



KINGDOM OF BELGIUM

Deputy Prime Minister and Minister of Foreign Affairs,
European Affairs and Development Cooperation

Mr. Nic LEE
Executive Director
Stichting International NGO Safety Organisation
Grote Marktstraat 43-C,
2511 BH Den Haag,
The Netherlands

N°: 20257735/11

Brussels, 25 November 2025

Dear Sir,

I have the pleasure to inform you that the Government of Belgium, through its Federal Public Service of Foreign Affairs, Foreign Trade and Development Co-operation (Directorate-General for Development Cooperation and Humanitarian Aid, hereinafter "DGD"), has decided to make available to the International NGO Safety Organisation (INSO), the amount of 1.000.000 EUR, for the following project, under the Terms and Conditions of the Contribution as stated in this letter:

"Integrated protection of humanitarian workers" – 1.000.000 EUR, to be dedicated to the following operations and special appeal:

Please find enclosed a copy of the Ministerial Decree awarding 1.000.000 EUR towards the International NGO Safety Organisation (INSO).

Terms and Conditions of the Contribution

1. Payment conditions

1.1 The payment of the contribution will be done into INSO's bank account:

Bank :	ING BANK N.V.
	PO BOX 1800
	1000 BV Amsterdam The Netherlands
Code SWIFT :	INGBNL2A
IBAN :	NL58INGB0009554543

1.2 The contribution will be paid in one installment upon receipt of :

- INSO's written acceptance of the terms and conditions described in this letter, to be sent to : SPF Affaires étrangères, Commerce extérieur et Coopération au Développement - DGD (D5, Directorate Humanitarian Aid and Transition) - Rue des Petits Carmes, 15 - 1000 Bruxelles, sent by post or e-mail to D5.1@diplobel.fed.be.
- A formal claim for the payment of the contribution, to be sent to : einvoice@diplobel.fed.be. INSO's formal claim for payment has to state INSO's bank account for payment, as mentioned above under

A copy of all documents will also be sent by e-mail to the person in charge of INSO's file in the Humanitarian Aid unit mentioned in the header of this letter.

1.3 This letter of the Belgian Minister for Development Cooperation, the written acceptance by INSO of the terms and conditions specified in this letter, and the written project proposal "Integrated protection of humanitarian workers" constitute the specific agreement for the award and use of the contribution. INSO commits to communicate any updated information on the proposal to the DGD (D5, Directorate Humanitarian Aid and Transition).

2. Use and administration of the contribution

2.1 The contribution covers a period of 12 months, starting from the date of signature of the ministerial decree awarding the grant.

2.2 The contribution will be managed and the activities will be carried out in accordance with the Law on Development Cooperation of March 19th 2013 modified by the law of January 9th 2014 and the Royal Decree on Humanitarian aid of April 19th 2014, in the version in force on 6 November 2025.

2.3 The activities will be carried out in accordance with the proposal sent to the Humanitarian aid unit. Therefore, the contribution will be used in accordance with the foreseen objectives and the budget as written here after under 2.4.

2.4 The budget of the intervention is:

DGD	Partner		Amt in EUR
		PROGRAMME COSTS	
<i>I.1</i>		<i>Programme Staff costs</i>	
		Programme staff Salaries (incl. per diem, fringe benefit, severance pay, risk premium, R&R, etc.)	
I.1.1		International Programme Staff	364.274
I.1.2		Local Programme Staff	-
I.1.3		Regional Office Programme Staff	-
I.1.4		Headquarters Office Programme Staff	-
		Total Direct Programme Staff costs	364.274
I.1.5		Programme staff Travel and Subsistence costs	42.471
		Total Programme staff Travel and Subsistence costs	42.471
<i>I.2</i>		<i>Goods & Services delivered to the beneficiaries</i>	
		Cash & Voucher	
I.2.1		In Cash (net amount of cash received by beneficiaries)	-
I.2.2		Transfer costs for cash provision (provider/cards fees, etc.)	-
I.2.3		Via Vouchers (net amount of cash received by beneficiaries)	-
		Total Cash & Voucher	-
		Other Goods & Services delivered to the beneficiaries	
I.2.4		MHPSS support, consultancies, training and workshops	390.662
I.2.5		Sub contractors / MOU agreements	-
		Total goods & services delivered to the beneficiaries	390.662
		TOTAL PROGRAMME DIRECT COSTS	797.407
<i>II.</i>		SUPPORT COSTS	
<i>II.1</i>		<i>Support Staff costs</i>	
		Support staff Salaries (incl. per diem, fringe benefit, severance pay, risk premium, R&R, etc.)	
II.1.1		International Support Staff	82.488
II.1.2		Local Support Staff	-
II.1.3		Regional Office Support Staff	-
II.1.4		Headquarters Office Support Staff	-
		Total Direct Support Staff costs	82.488
II.1.5		Support staff Travel and Subsistence costs	-
		Total Support staff Travel and Subsistence costs	-
<i>II.2</i>		<i>Running costs</i>	
II.2.1		Office / Warehouse / Building expenses (rent, utilities, furniture, consumable, insurance and supplies)	4.800
II.2.2		IT/office/communication equipment - maintenance & running costs	1.000
II.2.3		Contracted transport (cars, truck, plane, etc.)	-
II.2.4		Vehicle running costs (fuel, maintenance, spars, insurance)	-
II.2.5		Other running costs - Bank fees / Subscriptions	-
		Total Running costs	5.800
<i>II.3</i>		<i>Equipment costs</i>	
II.3.1		Vehicles (including depreciation)	-
II.3.2		IT, office and communication equipment	10.640
II.3.3		Safety and Security equipment	-
II.3.4		Other Equipment- to be specified by partner	
		Total Equipment costs	10.640
<i>II.4</i>		<i>Capacity Building Local IP</i>	
II.4.1		To be detailed as relevant for partner	23.500
		Total support to subcontracted local IP	23.500
<i>II.5</i>		<i>Specialised services</i>	
II.5.1		External quality and quantity controls	-
II.5.2		External evaluation	-
II.5.3		External audit	-
II.5.4		Other Specialised services - Legal advisor/Tax consultant/Local audit	-
		Total Specialised Service costs	-
<i>II.6</i>		<i>DGD Visibility & Communication activities</i>	
II.6.1		DGD Visibility and DGD communication activities costs	14.744
		Total EU Visibility & Communication	14.744
<i>II.7</i>		<i>Field office costs (Simplified allocation method)</i>	
II.7.1		Simplified allocation for field Office costs	-
		Total Simplified costs	-
		TOTAL SUPPORT DIRECT COSTS	137.172
		TOTAL DIRECT COSTS	934.579
		% Support costs vs .Total Direct costs	15%
<i>III.</i>		INDIRECT COSTS	
			7,00%
		TOTAL: INDIRECT COSTS	65.421
		TOTAL COSTS	1.000.000

2.5 Any modification of more than 15% in the main categories of expenses will be officially requested to the Director General of the DGD before the end of the project and must receive a written approval.

2.6 During the implementation of the project, implementation of INSO's gender policy will be emphasized.

2.7 One no-cost extension can be requested to the Director of Humanitarian Aid and Transition (D5) 2 months before the end of the project must receive a written approval. Such an extension will not make the project exceed 18 months.

2.8 Any modification of the objectives of the project will be officially requested to the Director of Humanitarian Aid and Transition (D5), no later than two months before the end of the project, and must receive a written approval.

2.9 All charges exceeding the amount of 1.000.000 EUR, including exchange rate charges, are INSO's own responsibility.

2.10 Any local, national, regional or international purchase exceeding the amount of 30.000 EUR (VAT excluded) will be subjected to the comparative assessment of tenders from 3 different suppliers. The tender offering the best value will be selected.

2.11 If at the end of the intervention there are material, equipment or items, financed with this contribution, that were not distributed, INSO will inform the DGD and suggest ways to use them.

3. Justification and reporting

3.1 INSO will justify the use of these funds by providing, no later than 6 months after the end of the intervention, a final report comprising:

1° A final narrative report which will have a focus on results and will mention initial objectives, results achieved, challenges faced and solutions found. Should some activities not have been carried out, the report will highlight the reasons, the measures taken to mitigate the challenges and the way the funding has been used for the implementation of other activities. The final narrative report will also mention the amendments to the specific agreement, including the rationale and their impact on the implementation of the activities.

2° A financial report which will present the real expenses that occurred during the implementation of the financed activities, keeping the same structure than in the initial budget as agreed by the DGD.

3° A final evaluation on the use of the contribution.

4° An external audit report.

3.2 INSO commits to inform the DGD in case of – suspected – active or passive fraud or corruption as well as the measures the organization has taken in order to mitigate and resolve the identified problem.

3.3 An external audit report and an external or internal evaluation report will be sent together with the final reports.

3.4 The original expenses documentation (receipts, vouchers, bank statements,...) related to this contribution will be kept at INSO's headquarters, at the disposal of the FPS Foreign Affairs, Foreign Trade and Development Cooperation.

3.5 All supporting documentation as mentioned under 3.1, 3.2 and 3.3 will be officially sent by post to: FPS Foreign Affairs, Foreign Trade and Development Cooperation, DGD – D5 – Humanitarian aid and Transition, Rue des Petits Carmes, 15 - 1000 Bruxelles, or by email to D5.1@diplobel.fed.be.

3.6 The reports will be certified "true and complete" by the legal representative of your organization.

4. Visibility

4.1 Where appropriate and in line with its rules, INSO will acknowledge the Belgian contribution to the project or its activities in publications, speeches, press releases or similar communications. INSO will also inform the DGD of these communications by sending an email Com.DGD@diplobel.fed.be copied to the designated contact person of the Humanitarian Aid Unit of the DGD.

5. Interpretation and dispute

5.1 Any dispute concerning the interpretation or implementation of the contribution will be settled by negotiation or by any other non-judicial means including arbitration, as agreed upon by INSO and DGD.

5.2 If, at any time, either Party determines that the purpose of this letter can no longer be effectively or appropriately carried out, the specific arrangement may be terminated at the initiative of either INSO or the DGD giving three months written notice. Nevertheless contractual obligations entered into force between INSO and any third party prior to the receipt of the notice of termination, will not be affected by the termination.

6. Consultation

6.1 INSO will provide the representatives of the DGD, on request and according to jointly-agreed modalities, with relevant and reasonable information concerning the use of the funds object of this letter as well as regarding the progress of project.

6.2 INSO will grant DGD representative(s) access to project site(s) with the full concurrence of the recipient government. Timing of such visits will be agreed by all Parties, and will be conducted in such a way as to minimize disruption to INSO's field operations and only if the security situation permits. The costs of such participation will be borne by DGD. INSO assumes no responsibility or liability for the life, safety or property of visitors to its field offices, who are advised to conclude appropriate insurance.

6.3 DGD is very committed to the Grand Bargain and attaches great value to the implementation of the Grand Bargain commitments by its different stakeholders. Therefore, Belgium will consequently and systematically discuss this topic during its meetings and consultations with all relevant stakeholders in the humanitarian eco-system.

6.4 DGD wants to underline the centrality of protection that should be ensured in humanitarian action and recalls in this regard the commitment taken by the humanitarian community through

IASC Principals' Statement in 2013 on the Centrality of Protection in Humanitarian Action, based on and in accordance with international human rights law and international humanitarian law as well as internationally recognized protection standards.

7. Correspondence

The offices responsible for all matters related to this letter are:

For INSO

Stichting International NGO Safety
Organisation
Grote Marktstraat 43-C,
2511 BH Den Haag,
The Netherlands

For Belgium

DGD – Humanitarian aid unit (D5.1)
Ministry of Foreign Affairs
Rue des Petits Carmes 15
1000 Brussels
Belgium

Yours Sincerely,



Maxime Prévot