

## ANNEX V : BUDGET

	Notes	Estimated number of working days	Fee rate (€per working day)	Amount
				€
<b><i>FEES (including overheads):</i></b>	1			
<i>Long-term experts</i>	2.4			
- Team leader				0.00
- Senior experts				0.00
- Junior experts				0.00
				0.00
				0.00
				0.00
				0.00
<i>Short-term experts</i>	3.4			0.00
- Senior experts				0.00
- Junior experts				0.00
				0.00
				0.00
				0.00
				0.00
<b><i>Total fees (including overheads)</i></b>				0.00
<b><i>PROVISION FOR INCIDENTAL EXPENDITURE:</i></b>	5			
<b><i>PROVISION FOR EXPENDITURE VERIFICATION</i></b>	6			
<b>MAXIMUM CONTRACT VALUE</b>				<b>0.00</b>

### NOTES:

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### **1 All fee rates must cover:**

- the remuneration actually paid to the experts concerned per working day
  - administrative costs of employing the relevant experts, such as relocation and repatriation expenses, accommodation, expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultant
  - the margin, covering the Consultant's overheads, profit and backstopping facilities
- 2 Experts working for more than 6 consecutive months on the contract
- 3 Experts working for less than 6 consecutive months on the contract
- 4 The annual leave entitlement of experts must not exceed 60 calendar days

### **5 Provision for incidental expenditure:**

- all incidental expenditure incurred in the course of the contract as required by the Terms of Reference is to be invoiced at actual cost.
- any cost related to the payment of an incidental expenditure is included, such as bankcharges.
- supporting documentation need not be submitted at the time interim invoices are presented for payment but must be retained for seven years after the final payment is made by the Contracting Authority.
- the provision for incidental expenditure does not cover travel to/from the beneficiary country for experts (other than for missions identified in the Terms of Reference)
- any long distance air travel must be by economy class while long distance train travel may be by 1st class
- the subsistence paid to experts on missions requiring an overnight stay away from the base of operations in the beneficiary country must be a maximum of the per diem rate published on the Procedures page of the Web site [http://europa.eu.int/comm/europeaid/index\\_en.htm](http://europa.eu.int/comm/europeaid/index_en.htm) for each night away

The financial evaluation of tenders only considers the total fees, since the provision for incidental expenses must be the amount stated in Clause 6.5 of the Terms of reference. Please refer to Section 6 of the Terms of reference to identify what is to be included in fees and what may be covered by the provision for incidental expenditure in this contract. An audit certificate provided by a suitably qualified auditor will be required before the final payment is made.

### **6 Provision for expenditure verification**

- must cover expenditures incurred in the course of the contract for expenditure verifications undertaken by external auditors cannot be decreased in the course of the contract