**Annex C**

**Technical Response Sheet to LRQS-2021-9167693**

**Design and development of a comprehensive package of information, education and communication (IEC) materials on adolescent health, including sexual and reproductive health and mental health**

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

1. **Checklist** (kindly refer to section 7 and 8 of Annex B - TOR)

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** | **Knowledge, Skills, Expertise** |
|  |  | Institution has shown completeness of responses |
|  |  | Institution has demonstrated overall concord between TOR/RFP and proposal, including technical proposal and institution/company profile |
|  |  | Institution possesses good reputation of organization and its staff in terms of competency |
|  |  | Institution demonstrated range and depth of experience with similar projects (production of IEC toolkits in health promotion), with these sets of information provided:  - Number of customers  -Type of customers  - Size of projects  - Staff expertise |
|  |  | Institution proposes relevant methodology and approach to meet the specific objective |
|  |  | Institution proposes and demonstrates innovative/ creative approach in developing IEC toolkits on comprehensive adolescent health |
|  |  | Key team members have proficient English and Thai in communication and writing for effective liaisons with counterparts and target groups |
|  |  | Institution has proven adaptability and flexibility, client orientation, proven ethical practice, initiative, concern for accuracy and quality |

*Comments to the above, if any.*

1. **Brief background of the institution** – Describe your organization/company, its suitability for the proposed assignment and relevant experience including date and country of registration and directions.

*Institution response*

1. **Team composition** – Provide a short summary of the specific, relevant experience and expertise of the project lead (please specify) and each team member, including relevant education qualifications and professional experience to implement the TOR (maximum half a 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).

*Institution response*

1. **Methodology –** Detail the methodology that will be taken to implement the KM assessment including method of data collection within the overall timeframe and how the result from the assessment will be used to develop the strategy/framework.

*Institution response*

1. **Workplan** – Provide a detail workplan which includes detail timetable by activities:

* General work plan based on the TOR with comments and proposed adjustments, if any
* Detailed timetable by activity (it must be consistent with the general work plan and the financial proposal).

*Institution response*

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

Please provide a list of relevant sample projects undertaken during the last 5 years – preferably similar to this assignment (a minimum of 3 assignments). Experience with UNICEF, other UN Agencies, Government, other bilateral and multilateral development agencies and international NGOs should be included. You can provide additional information in your own format.

**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, please name / link clearly) | |

**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, please name / link clearly) | |

**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, please name / link clearly) | |

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

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

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

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_