**Form G: Technical Proposal Form**

RFP reference no: RFP/2023/46910

Name of Offeror: [insert name of offeror]

The Offeror’s proposal must be organized to follow the format of this Technical Proposal Form. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Technical Proposal Evaluation sections:

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| **Section 1: Offeror’s qualification, capacity and expertise** | |
| 1.1 | **Description of the organization, including the year and country of incorporation, and types of activities undertaken in the areas relevant to the scope of current RFP.**      [Insert response here] |
| 1.2 | **General organizational capability and management structure, financial stability and project financing capacity, project management controls, any potential areas of work that are subject to outsourcing.**      [Insert response here] |
| 1.3 | **Relevance of subject matter expertise provision related to the EU - accession based on the enlargement policy (methodology, procedures, cluster/chapter specific support to EU candidate countries).**    [Insert response here] |
| 1.4 | **Experience on similar engagements provided in the region (as per the requirements in current ToR supported by documents listed in the ToR).**    [Insert response here] |
| 1.5 | **Quality assurance procedures and risk mitigation measures.**    [Insert response here] |

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| **Section 2: Proposed Methodology, Approach and Implementation Plan** | |
| 2.1 | **Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?**      [Insert response here] |
| 2.2 | **Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Demonstration of an effective and well-considered approach and methodology regarding the provision of required services.**    [Insert response here] |
| 2.3 | **Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.**    [Insert response here] |
| 2.4 | **Knowledge of the EU acquis (in specific chapters under at least one Cluster among Clusters 2 to 5) and EU standards” transposition (demonstrated results in form of promulgated policy development and / or other analytical documents that assisted the beneficiary country to implement EU recommendations with a view to advancing respective national reform agendas towards EU acquis alignment).**      [Insert response here] |

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| **Section 3: Key personnel proposed** | |
| 3.1 | **Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services. Detailed information on the available pool of experts and clear plan for identification of new experts, if required.**  [Insert response here by filling up the below table]     |  |  |  | | --- | --- | --- | | **Name and Nationality** | **Position to be Assumed in this Contract** | **Requirements as per Terms of reference** | | [Insert] | Global Coordinator | Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A | | [Insert] | Expert/Advisor | Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A | |
| 3.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV using the format in Form E: Format for Resume of Proposed Key Personnel. If so required in Section I, also attach his/her Form I: Statement of Exclusivity and Availability’] |
| **Section 4: Organizations commitment to sustainability** | |
| 4.1 | The bidder shall provide documentation that demonstrates that procedures and systems are in place to ensure the security and safety of workers,including considerations for minority groups (e.g. women, persons with disabilities, LGBTQ, ect.)  [Insert response here] |
| 4.2 | The bidder shall provide documentation that details their approach to ensuring equal opportunity, diversity, and inclusion within their organisation (e.g. equal pay policy, parental leave, the ratio of female to male employees, % of females in management positions, grievances disaggregated by gender, transparency of promotion criteria, sexual harassment policies). Bidders are encouraged to take the WEPs Gender Gap Analysis Tool to identify strengths, gaps, and opportunities to improve their performance on gender equality  [Insert response here] |
| 5.1 | **Oral Presentations**  Oral presentation.All offerors who presented substantially compliant proposals in evaluation sections 1-3 will be required to make an oral presentation during an online meeting. Information from the oral presentation will also be used as part of the technical evaluation process. UNOPS reserves the right to incorporate elements from oral presentations in the final contract. The oral presentation will not encompass price proposals.  1.1.1.1. Oral Presentation Ground Rules:  The selected offerors as specified above must make an oral presentation to UNOPS evaluation panel and participate in a question and answer session. The purpose of the oral presentation and question and answer session is to validate the information provided by the offeror in their proposal and to test the offeror’s understanding of the work that will be performed per the terms of reference/statement of work under the prospective contract, which will be a factor in the overall technical evaluation of the proposals. Each Offeror will be allowed 20 minutes to make their oral presentation.  ● Presentation will begin after completion of evaluation. UNOPS will determine the date and time for each offeror’s oral presentation. The UNOPS procurement official will notify offerors of the scheduled date and time, as well as the agenda for their presentation. At its sole discretion, UNOPS reserves the right to reschedule any offeror’s presentation. Offerors must confirm their availability for that date should they be invited.  ● The presentation must be made by one or more of the personnel whom the offeror will employ to manage or supervise contract performance. The proposed Senior Executive must be present and must, at a minimum, answer questions directed to him/her during the question and answer session. Offerors may not use consultants to make the oral presentation. The offeror should be prepared to answer detailed technical questions from UNOPS.  ● During the presentation, interaction between the evaluation team and the offeror will be limited. The UNOPS procurement official will chair the meeting and ensure compliance with the ground rules. UNOPS will not inform offerors of their strengths, deficiencies or weaknesses during the presentation and UNOPS will not engage in bargaining during the presentations. The presentation does not constitute discussions or negotiations with offerors.  ● UNOPS reserves the right to make video or audio recordings of oral presentations for its own internal use. These will not be released or made public except where required by law. |

I, the undersigned, certify that I am duly authorized by [***insert full name of Offeror***] to sign this Proposal and bind [***insert full name of Offeror***] should UNOPS accept this Proposal:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_