**FULL-TIME INDIVIDUAL CONSULTANT TO support implementation programme for Alternative Care**

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| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | **Consultant's/Contractor’s Proposal** |
| **Estimated deadline for completion of deliverable (please mention as days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | **Complete timeframe for deliverable** | **Cost (INR)**(All-inclusive professional fee) |
| **Total 11 trips of 3-4 days each, and will be across all states where UNICEF is working** *PS: The cost of trips would be paid as and when an actual trip happens as agreed with the contract supervisor. The cost will be paid based on the per trip cost as quoted in the financial proposal.* | **Please indicate your lumpsum travel costs as follows:****\* Travel cost for one trip (airfare) = Rs.****A. Total travel cost for 11 trips = Rs.****\* Per Diem per day (3 meals, accommodation, incidentals) = Rs.****B. Per Diem for 44 days = Rs.****\* Terminals for 1 Trip (Costs To and fro costs from residence to airport to meeting venue) = Rs.****C. Terminals for 11 Trips = Rs.****D. Any other costs if applicable (please specify only if applicable) = Rs.****E. Overall lumpsum travel cost for 11 trips (A+B+C+D) = Rs.****Travel cost for 1 trip = E/11 trips = Rs.** |
| Documentation of existing practices on alternative care | * Report on Material developed
* programme orientation report submitted
* Attended all relevant meetings
* Monthly progress submitted
 | April 2020 | 3 days (Bihar or MP) |  |  |
| Complete documentation and Draft guidelines on foster care and kinship care and support for the knowledge platform | * Completed draft guidelines on alternative care
* Update provided on the knowledge platform and coordinated meeting of the network on alternative care
* Travelled to states to understand the programme
* Trip report submitted, and monthly report submitted
 | May 2020 | 3 days(Karnataka/WB) |  |  |
| Donor reporting  | * Meetings held with partners and report submitted
* Participated in govt. meetings as required and minutes submitted
* Compiled the state information for donor report and drafted report
* Monthly report submitted
 | June 2020 | 3-4 days each UP+Rajasthan |  |  |
| Technical support for any state level intervention  | * CP strategy note for alternative care drafted
* Participated in govt. meetings as required and minutes submitted
* Monthly report submitted
 | July 2020 | 3-4 days MP/Gujarat |  |  |
| Travel to intervention states and districts to provide technical support and monitor quality of programme implementation and suggest corrective measures based on monitoring and learning exercise | * Meetings held with partner on the knowledge platform and update report submitted
* Participated in meetings as required and minutes submitted
* Monthly report submitted
 | August 2020 | 3 days eachKarnataka+TN |  |  |
| Travel to intervention states and districts to provide technical support and initiate budgetary analysis | * Supported the planning of the learning exchange with partner and report submitted
* Participated in meetings as required and minutes submitted
* Monthly report submitted
 | Sept 2020 | 3-4 days Assam/Bihar/J&K |  |  |
| Travel to intervention states and districts to provide technical support | * Planned meeting with Alternative care network
* Support to states and partners provided
* Participated in meetings as required and minutes submitted
* Monthly report submitted
 | October 2020 | 3-4 days Jharkhand/Chhattisgarh |  |  |
| Review of all state reports | * State reports compiled, and report prepared for alternative care progress
* Participated in meetings as required and minutes submitted
* Monthly report submitted
 | November 2020 | 3-4 days TN/Kerala |  |  |
| Review meetings with partners and support for final reporting of the programme | * Partner reports and reviews completed
* Planning meeting for 2021 held with partners and report submitted
* Monthly report submitted
 | December 2020 |  |  |  |
| Compilation of state reports for donor and planning for the next year | * Donor report completed
* Monthly report submitted
 | Jan 2021 |  |  |  |
| Completion of donor report | * Visited state and progress report submitted
* Participated in meetings and events as planned and minutes submitted
* Monthly report submitted
 | Feb 2021 | 3-4 daysGujarat/Rajasthan |  |  |
| Compilation of activity report | * Final activity report submitted
 | March 2021**(14 Days in March)** |  |  |  |
| **TOTAL AMOUNT** **Professional Fee for 11.5 months****Travel Expenses for 11.5 months** |  |  |

*Shaded area to be filled in by consultant/Contractor*

**Name of the Bidder:**

**Signature of the bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**

**Note:** The 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. The contractor’s fee shall be inclusive of all office administrative costs.