
Individual Consultant Financial Proposal

1. Proposal Summary

- **Consultant Name:** [Your Name]
- **Project Title:** [Project Name]
- **Client Name:** [Client/Organization Name]
- **Date:** [Submission Date]

2. Executive Summary

- Summary of consultancy services to be provided.
- Highlight the expected deliverables and benefits.

3. Scope of Work

- Detailed description of tasks and responsibilities.
- Objectives to be achieved during the engagement.

4. Financial Details

4.1 Fee Structure

- **Fee Breakdown by Task/Service:**

Task/Service	Estimated Hours	Hourly Rate	Total Cost
Task 1	[Hours]	[\$Rate]	[\$Amount]
Task 2	[Hours]	[\$Rate]	[\$Amount]

Total			[\$Total]
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4.2 Payment Terms

- Specify payment milestones or intervals:
 - Initial payment: [% of total]
 - Progress payment(s): [% of total]
 - Final payment upon completion: [% of total]

4.3 Reimbursable Expenses

- Travel, accommodation, or other approved expenses.

5. Timeline

- Duration of consultancy with key deliverables.

6. Terms and Conditions

- Confidentiality, termination clauses, and liability limitations.

7. Conclusion

- Encourage the client to approve the proposal.

8. Appendices

- Resume/CV, portfolio, or references.