Foreign & Commonwealth Office Mandatory Input* Auto-calculation*

Please ensure that any automatic calculations are inline with the desired bid value

Project Budget	Key Information
Supplier	Reuters Foundation Consultants Limited (a wholly-owned subsidiary of Thomson
Project name	Enhancing Journalistic Standards in Russia through Themed Press Tours
ITT number	2949
Project start date	13 May 2019
Project end date	31 March 2020
Prepared by	Head of Journalism Projects, Will Church

Output	Output Description	Staff Cost	Operational Cost	Total Cost
otal Contract Value		86,804	112,400	199,204
All	-	0	0	0
1	Themed Press Tours	86,804	112,400	199,204
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
6	0	0	0	0
7	0	0	0	0
8	0	0	0	0
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
15	0	0	0	0
16	0	0	0	0
17	0	0	0	0
18	0	0	0	0
19	0	0	0	0
20	0	0	0	0
21	0	0	0	0
22	0	0	0	0
23	0	0	0	0
24	0	0	0	0
25	0	0	0	0
26	0	0	0	0
27	0	0	0	0
28	0	0	0	0
29	0	0	0	0
30	0	0	0	0
31	0	0	0	0
	0			0
32 33	0	0	0	0
	0	0		
34	0	0	0	0
35		0	0	0
36	0	0	0	0
37	0	0	0	0
38	0	0	0	0
39	0	0	0	0
40	0	0	0	0
41	0	0	0	0
42	0	0	0	0
43	0	0	0	0
44	0	0	0	0
45	0	0	0	0
46	0	0	0	0
47	0	0	0	0
48	0	0	0	0
49	0	0	0	0

Financial Totals

Year	
Year 1	
Year 2	
Year 3	
Year 4	
Total Contract Value	
Consortia Partner /	5

Consortia Partner / Subcontractor Split **Total Contract Value** Lead Supplier Consortia Partner / Subcontractor One Consortia Partner / Subcontractor Two Consortia Partner / Subcontractor Three Consortia Partner / Subcontractor Four Consortia Partner / Subcontractor Five Consortia Partner / Subcontractor Six Consortia Partner / Subcontractor Seven Consortia Partner / Subcontractor Eight Consortia Partner / Subcontractor Nine Consortia Partner / Subcontractor Ten Consortia Partner / Subcontractor Eleven Consortia Partner / Subcontractor Twelve Consortia Partner / Subcontractor Thirteen Consortia Partner / Subcontractor Fourteen Consortia Partner / Sub

Consortia Partner / Subcontractor
Fifteen
Consortia Partner / Subcontractor
Sixteen
Consortia Partner / Subcontractor
Seventeen
Consortia Partner / Subcontractor
Eighteen
Consortia Partner / Subcontractor
Nineteen
Consortia Partner / Subcontractor
Twenty

All costs stated in GBP

Staff Cost	Operational Cost	Total Cost
86,804	112,400	199,204
0	0	0
0	0	0
0	0	0
86,804	112,400	199,204
Subcontractor Bu	udget Split	
	Tier (if applicable) -	
Organisation Name	Tier 1 or Tier 2 Only	Total cost
Deuteur Feundatien		199,204
Reuters Foundation Consultants Limited (a	-	199,204
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0

Phase Totals												
Phase	Staff Cost	Operational Cost	Total Cost									
Inception	0	0	0									
Implementation	86,804	112,400	199,204									
Exit	0	0	0									
Total Contract Value	86,804	112,400	199,204									

Daily Rate Fee		
Total Staff Costs (Fees)	Total Project Days	Average Daily Rate Fee
86,804	196	443
Commercial Evaluati	ON Weighting	Criteria / Calculation
Total Contract Value VfM Staffing Rates - Total Average Dailv Rates	250 50	Please see Attachment 1 (Instructions and Evaluation Criteria) of the Invitation to Tender Please see Attachment 1 (Instructions and Evaluation Criteria) of the Invitation to Tender
Total	300	

Price Schedule Instructions

Tab	Field	Instructions	Examples
		Projects delivered overseas outside of the EEC are not subject to VAT as the service is provided outside the scope of UK and EC VAT.	
		Supply to the FCO is B2B (Business to Business), this is accepted by HMR&C (FCO is VAT registered). Public Notice 741A "Place of Supply of Services" applies (Link to 741A - https://www.gov.uk/guidance/vat-place-of-supply-of-services-notice-741a)	
General	General	 Para 2.1 establishes an outside the Scope of UK and EC VAT for a supply of services that is made outside the EC Para 3.6.1 Recipient with more than one establishment – An embassy is such an establishment. 	N/A
		On this basis of the above, generally supply is outside the scope of UK and EC VAT as services are enjoyed outside UK/EC.	
Caparal	Conoral	The above is unchanged by who administers the invoices and payments etc. All costs within the budget must be in GBP. Beneficiaries operating in another currency must convert to GBP and the source and value of any exchange rates used should	N/A
General	General	be referenced in the budget. Ineligible costs (applicable to all budget categories):	N/A
		- Lobbying UK government, i.e. activities which aim to influence or attempt to influence Parliament, UK government or political activity, or UK legislative or regulatory action	
		- Input VAT reclaimable by the Contractor from HMRC	
		- Activities which may lead to civil unrest;	
		- Activities which discriminate against any group on the basis of age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief	
		- Interest payments or service charge payments for finance leases	
		- Gifts	
		- Statutory fines, criminal fines or penalties - Payments for works or activities that are fully funded by other sources whether in cash or in kind, for example if premises are provided free of charge, the FCO will not	
General	General	contribute to a notional rent	N/A
		- Activities in breach of EU legislation on State Aid	
		- Bad debts to related parties	
		 Payments for unfair dismissal or other compensation Replacement or refund of any funds lost to fraud, corruption, bribery, theft, terrorist financing or other misuse of funds 	
		- The cost of any import, customs duties or any other taxes or similar charges applied by local Governments or by any local public authority	
		- Fundraising (with the exception of any agreed allocated costs not attributable to the project (Non-project attributable costs - NPAC)	
		 Inflation or foreign exchange rate fluctuations Depreciation (with the exception of any agreed allocated NPAC costs) 	
		- Debt repayment	
		- Costs associated with preparing bid prior to a formal agreement being executed	
		- Costs incurred prior to a formal agreement being executed	
General	General	The Authority reserves to the right to invalidate offers if Daily Rates or tenders are deemed to be nominal or abnormally low.	
Staff Costs	Year	Applicable Financial Year (the FCO Financial Year is 1 April - 31 March)	1
Staff Costs	Project Stage	Please enter project stage under which the individual input is allocated (i.e. Inception, Implementation or Exit)	Inception
Staff Costs	Output	Number Output identified in the "Output.Activity" tab	1
Staff Costs	Activity	Number Activity identified in the "Output.Activity" tab in relation to each Output	1
		Band 1: Project Director, Partners and Senior Consultants with extensive (indicative guide of 8yr+) high-level international experience in their sector, including considerable experience of managing consulting teams.	
		Accountable for overall quality of deliverables. Relevant post-graduate degree or equivalent Band 2 : Project Manager or Consultants with considerable international experience (Indicative guide of 4yr+) in their sector, including experience of managing a consulting team and/or leading on work streams	
Staff Costs	Band / Job Family / Job Role	within a significant project. Relevant degree or equivalent Band 3 : Junior Consultants or Analyst with some relevant experience in their field and degree level qualification or equivalent. Assists work streams within a project. Undertakes research, analysis and fieldwork.	1
		Band 4 : Admin Assistant. A back office role but may be project based. Collates and manages project data and reporting, supervises meetings, travel and general administrative functions. (Project based, not part of	
		central overhead costs.)	
Staff Costs	Name	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family.	John Smith
Staff Costs Staff Costs	Job Title	central overhead costs.)	John Smith Research Manager
		central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family.	
Staff Costs	Job Title Consortium Partner /	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource	Research Manager
Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for	Research Manager Jo Blogs Limited
Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance.	Research Manager Jo Blogs Limited
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Staff Costs Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance. NB: In high risk locations project specific medevac should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e.	Research Manager Jo Blogs Limited Kenya
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Staff Costs Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance. NB: In high risk locations project specific medevac should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e.	Research Manager Jo Blogs Limited Kenya
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Staff Costs Staff Costs Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance. NB: In high risk locations project specific medevac should be included as an operational cost • Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). • Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). • Governance and strategic development cost allocation (i.e. Audit, Insurance. Legal, Consultancy) • All costs associated with the recruitment and dismissal of Staff, training costs and any other consumable costs associated with their employment	Research Manager Jo Blogs Limited Kenya 350
Staff Costs Staff Costs Staff Costs Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance. NB: In high risk locations project specific medevac should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). - Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). - Governance and strategic development cost allocation (i.e. Audit, Insurance. Legal, Consultancy) - All costs associated with the recruitment and dismissal of Staff, training costs and any other consumable costs associated with their employment - Head Office allocation i.e. Management, Sales, Licences and Royalties	Research Manager Jo Blogs Limited Kenya 350 100
Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance. NB: In high risk locations project specific medevac should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). - Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). - Governance and strategic development cost allocation (i.e. Audit, Insurance. Legal, Consultancy) - All costs associated with the recruitment and dismissal of Staff, training costs and any other consumable costs associated with their employment - Head Office allocation i.e. Management, Sales, Licences and Royalties Profit / Not-for-profit "Surplus". Express as a number rather than a percentage. <td>Research Manager Jo Blogs Limited Kenya 350 100 50</td>	Research Manager Jo Blogs Limited Kenya 350 100 50
Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. I.e. Employer's liability Insurance. NB: In high risk locations project specific medevac should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). - Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). - Governance and strategic development cost allocation (i.e. Audit, Insurance. Legal, Consultancy) - All costs associated with the recruitment and dismissal of Staff, training costs and any other consumable costs associated with their employment - Head Office allocation i.e. Management, Sales, Licences and Royalties Profit / Not-for-profit "Surplus". Express as a number rather than a percentage. Automatic C	Research Manager Jo Blogs Limited Kenya 350 100 50 500
Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus Total Daily Rate Fee Framework Maximum Total Daily Rate Fee	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance. NB: In high risk locations project specific medevac should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). - Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). - Governance and strategic development cost allocation (i.e. Audit, Insurance. Legal, Consultancy) - All costs associated with the recruitment and dismissal of Staff, training costs and any other consumable costs associated with their employment - Head Office allocation i.e. Management, Sales, Licences and Royalties Profit / Not-for-profit "Surplus". Express as a number rather than a percentage.	Research Manager Jo Blogs Limited Kenya 350 100 50 500 600
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Staff CostsStaff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus Total Daily Rate Fee Framework Maximum Total Daily Rate Fee Discount Total Number of input days	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance. I.e. Employer's liability Insurance. NB: In high tisk locations project specific medevac should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). - Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). - Governance and strategic development cost allocation (i.e. Audit, Insurance. Legal, Consultancy) - All costs associated with the recruitment and dismissal of Staff, training costs and any other consumable costs associated with their employment - Head Office allocation i.e. Management, Sales, Licences and Royalties Profit / Not-for-profit "Surplus": Express as a number rather than a percentage. <tr< td=""><td>Research Manager Jo Blogs Limited Kenya 350 100 50 500 600 100 40</td></tr<>	Research Manager Jo Blogs Limited Kenya 350 100 50 500 600 100 40
Staff CostsStaff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus Total Daily Rate Fee Framework Maximum Total Daily Rate Fee Discount Total Number of input days Total	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability insurance. NB: In high tisk locations project specific medevac should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). - Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). - Governance and strategic development cost allocation (i.e. Audit, Insurance. Legal, Consultancy) - All costs associated with the recruitment and dismissal of Staff, training costs and any other consumable costs associated with their employment - Head Office allocation i.e. Management, Sales, Licences and Royalties Profit / Not-for-profit "Surplus". Express as a number rather than a percentage.	Research Manager Jo Blogs Limited Kenya 350 100 50 50 50 600 100 40 20000 N/A
Staff CostsStaff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus Total Daily Rate Fee Framework Maximum Total Daily Rate Fee Discount Total Number of input days Total	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Job Title for each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability Insurance. NB: In high risk locations project specific medeva should be included as an operational cost - Existing premises and office cost allocation (i.e. Premises, Premises maintenance, Premises utilities, Office costs, Premises and office depreciation). Tools of the trade (i.e. mobile phones, laptops). - Support Function cost allocation (i.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training incl. SAFE, HEAT or similar hostile environment training). - Governance and strategic development cost allocation (i.e. Audit, Insurance. Legal, Consultancy) - All costs associated with their employment benefits: - Head Office allocation Anadit, Insurance. Legal, Consultancy) - Automatic Calculation. This figure must not exceed the Framework Rates. Please enter the Framework Daily Fee Rate Maxiumum for the applicable Band/Job Family .	Research Manager Jo Blogs Limited Kenya 350 100 50 50 50 50 100 40 20000
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Staff Costs Staff Costs Operational Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus Total Daily Rate Fee Framework Maximum Total Daily Rate Fee Discount Total Number of input days Total General General Year Project Stage Output Activity Expense Type Description Relevance to Project Consortium Partner / Subcontractor Quantity Rate Country / Region (Airline	Prease enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family. Prease enter the Name of each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Prease specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work. Direct Labour cost i.e. wage. All costs associated with standard employment benefit i.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All Taxes & Insurance i.e. Employer's liability insurance. We In high tisk locations project specific meterses. Premises maintenance, Premises utilities, Office costs, Premises and office of the trade (i.e. mobile phones, laptops)	Research ManagerJo Blogs LimitedKenya35035010050505006001004020000N/A11Inception11Airline TravelReturn FlightCollection of data;Protection of personnel;Equipment storage;Office UsageJo Blogs Limited5100
Staff Costs Staff Costs Operational Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Overhead Margin/Surplus Total Daily Rate Fee Framework Maximum Total Daily Rate Fee Discount Total Number of input days Total Number of input days Total General General General Year Project Stage Output Activity Expense Type Description Relevance to Project Consortium Partner / Subcontractor Quantity Rate Country / Region (Airline Travel Only) From	Detect develops of the service of the allocated resource that corresponds to the applicable Framework Band/Job Family. Please enter the Name of each of the allocated resource Where applicable, please indicate the organisation name of the Consortium Partner that each named individual belongs to/works for Please specify the Country and/or Region in which each of the allocated resource will carry out the vast majority of their work Direct Labour cost I.e. wage. All costs associated with standard employment benefit I.e. sick leave with pay, pension, non-working days, travel days, health and life assurance. All reses & Insurance i.e. Employer's liability Insurance. Net In high tisk locations project specific metewas should be included as an operational cost - Existing permission and office cost allocation (I.e. Human Resources, Finance, Information Technology, Generic R&E, Policy, General Training Incl. SAFE, HEAT or similar hostile environment training) Governance and strategist development cost allocation (I.e. Audit, Insurance. Legal, Consultancy) - All costs associated with their errutiment and dismissal of Staff, training costs and any other consumable costs associated with their employment - Head Office allocation I.e. Management, Sales, Licences and Raylites Please enter the Framework Daily Fee Rate Maximum for the applicable Band/Job Fanily. Automatic Calulation. This figure must not exceed the Framework Rates. Please enter the Gramework Daily Fee Rate Maximum for the applicable Band/Job Fanily. Automatic Calulation. Total input days per annum for an individual staff member. Please enter the Gramework Daily Fee Rate Maximum for the applicable Band/Job Fanily. Automatic Calulation. Total input days per annum for an individual staff member. Please enter the quantity of days assigned to each of the allocated resources each month in columns UAF Automatic Calulation. Total segment applicable Band/Job Fanily. Automatic Calulation. Total segment per annum for an individual staff member. Please enter the quantity	Research ManagerJo Blogs LimitedKenya35035010050505006001004020000N/A11Inception11Inception11Protection of data; Protection of personnel; Equipment storage; Office UsageJo Blogs Limited5
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Mandatory Input*

Auto-calculation*

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Project Output / Activity

Please detail your outputs and activities for the contract period (unless the fields are already pre-populated)

Evampla	1	Supporting Public Service Broadcasters	1	Audionco Analysis
Example	1	Supporting Public Service Broadcasters	L	Audience Analysis
	Output No.	Output Description	Activity No.	Activity Description
	All	-	All	-
	1	Themed Press Tours	1	Theme 1 press tour
	1	Themed Press Tours	2	Theme 2 press tour
	1	Themed Press Tours	3	Theme 3 press tour
	1	Themed Press Tours	4	Theme 4 press tour
	1	Themed Press Tours	5	Theme 5 press tour
	1	Themed Press Tours	6	Theme 6 press tour
	1	Themed Press Tours	7	Theme 7 press tour
	1	Themed Press Tours	8	Theme 8 press tour
	9		9	
	10		10	
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Mandatory Input* Auto-calculation*

Staff Costs

Example

Please detail your full costs for the entire contract period.

If you do not complete all mandatory fields your bid will be considered incomplete and may not be accepted. All supporting information for completing this form has been included in the "Instructions" tab.

	g information for complet																													
Year 1	Inception	1	Supporting Public Serv	/i 1	Audience Analysis	1		Director		UK	400	200	100	700	800	100	1	1	1	1	0	0	0	0	0	0	0	0	4	2,800
Year	Project Stage	Output No.	Output Description	Activity No.	Activity Description	Band / Job Family / Job Role	Name	Job Title	Consortium Partner / Subcontractor (if applicable) *Enter Partners on "Overview" tab	Country / Region	Direct Labour (GBP)	Overhead (GBP)	Margin/Surplus (GBP)	Total Daily Rate Fee (GBP)	Framework Maximum Total Daily Rate Fee (GBP)	Discount (GBP)	April	Мау	June	July	August	September	October	November	December	January	February	March	otal Number of input days	Total (GBP)
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	1	Nicolas Bellet	Director of Journalism and Media		UK	566	110	21	697	774	77						0.5							0.5	349
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	2	Will Church	Head of Journalism Projects		UK	392	115	31	538	597	59						4							4	2,152
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	3	Pool of coordinators	Project Coordinator		UK/Russia	218	65	14	297	329	32						10							10	2,970
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	1	TRF Consultant	Trainer		UK	392	115	31	538	597	59						10							10	5,380
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	1	Nicolas Bellet	Director of Journalism and Media		UK	566	110	21	697	774	77							0.5						0.5	349
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	2	Will Church	Head of Journalism Projects		UK	392	115	31	538	597	59							4						4	2,152
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	3	Pool of coordinators	Project Coordinator		UK/Russia	218	65	14	297	329	32							10			/			10	2,970
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	1	TRF Consultant	Trainer		UK	392	115	31	538	597	59							10			/			10	5,380
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	1	Nicolas Bellet	Director of Journalism and Media		UK	566	110	21	697	774	77								0.5		/	/		0.5	349
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	2	Will Church	Head of Journalism Projects		UK	392	115	31	538	597	59								4		/	/		4	2,152
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	3	Pool of coordinators	Project Coordinator		UK/Russia	218	65	14	297	329	32								10		/			10	2,970
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	1	TRF Consultant	Trainer		UK	392	115	31	538	597	59								10		/	/		10	5,380
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	1	Nicolas Bellet	Director of Journalism and Media		UK	566	110	21	697	774	77								0.5		/	/		0.5	349
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	2	Will Church	Head of Journalism Projects		UK	392	115	31	538	597	59								4		/	/		4	2,152
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	3	Pool of coordinators	Project Coordinator		UK/Russia	218	65	14	297	329	32								10		/	/		10	2,970
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	1	TRF Consultant	Trainer		UK	392	115	31	538	597	59								10		/	/		10	5,380
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	1	Nicolas Bellet	Director of Journalism and Media		UK	566	110	21	697	774	77									0.5	/	/		0.5	349
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	2	Will Church	Head of Journalism Projects		UK	392	115	31	538	597	59									4	/			4	2,152
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	3	Pool of coordinators	Project Coordinator		UK/Russia	218	65	14	297	329	32									10	/	/		10	2,970
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	1	TRF Consultant	Trainer		UK	392	115	31	538	597	59									10	/	/		10	5,380
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	1	Nicolas Bellet	Director of Journalism and Media		UK	566	110	21	697	774	77										0.5			0.5	349
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	2	Will Church	Head of Journalism Projects		UK	392	115	31	538	597	59										4	/		4	2,152
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	3	Pool of coordinators	Project Coordinator		UK/Russia	218	65	14	297	329	32										10	/		10	2,970
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	1	TRF Consultant	Trainer		UK	392	115	31	538	597	59										10	/		10	5,380
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	1	Nicolas Bellet	Director of Journalism and Media		UK	566	110	21	697	774	77											0.5		0.5	349
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	2	Will Church	Head of Journalism Projects		UK	392	115	31	538	597	59											4		4	2,152
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	3	Pool of coordinators	Project Coordinator		UK/Russia	218	65	14	297	329	32										/	10		10	2,970
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	1	TRF Consultant	Trainer		UK	392	115	31	538	597	59											10		10	5,380
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	1	Nicolas Bellet	Director of Journalism and Media		UK	566	110	21	697	774	77												0.5	0.5	349
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	2	Will Church	Head of Journalism Projects		UK	392	115	31	538	597	59												4	4	2,152
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	3	Pool of coordinators	Project Coordinator		UK/Russia	218	65	14	297	329	32												10	10	2,970
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	1	TRF Consultant	Trainer		UK	392	115	31	538	597	59												10	10	5,380
			0		0									0		0													0	0
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Mandatory Input* Auto-calculation*

Operational Costs

Please detail your full costs for the entire contract period.

If you do not complete all mandatory fields your bid will be considered incomplete and may not be accepted. All supporting information for completing this form has been included in the "Instructions" tab.

Example

Year 1	Inception		Supporting Public Servi		Audience Analysis	Airline Travel / Visas	Return Flight		3	200	UK-London Heathrow	Kenya-Nairobi		600
								(Other Expenditure Only)			Country / Region (Airline 1	ravel Only)	(Equipment Only)	
Year	Project Stage	Output	Output Description	Activity	Activity Description	Expense Type	Description	Relevance to Project Consortium Partner / Subcontractor (if applicable) *Enter Partners on "Overview" tab	Quantity	Rate (GBP)	From	То	Purchase, Lease or Hire	Total (GBP)
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	Airline Travel	Return Flight		8	425	Russia	London, Uk		3400
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	On Site Expenses	Accomodation 6 nights		8	630				5040
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	Other Expenses		Field trip costs (flexible fund, e.g. trains or site visits, includes traine		150				1350
Year 1 Year 1	Implementation Implementation	1	Themed Press Tours Themed Press Tours	1	Theme 1 press tour Theme 1 press tour	Transportation Visas	Airport transfers Visit to UK, includes travel to VAC		12	60 200				720 1600
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	On Site Expenses	Translation costs		1	500				500
Year 1	Implementation	1	Themed Press Tours	1	Theme 1 press tour	On Site Expenses	Subsistence 6 nights		8	180				1440
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	Airline Travel	Return Flight		8	425	Russia	London, Uk		3400
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	On Site Expenses	Accomodation 6 nights		8	630				5040
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	Other Expenses		Field trip costs (flexible fund, e.g. trains or site visits, includes traine		150				1350
Year 1 Year 1	Implementation Implementation	1	Themed Press Tours Themed Press Tours	2	Theme 2 press tour Theme 2 press tour	Transportation Visas	Airport transfers Visit to UK, includes travel to VAC		12	60 200				720 1600
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	On Site Expenses	Translation costs		1	500				500
Year 1	Implementation	1	Themed Press Tours	2	Theme 2 press tour	On Site Expenses	Subsistence 6 nights		8	180				1440
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	Airline Travel	Return Flight		8	425	Russia	London, Uk		3400
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	On Site Expenses	Accomodation 6 nights		8	630				5040
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	Other Expenses		Field trip costs (flexible fund, e.g. trains or site visits, includes traine		150				1350
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	Transportation	Airport transfers Visit to UK, includes travel to VAC		12	60 200				720
Year 1 Year 1	Implementation Implementation	1	Themed Press Tours Themed Press Tours	3	Theme 3 press tour Theme 3 press tour	Visas On Site Expenses	Translation costs		ð 1	500				1600 500
Year 1	Implementation	1	Themed Press Tours	3	Theme 3 press tour	On Site Expenses	Subsistence 6 nights		8	180				1440
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	Airline Travel	Return Flight		8	425	Russia	London, Uk		3400
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	On Site Expenses	Accomodation 6 nights		8	630				5040
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	Other Expenses		Field trip costs (flexible fund, e.g. trains or site visits, includes train		150				1350
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	Transportation	Airport transfers		12	60				720
Year 1	Implementation	1	Themed Press Tours	4	Theme 4 press tour	Visas	Visit to UK, includes travel to VAC Translation costs		8	200				1600
Year 1 Year 1	Implementation Implementation	1	Themed Press Tours Themed Press Tours	4 4	Theme 4 press tour Theme 4 press tour	On Site Expenses On Site Expenses	Subsistence 6 nights		8	500 180				500 1440
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	Airline Travel	Return Flight		8	425	Russia	London, Uk		3400
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	On Site Expenses	Accomodation 6 nights		8	630				5040
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	Other Expenses		Field trip costs (flexible fund, e.g. trains or site visits, includes train	9	150				1350
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	Transportation	Airport transfers		12	60				720
Year 1	Implementation	1	Themed Press Tours	5	Theme 5 press tour	Visas	Visit to UK, includes travel to VAC		8	200				1600
Year 1 Year 1	Implementation Implementation	1	Themed Press Tours Themed Press Tours	5	Theme 5 press tour Theme 5 press tour	On Site Expenses On Site Expenses	Translation costs Subsistence 6 nights		1 8	500 180				500 1440
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	Airline Travel	Return Flight		8	425	Russia	London, Uk		3400
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	On Site Expenses	Accomodation 6 nights		8	630				5040
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	Other Expenses		Field trip costs (flexible fund, e.g. trains or site visits, includes train	9	150				1350
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	Transportation	Airport transfers		12	60				720
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	Visas	Visit to UK, includes travel to VAC		8	200				1600
Year 1	Implementation	1	Themed Press Tours	6	Theme 6 press tour	On Site Expenses	Translation costs		1	500				500
Year 1 Year 1	Implementation Implementation	1	Themed Press Tours Themed Press Tours	6 7	Theme 6 press tour Theme 7 press tour	On Site Expenses Airline Travel	Subsistence 6 nights Return Flight		8 8	180 425	Russia	London, Uk		1440 3400
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	On Site Expenses	Accomodation 6 nights		8	630	nussia	London, OK		5040
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	Other Expenses		Field trip costs (flexible fund, e.g. trains or site visits, includes train	2 9	150				1350
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	Transportation	Airport transfers		12	60				720
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	Visas	Visit to UK, includes travel to VAC		8	200				1600
Year 1	Implementation	1	Themed Press Tours	7	Theme 7 press tour	On Site Expenses	Translation costs		1	500				500
Year 1	Implementation Implementation	1	Themed Press Tours Themed Press Tours	7 0	Theme 7 press tour Theme 8 press tour	On Site Expenses Airline Travel	Subsistence 6 nights Return Flight		8	180 425	Russia	London, Uk		1440 3400
Year 1 Year 1	Implementation	1	Themed Press Tours	ہ 8	Theme 8 press tour	On Site Expenses	Accomodation 6 nights		8	630	nussid			5040
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	Other Expenses		Field trip costs (flexible fund, e.g. trains or site visits, includes train	9	150				1350
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	Transportation	Airport transfers		12	60				720
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	Visas	Visit to UK, includes travel to VAC		8	200				1600
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	On Site Expenses	Translation costs		1	500				500
Year 1	Implementation	1	Themed Press Tours	8	Theme 8 press tour	On Site Expenses	Subsistence 6 nights		8	180				1440
			0		0									0
			0		0									0
			0		0									0
			0		0									0



Mandatory Input*

Auto-calculation*

Value for Money (VfM) - Staffing Rates Average Daily Rate Fee

PLEASE NOTE:

Enter All staff included in "Staff Cost" <u>tabs excluding Band</u>
<u>4 Admin Assistant, or equivalent</u>
Please ensure that all applicable staff names are entered in

the same format as the "Staff Costs" tab

Total Project Days	Total Expenditure (GBP)	Total Average Daily Rate (GBP)	
196	86,804	443	

Name	Total Project Days	Total Expenditure (GBP)	Daily Rate (GBP)	Framework Daily Maximum Fee Rate	Discount %
Nicolas Bellet	4	2,788	697	774	10%
Will Church	32	17,216	538	597	10%
Pool of coordinators	80	23,760	297	329	10%
TRF Consultant	80	43,040	538	597	10%
	0	0	0	0	
	0	0	0	0	
	0	0	0	0	
	0	0	0	0	
	0	0	0	0	