**Template for a technical proposal**

The template can be adjusted depending on the complexity of the relevant measures by adding or removing specific components or by expanding or limiting their scope.

This template is structured based on the **Technical Assessment Grid (TAG).**

TAG is a form used by GIZ to assess the suitability of proposals submitted to GIZ. Proposals should be prepared in accordance with the sections specified in the TAG, as this will greatly support the GIZ team in their assessment

Note:

Please delete this foreword if this technical proposal template is used.

**Technical Proposal**

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| --- | --- |
| Optional: Background  Please describe the intended project and the underlying context as well as any challenge(s) that exist in the partner country/countries. |  |
| Optional: Organization profile |  |
| Optional: Project reference  Project name, objectives, year of implementation, Location, project target focus, funding source, total project budget |  |
| **Proposed concept** *(see Chapter 3 in TOR)*  *Please describe the project objective of the supported measures* | The tenderer is required to show how the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision. |
| **Strategy (1.1)**   * Interpretation of the objectives in the ToRs, critical examination of tasks * Description and justification of the contractor's strategy for delivering the services put out to tender.   *Please describe your strategy with each referring to the bullet points above* |  |
| **Cooperation (1.2)**   * Presentation and interaction between the relevant actors in the contractor's area of responsibility * Strategy for establishing cooperation and then cooperating with the relevant actors   *Please describe your plan for cooperation with each referring to the bullet points above* |  |
| **Steering structure (1.3)**   * Approach and procedure for steering the measures with the project partners * Description of contractor's contribution to results monitoring and the associated challenges   *Please describe the steering structure during project implementation with each referring to the bullet points above* |  |
| **Processes (1.4)**   * Presentation and explanation of the implementation plan: work steps, milestones, schedule   *Please describe the processes during project implementation with referring to the bullet point above* |  |
| **Learning and innovation (1.5)**   * Contractor's contribution to knowledge management at the partner and at GIZ * Presentation and explanation of the measures undertaken by the contractor to promote scaling-up effects   *Please describe the learning and innovation that you offer during project implementation with each referring to the bullet points above* |  |
| **Project management of the contractor (1.6):**   * Approach and procedure for coordination with/in GIZ project * Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert months   *Please describe your plan for project management oduring implementation with each referring to the bullet points above* | To obtain an appropriate score, the sections being assessed must be explained in full. Explaining only part of the information will prevent the GIZ team from giving the maximum score. For example, in one of this section you must explain who is assigned, what work must be done, when the work will be carried out, and how many working days each team member is allocated to perform the work |
| **Personel Concept** *(see Chapter 4 in TOR)*  Team Leader   * Task of team leader * Qualifications of the team leader;   Education/training, language, General professional experience, Specific professional experience, Leadership/management experience, Regional experience, Development cooperation (DC) experience.  Key Expert 1   * Task of Key Expert * Qualifications of the key expert;   Education/training, language, General professional experience, Specific professional experience, Regional experience, Development cooperation (DC) experience, other  Short-term Expert Pool   * Tasks of the short-term expert pool * Qualifications of the short-term expert pool; Education/training, language, General professional experience, Specific professional experience, Regional experience, Development cooperation (DC) experience, other.   *Brief information about the personnel concept according to the points above can be included in the proposal, while the detailed information can be written in the CV of each personnel.* | Personnel descriptions must be supported by consistent information and explained in full in the CV. Inadequate information in the CV will make it difficult for the GIZ team to justify the scores given. In addition, personnel-related information presented in the proposal and CV must be relevant to the qualifications specified in the ToR  GIZ has clearly stated in the ToR the **composition and qualifications of the team** that will implement the program offered in the proposal. An incomplete team composition and/or unsuitable qualifications will greatly affect the assessment |
| **Attachment :**   * Project operational plan; activities, indicators, mean of verification, Implementation time in months, Personnel in charge * **Optional:** achievements on the reference project |  |