

APPENDIX B: FORMAT FOR FINANCIAL PROPOSAL

Please note the following:

- a) All bidders must provide pricing for Summary Report – the scope reflecting both the geography and services a successful bidder would be providing;
- b) Bidders that are bidding on Spot Checks, Internal Control Audit, Financial Audit and Special Audit must also provide pricing for Follow-up Recommendations.
- c) Bidders submitting bids for internal control audit, financial audit and spot checks must also provide pricing for “Data entry into UNFPA’s information management system.”

Micro assessment

Please provide the all-inclusive price (in Iranian Rials) for to deliver professional services in accordance with Annex 1, Appendix A, Terms of Reference Micro Assessment. The price must include all costs to be borne by the Bidder for undertaking the micro assessment, including management, coordination, quality assurance and overhead.

Please note that prices quoted must include any costs related to travel in Tehran and other cities. The UN Agencies will not pay for travel costs related to services provided in Tehran and other cities.

City	All-inclusive price
Tehran	
Other cities	

Spot check – Appendix Ba

Please provide the all-inclusive price (in Iranian Rials) to deliver professional services in accordance with Annex 1, Appendix Ba, UNICEF Spot Check Guidance. The price must include all costs to be borne by the Bidder for undertaking the spot check, including management, coordination, quality assurance and overhead.

Please note that prices quoted must include any costs related to travel in Tehran and other cities. The UN Agency(ies) will not pay for travel costs related to services provided in Tehran and other cities.

The proposed prices for spot checks should be staggered based on the total value of the cash transfers to partner to be covered by the spot check, in line with the following price bands:

Spot checks	Covering total cash transfers in the range:
Price band 1	Up to \$50,000
Price band 2	> \$50,000 up to \$100,000
Price band 3	> \$100,000 up to \$250,000
Price band 4	> \$250,000 up to \$500,000
Price band 5	>\$500,000 up to \$1,000,000
Price band 6	>\$1,000,000

All-inclusive price per spot check	Price Band 1	Price Band 2	Price Band 3	Price Band 4	Price Band 5	Price Band 6
Tehran						
Other cities						

HACT Audit

Please provide the all-inclusive price (in Iranian Rials) for to deliver professional services in accordance with Annex 1, Appendix E, HACT Audit. The price must include all costs to be borne by the Bidder for undertaking the audit, including management, coordination, quality assurance and overhead.

Please note that prices quoted must include any costs related to travel in Tehran and other cities. The UN Agency(ies) will not pay for travel costs related to services provided in Tehran and other cities.

The proposed prices for audits should be staggered based on the total value of the cash transfers to partner to be covered by the audit, in line with the following price bands:

Audits	Covering total cash transfers in the range:
Price band 1	Up to \$50,000

Price band 2	> \$50,000 up to \$100,000
Price band 3	> \$100,000 up to \$250,000
Price band 4	> \$250,000 up to \$500,000
Price band 5	>\$500,000 up to \$1,000,000
Price band 6	>\$1,000,000

All-inclusive price per spot check	Price Band 1	Price Band 2	Price Band 3	Price Band 4	Price Band 5	Price Band 6
Tehran						
Other cities						

Special Audit services (including investigate services)

Please provide a daily and hourly maximum rate (in Iranian Rials) to deliver special audit services. The price must include all costs to be borne by the Bidder for undertaking the special audit procedures, including management, coordination, quality assurance and overhead.

Please note that prices quoted must include any costs related to travel in Tehran and other cities. The UN Agency(ies) will not pay for travel costs related to services provided in Tehran and other cities.

All-inclusive rates per position for special audit services	Coordinator hourly rate	Investigative Specialist hourly rate	Professional Staff daily rate
Tehran			
Other cities			

Financial management capacity development activities

Please provide a daily and hourly maximum rate (in Iranian Rials) to deliver financial management capacity development activities. The price must include all costs to be borne by the Bidder for undertaking the professional services, including management, coordination, quality assurance and overhead.

Please note that prices quoted must include any costs related to travel in Tehran and other cities. The UN Agency(ies) will not pay for travel costs related to services provided in Tehran and other cities.

All-inclusive rates per position for financial management capacity development	Coordinator hourly rate	Financial Management Capacity Development Specialist hourly rate	Professional Staff daily rate
Tehran			
Other cities			

Summary report

Please provide lump sum all-inclusive price to deliver summary report to the UN Agency on an annual basis.

Data entry into the UN Agency(ies) information management system

Please indicate the all-inclusive flat rate fee per report (if any) for data entry of the results of micro assessment, spot checks and HACT audit into the UN Agency(ies) information management system.