

Module 5: Budget and Finances

This module provides guidance to the facilitators on how to book expenditure incurred to undertake various activities in the FPIC process.

- The expenditure for the following materials to be used during **Key Informant Interviews (KII) and Focus Group Discussions (FGD)** should be charged to the GEF budget line “**5650 Contracts**” under the cost description (budgetary sub-head) “**Social/Gender, BD & Capacity Assessment to identify High Priority Areas**”.
 - Recording equipment like tape recorder/ camera/video camera
 - Stationery items like pens, markers, A3, A4 and A5 papers etc.
 - Refreshments (tea and snacks)
- The following components should be booked to the GEF Budget Line “**5570 Consultant**”
 - Time of the team leader and others members of GLIU to be charged under the budgetary sub-head ‘**GL Team Leader/NRM Expert**’, ‘**GLIU- Gender and Social Inclusion Expert**’ and ‘**GLIU - Community Resource Persons (CRPs)**’.
 - Time of the team leader and Communications Officer in SPMU to be charged under the budgetary sub-heads ‘**SPMU - State Technical Coordinator**’ and ‘**SPMU Communications Officer**’
 - Time of Gender and Social Inclusion Expert in NPMU to be charged under the budgetary sub-head “**NPMU Gender and Social Inclusion Expert**”.
- The time of State and district officials should be charged to co-financing committed by the State.
- The Village Chiefs and indigenous communities’ members’ time should be charged to **LC-Kind Budget line <>**, under the budgetary sub-head<>
- The **travel of project representatives** (CRP/ Gender and Social inclusion Expert, GLIU/District Support Officer etc.) for FPIC related activities should be booked to the GEF Budget ‘**5900 Travel**’ under the budgetary sub-head ‘**Local travel**’.
- The following components should be booked to the GEF Budget Line “**5023 Training**”
 - Capacity development of NPMU staff to be charged under the budgetary sub-head ‘**Capacity development of NPMU on gender and FPIC issues**’.
 - Capacity development of SPMU and GLIU to be charged under the budgetary sub-head ‘**Capacity development of State level project implementation units on incorporating gender and FPIC issues**’.
 - The expenditure related to international consultants to be charged under the budgetary sub-head ‘**International Consultant on FPIC/Gender Issues**’.
- The following components should be booked to the GEF Budget Line “**5570 Consultant**”:
 - **Designing and printing of communication products** such handouts, factsheets, pamphlets, brochure, project banner etc. to be charged under budgetary sub-head “**Design and Printing of publications & awareness materials**”

- Assessment of FPIC process in the five landscapes to be charged under budgetary sub-head " Independent assessment FPIC by project".