**RFP 23-5270**

# Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

# Please complete the table below and attach any supporting documentation as needed, including the CV of the Consultant, referee contacts, previous work references/architecture etc.

|  |  |  |
| --- | --- | --- |
| Technical Requirements | | |
| *Competency Requirements* | *Response by Bidder* | |
| **Experience:** Post-graduate qualification(s) in human resources, public administration or a related discipline related to the public service. A minimum of 10 years working experience in the public service or private sector in Vanuatu or other countries in the Melanesian region. The minimum qualification would be a post-graduate qualification(s) in human resources, public administration or a related discipline related to the public service. | **Experiences:** | |
| **Details for two references** | |
| 1. Client’s name: *[insert name of client 1]* | |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Contract value: | *[insert value of contract]* |
| 1. Client’s name: *[insert name of client 2]* | |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Contract value: | *[insert value of contract]* |
| **Technical Requirement 2** | | |
| A minimum of 15 years working experience in a Pacific public service in a senior position, including expertise in public sector reform.  Experience and expertise in undertaking public policy and human resources research and advice, mentoring of middle management, and training of all staff levels in job descriptions, performance manage systems and peer reviewing frameworks.  Experience and expertise in workplan and business plan development, and budget formulation and submissions, and monitoring, evaluation and learning.  Experience and expertise in organisational report writing and human resources training in Pacific Island countries.  A minimum of 10 years working experience in the public service or private sector would be an advantage, especially in Vanuatu or other countries in the Melanesian region.  The consultant would have to be Vanuatu-based and be culturally aware and respectful of ni-Vanuatu culture. | *[Bidder’s answer]* | |
| **Technical Requirement 3** | | |
| Examples of experience and expertise in undertaking: public policy and human resources research and advice, mentoring of middle management, and training of all staff levels in job descriptions, performance manage systems and peer reviewing frameworks. | *[Bidder’s answer]* | |
| **Technical Requirement 4** | | |
| Managerial Expertise. | *[Bidder’s answer]* | |

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| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |