**TEMPLATE FOR FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT Evidence and Knowledge Management**

PS: Based on past experience you are required to quote the number input days i.e. level of effort required for each deliverable. Once you have the input days against each deliverable then you multiply it to your daily fee rate to arrive at the professional fee for a specific deliverable. Though the number of input days would vary for different deliverables, but the daily fee rate would remain consistent.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Deliverables** | **Deadline for completion of deliverable** | **Details of Travel Required** | **Daily Fee rate****(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)*** |
| **[E] Technical and methodological support to ongoing evaluations** |
| 1. | Evaluation ToRs 1 | 31 Mar 2024 |  |  |  |  |  |  |
| 2. | Annotated Inception Report 1 | 30 June 2024 |  |  |  |  |  |  |
| 3. | Pilot Report from Field 1 | 31 July 2024 | 1 trip 4 days |  |  |  |  |  |
| 4. | Annotated Final Report 1 | 31 Jan 2024 |  |  |  |  |  |  |
| 5. | Evaluation ToR 2 | 31 Jan 2025 |  |  |  |  |  |  |
| 6. | Annotated Inception Report 2 | 30 Apr 2025 |  |  |  |  |  |  |
| 7. | Pilot Report from Field 2 | 31 May 2025 | 1 trip 4 days |  |  |  |  |  |
| 8. | Annotated Final Report 2 | 30 Nov 2024 |  |  |  |  |  |  |
| 9. | Evaluation ToR 3 | 31 Aug 2024 |  |  |  |  |  |  |
| 10. | Annotated Inception Report 3 | 31 Nov 2024 |  |  |  |  |  |  |
| 11. | Pilot Report from Field 3 | 30 Dec 2024 | 1 trip 4 days |  |  |  |  |  |
| 12. | Annotated Final Report 3 | 31 March 2025 |  |  |  |  |  |  |
| **[KM] Technical support in developing resource material and publications related to evaluations** |
| 13. | Evaluation Brief 1 | 30 Dec 2023 |  |  |  |  |  |  |
| 14. | Evaluation Brief 2 | 30 April 2024 |  |  |  |  |  |  |
| 15. | Evaluation Brief 3 | 30 Aug 2024 |  |  |  |  |  |  |
| 16. | Evaluation Brief 4 | 30 Dec 2024 |  |  |  |  |  |  |
| 17. | Evaluation Brief 5 | 30 Apr 2025 |  |  |  |  |  |  |
| 18. | Evaluation Brief 6 | 30 Aug 2025 |  |  |  |  |  |  |
| **[KM] Technical and methodological support to ongoing research & studies** |
| 19. | Research Brief 1 | 30 Dec 2023 |  |  |  |  |  |  |
| 20. | Research Brief 2 | 30 April 2024 |  |  |  |  |  |  |
| 21. | Research Brief 3 | 30 Aug 2024 |  |  |  |  |  |  |
| 22. | Research Brief 4 | 30 Dec 2024 |  |  |  |  |  |  |
| 23. | Research Brief 5 | 30 Apr 2025 |  |  |  |  |  |  |
| 24. | Research Brief 6 | 30 Aug 2025 |  |  |  |  |  |  |
| **[E] Supporting and facilitating National Evaluation Capacity Building Meetings** |
| 25. | Needs Assessment Report 1 | 30 Nov 2023 | 1 trip 4 days |  |  |  |  |  |
| 26. | Needs Assessment Report 2 | 30 July 2024 | 1 trip 4 days |  |  |  |  |  |
| 27. | Presentation 1 for DMEO | 30 Jan 2024 |  |  |  |  |  |  |
| 28. | Presentation 2 for DMEO | 30 June 2024 |  |  |  |  |  |  |
| 29. | Report 1: Meeting with DMEO | 30 Aug 2024 |  |  |  |  |  |  |
| 30. | Report 2: Meeting with DMEO | 30 Aug 2025 |  |  |  |  |  |  |
| 31. | Diagnostic Report 1 | 31 Mar 2025 | 1 trip 4 days |  |  |  |  |  |
| 32. | Diagnostic Report 2 | 30 Aug 2025 | 1 trip 4 days |  |  |  |  |  |
| **[KM] Developing knowledge products** |
| 33. | Fail Fest Report 1 (2023) | 30 Oct 2023 |  |  |  |  |  |  |
| 34. | Fail Fest Report 2 (2024) | 30 Oct 2024 |  |  |  |  |  |  |
| 35. | Strategic Consultation Meeting Report 2023 | 30 Sep 2023 |  |  |  |  |  |  |
| 36. | Strategic Consultation Meeting Report 2024 | 30 Sep 2024 | 1 trip 4 days |  |  |  |  |  |
| 37. | Evidence Roundtable Report 2024 | 31 Mar 2024 |  |  |  |  |  |  |
| 38. | Evidence Roundtable Report 2025 | 31 Mar 2025 |  |  |  |  |  |  |
| 39. | Fundraising Conference 1 Concept Note | 28 Feb 2024 |  |  |  |  |  |  |
| 40. | Fundraising Partnership Meeting Report 1 | 31 May 2024 |  |  |  |  |  |  |
| 41. | Evidence Compendium 2023 | Month 18 |  |  |  |  |  |  |
| 42. | Evidence Compendium 2024 | Month 24 |  |  |  |  |  |  |
|  | **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.

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| **Travel details and budget break up for this consultancy** **a. Number of trips = \_\_8\_\_\_\_\_\_** **b. Number of total travel days for all trips = \_\_\_\_32\_\_\_\_\_\_\_****c. States/Districts where travel is required =** \_ UNICEF supported states as per requirement |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) including transfers | \_\_8\_trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | \_32\_ 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:**