



**RFQ 2403-24**

**ANNEX-D Structure of the proposal**

1. **Technical part:** The Technical Proposal should include but is not limited to the following:
  - Detailed understanding of WMO requirements
  - Detailed Methodology/Approach to the evaluation demonstrating it meets or exceeds WMO requirements for this assignment.
  - Proposed detailed timeline and milestones.
  - Project dependencies and assumptions
  - Expertise of Company detailing general and specific experience with similar assignments in the past years. The interested firms are requested to back up their proposals by providing:
    - Evidence in the form of job completion certificate, contracts and/or references.
    - Two recent case studies containing the following information:
      - Name of Client
      - Title of the Project
      - Year and duration of the project
      - Scope of the Projects/Requirements
      - Proposed Solutions and Outcome
      - Team members on each of the project and their specific roles
      - Project timelines (start and end date year, and any other information necessary)
      - Reference /Contact person details
  - Details of the Proposed Team for the assignment including the following information:
    - Title/Designation of each team member on the project
    - Educational qualifications and professional experiences
    - Experience in working on similar project and assignment – List similar projects they worked on and their roles on the project.
  - Project implementation and work plan showing the detailed sequence and timeline for each activity and person days of each proposed team member as necessary.
  - Quality assurance mechanism and risk assessment with mitigation measures put in place.
2. **Financial part:** The price shall be fixed and firm and include all costs based on the terms of reference.

The financial proposal should include an estimate of travel costs when needed. However, the final travel component will be agreed based on the effective work calendar. Travel costs will be pre-approved and reimbursed by WMO as per the WMO rules and regulations for travel for consultants i.e. irrespective of the distance and duration of the flight, most direct and economy flight ticket shall apply.