mock proposal:

[service category]

Firm Name

##### date (month, year)

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**Mock Proposal Purpose**

The purpose of the mock proposal package is to assess the corporate capability, areas of expertise, technical proficiency, personnel, efficiency, and past performance of firms responding to this Request for Qualification. Firms should submit one proposal package for *each* service category they are interested in being evaluated for. Each submission will be reviewed separately, meaning firms may be pre-qualified for certain categories and not others. Proposal packages should strictly follow the format and page limits noted below. Proposals should be based on the provided mock Scopes of Work, linked here. Specific criteria for the evaluation of these proposals can be found in the Request for Qualification.

### Cover Letter

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| **Cover Letter (500 words max)**  *Note:**Please tailor the cover letter to the service category for which you are applying.*    Please provide a brief introduction to your company and its general capabilities, expertise, and experience *within the service category*. Please also state your interest in working with Mercy Corps and performing services in that category (for example, why your firm is qualified for and interested in helping Mercy Corps teams conduct impact evaluations). Please highlight any experience working in the humanitarian or development sector and/or in the countries where Mercy Corps works. Please refer to the Request for Qualification for descriptions of each service category. |
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### Technical Proposal

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| **Approach & Methodology (Maximum 3 pages in Arial 10 point, single spaced)**    Specify the type of work to be conducted, and the overall methodological approach to respond to the objectives outlined in the Scope of Work. In this section describe general details about the methodological approach, outline the methods to be used to answer the evaluation questions (survey, interviews, focus groups, observation, etc.), plans for data collection and analysis, and attach any standards for data management, security, and privacy.    Be sure to include a clear rationale for the methodological approach. Any significant deviations or amendments (that increase or decrease the scope or level of effort) to the objectives outlined in the SoW should be clearly stated with clear rationale to be discussed and approved by Mercy Corps.  **Note: an endnotes page does not count with the 3-page limit, but footnotes do count. Images also count in the 3-page limit.** |
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### Level of Effort (LOE) Proposal

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| **In this section, please provide the level of effort (LOE) that would drive your budget proposal to complete this (mock) Scope of Work. This LOE SHOULD include:**   1. Your firm’s technical and administrative staff/employees *(considered as International for this purpose)* 2. International consultants that you will use that are not residents and do not live in the reference country. 3. International firms, universities, institutes, NGOs with who you intend to partner that are NOT based in the reference country 4. National consultants that are based in the reference country. 5. National Firms, universities, institutes, NGOs, etc that are based in the reference country 6. Data collectors (qualitative and/or qualitative) 7. Per diem in capital city for international travelers [per diem = hotel + M&IE (meals and incidentals) daily rate]   **Mercy Corps will cover the following costs (i.e. the following should NOT be included in this LOE proposal):**   * In-country transport costs (all vehicles, petrol, drivers and remuneration and per diem for drivers (only). * Translation costs * All phones, tablets, & required software |

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| --- | --- | --- | --- |
| **Enter your benchmark country here: COUNTRY**  \*You may choose any of the benchmark countries to base your estimates on give the location of your firm and available staff | | **Benchmark Countries\***  **(select one):** Guatemala  Colombia  Burkina Faso  Senegal  Uganda  Ethiopia  Iraq  Afghanistan  Nepal  Indonesia | |
| **A** | **International staff/employees/consultants** | **Experience level  (Dr, Sr, Mid, Jr)** | **LOE (days)** |
|  | position title 1 |  |  |
|  | position title 2 |  |  |
|  | position title 3 |  |  |
|  | position title 4 |  |  |
|  | position title 5 |  |  |
|  | position title 6 |  |  |
|  | position title 7 |  |  |
|  | Delete unused lines or add more lines as needed |  |  |
| **B** | **National staff/employees/consultants** | **Experience level  (Dr, Sr, Mid, Jr)** | **LOE (days)** |
|  | position title 1 |  |  |
|  | position title 2 |  |  |
|  | position title 3 |  |  |
|  | position title 4 |  |  |
|  | position title 5 |  |  |
|  | position title 6 |  |  |
|  | position title 7 |  |  |
|  | Delete unused lines or add more lines as needed |  |  |
| **C** | **Data collection (from reference country)** | **# of people** | **days per person** |
|  | Supervisors |  |  |
|  | Data Collectors - quantitative |  |  |
|  | Data Collectors - qualitative |  |  |
|  | Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **D** | **SUB CONTRACTORS** | **likely or not likely** | |
|  | Likely to Sub contract with INTERNATIONAL Firms, Institutes, Universities (enter likely or unlikely for this SOW) |  | |
|  | Likely to Sub contract with NATIONAL Firms, Institutes, Universities (enter likely or unlikely for this SOW) |  | |
| **E** | **International Travel** | **Hotel rate** | **M&IE rate** |
|  | Daily Per diem (US Dollar) used for international travelers to benchmark country when in the capital city | $ - | $ - |

### Staff CVs / Resumes

Please submit two CVs / Resumes based on the requested staff described in the mock Scope of Work. ***CVs must follow the format listed below and must not exceed TWO (2) pages per CV.***

**NAME & ROLE**

**Summary of professional experience and areas of focus (150 words max**)

**Education, Skills, & Certifications**

* Degree, Institution, Year
* Degree, Institution, Year
* Certificate 1
* Certificate 2
* Skill

**Country Experience (please list countries you have worked in previously)**

* Country 1, Country 2, Country 3, Country 4, etc.

**Languages**

* Language 1, proficiency level
* Language 2, proficiency level
* Language 3, proficiency level

**Work Experience (use as many boxes as needed)**

**Company, Country (DATES)**

JOB TITLE

* Responsibility or result
* Responsibility or result
* And so on

**Company, Country (DATES)**

JOB TITLE

* Responsibility or result
* Responsibility or result
* And so on

**Company, Country (DATES)**

JOB TITLE

* Responsibility or result
* Responsibility or result
* And so on

**Company, Country (DATES)**

JOB TITLE

* Responsibility or result
* Responsibility or result
* And so on

**Company, Country (DATES)**

JOB TITLE

* Responsibility or result
* Responsibility or result
* And so on

**Relevant Project Experience**

**Project Title, Country (DATES)**

PROJECT ROLE

Brief description of project, responsibilities, and results. (70 words max)

**Project Title, Country (DATES)**

PROJECT ROLE

Brief description of project, responsibilities, and results. (70 words max)

**Project Title, Country (DATES)**

PROJECT ROLE

Brief description of project, responsibilities, and results. (70 words max)

### Work Samples

Please provide TWO (2) work samples that are comparable to, or representative of, the services requested in the mock Scope of Work and/or the service category you are submitting for. Work samples should be written in English. ***Please do not include any Annexes.*** Samples can be submitted as a formatted PDF but should be combined into one PDF file with the rest of the mock proposal package (Cover Letter, Technical Proposal, LOE Proposal, Staff CVs).

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| **FIRM CONTACT**  NAME Title | Department email |
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