Annex 5: Sample structure of the technical proposal

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| **Section I: Institution Contact Details** | |
| **Name of Institution** |  |
| **Name of Institution Representative** |  |
| **Position of Institution Representative** |  |
| **Main Address of Institution** |  |
| **Address of other offices if applicable** |  |
| **Telephone** |  |
| **Email** |  |
| **Areas of expertise** |  |
| **Section II: Expertise of Institution** | |
| **Overview of activities of the contractor of the past five years or more** *(links to the Arab region and/or Yemen)* | |
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| **Experience working in the fields of culture in the Arab Region** *(how many years of experience, expertise in the field, collaboration with cultural organizations from the region, other relevan information)* | |
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| **Experience in delivering capacity-building workshops in the fields of cultural management, promotion of arts and creative industries, and/or entrepreneurship** | |
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| **Experience in promoting engagement between artists in the Arab region and wider** | |
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| **Experience in disbursement of grants and monitoring implementation of culture projects** | |
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| **Describe the organization financial system and appropriate internal control procedures** | |
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| **Please list project portfolio and all funding sources in the past 5 years** | |
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| **Optional: other relevant experience, technical expertise, network of contracts and organizational resources** | |
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| **Section III: Proposed Work Plan** | |
| **Total funding requested (USD)** |  |
| **Duration** |  |
| **Approach and Methodology**  *Describe approach and methodology for each phase separately* | |
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| **Implementation Strategy**  *Describe implementation strategy for the capacity-building programme, training for trainers,**networking activities and monitoring of grants/projects’ implementation* | |
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| **Expected Results**  *Describe the measurable change that would occur after the activities are implemented* | |
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| **Activities**  *Describe type of workshops to be implemented, networking events, support and monitoring of grants implementation etc.* | |
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| **Timeframe** | |
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| **Risk Analysis and Mitigation Plan**  *Describe potential risks due to operating in Yemen and the mitigation plan. Please use Annex 6 to fill the template.* | |
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| **Monitoring**  *Describe how the contractor will regularly monitor the implementation of activities to achieve targets* | |
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| **Visibility plan**  *Describe how the project team will raise public awareness of the project and support the overall visibility of this initiative valorizing the contribution of UNESCO and the donor. Add details on the communication plan* | |
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| **Maximum Impact**  *Describe how the work plan will maximize the impact of the project* | |
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| **Institution’s Project Team**  *Provide the names, language, positions and responsibilities, and CVs (as attachments) of all staff members on the project team.* | |
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