# **Annex 3: Proposal Submission Form - Technical Proposal**

**RFP 01/2023 – Evaluation of the Core Support to KCSF and the 1st phase of the Pooled Funding Mechanism/EJA Kosovo program**

In order to simplify the evaluation process and obtain maximum comparability, KCSF requires that all responses to the RFP be organized in the manner and format below.

|  |  |
| --- | --- |
|  | Name(s) and address(es) of legal entity or entities submitting this proposal |
| Name of Tenderer: | [Insert Name of Tenderer] |
| Consortium Members | [Insert Name of Consortium Members if applicable] |
| Regis. No./Unique No./Passport or ID number |  |

CONTACT PERSON

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Telephone |  |
| E-mail |  |

1. **Understanding of the ToR’s and Service Approach**

*Describe your understanding of the work to be performed, and your company’s/NGOs/group of experts ability and approach to perform the work within the time frame provided.*

1. **Methodology, planning and tools for providing of the required services**

*Describe the methodologies and tools that will be used to undertake different tasks defined for the call. Provide the structure of both reports. Describe the work plan with time assigned to main tasks and division of work between team members according to expected assignment. Describe areas and methods of integration of data collection and data analysis between the Core Support and EJA Kosovo, as well as the approach to ensure complementarity between the two specific reports.*

**B1. Outline Implementation Plan**

The Outline Implementation Plan will be used in connection with evaluation of the proposed work plan.

(Suggested format divided into Weeks or Days as appropriate)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Activities and sub-activities of the  Services | Weeks | | | | | |
|  |  | 1 | 2 | 3 | 4 | 5 | etc |
| 1.1 |  |  |  |  |  |  |  |
|  | Add rows below: |  |  |  |  |  |  |

**B2. Personnel Assignment Chart**

The personnel assignment chart will be used in connection with evaluation of the proposed work plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task /  Activity No. | Task / Activity  Name | Key Personnel | | | | | |
| Name and Position | Name and Position | Name and Position | Name and Position | Name and Position | Name and Position |
| 1.1 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Add rows below: |  |  |  |  |  |  |

1. **System of quality control to guarantee quality of services and adherence to deadlines**

*Present the methods and systems intended to control the quality of the services, and to ensure that they are provided within agreed deadlines and budgets. If relevant, include general organizational capability which is likely to affect implementation: management structure, financial stability and, project financing capacity, project management controls and whether any of the required services will be subcontracted (if so, provide details).*

1. **Team Qualification**

*Identify the specific partners, managers, staff or other experts who will be assigned to this engagement if you are successful in your bid. Provide short bios specifying relevant experience to the type of services requested. CVs of these persons should be sent as attachments and demonstrate qualifications in areas relevant to the Scope of Services.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Surname | Position | Experience in Years | Profession | Responsibilities on this bid: | Short Biography |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*If you are a company, please provide the following statistics on staff for the current year and the two previous years. (Please note, if you are shortlisted, from you may be requested to provide proof of employment list from the tax authority)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Annual Manpower | Past Year | | Current Year | |
|  | Overall | Relevant Fields | Overall | Relevant Field |
| Permanent Staff |  |  |  |  |
| Other Staff |  |  |  |  |
| Total |  |  |  |  |

1. **Experience on providing similar services**

*(Please fill in the table below and summarize the main projects related to this contract carried out over the past 3 years. The number of project references to be provided must not exceed 5 for the entire bid. Include a list of the relevant non-profit clients that the company/team of consultants has served within the past three years and provide the references as annexes.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref no (maximum 5) | Type of Service |  | | |
| Name of Client or entity | Place | Dates (start/end) | Type and scope of services provided | No of staff provided |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Experience with KCSF, Sida or SDC**

*Please fill in the table below and summarize the main projects that you may have carried where KCSF, Sida or SDC has been either the contracting party or one of the main beneficiaries. If you have a high number of relevant experiences with KCSF, Sida or SDC, please provide the main ones that you consider relevant for this Call for Proposals.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref no | Type of Service |  | | |
| Name of Client or entity | Place | Dates (start/end) | Type and scope of services provided | No of staff provided |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |