# 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** |
| **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** | |
| *A* | *B* | *C=A\*B* | |
|  | **Project coordinator** |  |  |  | |
|  | **Mentor 1** |  |  |  | |
|  | **Mentor 2** |  |  |  | |
|  | **Mentor 3** |  |  |  | |
|  | **Etc.** |  |  |  | |
|  |  |  |  |  | |
| **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** |
| Live Sessions |  |  |  |  |  |  |
| Website Online Courses |  |  |  |  |  |  |
| Logistics |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Subtotal Other Costs:** | | | | |  | |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable / Activity description** | **Time**  (person days) | **Professional Fees**  **(as in table 2)** | **Other Costs (as in table 3)** | | **Total, MDL, VAT 0 %** | | |
| **Option 1**  **Online** | **Option 2**  **Face-to-Face** | **Option 1**  **Online** | **Option 2**  **Face-to-Face** | |
| Deliverable 1-**Detailed Work Plan** with the description of activities to be undertaken, applied methodologies, timeframes, and corresponding team members responsible for each activity, **developed and submitted** |  |  |  |  |  | |  |
| Deliverable 2-**Two training sessions with international experts** on gender sensitive policy making and on gender responsive budgeting for at least 6 key project staff members, conducted. (task 1, if needed by the proponent) |  |  |  |  |  | |  |
| Deliverable 3-**Toolkit** for CSOs capacity building on gender sensitive policy making and budgeting(task 2) submitted and approved by UN Women |  |  |  |  |  | |  |
| Deliverable 4-**Draft Agenda, presentation and handouts for the** capacity building activities to be delivered to CSOs under task 3. |  |  |  |  |  | |  |
| Deliverable 5-**Four training sessions for at least four local CSOs** on gender responsive budgeting, budget analysis of policies and programmes, and how to mainstream gender in programmes and budgets by using examples of successful and “what works” GRB initiatives, based on developed toolkit, delivered. **Report** containing lists of participants, Pre and Post training capacity assessment which will capture the changes of knowledge and capacities of participants |  |  |  |  |  | |  |
| Deliverable 6-**At least 8 training sessions in the mentorship format for CSOs** on overseeing LPAs policy making process with gender lenses.  **At least 8 trainings in the mentorship format for CSOs** on overseeing LPAs gender-responsive budget development and expenditure.  CSOs will receive methodological guidance for development of gender watchdog reports |  |  |  |  |  | |  |
| Deliverable 7- **Four CSOs watchdog reports containing 2021 data** analysis, data visualization, positive practices, challenges, recommendations:   * At least 2 reports on overseeing LPAs policy making process with gender lenses (one in Cahul and one in Ungheni). * At least 2 reports on overseeing LPAs gender-responsive budget (one in Cahul and one in Ungheni). |  |  |  |  |  | |  |
| Deliverable 8- **Two public events for the** presentation the gender watchdog reports, one in Cahul and one in Ungheni |  |  |  |  |  | |  |
| Deliverable 9- **Facilitate a pairing event** of at 4 CSOs that benefited of mentorship with smaller local CSOs for knowledge sharing, CSO to CSO learning, establishment of a COP |  |  |  |  |  | |  |
| Deliverable 10- **Knowledge product** **submitted**.  The knowledge product should present a documented learning journey, collected results and best practices applied by CSO, initiatives groups etc., tips, lessons learned, recommendations, participants' opinions. |  |  |  |  |  | |  |
| Deliverable 11- **At least six visibility products** (success stories based on the local initiatives implemented) produced. |  |  |  |  |  | |  |
| Deliverable 12- **A final report** containing a brief review of the activities undertaken in the contract, indicating the change in the knowledge and skills of the partner CSOs, conclusions on what worked, challenges, recommendation for future interventions on similar areas, **submitted and approved by UN Women.** |  |  |  |  |  | |  |
| **Total** |  |  |  |  |  | |  |