

Namibia Horticulture Trust – Policies

Namibia Horticulture Trust – Project Management

It is a policy of the Namibia Horticulture Trust (NHT) that all projects undertaken as part of any donor's money will be managed in the following manner:

- 1) Present the donor with a business plan that will form the foundation of such project. Part of this presentation will be the sustainability of the project as is guided by the Project Sustainability Policy.
- 2) Once approved the donor will transfer the project funds into a separate account of the NHT designated therefore. This account will be used by an auditing company to authenticate the project cost as per the business plan.
- 3) NHT may decide to deviate from the original business plan submitted and approved by the donor if they become aware that the new direction will serve the purpose as was stipulated in the original business plan, better and that the beneficiaries will receive more from this deviation. The NHT will inform the donor about this deviation within 7 working days thereof explaining the rationale with pros and cons. The donor must respond within 7 working days if he or she has any objections with the reasons why. NHT may then decide whether to continue with the change based upon the objections and correspondence from the donor. The time limit is necessary to be able to make efficient changes as soon as possible. NHT will make no changes in operational directions if not for the better, for the NHT is quite sensitive about project sustainability and success.
- 4) NHT will keep the donor informed on the progress of the project with a) a **take-on report** b) a **mid-term report** and finally a **final report**. All of these reports will be published on the NHT website on the Internet under Reports. The donor is encouraged to visit the project from time to time, announced or unannounced. Any feedback from such visits to the NHT will be appreciated.
- 5) The approved project will be managed and completed until a specific date that the project will be closed officially. After this closure the NHT will prepare a final report of which the financial accountability will form a part. This will be addressed in the NHT policy on Financial Accountability. This does not mean that the project will be abandoned. Ideally the project should continue as part of the planned NHT sustainability policy but in the event that projects need assistance after the original budget has closed, extra donations will be sought in time to keep such a project going until it reaches the point of sustainability.
- 6) After completion of a project NHT will request a meeting with the donor of each project for a final debriefing session. It is NHT's intention to close a project in such a way that the donor will feel comfortable in donating to future NHT projects again.

Signed this ___ day of _____ 20__ at _____ in Namibia:

AS Oelofse - Trustee

A Fosso - Trustee