**FINANCIAL TEMPLATE (ATTACHED)**

**Financial Bid**

**INDIVIDUAL CONSULTANT/CONTRACTOR FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Note: Please note that you are required to provide a break up of lumpsum fee quoted for each deliverable as follows:***

* ***All-inclusive professional fee, which should mention your fee against each deliverable inclusive of any communication, printing, stationery costs.***
* ***No other fee would be paid or reimbursed other than the lumpsum fee indicated in your financial proposal***
* ***Please estimate fees based on a monthly work load of eight hours per day five hours a week plus once a month two hours work on Saturday and Sunday***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)**  (Lump sum fee for all activities combined per month) |
| * Conceptualize and produce layouts, designs, etc. * Produce dynamic presentations, slide shows, animations, infographics, prezzie and Flash demos, web/graphic designs for websites, e-newsletters, power point presentations and other marketing channels. * Custom design each Flash presentation, animation after effects movie and motion graphics packages to effectively convey message and connect with the audience based on pre-defined advocacy priorities. * Source quality and most suitable photo and videos from the UNICEF database in line with the global guidelines. * Design logo and vector illustrations, as requested. * Design posters and graphic materials to support events, campaigns and meetings, as requested. * Liaise and coordinate the printing production of certain publications and materials. * Design and produce motion graphics, as requested. * Meet with project sponsors to agree on creative brief, timelines and deliverables. * Attend pre-production briefing on issues being covered and participate in preparatory research and production planning. * Ensure implementation of the UNICEF brand and style guide (UNICEF style guide will be provided by the UNICEF India Country Office) | Quality designed products for various UNICEF sections within PFP, as requested, completed in line with UNICEF brand requirements and delivered within specified deadlines.  **Conceptualise, design and produced artworks as and when required in all design formats which are o**perational across all platforms.   * Brochures / Reports / Booklets * Booklets * Flyers * Leaflets * Folders + pocket(s) * Information Kits * Posters * Flip charts * Calendars: wall and desk types * Letterheads * Envelopes * Invitation cards and envelopes * Stickers * Notepads * Wobblers / danglers * Backdrops * Sandwich boards * Buntings / Banners * Billboards / hoardings * Wall paintings * Newsletters/e-newsletters * Logos * T-shirts * Certificates * Illustrations / Paintings * Computer Graphics * Photo/Other exhibitions * Press Ad Campaigns / Public Service Announcements * Packages (for different info. Materials, e.g., CD Pen drves,,RAM covers, video covers * Bags * Power Point / Flash Presentations * Multimedia Design: Web Graphics / Web pages / Web sites / Infographics * Posters/ standees/ backdrops * Emailer design * Flash presentations/animations * Branded USBs | Monthly | Monthly |  | **Monthly fee: INR……….x 11.5 months** |
| **TOTAL AMOUNT for 11.5 MONTHS IN RUPEES** | | | | | |

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

**Name of the Bidder:   
  
Signature of the bidder:   
  
Address:  
Contact no.:   
Email address:**

**Date :**