**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.*

**PART-TIME INDIVIDUAL CONSULTANT/ FOR Consultants Civil Registration and Vital Statistics**

**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 professional and travel days required for completion of deliverable (please mention destination/ number of days)** |
| E-modules development and rollout | * Hindi and English e-modules are developed and pilot tested by March 2022 * Modules are launched at national level and at least in four states - May 2022 * Vernacular e-modules are developed, tested and finalized by September 2022 | (40 professional days)  including  20 travel days |  |
| Study on COVID-19 impact on CRVS | * Coordination and partnership developed February 2022 * Study designed and commissioned by February 2022 * Study completed and dissemination through stakeholder consultations by August 2022 * Technical paper developed and submitted for publication by October 2022 | (40 professional days)  Including  20 travel days |  |
| Consultations on legal framework on CRVS | * Documented recommendations developed and submitted to government by February 2022 * Consultative partners consultation conducted by April 2022 * Ongoing consultations with relevant stakeholders by December 2022 | (20 professional days) |  |
| **Total Professional Fee (A) = INR** | | |  |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips = 10**  **b. Number of days per trip = 4**  **c. States/Districts where travel is required =(4-5)** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | 10 trips | \_\_\_ per return trip |  |
| 2. | Per Diem (days per trip x no. of trips) | 40 days | \_\_\_\_ per day |  |
| 3. | Transfer to/from airport | 40 transfers | \_\_\_ per transfer |  |
| 4. | Any other expenses (travel to districts, etc.) |  |  |  |
|  | **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:**