

Appendix 13: Proforma Cost

PROFORMA COST TO BE USED FOR CALCULATING ASEAN COOPERATION PROJECTS UNDER JAIF

1. Consultant and Expert (per work month)

a. Regional Consultant/Expert (consultant from ASEAN)	US\$ 8,000 (21 working days x US\$ 381 per day)
b. International Consultant/Expert (non-ASEAN consultant/expert)	US\$ 12,000 (21 working days x US\$ 571 per day)
c. Local/National Consultant/Expert (national consultant/expert of ASEAN Member Countries where the project/programme is being implemented)	US\$ 3,000 (21 working days x US\$ 143 per day)
d. Institution expert service	US\$ 12,000 (21 working days x US\$ 571 per day)
e. Resource Person/Paper Presenter up to (for resource person/paper presenter from ASEAN Countries US\$ 500 and for resource person/paper presenter from non-ASEAN Countries US\$ 1,000)	US\$ 1,000

2. Administrative Support

a. Assistant Programme Manager	US\$ 1,700 to 2,000
b. Project Administrative Assistant	US\$ 500 to 700
c. Project Secretariat	US\$ 250 to 500

3. Travel for Consultant and Project Staff

a. Travel cost for most direct economy class-roundtrip-in the region (If traveling to five or more capital cities in ASEAN)	US\$ 700 per person
b. Travel cost for most direct economy class-roundtrip-from/to outside the region	US\$ 3,000 per person
c. Per Diem (including hotel, transfer in/out, Meals, tips, phone calls, transportation, etc)	Applied UN rate

4. Workshop (Expenses to be borne by the project)

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|---|----------------------|
| a. Meeting Package , consists of | US\$ 35 per person |
| i. Venue | |
| ii. 2 coffee breaks | |
| iii. 1 lunch | |
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b. Secretariat support up to |
US\$ 1,500-2,000 |
|
c. Secretaries' supplies, hiring of photocopy, stationeries,
papers, etc |
US\$ 500-1,500 |

**5. Contingencies
(if necessary)**

**Up to 10% of the total amount
excluding personnel and
consultancy**

Remark: Please note that JAIF is unable to support the social and/or entertainment expenses such as welcome/farewell dinner, reception, gift/souvenirs and others.