**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 :**