

## Elsie Initiative Fund (EIF) – Project Budget Template Guidance

Please note that this EIF Budget Template has been designed to meet the United Nations Development Program (UNDP) Multi Partner Trust Fund (MPTF) office harmonized reporting requirements. The EIF Budget template for both the (i) EIF Flexible Project Funding Budget and the (ii) Measuring Opportunities for Women in Peace Operations (MOWIP) barrier assessment, uses Microsoft Excel software, and are to be used for all budgets submitted to the EIF Secretariat as part of a detailed project proposal.

For each T/PCC or Participating UN Organization (PUNO), one spreadsheet detailing the project's complete budget is to be submitted to the EIF.

Please note that Excel calculation functions are embedded into this template; this ensures that all line items, activity subtotals and project calculations are correctly calculated, and that these totals match the UNDG budget category calculations, automatically calculated in the UNDG summary worksheet.

The total amount sought must be in **USD**.

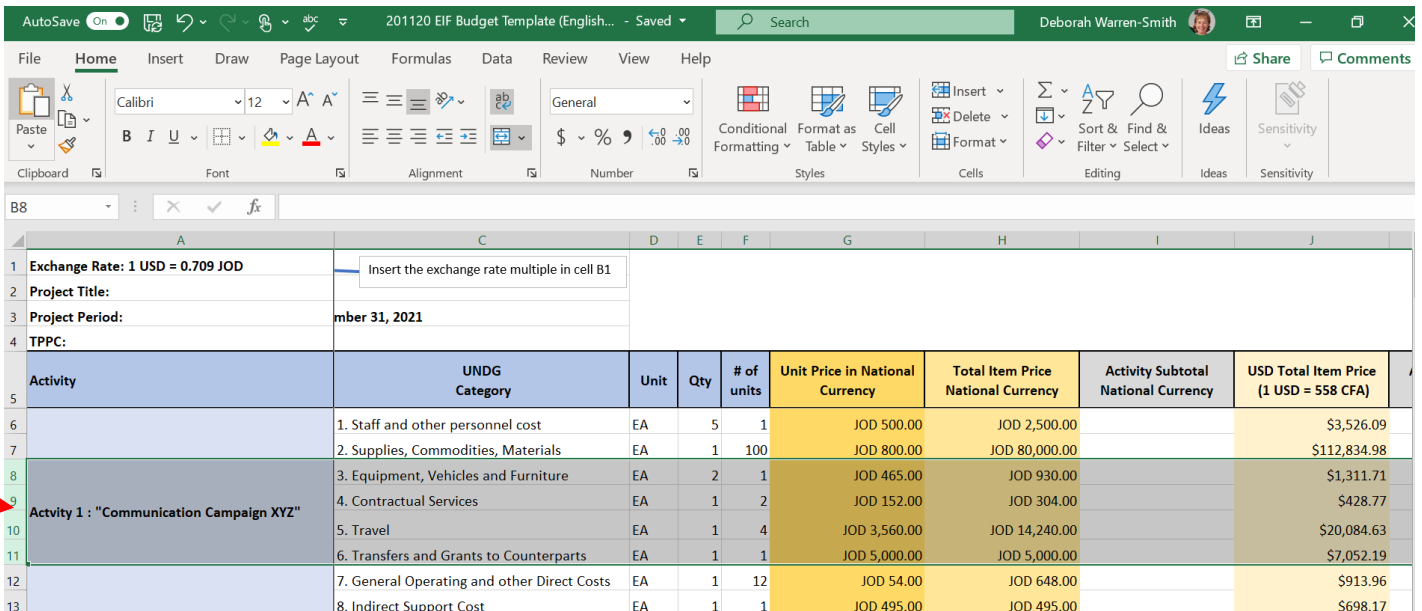
The Budget spreadsheet has three worksheets:

- BUDGET worksheet** – to be completed in detail for each T/PCC submission. This is the only worksheet that you will be required to enter information into.
- United Nations Development Group (UNDG) Summary worksheet** – this worksheet is PROTECTED and cannot be adjusted. It automatically calculates the total and % for each of the 7 UNDG budget categories recorded in column C of the BUDGET worksheet. The total in cell B12 of this worksheet must equal the Grand Total at the end of Column J in the BUDGET worksheet. Please DO NOT DELETE this worksheet.
- Lists worksheet** – this worksheet is PROTECTED and cannot be adjusted. This worksheet is essential to the spreadsheet as it details the list of the 7 UNDG budget categories. Please DO NOT DELETE this worksheet.

The following instructions are provided for completion of the spreadsheet

**Rows:** Project budgets are to be broken down into individual line items. An example has been included in the template, please delete these rows prior to commencing completion.

Where more rows are required for an activity, add rows in the center of the activity (red arrow below). Select one or more rows in the left-hand column, right-click and 'insert'. This ensures that activity subtotal calculations in **Columns I & K** remain correct.



Activity	UNDG Category	Unit	Qty	# of units	Unit Price in National Currency	Total Item Price National Currency	Activity Subtotal National Currency	USD Total Item Price (1 USD = 558 CFA)
1. Staff and other personnel cost	EA	5	1	JOD 500.00	JOD 2,500.00		\$3,526.09	
2. Supplies, Commodities, Materials	EA	1	100	JOD 800.00	JOD 80,000.00		\$112,834.98	
3. Equipment, Vehicles and Furniture	EA	2	1	JOD 465.00	JOD 930.00		\$1,311.71	
4. Contractual Services	EA	1	2	JOD 152.00	JOD 304.00		\$428.77	
5. Travel	EA	1	4	JOD 3,560.00	JOD 14,240.00		\$20,084.63	
6. Transfers and Grants to Counterparts	EA	1	1	JOD 5,000.00	JOD 5,000.00		\$7,052.19	
7. General Operating and other Direct Costs	EA	1	12	JOD 54.00	JOD 648.00		\$913.96	
8. Indirect Support Cost	EA	1	1	JOD 495.00	JOD 495.00		\$698.17	

**Cell B1:** Insert the national exchange rate in Cell B1 only as Column J uses this value to calculate the USD rate.

**Column A:** Please use this column to describe the activity or components of a project. For a construction project, this would include each construction phase, for example site preparation, foundations and footings; installation of lighting; plumbing requirements etc. Examples of some activities are provided in the draft – please delete prior to commencing your project budget planning.

**Column B:** Please provide a clear description for each budget line item that aligns with the project or activity.

**Column C:** UNDG Category. This column is set-up so that only pre-defined text can be selected. The pre-defined text includes the seven UNDG categories (please see below). The user is required to click in the cell, and then select from the down arrow on the righthand side of the cell, the most appropriate UNDG category for that particular line item, in accordance with the UNSG descriptions below.

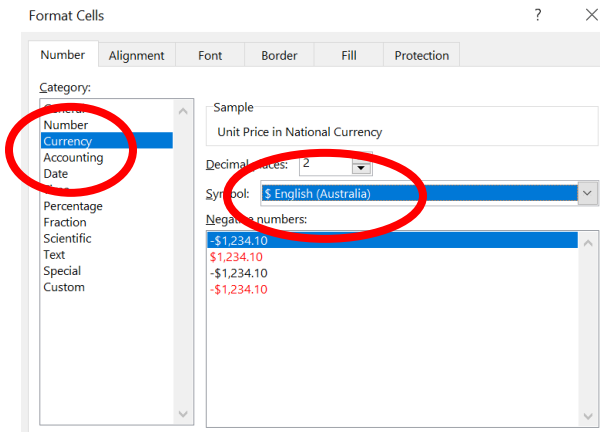
UNDG Category	Unit
1. Staff and other personnel cost	

**Column D:** Indicate the unit size or quantity, i.e. Each = one

**Column E:** indicate the number that is required to be purchased / required for the project.

**Column F:** indicate the number of units required

**Column G:** insert the cost in national currency. National currency can be selected for the column by highlighting the complete column, right click and select ‘format cells’; and then selecting national currency.



**Column H:** Please do not enter data in this column; this column automatically calculates the total price for the number of units required in the national currency.

**Column I:** Please do not enter data in this column; this column automatically calculates the subtotal for the activity or sub-project in national currency.

**Column J:** Please do not enter data in this column; this column includes a formula that calculates the USD rate based on the national exchange rate. Please enter the exchange rate into B1.

**Column K:** Please do not enter data in this column; this column automatically calculates the subtotal for the activity or sub-project in USD.

**Column L:** Observations – please use this column to add clarifying information, comments or information to support the expenditure requirement.

## UNDG Reporting Categories

The allocation and recording of UNDG reporting categories is required to meet UN financial reporting requirements. T/PCC quarterly and annual financial reporting is also required to include UNDG categories in order to monitor expenditure. A description of each of these reporting categories follows:

**1. Staff and other personnel costs:** Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

- Salaries and benefits of national staff and involved/to be recruited directly in the project.
- National and international consultants recruited for the project directly by the organization. Describe the functions/expertise of these consultants.
- Other project staff such as temporary or daily workers hired by organization.
- Do not include contracts with corporations or Subcontracting agreements with others.
- partners (which go under the budget category 4 and 6 respectively).
- For each item, give the number of the unit, the unit cost (per salary per month), the duration in months or days, the percentage charged to the EIF and the total amount.
- For each position, please explain the role of the individual in in the implementation of the project and its quality / level. Explain also how the number of the unit was estimated, and which costs are included in the unit cost of the monthly rate, or (salary, social security contributions, insurance, etc.). medical and life insurance, risk premium, etc.).

**2. Supplies, Commodities, Materials:** Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities and materials. Office supplies should be reported as "General Operating".

- Supply of consumables for project implementation (e.g., drugs, food, NFIs, tents, seeds, tools).
- Costs related to delivery activities, storage, etc. and distribution of purchased consumables.
- Communication materials for trainings or campaigns of awareness, such as posters, posters leaflets, as well as the costs of reproduction of these supplies.
- Supporting the partner's visibility directly related to projects financed by the EIF, e.g., signs, t-shirts, etc.
- Provide the unit costs, the number, the duration, and the total amount. Itemize the direct and indirect costs of the consumables to be purchased. The budget observation notes should be used to justify the cost.
- In the case of construction work, only the costs of labor and known essential materials should be budgeted and detailed in this category, indicating unit/quantity and unit cost. Notes explanations that accompany the budget should explain the way in which the estimating construction costs on the basis of a prototype (latrines, health post, shelter), the type of building (latrines, health post, shelter), the type of materials (wood, prefabricated, brick/cement/concrete) and the formula or the justification used to estimate the construction costs (per e.g. per foot or square meter, previous experience, etc.).

**3. Equipment, Vehicles and Furniture including Depreciation:**

- Purchase of durable equipment (no consumables) for the project (i.e. equipment IT for registration, medical equipment).
- Provide the number, the unit costs, the duration (in this case a flat rate) including depreciation cost.
- Provide technical specifications for items whose unit costs can vary greatly depending on these same factors (e.g., for generators, a reference to the possible range of power would be sufficient to assess the accuracy of the cost estimate). For large and/or expensive equipment, including vehicles, describe how the item(s) is (are) required for the implementation of the EIF.

**4. Contractual Services:** Services contracted by an organization which follow the normal procurement processes.

- List and describe the work/service -of commercial nature - contracted by the organization, with a private sector player in the framework of the project.
- Provide the number, unit costs, duration (months, days, package) and the total amount and explain how the number of the unit and the unit cost for each contract has been estimated.

**5. Travel:** Includes staff and non-staff travel paid for by the organization directly related to a project.

- Cost of travel for staff, consultants and other project staff such as mission, national and international flights, "hazard pay and other benefits related to travels.
- Fuel and car rental for the staff of the project and the consultants.
- For estimates of travel, please include the method of observations notes accompanying the budget (e.g., provide estimates of number of trips and average duration in days, per diem rates of subsistence (DSA), etc.).
- Provide the units, unit cost and duration of the rental of vehicles, and fuel for travel within the country. For domestic travel please include the estimated travel volume and cost per trip. For international travel please include the estimated number of trips and the cost per trip.

**6. Transfers and Grants to Counterparts:**

- Provide the names of the partners and describe the services/activities subject to the contract.
- Implementing partners can be NGOs, CSOs, or other non-Government entities.
- Provide the estimated disaggregated cost of the partnership agreement: 1) personnel, 2) direct operating costs, 3) other direct costs- these are the contracting entity's personnel recruited by the implementation partner to implement the activities subcontracted.
- Direct operational costs are those of the equipment, supplies, transport for the execution of the subcontract.
- Other direct costs refer to the general costs of and the partner office to be able to provide services to the projects.

**7. General Operating and Other Direct Costs:** Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories.

- Provide the costs of office operations, office supplies, and services such as telecommunications, internet, and renting office space .
- Other direct costs that cannot be registered in the above categories as supervision, monitoring and evaluation costs, reporting and others.

**8. Indirect Support Costs (not normally applicable to a Government entity):**

- Indirect costs (administrative costs) are considered program support costs/fees.
- These expenses include all costs that are incurred by the implementing partner, irrespective of the scope and level of its activities and which cannot be attributed without equivocal to specific activities, projects, or programs.
- These costs include generally overhead costs (i.e., head office and statutory bodies, services, etc.) legal, general contracting and recruitment, etc.) that are not related to the provision of service to a particular project. The administrative costs of the program will be exactly **7%** of the approved direct expenses incurred by the partner of execution.
- Subcontracted Implementing Partners' administrative costs associated with the execution of a project should be covered by the cap of **7%** of total actual project expenditures. The administrative costs do not need to be itemized in the project budget.