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| UNICEF in Turkey |
| **Requirements for Financial Submission** |
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| **Programme:** Conditional Cash Transfer for Education (CCTE) for Refugees |
| **Assignment Title:** **Preparation of Analytical Reports using the findings of the Third-Party Monitoring of Conditional Cash Transfer Program for Education for refugees in Turkey** |
| **Purpose of the Assignment:** The purpose of this consultancy is to prepare an analytical report describing the key findings from Third party monitoring data collected as part of the CCTE household survey. |
| **Supervisor:** Nangar Soomro, Social Policy Specialist (Social Protection) with technical support of Rizwanullah Khan, Monitoring Specialist.  |

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| **TASKS** | **DELIVERABLES** | **TOTAL TIME FOR CONSULTANT** | **UNIT COST FOR A PERSON \DAY (USD)** | **TOTAL COST for DELIVERABLE (USD)**  |
| 1. **a) TPM CCTE Monitoring Report:**
 | * Briefing and preparation of the annotated table of content with list of tables and graphs (Annotated table of content)
* Preparation of the Draft Analytical report (Draft report)
* Finalization of the report based on feedback (Submission of edited proofread report - Final Report)
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| 1. b) **Beneficiary Verification Report**
 | * Briefing and preparation of the annotated table of content with list of tables and graphs
* Preparation of the Draft Analytical report
* *Finalization of the report based on feedback (Submission of edited proofread report)*
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| ***TOTAL COST FOR DELIVERABLES (USD):*** | ***21 days*** |  |  |
| **Incidental expenses** | DSA for Ankara |  |  |  |
| DSA for Gaziantep |  |  |  |
| Travel from/to country of origin  | xx visits |  |  |
| In-country travel | xx visit |  |  |
| ***TOTAL COST FOR INCIDENTALS (USD):*** |  |
| ***GRAND TOTAL (USD):*** |  |

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| **NOTES** |
| **Travel, accommodation and visa*** *For all travel costs, economy class tickets shall be reimbursed.*
* *Consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.*
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| **\*Provision for incidental expenses:** |
| * *All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced on the basis of actual cost together with the supporting documents.*
* *Any cost related to the payment of an incidental expenditure is included, such as bank charges.*
* *All incidental expenditure details should be provided separately,*
* *Travel, accommodation, other expenses will be reimbursed on the basis of the actual costs and upon receipt of the original invoice and relevant supporting documents. Please note that UNICEF will only reimburse the travel expenses of economy class tickets and accommodation expenses as long as they do not surpass the UN Daily Subsistence Allowance rate effective for that specific month.*
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