***(INSERT COMPANY LOGO HERE)***

**Template – Request for proposals**

**Project / Proposal title:**

**Posting date:**

**Presentation of the organization:**

**Presentation of the partners (if applicable):**

**Project description:**

* Objectives
* Brief description
* Context
* Budgetary envelope

**Note :** The project must be completed by (date) and the maximum budget for the project is (amount).

**Requirements:**

* Goals to be achieved at the end of the project / deliverables
* Documents to be submitted
* Steps to be taken
* Scope and Limitations of the RFP

**Eligibility:**

* Qualifications of the desired organization or individual
* Profil
* Operation dates
* Workplace and travels (if applicable)

**To be included in the proposal:**

* Company name (if applicable) or individual name
* Contact person/contact information
* Website and other media
* Background, context and expertise of your company (if applicable) associated with the mandate of the request for proposals
* Resume of the lead consultant and team members (if applicable)
* Please indicate your understanding of the scope of the project by describing the steps you will take and the approach you will propose
* An estimate of the work steps (timeline) and budget
* Two references
* Any supporting documentation and/or attachments that may be used to evaluate the proposal

**Submission date:**

**To respond to the request for proposals:**

Please send the above information by (time) on (date) to the attention of (contact information).

No legal obligation is created by this document and the (name of organization) reserves the right to cancel this request for proposals, in whole or in part, without notice.

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| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation of request of proposals** | | | | | | |
|  | **Not applicable (0)** | **Very low**  **(1)** | **Low (2)** | **Average (3)** | **Strong (4)** | **Very strong (5)** |
| Reputation of the organization |  |  |  |  |  |  |
| Resume of the lead consultant and employees |  |  |  |  |  |  |
| Relevance of the experience towards the proposal |  |  |  |  |  |  |
| Relevance of the proposed activities |  |  |  |  |  |  |
| Budget |  |  |  |  |  |  |
| Understanding of the issues |  |  |  |  |  |  |
| Ability to deliver quality work on time |  |  |  |  |  |  |
| References |  |  |  |  |  |  |