

Call for an Organisation in Communication for Development

Date of
submission

Submitted by: Institution(s)

List of Acronyms

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Who we are

[Provide a brief organizational/institutional profile; maximum 1 A4 page]

Understanding of the content for the assignment

[Provide your understanding on the content of the assignment, and the requested services/outputs to be provided, maximum 1 A4 page]

Team composition

[Briefly describe roles of the suggested team using the following table.]

Name	Role in the study	Key relevant experience

Maximum length up to 3 A4 pages]

Technical capacity

[Consistent with section “Required qualification, experience and skills” of the Terms of reference, describe your technical capacity and experiences.]

Reference/supporting document (please specify: date, name of project, place, funder and funding budget)

[Provide full CVs of the team members as Annex to the proposals. The CVs must be up to 5 pages and provided in English language.

Maximum length 5 A4 pages per CV]

Financial proposal

[Excel table with detailed previsional expenditures

Justification of expenditures (optional)

Annexes

CVs of the proposed team of Experts

Supporting documents

