**Annex II Technical Proposal**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SECTION 1: SPECIFIC EXPERIENCE FOR THE ASSIGNMENT.**  1.1 Please provide details of your past projects/partnerships in advocacy and communication, integrated communication and design, policy consultancy, and other relevant areas.   |  |  |  |  | | --- | --- | --- | --- | | 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 Please share your organization’s vision/mission, core operational area and capacities, revenue generation and business model. (max 2 pages) |
| 1.3 Please share your organisation’s financial performance as per the mentioned indicators for the past 3 years in the below format. Please mention NA in the section which is not applicable. (Max 1 Page)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **#** | **Main Performance indicators** | **2019** | **2020** | **2021** | |  | Yearly Revenues (US$) |  |  |  | |  | EBITDA |  |  |  | |  | Net Income |  |  |  | |  | Equity (000 US$) |  |  |  | |  | Total Assets (000 US$) |  |  |  | |  | ROE |  |  |  | |  | ROA |  |  |  | |  | Current ratio |  |  |  | |
| 1.4 Please share the information on your organisation’s ownership and management structure in the following template. (Max 1 – 1.5 Pages)   |  |  | | --- | --- | | Names of Ownership or Co-Owners |  | | Ownership Percentage of each (%) |  | | Board Members/Partners (No) current year |  | | Board Members name and role |  | | Full-time Employees (No) current year |  | | Female Employees (%) |  |  |  |  |  | | --- | --- | --- | | **Key Personnel:** | **Legal Representative**  **(Lead Applicant)** | **Project Manager**  **(Lead Applicant)** | | Title: |  |  | | First Name, Last Name: |  |  | | Email: |  |  | | Tel: |  |  | | Skype/Zoom/MS teams: |  |  | |
| 1.5 In case of consortiums and partnerships please provide the following details. (max 1 page)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of Partner / Consortium and type of Entity** | **Country of incorporation and intervention** | **Role and responsibilities in the implementation of the business idea** | **Has this partnership been formalized? What type of agreement is in place?** | **Website** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| **SECTION 2: APPROACH AND IMPLEMENTATION PLAN (maximum 20 pages)**  (Applicant(s) may use info-graphical / diagrammatical explanation for their response) |
| 2.1. Provide details on a brief snapshot of the technical proposal explaining how your proposal will achieve the objectives mentioned under the RFA in the following template. (4 pages max)   |  |  |  | | --- | --- | --- | | **Project:** *describe briefly the project to be implemented* | | | | **Relevance (solution and innovation):**  *[Summarize how the strategy and innovation exchange platform is directly addressing the problem statement listed below and to the needs of the identified stakeholders.*  *Outline to what extent can the initiatives be adapted to address problem? How quickly can the outreach and narrative be built to address problem directly? What steps have been taken to validate the market?.]* | **Team experience:**  *[Summarize the team composition, Size and roles and outline and outline what is the team's relevant experience in the industry?* | **Risk profile:**  *[Summarize if there are any key risks to be considered during the execution period; organizational level, country level, regulation, industry level]* | | **Problem Statement:**  *[Summarise which market constraints and challenges the proposed initiatives (solutions and innovation) are answering. Analyse the issues that might be solved through the solution that are currently faced by the identified segments in terms of access, usage and resilience.* | **Support required from UNCDF**  *[Please mentioned the support you would be requiring for the implementation of the proposed initiatives]* | **Gender Lens Integration**  *[Mention how is your proposed intervention focuses on positioning gender integration and giving bringing gender related issues at the forefront of global audience in different project components]* | | **Key partners:**  *[Summarize who are the key partners and role and responsibilities, mention NA if not applicable]* | **Key metrics:(Key Performance Indicators)**   |  |  | | --- | --- | | KPI #1 |  | | KPI #2 |  | | KPI #3 | *(Add more KPIs if required as per proposal)* | | | | **Methodology:**  *[Summarize the key milestones and timeline to attain the identified KPIs as per workplan]* |   (Please keep your responses in the shared template/format) |
| 2.2 Detail out your technical proposal explaining the approach, methodology, relevance, and focus on gender integration in your project proposal using the following template. (Max 6 Pages)   |  |  | | --- | --- | | **Describe the proposed approach and methodology**  *[Describe the project and approach, outline the key outcome, outputs and expected deliverables* | | | **Gender Lens Integration** | *Gender Lens Integration*  *[Mention how is your proposed intervention focuses on positioning gender integration and giving bringing gender related issues at the forefront of global audience in different project components]* | | **Relevance** | *[Outline how the solutions and innovation exchange platform are directly addressing the problem statement and to the needs of the identified stakeholders/market actors. Outline to what extent can the initiatives and solutions be adapted to address problem?*  *How quickly can product be adapted to address problem directly? What steps have been taken to validate the market?]* |   . |
| 2.3. Please describe how your technical proposal and proposed budget cater to the value for money proposition of the project? (1 page max) |
| 2.4. Please provide details of the Key Performance Indicators (KPIs) as per your project proposal in the following template. (Max ½ Page)   |  |  |  |  | | --- | --- | --- | --- | | **#** | **KPI Description** | **Definition** | **Timeline for completion** | | 1 |  |  |  | | 2 |  |  |  | | 3 |  |  |  | | 4 |  |  |  | | 5 |  |  |  | |
| 2.5. Please provide the detailed project work plan in the following template. (Max 2 pages)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Milestone | Activities | Sub-activities | Timelines | Remark (if any) | | *Milestone 1* | *Activity 1* | *Sub-activity 1* | *Example: M 1 to M 3* |  | | *Sub-activity 2* |  |  | | *Activity 2* |  |  |  | |  |  |  | | *Activity 3* |  |  |  | |  |  |  | |  |  |  | | *[Add milestones as per your proposal]* |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| 2.6. Provide CVs (in the shared template) of all members and only provide the relevant experience to this RFA. |
| 2.7 What are the potential risks you foresee in delivering on this assignment and what are the risk mitigation measures you will employ? Please provide your response in the following template (max 1 page)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **#** | **Risk** | **Probability of occurring** | **Impact** | **Management / Mitigation strategy** | |  | *[Describe the risk]* | *Low/ medium/High* | *Low /medium/high* | *[Outline the mitigation strategy]* | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| **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. Please provide the project operational team who will be responsible for the project implementation in the following template.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Organisation** | **Name** | **Function** | **Responsibility in the project** | **Full time/ Part time** | **Details (email)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |