Financial Bid

INDIVIDUAL CONSULTANT FOR KM consultant (capacity building)

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| --- | --- | --- | --- |
| Major Tasks | Deliverable (s) | UNICEF Estimate | Consultant's/Contractor’s Proposal |
| Estimated deadline for completion of deliverable (please mention as days/months) | Complete timeframe for deliverable | Cost (INR/USD)(All inclusive professional fee)*Indian Nationals to quote fee in INR and International consultants in USD* |
| * Ongoing capacity building and handholding support for programmes and state teams
* Ongoing support for developing state and programme specific guidance
* Manage inventory of libraries and other file management structures

Provide maintenance support for the main India ECM siteTasks 1-4 | Update in monthly report; monthly tasks to be established at the beginning of each month, on a needs-basis and upon agreement of the supervisors; Content is mapped and prepared for migration to the ECM solution | 6 months after initiating contractThis is an ongoing activity to be competed during the consultancy period  |  |  |
| Task 5 | Business areas are supported in a collaborative manner in line with KM goals | This is an ongoing activity to be completed during the consultancy period  |  |  |
| Task 6 | ICO staff capacity is built to use the ECM well; a minimum of 6 training programs to be conducted every month  | This is an ongoing activity to be completed during the consultancy period  |  |  |
| Task 7 | A compendium of best practices is created to share with external partners | December 31, 2020 |  |  |
| Compile case studies and reports into a chronological compendium | A draft of an un-designed compendium, with folders of categorized photos and other materials necessary to design the final product | November 1st |  |  |
| TOTAL AMOUNT IN RUPEES |  |  |

*Shaded area to be filled in by consultant/Contractor*

Name of the Bidder:

Signature of the bidder:

Address:

Contact no.:

Email address:

Date :

Note: The 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. The contractor’s fee shall be inclusive of all office administrative costs.