**Costing an Evaluation: Budget considerations and calculation for evaluations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A: Evaluation team Costs | | # days | Daily rate | Total cost |
| Professional fees | Team Leader/ Evaluator 1 |  |  |  |
| Evaluator 2 |  |  |  |
| Total |  |  |  |
| Flights (International) | Evaluator 1 |  |  |  |
| Evaluator 2 |  |  |  |
| Total |  |  |  |
| Per Diem costs (time in the field) | Evaluator 1 |  |  |  |
| Evaluator 2 |  |  |  |
| Total |  |  |  |
| TOTAL A |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| B: Evaluation Implementation and Data Collection costs | | # | Cost | Total |
| Internal Flights |  |  |  |  |
| Car Hire |  |  |  |  |
| Translation |  |  |  |  |
| Focus Group and workshop related costs |  |  |  |  |
| Other costs |  |  |  |  |
| TOTAL B | | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C: Evaluation distribution Costs | | # | Cost | Total |
| Report Editing |  |  |  |  |
| Report Publication |  |  |  |  |
| Stakeholder meeting |  |  |  |  |
| Total C |  |  |  |  |

|  |  |
| --- | --- |
| Total Evaluation Costs | A+B+C |