**TEMPLATE FOR FINANCIAL PROPOSAL**

**Individual Consultant for Data and Evidence**

|  |  |  |  |  |  |  |  |  |
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| **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. | **Internal consultations-**Agenda   * Presentation * Minutes of the meeting * Action plan report | One internal consultation per month X 12 | NA |  |  |  |  |  |
| 2. | **External workshops with partners**   1. Background note 2. Agenda 3. Presentation (ppt) 4. Minutes   5.Workshop report | One workshop every 2-month X 6 |  |  |  |  |  |  |
| 3. | **Internal skills building webinar**   1. Draft material and presentation 2. Training materials and final presentation   3.Feedback report | One webinar every quarter X 4 |  |  |  |  |  |  |
| 4. | **Support on Frontier Data Network** | |  |  |  |  |  |  |
| 4.1 | Draft- concept note for FDN | By End of Month 3 |  |  |  |  |  |  |
| 4.2 | Consolidated Presentations by stakeholders | By End of Month 5 |  |  |  |  |  |  |
| 4.3 | Meeting minutes | By End of Month 7 |  |  |  |  |  |  |
| 4.4 | Revised draft concept note | By End of Month 7 |  |  |  |  |  |  |
| 4.5 | Final concept note | By End of Month 9 |  |  |  |  |  |  |
| 4.6 | Pillar-wise specific work-plan | By End of Month 9 |  |  |  |  |  |  |
| 5 | **Sector specific data analysis and visualization** | | |  |  |  |  |  |
|  | 1. Desk review report  2. Draft analysis report  3.Final analysis and presentation.  4. Draft dashboard or infographics  5.Final dashboard  6.Presentation to staff (reference material) | One sector-specific analysis completed every 2 months X6 | 1 visit (4 days) |  |  |  |  |  |
| 6 | **Multi-sectoral data analysis and presentation** | | |  |  |  |  |  |
| 6.1 | 1.Draft analysis report | By End of Month 4 | 1 visit (4 days) |  |  |  |  |  |
| 6.2 | 2.Final analysis and presentation. | By End of Month 6 |  |  |  |  |  |  |
| 6.3 | 3. Draft dashboard or infographics | By End of Month 8 |  |  |  |  |  |  |
| 6.4 | 4.Final dashboard | By End of Month 10 |  |  |  |  |  |  |
| 6.5 | 5. Thematic briefs | By End of Month 11 |  |  |  |  |  |  |
| 6.6 | 6. Presentation to staff (reference material) | By End of Month 12 |  |  |  |  |  |  |
| 7 | **Internal repository for key data for children** | | |  |  |  |  |  |
| 7.1 | Desk- review report for Inventory preparation (Data, Research and Evidence and KM) | By End of Month 4 |  |  |  |  |  |  |
| 7.2 | Completion report for data collection of relevant material (Data and briefs) for website and coordinate with | By End of Month 7 |  |  |  |  |  |  |
| 7.3 | Note for the SitAN Omega website. | By End of Month 9 |  |  |  |  |  |  |
| 7.4 | Populated excel sheets and explanation on how to use | By End of Month 10 |  |  |  |  |  |  |
| 7.5 | Finalised content for ECM | By End of Month 12 |  |  |  |  |  |  |
| 8 | **Technical support for evaluations**  1.Annotated inception report  2.Audit trail of report  3.Annotated data collection tools  4.Field visit report (1 visit)  5.Annotated Final report  6. Report on proposed management response | 2 Evaluation depending on timeline | 2 visits (4 Days each) |  |  |  |  |  |
| 9 | Technical support for Research and study design  Annotated ToR/concept note   1. Annotated inception report 2. Annotated data collection tools | 10X ToR |  |  |  |  |  |  |
|  | **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 = 4 trips of 4 days each**  **b. Number of total travel days for all trips = 16**  **c. States/Districts where travel is required = UNICEF supported states as per requirement** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) including transfers | \_4\_\_trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | \_16\_\_ days | \_\_\_\_ per day |  |
| 3. | Other expenses, if applicable |  |  |  |
|  | **Total Travel Costs = INR** | | |  |

*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:**