Request for Written Proposal

Education Policy Review focusing on the five Cluster Countries of UNESCO Jakarta Office and Proceedings of Sub-regional Education Policy Forum

Reference: JAK/QUO/20/EDU/005  Date: 24 February 2020

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 should comprise:
(a) A Technical Proposal consisting of an up to date CV/company/institution profile, and an approach and methodology for the assignment, a work plan and comments on the Terms of Reference if any (in brief).
(b) The amount to be charged for the assignment.

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 15 March 2020. E-mail proposals should not exceed 5MB.

The e-mail address is: jakarta@unesco.org

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.

Education Unit, UNESCO Office, Jakarta