**[INSERT BIA LOGO]**

**REQUEST FOR PROPOSAL**

**[INSERT PROJECT TITLE]**

**Invitation:** The **\_\_\_\_\_\_\_\_BIA**  invites qualified consultants to submit their proposals for the development and implementation of the\_[**INSERT PROJECT DESCRIPTION**]\_\_\_\_\_\_\_\_\_(award granted by **[INSERT GRAND FUNDING]**)

**Background:** **About the BIO, Vision & Goals**

**Project Context: Explain all the details about the project**

**The intended benefits are:**

**The successful applicant will:** Be the project manager, planner and advisor to conceptualize and implement solutions related to the **[project name]** for BIAs.

**The consultant will be required to engage with key stakeholders, including:**

* **Add all the stakeholders involved**

**Overview of Services Required:**

* Add all the services required including project deliverables

**Please submit:**

* Project pitch (plan, timeline, core team)
* References
* Samples of work

**Timeline:**

The deadline for submission is **[INSERT DATE & TIME] .** Interviews of shortlisted candidates will commence on **[INSERT DATE]**, and our goal is to award the contract by **[INSERT DATE]**. **The final project report with deliverables is due on [INSERT DATE]**

Proposals can be submitted electronically to **[INSERT MANAGER- NAME, TITLE, EMAIL]**

**[INSERT]**

**Manager Name, Title**

**BIA NAME**

**Address**

**Phone Number**

**Business Email**