



**Instruction and Template for
PROPOSAL Submission
Crafting Green Virtual Businesses for Market Women in Lukaya**

Date of Proposal Submission: <.....>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (**NA in case of email proposals**)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete
2. A proposal should have three (3) separate envelops (**NA in case of email proposals**):
 - 1st for all the supporting documents as per ToR;
 - 2nd for technical proposal
 - 3rd for financial proposal
3. Only shortlisted individuals/firms will be contacted by Green SMEs at each stage of the selection process.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :

Address :

District :

Phone number :

E-mail :

II. Details of contact person

Name

Position

Phone Number (Landline)

(Mobile)

E-mail



III. Major topics and sub-topics for proposal development

- 1. Organization Background (NA in case of individual consultant)**
 - 1.1 Work experience
 - 1.2 Existing and current human resource and organization organogram

2. Understanding of the ToR

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3. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification
1.				

4. Methodology to conduct this assignment

5. Deliverables with timeline (in table format) (Work Plan):

8. Proposed Budget with clear breakdowns (must be inclusive of VAT)