**FINANCIAL PROPOSAL**

**Individual Contractor for Capacity Building, Skill Development, Knowledge Management, and Social Behaviour Change for Urban Sanitation (Full time)**

**PART A. PROFESSIONAL FEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | | **All-inclusive monthly professional fee**  **(INR)** |
| **Estimated deadline for completion of deliverable (days/months)** | **Estimated travel required for completion of deliverable** |
| 11 Monthly Progress Reports and 1 Final Report  Other specific deliverables for this assignment are:   * SBC campaigns supported * TNA supported * KM framework developed and implementation supported * Coordination of urban sanitation stakeholders supported * Monitoring and quality assurance for CB/SD/SBC supported | Monthly report will be requested | 5 trips, 5 days each  (25 days total) | INR\_\_\_\_\_\_\_\_\_\_\_\_ per Month |
| **Total Professional Fee (A) for 11.5 Months = INR** | | | **INR \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**    **a. Number of trips =** 5  **b. Number of days per trip =**5  **c. States/Districts where travel is required =** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | 5 trips | \_\_\_ per return ticket |  |
| 2. | Per Diem (days per trip x no. of trips) | 25 days | \_\_\_\_ per day |  |
| 3. | Transfer to/from airport | 20 transfers | \_\_\_ per transfer |  |
| 4. | Any other expenses (travel to districts, etc.) |  |  |  |
|  | **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*(v) Please do not quote any lump sum costs but provide detailed breakdown of all costs.*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:**