**FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT FOR ‘Lead - Civic Engagement, Partnerships and Programs’**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. | Workplan with milestones developed | 12 Aug 2024 |  |  |  |  |  |  |
| 2. | Validated database of 25,000 colleges shared | 11 Sept 2024 |  |  |  |  |  |  |
| 3. | Design plan including workplan, key partners, operationalization plan developed | 4 Oct 2024 | 1 trip of 3 days |  |  |  |  |  |
| 4. | API documents and process note shared | 28 Oct 2024 |  |  |  |  |  |  |
| 5. | A revised Software Requirements and Specifications (SRS) document developed highlighting finalized and enhanced mobile/web screens with corresponding functional details | 30 Nov 2024 |  |  |  |  |  |  |
| 6. | A design plan for International Volunteering Day developed including the following: · Event workplan with timelines · Key partners involved and partnerships’ tracker · Potential outcomes | 31 Dec 2024 | 1 trip of 3 days |  |  |  |  |  |
| 7. | Retrospective analysis document developed | 27 Jan 2025 |  |  |  |  |  |  |
| 8. | Design plan developed including workplan, and list of key partners engaged | 19 Feb 2025 |  |  |  |  |  |  |
| 9. | Analysis document developed highlighting champion Ministries, their respective green programmes and amplification strategy for Meri LiFE | 26 Mar 2025 | 1 trip of 3 days |  |  |  |  |  |
| 10. | Design plan developed including key partners and intervention strategies | 17 Apr 2025 |  |  |  |  |  |  |
| 11. | An analysis report highlighting the following points:  · Workplan document  · List of colleges onboarded · Potential outcomes | 26 May 2025 |  |  |  |  |  |  |
| 12. | Partnership plan developed including key outcomes, number of young people engaged, type of programmes implemented | 17 June 2025 |  |  |  |  |  |  |
| 13. | Design and operationalization plan developed including number of young people engaged, type of opportunities created | 11 July 2025 | 1 trip of 3 days |  |  |  |  |  |
| 14. | Analysis document developed highlighting champion Ministries, their respective green programmes and amplification strategy for Meri LiFE | 7 Aug 2025 |  |  |  |  |  |  |
| 15. | Campaign strategy document developed | 2 Sept 2025 | 1 trip of 3 days |  |  |  |  |  |
| 16. | A design plan for International Volunteering Day including the following: · Event workplan with timelines · Key partners involved and partnerships’ tracker · Intervention strategies · Potential outcomes | 1 Oct 2025 |  |  |  |  |  |  |
| 17. | Pitch note/deck developed | 3 Nov 2025 |  |  |  |  |  |  |
| 18. | Analysis document developed | 15 Dec 2025 |  |  |  |  |  |  |
|  | **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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel details and budget break up for this consultancy**  **a. Number of trips = 5**  **b. Number of total travel days for all trips = 15**  **c. States/Districts where travel is required = States where UNICEF State offices are located, Bangalore, Chennai** | | | | |
| **S.No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) including transfers | 5 trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | 15 days | \_\_\_\_ per day |  |
| 3. | Other expenses, if applicable |  |  |  |
|  | **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:**