**FINANCIAL PROPOSAL**

**Individual Consultant to provide advisory support to the Development Monitoring and Evaluation Office, NITI Aayog, Government of India and state governments in 2023-2024**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Deliverables** | **Deadline for completion of deliverable** | **Details of Travel Required** | **Professional Fee (Daily)**  **(USD)** | **Input Days** | **Total Professional Fee (USD)** | **Total Travel Cost (USD)** | **Total Amount (All Inclusive Fee (USD)** |
| ***(A)*** | ***(B)*** | ***(C)*** | ***(D)*** | ***(E)*** | ***(F)*** | ***(G =E x F)*** | ***(H)*** | ***(I = G + H)*** |
|  | Activity 1 |  |  |  |  |  |  |  |
| 1. | 4 x Powerpoint presentations on strengthening strategy and written discussion notes | Quarterly |  |  |  |  |  |  |
|  | Activity 2: |  |  |  |  |  |  |  |
| 2. | Report on correspondence with international speakers | July 2023 |  |  |  |  |  |  |
| 3. | Powerpoint presentation for DMEO Workshop and 1 int mission report | Dec 2023 |  |  |  |  |  |  |
| 4. | 1–2-page report with observations from attending workshop | Dec 2023 |  |  |  |  |  |  |
|  | Activity 3: |  |  |  |  |  |  |  |
| 5. | 6 x notes/report on document review | Dec 2023 |  |  |  |  |  |  |
| 6. | Email correspondence with international experts | Dec 2024 |  |  |  |  |  |  |
|  | Activity 4: |  |  |  |  |  |  |  |
| 7. | Compiled report of examples/content from materials used in Mexico/globally, as well as supporting document attachments | Dec 2023 |  |  |  |  |  |  |
| 8. | 4 x annotated capacity building plans | Dec 2024 |  |  |  |  |  |  |
| 9. | 6 x Powerpoint presentations for capacity building session | Dec 2024 |  |  |  |  |  |  |
|  | Activity 5 & 6 |  |  |  |  |  |  |  |
| 10. | Compiled report of examples/content from materials used in Mexico/globally, as well as supporting document attachments | June 2024 |  |  |  |  |  |  |
| 11. | 6 x PowerPoint/report on M&E capacity building | Dec 2023 | 1 International Trip (3 days)  2 Domestic Trips (2 days each) |  |  |  |  |  |
| 12. | 3 x annotated concept note, 3 x annotated diagnostic reports and 3x capacity building plans (one of each state) | Dec 2024 | 2 International Trip (3 days each)  4 Domestic Trips (2 days each) |  |  |  |  |  |
| 13. | Powerpoint ppt on review of M&E plan with champion | April 2024 |  |  |  |  |  |  |
|  | **TOTAL (USD)** | | | | |  |  |  |

**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel details and budget break up for this consultancy**  **a. Number of trips = 9**  **b. Number of total travel days for all trips = 21**  **c. States/Districts where travel is required =** Odisha, Assam and Maharashtra | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost**  **(USD)** | **Total Cost (USD)** |
| 1. | Air ticket cost (Return Trip) including transfers (International travel) | 3 trips | \_\_\_ per trip |  |
| 2. | Air ticket cost (Return Trip) including transfers (Domestic Travel) | 6 trips | \_\_\_ per trip |  |
| 3 | Per Diem (food and accommodation cost) | 21 days | \_\_\_\_ per day |  |
| 4. | Other expenses, if applicable |  |  |  |
|  | **Total Travel Costs = USD** | | |  |

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

**Notes to financial offer:**

1. *Payment will 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 by 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.*

**PAYMENT TERMS:** Net 30 days

**Name of the Candidate:**

**Signature of the Candidate:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**