# 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 Experience | 5 |
| TECH-3 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment | 5 |
| TECH-4 | Curriculum Vitae (CV) for Expert | 5 |

###### Form TECH-1

**Technical Proposal Submission Form**

{Location, Date}

To: Chief Representative

Japan International Agency (JICA) Egypt Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for NGO-JICAJapan Desk Advisor for JICA Egypt Office in accordance with your Request for Proposals dated March

27,2024 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 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 an organization. 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***

{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. Please do not repeat/copy the TOR in here.}

1. ***Work Plan***

{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.

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**

**CURRICULUM VITAE (CV) for Expert**

|  |  |
| --- | --- |
| **Position Title** |  |
| **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)

{This part is not needed to be fill in case of individual consultant}

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# 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 Egypt Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for NGO-JICA Japan Desk Advisor for JICA Egypt Office in accordance with your Request for Proposal dated April 1,2024 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 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)And (2) : *{insert: total estimate cost}***

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Indirect Local Tax Estimates** | | | |
| 1 | {insert type of tax. e.g., VAT or sales tax} |  | |
| **Total Estimate for Indirect Local Tax (2)** | | |  |

# Section 6. Terms of Reference (TOR)

1. **BACKGROUND**

There is growing numbers of Japanese NGOs, local government, university and private corporation who are actively working for economic and social issues in developing countries. As they are good partners for JICA, JICA would like to strengthen collaboration with them.

1. **SCOPE Of SERVICE**
2. Support effective and smooth implementation of JICA projects in Egypt by promoting collaboration with Japanese NGO, local government, university, student and private corporation etc. (herein referred as “Japanese NGOs”)
3. Support JICA supported projects and activities to be implemented in Egypt by Japanese NGO, local government, university and private corporation etc. such as follows;
4. Consultation and provision of related information, introduction of concerned institutions/persons to Japanese NGOs
5. Coordination with Egyptian Ministries/authorities concerned related to the project by Japanese NGOs
6. Plan and implement necessary training for Japanese NGOs operating in Egypt if necessary
7. Make and update a handbook for Japanese NGOs in Japanese (useful information for operating in Egypt, such as basic data on Egypt, sectoral information and development needs in Egypt, NGOs in Egypt and their activities, required procedures of NGO registration in Egypt etc.)
8. Upload above information on JICA website for dissemination
9. Make a plan how to support Japanese NGOs to collaborate with JICA in Egypt and implement it.
10. Accept visitors from Japanese NGOs, universities and local governments for briefing, answering to their inquiries and making necessary arrangements on site-visits of JICA`s projects and volunteers.
11. Plan and implement events on information sharing for strengthening relationship and collaboration between JICA Egypt office and Japanese NGOs
12. Provide /share Japanese NGO related information in the Office
13. Making record to support Japanese NGOs and quarterly report on the Desk activities
14. Plan and manage the budget for the activity by NGO-JICA Japan Desk
15. Others to be requested by the JICA Egypt Office
16. **NUMBER OF EXPERT**

One Consultant.

1. **CONTRACT PERIOD**

The Contract starts from April 15tht, 2024 to March 31st, 2025.

1. **DELIBERABLES**

The Consultant shall submit one copy of a monthly report written in English on the last day of each month except the final report. The final report shall be submitted before the last day of the Contract. The size of the report is A4 both in print and electric file. The Client inspects it within 14 business days and pays monthly payment after completion of the inspection. The monthly report shall contain the Consultant’s outputs or achievements of his activities in designated period.

1. **WORKING PLACE**

The Consultant works at the Client’s office located on the 6th floor, World Trade Center, 1191 Cornish Nile Street, Boulak, Cairo, Arab Republic of Egypt. Consultant can also work outside of the Client’s office such as hotels, ministries or organizations of Egyptian government when the Client directs. Furthermore, the Consultant can conduct a business trip when the Client requires based on 2. SCOPE of WORK. The Client pays necessary per-diem, accommodation and transportation fee for the business trip. In case the Client requests the Consultant to work at his residence due to any special reasons, the Consultant shall work at his residence.

1. **SRVICE PROVIDING HOUR**

The working hour of the Client is from 8:30 to 16:30, from Sunday to Thursday. The Consultant is required to provide abovementioned services to the Client within the working hours of the Client. It is expected that the Consultant will provide abovementioned service for approximately 16 working days per month. The working days will be mutually agreed flexibly according to the work plan and visitors or events schedule, etc.

1. **OFFICE EQUIPMENT**

The Client lends the Consultant office equipment which the Consultant needs to use for his service, such as personal computer with necessary OS, software, screen, a keyboard and a mouse, a mobile phone, a card key to enter to the office space. The Clients also provides stationaries and name cards.

End