# Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

###### Checklist of Required Forms

|  |  |  |
| --- | --- | --- |
| **Form** | **Description** | **Page Limit** |
| TECH-1 | Technical Proposal Submission Form | *N/A* |
| TECH-2 | Consultant’s Organization and ExperienceA. Consultant’s OrganizationB. Consultant’s Experience | *N/A* |
| TECH-3 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment | *N/A* |
| TECH-4 | Work Schedule and Planning for Deliverables | *N/A* |
| TECH-5 | Personnel Schedule | *N/A* |
| TECH-6 | Curriculum Vitae (CV) for Key Experts | *N/A* |

###### Form TECH-1

**Technical Proposal Submission Form**

{Location, Date}

To: Chief Representative

 Japan International Agency (JICA) *USA* Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *Data Collection Survey on Refugee-related Business and Social Investment* in accordance with your Request for Proposals dated *[insert: date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

 (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.

 (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).

 (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

Form TECH-2

**Consultant’s Organization and Experience**

{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}

**A - Consultant’s Organization**

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

**B - Consultant’s Experience**

{1. List only previous similar assignments successfully completed in the last *[*.....*]* years.}

{2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

| **Duration** | **Assignment name & brief description of main deliverables/outputs** | **Name of Client & Country of Assignment** | **Approx. Contract value (in US$ equivalent) / Amount paid to your firm** | **Role on the Assignment** |
| --- | --- | --- | --- | --- |
| {e.g., Jan.2009– Apr.2010} | {e.g., “Improvement quality of...............”: designed master plan for rationalization of ........; } | {e.g., Ministry of ......, country} | {e.g., US$1 mill/US$0.5 mill} | {e.g., Lead partner in a JV A&B&C} |
| {e.g., Jan-May 2008} | {e.g., “Support to sub-national government.....” : drafted secondary level regulations on..............} | {e.g., municipality of........., country} | {e.g., US$0.2 mil/US$0.2 mil} | {e.g., sole Consultant} |

Form TECH-3

**Description of Approach, Methodology, and Work Plan for Performing the Assignment**

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

1. ***Technical Approach, Methodology, and Organization of the Consultant’s team****.*

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in this section.}

1. ***Work Plan and Staffing***.

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

1. ***Comments (on the TOR and on counterpart staff and facilities)***

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-4**: Work Schedule and Planning for Deliverables**

|  |  |  |
| --- | --- | --- |
| **N°** | **Activity** | **Months** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | **.....** | **n** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

Form TECH-5**: Personnel Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **N°** | Name of Expert/ Position | Input of the Personnel | Total person-month input |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| EXPERT(S) |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Sub-Total |  |
| Other Personnel |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Sub-Total |  |

1. For experts the input should be indicated individually; for other personnel it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).

2. Months are counted from the start of the assignment.

Full time input

Part time input

**Form TECH-6**

**CURRICULUM VITAE (CV) for Experts**

|  |  |
| --- | --- |
| **Position Title** | {e.g., TEAM LEADER} |
| **Name of Expert:**  | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship / Residence** |  |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.****Contact info for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…For references: Tel…………/e-mail……; Mr. Hbbbbb, deputy minister] |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Expert’s contact information:** (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert Signature Date{day/month/year}

Name of authorized Signature Date{day/month/year}

Representative of the Consultant

(the same who signs the Proposal)

# Section 5. Financial Proposal Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

**FIN-1 Financial Proposal Submission Form**

**FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

**Form FIN-1**

**Financial Proposal Submission Form**

{Location, Date}

To: Chief Representative

JICA *USA* Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *Data Collection Survey on Refugee-related Business and Social Investment* in accordance with your Request for Proposal dated *[insert: date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

**Form FIN-2**

**Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

**Total Costs of (1), (2) and (3) : *{insert: total estimate cost}***

|  |
| --- |
| **Remuneration** |
| No. | *Name* | *Position* | *Person-month Remuneration Rate* | *Time input in person/month* | *Cost* |
|  | **1) Experts** |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  | **2) Other Personnel** |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **Total of (1)** |  |

|  |
| --- |
| **Reimbursable Items** |
|  | *Type of Reimbursable expenses* | *Unit* | *Unit Cost* | *Quantity* | *Cost* |
| 1 | {e.g., Per diem allowances} | {Day} |  |  |  |
| 2 | {e.g., International air travel} | {Trip} |  |  |  |
| 3 | {e.g., rent-a-car} | {Day} |  |  |  |
| 4 | {e.g., accommodation} | {Day} |  |  |  |
| **Total of (2)** |  |

|  |  |
| --- | --- |
| **Total Costs of (1)+(2)** |  |

|  |
| --- |
| **Indirect Local Tax Estimates** |
| 1 | {insert type of tax. e.g., VAT or sales tax} |  |
| 2 | {e.g., income tax on non-resident experts} |  |
| 3 | {insert type of tax} |  |
| 4 | {insert type of tax} |  |
| **Total Estimate for Indirect Local Tax (3)** |  |