|  |  |
| --- | --- |
| *Name of the* Assignment | **Development of a Continental Monitoring, Reporting and Accountability Mechanism on the Status of Children in Situations of Conflict in Africa** |
| *Name of* Application/company |  |
| *Date of Submission of EOI* |  |
| *Email* |  |
| *Contents of the EOI* | 1. *Cover Letter*
2. *Description of the Consultancy Firm*
3. *Details of team members from Applicant*
4. *Technical Credentials of the Applicant and team*
5. *Tax compliance*
6. *Technical Proposal*
7. *Financial Proposal*
8. *References*
 |

**Description of the Lead Applicant**

1. Name of the Organization:
2. Head Office Address:
3. Name & Designation of the contact to be referred for communication:
4. Contact No:
5. Email ID:
6. Head of the Organization:
	1. Name:
	2. Contact No:
	3. Email ID:
7. Type of Organization:
8. Main Areas of Business:
9. Any other information the bidder would like to include:

Place: Name & Signature:

Date: Designation:

 Company Seal

**Details of team members**

|  |  |
| --- | --- |
| Name of the company/firm |  |
| Name of the employee: |  |
| Date of Birth (DD/MM/YYYY): |  |
| Duration of work experience with the Company/Firm (in years): |  |
| Nationality |  |
| Current designation, with details of responsibilities assigned at the firm: |  |
| Summary of relevant experience: |  |
| Certification:I, the undersigned, certify that the above provided data is correct and confirm my availability to the firm for the proposed work should it be awarded to the firm. |
| [Signature of employee] | Date: |
| Full Name of the employee |  |

**Technical Credentials of the Applicant**

Details of the work and services undertaken by the applicant (including the on-going projects)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  No. | Name of the Project | Name of the Customer | Scope of work | Duration of Contract | Contract price (USD) | Remarks/Products |
| Start date | Completion date | Performance test date |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |

**Technical Proposal**

**Financial Proposal**

**References.**

*Kindly provide at least four latest professional references.*