**FINANCIAL PROPOSAL**

**Individual Contractor: RCCE Consultant to support UNICEF**

**on COVID vaccine promotion (FULL TIME)**

**PART A. PROFESSIONAL FEE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | | **All-inclusive monthly professional fee**  **(INR)**  ***(To be quoted by the candidate)*** | |
| **Estimated deadline for completion of deliverable (days/months)** | **Estimated travel required for completion of deliverable** |
| # of documents produced (up to 3) on monthly basis that include but not limited to Communication strategies, key messages, IEC material concepts and monitoring tools for COVID-19 vaccine, routine immunization | Monthly | Indicated in Part-B: Travel Cost | **INR\_\_\_\_\_\_\_\_\_\_\_\_\_ per month** | |
| # of capacity building initiatives (1) developed and undertaken for different levels of COVID, RI health force on SBC-RCCE through strategic planning support, inputs on training plans and monitoring tools | Monthly |
| # of  KM products (up to 3) are produced on monthly basis and capture COVID-19, RI and the overall Health interventions. | Monthly |
| # of concept notes, reports being edited and finalised (up to 2) | Monthly |
| # of documents, communication materials uploaded into the e-IEC warehouse and ECM content updated and managed (up to 10 pending states input) | Monthly |
| **Total Professional Fee (A) for 09 months (INR)** | | | | **INR\_\_\_\_\_\_\_\_\_\_\_** | |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips = 9**  **b. Number of days per trip = 2 days**  **c. States/Districts where travel is required = as per requirement in all UNICEF States** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | 9 trips | \_\_\_\_\_ per trip |  |
| 2. | Per Diem (days per trip x no. of trips)  *Note: Per diem is to cover meals (breakfast, lunch and dinner), boarding and lodging costs.* | 18 days | \_\_\_\_\_ per day |  |
| 3. | Transfer to/from airport | 36 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:**