**FINANCIAL PROPOSAL**

**Individual Contractor: Adolescent and CPHA Consultant (Full Time)**

**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 and any local travel costs.
* No other fee would be paid or reimbursed other than the lumpsum fee indicated in your financial proposal

**PART A. PROFESSIONAL FEE**

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| **Deliverable/s** | **UNICEF Estimate** | | **All-inclusive Monthly professional fee**  **(INR)**  ***(To be quoted by the candidate)*** |
| **Estimated deadline for completion of deliverable** | **Estimated travel required for completion of deliverable** |  |
| 1. 108 CFS/ARCs established on the set SOPs and compliance report submitted. 2. 4 field trips comprising of 4 days conducted in four districts and reports submitted. 3. 3 case stories/HIS submitted 4. Monthly progress reports and action plans for next month submitted. | 15th June 2021 | Within 4 districts - Anantnag, Pulwama, Kulgam, Srinagar (4 days). Each district one day. |  |
| 1. CPHA plan drafted and submitted. 2. Meetings conducted with all three partners. Detailed report based on district visits (4 districts including 4 days) of coordination activities submitted. | 15th July 2021 | Within 4 districts - Anantnag, Pulwama, Kulgam, Srinagar (4 days). Each district one day. |  |
| 1. Technical Assistance plan finalised /submitted, and implementation initiated 2. Training plan/agenda developed, and post training report submitted. 3. Minutes of the meeting submitted. 4. Reporting of cases and verification through field visits 5. 3 case stories/HIS submitted 6. Monthly progress reports and action plans for next month submitted. | 15th August 2021 | Within 4 districts - Anantnag, Pulwama, Kulgam, Srinagar (4 days). Each district one day. |  |
| 1. Response strategy developed through assessment of cases reported. 2. Concept implementation note in close collaboration with education section is developed. Implementation initiated. 3. 3 case stories/HIS submitted 4. Monthly progress reports and action plans for next month submitted. | 15th September 2021 | No travel |  |
| 1. Module finalised and training plan submitted. 2. Visit conducted to one school-based ARC of each partner/District 3. Minutes of the meeting submitted. 4. 3 case stories/HIS submitted 5. Monthly progress reports and action plans for next month submitted. | 15th October 2021 | Within 4 districts - Anantnag, Pulwama, Kulgam, Srinagar (4 days). Each district one day. |  |
| 1. Meetings held with district /state administration and Stakeholders for scale up of youth and adolescent engagement and reports submitted. 2. Field visits conducted to all four districts and monthly progress report submitted. 3. Half Yearly review meeting on Adolescent Resource Centres conducted and report submitted. 4. 3 case stories/HIS submitted 5. Monthly progress reports and action plans for next month submitted. | 15th November 2021 | Within 4 districts - Anantnag, Pulwama, Kulgam, Srinagar (4 days). Each district one day. |  |
| 1. Monitoring of cases completed with prescribed verification and cases / incidents reported till date submitted. 2. Minutes of the meeting submitted 3. 3 case stories/HIS submitted 4. Monthly progress reports and action plans for next month submitted. | 15th December 2021 | Within 4 districts - Anantnag, Pulwama, Kulgam, Srinagar (4 days). Each district one day. |  |
| 1. Monitoring of cases completed with prescribed verification and cases / incident reports submitted. 2. Annual report of CFS/ARC completed and submitted 3. 3 case stories/HIS submitted 4. Monthly progress reports and action plans for next month submitted. | 15th January 2022 | Within 4 districts - Anantnag, Pulwama, Kulgam, Srinagar (4 days). Each district one day. |  |
| 1. AWP/RWP support provided for output1 & 3 2. Minutes of the meeting submitted 3. 3 case stories/HIS submitted 4. Monthly progress reports and action plans for next month submitted. | 15th February 2022 | No travel |  |
| 1. Impact assessment conducted and draft report submitted 2. 3 case stories/HIS submitted 3. Monthly progress reports and action plans for next month submitted. 4. Visit completed (comprising of 4 days) and SitAn submitted. | 15th March 2022 | Travel to Jammu including districts of Poonch and Rajouri for total 4 days |  |
| 1. A draft compendium of approximately 30 case studies submitted. 2. Monthly progress reports and action plans for next fortnight submitted | 15th April 2022 | No Travel |  |
| 1. Compendium finalised and submitted. 2. Minutes of the meeting submitted 3. Monthly progress report submitted. | 30th April 2022 | No travel |  |
| **Total Professional Fee (A) = INR** | | |  |

**PART B. TRAVEL COSTS**

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| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips = 1**  **b. Number of days per trip = 4**  **c. States/Districts where travel is required = 6** | | | | |
| **S.No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | **Air Travel Cost (Return Trip)**  *Note: Travel cost is economy class airfare/train fare, including cost of travel from residence to Airport, Airport to hotel/office/meeting location and back to home.* | 1 trip | \_\_\_ per trip |  |
| 2. | **Per Diem** (days per trip x no. of trip)  *Note: Per diem is to cover meals (breakfast, lunch and dinner), boarding and lodging costs.* | 4 days | \_\_\_\_ per day |  |
| 4. | **Local Travel** (travel to districts) | 32 days | \_\_\_\_ per day |  |
|  | **Total Travel Costs (B) = INR** | | |  |
|  | **TOTAL COST OF CONSULTANCY (A+B)** | | |  |

***Shaded areas to be filled in by Candidate***

**Notes to financial offer:**

*(i) Travel costs would be reimbursed as and when an actual trip happens as agreed with the contract supervisor. (ii) Air travel should be by economy class using the most direct route. The cost will be paid based on the rates quoted in the financial proposal.*

(iii) *Per diem will be paid based on actual number of days travelled. Per diem is towards boarding, lodging and incidentals.*

*(iv) No other fee would be paid or reimbursed other than the fee indicated in the financial proposal.*

*(v) Please do not quote any lump sum costs but provide detailed breakdown of all costs.*

*(vi) The consultant/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.*

Payment terms: 30 days net

**Name of the Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of the Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**