**ANNEX IV:**

**TECHNICAL PROPOSAL Form**

|  |  |
| --- | --- |
| **Name of Proposing Organization / Firm:** |  |
| **Country of Registration:**  |  |
| **Name of Contact Person for this Proposal:** |  |
| **Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |

**Section 1: Proposed Strategy and Approach**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the specifications.Below is the suggested outline of the proposal * **Background on SDGs and Youth Development in Indonesia**
* **Proposed approach/ methodology**
	+ Including standard methodology, data analysis, workflow, quality control, time management, and progress report schedule and status reviews with UNFPA
* **Proposed Implementation Plan**

How the institution/ organization will undertake each task in the TOR.

|  |  |  |  |
| --- | --- | --- | --- |
| **No**  | **Step / Activity**  | **Time Schedule**  | **Note** |
|  |  |  |  |
|  |  |  |  |

* **Proposed Interview guides, FGD guides**
* **Proposed outline of the policy brief on youth development, national action plan on Youth Development and 2019 Youth Development Index.**
	+ Maximum 1 page for each deliverable.
* **Roles and responsibilities of team leader and member(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name** | **Role** | **Responsibilities** |
|  |  |  |  |
|  |  |  |  |

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#### **Section 2: Personnel**

Please include CVs for key personnel (managerial and technical staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. The quality of key personnel proposed will be an evaluation factor.

No substitution of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UNFPA. If substitution is unavoidable it will be with a person who, in the opinion of the UNFPA, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.

*Please use the format below, with each CV no more than one page in length.*

|  |  |
| --- | --- |
| **Name:** |  |
| **Position for this Assignment:** |  |
| **Nationality:**  |  |
| **Contact information:** |  |
| **Language Skills:** |  |
| **Educational and other Qualifications:** |  |
| **Summary of Experience:**Highlight experience in the survey and research.  |
| Relevant Experience (From most recent): |
| **Period: From – To** | **Name of activity/ funding organization:** | **Job Title and Activities undertaken:**  |
|  |  |  |