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Forum for Protection of Public Interest (Pro Public)
Cost Sharing Guideline -2019

Propose:

Pro Public has built its own Office Building in Gaurishankar Marga, Kuleshwor, Kathamndu, Nepal to ensure sustainability of its program and as a part of its institutional development. It has borrowed the significant amount of money from the Staff Welfare Fund for the same purpose. Pro Public has its core staff members, necessary equipment and, vehicles which are available for the project staffs to smoothly operate their project activities. In this context, for the sustainable operation of the building, human resources, equipment and vehicles Pro Public has formulated a Cost Sharing Policy for its running projects. The Executive Director, Administrative Coordinator, Finance Officer and Project Manager/Coordinators are responsible for ensuring that the procedures suggested here as followed.

1. Office Space in Pro Public building, along with separate meeting hall; kitchen and the parking space, are shared by different projects for the smooth operation of their respective project activities. The individual project is required to share the cost as per the negotiation concluded between Pro Public and donor agencies.
2. Salary, fringe, and allowances of staffs, i.e., Executive Director, Administrative Coordinator, Admin and Finance Officers, Accountants, Office Secretaries, Drivers, Messengers/Cleaners, Associates, Guards, are shared by the individual ongoing projects on the basis of their contribution in specific projects., The ToRs are provided with the percentage or full fledge for the certain time in the specific projects/programs and timesheets are maintained according to the ToR and actual work performed.
3. Joint monitoring of projects from Social Welfare Council, Maintenance of equipment, utilities, insurance are considered as shared costs when office is opened to benefit more than one project. This will be done based on the staff members and intensity of the work.
4. Communication tools, i.e., the cost of telephone, internet, and website are considered as shared costs and when these are used to benefit more than one project. This also will be done based on the number of project staff members and intensity of the work of specific project/programs along with memos with the justifications.
5. Office equipment purchase and repairs, i.e., computers, printers, photocopiers, scanners, generator and its fuel are considered as shared costs when these are used for more than one project. This also will be done based on the maintained log book of the generator and intensity of the work along with memos with the justifications.

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6. Office vehicles repairs, maintenance and use, i.e., car, motorcycles, scooters and its fuel are considered as shared costs when these are used for more than one project. A proper log books will be maintained and calculated cost as per the vehicle policy will be charged. Office Car should be hired by particular project on daily basis as per need under the vehicle policy.

Policy Records

Approved from the Executive Committee Meeting Held on December 15, 2019

First Revision by the Executive Committee Meeting Held on February 13, 2022

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