

ES and TFM Note on Guidelines for EIF Tier 2 projects

A. Background and Objective of the Note

The EIF became fully operational on 1st July 2009 when the first Tier1 projects were approved by the Board. This paved the way for not only other Tier1 projects, but also begs the need to urgently finalise Tier 2 guidelines to enable recipient countries have an opportunity to fully access all of the resources. This note prepared by the joint effort of the ES and TFM lays out a first draft of guidelines for the formulation of Tier 2 projects and is intended to facilitate discussion by the Board. Once approved the guidelines will be circulated to all the stakeholders and will form the basis of any Tier 2 proposals to be considered by the EIF Board. The compendium of guidelines provides that all LDC EIF Partners who have completed the DTIS validation and have had the DTIS endorsed by the LDC Government shall be eligible to apply for Tier2 funding according to the ceiling to be set by the Board.

This note includes technical, fiduciary and formatting aspects that could guide the formulation of Tier 2 proposals

Additionally, there are a number of issues for which finalisation of the guidelines requires a decision or guidance by the Board and are summarised below:

- 1. What categories of projects would not be eligible for Tier 2 funding? For those eligible, what are the conditions for eligibility?**
- 2. Is co-funding also considered under Tier 2 projects and if yes under which conditions?**
- 3. Guidance is sought on the number of implementing entities (principal grant recipient) with which the TFM will deal per country. UNOPS TFM proposal was based on a maximum of 2 implementing entities per country. Increasing this number would have implications for the TFM operational budget.**
- 4. Further guidance on the budget and timing provision in the compendium of guidelines. What, if any, should be the recommended funding range of ceiling for Tier 2 projects? (eg between US\$ 150,000 and US\$ 2,000,000; or up to US\$ 2,000,000) Should there be different ranges or ceilings for different categories of projects?**
- 5. Should there be a guidance or a ceiling for Tier 2 projects per country (either in US\$ or in terms of numbers of projects) for the total 5 year EIF phase 1 or per year? Should this guidance note also include the EIF policy on regional projects, or should that issue be resolved later, and thus only a reference to a future discussion be included in these guidelines?**

B. Tier 2 Projects

Tier 2 projects are projects funded by the EIF TF to address priorities identified in an EIF beneficiary country's DTIS, the DTIS update and its Action Matrix. Tier 2 is aimed at providing funding for activities such as small priority projects, project development activities, feasibility studies and seed projects. Large projects generated as part of the DTIS process have to be financed through other mechanisms such as Consultative Group meetings and round tables. It is encouraged that, where possible, LDCs should leverage additional resources and contribute to the overall coherence of TRTA interventions.

The decision to give priority to a particular sector or type of project/activity within the DTIS and to start preparation of a project for submission for EIF TF Tier 2 funding will be taken by the NSC after a documented process of consultation involving all the stakeholders. A project will be considered for EIF funding under Tier 2 provided that the project will not be funded by other sources (see B.3 below).

B.1 Examples of Tier 2 project categories

The table below gives illustrative examples of different categories of Tier 2 projects under consideration.

Category	Description
Technical assistance	<ul style="list-style-type: none"> • assistance to implement WTO or trade policy commitments • trade mainstreaming activities and institutional capacity building • strengthening trade support services • project preparatory activities • assistance for WTO Accession
Capacity building and training	<ul style="list-style-type: none"> • institutional capacity building for key trade support institutions (beyond support from Tier 1) • activities to enhance government capacities in project design and formulation • Specific actions aimed at enhancing small and medium enterprises' competitiveness for priority sectors identified in the DTIS
Special studies	<ul style="list-style-type: none"> • preparation of sector wide approaches (SWAp) for priority sectors identified in the DTIS • formulation of national and sectoral trade/export development strategies • feasibility studies • needs assessment
Investment projects	<ul style="list-style-type: none"> • pre-investment activities • small projects to enhance the supply-side response of the country
Others	<ul style="list-style-type: none"> • other trade related projects that do not fall into the above categories

B.2 Project categories not considered for EIF Tier 2 funding

The following categories of projects will not be considered for funding by the EIF TF

- to be completed on the basis of **Board decision 1**.

Investment projects raise specific issues that need to be addressed with further guidance from the Board. For example, if investment projects are “bankable projects”, a determination must be made regarding in which cases would they require grant support from the EIF. Additionally, the question of whether income-generating projects are eligible for Tier 2 funding and, if so, under what conditions, must be decided.

B.3 The role of bilateral, multilateral and other funding for DTIS Action Matrix implementation

Given the size of Aid for Trade needs for the EIF beneficiary countries, the bulk of the resources necessary to implement the DTIS Action Matrix will need to come from beneficiary countries' development partners, i.e. multilateral, bilateral and other donors through for example Consultative Group meeting, Round Table meetings or other specific mechanisms that may prevail in a beneficiary country.

Funding from the EIF TF will be used to provide bridging funding, or funding to jump start project-related activities identified in the DTIS, its update and its Action Matrix.

Thus, before an EIF beneficiary country sets out to draft a project proposal for funding by the EIF Tier 2, the IF Focal Point in cooperation with the Donor Facilitator needs to have presented the project for funding to the local development community, for example at Consultative Group meetings, Round Table meetings or other funding mechanism prevailing. Only projects for which no bilateral or multilateral funding had been obtained should be submitted to the EIF TF for funding. To document this, the project proposal should include minutes of the relevant donor meeting during which the project proposal was presented, signed by the IF FP or Chair of the NSC and the DF. The reasons why the proposal did not obtain funding, despite being identified as a priority in the DTIS, should be explained.

The relationship between the EIF and other bi-lateral or multilateral funding should be clarified and particularly the issue of co-funding of Tier 2 projects:

- to be completed on the basis of **Board decision 2**.

Bilateral, multilateral or other donors that have signalled that they are willing to fund a specific project should do so within a reasonable time-frame. If no activities to initiate the funding process have taken place within one year after the commitment was made, the beneficiary country can proceed to present the project to the EIF TF.

B.4 Implementing Entities

The FP, guided by the NSC will propose the implementing entity for a project. For Tier 2 projects, the TFM will disburse directly to national, regional or international implementing entities (UN agencies, non-UN development Agencies, NGOs, private sector firms, etc.), or to a pooled funding arrangement for implementation of trade related assistance, which will take responsibility for the delivery of project activities proposed by the FP or assist the FP/NIU in overall project management and/or coordinate the work of implementing entities (if applicable).

The TFM may disburse funds directly to the beneficiary LDC government where the activities are being delivered by the government and the disbursements cover their direct costs. At the request of the FP/NSC/NIU, more than one implementing entity may receive direct disbursements from the TFM, assuming the TFM has carried out an assessment of these implementing entities and its recommendation have been reviewed by the Board. To specify the maximum number of implementing entities per country, **Board decision 3** is needed.

B.5 Project volume and duration

Tier 2 projects are expected to range up to US\$ XXX (**Board decision 4** required) and implementation should be completed within the specified dates in the project document, but no later than the end of the first five years of the EIF Trust Fund or as specified by the Board.

B.6 Allocation of Tier 2 projects per country

Any country that is a beneficiary of the EIF and has completed its DTIS, including a validated Action Matrix is eligible for Tier 2 funding.

Board decision 5 will be needed to determine whether the guidelines should spell out any ceilings in terms of how many Tier 2 projects, or to what value a country might request annually or over the first 5 years of the EIF.

Note that on this matter, the Compendium provides the following guidance: "The level of allocations per country and the share of resources to be inscribed under the EIFTF will be decided by the IF Board in consultation with the concerned LDC Governments, the ES, and the IFSC. The IF Board should consider the following factors, *inter alia*, to decide on the level of allocations from Tier 2: (i)

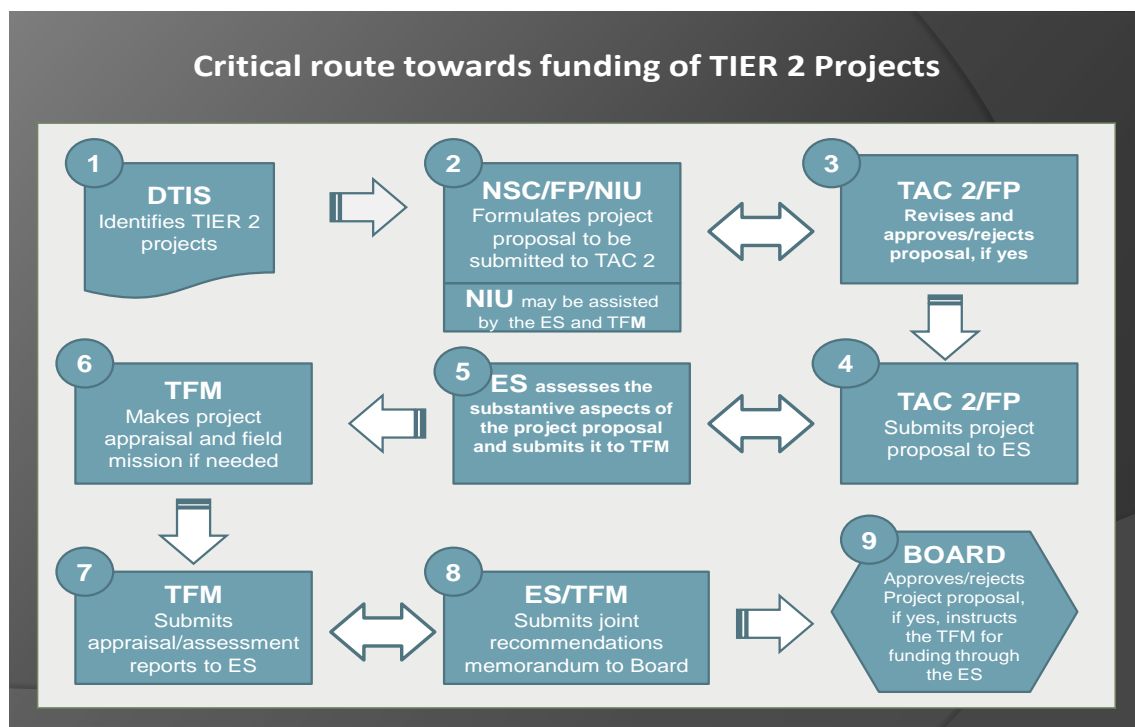
date of entry of the LDC in the IF initiative; (ii) the extent to which trade is mainstreamed into development plans; (iii) the possibility of leveraging additional resources; and (iv) the size of the population, etc.”

B.7 Regional Projects

To be completed on the basis of **Board decision 7.**

C. Approval sequence for Tier 2 projects

The diagram below describes the critical route towards the approval of TIER 2 projects starting from the moment when a project has been identified until its final approval by the Board.



As shown, there are nine (9) steps according to the ‘modus operandi’ of Tier 2 projects as stated in the ‘Compendium’.

- Project proposals for funding are prepared under the coordination of the FP, usually by the NIU, in close consultation with the NSC. To ensure a smooth process, it is advisable to request the assistance of the Donor Facilitator (DF), the Executive Secretariat and the Trust Fund Manager at an early stage.
- In preparing such proposals, the NIU will request, depending on the contents of the proposal the advice and assistance of other national institutions and the private sector as well as international partners, such as EIF Agencies, the donors, NGOs, and specialized UN Agencies.
- The project proposal must be appraised, before its official approval by a Tier 2 Appraisal Committee (TAC2), which formally reviews the project proposal from substantial points of view and decides which of the identified execution modalities is recommended for the respective project.¹ The TAC 2 will ensure that the project has been formulated in a result-oriented manner, is in alignment with the country’s latest national development plans, responds to priority areas of

¹ This decision is to be clearly mentioned in the TAC 2 Minutes. Given the nature of Tier 2 projects, a combination of execution modalities may be possible.

intervention of the DTIS and its Action Matrix and complies with the Modus Operandi of Tier 2 projects.²

- The minutes of the TAC 2 are transmitted to the NSC and accompanied by the project proposal for formal approval by the NSC and signature by the Chair of the NSC. The minutes of the TAC 2, which are always copied to the ES, are to be considered an integral part of the project proposal.
- The ES will provide advice throughout the process and ensure that the Tier 2 approval process and criteria have been complied with. The ES, upon receipt of the signed document, will transmit it to the TFM for fiduciary appraisal of the project and capacity assessment of the Principal Grant Recipient undertaking a field mission if necessary.
- The TFM produces its respective reports to the ES. Both the ES and TFM meet together to prepare a joint Recommendations Memorandum to the EIF Board for approval. After the signature of the project by the Executive Director of the ES on behalf of the EIF Board, the project can be implemented.

Once the project proposal has been approved by the Board, the TFM will proceed with the allocation of funds to the selected project executing entity after the signature of the relevant legal instruments among those already available: Memorandum of Understanding, Partnership Agreement or contract according to the legal nature of the selected Implementing Entity.

D. Project Appraisal and Assessment Exercises

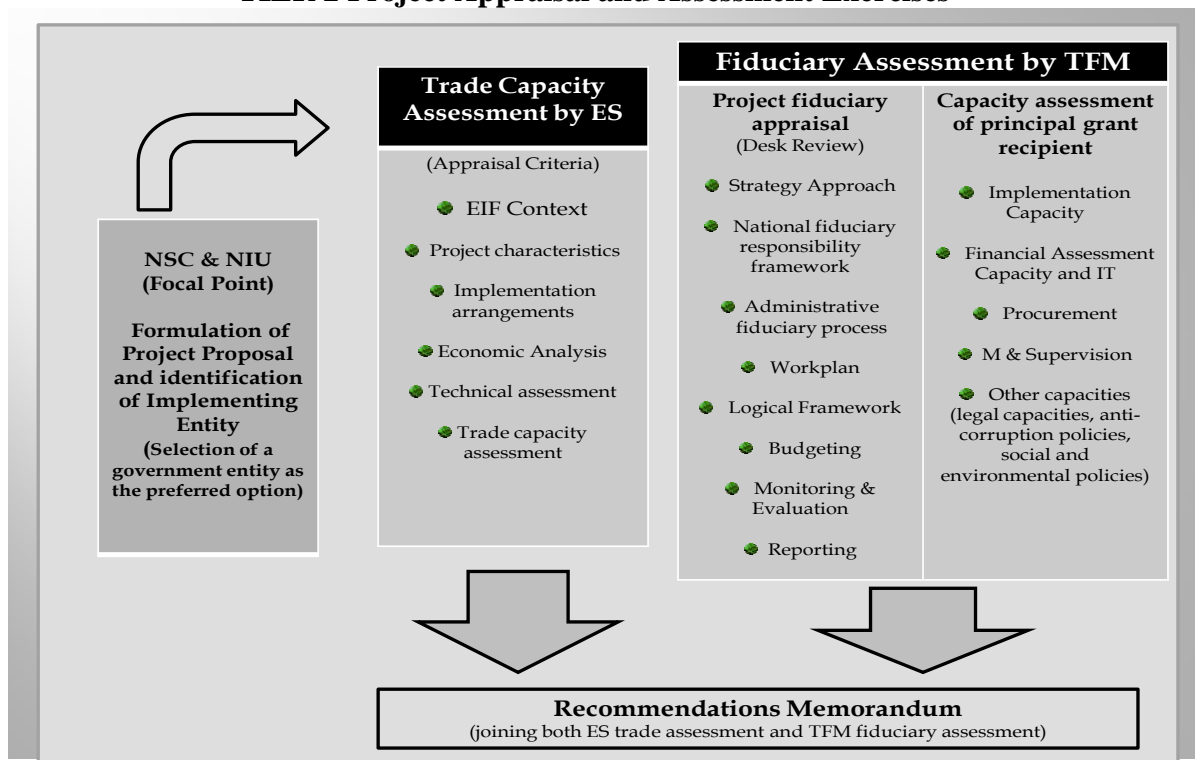
The access to funding for Tier 2 projects occurs through two coordinated appraisal and assessment processes:

- One is the '*trade capacity assessment*' of the main implementing entity undertaken by the ES Team (to be qualified if necessary by **Board decision 6**);
- The other is the '*fiduciary appraisal*' of the project proposal and the 'capacity assessment' of the principal grant recipient undertaken by the TFM Team.

The diagram below illustrates the contents of these exercises, whose extent and outreach may vary according to the category of project and the type of Implementing Entity under consideration.

² The TAC 2 is an ad-hoc Committee convened only for a specific project proposal and is not a permanent body. The composition of the TAC will be decided by the Focal Point (FP) in consultation with the NSC, the DF and ES. It may vary depending on the LDC and the technical content of the project proposal being appraised. In any case, the TAC will be chaired by the FP, and will always include the following core Members: the DF (or in exceptional circumstances, another donor representative designated by the DF), a representative of the Ministry of Trade (or Commerce or equivalent) and one of Finance and/or Planning or another Government Entity and a representative of the Private Sector. See more extensively, the 'Compendium'.

TIER 2 Project Appraisal and Assessment Exercises



On the basis of these two coordinated assessment exercises, which are undertaken through suitable methodological tools, both the ES and the TFM produce recommendations to the EIF Board for the approval or rejection of Tier 2 project proposals.

E. Monitoring and Evaluation

As proposed in the M&E Framework, the Implementing Entities (IE) for Tier 2 projects are responsible for developing M&E plans, a logical framework and associated results indicators for projects, and for adequately monitoring project activities, production of outputs, and progress towards outcomes.

Through their internal monitoring systems, the responsible UN Implementing Entity provides reporting semi-annually to the Trust Fund Manager on project implementation in terms of funds utilized, activities implemented, outputs delivered and outcomes, and uses their internal monitoring to ensure periodic assessment of trends and issues in the EIF project or projects which the IE is implementing. In the case of non-UN Agencies, financial reporting, however, will be done, on a quarterly basis as in the Tier 1 projects.

F. Format for Tier 2 project and Guidelines for Completion

F.1 Format for non-investment projects

Section I: Summary Page	
I.1 Project title	encapsulated description of project aim and focus
I.2 Category of project	technical assistance, or capacity building and training, or special study or other
I.3 Grant recipient entity	name, nature (public, private or other), national or international

I.4 Implementing entity (if different from grant recipient entity)	name, nature (public, private or other), national or international
I.5 Project duration	months, years, indicating expected start date
I.6 Total project costs	in US\$ by year
I.7 EIF funding sought	in US\$ by year
I.8 Other sources of funding (including counterpart funding)	in US\$ by year
I.9 Objective of the project	1-line summary of III.1 below
I.10 Results statement	short summary of III.2 below
I.11 Brief description of the project	which sector is addressed, what are the main activities under the project
I.12 Approved by and date	Focal Point, Chair of the NSC, Donor Facilitator, Executive Secretariat
Section II: Situation Analysis	
II.1 Summary Aid for Trade strategy and Trade Development agenda	Summarise Aid for Trade Strategy (if existent) and Trade Development (or Export Development) Strategy; provide link to the overall Development Strategy (e.g. PRSP);
II.2 Summary implementation of Aid for Trade strategy and Trade Development agenda	Summarise implementation and in particular constraints in the implementation of Aid for Trade Strategy (if existent) and Trade Development (or Export Development) strategy;
II.3 Summary IF process	Brief summary of IF process since beginning, DTIS coverage, date of DTIS Action Matrix validation workshop; summary of window 2, and Tier 1 project (if existent); highlight results in weaknesses of implementation; status of NIAs: composition of NSC, how often it meets; list other consultation mechanism on trade policy (if existent)
II.4 Description multi-year EIF programme	Outline sequence of EIF intervention over the next 3-5 year period, identifying priorities and sequence of interventions; links between interventions
II.5 Support to trade agenda by government and other donors (under implementation and pipeline)	List of all trade and export promotion projects and programmes (in matrix form, identifying volume (in \$) of support, duration, sponsor, sector targeted); all projects and programmes under implementation and pipeline as known.
II.6 Status of sector targeted by project (if applicable)	Summary of sector targeted by project; highlight constraints, including those the project will address
III: Strategy	
III.1 Objective	State the project objective with reference to constraints of implementation of Aid for Trade and Trade/Export Strategies identified in II.2 above
III.2 Results	State the specific results the project seeks to achieve with reference to sectoral constraints identified in II.6 above; this section has to be congruent with the logframe in VI.1 below. Examples are project-specific results in terms of value addition, improved productivity, improved competitiveness, technological innovation, income generation, employment creation/retention, export, etc.
III.3 Key activities and outputs	List the key activities under the project and the outputs to be achieved with these activities. These outputs must be sufficient to reach the results identified in III.2. Identify who undertakes the activities, and what the sequence is.

III.4 Strategic context	If applicable, explain the larger trade development or infrastructure project for which the Tier 2 project will provide needs assessments, feasibility studies or project formulation, including how the larger project will be funded; describe structural and functional linkages of the project with other projects or sector-wide initiatives.
III.5 Link to DTIS findings and Action Matrix; link to multiyear EIF programme	Identify the section of the DTIS and/or Action Matrix priority that the project addresses; identify where in the multiyear EIF programme the project fits.
III.6 Document fund raising activities preceding preparation of the Tier 2 project proposal	State when and on which occasion (Consultative Group meeting, Round Table meeting, special Trade Roundtable, other) the donor community had been asked to fund the project contained in this proposal. Attach a report/minutes of the meeting.
III.7 Government contribution	List government contributions to the project (financial, in-kind (premises, vehicles, overheads, insurance, etc); these should be monetised if possible; it is expected that government contributions increase over the course of the project (if multiyear)
III.8 Sustainability strategy	Describe how the results of the project (see III.2 above) will be made to last beyond the life of the project.
III.9 Exit strategy	What happens at the end of the project; what happens to capital goods purchased under the project
IV: Risk and Mitigation Strategy	
IV.1 Identify risks for project delivery and/or project results	Risks should be categorised into those that are integral to the project, i.e. those that the project design can address, and other risks outside the project and outside the influence of the project.
IV.2 Describe how the risks under IV.1 will be mitigated	For risks integral to the project, show how the project design intends to mitigate the risks; for risks outside the project describe what mitigation strategy the government might have.
V: Project Implementation Arrangements	
V.1 Selection of the Implementing Entity	Description of the selection process including supporting documentation
V.2 Description of the Implementing Entity	Nature of the Implementing Entity, experience in providing services as requested, references, etc.
V.3 National ownership approach	Description of how will the project realize the national ownership principle
V.4 NIU implementation arrangements (if applicable)	Description of internal supervision arrangements adopted by the NIU while coordinating activities to be undertaken by other government entities.
VI: Project Operational Settings	
VI.1 Logical framework	Fill in a logical framework including goals, purpose, results, indicators for the project
VI.2 Work Plan	
VI.3 Budget	see format in the annex
VII: Project Accountability Arrangements	
VII.1 Legal status of implementing entity	Legal personality and fiscal identification
VII.2 Fiduciary responsibilities	Organization of the project and description of roles and functions of key staff assuming fiduciary responsibilities; see National Fiduciary Responsibility Framework in annex.
VII.3 Financial and fiduciary management	Detailed description of procedures for recruitment, procurement, accounting, etc; see Fiduciary administrative process in annex.

VII.4 Reporting scheme	types of reports, frequency, signatory staff
VII.5 Audit requirements	description of internal audit procedures and external audit requirements
VII.6 Monitoring and evaluation	Summarise the monitoring, review and evaluation mechanism of the project, including a clear identification of who performs the various tasks. Must be consistent with the EIF M&E Framework.

F.2 Format for investment projects

Section I: Summary Page	
I.1 Project title	encapsulated description of project aim and focus
I.2 Project location	country, province, district municipality, village, including a map with geographical coordinates.
I.3 Sector of Activity and Thematic Area	Sector of activity according to the International Standard Industrial Classification (ISIC);
I.4 Target Group	Description of the target entrepreneurial groups according to rural/urban sector, size of enterprises, type of organization (public, private, NGO, Co-operative, etc.), gender, ethnic features, etc. Expected impact on the poor population
I.5 Project duration	months, years, indicating expected start date
I.6 Project Status	Project for existing or new business/enterprise
I.7 Total project costs	in US\$ by year
I.8 EIF funding sought	in US\$ by year
I.9 Other sources of funding (including counterpart funding)	in US\$ by year
I.10 Status of project formulation	Idea, pre-feasibility, feasibility, implementation
I.10 Objective of the project	1-line summary of III.1 below
I.11 Results statement	short summary of III.2 below
I.11 Brief description of the project	main activities under the project
I.12 Approved by and date	Focal Point, Chair of the NSC, Donor Facilitator, Executive Secretariat
Section II: Situation Analysis	
II.1 Summary Aid for Trade strategy and Trade Development agenda	Summarise Aid for Trade Strategy (if existent) and Trade Development (or Export Development) Strategy; provide link to the overall Development Strategy (e.g. PRSP);
II.2 Summary implementation of Aid for Trade strategy and Trade Development agenda	Summarise implementation and in particular constraints in the implementation of Aid for Trade Strategy (if existent) and Trade Development (or Export Development) strategy;
II.3 Summary IF process	Brief summary of IF process since beginning, DTIS coverage, date of DTIS Action Matrix validation workshop; summary of window 2, and Tier 1 project (if existent); highlight results in weaknesses of implementation; status of NIAs: composition of NSC, how often it meets; list other consultation mechanism on trade policy (if existent)
II.4 Description multi-year EIF programme	Outline sequence of EIF intervention over the next 3-5 year period, identifying priorities and sequence of interventions; links between interventions

II.5 Support to trade agenda by government and other donors (under implementation and pipeline)	List of all trade and export promotion projects and programmes (in matrix form, identifying volume (in \$) of support, duration, sponsor, sector targeted); all projects and programmes under implementation and pipeline as known.
II.6 Status of sector targeted by project	Summary of sector targeted by project; highlight constraints, including those the project will address
III: Project Description and Assessment	
III.1 Objective	State the project objective with reference to constraints of implementation of Aid for Trade and Trade/Export Strategies identified in II.2 above
III.2 Results	State the specific results the project seeks to achieve with reference to sectoral constraints identified in II.6 above; this section has to be congruent with the logframe in VI.1 below. Examples are project-specific results in terms of value addition, improved productivity, improved competitiveness, technological innovation, income generation, employment creation/retention, export, etc.
III.3 Key activities and outputs	List the key activities under the project and the outputs to be achieved with these activities. These outputs must be sufficient to reach the results identified in III.2. Identify who undertakes the activities, and what the sequence is.
III.4 Strategic context	If applicable, explain the larger trade development or infrastructure project for which the Tier 2 project will provide needs assessments, feasibility studies or project formulation, including how the larger project will be funded; describe structural and functional linkages of the project with other projects or sector-wide initiatives.
III.5 Link to DTIS findings and Action Matrix; link to multiyear EIF programme	Identify the section of the DTIS and/or Action Matrix priority that the project addresses; identify where in the multiyear EIF programme the project fits.
III.6 Document fund raising activities preceding preparation of the Tier 2 project proposal	State when and on which occasion (Consultative Group meeting, Round Table meeting, special Trade Roundtable, other) the donor community had been asked to fund the project contained in this proposal. Attach a report/minutes of the meeting.
III.7 Market and marketing analysis	descriptions of products/services that the project will yield; brief market description for these products/services, price analysis, competitors; marketing environment, buyer behaviour, market segmentation, etc.
III.8 Project engineering	macro and micro location analysis, plant size and lay out, production process, machinery and equipment, labour force, description of technologies to be used and their productivity and costs, etc.
III.9 Investments	Pre-investment (studies, training, etc.), capital assets (land, facilities, equipment, machinery, vehicles, stocks, etc), working capital, investment calendar, etc.
III. 10 Costs and funding	Production costs, administration costs, sale costs, financial costs, depreciations, interests, taxes. Breakeven point analysis, cash flow forecast, sources of funding and financial analysis indicating among other aspects why the project requires a grant to implement it.

III.11 Economic and financial assessment	Exports, import substitution, value added, income generation, employment creation/retention, technological change; benefit/cost analysis, net present value analysis, internal rate of return, sensitivity analysis
III.12 Environmental assessment	Environmental impact analysis (negative and positive spillover effects); pollution costs, etc.
III.13 Social assessment	Assessment of project benefits in terms of its contribution to poverty reduction, income distribution (equity), etc,
III.14 Government contribution	List government contributions to the project (financial, in-kind (premises, vehicles, overheads, insurance, etc); these should be monetised if possible; it is expected that government contributions increase over the course of the project (if multiyear)
IV: Risk and Mitigation Strategy	
IV.1 Identify risks for project delivery and/or project results	Risks should be categorised into those that are integral to the project, i.e. those that the project design can address, and other risks outside the project and outside the influence of the project.
IV.2 Describe how the risks under IV.1 will be mitigated	For risks integral to the project, show how the project design intends to mitigate the risks; for risks outside the project describe what mitigation strategy the government might have.
V: Project Implementation Arrangements	
V.1 Project organization	Organizational structure, decision-making process
V.2 Project financial and fiduciary management	Detailed description of procedures for recruitment, procurement, accounting, etc.; see Fiduciary administrative process in annex
V.3 Legal arrangements	Inherent to project activity (e.g. land distribution) and inherent to business/enterprise property rights (shareholders)
V.4 Fiduciary arrangements	Fiduciary responsibilities of owners/shareholders; see National Fiduciary Responsibility Framework in annex.
V.5 Reporting scheme	Types of reports, frequency, signatory staff
V.6 Audit requirements	Description of internal audit procedures and external audit requirements
V.7 Monitoring and Evaluation	Internal M&E and EIF M&E
VI: Project Operational Settings	
VI.1 Logical framework	Fill in a logical framework including goals, purpose, results, indicators for the project
VI.2 Work Plan	
VI.3 Budget	see format in the annex

G. Operational policies on specific project inputs / budget items

Vehicles and other capital items

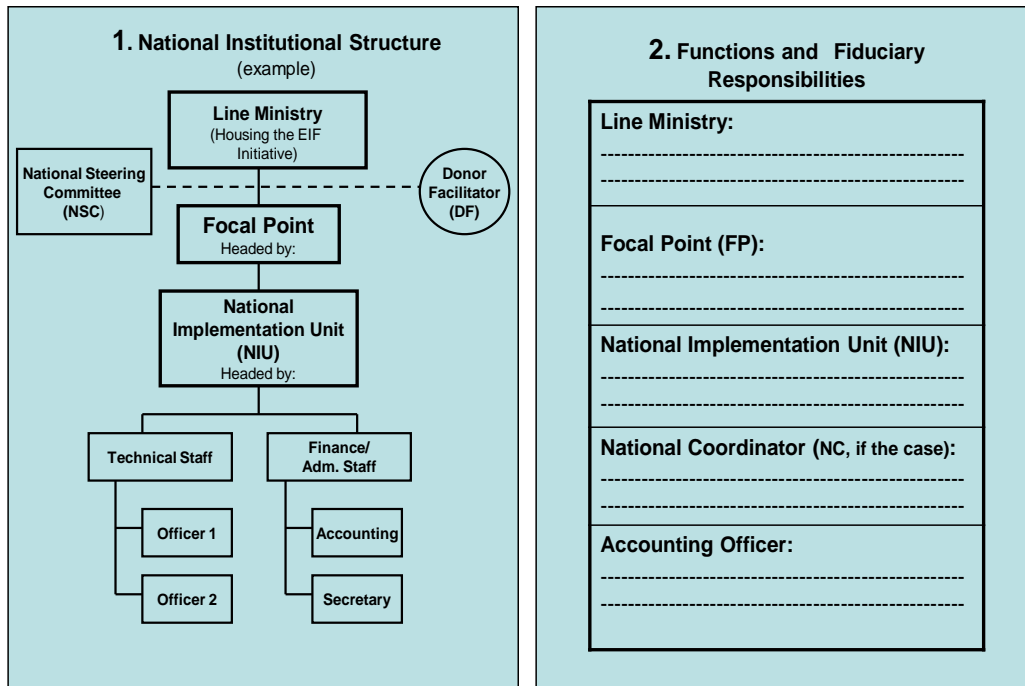
Purchase of a vehicle or other capital items may be granted, but a justification in A. III above is necessary.

Payment of import duties and taxes

Governments are requested to afford the EIF programme the same treatment they afford to international organisations present in their countries.

Annex 1: Fiduciary formats

I. National Fiduciary Responsibility Framework



III. Fiduciary administrative process

1. Administrative Units involved and administrative mechanisms to be used by the NIU for:

Recruitment:

Procurement:

Sub-contracts

Overall expenditure:

2. Internal fund flow

Draw flow chart

3. Reporting and control mechanisms

Reporting:

Control mechanisms:

III. Budgeting

SUMMARY BUDGET BY CATEGORY

Account	Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Comments
71200	Int'l Experts							
71300	Support Staff							
71400	Nat'l Experts							
71600	Travel & Missions							
63400	Learning Costs							
72100	Subcontracts							
72200	Equipment							
74200	Operating Costs							
74100	Prof Services							
73100	Premises							
74500	Sundries							
	TOTAL							

Detailed Budget Template

Country:

Project Title:

Starting Date:

Project Duration:

Approved Budget:

Funded by: Enhanced Integrated Framework Trust Fund (EIF TF)

Budget Account Code	Exp Account Code	Category	Exp Account Code Description	Total				Year 1		Year 2		Year 3		Year 4		Year 5		Comments
				Unit	Units	Unit Cost	Total Cost	Units	Total	Units	Total	Units	Total	Units	Total	Units	Total	
71200	71205	Int'l Experts	Int'l Consultant	Month														
71300	71305	Support Staff	Programme Assistant	Month														
71300	71305	Support Staff	Nat'l Support Staff	Month														
71300	71310	Support Staff	Nat'l Support Consultants	Month														
71400	71405	Nat'l Experts	Programme Manager	Month														
71400	71410	Nat'l Experts	Programme Officers	Month														
71400	71410	Nat'l Experts	Nat'l Consultants	Month														
71600	71615	Travel Missions &	Travel DSA	Days														
71600	71610	Travel Missions &	Travel Air Tickets	Tickets														
71600	71635	Travel Missions &	Travel Other	Travel														

Budget Account Code	Exp Account Code	Category	Exp Account Code Description	Total				Year 1		Year 2		Year 3		Year 4		Year 5		Comments
				Unit	Units	Unit Cost	Total Cost	Units	Total	Units	Total	Units	Total	Units	Total	Units	Total	
63400	63405	Learning Costs	Misc Costs	Training														
63400	63406	Learning Costs	Ticket Costs	Training														
63400	63407	Learning Costs	Subsistence Allowance	Training														
63400	63408	Learning Costs	Subcontracts	Training														
72100	72120	Subcontracts	DTIS Activities	Training														
72100	72125	Subcontracts	Research & Studies	Contract														
72100	72145	Subcontracts	Services	Contract														
72100	72155	Subcontracts	Secretariat Cost	Contract														
72200	72205	Equipment	Equipment	Lumpsum														
72200	72215	Equipment	Vehicles	Vehicle														
72200	72220	Equipment	Office Furniture	Each														
74200	74215	Communication	Info Comm. & Coord.	Month														
74100	74110	Prof Services	Auditing	Audit														
74100	74120	Prof Services	Evaluation	Contract														
73100	73125	Premises	Rent & Maintenance	Month														
73100	73205	Premises	Renovations	Lumpsum														
74500	74525	Sundries	Misc Expenses	Month														
		TOTAL																