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| UNICEF in Turkey |
| **Requirements for Financial Submission** |
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| Programme: Support to municipalities to deliver complementary services for vulnerable children in Southeast Turkey |
| **Assignment Title:**  **SHORT TERM NATIONAL INDIVIDUAL CONSULTANCY on “Support the Family and Child Unit of the Şanlıurfa Metropolitan Municipality to develop its strategy and policies for delivering services for children”**  **REF: FO/TURA/2022-A** |
| Purpose of the Assignment: The key purpose of the consultancy is to support the Family and Child Unit of the Şanlıurfa Metropolitan Municipality to develop a child focused strategy and a roadmap to strengthen delivery of services for children and families. |
| Supervisor: Emergency Officer in UNICEF Gaziantep Field Office |

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| **PROPOSED PAYMENT SCHEDULE** | | | | | |
| **TASK** | | **DELIVERABLE** | **ESTIMATED PERSON/ DAY** | **NAME AND DAILY FEES OF CONSULTANTS** | **TOTAL COST (TRY)** |
| **1** | Kick-off Meeting & Preparation of an inception report which includes a summary of the context, the scope of the analyses and methodology and a final timeline | **Deliverable 1:** Inception report |  |  |  |
| **2** | Inception meeting for initial briefing |  |  |  |
|  | **INCIDENTAL COSTS**  **(if applicable)** | **ESTIMATED NUMBER OF TRAVEL/ACCOM.** | **NAMES OF CONSULTANTS** | **UNIT COST FOR A PERSON** | **TOTAL COST (TRY)** |
|  | ***For travel*** |  |  |  |  |
|  | ***For accommodation*** |  |  |  |  |
|  | ***For other costs*** |  |  |  |  |
| **TASK** | | **DELIVERABLE** | **ESTIMATED PERSON/ DAY** | **NAME AND DAILY FEES OF CONSULTANTS** | **TOTAL COST (TRY)** |
| **3** | Desk review | **Deliverable 2:** Comprehensive report on the situation of children, child / family services and gaps that can/should be filled by Şanlıurfa Municipality |  |  |  |
| **4** | Field Research |  |  |  |
| **5** | Presentation of the report findings to UNICEF and Şanlıurfa Municipality |  |  |  |
|  | **INCIDENTAL COSTS**  **(if applicable)** | **ESTIMATED NUMBER OF TRAVEL/ACCOM.** | **NAMES OF CONSULTANTS** | **UNIT COST FOR A PERSON** | **TOTAL COST (TRY)** |
|  | ***For travel*** |  |  |  |  |
|  | ***For accommodation*** |  |  |  |  |
|  | ***For other costs*** |  |  |  |  |
| **TASK** | | **DELIVERABLE** | **ESTIMATED PERSON/ DAY** | **NAME AND DAILY FEES OF CONSULTANTS** | **TOTAL COST (TRY)** |
| **6** | Draft institutional strategy and action plan for the Family & Child Unit of Şanlıurfa Municipality | **Deliverable 3:**  Strategic and Institutional Recommendations on Structure, Functions, Staffing and Capacity of the Child & Family Unit |  |  |  |
| **7** | Presentation of the strategy to UNICEF and Municipality and endorsement of the action plan |  |  |  |
|  | **INCIDENTAL COSTS**  **(if applicable)** | **ESTIMATED NUMBER OF TRAVEL/ACCOM.** | **NAMES OF CONSULTANTS** | **UNIT COST FOR A PERSON** | **TOTAL COST (TRY)** |
|  | ***For travel*** |  |  |  |  |
|  | ***For accommodation*** |  |  |  |  |
|  | ***For other costs*** |  |  |  |  |
| ***TOTAL COST FOR DELIVERABLES (TRY):*** | | | |  | |
| *Total Cost for Travel (TRY) (if applicable):* | | | |  | |
| *Total cost for Accommodation (TRY) (if applicable):* | | | |  | |
| *Total cost for other incidentals (TRY) (if applicable):* | | | |  | |
| ***TOTAL COST FOR INCIDENTALS (TRY) (if applicable****)****:*** | | | |  | |
| ***GRAND TOTAL (TRY):*** | | | |  | |

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| **NOTES** |
| **All fee rates must cover:** |
| *- the remuneration actually paid to the experts concerned per person/ day* |
| *- administrative costs of employing the relevant experts, such as relocation and repatriation expenses* |
| *- expatriation allowances, leave, medical insurance and other employment benefits*  *accorded to the experts by the Consultancy Company/Consultant* |
| *- the margin, covering the Consultant’s overheads, profit and backstopping facilities* |
| *- Note that the input of experts must be given in full working days* |

***\*Provision for incidental expenses:***

*- All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced on the basis of actual cost together with the supporting documents.*

*- Any cost related to the payment of an incidental expenditure is included, such as bank charges.*

*- All incidental expenditure details should be provided separately,*

*- Travel, accommodation, other expenses will be reimbursed to the company on the basis of the actual costs and upon receipt of the original invoice and relevant supporting documents. Please note that UNICEF will only reimburse the travel expenses of economy class tickets and accommodation expenses as long as they do not surpass the UN Daily Subsistence Allowance rate effective for that specific month.*

**Please do not forget to indicate the nature of the other costs (photocopy etc.) while submit your financial offer.**