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TECHNICAL PROPOSAL

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content and budget after project is retained for awarding.

Track Record

Give a list of similar projects executed in the last 5 years (value, location, donors, nature of projects and the execution stage – completed or ongoing). Demonstrate how the experiences in past projects are relevant in the execution of the current proposal. Provide references from past donors

Qualification of Key Staff

Provide CVs of key management staff, technical and non-technical staff and finance/ accounting staff that will be involved on the project. How many technical staff do you have in the concerned Country for implementing the project? Is there reasonable assurance that such technical staff required by the project will continue to be available as needed in the Project?

Local Operations and Capacity

Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population. Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.

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Policies and procedures

Provide copies of the following procedures: project monitoring policies and procedures, procurement policies and procedures and anti-fraud controls and procedures

Systems and Practices

Provide the Organization structure/ Organogram. Give a brief description of key features and controls of the accounting system used.

Counterpart Contribution

Describe the nature and value of contribution (in-kind or cash).

Risk Analysis *optional*

State how you intend to handle the risks associated with this project with the mitigation factors

Project Methodology

Give a brief description of how you will implement this project and attach a project work plan as an annex to this document

Project Sustainability

Give a brief description of the measures you will put in place to ensure that the project results are sustained after project implementation

Project Monitoring and Evaluation

Give a brief description of your monitoring and evaluation, risk and mitigation strategies for this project as well as lessons learnt from past project implementations that will benefit this project