**ANNEX 2**

**APPLICATION FORM**

*EPD collects and treats your private data in compliance with the EU General Data Protection Regulation 2016/679 i.e. hereby requests personal data only for recruitment purposes, pursuing a legitimate interest in a reasonable way, and will delete them after it is judged no longer necessary to archive. Shortlisted applications will be provided to the Funding Agency to ensure compliance with EU procurement rules in external action projects. By filling out and submitting this form, you authorise EPD to treat your personal data accordingly.*

This application form is composed of four sections:

1. Personal information;
2. Technical experience;
3. References;
4. Checklist.

Please send it as an attachment to your full application, also composed of CVs, and a financial offer. For your convenience, please fill in the Microsoft Word version of the application form, available on the EPD website.

| 1. **Information** |
| --- |

| Company name and registration number (if applicable) |  |
| --- | --- |
| Name of the Lead Expert |  |
| Represented by (Name, Surname) |  |
| Address (street/city/country) |  |
| Do you have a proven track record of conducting field work and/or project, programme evaluations in South Africa, Ghana, Botswana, Namibia, Mozambique, South Sudan, Kenya, Ivory Coast, Tanzania and/or Uganda? |  |
| What is your expertise in the field of electoral work in Africa and the institutions involved (e.g. election observation missions, observation reports, observation methodologies, follow-up to recommendations, etc.) and do you have familiarity with the African Union in relation to its internal structure, functioning, as well as the mandates of the different organs? |  |
| Do you speak English and French? |  |
| Email address |  |
| Phone number |  |
| Signature |  |

| 1. **Technical expertise** (No restriction on length) |
| --- |

Please provide the following information:

1. **Rationale**

* Any comments you have on the terms of reference for the successful execution of activities, in particular regarding the objectives, thus demonstrating the degree of understanding of the contract.[[1]](#footnote-0)
* An explanation of the risks and assumptions affecting the execution of the contract.

# Strategy

* An outline of the approach proposed for contract implementation.[[2]](#footnote-1)
* A list and description of the proposed tasks you consider necessary to achieve the contract objectives.
* Inputs and outputs.

# Involvement of all experts (optional)

* If a tender is submitted by a group of experts, a description of the input from each expert and the distribution and interaction of tasks and responsibilities between them.

# Timetable of work

* The timing, sequence and duration of the proposed tasks, taking into account travel time.
* The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised (including the expected number of working days required from each expert per task).

| **3. References** |
| --- |

Please indicate below two references, i.e. two former employers, clients, supervisors or colleagues that EPD could contact.

**Reference 1**

| Full name |  |
| --- | --- |
| Position and organisation |  |
| Relation to the candidate |  |
| Contact details, including email address |  |

**Reference 2**

| Full name |  |
| --- | --- |
| Position and organisation |  |
| Relation to the candidate |  |
| Contact details, including email address |  |

| 1. **Checklist** |
| --- |

Please make sure the documents below are provided as part of the application package, in compliance with above mentioned rules

| Updated CVs of the Expert(s) | Yes / No |
| --- | --- |
| A financial offer, provided as a separated document | Yes / No |
| The present application form (Annex I) duly completed | Yes / No |
| The bidder agrees to have its bid assessed on the basis of the grid below (Annexe II) | Yes / No |
| The bidder authorises EPD to process with personal data in accordance to GDPR rules | Yes / No |

1. To demonstrate a thorough understanding of the contract, it is strongly recommended to provide insights beyond those outlined in the Terms of Reference (ToR), and to avoid copying content directly from the ToR. [↑](#footnote-ref-0)
2. It is strongly encouraged to critically engage with the methodological orientations provided in the Terms of Reference (ToR) and to present your own perspectives on them. [↑](#footnote-ref-1)