**REQUEST FOR PROPOSAL  
TERMS OF REFERENCE FOR CONSULTING SERVICES  
PROCURING ENTITY REQUIREMENTS**

**Procurement No:**

**List of Documents**

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1. About the Ministry

<describe the scope of the Ministry, relevant for the procurement>

1. Project Background and Objectives

<insert project background and objectives>

1. Service Requirements

*<Describe the Consulting Services to be Tendered>*

Suggested methodology

*<Here describe the suggested requirements on methodology>*

To be specified by the Tenderer in the ‘Terms of Reference Narrative’ Template included in this RFP

Competence requirements and allocation

*<Here describe the competence requirements>*

To be specified by the Tenderer in the ‘Technical Component - allocation of resources’ Template included in this RFP

Environmental and Social considerations

The analysis and derived outputs produced in the context of this consultancy shall consider environmental and social requirements and how they will be addressed. Please, refer to the Certificate of Compliance Form included in this RFP.

To be specified by the Tenderer in the ‘Terms of Reference Narrative’ Template included in this RFP

1. Timetable and Reporting Arrangements

Submission of Deliverables

Specific dates will be agreed in the Contract.

|  |  |  |
| --- | --- | --- |
| **Deliverable No.** | **Deliverables** | **Timeline**  **(from project start date)** |
| 1 | Submission of Inception Report | X weeks after contract start date |
| 2 | Submission of Mid-Term Report | X months |
| 3 | Submission of Draft Final Report | X months |
| 4 | Submission of <other deliverables> | X months |
| 4 | Submission of Final Report | X months |

Reporting Arrangements

<If e.g. monthly reports are requested, or other specificities, specify here>

*Example:*

*The Consultants work progress will be monitored primarily through monthly review meetings/calls, the precise schedule of which is to be determined based on consultation with the Consultant. The Consultant is also expected to produce, upon request, a formal progress report to the Contract Manager and Project Manager that includes: an overview of the project, a narrative description of project activities, detailed information on project objectives and milestones, actual achievements made against the timeline initially set, etc.*