



Template

for

Proposal Submission for Mid-term Assessment of Programme on Implementing International Standards for Supreme Audit Institutions (ISSAIs) among developing countries in Middle East and North Africa (MENA) region

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The purpose of this template is to provide guidance to bidders for ‘Mid-term Assessment of Programme on Implementing International Standards for Supreme Audit Institutions (ISSAIs) among developing countries in Middle East and North Africa (MENA) region’ on the IDI’s minimum requirements for the Technical and Financial Proposals. Assessors may choose to use their own templates as long as their proposal meets our requirements and standards, covering all the areas of this template. Please note the following:

- Paragraphs should be numbered.
- Unless otherwise stated in the Terms of Reference:
 - proposals are submitted in English, and
 - financial proposals should be in Norwegian Kroner.

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TECHNICAL PROPOSAL

Name of Assignment	Mid-term Assessment of Programme on Implementing International Standards for Supreme Audit Institutions (ISSAIs) among developing countries in Middle East and North Africa (MENA) region
Tendering Organisation or Person and address	
Contact person E-mail Telephone Mobile	
Date	

Consultant's Organization and Experience

1. Description of the background of your organisation relevant to this task, including your organisation's knowledge, skills and experience with similar tasks. Please include concrete examples of past work related to this assignment.

Comments and/or Suggestions on the Terms of Reference

2. Please feel free to present and justify any modifications to the Terms of Reference your firm/organization would like to propose in order to perform the assignment more effectively. If there are such suggestions, they should be incorporated in your proposal.

Description of Approach and Methodology

3. Please describe in detail your proposed approach and methodology, including:
 - Proposed approach and derived methodology for the Assessment.
 - The assessment criteria the Assessment will use, the questions the Assessment should answer, and how the criteria and questions relate. These will include any additional issues identified by the assessor with regards to those mentioned in the ToR.
 - For each criterion, methods of collecting data/information and specific sources of data
 - If appropriate to the Assessment, the proposed criteria for sampling and rationale, and the proposed sample.
 - Describe in detail the ways data will be collected, including instruments.

Work Plan

4. A work plan for data collection, analysis, reporting, and their milestones. The timelines mentioned in the ToR may be confirmed.

Quality Assurance

- Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and linked to which instrument (e.g. Assessment proposal, inception report, data collected and analysed, draft report). It should also include a description of how comments and corrections received from main stakeholders will be handled.

Team Composition and Task Assignments

- Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment. Additionally, please provide the information requested in the table below.

Key Personnel					
Name and Affiliation	Area of Expertise Relevant to the Assignment	Designation for this Assignment ¹	Assigned Tasks ²	Base Location	Number of Days

Research Data and Intellectual Property

Please indicate whether you firm/organisation can comply with IDI's requirement regarding intellectual property and publication. They are:

- IDI requires that the researcher/consultant firm/organisation retains research data in a secure and accessible form for one year.
- ID retains the publication rights over all the data collected for the analysis. Use of the data for publication purpose by the researcher/consultant firm/organisation requires the written authorisation of IDI.
- The Assessment report will belong to IDI and may be used as it wishes. IDI undertakes not to misrepresent the contents of the report.
- IDI recognise the authorship of the researchers/consultants or firm/organisation when referring to the report.
- Usually, the researcher/consultant firm/organisation will hold the right to show the report to other parties without constraint, except when the assignment includes sensitive matters. Report distribution rights will be clearly stated in the contract between IDI and the researcher/consultant or firm/organisation.

ANNEX 1: CV of Proposed Key Personnel

¹ According to ToR or your own designation (e.g. Team leader, Senior Researcher,

² According to your proposed approach and methodology

FINANCIAL PROPOSAL

Name of Assignment	
Tendering Organisation or Person and address	
Contact person E-mail Telephone Mobile	
Date	

Summary of Costs

Please provide a Summary of Costs.

TOTAL PROJECT COST	
COST COMPONENT	COST (NOK)
Remuneration	
Reimbursable Expenses	
TOTAL*	

* The total costs are inclusive of taxes, duties, fees and other impositions.

Breakdown of Daily Fees

Please provide a Breakdown of Daily Fees.

Name	Position	Number of days	Daily Fees	Total
TOTAL*				

* Daily fees are inclusive of all fringe benefits, applicable taxes and other costs.

Breakdown of Reimbursable Costs if any

Please provide a Breakdown of Reimbursable Costs:

Description	Quantity	Unit Price	Total Amount
TOTAL			