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| **ENTER THE TITLE OF THE SERVICE HERE** | **Project number:** |

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This template contains instructions on how to use and complete it. Before submitting your final proposal, please remove these orange sections.

# List of abbreviations

Enter any abbreviations used in this proposal in tabular format below following the provided example, which must be removed.

|  |  |
| --- | --- |
| ***GoR*** | *Government of Rwanda* |
|  |  |
|  |  |
|  |  |
|  |  |

# Context

Provide background on the project, its context and initial situation.

…

# **Technical-methodological Concept**

## **Strategy**

Reiterate the objective outlined in the terms of reference and critically examine the tasks. Describe and justify the strategy with which you intend to provide the services outlined in Chapter 2 of the terms of reference for which you would be responsible.

…

## Cooperation

Present the actors relevant for the services outlined in Chapter 2 of the terms of reference for which you would be responsible as well as their interaction. Describe your strategy for establishing cooperation and how you foresee to cooperate with them.

…

## Steering

Present and explain your approach to **steering** the measures outlined in Chapter 2 of the terms of reference with the project partners and how you plan to contribute to the results-based monitoring system.

…

## Processes

Describe the key **processes** for the services for which you would be responsible. Present and explain the integration of other actors in accordance with Chapter 2 in the terms of reference.

…

Create a workplan that describes how the services are to be provided. Specify the necessary work steps, milestones, place of performance, responsibilities and schedule.

Certain milestones/roadmap as laid out in the table below, are to be achieved by certain dates during the contract term, and at locations:

|  |  |
| --- | --- |
| **Milestone** | **Deadline/place/person responsible** |
|       |       |
|       |       |
|       |       |
|       |       |

## Learning and innovation

Describe how you plan to contribute to knowledge management for the partner and GIZ. Present and explain measures to promote scaling-up effects (**learning and innovation**).

…

## Project management of the contractor

Explain your approach for coordination with the GIZ project.

If needed, provide a backstopping strategy for your services.

# Personnel concept

Provide a personnel assignment plan specifying who does what when and in what time frame.

Outline the overall team and the expertise and contribution of each team member. Specify which team member is proposed to fill which expert role listed in the terms of reference.

1. **Annexes**

Annex the CVs of each expert proposed following the instructions provided in the terms of reference. Further annexes could include certificates, references, etc. Refer to the terms of reference for further specification.