Before filling out the proposal… What changed?

Rapid response and underfunded emergencies projects:

- The proposal templates are now tailored for projects to be funded under the rapid response window and the underfunded emergency window, respectively. Kindly ensure to use the correct project template.

As in the past, the CERF strongly encourages agencies to work together both through joint sectoral programming and joint implementation and through an integrated, multi-sectoral approach to an emergency response.

- Agencies are requested to coordinate their response: joint programming, planning and implementation of CERF funded projects is strongly recommended whenever possible. Agencies jointly implementing CERF funded activities should submit individual project proposals covering the respective agency’s component. Synergies, complementarity and joint activities should be highlighted in the respective project proposal and in the Application Strategy (Chapeau). For technical reasons and to enhance accountability, the submission of joint project proposals from multiple agencies in one single template will no longer be possible. However, to ensure visibility around jointly implemented programmes the individual agency components of joint projects should be submitted with identical/similar titles and with prefix (joint project with [agency name]) added to the project title.

- The rationale for moving away from joint project proposals is driven by the need to enhance accountability, speed and efficiency by reviewing project proposals separately. Past experience shows that, while a limited number of joint proposals received by the CERF secretariat were clearly for joint programming, the majority presented an aggregation of agencies’ activities in the same sector, which complicated the proposal review and ultimately delayed the approval process of the individual grants, without adding much value. With the roll out of the new templates, the focus of Agency Project Proposals is now just on CERF-funded agency activities. However, individual agency proposals must corroborate the overall inter-sectoral response strategy and CERF’s scope of assistance as explained in the Application Strategy (Chapeau).

**Project proposals now focus just on CERF-funded agency activities.**

- Individual agency proposals must corroborate the overall inter-sectoral response strategy and CERF’s scope of assistance as explained in the Application Strategy (Chapeau) (Part I of the application template) and complementary to each other.

**Automatic upload of new Word template to CERF’s internal Grant Management System (GMS) for speedy processing of applications and projects.**

- To enable this function, tables are locked for the most part to minimize uploading errors. Please do not insert footnotes in cells asking for funding figures and beneficiary numbers as this will result in uploading errors.
Filling out individual sections of the project proposal

Section 1. General Information

Project start date:
- The standard start date of a CERF-funded projects is the date of disbursement of funds by CERF, which can be reviewed on the CERF website (https://www.unocha.org/cerf/cerf-worldwide/funding-agency/funding-agency-2019). For rapid response projects, if an agency has begun expending funds before the disbursement of CERF funds, it may request an early start date of a maximum of six weeks prior to the disbursement date but not before the onset of the emergency. In case disbursement takes place more than six weeks after the requested early start date, the start date will be exactly six weeks before the disbursement date. If the disbursement takes place before the requested early start date, the early start date will be the disbursement date. For underfunded emergencies projects, funds can be utilized from the disbursement date.

Project duration:
- Six months from the start date for rapid response projects. For underfunded emergency projects, the project end date is 31 December of the same year for the first-round allocations and 30 June of the following year for the second-round allocations, regardless of the project start date (i.e. disbursement date); this allows for about nine-month project duration for underfunded emergency projects. All project implementation activities must be completed within the set project period, including those of implementing partners. These may include recruitment and contracting of all staff under the project, procurement and provision of all goods and services, project launch including necessary partnership arrangements and project closure (if relevant). Financial closure may take place after the project end date, but as early as possible; these may include payments to consultants or vendors and fulfillment of commitments for unpaid services or goods. No back charging is permitted after the project end date.

Total funds required for agency's response to current emergency:
- For rapid response requests, this refers to the funding requirements of the requesting agency in the prioritized sector for the current emergency that the rapid response window intends to address (in case of complex or protracted crisis, please refers to the specific emergency or to the new emergency response phase only). For underfunded emergency requests, this refers to the agency’s funding requirements for the corresponding activities in the Humanitarian Response Plan (HRP) or other humanitarian planning. If an HRP exists, use the project requirement. Where no HRP exists, ‘total project requirement’ should reflect the funding requirements of the requesting agency for its humanitarian programme in the prioritized sector.

Total funds received for agency's response to current emergency:
- Indicate the amount received against the total indicated in section above. Where an HRP or relevant flash appeal/response plan exists, this should be identical to what is recorded on the Financial Tracking Service (FTS).

Total CERF funds requested for this project proposal:
- The total CERF funds requested should not be 100 per cent of the total funds requested, for CERF funding should be complemented by other funding sources. Normally, CERF contributes to a limited amount of the agency's total response requirement to jump-start the most time-critical, life-saving elements of the emergency response.
Section 2. The project

Priority Humanitarian Needs (one page or less):

- This section should provide an overview of the time critical needs in the sector, supported by a brief description of the main problems and key needs identified by recent needs assessments and associated with the current emergency. Include date, location and methodology of the assessments.
  - For rapid response, highlight the new or increased needs directly resulting from the current crisis and not chronic needs (whether developmental or resulting from a protracted crisis) that predated the trigger. For a slow-onset disaster such as drought, these needs must be clearly established referencing relevant baseline data. For further information, refer to the CERF drought guidance. What additional activities are planned to respond to the new needs? What increase in humanitarian programme is proposed?
  - For underfunded emergencies, describe the overall sectoral needs as identified in an HRP or other humanitarian planning document in country. Include the objectives, types of activities with population types and number of people targeted and geographic locations of the overall project.
  - Provide information on the individuals affected by the emergency and how their particular needs and vulnerability were assessed. What are the different needs of girls, women, boys and men of different ages? Reference the dates, locations and types of needs assessments used to develop the project, including collective assessments such as a Multi-Cluster/Sector Initial Rapid Assessment (MIRA), sector-specific technical assessments and others as applicable. Include link(s) or annex the full assessment report(s) if available.
  - If special environmental considerations were taken in project/programme design, please briefly describe.

Project summary (one page or less): Provide a clear, concise description of the CERF project.

- Who are the target beneficiaries of the project (who, where, how many) and how are they identified, based on what criteria? Highlight any particular groups of concern.
- What are the specific outputs and planned activities of the project? How will they address the humanitarian needs identified in the section above?

Persons directly targeted by the project:

- Please provide the estimated number of project beneficiaries by gender, age group and category. “Other affected people” includes people affected by natural disaster or conflict who have not been displaced and are not hosting refugees, IDPs or returnees. Please include only individuals who will directly receive goods or services from the CERF-funded project. The population benefitting indirectly from this CERF funding, e.g. from awareness/information campaigns, expansion of service delivery capacity, etc., should not be included in the tables but the agency may choose to quantify and describe the additional beneficiaries of the project in the narrative section “Persons indirectly targeted by the project”.
- The total beneficiary figures targeted by the project (section 2) should tally with beneficiary figures included in the project activities listed in the project results framework.

Results Framework:

- The results framework should provide an overview of key deliverables and results expected for the CERF-funded component of agencies’ response. It is not meant to serve as or replace agencies’ own fully developed project log-frames. The results framework should provide a complete, self-explanatory overview of the project. It should reflect the beneficiaries listed above, all implementing partners (under activities), and be in line with the budget.
  - The result framework template proposes five output tables (including each Results, Sector, Indicator and Activities). However, you can add (by copying and pasting)/delete output
tables and insert/delete lines for indicators and activities within a table as necessary, but please do not break one output table into two or more tables and do not merge several outputs into one table.

- For projects covering multiple sectors, please include at least one output per sector.
- For indicators with a percentage target, in most cases, absolute numbers will be required as well.
- Please separate specific activities, such as procurement and distribution, so that the timeline for sequenced activities is clear for the subsequent implementation calendar.
- If the project has a GBV, enhanced AAP or Cash component, or targets persons with disabilities or other specific needs, insert related outputs and/or indicators and activities in the results framework.

**Terminology**

- The **project objective** describes the overall objective to which the project will contribute.
- **Outputs** are direct and measurable products and results of activities. Indicate the output(s) to be expected upon completion of the CERF project, which should contribute to the outcome. There can be multiple outputs (no more than five is recommended) but they should be specific and achievable within the CERF project timeframe.
- If CERF funds are supporting only a portion of a larger project that cannot be logically separated out, please prorate the outputs and targets to provide the indicative CERF contribution to the overall results.
- **Indicators** and activities are assigned to a specific output. Indicators should be **SMART**. SMART indicators are: S**pecific**, to avoid differing interpretations; M**easurable**, to allow monitoring and evaluation; A**ppropriate** to the problem statement; R**ealistic** and achievable; T**ime-bound**, indicating a specific period of time during which the results will be achieved, which must fall within the CERF implementation period. Use the agreed cluster indicators in a HRP if possible. Each indicator shall have a measurable target assigned.
- **Activities** are actions performed to achieve the outputs and outcome, such as the delivery of goods and services. Describe the activities for each output to be carried out under this CERF grant and who (the agency and/or implementing partners) is responsible for implementing each activity.

**Implementation Calendar:**

- Indicate the planned timeline for the implementation of each activity under planned outputs by highlighting corresponding cells in the calendar (each cell represents one week). Add/delete lines for outputs and activities as necessary; they must mirror those of the results framework above. Insert the actual calendar months instead of "Month 1", etc. CERF allows up to six months for rapid response grants, and about nine months for underfunded grants.

**Life-Saving Justification** (half page or less):

- Explain how the proposed interventions and activities under the project adhere to CERF’s life-saving criteria (available in English, French and Spanish at [https://cerf.un.org/partner-resources/guidance-and-templates](https://cerf.un.org/partner-resources/guidance-and-templates)). Please also reference Chapter 5 of the CERF Handbook.
Section 3. Implementation arrangements

Human Resources:
- Briefly describe how human resources will be mobilized for the project (supervision, reporting lines and division of labor to be put in place for the successful implementation of the project). This should correspond to the budget lines under Budget Category A (staffing and other personnel costs).

Operational Presence and Access:
- Briefly describe your agency and planned implementing partners’ operational presence in and/or ability to access project locations. Mention any access constraints foreseen during the project implementation and planned mitigation measures.

Procurement and Contractual Services:
- Describe the procurement, transport and delivery arrangements in place to ensure provision of assistance within the CERF’s implementation period. Also provide information on the timeline for contractual services for activities such as cash transfer programming, training, etc. Narrative description in this section should correspond to relevant budget lines under Budget Categories B (supplies, commodities and materials), C (equipment) and D (contractual services).

Implementing Partners:
- Who are the implementing partners and what are their responsibilities? If multiple implementing partners, state their comparative advantages and how their responsibilities are divided, e.g. based on their established presence in different project locations, focus on different target populations, specialized services provided, etc. State whether Memorandums of Understanding (MOUs) are in place with proposed implementing partners. If not, please outline the timeline for signing agreements and transferring funds and/or supplies to partners.

Synergies and Complementarity:
- Describe how the project will complement other projects funded by CERF through this allocation. Also describe the synergies with other initiatives funded by CERF and/or other donors targeting the same affected people to put into perspective how this project will fit into your agency’s larger programming.

Coordination:
- Describe how the agency will coordinate proposed activities with others at both the sector/cluster and inter-sector/cluster levels. Briefly explain the coordination modalities with relevant national and local authorities, other UN agencies and humanitarian partners, beneficiary community and other key stakeholders during the project implementation to maximize efficiency and impact while avoiding gaps and overlaps in the response.

Monitoring:
- Describe the monitoring and evaluation arrangements for the CERF project.
  - Describe plans for tracking project progress, including site visits, data collection, reporting and other arrangements, as relevant. For further information, please refer to the CERF Monitoring Guidance.
  - Describe any evaluations planned for the CERF project or the overall programme of which CERF is part. Explain how and who will carry out the evaluation.
  - Describe any other accountability mechanisms set in place for this project.
Section 4. Cross-cutting

Accountability to Affected People (AAP):

- Please describe how AAP has been and will be ensured during the different phases of the project including: 1) project design and planning, 2) implementation, and 3) monitoring and evaluation.
  - How will people targeted by the project be informed of the response and/or services available to them?
  - How will target communities be consulted throughout the implementation and how will their feedback be collected and acted upon?
  - Please include only relevant specific information for the CERF-funded project and do not enter generic policy or guidance language. If the suggested structure is not feasible, please feel free to provide information differently. For further information, please refer to the IASC AAP commitments.

Gender Considerations and Persons with Specific Needs:

- Choose the appropriate Gender with Age Marker (GAM) Code for the project, referencing the IASC GAM information page. Reach out to the country, regional or headquarters Gender Focal Point of your agency for assistance. Countries with a Humanitarian Response Plan should find the code of the project in the document. The GAM code is mandatory for CERF-funded projects.
  - The following are groups generally considered to have specific needs: women, men, girls, boys and adolescents at risk, including unaccompanied and separated children, persons with serious health conditions including HIV/AIDS, persons with special legal or physical protection needs, single women, women-headed households, older persons, persons with disabilities, and persons with a diverse sexual orientation or gender identity.
  - If the project has a GBV component or targets persons with disabilities or other specific needs, insert related outputs and/or indicators and activities in the results framework.

Cash Transfer Programming (CTP):

- CTP refers to all programs where cash or vouchers for goods or services is directly provided to beneficiaries. In the context of humanitarian assistance, the term is used to refer to the provision of cash or vouchers given to individuals, household or community recipients; not to governments or other state actors.

Completing the CTP table

- **CTP modality** refers to the different types of cash or voucher transfer. Under the column CTP modality, please indicate the method of cash-based transfer, via cash transfer, voucher, ecard, etc.
- **Cluster Sector**: Select the sector that the cash-based transfer is aiming to address, in the event that the transfer will meet a range of needs, select multi sector.
- **Value of Cash**: Include the total amount of the cash being transferred to beneficiaries. The amount should not include related costs for the cash transfer, such financial service provider (FSP) fees or distribution costs.
- **Conditionality**: Select *conditional* if the recipients are required to complete or undertake some activities to be eligible to receive the assistance (i.e. cash for work). Select *unconditional* if the recipients are not required to undertake certain activities (i.e. general food assistance)
- **Restriction**: Select restricted if the transfer has certain parameters for the redemption of the assistance (i.e. specific vendors or to access pre-determined goods/services like agricultural inputs. Select unrestricted if the transfer allows the recipients to select any items (i.e. multipurpose cash).
### Filling out the project budget

**CERF Budget Guidance and Examples**

#### Overall Guidance:

- Each CERF project proposal must include a budget which details the costs to be funded by CERF and which strictly adheres to the CERF budget template and budget guidelines (see below). The CERF budget template is in line with the United Nations Development Group (UNDG) budget categories.

- The budget should reflect activities described in the project narrative. Budgets should be designed taking into consideration the CERF-approved implementation period of the project (maximum six months for rapid response grants and around nine months for underfunded emergencies grants).

- Wherever possible and relevant, please provide sufficiently detailed breakdown of items (unit, quantity, unit costs, % charged to CERF) for each budget line for the CERF component of the project. Where breakdown of unit, quantity and unit cost is impractical or irrelevant, please provide total amount of the item, along with sufficient description of cost elements.

#### Regarding format:

- For thousands separator, please use a comma "," rather than space or ".", e.g. "1,234";
- The figures in the column “Total (USD)” should be rounded to the nearest dollar;
- No need to add $ sign in front of the amounts in “Unit Cost” and “Total (USD)” columns.

#### Detailed Guidance and Examples:

**Contents of Budget Lines**

<table>
<thead>
<tr>
<th>Descriptive of Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>% charged to CERF</th>
<th>Total</th>
</tr>
</thead>
</table>

| **A. Staff and Other Personnel Costs** | 

Please itemize costs of staff, consultants and other personnel recruited directly by the agency for project implementation. Indicate international or national staff, level, title, number and unit cost of each type of personnel. Staff and other personnel costs should be kept to the essentials for emergency response. Please indicate the percentage of dedication to CERF project for each person to determine total cost correctly. |

- Include costs and entitlements of national and international staff and other personnel contracted by the agency (such as temporary staff, daily workers and consultants) who are directly involved in the implementation of the project;
- Subject to dedication to CERF project, a position should be cost-shared between CERF and UN agency, with indication of the % charged to CERF;
- Itemize each national and international staff by function and level, as well as each consultant by function or expertise;
- Do not include consultancies with firms (which should be under category D) or agreements with implementing partners (which should be under category F);
- CERF does not fund Government staff salaries;
- Keep staff and other personnel costs to the essentials for emergency response.

<table>
<thead>
<tr>
<th>Example: 2 P4 programme officers @ $10,000 per month each (CERF shares 50% cost) for 4 months to monitor food distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>person-month</td>
</tr>
</tbody>
</table>

- Provide unit, quantity and unit cost by monthly or daily rates for each position;
- Specify whether the rate is monthly or daily.
<table>
<thead>
<tr>
<th>Description of Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>% charged to CERF</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Supplies, Commodities, Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please itemize costs of consumables to be purchased under the project, including associated transportation, freight, storage and distribution costs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Include procurement of consumable supplies for project implementation (e.g., medicines, food, non-food items, tents, seeds, tools, etc.); costs associated with the delivery, storage and distribution of consumable supplies procured by the project (e.g., transportation, freight, customs, insurance, warehousing and other logistical requirements); communications materials for training and awareness raising (e.g., posters, pamphlets), etc;</td>
<td>• Provide unit, quantity and unit cost for each type of consumables to be purchased;</td>
<td>• For lump sum lines, please describe the calculation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• For cash transfers to beneficiaries implemented directly by UN agency, the cash transfers shall be budgeted under category B, while the associated contractual service fees should be under category D;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• For cash transfers to beneficiaries implemented by Government partners or NGOs, both the cash transfers and the associated costs shall be budgeted under category F;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If a consumable is in the form of a kit, please briefly describe the content of the kit in the budget, or refer to the standard kit descriptions already agreed with CERF, or provide an annex.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example: Procurement of 2,000 MT cereals at $300 per MT</td>
<td>MT</td>
<td>2,000</td>
<td>300</td>
<td>n/a</td>
</tr>
<tr>
<td>Example: Medical Kit (see Annex for details)</td>
<td>Unit</td>
<td>20,000</td>
<td>50</td>
<td>n/a</td>
</tr>
<tr>
<td>Example: Transportation costs for Medical Kit (estimated at 10% of value)</td>
<td>%</td>
<td>1,000,000</td>
<td>10%</td>
<td>n/a</td>
</tr>
<tr>
<td>Example: One-time cash transfer directly implemented by XXX [UN agency name] to 500 beneficiaries at $100 per beneficiary</td>
<td>beneficiary</td>
<td>500</td>
<td>100</td>
<td>n/a</td>
</tr>
<tr>
<td>C. Equipment</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Please itemize costs of non-consumables to be purchased under the project.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Include procurement of non-consumable items for the benefit of project recipients (e.g., medical equipment, IT equipment for registration, etc.);</td>
<td>• Provide unit, quantity and unit cost for each type of equipment to be purchased.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• CERF generally does not fund the purchase of vehicles, heavy equipment or construction which is not of temporary nature;</td>
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<td></td>
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</tr>
<tr>
<td>• Only equipment directly related to project implementation will be considered; equipment for agency’s regular operations will not be accepted.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example: Procurement of 2 desktops for IDP registration at $800 each</td>
<td>PC</td>
<td>2</td>
<td>800</td>
<td>n/a</td>
</tr>
<tr>
<td>D. Contractual Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please itemize works and services of commercial nature to be contracted under the project. Please provide the names of contractors, if known.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Include works and services of a commercial nature that are contracted directly by the agency following procurement procedures (Note: Budget for Government partners or NGOs should be under category F);</td>
<td>• Provide unit, quantity and unit cost for each contractor;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Itemize and describe each work and service;</td>
<td>• For each contractor, provide the amount of funds to be transferred, and a brief description of its role, outputs and a general breakdown of budget (Details of the budget may be presented in annexes).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide the name of contractors, if known;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- For cash transfers to beneficiaries implemented directly by the UN agency, the associated contractual service fees, if any, are budgeted under category D, while the cash transfers shall be budgeted under category B.

**Example:** XXXX [name of contractor]: Quality inspection service for 800 MT of cereals at $40 per MT

<table>
<thead>
<tr>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>% charged to CERF</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT</td>
<td>800</td>
<td>40</td>
<td>n/a</td>
<td>32,000</td>
</tr>
</tbody>
</table>

**Example:** Contractual service fees to ABC bank for processing cash transfer to 10,000 beneficiaries at $1 per transaction

<table>
<thead>
<tr>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>% charged to CERF</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>transaction</td>
<td>10,000</td>
<td>1</td>
<td>n/a</td>
<td>10,000</td>
</tr>
</tbody>
</table>

**Example:** Consulting firm XXX to undertake monitoring trips and prepare a project delivery status report at the total fee of $5,000

<table>
<thead>
<tr>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>% charged to CERF</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>report</td>
<td>1</td>
<td>5,000</td>
<td>n/a</td>
<td>5,000</td>
</tr>
</tbody>
</table>

**E. Travel** Please itemize travel costs of staff, consultants and other personnel for project implementation. Please provide the purpose, destination, number of travelers, transportation costs, number of days and DSA rate for the trips. Generally, except for international travel of surge personnel to the emergency, other international travel is discouraged.

- Include travel costs of staff, consultants and other project personnel, such as airfare of international and local flights, daily subsistence allowance (DSA), hazard pay and other travel entitlements, as applicable;
- Itemize by international and internal/national travel and indicate the purpose of the trips;
- Generally, except for international travel of surge personnel to the emergency, other international travel is discouraged.

**Example:** 3 staff to undertake 2 domestic trips each to location A to monitor food distribution, 5 days each trip at DSA rate of $100, airfare $400 per trip

| (a) Airfare | ticket | 6 | 400 | n/a | 2,400 |
| (b) DSA | day | 30 | 100 | n/a | 3,000 |

**Example:** Travel costs to undertake needs assessment at XXX area

| (a) Rental of 1 car for 6 needs assessment trips at $200 per trip (Could also use other cost estimate methodology such as monthly rental per car x no. or cars x no. of months) | trip | 6 | 200 | n/a | 1,200 |
| (b) Fuel for the 6 needs assessment trips at average fuel consumption of $300 per trip (Could also use other cost estimate methodology such as cost per gallon x quantity of the fuel) | trip | 6 | 300 | n/a | 1,800 |

**F. Transfers and Grants to Counterparts** Please provide breakdown by implementing partners (typically Government partners and NGOs). Please provide the name of partners, if known. For each partner, please provide a brief description of its role and a general breakdown of budget.

- Include agency’s transfers and grants to implementing partners – normally of a **non-commercial nature** – through sub-granting procedures for project implementation. Entities receiving sub-grants could be Government partners, international NGOs, local NGOs or other non-commercial entities;
- Costs allowed to be incurred by partners include: cost of personnel recruited by the implementing partner to

<table>
<thead>
<tr>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>% charged to CERF</th>
<th>Total</th>
</tr>
</thead>
</table>
| Provide unit, quantity and unit cost for each implementing partner;
| For each partner, provide the amount of funds to be transferred and a description of its role, outputs and a general breakdown of budget (Note: Details of the budget may be presented in annexes). |
carry out the services sub-contracted by the UN agency; direct operational cost necessary for delivery of services such as commodities, supplies, transportation; and other direct costs necessary to carry out the services/works for this project such as general operating and office running costs;

- For cash transfers to beneficiaries implemented by Government partners or NGOs, both the cash transfers and the associated costs are budgeted under category F, and should be itemized;
- Provide the names of potential partners, if known;
- List Government partners first, to be followed by NGOs.

| Example: Government department XXX: Distribution of 800 MT of cereals at $100 per MT to 10,000 beneficiaries in locations A, B and C | MT | 800 | 100 | n/a | 80,000 |
| Example: NGO YYY: Deployment of 2 mobile health clinics at $5,000 each per month to location A for 6 months | mobile clinic-month | 12 | 5,000 | n/a | 60,000 |
| Example: NGO ZZZ: (a) Cash transfer to 1,000 households in location A and B at $100 per month per household for 3 months | household-month | 3,000 | 100 | n/a | 300,000 |
| (b) Cash distribution costs at $1 per transaction for 3,000 transactions (1,000 households, with 1 transaction per household per month for 3 months) | transaction | 3,000 | 1 | n/a | 3,000 |

**G. General Operating and Other Direct Costs**

Please include general operating expenses and other costs directly required for project implementation. CERF does not fund recurrent costs of regular agency operations and programmes.

- Include general operating costs directly related to project implementation, such as office rental, stationery and supplies, utilities (telecommunications, internet, etc.) and rental of vehicles;
- For office rent, please indicate office locations;
- For training, please properly break down budget by category. For example, for a training which involves hiring a consultant to design and deliver the training, and procuring conference package, the consultant cost should be under category A, and the conference cost should be under category D;
- CERF does not fund recurrent costs for regular agency operations, such as regular agency security costs, costs associated with MOSS compliance, or contributions to UN common services;
- Include other costs that cannot be mapped to the expense categories of A through F above.

| Example: Office rental at location XXX at $1,000 per month for 3 months | month | 3 | 1,000 | n/a | 3,000 |

**Total Project Direct Costs**

This is the sum of budget categories A through G.

**Indirect Project Support Costs (PSC)**

- Include PSC at headquarters, regional or country level.

**Total CERF Project Budget**

Sum up total project direct costs and indirect project support costs (PSC).