**Annex [3] Proposal Template**

Potential suppliers are invited to submit maximum 12-page proposals (excluding CVs) using this template.

1. Relevant 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). (2-page maximum)*

1. Key Personnel

*Please provide a brief summary of the qualifications of the key personnel responsible for implementing the project and attach their CVs separately. (1/2-page maximum)*

1. Approach and Methodology

*Provide a brief description of the methodology and approach to implementing this project to achieve the objectives (in line with requirements of RFP Section 7). (3.5-page maximum)*

1. Detailed Workplan

*Please provide a detailed workplan (1-page maximum)*

1. Portfolio and References

*Please provide examples (including screenshots and links) of similar projects, including contact details of references for the client/partner agency. (3-page maximum)*

1. Detailed Financial Proposal

*Please provide a detailed financial proposal. (2-page maximum)*