

Pricing Schedule (Financial offer)

Assignment : Provision of administrative services through the Syrian Volunteer Administrative Assistants Programme to support Formal Education in 435 morning and afternoon shifts schools.

General Information			
Company name:			
UNGM registration number (please register the Company on www.UNGM.org if you have not already done so):			
Main contact person and title:			
Email address of contact person:			
Direct telephone number of contact person:			
Date of proposal:			
Validity of proposal:			
Currency of proposal:			
Commercial proposals should be submitted on an all-inclusive basis for providing the contracted Deliverable as described in the TOR.			
1. Requirements as per TOR*	*Estimated number of days required	Total cost(estimated) IOD	Company comments, if any
Renew the signing of contracts with the 435 SV on annual basis			
Replace SV who have resigned or their performance is poor			
Provide SV with medical insurance throughout the contracting period.			
Conduct orientation and trainings sessions for the newly recruited SV in coordination with UNICEF			
Field visits to monitor the performance of Syrian volunteers in the 435 schools, (monitoring visit should be per school and not per volunteer).			
Duly completed monthly reports at the end of each month			
Duly completed attendance sheets of SV			
Duly completed excel sheets of Syrian volunteers, showing exact amounts to be paid each month.			
Final report for the entire consultancy (documenting process, lessons learnt and recommendations)			
2. Breakdown of any other costs** as may be applicable noting that no costs can be added at a later stage			
** miscellaneous, administrative, communication, overhead costs			
*All cost breakdown must be detailed below or on separate sheet if required. Costing should correspond to the tasks described in your technical proposal.	(*The unit of measure could be proposed)		
All-inclusive Grand Total to provide Contract deliverables:			
<u>Proposed payment schedule :</u>			
Note that all payments must be linked to receipt by UNICEF of satisfactory deliverables.			