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

**RFP 03/2022 – Expert/s to design ‘Community Development and Organizing Methodology’**

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] |
| Personal 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 expert/group of experts ability, experience and approach to perform the work within the time frame provided.*

1. **Work methodology**

Describe your planned methodology that will be used to accomplish the tasks as defined by the ToRs. Work methodology should outline all the methods, practices and tools that will be used to accomplish all requirements defined by the ToR of Community Development and Organizing Methodology. In addition, provide information on implementation plan and activities in the section B1.

**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 weeks or days as appropriate)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Activities and sub-activities of the  Services | Weeks or Days | | | | | |
|  |  | 1 | 2 | 3 | 4 | 5 | 6 |
| 1.1 |  |  |  |  |  |  |  |
|  | *add rows below* |  |  |  |  |  |  |

1. **Relevant conducted assignments**

*(Please fill in the table below and provide maximum 5 relevant conducted assignments Please provide examples of your previous work/assignments and send it as attachment in pdf, or hyperlink.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Assignment | Name of Client | Dates (start/end) | Description of tasks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Expert/s Qualifications**

(Provide short description of your work experience and demonstrated qualifications in the relevant sope of services. If you apply as a team, please provide us with detailed information for each proposed team member, and their responsibility on this bid.  *In both cases CV must be submitted.*

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