**FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT for Manager - Government Partnerships**

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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. | 12 policy briefs (one per month) capturing key recommendations, whitespaces and opportunities noted in leading work with Ministries  | Monthly | NA |  |  |  |  |  |
| 2. | 4 reports (one per quarter) with key actions and recommendations emerging from convergence meetings held separately or with a collective set of representatives with UN agencies  | Quarterly | Yes (2 trips of 4 days each) |  |  |  |  |  |
| 3. | 2 policy notes/briefs (every 6 months) on recommendations for skill development and entrepreneurship ecosystems, emerging from observations, meetings and discussions with MSDE stakeholders, private sector, academia, and young people | Half-Yearly | NA |  |  |  |  |  |
| 4. | 4 consultation workshops (one per quarter) capturing deliberations and outcomes from consultation workshops with Ministry youth network, held on quarterly basis, to capture challenges, opportunities and whitespaces on the field (in the areas of skill development and entrepreneurship) | Quarterly | Yes (2 trips of 4 days each) |  |  |  |  |  |
| 5. | 4 Summary Reports -capturing discussion points, actions agreed to and outcomes of delegation meetings conducted, with participation of at least 3 UN Agencies. Atleast 4 workshops + workshop reports to be submitted | Quarterly | Yes (1 trip of 4 days) |  |  |  |  |  |
| 6. | 2 Policy notes or whitepaper on mentoring systems for building skills and efficiency of the youth volunteers, identifying gaps in the current skilling space and suggesting recommendation and any other emerging area of skill development. Livelihood generation and entrepreneurship | Second and fourth quarter |  |  |  |  |  |  |
| 7. | 4 Review Reports capturing insights, opportunities and recommendations from program review meetings and field visits | Quarterly | Yes (1 trip of 4 days) |  |  |  |  |  |
|  | **TOTAL (INR)** |  |  |  |

**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.

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| **Travel details and budget break up for this consultancy** **a. Number of trips = 6****b. Number of total travel days for all trips = 24****c. States/Districts where travel is required =** Pan India (Mainly to cities like Mumbai, Chennai, Bangalore, Bhubaneshwar, Kolkata) |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) including transfers | 6 trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | 24 days | \_\_\_\_ per day |  |
| 3. | Other expenses, if applicable (local taxi) | 24 days | \_\_\_\_ per day |  |
|  | **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:**