# Technical Proposal Template

## BACKGROUND

## OBJECTIVES

## SCOPE OF CONSULTANCY

## FRAMEWORK AND THEORY

## METHODOLOGY

## SAMPLE OF OUTPUT

## SAMPLE OF PREVIOUS WORK/REPORT/MODULE (AS ANNEX)

## ACTIVITY WORK SCHEDULE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Type of Activities | | | | | | | | | | | | | | | | |
| No. | | **Activity/Work Description** | ***Duration*** | | | | | | | | | | | | | |
| 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | | 8th | 9th | 10th | 11th | 12th |  |
| 1 | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| 2 | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| 3 | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| 4 | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| 5 | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| 1. Completion and Submission of Reports | | | | | | | | | | | | | | | | | |
| **Reports** | | | | | | | | | **Date** | | | | | | | |
| 1. Inception Report | | | | | | | | |  | | | | | | | |
| 2. Interim Progress Report  (a) First Status Report  (b) Second Status Report | | | | | | | | |  | | | | | | | |
| 3. Draft Report | | | | | | | | |  | | | | | | | |
| 4. Final Report | | | | | | | | |  | | | | | | | |

# Financial Proposal Template

**SUMMARY COST**

|  |  |  |
| --- | --- | --- |
| **Costs** | **Currency** | **Amount(s)** |
| I – Remuneration Cost |  |  |
| II - Reimbursable Cost |  |  |
| **Total Amount of Financial Proposal 1** |  |  |

1 Indicate total costs to be paid by IOM in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in Technical Proposal and [Breakdown of Costs by Output/Activity](#_Breakdown_of_Costs) .

## Breakdown of Costs by Output/Activity

|  |  |  |
| --- | --- | --- |
| **Group of Activities (Phase):1**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Description: 2**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Cost Component** | **Costs** | |
| Currency | Amount |
| Remuneration 3 |  |  |
| Reimbursable Expenses 3 |  |  |
| Subtotals |  |  |

1 Names of activities (phase) should be same as, or corresponds to the ones indicated in [ACTIVITY WORK SCHEDULE](#_ACTIVITY_WORK_SCHEDULE).

2 Short description of the activities whose cost breakdown is provided in this Form.

3 For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in [Breakdown of Remuneration per Activity](#_Breakdown_of_Remuneration) and [Breakdown of Reimbursable Expenses](#_Breakdown_of_Reimbursable).

## Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Individual Consultant requested by Client/IOM]

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Activity** 1 | **Daily Rate** | **Number of Days** | **Cost per activity** |
|  |  |  |  |
|  |  |  |  |

1 Names of activities (phase) should be same as, or corresponds to the ones indicated in [ACTIVITY WORK SCHEDULE](#_ACTIVITY_WORK_SCHEDULE).

*Consultants should not assign, transfer, pledge, sub-contract or make other disposition of the consultancy contract or any part thereof, or of any of the Consultant’s rights, claims or obligations under the consultancy contract except with the prior written consent of the Organization, in conjunction with HRM. Therefore, only in limited circumstances, when approved in advance.*

## Breakdown of Reimbursable Expenses

[Information provided in this Form should only be used to establish payments to the Individual Consultant for services requested by Client/IOM]

|  |  |  |
| --- | --- | --- |
| **Description1** | **Unit** | **Unit Cost2** |
| 1. Workshop resources person |  |  |
| 2. Transportation Cost |  |  |
| 3. Communication Costs |  |  |
| 4. Printing of Documents, Reports, etc |  |  |
| 5. Equipment, instruments, materials,  supplies, etc |  |  |
|  |  |  |

1 Delete items that are not applicable or add other items

2 Indicate unit cost and currency.