**TEMPLATE FOR FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT FOR Government Partnerships Coordinator**

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| **S. No.** | **Deliverables** | | **Deadline for completion of deliverable** | **Details of Travel Required** | **Qty** | **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. | 3 Concept notes and 3 strategy presentation for discussions with potential Government partners at national level. | | 20 Dec 2024 |  | 3+3 = 6 |  |  |  |  |  |
| 2 | Partnership finalised with one Government (MSDE, MoE, MoLE and MoYAS) department and agreement (MoU or Statement of Intent) as well as one workplan developed. | | 10 Jan 2025 |  | 1 SOI or MOU |  |  |  |  |  |
| 3 | Partnership finalised with second and third Government department (MSDE, MoE, MoLE and MoYAS ) and agreement (MoU or Statement of Intent) as well as two workplans developed. | | 19 Feb 2025 |  | 2 SOIs or MOUs |  |  |  |  |  |
| 4 | 3 Policy notes or whitepapers (10 pages each) on potential government systems for building skills and efficiency of youth. Identifying gaps in the current landscape of learning to earning programs and suggesting recommendations and any other emerging area of skill development, livelihood generation and entrepreneurship. | | 20 Jan 2025  20 Mar 2025  20 May 2025 |  | 3 policy notes @ 10 pages each |  |  |  |  |  |
| 5 | 6 Concept notes and 6 strategy presentation for discussions with potential Government partners at state level. | | 25 Mar 2025 | 1 trip of 3 days | 6+6 = 12 |  |  |  |  |  |
| 6 | Partnership finalised with at least two state-level Government departments and agreement (MoU or Statement of Intent) as well as workplans developed around youth skilling. | | 14 Apr 2025 | 2 trips of 3 days | 2 SOIs or MOUs |  |  |  |  |  |
| 7 | Partnership finalised with at least two Government departments and agreement (MoU or Statement of Intent) as well as corresponding workplans developed around **youth employment**. | | 5 May 2025 | 2 trips of 3 days | 2 SOIs or MOUs |  |  |  |  |  |
| 8 | Partnership agreement finalised with at least two Government departments and agreement (MoU or Statement of Intent) as well as corresponding workplans developed around **youth leadership.** | | 2 June 2025 | 2 trips of 3 days | 2 SOIs or MOUs |  |  |  |  |  |
| 9 | Outcome report of meetings with at least 2 state government departments capturing their intention to pilot test and/or scale up the YuWaah solution related to **youth skilling**. | | 16 Jun 2025 | 2 trips of 3 days | 2 |  |  |  |  |  |
| 10 | Outcome report of meetings with at least 2 state government departments capturing their intention to pilot test and/or scale up the YuWaah solution related to **youth employment**. | | 10 Jul 2025 | 2 trips of 3 days | 2 |  |  |  |  |  |
| 11 | Outcome report of meeting with at least 2 state government departments capturing their intention to pilot test and/or scale up the YuWaah solution related to **youth leadership**. | | 5 Aug 2025 | 2 trips of 3 days | 2 |  |  |  |  |  |
| 12 | Concept notes and/or pitch decks to present relevant offerings related youth volunteering, upskilling and employment to at least 2 state government departments. | | 10 Sep 2025 | 2 trips of 3 days | 2 |  |  |  |  |  |
| 13 | At least 2 Standard Operating Procedures that detail the roles and responsibilities of state counterparts and YuWaah towards facilitating state programming, with assent from state government counterparts. | | 15 Oct 2025 |  | 2 |  |  |  |  |  |
| 14 | At least two documents detailing funds leveraged from across state departments towards operationalising the joint program, as discussed and agreed upon by state government. | | 20 Nov 2025 |  | 2 |  |  |  |  |  |
|  |  | **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.

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| --- | --- | --- | --- | --- |
| **Travel details and budget break up for this consultancy**  **a. Number of trips = 15 trips**  **b. Number of total travel days for all trips = 45 days**  **c. States/Districts where travel is required = States with UNICEF field office presence** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) including transfers | 15 trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | 45 days | \_\_\_\_ per day |  |
| 3. | Other expenses, if applicable |  |  |  |
|  | **Total Travel Costs = INR** | | |  |

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

**Notes to financial offer:**

1. *Payment will be 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 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.*

**Please note that the contract is delivery-based with a specific delivery schedule. Consultant should manage their own time and ensure submission of the deliverables as per the schedule. As consultancy contracts are deliverable based, an individual may hold concurrent contracts. Consultants will largely be remote/home-based, not office based. However, the consultant may be required to visit the UNICEF office premises for meetings as required or agreed with the contract supervisor.**

**PAYMENT TERMS:** Net 30 days

**Name of the Candidate:**

**Signature of the Candidate:**

**Address:**

**Contact no.:**

**Email address:** **Date:**