

Financial Proposal Template

Assignment:

Proposal from:

Name of authorizing officer:

Offer valid until:

Signature & date

All quotes presented in US\$

(Note: Daily rate proposals cannot exceed the rates in the signed LTA)

1. Cost breakdown by professional fees and travel expenses

Team member	Role in project	Daily rate	# of days	Total fees
Name 1		0	0	0
Name 2		0	0	0
Name 3		0	0	0
Name 4		0	0	0
...		0	0	0
...		0	0	0
Total professional fees				0

Travel items	Description	Item cost	# of items	Total travel expenses
Return flight		0	0	0
Daily subsistence allowance (DSA)		0	0	0
Other		0	0	0
...		0	0	0
...		0	0	0
Total travel expenses				0

TOTAL COST	0
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2. Cost breakdown by project deliverables (based on the TOR)

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

#	Deliverable	# of days	Total fees	Total travel expenses	Total cost
1		0	0	0	0
2		0	0	0	0
3		0	0	0	0
4		0	0	0	0
5		0	0	0	0
6		0	0	0	0
7		0	0	0	0
8		0	0	0	0
9		0	0	0	0
10		0	0	0	0
TOTAL COST					0

3. Notes on the Financial Proposal

(Note: Use this space to highlight any specific issues related to the financial proposal that you wish to highlight - please do not repeat any information from the technical proposal, e.g. differences between the estimated number of days for deliverables per the TOR)

- This proposal remains valid until xx-xx-xx date

- ...

- ...

- ...