**FINANCIAL TEMPLATE FOR CICs**

**FULL-TIME INDIVIDUAL CONTRACTOR FOR Climate Change and Environmental Sustainability**

**PART A. PROFESSIONAL FEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | | **All-inclusive professional fee**  **(INR)**  ***(To be quoted by the candidate)*** |
| **Estimated deadline for completion of deliverable (days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** |
| 11 Monthly Progress Reports and 1 Final Report  **Specific Key deliverables to be completed by the end of this contract include:**   * CRW Framework for UNICEF India: This framework will guide the WASH programme on how to align with climate resilient goals as set by UNICEF globally * Updated CCES Roadmap: there is an existing roadmap that is a ‘living’ document and will require updating once every six months * Two trainings for UNICEF India staff: consultant will be required to run trainings independently or in collaboration with regional and headquarter offices, on two key capacity needs for the office that support better CCES related programming * Three CRW/CCES related funding opportunities identified and supported * Two to three state-level WASH projects directly supported for scale-up of ongoing CRW activities, with documentation of challenges, lessons learned and opportunities for replication in other states | End of each contracted month | In below table | Please indicate your monthly professional fee= INR  Overall Professional fee = 11.5 \* Monthly Professional Fee = INR |
| **Total Professional Fee (A) = INR** | | |  |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips = 5 trips**  **b. Number of days per trip = 5 days**  **c. States/Districts where travel is required = one state office per trip** | | | | |
| **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) | \_25\_\_\_ days | \_\_\_\_ per day |  |
| 3. | Transfer to/from airport | \_\_20\_\_ transfers | \_\_\_ per transfer |  |
| 4. | Any other expenses (travel to districts, etc.) please specify |  |  |  |
|  | **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:**