**Annex 3**

**Sustainable Transition of Bosnia and Herzegovina – BiH SuTra**

|  |  |
| --- | --- |
|  |  |
| Date |  |
| Name of tenderer |  |
| registration number |  |

Technical Proposal

REGARDING *procurement of the Consultant (Consulting team) to support the preparation of Transitional Plans in four local self-government units in BiH – Banovici, Breza, Ugljevik and Zivinice within the area of circular economy.*

(Project no - 10055602)

Table of Contents

[1. Tenderer’s Presentation, Capacity and Expertise 3](#_Toc152591455)

[2. Proposed Methodology 3](#_Toc152591456)

[3. Quality Assurance and Risk Management Procedures 4](#_Toc152591457)

[4. References 4](#_Toc152591458)

[5. Proposed Experts for the Assignment 4](#_Toc152591459)

[5.1 Subcontracting 4](#_Toc152591460)

[6. Tenderers comment on the tasks within the area of procurement 4](#_Toc152591461)

[7. Other 4](#_Toc152591462)

[Annexes 5](#_Toc152591463)

[ Annex 1 Certificate of registration of the tenderer 5](#_Toc152591464)

[ Annex 2 Financial reports 5](#_Toc152591465)

[ Annex 3 Tenderers references 5](#_Toc152591466)

[ Annex 4 CVs of the proposed experts 5](#_Toc152591467)

*The tenderer’s proposal should be organized to follow the format of this Technical Proposal. Where the tenderer is presented with a requirement or asked to use a specific approach, the tenderer must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a document is requested to be attached, failure to provide the attachment will be viewed as non-responsive*. *Please delete the instructions in the final submitted version.*

The Technical Proposal must be structured in accordance with the following outline:

# Tenderer’s Presentation, Capacity and Expertise

(maximum 6 pages)

* 1. Brief description of the tenderer, including general organization capacity, management structure, mission, clients, and relevance of specialized knowledge and experience (maximum 2 pages).
  2. Qualification, relevance of specialized knowledge and experience in the region/country in similar engagements, backstopping, memberships and partnerships experience relevant to this assignment (maximum 2 pages).
  3. Certificate of registration of the tenderer (copy of the original accompanied with English translation to be attached as [Annex 1](#_Annex_1__Certificate) to this Technical Proposal).
  4. Financial performance of the tenderer to be provided by submitting the last 3 (three) financial reports to attached as [Annex 2](#_Annex_2_Financial_reports) to this Technical Proposal. *(BHS versions will be sufficient.)*

# Proposed Methodology

(maximum 3 pages)

*This section should describe the tenderer’s responsiveness to the procurement by identifying specific actions to address the requirements and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail.* *Please delete the instructions in the final submitted version.*

1. A detailed description of the approach and methodology for how the tenderer will submit the deliverables. Details of how the different service elements shall be organized, controlled and delivered shall be provided.
2. Description of available performance monitoring and evaluation mechanisms and tools, how they will be adopted and used for a specific requirement.
3. Explanation of how the methodology will incorporate elements of the Green Agenda for the Western Balkans/EU Green Deal in approach, measure development, and other deliverables.
4. Demonstrate how sustainability measures will be implemented in the execution of the contract.
5. Any other comments or information regarding the project approach and methodology that will be adopted.

# Quality Assurance and Risk Management Procedures

(maximum 1 page)

The tenderer must work with quality assurance. The tenderer must, for its operations, have a quality management system linked to the commitment of SEI under the contract period. The tenderer must have procedures for quality assurance that ensure that the assignment is carried out in one such agreed scope and quality is achieved and maintained. If the tenderer has a quality certificate, for example ISO9001, then the certificate can be used as document and must be attached below. If the tenderer lack of a certificate, a similar document/s that describe management, policy, process procedures, supervision, decision making, how deviations are handled, and corrective action must be attached below.

The tenderer shall describe in detail the risk management procedures, including identification of risks and mitigation measures. *Please delete the instructions in the final submitted version.*

# References

This section should describe the most relevant experience of the tenderer, including areas that will be subject of evaluation.

The tenderer should list references working with similar projects. The table of references shall be provided using the format outlined in [Annex 3](#_Annex_3_Tenderers_references).

*Please delete the instructions in the final submitted version.*

# Proposed Experts for the Assignment

This section should provide an overview of the experience of the experts, and how they match the requirements for this Procurements. The tenderer should also attach CVs using the following format outlined in [Annex 4](#_Annex_4__CVs).

Specific experience related to this assignment.

|  |  |
| --- | --- |
| Qualification and evaluation requirements from procurement | How the expert meets the requirement |
|  |  |

## Subcontracting

The tenderer should include further information regarding whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

# Tenderers comment on the tasks within the area of procurement

# Other

Additional information not mentioned/covered in the above sections shall be stated in this section.

# Annexes

## Annex 1 Certificate of registration of the tenderer

(BHS and English translation)

## Annex 2 Financial reports

## Annex 3 Tenderers references

*Reference table format*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Project title | | |  | | | | |
| Name of legal entity | Country | Area of work | Overall project value | Proportion carried out by the candidate (%) | Name of client | Origin of funding | Dates (start/end) | Name of partners  (if any) |
|  |  |  |  |  |  |  |  |  |
| Description of the project | | | | | Type of services provided | | | |
|  | | | | |  | | | |

## Annex 4 CVs of the proposed experts

*CV Format*

1. Name and surname
2. Date of birth
3. Nationality
4. Education

|  |  |
| --- | --- |
| *Institution* |  |
| *Date: from - to* |  |
| *Degree (s) of Diploma(s) obtained:* |  |

1. Language skills (Mark 1 to 5 for competence, 5 being the highest)

|  |  |  |  |
| --- | --- | --- | --- |
| *Language* | *Reading* | *Speaking* | *Writing* |
|  |  |  |  |

1. Membership of professional bodies
2. Other skills
3. Present position
4. Years within this position
5. Specific experience in the region
6. Professional experience record

|  |  |
| --- | --- |
| *Date: from-to* |  |
| *Location* |  |
| *Company* |  |
| *Position* |  |
| *Description* |  |

1. References