**FINANCIAL PROPOSAL**

**Individual Contractor: Team Manager (F2F In House Team) – 2 Positions (Full Time)**

**(Ahmedabad, Bangalore, New Delhi, Mumbai, Pune)**

**PART A. PROFESSIONAL FEE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/s** | **UNICEF Estimate** | | **All-inclusive professional fee**  **(INR/USD)**  **COSTS TO BE QUOTED IN USD ONLY BY INTERNATIONAL CANDIDATES**  ***(To be quoted by the candidate)*** | |
| **Estimated deadline for completion of deliverable (days/months)** | **Estimated travel required for completion of deliverable** |
| **Month 1-3**  **Net SPF – min. 1.0**  **Overs – min. 33%**  **Month 4-6**  **Net SPF – min. 1.5**  **% Overs – min 33%**  **Month 6 Onwards**  **Net SPF – min 2.0**  **% Overs min 40%** | Month 1  Month 2  Month 3  Month 4  Month 5  Month 6  Month 7  Month 8  Month 9  Month 10  Month 11  Month 11.5 | None | **Please indicate your monthly professional fee =**  **Overall fee for 11.5 months = 11.5 x monthly fee =** | |
| 1. Report on outcomes from field visits & training workshops.  2. Report on strategies implemented to improve field performance and how these will be assessed. | Month 1  Month 2  Month 3  Month 4  Month 5  Month 6  Month 7  Month 8  Month 9  Month 10  Month 11  Month 11.5 | None |  | |
| Strategic implementation plan with targets, indicators, means of verification and timeframes. | **Weekly and Monthly reports to City Coordinator**  Month 1  Month 2  Month 3  Month 4  Month 5  Month 6  Month 7  Month 8  Month 9  Month 10  Month 11  Month 11.5 | None |  | |
| 1. Training strategy and content review.  2. Identification of candidates to be interviewed.  3. Matrix tracking candidate interview performance.  4. Staff retention strategies defined and creation of a positive and supportive working environment. | **Weekly and Monthly reports to City Coordinator**  Month 1  Month 2  Month 3  Month 4  Month 5  Month 6  Month 7  Month 8  Month 9  Month 10  Month 11  Month 11.5 | None |  | |
| One to one reviews undertaken. These should be recorded for review by the City Coordinator, National Manager and National Training Manager, as required. | **Weekly and Monthly reports to City Coordinator**  Month 1  Month 2  Month 3  Month 4  Month 5  Month 6  Month 7  Month 8  Month 9  Month 10  Month 11  Month 11.5 | None |  | |
| Develop and present a quarterly status report covering all key operational results and future strategic goals. | Month 3  Month 6  Month 9  Month 11.5 | No. Days - 5 Days per Quarter to Cities such as New Delhi, Mumbai, Bangalore, Kolkata, Hyderabad. |  | |
| Annual Report detailing achievement of deliverables and the timelines in which they were completed, along with recommendations for future training strategy. | Month 11.5 | None |  | |
| **Total Professional Fee (A) = INR /USD for 11.5 months** | | | |  | |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips = 04**  **b. Number of days per trip = 05** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR/USD)** | **Total Cost (INR/USD)** |
| 1. | Air ticket cost (Return Trip) | 04 trips | \_\_\_ per ticket |  |
| 2. | Per Diem (days per trip x no. of trips) | 20 days | \_\_\_\_ per day |  |
| 3. | Transfer to/from airport | 16 transfers | \_\_\_ per transfer |  |
| 4. | Any other expenses (travel to districts, etc.) |  |  |  |
|  | **Total Travel Costs (B) = INR/USD** | | |  |
|  | **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:**

**Date:**