**TEMPLATE FOR FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT FOR \_\_NATIONAL OPERATIONS MANAGER [In-House F2F]\_\_**

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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. | “Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 July 2023 | 10 days |  |  |  |  |  |
| 2. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 August 2023 | 15 days |  |  |  |  |  |
| 3. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 September 2023 | 15 days |  |  |  |  |  |
| 4. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 October 2023 | 10 days |  |  |  |  |  |
| 5. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 November 2023 | 15 days |  |  |  |  |  |
| 6. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 December 2023 | 15 days |  |  |  |  |  |
| 7. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 January 2024 | 10 days |  |  |  |  |  |
| 8. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 29 February 2024 | 15 days |  |  |  |  |  |
| 9. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 March 2024 | 15 days |  |  |  |  |  |
| 10. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 April 2024 | 15 days |  |  |  |  |  |
| 11. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 May 2024 | 10 days |  |  |  |  |  |
| 12. | Report on Donors acquired with age bifurcation, (Minimum 500 Pledges per month and out of 500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 June 2024 | 15 days |  |  |  |  |  |
| 13. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 July 2024 | 15 days |  |  |  |  |  |
| 14. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 August 2024 | 15 days |  |  |  |  |  |
| 15. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 September 2024 | 10 days |  |  |  |  |  |
| 16. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 October 2024 | 15 days |  |  |  |  |  |
| 17. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 November 2024 | 15 days |  |  |  |  |  |
| 18. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 December 2024 | 15 days |  |  |  |  |  |
| 19. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 January 2025 | 10 days |  |  |  |  |  |
| 20. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 28 February 2025 | 15 days |  |  |  |  |  |
| 21. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 March 2025 | 15 days |  |  |  |  |  |
| 22. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 20 April 2025 | 15 days |  |  |  |  |  |
| 23. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 May 2025 | 10 days |  |  |  |  |  |
| 24. | Report on Donors acquired with age bifurcation, (Minimum 1500 Pledges per month and out of 1500 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 June 2025 | 15 days |  |  |  |  |  |
| 25. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 July 2025 | 15 days |  |  |  |  |  |
| 26. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 August 2025 | 15 days |  |  |  |  |  |
| 27. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 September 2025 | 15 days |  |  |  |  |  |
| 28. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 October 2025 | 15 days |  |  |  |  |  |
| 29. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 November 2025 | 15 days |  |  |  |  |  |
| 30. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 December 2025 | 15 days |  |  |  |  |  |
| 31. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 January 2026 | 15 days |  |  |  |  |  |
| 32. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 28 February 2026 | 15 days |  |  |  |  |  |
| 33. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31March 2026 | 15 days |  |  |  |  |  |
| 34. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 April 2026 | 15 days |  |  |  |  |  |
| 35. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 31 May 2026 | 15 days |  |  |  |  |  |
| 36. | Report on Donors acquired with age bifurcation, (Minimum 2000 Pledges per month and out of 2000 Pledges, minimum 33% Pledge donors should be above the age of 35 years | 30 June 2026 | 15 days |  |  |  |  |  |
|  | **TOTAL (USD)** | | | | |  |  |  |

**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 = \_100 trips \_\_\_\_\_\_\_**  **b. Number of total travel days for all trips = 500 days \_\_\_\_\_\_\_\_\_\_\_**  **c. States/Districts where travel is required =** \_ **F2F In-House Fundraising cities** (including but not limited to Pune, Kolkata, Bengaluru, Hyderabad, Chennai, Mumbai, Ahmedabad, Jaipur, Lucknow etc.) | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) as per actuals | \_100 trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost including transfers) | 500 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:**