### **Technical Proposal Format (Sample)**

1. **Cover Page:**

* Title: Final Project Evaluation
* Attached Document
* RFP document sign Copy
* Technical Proposal (With followed this sequence 2-6), CV [ Must Avoid Organization Name, Logo and any identified information for evaluation, Organization name and identity should appear only on the proposal cover page.
* Financial Proposal with attached Legal Documents

**2. Understanding of the Assignment (Min 1 page - Max 2 pages)**

* Project background understanding
* Objectives & Scope of work
* expected deliverables

**3. Proposed Methodology (Min 1 page - Max 2 pages)**

* Study design (Mixed method – qualitative & quantitative)
* Data collection tools (survey, FGD, KII)
* Sampling method and sample size
* Data analysis plan (SPSS/STATA/Excel)
* Gender & Inclusion considerations

**3. Work Plan / Gantt Chart (1 page)**

* Detailed timeline from inception to final report

**4. Key Team Composition (1 page)**

* Team Lead, M&E Specialist, Field Supervisors
* CV summary (Attach detailed CV in Annex)

**5. Relevant Experience (1 page)**

* At least 2 previous similar projects with references
* Copies of previous evaluation work (if available)

**6. Additional Information (optional)**

* If any as per ToR