# Format of Financial Proposal

The vendor is required to prepare the Financial Proposal following the below format and submit it in an envelope **separate** from the Technical Proposal as indicated in the Instruction to Vendors. The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Vendors. The Financial Proposal should align with the requirements of the Terms of Reference and the vendor’s Technical Proposal.

**Table 1: Summary of Overall Prices**

|  |  |  |
| --- | --- | --- |
|  | **Amount, MDL, VAT 0 % for option 1** | **Amount, MDL, VAT 0 % for option 2** |
| **Professional Fees (from Table 2)** |  |  |
| **Other Costs (from Table 3)** |  |  |
| **Total Amount of Financial Proposal** |  |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of days / months / hours** | | **Total Amount, MDL, VAT 0 %** |
| *A* | *B* | | *C=A\*B* |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
| **Subtotal Professional Fees:** | | | |  | |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Unit of Measure** | **Quantity** | **Unit Price, MDL, VAT 0 %** | | **Total Amount, MDL, VAT 0 %** | |
| **Option 1**  **Online** | **Option 2**  **Face-to-Face** | **Option 1**  **Online** | **Option 2**  **Face-to-Face** |
| Logistical costs for the trainings, events, etc. |  |  |  |  |  |  |
| Operational cost. Please detail the following:  - Local transportation  - Any relevant overhead costs (communication, stationary, etc.)  - Etc. |  |  |  |  |  |  |
| Other costs (specify) |  |  |  |  |  |  |
| **Subtotal Other Costs:** | | | | |  | |

**Table 4: Breakdown of Price per Deliverable / Activity**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable / Activity description** | **Time**  (person days) | **Professional Fees** | **Other Costs** | | **Total, MDL, VAT 0 %** | |
| **Option 1**  **Online** | **Option 2**  **Face-to-Face** | **Option 1**  **Online** | **Option 2**  **Face-to-Face** |
| *Work plan*  (**Task 1**) |  |  |  |  |  |  |
| *Report on consultations* conducted**(Task 2)** |  |  |  |  |  |  |
| *Final revised Circular Methodology (***Task 3).** |  |  |  |  |  |  |
| *Draft Concept,* proposing and describing the proposed small-scale programs for the economic empowerment of survivors of VAW (**Task 4)** |  |  |  |  |  |  |
| *A comprehensive proposal/concept for:*  *- a capacity building program* (up to 7 sessions), for the relevant public institutions (i.e. NEA, MoHLSP, service providers) on the economic empowerment and integration in the labour market of survivors of VAW (**Task 5)**.  - *a series of awareness raising events* (up to 3 events) on the economic empowerment of survivors of VAW (**Task 6)**. |  |  |  |  |  |  |
| *Final Concept,* proposing and describing the small-scale programs for the economic empowerment of survivors of VAW and the designed pilot programs launched (**Task 7**). |  |  |  |  |  |  |
| *Report on:*  *- the conducted capacity building program* (**Task 4**).  *- Report on the organized awareness raising events* (**Task 5**). |  |  |  |  |  |  |
| *Report on the small-scale programmes* for the economic empowerment of survivors of VAW in the selected Moldovan districts *tested, piloted and evaluated*. **(Task 7)** |  |  |  |  |  |  |
| *Final report* on the implementation of all the tasks carried out under this ToR, developed and submitted to UN Women Moldova, as specified under (**Task 8)**. |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |