

ANNEX C - Financial Proposal Template

Assignment:	Evaluation of Water, Sanitation and Hygiene Programme Commissioned by UNICEF Jordan Country Office
Proposal from:	
Authorized Manager:	
Offer valid until:	90 days
Signature & date	

All quotes presented in US\$

1. Cost breakdown by professional fee, travel expenses and all overheads based on requirements

Part A- Professional Costs

Team member	Role in project	Specify Unit of Measurement (Daily or Monthly)	Engagement (Qty)	Daily Rate (USD)	Line Cost (USD)	
Name 1	Team Leader	Daily			-	Important note : 1) Daily rate should be applied if engagement is less than 30 calendar days, otherwise monthly rate should apply. 2) Professional fee is excluding travel and O&E costs, but must include any other management/ and or overheads)
Name 2	Specialist	Daily			-	
Name 3	Enumerator	Daily			-	
...					-	
...					-	
Total professional fee (in USD)					-	

Part B- Travel & Administrative Costs

Team member	Description	Specify Unit of Measurement	Engagement (Qty)	Unit cost (USD)	Line Cost (USD)	
Team Leader	Flights	Flight			-	This shall include travel cost including flights, per diem, transportation, and accommodation, as well as translation and interpretation fees
Team Leader	DSA	Daily			-	
Team Leader	Insurance	Monthly			-	
Specialist	Flights	Flight			-	
Specialist	DSA	Daily			-	
Specialist	Insurance	Monthly			-	
Enumerator	DSA	Daily			-	
Translation Company	Translation	Daily			-	
Total Travel fee (in USD)					-	
Total cost based on professional and travel fee breakdown (in USD)					-	This total must match below total of section 2

Important Note:

The service provider will primarily work offsite. Specific services issued under awarded contract may require the proposed staff to visit UNICEF offices and programme sites to deliver the sessions. This may involve travelling to a range of locations as requested. Service providers to submit the Out-of-Pocket (OPE) Expenses for travel, accommodation, etc. which will be the maximum ceiling prices as included as an optional cost. However, the OPE will be paid at actuals against the submission of bills. If that is the case, service providers must abide by the below UNICEF travel rules and regulations:

Travel arrangements will follow UNICEF travel rules, regulations and applicable DSA rates (Prevailing UN rates can be found through: <http://icsc.un.org>). Where applicable, the contracting UNICEF office will approve the travel arrangements relevant to each contract. International consultants will be home-based with travels to country offices, with a possibility of in-country travel. National consultants will be selected and appointed by the consulting company if needed. They will only be required to do in-country travel. The online security training course - BSAFE course - must be successfully completed by assigned vendor employees (to undertake the tasks) prior to commencement of international travel. Out of pocket expenses to be paid, if any, to the vendor shall not be more than the applicable UN DSA for the location of assignment. For all travels, UNICEF will be responsible for only economy class tickets. Should a vendor employee wish to travel by any other class, the vendor/its employee shall pay the difference.

2. Cost breakdown by project deliverables (based on the TOR)

(Note: the deliverables as specified in the TOR should be copied & pasted here)

Activity/milestone	Name of resource	Qty	Cost/unit in USD	Line Cost USD	Total Cost USD	Delivery Date
Deliverable #1:						
Submission of the final inception report and cleared by the evaluation manager	Team Leader			0	\$0.00	
	Team Leader Flight			0		
	Team Leader Insurance			0		
	Specialist			0		
Total Deliverable 1:						
Deliverable #2:						
Field data collection debriefing and preliminary findings	Team Leader			0	\$0.00	
	Specialist			0		
	...					
Total Deliverable 2:						
Deliverable #3:						
Submission of the draft of the evaluation report cleared by the evaluation manager to share with ERG members	Team Leader			0	\$0.00	
	Enumerator			0		
	Enumerator DSA			0		
	...					
Total Deliverable 3:						
Deliverable #4:						
Submission of the final evaluation report and final presentation in English	Team Leader			0	\$0.00	
	Team Leader Insurance			0		
	Specialist			0		
	Translation Services			0		
	...					
Total Deliverable 4:					-	
Total cost based on deliverables breakdown (in USD)					\$0.00	

Note 1: The total breakdown cost of section 1 and section 2 must match or the proposal shall be invalidated. The financial evaluation of your proposal is based on the total cost of **section 2 cost breakdown by deliverables.**

Note 2: This is a firm fixed all-inclusive contract based on satisfactory submission of outputs (deliverable-based). i.e. not time and material costing.

Note 3: Engagement duration : **As per TOR.**