

### Qualification levels

Term commonly used in the sector	Junior consultant	Consultant	Senior consultant	Chief consultant	Principal consultant
Professional experience required in the specialist area to provide the service	Up to 3 years	4 to 7 years	≥ 7 years	≥ 10 years	≥ 10 years
Qualification level	Level 1	Level 2	Level 3	Level 4	Level 5

### 1 Fee schedule

CoSoft code	Award expertise cluster	Level 1		Level 2		Level 3		Level 4		Level 5	
		Up to max.		Max.		Max.		Max.		Max.	
<b>01</b>	<b>Organisational and management consulting</b>										
01-A	Strategy consulting										
01-B	Organisational consulting										
01-C	Market, client and commissioning party analyses										
<b>02</b>	<b>Personnel selection, management and training</b>										
02-A	Psychological diagnosis										
02-B	Management development and coaching – hourly rates										
02-C	Skills development and training										
02-D	Moderation services										

## Annex I Fee schedule for contractors

CoSoft code	Award expertise cluster	Level 1	Level 2		Level 3		Level 4		Level 5	
		Up to max.		Max.		Max.		Max.		Max.
02-E	Individual and team supervision									
02-F	Mediation/conflict management									
02-G	Individual psychosocial consulting and psychosocial team coaching									
<b>03</b>	<b>Rural development, agriculture, fishing and food</b>									
03-A	Policy, strategy, process and organisational consulting with a sectoral priority area									
03-B	Expertise with a sectoral priority area									
03-C	International trade and international standards, global supply chains, complex economic cooperation arrangements									
<b>04</b>	<b>Natural resources, biodiversity, oceans/coasts</b>									
04-A	Policy, strategy, process and organisational consulting with a sectoral priority area									
04-B	Expertise with a sectoral priority area									
04-C	Harnessing natural resources/biodiversity financing and cooperation with the private sector and financial sector									
<b>05</b>	<b>Energy and transport and climate change</b>									

## Annex I Fee schedule for contractors

CoSoft code	Award expertise cluster	Level 1	Level 2		Level 3		Level 4		Level 5	
		Up to max.		Max.		Max.		Max.		Max.
05-A	Policy, strategy, process and organisational consulting/experts for financing issues with a sectoral priority area									
05-B	Expertise with a sectoral priority area									

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CoSoft code	Award expertise cluster	Level 1		Level 2		Level 3		Level 4		Level 5	
		Up to max.		Max.		Max.		Max.		Max.	
<b>06</b>	<b>Communication, multimedia and social media</b>										
06-A	Communication advisory services										
06-B	Social media analytics										
06-C	Writing work										
06-D	Photographers										
06-E	Audio/video production										
06-F	Livestreams										
06-G	Graphic design services										
<b>07</b>	<b>Private sector development and economic policy</b>										
07-A	Policy, strategy, process and organisational consulting with a sectoral priority area and expertise in green/digital economy										
07-B	Sector-specific consulting										
<b>08</b>	<b>Crises, conflicts, disasters, displacement and migration</b>										
08-A	Policy, strategy, process and organisational consulting with a sectoral priority area										
08-B	Expertise with a sectoral priority area										

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CoSoft code	Award expertise cluster	Level 1	Level 2		Level 3		Level 4		Level 5	
		Up to max.		Max.		Max.		Max.		Max.
<b>09</b>	<b>Digitalisation</b>									
09-A	Strategy consulting									
09-B	Auditing									
09-C	Procurement consulting									
09-D	Sector-specific/process consulting (content requirements)									
09-E	Technical architecture (technical requirements)									
<b>10</b>	<b>IT implementation and operation</b>									
10-A	Admin, service, support, DevOps									
10-B	Development (UX design, web/app/software)									
<b>11</b>	<b>Vocational education and youth</b>									
11-A	Policy, strategy, process and organisational consulting with a sectoral priority area									
11-B	Expertise with a sectoral priority area									
11-C	Sector-specific expertise at the intersection with digitalisation, sustainability, private sector development									
<b>12</b>	<b>Financial systems and insurance</b>									
12-A	Sector-specific expertise with a focus on development cooperation									
12-B	Expertise in defined special topics in the sector									

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CoSoft code	Award expertise cluster	Level 1		Level 2		Level 3		Level 4		Level 5	
		Up to max.		Max.		Max.		Max.		Max.	
<b>13</b>	<b>Social protection and health</b>										
13-A	Policy, strategy, process and organisational consulting with a sectoral priority area										
13-B	Expertise with a sectoral priority area										
13-C	Sector-specific expertise at the intersection with digitalisation/e-health										
<b>14</b>	<b>Democracy, decentralisation, urban development</b>										
14-A	Sector-specific expertise in democracy and decentralisation										
14-B	Sector-specific expertise in urban development and e-governance/open government										
<b>15</b>	<b>Public finance and administration, anti-corruption, integrity</b>										
15-A	Policy, strategy, process and organisational consulting with a sectoral priority area										
15-B	Expertise with a sectoral priority area										
<b>16</b>	<b>Rule of law, human rights &amp; gender, security</b>										
16-A	Expertise with a sectoral priority area										

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CoSoft code	Award expertise cluster	Level 1	Level 2		Level 3		Level 4		Level 5	
		Up to max.		Max.		Max.		Max.		Max.
<b>17</b>	<b>Environmental management, water, waste, resource efficiency</b>									
17-A	Policy, strategy, process and organisational consulting with a sectoral priority area									
17-B	Expertise with a sectoral priority area									
<b>18</b>	<b>Legal consulting, external and internal auditing</b>									
18-A	Legal advice to complement the Legal Affairs Unit – hourly rates									
18-B	Legal advice for projects – daily rates									
18-C	External auditing – hourly rates for basic services									
18-D	External auditing – hourly rates for consultant services									
18-E	External auditing – daily rates									
18-F	External auditing and internal auditing – daily rates									
<b>19</b>	<b>Planning and architectural services</b>									
		Up to 5 years	5-10 years		≥10 years		Special consultant/owner			
19-A	Planning and architectural services									

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		Up to max.		Max.		Max.		Max.		Max.
<b>20</b>	<b>Translation and interpreting services</b>									
	<b>Rate per day</b>									
20-A	Liaison interpreting for trade fairs						N/A	N/A	N/A	N/A
20-B	Conference interpreting (simultaneous)						N/A	N/A	N/A	N/A
20-C	Liaison interpreting						N/A	N/A	N/A	N/A
20-D	Liaison interpreting for high-ranking delegations	N/A	N/A	N/A			N/A	N/A	N/A	N/A
	<b>Rate per standard line</b>									
20-E	Translation into the target language						N/A	N/A	N/A	N/A
	<b>Rate per hour</b>									
20-G	Revision, proofreading						N/A	N/A	N/A	N/A
20-H	Copy-editing						N/A	N/A	N/A	N/A
20-I	Post-editing a machine-translated text						N/A	N/A	N/A	N/A



# Annex I Fee schedule for contractors



CoSoft code	Award expertise cluster	Level 1		Level 2		Level 3		Level 4		Level 5	
		Up to max.		Max.		Max.		Max.		Max.	
<b>21</b>	<b>Monitoring and evaluation</b>										
21-A	Monitoring										
21-B	Evaluation										
<b>22</b>	<b>Event management</b>										
22-A	General event management										