**PROPOSAL FORMAT**

*Please provide information against each requirement.*

**Section 1 - Bidder’s general business details**

1. General information

|  |
| --- |
| Organisation Name:  |
| Contact Name: |
| Phone:  | Fax:  |
| Email:  |
| Principle Address: | **Registered Address:** | Payment Address: |
| Registration number:  | Tax number:  |
| Year of registration:  |

**Section 2: Technical proposal**

In this section, the Organisation/Agency should provide a comprehensive description of how it will provide the required Services in accordance with the Terms of Reference (TOR). Information provided must be sufficient to convey that the Organisation/Agency has an understanding of the challenges in performing the required Services and that it has an approach, methodology and work plan to overcome those challenges.

Technical Proposal should be divided into the following three (3) chapters:

1. Task details (purpose of the Task, objectives and key task questions, scope of the task)
2. Task design and Methodology,
3. Work Plan
4. **Task details**
	1. **Purpose of the task**
	2. **Objectives and key task questions**
	3. **Scope of the task**
	4. **Deliverables**
5. **Task design and Methodology**
	1. **Methodology**

The proposal must include a clear task design that will contain a description of the proposed task methodology, work schedule and other relevant components of the task. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

*Details are left for the task team to suggest.*

* 1. **Work Plan**

In this chapter, you should propose the main activities of the assignment, their content and duration and delivery dates of the reports (first draft and final report). The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

**Work and deliverables schedule/Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Responsibility | Deliverables  | No. of consultancy days | Proposed Time-Frame |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total number of consultancy days |  |  |  |

*\*Add columns as needed depending on the number of activities needed to perform the assignment*