

Annex 10
Checklist regarding technical and activity-specific consultancy service

Activity-specific consultancy service	Administrative fee (7 pct.)
Planning, such as a new phase of ongoing programmes/projects. Preparation of documentation.	
Pilot studies, appraisals	
Technical assistance, support and capacity building of local partners	
Technical assistance to the administration and accounting of partners	Administration and accounting of the organisation itself
Monitoring of ongoing programmes/projects, such as monitoring visits	Visits and monitoring visits not part of activity-specific monitoring
Reviews of ongoing programmes/projects	
Participation of resource persons in connection with evaluations	
Recruitment of activity-specific personnel	Recruitment of non-activity-specific personnel
Information activities in relation to the MFA grant	
Development of the organisation's core competences	
Development of activity-specific policies, strategies and guidelines	
Participation in thematic reviews	
Participation in external and internal coordination of activities financed under the MFA grant	

Activity-specific consultancy service	Administrative fee (7 pct.)
	Contact/dialogue with the MFA
	Meeting activities regarding the partnership engagement
	Partnership engagement applications and negotiating proposals
	Reporting in relation to the partnership engagement
	General budget and accounts tasks
	Participation of the organisation's management in regards to the partnership engagement (management should be understood as general secretary/managing director/CEOs/members of boards/executive committees etc.)