**Annex 2 - Technical Proposal**

The proposal must be signed by an authorized agent of the Offeror.

This proposal is in response to RFP No. **CBA-2019-005** or entitled **“Third Party Data Verification of EMIS School Data”**.

**Section I. Basic Information**

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

|  |
| --- |
| Key contact person(s) and title:  |
| Office address:  | Office phone:  |
| Mobile:  | Fax: |
| Email: | Website:  |

1. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two-three years:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Agency or Organization | Nature of Relationship orTitle of Project, Location  | Start & End Dates of Collaboration | Contact Person |
|  |  |  | Name & Position: |
| Email:  |
| Tel:  |
|  |  |  | Name & Position: |
| Email:  |
| Tel:  |
|  |  |  | Name & Position: |
| Email:  |
| Tel:  |

**Section II. Program Description**

**Part 1: Technical Approach, Methodology and Detailed Work Plan.** (This part shall be between 5 and 10 pages long, but may not exceed 10 pages.)

**Part 2: Management, Key Personnel, and Staffing Plan.** (This part shall be between 2 and 3 pages long, but may not exceed 3 pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.)

Offerors shall propose staff for the following key personnel positions necessary for the implementation of the scope of work:

**Project Manager:**

University Degree and certification in project management with at least five (5) years of experience in project management, preferably in education sector, education data surveys, or data analysis

**Statistician/Analyst:**

Master degree in statistics/data analysis with five (5) years of relevant experience.

**Data Collectors:**

At least high school certificate with at least 2 years’ experience in field data collection.

**Part 3: Corporate Capabilities, Experience, and Past Performance.** This part shall be between 2 and 5 pages long, but may not exceed 5 pages.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, offerors must include **3** past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Please fill out the table above (first page) for this purpose.

If the offeror has worked with or for Chemonics in the past, please provide the date, the name of project the offeror worked with, and a brief description of the services the offeror delivered under that project. Please provide this information in addition to the three references above. Chemonics reserves the right to check additional references not provided by an offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of the RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this proposal is accurate and correct:

Submitted by (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_