**RFP/2020/BEL/002**

Annex C

**Financial Offer Form**

**Name of Company**

We have studied the RFP documents and all of its appendices. We hereby agree to provide the required services under the project entitled: **“CREATION OF AN EDUCATIONAL GRAPHIC NOVEL ON THE TOPIC OF REFUGEES, ASYLUM AND MIGRATION”** in the amounts detailed below.

**Proposal Breakdown**

*All costs to be exclusive of VAT.*

*This offer must be all inclusive. UNHCR will not accept additional fees introduced at a later date. Applicants shall inform themselves of any taxes and levies which may be applicable and shall include them in their offer.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Expected hours** | **Cost per hour** | **Total amount per listed item (expected hours x cost)** | **Comments** |
| **Please provide cost breakdown according to the following :** | | | | |
|  | | | | |
| **Production costs of the graphic novel (as detailed in Annex A, section 3)** | | | | |
| Production of a limited set of story ideas (maximum 5) and proposed protagonist(s) profiles and clearing with UNHCR |  |  |  |  |
| Writing of a detailed page-per-page script (max 20 pages A4) for the graphic novel; revision and clearing of a final script with UNHCR |  |  |  |  |
| Creation of maximum 3 'mood boards' with a set of colour palettes, sample artwork and graphics intended to show the style of the graphic novel; select and, if appropriate, adapt one single 'mood board' and clear with UNHCR. |  |  |  |  |
| Production of a draft graphic novel. |  |  |  |  |
| Implementation of 1 set of final revisions by UNHCR (if necessary). |  |  |  |  |
| Production of final graphic novel. |  |  |  |  |
| **Project Management costs** |  |  |  |  |
| **Other Costs (if any)** |  |  |  |  |

This Proposal is valid for 120 calendar days from the deadline of the Proposal submission.

*(Signature) (Title) (Seal)*

*(Name of the Official Representative of the Applicant)*

*(Applicants’ telephone/ Cell Numbers)*