

UNICEF in Turkey
Requirements For Financial Submission

Programme: Education

Assignment Title:
Short-term consultant for the Increasing Quality of and Access to Early Childhood Education (ECE) Services Project
REF: EDU-TURA-2021-JJ

Purpose of the Assignment: This consultancy establishes a short-term arrangement with an individual consultant who will provide professional civil engineering services for UNICEF Turkey Country Office (TCO) during the production, installation, and handover of the container classrooms and playgrounds.

Supervisor: Education Officer at UNICEF Turkey County Office

PROPOSED PAYMENT SCHEDULE

TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	DAILY FEE (TRY)	TOTAL COST (TRY)
1	Conduct regular factory visits to where the container classrooms and playgrounds are being fabricated to monitor the production of container classrooms and playgrounds according to the technical specifications and blueprints.	<ul style="list-style-type: none"> Bi-weekly reports disseminating the results of factory visits 	60		
TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	DAILY FEE (TRY)	TOTAL COST (TRY)
2	Conduct regular field visits to schools where container classrooms and playgrounds are being installed to monitor the installation and handover of container classrooms and playgrounds and ensure the quality of the handed-over structure.	<ul style="list-style-type: none"> Bi-weekly reports disseminating the results of field visits. 	120		
	INCIDENTAL COSTS (if applicable and pre-approved by UNICEF)	ESTIMATED NUMBER OF DAYS		UNIT COST PER DAY (TRY)	TOTAL COST (TRY)
	<i>Inner-city travel</i>	120			
	<i>Other costs</i>	120			
TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	DAILY FEE (TRY)	TOTAL COST (TRY)
3	Other relevant tasks including participating in ad-hoc meetings with external partners and	<ul style="list-style-type: none"> Meeting and visit reports after participating 	40		

	additional field visits as required.				
	INCIDENTAL COSTS (if applicable and pre-approved by UNICEF)	ESTIMATED NUMBER OF DAYS		UNIT COST PER DAY (TRY)	TOTAL COST (TRY)
	Inner-city travel	40			
	Other costs	40			
TOTAL COST FOR DELIVERABLES (TRY):					
TOTAL COST FOR INCIDENTALS (TRY) (if applicable):					
GRAND TOTAL (TRY):					

NOTES
All fee rates must cover:
- The remuneration actually paid to the experts concerned per person/ day
- Administrative costs of employing the relevant experts, such as relocation and repatriation expenses
- Expatriation allowances, leave, medical insurance, and other employment benefits accorded to the experts by the Consultancy Company/Consultant
- The margin, covering the consultant's overheads, profit, and backstopping facilities
- Note that the input of experts must be given in full working days
The number of person-days for each task shows the maximum number of days the consultant can work to deliver the related task. Suppose the consultant delivers the tasks by working fewer days than indicated in the financial submission. In that case, the task is considered completed, and the consultant may not need to work more on that task.

***Provision for incidental expenses:**

- All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced **based on actual cost together with the supporting documents.**
- The consultant should inform UNICEF before making any incidental expenditures. UNICEF reserves the right to refuse to cover any incidental expenditures unless the payment is made without UNICEF's approval.
- Any cost related to the payment of an incidental expenditure is included, such as bank charges.
- All incidental expenditure details should be provided separately monthly.