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

**INDIVIDUAL CONSULTANT FOR**

**Supporting G 20 Project Management Unit at Ministry of Education**

**PART A. PROFESSIONAL FEE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Major Tasks** | **Deliverable (s)** | **Estimate** | | **Consultant's Proposal** | | |
|  | **Estimated deadline for completion of deliverable (please mention date)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | **Complete timeframe for deliverable** | **Cost (INR) (Monthly Professional fee)** | |
| Deliverable 1 | Review declarations, thematic report and compendium from previous G 20 meetings | Prepare draft outline for India G 20 thematic report on FLN | 31 December | No travel required |  |  | |
| Deliverable 2 | Attending at least 3 meetings with ministry of education and UNICEF for preparation of the first education working group meeting  Coordination with other knowledge partners for presentations and inputs for education working group meeting | Agenda and presentation finalization for first working group meeting | 25 January 2023 | No travel required |  |  | |
| Deliverable 3 | Live documentation of the deliberations of the first working group discussions  Coordination with knowledge partners for inputs for draft declaration | Draft report of the working group  Draft declaration | 10 February 2023  28 February 2023 | 3 days travel required to  Chennai (31 January 2023 to 2 February 2023) |  |  | |
| Deliverable 4 | Attending at least 3 meetings with Ministry of Education and UNICEF for preparation of the second education working group meeting  Live documentation of the deliberations of the second working group discussions | Agenda and presentation finalization for second working group meeting  Draft report of the working group | 10 March 2023  27 March 2023 | No travel required  3 days travel to Amritsar (15-17 March 2023) |  |  | |
| Deliverable 5 | Attending at least 3 meetings with Ministry of Education and UNICEF for preparation of the third education working group meeting  Live documentation of the deliberations of the third working group discussions | Agenda and presentation finalization for third working group meeting  Draft report of the working group | 20 April 2023  30 April 2023 | No travel required  3 days travel to Bhubaneswar (24-25 April 2023) |  |  | |
| Deliverable 6 | Review of questionnaires received from countries  Follow up with countries for questionnaires  Finalize format for compendium of best practices | Draft compendium of best practices | 31 May 2023 | No travel required |  |  | |
| Deliverable 7 | Attending at least 3 meetings with Ministry of Education and UNICEF for preparation of the fourth education working group meeting  Preparation for the media event on national education policy | Agenda and presentation finalization for fourth working group meeting | 20 June 2023 | No travel required |  |  |
| Deliverable 8 | Live documentation of the deliberations of the fourth working group discussions  Finalization of documents based on four education working group meetings, declaration, thematic report and compendium of best practices. | Draft report of the working group  Final minutes of the working groups. Thematic report and compendium of best practices | 10 July 2023  25 July 2023 | 3 days travel to Pune 26-28 June 2023 |  |  |

**PART B. TRAVEL COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated Travel details for this consultancy:**  **a. Number of trips = 4**  **b. Number of days per trip = 4 days**  **c. States/Districts where travel is required = 4 states** | | | | |
| **S. No.** | **Description** | **Unit** | **Unit cost (INR)** | **Total Cost (INR)** |
| 1. | Air ticket cost (Return Trip) | 4 trips | \_\_\_ per ticket |  |
| 2. | Per Diem (days per trip x no. of trips) | 4 days x 4 trips | \_\_\_\_ per day |  |
| 3. | Transfer to/from airport | 4 transfers per trip x 4 trips | \_\_\_ per transfer |  |
| 4. | Any other expenses (travel to districts, etc.) | Not applicable |  |  |
|  | **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:**