**FINANCIAL PROPOSAL**

**Evaluation Consultant to strengthen the evaluation system in Odisha**

**by conducting an in-depth analysis of the evaluation capacities**

**PART A. PROFESSIONAL FEE**

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| --- | --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | | **All-inclusive professional fee**  **(INR)**  ***(To be quoted by the candidate)*** |
| **Estimated deadline for completion of deliverable (days/months)** | **Estimated travel required for completion of deliverable** |
| A brief summary document of the desk review along with an overall framework to guide the analysis of evaluation capacities in Odisha | 15th  September 2022 (20 days) | 1 trip of 4 days |  |
| A note on stakeholder mapping for the evaluations conducted in Odisha | 1st October 2022  (10 days) | N/A |  |
| -Key questions for different stakeholders and detailed plan to conduct KIIs  -Brief field report post completion of KIIs | 15th November 2022 (30 days) | 1 trip of 10 days in Odisha to conduct KIIs |  |
| -Draft report (maximum 20 pages)  -Final report (maximum 20 pages)  -Policy brief (maximum 5 pages)  -PPT (maximum 15 slides) | 15th December 2022 (20 days) | 1 trip of 2 days to present findings |  |
| **Total Professional Fee (A) = INR** | | |  |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips =3**  **b. Number of days per trip = 1st trip of 4 days, 2nd trip of 10 days and 3rd trip of 2 days**  **c. States/Districts where travel is required = Odisha** | | | | | | |
| **S.No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** | |
| 1. | Air ticket cost (Return Trip) | 03 trips | \_\_\_ per trip |  | |
| 2. | Per Diem (days per trip x no. of trips) | 16 days | \_\_\_\_ per day |  | |
| 3. | Transfer to/from airport | 12 transfers | \_\_\_ per transfer |  | |
| 4. | Any other expenses (travel to districts, etc.)  Local travel costs including taxi charges within Odisha ***(based on submission of actual bills to UNICEF with a maximum limit of INR 50,000)*** |  |  |  | |
|  | **Total Travel Costs (B) = INR** | | | |  | |
|  | **TOTAL COST OF CONSULTANCY (A+B)** | | | |  | |

*Shaded areas to be filled in by Candidate*

**Notes to financial offer:**

*(i) Travel costs would be reimbursed as and when an actual trip happens as agreed with the contract supervisor.*

*(ii) Air travel should be by economy class using the most direct route. The cost will be paid based on the rates quoted in the financial proposal.*

(iii) *Per diem will be paid based on actual number of days travelled. Per diem is towards boarding, lodging and incidentals.*

*(iv) No other fee would be paid or reimbursed other than the fee indicated in the financial proposal.*

*(v) Please do not quote any lump sum costs but provide detailed breakdown of all costs.*

*(vi) The consultant/contractor will work on his/her own computer(s) and use his/her own office resources and materials in the execution of this assignment, including personal email address(es) and mobile/smart phones.*

**PAYMENT TERMS: 30 days net**

**Name of the Candidate:**

**Signature of the Candidate:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**