



The Old Sweet Shop  
Teme Street, Tenbury Wells,  
Worcs. WR15 8BB  
Phone: 07887 870090  
Web: [villagebyvillage.org.uk](http://villagebyvillage.org.uk)  
Email: [neil@villagebyvillage.org.uk](mailto:neil@villagebyvillage.org.uk)  
Registered Charity Number 1116952

3/1/11

## **In-country Subcontracting Policy**

### **Introduction**

"As an international development charity we focus on development as a key objective in all our contacts with Africa. We feel it is our duty to source, whenever possible skills and workmanship not from the cities and towns of our regions of operation but from within the communities living in poverty we service. We understand and accept this approach has its limitations but also embrace the fact that far more donated monies go indirectly into the poorest of communities passively supporting our aims of reducing poverty in the areas we work. These advantages far outweigh their limitations"

Dr Nicholas Swift, Chairman of Village by Village.

Date: 3rd January 2011.

### **Scope Of The Policy**

This Policy applies to all subcontractors where the charity makes a payment to a body located outside the United Kingdom.

Village by Village must ensure that all trustees, directors, staff, volunteers and advisors of the charity are aware of this policy by publicising it and making it available to download via the website.

### **Purpose**

To ensure the Trustees of the charity discharge their moral, legal and legislative obligations and requirements (Charity Commission guidance on charities working internationally: points 45, 46, 67 through to 69 and various Inland Revenue's guidances) and that the charity takes "such steps as shall be reasonable in the circumstances to ensure that the payment will be applied for charitable

purposes”.

## **Approach and Procedure**

The charity will support local communities by sourcing, whenever possible skills and workmanship not from the cities and towns but from within the communities living in poverty it works in. The charity understands this will create difficulties like:

- General communication problems, such as limited telephone or internet access.
- Lack of understandable physical postal address. (Only a PO Box number)
- Lack of basic computer skills due to lack of electricity, printed invoices etc
- Lack of literacy skills.

The charity will counter act these difficulties and support local subcontractors by providing a standard invoicing template for local subcontractors. Support them in preparing their invoices and paper trails.

## **Checks and Controls**

Proportionate checks and controls are necessary to ensure contracts are carried out properly and in accordance with the trustees’ instructions.

- All subcontractors’ work over a value of £500 GBP must be monitored and evaluated by a member of the charity.
- Trustees must grant prior permission to any new representatives or subcontractors before they are used by the charity.
- Local representatives/subcontractors may be authorised to expend up to £100 GBP without the prior permission of the trustees.
- All local subcontractors invoices must be authorised by a charity trustees signature.
- All contracts over £3,000 GBP should have a “Memorandum of Understanding” agreed beforehand outlining the scope and extent of duties and the responsibilities delegated to local representatives to ensure they understand what is required of them.