Proposal procedure – Brand Consultant
Interested consultants are requested to write their proposals so that their responses correspond to and are identified with the content of proposal and submit their proposal to Katherine Mitchell at clientrecruitment@worknest.com no later than Sunday 22nd May 2022.

The opportunity is open to either individuals or consultant agencies.

Content of the proposal

A. Profile of the consultant
Explaining their suitability for the work.

B. Outline of relevant experience
Describing in detail previous experience within an international development or charity setting and how this experience demonstrates the ability to provide the services outlined for the respective activities set out in the terms of reference. Case studies and reference sites should be provided.

C. Proposed approach
Please outline implementation plan with methodology, conceptual framework and timeframes.

D. Budget proposal
Please provide a financial breakdown of costs for the project including any unforeseen additional costs.

E. CV/credentials of staff members that would be responsible for the project
Individual consultants should submit a copy of their CV. Consultant agencies should provide the credentials of staff members that would be responsible for the project.

F. Contact details
Please provide the following contact details:
Company Name
Contact Name
Email Address
Telephone Number
Website

G. References
Please provide details of at least two references from previous clients.

Confidentiality
The information contained in this document and any other information provided by SCIF as part of this process must be treated as confidential.
Evaluation of proposals
All proposals received by the specified closing date will be evaluated by SCIF.

Evaluation criteria will include the following:
• Degree of understanding of SCIF’s requirements
• Completeness and appropriateness of proposal
• Demonstration of ability to complete similar projects
• Budget credibility and value for money
• Track record and client references
• Credibility of project plan

SCIF reserves the right to award the contract to a supplier of its choice.