

Annex 1

Outline of Technical proposal

a. **General information**

- State organisation name, address and contact person details etc.

b. **Team composition**

- Describe the staffing structure for the assignment;
- The main responsibilities of each staff position (highlighting how you will monitor and evaluate progress towards the objective as well as COVID 19 risks and management during the assignment); and
- Attach individual consultant's CV as an annex (highlighting experience of similar work in the last 2 years).

c. **Proposed methodology**

The consultant(s)/firm must describe how it will address/deliver:

- A detailed approach and/or methodology you plan to apply or conduct to meet the demands of the ToR;
- Any other information pertinent to it.

d. **Overall Coordination**

- Describe how the consultant(s)/research firm plans to coordinate, share information, and collaborate closely with B-SkillFUL team and target group i.e. SMEs, business associations and others in implementing the assignment activities.

e. **Implementation Timelines:**

- Submit a Gantt chart indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

f. **Past experience in similar consultancy services**

- Describe and indicate track record – list of clients for similar consultancy services;
- Description of contract scope, contract duration, contract value, contact references including email address.

g. **List of Personal Referees**

- List of at least three personal referees in terms of their title (position), where they work, email, and telephone address as indicated in the following template.