

Section 4, Annex B

PERSONNEL INPUTS AND FEE RATES

NAME	Country (Specify)	No Days	Daily Fee Rate	Cost £
<u>Long Term</u>				
<u>Short Term</u>				
<b>TOTALS</b>				

- Long Term is in excess of 4 months.
- Fees will be paid for productive days or whilst travelling at the request of DFID.
- DFID will not pay for a day of rest following travel, either Overseas or in the UK.
- Detail of expected Fee Rate composition is provided in Section 2 of the Framework Agreement.

**Project Expenses**

Costs should be shown separately in the format set out below inserting extra lines to provide full details under each heading. Government taxes, if applicable, should be shown separately on the sheet below titled Summary of Fee Rates and Expenses.

<b>TRAVEL (state country)</b>		<b>NO.</b>	<b>RATE</b>	<b>COST £</b>
<b>FARES</b>	International			
	Domestic			
	Other Travel Costs			
	<b>Sub Total</b>			£
<b>DAILY LIVING COSTS (state country) *Long Term</b>				
	*Short Term			
<b>Sub Total</b>				£
<b>EQUIPMENT* Items Purchased/Rented (Including vehicles)</b>				
<b>Sub Total</b>				£
<b>Any other expenses (please list)</b>				
<b>Sub Total</b>				£
<b>TOTAL PROJECT EXPENSES: (B)</b>				£

- DFID will not reimburse costs for normal tools of trade (e.g. portable personal computers).
- All journeys by Rail or Air will be made by a class of travel that is no more than Standard / Economy.
- Rented accommodation should be used whenever possible and in particular for Long Term visits. Hotel
- Accommodation should be justified on the basis of Value for Money, with costs kept to a minimum.
- Receipts must be retained for all expenses unless DFID specifically agree a Per Diem rate in the contract. Your proposed costing must make clear where you are intending to charge a per diem rate for any element of the Expenses.

**SUMMARY OF FEE RATES AND EXPENSES**

Total Fees (A)	£
Total Project Expenses (B)	£
Sub Total	£
Government Tax (e.g. x% of £)	£
<b>TOTAL</b>	<b>£</b>

**OR**

**MILESTONE PAYMENT BASIS**

**The amount to be paid for the completion of the services is fixed at £**

Payment will be made either:

- a) a lump sum on completion of the services
- or
- b) at relevant points throughout the contract period as detailed below

<b>CRITERIA FOR PAYMENT</b>	<b>AMOUNT OF PAYMENT</b>
<b>TOTAL</b>	£