

proposed deliverables and payment structure

Deliverables	Tasks	Due date (from start)	Payment
1. Delivery plan	Develop a delivery plan for this consultancy including proposed methodology and approach	By week 2	20%
2. Process review	Carry out a light-touch review to understand our current approach	By week 6	20%
3. Organisational framework/toolkit	Develop transformative change framework and toolkit	By week 12	20%
4. Staff training workshops	Develop a training workshop and post-training feedback	By week 14	20%
5. Final workplan	Produce final report with recommendations and action plan for sustained MEAL improvements.	By week 16	20%