Technical Proposal Submission Form

The technical proposal submitted by bidders must include the following minimum information. Additionally, bidders are encouraged to provide any additional details they think are relevant and support their bid.

1. Bidder Information

Company Name:	
Address:	
Contact Person:	
Phone Number:	
Email Address:	
Tax registration number :	

2. Technical Proposal

2.1. Organization structure:

In this section, the bidder should provide an overview of their company, including its organizational structure, capabilities, and a summary of key personnel.

2.2.Previous experience and references:

Kindly provide detailed information on **2-3 assignments** where your company and its personnel were contracted, especially those that align with the services requested by the ILO. Additionally, please include references from UN agencies, international organizations, and other companies.

2.3.Description of the Approach, Methodology and Work Plan:

Technical approach, methodology, and work plan are key components of the Technical Proposal. You are suggested to present this section of the technical proposal in 3 chapters:

2.3.1. **Technical Approach and Methodology:** In this chapter, please explain your understanding of the assignment's objectives, your approach to the services, and the methodology for carrying out the activities to achieve the expected output. Detail the level of specificity of the output. Highlight the problems being addressed, their significance, and the technical approach you would use to tackle them. Additionally, describe the methodologies you propose, emphasizing their compatibility with your approach. **DO NOT COPY and PASTE TEXT FROM THE TOR** provided to your company. Also, identify the associated risks and propose methods to mitigate them.

2.3.2. **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing an understanding of the ToR and the ability to translate them into a feasible working plan. A list of the final technical documents, including reports, drawings, and tables to be delivered as final output, should be included here.

2.3.3. **Organization and staffing of the team for this assignment:** In this chapter, you should propose the structure and composition of your team, **including the CVs** of the team members assigned to this task. Additionally, please complete the table below.

Name of Staff	Area of expertise	Position assigned	Task assigned	No. of days of input