

## UNICEF ePD Step by step guide

### How to develop budget for Programme Document

**Purpose:** Finalize the requirement of resources and contribution to implement the programme

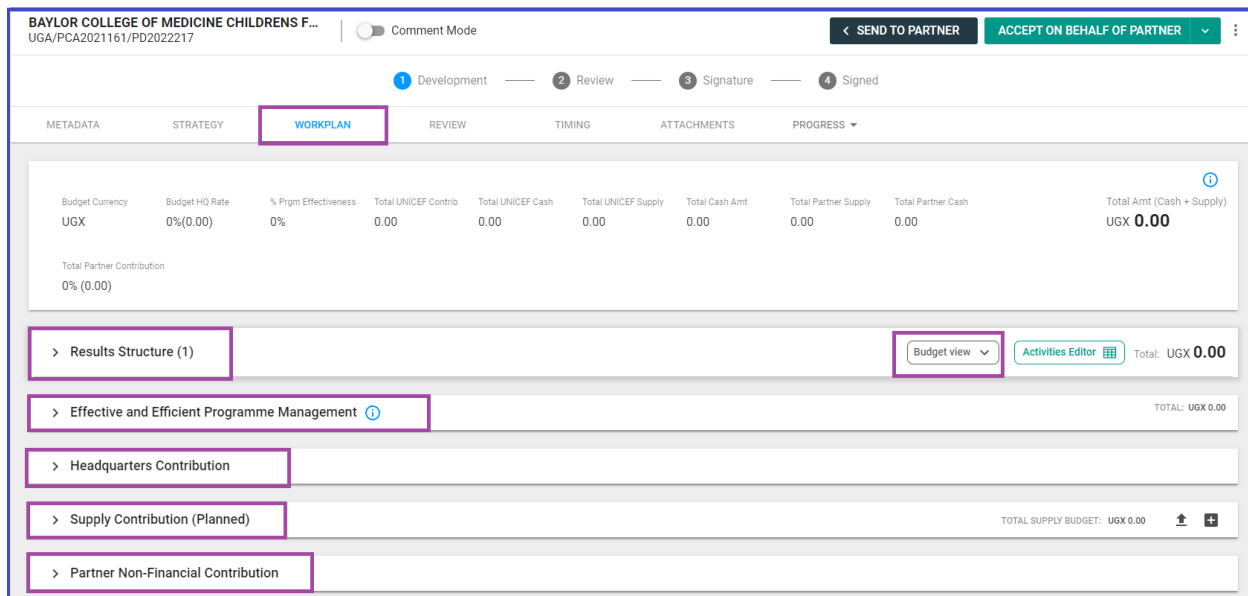
**Who:** UNICEF and Partner Focal Point(s)

**When:** Development phase of programme document

Budget section of Workplan of a programme document consist of five areas are

- Programme cost - Activities
- Effective and efficient programme management
- Financial management and organizational capacity-building costs
- Supply Contribution
- Partner (CSO) non-financial contribution.

### How to develop budget for Programme Document



BAYLOR COLLEGE OF MEDICINE CHILDRENS F...  
UGA/PCA2021161/PD2022217

Comment Mode

< SEND TO PARTNER ACCEPT ON BEHALF OF PARTNER

1 Development — 2 Review — 3 Signature — 4 Signed

METADATA STRATEGY **WORKPLAN** REVIEW TIMING ATTACHMENTS PROGRESS

Budget Currency	Budget HQ Rate	% Prgm Effectiveness	Total UNICEF Contrib	Total UNICEF Cash	Total UNICEF Supply	Total Cash Amt	Total Partner Supply	Total Partner Cash	Total Amt (Cash + Supply)
UGX	0%(0.00)	0%	0.00	0.00	0.00	0.00	0.00	0.00	UGX 0.00

Total Partner Contribution  
0% (0.00)

> Results Structure (1) Budget view Activities Editor Total: UGX 0.00

> Effective and Efficient Programme Management TOTAL: UGX 0.00

> Headquarters Contribution

> Supply Contribution (Planned) TOTAL SUPPLY BUDGET: UGX 0.00


> Partner Non-Financial Contribution

#### Step 1: Click PD/SPD

To enter the activities and related budgets, navigate to the result structure tab.

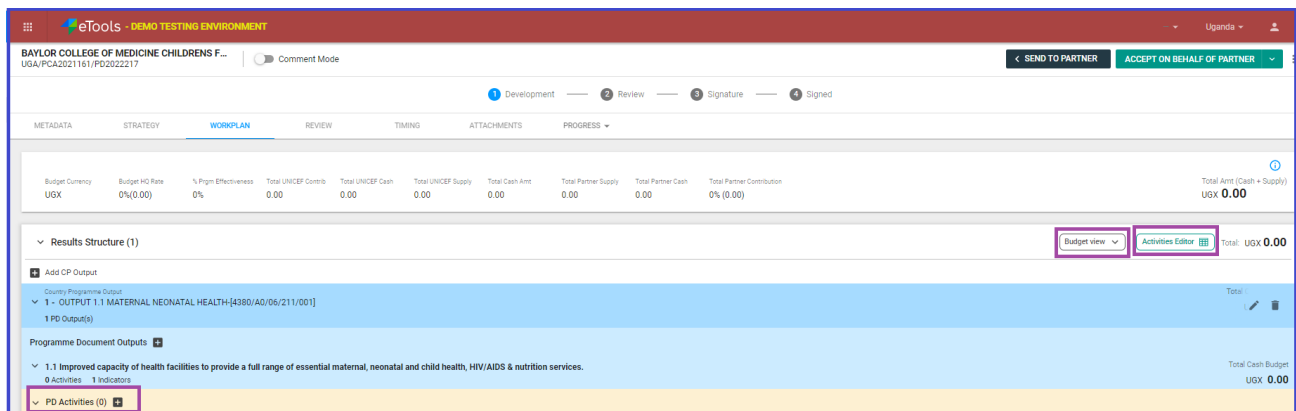
## UNICEF ePD Step by step guide

**Note:** Activities in the budget can only be entered after the PD outputs have been entered. Please refer to the video on how to create the PD result structure. Navigate to the PD activities section and select the add icon besides PD activities.

 **Knowledge:** Programme cost, or Direct costs are the necessary and reasonable costs incurred in delivering a specific programme intervention. These costs arise directly because of the activities required to implement the programme intervention. Direct costs include Goods and services purchased for the implementation of activities covered in the programme intervention.

- a) Costs for the time of technical staff whose specific inputs are required for the programme intervention.
- b) Premise costs (warehouse, venue rental for workshop, meetings) that are directly and only related to achieving the results of the programme intervention.
- c) Other costs directly attributable to the implementation of activities in the programme intervention.
- d) Costs for the actual time devoted by personnel to managing implementation of the programme intervention.

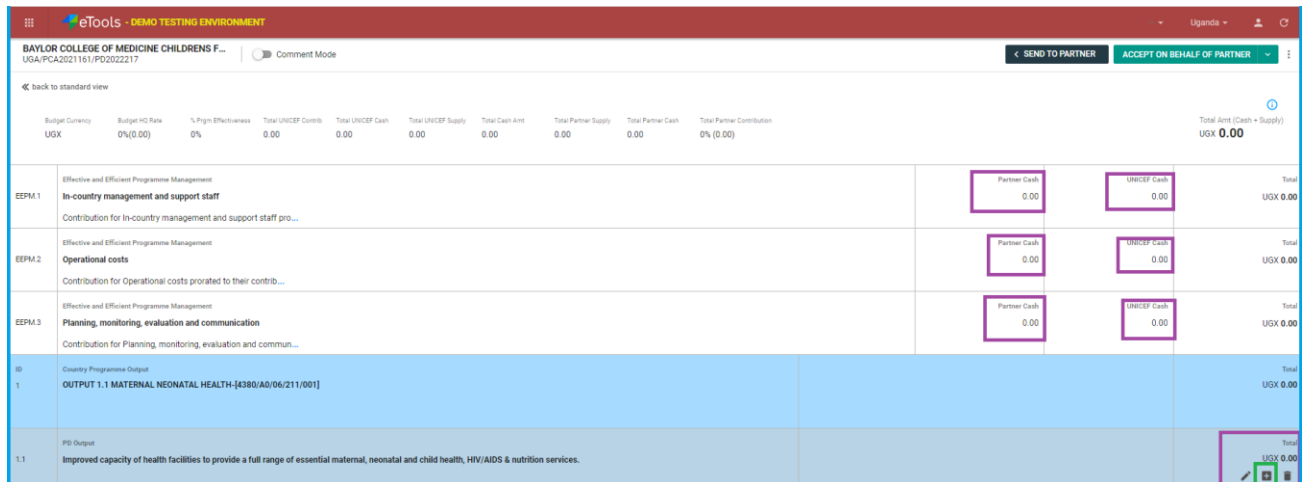
**Step 2:** Go to the workplan tab and select the budget view to enter the PD activities. You can also use the “Activities Editor” to add activities using a spreadsheet.



The screenshot displays the UNICEF eTools interface in a demo testing environment. The top navigation bar includes the eTools logo, the user's name (Uganda), and a profile icon. Below the navigation bar, the current project is identified as 'BAYLOR COLLEGE OF MEDICINE CHILDRENS F...' with a comment mode toggle and buttons for 'SEND TO PARTNER' and 'ACCEPT ON BEHALF OF PARTNER'. The main interface is divided into several tabs: METADATA, STRATEGY, WORKPLAN (selected), REVIEW, TIMING, ATTACHMENTS, and PROGRESS. The WORKPLAN tab is active, showing a summary table with columns for Budget Currency, Budget HD Rate, % Pgm Eff, Total UNICEF Contrib, Total UNICEF Cash, Total UNICEF Supply, Total Cash Amt, Total Partner Supply, Total Partner Cash, Total Partner Contribution, and Total Amt (Cash + Supply). Below the summary table, the 'Results Structure (1)' section is expanded, showing a tree view of outputs. The '1 - OUTPUT 1.1 MATERNAL NEONATAL HEALTH-[4380/A0/06/211/001]' output is selected, and its 'PD Activities (0)' section is expanded. The 'PD Activities (0)' section has a red box around the 'Add' icon. To the right of this section, there are two buttons: 'Budget view' and 'Activities Editor', both highlighted with red boxes. The bottom right corner of the interface shows 'Total Cash Budget UGX 0.00'.

To add activities using the Activities editor view;

## UNICEF ePD Step by step guide

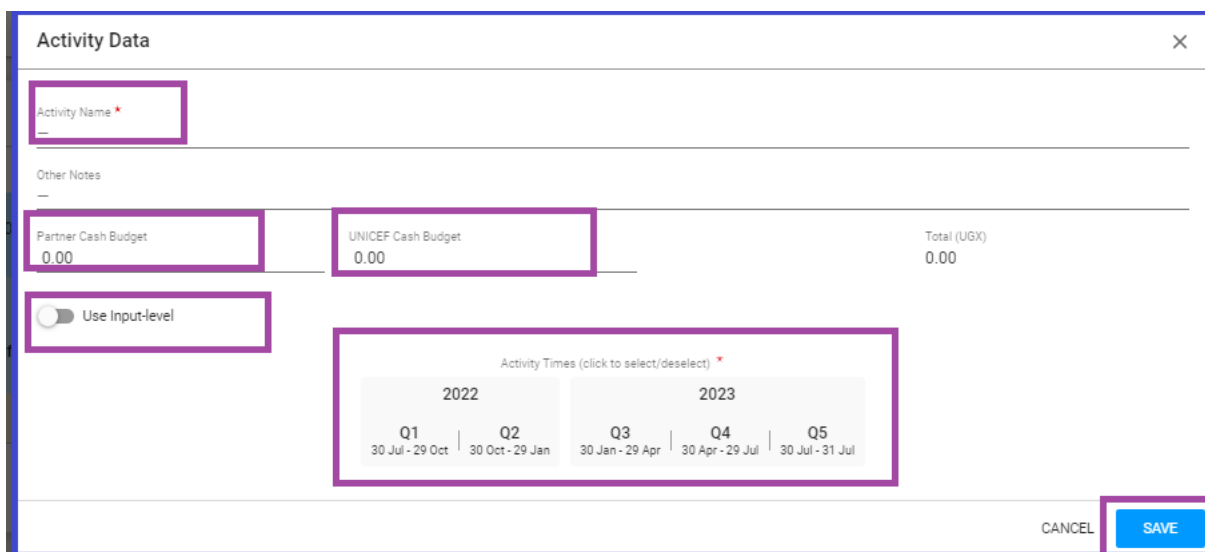


Budget Currency	Budget HC Rate	% Pym Effectiveness	Total UNICEF Contrib	Total UNICEF Cash	Total UNICEF Supply	Total Cash Am	Total Partner Supply	Total Partner Cash	Total Partner Contribution	Total Am (Cash + Supply)
UGX	0%(0.00)	0%	0.00	0.00	0.00	0.00	0.00	0.00	0%(0.00)	UGX 0.00
EPM.1	Effective and Efficient Programme Management <b>In-country management and support staff</b> Contribution for In-country management and support staff pro...						Partner Cash	UNICEF Cash	Total	UGX 0.00
EPM.2	Effective and Efficient Programme Management <b>Operational costs</b> Contribution for Operational costs prorated to their contrib...						Partner Cash	UNICEF Cash	Total	UGX 0.00
EPM.3	Effective and Efficient Programme Management <b>Planning, monitoring, evaluation and communication</b> Contribution for Planning, monitoring, evaluation and commun...						Partner Cash	UNICEF Cash	Total	UGX 0.00
1	Country Programme Output <b>OUTPUT 1.1 MATERNAL NEONATAL HEALTH-[4380/A0/06/211/001]</b>								Total	UGX 0.00
1.1	PD Output <b>Improved capacity of health facilities to provide a full range of essential maternal, neonatal and child health, HIV/AIDS &amp; nutrition services.</b>								Total	UGX 0.00

**Step 3:** Enter the activity with short description. If other notes are required in relation to activity then enter under “Other Notes” (e.g. procurement service, contractual info etc.).

Enter the cash cost for an activity contributed by Partner or UNICEF under “Partner cash budget” or “UNICEF cash budget”.

Select the quarter(s) in “Activity Times” when activity will be implemented. Timeframe shows the PD quarters based on PD start and end dates.



**Activity Data**

Activity Name \*

Other Notes

Partner Cash Budget: 0.00      UNICEF Cash Budget: 0.00      Total (UGX): 0.00

Use Input-level

Activity Times (click to select/deselect)

2022      2023

Q1: 30 Jul - 29 Oct    Q2: 30 Oct - 29 Jan    Q3: 30 Jan - 29 Apr    Q4: 30 Apr - 29 Jul    Q5: 30 Jul - 31 Jul

CANCEL    SAVE

**Step 4:** For detailed budgeting of an activity, turn on the “use input-level” toggle. Click the “+” icon and add the input description, type of unit and number of units, price per unit and cash amount under partner cash and/or UNICEF cash.

## UNICEF ePD Step by step guide

Activity Data
✕

Activity Name \*  
 \_\_\_\_\_

Other Notes  
 \_\_\_\_\_

Partner Cash Budget  
0.00

UNICEF Cash Budget  
0.00

Total (USX)  
0.00

Use Input-level

Item Description*	Unit *	Number of Units*	Price / Unit	Partner Cash	UNICEF Cash	Total Cash (USX)
+						

Activity Times (click to select/deselect) \*

**2022**  
 Q1  
30 Jul - 29 Oct

**2023**  
 Q2  
30 Oct - 29 Jan


**2023**  
 Q3  
30 Jan - 29 Apr

**2023**  
 Q4  
30 Apr - 29 Jul

**2023**  
 Q5  
30 Jul - 31 Jul

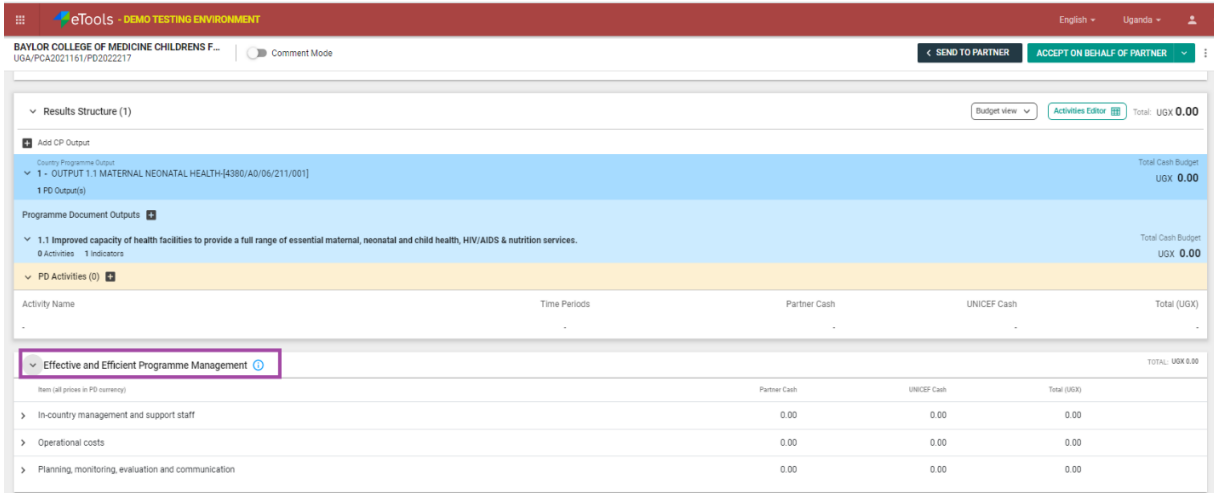
CANCEL SAVE

**Step 5:** Select save. Repeat this action for all the activities and related budgets and inputs where required.

 **Knowledge: Effective and efficient programme management** costs, which comprise 3 standard types: (i) In-country management and support staff prorated to their contribution to the programme intervention (representation, planning, coordination, logistics, administration, finance); (ii) Operational costs prorated to their contribution to the programme intervention (office space, equipment, office supplies, maintenance); (iii) Planning, monitoring, evaluation and communication, prorated to their contribution to the programme (venue, travels, etc.)

**Step 6:** Navigate to the **effective and efficient programme management** section to include the related costs.

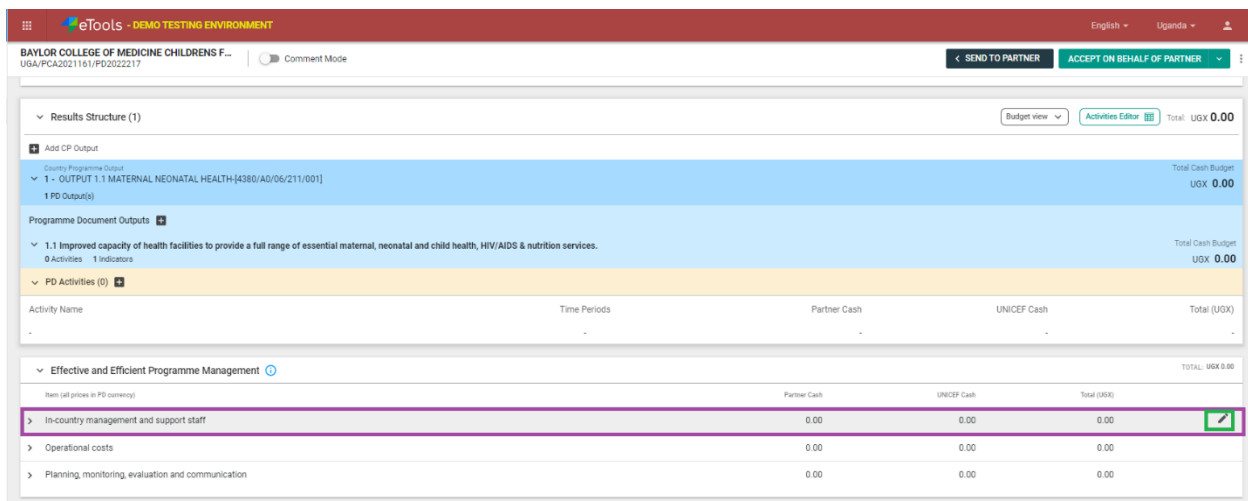
# UNICEF ePD Step by step guide



The screenshot shows the eTools interface for a demo testing environment. The user is logged in as 'BAYLOR COLLEGE OF MEDICINE CHILDRENS F...' with the project ID 'UGA/PCA2021161/PD2022217'. The interface displays a 'Results Structure (1)' with a total budget of UGX 0.00. The structure includes a Country Programme Output, a PD Output, and a Programme Document Output. The 'Effective and Efficient Programme Management' section is highlighted with a red box, showing a table with columns for Partner Cash, UNICEF Cash, and Total (UGX).

Item (all prices in PD currency)	Partner Cash	UNICEF Cash	Total (UGX)
> In-country management and support staff	0.00	0.00	0.00
> Operational costs	0.00	0.00	0.00
> Planning, monitoring, evaluation and communication	0.00	0.00	0.00

**Step 7:** To include data to the **in-country management and support staff** section, hover over the section and select the edit icon on the right-hand side. In the next screen, enter the budget contribution from UNICEF and the partner. If the input level details are required, select the use in-pup level toggle and add the mandatory details.



The screenshot shows the eTools interface with the 'In-country management and support staff' section highlighted with a red box. An edit icon (a pencil) is visible in the right-hand corner of the row, indicating that the user can click on it to edit the data.

Item (all prices in PD currency)	Partner Cash	UNICEF Cash	Total (UGX)
> In-country management and support staff	0.00	0.00	0.00
> Operational costs	0.00	0.00	0.00
> Planning, monitoring, evaluation and communication	0.00	0.00	0.00

## UNICEF ePD Step by step guide

**Edit activity** ✕

Title  
In-country management and support staff

Description  
Contribution for In-country management and support staff prorated to their contribution to the programme (representation, planning, coordination, logistics, administration, finance)

Partner Cash Budget	UNICEF Cash Budget	Total (USX)
0.00	0.00	0.00

Use input-level

Item Description*	Unit *	Number of Units*	Price / Unit	Partner Cash	UNICEF Cash	Total Cash (USX)	
-	-	-	0.00	0.00	0.00	0.00	✕
+							

CANCEL
SAVE

**Step 8:** To add data to the **operational costs section**, hover over the section and select the edit icon on the right-hand side. In the next screen, enter the budget contribution from UNICEF and the partner. If the input level details are available, select the use in-pu level toggle and add the mandatory details.

eTools - DEMO TESTING ENVIRONMENT English Uganda

BAYLOR COLLEGE OF MEDICINE CHILDRENS F... USA/PCA2021161/PD0202217 Comment Mode

< SEND TO PARTNER
ACCEPT ON BEHALF OF PARTNER

1 Development
2 Review
3 Signature
4 Signed

METADATA
STRATEGY
WORKPLAN
REVIEW
TIMING
ATTACHMENTS
PROGRESS

Budget Currency	Budget HD Rate	% Prgm Effectiveness	Total UNICEF Contrib	Total UNICEF Cash	Total UNICEF Supply	Total Cash Amt	Total Partner Supply	Total Partner Cash	Total Partner Contribution	Total Amnt (Cash + Supply)
UGX	0%(0.00)	0%	0.00	0.00	0.00	0.00	0.00	0.00	0%(0.00)	UGX 0.00

▼ Results Structure (1) Budget view Activities Editor Total: USX 0.00

+ Add OP Output

▼ Country Programme Output

▼ 1 - OUTPUT 1.1 MATERNAL NEONATAL HEALTH[4380/A0/06/211/001] Total Cash Budget USX 0.00

▼ 1 PD Output(s)

+ Programme Document Outputs

▼ 1.1 Improved capacity of health facilities to provide a full range of essential maternal, neonatal and child health, HIV/AIDS & nutrition services. Total Cash Budget USX 0.00

▼ 0 Activities 1 Indicators

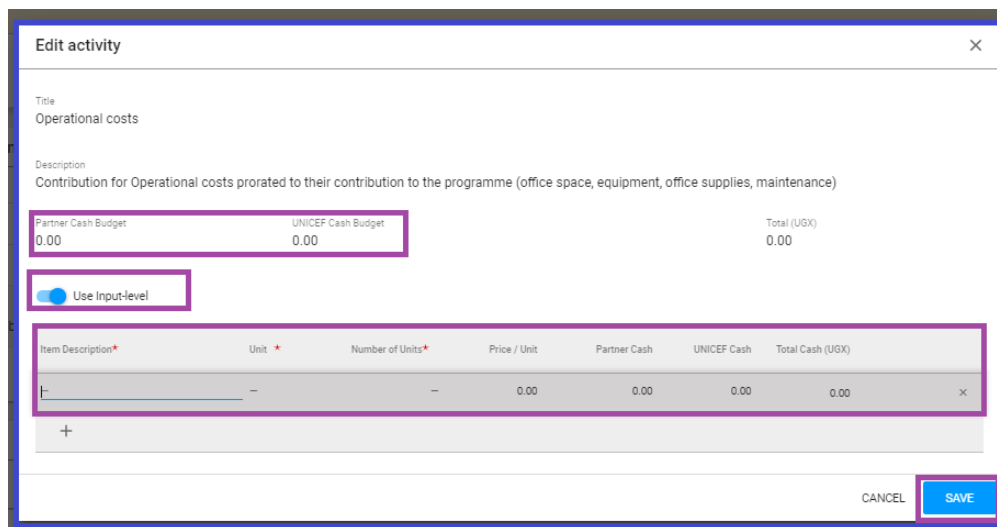
▼ PD Activities (0)

Activity Name	Time Periods	Partner Cash	UNICEF Cash	Total (USX)
-	-	-	-	-

▼ Effective and Efficient Programme Management TOTAL: USX 0.00

+ Item (all prices in PD currency)

	Partner Cash	UNICEF Cash	Total (USX)
> In-country management and support staff	0.00	0.00	0.00
> Operational costs	0.00	0.00	0.00
> Planning, monitoring, evaluation and communication	0.00	0.00	0.00



**Edit activity**

Title  
Operational costs

Description  
Contribution for Operational costs prorated to their contribution to the programme (office space, equipment, office supplies, maintenance)

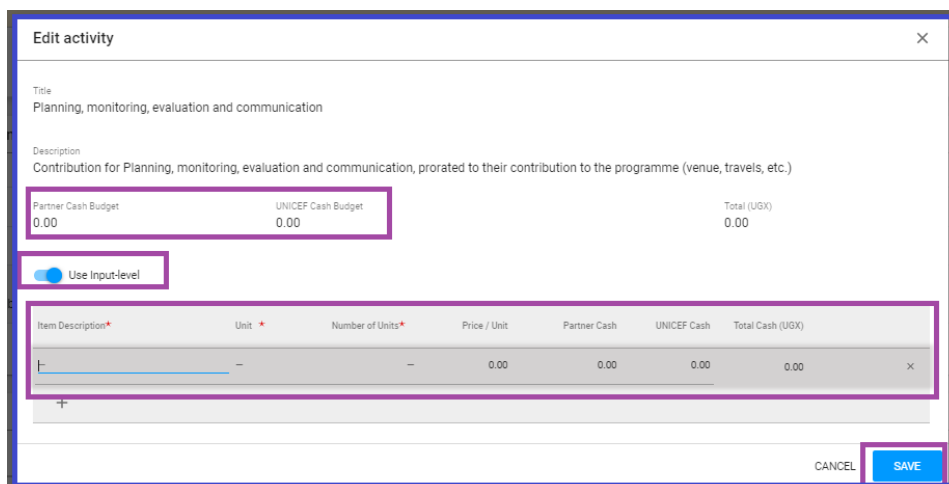
Partner Cash Budget	UNICEF Cash Budget	Total (UGX)
0.00	0.00	0.00

Use Input-level

Item Description*	Unit *	Number of Units*	Price / Unit	Partner Cash	UNICEF Cash	Total Cash (UGX)
	-	-	0.00	0.00	0.00	0.00

CANCEL SAVE

**Step 9:** To add data to the **planning monitoring evaluation and communication section**, hover over the section and select the edit icon on the right-hand side. In the next screen, enter the budget contribution from UNICEF and the partner. If the input level details are available, select the use in-put level toggle and add the mandatory details.



**Edit activity**

Title  
Planning, monitoring, evaluation and communication


Description  
Contribution for Planning, monitoring, evaluation and communication, prorated to their contribution to the programme (venue, travels, etc.)

Partner Cash Budget	UNICEF Cash Budget	Total (UGX)
0.00	0.00	0.00

Use Input-level

Item Description*	Unit *	Number of Units*	Price / Unit	Partner Cash	UNICEF Cash	Total Cash (UGX)
	-	-	0.00	0.00	0.00	0.00

CANCEL SAVE

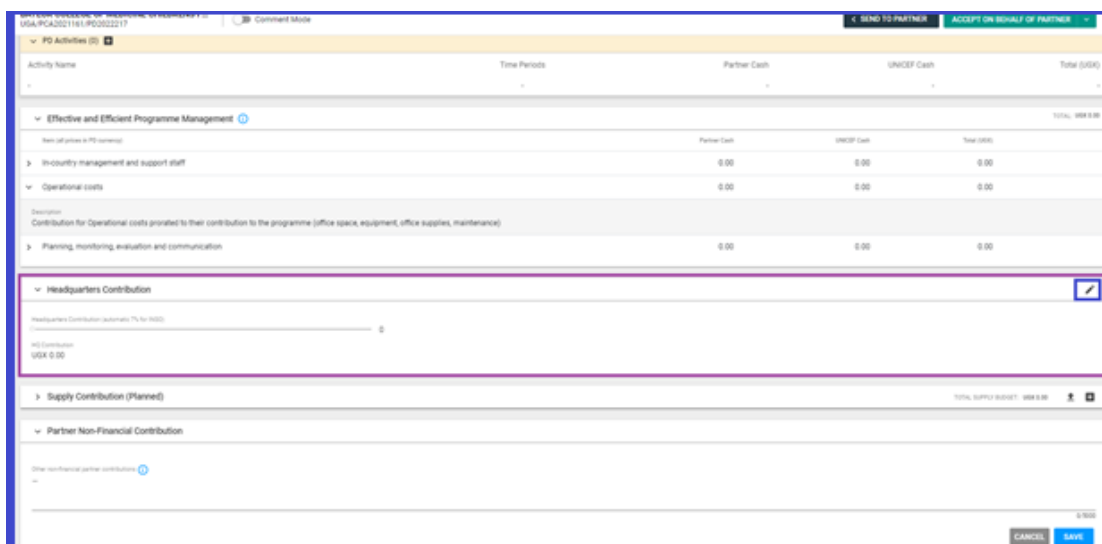
 **Knowledge:** Financial management and organizational capacity-building costs consider as Indirect costs are calculated as 7% of the UNICEF cash contribution to the programme intervention, excluding the value of UNICEF cash contributions for cash/voucher assistance for

## UNICEF ePD Step by step guide

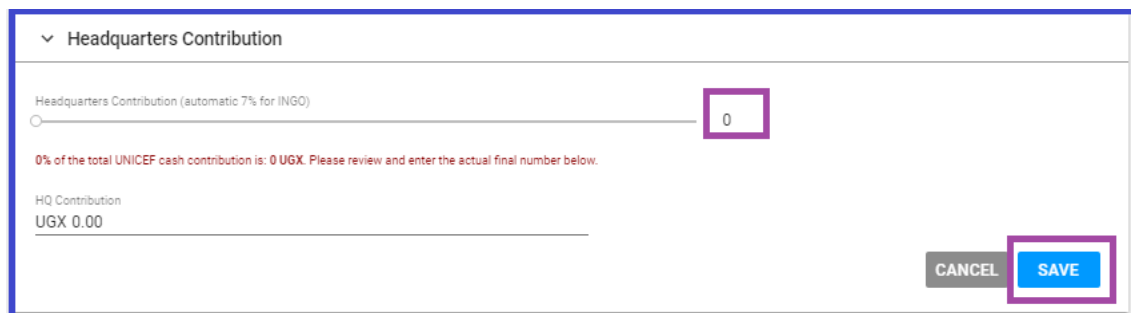
beneficiaries, as well as bulk procurement (e.g., essential supplies, construction materials, sub-contracting for commercial services). The value of UNICEF-provided supplies, equipment and other forms of in-kind support is also excluded from the calculation of 7%.

**Step 10:** To add the **Financial management and organizational capacity-building costs**, select the edit icon

This section is entered by UNICEF staff and select save



Activity Name	Time Periods	Partner Cash	UNICEF Cash	Total (USD)
<b>Effective and Efficient Programme Management</b> <span style="float: right;">TOTAL: USD 0.00</span>				
Non-fundable in PD settings		Partner Cash	UNICEF Cash	Total (USD)
> In-country management and support staff		0.00	0.00	0.00
> Operational costs		0.00	0.00	0.00
<i>Description: Contribution for Operational costs provided to their contribution to the programme (office space, equipment, office supplies, maintenance)</i>				
> Planning, monitoring, evaluation and communication		0.00	0.00	0.00
<b>Headquarters Contribution</b> <span style="float: right;">[edit icon]</span>				
<i>Description: Headquarters Contribution (automatic 7% for INGO)</i>				
HQ Contribution: UGX 0.00				
> Supply Contribution (Planned)				TOTAL SUPPLY BUDGET: USD 0.00
> Partner Non-Financial Contribution				
<i>Description: Other non-financial partner contributions</i>				



**Headquarters Contribution**

Headquarters Contribution (automatic 7% for INGO)


0% of the total UNICEF cash contribution is: 0 UGX. Please review and enter the actual final number below.

HQ Contribution  
UGX 0.00

CANCEL SAVE

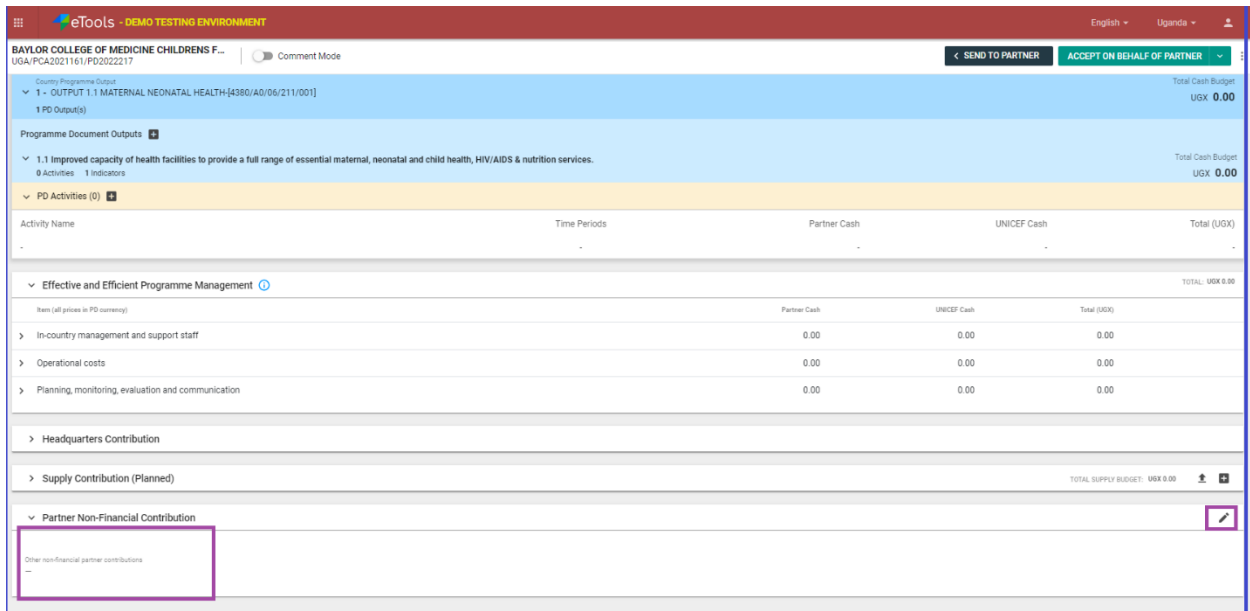
**Step 11:** To add budget to the **supply contribution** planned section, please refer to the step-by-step guide on creating ePD supplies.

**Step 12:** To include the **partner non-financial contributions** to this PD, select the edit icon and include all relevant texts.

 **Knowledge:** UNICEF recognized that partners often make important financial and non-financial contributions to the programme intervention. This field captures those partner

## UNICEF ePD Step by step guide

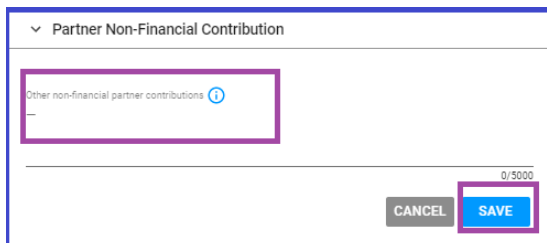
contributions that are not already quantified and captured in the budget section. Examples can include use of materials previously developed by the partner, technical knowledge or sharing of premises.



The screenshot shows the eTools interface for a demo testing environment. The user is logged in as 'BAYLOR COLLEGE OF MEDICINE CHILDRENS F...' with the user ID 'UGA/PCA2021161/PD2022217'. The interface is in 'Comment Mode'. The main content area shows a tree view of the budget structure:

- Country Programme Output: 1 - OUTPUT 1.1 MATERNAL NEONATAL HEALTH[4380/A0/06/211/001] (Total Cash Budget: UGX 0.00)
- Programme Document Outputs: 1.1 Improved capacity of health facilities to provide a full range of essential maternal, neonatal and child health, HIV/AIDS & nutrition services. (Total Cash Budget: UGX 0.00)
- PD Activities (0)
- Effective and Efficient Programme Management (Total: UGX 0.00)
  - In-country management and support staff (Partner Cash: 0.00, UNICEF Cash: 0.00, Total: 0.00)
  - Operational costs (Partner Cash: 0.00, UNICEF Cash: 0.00, Total: 0.00)
  - Planning, monitoring, evaluation and communication (Partner Cash: 0.00, UNICEF Cash: 0.00, Total: 0.00)
- Headquarters Contribution
- Supply Contribution (Planned) (TOTAL SUPPLY BUDGET: UGX 0.00)
- Partner Non-Financial Contribution (Total: UGX 0.00)

The 'Partner Non-Financial Contribution' section is highlighted with a red box, and a red box also highlights the 'Other non-financial partner contributions' field within this section.



This is a close-up view of the 'Partner Non-Financial Contribution' form. It shows a text input field labeled 'Other non-financial partner contributions' with a blue information icon. Below the field, there is a character count '0/5000'. At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red box.

**Step 13:** Select save.

You have completed the budget for the section of the ePD

**Step 14:** Review the budget entries made by using the activities editor view or download option. A Summary budget also appears at the top of the screen.

# UNICEF ePD Step by step guide

**eTools - DEMO TESTING ENVIRONMENT**

BAYLOR COLLEGE OF MEDICINE CHILDRENS F...  
USA/PCA2021161/PO2022212

Comment Mode

SEND TO PARTNER ACCEPT ON BEHALF OF PARTNER

Export PDF  
Export Excel  
Export Comments  
Export Results

back to standard view

Budget Currency	Budget HD Rate	% Prgm Effectiveness	Total UNICEF Contrib	Total UNICEF Cash	Total UNICEF Supply	Total Cash Amt	Total Partner Supply	Total Partner Cash	Total Partner Contribution
USX	7%(372,400.00)	12.44%	47,650,400.00	5,692,400.00	41,958,000.00	7,892,400.00	0.00	2,200,000.00	4.41% (2,200,000.00)

Item Description	Unit	Number of Units	Price / Unit	Partner Cash	UNICEF Cash	Total (USX)
1.1.1.1 Travel	1	20.00	66,000.00	0.00	1,320,000.00	1,320,000.00

**Step 15:** To download the ePD select the icon and select the desired export option

**eTools - DEMO TESTING ENVIRONMENT**

BAYLOR COLLEGE OF MEDICINE CHILDRENS F...  
USA/PCA2021161/PO2022212

Comment Mode

SEND TO PARTNER ACCEPT ON BEHALF OF PARTNER

Export PDF  
Export Excel  
Export Comments  
Export Results

back to standard view

Budget Currency	Budget HD Rate	% Prgm Effectiveness	Total UNICEF Contrib	Total UNICEF Cash	Total UNICEF Supply	Total Cash Amt	Total Partner Supply	Total Partner Cash	Total Partner Contribution
USX	7%(372,400.00)	12.44%	47,650,400.00	5,692,400.00	41,958,000.00	7,892,400.00	0.00	2,200,000.00	4.41% (2,200,000.00)

Item Description	Unit	Number of Units	Price / Unit	Partner Cash	UNICEF Cash	Total (USX)
1.1.1.1 Travel	1	20.00	66,000.00	0.00	1,320,000.00	1,320,000.00

# UNICEF ePD Step by step guide



eTools - DEMO TESTING ENVIRONMENT										Uganda									
BAYLOR COLLEGE OF MEDICINE CHILDRENS F... UGA/PCA2021161/PO202212										Comment Mode		SEND TO PARTNER		ACCEPT ON BEHALF OF		Export PDF			
back to standard view										Export Excel		Export Comments		Total Amt US\$ 45		Export Results			
Budget Category	Budget FY Date	% From Effectiveness	Total UNICEF Costs	Total UNICEF Cash	Total UNICEF Supply	Total Cash Amt	Total Partner Supply	Total Partner Cash	Total Partner Contribution	Total	Total	Total	Total	Total	Total	Total	Total		
USX	7/1/2024-00-00	12.44%	47,650,400.00	5,692,400.00	41,958,000.00	7,692,400.00	6.00	2,200,000.00	4.41% (2,200,000.00)										
EPMA.1	Effective and Efficient Programme Management <b>In-country management and support staff</b> Contribution for in-country management and support staff pra...										Partner Cash	2,000,000.00	UNICEF Cash	3,000,000.00	Total	US\$ 5,000,000.00			
EPMA.2	Effective and Efficient Programme Management <b>Operational costs</b> Contribution for Operational costs prorated to their contrib...										Partner Cash	100,000.00	UNICEF Cash	500,000.00	Total	US\$ 600,000.00			
EPMA.3	Effective and Efficient Programme Management <b>Planning, monitoring, evaluation and communication</b> Contribution for Planning, monitoring, evaluation and commun...										Partner Cash	100,000.00	UNICEF Cash	500,000.00	Total	US\$ 600,000.00			
ID	Country Programme Output <b>OUTPUT 1.1 MATERNAL NEONATAL HEALTH-[4386/IA0/06/211/001]</b>														Total	US\$ 1,320,000.00			
PD Output	<b>Improved capacity of health facilities to provide a full range of essential maternal, neonatal and child health, HIV/AIDS &amp; nutrition services</b>														Total	US\$ 1,320,000.00			
1.1.1	Activity <b>Conduct quarterly one-day Health Partners mapping and coordination meeting in 10 districts of Eastern and central districts</b>										Time Periods		Partner Cash	0.00	UNICEF Cash	1,320,000.00	Total	US\$ 1,320,000.00	
Item Description	Unit	Number of Units	Price / Unit	Partner Cash	UNICEF Cash	Total (US\$)													
1.1.1.1 Travel	1	20.00	66,000.00	0.00	1,320,000.00	1,320,000.00													