**FINANCIAL TEMPLATE FOR CICs**

**FULL TIME CONTRACTOR**

**To support Microsimulation Evaluation & Integrated Social Protection with NITI Aayog**

**PART A. PROFESSIONAL FEE**

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| **Deliverable/s** | **UNICEF Estimate** | **All-inclusive monthly professional fee****(INR x 10 months)*****(To be quoted by the candidate)*** |
| **Estimated deadline for completion of deliverable (days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** |
| 9 Monthly Progress Reports and 1 Final Reports |  |  | **Please indicate your monthly professional fee = INR****Overall fee for 10 months = 10 x monthly professional fee = INR** |
| **Total Professional Fee (A) = INR**  |

The specific deliverables required each month are indicated below

|  |  |
| --- | --- |
| Advisory Group meeting records of proceedings (2) | March and May 20225 trips (4-5 days each trip) during the assignment period |
| Stakeholders and Partners’ consultation workshop proceedings (4) | April 2022, September 2022 |
| Technical group meetings on phase 3 evaluability (3) records  | March, June and August 2022 |
| Critical technical review documents (5) | March, May, July, Sept and Nov 2022 |
| Scheme wise/ Ministry wise policy briefs (5) | March 2022April 2022May 2022 |
| Briefing notes to Advisory Group (5) | March and May 2022 |
| Draft Framework documents (1) | July 2022 |
| Draft Framework documents (1) | September 2022 |
| Background note and agenda and schedule for 7 months (April-October 2022) | April, June and Nov 2022 |
| Documentation of brief training reports | June and December 2022 |

**PART B. TRAVEL COSTS**

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| **Estimated Travel details for this consultancy:****a. Number of trips =5 trips****b. Number of days per trip = 4-5 days****c. States/Districts where travel is required =State capitals (MP, Jharkhand, Kerala, Gujarat, Rajasthan, etc. this will be depending of the requirement of works, states may change)** |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | 5 trips  |  |  |
| 2. | Per Diem (days per trip x no. of trips) | 20 days  |  |  |
| 3.  | Transfer to/from airport | 10 transfers  |  |  |
| 4. | Any other expenses (travel to districts, etc.) | 20 field trip  |  |  |
|  | **Total Travel Costs (B) = INR**  |  |
|  | **TOTAL COST OF CONSULTANCY (A+B) -INR**  |  |

*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:**