PART B: FINANCIAL COMPONENT
BUDGET

PROPOSED BUDGET AND TIMETABLE					
Project working currency Pak Rupees (Please make all calculations in **Pak Rupees**)					
Duration of project					
BUDGET SUMMARY (based on the attached detailed budget forms)					
Budget category	**Qtr 1**	**Qtr2**	**Qtr 3**	**Qtr 4**	**Total**
Personnel					
Pre-Training expenses					
Training expenses					
Post-Training expenses					
Indirect project costs					
Sub-Totals					
Grand Total					

DETAILS OF BUDGET SUBMISSION: PERSONNEL									
Includes all remuneration, allowances, and benefits paid to staff and advisers hired for a specific project.									
Item of expenditure	**Cost**								**Budget notes and explanations**
	Unit	**No.**	**Per/Unit Cost**	**Qtr 1**	**Qtr 2**	**Qtr 3**	**Qtr 4**	**Total**	
1									
2									
3									
4									
Sub-Totals for Personnel									
Total for Personnel									

DETAILS OF BUDGET SUBMISSION: PRE-TRAINING ACTIVITIES									
Includes all travel, translation, training material printing costs etc.									
Item of expenditure	**Cost**								**Budget notes and explanations**
	Unit	**No.**	**Per/Unit Cost**	**Qtr 1**	**Qtr 2**	**Qtr 3**	**Qtr 4**	**Total**	
1									
2									
3									
4									
Sub-Totals for Pre-training									
Total for Pre-training									

DETAILS OF BUDGET SUBMISSION: TRAINING									
Includes a trainee's registration and tuition fees; rent if applicable; training expenses, consumables etc; and in some cases with strong justification, trainees' travel and living costs during the trainee's participation.									
Item of expenditure	**Cost**								**Budget notes and explanations**
	Unit	**No.**	**Per/Unit Cost**	**Qtr 1**	**Qtr 2**	**Qtr 3**	**Qtr 4**	**Total**	
1									
2									
3									
4									
Sub-Totals for Training									
Total for Training									

DETAILS OF BUDGET SUBMISSION: POST-TRAINING									
Includes all travel, translation, printing costs etc.									
Item of expenditure	**Cost**								**Budget notes and explanations**
	Unit	**No.**	**Per/Unit Cost**	**Qtr 1**	**Qtr 2**	**Qtr 3**	**Qtr 4**	**Total**	
1									
2									
3									
4									
Sub-Totals for Post-training									
Total for Post-training									

DETAILS OF BUDGET SUBMISSION: INDIRECT PROJECT COSTS									
Includes administrative costs not directly related to the project. Costs may include clerical, accounting, or secretarial help, general office expenses, utility charges, communications costs, and photocopying. Indirect costs should not exceed 20% of the total project cost.									
Item of expenditure	**Cost**								**Budget notes and explanations**
	Unit	**No.**	**Per/Unit Cost**	**Qtr 1**	**Qtr 2**	**Qtr 3**	**Qtr 4**	**Total**	
1									
2									
3									
4									
Sub-Totals for Indirect Project Costs									
Total for Indirect Project Costs									

Contributions by implementing and other partners

Please provide the details of financial contributions, in cash or kind, which will be made to the project by the applicant or other partners you might work with.

Item/Activity	Amount	Has this pledge been formally recognised through an MOU, contract etc? Please give brief details.	Donor's/Partner's name. If this contribution is from the applicant please indicate.

Certificate to be submitted by a bidder in an ILO competitive bidding procedure

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid mentioned above, the bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.

2. No attempt has been made or will be made by the bidder to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal.

3. The bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.

4. The bidder (both parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).

5. The bidder (both parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.

6. The bidder (both parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

"coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

"collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

"conflict of interest" is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

"corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

"fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

CERTIFICATE		
We, hereby certify that the proposal, budget and all its accompanying documents correctly and fairly reflect the financial and technical plan of the proposed project. We further certify that our institution will implement activities according to procedures laid out in the proposal and the terms and conditions agreed with the ILO.		
Name of focal person	Designation:	Signature:
Date:		

CHECKLIST		
	All sections in this application form have been completed	
	Project team members' and trainers' Curriculum Vitae included	
	Annual and/or Financial Report included	
	Certificate has been signed	

	Send your application by 25 April, 2011 The National Project Coordinator Promoting Gender Equality for Decent Employment ILO Office for Pakistan ILO Building G-5/2 Islamabad	