**TIPS TO PREPARE THE TECHNICAL APPLICATION**

The technical proposal, also referred to as the technical volume, is an opportunity for Respondents to demonstrate their understanding of the background and context for the activity and to describe the principles that will guide their work, their general strategy, a detailed approach to implementing the activities, management structure, personnel and qualifications, and institutional capabilities/past performance. It is supplemented with annexes like those listed in the text box.

**Structure of the LGHS Technical Volume (at a glance):**

Cover page, cover letter

List of acronyms (optional)

Executive summary

Technical Approach

Management Approach

Personnel

Past Performance

Annexes:

Annex A: Illustrative 2-Year Work Plan

Annex B: Organizational Chart/Staffing Plan

Annex C: CVs

**Qualities of a Good Technical Proposal**

The importance of developing a sound approach to ensure a responsive, interesting, and compelling technical proposal cannot be overemphasized. The overarching structure is established based on the evaluation criteria, but the substructure can be developed and changed as you develop your approach, strategy, and other decisions. The qualities of good technical proposal are universal and not specific to any particular sector or type of activity and include:

* Responds to the evaluation criteria, RFA instructions, and the program description (scope of work)
* Focuses on achieving the targeted results linked to the stated objectives
* Is clearly and concisely written; uses the active voice
* Includes graphics to help the reader visualize critical concepts or processes
* Includes text boxes, tables, bulleted lists and other ways to present the information creatively and break up the text
* Demonstrates an understanding of the operating context, including challenges and opportunities
* Offers a general, strategic approach followed by a detailed approach that responds to key aspects of the scope of work
* Identifies resources that will be used or leveraged, i.e., partners, personnel and key stakeholders
* Specifies the sequencing and timing of tasks

Respondents should refer to the instructions detailed in the RFA to prepare a responsive proposal.

LGHS has also included additional guidance and tips throughout the template for consideration.

**TEMPLATE**

**PART II: FULL APPLICATION (TECHNICAL VOLUME)**

(*This is the cover page for the Full Application technical submission. Respondents must complete the requested information on this page. Respondents may choose to include organizational logos and/or a cover photo, though this is not necessary*).

**RFA Reference Number:** SN001​

**Full Application Number:** **SN001-2**

**Applicant Information:**

Name of the Organization:

Address:

Phone number and website:

**CEO/Executive Director Name and Contact Information:**

**Unique Entity ID (UEI):**

**Name of the Project**:

executive summary

(up to 1 page)

Section I. Technical approach AND FEASIBILITY OF PROGRAM DESIGN

(up to 10 pages)

Begin with a brief introductory paragraph to frame the content of your technical approach that summarizes the overarching goal, selected objectives, and expected results or outcomes.

1. Understanding and Strategic Approach

1. A. Context

Demonstrate clear knowledge and understanding of the *background, context, multi-sectoral linkages* and institutional environment for the activity, as well as LGHS’s requirements to achieve the goals and objectives presented in the project description/statement of work. Try to make the background interesting and geared to providing information related to setting the stage for the technical approach.

1.B. Leveraging local partners and stakeholder engagement

Describe how the proposed program will *leverage and integrate with existing programs* and interventions within health security and One Health systems and structures. Describe your approach for *engaging with local actors, building partnerships with key local stakeholders, and creating linkages with other relevant development activities/programs*.

1.C. General Approach

This section should capture the Respondents general approach (overall strategy) to achieve objectives and results. The program design should reflect a One Health approach that contributes to and leverages the integration of human, animal, and environmental health sectors to strengthen Global Health Security (GHS). Respondents should describe their methodology, the principles that will guide the work, and general strategy. This section might also include concepts that the Applicant deems critical to the project’s success.

2. Detailed Technical Approach

Provide a *clear, comprehensive, technically sound, and feasible program design*, given the budget and time parameters. The description of the activities to be undertaken should be *organized by thematic area* and substantiated with a detailed implementation plan timeline.

Summarize the key objectives the Applicant aims to address through implementation of their proposed approach to strengthen GHS. This section must be anchored to the language and terminology of the project description/scope of work.

Applicants must clearly *state the program coverage area* where they will implement activities within the Center and/or West regions (e.g., districts, sub-districts) and identify *target audiences/populations*.

2.A. Proposed Activities and Expected Results

Respondents must clearly state in their application which technical area(s) outlined in Section A: Program Description of the RFA they have selected and outline their detailed approach to implement the corresponding proposed activity and sub-activities related to their area(s). Clearly state *expected results or outcomes* associated with the proposed activities.

Although the project components are interrelated and require an integrated strategy, Respondents should *present their detailed approach by technical area*. The implementation table (in Annex A) illustrates activities, sub-tasks, expected outcome/milestone, and timeline.

Activities should be well integrated into, and ensure multisectoral linkages with, existing public health security and One Health systems and structures.

Respondents should also be mindful to include: *gender-sensitive programming* that advances gender equality and social inclusion of relevant marginalized populations in the program coverage area (e.g., youth, people with disabilities).

Evidence of the Respondent’s *relevant expertise and prior work* as it pertains to the project objective and proposed activities should be peppered throughout this section.

2.B Monitoring, Evaluation and Learning

The Respondent must indicate the *results to be achieved* during the life of the activity and outline a *process for integrating learning into activity implementation* (although the actual monitoring, evaluation, and learning (MEL) plan will be developed in collaboration with LGHS within 90 days of award).

Describe your *plan for collecting high quality, reliable data routinely* for performance monitoring and timely decision-making. Indicate how target populations/communities are engaged in participatory MEL to promote continuous improvement and how you are building on existing structures/systems in the community to maximize impact.

Consider *how GHS activities will be linked to JEE capacities* (and WHO IHR benchmarks) as appropriate within the stated selected technical focus areas of the program: zoonotic disease, community-based surveillance of zoonotic disease, antimicrobial resistance, and/or risk communication and community engagement.

Section II. MANAGEMENT AND STAFFING PLAN

Up to 4 pages *(excluding organizational chart and CVs).*

1. Mobilization Plan

Describe how you plan to mobilize your team and implementation actors to launch proposed implementation plan/activities. Include the key steps and time this is expected to take.

2. Management Approach to Implementation

This section should describe the Applicant’s approach to implementation and demonstrate readiness and capability to facilitate effective and efficient management to successfully accomplish the proposed activities.

3. Proposed Staffing and Organizational Structure

Respondents must provide a clear description of their organizational structure and the specific roles and responsibilities for each position (including require designated personnel) and highlight why the proposed mix of capability and experience will ensure effective implementation of the program.

The applicant may present an organizational chart depicting the lines of authority as an Annex B.

The Applicant must designate the Project Lead who will serve as the main point of contact for LGHS and provide vision, direction, leadership, and management for the activity. S/he will serve as the offeror’s primary representative. This position is considered essential to the work being performed, and the CV for this candidate must be included (as Annex C). The provision of CVs for other select personnel is optional, but not necessary.

4. Financial Management and Operations

This section should include a description of the Applicant’s approach to managing project finances and operations, administration and logistics; reporting and communications (including how this will be managed with the LGHS team).

Section III. PAST PERFORMANCE

Up to 3 pages. Respondents must provide up to three (3) detailed references (one page maximum for each) from the most recent and relevant projects and awards for efforts similar to the work being proposed.

Reference contact name(s), phone number(s), and e-mail(s):

Description of the Activity:

In this section Respondent’s should provide evidence of their relevant expertise, background, and prior work as it pertains to the project objective and proposed activities. Describe the work conducted with the specific partner, summarizing the scope, size, geographic coverage of the project/work done for context.

ANNEX A. implementation table

Below is a *sample* implementation table. Respondents may adapt as needed to present the detailed activities which correspond to their proposed scope, along with the anticipated timeline.

|  |  |  |
| --- | --- | --- |
| **Implementation Plan and Timeline** | **Year 1** | **Year 2** |
|  **No.** | **Activity** | **Task** | **Milestone** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Objective: Improve the ability of local organizations to mitigate the risks of antimicrobial resistance in the human, animal, agriculture, and environment sectors at the community level.** |
| Design community approaches to track antimicrobial use patterns, assess and understand the drivers impacting antimicrobial use, and engage communities in interventions and actions to combat AMR. |
| 1.1 | Conduct assessments to understand the drivers impacting AMR for different key audiences (e.g., animal health workers, farmers) to inform sensitization/social and behavior change approaches. | Develop and test assessment tool | *Expected outcome or deliverable* | x |  |   |   |   |   |   |   |
| Train enumerators to conduct FGD using the assessment tool |  x | x |   |   |   |   |   |   |
| Conduct KII’s with key audiences |   |  x | x |   |   |   |   |   |
| *task* |   |   |   |   |   |   |   |   |
| *task* |   |   |   |   |   |   |   |   |
| *task* |   |   |   |   |   |   |   |   |
| 1.2 | *name of activity*  | *task* |   |   |   |   |   |   |   |   |   |
| *task* |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
| 1.3 |      |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |  |   |   |
|   |   |   |   |   |   |   |   |   |
| Technical area |
| 2.1 |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
| Technical area |
| 3.1 |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
| 3.2 |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |

ANNEX B. oRGANIZATIONAL CHART

ANNEX C. PERSONNEL CV’S

The Project Lead position is considered essential to the work being performed, and the CV for this candidate must be included. The provision of CVs of other select personnel is optional.