

Check list

Bachelor of Arts in Sociology bid

- Cover letter
- Detailed CVs of main consultant and the team members
- Copy of National IDs/ passports of the main consultant and the team members
- Educational qualifications/ certificates of the main consultant and the team members
- Testimonials of relevant educational and professional experience
- Portfolio (not more than 8 pages) of previous similar work/consultation undertaken
- Work plan and methodology
- Timeline (Within the parameters of the timeline stated in the 3rd page of TOR)
- Financial proposal
- If the proposal is submitted by a company/firm, registration certificate