**Template for technical proposals**

**Supporting organisation of the 2023 EITI Global Conference**

**1. Please provide a brief overview of the team that would be assigned to the event and the percentages of their time that would be dedicated in each month leading up to the event.** (300 words max.)

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**2. Please provide detail on your work experience in organising similar events, including support given during and after the events** (500 words max.)

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**3. Please share specific examples of skills and experience in project management in your proposed team** (500 words max.)

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**4. Please provide specific examples of previous engagement with high-level stakeholders, especially with government entities, industry representatives and civil society groups** (500 words max.)

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**5. Please outline any experience organising hotel bookings and private transportation to venues in Dakar for 100+ people.** (300 words max.)

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**6. Where are you based? (City and Country)**

**7. Which of the following languages are spoken in your proposed team?**

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| **English** | **French** | **Russian** | **Spanish** |
| Native | Native | Native | Native |
| Fluent | Fluent | Fluent | Fluent |
| Intermediate | Intermediate | Intermediate | Intermediate |
| Basic | Basic | Basic | Basic |
|  |  |  |  |