**FINANCIAL PROPOSAL FORM**

**Directions:**

a. The financial proposal shall specify an all-inclusive fee(including professional fee, travel, per diems, and other relevant expenses and/or costs for number of anticipated working days).

b. **Do not include** any conditional statement(s) about your financial all-inclusive amount and partial financial quotation is also not allowed.

c. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.

d. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.

1. **Breakdown of cost supporting an all-inclusive financial offer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit (monthly)Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Medical Insurance (if applicable) |  |  |  |
| Communications (if applicable) |  |  |  |
| Materials and supplies (if applicable) |  |  |  |
| Others (pls. specify) |  |  |  |
|  | | |  |
| 1. **International Travel to Join duty station** |  |  |  |
| Round Trip Airfares to and from duty station (if applicable) |  |  |  |
| Perdiem/Living Allowance (if applicable) |  |  |  |
| Travel Insurance (if applicable) |  |  |  |
| Terminal Expenses (if applicable) |  |  |  |
| Others (pls. specify) - Visa |  |  |  |
|  | | |  |
| 1. **Field Travel (within the country)** |  |  |  |
| Round Trip Airfares/other travel mode |  |  |  |
| Perdiem /Living Allowance (if applicable) |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
| **Sub-Total II**I | | |  |
| **Total (I + II + III)** | | |  |

***\*The above format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.***

\****The costs should only cover the requirements identified in the Terms of Reference (TOR).***

\****Travel expenses are not required if the consultant will be working from home.***

***\*Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an economy class ticket are not covered by UNICEF.***

***\*Perdiem /Living Allowance per day shall not exceed UN Daily Subsistence Allowance (DSA) Rates applicable in the concerned duty stations. Please refer to the following link:*** [***https://icsc.un.org/***](https://icsc.un.org/) ***for the current DSA rate.***

**Amount in Words: [**Insert the total amount in words**]**