

PRIMA FOR ALL

BUDGET MODULE DEVELOPMENT PHASE

GUIDANCE NOTE

**MANDATORY PROCESS
FOR IOM DEVELOPMENT FUND
PROJECTS**



IOM
UN MIGRATION

IOM
DEVELOPMENT
FUND

Overview:

This Guidance Note acts to clarify the steps in developing the Budget on PRIMA for All. It includes guidance on how to complete the Budget Module and generate the Budget Template.

It should be read alongside more in-depth Section Guides, linked throughout this guidance note. For further questions about any part of the document, please reach out to IOMDevelopmentFund@iom.int.

Thesestepsshouldbefollowed during Project Development.

Contents:

Introduction: Accessing the Budget Module/Budget Builder

On PRIMA for All, go to the project's task page (2 options: click on the task link from the notification email or click on the suitcase on PRIMA, and select the project). It is recommended to use MS Edge (fastest browser). Using another browser such as Google Chrome may result in some technical issues when using the application.

From the modules section, select 'WBS / Budget' module.

Task Page

KEY PROJECT DATA

Summary : In late March 2020, within a span of a few days, according to Mozambique's National Migration Service (SENAMI), over 14,000 Mozambican migrants returned from South Africa through the Ressam...

PRIMA ID/Project ID	Phase	Project Stage	Donor(s)
MZ10P0545	Proposal Development and Endorsement	PP Submitted to IDF	IOM Develop
Management Site	Regional Office	Benefiting El	
Mozambique-CO-Maputo-MZ10	RO Pretoria	Malawi Mozambi	
Budget Amount	Project Type		
400,000.00 US Dollar	IB - Immigration and Borders		
Project Duration (months)			
24			

WORKFLOW PROGRESS - Legend: ○ Task Sender ● Task Holder

PROJECT DEVELOPER RMO(S) COM(S) REGIONAL OFFICE ENDORSER RRMO

MODULES Export Narrative and Financial Export Narrative Export Financial Legend: Optional To be completed Yellow modules turn into green whe

PROJECT INFORMATION RESULTS MATRIX WORKPLAN **WBS/ BUDGET** DONOR EVALUATION RISK

General Information

The 'Budget Builder' will open with the default budget lines and Costing Sheet (B000A-CS0%).

Renaming of the budget description can be made by clicking on each description text and entering the revised text description.

Each budget line item should clearly state the description and details of the cost (ex. IOM Staff salaries, venue, refreshment, subsistence, travel and DSA, training, materials, printing costs, field visit costs, consultants, type of equipment, etc.), including the provision of an item cost and quantity. Please see below further instructions on the budget description.

Budget Builder

Costing Sheet (Main) B0000A - CS0%

Legend: WBS Elements not Saved, Please Save WBS Elements not Linked with Activity, Please Remove Contains Value Contains No Value Activity Codes List

Costing Sheet (Main) B0000A - CS0% Implementing Missions Filter Overall budget remarks

STAFF AND OFFICE COSTS BUDGET

All the Staff costs should be inclusive of salaries and allowances in accordance with the contract or as stipulated in the Staff Rules and Regulations (SRs).

Add Office/Staff Costs

Select Staff/Office Cost Type* Implementing Mission(s)* How Many Budget Lines Needed?*

Select Select 1 **Add**

Description (40 char)	Unit Cost	% of Unit Cost	Subtotal	Donor View Code	Donor Description	Remarks	Action
Staff Costs International			0.00				
Management I		100					
Operations I	NC.YYYY.LS10.10.02.001	B0700A - CS7%STD6% - SELECT -					
Information Tech I	NC.YYYY.LS10.10.03.001	B0700A - CS7%STD6% - SELECT -					
Resource Management I	NC.YYYY.LS10.10.04.001	B0700A - CS7%STD6% - SELECT -					
Medical I	NC.YYYY.LS10.10.05.001	B0700A - CS7%STD6% - SELECT -					
Other Staff I	NC.YYYY.LS10.10.06.001	B0700A - CS7%STD6% - SELECT -					
Staff Costs Local							

Remarks Modal

Description: Management I

Remarks:

No history found.

Save Close

Adding/deleting a budget line can be done under the 'Action' column.

The total amount of each cost group and total project budget can be found at the lowest part of the budget module.

1.1.5				
1.1.5.Inception Meeting (catering only f	NC.YYYY.LS10.NN.NN.NNN	B0000A - C50%	Days	
1.1.5.Inception Meeting (venue hire and	NC.YYYY.MU10.NN.NN.NNN	B0000A - C50%	Days	
Total Staff and Office Costs : 27,894.00 USD (27.89%) Total Operational Costs : 72,106.00 USD (72.11%) Total Project Budget : 100,000.00 USD				
Target Project Budget : 100,000.00 USD Unallocated budget: 0.00 USD				

Note 1: Since the budget description entered on PRIMA for ALL is linked to PRISM, the IOM Mission is requested to use English as this is the official language.

Note 2: Budget description has a limit of 40 characters therefore the description should be concise following the IOM Development Fund description format (see further details below per cost category). If the description is too long to fit in the 'Description' column, please use the 'Remarks' column. The complete breakdown of the budget line can also be shown on the 'Remarks' column.

Note 3: Number of units must match with the narrative proposal. In addition, please avoid using lumpsums.

Note 4: For regional projects, apart from using the Business Area (BA) of the Managing Mission in the WBS coding, please use the corresponding BA of the Implementing Mission/s for the Staff, Office and Operational Costs for relevant budget per BA.

Note 5: Please **do not fill** the 'Budget Narrative' column as the details entered in this column will show in the narrative proposal.

Note 6: Capacity building costs (training and development) of IOM Staff are not allowed to be budgeted in either the Staff and Office budget or Operational budget of the IOM Development Fund projects.

Note 7: Total S&O must not exceed 30% of the total allocated budget.

Note 8: Total allocated budget must not be higher or lower than the target project budget.

Cost Categories

Part I: Staff Costs

IOM Development Fund projects must include the position title of the staff along with the percentage of the salary being covered (in the budget description).

Format: Position title + Percentage of salary covered

Description: Chief of Mission 5%

‘Unit Cost’ column must show the monthly salary of the staff budgeted and the ‘% of Unit Cost’ column must have the percentage of the staff’s salary covered.

Description (40 char)	WBS Element	Costing Sheet	Unit	No Of Unit	Unit Cost	% of Unit Cost	Subtotal
Staff Costs International							3,000.00
Chief of Mission 5%	NC.YYYYLS10.10.01.001	80000A - CS0%	Months	12.00	5,000.000	5	3,000.00
Staff Costs Local							19,800.00
Capacity Building Officer 30%	NC.YYYYLS10.11.01.001	80000A - CS0%	Months	12.00	3,000.000	30	10,800.00
Project Assistant 35%	NC.YYYYLS10.11.02.001	80000A - CS0%	Months	12.00	1,500.000	35	6,300.00
Resource Mgmt (Sr. Admin- Finance) - 5%	NC.YYYYLS10.11.04.001	80000A - CS0%	Months	12.00	1,500.000	5	900.00
Resource Mgmt (Procure & Admin) - 10%	NC.YYYYLS10.11.04.002	80000A - CS0%	Months	12.00	1,500.000	10	1,800.00
Total Staff Costs							22,800.00 (100.00%)

Note 1: The allocated budget for the salary of the Project Manager must cover the entire duration of the project to ensure effective management and monitoring throughout project implementation.

Note 2: If the staff salary will not be covered by the project, the Mission should provide justification if possible, in the ‘Remarks’ column. Note that the narrative proposal should also make note of this and include a clause on this arrangement.

Note 3: Staff support costs for a Mission which is not the management site for an activity such as ‘study visit’ or ‘diaspora assessment’ must be budgeted in the Staff Budget.

Note 4: Follow the standard activity cost grouping (level 3 and 4) for Staff budget lines. Further, for **10.06 and 11.06 – Other staff**, the Mission must provide the staff’s position title to be covered and ensure that this does not fall under another standard activity cost grouping for staff.

Standard activity cost grouping for Staff

Level 3 code		Level 4 code	
10	Staff Costs Int	01	Management I
10	Staff Costs Int	02	Operations I
10	Staff Costs Int	03	Information Tech I
10	Staff Costs Int	04	Resource Management I
10	Staff Costs Int	05	Medical I
10	Staff Costs Int	06	Other Staff I
11	Staff Costs Local	01	Management L
11	Staff Costs Local	02	Operations L
11	Staff Costs Local	03	Information Tech L
11	Staff Costs Local	04	Resource Management L
11	Staff Costs Local	05	Medical L
11	Staff Costs Local	06	Other Staff L

In case the Staff and Office costs have been accidentally deleted, they can be readded by going to 'Add Office/Staff Cost'. Select the cost type to be added, the implementing mission, the quantity and click add. Once this is done, the newly created line must appear under its correct cost group.

Add Office/Staff Cost
 Select Staff/Office Cost Type*
 Select:

Implementing Mission(s)*
 Select:

How Many Budget Lines Needed?*: Add

Description (40 char)	WBS Element	Costing Sheet	Unit	No Of Unit	Unit Cost	% of Unit Cost	Subtotal	Donor View Code	Donor View Description	Reporting Area	Related Activity	Remarks	Budget Narrative	Action
Staff Costs International							3,000.00							
Chief of Mission 5%	NC.YYYY.L510.10.01.001	B0000A - CS0%	Months	12.00	5,000.000	\$	3,000.00							+ x

Part II: Office Costs

IOM Development Fund projects must include a budget description for the specific cost to be covered.

Format: Cost type

Description: Building and Office Premises

Description (40 char)	WBS Element	Costing Sheet	Unit	No Of Unit	Unit Cost	% of Unit Cost	Subtotal
Building and Office Premises	NC.YYYY.L510.12.01.001	B0000A - CS0%	Months	12.00	200,000	100	2,400.00
Communications	NC.YYYY.L510.12.03.001	B0000A - CS0%	Months	12.00	50,000	100	600.00
Vehicles	NC.YYYY.L510.12.04.001	B0000A - CS0%	Months	12.00	50,000	100	600.00
It Equipment	NC.YYYY.L510.12.05.001	B0000A - CS0%	Lump Sum	1.00	1,400,000	100	1,400.00
Supplies Materials	NC.YYYY.L510.12.08.001	B0000A - CS0%	Months	12.00	50,000	100	600.00
UNDSS Security cost	NC.YYYY.L510.12.09.001	B0000A - CS0%	Months	12.00	50,000	100	600.00
Bank Charges/fees	NC.YYYY.L510.12.10.001	B0000A - CS0%	Months	12.00	50,000	100	600.00

Note 1: For IT and office equipment, a list of equipment for purchase must be provided. For laptop or other IT equipment to be assigned to IOM staff, this must be budgeted following the salary percentage allocation of the staff budgeted under Staff Budget.

Note 2: A budget for the project monitoring of overall project activities, transportation and vehicle cost (fuel) should be included in the Office Budget unless it is associated with a specific field visit for a certain activity, such as conducting a research study or assessment and then it should be included in the Operational part of the budget.

Note 3: Office support cost for a Mission which is not the management site for an activity such as 'study visit' or 'diaspora assessment' must be budgeted in the Office Budget.

Note 4: Follow the standard activity cost grouping (level 3 and 4) for Office budget lines. Further, for **12.10 – Other office cost**, the acceptable charges on this line are only bank charges and financial costs.

Standard activity cost grouping for Office

Level 3 code		Level 4 code	
12	Office Costs	01	Building Office Pre O
12	Office Costs	02	Travel Sub Rep O
12	Office Costs	03	Communications O
12	Office Costs	04	Vehicles O
12	Office Costs	05	It Equipment O
12	Office Costs	06	Office Furn Equip O
12	Office Costs	07	Staff Dev Training O
12	Office Costs	08	Supplies Materials O
12	Office Costs	09	Security Moss Morss O
12	Office Costs	10	Other Office Costs O

Part III: Operational Costs

IOM Development Fund projects must follow the below budget description format.

Format: Activity number + Short description of activity + Cost types

Description: 1.1.1 Assessment (venue, catering, transpo, DSA, material)

Since the budget is activity based, budget lines must be grouped under its correct activity number and each budget line must have a corresponding activity in the narrative.

The screenshot displays the 'OPERATIONAL BUDGET' interface. On the left, a table lists budget lines with columns for Description (alt short), WBS Element, Costing Sheet, Unit, No. of Unit, Unit Cost, No. of Unit Cost, Subtotal, Status View Code, and Status View Description. Line 1.1.1 is highlighted with a red box, showing the description '1.1.1 Meetings (catering, transpor, mat)' and a unit cost of 300.00. To the right, a detailed view of line 1.1.1 is shown, including a 'Description' field with the text '1.1.1 Meetings (catering, transpor, mat)' and a 'Remarks' field with the text '1.1.1 Meetings-catering, transpor, stationary materials'. A red box highlights the 'Remarks' field. On the far right, there is a grid of colored squares (orange, yellow, purple) representing different cost types or categories. A red arrow points from the 'Remarks' field to the grid.

A group of cost types which will be used in one activity can now be budgeted in one budget line. The Mission just needs to ensure that it will contain the complete cost types and number of persons being catered, if applicable (e.g. 1.1.1 Assessment (venue, catering, transpo, DSA, material for 25 pax). The Fund will not allow expenses to be charged to the project which are not included in the cost types budgeted. If the 'Unit Cost' amount is \$10,000 and more, the Mission needs to provide the breakdown of the cost types with a computation of the budget.

Any equipment to be purchased, must also include the full list of the equipment (and other related costs) together with the computation regardless of the individual unit cost.

If a Mission is unable to provide the breakdown for the budget lines, please ensure timely coordination with the Fund before the actual purchase and prior to implementation of the specific activity.

Description (40 char)	WBS Element	Costing Sheet	Unit	No Of Unit	Unit Cost	% of Unit Cost	Subtotal
1.2.1							10,000.00
1.2.1 High-level validation (Venue, cate	NC.YYYY.LS10.NN.NN.NNN	B0000A - CS0%	Days	1.00	10,000.00	100	10,000.00

Remarks

Description

1.2.1 High-level validation (Venue, cate

Remarks

1.2.1 High-level validation (Venue \$3000, catering \$3000, DSA \$1500 (25*60 govt DSA) , transpo \$1250 (25*50), materials \$1250 (25*50))

No history found

Update Close

Description (40 char)	WBS Element	Costing Sheet	Unit	No Of Unit	Unit Cost	% of Unit Cost	Subtotal	Donor View Code	Donor View Description	Reporting Area	Business Activity	Remarks	Budget Narrative	Action
1.2.2							37,206.00							
1.2.2 Equipments for Mobile Border	NC.YYYY.LS10.NN.NN.NNN	B0000A - CS0%	Lump Sum	1.00	37,206.00	100	37,206.00							+ x

Remarks

Description

1.2.2 Equipments for Mobile Border

Remarks

MIDAS - computer and accessories (mouse, power back up, etc) - 2600
MIDAS - Document reader - 2200
MIDAS - Webcam & tripod - 300
MIDAS - Fingerprint scanner - 3000
MIDAS - Magnifiers - 50
MIDAS - UV lamps - 140
MIDAS - Local server and accessories (rack, power & data back-ups, etc) - 8000
MIDAS - VPN - 1350 MIDAS - 3/4G connectivity device & suscription for the duration for the project - 1500
MIDAS - Verifinger licences - 150
MIDAS licences - 2000 MIDAS - Software (antivirus, windows, MS SQL, MS Office) - 2500
MIDAS - Equipment for FIND connectivity - 4964 MIDAS - Stabilizator - 100 MIDAS - Dust blower - 52
VSAT - 5240
VSAT suscription - 3060

Update Close

For consultants responsible for carrying out several activities under a same Output, IOM Missions must add the hiring of a consultant as an activity and budget the consultancy under this activity. Missions will no longer be required to create a budget line for a consultancy fee in each of the activities of the same output.

Output 1.1: Research is available on the impact of COVID-19 on the trafficking and smuggling of migrants in Malawi, Mozambique and Zimbabwe is conducted.	1.1A # of research conducted	0.00	1.00	Research Report
Indicator Service Code (ISC): documents.research.guidance				
Activity 1.1.1 Publish call for research proposals to support the desktop review and research				
Activity 1.1.2 Recruit a Researcher (s) to lead the research, rapid desk review and develop awareness raising tools				
Activity 1.1.3 Researcher(s) to draft and finalize research methodology, process, outputs and reporting / coordination modalities outlining specific approach which will elaborate the impact on women, children and youth (inclusive of any research questionnaires)				
Activity 1.1.4 Methodology validation work	1.1.2			32,810.00
Activity 1.1.5 Researcher(s) to carry out rapid desk review	1.1.2 Recruit a Researcher (s) - consult	PR.YYYY.MW10.NN.NN.NN	B0000A - C50%	15,290.00
Activity 1.1.6 Field enumerators to be hired to assist the lead researcher in the primary data collection and field assessments				
Activity 1.1.7 Field research is carried out in coordination with the relevant authorities				

Note 1: IOM staff travel, and subsistence budgeted in the Operational budget should directly relate to a specific project activity. Travel and subsistence for the purpose of general or regular monitoring by Regional Office staff and by implementing Missions should be covered by the Office budget.

Part IV: Evaluation and Visibility

Evaluation and visibility costs follow a 3rd and 4th level activity coding which should not be changed nor interchanged.

Implementing/Managing Mission				Activity Code		Add
Select				Select		
Evaluation	NC.YYYY.LS10.Q1.05.NNN	B0000A - C50%	Lump Sum	Select		100
Visibility (roll-ups and stationary)	NC.YYYY.LS10.Q2.03.NNN	B0000A - C50%	Lump Sum	Q1.05-Evaluation		100
				Q2.03-Visibility		

The evaluation budget is for the ex-post project evaluation, mandatory for all IOM Development Fund projects, and must be 5% of the total project budget.

Evaluation	NC.YYYY.LS10.Q1.05.NNN	B0000A - C50%	Lump Sum	1.00	5,000.000	100	5,000.00
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The visibility budget to be used in almost all the activities in the project must be budgeted under the general visibility budget line found in the lowest part of the 'Budget Builder'.

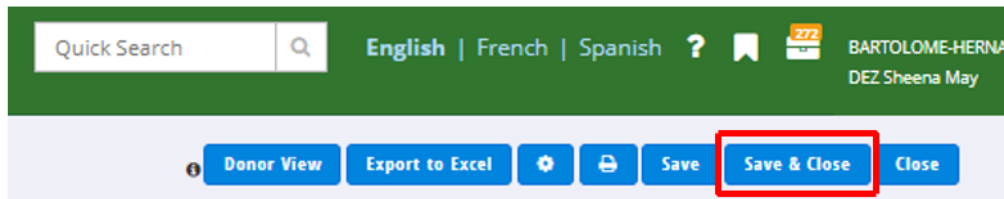
Missions must provide a list of visibility material to be produced and must use the IOM Development Fund logo in all the visibility items.

Visibility (roll-ups and stationary)	NC.YYYY.LS10.Q2.03.NNN	B0000A - C50%	Lump Sum	1.00	2,000.000	100	2,000.00
--------------------------------------	------------------------	---------------	----------	------	-----------	-----	----------

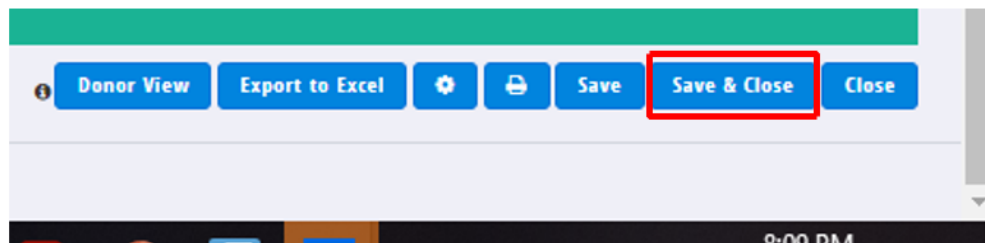
Note 1: Visibility to be used on a specific activity can be budgeted under its corresponding activity.

After completing the budget module, click on the 'Save and Close' button found at the upper or lower right of the 'Budget Builder'.

Upper Right




Lower Right





Introduction: Exporting the Budget Proposal template


Once the 'Budget Builder' is completed, click on the 'Export Financial' button found in the task page to generate the updated budget module containing the data entered in the 'Budget Builder'


MODULES | [Export Narrative and Financial](#) | [Export Narrative](#) | [Export Financial](#) | Legend: Optional To be completed Yellow modules turn in


 PROJECT INFORMATION


 RESULTS MATRIX

 WORKPLAN

 WBS/ BUDGET





 DONOR

 EVALUATION

 RISK

DOCUMENTS AND COMMENTS - To upload, drag and drop the documents into the table or use the browse button.


Project Documents (Project Proposal, Budget)

Type	Document Name	Modified By	Date and Time (GMT)	Action
	LS10P0506_Budget.xlsx	System Account	05 Nov 2020, 05:52 AM	
	LS10P0506_Proposal.docx	System Account	05 Nov 2020, 05:52 AM	

Comm

Narr

Ensure that the details entered in the 'Budget Builder' have been exported to the IOM Development Fund template and verify that the project's details are accurate. Specific attention must be given to the title, project type, budget, duration, activity description, etc.



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Project Title:

MIGRATION RESEARCH UNIT (MRU): ENHANCING THE CAPACITIES IN MIGRATION RESEARCH AND PUBLICATIONS

Project Type:

PR - Migration Research and Publications

Secondary Project Type:

PD - Migration Policy Activities

Budget:

100,000.00

Currency:

USD

Project Duration:

12

VBS	Item	Unit	Nr. of Units	Unit Cost	Total
A. STAFF Costs					
PR.YYYY.EG10.11.02.001	Capacity Building Officer 30%	Months	12.00	876.60	10,519.20
PR.YYYY.EG10.11.02.002	Project Assistant G5 35%	Months	12.00	966.70	11,600.40
PR.YYYY.EG10.11.04.001	Resource Management support 6%	Months	12.00	246.00	2,952.00
Total Staff Costs (A):					25,071.60
B. OFFICE Costs					
PR.YYYY.EG10.12.01.001	Office rent	Months	12.00	350.00	4,200.00
PR.YYYY.EG10.12.03.001	Communications	Months	12.00	31.00	372.00
PR.YYYY.EG10.12.04.001	Vehicles	Months	12.00	29.70	356.40
Total Office Costs (B):					4,928.40
Total Staff and Office Costs:					30,000.00
C. OPERATIONAL Costs					
Output 1.1: The Migration Research Unit is established as part of the faculty of Political Science and Economics within the Cairo University and in close coordination with MFA and relevant stakeholders.					
PR.YYYY.EG10.11.11.001	1.1.1 MOU signing - venue, catering	Item	1.00	1,200.00	1,200.00
PR.YYYY.EG10.11.11.002	1.1.1 MOU signing - venue, catering	No. of Pe	30.00	100.00	3,000.00
PR.YYYY.EG10.11.11.003	1.1.2 Hiring a consultant - cons fee	No. of Pe	1.00	1,000.00	1,000.00
PR.YYYY.EG10.11.11.004	1.1.2 Taskforce workshop (catering & DSA	No. of Pe	6.00	500.00	3,000.00
PR.YYYY.EG10.11.11.005	1.1.3 Survey - Translation, Interpretati	Item	10.00	100.00	1,000.00
PR.YYYY.EG10.11.11.006	1.1.3 Survey - Consultancy fee	No. of Pe	1.00	2,000.00	2,000.00
PR.YYYY.EG10.11.11.007	1.1.4 Assessment DSA, translation, trans	Each	1.00	500.00	500.00
PR.YYYY.EG10.11.11.008	1.1.4 Assessment Consultancy fee	Months	1.00	2,000.00	2,000.00
PR.YYYY.EG10.11.11.009	1.1.5 Report - Service provider fees for	Each	1.00	1,000.00	1,000.00
PR.YYYY.EG10.11.11.010	1.1.6 Meetings (catering, transport)	Item	1.00	1,000.00	1,000.00
Output 1.2: The Migration Research Unit has the necessary tools and equipment to start operations.					
PR.YYYY.EG10.11.11.011	1.2.1 Refurbshmnt and procurmnt - Engine	Item	1.00	20,000.00	20,000.00
PR.YYYY.EG10.11.11.012	1.2.1 Refurbishment and procurement - Pu	Lump Sur	1.00	20,000.00	20,000.00
PR.YYYY.EG10.11.11.013	1.2.2 Training Venue rental + catering +	Days	3.00	500.00	1,500.00
PR.YYYY.EG10.11.11.014	1.2.2 Training - Consultant fees, DSA, f	Days	3.00	833.33	2,500.00
PR.YYYY.EG10.11.11.015	1.2.3 Virtual Library - Materials transl	Item	1.00	400.00	400.00
PR.YYYY.EG10.11.11.016	1.2.4 Unit inaguration (food & baverage)	Days	1.00	2,400.00	2,400.00
Evaluation & Visibility					
PR.YYYY.EG10.Q1.05.NN	Evaluation	Item	1.00	5,000.00	5,000.00
PR.YYYY.EG10.Q2.03.NN	Visibility (roll-ups and stationary)	Item	50.00	50.00	2,500.00
Total Operational Costs (C):					70,000.00
GRAND TOTAL (A+B+C):					100,000.00