

## Review Cost Norms SGP ACB Indonesia

Page/Para	Agreed Cost Norms SGP ACB IDN 2019	Proposed Revision 2021
	<ul style="list-style-type: none"> <li>• The SGP Indonesia Cost Norms was developed using the following documents as references:               <ol style="list-style-type: none"> <li>a) Standard Cost Norms mentioned in the Minister of Finance Regulation No. 32/PMK.02/2018 the budget will be adjusted using the inflation rate annually.</li> <li>b) Guidance for Activities Cost Norms mentioned in the Secretary General of Ministry of Environment and Forestry Regulation No. P.4/SETJEN/ROKEU/KEU.1/8, the budget will be adjusted using the inflation rate annually</li> <li>c) Standard Activity and Cost Norms in the field of Natural Resources and Ecosystem Conservation 2018 published by Secretariat of Directorate General of Natural Resources and Ecosystem Conservation, the budget will be adjusted using the inflation rate annually</li> <li>d) United Nations (UN) Cost Rates as published in <a href="https://icsc.un.org/">https://icsc.un.org/</a>; and</li> <li>e) ASEAN Standard Cost Rates.</li> </ol> </li> <li>• These negotiated cost norms shall be used by the implementing partners in Indonesia (i.e. the Implementing Agency, the Grantees, and the Service Provider).</li> <li>• The cost norms consist only Management Cost component, while the Programme Cost component will be depended on the grantees' proposal under ACB guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• The SGP Indonesia Cost Norms was developed using the following documents as references:               <ol style="list-style-type: none"> <li>a) Standard Cost Norms mentioned in the Minister of Finance Regulation No. 119/PMK.02/2020 the budget will be adjusted using the inflation rate annually.</li> <li>b) Guidance for Activities Cost Norms mentioned in the Secretary General of Ministry of Environment and Forestry Regulation No. P.7/SETJEN/ROKEU/KEU.1/11/2020, the budget will be adjusted using the inflation rate annually.</li> <li>c) United Nations (UN) Cost Rates as published in <a href="https://icsc.un.org/">https://icsc.un.org/</a>; and</li> <li>d) ASEAN Standard Cost Rates.</li> </ol> </li> <li>• These negotiated cost norms shall be used by the implementing partners in Indonesia (i.e. the Implementing Agency, the Grantees, and the Service Provider).</li> <li>• This cost norms will be used as the reference until the completion of SGP regardless any adjustment in annual GOI standard cost norms.</li> <li>• At certain circumstances, the use of this cost norms will be combined with GOI standard cost. (for example, when the actual cost is higher than cost norms, such as when SGP activity attended by Echelon 1 or higher where the standard cost is higher than SGP cost norms)</li> </ul>
	<p><b>Management</b></p> <p>The management cost rates shall be used as standard rates in conducting the activities that are needed for the success of the SGP projects. These rates are applicable regardless of the position in the government or in an organization.</p>	<p><b>Management</b></p> <p>The management cost rates shall be used as standard rates in conducting the activities that are needed for the success of the SGP projects.</p>

	Unit	IDR	EUR	Remarks
1. Fee for the resource persons				
Proposal assessment/ Reviewer/Resource Person	Person/day			Excluding DSA, accommodation, and transportation
i. The eligibility of resource persons in SGP:				The resource person also includes expert(s) who are conducting training and workshops
- Opening speakers in the level of ministry or Directorate General, or resource person with specific expertise more than 17 years' experience or equals to echelon 2 level.		1,000,000		Resource person at echelon 2 level
- With complex task that require through technical knowledge, autonomy, analytical and problem-solving skills, and ability to communicate clearly, with at least 20 years' experience, or equals to echelon 1 level.		1,400,000		For resource person with specific expertise or echelon 1 level
- With complex task that require through technical knowledge, autonomy, analytical and problem-solving skills, and ability to communicate clearly, with 15 years' experience, or equals to echelon 3 level.		900,000		resource person at echelon 3 level
- Tasks require application of a known methodology with technical knowledge, autonomy, and analytical skills, with 10 years' experience, or equals to echelon 4 level. For resource person, moderator or facilitator.		750,000		Resource person or facilitator/moderator
- Secretariat/administrative support		350,000		
ii. The rate for meetings/workshops/seminars in various levels (national, provincial, regional and the site levels)				

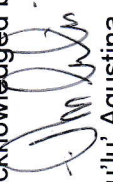
2. Daily Standard Allowance (DSA)	Person/day	North Sumatra	450.000	North Sumatra	24	Average of Gol Cost Norm for Full Board Meeting Cost per site
		Lampung	390.000	Lampung	23	
		Jakarta	603,250	Jakarta	38	
		North Sumatra	900,000	North Sumatra		
b. Outside the Province, including the accommodation	Person/day	Lampung	780,000	Lampung	49	GOI Cost rates for activities within the province, excluding accommodation
		Jakarta	1,206,500	Jakarta	76	
		North Sumatra	150.000	North Sumatra		
c. DSA excluding the accommodation	Person/day	Lampung	150.000	Lampung		If the venue of the meeting is in the office
		Jakarta	210.000	Jakarta		
3. Meeting Cost/Consumption	Person/day	North Sumatra	64.000	North Sumatra	4	Combined Gol Cost Rates for Lunch and Snacks
		Lampung	62.000	Lampung	4	
		Jakarta	70.000	Jakarta	4	
		North Sumatra	47.000	North Sumatra	3	
b. Lunch or Dinner	Person/day	Lampung	42.000	Lampung	3	Gol Cost Rates for Lunch/Dinner
		Jakarta	48.000	Jakarta	3	
		North Sumatra: 275,000 (one meal and 2 snacks)		17		
c. Meeting Cost/Consumption	Per Package per person	Lampung: 270,000 (one meal and 2 snacks)		16.71		If the venue is in the hotel
		Jakarta: 433,000 (one meal and 2 snacks)		26.8		
4. Land Based Transportation						

a. Land Based	Per Person	Maximum of 450,000 one way	Maximum of 28 one way	Against Receipt
b. Rental Car	Per Car/day	North Sumatra	North Sumatra	Gol Cost Rates for rental car
		Lampung	Lampung	
		Jakarta	Jakarta	
c. Ferry/boat, for the case of Lampung (Way Kambas)	Per Person	Maximum of 374,000 one way	Maximum of 23.14 one way	Against Receipt
d. Airfare i. Local/Domestic	Per Person	5,778,830	364	Round trip Based on ASEAN Rate, against receipt
5. Translation				
a. Bahasa to English and vice versa	Finished Page	125,000 (50% of GOI standard for the certified translator)	7.7	Document must be in A4 paper size, single spaced, font: Arial, size: 12

### Annex 1. Cost Norms Justification

No	Agreed Cost Norms SGP ACB IDN 2019	Proposed Revision 2021
1	<b>Fee for the resource persons</b>	<b>Fee for the resource persons</b>
	Refer to document reference a) Ministry of Finance Regulation No. 32/PMK.02/2018, page 9, point 12	Refer to document reference a) Ministry of Finance Regulation No. 119/PMK.02/2020, page 9, point 11
	12. 1. Honorarium of Resource Person/Speaker	12. 1. Honorarium of Resource Person/Speaker
	a. Ministry/ at the same level	a. Ministry/ at the same level
	per/day IDR 1,700,000	per/day IDR 1,700,000
	b. Echelon I/at the same level (DG)	b. Echelon I/at the same level (DG)
	per/day IDR 1,400,000	per/day IDR 1,400,000
	c. Echelon II/at the same level (Director)	c. Echelon II/at the same level (Director)
	per/day IDR 1,000,000	per/day IDR 1,000,000
	d. Echelon III and below (NWT member)	d. Echelon III and below (NWT member)
	per/day IDR 900,000	per/day IDR 900,000
	12.2 Honorarium of Moderator	12.2 Honorarium of Moderator
	per/day IDR 700,000	per/day IDR 700,000
	12.3 Honorarium of Host/MC	12.3 Honorarium of Host/MC
	per/day IDR 400,000	per/day IDR 400,000
	12.4 Honorarium of Organizing Committee	12.4 Honorarium of Organizing Committee

	a. Advisor	per/day	IDR	450,000	a. Advisor	per/day	IDR	450,000		
	b. Chair/Vice-Chair	per/day	IDR	400,000	b. Chair/Vice-Chair	per/day	IDR	400,000		
	c. Secretary	per/day	IDR	300,000	c. Secretary	per/day	IDR	300,000		
	d. Member	per/day	IDR	300,000	d. Member	per/day	IDR	300,000		
	Refer to document reference a) Ministry of Finance Regulation No. 32/PMK.02/2018, page 81, point 8.1									
	8.1 held in the country		per/day	IDR	1,700,000	8.1 held in the country		per/day	IDR	1,700,000
2.	<b>DSA including accommodation</b>									
	Refer to document reference a) Ministry of Finance Regulation No. 32/PMK.02/2018, For Daily Allowance: page 20, point 32.1 No. 2 (North Sumatera) and No. 8 (Lampung), For Accommodation: page 23, point 34 No.2 (North Sumatera) and No. 8 (Lampung)									
	*using the lower group at the right most column									
	b. Outside of Province									
	- North Sumatra	- DSA	IDR	370,000	- North Sumatra	DSA	IDR	370,000		
	Accommodation	per/day	IDR	530,000	Accommodation	per/day	IDR	530,000		
	Total	per/day	IDR	900,000	Total	per/day	IDR	900,000		
	- Lampung	- DSA	IDR		- Lampung	DSA	IDR	380,000		
	Accommodation	per/day	IDR	400,000	Accommodation	per/day	IDR	580,000		
	Total	per/day	IDR	780,000	Total	per/day	IDR	960,000		
	- Accommodation in North Sumatra: 59% of DSA while in Lampung: 52 % of DSA including accommodation									
3.	<b>Meeting Cost/Consumption</b>									
	Refer to document reference a) Ministry of Finance Regulation No. 32/PMK.02/2018, page 26, part c. No. 2 (North Sumatera), No. 8 (Lampung), and No. 13 (DKI Jakarta).									
	*using the full day (1 meal and 2 snacks)									
	- North Sumatra	per/day	IDR	275,000	- North Sumatra	per/day	IDR	275,000		
	- Lampung	per/day	IDR	270,000	- Lampung	per/day	IDR	290,000		
	- DKI Jakarta	per/day	IDR	433,000	- DKI Jakarta	per/day	IDR	433,000		

	<p>According to advice from General Bureau of MoEF, every meeting held by MoEF is advised to be held in the office. Due to the advice, meeting room in MoEF often fully booked and we need to hold the meeting at the regional office or outside the office. Several meeting rooms in MoEF office are also charging for some fees, which are:</p>	<p>Several meeting rooms in MoEF office are charging for cleaning and service fees, which are:</p>
	<ul style="list-style-type: none"> <li>- Dharma Wanita Meeting Room per/day 200,000 IDR</li> <li>- Sonokeling Kecil Meeting Room per/day 550,000 IDR</li> <li>- Sonokeling Besar Meeting Room per/day 1,125,000 IDR</li> <li>- Rimbawan I and II per/day 750,000 IDR</li> </ul>	<ul style="list-style-type: none"> <li>- Dharma Wanita Meeting Room per/day 200,000 IDR</li> <li>- Sonokeling Kecil Meeting Room per/day 550,000 IDR</li> <li>- Sonokeling Besar Meeting Room per/day 1,125,000 IDR</li> <li>- Rimbawan I and II per/day 750,000 IDR</li> </ul>
4.	<p><b>Ferry/Boat, for the case of Lampung (Way Kambas)</b></p> <p>Refer to ASDP Website:  <a href="https://www.indonesiaferry.co.id/en/home">https://www.indonesiaferry.co.id/en/home</a>  Merak to Bakauheni and Bakauheni to Merak for Category IVa Vehicle</p> <p>Car/Sedan (vehicle length &lt;= 5 meter) one way 374,000 IDR</p>	<p><b>Ferry/Boat, for the case of Lampung (Way Kambas)</b></p> <p>Refer to ASDP Website:  <a href="https://www.indonesiaferry.co.id/en/home">https://www.indonesiaferry.co.id/en/home</a>  Merak to Bakauheni and Bakauheni to Merak for Category IVa Vehicle</p> <p>Car/Sedan (vehicle length &lt;= 5 meter) one way 374,000 IDR</p>
5.	<p><b>Translation</b></p> <p>From Bahasa to English and vice versa</p> <p>Refer to document reference a) Ministry of Finance Regulation No. 32/PMK.02/2018, page 81, Number 5.1</p> <p>English to Bahasa and vice versa per/finis hed page 250,000 IDR</p> <p>The rate is also advised by the Association of Indonesian Translator (HPI), although in practical the price might be different depends on the agreement between the translator and the clients</p>	<p><b>Translation</b></p> <p>From Bahasa to English and vice versa</p> <p>Refer to document reference a) Ministry of Finance Regulation No. 119/PMK.02/2020, page 83, Number 5.1</p> <p>English to Bahasa and vice versa per/ finished page 250,000 IDR</p> <p>The rate is also advised by the Association of Indonesian Translator (HPI), although in practical the price might be different depends on the agreement between the translator and the clients</p>
6.	<p>Acknowledged by Chair of NWT</p> <p>Nining Purnamaningtyas</p>	<p>Acknowledged by Chair of NWT</p> <p>  Lu'lu' Agustina</p>

**Additional notes and reference:**

1. Resource persons refer to person(s) who is/are invited to contribute to SGP's activity includes seminars, workshop, training, to perform a specific task in accordance with her/his/their skills/knowledge/expertise.
2. Full board meeting package includes meals and rooms  
According to PMK No. 119: full board meeting package for full day meeting out of the office including accommodation. The standard cost is:

- North Sumatra	per/day	IDR	764,000
- Lampung	per/day	IDR	768,000
- DKI Jakarta	per/day	IDR	1,197,000

**3. Rental car:**

According to SGP cost norms: rental car include fuel with the total, maximum budget per person as follows:  
According to PMK 119: Page 35 Point 37.1 (against the receipt)

- North Sumatra	per/day	IDR	975,000
- Lampung	per/day	IDR	846,000
- DKI Jakarta	per/day	IDR	911,000

**4. Internet/Communication fee**

In PMK 119: for people involving in virtual activities can be provided internet/communication fee IDR 150.000 per person per activity.

**5. Land-based transportation from capital of the province to district/city within the province for one way:  
(without receipt)**

**a. Page 76, point 1.**

- North Sumatra	Medan-Langkat	Per/person	IDR	186,000
- Lampung	Bandar Lampung – Lampung Timur	Per/person	IDR	246,000
- DKI Jakarta	Jakarta - Bogor	Per/person	IDR	300,000

b. Page 76 point 3. Transportation fee for activity within District/City, round trip: 150.000 per person/activity

6. Transportation fee using Taxi within the country  
PMK 119, page 100 point 17

- North Sumatra	Per person/activity	IDR	232,000
- Lampung	Per person/activity	IDR	167,000
- DKI Jakarta	Per person/activity	IDR	256,000

7. Patrol in the forest (stay night) will be covered: allowance/DSA within the province/city for activities more than 8 hours, with additional 30% of accommodation fee (without receipt)

PMK 119 page 89: DSA within the province/city for activities more than 8 hours

- North Sumatra	Per person/day	IDR	150,000
- Lampung	Per person/day	IDR	150,000
- DKI Jakarta	Per person/day	IDR	210,000

PMK 119-page 33-34-point AA: For those who do not use accommodation facilities (hotel, etc) can claim 30% of hotel tariff in according to the relevant province standard

PMK 119 page 90: the lowest standard hotel tariff

- North Sumatra	Per person/day	IDR	530,000
- Lampung	Per person/day	IDR	580,000
- DKI Jakarta	Per person/day	IDR	780,000