**Annex 2. Technical Proposal**

*(Offerors are instructed to complete this form. Once completed, this form serves as the binding proposal in response to this solicitation and is valid for the period identified on the cover page of this Solicitation. Failure to submit the information required herein may lead to disqualification of the offer.)*

* 1. **Background**

Provide a minimum 500-word overview of the background of your firm (vision, mission and the objectives).

|  |
| --- |
| *Offerors are required to respond directly to this prompt here* |

* 1. **Technical proposed model**

Please provide a technical proposal that clearly identifies the key constraints faced by the targeted groups and explains how the proposed activities will be implemented, including a detailed description of the methodology that will be used to deliver the expected services.

The methodology section should provide a clear explanation of the proposed activities to be carried out and highlight important considerations that YEA-R should consider when issuing specific work orders for the tasks after the completion of the selection process.

|  |
| --- |
| *Offerors are required to respond directly to this prompt here* |

**1.3. Management and Key Personnel.**

The key personnel’s CV(s) should be attached as an annex to the proposal and should highlight the offeror’s experience in conducting similar assignments, experience in the implementation of preferred lot. Each CV is limited to no more than three pages. There is no consolidated page limit for the submission of numerous CVs, as long as each one is no longer than three pages.

**1. 4. Past Performance**

The applicant must provide a clear and concise summary of the organization’s experience relevant to the selected lot(s), specifically highlighting previous work conducted in Rwanda or the broader region. The proposal should demonstrate a strong track record in delivering similar services, with specific examples of prior engagements with for example Mastercard Foundation-funded initiatives, or other donor-funded projects, partnerships with recognized public and private institution in Rwanda.

|  |
| --- |
| *Offerors must respond to the prompt here.* |

**2. Cost Proposal**

Offerors are instructed to complete the below financial proposal table. The financial proposal should be presented in the national currency. SNV reserves the right to negotiate the proposed budget or request clarification at its discretion.

* 1. **Budget.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Category** | **Qualification** | **Unit** | **Unit Price** | **Budget Notes** |
| *Offerors must propose line-items within the Cost Category; repeat for as many line-items as necessary* | *Offeror must specify the qualification of proposed personnel (PhD, Masters, etc.)* | *Offerors must provide the unit here (i.e. day)* | *Offerors must quote the unit price here (daily rate or percentage, in national currency)* | *Offerors must describe the purpose of the cost and basis for price here* |
| **Personnel** | | | | |
| *Key personnel 1: e.g. Task Team leader* |  |  |  |  |
| *Key personnel 2:* |  |  |  |  |
| *Key personnel 3:* |  |  |  |  |
| *Etc….* |  |  |  |  |
| **Management Fees** | | | | |
| Management and/or indirect fees | N/A | N/A | *Indicate percentage of total personnel fees in each Work Order* | N/A |
| **Taxes** | | | | |
| VAT, 18% (if applicable) | | | *If applicable, please specify if VAT will be added on each total work order or daily rates & management fees already include the VAT* |  |

**2.2. Bank Account**

Offerors are instructed to complete boxes highlighted in blue colour:

|  |  |
| --- | --- |
| Does the Offeror have an active bank account? | Yes  No |
| If yes, provide the Offeror name associated with the Bank Account if selected for the Partnership. | *Offerors must provide the bank account, and the name associated with their Bank Account, if applicable, here* |

1. **References**

Offerors are requested to provide at least three current or previous professional references using the provided template.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference No.** | **Reference Name** | **Contact Information** | **Affiliation** |
| 1 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| 2 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| 3 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |