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

**RFP 02/2022 – Expert for contextual adaptation of the curricula for the Community Leadership Academy (CLA)**

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 ability and approach to perform the work within the time frame provided.*

1. **Work methodology**

*A description of the proposed work methodology to accomplish the tasks as defined by the ToRs.*

**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 references)*

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