1. Key Information	
Organization Name	
Primary Contact Person (Name & Title)	
Contact Number	**Contact Email Address**
Permanent Address of Organization	
Budget Estimate (in USD)	
Procurement Opportunity	**Date of submission**

2. Project Management	
Please list key personnel who will support the project. Include his/her name and current title.	**In no more than 50 words per team member, please describe his/her experience and qualifications.**

3. Evidence of Effectiveness **In no more than 250 words, please describe your organization's experience working in different regions of your country of operation. Please articulate why you are the appropriate partner for this opportunity. In doing so, you may discuss: The expertise and value-add of the research team, including similar engagements that you have completed.**

4. Mitigating Risks
In no more than 250 words, please address how your team will mitigate risks. Are you fully available to complete the project according to the proposed timeline? What challenges, if any, do you anticipate affecting the project timeline and deliverables? What other risks, if any, are anticipated during the course of the research, and what steps will be taken to mitigate them?

5. Budget Narrative **In no more than 250 words, please clearly state the total amount of your budget proposal in USD. Please include a description justifying the major cost drivers of the evaluation. Competitive bids will demonstrate high value for money.**

6. Professional References

Please list three to five professional references that can speak to your expertise, experience, capacity, and operations. Please provide:

Contact Name
Contact Title
Contact Organization
Contact Phone Number
Contact Email Address
One to two sentences illustrating the work that was completed with or for this contact.