**FINANCIAL TEMPLATE FOR CICs**

**PART-TIME/FULL-TIME (please indicate):**  FULL-TIME

**INDIVIDUAL CONSULTANT/CONTRACTOR FOR KNOWLEDGE MANAGEMENT CONSULTANT FOR WASH**

**PART A. PROFESSIONAL FEE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Major Tasks** | **Deliverable/s**   | **UNICEF Estimate**   | **All-inclusive monthly professional fee**  **(INR)**    ***(To be quoted by the candidate)***   |
| No. | **Estimated deadline for completion of deliverable (days/months)**   | **Estimated travel required for completion of deliverable (please mention destination/ number of days)**   |
| 1 – 11 months | Support the WASH KM Focal Point in developing and disseminating key KM products, and building staff capacity to do so | * Cleaning KM database and creating a monthly newsletter

Minimum of one (1) KM product from states edited and finalized for publishing | Monthly | 5 trips, 5 days each (25 days total) overall |   Please indicate your monthly professional fee = INRFee for 11.5 months = 11.5 \* Monthly prof fee = INR |
| 0.5 months | Support the WASH KM Focal Point in developing and disseminating key KM products, and building staff capacity to do so | * Cleaning KM database and creating a monthly newsletter

Minimum of one (1) KM product from states edited and finalized for publishing | Monthly |  |
|  |  |   **Total Professional Fee (A) = INR**     |    |

**PART B. TRAVEL COSTS**

|  |
| --- |
| **Estimated Travel details for this consultancy:**    **a. Number of trips =** 5 **b. Number of days per trip =** 5 **c. States/Districts where travel is required =**     |
| **S. No.**   | **Description**   | **Unit**   | **Unit cost (INR)**   | **Total Cost (INR)**   |
| 1.   | Air ticket cost (Return Trip)   | \_5\_ trips   | \_\_\_ per return 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.)   |    |    |    |
|    |   **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:**

**Date:**

**Note:** The 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. The contractor’s fee shall be inclusive of all office administrative costs.