**SECTION 6 - TECHNICAL PROPOSAL TEMPLATE**

(Technical Proposals should be submitted in English and please include Page Numbers. Submissions not received in this format will be rejected. The Financial Proposal should be included in a separate document)

**SECTION 1: Basic Information**

|  |  |
| --- | --- |
| Project Title |  |
| Expected Output(s) |  |
| Target Direct Beneficiary Categories and Number |  |
| Implementation period |  |
| Implementation Area/s |  |
| Organization Name |  |
| Partner Organization Name |  |
| Contact Information | (Name and Title)  (Address)  (E-mail Address)  (Phone Number) |
| Legal Registration Details and Year of Establishment |  |

**SECTION 2: Approach and Implementation Plan**

* 1. **Context and Problem Analysis**:

*Describe the situation, highlighting needs and challenges on the relevant focused areas and provide brief description of emerging opportunities and key objectives. Ensure relevant gender and environmental analysis as required for the work defined in the Terms of Reference is included.*

* 1. **Justification**:

*Provide an analysis from the perspective of the Organization of why it is important to implement the proposed project.*

* 1. **Project Design and Methodology**:

*Provide a detailed description of the methodologies and approaches that the organization proposes to adopt or utilize in order to achieve the scope of work in the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment including accountability to communities, gender equality and women’s empowerment, value for money,* *capacity building of national institutions as well as environmental and social impact. Exit strategies must be specified.*

*Please ensure that explanations are provided as to whether any work will be sub-contracted (to whom, what % of work, the rationale for sub-contracting, and the proposed role to be assigned). Draw linkages as relevant to the Partnership section of this template as well.*

**2.4 Target Beneficiaries:**

*Describe**the populations targeted and**principles for identifying the target groups or beneficiaries. Ensure gender and other key considerations are referred to. (reference to baseline information such as the needs assessment conducted, if any, will be useful).*

* 1. **Expected Project Outcomes, Outputs and Planned Activities**:

*State the expected outputs and outcomes the project aims to achieve and describe activities corresponding to each output.*

* 1. **Technical Quality Assurance/Review Mechanisms:**

*Provide details of the Proposer’s internal technical and quality assurance review mechanisms.*

**2.7 Monitoring & Evaluation (M&E), Reporting and Knowledge Management:**

*Describe how the organization will conduct M&E, manage knowledge generated by the Project and ensure quality reporting to UNDP (and partners where relevant), including a reporting schedule. Please ensure reference to the relevant technical capacities required for this are also detailed. M&E plan is mandatory as part of the submission.*

* 1. **Communications and Visibility:**

*Describe how the organization will conduct communications and visibility actions, including ensuring alignment with the UNDP Guidelines on Visibility.*

* 1. **Partnerships:**

*Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.*

* 1. **Risk analysis:**

*Indicate the possible risks in relation to project implementation and suggested countermeasures in the table below. Likelihood and Effect/Impact of the risk can be scaled High, Medium and Low*

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| Description of the Risk | Likelihood of risk occurring  (High, Medium or Low) | Level (High, Medium or Low) and Type Impact on the Achievement of Results | Risk Mitigation Measures |
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**2.10 Other:**

*Provide any other relevant information regarding the submission that the organization wishes to share*.

**2.11 Result-based Work Plan\*** (*add columns and rows as needed*)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expected Outputs** | **Indicators** | **Baseline (baseline date and source)** | **Target** | **Planned Activities[[1]](#footnote-1)** | **Time Frame (Months)** | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Outcome: | | | | | | | | | | |
| Output 1 |  |  |  | Activity 1-1: |  |  |  |  |  |  |
|  |  |  | Activity 1-2: |  |  |  |  |  |  |
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| Output 2 |  |  |  |  |  |  |  |  |  |  |
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| Output 3 |  |  |  |  |  |  |  |  |  |  |
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| Project Management  (e.g., recruitment of staff, M&E, reporting etc). |  |  |  |  |  |  |  |  |  |  |
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*\*Add Outcomes or Outputs as required.*

*\*Target Indicators should aim to focus on quantitative and qualitative data, and should take into account Gender Considerations.*

*\*Project Management should include direct Project Management costs and Indirect Cost, and not exceed a total of 18%.*

*\*Ensure Project Management descriptions correspond with the descriptions provided in the Management sections in the previous sections of the Technical Proposal*

**2.12 Monitoring and Evaluation Plan**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Expected Results (Outcomes and Outputs)** | **Indicators** | **Baseline (year of baseline)** | **Source of Baseline** | **Means of Verification** | **Collection Method**  **(with indicative time frame and frequency)** | **Responsibilities** | **Risks and Assumptions** |
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**SECTION 3: Expertise of the Organization**

*This section should fully explain the Proposer’s resources in terms of personnel and facilities necessary for undertaking the work defined in the Terms of Reference. The Contents of this section maybe modified/expanded depending on the evaluation criteria stated in the Call for Proposals.*

* 1. **Description of Organization**

*Provide a brief description of the Organization submitting the proposal, its legal mandate, the year and country of incorporation, the types of areas of specialty, activities undertaken, types of established local, national and international partnerships etc.*

* 1. **Management structure/mechanisms:**

*Provide a brief description of the Organization’s Management and decision-making structure, and how the project will be managed. Please provide details (including providing CVs as part of the submission) of the with key technical personnel/positions that will engage in this Project (spanning across personnel for technical programming, administration and operations positions).*

**3.3 Operational Capacity**

*Provide a description of the Organization’s operational capacity (field offices, vehicles, laboratories, equipment, software, technical data bases, etc.).*

* 1. **Financial Capacity**

*Provide details relating to the Organization’s annual budget, and support donor/funding base. Provide confirmation of the date of the most recently concluded Audit, and submit the Audited Financial Statement*.

* 1. **Experience**

*Provide the following minimum information regarding the Organizations experience within the last 2 years, which are related or relevant to those required for the work defined in this Terms of Reference.*

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| **Name of project** | **Client** | **Contract Value (USD)** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
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1. Ensure consistent reference to the description of the activities across entire Proposal submission. [↑](#footnote-ref-1)