

do not attach financial proposal in your technical proposal, please send separate email for financial proposal

Table 1: Summary of Financial Proposal

Summary of Financial Proposal				
Deliverable No#	Description	Amount of Renumeration Costs, NPR	Amount of Other Expenses, NPR	Total Cost, NPR
D-1	Inception Report: literature/evidence review, formative research findings, GESI-sensitive content checklist, behavioural analysis, social norms assessment, audience analysis, social behaviour change driven approach and revised work plan			
D-2	Approved episode scripts and storyboards of first 6 episodes; pre-testing of scripts and storyboards			
D-3	Production and deployment of first 6 episodes with detail report			
D-4	Approved episode scripts and storyboards of episode 7 th to 16 th episodes; pre-testing of scripts and storyboards			
D-5	Production and deployment of 7 th to 16 th episodes with detail report			
D-6	Approved episode scripts and storyboards of episode 17 th to 26 th episodes; pre-testing of scripts and storyboards			
D-7	Production and deployment of 17 th to 26 th episodes with detail report			
D-8	Detail report of the project and learning agenda			
			Sub-Total	
			VAT	
			Total	

Table 2: Budget Breakdown of Financial Proposal

(Please also find the attached excel for detailed breakdown herewith)

Budget Breakdown							
Description of Activity/Item	Proposed Person	Unit	Quantity /Number	All-inclusive rate (Personnel)	No. of days proposed	Total Cost in NRs/ USD	Units
	(Job title/function)						
1. Personnel Fees							
	Team Leader	Person					
	Animation Director / Creative Lead	Person					
	Creative Script Writers and Content Specialists	Person					
	Implementation Research / Audience Engagement Specialist	Person					
Subtotal Expenses#1:							
2. Transportation							
	Air Travel	Person					Trip
	Vehicle	Unit					Days
	Field visit staff (Per diem, accommodation)	Person					Trip
Subtotal Expenses#2:							
3. Workshop/ Training/ Mentoring/ Meeting Cost							
	Validation workshop / meeting	Times					Please refer to the deliverable section
Subtotal Expenses#3:							
Administrative Overhead							
Grand Total							

Instructions:

- **Budget Narrative (maximum 3 pages)**
Provide explanation and justification for:
 - How daily rates for personnel were determined
 - Major cost items and why they are necessary
 - Any assumptions made in costing
 - Cost-saving measures proposed (if any)
 - How the budget ensures value for money
- **Payment Schedule Confirmation**
Confirm acceptance of the payment schedule outlined in Section 9 of this TOR.
- **Notes for Financial Proposal:**
 - All costs must be all-inclusive
 - Travel costs must be based on economy class regardless of distance

- Per diem rates should be reasonable and justified
- UNICEF will not pay any costs beyond the agreed lumpsum contract amount
- Provide NPR amount

UNICEF is VAT exempted. Thus, the submitted price quotation should be exclusive of VAT. VAT will be added to the final invoice at the time of payment(s)

1. The above cost should be inclusive of all costs such as travel, food, accommodation, and all administrative costs related to the above assignment and UNICEF will not be liable to pay any charges extraneous to the contract value.
2. Travel Costs
 - All travel costs should be included in the proposal and factored in the daily rate of relevant team members.
 - Please note that
 - i) travel cost shall be calculated based on economy class travel, regardless of the length of travel
3. Please provide a detailed breakdown of costs as an annexure.

Signature: _____ Date: _____

Name & Title: _____ Company: _____

Company Seal: _____