**FINANCIAL TEMPLATE**

**FULL-TIME INDIVIDUAL CONTRACTOR (YUWAAH) TO SUPPORT SKILLS FOR LIFE AND LIVELIHOODS**

***Note: Please note that you are required to provide a break up of lumpsum fee quoted for each deliverable as follows:***

* All-inclusive professional fee, which should mention your fee against each deliverable inclusive of any communication, printing, stationery costs.
* Travel/Perdiem/terminal costs/local travel costs for any travel undertaken outside duty station
* Air travel will be by economy class using the most direct route.
* Please provide details of outstation travel (number of sectors and rates), perdiem (number of days and rates), terminals (number and rates) and other travel related costs
* No other fee would be paid or reimbursed other than the lumpsum fee indicated in your financial proposal

**SECTION A: PROFESSIONAL FEE (please do not include travel costs in this section include them under section B)**

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| --- | --- | --- | --- | --- | --- |
| **Deliverable (s)** | **UNICEF Estimate** | | | **Consultant's/Contractor’s Proposal** | |
| **Estimated deadline for completion of deliverable (please mention as days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | | **Complete timeframe for deliverable** | **Cost (INR)**  (Professional fee) |
| * Submission of final workplan and budget * Submission of monthly report | 31st December 2020 | | No travel required |  |  |
| * Submission of final workplan and budget * Submission of monthly report | 31st January 2021 | | No travel required |  |  |
| * Policy Briefs on Career Guidance & Flexible learning * Submission of monthly report | 28th February2021 | | No travel required |  |  |
| * Policy Brief on 21st century skills * Submission of monthly report | 31st March 2021 | | No travel required |  |  |
| * Situational Analysis Report * Submission of monthly report | 30th  April 2021 | | No travel required |  |  |
| * Submission of Meeting Reports * Submission of monthly report | 31st May 2021 | | No travel required |  |  |
| * Submission of monthly report | 30th June 2021 | | No travel required |  |  |
| * Submission of monthly report | 31st July 2021 | | May require travel  (3 Trips not more than 2 days each) |  |  |
| * Submission of approach document. * Submission of monthly report | 31st Aug 2021 | | No travel required |  |  |
| * Submission of monitoring reports * Submission of monthly report | 30th Sept 2021 | | May require travel  (2 Trips not more than 2 days each) |  |  |
| * Submission of monitoring reports * Submission of monthly report | 31st Oct 2021 | | May require travel  (3 Trips not more than 2 days each) |  |  |
| * Submission of program update reports. * Submission of final report | 15th Nov 2021 | | No travel required |  |  |
| **Overall lumpsum fee in INR** | | | | |  |

**SECTION B: TRAVEL/DSA/TERMINALS/LOCAL TRAVEL COSTS TO BE REIMBURSED AT ACTUALS**

|  |  |
| --- | --- |
| **Estimated total trips (8 Trips of 14 days) during the 11.5 months to Yuwaah programme interventions areas (Karnataka, Maharashtra, Gujarat and Punjab) and may be to some State Capitals**  **PS: The cost for the trips will be paid as and when an actual trip happens in agreement with the supervisor and the same will have to be invoiced in the monthly invoice. The lumpsum travel cost will be paid based on the per trip cost quoted by you** | **Please indicate your lumpsum travel costs as follows: 8 trips 14 days**  ***PS: \* Travel cost is economy class airfare/train fare***  ***\* Per diem is to cover meals(breakfast, lunch and dinner), boarding and lodging costs***  ***\* Terminal costs is to cover to and fro from airport to office/meeting location/residence***  **Total travel cost for one trip =**  **Total travel cost for 8 trips =**  **Per Diem per day =**  **Per Diem for 14 days =**  **Terminal per trip =**  **Terminals for 8 trips =**  **Any other costs (please specify) =**  **Total cost per trip =**  **Lumpsum travel costs for 8 trips during 11.5 month consultancy =** |

***Overall fee for the 11.5 month consultancy A + B = INR***

*Shaded area to be filled in by consultant/Contractor*

**Name of the Bidder:**

**Signature of the bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**

**Note:** The 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. The contractor’s fee shall be inclusive of all office administrative costs.