

Contract for Individual Consultants

Request for Proposal

Reference: * Implementation Expert, Organization Self-Reflection Tool and Workshop* Bridging Innovation and Learning in TVET (BILT) Project

1 September 2021

Request to submit a written quotation/proposal for a work assignment with UNESCO

UNESCO is inviting written proposals from individual contractors for the work assignment described in Attachment A. To enable you to prepare a proposal for this assignment, please find attached the following documents:

- (a) Terms of Reference Implementation Expert (see attachment A);
- (b) UNESCO's contract template for Contract for Individual Consultants (attachment B);
- (c) Terms of Reference Senior Expert (see attachment C);
- (d) Background material concerning the work assignment (project description at attachment D)

Your written proposal should comprise:

1. A description of the approach and methodology to be applied to fulfil the tasks as outlined in the attached Terms of Reference (Attachment A)
2. A budgetary proposal based on the deliverables listed under point 4 of the Terms of Reference (Attachment A)
3. Examples of previous projects undertaken that are of a similar nature
4. The CV of the contractor
5. Amount to be charged for the assignment (in US dollars).

Your proposal and any supporting documents must be in English

UNESCO places great emphasis on ensuring the objectives of the work assignment as described in the Terms of Reference are met. Accordingly, in assessing the proposals for the assignment, attention will focus, first and foremost, on the technical elements. From those proposals deemed suitable according to the requirements of the Terms of Reference, UNESCO shall select the proposal that offers best value for money.

Your proposal should be submitted by email no later than 17:00 (CET) on 24 September 2021.

The email address is: w.lima-junior@unesco.org

Thank you for your interest in this UNESCO assignment. We look forward to receiving your proposal.