

Price offer for Team Leader/Project Coordinator position

I,

_____, hereby submit this price offer to provide the following services at the “International Center for Agribusiness Research and Education” Foundation (ICARE):

- Support the Project Manager in planning, coordinating and monitoring project activities.
- Coordinate the work with project experts and specialists to ensure timely and effective delivery of their contributions and activities.
- Assist in organizing trainings, workshops, meetings, and field visits.
- Coordinate the collection of data and feedback from beneficiaries and partners to contribute to project monitoring and reports.
- Maintain accurate records, including beneficiary databases and project documentation.
- Facilitate communication with beneficiaries, service providers, and partner institutions.
- Assist in procurement processes in line with ICARE and donor rules.
- Assist the Project Manager in preparing project progress and final reports by compiling inputs and supporting documentation.
- Support knowledge-sharing and dissemination of project results through platforms such as aygi.am, Agri Corners, and stakeholder events.
- Provide additional coordination and support as needed to ensure smooth implementation of project activities.

For the defined work, I am submitting my price offer for the duration of the program implementation, including taxes as defined by the legislation of the Republic of Armenia:

_____ (amount in words) AMD.

I am attaching my CV to this price offer.

I hereby acknowledge that I understand the Foundation is under no obligation to accept my offer, and that if accepted, the proposed services may be subject to change depending on the project's developments.

Name,
Surname

Signature, Date

Phone number

Electronic mail
