Economic costing model
GLOBAL PARTNERSHIP TO END VIOLENCE AGAINST CHILDREN

End-user Manual

Version 1.0

This document serves the users to cost their policies/ plan of pathfinder countries
Table of Contents
1. Assigning rights and privileges to end-users ................................................................. 3
2. Main Menu ....................................................................................................................... 4
3. Master planning sheet ...................................................................................................... 4
4. Start the process of costing activities ............................................................................... 5
5. Add inputs to an activity .................................................................................................. 6
6. Review/ revise an inputs to an activity ........................................................................... 10
7. Delete an input within an activity .................................................................................... 12
8. Completing a costed activity ............................................................................................ 14
9. Details you need to be set in your computer or from system administrator .................... 15
1. Assigning rights and privileges to end-users

System administrator assigns rights and privileges for the end-users. Please contact the administrator under email@domain.org for more details.

Once administrator of the system creates a profile for you as end-user, you will be given a username, a password and a link to access the economic costing model.

The economic costing model operates through a web-based interface. The use of Google Chrome is mandatory; therefore it should be pre-installed before using the system. Note that using other than recommended web browser might distort the main.

This is the main screen of the economic costing model

![Figure 1 - Main Screen](image1)

Please enter your assigned username and password to enter the system and press Login.

![Figure 2 Login Screen](image2)
2. **Main Menu**
Once entered the system, **click on File** and thereafter **Master Sheet**

![Main Menu](image)

Figure 3 - System main menu

3. **Master planning sheet**
This is the main screen where you as user will be costing activities

![Master planning sheet](image)

Figure 4 Main costing sheet
4. Start the process of costing activities
On the master sheet please click on the small arrow within the Thematic Area box (see marked in Red box) to view the dropdown list of all thematic areas assigned to you and select the appropriate one you want to cost it.

![Master Sheet](image)

**Figure 5 Use of dropdown lists**

Then select following Key Action and Activity and press the blue button NEW to start cost this activity.

Note: if a Thematic Area, Key Action or an Activity assigned to you, does not appear on your screen please ask system administrator to assign it to your username.
5. Add inputs to an activity

Once you have selected: a.) the thematic areas, b.) Key Action and c.) Activity, the screen below will appear.

![Image of Master Costing Model](image)

**Figure 6 Start adding inputs**

Thereafter you press the blue button for “New” input to be added.
After pressing button New, a list of items already pre-registered by the system administrator will appear and then follow the four steps as below:

**Figure 7 - Completing an activity with Inputs**

**STEP 1** – Use the internal scrollbar to navigate the list of the inputs;

**STEP 2** – Select one or more items and once selected it will become active and you can continue with other inputs (Note: You can pick multiple items at same time)

**STEP 3** – Write the description on each item picked separately (example: “Hire a permanent M&E officer”)

**STEP 4** – Input the quantities of the M&E Officer you want to hire. In this case it can be 1 officer which will be hired in year 2

**STEP 5** – Press the blue button “SAVE”
Once the button Save is pressed it should appear the screen below.

Figure 8 – Costed activity

An activity can have one or more items that can be chosen as described in Figures 6, 7 and 8.

Once the activity costing is completed then you move to the next activity you are about to cost it.
Once the costing of the activity is completed, then you go ahead and **select another activity** and thereafter press the blue button NEW to cost it.

In case you start to cost another thematic area then please refer to the point 4 of this manual.
6. Review/ revise an inputs to an activity

In case you want to review a certain input/s within an activity, within Master Sheet **Select the Thematic area, select Key action, Select the Activity** followed by pressing the yellow button “REVISE”

![Image of Master Sheet]

**Figure 10 Reviewing one or more inputs within an activity**
Once the Revise button is pressed the screen below it will appear

**Master Sheet**

**Thematic Area**

| Comprehensive Legislative  |

**Key Action**

| TEST 1 |

**Activity**

| Draft regulations for the effective operationaliz|

**Choose**

| Now | Review | Delete | Complete |

### Input

| Hire an M&E Officer |

<table>
<thead>
<tr>
<th>Unit measure</th>
<th>Unit cost Price (TZS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>manday</td>
<td>609,000</td>
</tr>
</tbody>
</table>

### Main Economic Category

| Wages and Salaries |

### Sub Economic Category

| Wages |

### Line Item

| National Consultant |

### Volume

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Quantity/Volume per year

<table>
<thead>
<tr>
<th>FY2017/18</th>
<th>FY2018/19</th>
<th>FY2020/21</th>
<th>FY2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Cost per Year

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>500,000</td>
</tr>
</tbody>
</table>

**Figure 11 Revising the inputs details**

1. Review/Revise the input description
2. Select main economic category, sub economic category, line item, and
3. Review the volumes/quantities of selected input for one or more years.
4. Press blue button to save changes done.
7. Delete an input within an activity
In case you want to delete a certain input/s within an activity, within Master Sheet select the Thematic area, select Key action, Select the Activity followed by pressing the red button “DELETE”
Select the input you want to delete and press Delete.

<table>
<thead>
<tr>
<th>Input</th>
<th>Main Economic Category</th>
<th>Sub Economic Category</th>
<th>Line item</th>
<th>Unit of Measure</th>
<th>Unit cost Price (TZS)</th>
<th>Quantity/Volume per year</th>
<th>Cost per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
8. Completing a costed activity
Within validation process, once there is a consensus on the activity cost, you should complete the activity with given inputs.

Therefore within Master Sheet Select the Thematic area, select Key action, Select the Activity followed by pressing the green button “COMPLETE” in order to include this activity in calculation and reports generated from the system.

Note: If an activity is not completed, it will not be presented in the reports.
9. Details you need to be set in your computer or from system administrator

- Economic costing Model works with Google chrome browser only. Check your computer and in case if you do not have it in your machine you should install it in order to use the software.

- If you are an active user and you are costing policies in front of computer please ask the administrator to create a user for you.

- If the Thematic Areas within the assigned part of the policy are not being displayed in the software, ask system administrator to assign them to your username.

- Ask for a hard copy of the pricelist from system administrator or electronic copy.

- If there is a need to add an additional item in the pricelist please ask the system administrator to add it.