# Appendix 3 - Technical Offer

**Please complete all sections. Attach additional information as required.**

**Company Name:**

**Date:**

1. organizational profile

Do you have previous experience in providing this kind of services for INGOs/UN/ government bodies or similar contexts as outlined in section C of the TOR? If so, please provide details and evidence.

1. Please describe your organizational profile and how it meets the requirements for this assignment. Mention maximum staff support capacity.

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II. List below all information concerning the nominated personnel for the required services. Please only include personnel that meet the minimum requirements as seen in Annex 1 TOR section C.

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| **Full Name** | **Supported Languages** | **Relevant Experience (Number of Years, Similar Projects)** | **Qualifications & degrees** | **Location** |
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1. Methodology & deliverables
2. *What is your recommended approach and methodology for the needed services?*
3. *Please describe briefly your understanding of the requested deliverables.*

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1. experience

Do you have previous experience in providing this kind of services for INGOs/UN/ government bodies or similar contexts as outlined in section C of the TOR? If so, please provide details and evidence.

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1. Services Certification & proficiency

Please provide the CVs of key personnel in English and their respective certificates/degrees proving their proficiency (*clinical mental health experience, a Master or Doctorate level degree in a Mental Health or Human Services discipline, experience and or certification in an organizational development discipline, training design and delivery experience*)

1. language requirements

Please provide information confirming the company meets the requirements of language as outlined in section C of the TOR- Annex 1.

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1. physical presence

Please provide information regarding the company’s ability to provide consultations with physical presence as outlined in section C of the TOR - Annex 1.

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1. Data protection

Which systems will you use to ensure data protection?

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1. Bid validity & goal’s terms & conditions.

Please confirm that the period of validity of your proposal is not less than 90 (ninety) days and that you agree with GOAL’s terms & conditions.

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1. Goal’s policies

Please confirm that you adhere with all GOAL’s policies as seen in the zip file Annex 5.

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1. Non - disclosure Agreement

Please confirm that you adhere with GOAL’s NDA form as seen in Annex 3.

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1. Service contract

Please confirm that you agree with GOAL’s service contract as seen in Annex 4.

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1. Reporting

Please outline briefly the proposed reporting methods.

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1. GDPR Compliance

*Please provide details of your compliance to GDPR (May 2018) updated regulatory requirements.*

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1. Additional Services

*Please describe (in no more than 200 words) any additional services you offer that demonstrate value for money.*

*Here you shall mention the group session option if offered as per section E of the Annex 1 TOR.*

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