

Annex II – Sequence of Technical & Financial Proposal Submission

S#	Documentation
1.	Organisation Profile, total years of relevant experience in the field
2.	Proposed methodology
3.	Profile/bio/brief of company staff who will be working on the assignment, mentioning their years of experience
4.	Letters of appreciation/recommendation from previous clients with complete references and contact information (authorised representative of the Company, telephone, e-mail) <i>(DRI may contact them for a reference check)</i>
5.	<p>Company portfolio with detailed samples of similar assignments and evidence of the following:</p> <ul style="list-style-type: none"> • Relevant individual or collective experience in developing communications and social media strategies, designing and managing political, public policy and civic participation campaigns; • Professional experience in designing infographics for social media and/or web campaigns; • Experience working with national and international NGOs in Lebanon. • Familiarity with the topics of decentralisation, democratisation, good governance, waste management, gender-sensitive communications and transparency and citizen participation is a strong asset.
6.	Detailed breakdown of the financial proposal