Kindly provide your all-inclusive fee (an all-inclusive fee includes, daily professional fee, subsistence allowance) in the table provided below based on the deliverables and attached it as part of your documentation for this consultancy.

| # |  Description of Deliverables  | Target Delivery Date | Currency / Estimated Amount (GHS) |
| --- | --- | --- | --- |
|  | Review and storage and classification of at least 150 UNICEF communication/multimedia assets per month  |  28th of each month  |  |
| 2. | Metadata (captions, keywords, credits, date etc.) embedded in at least 200 photographs. (Consultant will use the photo mechanic software used by UNICEF to aid in the process) | 28th of each month  |  |
| 3 | A monthly report to Chief, Section documenting the ways in which the multimedia database was maintained, refreshed for UNICEF staff’s access  | 28th of each month |  |
| 4 | Monthly update documenting activity on UNICEF Ghana YouTube page and upload of short videos  | 28th of each month  |  |
| 5 | The attendance, documentation through photography of UNICEF mid-profile events, workshops and meetings. The photographs will be uploaded to central point with access to UNICEF staff. Social media messages will be drafted to support the Communication Unit output | Variable |  |
|  |  |  |  |

The estimated number of days for travel purposes is 25 days in total – (approximately 6 days per quarter)