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Arab Region

Cover Page

TECHNICAL PROPOSAL

[Assignment Subject]

Prepared by:	[insert here]
Nationality:	[insert here]
Date of Birth:	[insert here]
Gender:	[insert here]
Date of Preparation:	[insert here]
Email:	[insert here]
Address:	[insert here]
Phone:	[insert here]

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Cover Letter

Date: [insert date]

To: ActionAid Arab Region
Amman, Jordan

[INSERT HERE]

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TECHNICAL PROPOSAL SUBMISSION FORM

1.1 Statement of Motivation

- Briefly explain why you are the most suitable for this consultancy service.

1.2 Proposed Methodology for the Completion of Consultancy

The consultant must describe how he/she will address/deliver:

- A detailed approach and/or methodology you plan to apply or conduct to meet the demands of the ToR;
- Providing a detailed description of the essential performance characteristics (if any);
- Any other information pertinent to it.

1.3 Past experience in similar projects and/or consultancies

The consultant must describe and indicate:

- Track Record – list of clients for similar consultancy services and/or projects as those required by AAAR, indicating description of contract scope, contract duration, contract value, contact references including email address as indicated in the following template:

Track Record and Experience

No.	Client	Contact Value in JOD	Period of activity	Types of activities and/or Operations	Status or Date Completed	References Contact Details (Name, Title – Mr., Mrs., Dr. to properly address, Phone, Email
1						
2						
3						
4						
5						

** Be sure the correct email address is/are indicated*

1.4 Implementation Timelines:

- The Proposer shall submit **a Gantt Chart or Project Schedule** indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

1.5 List of Personal Referees

- List of at least three personal referees in terms of their title (position), where they work, email, and telephone address as indicated in the following template:

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No.	Name of Personal Referee	Name of the Organization	Title and/or Position	Email address with alternative (if any)	Phone
1					
2					
3					

Submission Instructions

- Proposals should be submitted electronically to ari.jobs@actionaid.org.
- Deadline for submission: June 21, 2026
- All documents should be in PDF format.

Evaluation Criteria (FOR AAAR USE ONLY)

- Proposals will be evaluated based on the following criteria:

Criteria	Score
Understanding of the assignment.	10
Appropriateness and rigor of the proposed methodology.	20
Feasibility of the work plan and timeline.	15
Qualifications and experience of consultant and junior researcher.	20
Quality assurance and risk management measures.	10
Cost-effectiveness of the budget.	25
TOTAL	**100**