**REQUEST FOR PROPOSAL  
TERMS OF REFERENCE FOR CONSULTING SERVICES  
TEMPLATE FOR NARRATIVE PROPOSAL**

**Procurement No:**

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## Description of the Services

*Here, list all Services to be Tendered*

|  |  |  |  |
| --- | --- | --- | --- |
| Pos. | Description | Number | Price (to be Tendered) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

## Team Composition and Task Assignments

|  |  |  |
| --- | --- | --- |
| **1. Technical/Managerial Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **2. Support/Backstopping Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Time Schedule for Professional Personnel

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | |  | Months (1st, 2nd, etc. are months from the start of assignment.) | | | | | | | | | | |
|  | Name | | Position | Activities | | 1st | 2nd | 3rd | 4th | 5th | 6th |  |  |  |  | Number of Months |
| 1 |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  | |  |  | |  |  |  |  |  |  |  |  |  |  | Total: \_\_\_\_\_\_\_\_\_  (Total sum of above numbers) |

## Schedule of Project Activities

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Activity Schedule** | | | | | | | | | | | | | |
|  | Months (1st, 2nd, etc. are months from the start of assignment.) | | | | | | | | | | | | |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th |  |  |  |  |  |  | Number of Months |
| Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Total: \_\_\_\_\_\_\_\_\_\_  (Total sum of above numbers) |

|  |  |
| --- | --- |
| **B. Submission of Deliverables** | |
| Reports | Date |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

## technical and knowledge capability

Please, provide evidence of your suitability for the project, e.g. as below, and to meet the competence requirements as stated in the Terms of Reference

## Curriculum Vitae (CV) for Proposed Professional Staff

## Tenderer’s References

**Relevant Services Carried Out in the Last Five Years**

**That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

|  |  |  |
| --- | --- | --- |
| Assignment Name: | | Country: |
| Location within Country: | | Professional Staff Provided by Your Firm/Entity(profiles): |
| Name of Client: | | No of Staff: |
| Address: | | No of Staff-Months; Duration of Assignment: |
| Start Date (Month/Year): | Completion Date (Month/Year): | Approx. Value of Services (in Current AU$): |
| Name of Associated Consultants, If Any: | | No of Months of Professional Staff Provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | | |
| Narrative Description of Project: | | |
| Description of Actual Services Provided by Your Staff: | | |

Tenderer’s Name: