**FINANCIAL PROPOSAL**

**Research and Evaluation Consultant**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Expected tasks**  **(A)** | **Expected key deliverables**  **(B)** | **Deadline for completion of deliverable**  **(C)** | **Travel Required (local, outstation)**  **(D)** | **Daily Professional Fee**  **in INR**  **(E)** | **Number of Input Days (F)** | **Total Professional Fee in INR**  **(G=ExF)** | **Total Travel Cost in INR**  **(H)** | **Total Amount (All Inclusive Fee in INR)**  **(I=G+H)** |
| **A. Evaluations** | |  |  |  |  |  |  |  |  |
|  | **Evaluation #1 [SBCC Cells Evaluation]**  finalization of draft report’s audit trail and final report, dissemination of results. Support to management response. | * Annotated report and Audit trail of report | End of  Month 2 |  |  |  |  |  |  |
|  | **Evaluation #2 [JJM Evaluation]**  Provide technical assistance through all stages of the evaluation, including review and finalization of the inception report, technical and operational support to field testing of tools, 2-3 field visits\*, attendance of training workshop\*, review of draft final report, finalization of draft report’s audit trail and final report, dissemination of results. Support to management response. | * Annotated inception report * Audit trail of report * Annotated data collection tools * Field visit reports (1 for each visit) * Annotated report and Audit trail of report | End of  Month 3 | 1 trip (4 days of local travel) |  |  |  |  |  |
|  | **Evaluation #3 [Career Portal Evaluation]**  Review and finalization of the inception report, technical and operational support to field testing of tools, 2-3 field visits\*, attendance of training workshop\*, review of draft final report, finalization of draft report’s audit trail and final report, dissemination of results. Support to management response. | * Field visit reports (1 for each visit) * Annotated report * Audit trail of report * Annotated data collection tools | End of  Month 7 | 1 trip (4 days of local travel) |  |  |  |  |  |
|  | **Evaluation #4 [Upcoming 2023 Evaluation]**  Review and finalization of the inception report, technical and operational support to field testing of tools, 2-3 field visits\*, attendance of training workshop\*, review of draft final report, finalization of draft report’s audit trail and final report, dissemination of results. Support to management response. | * Annotated inception report * Audit trail of report * Annotated data collection tools * Field visit reports (1 for each visit) * Annotated report and Audit trail of report | End of  Month 12 | 1 trip (4 days of local travel) |  |  |  |  |  |
|  | **Evaluation #5 [Upcoming 2023 Evaluation]**  Provide technical assistance through all stages of the evaluation, including developing the ToR, recruitment of a qualified evaluation team, review and finalization of the inception report, technical and operational support to field testing of tools, 2-3 field visits\*, attendance of training workshop\*, review of draft final report, finalization of draft report’s audit trail and final report, dissemination of results. Support to management response. | * Annotated inception report * Audit trail of report * Annotated data collection tools * Field visit reports (1 for each visit) * Annotated report and Audit trail of report | End of  Month 12 | 1 trip (4 days of local travel) |  |  |  |  |  |
| **B. Research and studies** | |  |  |  |  |  |  |  |  |
|  | Sourcing existing literature/synthesize insights, drafting and reviewing concept notes/terms of reference; reviewing of data collection protocols and tools; facilitating quality reviews of key deliverables for research and studies; coordinating and undertaking discussions with programme teams to reiterate key technical issues; review draft analysis/briefs/reports, etc. | * Annotated inception report * Audit trail of report * Annotated data collection tools * Field visit reports (1 for each visit) * Annotated report and Audit trail of report | End of  Month 12 |  |  |  |  |  |  |
|  | Support in coordinating and producing inputs for cross-cutting research agendas, such as the migration evidence working group, ECD evidence agenda, etc. | * Annotated inception report * Audit trail of report * Annotated data collection tools * Field visit reports (1 for each visit) * Annotated report and Audit trail of report | End of  Month 12 |  |  |  |  |  |  |
| **C. Partnership Engagement and Knowledge management** | |  |  |  |  |  |  |  |  |
|  | Evidence for Children roundtable | * Session notes * Short roundtable report (after completion) | End of  Month 2 |  |  |  |  |  |  |
|  | Support to supplier engagement for evidence contracts | * Completed review matrix * Submit report on final review | End of  Month 7 |  |  |  |  |  |  |
|  | Partnership mapping and database management | * Partner’s database on ECM (with profiles, areas of expertise, etc) * Document library with information from partners and completed reports/publications | End of  Month 12 |  |  |  |  |  |  |
| **D. Internal capacity building** | |  |  |  |  |  |  |  |  |
|  | Capacity needs assessment | * Needs assessment questionnaire * Short needs assessment report | End of  Month 12 |  |  |  |  |  |  |
|  | Learning & development plans | * Competency framework * L&D plans for staff | End of  Month 12 |  |  |  |  |  |  |
|  | Coordinate capacity development sessions: prepare resources/materials and slides for webinars; coordinate with other contributors and guest speakers; draft and consolidate FAQs emerging from webinars; webinar notes; etc. | * 1 Webinar flyer * 1 Draft powerpoint presentation * 1 Webinar minutes/notes * 1 FAQs documents | End of  Month 12 |  |  |  |  |  |  |
| **TOTAL** | | |  |  |  |  |  |  |  |

**BREAK UP OF TRAVEL COSTS**- only for the purpose of budgeting the travel cost/per diem. Basis the rate applied in the below table, total travel costs per deliverable to be calculated and included under ‘Travel cost’ in the tables above

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel details and budget break up for this consultancy**  **a. Number of trips = 4**  **b. Number of days of travel = 16 days total (4days per trip, including travel days)**  **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) | 4 trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | 16 days | \_\_\_\_ per day |  |
| 3. | Travel Cost for day-travels to outside districts | 16 days | \_\_\_\_ per day |  |
| 4 | Any other expenses (travel to districts, local travel within districts etc. by road/ train/hired vehicle) | 16 days | \_\_\_\_ per day |  |
|  | **Total Travel Costs = INR** | | |  |

***Shaded areas to be filled in by Candidate***

**Notes to financial offer:**

Note: Payment will made on submission and acceptance of deliverables. 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

1. *Air travel should be by economy class using the most direct route*
2. *No other fee would be paid or reimbursed other than the fee indicated in the financial proposal.*
3. *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:** Net 30 days

**Name of the Candidate:**

**Signature of the Candidate:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**