Date: May 10, 2024

**Proposal (Sample)**

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| Organization Name |  |

**Please include the following information in your proposal. The format does not need to be followed precisely as long as all relevant information is included. Proposal file format can be document, presentation, or other.**

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| 1. Project Implementation |
| (1) Implementation Structure (arrangement of personnel in charge / each responsibility)  (2) Execution Plan and Outline of Schedule for the Year  (3) Operating Procedure, Method, Proposal on how to complete all the tasks of the project in an effective manner and enhance project outcome  (4) Experiences of flexibility and promptness in response to the requests from hosts on similar projects  (5) Creative and original points in the proposal |
| 2. Experience and Capabilities of the Organization |
| (1) Experience with Similar Projects  (2) System to Manage Personal/Confidential Information  (3) Networking and information gathering skills to enhance project outcome |
| 3. Project Implementation Skills of Assigned Personnel |
| (Profiles of each project personnel)  ・Experiences from other similar projects and valid knowledge/experience/skills/networks to enhance project outcome. |