## VERSION CONTROL - clarifying changes between previous Commercial Cost Template version 3.9 and the latest version 4.0

	PREVIOUS TEM	PLATE VERSION 3.9	EQUATES		NEW TEMPL	ATE VERSION 4.0	EXPLANATION OF CHANGES
Tab No.	Tab Name	Tab Description	то:	Tab No.	Tab Name	Tab Description	
	No corre	sponding tab		This tab	Version Control	Clarifying changes between previous and current Template versions	NEW TAB: Version Control will be provided (as here) as the first tab in each new version release.
	No corre	sponding tab		0.	Template Completion Guidance	Provision of general non-tab specific guidance	NEW TAB: Practical gudiance tips now included within the Template rather than in a separate Cost Template guidance document.
1.	Information	Provides high level Programme costs/detail.		1.0	Programme Information	Summarises programme costs at category level (Direct/NPAC/Profit-Surplus/Fund Value/Local Taxes), with explanatory guidance shown at the top of the tab.	This tab gathers the same information, but there are fewer fields for the Supplier to complete and overall, it has been made clearer where possible.
2.	Total Programme Cost	Summarises Programme costs.		2.0	Total Programme Cost	Summarises totals of succeeding detailed tabs 2.1-4.0, with explanatory guidance shown at the top of the tab.	Template version 4.0 has greatly simplified this tab using far fewer lines, with integral guidance and auto-links to supporting tabs where detail can be provided.
2.1	Commodities  Disbursements	Summarises Commodity costs  Summarises Disbursement costs		2.1	Programme Activities - Frontline Programme	Lists all Frontline Delivery Costs, with Col A pre-populated with suggested cost headers specific to tender and	Neither the 'Commodities' nor 'Disbursements' tab names were universally understood, so these two tabs have been replaced by one tab to cover all FPD costs and, rather than simply provide generic descriptions of cost headers to be entered, for greater clarity, DFID contract officers will prepopulate Col A (prior to issue) with customised cost headers appropriate to the programme tender prior
2.2	Dispuisements	Summarises disbursement costs			Delivery	explanatory guidance shown at the top of the tab.	of tab 2.0 to facilitate clarity and linkage, with the first programme year seeking increased transparency on cost breakdown to support evaluation.
2.3	Capital Expenditure	Lists expenditure items of a capital nature, purchased through varying methods.		2.2	Capital Expenditure	Lists expenditure items of a capital nature, purchased through varying methods, with explanatory guidance shown at the top of the tab.	The information this tab seeks is largely unaltered from v3.9, but the annual profiling has been designed to mirror that of tab 2.0 to facilitate clarity and linkage, with the first programme year seeking increased transparency on cost breakdown to support evaluation.
2.4	Programme Team	Summarises programme team (excl fund mgt and M&E) staff costs across Job Family categories, identifying net and gross rates of lead organisation and delivery partners, showing NPAC and Profit allocations across team members.		22	Prngramme Staff - Dav	Summarises all staff costs across Job Family categories, identifying net and	Enhancements incorporated in this tab comprise: inclusion of separate columns for each programme stage ('Design', 'Inception' etc) to remove the need to have more than one line for a team member engaged in more than one stage; incorporation (via Technical Discipline column) of Fund Management and M&E staff costs on this schedule rather then elsewhere within

#### VERSION CONTROL

2.6	Fund Management Team	Summarises fund management team staff costs across Job Family categories, identifying net and gross rates of lead organisation and delivery partners, showing NPAC and Profit allocations across team members.	2.3		gross rates or read organisation and delivery partners, showing NPAC and Profit allocations across team members.	nempiate; greater level or auto-populated summary analysis to aid both bidder and DFID evaluation staff; and greater use of checkboxes to ensure NPAC/Profit-Surplus allocation totals on this tab agree to the NPAC total calculated on tab 3.0 and Profit-Surplus amount on tab 2.0.
2.5	Travel	Summarises staff travel, accommodation and subsistence expenses.	2.4	Programme Staff - Travel	Summarises staff travel, accommodation and subsistence expenses, by expenditure category and also by programme stage.	The information this tab seeks is largely unaltered. A few more columns have been added in order to summarise by programme stage for evaluation purposes.
	No corre	sponding tab	2.5	and Learning	Lists Monitoring, Evaluation and Learning non-staffing costs, with explanatory guidance shown at the top of the tab.	NEW TAB: to allow for non-staffing M&E costs to be entered in more detail (previously these were entered directly as summary totals on tab 2.0). The annual profiling has been designed to mirror that of tab 2.0 to facilitate clarity and linkage, with the first programme year seeking increased transparency on cost breakdown to support evaluation.
3.	NPAC	Provides a matrix to allow for calculation of Non Programme Attributable Costs that may be claimed in relation to tender bid.	3.0	NPAC	of Non Programme Attributable Costs	This tab has been simplified and greater guidance provided. The range of cost sharing methodologies are still offered to facilitate calculation of an appropriate level of NPAC to each tender bid.
4.	Payment	Bidder completes this tab to provide a breakdown of programme milestones and related contractual values.	4.0	, ,	DFID completes breakdown of programme schedule and bidder enters Net/NPAC/Profit values by payment type.	This remains an important tab that will guide post-commencement performance monitoring. DFID to take the lead in completing narrative sections, so that the tab can be customised according to tender type.
5.	Variance	Bidder re-populates entire Template at periodic intervals post-commencement as agreed with DFID (entering on each line on all tabs, actual spend to date plus reforecast of remaining balance of contract spend), the totals of which are captured here, allowing for comparison with original budget figures.		No corre	sponding tab	Rather than ask successful bidders to re-populate and submit entire Template for post-award monitoring, tab 4.0 will be used to compare actual v original budget values.



## Version 4.0

Issued for use on/after:

01/09/2019

# **Instructions for successful completion of Commercial Cost Template**

Guidance set out here and embedded as notes within the separate tabs of this Cost Template will assist you in completing the full cost recovery budget template. The guidance will explain how to calculate the full cost of your programme including an appropriate share of all relevant support services and other overheads, defined as 'non-programme attributable costs' or 'NPAC'.

Throughout the Cost Template, you will find TRUE/FALSE check boxes that will assist to ensure linked totals correspond.

Cell protection has been discarded in this version to enable suppliers to have full functionality. Please therefore take care not to inadvertently delete or overtype a formula box. If you insert additional rows/columns, ensure you copy all formula cells down/across.

You should refer to DFID's Cost Eligibility guidance to ensure all costs included are eligible for inclusion.

#### The following principles apply to the Cost Template:

- (a) Enter values in GBP.
- **(b)** Enter costs **inclusive** of non-recoverable taxes but **exclusive** of reclaimable Input VAT from HMRC.
- (c) Enter budget for local government taxes on the contract.
- (d) Enter or select information within yellow cells.
- (e) Do not enter information in greyed or blank cells.
- (f) Do not alter formula. If there is an error, contact the Contract Officer.
- (g) Any non-budgeted item will be at the supplier's expense.
- (h) Do not include any costs to be funded via other (non-DFID) funding source.
- (i) If 'other' is selected in any category, enter details in the notes section.
- (j) Budget monthly in year one and annually thereafter.



#### PLEASE ONLY ENTER DATA WHERE HIGHLIGHTED YELLOW

NOTES FOR TAB 1.	

This tab should be completed in the following order:

(a) Enter details about the programme in Table 1.
(b) Enter details requested for lead organisation and all partners in columns B-D of Table 3. For column D, the definition of SMEs is set in the EU recommendation 2003/361 (link below),

with an organisation determined to be small, medium or large in accordance with set limits in relation to the following criteria, subject to periodic EU review and uplift:

Staff Headcount, and

Staff Headcount, and
Either Turnover Or Balance Sheet total
EU recommendation 2003/361

(c) Table 4 provides a completion checklist, allowing manual tick off as each Cost Template tab is completed.
(d) Table 2 will auto-populate as the Cost Template is completed. Ensure it tallies with the programme cost total on tab 2, using the True/False checkbox.
(e) Complete columns F-H of Table 3 once Cost Template has been fully completed.

	TABLE 1: FULL COST RECOVERY BUDGET - PROGRAMME INFORMATION
Lead organisation name	
Programme name	for completion by PCD
PO number	for completion by PCD
Programme start date	for completion by PCD
Programme end date	for completion by PCD
Total programme cost (auto-fill from Table 2)	£
Programme country/region supported by Programme	for completion by PCD
Prepared by:	
Date prepared:	

	TABLE 3: SPLIT OF PROGRAMME	COSTS ACROSS LEAD OF	GANISATION AND D	ELIVERY PARTNERS			
Lead organisation/ Delivery partner		Is the Delivery Partner based in the same country/countries as programme delivery?		Total cost	Direct Programme Costs	Lead Organisation: Indirect Costs (NPAC), Profit and Fund Value	Local Government Taxes on contract
Lead organisation				£ -			
Delivery partner one				£ -			
Delivery partner two				£ -			
Delivery partner three				£ -			
Delivery partner four				£ -			
Delivery partner five				£ -			
Delivery partner six				£ -			
Delivery partner seven				£ -			
Delivery partner eight				£ -			
Delivery partner nine				£ -			
Delivery partner ten				£ -			
Delivery partner eleven				£ -			
TOTAL PROGRAMME COST IN GBP				£ -	£ -	£ -	£ -

CHECK	TRI

SUPPLIER NOTES (insert more rows as required)

TABLE 2: SUMMARY OF PROGRAMME COSTS								
Direct Programme Costs	£	-						
Indirect Costs - Non programme attributable cost (NPAC)	£	-						
Contract Profit/Surplus	£							
Fund Value	£							
Local Government Taxes on Contract Value	£							
TOTAL PROGRAMME COSTS	£							

CHECK TRUE

TABLE 4: COMPLETION CHE	CKLIST
TAB	COMPLETED: Y/N
I.0 Information	
2.0 Total Programme Cost	
2.1 Frontline Programme Delivery	
2.2 Capital Expenditure	
2.3 Programme Staff - Pay	
2.4 Programme Staff - Travel	
2.5 Monitoring, Evaluation and Lessons Learned	
B.O NPAC	
1.0 Payment Profiling	

Department for International Development

PLEASE ONLY ENTER DATA WHERE HIGHLIGHTED YELLOW
All non-yellow highlighted areas are populated via completion of Tabs 2.1 to 3.

							DFID G	UIDANCE NO	OTES FOR T	AB 2. TOTA	L PROGRAMI	ME COST														
HIS TAB SHOULD BE COMPLETED IN THE FOLLOWIN	G ORDER:															on this tab, con				to generate Ye	ar 1 total in co	lumn O, then	columns P+ fo	or each of		
Programme Activities-FLD & Capital Expenditure: No input pulate correctly to this tab.	needed on this schedule. Go to tabs 2	.1 and 2.2 respi	ectively to e	enter detail, t	then ensure tota	als for those	tabs auto-	Years 2	Years 2+ to generate Programme total in column AA. Ensure the total Profit/Surplus on this tab matches the Profit total for the Lead Organisation on tab 2.3.																	
Programme Staff Costs - Pay AND Staff Costs - Travel, According	ommodation & Susbistence: Go to tabs	2.3 and 2.4 resp	pectively to	enter detail	for all staffing o	osts. Return	n to this tab to	(f) Func																		
sure column V (All Years) has auto-filled correctly, then an	alyse Year 1 costs over 12 months and Y	'ears 2+ costs a	cross each o	of the separa	te programme y	ears.		month	ly profiling to	generate Ye	ar 1 totals in co	lumn O, th	en columns	P+ for each o	Years 2+ to ge	nerate Program	me totals in col	umn AA.								
Monitoring, Evaluation & Lessons Learned: No input need	ed on this schedule. Go to tab 2.5 to er	nter detail, then	ensure tot	als for that to	ab auto-populat	te correctly t	to this tab.																			
NPAC: Go to tab 3 to enter detail. Return to this tab to en				ear 1 costs o	over 12 months	(ie columns	C to N, which					r required	funding pro	iling in accor	fance with agre	ed terms, takin	g into account t	hat the depart	ment will nee	d to verify wor	k completed p	rior to payme	nt. This tab w	ill be used as		
to-fill Y1 total in column O). Ensure the total NPAC on this	tab matches the NPAC total for the Lea	d Organisation	on tab 2.3.					a basis	for post-awa	ard contract r	nonitoring.															
								YEAR 1							YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	VFAR 7	YEAR 8	YEAR 9	YEAR 10	- 1	TOTAL
	SUMMARY CATEGORY FOR TABLE 2														PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME		PROGRAMME
ROGRAMME BUDGET AREA	ON TAB 1	MONTH 1	MONTH 2	MONTH	H3 MONTH	4 MONT	TH 5 MON	TH 6 MON	TH7 MC	ONTH 8 INTO	MONTH 9 M	ONTH 10	MONTH 11	MONTH 12	COST	COST	COST	COST	COST	COST	COST	COST	COST	COST	PROJECT %	TERM COST
OGRAMME ACTIVITIES (tab 2.1)	Direct Programme Costs	£ .	£	- £	- £	- £	· £	- £	- £	· £	· £	· £		£	£ .	£ .	£ .	£ .	£ .	£ .	£ .	£ .	£ .	£ .	#DIV/0!	£ -
PITAL EXPENDITURE (tab 2.2)	Direct Programme Costs			· £		· £					· £	. 6		f	#DIV/0!	#DIV/0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0	#DIV/0!	#DIV/0!	
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OGRAMME STAFF COSTS - Pay (tab 2.3) Programme Leadership															£ .										#DIV/0!	£ .
Programme Management Technical Advisor															£ .										#DIV/0!	£ -
Programme Support and Administration															£ .										#DIV/01	£.
SUBTOTAL PROJECT STAFF COSTS - Pay	Direct Programme Costs	£ .	£	- £	- £	. £	· £	. £	· £	- £	· £	- £		£	£ .	£ #DIV/0	£ .	£ - #DIV/0!	£ -	£ .	£ .	£ -	£ .	£ .	#DIV/0!	£ -
IGRAMME STAFF COSTS - Travel, Accommodation & Subsistence (tab 2.	4)														#DIV/U	2010/0	#510701	#DIV/01	#DIV/U!	#DIV/01	#DIV/01	#DIV/01	#DIV/0:	#DIV/01		
Travel Accommodation															£ .										#DIV/0!	£ .
Subsistence															£ .										#DIV/0!	£ .
SUBTOTAL PROJECT STAFF COSTS - Travel. Accommodation &	Subsistence Direct Programme Costs	£ .	£	· £	. £	· £	- £	· £	· £	· £	· £	- £		£	£ #DIV/0!	£ #DIV/0	£ .	£ . #DIV/01	£ .	£ .	£ .	£ . #DIV/0!	£ .	£ . #DIV/0!	#DIV/0!	£ .
DNITORING, EVALUATION & LEARNING (tab 2.5)	Direct Programme Costs	£ .	£	- £	· £	- £	· £	- £	- £	· £	· £	· £		£	£ .	£ -	£ .	£ -	£ .	£ .	£ .	£ .	£ -	£ .	#DIV/0!	£ -
TAL DIRECT AND DIRECTLY ATTRIBUTABLE PROGRAMME COSTS		£ .	£	- £	- £	· £	· £	- £	- £	· £	- £	· £		£	#DIV/0!	#DIV/0	#DIV/0!	#DIV/0!	#DIV/01	#DIV/0!	#DIV/01	#DIV/0!	#DIV/0	#DIV/0!	#DIV/0!	£ .
PAC (tab 3.0)	Indirect Costs - Non programme attributable cost (NPAC)														f .						f .	£ .	f .	ļ	#DIV/0!	
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AL PROGRAMME COST BEFORE LOCAL GOVERNMENT TAXES		£ .	£	. £	. £	- £	· £	· £	. £	. £	. £	- £		£	£ .	£ .	£ .	£ .	£ .	£ .	£ .	£ .	£ .	£ .	#DIV/01	£ .
cal Government Taxes on Contract Value	Local Government Taxes on Contract														1											
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(MENT PROFILING (tab 4.0)															£ .											£ .
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PPLIER NOTES (insert more rows as required)															-											
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For use by Contract Officer: delete this box before issue and add additional guidance if categories are ambiguous SUGGESTED COST HEADERS FOR PRE-POPULATION OF COLUMN 'A'

Country office space (rent, utilities etc)
Field office space (rent, utilities etc)
IT and Communications
Security costs
Other office costs
Commodities



PLEASE ONLY ENTER DATA WHERE HIGHLIGHTED YELLOW																	EAR 1		
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PROGRAMME ACTIVITIES - Frontline Programme Delivery	Organisation Name	Country	Detailed Description	Unit Cost £	Quantity	Month 1 Total £	Quantity	Month 2 Total £	Quantity	Month 3 Total £	Quantity	Month 4 Total £	Quantity	Month 5 Total £	Quantity	Month 6 Total £	Quantity	Month 7 Total £	Quantity
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TOTAL PROGRAMME ACTIVITY COSTS - Frontline Programme Delivery																£ -			

SUPPLIER NOTES (insert more rows as required)

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Month 8 Total £	Quantity	Month 9 Total £	Quantity	Month 10 Total £	Quantity	Month 11 Total £	Quantity	Month 12 Total £	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME	PROGRAMME
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SUMMARY OF ALL ASSE	ETS BY ACTIVITIES
PROGRAMME ACTIVITIES	TOTAL COSTS BY PURCHASING METHOD £
Country office space (rent, utilities etc)	£ -
Field office space (rent, utilities etc)	£ -
IT and Communications	£ -
Security costs	£ -
Other office costs	£ -
Commodities	£ -
Any other costs	£ -
	£ -

ECK



**EXAMPLES OF TYPICAL COST TYPES TO BE** ENTERED ON THIS TAB

Office Furniture & Equipment

Motor Vehicles (standard and off-road) Other Project-related Equipment

#### NOTES FOR SUPPLIERS:

A: Any aspect of capital expenditure included must be fully justified as contributing to the sustainable outcome of the project. The cost should be recorded in the year in which the purchase is planned; do not spread the cost of a new purchase over the lifetime of the project.

B: There is a requirement for a programme asset register to be maintained for all assets purchased at a value of £500 or more.

C: Depreciation is not an allowable expense. However, where existing vehicles and capital items can be used to deliver a DFID project, we accept a running and maintenance cost for the use of these to be included in the budget.

Ownership of new vehicle and capital items bought using DFID funds is retained by DFID throughout the lifetime of the project. The future use of the item is discussed and agreed on project completion.

PLEASE ONLY ENTER DATA WHERE HIGHLIGHTED																			
YELLOW																		EAR 1	
CARLES SUPERIOR DATE DATE OF THE COLUMN TO T	rganisation Name	Country	Purchasing Method	Purchasing Rationale	Unit Cost £		TH 1 Month 1 Total £		Month 2 Total £	MON			ITH 4 Month 4 Total £	MON			Month 6 Total £		TH 7 Month 7 Total £
CAPITAL EXPENDITURE Detailed Description Or	iganisation Name	Country	Fulctiasing Methou	Ful Classing Rationale	Ollit Cost E	Qualitity	WIOIILII I TOLAI E	Quantity	Widitii 2 Total £	Quantity	WIOIILII 3 TOTAI E	Quantity	Wiolitii 4 Total £	Quantity	WOILLI S TOTAL E	Quantity	Wichtin & Total E	Quantity	WOULT / TOTALE
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SUMMARY OF ALL ASSETS B	T PURCHASING WIETHOD
PURCHASING METHOD	TOTAL COSTS BY PURCHASING METHOD £
Capital purchase	£
Hire purchase	£
Maintenance cost (pre-purchased asset)	£
Rental agreement	£
	£

CHECK

		•			TABLE 1- DI	ROGRAMME TEAM DETAILS	•							
JOB FAMILY	INTERNATIONAL/	JOB TITLE - for mandatory completion, using	ALTERNATE JOB TITLE - for optional completion,	TECHNICAL DISCIPLINE	LEVEL OF EXPERTISE		EXPERIENCE	COUNTRY OF OPERATION	PROGRAMME TERM	NO. OF DAYS - DESIGN	NO. OF DAYS - INCEPTION PHASE	NO. OF DAYS -	NO. OF DAYS -	LEAD ORGANISATION OR DELIVERY PARTNER
	REGIONAL/ NATIONAL	JOB TITLE - for mandatory completion, using drop-down list options.	using free text.							PHASE	PHASE	IMPLEMENTATION PHASE	EXIT PHASE	NAME
	NATIONAL											PHASE		

TAE	ILE 2: LEAD ORGA	ANISATION DAY F	MATE	l	Г
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LIVERY PARTNER	BLE 3: DELIVERY	DELIVERY PARTNER	DELIVERY PARTNER	ANNUALISED
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			LEAD	DELIVERY	GRAND TO NPAC
			ORGANISATION	PARTNER TOTAL	

SUPPLIER NOTES (insert more rows as required)	

SUMMARY BY JOB FAMILY: LEAD ORG	NET) + DP GROSS INVO	DICED					
PLEASE ENTER ANNUAL SPLIT OF THESE TOTALS MANUALLY ON TAB 2							
	TOTAL DAYS ALL	TOTAL COSTS ALL					
JOB FAMILY	PHASES	PHASES					
Programme leadership		£ .					
Programme management		£ .					
Technical advisor		£ .					
Programme support and administration		£ .					
OTAL		£ .					
CHECK TOTALS AGREE TO ABOVE							
CHECK TOTALS AGREE TO ABOVE	TRUE	TRUE					
CHECK IDTALS AGREE TO ABOVE	TRUE	TRUE					
SUMMARY BY PROGRAMME PHASE: LEAD O							
SUMMARY BY PROGRAMME PHASE: LEAD O PROGRAMME PHASE	ORG (NET) + DP GROSS	INVOICED					
SUMMARY BY PROGRAMME PHASE: LEAD ( PROGRAMME PHASE Design	DRG (NET) + DP GROSS TOTAL DAYS	INVOICED TOTAL COSTS					
SUMMARY BY PROGRAMME PHASE: LEAD O PROGRAMME PHASE Design Inception	DRG (NET) + DP GROSS TOTAL DAYS	INVOICED TOTAL COSTS					
SUMMARY BY PROGRAMME PHASE: LEAD O PROGRAMME PHASE Inception Inception Implementation	DRG (NET) + DP GROSS TOTAL DAYS	TOTAL COSTS  £ £					
SUMMARY BY PROGRAMME PHASE: LEAD O	DRG (NET) + DP GROSS TOTAL DAYS	INVOICED  TOTAL COSTS  £ £ £					
SUMMARY BY PROGRAMME PHASE: LEAD ( PROGRAMME PHASE  Inception Inception Implementation  Bit	DRG (NET) + DP GROSS TOTAL DAYS	INVOICED  TOTAL COSTS  £  £  £  £					
SUMMARY BY PROGRAMME PHASE: LEAD ( PROGRAMME PHASE  Inception Inception Implementation  Bit	DRG (NET) + DP GROSS TOTAL DAYS	INVOICED  TOTAL COSTS  £  £  £  £					

CHECK TOTALS AGREE TO ABOVE	TRUE	Т					
SUMMARY BY TECHNICAL DISCIPLINE: LEAD ORG (NET) + DP GROSS INVOICED							
TECHNICAL DISCIPLINE	TOTAL DAYS	TOTAL COSTS					
Fund Management		£					
Accounting, Audit and Statistics		£					
Agriculture		£					
Biological Sciences and Ecology		£					
Climate Change and Environmental Services		£					
Community Development		£					
Due Diligence		£					
Economics / Financial Analysis		£					
Education		£					
Engineering		£					
Finance and Investment		£					
Food Security		£					
Fragility and Conflict		£					
Gender		£					
Governance		£					
Human Resources Development		£					
Humanitarian, Emergency, Risk Management		£					
Industry		£					
Information Systems		£					
Infrastructure		£					
Institutional Reform		£					
Legal		£					
Logistics		£					
Medicine		£					
Monitoring & Evaluation		£					
Non-applicable		£					
Other (enter details in Notes Box below)		£					
Public Health		£					
Rural Development		£					
Social and Political Science		£					
Social Development		£					
TOTAL		£					

Department for International Development

NOTES
de team members engaged by Lead Organisation and Delivery Partners (including sub-contractors).
de Fund Management and M&E technical disciplines (select from Col D'Technical Discipline drop-down list),
der Deliver salaries (these should be included on tab 2-4).
mm C must be completed in every case, selecting the most appropriate option from the drop-down list. Column D is additionally provide
plotted list of the additional supplication tent the actual job list to staff working on the programme where appropriate.

Def INDIFICATION IN THE ADMINISTRATION OF THE PROPERTY OF THE

YELLOW SEE FOOT OF TAB (BUGHT OF COL AA) FOR SUMMARIES AND CHECK BOXES  TABLE 1: PROGRAMME TEAM DETAILS							OVERHEAD AND PR										
LY	INTERNATIONAL/ REGIONAL/	JOB TITLE - for mandatory completion, using drop-down list options.	ALTERNATE JOB TITLE - for optional completion, using free text.	TECHNICAL DISCIPLINE	LEVEL OF EXPERTISE	TEAM MEMBER'S NAME	EXPERIENCE	COUNTRY OF OPERATION	PROGRAMME TERM	NO. OF DAYS - DESIGN PHASE	NO. OF DAYS - INCEPTION PHASE	NO. OF DAYS - IMPLEMENTATION	NO. OF DAYS - EXIT PHASE	LEAD ORGANISATION OR DELIVERY PARTNER NAME	LEAD ORGANISATION TOTAL PROFIT	DELIVERY PARTNER TOTAL	GRAN P
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6: PROGRAMME TEAM COS		
erated rate + Delivery Part	ner GROSS INVO	ICED rate)
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IER NOTES (insert more rows as required)	

	TOTAL DAYS ALL	TOTAL COSTS ALL
JOB FAMILY	YEARS	YEARS
Programme leadership	-	£ .
Programme management	-	£ .
Technical advisor	-	£ .
Programme support and administration	-	£ .
TOTAL		£ -
CHECK TOTALS AGREE TO ABOVE	TRUE	TRUI
SUMMARY BY PRGORAMME PHASE: LEAD O	RG (GROSS) + DP GRO	

Design	-	£ .
Inception	-	£ .
Implementation	-	£ .
Exit	-	£ .
TOTAL		£ -
CHECK TOTALS AGREE TO ABOVE	TRUE	TRUE
SUMMARY BY TECHNICAL DISCIPLINE: LEAD O	ORG (GROSS) + DP GRI	DSS INVOICED
TECHNICAL DISCIPLINE	TOTAL DAYS	TOTAL COSTS
Fund Management	-	£ -
Accounting, Audit and Statistics	-	£ .
Agriculture	-	£ .
Biological Sciences and Ecology	-	£ .
Climate Change and Environmental Services	-	£ .
Community Development	-	£ .
A . AT		

TECHNICAL DISCIPLINE	TOTAL DAYS	TOTAL COSTS
Fund Management	-	£
Accounting, Audit and Statistics		£
Agriculture		£
Biological Sciences and Ecology		£
Climate Change and Environmental Services		£
Community Development		£
Due Diligence		£
Economics / Financial Analysis		£
Education		£
Engineering		£
Finance and Investment		£
Food Security		£
Fragility and Conflict		£
Gender		£
Governance		£
Human Resources Development		£
Humanitarian, Emergency, Risk Management		£
Industry		£
Information Systems		£
Infrastructure		£
Institutional Reform		£
Legal		£
Logistics		£
Medicine		£
Monitoring & Evaluation		£
Non-applicable		£
Other (enter details in Notes Bax below)		£
Public Health		£
Rural Development		£
Social and Political Science	-	£
Social Development		£
TOTAL		£

CHECK TOTALS AGREE TO ABOVE TRUE



## PLEASE ONLY ENTER DATA WHERE HIGHLIGHTED YELLOW

Please enter Drivers' salaries on this tab.
Please also include entries for all Lead Organisation, Delivery Partner, Fund
Mgt and M&E staff.

RATIONALE FOR ALL TRAVEL-RELATED QTY/NO.S ENTERED BELOW MUST BE INCLUDED IN THE P

<u> </u>											
						TABLE 1: TRAVEL					
LOCALITY	DEPARTURE COUNTRY	DEPARTURE AIRPORT	ARRIVAL COUNTRY	ARRIVAL AIRPORT	MODE OF TRANSPORT	PRODUCT DESCRIPTION		DESIGN PHASE - TOTAL COST £	INCEPTION PHASE - QTY/NO.	INCEPTION PHASE - TOTAL COST £	IMPLEMENTATION PHASE - QTY/NO.
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CHECK SUMMARY TAB = THIS TAB TOTALS TRUE

CHECK TAB TOTALS AGREE TO TAB 2

SUPPLIER NOTES (insert more rows as required)		
SUPPLIER NOTES (insert more rows as required)		

IMPLEMENTATION			
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	TABLE 3: SUBSISTENCE												
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Examples of typical cost types to be entered on this tab:

Independent Evaluation Costs (provide detail in Notes box)
Other Monitoring and Evaluation Costs (provide detail in Notes box)

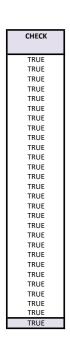
M&E Staff PAY and TRAVEL should NOT be included on this tab. Instead please use tabs 2.3 and 2.4 respectively.

PLEASE ONLY ENTER DATA WHERE HIGHLIGHTED YELLOW	1														YEAR	1	
	-			MOM	NTH 1	MO	NTH 2	IOM	NTH 3	MO	NTH 4	MO	NTH 5	IOM	ITH 6	MOI	NTH 7
MONITORING, EVALUATION AND LEARNING - Detailed Description	Organisation Name	Country	Unit Cost £	Quantity	Month 1 Total £	Quantity	Month 2 Total £	Quantity	Month 3 Total £	Quantity	Month 4 Total £	Quantity	Month 5 Total £	Quantity	Month 6 Total £	Quantity	Month 7 Total £
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SUPPLIER NOTES (insert more rows as required)		

MO	NTH 8	MOI	NTH 9		NTH 10		NTH 11			TOTAL YEAR 1		YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Quantity	Month 8 Total £	Quantity	Month 9 Total £	Quantity	Month 10 Total	Quantity	Month 11 Total	Quantity	Month 12 Total							PROGRAMME			
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## **LEAD ORGANISATION NPAC**

Please only enter data where highlighted yellow

## **DFID GUIDANCE NOTES FOR TAB 3. NPAC**

Use this tab to calculate the amount of NPAC that may be costed to this programme.

Table 1 - enter your overhead categories in the columns provided (example titles are shown below but please use your own overhead categories drawn from your statutory accounts and use more columns if you need to). Then select an NPAC sharing methodology, for each category, referring to Annex 1 of the Cost Eligibility guidance. Table 2 - enter the relevant numbers/amounts for this programme and for other programmes, depending on the sharing methodology selected in Table 1.

Table 3 - enter here a breakdown of your NPAC cost totals (example headings are shown but these are neither exhaustive nor presriptive), then enter programme term in years. Remaining fields auto-populate using information entered in Table 2 to calculate your organisation's NPAC.

Table 4 - allows you to profile your total programme NPAC calculated in Table 3 across each of the years of the programme. Choose a profiling that best represents the likely pattern of spend and provide rationale in the notes box.

TABLE 1: CLASSIFY NPAC INTO COST CATEGORIES AND DEFINE METHOD FOR SHARING								
Type of NPAC (ie Indirect Overhead categories shown in statutory accounts. Examples shown here, please amend as appropriate to your organisation.)	Example: Administration expenses	Example: Support staff costs	Example: Governance costs					
Methodology for sharing NPAC (see Annex 1 of Cost Eligibility Guidance)								
TABLE 2: ALLOCATE SELECTED COST SHARING METHODOLOGY FOR:								
THIS programme								

TABLE 2: ALLOCATE SELECTED COST SHARING METHODOLOGY FOR:									
THIS programme									
Other programmes									
Totals	-	-	1						
Increase in activity due to THIS programme	0%	0%	0%						
Percentage share due to THIS programme	0%	0%	0%						

Note that the following cost headers are suggested (typical) NPAC costs; they are neither exhaustive nor prescriptive.  Rent, rates and utilities Maintenance and repairs Equipment Printing and stationery Cleaning IT costs Bank charges Consultants Programme quality support Phones Support staff costs Support staff costs Support and review visits and annual conference External audit Internal audit Internal audit Internal audit Internal audit Internal oudit Internal audit Internal audi	TABLE 3: BREAKDOWN AND CALCULATION OF ORGANISATIONAL NPAC									
Maintenance and repairs Equipment Printing and stationery Cleaning IT costs Bank charges Consultants Programme quality support Phones Support affects Subscription fees Legal and professional fees Support and review visits and annual conference External audit Internal audit Trustee indemnity insurance Other  Total annual NPAC cost Change in activity cost Programme term (in number of years) Total programme term NPAC ALL programmes Percentage share due to THIS programme  0% 0% 0%	Note that the following cost headers are suggested (typical) NPAC costs; they are neither exhaustive nor	· ·		Example: Governance costs						
Equipment Printing and stationery Cleaning IT costs Bank charges Consultants Programme quality support Phones Support staff costs Support staff costs Support and review visits and annual conference External audit Internal audit Trustee indemnity insurance Other  Total annual NPAC cost Change in activity cost Programme term (in number of years) Total programme term NPAC ALL programmes Percentage share due to THIS programme  9 % 0% 0%	Rent, rates and utilities									
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Programme term (in number of years)  Total programme term NPAC ALL programmes	Total annual NPAC cost	-	-	-						
Total programme term NPAC ALL programmes Percentage share due to THIS programme 0% 0% 0%	Change in activity cost	0%	0%	0%						
Percentage share due to THIS programme 0% 0% 0%	Programme term (in number of years)									
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Total programme term NPAC to THIS programme	Percentage share due to THIS programme	0%	0%	0%						
	Total programme term NPAC to THIS programme	-	-	-						

TABLE 4: ANNI	UAL TOTALS
Year 1 predicted NPAC total	
Year 2 predicted NPAC total	
Year 3 predicted NPAC total	
Year 4 predicted NPAC total	
Year 5 predicted NPAC total	
Year 6 predicted NPAC total	
Year 7 predicted NPAC total	
Year 8 predicted NPAC total	
Year 9 predicted NPAC total	
Year 10 predicted NPAC total	
Total predicted programme NPAC	

CHECK TABLE 4 = TABLE 3	TRUE
CHECK TABLE 4 AGREES TO TAB 2 NPAC TOTAL	TRUE

SOPPLIER NOTES (insert more rows as required)						



LEAD ORGANISATION PAYMENT PROFILING TAB

CONTRACT OFFICER SHOULD COMPLETE
COLUMNS A-F BEFORE ISSUE
(then delete this box)

# PLEASE ONLY ENTER DATA WHERE HIGHLIGHTED YELLOW

			PAYMENT SO	CHEDULE						
PAYMENT NUMBER	PAYMENT TYPE	DETAILED DESCRIPTION (Milestone, Project Stage etc)	PROGRAMME PHASE OF PAYMENT	FINANCIAL YEAR OF PAYMENT	MONTH OF PAYMENT	NET PAYMENT VALUE	NPAC	PROFIT	TOTAL PAYMENT VALUE	PROJECT %
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SUPPLIER NOTES (insert more rows as required)		