1. **Additional Resources (Add this as part of Section 1 and 2 i.e. the suggested modifications to the TOR)**

Which of these counterpart staff and facilities do you require? (Pick 2 from the following and estimate their cost per month in case the client is not able to provide).

* administrative support (e.g. analyst to prepare presentations, research assistant etc)
* office space,
* local transportation,
* equipment (e.g printer, scanner etc)
* data, (internet)

|  |  |  |
| --- | --- | --- |
| S/N | Requirements | Cost/Month |
| 1 |  |  |
| 2 |  |  |

1. **Technical Approach and Methodology.**

Explain your understanding of the objectives of the assignment, approach to the services A & B, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

Highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them.

Explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. (e.g. the methods of interpreting the available data; carrying out investigations, analyses, and studies; comparing alternative solutions).

Incorporate any modifications to the TOR proposed by you.

1. **Workplan (additional writeup)**

As part of your activities, include:

- present weekly reports or present monthly reports

- obtain final approval

1. **Organization and Staffing** **(4c, 4d, 4e to be added after the CV and certifications)**

Outline the roles and responsibilities of professional staff in job descriptions. (Bright and Rahman should use the table, Glory and Olamide should use the manuscript form)

**4c Team Composition and Task Assignments (**Manuscript form) **(**See attached excel template)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Composition and Task Assignments** | | | | |
| Name of Staff | Firm/Organisation | Area of Expertise | Position Assigned | Task Assigned |
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**Team Composition and Task Assignments (**Manuscript form)

Name of Staff:

Organisation:

Area of Expertise:

Positioned Assigned:

Task Assigned:

Name of Staff:

Organisation:

Area of Expertise:

Positioned Assigned:

Task Assigned:

Name of Staff:

Organisation:

Area of Expertise:

Positioned Assigned:

Task Assigned:

4d Staffing schedule – (Remember it’s 15 weeks) See below/attached excel template. Indicate support staff where applicable.



4e Design an organizational chart illustrating the structure of the team and its interfaces with the Client’s Project Manager and Client’s Project Coordinator and Business Analyst.