**FINANCIAL TEMPLATE FOR CICs**

**FULL TIME CONTRACTOR CITY COORDINATORS** (2 Positions)

**PART A. PROFESSIONAL FEE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | | | **All-inclusive professional fee**  **(INR/USD)**  ***(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)** | |
| Assessment Report on performance of teams, individual performance of the facers, team leaders, weekly reports on key KPIs.  Monthly report at the end of every month along with a list of collaterals required, plan for the month, identified venues.  Monthly reports as well as Annual Report | Monthly reports –M1 | 10 days travel per month (2 travels to 2 different cities for 5 days | |  |
| Monthly reports –M2 |  |
| Monthly reports –M3 |  |
| Monthly reports –M4 |  |
| Monthly reports –M5 |  |
| Monthly reports –M6 |  |
| Monthly reports –M7 |  |
| Monthly reports –M8 |  |
| Monthly reports –M9 |  |
| Monthly reports –M10 |  |
| Monthly reports – M11.5 |  |
| 1. Report on outcomes of mystery shopping  2. Strategies adopted by other non-profits that can be replicated  3. How performance of teams can be enhanced.  4. In case of outstation travel a TRIP report to be submitted within 7 days upon completion of travel. | Reports to be submitted after each visit.  Payment to be released on a monthly basis subject to travel undertaken and travel report being submitted. (cost of vehicle hire, air fare, DSA all to be consolidated for budget) |  | |  |
| **Total Professional Fee (A) = INR [USD]** | | |  | |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**    **a. Number of trips =** 15  **b. Number of days per trip =** 2 -7 days depending upon the nature of work.  **c. States/Districts where travel is required =**  1. New Delhi (for planning & review meeting) tentative once a month for 2-3 days.  2. Nearby Tier II cities from the duty station (developing new territory) 3-5 days per trip.  3. Hyderabad, Ahmedabad, Lucknow or Kolkata (support to other cities for market development) 5-7 days per trip (need based). | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | \_\_\_15\_ trips | \_\_\_ per ticket |  |
| 2. | Per Diem (days per trip x no. of trips) | 75 days | \_\_\_\_ per day |  |
| 3. | Transfer to/from airport | \_\_60\_\_ transfers | \_\_\_ per transfer |  |
| 4. | Any other expenses (travel to districts, etc.) |  |  |  |
|  | **Total Travel Costs (B) = INR** [USD} | | |  |
|  | **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: 30 days net**

**Name of the Candidate:**

**Signature of the Candidate:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**