Financial Proposal Template

# Assignment:

**Proposal from:**

# Name of authorizing officer:

**Offer valid until:**

# Signature & date

|  |
| --- |
| *All quotes presented in US$* |
| *(Note: Daily rate proposals cannot exceed the rates in the signed LTA)* |

1. **Cost breakdown by professional fees and travel expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team member** | **Role in project** | **Daily rate** | **# of days** | **Total** |
| **fees** |
| Name 1 |  | 0 | 0 | 0 |
| Name 2 |  | 0 | 0 | 0 |
| Name 3 |  | 0 | 0 | 0 |
| Name 4 |  | 0 | 0 | 0 |
| … |  | 0 | 0 | 0 |
| … |  | 0 | 0 | 0 |
| **Total professional fees** | **0** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel items** | **Description** | **Item cost** | **# of items** | **Total travel expenses** |
| Return flight |  | 0 | 0 | 0 |
| Daily subsistence allowance (DSA) |  | 0 | 0 | 0 |
| Other |  | 0 | 0 | 0 |
| … |  | 0 | 0 | 0 |
| … |  | 0 | 0 | 0 |
| **Total travel expenses** | **0** |

|  |  |
| --- | --- |
| **TOTAL COST** | **0** |

# Cost breakdown by project deliverables (based on the TOR)

(Note: the deliverables as specified in the TOR should be copied & pasted here)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Deliverable** | **# of days** | **Total fees** | **Total travel expenses** | **Total cost** |
| 1 |  | 0 | 0 | 0 | 0 |
| 2 |  | 0 | 0 | 0 | 0 |
| 3 |  | 0 | 0 | 0 | 0 |
| 4 |  | 0 | 0 | 0 | 0 |
| 5 |  | 0 | 0 | 0 | 0 |
| 6 |  | 0 | 0 | 0 | 0 |
| 7 |  | 0 | 0 | 0 | 0 |
| 8 |  | 0 | 0 | 0 | 0 |
| 9 |  | 0 | 0 | 0 | 0 |
| 10 |  | 0 | 0 | 0 | 0 |
| **TOTAL COST** | **0** |

# Notes on the Financial Proposal

(Note: Use this space to highlight any specific issues related to the financial proposal that you wish to highlight - please do not repeat any information from the technical proposal, e.g. differences between the estimated number of days for deliverables per the TOR)

- This proposal remains valid until xx-xx-xx date

- ...

- ...

- ...