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| --- | --- |
| **Date:** | dd-mm-yy |
| **To:** | USAID Kosovo Compete Activity | |
| **RFA Title and RFA Reference No.** |  | |
| **RFA Date** | dd-mm-yy | |
| **From:** | **Name of Lead Applicant (if applying as a consortia):** |  |
| Address: |  |
| Contact Name, Title: |  |
| Email: |  |
| Telephone #: |  |
| Applicant Legal Status: |  |
| Year Founded: |  |
| Registration #: |  |
| Tax ID / Fiscal #: |  |
| Indicate other consortia members (if applicable):  Consortia member 1 (name, address, year founded, registration #, Fiscal #):  [add if more] |  |

We/I hereby certify that the information contained herein and attached hereto is complete and accurate to the best of our/my knowledge (**if applying as consortia, please add their name/signature/date**).

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Head of Organization Signature Date

# Technical Proposal[[1]](#footnote-1)

1. *Description of the planned activities and elaboration of detailed action plan (max. 4 pages)*
2. Specify, list, and describe all key planned activities.
3. Propose an elaborate and detailed implementation action plan, including timing, sequence, and duration of proposed activities.
4. *Methodology (max. 1 pages)*
   1. Elaborate the overall approach and proposed methodology for implementing the activities.
5. *Intended results of the activities (max. 2 pages)*
6. List the main results that the activities will produce.
7. *Background on the applicant/organization/consortium and relevant experience, as well as proposed list of professional staff with demonstrable experience to implement the project (max. 3 pages)*
8. Summarize the bidder (or consortium if applicable) background and experience related to the Public Relations and External Communication (preferably in the financial sector)
9. Indicate the previous experience of the applicant in implementing similar programs (demonstrated by documentary evidence).
10. Provide a list of professional staff with demonstrable experience to implement the project.

# Attachments

Please submit the following attachments with your application:

* A copy of your organization’s legal Registration Certificate.
* A copy of your Fiscal Certificate.
* Organizational structure.
* Reference letters/other documentary evidence for implementation of previous similar projects.
* CVs of professional staff members.
* Evidence of turnover during last three years (2019, 2020, 2021).

1. Not to exceed 10 pages. Supporting documents and CVs of the proposed key staff members, which the bidders are required to submit, will not be counted toward the 10-page limit. [↑](#footnote-ref-1)