Request for Written Proposal

Developing Virtual Field Trip to Support Active Learning in Water Management

Reference: JAK/QUO/22/SC/WES/059 Date: 13 December 2022

Request to submit a written proposal for a work assignment with UNESCO

UNESCO is inviting written proposals from institution/organization/company for the work assignment as described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:
(a) Terms of Reference (see attachment A);

Your written application should comprise:
(a) A letter of interest indicating previous works that support the ability to carry out the required assignment in this TOR.
(b) CV and portfolio, including list of past experiences.
(c) A financial proposal to cover the associated costs to implement the activities in the TOR. All prices shall be quoted in US Dollars.

Your proposal and any supporting documents must be in English.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail no later than close of business (17.00) on 6 January 2023 to reach the following email address. E-mail proposals should not exceed 5MB.

UNESCO Jakarta
Attn. Water and Environmental Sciences Unit
Email: jakarta@unesco.org
Cc: natscience.jak@unesco.org
Subject: [RFP No. - Description]

It is the institution/organization/company’s responsibility to ensure that their proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment and we look forward to receiving your proposal.

Water and Environmental Sciences Unit, UNESCO Office, Jakarta

UNESCO House
Jalan Galuh II No. 5, Jakarta 12110, Indonesia
Tel. +62-21-7399818, Fax: +62-21-72796489
E-mail: jakarta@unesco.org
URL: www.unesco.org/jakarta