**ANNEX I**

**PRE-EMPLOYMENT QUESTIONNAIRE**

These questions provide the opportunity for you to highlight your experience and competency for this consultancy (**maximum 300 words** for each question).

**Question 1.** Summarize your professional experience in conducting project coordination work that is most closely relevant to this consultancy.

|  |
| --- |
|  |

**Question 2.** Give examples of activities involving different stakeholders (potentially including EAAF Partners) from Flyway countries in which you have had a significant role.

|  |
| --- |
|  |

**Question 3.** Please identify the anticipated time input for each of the 7 tasks.

|  |  |  |
| --- | --- | --- |
| **Task** |  | Days |
| **1.** | **EAAFP Sister Sites Program** |  |
| 1.1 | Review the existing [EAAFP Sister Site Program](https://www.eaaflyway.net/sister-sites/) (assess strengths, weakness and ambitions for the future of the 10 Sister Site Arrangements involving 6 countries. It is anticipated that approaches will include surveys and/or interviews with Site Managers/staff. |  |
| 1.2 | Collate “lesson learnt” from similar programs. |  |
| 1.3 | Report on the results of the survey, and the “lesson learnt” from other similar programs. |  |
| 1.4 | Based on the previous three tasks, develop Guidelines for EAAFP Sister Site Program and Recommendations for Partners and the Secretariat on implementing the Guidelines and expanding the Sister Site Network. |  |
| **2.** | **Assessing and developing a guideline and recommendations on the development of Site Partnerships at Flyway Network Sites** |  |
| 2.1 | Surveying all FNS in relation to the extent of their interaction with other government agencies, local communities and other entities in relation to, visitor management and sustainable use of their site, including, but not limited to; utilizing the existing survey results (conducted in 2019 by the Secretariat) for Site Partnership and collecting additional opinions from Site Managers and Partners through surveys or interviews to assess the status of the existing Site Partnership and aspirations of Site Managers; |  |
| 2.2 | Analysis of the survey feedback and incorporation of “lessons learnt” from similar programs. |  |
| 2.3 | Developing the Guidelines and Recommendations for Partners and the Secretariat in implementing the Guidelines and expanding the Site Partnership. |  |

**ANNEX II**

**BREAKDOWN OF COSTS[[1]](#footnote-1)**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

1. **Breakdown of Cost by Tasks\***

|  |  |  |
| --- | --- | --- |
| **Tasks**  *[list them as referred to in the TOR]* | **Percentage of Total Price (Weight for payment)** | **Amount**  **(USD)** |
| Task 1.1 | 26.7% |  |
| Task 1.2 | 10.0% |  |
| Task 1.3 | 13.3% |  |
| Task 1.4 | 16.7% |  |
| Task 2.1 | 16.7% |  |
| Task 2.2 | 10.0% |  |
| Task 2.3 | 6.6% |  |
| Total | 100% | USD |

*\*Basis for payment tranches*

*\*Feel free to edit the from if needed.*

1. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-1)