**TEMPLATE FOR FINANCIAL PROPOSAL**

**INDIVIDUAL CONSULTANT FOR CHILD RIGHTS ADVOCACY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Deliverables** | **Deadline for completion of deliverable** | **Details of Travel Required** | **Professional Fee (Daily)**  **(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)*** |
|  | **Monitoring Political and Legislative Landscape**    **Year 1:** 48  **Year 2:** 48  **Year 3:** 48 | Start of each week | None |  |  |  |  |  |
|  | **Legislative Advocacy Framework Tracking**    **Year 1:** 12  **Year 2:** 12  **Year 3:** 12 | End of each month | None |  |  |  |  |  |
|  | **Annual Legislative Advocacy Compendium**    Year 1: 1 compendium, 2 support material for field visit  Year 2: 1 compendium, 2 support material for field visit  Year 3: 1 compendium, 2 support material for field visit | a. End of year    b. Pre visit deliverables – 3 days before visit; Post visit deliverables – 2 weeks after visit | To selected constituencies to document best practices by legislators    1 trip to a selected parliamentary constituency |  |  |  |  |  |
|  | **Children and Youth Engagement Initiatives**    Year 1:  a. 1 framework  b. 1 Children’s National Charter of Demands  c. Event support = 4    Year 2:  d. 1 Report on advocacy efforts during LS2024 election  e. 1 SOP    Year 3:  f. Compilation of initiatives for Mid-term review | a. By 31 January 2024    b. 31 March 2024    c. Within 5 days of briefing    d. 31 July 2024    e. 31 Aug 2024    f. 31 May 2025 | None    2 trips for compilation of initiatives for Mid-term review |  |  |  |  |  |
|  | Data-Driven Advocacy Resources and Presentation Decks    Year 1:  a. 6 Advocacy briefs  b. 24 Presentation decks  c. 6 position-papers and training resources    Year 2:  a. 6 Advocacy briefs  b. 24 Presentation decks  c. 6 position-papers and training resources    Year 3:  a. 6 Advocacy briefs  b. 24 Presentation decks  c. 6 position-papers and training resources | Within one week after briefing for all deliverables | None |  |  |  |  |  |
|  | **Creative Writing**    Year 1: upto 48 deliverables  Year 2: upto 48 deliverables  Year 3: upto 48 deliverables | Within 2 days of briefing | None |  |  |  |  |  |
|  | **Advocacy Days Event Support**    Year 1: upto 12 deliverables  Year 2: upto 12 deliverables  Year 3: upto 12 deliverables | Within 3 days of briefing | None |  |  |  |  |  |
|  | **Standardized Tools and Strategic Planning**    Year 1: upto 12 deliverables  Year 2: upto 12 deliverables  Year 3: upto 12 deliverables | Within 5 days of briefing | None |  |  |  |  |  |
|  | **Advocacy Initiative Concept Testing and Digital Resource Development**    Year 1:  a. 6 reports  b. 6 modules  Year 2:  a. 6 reports  b. 6 modules  Year 3:  a. 6 reports  b. 6 modules | a. 7 days after concept testing    b. Within 5 days of briefing | None |  |  |  |  |  |
|  | **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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel details and budget break up for this consultancy:**    **a. Number of trips =** 3 trips x 2 sides  **b. Number of total travel days for all trips =** 10  **c. States/Districts where travel is required =** Selected Parliamentary Constituencies, City/Location of important meetings | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | 3 trips | \_\_\_ per trip |  |
| 2. | Per Diem (food and accommodation cost) | 10 days | \_\_\_\_ per day |  |
| 3. | Terminal transfer | 12 transfers | \_\_\_\_ per transfer |  |
|  | **Total Travel Costs for Year 1 = INR**  **Total travel costs for 3 Year = Total travel cost for Year 1 \* 3 = 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:**