**Annex 2**

**Expression of Interest**

**Applicable for cases managed outside the TMS (LVC)**

Individual Contract for Consultant to support xxx (Terms of Reference attached)

*Consultant Summary Profile:* ***Please attach complete Curriculum Vitae***

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Email address |  |
| Languages |  |
| Degrees/qualifications |  |
| Experience in carrying out similar assignments (no. of years and key clients, including UN) | |
|  | |
| |  |  |  | | --- | --- | --- | | Experiences (details of key tasks and deliverables) | Years | Key Clients/Organization | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |
|  |  |
| List names, contact no. and emails of three referees (Supervisors of current/past assignments) that you give permission for us to reach out to |  |

Q1: Please describe your experiences of work on xxxxxxxxxxxxxxx, specifying how these would be relevant to produce the deliverables described in the attached TORs. (Max 750 words)

Q2: Please describe your experiences of working with government on xxxxxxxxxxxxxxxxxxxxx (e.g. whether at national and or sub-national level, or both). (Max 750 words)

Q3: The assignment is scheduled to begin in xxx 2023 until xxx 2024, and it requires both on-site and off-site work. Please indicate your earliest availability and your ability to commence travel to Tajikistan for this assignment.

Q4: If not successful in participating in this round of consultancy, would you be interested to be considered for possible future similar consultancy?

**Annex 3**

**Financial Offer**

|  |
| --- |
|  |
| **Requirements For Financial Submission** |
|  |
| Assignment Title: |
| Purpose of the Assignment: |

\*\* **The financial offer is to be completed in USD for international and TJS for national consultants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DELIVERABLES** | | **TOTAL TIME FOR CONSULTANT** | **UNIT COST FOR A PERSON /DAY** | **TOTAL COST for DELIVERABLE** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| ***TOTAL COST FOR DELIVERABLES:*** | |  |  |  |
| Incidental expenses | DSA (international) |  |  |  |
| DSA (in-country) |  |  |  |
| Travel from/to country of origin | xx visits |  |  |
| In-country travel | xx visit |  |  |
| ***TOTAL COST FOR INCIDENTALS*** | | | |  |
| ***GRAND TOTAL*** | | | |  |

|  |
| --- |
| **NOTES** |
| **Travel, accommodation and visa**   * *For all travel costs, economy class tickets shall be reimbursed.* * *Consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.* |
| **\*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 on the basis of actual cost together with the supporting documents.* * *Any cost related to the payment of an incidental expenditure is included, such as bank charges.* * *All incidental expenditure details should be provided separately,* * *Travel, accommodation, other expenses will be reimbursed on the basis of the actual costs and upon receipt of the original invoice and relevant supporting documents. Please note that UNICEF will only reimburse the travel expenses of economy class tickets and accommodation expenses as long as they do not surpass the UN Daily Subsistence Allowance rate effective for that specific month.* |