

CCM FUNDING AGREEMENT - COSTED WORK PLAN

Section 1. General Information

| | |
|--------------------------|----------------|
| CCM Name: | CCM Georgia |
| CCM Agreement No: | GEO-CFUND-2009 |
| Agreement Starting Date: | 1-Mar-2021 |

| | |
|---------------------|------------|
| Year of Agreement: | Year 2 |
| Year Starting Date: | 1-Mar-2021 |
| Annual Envelope | 70,000 |

GRAND TOTAL (Fixed Costs + Activities) =

72,945

Section 2. Fixed costs and HR positions covered by CCM Funding Agreement

2A. Fixed Costs

| No. | Cost Grouping | Performance Area | Description | Total Year (in USD/EUR) | Assumptions / comments |
|-------|--------------------------------|------------------|---|-------------------------|---|
| 1 | Human Resources | Operations | Human Resources (Secretariat staffs) | 40,849 | Two secretariat staff, it includes all legal charges and taxes as per Georgian regulations. 5% increase has been applied. |
| 2 | External Professional Services | Operations | Overhead cost - itemized fees to manage CCM funding (including audit) | 3,600 | Accounting Services: Since the status of the CCM in Georgia does not allow it to receive funds, it contracts the organization "Bemoni Public Union" for accounting and financial management services |
| 3 | Indirect and Overhead Costs | Operations | Office rental and supplies | 676 | Printed CCM supplies: 50 letterheads: 11\$ 100 Folders- 115\$ Stationary, small office supplies for the CCM and CCM related meetings and secretariat including printing cartridges 430 \$ + office cleaning supplies 120 \$ (based on previous years expenditures) Total cost is: 11\$+115\$+430\$+120\$=676\$ |
| 4 | Indirect and Overhead Costs | Operations | Overhead cost - itemized fees to manage CCM funding (including audit) | 60 | Bank charges |
| 5 | Non-health Equipment | Operations | Overhead cost - itemized fees to manage CCM funding (including audit) | 315 | The sum budgeted under this category will be used for payment of hosting of CCM website/registration of domain. The maintenance of CCM website is done by the CCM Secretariat and the technical support is provided by MoDP&LHSA IT free of charge. |
| 6 | | | | | |
| Total | | | | 45,500 | |

2B. HR positions covered by this agreement. Please report all CCM Secretariat staff even if only a maximum 2 Full time equivalent positions can be covered by CCM Funding Agreement.

| No. | Description | No. of positions financed by other sources | No. of positions financed by GF | Total No. of positions | Assumptions / Comments |
|-------|--------------------------|--|---------------------------------|------------------------|---|
| 1 | Executive Secretary | 0.00 | 1.00 | 1.00 | Salary: \$ 25,074 , This is inclusive of all legal charges and taxes as per Georgian regulations. |
| 2 | Administrative Assistant | 0.00 | 1.00 | 1.00 | Salary: \$ 15,775, This is inclusive of all legal charges and taxes as per Georgian regulations. |
| 3 | | | | 0.00 | |
| 4 | | | | 0.00 | |
| 5 | | | | | |
| 6 | | | | | |
| Total | | | 2.00 | 2.00 | |

Section 3. Work Plan Activities

| 3A. CCM Activities | | | | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Budget | Assumptions / Comments |
|--------------------|--------------------------------|-------------------------|--|----|----|----|----|----|----|----|----|----|-----|-----|-----|--------|---|
| No. | Cost Grouping | Performance Area | Activities | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 | | |
| 1 | External Professional Services | Constituency Engagement | Constituency engagement meetings (specify in comments) | | | | | | | | | | | | 1 | 700 | Local consultant for facilitation during the annual constituency meeting/ Civil Society Forum dedicated to transition process to enhance their participation: 2 consultant for 1 day (including a day for preparation and reporting). Consulting fee: 350\$ per consultant for the annual constituency meeting (CSO Forum) Total per year: 700\$ for the annual constituency meeting |
| 2 | External Professional Services | Constituency Engagement | Technical Support | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 15,125 | To continue provision of support to PAAC with its expanded role, in support of transition process, long or short term Technical Assistant(s) to be recruited based on needs; estimated fee for the consultant is approximately 125\$ per consultancy day. Approximate sum of this budget line is 15,125\$ |
| 3 | Travel-related Costs | Oversight | Site Visits / Monitoring Visits | | | 1 | | | 1 | | | 1 | | | 1 | 900 | Total number of site visits 4. Approximate # of participants 5 persons. 2 visits in Tbilisi. 2 field visits to regions. Field visit costs: Per diem per person 20\$ 1 day trip 20x5=100 \$, 2 days trip 20x5x3=300\$, 2 night accommodation 50x5x2=500\$ note: Thus only two site visits to the regions are budgeted as two site visits in Tbilisi do not require any funding. Total cost for the site visit is 100\$+300\$+500\$= 900\$ |
| 4 | Travel-related Costs | Oversight | CCM Plenary / General Assembly meeting | | 1 | | | 1 | | | 1 | | | 1 | | 1,250 | This is for the purchase of snacks and drinks to be consumed during the CCM GA and other CCM related meetings and hospitality costs in the amount of 880\$. Per diem for CCM member travelling from the region to attend CCM and CCM related Meetings (20\$ per day , maximum number of meetings 6) (20x6=120\$). 250 USD from the saving of Y1 will be used to purchase zoom account for online meetings. Total cost for this budget line is 880\$+120\$+250\$=1250\$ |
| 5 | Travel-related Costs | Constituency Engagement | Constituency consultations for non-governmental constituencies only and processes to promote and improve the quality of stakeholder participation. | | | | | | | | | | | | 1 | 5,400 | Annual constituency meeting/ Civil Society Forum related costs: Conference package fee (5000\$) includes: venue rent, audio and visual materials, translation equipment, lunch and coffee break. The assumption is made based on the approximate number of the participants equal to app 150 based on the previous year. In addition the cost related to participation of CSO representatives from the regions is added: 60\$ per person for accommodation (60x5 persons=300\$) per diem 20\$ per person (20x5=100\$). The total cost of CSO Forum is 5000\$+300\$+100\$= 5400 \$ |

| | | | | | | | | | | | | | | | | | |
|---|---|-------------------------|-------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|-------|---|
| 6 | Travel-related Costs | Oversight | Site Visits / Monitoring Visits | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 620 | The assumption is done based on the need for transportation for procurement of supplies, stationaries, site visits within Tbilisi and other CCM related meetings which are held out of CCM premises (app 10\$*12=120\$); Transportation cost for field visits in the regions: per trip 250\$*2 trips)=500 \$. The total cost for the transportations is 120\$+500\$=620\$ |
| 7 | Communication Material and Publications | Constituency Engagement | Others (Please specify in comments) | | 1 | | | 1 | | | 1 | | | | 1 | 3,450 | In case of c/f from Year 1 the translation cost will be following: Translation of key documentation, interpreting during meetings/workshops: Since the official language is Georgian and some CCM members do not fully master English, it is essential for some key documents to be translated in one or the other languages to ensure constituency engagement. Besides it's important to provide simultaneous translation during meetings/training/workshops. The price for full day simultaneous/consecutive translation is 900 \$. (approximately 1 full day events+1/3 day of translation 300\$) (total900+300=1200\$), plus price for 1 page of written translation is 9\$ (approximate number of pages to be translated is 250, thus 250x9\$=2250 \$) The total cost for the |

27,445

| 3B. Investment on Civil society engagement (15% of the budget) | Minimum expected | Approved | Variance | Comments |
|--|------------------|----------|----------|----------|
| | 10,942 | 24,675 | 33.83% | |

Section 4. Co-funding. Mandatory for agreements above USD 300,000

| No. | Cost Grouping | Performance Area | Description of funding support | Budget (in USD/EUR) | Source of financing | Comment |
|-----|-----------------------------|------------------|---|---------------------|--|----------------------|
| 1 | Indirect and Overhead Costs | Operations | Office cleaning: 600\$ Telephone, fax, postage: 3600\$ Internet: 600\$ Electricity: 600\$ The MoIDP&LHSA also provides: IT support, Elevator service and maintenance, security. | 10,800.00 | Ministry of Internally Displaced Persons from the Occupied Territories, labor Health and Social Affairs of Georgia | In-kind contribution |
| 2 | Indirect and Overhead Costs | Operations | Office space and dedicated meeting rooms | 19,200.00 | Ministry of Internally Displaced Persons from the Occupied Territories, labor Health and Social Affairs of Georgia | In-kind contribution |
| | | | | 30,000 | | |