# ANNEX III: ORGANISATION & METHODOLOGY

**To be completed by the tenderer**

Please provide the following information:

## 1. RATIONALE

- Any comments you have on the terms of reference for the successful execution of activities, in particular regarding the objectives/results (outputs, outcomes, impact), 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.

## 2. 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.

## 3. SUPPORT FACILITIES, SUBCONTRACTING AND CAPACITY PROVIDING ENTITIES

- A description of the support facilities, including back-stopping, that the contractor will provide to the team of experts during execution of the contract. The support facilities will be assessed in the evaluation and should be carefully explained in the organisation and methodology, including the list of staff, units, capacity of permanent staff regularly intervening as experts on similar projects, provision of expertise in the region/country of origin as well as partner countries, organisational structure, etc. which are supposed to ensure that function, as well as the available quality control systems and the excellent knowledge capitalisation methods and tools, within the respective members of the consortium.
- A description of any subcontracting arrangements– including sub-contracting only aiming at making available key and non-key experts - and sub-contracting with capacity providers (if such were identified during the shortlisting stage) with a clear indication of the tasks that will be entrusted to such subcontractors. All subcontractors and capacity providers shall be eligible and should not fall in any exclusion situation as stated in section 4 of the tender submission form.

## 4. INVOLVEMENT OF ALL MEMBERS OF THE CONSORTIUM AND OF CAPACITY PROVIDING ENTITIES

- If a tender is submitted by a consortium, a description of the input from each member of the consortium 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.
- The involvement of Small and medium-sized enterprises (SME's), or economic operators registered in the partner country where the contract will be implemented, will be considered an added value in the tender evaluation. SME's employ fewer than 250 persons and have an annual

turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

- If the tenderer relied on the capacity of other entities to fulfil the technical and professional criteria, a description on the involvement of those entities for performing the services for which their technical and professional capacities are required must be provided. Evidence of the involvement of the capacity providing entities should be demonstrated through a written commitment made by the capacity providing entities.
- If the tenderer relied on the capacity of other entities to fulfil the economic and financial criteria, a description on the involvement of those entities establishing their joint liability for the performance of the contract must be provided. Evidence of the involvement of the capacity providing entities should be demonstrated through a written commitment made by the capacity providing entities.

## 5. 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.