**APPENDIX A**

**TECHNICAL PROPOSAL TEMPLATE**

*Note, this template may be modified or expanded provided all requested information is included using the same section references*.

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| **SECTION 1 - BIDDER INFORMATION** | |
| **Company Details** |  |
| **Registered Company Name** |  |
| **Trading name (if different from registered company name)** |  |
| **Mailing address** |  |
| **Website address** |  |
| **Trading Status** | **Public limited company**  **Limited Company**  **Limited liability partnership**  **Sole Trader**  **Third Sector**  **Other. Please specify** |
| **Registration date** |  |
| **Registration number** |  |
| **Trade license number** |  |
| **Registered office address** |  |
| **VAT number** |  |
| **Contact details** |  |
| **Contact name and title** |  |
| **Email** |  |
| **Phone** |  |

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| **SECTION 2 – TECHNICAL APPROACH (limit 2 and a half pages)** |
| *Proposed Approach and Methodology:*  *[Please demonstrate your understanding of the context, objectives, results, and interventions outlined in Section 2 of this RFA as well their logical interlinks. The applicant must describe their approach to implementation and include the sequence of the activities, the units of each activity (in which the costing will be based upon), and a workplan. The applicant must also provide direct beneficiaries (gender-disaggregated) listed for each activity.]* |

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| **SECTION 3 – KEY PERSONNEL (limit 1 page, excluding resumes)** |
| *[The applicant must propose individuals for key personnel positions who are highly qualified and are able to fulfill the responsibilities as described below. The applicant shall submit a complete and current resume for each proposed key personnel (not exceeding 2 pages each). These resumes must clearly describe the individuals’ education, experience, and professional credentials. The resumes shall be submitted as an annex to the technical proposal and will not be counted in the page limit. The management structure of the applications should reflect the technical approach proposed in the subject matters listed in section 2.2 “Objectives and Interventions”. The applicant must demonstrate that the combined experience of proposed key personnel meets the following standards:*   1. *Grant Lead: Steers the grant implementation, administrative functions (including staff safety and security) and ensures timely achievement of project milestones as per the workplan.*   *Qualifications: A bachelor’s degree in a related field such as social work, psychology, child protection and three years of experience in a similar role is preferred. Education certificates must be submitted with the application.*   1. *Technical Specialist: Leads training and supports the day-to-day implementation of grant activities.*   *Qualifications: A bachelor’s degree in social work or psychology from a recognized academic institute and two years of experience in a similar role. Education certificates must be submitted with the application.*   1. *Finance Specialist: Manages the day-to-day financial and human resource functions of the project, ensures compliance with regulations and internal/external controls, and prepares monthly closures and bank reconciliations.*   *Qualifications: degree in accounting, finance, or related field and one year of experience in a finance-related role.]* |

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| **SECTION 4 – CAPABILITIES OF THE ORGANISATION (limit 1 and a half pages)** |
| *[Please provide details on the following:*   1. *The organization's office locations, including their proximity and accessibility to the target areas.* 2. *Specialized competence of the organization, including sound organizational systems and procedures in areas such as personnel and recruitment, financial management, child protection and safeguarding policies.* |

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| **SECTION 5 – PAST PERFORMANCE OF THE ORGANISATION (limit 1 and a half pages, excluding annex)** |
| *[Please submit a narrative describing the organisation past performance in designing and implementing case management and community-led initiatives relative to the Program Description, including knowledge of and experience in interventions related to child protection, community engagement, and voluntarism.*  *In addition to the narrative, an annex listing all grants, subgrants or contracts delivered in the last three (3) years with a brief description of the objective, location, award number (if available), the work performed, the donor (source of funds) and a point of contact with their current telephone number and email address should be provided. ARK may contact the points of contact provided on the list to assist in our selection process. This annex does not count towards the page limit.]* |