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Guidelines for work plan and budget

This guide gives you a brief insight to what Sida requires when submitting your work plan and budget. Please review your agreement for specific requirements for the work plan and budget.

The work plan is an important instrument for you as partner to describe the plans you have for implementation during the upcoming year, and if relevant to (briefly) mention how you plan to manage changes, opportunities and risks during the implementation. The agreement states how often you should submit a revised work plan and budget to Sida.

When revising the plan and budget, it is important that you reflect on the conclusions from previous year's annual meeting and reporting (and evaluations when applicable).

You may propose changes to the approved plan and budget. Discuss with you contact person at Sida which type of changes that require Sida's written approval, and should be included in an amendment to the agreement.

Please also check the document for financial reporting where you can find a guide and checklist for financial reporting and budgets.

Have any questions?

If you need further help or guidance, please reach out to your Sida Programme Officer.