**FINANCIAL TEMPLATE FOR CICs**

**PART-TIME/FULL-TIME (please indicate): Full-time**

**INDIVIDUAL CONTRACTOR FOR “Research & Evaluation”**

**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 number of input days** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** |
| Monthly progress report on deliverables x 11.5 | At the end of each contractual month | N/A | N/A | **Please indicate your monthly professional fee = INR****Total professional fee = 11.5 \* Monthly Fee = INR** |
|  | **Total Professional Fee (A) = INR**  |  |

**PART B. TRAVEL COSTS**

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| --- |
| **Estimated Travel details for this consultancy:****a. Number of trips =** 5**b. Number of days per trip =** 3**c. States/Districts where travel is required =** selected from:Maharashtra, Rajasthan, Uttar Pradesh, Bihar, Madhya Pradesh, Assam, Andhra Pradesh, Odisha, Jharkhand, Telangana, Karnataka, Gujarat. |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | 5 trips | \_\_\_ per ticket |  |
| 2. | Per Diem (days per trip x no. of trips) | 15 days | \_\_\_\_ per day |  |
| 3.  | Transfer to/from airport (5 trips x 4 transfers) | 20 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*(v) Please do not quote any lump sum costs but provide detailed breakdown of all costs.*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:**

**Annex 1: Summary of responsibility and tasks for evaluations**

1. **TOR preparation for new evaluations**

The consultant will technically support Programme Sections to formulate TORs and evaluation designs of high quality, drawing on current best practices in methodology and UNEG norms and standards.

S/he will assist the Research and Evaluation Specialists in identifying appropriately qualified evaluation and research agencies to share Expressions of Interest and Requests for Proposals with, participating in meetings, and reviewing technical proposals.

S/he will oversee the quality assurance review of the ToR.

1. **Data collection and data analysis**

The consultant will support evaluation teams in ensuring that data collection missions are properly coordinated and prepared, and that field offices and counterparts are properly appraised of the purpose of the visits.

S/he will ensure the evaluation teams develop and systematically follow clear plans and guidelines associated with the training of data collectors and the actual field data collection process. S/he will monitor and ensure the quality of the field work and data management during the implementation phase, including attending training workshops and travelling to the field to monitor part of the data collection.

S/he will assist with tracking the competence of data collectors in research ethics and provide training and other technical assistance in this area as necessary.

S/he will ensure the analysis of both qualitative and quantitative data follows high methodological standards and avoids bias, ensuring that the conclusions and recommendations of the final reports are based on sound analysis and follow logically from the results.

1. **Report writing and finalization**

The consultant will conduct preliminary quality scans of draft evaluation reports by providing technical comments, and will engage with evaluation teams to ensure their submission are of sufficient standards to be shared with internal and external reviewers.

1. **Technical support to quality reviews**

The consultant will assist with identifying key stakeholders for advisory and peer review functions of evaluations, including the primary stakeholders, the Evaluation Reference Group, and UNICEF external quality assurance agencies. S/he will document the various stages and outcomes of peer reviews of the ToRs, the inception report and the final report within agreed timelines.

The consultant will be responsible for generating audit trails for all feedback received during the peer review process, working with evaluation teams to ensure that all comments are addressed, and disseminating audit trail responses to ensure transparency and accountability.

S/he will provide technical support the to the reviewers during the quality assurance process and facilitate coherent feedback to the evaluation teams within agreed timelines and ensuring that all the comments are addressed and the evaluation is steered towards achieving its objectives.

1. **Technical assistance to communicating evaluation results**

The consultant will work with the Programme section/Field Office commissioning the evaluation to develop strategies and identify appropriate modalities for disseminating evaluation findings to key stakeholders.

S/he will support both internal (e.g. through seminars, webinars, briefs) and external (e.g. by organizing meetings with key stakeholders, developing infographics and other communication materials) dissemination of evaluation results to target audiences.

S/he will produce an annual brief outlining key learnings from UNICEF India evaluations.