

How to Apply – Proposal Requirements

Interested applicants are required to submit the following:

1. Compliance Documentation (single PDF)

- Valid Tax Compliance Certificate and PIN Certificate
- Copy of National Identification Card or Valid Passport

2. Technical Proposal

Your proposal should include a **Table of Contents** and cover the areas below:

a) Cover Letter

A detailed cover letter introducing your interest and suitability for the assignment.

b) Technical Proposal & CV

- Highlight your qualifications and experience in strategic learning, including facilitation of learning sessions, development of high-quality learning outputs (e.g., research studies, case studies, impact studies, blogs, and presentations), and integration of program learning into technical reports.
- Demonstrated experience in managing technical learning events is required.

c) Evidence of Similar Services

- Provide examples of similar work completed, including **contact information, contract value, and geographic location**.

d) References

- Include **three professional references** from previous projects, with current contact information.

3. Experience Requirement

- Minimum of **5 years** of relevant professional experience.

4. Delivery Schedule

- Please outline your proposed timeline to complete this assignment. Note that the engagement is expected to take place over approximately **30 days**, spread across **4 months**.

5. The Validity of your offer in Months

6. The financial proposal is inclusive of all taxes.

Submission Deadline:

July 9, 2025 at 5:00 PM EAT

All proposals must be submitted via email to: **agrifinprocurement@mercy Corps.org**