**Annex C – Technical Proposal - LRPS-2020-9162312**

**BRM Playbook, Phase I**

Kindly remember to fill in and sign the mandatory **Bid Form** along with this response sheet. (page 3 of LRPS)

*Responses can be provided in this document under each point as free text, or through attachments as applicable. If you wish to provide attachments, kindly name them clearly and refer to them in your responses below.*

1. **Check List - Mandatory and Desirable experience and knowledge**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | YES |  | NO | Do you have the resources and capacity to complete the deliverables within the time frame? |
|  | YES |  | NO | Do you have at least six years of professional work experience at national and international levels focusing on ICT and digital innovation including experience in needs assessment, developing frameworks/guidelines based on assessments, and curriculum? |
|  | YES |  | NO | Institution has experience working with multi‐cultural and multi‐disciplinary stakeholders simultaneously whose commitment and availability vary greatly. |
|  | YES |  | NO | Institution has proven adaptability and flexibility, client orientation, proven ethical practice, initiative, concern for accuracy and quality and ability to deliver results under tight deadlines. |
|  | YES |  | NO | Institution has an awareness of human rights-based approaches to programming, including gender equality and equity. |
|  | YES |  | NO | Institution has proven experience working with multi‐cultural and multi‐disciplinary stakeholders simultaneously whose commitment and availability vary greatly |
|  | YES |  | NO | Team comprises a member(s) with a hybrid background combining technical skills, strong conceptual ability to integrate the capabilities of available technology, the organizational needs and functions that technology can best support. |
|  | YES |  | NO | Team comprises a member(s) that has excellent organizational and product management skills including relevant systems and tools and development of product roadmaps. |
|  | YES |  | NO | Team comprises a member(s) that has extensive experience with professional software engineering practises and best practises for the full software development life cycle. |
|  | YES |  | NO | Team comprises a member(s) that has an excellent understanding of agile software development methodologies like scrum, rapid prototyping, and evaluation of user feedback. |
|  | YES |  | NO | Team comprises a member(s) that has proven experience in developing developing documentation, report writing and performing end-user training. |
|  | YES |  | NO | Team comprises a member(s) that has relevant work experience related to knowledge management, development of training programmes/materials focusing on ICT and digital innovation. |
|  | YES |  | NO | Team comprises a member(s) that has extensive experience in development of web-based tools or intranets, specifically a strong understanding of the O365 and SharePoint online environment. |
|  | YES |  | NO | Do all your team members who will be working on this assignment have fluency in English (oral/written)? NB. this is a mandatory requirement. |
|  | YES |  | NO | CVs and profiles of qualified team members to all roles and responsibilities of the assignment are included. |
|  | YES |  | NO | The proposal comprehensively addresses the initiative requirements to meet UNICEF objectives. |
|  | YES |  | NO | Institution has demonstrated experience of working with the social impact and international development space. |

*Please provide your comments related to the checklist, if any.*

1. **Description of the organization** - Describe your organization, its suitability for the proposed assignment and relevant experience in no more than 500 words. If the TOR will be delivered by a consortium/more than one organisation, please provide a description of the other organizations.

*Response*

1. **Strategy and Methodology** - Detail the methodology that will be taken to implement the TOR and achieve its objectives and goals, including how each deliverable will be completed within the overall timeframe, potential issues and approaches, stipulating protocols for interviewing stakeholders across different geographical locations, risk assessment and an outline of the quality assurance mechanism and plan.

*Response*

1. **Work Plan** - Provide a work plan, which details tasks, timelines and milestones, for completion of the assignment

*Response*

1. **Team composition**

* Please outline the relevant experience and expertise of each proposed team member as bullet point list, max. half page per team member.
* Please specify the role and responsibilities of each team member in delivering the TOR and envisaged working modalities amongst the team members (locations; % of face-to-face interaction and virtual collaboration).
* Please provide examples of team members having worked together in the past (where relevant).
* If the bid will be undertaken by more than one organisation, please indicate the organisation of each team member and the working modality between the organisations.

*Please note that complete resumes should be attached as an Annex to the technical proposal. Each person’s CV should not exceed 3 pages. Attachments should be included as PDF and should be referred to clearly in your response below.*

*Response*

1. **Bidder’s Experience and Expertise**

*Using the format below, please provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within as association, for carrying out consulting services similar to the ones requested under this assignment.*

**Experience**

Please provide a list of former projects undertaken during the last 10 years (a minimum of 3-5 assignments) and associated references demonstrating the **overall experience of the bidder in undertaking needs assessments and in the development of guidelines and frameworks**. Experience with UNICEF, other UN Agencies, Government, other bilateral and multilateral development agencies and international NGOs should be included. Additional information can be provided as links, attachments and reference letters as applicable *(kindly name any attachments clearly and reference them in below table)*.

Project # 1

|  |  |
| --- | --- |
| Name of Client: | |
| Assignment name: | Duration of assignment (months):  Start date (month/year):  End date (month/year): |
| Approx. value of the contract (in USD): | Total number of staff of the assignment: |
| Please provide samples of work (link and / or attachments) and reference name and letters. | |

Project # 2

|  |  |
| --- | --- |
| Name of Client: | |
| Assignment name: | Duration of assignment (months):  Start date (month/year):  End date (month/year): |
| Approx. value of the contract (in USD): | Total number of staff of the assignment: |
| Please provide samples of work (link and / or attachments) and reference name and letters. | |

Project # 3

|  |  |
| --- | --- |
| Name of Client: | |
| Assignment name: | Duration of assignment (months):  Start date (month/year):  End date (month/year): |
| Approx. value of the contract (in USD): | Total number of staff of the assignment: |
| Please provide samples of work (link and / or attachments) and reference name and letters. | |

(Add more tables as appropriate)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(stamp)*

UNGM no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_