

ANNEX 1: ORGANISATION & METHODOLOGY

To be completed by the tenderer

Please provide the following information:

1. RATIONALE (1-2 PAGES)

- 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 objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

2. STRATEGY (5 PAGES MINIMUM)

- An outline of the approach proposed for the design and implementation of the Public opinion Poll for measuring the satisfaction of users. This should include the following:
 - A summary of the overall proposed design and structure of the survey
 - List of features, documents and tools that are proposed to be used
- A list of the proposed tasks you consider necessary to achieve the contract objectives.

3. BACKSTOPPING (1-2 PAGES)

- 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, organisational structure, etc. which are supposed to ensure that function.

4. TIMETABLE OF WORK

- The timing, sequence and duration of the proposed tasks.
- 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 deliverable, particularly those stipulated in the Terms of Reference.

Name and signature of the representative

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