



International
Trade
Centre

NORWEGIAN
REFUGEE COUNCIL 

The Bidding Process

Trainer's Name

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Learning Objectives

By the end of this module, you should be able to:

1. Understand how the overall bidding process works and embrace it.
2. Recognize the items you need to consider before, during and after bidding for a job

Learning Outcomes

By the end of this session, you should be able to:

1. List all the items to consider before bidding for a job
2. Specify what to do during and after bidding
3. Differentiate between a cover letter and a curriculum vitae

The bidding process

What is a bid?

Primarily, a **bid** is very specific summary of why you are qualified to undertake a job. It does more than initiate a friendly greeting to the buyer (outsourcer, client, or job poster) and express interest in the job.

Your bid proposal allows you to state what your qualifications are and how your background would allow you to perform the specific job with excellence, accuracy, and on deadline.[\[1\]](#)

The bidding process

As a new freelancer, you will soon discover that all job posters at freelance marketplaces (e.g. Upwork, Guru, Freelancer, among others) require you to write a competitive proposal to bid on freelance jobs.

The process of bidding is very competitive, and the best written bid will not always land you the job as other freelancers are also competing for the same job and striving to gain a foothold. With all conditions being equal and objective, the freelancer with the most enticing bid proposal wins!

How the bidding process works

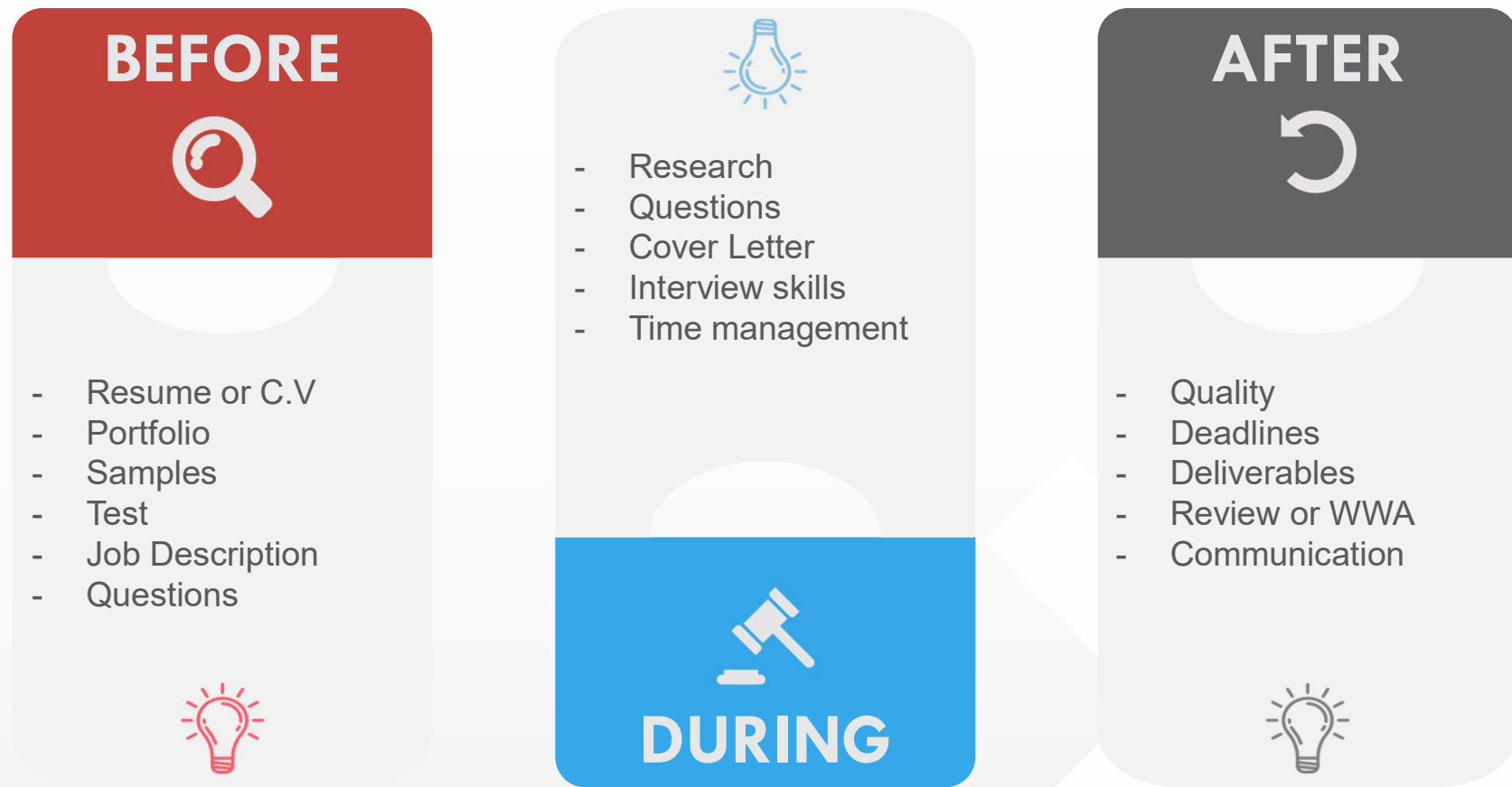


Figure: The bidding process – Before, During & After bidding

Curriculum vitae and Resume

Before formulating a proposal bid, you need to consider the following:

- Keep up to date your curriculum vitae (CV) or resume.
Curriculum Vitae (CV) is Latin for "*course of life*." In contrast, resume is French for "*summary*." Both CVs & Resumes:
 - ✓ Are tailored for the specific job/company you are applying
 - ✓ Should represent you as the best qualified candidate
 - ✓ Are used to get you an interview
 - ✓ Do not usually include personal interests

What to include a Curriculum Vitae (CV):

- | | |
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| <ol style="list-style-type: none">1. Contact Information2. Research Objective, Professional Profile, or Personal Statement3. Education4. Professional Academic Appointments5. Books6. Book Chapters7. Peer-Reviewed Publications8. Other Publications9. Awards and Honours | <ol style="list-style-type: none">10. Grants and Fellowships11. Conferences12. Teaching Experience13. Research Experience / Lab Experience / Graduate Fieldwork14. Non-Academic Activities15. Languages and Skills16. Memberships17. Referees |
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What to include a Curriculum Vitae (CV):

1. Contact Information
2. Resume Summary or Resume Objective
3. Work Experience
4. Education
5. Skills
6. Additional Sections (Awards, Courses, Publications, Certificates, Conferences, etc.)

Difference between curriculum vitae and resume

Difference	Curriculum Vitae (C.V)	Resume
1. Emphasis	– Academic accomplishments	– Skills
2. Usage	– Used when applying for positions in academia, fellowships, and grants	– Used when applying for a position in industry, non-profit, and public sector- Frame into face
3. Length	– Depends upon experience and includes a complete list of publications, posters, and presentations	– Is no longer than 2 pages, with an additional page for publications and/or poster presentations if highly relevant to the job
4. Sections	– Begins with education and can include name of advisor and dissertation title or summary	– Starts with industry experience, followed by work experience, and places education section at the or near the end, depending upon qualifications

KEEP IN MIND

Internet research and communication skills are the cherries on the cake. They are both key during the entire bidding process.

Strong internet research skills may help you decide to take on a new project or not. You may be a few clicks away from learning a new technical skill required by the buyer. Use the job description as a learning opportunity, overcome your weaknesses and beat the competition

KEEP IN MIND

Communication skills, on the other hand, are key to building strong, positive buyer-freelancer relationships, conveying clear understanding of the needs and expectations of the buyer. The four key ingredients to communication skills in business: clarity and conciseness, professional language; replying efficiently; asking as many questions as necessary.

Questions?

Thank you

Activity

- Profile check and corrections