### **ANNEX A**

### **TERMS AND CONDITIONS**

Attachment I, The Consulting Agreement, presents the Terms & Conditions (“T&Cs”) which CRS considers to be essential and relevant to the contractual relationship between the parties. Bidders are expected to familiarize themselves with these T&Cs and be prepared to be governed by them in substantially the form presented here. In submitting a proposal, a vendor who desires to request an exception to these T&Cs and/or desires to propose an alternative approach to a particular provision should identify such provision(s) and explain the rationale for the exception or alternative. Additionally, should the Bidder propose to use a form contract adapted to its particular services which substantially conforms to the T&Cs presented here, that form contract should be submitted as part of the Bidder’s Bid Package with Annex A.

Terms and Conditions Acceptance

I hereby accept and agree to the Terms and Conditions of this Request for Proposal titled, “Documentation of Business Trainers Manual Guide” to be carried out for Catholic Relief Services, located at 228 W. Lexington St., Baltimore, MD. 21201.

Name and Title of Authorized Respondent

Signature:

Date:

**ANNEX B**

**RFP US8018.02.2024**

**ECD Project – Documentation of Business Trainers Manual Guide**

**Specific Activities, Timeline, and Level of Effort**

Please complete the *Dates of Performance* and *Anticipated Number of Billable Days* columns for each activity.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Number | Activities | Dates of Performance  [Note to bidder: Please enter the proposed date or dates range for each task based on this total period of performance.] | Anticipated Number of Billable Days  [Note to bidder: Please enter the proposed number of billable days for each activity. If, in your assessment, the total number of billable days needed is less than or exceeds 32 days, please explain in your proposal.] |
| 1 | Inception Call |  |  |
| 2 | Desk Review |  |  |
| 3 | Development of Interview/discussion guides |  |  |
| 4 | Validation and edits of interview/discussion guides |  |  |
| 5 | Conduct interviews/discussions |  |  |
| 6 | Organize content resulting from interviews/discussions |  |  |
| 7 | Revise Robust Outline |  |  |
| 8 | Validation and edits of Robust Outline |  |  |
| 9 | Drafting of Trainers Guide |  |  |
| 10 | Validation and edits of Trainers Guide |  |  |
| 11 | Finalization of Trainers Guide |  |  |
| 12 | Development of PPT slides to accompany Trainer’s Guide |  |  |
| 13 | Validation and edits of PPT slides |  |  |