**Assignment:** *[To be completed by vendor]*

**Technical Proposal from** *[Name of vendor]*

1. **Request & Service Area**

*[Briefly describe (i) the request/ToR received from the Country Office; (ii) which Country Office has requested for this; (iii) which Service Area is the requested the ToR is related to, including if it is related to multiple Service Areas; and (iv) confirm if the LTA holder is pre-selected for the relevant Service Areas]*

1. **The Team**

*[Provide a brief summary of (i) the team members, roles in project, and their demonstrated qualifications to undertake this assignment; (ii) experts from the roster recommended for the assignment; and (iii) any ongoing work with / pending requests from other Country Offices on this Service Area and the team’s capacity to work on this proposal during the requested timeframe]*

1. **Approach and Methodology**

*[Describe the proposed approach to carry out each of the major deliverables, any major challenges foreseen, and possible solutions]*

1. **Work Plan**

*[Present a calendar in matrix form that shows each of the key deliverables alongside the expected delivery timeline; in written response below the calendar, comment on: (i) your institution’s ability to start and finish the assignment within the timeframe envisioned in the ToR; (ii) any differences in the expected number of days to complete one or more deliverables and the estimated number of days as presented in the ToR; and (iii) expected days of travel and ability of the team to travel to the relevant locations]*

*Example of workplan template:*

| **#** | **Deliverable** | **Expected date of completion** | **# of days** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

1. **Other Issues**

*[Please use this space to describe any other issues related to the delivery of this assignment]*