**TEMPLATE FOR FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT FOR Social Impact Analyst (YuWaah Platform)**

|  |  |  |  |  |  |  |  |  |
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| **S. No.** | **Deliverables** | **Deadline for completion of deliverable** | **Details of Travel Required** | **Professional Fee (Daily)**  **(INR)** | **Input Days** | **Total Professional Fee (INR)** | **Total Travel Cost (INR)** | **Total Amount (All Inclusive Fee (INR)** |
| ***(A)*** | ***(B)*** | ***(C)*** | ***(D)*** | ***(E)*** | ***(F)*** | ***(G =E x F)*** | ***(H)*** | ***(I = G + H)*** |
| 1. | A Software Requirements and Specifications (SRS) document highlighting the following:   * Finalized and enhanced mobile/web screens with corresponding functional details – First lot | 1st month from the start of contract | N/A |  |  |  |  |  |
| 2. | An analysis report highlighting the following:   * List of partners onboarded – First lot * Learnings from pilot testing of the SIP with first cycle of volunteers – First lot * Workplan document – First lot | 2nd month from the start of contract | 1 trip of 3 days |  |  |  |  |  |
| 3. | An analysis report highlighting the following:   * List of attendees – First lot * Key issues discussed and next steps – First lot | 3rd month from the start of contract | N/A |  |  |  |  |  |
| 4. | An analysis report highlighting the following:   * Finalized mobile/web screens developed for campaign launch * Campaign workplan * Collated data from campaign outreach in terms of key partners involved, youth engaged, volunteering hours completed | 4th month from the start of contract | 1 trip of 3 days |  |  |  |  |  |
| 5. | A design plan for International Volunteering Day including the following:   * Event workplan with timelines * Key partners involved and partnerships’ tracker * Intervention strategies * Potential outcomes | 5th month from the start of contract | N/A |  |  |  |  |  |
| 6. | An analysis report highlighting the following:   * List of partners * Pitch note/deck | 6th month from the start of contract | N/A |  |  |  |  |  |
| 7. | An analysis report highlighting the following:   * Review analysis * Finalized social credits scoring matrix * Risks and mitigation measures | 7th month from the start of contract | N/A |  |  |  |  |  |
| 8. | An analysis report highlighting the following:   * List of partners onboarded – Second lot * Learnings from pilot testing of the SIP with next cycle of volunteers – Second lot * Workplan document made – Second lot | 8th month from the start of contract | 1 trip of 3 days |  |  |  |  |  |
| 9. | An analysis report highlighting the following:   * Review analysis * Workplan document highlighting the scale-up plan * List of partners to support the scale-up plan | 9th month from the start of contract | 1 trip of 3 days |  |  |  |  |  |
| 10. | An analysis report highlighting the following points:   * Workplan document * List of colleges onboarded * Potential outcomes | 10th month from the start of contract | 1 trip of 3 days |  |  |  |  |  |
| 11. | An analysis report highlighting the following:   * List of attendees – Second lot * Key issues discussed and next steps – Second lot | 11th month from the start of contract | N/A |  |  |  |  |  |
| 12. | A Software Requirements and Specifications (SRS) document highlighting the following:   * Finalized and enhanced mobile/web screens with corresponding functional details – Second lot | 12th month from the start of contract | N/A |  |  |  |  |  |
|  | **TOTAL (INR)** | | | | |  |  |  |

**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 = 5 trips of 3 days each**  **b. Number of total travel days for all trips = 15**  **c. States/Districts where travel is required = India states with presence of UNICEF Office; Chennai; Bangalore** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) including transfers | \_5\_\_trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | \_15\_\_ days | \_\_\_\_ per day |  |
| 3. | Other expenses, if applicable |  |  |  |
|  | **Total Travel Costs = INR** | | |  |

*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:**