Foreign & Commonwealth Office Mandatory Input*

Auto-calculation* Please ensure that any automatic calculations are inline with the desired bid value

Supplier	
Project name	
ITT number	
Project start date	
Project end date	
Prepared by	

Output	Output Description	Staff Cost	Operational Cost	Total Cost			
Total Contract Value		4,685,852	1,012,705	5,698,557			
All	-	0	0	0			
1	Capacity Building PSBs (leadership,	449,711	180,250	629,961			
2	content and routes to market) Building resilience with media	468,426	192,915	661,341			
3	professionals Capacity building independent and burger local modia outlate	1,320,664	383,810	1,704,474			
4	hvper-local media outlets Improve critical thinking through	1,345,374	174,730	1,520,104			
5	media initiatives Project Board and Overall	600,907	0	600,907			
6	Management and Security Monitoring and evaluation	500,770	81,000	581,770			
7	0	0	0	0			
8	0	0	0	0			
9	0	0	0	0			
10	0	0	0	0			
10	0	0	0	0			
12	0	0	0	0			
12	0	0	0	0			
13	0	0	0	0			
14	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			
32	0	0	0	0			
33	0	0	0	0			
34	0	0	0	0			
35	0	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			
44	0	0	0	0			
45	0		0	0			
	0	0					
47		0	0	0			
48	0	0	0	0			
49	0	0	0	0			
50	0	0	0	0			

Financial Totals

Year
Year 1
Year 2
Year 3
Year 4
Total Contract Value
Consortia Partner /
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 / Subcontractor Fifteen
Consortia Partner / Subcontractor Sixteen
Consortia Partner / Subcontractor
Seventeen Consortia Partner / Subcontractor
Eighteen
Consortia Partner / Subcontractor Nineteen

Nineteen Consortia Partner / Subcontractor Twenty

All costs stated in GBP

Staff Cost	Operational Cost	Total Cost
1,139,592	225,700	1,365,292
1,861,780	518,095	2,379,875
1,684,480	268,910	1,953,390
0	0	0
4,685,852	1,012,705	5,698,557
Subcontractor Bu	udget Split	
Organisation Name	Tier (if applicable) - Tier 1 or Tier 2 Only	Total cost
		5,698,557
0	-	183,080
Zinc		2,899,159
Thomson Reuters Foundation		1,072,042
British Council		959,201
BCME		449,967
Toro		135,108
		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	331,721	0	331,721							
Implementation	4,232,156	1,012,705	5,244,861							
Exit	121,974	0	121,974							
Total Contract Value	4,685,852	1,012,705	5,698,557							

Daily Rate Fee		
Total Staff Costs (Fees)	Total Project Days	Average Daily Rate Fee
4,685,852	10,790	434
Commercial Evaluati Evaluaton	ON Weighting	Criteria / Calculation
Total Contract Value VfM Staffing Rates - Total Average Dailv Rates	150 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	200	

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.	
General	General	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 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 	
General	General	- 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 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 Unless directly attributable to the programme, advocreey and comparigning, marketing and communications, policy, retainer foor, capital expanditure, land, hank charges 	
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
Staff Costs	Band / Job Family / Job Role	Band 1 : Project Director, Partners and Senior Consultantswith 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 equivalentBand 2 : Project Manager or Consultantswith considerable international experience (Indicative guide of 4yr+) in their sector, including experience of managing a consulting team and/or leading on work streamswithin a significant project. Relevant degree or equivalentBand 3 : Junior Consultants or Analystwith some relevant experience in their field and degree level qualification or equivalent. Assists work streams within a project. Undertakes research, analysis and fieldwork.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	1
Staff Costs	Namo	central overhead costs.) Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Pand/Job Family	John Smith
Staff Costs	Name Job Title	Please enter the Name of each of the allocated resource that corresponds to the applicable Framework Band/Job Family.	John Smith Research Manager
Staff Costs Staff Costs Staff Costs	Name Job Title Consortium Partner / Subcontractor		John Smith Research Manager Jo Blogs Limited
Staff Costs	Job Title Consortium Partner /	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	Research Manager
Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor	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 Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region	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 Kenya
Staff Costs Staff Costs Staff Costs Staff Costs Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus	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
Staff Costs Staff Costs Staff Costs Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus Total Daily Rate Fee	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 Staff Costs Staff Costs Staff Costs Staff Costs Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus	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
Staff Costs	Job Title Consortium Partner / Subcontractor Country / Region Direct Labour Overhead Margin/Surplus Total Daily Rate Fee Framework Maximum Total	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. Automatic Calulation. This figure must not excee	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	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. Automatic Calculation. This figure must not exce	Research Manager Jo Blogs Limited Kenya 350 100 50 500 600
Staff 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	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. Automatic Calulation. This figure must not excee	Research Manager Jo Blogs Limited Kenya 350 100 50 500 600 100 40
Staff 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	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. Automatic Calculation. This figure must not exce	Research Manager Jo Blogs Limited Kenya 350 100 50 50 50 50 40 20000
Staff 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	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. Automatic Cal	Research Manager Jo Blogs Limited Kenya 350 100 50 500 600 100 40
Staff Costs Staff 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 General	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. Automatic Cal	Research Manager Jo Blogs Limited Kenya 350 100 50 50 50 600 100 40 20000 N/A
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 General General	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 dismissial 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 Ca	Research Manager Jo Blogs Limited Kenya 350 100 50 50 600 100 40 20000 N/A
Staff Costs Staff Costs Operational 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 General General	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 cshould 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. robile 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 Calculation. This figure must not exceed the Framework Bald/Job Family . Automatic Calculation. Total input days per annum for an individual staff member. Please enter the Framework Daily Fee Rate Maxiumum. Automatic Calculation. Total input days per annum for an individual staff member. All actual expenses in support of the Contract. For example, Security, Travel by Road, Sea and Air, Office / Hotel Accommodation All goods and equipment during any call down will be at cos	Research Manager Jo Blogs Limited Kenya 350 100 50 50 50 500 600 100 40 20000 N/A 1
Staff Costs Staff Costs Operational Costs Operational 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 General General Year Project Stage	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 medevace 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 Calculation. This fig	Research Manager Jo Blogs Limited Kenya 350 100 50 50 50 500 600 100 40 20000 N/A 1
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Mandatory Input*

Auto-calculation*

Project Output / Activity

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

Exa	m	ole	е

e 1	Supporting Public Service Broadcasters	1	Audience Analysis
Output No.	Output Description	Activity No.	Activity Description
All	-	All	-
1	Capacity Building PSBs (leadership, content and routes to market)	1	Hyper-Local Outlet Development
2	Building resilience with media professionals	2	Building Journalists Brands
3	Capacity building independent and hyper-local media outlets	3	Public Sector Broadcasters
4	Improve critical thinking through media initiatives	4	Baltics Media Accelorator
5	Project Board and Overall Management and Security	5	Building Resilience
6	Monitoring and evaluation	6	Critical Thinking Campaign
7		7	Board Meetings etc
8		8	Project Security and risk management
9		9	Monitoring and Evaluation
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Year 1 I Year 1 I Year 1 I	Implementation Implementation Implementation	00012Building resilier3Capacity buildir	g PSBs 4 se witl 5 g inde 1	0 0 Baltic Buildi Hyper	cs Media Accelora ling Resilience r-Local Outlet Deve	4 4 4 4	Svenja Maltzahn Svenja Maltzahn Svenja Maltzahn	Account Executive Account Executive Account Executive	Zinc Zinc Zinc Zinc	UK UK UK	297 297 297 297	Image: Constraint of the second sec	0 0 297 297 297 297	297 297 297 297	0 0 0 0 0								1 1 4	1 1 4	1 1 4	0 0 6 6 24	0 0 1,78 1,78 7,12
	Implementation Implementation Implementation Implementation	4Improve critical1Capacity Buildir2Building resilier3Capacity buildir4Improve critical	hinkii 6 g PSBs 4 se witi 5 g inde 1 hinkii 6	Critic Baltic Buildi Hyper Critic	cal Thinking Campa cs Media Accelora ling Resilience r-Local Outlet Deve cal Thinking Campa	4 4 4 4 4 4 4 4 4 4	Svenja Maltzahn Svenja Maltzahn Svenja Maltzahn Svenja Maltzahn Svenja Maltzahn	Account Executive Account Executive Account Executive Account Executive Account Executive	Zinc Zinc Zinc Zinc Zinc Zinc	UK UK UK UK UK	297 297 297 297 297 297 297		297 297 297 297 297 297	297 297 297 297 297 297 297	0 0 0 0 0	1 1 4 4	1 1 1 1 4 4 4 4	L 1 L 1 H 4 H 4	1 1 4 4	1 1 1 4 4 4 4	. 4 1 1 1 1 4 4 4 4	4 1 1 4 4	4 1 1 4 4		4 1 1 4 4 4	24 12 12 48 48 11	7,12 3,56 3,56 14,2 14,2
Year 1 I Year 2 I Year 2 I Year 2 I Year 2 I	Implementation	1 Capacity Buildir			cs Media Accelora ling Resilience	4 4	Svenja Maltzahn Svenja Maltzahn	Account Executive	Zinc	UK	297 297		297 297	297 297	0 0	1	1 1 1 1	1 L 1	1	1	1 1	1	1	1		11 11	3,26 3,26 13,0
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Foreign & Commonwe Office

Mandatory Input* Auto-calculation*

Staff Costs

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. Year 1 Inception 1 Supporting Public Servi 1 Audience Analysis Airline Travel / Visas Return Flight (Other Expenditure Only) Output Output Description Activity Description Description Year Project Stage Activity Expense Type Relevance to Project Capacity building indep Hyper-Local Outlet Deve Other Expenses Due diligence Year 1 Implementation 3 security checking etc 1 Capacity building indep Hyper-Local Outlet Deve **Airline Travel** return flight onboarding etc Year 1 Implementation 3 1 Hyper-Local Outlet Deve Ground Travel Year 1 Implementation 3 Capacity building indep Other Expenses onboarding etc 1 Hyper-Local Outlet Deve Year 1 3 Capacity building indep Accommodation onboarding etc Implementation 1 Year 1 Implementation 3 Capacity building indep Hyper-Local Outlet Deve Other Expenses Subsistence onboarding etc 1 Year 1 Implementation 3 Capacity building indep Hyper-Local Outlet Deve Airline Travel return flight Support package dev 1 3 Capacity building indep Hyper-Local Outlet Deve Other Expenses Ground Travel Support package dev Year 1 Implementation 1 Hyper-Local Outlet Deve Accommodation Year 1 3 Capacity building indep Support package dev Implementation 1 Hyper-Local Outlet Deve Support package dev Year 1 3 Capacity building indep Other Expenses Subsistence Implementation 1 Year 1 Hyper-Local Outlet Deve return flight 3 Capacity building indep Airline Travel training events Implementation 1 Hyper-Local Outlet Deve Year 1 Implementation 3 Capacity building indep 1 Other Expenses Ground Travel training events Year 1 Implementation 3 Capacity building indep Hyper-Local Outlet Deve Accommodation training events 1 Year 1 3 Capacity building indep Hyper-Local Outlet Deve Other Expenses Subsistence training events Implementation 1 3 Capacity building indep Hyper-Local Outlet Deve Grants Implementation Other Expenses Year 1 1 0 0 Year 1 Implementation 0 0 Year 1 Implementation Year 1 Capacity building indep 2 Building Journalists Brai Other Expenses Due diligence security checking etc Implementation 3 Building Journalists Brai Year 1 Implementation 3 Capacity building indep 2 Other Expenses Social media listening tools 3 Capacity building indep **Building Journalists Brai Airline Travel** return flight Year 1 Implementation 2 training events Capacity building indep Ground Travel Year 1 3 **Building Journalists Brai** Other Expenses training events Implementation 2 training events Year 1 Implementation 3 Capacity building indep 2 **Building Journalists Brai** Accommodation Building Journalists Brai Year 1 Implementation 3 Capacity building indep 2 Other Expenses Subsistence training events Capacity building indep **Building Journalists Brai** Year 1 3 2 Other Expenses Grants Implementation 0 0 Year 1 Implementation 0 0 Year 1 Implementation 1 Capacity Building PSBs Public Sector Broadcast Due diligence security checking etc Year 1 Implementation 3 Other Expenses return flight Year 1 1 Capacity Building PSBs Public Sector Broadcast **Airline Travel** onboarding etc Implementation 3 Year 1 1 Capacity Building PSBs 3 Public Sector Broadcast Other Expenses Ground Travel onboarding etc Implementation Capacity Building PSBs Public Sector Broadcast Accommodation Year 1 1 3 onboarding etc Implementation Implementation Capacity Building PSBs Public Sector Broadcast Subsistence Year 1 1 3 Other Expenses onboarding etc Year 1 Implementation 1 Capacity Building PSBs 3 Public Sector Broadcast Other Expenses Social media listening tools Year 1 1 Capacity Building PSBs Public Sector Broadcast Other Expenses Due diligence security checking etc - journalist Implementation 3 0 Year 1 Implementation 0 Implementation 0 0 Year 1 0 0 Year 1 Implementation Baltics Media Accelorate Implementation 3 Capacity building indep Other Expenses Due diligence security checking etc Year 1 4 Other Expenses Capacity building indep Baltics Media Accelorate Year 1 Implementation 3 General Travel allownace Year 1 Implementation 0 0 0 0 Year 1 Implementation 0 0 Implementation Year 1 0 0 Year 1 Implementation 0 0 Year 1 Implementation onboarding , training etc Year 1Implementation2Building resilience with5Building Resilience Airline Travel return flight

	3	200	UK-London Heathrow	Kenya-Nairobi		600
			Country / Region (Airline	Travel Only)	(Equipment Only)	
Consortium Partner / Subcontractor (if applicable) *Enter Partners on "Overview" tab	Quantity	Rate (GBP)	From	То	Purchase, Lease or Hire	Total (GBP)
Zinc	6	1750				10500
Zinc	12	200	london	baltics		2400
Zinc	24	50				1200
Zinc	36	100				3600
Zinc	36	60				2160
Zinc	4	200	london	baltics		800
Zinc	16	50				800
Zinc	12	100				1200
Zinc	16	60				960
	8	200	london	baltics		1600
	40	50				2000
	32	100				3200
	40	60				2400
						0
						0
						0
	10	1750				17500
	6	2000				12000
	4	200	london	baltics		800
	16	50				800
	12	100				1200
	16	60				960
British Council	10	1000				10000
						0
						0
Zinc	9	1750				15750
Zinc	4	200	london	baltics		800
Zinc	16	50				800
Zinc	12	100				1200
Zinc	16	60				960
	1	2000				2000
sts Zinc	15	1750				26250
						0
						0
						0
Zinc	9	1750				15750
British Council	9	3000				27000
						0
						0
						0
						0
						0
Zinc	26	200	london	baltics		5200



Mandatory Input*

Auto-calculation*

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

Notes: - Enter All staff included in "Staff Cost" <u>tabs</u> excluding Band 4 Admin Assistant, or equivalent

Assistant, or equivalent - Please ensure that all applicable staff names are entered in the <u>same</u> format as the "Staff Costs" tab

Total Project Days	Total Expenditure (GBP)	Total Average Daily Rate (GBP)
9,494	4,365,984	460

Name	Total Project Days	Total Expenditure (GBP)	Daily Rate (GBP)	Framework Daily Maximum Fee Rate	Discount %
Louis Brooke	33	32,076	972	972	0%
Adam Rutland	33	32,076	972	972	0%
Jānis Siksnis	33	9,801	297	297	0%
Colm Mc Givern	33	29,471	893	893	0%
Gordan Mc Millan	33	25,542	774	774	0%
Igor Zinatulin	330	320,760	972	972	0%
Maria Shukurova	330	160,050	485	485	0%
	0	0			070
			0	0	00/
Liam Lewis	165	80,025	485	485	0%
Hannah Wright	165	108,405	657	657	0%
John Foster	644	312,340	485	485	0%
Jonathan Russell	66	64,152	972	972	0%
M Wright	66	64,152	972	972	0%
Anna Ward	99	67,815	685	685	0%
Isaac Nana	99	67,815	685	685	0%
Mayam Makhamid	99	67,815	685	685	0%
Alex MacIntosh	99	96,228	972	972	0%
Nick Ryder	66	43,362	657	657	0%
Ben Ryder	135	65,475	485	485	0%
Sam Jackson	195	94,575	485	485	0%
John Montell	39	37,908	972	972	0%
Paul Birmingham	66	43,362	657	657	0%
Kayleigh	21	10,185	485	485	0%
Maris Hellrand	396	192,060	485	657	26%
Janis Siksnis	284	84,348	297	297	0%
Eva Ladva	372	180,420	485	657	26%
Katie Barnett	33	32,076	972	972	0%
Jeremy Lloyd	53		972	972	0%
		51,516			
Chris White	53	51,516	972	972	0%
Dan Williamson	33	32,076	972	972	0%
Carolyn O'Donnell	41	19,885	485	485	0%
Lyubomir Hristov	33	16,005	485	485	0%
,	0	0	0	0	
	0	0	0	0	
THOMSONS REUTERS	0	0	0	0	
Chris Ford/Valentina Patti	644	385,112	598	598	0%
	0	0	0	0	
William Church	75	44,850	598	598	0%
Seema Soni	33	25,542	774	774	0%
David Srioyheswaran	66			598	0%
· · · · · · · · · · · · · · · · · · ·		39,468	598		
Zeina Najjar	33	10,890	330	330	0%
TBC11	93	55,614	598	598	0%
TBC12	135	80,730	598	598	0%
TBC13	135	80,730	598	598	0%
TBC14	60	35,880	598	598	0%
TBC15	135	80,730	598	598	0%
TBC16	135	80,730	598	598	0%
	0	0	0	0	
	0	0	0	0	
BRITISH COUNCIL	0	0	0	0	
TBC17	49.5	44,207	893	893	0%
Anna O'Flynn	33	12,365	375	375	0%
Jane Grantham					
	49.5	18,548	375	375	0%
TBC20	49.5	37,767	763	763	0%
TBC21	33	25,290	766	766	0%
TBC22	297	90,145	304	304	0%
TBC23	99	25,000	253	253	0%
TBC24	300	88,248	294	294	0%
TBC25			307	307	0%
	300	92,214			
TBC26	300	92,214	307	307	0%
	0	0	0	0	
	0	0	0	0	
всме	0	0	0	0	
TBC27	636	110,028	173	173	0%
TBC28	636	65,508	103	103	0%
TBC29	636	65,508	103	103	0%
TBC30	198	22,374	113	113	0%
TBC 34	62	60,264	972	972	0%
	62	60 264	977	977	11%
TBC 35	62	60,264	972	972	0%
	62 62 0	60,264 42,470 0	685 0	685 0	0%