**FINANCIAL PROPOSAL**

**Individual Contractor: Training & Quality Monitoring Consultant (FULL TIME)**

**PART A. PROFESSIONAL FEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | | **All-inclusive monthly professional fee (INR)**  ***(To be quoted by the candidate)*** |
| **Estimated deadline for completion of deliverable (days/months)** | **Estimated travel required for completion of deliverable** |
| Monthly Report for each month capturing all deliverables completed as per sections under point 6. | End of Each month | As specified in PART-B below | **INR\_\_\_\_\_\_\_\_\_\_\_\_ per month** |
| **Total Professional Fee (A) for 6 months** | | | **INR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**PART B. TRAVEL COSTS (only quote Air ticket cost – return trip)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips = 21**  **b. Number of days per trip = 1 Trip = 3 days, 10 trips = 1 days each & 10 trips 2 days each.**  **c. States/Districts where travel is required = Delhi, Maharashtra, Tamil Nadu or Andhra Pradesh (depending on which state the applicant is located in), Kerala & West Bengal,** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | 21 return trips | INR \_\_\_\_\_\_\_\_\_\_ per return trip |  |
| 2. | Per Diem (days per trip x no. of trips)  Note: Per diem is to cover meals (breakfast, lunch and dinner), boarding and lodging costs. | 06 days (Kochi)  27 days (rest of the locations) | INR 2,500/- per day  INR 3,500/- per day |  |
| 2. | Transfer to/from airport | 84 transfers | INR 500/- per transfer |  |
|  | **Total Travel Costs (B) = INR** | | |  |
|  | **TOTAL COST OF CONSULTANCY (A+B)** | | |  |

***Note: As cost toward Per-diem and airport transfer has been fixed, hence inserted unit rates and amount.***

*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:**