Annex 4: Financial Offer Form

The Participant is required to submit the Financial Offer in an envelope separate from the rest of the offer as indicated in the Instruction to Participants.

The Financial Offer must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Offer. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

1. **Cost Breakdown per Phase; the expected deliverables Τasks per phase can be found in the ToR**

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| TASKS **/ Phases (the full description of the phases and tanks are given in the ToR in Annex 5)** | **Main Outputs /** Deliverables | **Percentage of Total Pricr** | **Price USD**  **(Lump Sum, All Inclusive)** |
| **Phase 1. Inception phase**  a. Develop/identify scope, method and tools for undertaking willingness to pay (WTP) surveys for flood insurance and private sector risk financing in the two study areas.  b. Identify data requirements and availability for implementing the Pilot project. Assessment of data availability leading to the identification of data gaps for the socio-economic vulnerability characterization of the study areas.  c. Develop methods and tools for undertaking necessary surveys to collect needed information for successfully implementing the Pilot Project.  d. Prepare Terms of Reference for the engagement of local Consultants/institutes to implement the surveys.  e. Prepare Inception Report | Report: Assessment of Data requirements and availability, Identification of data gaps.      Terms of Reference  Inception meetings  Report: Inception Report |  |  |
| **Phase 2. Data collection and analysis of existing conditions**  a. Data collection.  b. Analysis of existing socio-economic and vulnerability data availability and quality  c. Undertake field surveys to fully characterise study areas’ socio-economic conditions | Consultation meetings and related reports  Progress Report  Data collected & submitted  Report: Data availability and quality analysis report.  Report: Characterization of the socio-economic status of the communities and their flood vulnerability. |  | $--- |
| **Phase 3:** **Socio-economic vulnerability assessment and characterisation of study areas**  a. Collect and review all existing hazard data for Skadar/Shkoder and Bojana-Buna, and Struga study areas.  b. Develop a methodology for combining the hazard data with socio-economic data  c. Develop GIS-based tool to integrate various spatial socio-economic data with the flood hazard maps, perform vulnerability assessment, produce risk and vulnerability maps which will include damages and losses, and loss of life estimates.  d. Undertake socio-economic risk, vulnerability and damages modelling and assessment to fully map vulnerability and damages within the Skadar/Shkoder and Bojana-Buna, and Struga study areas  e. Undertake feasibility studies into various types of ex-ante flood insurance including indemnity and index-based flood insurance schemes  f. Undertake a cost/benefit analysis of flood insurance | Report: Methodology for the modelling and assessment of flood vulnerability, damages and losses in the study areas.  Deliverable: GIS-based tool for flood damage and loss calculation and vulnerability mapping.  Report: Flood vulnerability, flood damages and losses in the study areas. |  | $--- |
| Report: Feasibility studies into various types of ex-ante flood insurance including indemnity and index-based flood insurance schemes for Drin Basin.  Report: Cost/benefit analysis of flood insurance for Drin Basin  Progress Report  Consultation meetings and related reports |
| **Phase 4:** **Willingness to pay survey of outline flood insurance scheme**  4.1 Analyse recent catastrophe risk management approaches and related measures taken. Identify and quantify financial risk management instruments currently applied in riparian countries.  4.2 Review of the insurance sector in the study areas.  4.3 Identify and characterise existing insurance products or develop indicative insurance products  4.4 Undertake focus group research involving insurance experts  4.5 Undertake focus groups research with representatives of households  4.6 Based on the results of the households focus groups, conduct a preliminary concept testing of the flood insurance products. Conduct the survey of willingness to pay for proposed flood insurance products.  4.7 Undertake research in focus groups consisting of representatives of business sector  4.8 Based on the results of the business sector focus groups, conduct a preliminary concept testing of the flood insurance scheme. Conduct the survey of willingness to pay for proposed flood insurance scheme  4.9 Undertake research in focus groups consisting of representatives of public sector  4.10 Based on the results of the public sector focus groups, conduct a preliminary concept testing of the flood insurance scheme. Conduct the survey of willingness to pay for proposed flood insurance scheme  4.11 Undertake research in focus groups consisting of representatives of agricultural households about possible flood insurance scheme  4.12 Based on the results of the agricultural household focus groups, conduct a preliminary concept testing of the flood insurance scheme. Conduct the survey of willingness to pay for proposed flood insurance scheme | Report: Existing disaster risk and recovery legislative and policy frameworks, and existing instruments/methods of disaster risk and recovery financing in riparian countries, focusing on flood risk.  Report: Existing insurance products and proposed/ indicative insurance products that can be offered for ex-ante risk management;  Prel. Report: Analysis of the results of the focus groups research and WTP surveys– insurance industry  Prel. Report: Analysis of the results of the focus groups research and WTP surveys – households  Prel. Report: Households Willingness to Pay for flood insurance  Prel. Report: Analysis of the results of the focus groups research and WTP surveys – business sector  Prel. Report: Business Sector Willingness to Pay for flood insurance  Prel. Report: Analysis of the results of the focus groups research and WTP surveys – public sector  Prel. Report: Public Sector Willingness to Pay for flood insurance  Prel. Report: Analysis of the results of the focus groups research and WTP surveys – public sector  Prel. Report: Agricultural Sector Willingness to Pay for flood insurance  Report: Final report on the analysis of the results of the research by focus groups and WTP surveys and recommendations for the flood product/insurance scheme as well as the willingness to pay of households, business sector, public sector and agricultural households.  Consultation meetings and related reports |  | $--- |
| **Phase 5:** **Private Sector Willingness to contribute to/subsidise flood insurance**  5.1 Identify key private/productive sector players who can be engaged in flood risk reduction and identify the key drivers and approaches for engagement of the private/productive sector in flood risk reduction in Drin basin.  5.2 Develop and implement surveys to examine private sector willingness to support authorities with providing sufficient risk reduction. Identify which FRM activities they would a willingness to contribute to  5.3 Conduct focus group workshops with key private/productive sector players as well as key informant interviews (e.g. policy makers)  5.4 Develop survey methodology and material to examine the willingness of sector players to contribute to/subsidise flood insurance  5.5 Conduct private/productive sector surveys and undertake feasibility assessment of key private/productive sector players to determine their interest in contributing to/subsidising flood insurance | Report: Identification of key private/productive sector players  Report: Analysis of the results of the research by focus groups and surveys – Private sector contributors.  Report: Survey methodology and material to examine the willingness of private/productive sector players to contribute to flood insurance  Report: Feasibility Report on Private Sector willingness to contribute to/subsidise flood risk reduction financing and flood risk reduction financing mechanisms  Consultation meetings and related reports |  | $--- |

1. Cost Breakdown per phase:

The Participants are requested to provide the cost breakdown for each phase (see ToR) based on the following format. The Contracting Authority will use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

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| **Phases (the full description of the phases and tanks are given in the ToR in Annex 5)** | **Remuneration per Unit of Time (e.g., day, month, etc.) or per Item** | **Number of Units/Items** | **No. of Personnel** | **Total** |
| **Phase No 1** |  |  |  |  |
| **1. Personnel Services** |  |  |  |  |
| 1a. Expertise 1 |  |  |  |  |
| 1b. Expertise 2 |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d. |  |  |  |  |
| 1e. |  |  |  |  |
| 2. Travel Costs |  |  |  |  |
| 3. Daily Allowance |  |  |  |  |
| 4. Communications |  |  |  |  |
| 5. Printing Costs |  |  |  |  |
| 6. Communication |  |  |  |  |
| 7. Others |  |  |  |  |
|  | | | | |
| **Phase No 2** |  | | | |
| **1. Personnel Services** |  |  |  |  |
| 1a. Expertise 1 |  |  |  |  |
| 1b. Expertise 2 |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d. |  |  |  |  |
| 1e. |  |  |  |  |
| 2. Travel Costs |  |  |  |  |
| 3. Daily Allowance |  |  |  |  |
| 4. Communications |  |  |  |  |
| 5. Printing Costs |  |  |  |  |
| 6. Communication |  |  |  |  |
| 7. Others |  |  |  |  |
|  | | | | |
| **Phase No 3** |  |  |  |  |
| **1. Personnel Services** |  |  |  |  |
| 1a. Expertise 1 |  |  |  |  |
| 1b. Expertise 2 |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d. |  |  |  |  |
| 1e. |  |  |  |  |
| 2. Travel Costs |  |  |  |  |
| 3. Daily Allowance |  |  |  |  |
| 4. Communications |  |  |  |  |
| 5. Printing Costs |  |  |  |  |
| 6. Communication |  |  |  |  |
| 7. Others |  |  |  |  |
|  | | | | |
| **Phase No 4** |  |  |  |  |
| **1. Personnel Services** |  |  |  |  |
| 1a. Expertise 1 |  |  |  |  |
| 1b. Expertise 2 |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d. |  |  |  |  |
| 1e. |  |  |  |  |
| 2. Travel Costs |  |  |  |  |
| 3. Daily Allowance |  |  |  |  |
| 4. Communications |  |  |  |  |
| 5. Printing Costs |  |  |  |  |
| 6. Communication |  |  |  |  |
| 7. Others |  |  |  |  |
|  | | | | |
| **Phase No 5** |  |  |  |  |
| 1a. Expertise 1 |  |  |  |  |
| 1b. Expertise 2 |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d. |  |  |  |  |
| 1e. |  |  |  |  |
| 2. Travel Costs |  |  |  |  |
| 3. Daily Allowance |  |  |  |  |
| 4. Communications |  |  |  |  |
| 5. Printing Costs |  |  |  |  |
| 6. Communication |  |  |  |  |
| 7. Others |  |  |  |  |