ANNEX 1: TECHNICAL PROPOSAL TEMPLATE

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| **Nepal ICT accessibility for the disabled Study: Technical Proposal –Summary details** |
| **Bidder (Authorized Entity) information** |  |
| **Company name** |  |
| **Registered address** |  |
| **Contact person** |  |
| **Email** |  |
| **Telephone number** |  |
| **Collaborating entity 1 information** |  |
| **Company name** |  |
| **Registered address** |  |

1) The Consultant’s Organization

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| **Brief profile about firm leading the bid (Authorized Entity), indicating clearly the presence of legally incorporated offices under the prevailing laws in the Study country, if applicable. No more than 1 page. Please attach scanned copies of Bidder and/or Collaborating Entity’s country business registrations.** |
| (Duplicate for each Collaborating Entity. Maximum of 3 Firms, including Authorized Entity allowed) |

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| ***For Collaborations only:* Exact role and tasks to be performed by each Entity included in this Bid.**  |
|  | **Tasks** |
| Authorized Entity: <Insert Firm Name> |  |
| Collaborating Entity 1: <Insert Firm Name> |  |
| Collaborating Entity 2: <Insert Firm Name> |  |

|   |  **Project name** | Type of research |  **1)Client****2)Start date** **(MM/YYYY)****3)Completion date** **(MM/YYYY)****4) Approx. USD project value****5) Sample size** |  **7) Study topic/sector (Indicate any work on ICT use)** |  **8) Target population and coverage (Indicate any work with PWDs, and work in areas proposed by Bidder for Study)** | **9) Type of Contract (principle /JV/ Subcontracted) and specific role/tasks assigned**  | **10) Links to output** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| E.g. | Teleuse@BOP4 | 1. Quantitative (representative surveys)
 | 1. IDRC
2. 04/2011
3. 08/2011
4. > USD 400,000
5. 9050
 | 7) Mobile and internet access  | SEC D&E, India, Pakistan, Bangladesh, Sri Lanka, Thailand, Indonesia (Java only) | 9) Principle. Fieldwork and data-entry/ cleaning subcontracted, responsible for all else: Q’naire & sample design/sampling/field checks/ monitoring/data analysis/report writing. | 10) http://lirneasia.net/wp-content/uploads/2012/04/Samarajiva\_FAO\_BKK.pdf |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |

***2) Bidder’s Experience (upto 8 relevant projects may be listed)***

***3) Key Personnel / Team***

**3.1 Team Structure:**

Provide the names of persons that will fill the roles that are mandatory (one person may take up more than one role). Add other roles and describe responsibilities as desired. **Note that proposed Team Leader shall be the Client’s primary contact person for the full duration of the Study, shall be a permanent employee of the firm leading the bid and handling contracting (i.e. of the Authorized Entity) and shall not be replaced or removed from this role for the entire duration of the Study without explicit authorization of the Client. Other senior staff that will provide broad guidance and advice should be listed separately.**

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| **ROLE** | **Name of proposed Team Member, organization, and proposed physical location during the Study** | **Years of experience in research experience** | **Tasks Assigned** |
| 1. Team Leader (overall)
 |  |  | * Team leader and Client’s primary contact person for duration of assignment
* …
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| 1. Moderator 1
 |  |  |  |
| 1. Moderator 2
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**3.2 Key personnel/team member qualifications**

For the (1) Team Leader, please provide details of qualifications and previous experience that demonstrate competency in carrying out specified/assigned tasks below. Separately please provide details for (2) Moderators; (3); and up to two more (total of four team members/country) for key personnel.

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| **1) Team Leader (Overall) (No more than 1 page):**  |
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| **2) Moderator (No more than 1 page):**  |
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| **3) Team member 3 (No more than 1 page):** |
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| **4) Team member 4 (No more than 1 page):** |
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***4) Approach, methodology and quality assurance***

The Client is currently considering the sampling methodology/ies, as described in Section 3.2 of this RFP (Client Methodology). Complete the form below, indicating clearly the following:

Methodology A, as proposed by the Client in the space below:

A detailed commentary on the methodology proposed by the Client. Four areas, 1) Research locations and SEC definitions 2) How quotas are to be met 3) Methods of obtaining consent 4) Steps taken to ensure that PWDs are able to participate in protocols, have been highlighted in the table below, but should not limit the extent to which the Consultant provides comments on the methodology.

Any other comments including comments on recruitment, data quality, cost, time and other applicable dimensions, on the method and/or approach to the overall Study.

Methodology B - Alternative Methodology:

If the Bidder wishes to propose an alternate methodology which can achieve the study objectives, while ensuring precision of results and cost-effectiveness, this method should be detailed in the box provided giving justification while addressing the above four points.

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| **Methodology A - Discussion and comments on proposed Client Methodology**  |
| 1. Research locations and SEC definition (if applicable) |
| 2. Comments on how quotas specified in Section 3.2 are to be met. Types of assistive devices to be focused on  |
| 3. Methods of obtaining consent  |
| 4. Steps taken to allow PWDs to participate in protocols  |
| 5. Other comments  |

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| **Methodology B - Alternate methodology proposed by Bidder, if at all, with justification. No more than 3 pages.** |
| a. Rationale for suggesting alternate methodology, and proposed method |
| b. 1. Research locations and SEC definition (if applicable) |
| b. 2. Comments on how quotas specified in Section 3.2 are to be met. Types of assistive devices to be focused on  |
| b. 3. Methods of obtaining consent  |
| b. 4. Steps taken to allow PWDs to participate in protocols  |

**5) Proposed schedule illustrated in a Gantt chart**

The key milestones/deliverables listed in Section 3.4 should be addressed.

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| **Schedule for Client Methodology**  |
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6**) Responsibilities of the Client**

Please indicate any responsibilities of the Client which the Bidder foresees.

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| **Responsibilities of the Client** |