CLARIFICATION: The counterpart letter consists of an official note issued by institutions participating on the platform that provides evidence of the institution’s commitment both to the platform and to FONTAGRO.

The letter should: (a) Indicate that the platform research topic is included in the participating institution’s work plan; (b) confirm that the institution’s senior authority does not object to participation in the platform; (c) indicate the total counterpart amount, expressed in United States dollars, as well as whether that contribution is in cash, in kind, or a combination of both; and (d) provide a breakdown, by spending category, of the total amount, pursuant to the instructions contained in the FONTAGRO Operations Manual (OP). See example below:

[OFFICIAL LETTERHEAD]

[LETTER OR NOTE ID#]

[Date]

RE: Counterpart contribution letter – Project [project title]

Dr. [name of the Executive Secretary]

**Executive Secretary, FONTAGRO**

Dear Dr. [name of the Executive Secretary],

We are pleased to confirm the participation of [complete name of the Institution] as [executing agency / co-executing agency / partner organization] for the project [project title], the research topic of which is included in the work plan of [Institution]. We likewise note that the [president, director general, or senior authority of the institution] has no objection to participation in the platform.

The institution hereby commits to a[n] [indicate here whether the contribution is in kind, cash, or a combination of both] counterpart contribution of US$ [total amount], broken down as follows:

|  |  |
| --- | --- |
| **Spending categories** |  |
| 01. Consultants |  |
| 02. Goods and services |  |
| 03. Materials and inputs |  |
| 04. Travel and per diem |  |
| 05. Training |  |
| 06. Knowledge and communications management |  |
| 07. Administrative costs |  |
| 08. Contingencies |  |
| 09. External audit |  |
| **Total** |  |

Sincerely,

[Signature]

[Name and surname]

[Title]

[Complete name of the institution]