ANNEX III: Organisation & Methodology

**To be completed by the tenderer**

Please provide the following information:

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| Please note: Adapt this Annex to the requirement of the Contract. Below you may find suggestions on what to require from the tenderers if you require Organisation and Methodology. Delete and / or adapt according to your needs. |

# Rationale

* Any comments you have on the Terms of Reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results.
* An explanation of the risks and assumptions affecting the execution of the contract.

# Strategy

* An outline of the approach proposed for contract implementation.
* A list of the proposed tasks you consider necessary to achieve the contract objectives.
* Inputs and outputs.

# Backstopping

* A description of the support facilities (back-stopping) that the contractor will provide to the team of experts during execution of the contract.

# Timetable of work

* The timing, sequence and duration of the proposed tasks, taking into account travel time.
* The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.
* The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised.
* The expected number of working days required from each category of expert each month during the period of execution of the contract. The tenderer is expected to take into account the implementation period of the contract and propose the number of expert days which will accomplish the tasks described in the Terms of Reference. During the technical evaluation, assessment will be made if the number of working days estimated for each activity for each type of expert proposed in the Organisation and Methodology are sufficient for the requirements of the Terms of Reference to be achieved.