**FINANCIAL TEMPLATE FOR CICs**

**PART-TIME/FULL-TIME (please indicate): FULL-TIME**

**INDIVIDUAL CONSULTANT FOR Adolescent Education- Life Skills, Girls’ Education & Career Guidance**

**PART A. PROFESSIONAL FEE**

|  |  |  |
| --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | **All-inclusive professional fee****(INR)*****(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)** |
| A detailed note on Life skills engagement approach processes document with alignment between the life skills framework and implementation at State level | 30th September 2021 | NA |  |
| Submission of 1 detailed review report online life skills courseSubmission of 2 case studies document from Rajasthan and Gujarat | 31st October 2021 | NA |  |
| Submission of progress report on the trainings conducted in the monthSubmission of 1 progress report on Career Guidance | 30th November 202131st December 2021 | NA |  |
| Submission of 1 detailed report on digitized content on life skills and girls’ educationSubmission of Adolescent girls’ education program document | 31st January 202228th February 2022 | NA |  |
| Submission of 2 case studies each on Life skills and Career Guidance from Gujarat and Rajasthan | 31st March 202230th April 2022 | Visit to 2 states(Rajasthan and Gujarat – One state per month) |  |
| 5 online courses content reviewed and submitted10 high quality digital resources identified, reviewed and submitted | 31st May 2022 30th June 2022 | NA |  |
| Submission of 3 Career guidance case studies from other statesSubmission of 2 girls education case studies from other states | 31st July 202215th August 2022 |  |  |
| **Total Professional Fee (A) = INR**  |  |

**PART B. TRAVEL COSTS**

|  |
| --- |
| **Estimated Travel details for this consultancy:****a. Number of trips = 04****b. Number of days per trip = 02****c. States/Districts where travel is required = 02** |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1 | Air ticket cost (Return Trip)  | \_\_\_\_ trips  | \_\_\_ per ticket  |  |
| 2 | Per Diem (days per trip x no. of trips)  | Per Diem (days per trip x no. of trips)  | \_\_\_\_ per day  |  |
| 3 | Transfer to/from airport | \_\_\_\_ transfers  | \_\_\_ per transfer  |  |
| 4 | Any other expenses (travel to districts, etc.)  |  |  |  |
|  |  |  |  |  |
|  | **Total Travel Costs (B) =** |  |
|  | **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: As per deliverables**

**Name of the Candidate:**

**Signature of the Candidate:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**