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

**RFP 01/2022 –** Inception study on volunteering ecosystem and opportunities in Kosovo

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. |  |

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 firm’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**

*A description should be provided of the methodologies and tools that will be used to undertake different tasks defined for the call. Description of work plan with time assigned to main tasks and division of work between team members according to expected assignment. Describe areas of specialist knowledge related to this contract. Provide List of activities and implementation plan in the section below.*

**B1. Outline Implementation Plan**

(To be prepared by the Tenderer. The Outline Implementation Plan will be used in connection with evaluation of the proposed work plan.)

(Suggested format divided into Months or weeks as appropriate)

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

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

*Presentation of methods and systems intended to control the quality of the services, and to ensure that they are provided within agreed deadlines and budgets.*

1. **Team Qualification**

*(Identify the specific partners and managers 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 send 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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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 5 years. List of previous relevant assignments along with information on the role/tasks accomplished and summarized description. Please provide assignments as hyperlinks or sent as attachment in pdf.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Client or entity | Type of Service | Dates (start/end) | Type and scope of services provided | Summarized description |
|  |  |  |  |  |
|  |  |  |  |  |
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