

Information sheet on the Cost Plan – individual items with examples

Date: January 2022

Investment – infrastructure in partner country and pilot projects

This item encompasses the use of funds for procuring hardware for long-term use, and the costs associated therewith. Procurements should be quantified by indicating the number of pieces.

N.B.: The project proposal must already have outlined how the procured hardware will be put to further use after the end of the project.

- Materials and equipment
- Machinery, plant
- Costs for assembly and installation (skilled workers)
- Licences
- Transportation, if required
- Customs clearance (exception)

Capacity and competence development

This item encompasses capacity development measures designed to support the involved actors in the municipality in managing their own sustainable development processes and adapting to changed frameworks. Consulting services/fees for staff of the municipalities and municipal companies are ineligible.

- Training, and upgrading measures
- Events, workshops and conferences (materials, venue, speakers and interpreters)
- Awareness-raising work
- Formation of networks and committees
- Institutional development
- Advisory services (external services)
- Expert exchange (incoming and outgoing)
- Journeys for the purpose of capacity development (flights, per diem and overnight accommodation allowances, visa and passport affairs, needed vaccinations) and journeys to support projects

Preparatory, accompanying and evaluative measures

This item encompasses instruments for development awareness-raising and participation, as well as data surveys that provide specific information for project implementation. These instruments can be applied before the project is launched, during project implementation and afterwards to analyse and evaluate the results.

- Feasibility studies and (needs) analyses to provide precise information for project implementation (a project feasibility study must be completed before the project in question is commenced)
- Preliminary studies (maximum of 5% of total costs), e.g. geological or soil surveys)
- Preparation of masterplans and (sustainability) strategies

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- Development of statutes and regulations
- Preparation of specialist articles
- Evaluations
- Translations (e.g. studies)
- Journeys to implement and accompany measures (e.g. flights, per diem and overnight accommodation allowances, visa and passport affairs, needed vaccinations, health insurance for partners from the South)

Accompanying measures in Germany (maximum of 20% of total expenditure)

See sub-total for Cost and Financing Plan items 1 to 6

This item encompasses expenditure for raising awareness of development issues in the German municipality. It is not possible to procure hardware for long-term use.

- Networking (building networks and supporting network partners)
- PR work (flyers, brochures, press work)
- Development education (supporting campaigns, actions and dedicated days)

Operating costs

This item encompasses costs incurred in keeping the project running. These are incurred not once, but regularly, and possibly also beyond the end of the project. However, they can only be financed up to the end of the project. These costs need to be distinguished from investment costs. Operating costs also include costs for services that guarantee administration of the project.

- Office supplies and communication, IT (only for partner municipality)
- Project-related room rental, costs for energy and water
- Transportation costs
- Bank charges in the partner country (unless these can be offset through the exchange rate)
- Consumables, material costs
- Operation and maintenance of machinery
- Recurrent services
- Recognised chartered accountant or accounting support in the partner country (maximum of 1 month/year)
- Temporary services to support work processes of the German municipality

Local personnel

This item encompasses positions in the partner country that are necessary for project implementation. In this connection it is not possible to hire additional staff in the municipalities. Human resource inputs already included in calls for proposals are not listed separately here a second time. Further financing by the local project executing agency after the end of the project must be plausibly explained.

- Project-related (expert) personnel for the duration of the project term (e.g. project coordinator, possibly instructors)
- Additional personnel to ensure the sustainability of the project results (e.g. experts, cleaners, watchmen) once the project has come to an end. Expenditure must be incurred

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at the local going rate and estimated at annually decreasing rates (usually 100%, 80%, 60%).

Reserve (lump sum, maximum of 3.5% of eligible expenditure)

See sub-total for Cost and Financing Plan items 1 to 6

The costs need not be broken down in the Financing Plan.

- Additional expenditure due to inflation
- Unavoidable additional expenditure (not inflation-related)

Lump sum for administrative costs (lump sum, maximum of 7% of eligible expenditure)

See sub-total for Cost and Financing Plan items 1 to 7

The costs need not be broken down in the Financing Plan. The lump sum may be passed on to cooperation partners or to the partner municipality. It should be used to cover among others the following cost categories on a lump-sum basis:

- Deployment of personnel by municipalities or their companies
- Internal auditing costs
- Costs for administrative structures (lighting, rent, lease, heating)
- Office equipment/furniture
- Office supplies
- Banking, postal and communication charges

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