**Annex [3] Proposal Template**

Consultant/Organisational Experience

*Describe the specific experience of the organisation relevant to this project, including dates and outcomes of similar projects, if any (in line with requirements of RFP Section 7.9). (250-word maximum)*

Key Personnel

*Please provide a brief summary of the qualifications of the key personnel responsible for implementing the project and attach their CVs separately. (150-word maximum)*

Project Objective

*Describe the specific objectives of the proposed project; what will change as a result of this project? (200-word maximum)*

Project Approach and Methodology

*Provide a brief description of the methodology and approach to implementing this project to achieve the objectives provided above (in line with requirements of RFP Section 7.11). (1 page maximum)*

Project Outputs

*Define the specific outputs (results) that project will deliver to achieve its objective (in line with requirements of RFP Section 7.8). (1/2 page maximum)*

*Output 1:*

*Output 2:*

*Etc*

Project Activities

*For each output describe in detail the specific activities that will be delivered to achieve the results (in line with requirements of RFP Section 7.8). (2 pages maximum).*

*Output 1: Activity 1:*

*Output 1: Activity 2:*

*Output 2: Activity 1:*

*Output 2: Activity 2*

*Etc.*

Project Workplan

*Please provide an indicative workplan using the template below (1-page maximum)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activities | Year 1 / Month | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Output 1 |  |  |  |  |  |  |  |  |  |  |
| Activity 1: |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.1* |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.2* |  |  |  |  |  |  |  |  |  |  |
| Activity 2: |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |
| Output 2 |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Monitoring, Evaluation and Learning

*For each output describe in detail the specific activities that will be delivered to achieve the results (in line with requirements of RFP Section 7.8 and 7.11). (1 page maximum)*