**Technical Proposal**

**Company name: \_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SECTION 1: SPECIFIC EXPERIENCE FOR THE ASSIGNMENT.** 1.1 Please illustrate your organization and the one of the relevant partners for similar projects. You can include up to 5 most relevant projects in the past 3 years

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| --- | --- |
| Name of the project |  |
| Grant/contract value (USD) |  | Website if applicable |
| Target Country(ies) |  | Implementation Period |  |
|  |
| Name of the Client/funder |  |
| References contact details  | name | position | phone number email |
|  |  |  |
|  |
| Description of the approach/methodology |  |
| Key outputs/deliverables produced |  |
| Key Performance Indicators/ Targets |  |
|  |
| Names of the staff that participated in the assignment |  |  |  |
| Knowledge product production and dissemination strategy of the assignment  |  |

**(copy/paste table above if you wish to add other relevant projects)** |
| 1.2 Demonstrate your organization’s understanding of the challenges and opportunities in the Pacific Island Countries in relation to digital payments ecosystem and financial inclusion. Share your firm’s experience working with similar markets/projects in providing solutions. (max 1 page) |
| 1.3 Share your organization’s understanding of the potential risks you may face in delivering on this assignment and the risk mitigation measures you will employ.(max ½ page)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Risk** | **Probability of Occurring** | **Impact** | **Management / Mitigation strategy** |
| *1.* |  | LowMediumHigh |  |  |
| *2.* |  |  |  |  |
| *3* |  |  |  |  |
| *4* |  |  |  |  |

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| **SECTION 2: APPROACH AND IMPLEMENTATION PLAN (maximum 7 pages)** |
| 2.1. Approach to the Results Required: Provide a detailed description of the methodology for how the organization / consortium will achieve the project outputs. Include an analysis on how your organization/ consortium will liaise with UNCDF. The applicant should describe how they will take the lead role in ensuring that there is sufficient and ongoing communication, both virtually and in person. This section should highlight the support necessary from UNCDF (max 3 page) |
| 2.2 Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the applicant’s internal technical and quality assurance review mechanisms (max 1 page) |
| 2.3 Implementation Timelines: Submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing, specifying timelines, person responsible, and time devoted to each activity. (Please use the Budget and Workplan template)  |
| 2.4. Sub-Grantees: Explain if any work would be delegated, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-grantees. Especially in the case of consortiums, give special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. (max 1 page) |
| 2.5. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to (and ongoing communication with) UNCDF and partners, including a reporting schedule (also reflected in Gantt chart) and indicators list. (max 1 page) |
| 2.6 Project Cost - Indicate that cost categories as required. Examples: staff costs, travel costs, service provider costs. For each category, include assumptions (e.g., for staff costs, how many staff and what are their daily rates; for travel, what does travel include and how much travel is expected) |
| 2.7 Other: Any other comments or information regarding the project approach and methodology that will be adopted. (max 1 page) |
|  |
| **SECTION 3: PERSONNEL** |
| 3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations along with information on the roles and structure of any sub-grantees, contractors, or other critical relationships. |
| **SECTION 4: INVESTMENT** |
| 4.1 UNCDF offers, in addition to grants and technical assistance, financing possibilities such as guarantees, concessional and commercial loans, as well as investments. Please explain in this section your company's financing needs, your financial and business plans for the next few years and your financial sustainability strategy (5 pages maximum). |