**FINANCIAL TEMPLATE FOR CICs**

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

**INDIVIDUAL CONSULTANT/CONTRACTOR FOR “Evidence & Data Analytics Consultant”**

**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 number of input days** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | |
| Powerpoint presentation (x 6)  Any linked excel datasheets | | Week 10 | 35 | N/A | |  |
| Powerpoint presentation (3 versions: short, medium, long)  Any linked excel datasheets | | Week 14 | 10 | N/A | |  |
| 3-5 page word document (x 5)  Any linked excel datasheets | | Week 18 | 15 | N/A | |  |
| A repository architecture (excel sheet), with relevant links  A folder with relevant materials | | Week 20 | 10 | N/A | |  |
| Powerpoint presentations (x3)  Relevant tools to guide the workshop | | Week 20 | 7.5 | N/A | |  |
| Annotated ToRs/inception reports (x5)  1-page summary of key technical comments/suggestions for each ToR/report reviewed | | Week 24 | 7.5 | N/A | |  |
|  | **Total Professional Fee (A) = INR** | | | |  | |

**PART B. TRAVEL COSTS – NOT APPLICABLE**

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

**Date:**