

GGF TAF Budget Templates

A – Budget template for impact assessment services

<i>All figures in EUR*</i>			
1. Expert Fees (Remuneration)			
Name	Total days	Expert Rate	Total
Help-desk support to the Financial Institution**			
Staff training***			
Sub-total Fees			
2. Impact Assessment Rates (Remuneration)			
Type of Impact Assessment (IA)	No. of IA, up to:	Rate per IA	Total
Simple confirmatory IA			
Detailed confirmatory IA			
Ex-post Verification			
Holistic Impact Assessment			
Sub-total IA Rates			
TOTAL			

*excluding VAT and withholding tax; if VAT or other tax is applicable, please define its amount separately

** estimated number of expert days per quarter will be defined in the ToR

*** if required in the ToR

B – Budget template for other services

All figures in EUR*

1. Expert Fees (Remuneration)

Name, Job Title	Days in the field	In home office	Total	Expert rate	Total
Total Expert Fees					

2. Per Diems

Place	Number	Amount	Total
Total Per Diems			

3. Accommodation

Place	Number	Amount	Total
Total Accommodation			

4. Travel

Routing	Number	Amount	Total
<i>- International:</i>			
from - to			
<i>- Local (long distance):</i>			
from - to			
Total Travel			

5. Other Costs

Item	Number	Amount	Total
e.g. Visa			
Total Other Costs			

TOTAL			
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* excluding VAT and withholding tax; if VAT or other tax is applicable, please define its amount separately

Standards for cost items in budgets

The following standards apply for cost items in budgets.

1. Daily Fees

For short terms assignments with a continuous stay of the consultant of less than six calendar weeks, Saturdays are paid working days. Travel days are paid in full if the travel to the duty station starts before 12:00 or the travel from the duty station is completed after 12:00; otherwise, they are paid with 50% of the daily fee.

As a standard, one extra day is allocated for the drafting of the final report. Depending on the assignment, more reporting days may be required.

2. Flights

Regular economy class airfare applies. The budgeted price must be in line with currently available airfare prices.

3. Hotel fares and per diems

Per Diems and accommodation amounts follow the standards set in 'Dokument für geltende Pauschbeträge für Verpflegungsmehraufwendungen und Übernachtungskosten' published by the German Ministry of Finance, which is adjusted annually [here](#).

The per diem covers local transport, communications and other expenses, and for this purpose is set at EUR 15 above the standard of the German Travel Cost Law. Visa expenses are budgeted separately.

Amounts in EUR

Country / National Entity	Per diem	Accommodation
South East Europe		
Albania	44	113
Bosnia and Herzegovina	33	73
Croatia	43	75
Former Yugoslav Republic of Macedonia	44	95
Montenegro	44	94
Serbia	35	74
Kosovo	38	57
Turkey (countryside)	55	78
- Istanbul	50	104
- Izmir	57	80
European Neighbourhood Region East		
Armenia	38	63
Azerbaijan	45	72
Georgia	50	88
Moldova	39	88
Ukraine	47	98



European Neighbourhood Region South		
Egypt	56	125
Jordan	61	126
Lebanon	74	123
Morocco	57	129
The Palestinian Territories	74	191
Tunisia	55	115