

# Attachment B: Budget Requirements

As stated in the SCALE Evidence of Impact Request for Proposals, no direct funding will be awarded to the successful applicant. Rather, SCALE will be covering the costs (up to a maximum of 50,000 USD) for a consultant and/or research institution who will be hired according to the competitive processes of SCALE's administrator, Mercy Corps, to assist with conducting the chosen study. An indicative budget is requested to demonstrate the applicant's time and resource commitment and to provide an estimate of the technical assistance costs to be administered by Mercy Corps.

## Budget Components

The applicant must submit an indicative budget in Excel format (.xls or .xlsx) reflecting all major costs related to the implementation of the Evidence of Impact study. The applicant must ensure all costs are detailed, realistic, reasonable, allowable and allocable. For each item, the applicant must include a description of each cost element, number of units, unit type, unit cost and the total amount (in USD). The applicant must clearly note whether the cost of each item is to be covered by the applicant's funds or through the technical assistance funds administered by Mercy Corps. Items which must be covered by the applicant are described under each budget component below.

Applicants may submit a budget in their own format, following the example provided on page 3. Key sections of the budget must include the following, at a minimum:

### 1. Salary/Wages

- Provide the titles/roles of key personnel who will support this study, their rate and the number of days they plan to dedicate to this effort. These costs will be covered by the applicant.

### 2. Travel, Local Transportation & Per Diem

- Provide the key travel-related costs that will be covered by the applicant's funds
- Travel-related costs associated with point 4 Subcontract/Consultant.

### 3. Training/Workshops

- Describe any trainings or workshops related to the Evidence of Impact study and their associated costs, if applicable. These costs will be covered by the applicant.

### 4. Subcontract/Consultant

- Provide details of the proposed use of Mercy Corps-administered technical assistance funds: number of research consultants needed, days and associated daily rates, and any other anticipated costs such as travel costs. These costs are the only costs that will be covered by Mercy Corps-administered technical assistance funds, should the applicant's proposal be successful



## 5. Other Direct Costs

- Detail any other costs that will be covered by the applicant and are necessary for carrying out this study, such as communications, photocopying, printing and/or supplies

## Budget Narrative

A brief budget narrative should be included on a tab within the Excel workbook and should include the following:

- a. A description of each cost element and why each of the items is necessary to carry out project activities
- b. A description of how the unit cost was determined (estimate, purchasing history, quote, etc.)

## Unallowable Costs

The following costs will not be covered under the SCALE technical assistance funds administered by Mercy Corps:

- Salaries of personnel, supplies, facilities rental, financial administration and other costs that are not directly related to implementing the project activities
- Purchase of motor vehicles, office equipment or furniture
- Construction or physical improvement of offices/facilities
- Purchase of alcoholic beverages
- Travel, other than that required of the research consultant(s) to implement the project activities
- Capital equipment
- Government personnel (either full or partial salaries)

Issuance of the SCALE Evidence of Impact Technical Support: Request for Research Proposals does not constitute a commitment on the part of SCALE nor does it commit SCALE to pay for the costs incurred in the submission of a proposal. SCALE reserves the right to select the successful applicant based on initial submissions; hence, applications should be submitted on the most favorable terms, in line with the evaluation criteria. Furthermore, SCALE reserves the right to select multiple successful applicants, to reject any or all submissions received, and to negotiate separately with an applicant, if such action is considered to be in the best interest of SCALE.

# Example budget template

			Anticipated funds covered by SCALE		Cost share commitment by applicant		
Budget line item description	Unit cost (USD)	Unit type (e.g. /day)	No. of Units	Amount (USD)	No. Of Units	Amount (USD)	Total (USD)
<b>Salary/wages (directly supporting activities)</b>							
<b>A: Consultant/University researcher (SCALE cost)</b>		/day					
<i>Sub-total</i>							
<b>B: Program Position (Applicant cost)</b>							
Program Position Name		/day					
Program Position Name		/day					
Program Position Name		/day					
<i>Sub-total</i>							
<b>Travel/local transportation (directly supporting activities)</b>							
<b>A: Consultant/University travel (SCALE cost)</b>							
Airfare (from/to)		/return					
Per diem		/day					
Local transport		/trip					
<i>Sub-total</i>							
<b>B: Program staff travel (Applicant cost)</b>							
Airfare (from/to)		/return					
Per diem		/day					
Local transport		/trip					
<i>Sub-total</i>							
<b>Other costs (limited to those directly supporting activities)</b>							
Communications		/each					
Photocopying		/each					
Printing		/each					
Supplies		/each					



