ANNEX II: Organisation & Methodology

**To be completed by the tenderer**

Please provide the following information:

# 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.

# 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, subcontracting and capacity providing entities

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

# 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,
* 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