**FINANCIAL TEMPLATE FOR CICs**

**PART-TIME/FULL-TIME (please indicate): FULL TIME**

**Individual Contractor to support the social media and digital communication for health (analytics and digital marketing)**

**PART A. PROFESSIONAL FEE**

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| **Deliverable/s** | **UNICEF Estimate** | | **All-inclusive monthly 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 Reports to be  submitted on the  deliverables    **11 MONTHLY PROGRESS REPORTS AND 1 FINAL REPORT** | As indicated in the TOR | As shared in detail under the TOR | **Please share your monthly professional fee = INR \_\_\_\_\_\_\_\_\_** x 11.5 months |
| **Total Professional Fee (A) =** | | |  |

*Shaded areas to be filled in by Candidate*

The contractor is required to work 9:00 am to 5:30 p.m. five days a week and will need to be available between the core hours of 10:00 am – 4:00 pm. Due to reporting requirements the contractor may occasionally be required to work on Saturdays and/or Sundays, based on the requirements of the assignment and in consultation with the supervisor.

**Notes to financial offer:**

1. *Travel costs would be reimbursed as and when an actual trip happens as agreed with the contract supervisor (if any).*
2. *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.*
3. *Per diem will be paid based on actual number of days travelled. Per diem is towards boarding, lodging and incidentals.*
4. *No other fee would be paid or reimbursed other than the fee indicated in the financial proposal.*
5. *Please do not quote any lump sum costs but provide detailed breakdown of all costs.*
6. *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.*
7. *The contractor may be assigned a UNICEF email account. The contractor’s fee shall be inclusive of all office administrative costs.*
8. *The contractor will not be required to provide analytics or social media listening tools – these will be procured and subscribed to by UNICEF.*

**PAYMENT TERMS: 30 days net**

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| **Name of the Candidate:** |  |
| **Signature of the Candidate:** |  |
| **Address:** |  |
| **Contact no.:** |  |
| **Email address:** |  |
| **Date:** |  |