

Section III. Technical Proposal Forms

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Form TECH-1: Technical Proposal Submission Form

Date : [insert date of Proposal submission]
LOI No. : [insert Letter of Invitation number]
Project : [insert name of Project]
Assignment : [insert name of Assignment]

To: [insert full Name and mailing address of Client]

Dear Sir/ Madam:

We, the undersigned, offer to provide the consulting services for [insert name of assignment] in accordance with your Request for Proposals dated [insert Date of LOI] and our Proposal.

We are hereby submitting our Proposal which includes [insert “this Technical Proposal, and a Financial Proposal sealed in a separate envelope” or, “this Technical Proposal only” as appropriate].

[insert the following in case of a Consultant JV]

We are submitting our Proposal as a Joint Venture comprising of: [insert a list with the full name and the legal address of each member, starting from the lead member]. We have attached a copy [insert: “of our letter of intent to form a Joint Venture” or, “of the JV Agreement” as appropriate] signed by each member, which details the likely legal structure of and the confirmation of joint and severable liability of each member of the said Joint Venture.

[insert the following if the Consultant proposes Subconsultants]

We have proposed in our proposal the following firms as Subconsultants: [insert a list with the full name and the legal address of each Subconsultant.]

We hereby declare that:

- (a) All the information provided and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in Section II, Data Sheet (DS) 7.1.
- (c) We including Subconsultants have no conflict of interest in accordance with Section I. Instructions to Consultant (ITC) 3.
- (d) We meet the eligibility requirements as stated in ITC 5.

- (e) We undertake to negotiate a Contract on the basis of the proposed Experts. We accept that the substitution of Experts for reasons other than those stated in ITC 7.6 and ITC 15.4 may lead to the termination of Contract negotiations.
- (f) Our Proposal shall be binding upon us and subject to any modifications resulting from the Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in DS 7.1.
- (g) We understand that the Client is not bound to accept any Proposal that the Client receives.
- (h) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

We remain,

Yours sincerely,

Authorized Signature : *[insert signature of the person duly authorised to sign the Proposal, in full and initials]*

Name and Title of Signatory : *[insert full name and title of the person above]*

Name of Consultant : *[insert name of firm or JV, as appropriate]*

In the capacity of : *[insert position of the person signing above]*

Contact information : *[insert mailing address]*
[insert tel. no. with country and city codes]
[insert fax no. with country and city codes]
[insert email address]

[Person signing the Proposal shall have the Power of Attorney given by the Consultant to be included in the Technical Proposal.]

Form TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two pages for each firm comprising the Consultant) description of the organization and general experience of the Consultant and, if applicable, each JV member for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm and each JV member for this assignment, was legally contracted either individually as a single firm or as a lead firm or one of the member of a JV, for carrying out consulting services similar to the ones requested under this assignment. The experience of affiliated entities (such as the parent company(ies), group company(ies), subsidiary(ies) or other affiliate(s)) shall not be included. Use about 20 pages.]

Assignment name:	Approx. value of the contract (in INR):
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	Total No. of man-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in INR):
Start date (month/year):	No. of professional man-months provided by JV members or Subconsultants:
Completion date (month/year):	Funding Source:
Name of joint venture member or Subconsultants, if any:	
Narrative description of Project:	
Description of actual services provided by the firm in the assignment:	

Firm's Name: _____

**Form TECH-3: Comments and Suggestions on the Terms of
Reference and on Counterpart Staff and Facilities to be Provided by
the Client**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to enhance performance in carrying out the assignment (such as adding others, or proposing a different phasing of the activities), if any.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client including: administrative support, office space, local transportation, equipment, data, background reports, etc., if any.]

Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are components of the Technical Proposal. It is suggested that the Consultant presents its Technical Proposal (about 50 pages, inclusive of charts and diagrams) divided into the following three chapters:

(a) Technical Approach and Methodology:

The Consultant shall explain its understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

The Consultant shall highlight the problems being addressed and their importance, and explain the technical approach it would adopt to address them. The Consultant shall also explain the methodologies it proposes to adopt and highlight the compatibility of those methodologies with the proposed approach. Staffing for training shall also be explained, if so required in the TOR. A simple repeat/copy of the TOR will not be appropriate.

(b) Work Plan:

The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan shall be consistent with the Work Schedule of Form TECH-8.

(c) Organization and Staffing:

The Consultant shall propose the structure and composition of its team. The Consultant shall list the main disciplines of the assignment, the Experts and Non- Experts, and proposed technical and administrative support staff. The Consultant shall also specify if it will be the lead firm in a JV or in an association with Subconsultants. In the case of a JV, a copy of the JV Agreement or a formal letter of intent to form a JV must be included in the Technical Proposal, as specified in Form TECH-1.]

Form TECH-6: Curriculum Vitae (CV) for Proposed Key Experts

[The Consultant shall prepare the CV of each Key Expert it proposes, using the format below (about 5 pages for each Expert).]

1. General

Position Title and No.	[e.g., K-1, TEAM LEADER] [<i>Note: only one candidate shall be nominated to each position.</i>]
Name of Key Expert	[Insert full name]
Name of the Firm proposing the Key Expert	
Date of Birth	[day/month/year]
Nationality	
Country of Citizenship/Residence	

2. Education

[list college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]

3. Employment record relevant to the assignment

[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]

Period	Employing organization and your title/position. Contact information for references*	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr, Deputy Minister]		

*Contact information for references is required only for assignments during the last 3 years.

4. Membership in Professional Associations and Publications:

5. Language Skills: English. 1) Excellent, 2) Good, 3) Average, 4) Below Average, 5) Poor

6. Adequacy for the Assignment:
Detailed Tasks Assigned on Consultant's Team of Experts:

[list major deliverables/tasks as in TECH- 5 in which the Expert will be involved]

Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

[insert Name of Project No. 1]

Country	:	
Period	:	
Client	:	
Funding Source	:	
Type of Service	:	
Position	:	
Description of work/ Assignment	:	

[insert Name of Project No. 2]

Country	:	
Period	:	
Client	:	
Funding Source	:	
Type of Service	:	
Position	:	
Description of work/ Assignment	:	

[insert Name of Project No. 3]

Country	:	
Period	:	
Client	:	

Funding Source	:	
Type of Service	:	
Position	:	
Description of work/ Assignment	:	
[insert Name of Project No. ___]		
Country	:	
Period	:	
Client	:	
Funding Source	:	
Type of Service	:	
Position	:	
Description of work/ Assignment	:	
[insert Name of Project No. ___]		
Country	:	
Period	:	
Client	:	
Funding Source	:	
Type of Service	:	
Position	:	
Description of work/ Assignment	:	

7. Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (a) this CV correctly describes my qualifications and my experience;
- (b) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Expert Schedule in Form TECH-7 provided team mobilization takes place within the validity of this proposal or any agreed extension thereof;
- (c) I am committed to undertake the assignment within the validity of Proposal;
- (d) I am not part of the team who wrote the terms of reference for this consulting services assignment;

- (e) I am, pursuant to Clauses 3 and 4 of the Instructions to Consultants, eligible for engagement.

I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of Key Expert or authorized representative of the firm]¹ Day/Month/Year

Full name of authorized representative: _____

Notes for the Consultants

1. This CV can be signed by an authorized representative of the Consultant. If the Consultant’s proposal is ranked first, a copy of the CV signed by the Expert must be submitted to the Client prior to the commencement of contract negotiations.

Form TECH-7: Expert Schedule¹

No	Name of Expert / Position/ Category (International or Local)	Professional Expert input (in the form of a bar chart) ²													Total man-month ⁵ input					
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home ³	Field ⁴	Total			
Key Experts																				
ex.	Mr. XYZ Project Manager (International)	[Home]																/		
		[Field]																/		
1																		/		
2																		/		
																		/		
n																		/		
													Subtotal							
Non-Key Experts																				
1		[Home]																/		
		[Field]																/		
2																		/		
n																		/		
													Subtotal							
													Total							

Continuous input
 Intermittent input

Notes for the Consultant

1. The input shall be indicated:
 - (a) In case of Experts, individually (by name) for each position;
 - (b) In case of Non- Experts, either individually (by name) or, if appropriate by category (e.g. economists, financial analysts, etc.).
2. Months are counted from the start of the assignment. For each Expert, the input for home and field work shall be indicated separately.
3. Home work means:
 - (a) in case of an International Expert, work carried out in his/ her country of residence.
 - (b) in case of a Local Expert, work carried at his/her normal place of work.
4. Field work means:
 - (a) in case of an International Expert, work carried out in a country other than his/ her country of residence.
 - (b) in case of a Local Expert, work carried at a place other than his/ her normal place of work.
5. If a time-based contract form is included in the RFP, Working Days and Hours shall be as set forth in Clause 4.6 of the Conditions of Contract.

Form TECH-8: Work Schedule

N°	Activity ¹	Months ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

Notes for the Consultants

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

Form TECH-9 (Form ACK): Acknowledgement of Compliance with the Guidelines for Employment of Consultants

A) I, *[insert name and position of authorized signatory]* being duly authorized by *[insert name of Consultant/members of joint venture]* (“JV”) (hereinafter referred to as the “Consultant”) to execute this Acknowledgement of Compliance with Guidelines for Employment of Consultants under Japanese ODA Loans, hereby certify on behalf of the Consultant and myself that:

- (i) all information provided in the Technical and Financial Proposals (collectively “Proposals”) submitted by the Consultant and its subconsultant for *[insert name of the Project, and name, number and identification of assignment as stated in DS 2.1]* (hereinafter called “the Project”) is true, correct and accurate to the best of the Consultant’s and my knowledge and belief; and
- (ii) the Consultant or any of its subconsultants has not, directly or indirectly, taken any action which is or constitutes a corrupt or fraudulent practice and is not subject to any conflict of interest as stipulated in the relevant section of the Guidelines and the Request for Proposals.

<If debarment for more than one year by the World Bank Group is NOT imposed, use the following sentence B).>

B) I certify that the Consultant has NOT been debarred by the World Bank Group for more than one year since the date of issuance of the Request for Proposals.

<If debarment for more than one year by the World Bank Group has been imposed BUT three (3) years have passed since the date of such debarment decision, use the following sentence B’).>

B’) I certify that the Consultant has been debarred by the World Bank Group for a period more than one year BUT that on the date of issuance of the Request for Proposals at least three (3) years had passed since the date of such debarment decision. Details of the debarment are as follows:

name of the debarred firm	starting date of debarment	ending date of debarment	reason for debarment

C) I certify that the Consultant will not enter into a subcontract with a firm or an individual which has been debarred by the World Bank Group for a period more than one year, unless on the date of the subcontract at least three (3) years have passed since the date of such debarment decision.

D) I certify, on behalf of the Consultant and its subconsultants, that if selected to undertake services in connection with the Contract, the Consultant and its subconsultants shall carry

out such services in continuing compliance with the terms and conditions of the Contract.

- E) I further certify, on behalf of the Consultant and its subconsultants, that if the Consultant or any of its subconsultants is requested, directly or indirectly, to engage in any corrupt or fraudulent act or practice under any applicable law, such as the payment of a rebate, at any time or any stage of a process of consultant selection such as negotiations, execution or implementation of contract (including amendment thereof), the Consultant shall report all relevant facts regarding such request to the relevant section in JICA (details of which are specified below) in a timely manner.

JICA's information desk on fraud and corruption (A report can be made to either of the offices identified below.)

- (1) JICA Headquarters: Legal Affairs Division, General Affairs

Department URL: <https://www2.jica.go.jp/en/odainfo/index.php>

Tel: +81 (0)3 5226 8850

- (2) **JICA India office**

URL:

<https://www.jica.go.jp/india/english/office>

/ Tel: +91 (0)11 4909 7000

The Consultant acknowledges and agrees that the reporting obligation stated above shall NOT in any way affect the Consultant's responsibilities, obligations or rights, under relevant laws, regulations, contracts, guidelines or otherwise, to disclose or report such request or other information to any other person(s) or to take any other action, required to or allowed to, be taken by the Consultant. The Consultant further acknowledges and agrees that JICA is not involved in or responsible for the selection process in any way.

- F) If any of the statements made herein is subsequently proven to be untrue or incorrect based on facts subsequently determined, or if any of the warranties or covenants made herein is not complied with, the Consultant will accept, comply with, and not object to any remedies taken by the Client and any sanctions imposed by or actions taken by JICA.

Authorized Signatory

[insert name of signatory; title]

For and on behalf of the Consultant

[insert name of the Consultant]

Date: *[insert Date]*