

## Introduction

The FLA budget template accommodates the following modalities:

- ## Structure and Format

When completing the template, the following color coding applies:

- Green: linked with formula to other worksheet or otherwise protected, therefore not to be filled in
- Yellow: to be filled in
- FLA budget version 6 March 2017
- | Partner | Int. NGO ABC              |
|---------|---------------------------|
| Period  | From<br>To<br># of months |
|         | 0                         |
- | Funded by WFP |            |            |            |       | CP | Total |
|---------------|------------|------------|------------|-------|----|-------|
| Activity 1    | Activity 2 | Activity 3 | Activity 4 | TOTAL |    |       |
|               |            |            |            | \$ -  |    |       |
|               |            |            |            | 0,MT  |    |       |
- Food - Transfer Value
- Food - Metric Tons

1. **FLA Budget** contains the overview of the entire FLA budget;
2. **One worksheet for each of the five segments** of the FLA budget for the entries of respective detailed budget;
3. **Staff breakdown** details the staff costs at the Country office and Field office-levels;

4. **FLA Budget** contains the overview of the entire FLA budget;
5. **One worksheet for each of the five segments** of the FLA budget for the entries of respective detailed budget;
6. **Staff breakdown** details the staff costs at the Country office and Field office-levels;
7. **GPI Planned Costs** is for the entries of Gender Protection and Inclusion (GPI) Planned Costs by activities;
8. **Budget Consolidation** shows the allocation of the FLA costs among the various CP Budget cost element lines. This worksheet is for WFP internal use only.
9. **WINGS Commitment Mapping** shows the allocation of the costs inserted throughout the FLA budget worksheets to the CPB Cost Categories and GL codes.

The template includes a worksheet called **“Technical Notes”** which provides guidance on how to interpret the cost items included in the revised budget template.

### Preparing an FLA Budget

The FLA budget template accommodates the different cost categories under different activities that CPs may implement with WFP.

Five segments: I) Food Transfers; II) Cash-based Transfers (CBTs) and Commodity Vouchers (CVs); III) Capacity Strengthening; IV) Technical/Specialist Services; V) CP Direct Support Costs; plus, the Management Fee<sup>1</sup> (7 percent) are included.

The Activity columns are filled in according to the transfer modality utilized under the FLA. For instance, if food is the only transfer modality used under ACT 1, only the Food Transfer Section is completed. If the FLA contains both Food and CBT/Commodity Voucher, both the Food and the CBT/Commodity Voucher sections shall be completed.

The share of CP Direct Support Costs shall be allocated to the relevant activities and justified in the narrative. Most importantly, these costs shall be kept at a minimum level and never budgeted twice.

For each of the five segments of the FLA budget, a detailed budget shall be prepared by Cooperating partner to justify all costs including those related to staffing.

Each activity shall have associated CP Direct Support Costs.

Partner	Int. NGO ABC	
Period	From	To
	# of months	0

  

Funded by WFP						
Activity 1	Activity 2	Activity 3	Activity 4	TOTAL	CP	Total
\$	\$	\$	\$	\$	\$	\$
..... Cooperating Partner's Costs						
I. Food Transfer modality						
II. CBT and Commodity Voucher Transfer modality						
III. Capacity Strengthening (CS) Transfer modality						
IV. Technical/Specialist Services						
V. CP Direct Support Costs						
Total Cooperating Partner's Direct Costs (I + II + III + IV + V)	-	-	-	-	-	-
VI. Management Fee 7%	-	-	-	-	-	-
Total Cooperating Partner's Costs (from I to VI)	-	-	-	-	-	-

A budget narrative shall always accompany the budget template. This narrative can be provided through a separate file or captured through a new worksheet which can be added manually by the user.

### Cooperating Partner Contributions

CPs shall contribute complementary resources whenever possible, and these shall be captured in the relevant worksheets of the FLA budget template.

<sup>1</sup> WFP pays a 7% management fee on all FLA contracts

## Transfer, Implementation and CP Direct Support Costs

**Transfer costs** are classified under Section I, II, III while **Implementation Costs** are captured under section IV.

**CP Direct Support Costs** are agreed between WFP and the CP and shall be kept to a minimum, in accordance with the core principles governing the FFR. These costs are fixed and shall be paid by WFP throughout the agreement period regardless of the scope and scale of activities. CP Direct Support Costs are considered as 'Fixed Costs' and are captured under Section V.

## 'FLA Budget' worksheet

This worksheet summarized detailed budget prepared and entered by Cooperating partner in the five worksheets, one for each of the five segments<sup>2</sup> of the FLA budget, as well as Staffing costs entered in the "Staff breakdown" worksheet.

## 'Food Transfer Modality' details -- worksheet 'I FOOD Details'

I. Food Transfer modality																
This ws is for entering planned costs related to the Food Transfer modality, excluding staff salaries - which should be entered in ws 'Staff breakdown'. Information on Food tonnage and transfer value is to be entered in ws 'FLA budget'																
Cost Description	Location Name	Unit type	Quantity	Unit cost	Total	Cost Allocation by Activity (%)						CP				
						Funded by WFP					TOTAL %					
						Activity 1	Activity 2	Activity 3	Activity 4	CP						
Staff Salary (MT based)	(entry in ws 'Staff Breakdown')				-											
Staff Salary (Non MT based)	(entry in ws 'Staff Breakdown')				-											
Staff related costs (MT based)																
Sub-total 'Staff related costs (MT based)'																
Staff related costs (Non MT based)																

This worksheet captures all planned costs related to the Food Transfer modality by Activity. Costs directly linked to the transfer of food assistance using in-kind food transfers, including delivery costs, shall be entered here. The structure allows clear distinction between costs that are based on tonnage (MT) and those that are not. **MT based costs** are all those costs linked to tonnage: a variation in the tonnage will have an impact on these costs which are invoiced and paid using a MT rate. **Non-MT based costs** will be paid based on actuals, irrespective of the tonnage of food distributed.

I. Food Transfer modality		Non-MT Basis
Staff Salary*	Salary costs of all CP staff involved the management of food distribution	Staff hired by the CP on long-term contracts which will still be required to maintain their function despite whether the food is being distributed or not (i.e: Programme Officer, M&E officer, warehouse manager, Operations coordinator)
Staff related costs**	Travel Costs	Cost related to staff planned under the Food modality as non-MT
	Trainings, meetings or workshops	
	Staff security	
	Other Staff costs	
Transport	Truck rental	N/A, food transport costs are only MT-based
	Truck running costs	
	Contracted transport	
	Other Transport costs	
Storage	Handling casual Labour	Costs of storage that are not linked to the amount of MT stored (i.e, Month/annual rent, Fumigation, NFIs)
	Warehouse rental	
	Pallets	
	Cleaning	
	Fumigation	
	Other Storage costs	
Food Mgmt & Transformation Services	Provision of empty bags/tins/jerry cans, etc.	Costs of food management that are fixed and not linked to the amount of food managed (i.e, IT equipment, Tools, forklifts/jacks, tag tapes)
	Computer equipment for commodity tracking	
	Other Food Management costs	

NOTE:

\*Entered in w/s 'Staff breakdown'

\*\*This includes the number of staff planned under this cost category

<sup>2</sup> The five segment part of the FLA budget are: I) Food Transfers; II) Cash-based Transfers (CBTs) and Commodity Vouchers (CVs); III) Capacity Strengthening; IV) Technical/Specialist Services; V) CP Direct Support Costs

## 'CBT and Commodity Voucher Transfer Modality' details -- worksheet 'II\_CBT&CV Details'

II. CBT and Commodity Voucher Transfer modality																		
This w/s is for entering planned costs related to the CBT and Commodity Voucher Transfer modality, excluding staff salaries - which should be entered in w/s 'Staff breakdown'. Information on 'CBT and Commodity Voucher - Transfer Value' is to be entered in w/s 'FLA budget'																		
Cost Description	Location Name	Unit type	Quantity	Unit cost	Total	Cost Allocation by Activity (%)												
						Funded by WFP				CP	TOTAL %	Activity 1	Activity 2	Activity 3	Activity 4	TOTAL WFP	CP	
						Activity 1	Activity 2	Activity 3	Activity 4									
Staff Salary	(entry in w/s 'Staff Breakdown')				-													
Staff related costs					-													
					-							0%		-	-	-	-	-
					-							0%		-	-	-	-	-
					-							0%		-	-	-	-	-
					-							0%		-	-	-	-	-
Sub-total 'Staff related costs'					-									-	-	-	-	-
Other Delivery costs					-									-	-	-	-	-
					-									-	-	-	-	-
					-									-	-	-	-	-

This worksheet captures all costs related to the 'Cash-based Transfers' and Commodity Voucher modality, by activity. It is used when CPs are involved in distributing cash directly or through an intermediary; in reimbursing retailers for the redemption of vouchers; or in supporting the implementation and/or monitoring of cash and voucher programmes.

*Note: Under Commodity Voucher, when an NGO is acting as Transfer Agent, the transfer value shall encompass all the costs contributing to the value of the final items given to the beneficiaries. E.g. when the Transfer Agent provides cooked meals to beneficiaries, the cost of the meal will consist of the transfer value and shall incorporate any cost for e.g. purchasing the food ingredients, transporting the ingredients, storing the ingredients, preparing/ cooking, packaging, serving etc. Hence there shall not be separated transfer costs for the contracted NGO (TA) and all costs shall be accounted for in the Transfer Value.*

II. CBT and Commodity Voucher Transfer modality	
Staff Salary*	Salary cost of staff working in the CBT and Commodity Voucher modality, including staff directly involved with the movement of CBTs to beneficiaries ( <i>all staff working in the CBT and Commodity Voucher modality, including Distribution staff, shall be budgeted under this line.</i> )
Staff related costs**	Travel Costs
	Training
	Staff security
	Other Staff costs
Other Delivery costs	IT hardware and software directly related to the delivery mechanism ( <i>which includes set-up and operating of CBT delivery mechanisms</i> )***
	Consumables directly related to the Delivery mechanism ( <i>e.g. voucher printing, consumables such as log-books, debit cards, etc.</i> )***
	Commercial service fees ( <i>which includes commercial service providers such as IT/telecommunications, banks, cash agents, retailers and security companies; and equipment</i> ).
	Distribution costs

NOTE:

\*Entered in w/s 'Staff breakdown'

\*\*This includes the number of staff planned under this cost category

\*\*\* Shall include costs directly related to the Delivery mechanism. 'IT hardware and software' and 'Consumable' costs related to the CP Direct Support Costs shall be captured under section V.

## 'Capacity Strengthening Transfer Modality' details -- worksheet 'III\_CS Details'

III. Capacity Strengthening (CS) Transfer modality																		
This w/s is for entering planned costs related to the Capacity Strengthening Transfer modality, excluding staff salaries - which should be entered in w/s 'Staff breakdown'																		
Cost Description	Location Name	Unit type	a                      b                      c = a * b			Cost Allocation by Activity (%)												
			Quantity	Unit cost	Total	Funded by WFP				CP	TOTAL %	Activity 1	Activity 2	Activity 3	Activity 4	TOTAL WFP	CP	
						Activity 1	Activity 2	Activity 3	Activity 4									
Staff Salary	(entry in w/s 'Staff Breakdown')					-												
Staff related costs																		
Sub-total 'Staff related costs'						-												
Equipment and Supplies																		

This worksheet captures all planned costs related to Capacity Strengthening by activity. It includes costs directly related to providing technical assistance, enabling and brokering, ensuring coherent policies and actions, encouraging multi-stakeholder participation in implementation, promoting innovation and improving access to resources, expertise, knowledge and networks for achievement of SDG 2 and other SDGs.

III. Capacity Strengthening (CS) Transfer modality	
Staff Salary*	Costs of staff working under the Capacity Strengthening transfer modality (expertise and other staff)
Staff related costs**	Travel Costs
	Training
	Staff security
	Other Staff costs
Equipment and Supplies***	Equipment costs directly related to the CS modality, Equipment/Non-food items associated with the Food and CBT/Commodity Voucher Transfer modalities that will be directly handed over to the Government, communities or beneficiaries
	Supplies costs directly related to the CS activities
Contracted services	Outsourced services
Trainings, Meetings, Workshops	Covers costs related to meetings or workshops when these costs are related to enhancing local/national capacity
Equipment Transport & related costs	Transport costs incurred for handing over capital equipment.
Other costs	Other CS costs

NOTE:

\*Entered in w/s 'Staff breakdown'

\*\*This includes the number of staff planned under this cost category

\*\*\* 'Equipment and Supplies' costs related to the CP Direct Support Costs shall be captured under section V.

### 'Technical Specialist' details -- worksheet 'IV\_TS Details'

IV. Technical/Specialist Services																
This w/s is for entering planned costs related to Technical/Specialist Services, including staff salaries - which should be included against the relevant line items (i.e. Evaluation, Monitoring, Assessment, Other Contracted Services)																
Cost Description	Location Name	Unit type	a                      b                      c = a * b			Cost Allocation by Activity (%)										
			Quantity	Unit cost	Total	Funded by WFP					CP	TOTAL %				
						Activity 1	Activity 2	Activity 3	Activity 4	Activity 1			Activity 2	Activity 3	Activity 4	TOTAL WFP
Evaluation																
Sub-total 'Evaluation'																
Monitoring																

This worksheet captures costs related to section 'Section IV: Technical/Specialist Services'<sup>3</sup> and must be completed when a partner is directly contracted to carry out a technical service not directly related to the transfer of Food, CBT/Commodity Voucher or Capacity Strengthening services to beneficiaries. Examples include Assessment, Evaluation, Monitoring, base line survey or study. A separate provision for other contracted services is included under this budget category.

Staff budgeted under 'Technical/Specialist Services' **shall not** be included in the 'Staff breakdown' worksheet, but against the relevant line items in the 'Technical/Specialist Services' worksheet, together with other required and/or associated costs necessary to implement such activities.

Based on the type of Service being provided by the partner the relevant line shall be completed and include costs as per the table below.

IV. Technical/Specialist Services	
<b>Evaluation</b> Costs related to manage and conduct decentralized evaluations including costs of workshops, printing and translation of evaluation report.	Staff Salary & Staff Related costs of staff involved in Evaluation activities shall be entered here (not in 'Staff breakdown' sheet), together with other Evaluation costs including staff travel.
	TC/IT Equipment
	Vehicle costs
	Other Evaluation costs

<sup>3</sup> It is important to note that regular monitoring related to the distribution of commodities, cash-based transfers and/or Commodity Voucher must be budgeted under Section I and II of the budget template. Similarly, when a partner provides services to the Government in the absence of national capacity (Government being the primary user), costs should be charged against Capacity Strengthening

<b>Monitoring costs</b> Monitoring and post-distribution monitoring costs of commodities and/or cash-based transfers distribution, and reviews undertaken by outsourced partners due to capacity or access constraints. <i>Important. Regular monitoring of commodities, CBTs and/or Commodity Voucher distribution must be budgeted under Section I and II of the budget template.</i>	Staff Salary & Staff Related costs of staff involved in Monitoring activities shall be entered here (not in 'Staff breakdown' sheet), together with other Monitoring costs, including staff travel.
	TC/IT Equipment
	Vehicle costs
	Other Monitoring costs
<b>Assessment</b> Assessments Costs when related to non- periodic activity-specific assessment (e.g. assessment for establishing distribution locations, market surveys related to the activity).	Staff Salary & Staff Related costs of staff involved in Assessment related activities shall be entered here (not in 'Staff breakdown' sheet), together with the other activity related costs.
	Other Assessment related costs linked to the service provided (i.e. TC/IT Equipment, Vehicle costs, other costs)
<b>Other Contracted Services</b>	Costs related to targeting, sensitization, registration, maintenance, feedback of beneficiary management databases.

### ‘CP Direct Support Costs’ details -- worksheet ‘V\_CP DC Details’

V. CP Direct Support Costs																	
This ws is for entering planned costs under 'CP Direct Support Costs' (considered as CP fixed costs managed at the Country Office level), excluding staff salaries - which should be entered in ws 'Staff breakdown'																	
Cost Description	Location Name	Unit type	Quantity	Unit cost	Total	Cost Allocation by Activity (%)					Activity 1	Activity 2	Activity 3	Activity 4	TOTAL WFP	CP	
						Funded by WFP											
						Activity 1	Activity 2	Activity 3	Activity 4	CP							TOTAL %
Staff Salary	(entry in ws 'Staff Breakdown')					-											
Staff related costs					-					0%	-	-	-	-	-		
					-					0%	-	-	-	-	-		
					-					0%	-	-	-	-	-		
					-					0%	-	-	-	-	-		
					-					0%	-	-	-	-	-		
Sub-total 'Staff related costs'					-						-	-	-	-	-		
Office Rent & Running costs					-					0%	-	-	-	-	-		
					-					0%	-	-	-	-	-		

This worksheet captures costs related to section ‘Section V. CP Direct Support Costs’. Such costs are considered as CP fixed costs managed at the Country Office level and include core staff and non-staff costs (i.e. recurring costs such as office rental, light vehicles, and equipment) which shall be kept to a minimum. When the CP is implementing multiple activities, common costs such as office rent and management staff shall be distributed across the activities and not duplicated under section I, II, III and IV.

V. CP Direct Support Costs	
Staff Salary*	Staff salaries in CP's Country Office providing oversight and support for all activities e.g. Administration and Programme.
Staff related costs**	Travel Costs
	Training
	Staff security
	Other Staff costs
Office Rent & Running costs	Rental of facility
	Utilities
	Communications fees
Vehicle and Running costs	Light vehicle running costs
	Light vehicles
	Other vehicle-related costs
Equipment and Supplies	Office supplies
	Office security
	Computer and communications equipment
	Office furnishings and other equipment

NOTE:

\*Entered in w/s ‘Staff breakdown’

\*\*This includes the number of staff planned under this cost category

## 'Staff breakdown' worksheet

Staff Breakdown  
Staff Costs at Country and Field offices to be funded by WFP

Staff Breakdown																
Staff Costs at Country and Field-offices to be funded by WFP																
										Staff Activity Allocation (%)						
										Funded by WFP				CP	TOTAL	
Function	# Staff	Duty Station	Location	Month from	Month to	# months	Cost/Month	Total Amount	Staff Cost Category Allocation	Activity 1	Activity 2	Activity 3	Activity 4			
						-	-	-							0%	
						-	-	-							0%	
						-	-	-							0%	
						-	-	-							0%	
						-	-	-							0%	
						-	-	-							0%	
						-	-	-							0%	

This worksheet captures the salaries of staff working under the Food, CBT/Commodity Voucher and CS transfer modalities (refer to sections I, II and III in the 'FLA Budget' worksheet), as well as the core CP staff providing oversight and support across activities (refer to section V in the 'FLA Budget' worksheet). Staff information shall be populated for individual activities.

Staff budgeted under 'Technical/Specialist Services' (refer to section IV in the 'FLA Budget' worksheet) **shall not** be included in the 'Staff breakdown' worksheet.

The staff breakdown information is organized under the following columns:

- Function:** manually insert the Function title of the staff;
- # Staff:** enter the number of staff for each function;
- Duty Station:** indicate where the staff are located either at the CP 'Country Office' or in the CP 'Field Office';
- Location:** indicate name of the Area/offices or Sub-Offices (if required) where the staff are located;
- Month From** and **Month to:** indicate the commencement date and end date of staff's contract (dd/mm/yy);
- # months** is the numerical outcome of the start and end dates of staff contract and is automatically calculated;
- Costs/Month** captures the monthly salary of staff;  
(For Staff and Staff related costs under Food modality that do not integrate the rate per metric ton payment category the amount included in the 'Cost/Month' column, shall accommodate both Salary and Staff related costs (i.e. Travel, Training, Staff security, Other Staff costs))
- Total Amount** is automatically calculated using as reference the number of valid months of staff contract, number of staff (for one specific function with similar salary), and the monthly salary;
- Staff Cost Category Allocation:** staff costs allocation against one of the following budget components:
  - Food – Transfer costs, section I. ('Delivery and Distribution' costs line);  
The Staff Cost Category includes two types of staff for the Food Transfer costs
    - 'Food - Transfer costs, section I. (MT based)' for the staff salary which integrate the rate per metric ton payment category and
    - 'Food - Transfer costs, section I. (non-MT based)' for the costs for Staff and Staff related costs under Food modality that do not integrate the rate per metric ton payment category.
  - CBT & Commodity Voucher - Transfer costs, section II. ('Delivery and Distribution' costs line);
  - CS – Transfer costs, section III. ('Delivery and Distribution' costs line);
  - CP Direct Support Costs, section V. ('Fixed Costs')

The allocation of staff costs is primarily dictated by the nature of responsibilities of staff and the transfer modalities under which the staff serve. Shall a single staff work under more than one transfer modality (e.g. Food and CBT/Commodity Voucher), or transfer to support another modality during the implementation period under the FLA (e.g. shifting from Food to CBT/Commodity Voucher), then the staff position would be entered into two distinct rows, along with the appropriate proportional allocation of their time (e.g. 50% Food, 20% CBT/CV, 30% CS). Please refer to the example below:

										Staff Activity Allocation (%)				
										Funded by WFP		CP	TOTAL %	
Function	# Staff	Duty Station	Location	Month from	Month to	# months	Cost/Month	Total Amount	Staff Cost Category Allocation	Activity 1	Activity 2			
Warehouse staff	0.5	Country Office	Damascus	01-Jan-17	31-Dec-17	12.0	500	3,000	Food - Transfer costs, section I	50%	30%	20%	100%	
Delivery staff	0.5	Country Office	Damascus	01-Jan-17	31-Dec-17	12.0	500	3,000	CBT - Transfer costs, section II	50%	20%	30%	100%	



- x. The section **Staff Activity Allocation (%)** includes columns that accommodate a maximum of 7 activities (columns L to R). Staff costs under individual rows must be allocated to the **specific/relevant activities**. For example, if a staff member is expected to work equally under Activity 1 and 2, the CO shall reflect this in the template by entering 50% under Activity 1 and 50% under Activity 2.

If the staff is partly paid by the CPs, the cost must be allocated between WFP (Column L to R) and CP (Column T). For example, if a staff member salary is expected to be paid equally by WFP and the CP, the CO shall reflect this in the template by entering 50% under WFP in relevant Activity/Activities and 50% under CP.

If staff allocation to the different activities is not 100% for any of the staff lines, **'Total %'** will turn RED and a warning message will appear in row two, flagging the issue.

### ***'GPI Planned cost' Worksheet***

In the Gender Protection and Inclusion 'GPI Planned Costs' worksheet of the FLA budget, CO Gender Unit focal point shall provide inputs on the estimated cost of the gender equality activities related to the agreement period. This information shall be entered for each activity in the FLA.

GPI is currently developing detailed guidance on how to use this tab. In the absence of an established process, Country Offices may opt to leave the tab blank until formal instructions are made available.

For more information on Gender, please refer to the [GPI Accountability for Results \(GPI-AR\) Guidance](#)

### ***'Budget Consolidation' Worksheet***

This 'mapping' worksheet is for WFP internal use only. It aggregates and maps the costs entered in the various worksheets of the FLA Budget to the Country Portfolio Budget cost structure. No data entry is required.

- a) Costs entered and related to sections 'I. Food Transfer modality', 'II. CBT and Commodity Voucher Transfer modality modality' and 'III. Capacity Strengthening (CS) Transfer modality' are automatically mapped to the 'Delivery and Distribution Costs' cost element of the respective transfer modality (Food, CBT/Commodity Voucher or CS). Under the Food modality the 'Delivery and Distribution Costs' are further broken down between MT based and Non-MT based;
- b) Costs related to 'IV. Technical/Specialist Services' feed into the budget segment 'Implementation' and are mapped against the relevant cost elements (details on the mapping in the 'Budget Consolidation' worksheet directly);
- c) Costs captured under sections 'V. CP Direct Support Costs' and 'VI. Management Fee' are re-distributed proportionally to the Food, CBT/Commodity Voucher, CS modalities and the four planning elements under 'Implementation'.



## 'WINGS Commitment Mapping' Worksheet

This 'mapping' worksheet is for WFP internal use only and no data entry is required. This sheet maps the costs inserted throughout the FLA Budget worksheets to the Cost Categories, Material Group and GL code according to the CPB cost structure. Country Offices must ensure the most recent Commitment items (CI) are used when incurring expenditures related to the FLAs<sup>4</sup>.

**!!! IMPORTANT.** Consider below when recording cooperating partner expenses.

- ✓ Once the FLA is approved, the Service Outline Agreement (SOA) – Agreement type **ODA** in WINGS shall be created reflecting the agreed budget lines. It is essential that the items under the **ODA-Service Outline Agreement (SOA)** are created **only** from the below list of **material groups, GL accounts and cost categories**. **PODA** shall be created under the approved ODA and apply the same master data of the relevant item of the ODA.
- ✓ Vice versa, ODA, PODA and the below list of masterdata shall be **only used to record distribution agreements and the related expenditures** from the signed agreements with Cooperation Partners, to ensure accurate reporting of CP expenses.
- ✓ Please also note that the list of Material Groups and Commitment Items (CI) applicable to FLA agreements was reviewed and updated in Q4 2025. In particular,
  - **Material group P002003** (GL 3250000 Other FLA/MOU Exp: beneficiaries mgt exp) is created to record beneficiary management expenses from FLA, instead of P001006 (GL 7119000 Commercial Consultant).
  - **Material group P001003** (GL 3302100 Mid-Term Evaluation) is removed from FLA budget template. Cost categories of **AME costs** are aligned with the updated CPB cost categories.
- ✓ When **cooperating partners are Transfer Agent for CBT distribution**, Agreement type **FSPP** shall be created in WINGS. The OA should have two lines, one for the **"Total Transfer Value"** which will be linked to **POCB** and the other for the **"Total Amount of Fees Payable"** to the Transfer Agent linked to the **POCS/POCW**.
- ✓ If the CP is acting as **both transfer agent and conducting programmatic activities (targeting, verification, distribution, monitoring, etc) for CBT distribution**, the FLA budget should clearly separate the two components, and two different OAs should be created, with ODA/PODA for the FLA programmatic activities, and FSPP for the transfer value (POCB) and associated fees (POCS/W) component.

FLA Commitment and expenditure items under Service Outline Agreement Creation							
FLA BUDGET ITEM		CPB - High Level Cost Category	Commitment Item Description	Material Group	Cost Category	GL account	GL description
Section	Description						
I	Food Transfer Modality	Food	CPC Delivery and Distribution: FLA (NGO) Expenses	D001002	FL	3600210	Distribution: FLA (NGO) Expenses
V + VI	CP Direct Support Costs + Management Fee	Food	CPC Fixed costs: FLA (NGO) Expenses	P002001	FL	3240010	Other FLA (NGO) Expenses
Total Food Transfer							
II	CBT & Commodity Voucher Transfer Modality	CBT & CV	CBT Delivery and Distribution costs: FLA (NGO) Exp	D001002	CD	3600210	Distribution: FLA (NGO) Expenses
V + VI	CP Direct Support Costs + Management Fee	CBT & CV	CBT Fixed costs: FLA (NGO) Expenses	P002001	CD	3240010	Other FLA (NGO) Expenses
Total CBT & Commodity Voucher Transfer							
III	CS Transfer Modality	Capacity Strengthening	CS Delivery and Distribution costs: FLA (NGO) Expe	D001002	SB	3600210	Distribution: FLA (NGO) Expenses
V + VI	CP Direct Support Costs + Management Fee	Capacity Strengthening	CS Fixed costs: FLA (NGO) Expenses	P002001	SB	3240010	Other FLA (NGO) Expenses
Total CS Transfer							
IV + V + VI	Technical/Specialist Services + CP Direct Support Costs + Management Fee	Implementation	Other FLA/MOU Exp: Cont Serv Evaluation	P001005	IE	3302300	Other FLA/MOU Exp: Cont Serv Evaluation
			Other FLA/MOU Exp: Cont Serv Monitoring	P001004	IF	3302200	Other FLA/MOU Exp: Cont Serv Monitoring
			Other FLA/MOU Exp: Cont Serv Ass/Pre-Appraisal	P001007	ID	3300000	Other FLA/MOU Exp: Cont Serv Ass/Pre-Appraisal
			Other FLA/MOU Exp: Beneficiaries Mngm Expenditures	P002003	IA	3250000	Other FLA/MOU Exp: Beneficiaries Mngm Expenditures
Total Implementation							
Total							

Please refer to the below guidelines on the SOA and PODA creation:

- How to create a Service Outline Agreement (SOA) --- Link [here](#),
- How to create a PO Distribution Agreement (PODA) --- Link [here](#).
- CBT DoA Technical Information Note – Link [here](#)

<sup>4</sup> Expenditures for government as implementations partners follow the similar cost structure and recording requirements. The MGs/GLs to be used for the food, C&V and CS transfer costs are the following: MG D001003/ GL 3600310 Distrib: MOU/Gov/UN and MG P002002 / GL3240020 Oth MOU (GOV/UN) Exp.

### Clarification on Payment calculations

There are two ways to calculate payments to cooperating partners under the FLA:

- **'Food Transfer modality'** which are linked to the tonnage (MT based) - payment is made based on a rate per MT, calculated as budgeted cost divided by budgeted tonnage.
- **Cash-based & Commodity Voucher Transfers, Capacity Strengthening, Technical/Specialist services, CP Direct Support Costs, as well as 'Food Transfer modality'** which are NOT linked to the tonnage (non-MT based) - payment is made based on actuals, which shall be in line with the FLA approved budget and proven by supporting documents.

Find below a summary of these calculation methods:

Modalities	Calculation Method
I. Food Transfer modality	<b>For MT Based cost</b> ---> Rate per metric ton: MT distributed X rate per MT
	<b>For Non-MT Based cost</b> ---> Actual cost of services as per invoice or statement submitted
II. CBT& Commodity Voucher Transfer modality	Actual cost of services as per invoice or statement submitted
III. CS Transfer modality	Actual cost of services as per invoice or statement submitted
IV. Technical/Specialist Services	Actual cost of services as per invoice or statement submitted
V. CP Direct Support Costs	Actual cost of services as per invoice or statement submitted
VI. Management Fee	7% payable amount for total CP's Direct Costs