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

**RFP 03/2024 – Research on older adults participation in public life 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./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 expert’s 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 the report. Describe areas and methods of integration of data collection and data analysis.*

**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 theServices | 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 / ActivityName | 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |