**Financial Bid**

**INDIVIDUAL CONSULTANT FOR COMMUNICATION FOR DEVELOPMENT (C4D) KNOWLEDGE MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | **Consultant's Proposal** |
| **Estimated deadline for completion of deliverable** | **Total Estimated number of units** | **Estimated travel required for completion of deliverable** | **Complete timeframe for deliverable** | **Cost (INR)**(**All inclusive i.e. professional fee. Please quote per unit)** |
| 1. Review the relevant UNICEF and outside KM frameworks and guidelines.
2. Translate the same into a C4D-KM action plan
3. Meetings with C4D Section Staff
 | C4D KM Action Plan | Within 10 days of contract | 1 | Not Required |  | Indicate the Rate |
| 1.Provide technical support to the development of quality knowledge products2.Support in preparing advocacy kits on C4D themes.3.Visit C4D program sites in States to document the C4D interventions4.Participate in and finalise C4D meeting reports (need based, as required).5.Document C4D experience sharing/learning events 6.Track UNICEF and other communication websites (esp. Google Scholar and Comminit) for relevant published papers on SBCC to convert into a C4D research digest.7.Undertake need-based meta/content analysis of available SBCC research.8.Document and write C4D contributions of best practices for UNICEF and other newsletters and websites.  | Strategic C4D documents | Every 2 months | 6 | Will be based on requirement and pre-approved travel plan |  | **Indicate the Rate per Unit =** **Rate per Unit \* 6 =**  |
| C4D research digest from a published paper | Every month | 12 |  | **Indicate Rate per Unit =****Rate per unit \*12 =**  |
| Meta/Content analysis of available SBCC research | Every 3 months | 4 |  | **Indicate Rate per Unit =** **Rate per Unit \* 4 =** |
| Write-ups and stories for newsletters, websites | Every 3 months | 4 |  | **Indicate Rate per Unit =** **Rate per Unit \* 4 =** |
| 1. Undertake issue based web search and present a content summary. | Issue based web-search content summary | Every 3 months | 4 |  | **Indicate Rate per Unit =** **Rate per Unit \* 4 =** |
| Edit reports/documents/presentations to make them user friendly/readable and presentable | Edited documents/ Program reports/Presentations-  |  | as required by C4D program |  |  |
|  |  |  |  |  |  |
| **TOTAL AMOUNT IN RUPEES** |  |

*Notes:*

1. *The number of units given above is indicative. Payment will be made based on actual number of deliverables.*
2. *Travel to be based on a pre-approved travel plan. Travel expenses will be reimbursed at actuals and DSA reimbursed at UNICEF’s consultants rates.*
3. *Payment is linked to receipt and satisfactory acceptance of deliverables.*

*Shaded area to be filled in by consultant*

**Name of the Consultant:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**