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| **Annex 1 – Template for technical proposals****Technical requirements to be met by the Educational Institution** |

The Educational Institution’s technical proposal must be as specific as possible, demonstrating its ability to meet the above-mentioned requirements of this Call for Tender.

**1. Instructions for preparing the technical proposal**

The technical proposal should indicate the core and elective courses, the number of hours of instruction required for each course and details about the Programme.

The proposal should also indicate the name(s) of the key instructors responsible for each course. All the proposed instructors for each course must have proven expertise in the specific course topic, be certified as instructors, have demonstrated experience of teaching participants from developing countries and be proficient in English.

Instructors running the Customs-related courses must have professional experience of Customs laws and/or practices/operations.

The proposal must describe the Educational Institution’s facilities for accepting and welcoming twelve overseas participants. It must demonstrate the existence of a specialized Educational Institution office providing support to overseas participants and describe the Educational Institution’s accommodation arrangements for such participants.

The proposal should also indicate the social support that could be offered by the Educational Institution to assist participants to overcome any problems they may encounter in the course of their studies.

The proposal should also show the Educational Institution’s ability to co-operate with the WCO and Customs administrations, including the Customs Training institutes.

**2. Additional relevant information to be provided in the technical proposal**

The factors determining the scoring of the technical proposal are listed below. The answers to the questions will help the WCO understand your Educational Institution’s profile and assess its technical merit. Please provide as much relevant information as possible.

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|  **Core Programme**  |
| List the courses that will make up the Programme. Please use additional pages as required.  |

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| **Ability to implement the Programme** |
| Describe the Educational Institution’s methodology and work plan for implementing the Programme |  |
| Describe any relevant past experience that supports the Educational Institution’s ability to successfully engage in this Programme. If applicable, do you have any follow-up system to help students learn? What policy do you adopt when it comes to taking account of cultural dimensions in learning?  |  |
| Describe the Educational Institution’s strengths in the Customs policy domain  |  |
| How do you plan to foster methods that could help participants to learn from each other through seminars, workshops and other non-lecture methods extending beyond regular classroom hours? Do any e-learning facilities exist to supplement the lectures?  |  |
| **Specialized content/previous experience** |
| What particular emphasis does this proposal place on meeting the Programme requirements?  |  |
| Does the university currently offer, or has it previously offered, a Programme in which students are/were taught about trade(or Customs) related issues? If yes, then please provide details  |  |

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| **Faculty and instructors** |
| Provide the names of the key instructors who will be responsible for each course. Please describe their experience of teaching overseas students, of teaching in English and of Customs laws and/or practices/operations. A detailed resumé/curriculum vitae should be attached for each instructor and/or other technical/managerial staff members involved in the Programme  |  |
| Describe the personality/background of the Educational Institution Programme Coordinator who will fully or partially run the Programme  |  |
| Outline the Educational Institution’s history and reputation, as well as any relevant experience or awards in the Customs domain  |  |

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| **Educational Institution administration** |
| Briefly describe the Educational Institution’s organization, practices and proposed arrangements for pooling efforts in order to implement the Programme  |  |
| Give details of the Educational Institution’s facilities for accepting and welcoming twelve overseas students. Describe the operation of the specialized Educational Institution office for supporting overseas students  |  |
| Describe the Educational Institution’s plans, if any, for promoting the Programme  |  |
| Describe the Educational Institution’s ability to co-operate with the WCO and the Customs administrations, including the Customs Training Institutes |  |
| Describe arrangements for quality assurance and quality control, and outline recent experience in such domains  |  |
| Which department will be responsible for administering the Programme? What are the department’s strengths?  |  |
| What steps will the Educational Institution take to help students overcome any social problems they may face in the course of their studies? What percentage of the total student body is made up of overseas students? |  |
| What arrangements will be made for participants' accommodation?  |  |