**20. FINANCIAL TEMPLATE (GIVEN BELOW)**

*\* Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.*

**FULL-TIME INDIVIDUAL CONTRACTOR FOR Fundraising for YuWaah**

**PART A. PROFESSIONAL FEE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | | | **All-inclusive professional fee**  **(INR)**  ***(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)** | |
| Monthly Report x 11.5 months | End of each month | 2 travels a month for 2 days each basis meetings with potential partners | | **11.5 x Monthly Fee =** |
| Variable Fee basis signed partnership and income in the bank- **(assume a figure basis $1 million income here) and propose a percentage** |  |  | | Please indicate variable fee @ ----% , which will be paid towards fund raised (and received in UNICEF Bank) over and above US$ One million target. |
| **Total Professional Fee (A) = INR** | | |  | |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips = 22 trips (2 trips per month for 11 months)**  **b. Number of days per trip = 2 days each trip**  **c. States/Districts where travel is required =** to locations of the potential partners mostly in Mumbai and Bangalore. | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | \_\_22\_\_ trips | \_\_\_ per ticket |  |
| 2. | Per Diem (days per trip x no. of trips) | \_\_44\_\_ days | \_\_\_\_ per day |  |
| 3. | Transfer to/from airport | \_\_88\_\_ transfers | \_\_\_ per transfer |  |
|  |  |  |  |  |
|  | **Total Travel Costs (B) = INR** | | |  |
|  | **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:**