**TECHNICAL PROPOSAL**

**SERVICES RELATED TO A RESEARCH ON THE REPRESENTATION OF LESBIANS IN MASS MEDIA IN EUROPE AND CENTRAL ASIA THROUGH PRESS CLIPPINGS**

Section A: Consultants’ Organization

Section B: Consultants’ Experience

Section C: Comments/Suggestions on the Terms of Reference

Section D: Description of Approach, Methodology and Work Plan

Annex 1: Team Composition, Task Assignments & Level of Effort (LOE)

Annex 2: Work Schedule

A - Consultant’s Organization

[*Briefly describe your background and the background of all sub-consultants you wish to engage in project subject to the call for tender.*]

B - Consultant’s Experience

[*Using the format below, provide information on at least 3 previous consulting assignments similar to the assignment subject of the call for tender.*]

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| --- | --- |
| Assignment name: | Approx. value of the contract (in current EUR): |
| Country:Location within country: | Duration of assignment (months): |
| Name of Client: | Total No. of staff-months of the assignment: |
| Contact Person, Title/Designation, Tel. No./Address: |   |
| Start date (month/year):Completion date (month/year): | No. of professional staff-months provided by you: |
| Description of Project: |
| Description of actual services provided by your staff within the assignment: |

C – Comments and/or Suggestions on the Terms of Reference

[*Present and justify here any modifications to the Terms of Reference would like to propose, if there are any, to perform the assignment better and more effectively (e.g. deleting some activity that you find unnecessary, adding others or proposing a different phasing of the activities). Such suggestions should be concise and incorporated in your Proposal.*]

D - Description of Approach, Methodology and Work Plan

*Technical approach, methodology and work plan are key components of the Technical Proposal. It is suggested that the Technical Proposal be divided into the following three sub sections:*

1. *Technical Approach and Methodology,*
2. *Work Plan, and*
3. *Organization and Staffing,*

*a) Technical Approach and Methodology. In this sub section you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this sub section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and 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. A list of the final documents to be delivered as final output, should be included here. The work plan should be consistent with the Terms of Reference*

*c) Organization and Staffing. If you wish to conduct this in collaboration with other sub-consultants, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.*

Annex 1: Team Composition, Task Assignments & Level of Effort (LOE)

**Key Personnel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  | Area of Expertise Relevant to the Assignment | Designation for this Assignment | Assigned Tasks or Deliverables  | Number of Days |
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Annex 2: Work Schedule

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| **N°** | **Activity**1 | **Months**2 |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
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1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals, etc.. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

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