

Deliverable category	Services	Rate
1	Production innovative finance transaction structure documents, including technical pitches, research studies, concept notes, processes, procedures, terms of references, strategy development, key internal and external risks with associated mitigation strategies, and donor agreements, in the form of a Word document of up to 10 pages. This includes submitting drafts for review, presenting the drafts, and making any necessary iterations until finalization (expected duration: 1 week).	XX USD per one document
2	Produce innovative finance transaction structure documents, including technical pitches, research studies, concept notes, processes, procedures, terms of references, strategy development, key internal and external risks with associated mitigation strategies, as well as donor agreements, in the form of a PowerPoint presentation of up to 10 slides. This includes submitting drafts for review, presenting the drafts, and making any necessary iterations until finalization (expected duration: 1 week).	XX USD per one PowerPoint presentation
3	Support the implementation of prospective innovative finance instruments to be deployed, including considerations and recommendations for structuring, incubating, and capacitating each initiative. This includes calls, meetings, consultations, as well as potential close collaboration with various Divisions, Regional Offices, Country Offices and National Committees as needed to complete the product. The analysis and implementation should be delivered in the form of a weekly status report and a final project implementation report of up to 10 pages. This includes submitting drafts for review, presenting the drafts to key stakeholders, and making any necessary iterations until finalization, along with the presentation of the final product. (expected duration: 2 weeks)	XX USD per one report
4	Development of IF4C video scripts for capacity building and internal/external purposes for 1-3 minutes videos, including any necessary calls, meetings, and consultations, as well as close collaboration with the Innovation Officer, to complete the product. This includes submitting drafts for review, presenting drafts to key stakeholders, and making any necessary iterations until finalization and presentation of the final product (expected duration: 0.5 day).	XX USD per one video script
5	Development of content for the IF4C biannual newsletter (reports of up to 2 pages per initiative), including any necessary calls, meetings, or consultations needed to	XX USD per one newsletter

	complete the product. This includes submitting drafts for review, presenting the drafts to key stakeholders, and making any necessary iterations until finalization, and presentation of the final product (expected duration: 0.5 day).	
6	Development of briefing notes, talking points, and other communication pieces of up to two pages. This includes submitting drafts for review, and making any necessary iterations until finalization, and presentation of the final product (expected duration: 0.5 day).	XX USD per one document
7	Coordinate a meeting or workshop, including creation of the agenda, stakeholder management, documentation of outcomes, and development of post-meeting materials (expected duration: 2 days).	XX USD per one meeting/workshop
8	IF4C results reports (up to 2 pages per initiative) will be developed for use in annual reports and OMP reporting, including any calls, meetings, or consultations needed to complete the product. This includes submitting drafts for review, presenting the drafts, and making any necessary iterations until finalization of the final product (expected duration: 0.5 day).	XX USD per one report
9	Writing content for the annual IF4C impact report. With a maximum length of two pages, including any calls, meetings, or consultations, as well as close collaboration with the Innovation Officer needed to complete the product. This includes submitting drafts for review, presenting the drafts, and making any necessary iterations until finalization, and presenting the final product (expected duration: 0.5 day).	XX USD per one report
10	Review key documents and make recommendations and comments (expected duration: 0.5 day).	XX USD per one key document