**FINANCIAL PROPOSAL**

**Consultant – Child Protection in Humanitarian Action**

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|  | **Expected tasks**  **(A)** | **Expected key deliverables**  **(B)** | **Deadline for completion of deliverable**  **(C)** | **Travel Required (local, outstation)**  **(D)** | **Daily Professional Fee**  **in INR**  **(E)** | **Number of Input Days (F)** | **Total Professional Fee in INR**  **(G=ExF)** | **Total Travel Cost in INR**  **(H)** | **Total Amount (All Inclusive Fee in INR)**  **(I=G+H)** |
| 1 | * Preparing draft of the Desk review of School Safety Manual. Planning and coordinating of ToTs (various departments, two TOTs each in Kashmir and Jammu division) on School Safety Manual. * Monitoring the linkage and referral process for children in need of care and protection * Undertake 4 days of day-based field visit to intervention sites * Undertake 8 days of field visit to out of station intervention sites | Submission of Desk review report of School Safety Manual in J&K and one detailed training report on ToTs on School Safety Manual. | 28th August 2023 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 2 | * Training of project staff on the Case Management Approach. * Undertake 4 days of day-based field visit to intervention sites * Undertake 8 days of field visit to out of station intervention sites | Case management pathways document submitted. | 16th October 2023 | Local travel =4 Days    Outstation= 8 Days |  |  |  |  |  |
| 3 | * Planning and coordinating Training of Community groups on setting up of community based preventive mechanisms in the affected areas * Collecting and aggregating the cases for protection monitoring in Jammu and Kashmir * Conduct review and planning meetings and discussions with the IP. * Undertake 4 days of day-based field visit to intervention sites * Undertake 8 days of field visit to out of station intervention sites | Detailed report on training delivered to community groups submitted. | 14th December 2023 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 4 | * Planning and coordinating training with PRI’s, Frontline Functionaries and other Community Based groups on social and behavior change strategies. * Meetings with community groups to monitor the process of engagement and ownership of activities related to child protection mechanism. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Child Protection issues reflected in GP (30) annual plan. | 7th February 2024 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 5 | * District Child Protection mechanism under the leadership of District Magistrate initiated in 4districts. * Monitoring and oversight of the outreach activities, safe behavior practices in the communities * Planning and coordinating training with PRI’s, Frontline Functionaries and other Community-based groups and/or victim associations on behavior change strategies * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | A concept note on District CP mechanism finalized in consultation with stakeholders | 4th April 2024 | Local travel =4 Days    Outstation = 8 Days |  |  |  |  |  |
| 6 | * Planning and coordinating training with DCPC/ VLCPCs, PRIs and other institutions on child protection issues and services * Conduct planning meetings and discussions with the IPs. * Preparing activity reports and making recommendations based on the observations in the field. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Submission of district and village child protection action plan. (DLCPCs 4, and VLCPCs 30. ) | 29th May 2024 | Local travel =4 Days    Outstation =8 Days |  |  |  |  |  |
| 7 | * Documenting Case studies/human interest stories reflecting positive stories. * Conduct review meetings with the IPs/stakeholders. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Referral linkages for children to preventive and rehabilitative services facilitated and process documentation submitted. | 17th July 2024 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 8 | * Planning and coordinating training with DCPC and VLCPCs on JJ Act 2015 and POCSO Act 2012. * Monitoring and oversight of the outreach activities and safe behavior practices provided in the communities * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Pre and post training analytical report submitted. | 4th September 2024 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 9 | * Conducting meetings with stakeholders on integrating EORE in child protection programming * Coordinate, develop and finalize convergence strategy for effective integration of EORE activities * Undertake 6 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Submission of report listing children and caregivers affected in 4 districts of J&K. | 31st October 2024 | Local travel = 6 Days    Outstation = 8 Days |  |  |  |  |  |
| 10 | * Planning and coordinating the modalities for effective delivery of child protection services including SBCC in the communities * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Quarterly Plans (4) districts) developed and children at risk provided with child protection service | 31st December 2024 | Local travel =4 Days    Outstation = 8 Days |  |  |  |  |  |
| 11 | * Monitoring and review of progress achieved against plans undertaken through technical support to the VCPC through training of Staff and frontline functionaries on village child protection plans * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Quarterly Plans (30 villages) developed reviewed and review report submitted | 6th October 2024 | Local travel =4 Days    Outstation = 8 Days |  |  |  |  |  |
| 12 | * Comprehensive IEC package disseminated for creating awareness and behavior change on EORE and other child protection risks in the communities * Preparation of a directory of resources and stakeholders mapping as part of agenda of coordination and public information/ dissemination. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Dissemination report submitted detailing the number of participants covered with a minimum of 3 case studies showing the impact. | 9th November 2024 | Local travel =4 Days    Outstation = 8 Days |  |  |  |  |  |
| 13 | * Undertake SBCC activities and developing methodology to monitor the progress for measuring the change within the schools in the community * Monitoring and oversight of the outreach activities and safe behavior practices provided in the communities * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | SBCC package disseminated. A random sampling-based report demonstrating the impact submitted. | 15th December 2024 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 14 | * Undertake knowledge, attitudes and practices (KAP) assessments with children in priority locations to determine the level of awareness and safe behaviors in the community * Technical assistance, monitoring and supervision to conduct assessment for measuring the results * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | KAP assessment designed and conducted in priority locations/hotspots, and report submitted | 21st January 2025 | Local travel =4 Days    Outstation = 8 Days |  |  |  |  |  |
| 15 | * Coordinate with IPs to develop the manual for master trainers/TOTs * Refresher training for staff and stakeholders on SBCC * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Training Manual developed on harmful child protection risks in the communities. | 4th March 2025 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 16 | * Monitoring and oversight of the outreach activities and safe behavior practices provided in the communities * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Mechanism developed to monitor and collate information on grave violations, and regular reports prepared (2 annual reports submitted) | 9th April 2025 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 17 | * Support the implementing partners in replication of community-based child protection programmes for children and adolescents in identified districts by working closely with the district administration, community and other stakeholders. * Undertake 4 days of field visit in Kashmir region * Undertake 8 days of field visit in Poonch & Rajouri | Community based child protect structures established in at least 25% of districts in J&K (G.O s for community-based CP structures submitted) | 11th May 2025 | Local travel = 4 Days    Outstation = 8 Days |  |  |  |  |  |
| 18 | * Provide support to the CP Specialist in carrying rapid assessment in case of any natural disaster or with respect to the displaced populations for initiating child protection Programmes in Jammu and Kashmir. * Meetings with stakeholders and CSO partners to invite dialogue on initiating child protection programmes. * Develop concept notes and carry situation analysis on the status of children in vulnerable locations. * Undertake 6 days of field visit in Kashmir region   Undertake 8 days of field visit in Poonch & Rajouri | Situational Analysis of children prepared, and concept note developed to replicate/scale up child protection programming in J&K. | 10th March 2026 | Local travel = 6 Days    Outstation = 8 Days |  |  |  |  |  |
| **TOTAL** | | |  |  |  |  |  |  |  |

**BREAK UP OF TRAVEL COSTS**- only for the purpose of budgeting the travel cost/per diem. Basis the rate applied in the below table, total travel costs per deliverable to be calculated and included under ‘Travel cost’ in the tables above

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| **Travel details and budget break up for this consultancy**  **a. Number of trips = 18**  **b. Number of days of travel = 144 days total (8 days per trip, including travel days)**  **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) | 18 trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | 144 days | \_\_\_\_ per day |  |
| 3. | Travel Cost for day-travels to outside districts | 80 days | \_\_\_\_ per day |  |
| 4. | Local travel within Poonch district | 108 days | \_\_\_\_ per day |  |
|  | **Total Travel Costs = INR** | | |  |

***Shaded areas to be filled in by Candidate***

**Notes to financial offer:**

Note: Payment will made on submission and acceptance of deliverables. 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

1. *Air travel should be by economy class using the most direct route*
2. *No other fee would be paid or reimbursed other than the fee indicated in the financial proposal.*
3. *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:** Net days

**Name of the Candidate:**

**Signature of the Candidate:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**