Annex 2: Technical Offer Form

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| Call for offers for the Preparation of an Assessment on the Water-Energy-Food-Ecosystems Nexus in Albania |

Note: Technical Offers not submitted in this format may be rejected. The financial Offer should be included in separate envelope.

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| Name of Proposing Organization / Firm: |  |
| Country of Registration: |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

Subcontractors:

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| Name of Subcontractor 1 / Firm: |  |
| Country of Registration: |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

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| Name of Subcontractor 2 / Firm: |  |
| Country of Registration: |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

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| ***SECTION 1: APPROACH AND IMPLEMENTATION PLAN*** |
| This section should demonstrate the Participant’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed approach meets or exceeds the requirements.  1.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.  1.2 Subcontracting: Please explain 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. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.  1.3. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. |
| *SECTION 2 - EXPERTISE OF NATURAL OR LEGAL PERSON OR ENTITY* |
| *This section should fully explain the Participant’s resources in terms of personnel and facilities necessary for the implementation of this project.*  2.1 Brief Description of Participant: Provide a brief description of the Participant submitting the Offer, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.  2.2. Track Record and Experiences: Provide the following information regarding corporate experience. Participants are required to have a record of minimum 3 projects over the last 10 years of comparable nature and degree of complexity which are related or relevant to those required for this Contract.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *Name of project* | *Client* | *Contract Value* | *Period of activity* | *Types of activities undertaken* | *Status or Date Completed* | *References Contact Details (Name, Phone, Email)* | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

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| *SECTION 3: PERSONNEL / TEAM COMPOSITION – EXPERT /MANAGEMENT* |

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| 3.1 Qualifications of Experts. Provide the CVs of Experts. CVs should demonstrate qualifications in areas of expertise as indicated in Table 1 at page 4 of the present call relevant to the Scope of Services. Please use the format below for each one of the proposed experts:   |  |  |  |  | | --- | --- | --- | --- | | Name: | |  | | | Position for this Contract: | |  | | | Nationality: | |  | | | Contact information: | |  | | | Countries of Work Experience: | |  | | | Language Skills: | |  | | | Educational and other Qualifications: | |  | | | **Summary of Experience:** Highlight experience in the region and on similar projects. | | | | | Relevant Experience (From most recent): | | | | | Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | | Job Title and Activities undertaken/Description of actual role performed: | | e.g. June 2014-January 2015 |  | |  | | Etc. |  | |  | | Etc. |  | |  | | **References no.1** (please list the required number of references as stated in the TOR): | Name  Designation  Organization  Contact Information – Address; Phone; Email; etc. | | | | **Reference no.2** | Name  Designation  Organization  Contact Information – Address; Phone; Email; etc. | | | | **Reference no.3** | Name  Designation  Organization  Contact Information – Address; Phone; Email; etc. | | | | Declaration:  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Nominated Team Leader/Member Date Signed | | | | | Date: ....................................................................  Signature: ……………………………………………..  To be completed and signed by the Participant (including each partner in a consortium/group). | | | | |