**TEMPLATE FOR FINANCIAL PROPOSAL**

**PS: If you are submitting your application**

* **towards Documentation LTA then please complete Section A only**
* **towards Analytical Writing LTA then please complete Section B only**
* **for both Documentation and Analytical Writing LTAs then please complete both Sections A and B**

**LTA Rate Card**

**SECTION A - Documentation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Deliverables** | **Deadline for completion of deliverable** | **Professional Fee (Daily)****(INR)** | **Input Days** | **Total Professional Fee (INR)** |
| ***(A)*** | ***(B)*** | ***(C)*** | ***(D)*** | ***(E)*** | ***(F =D x E)*** |
| 1. | Case Studies  | 6 weeks |  |  |  |
| 2. | Good practices /Lessons learned/Innovations from the field  | 6 weeks |  |  |  |
| 3. | Newsletters/Programme briefs/Research & Evaluation summaries | 2 weeks |  |  |  |
| 4. | Process documents/ Conference/Workshop/Seminar reports | 2 weeks |  |  |  |

**LTA Rate Card**

**SECTION B- Analytical Writing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Deliverables** | **Deadline for completion of deliverable** | **Professional Fee (Daily)****(INR)** | **Input Days** | **Total Professional Fee (INR)** |
| ***(A)*** | ***(B)*** | ***(C)*** | ***(D)*** | ***(E)*** | ***(F =D x E)*** |
| 1. | Working papers/Compendiums | 8 weeks |  |  |  |
| 2. | Policy briefs/Position Papers/Technical Papers/Discussion papers  | 6 weeks |  |  |  |
| 3. | Training materials/’How-to’ guides | 6 weeks |  |  |  |

*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. *Any travel related to a specific consultancy will be reimbursed at actuals and unit rates will be sought at the time of sharing the specific TOR with selected LTA holder(s)*
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:**