

APPENDIX B TECHNICAL PROPOSAL SUBMISSION FORM: ORGANISATION & METHODOLOGY

To be completed by the service provider

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 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.

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. BACKSTOPPING

- 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 or origin as well as partner countries, organisational structure, etc. which are supposed to ensure that function, as well as the available quality systems and knowledge capitalisation methods and tools, within the respective members of the consortium.
- A description of any subcontracting arrangements with a clear indication of the tasks that will be entrusted to subcontractors and a statement by the service provider guaranteeing the eligibility of subcontractors.

4. INVOLVEMENT OF THE REQUIRED KEY EXPERTS

- CVs of the key experts mentioned in the RFP
- An elaboration of how the key experts will be achieving this assignment.

5. TIMETABLE OF WORK

- The timing, sequence and duration of the proposed tasks,
- The Activity Matrix as per the below template

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| <i>What are the key activities to be carried out to produce the intended outputs?</i> <i>(*activities should in principle be linked to corresponding output(s) through clear numbering)</i> | Means <i>What are the political, technical, financial, human and material resources required to implement these activities, e.g. staff, equipment, supplies, operational facilities, etc.</i> | Assumptions <i>Factors outside project management's control that may impact on the activities-outputs linkage.</i> |
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