

## FINANCIAL PROPOSAL

### FULL-TIME INDIVIDUAL CONTRACTOR (EDUCATION) – YUWAAH TO SUPPORT SKILLS FOR LIFE AND LIVELIHOOD

**Note: Please note that you are required to provide a break-up of lumpsum fee quoted for each deliverable as follows:**

- All-inclusive professional fee, which should mention your fee against each deliverable inclusive of any communication, printing, stationery costs and any local travel costs.
- No other fee would be paid or reimbursed other than the lumpsum fee indicated in your financial proposal

#### PART A. PROFESSIONAL FEE

Deliverable/s	UNICEF Estimate		All-inclusive Monthly professional fee (INR)  <i>(To be quoted by the candidate)</i>
	Estimated deadline for completion of deliverable	Estimated travel required for completion of deliverable (please mention destination/ number of days)	
<ul style="list-style-type: none"> <li>• Submission of final workplan and budget</li> <li>• Submission of monthly report</li> </ul>	30 <sup>th</sup> April 2021	No travel required	
<ul style="list-style-type: none"> <li>• Submission of final workplan and budget</li> <li>• Submission of monthly report</li> </ul>	31 <sup>st</sup> May 2021	No travel required	
<ul style="list-style-type: none"> <li>• Policy Briefs on Career Guidance &amp; Flexible learning</li> <li>• Submission of monthly report</li> </ul>	30 <sup>th</sup> June 2021	No travel required	
<ul style="list-style-type: none"> <li>• Policy Brief on 21st century skills</li> <li>• Submission of monthly report</li> </ul>	31 <sup>st</sup> July 2021	No travel required	
<ul style="list-style-type: none"> <li>• Situational Analysis Report</li> <li>• Submission of monthly report</li> </ul>	31 <sup>st</sup> Aug 2021	No travel required	
<ul style="list-style-type: none"> <li>• Submission of Meeting Reports</li> <li>• Submission of monthly report</li> </ul>	30 <sup>th</sup> Sep 2021	No travel required	
<ul style="list-style-type: none"> <li>• Submission of monthly report</li> </ul>	31 <sup>st</sup> Oct 2021	May require travel	

		(3 Trips not more than 2 days each)	
• Submission of monthly report	30 <sup>th</sup> Nov 2021	No travel required	
• Submission of approach document. • Submission of monthly report	31 <sup>st</sup> Dec 2021	May require travel  (2 Trips not more than 2 days each)	
• Submission of monitoring reports • Submission of monthly report	31 <sup>st</sup> Jan 2022	May require travel  (3 Trips not more than 2 days each)	
• Submission of monitoring reports • Submission of monthly report	28 <sup>th</sup> Feb 2022	No travel required	
• Submission of program update reports. • Submission of final report	15 <sup>th</sup> Mar 2022	No travel required	
<b>Total Professional Fee (A) = INR</b>			

## PART B. TRAVEL COSTS

<b>Estimated Travel details for this consultancy:</b>				
<p><b>a. Number of trips = 8 trips</b>  <b>b. Number of days per trip = 2 days</b>  <b>c. States/Districts where travel is required = (Karnataka, Maharashtra, Gujarat and Punjab) and may be to some State Capitals (as required).</b></p>				
S.No.	Description	Unit	Unit cost (INR)	Total Cost (INR)
1.	<b>Air Travel Cost</b> <i>Note: Travel cost is economy class airfare/train fare, including cost of travel from residence to Airport, Airport to hotel/office/meeting location and back to home.</i>	8 trips	___ per trip	
2.	<b>Per Diem</b> <i>Note: Per diem is to cover meals (breakfast, lunch and dinner), boarding and lodging costs.</i>	16 days	___ per day	
3.	<b>Local/Field Travel (outstation)</b>	16 days	___ per day	
<b>Total Travel Costs (B) = INR</b>				
<b>TOTAL COST OF CONSULTANCY (A+B)</b>				

**Note: 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:** \_\_\_\_\_