

## FORMAT OF FINANCIAL PROPOSAL

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The financial proposal must comprise the total price providing sufficient details to allow NAC to determine compliance of proposal with requirements as per TOR of this RFP. The proposer shall include a completed breakdown of the cost elements associated with each line items and those costs associated with any proposed budget. Provide separate figures for each output categories.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
  - a. An all-inclusive fee rate per month or per day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer’s overhead and backstopping facilities.
  - b. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the proposer for the purpose of the services, office accommodation, investigations, surveys, etc.
  - c. Summary of total costs for the services proposed.
  
2. **Schedule of payments:** The payment schedule will be linked to the delivery of the outputs specified in the TOR. NAC will make payments in AFs.

In case both proposals (Technical and Financial) are evaluated and found to be equal in terms of technical competency and price, NAC will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

### A. Cost Breakdown per Deliverables

#	Deliverables	Percentage of Total Price	Price (Lump Sum, All inclusive)	Delivery time/time period (if applicable)
1	Deliverable 1. Submitted workplan in consultation with NAC	30%		Mid July 2021
2	Deliverable 2. Submitted the off-line outline of the M&E System			End of July 2021
3	Deliverable 3. Developed and finalized web-based M&E system tailored to NAC program/projects	30%		End of August 2021
4	Deliverable 4. Conducted capacity building training for NAC’s M&E team in application and management of the web-based M&E system			Mid-September 2021
5	Deliverable 5. Piloted the web-based M&E System with			Mid-September 2021

	engagement of NAC's Knowledge Management and M&E departments, shared results, and suggested plan for improvement if required			
6	Deliverable 7. Submitted Final Report of the conducted work, including overview of the results, quality of functioning and data generated by the web-based M&E System	40%		End of October 2021
	Total	100%	USD	

*[Note: This spreadsheet should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations.]*

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

“Dully authorized to sign the Proposal for and on behalf of

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
Signature/Stamp of Entity/Date

Name of representative: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_