Annexure 1 - Format for Technical Proposal

**Kudumbashree National Resource Organisation**

**Documentation of best practices and initiatives undertaken by Kudumbashree in Non -Farm Projects**

**Terms of Reference: Technical Proposal**

Technical Proposal should have the following information:

[Location, Date]

1. Undertaking, signed by the ……………..(Team Leader) as follows:

*I/We, ………………………………………, offer to carry out the assignment, [Insert title of the assignment] in accordance with your Request for Proposal dated [Insert Date]. I/We have*

*examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by Kudumbashree NRO. I/We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements and submission as states in the RFP. I/We understand that the proposal shall be subjected to scrutiny as per terms prescribed in the RFP.*

1. A copy of registration certificates of the agency/firm with written testimonies of proven experience in creating video and photo documentation projects and producing atleast three such projects for any government or non-governmental or non-profit organisation, in the field of social development sector.
2. A sample of the multimedia documentation content including videos and photographs (links), with a highlight on promoted and featured content in platforms such as social media, websites and other media forms.
3. An evidence of award of excellence received by team members/agency at National/International Level for multimedia documentation through video and photographs/ social documentary making/ social impact assessment etc.
4. Synopsis of the proposed assignment with the methodology, work plan for all major stakeholders and time frame for all key tasks and deliverables. The details provided should enable the Technical Evaluation Committee to make a reasonable assessment of the relevance, suitability and adequacy of the proposed methodology.
5. A note on the team composition with brief resume of the team members to enable the Technical Evaluation Committee to clearly assess the suitability of the applicant as per the profile desired for the assignment. The Technical Evaluation Committee reserves the right to reject the CV that does not provide the information directly. The CV shall be signed with the date by the person concerned. Each Mentor’s resume should explain the strengths in terms of education, experience and expertise in delivering the outputs of the proposed assignment. The Resume shall be signed with date, by the Team Leader.
6. A note on primary roles and key responsibilities for all the individuals (eg. Creative team, communication team, editing team and so on) making a major contribution to the assignment.
7. Time Schedule should be a part of the document (show variations if any from the schedule provided in this document). This document shall be signed with the date by the Team Leader.
8. Any comments on the Request for Proposal including additional requirements in terms of data, services and facilities from Kudumbashree NRO if needed. This document shall be signed with date by the Team Leader:

Authorised Signature *(In full and initials):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_