

## **Section C Organisation and Methodology (to be submitted by the tenderer)**

### **Information to be provided in the tender**

Please provide the following information:

**Organisation and methodology** (will become Annex to the contract), to be drawn up by the tenderer using the following instructions:

#### **Rationale**

- Any comments on the Terms of reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. An 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 together with reasonable mitigation measures.

#### **Strategy**

- A list of the proposed activities considered to be necessary to achieve the contract objectives
- The related inputs and outputs
- In the case of a tender being submitted by a consortium, a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. A description of sub-contracting arrangements foreseen, with a clear indication of the tasks that will be entrusted to a sub-contractor and a statement by the tenderer guaranteeing the eligibility of any sub-contractor. If the tender is submitted by a single company or does not foresee any sub-contracting arrangements, the total of available points for this part in the evaluation grid will be allocated.
- A description of the support facilities (backstopping) that the team of experts will have from the contractor during the execution of the contract
- The timing and sequence of activities and identification of major milestones in execution of 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.
- Demonstration that the Service Provider has access to a comprehensive pool of non-key experts with professional profiles relevant to the scope of the assignment.
- Description of approach to ensure an effective mobilisation of the key and non key experts proposed during the implementation period of the contract