Water and Development Partnership Programme budget session

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• General queries
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General queries

• Co funding:
  – *The maximum DUPC funding that can be requested is 400k*. The 20% co-funding needs to be on top of the DUPC funding requested (e.g. 20% of 400k)

• Letters support:
  – *There is a template on the programme webpage, and they should include the co-funding amount given by the organisation.*

• Auditing:
  – *Projects which budget 125k and above need to include audit costs.*

• Deadline flexibility:
  – *We cannot extend. Do let us know if you run into issue supplying all required documentation.*
Partners in high income, and (local/regional) international NGOs (and subsidiaries);
  – They can only be involved if their involvement is crucial and cannot be provided by other national partners. In no case can these partners receive funding for time, but it is possible to cover travel costs.

Excel sheet restrictions;
  – The Excel file we created has a lot of formulas, and we applied those cell restrictions to prevent for any malfunction. This still may occur.

Payments;
  – We work with consortium agreements, so payments will be directly made to partners and not to the project leader.
General queries

• Consortium Agreements;
  – As soon as the project is approved this legal agreement may be signed, start time of the project is when consortium agreement has been signed.

• Rates;
  – The rate cannot be higher than the maximum Nuffic OKP tariffs which are set by the Dutch Ministry of Foreign Affairs (see Annex 1) and are based on an eight-hour working day.
  – Proof of rate is needed in most cases.

• Budgeting guidelines;
  – See budgeting guidelines on the programme webpage for more information on eligible costs.

• Max funding to equipment;
  – We only fund essential equipment to carry out the proposed research. Maximum is 5% of the requested funds.
Updated budget template

Instructions (v. 28 June 2022)

1. Please read the instructions in this tab.
2. This sheet once filled out will contain sensitive data, please treat it carefully. Read our privacy policy in our call for tenders.
3. You can contact the programme's policy officer if you have questions or doubts about filling out the sensitive data. See the call for tenders for the contact details.
4. Start with filling out the tabs in order of appearance. This is important since the sheets are linked to each other.
5. You are requested to budget according to the programme's components. We have created a sheet for each component where you can include your budget details per partner.
6. The cells that need to be filled in are highlighted in light or dark blue. All other cells are locked for editing.
7. The budget criteria mentioned in the call for tenders apply to the requested budget to the programme only and not to the total budget (except for the criteria on co-funding).
8. If you have problems using this sheet, if you need modifications of this sheet (e.g., extra tabs) or if you have other questions you can contact us by writing an email to secretariat_dups@ihe.org.
9. For information on eligibility of costs please read the programme's budget guidelines, which you can find on the programme's web page under 'Documents for project leaders'.
11. For information on unit prices and tariffs please consult the programme's budgeting guidelines or, only for IHE Delft staff, consult our colleagues at the IHE Delft Office.
12. For a list of countries where the programme is considered low- and middle-income see the OECD DAC list, the link to this list is found in the budgeting guidelines.
13. For purposes of proof of tariffs used in need or if not available the programme has standard tariffs that can be used (see budgeting guidelines).
14. Have a look at the call for tenders for what we consider as 'insignificant' and 'early career'.
15. Specify your items as much as possible. If you cannot specify an item you can provide some specification in the column 'reminders'.
Where can I find the updated budget template and other docs?

FAQs
Do you have any queries in regards to the Third phase Water and Development Partnership Programme?
Visit our Frequently Asked Questions page here.

Document(s) for project leaders
- Call for proposals: medium-scale projects
- Template Full Proposal medium-scale projects
- Budgeting guidelines
- Template Budget medium scale projects
- Template Support Letter medium scale projects
- Template CV medium scale projects
- Checklist medium-scale projects

Annual reports and plans

- Link: DUPC3: IHE Delft Partnership Programme for Water and Development | IHE Delft Institute for Water Education
IHE staff - Where can I find the updated budget template?

- Link: https://source.un-ihe.org/info-staff/liaison-office/
Thanks for your attention;
Any questions?
Contact us

• In case of questions or if you want to further discuss any item, feel free to contact the DUPC3 management team via secretariat_dupc3@un-ihe.org.