

Mandate Agreement for Project Implementation: Offer Form

Ref. DMS:
Ref. of Mandate

Swiss Agency for Development and Cooperation (SDC)
SDC employee
Freiburgstrase 130
CH-3003 Bern

Name/Company: _____ Intended duration of mandate:
from: _____ to: _____

Code	Function/ Designation	Price/ Unit	Unit	Quantity	Partial Action 1		Partial Action 2		Partial Action 3		Total
					Quantity	Costs	Quantity	Costs	Quantity	Costs	Costs

PART 1: Budget for services

1.1 REMUNERATION

1.11 Headquarter (HQ) staff											
Managerial and technical staff:											
	Project director HQ		hour(s)								
	Project director HQ		day(s)								
	Project manager HQ		hour(s)								
	Project manager HQ		day(s)								
Administrative staff:											
	Accountant HQ		hour(s)								
	Logistics HQ		hour(s)								
	Secretary HQ		hour(s)								
Remuneration Headquarter (HQ) staff		<i>(SAP-Number: 363 200 2100)</i>									
1.12 Expatriate(s)											
	Teamleader		w'mth								
	Advisor (s)		w'mth								
Remuneration Expatriate(s)		<i>(SAP-Number: 363 200 2200)</i>									
1.13 International consultants											
	Consultant 1		hour(s)								
	Consultant 2		day(s)								
	Consultant 3		hour(s)								
	Consultant 4		day(s)								
Remuneration international consultants		<i>(SAP-Number: 363 200 2200)</i>									

TOTAL REMUNERATION 1.1

Code Function/ Designation	Price/ Unit	Unit	Quantity	Partial Action 1		Partial Action 2		Partial Action 3		Total
				Quantity	Costs	Quantity	Costs	Quantity	Costs	Costs
1.2 DIRECT COSTS international										
1.21 DIRECT COSTS (staff)										
1.21.1 International travel and expenses (HQ-staff)										
Project director		trip								
Project manager(s)		trip								
Travel expenses		LS/trip								
Per diems		day								
Additional travel costs		day								
DIRECT COSTS International travel and expenses (HQ-staff)				<i>(SAP-Number: 363 200 2100)</i>						
1.21.2 International travel and expenses (consultants)										
Consultant (s)		trip								
Travel expenses		LS/trip								
Per diems		day								
Additional travel costs		day								
DIRECT COSTS International travel and expenses (consultants)				<i>(SAP-Number: 363 200 2200)</i>						
1.21.3 Travel expenses of resident expatriates and dependants										
Transfer flights (start/ end of assignment)		adult								
		child								
Transfer of luggage (start/ end of assignment)		kg								
		kg								
Homeleave - flights		adult								
		child								
Homeleave - travel expenses		LS per ticket								
Homeleave - luggage		kg								
Miscellaneous										
Additional travel costs		day								
DIRECT COSTS Travel expenses of resident expatriates and dependants				<i>(SAP-Number: 363 200 2200)</i>						
1.21.4 Expenses of foreign residence										
Housing allowance		month								
Assignment indemnity		month								
Schooling fees		year								
DIRECT COSTS Expenses of foreign residence				<i>(SAP-Number: 363 200 2200)</i>						
Total 1.21 DIRECT COSTS (staff)										

Code Function/ Designation	Price/ Unit	Unit	Quantity	Partial Action 1		Partial Action 2		Partial Action 3		Total
				Quantity	Costs	Quantity	Costs	Quantity	Costs	Costs
1.22 DIRECT COSTS for HQ-Administration										
Communication		month								
Travel to SDC-HQ		trip								
Meals		day								
Per diem Bern		day								
Additional travel costs		day								
Other costs										
DIRECT COSTS HQ-Administration (SAP-Number: 363 200 2100)										
1.23 DIRECT COSTS Third Parties										
Other costs										
DIRECT COSTS Third parties (SAP-Number: 363 200 2100)										
TOTAL DIRECT COSTS international 1.2										
TOTAL Part 1										

Code Function/ Designation	Price/ Unit	Unit	Quantity	Partial Action 1		Partial Action 2		Partial Action 3		Total
				Quantity	Costs	Quantity	Costs	Quantity	Costs	Costs

Part 2: Budget for fiduciary funds

2.1 PROJECT RUNNING COSTS

2.11 Remuneration of locals

Local Project staff										
Co-Teamleader		month								
Advisor (local)		month								
Accountant		month								
Secretaries		month								
Drivers		month								
Peons		month								
Local/ Regional consultants										
Local expert (s)		month day								
Travelling costs										
Local/ regional flights		trip								
Other means of transport		trip								
Per diems (consultants)		day								
Per diems (project staff)		day								
Total Remuneration of locals 2.11										
										(SAP-Number: 363 200 2200)

2.12 Purchase of equipment for Project Office

Project vehicles		piece								
Office equipment		pieces								
Other material		pieces								
Total Purchase of equipment for project office 2.12										
										(SAP-Number: 363 200 2300)

2.13 Running Costs Project Office

Office rent		month								
Running costs office		month								
Office material		year								
Running costs vehicles		km								
Local auditing		year								
Other									
Total Running Costs Project Office 2.13										
										(SAP-Number: 363 200 2400)

TOTAL PROJECT RUNNING COSTS 2.1

Code Function/ Designation	Price/ Unit	Unit	Quantity	Partial Action 1		Partial Action 2		Partial Action 3		Total
				Quantity	Costs	Quantity	Costs	Quantity	Costs	Costs
2.2 PROJECT OPERATING COSTS AND OTHER FIDUCIARY FUNDS										
2.21 Investments										
Purchase of assets and project material										
Expenditure on buildings										
Other		pieces								
Investments (SAP-Number: 363 200 2300)										
2.22 Other Project costs										
Scholarships										
Workshops and seminars										
Other:										
Other Project Costs (SAP-Number: 363 200 2500)										
TOTAL PROJECT OPERATING COSTS AND OTHER FIDUCIARY FUNDS 2.2										
2.3 EARNINGS										
Sale of goods	SAP-Nr. 363 200 8100									
Interests	SAP-Nr. 363 200 8200									
Total Earnings										
TOTAL EARNINGS 2.3										
TOTAL Part 2										
GRAND TOTAL										

If already known:

Budgetary planning of expenditures per year					
		Partial Action 1	Partial Action 2	Partial Action 3	Total Costs
Share financed by SDC	1st year:				
	2nd year:				
	3rd year:				
	4th year:				
				Total	