|  |  |
| --- | --- |
| **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**).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Organization Signature Date

# Technical Proposal

1. **Description of the planned activities and elaboration of detailed action plan (max. 3 pages)**
2. Specify, list, and describe all evaluation planned activities.
3. Propose an elaborate and detailed implementation action plan, including timing, sequence and duration of proposed evaluation activities; including face to face survey with beneficiaries and partners.
4. **Methodology (max. 2 pages)**
   1. Elaborate the proposed methodology for implementing the evaluation study.
5. **Intended deliverables of the activities (max. 2 pages)**
6. Describe the main deliverables that will be available from the impact evaluation study
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 impact evaluation studies
9. Demonstrate the bidder’s understanding of challenges and opportunities from implementing impact evaluation studies in Market Systems Development (MSD) Projects
10. Indicate the previous experience of the applicant in implementing similar evaluations (demonstrated by documentary evidence).
11. 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.
* Copies of financial statements (past three years).