**RFP/2020/BEL/002**

ANNEX B

**Technical Offer Form**

Please provide detailed information on the topics below. Please use the text boxes only for your reply. There is no limit to the amount of text you enter for each item, but we encourage you to be as concise and precise as possible, providing as many arguments as possible to make the case for your proposal for this project.

Information can be copy pasted in different questions where appropriate.

To facilitate evaluation, we would highly recommend that you submit your Offer electronically as well as per express mail, including an electronic copy of the completed Technical Offer form in Word or interactive PDF format in your submission via e-mail (see section 2.6 'Submission of bid' in the main RFP document).

If needed, you can add weblinks to on-line materials in the text boxes. Please make sure these weblinks are accessible to external users evaluating your proposal either by clicking the links in an electronic copy of this Technical Offer form, or by typing the URL into a browser. Links included may be password protected, but please provide passwords where needed and make sure accessibility to the materials included is not impeded.

**I. Company description**

* 1. Provide as attachment(s) in separate document(s):
     1. A concise and short company profile
     2. Registration certificate of your company
     3. Recent audit reports

See Section 2.4.1 of the main RFP document.

Next, complete the information in boxes below:

* 1. Date and year founded:
  2. If multi location company, specify headquarters location:
  3. Number of similar and successfully completed projects:
  4. Number of similar projects currently in progress:
  5. Total Number of clients:

1. **Company qualifications**
2. Composition of the team you propose to provide for this project (names, qualifications and and short CV):
3. General description of your organization’s capacity to provide the service:
4. General description of your organization’s experience in providing services required:
5. **Response to selection criteria**
6. General capacity to perform the project:
7. Relevant experience: writing age-appropriate scripts for educational graphic novels:
8. Relevant experience: producing age-appropriate artwork for graphic novels:
9. Relevant skills and expertise: knowledge of pedagogical underpinnings of narrative educational materials:
10. Relevant skills and expertise: technical knowledge of delivering narrative educational materials in formats suitable for printing in a variety of settings (cf. hardcover, paperback, PDF):
11. Relevant experience: managing creation of narrative educational materials in close collaboration with international organization(s) and/or other organizations:
12. Client references and work samples:
13. **Proposed services**
14. Understanding and responsiveness to UNHCR project requirements:
15. Appropriateness of methodology and match with business requirement:
16. Quality and logic of work plan:
17. Innovative approach:
18. Proposed approach for developing and clearing scripts, artwork and finished grapic novel:
19. Proposed reporting mechanism:
20. Language capacity: ability to produce content that can be easily adapted into other language versions:
21. Creative capacity in international settings:
22. Strategic thinking: proposed approach to make the graphic novel appealing to teachers and schools:
23. **Personnel qualifications**
24. Compatibility of staff structure and resource allocation to the project requirements:
25. Expertise of the suggested project team: qualifications and experience
26. Project manager: experience managing similar projects:
27. Experience designing similar narrative educational materials for audiences in several countries:
28. Knowledge of refugees, asylum and migration and educational approaches to refugees, asylum and migration: