**TEMPLATE FOR FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT FOR \_\_City Coordinator \_\_\_\_** **Hyderabad \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 50 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Dec 2023 | 3 days |  |  |  |  |  |
| 2. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 50 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Jan 2024 | 3 days |  |  |  |  |  |
| 3. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 75 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 29 Feb 2024 | 3 days |  |  |  |  |  |
| 4. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 75 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 March 2024 | NIL |  |  |  |  |  |
| 5. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 100 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 Apr 2024 | NIL |  |  |  |  |  |
| 6. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 100 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 May 2024 | 3 days |  |  |  |  |  |
| 7. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 125 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 June 2024 | NIL |  |  |  |  |  |
| 8. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 125 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 July 2024 | NIL |  |  |  |  |  |
| 9. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 150 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 Aug 2024 | 3 days |  |  |  |  |  |
| 10. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 150 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 Sept 2024 | NIL |  |  |  |  |  |
| 11. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 175 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Oct 2024 | NIL |  |  |  |  |  |
| 12. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 175 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 Nov 2024 | 3 days |  |  |  |  |  |
| 13. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 200 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Dec 2024 | NIL |  |  |  |  |  |
| 14. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 200 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Jan 2025 | NIL |  |  |  |  |  |
| 15. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 225 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 28 Feb 2025 | 3 days |  |  |  |  |  |
| 16. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 225 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 March 2025 | NIL |  |  |  |  |  |
| 17. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 250 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 Apr 2025 | NIL |  |  |  |  |  |
| 18. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 250 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 May 2025 | 3 days |  |  |  |  |  |
| 19. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 250 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 June 2025 | NIL |  |  |  |  |  |
| 20. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 275 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 July 2025 | NIL |  |  |  |  |  |
| 21. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 300 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Aug 2025 | 3 days |  |  |  |  |  |
| 22. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 300 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 Sept 2025 | NIL |  |  |  |  |  |
| 23. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 325 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Oct 2025 | NIL |  |  |  |  |  |
| 24. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 325 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 Nov 2025 | 3 days |  |  |  |  |  |
| 25. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 350 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Dec 2025 | NIL |  |  |  |  |  |
| 26. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 350 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Jan 2026 | NIL |  |  |  |  |  |
| 27. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 375 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 28 Feb 2026 | 3 days |  |  |  |  |  |
| 28. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 375 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 March 2026 | NIL |  |  |  |  |  |
| 29. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 400 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 28 April 2026 | NIL |  |  |  |  |  |
| 30. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 400 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 May 2026 | 3 days |  |  |  |  |  |
| 31. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 425 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 June 2026 | NIL |  |  |  |  |  |
| 32. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 425 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 July 2026 | NIL |  |  |  |  |  |
| 33. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 450 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Aug 2026 | 3 days |  |  |  |  |  |
| 34. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 450 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 Sept 2026 | 3 days |  |  |  |  |  |
| 35. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 500 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 31 Oct 2026 | 3 days |  |  |  |  |  |
| 36. | Report on Pledge Donors Required with Age Bifurcation and Average Donation Size (Minimum 500 Pledges, with at least 33% Over 35 Years of Age, ADS 725/-) | 30 November 2026 | 3 days |  |  |  |  |  |
|  | **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 = \_\_One (Round Trip International Travel) and 16 round trips (National Travels) \_\_\_\_\_\_**  **b. Number of total travel days for all trips = \_\_\_\_2 days (International) and 48 days (National)\_\_\_\_\_\_\_**  **c. States/Districts where travel is required =** \_\_\_\_International from the country where the consultant is placed (to India and back from India)\_\_National travel (from duty station, i.e. Hyderabad to any other fundraising cities, e.g. New Delhi, Bengaluru, Mumbai, Pune, Kolkata etc. in India and back)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (USD)** | **Total Cost (USD)** |
| 1. | International Travel Air ticket cost (Return Trip) including transfers | \_\_1\_trips | \_\_\_ per trip |  |
| 2. | National Travel Air ticket cost (Return Trip) including transfers | \_\_16\_trips | \_\_\_ per trip |  |
| 3. | Per Diem (food and accommodation cost) | \_48\_\_ days | \_\_\_\_ per day |  |
| 4. | Other expenses, if applicable |  |  |  |
|  | **\*Total Travel Costs = USD** | | |  |

*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:**