**ANNEX IV:**

**TECHNICAL PROPOSAL Form**

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

#### **Section 1: Capability and Expertise of the Organization/Firm**

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| * 1. **Management Plan:** |
| As part of their technical proposals, Bidders must submit a Management Plan which includes the following detail:   1. Describe the overall management approach toward planning and implementing this activity. 2. Include an organization chart for the management of the project. |
| 1.2 Organizational Capacity and Experience: |
| This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement.   * 1. Brief Description of Firm: Provide a brief description of the organization / firm submitting the proposal, including the year and country of incorporation and types of activities undertaken.   2. Previous experience at health survey: Demonstrate experience in conducting health survey in Indonesia, preferable on youth/adolescent sexual and reproductive health issues   *Please attached the executive summary of the reports (in the last 3 years)*   * 1. Previous experience at research and publication: Demonstrate experience in doing research and publication in international journal on Youth and/or Health in Indonesia, preferable youth/adolescent sexual and reproductive health issues   *Please attached the summary of the publications (in the last 3 years)*   * 1. Experience of Organization / Firm: Familiarity working with government and CSOs |

**Section 2: Proposed Strategy and Approach**

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| 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.  Reporting.  Bellow is the suggested outline of the proposal   * Background * Research Question and Objective * Methods   Mixed methods approach  Quantitative component  (Design, setting, sampling, participants, variables, bias, sample size)  Qualitative component  (Design, setting, sampling, participants, variables, bias, sample size)   * Ethical considerations * Proposed variables and tools for measurement * Proposed Interview guides, FGD guides * Timeline of the study |

#### **Section 3: 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.*

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| **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:** |
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