

TECHNICAL AND FINANCIAL PROPOSAL GUIDELINES FOR PREPARATION AND SUBMISSION

A- TECHNICAL PROPOSAL

A.1. Profile of applicant and specification of his/her area of expertise (1 paragraph maximum)

Brief introduction and highlight on the applicant's expertise.

A.2. Reference to similar work over the past 5 years, accompanied by supporting documents (amount considered, dates and recipients) - Provide links to web platforms and online documents (1 / 2 page maximum)

Present the work done during the past 5 years, in connection with or similarity to the work proposed in this study, taking care to name it, specify the amounts and recipients. Links or document supporting of this work are strongly recommended as attachments to the technical proposal.

A.3. Summary of the CV (1 page maximum)

Should be limited to essential points of the CV in relation to this call for consultancy.

A.4. Work with international organizations (1 page maximum)

Please describe any work done on behalf of an international nongovernmental organization (Description, objectives, results achieved).

A.5. Proposed methodology (3 pages maximum)

The applicant should describe in detail the methodology to achieve the desired results in this study, including work on Phase 1 and Phase 2, as well as the reporting.

Some indication describing the services and work plan will be welcomed.

Applicant's comments and suggestions on Terms of Reference

Comments of the applicant on proposed terms of reference.

Schedule proposed

The applicant should submit a schedule of activities as realistic as possible.

Activities	Performance Indicators	Number of person/day

Completion and submission of reports

Deliverables to submit	Period

B. FINANCIAL PROPOSAL

The candidate is invited to make a financial proposal (in CFA francs) by completing the following table:

Item	Description	Unit	Number	Unit cost (Cfa francs)	Total cost (Cfa francs)
a	Phase 1 - literature review				
	Fixed costs				
	Consultant fees	Person-Day			
	Production of the Phase 1 report	Lump sum			
	Associated costs (if applicable)				
	Transport costs	Lump sum			
	Communication costs (internet, phone)	Lump sum			
	Other expenses	Lump sum			
	<i>Sub-total Item a</i>				
b	Phase 2 – Field work				
	Fixed costs				
	Human resources – Technical team	Person-Day			
	Associated costs (if applicable)				
	Transport costs	Lump sum			
	Communication costs (internet, phone)	Lump sum			
	Other Expenses	Lump sum			
	<i>Sub-total Item b</i>				
	Total fixed costs				
	Total associated costs				
	GRAND TOTAL (in Cfa francs)				
Cost of subcontracted services (if applicable)					
	Name of the subcontractor				Amount (In Cfa francs)
	TOTAL (in Cfa francs)				

C. SUBMISSION

Both technical and financial proposals must be sent by email to the following address: denis.mahonghol@traffic.org with a copy to: tcaf@traffic.org no later than February 24, 2012 at 5.00p.m. (Cameroon Time).