**FINANCIAL PROPOSAL FORM**

**Consultation title:** ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Directions:**

a. The financial proposal shall specify an all-inclusive fee(including professional fee, travel, per diems, and other relevant expenses and/or costs for number of anticipated working days).

b. **Do not include** any conditional statement(s) about your financial all-inclusive amount and partial financial quotation is also not allowed.

c. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.

d. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.

e. Fees for international consultancies should be quoted in USD and national consultancies in the national currency, NGN.

1. **Breakdown of cost supporting an all-inclusive financial offer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Medical Insurance (if applicable) |  |  |  |
| Communications (if applicable) |  |  |  |
| Materials and supplies (if applicable) |  |  |  |
| Others (pls. specify) |  |  |  |
| **Sub-Total I** | | |  |
| **International Travel to Join duty station (for international consultants only)** | | | |
| Round Trip Airfares to and from duty station (if applicable) |  |  |  |
| Perdiem/Living Allowance (if applicable) |  |  |  |
| Travel Insurance (if applicable) |  |  |  |
| Terminal Expenses (if applicable) |  |  |  |
| Others (pls. specify) |  |  |  |
| **Sub-Total II** | | |  |
| **Field Travel (within the country if travel outside the duty station is required)** | | | |
| Round Trip Airfares/other travel mode |  |  |  |
| Perdiem /Living Allowance (if applicable) |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
| **Sub-Total II**I | | |  |
| **Total (I + II + III)** | | |  |

***\*The above format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.***

\****The costs should only cover the requirements identified in the Terms of Reference (TOR).***

\****Travel expenses are not required if the consultant will be working from home.***

***\*Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an economy class ticket are not covered by UNICEF.***

***\*Perdiem /Living Allowance per day shall not exceed UN Daily Subsistence Allowance (DSA) Rates applicable in the concerned duty stations. Please refer to the following link:*** [***https://icsc.un.org/***](https://icsc.un.org/) ***for the current DSA rate.***

**Amount in Words: [**Insert the total amount in words**]**

**Consultant’s Name**

**Signature: Date:**

1. **Breakdown of Cost by Deliverables**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNICEF shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |
| --- | --- | --- |
| **Deliverables**  *[list them as referred to in the TOR]* | **Percentage of Total Price (Weight for payment)** | **Amount** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| …. |  |  |
| Total | 100% | …… |

*\*Basis for payment of tranches*

**Consultant’s Name**

**Signature: Date:**