**TEMPLATE FOR FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT as Consultant- Growth Lead-Platform**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Deliverables** | | **Deadline for completion of deliverable** | **Qty** | **Details of Travel Required** | **Professional Fee (Daily)**  **(INR)** | **Input Days** | **Total Professional Fee (INR)** | **Total Travel Cost (INR)** | **Total Amount (All Inclusive Fee (INR)** |
| ***(A)*** | ***(B)*** | | ***(C)*** |  | ***(D)*** | ***(E)*** | ***(F)*** | ***(G =E x F)*** | ***(H)*** | ***(I = G + H)*** |
| 1 | Roadmap and milestone developed  Matrix with essential KPIs for monitoring performance of the agency is developed | | 10 April 2024  30 April 2024 | 1  1 | - |  |  |  |  |  |
| 2 | Report on potential risks evaluation and mitigation strategies | | 15 May 2024 | 1 |  |  |  |  |  |  |
| 3 | Report on   * Minutes of the meetings held to document the progress and challenges faced (if any) and possible solutions/alternative proposed suggested to ensure smooth roll out of the project timelines. * Progress reports with details on completed tasks, milestones achieved and any deviations from original plans   (every fortnight) | | 1 & 15 of every month upto 31 March 2025 | 12  12 |  |  |  |  |  |  |
| 4 | Report with comprehensive plan detailing the tasks, milestones and timelines based on findings | | By 25 Jun 2024 | 1 |  |  |  |  |  |  |
| 5 | Report with comprehensive plan detailing the tasks, milestones and timelines | | First report by 30th April 2024  Subsequently on quarterly basis by 31 Aug, 30 Nov 2024,  28 Feb, 31 May, 15 Sep, 20 Dec 2025 | 7 |  |  |  |  |  |  |
| 7 | Report with clear recommendations and an action plan based on the analysis and findings | | By 30 July 2024 | 1 |  |  |  |  |  |  |
| 8 | Monthly assessment reports of how well the PMU is engaging with stakeholders | | 25th of every month | 12 | 6 trips |  |  |  |  |  |
| 9 | Evaluation report on the return on investments (ROI) and project closure report | | 31 March 2025 | 1 |  |  |  |  |  |  |
|  |  | **TOTAL (INR)** | | | | | |  |  |  |

**BREAK UP OF TRAVEL COSTS:** This is only for the purpose of budgeting the travel cost/per diem. Based on the rates applied in the below table, total travel costs per deliverable to be calculated and included under ‘Total Travel Cost’ in the table above.

*Not applicable*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel details and budget break up for this consultancy**  **a. Number of trips = 6 trips**  **b. Number of total travel days for all trips = 12 days**  **c. States/Districts where travel is required =** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) including transfers | 6 trips | \_\_\_per trip |  |
| 2. | Per Diem (food and accommodation cost) | 12 days | \_\_\_\_ per day |  |
| 3. | Other expenses, if applicable – local taxi | 12 days | \_\_\_\_\_ per day |  |
|  | **Total Travel Costs = INR** | | |  |

*All shaded areas to be filled in by the Candidate*

**Notes to financial offer:**

1. *Payment will made on submission and acceptance of deliverables as stated above. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.*
2. *Air travel should be by economy class using the most direct route.*
3. *No other fee would be paid or reimbursed other than the fee indicated in the financial proposal.*
4. *The consultant/contractor will work on own computer(s) and use own office resources and materials in the execution of this assignment, including personal email address(es) and phones.*

**PAYMENT TERMS:** Net 30 days

**Name of the Candidate:**

**Signature of the Candidate:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**