# 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 discussions, 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** |
| **Detailed Work Plan**, including timelines and brief description of activities to be undertaken and methodologies to be used |  |  |  |  |  |  |
| **Concept and other supporting materials** for up to 10 discussions session/round tables with youth and for training/coaching of up to 50 teachers/ facilitators (agendas, resources, etc.) developed. |  |  |  |  |  |  |
| **Concept, methodology and other materials for the piloting** of the project developed. |  |  |  |  |  |  |
| **Report on mapping and selection of up to 12** educational institutions, CSOs and youth centers for piloting of ”Better Future” project provided. |  |  |  |  |  |  |
| **Communication advocacy strategy** including concept for a launching event for ”Better future” project developed. |  |  |  |  |  |  |
| **Report on:**  **-** up to 10 various discussions and round tables conducted aiming at identifying the role of youth in promoting gender equality and eliminating VAW;  - the trainings, coaching conducted for up to 50 teachers and facilitators in implementation of the new tool;  **-** the launching event organized. |  |  |  |  |  |  |
| **Report on:**  - the piloting processof the VR tool conducted in selected educational institutions and youth centers, including all materials used.  - data collected and analyzed;  - evaluation of the process and tool. |  |  |  |  |  |  |
| **Report on communication advocacy strategy** conducted, including **Infographic and video developed,** presenting the piloting results. |  |  |  |  |  |  |
| **Final report** on the assignment conducted, including lessons learned, recommendations regarding future similar initiatives and programs in this area. |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |