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Project: Circular Economy Cocoa – From Bean to Bar

**Template**

**TECHNICAL PROPOSAL FOR…**



**CONSULTING TEAM**

Logo

TECHNICAL & FINANCIAL PROPOSAL

**NAME OF THE TENDER**

***Consultant(s):* Name of the Company/ Organization / Team members**  
*Signature & Seal of the Representative/Team Lead*

**Month - Year**

**TABLE OF CONTENT**

Insert main content here.

# Instructions

**Information to be provided in the Technical Proposal:**

* Expertise and relevant experience of the consulting firm and its team members, including CVs of each individual and any relevant certifications, if required by the tender.
* Understanding of the client’s needs, scope of work and the requirements of the tender.
* Development methodology and project approach, including any innovative solutions, if applicable.
* Technical knowledge and tools/techniques to be used in the project.
* Project implementation plan (work plan), including key timelines and task assignments for each team member.
* Quality assurance plan for the entire project execution process (if applicable).
* Total number of working days and work distribution among team members.

**Information to be provided in the Financial Proposal (refer to attached sample):**

* Breakdown of work items and corresponding consulting costs (consultant fees per member = daily rate \* number of working days; total consulting fee, total man-days).
* Logistics costs (food, accommodation, travel) for each phase, broken down by position (if applicable) and overall logistics costs.
* Any other potential costs (testing, input materials, machining, subcontracting, field labor, transportation, etc.)
* Estimated total project cost.
* Payment terms, including a payment schedule based on project milestones (if applicable).

***Notes:***

* All costs should be based on the latest [EU Cost Norms](https://www.eeas.europa.eu/delegations/vietnam/eu-un-cost-norms-2022_en?s=184).
* Short-term consulting packages should be implemented based on a daily rate.
* The order of presentation of the content is at the consultant's discretion.
* The project does not cover the purchase of equipment, except for cases approved by the EU donor.