Annex-V

# Returnable Bidding Annexes/Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission.

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| **Have you duly completed all the Returnable Bidding Annexes?** |  |
| Annex II: Technical Proposal Template; |  |
| Annex III: Financial Proposal Template; |  |
| Annex V: Returnable bidding annexes checklist |  |
| **Have you provided the required documents to meet the Minimum Qualification Criteria?**  - Minimum 5 years of relevant experience in implementing international development projects **(Pass/Fail).**  -Valid Certificate of Legal Constitution and Registration **(Pass/Fail).**  -Project Development Coordinator: a) Education: Minimum Master’s degree in a relevant field, environmental science, climate change or international development **(Pass/Fail).** b) Experience: Minimum 7 years (of demonstrable experience) coordinating similar assignments in terms of complexity, scope of work and/or geographical coverage **(Pass/Fail).** |  |
| **Have you provided**   * Audited financial statements for past two years, including management report and footnotes that accompany the financial statements. * Filled the financial standing statement on Annex II. |  |
| **Have you provided** Management Structure, Key Personnel, and Trainers related to this assignment**:**   * Composition and structure of the team proposed, with clear reporting lines, accountability and responsibilities**.** * Availability of a focal point, facilitators and qualified support staff to coordinate with the Project Management Unit of ISGAP and facilitate the implementation and monitoring of the activities. * Project Development Coordinator. |  |