**FINANCIAL TEMPLATE**

**F2F TEAM MANAGER (IN-HOUSE – FULL TIME) New Delhi**

***Note: Please note that you are required to provide a break up of lumpsum fee quoted for each deliverable as follows:***

* ***All-inclusive professional fee, which should mention your fee against each deliverable inclusive of any communication, printing, stationery costs and any local travel costs.***
* ***Travel/Per diem/terminal (transport to and from airport/station) costs for any outstation travel undertaken outside duty station against any deliverable.***
* ***Air travel will be by economy class using the most direct route.***
* ***Please provide details of outstation travel (number of sectors and rates), per diem (number of days and rates), terminals (number and rates)***
* ***No other fee would be paid or reimbursed other than the***

***lumpsum fee indicated in your financial proposal***

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| --- | --- | --- | --- | --- | --- | --- |
| **Major Tasks** | | **Deliverable (s)** | **Consultant's/Contractor’s**  **Proposal** | | | |
| **Cost**  **(INR/USD)\*** (Lump sum fee) | | | |
| **Travel details for this consultancy**  **Total 2 trips to two different locations (5 days each trip) per month**  **based on prior approval**  **Total 23 trips and 110 travel days during 11.5 months**  Bengaluru, Chennai Hyderabad, Kolkata, Mumbai and Pune /Or any  other Indian cities based on discussion with supervisor of the contract. | | | Please quote your lumpsum  travel costs:  Total travel (air ticket/Local  costs/ ) cost for one trip =  INR/USD  A. Total cost for 23 trips =  INR/USD Per Diem  (accom.&food) per day =  B. Per diem for 110 days =  INR/USD  C. Any other costs (Please specify) =  Overall lumpsum cost for 23 trips= A + B + C = | | | | |
| Getting monthly  500 pledge donors  with ADS of  INR:700/- per  donor | 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  for 11 months and  a final report at the  end of the contract | 10 days  travel per  month (2  travels to 2  different  cities for 5  days | Please indicate your monthly professional fee against each month | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 1 |  |  |  | | |
|  |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 2 |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 3 |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 4 |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 5 |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 6 |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 7 |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 8 |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 9 |  |  | | | |
|  | Monthly Report, Travel  reports and KPI reports | Month 10 |  |  | | | |
| Conduct mystery  shopping of F2F  done by other  agencies | Monthly Report, Travel  reports and KPI reports  1. Annual report –  lessons learned  2. Report on outcomes of mystery shopping  3. Strategies adopted by other non-profits that can be replicated | Month 11  Month 12 (2-weeks) | Conduct mystery  shopping of F2F  done by other  agencies |  | | | |
| **TOTAL AMOUNT IN INR or USD** | | | | | | | | |

**(Candidates based in India should quote in INR and those outside India should quote in USD)**

*Shaded area to be filled in by consultant/Contractor*

**Name of the Bidder:**

**Signature of the bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date :**

**Note:** The contractor will work on his/her own computer(s) and use his/her own office resources andmaterials in the execution of this assignment, including personal email address(es) and mobile/smart phones. The contractor’s fee shall be inclusive of all office administrative costs. The contractor will also be responsible for making all logistic arrangements regarding his ticketing, accommodation etc during official travels. The contractor is expected to provide the travel costs for per day (all inclusive)