Federations must be able to export the results obtained from dashboard queries into an Excel file (e.g. export to Excel all organisations OR activities (titles) of organisations "with fewer than 10 FTEs" (segmentation) and active in the "education" sector). It must be possible to make this kind of requests with all the elements in the XML files.

In addition, NGOs should be able to export **their own data** from Module 4 in Excel format.

In Appendix 6, we give more information on what could be the form of exported Excel files.

3.2. Future tests and modifications

Once the four fields are in place, a test phase is planned. This test phase could be conducted **with a sample** of NGOs XML files that are published and available on the IATI register. Following this test, any corrections must be made by the provider.

Finally, once the mission is over, after the first import of XML files from all NGOs, it might be necessary to make modifications to the newly developed Module 4 according to possible new technical bugs encountered (for import, quality check, harmonisation or exports/analyses). The contractor must include a **proposal for 'maintenance' services** after receipt of the work.

Longer term adaptations according to the development of the IATI standard or the needs of the sector will be the subject of another contract which will be outsourced.

4. PROPOSED TIMING

- These Terms of Reference are sent to at least 3 candidates on **17/08/2018**
- Final date for submission of a bid: bids must be submitted no later than **24/09/2018** by email
- **05/10/2018**: decision and award
- **Week of 08/10/2018 or 15/10/2018**: launch/briefing meeting
- The project must be completed by **30/11/2018**, including final tests and modifications.

5. REQUIRED PROFILE

The application developer must be able to present demonstrable expertise with:

- The Symfony framework version 2
- The XML language, including practical experience with the development of databases based on IATI registry data
- Database interfaces
- Similar projects

A knowledge of the fields of development, cooperation and NGO work is a plus.
Knowledge of Dutch is a plus.

6. PROCEDURES

Applicants are requested to submit their proposals in English or French to jf@acodev.be and paola.vallejopatino@ngo-federatie.be by 24/09/2018, providing:

- An overview of the proposed approach and methodology by field of work (+/- 5 pages)
- A detailed budget: the proposal clearly presents the number of days necessary to accomplish the mission as well as the daily rate. If possible disaggregated for the different fields of work.
- Concrete timing for the project. If possible disaggregated for the different fields of work.
- Demonstrable expertise
- Experience relevant to the work required

7. CRITERIA FOR THE EVALUATION OF TENDERS

The following criteria will be used when evaluating the tenders submitted:

- Interpretation of the Terms of Reference
- Quality of the proposed methodology
- Competencies of the team
- Harmonisation of the offer with the proposed timing
- Detailed budget

8. CONTRACT

The contract will be established on the basis of the selected proposal and a consensus on the expectations; it is then signed in two copies. The Terms of Reference and the offer form an integral part of the contract. Elements relating to data confidentiality and information relating to the development of the database shall be included in the contract.

9. CONTACT PEOPLE

For any question related to the Terms of Reference, you can contact the following people:

Justine Ferrier	jf@acodev.be	+32 (0) 2 209 29 66
Paola Andrea Vallejo Patiño	Paola.VallejoPatino@ngo-federatie.be	+32 (0) 2 536 19 22

10. APPENDICES

The appendices form an integral part of the Terms of Reference.

Appendix 1: Comment utiliser le standard de l'International Aid Transparency Initiative (IATI) _ Guide de publication à l'attention des Organisations de la Société civile (OSC) et des Acteurs institutionnels (AI) subventionnés par la Direction générale Coopération au développement et Aide humanitaire (DGD) en Belgique. Version 1.0. Décembre 2017 => [Link to the guide in French](#)

Addendum => [Link to the addendum](#)

Hoe werken met de standaard van het International Aid Transparency Initiative (IATI) _ Publicatiehandleiding bestemd voor de Organisaties van de Civiele Maatschappij (CMO's) en de Institutionele Actoren (IA's) gesubsidieerd door de Directie-Generaal Ontwikkelingssamenwerking en Humanitaire hulp (DGD) in België. Versie 1.0. December 2017 => [Link to the guide in Dutch](#)

Addendum => [Link to the addendum in Dutch](#)

Appendix 2: Screenshots Module 4 as it exists now (1/2)

The screenshot shows the 'My programs' page in a web browser. The browser address bar displays 'xbank.ngo-federatie.be/nl/programs/list'. The page header includes navigation links: 'Dashboard federaties', 'Dashboard', 'Organisatie', 'Personeel', 'Financiën', and 'Programma's'. A sidebar on the left contains a search bar for 'Name organisation' and a list with 'My Programs' selected. The main content area is titled 'My programs' and features a table with columns: 'Titel', 'Start Date', 'End Date', and 'Total components'. The table is currently empty, displaying 'No program were found' and 'Totaal : 0'. To the right of the table is a search filter section titled 'Zoeken' with input fields for 'Title', 'Start Date' (Between and And), and 'End Date' (Between and And), along with a 'Filterer' button. A green '+ Create new program' button is located in the top right corner.

The screenshot shows the 'Create Program' page in a web browser. The browser address bar displays 'xbank.ngo-federatie.be/nl/programs/new#tab-budget'. The page header includes navigation links: 'Dashboard federaties', 'Dashboard', 'Organisatie', 'Personeel', 'Financiën', and 'Programma's'. A sidebar on the left contains a search bar for 'Name organisation' and a list with 'My Programs' selected. The main content area is titled 'Create Program' and features a green 'Opslaan' button in the top right corner. The page is divided into two main sections: 'Program informations' and 'Budget'. The 'Program informations' section includes input fields for 'Titel', 'Duration (in month)', 'Start date', 'End date', and a text area for 'Beschrijving'. The 'Budget' section includes input fields for 'Request budget', 'Approved budget', and 'Spent budget', all showing '€ 0.00', and a text area for 'Line of funding'. A 'Components' section at the bottom contains a message: 'Please save your program first.'

Appendix 2: Screenshots Module 4 as it exists now (2/2)

xbank.ngo-federatie.be/nl/programs/new#tab-main-contributor

xbank.ong-livreouvert.be

Dashboard federaties Dashboard Organisatie Personeel Financiën Programma's NL

Create Program

Opslaan

Selecteer een organisatie

Name organisation

My Programs

Program informations

Titel: Title of your program

Duration (in month): Duration in month

Start date: DD/MM/YYYY

End date: DD/MM/YYYY

Beschrijving

Budget

Contributeur principal: Your main contributor

Budget: € 0,00

Payments: +

Autres contributeurs

Components

Please save your program first.

xbank.ngo-federatie.be/nl/programs/new#tab-other-contributors

xbank.ong-livreouvert.be

Dashboard federaties Dashboard Organisatie Personeel Financiën Programma's NL

Create Program

Opslaan

Selecteer een organisatie

Name organisation

My Programs

Program informations

Titel: Title of your program

Duration (in month): Duration in month

Start date: DD/MM/YYYY

End date: DD/MM/YYYY

Beschrijving

Budget

Contributeur principal

Autres contributeurs

Naam: Budget

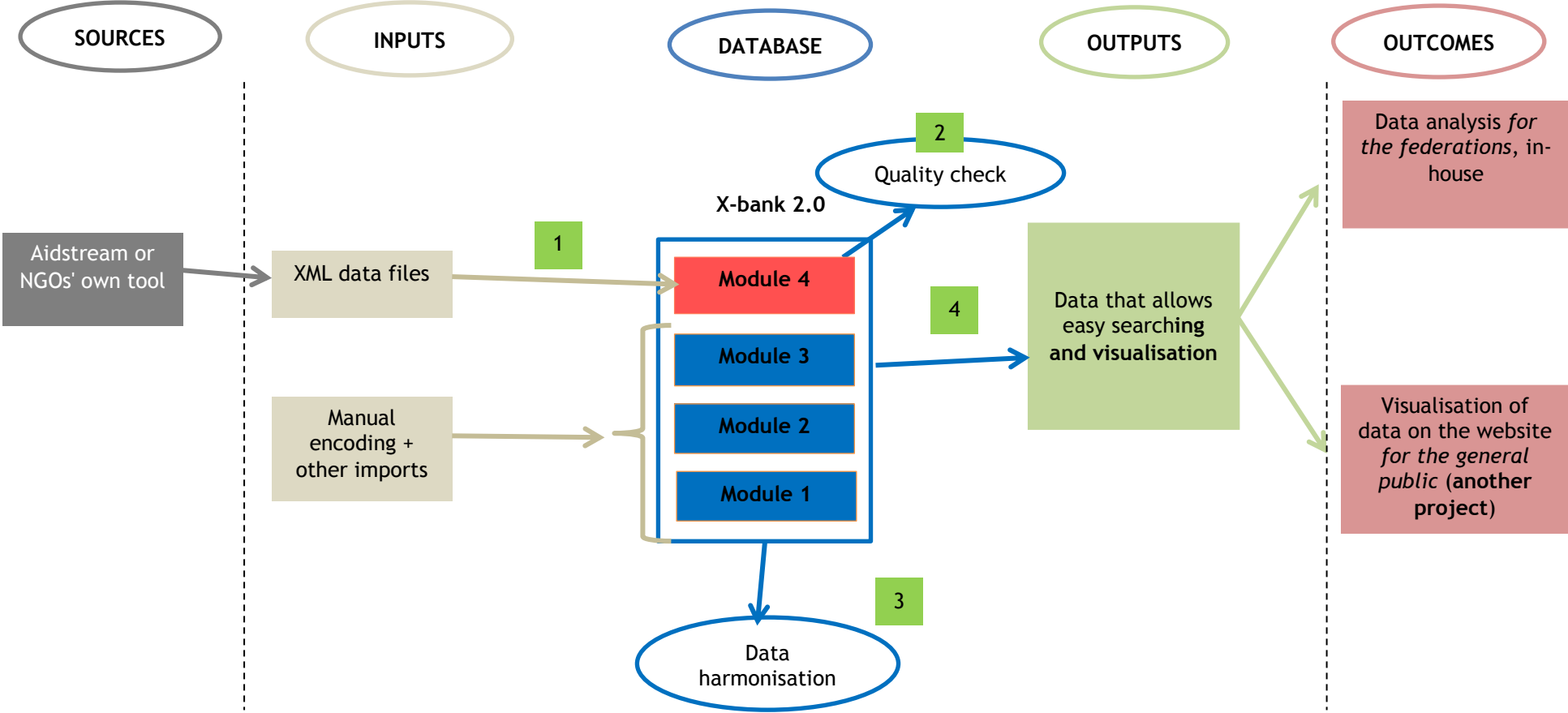
Pas d'autres contributeurs pour le moment

Payments: +

Components

Please save your program first.

Appendix 3: Representation of processes



Appendix 4: List of elements and attributes to import

Elements	Attributes
Default value	humanitarian
	hierarchy
1. Reporting-org	ref
	type
	organisation identifier
2. Activity identifier	identifier
3. Other-identifier	other-identifier
4. Title	narrative
	language - xml:lang
5. Description	type
	language - xml:lang
	narrative
6. Status	activity-status
7. Date	type
	activity-date
8. Contact-info	type
	organisation name
	department
	person-name
	job-title
	telephone
	email
	website
10. Participating-org	role
	type
	ref
	organisation identifier
	activity identifier
11. Country	country
12. Region	regions
13. Location	ref
	geographical coordinates
14. Sector	sector vocabulary
	sector
16. Policy-markers	marker
	significance
17. Collaboration-type	code
18. Default-flow-type	code
19. Default-finance-type	code
20. Default-aid-type	code
21. Default-tied-status	tied-status
23. Budgets	type

List of existing codes

Note: All comments must also be imported into Module 4.

	status
	period
	value
	currency
	value-date
26. Transactions	transaction-type
	transaction-date
	value
	currency
	value-date
	provider-org
	provider type
	provider organisation identifier
	provider-activity-id
	receiver-org
	receiver type
	receiver organisation identifier
	receiver-activity-id
27. Document-link	url
	format
	title
	category
	language
	transaction-date
28. Related-activity	type
	ref
30. Conditions	condition
31. Result	type
	aggregation-status
	indicator
	measure
	ascending
	indicator title
	indicator description
	baseline year
	baseline value
	period-start
	period-end
	target value - value
	target value - location
	target value - dimension
	actual value - value
	actual value - location
	actual value - dimension

Appendix 5: Information for the quality check

Note: Considering that some organisations have published under the option "unsegmented" or "segmented" the data of an "activity" are respectively either in a single XML file or in several different XML files ==> import several XML or one.

Examples of quality check rules (the full list of quality check requests will be communicated to the provider at the briefing meeting):

1) General rule sets

1.1) Rule sets defined by the IATI standard: These rules are defined in a JSON file <<https://github.com/IATI/IATI-Rulesets/blob/version-2.01/rulesets/standard.json>> as part of our *Single Source of Truth* that can be consumed programmatically. The list below has been generated from that source. (source: <http://reference.iatistandard.org/202/rulesets/standard-ruleset/>)

//result/indicator/period

- period-start/@iso-date must be before or the same as period-end/@iso-date

//recipient-org-budget

- period-start/@iso-date must be before or the same as period-end/@iso-date

//recipient-region-budget

- period-start/@iso-date must be before or the same as period-end/@iso-date

//iati-activity

- activity-date[@type='1' or @type='2'] must be present.
- *Either sector or transaction/sector must be present.*
- *Either sector or transaction/sector must be present.*
- reporting-org/@ref should match the regex `[^\\/&\\|\\?]+`
- iati-identifier should match the regex `[^\\/&\\|\\?]+`
- participating-org/@ref should match the regex `[^\\/&\\|\\?]+`
- transaction/provider-org/@ref should match the regex `[^\\/&\\|\\?]+`
- transaction/receiver-org/@ref should match the regex `[^\\/&\\|\\?]+`
- activity-date[@type='1']/@iso-date must be before or the same as activity-date[@type='3']/@iso-date
- activity-date[@type='2']/@iso-date must be before or the same as activity-date[@type='4']/@iso-date
- activity-date[@type='2']/@iso-date must not be in the future.
- activity-date[@type='4']/@iso-date must not be in the future.
- The sum of values matched at recipient-country/@percentage and recipient-region/@percentage must be 100.
- The sum of values matched at recipient-country/@percentage and recipient-region/@percentage must be 100.

//iati-organisation

- reporting-org/@ref should match the regex `[^\\/&\\|\\?]+`

- `iati-identifier` should match the regex `[^\\/\&\\|\\?]+`

//budget

- `period-start/@iso-date` must be before or the same as `period-end/@iso-date`

//participating-org

- Either `@ref` or `narrative` must be present.
- Either `narrative` or `@ref` must be present.

//total-budget

- `period-start/@iso-date` must be before or the same as `period-end/@iso-date`

//transaction

- `transaction-date/@iso-date` must not be in the future. → except for “incoming commitment” and “commitment.”
- `value/@value-date` must not be in the future. → except for “incoming commitment” and “commitment.”

//recipient-country-budget

- `period-start/@iso-date` must be before or the same as `period-end/@iso-date`

//total-expenditure

- `period-start/@iso-date` must be before or the same as `period-end/@iso-date`

1.2) Rule sets defined by federations (based on the IATI guide, addendum guide, note problems with visualisation D-portal) like, for example:

- **Reporting-org. Attribute: ref:** the agency prefix MUST be “BE-BCE_KBO”
- **Activity identifier:** there is no space in the identifier, nor double “--”.
- **Title:** must be available in EN, FR or ES
- **Description:** must be available in EN, FR or ES
- **Default-collaboration-type:** it is the code “1-bilateral” which must be indicated.
- **Default-flow-type:** it is the code “30-private grants” which must be indicated.
- **Default-finance-type:** it is the code “110 - Standard grant” which must be indicated.
- **Default-aid-type:** when the sector of an activity is “91010-Administrative cost”, the Default-aid-type must be “G01-administrative costs not included elsewhere.”
- **Default-tied-status»:** the classification “5-Untied” should be used.
- **Results:** if the results are completed: the titles of the indicators must be available in EN, FR or ES

- **Conditions:** the information to be indicated here for all activity files is "non".
- **Hierarchy:** if the related activity indicates a "1-parent" relationship, then the hierarchy must be level 2, if the related activity indicates a "2-child" relationship, then the hierarchy must be level 1.
- Etc.

2) **Rule sets to be applied only for "activities" that contain "incoming funds" transactions whose provider is the Belgian Development Cooperation organisation with the identifier "XM-DAC-2-10" AND for the children of those activities (related activities):**

- **Country:**
 - In the structure costs/administrative costs activity file (sector ="91010-Administrative cost"): it is not a country, but the region "89 - Regional Europe" that should be indicated.
 - In the programme activity file(hierarchy 1): one should not indicate a country, but the region "998 - Developing countries - unspecified ".
- **Sector:** In the programme activity file (hierarchy 1): the sector must be "99810 - Sectors not specified".
- **Results:** If the results are completed: for the same activity, there cannot be several types of "outcome" results, but only one. There can only be several indicators for the same "outcome" activity.
- To be completed

Appendix 6: Proposed structure of data exports for the "Interventions" module

A) Exports must be able to be made by **year in which interventions begin**:

Choisir une année Choisir une langue

Exporter les données ORGANISATION

Exporter les données PERSONNEL

Exporter les données FINANCES

Exporter les taux de complétudes

(Choose a year, Choose a language, Export the ORGANISATION/PERSONNEL/FINANCE data, Export the completion rates)
+Export the INTERVENTIONS data

Note: The Excel export files of the federations contain the data of all the organisations, the export files of the NGOs contain only their data

B) Structure of exported IATI/XML Excls files

1 column - 1 field

Activity identifier	Organisation name	Field 1	Field 2	Field 3	...

} 1 line = 1 activity/1 XML files

Notes:

- it will be necessary to split the columns for the elements which have several attributes (e.g. participating-org, date, etc.) and it will be necessary to split the lines for the elements which can be repeated (e.g. participating-org, transactions, results etc.).
- it may be necessary to provide a separate export for transactions and results (elements complicated by many attributes + they may be repeated) so that the Excel file is readable and usable for analyses.



Fédération francophone et germanophone des associations de coopération au développement

184D Bld Léopold II - 1080 Bruxelles

Tel: 02/412.00.90 Fax: 02/217.99.63

Business number: BE 0462279234

www.acodev.be

(Federation of French and German-speaking cooperation and development associations)



ngo-federatie vzw, Vlaamse federatie van ngo's voor ontwikkelingssamenwerking

Vlasfabriekstraat 11 | 1060 Brussel

tel: +32 2 536 19 29 | |

www.ngo-federatie.be