***TERMS OF REFERENCE***

Location:

Duration:

Starting date:

End date:

***Contracting Authority***

The Contracting Authorities are:

* Brief about each partner

***The Assignment***

**BACKGROUND**

* Description of the project
* Objectives
* History
* Achievements
* Key obstacles

**Component 1:**

* Description
* What was done

**Component 2:**

* Description
* What was done

**Purpose of Assignment**

* Objectives of the assignment
* Detailed description of what needs to be done including:
	+ Activities
	+ Deliverables
	+ Outputs
	+ Outcomes
	+ Impact
	+ Indicators of Success
	+ Means of Verification
	+ Roles, Responsibilities, & Authorities
	+ Needed Capacities to be developed

**Reporting throughout the project**

* Provide bi-monthly email updates to Project Team;
* Provide hands-on training for Project Team & select relevant stakeholders.
* Arrange and coordinate on each project activity & communicate key milestones ahead of time to Project Team & with focal points.

**Geographical Scope**

* The geographical area that the assignment must cover

**Scope of Assignment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks** | **Deliverables** | **LOEs** | **Man Days** | **Price** |
|  |  |  |  |  |
|  |  |  |  |  |

**Duration of Assignment**

* Date (from – to)

***Bidding***

**Eligibility Requirements:**

Candidates must meet the following eligibility requirements:

* Total years of experience
* Years of relevant experience
* No. of Projects Conducted

**Bidding Information:**

The bid shall be comprised of four parts which should take into consideration the following parameters: 1) Narrative Proposal, 2) Key Personnel 3) Past Performance, 4) Financial

Proposal.

* **Required submittals**

The bidder must submit:

1. Narrative Proposal as per the template attached
2. Financial Proposal as per the template attached
3. Company Relevant Past Experience and references
4. CVs of the key experts to be mentioned in the technical offer.
* **Evaluation criteria**

Offers will be evaluated based on the following:

|  |  |
| --- | --- |
| Narrative Proposal  | %35 |
| Key Personnel  | 15% |
| Past Experience  | 20% |
| Cost  | 30% |

* **Important Deadlines**

|  |  |
| --- | --- |
| **Date of Announcement** |  |
| **Final Date of Receiving Questions** |  |
| **Response to All Questions** |  |
| **Date of Proposal Submission** |  |
| **Announcement of Shortlisted Companies** |  |
| **Presentations by Shortlisted Bidders** |  |
| **Date of Final Submission of Revisions** |  |
| **Date of Awarding** |  |
| **Date of Final Approved Submission of Assignment** |  |

* **Important Notes:**