

SECTION B.III

GLOBAL ORGANISATION & METHODOLOGY¹

(to be completed by the tenderer)

Please provide the following information:

1. RATIONALE

- Any comments on the Global 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 Framework Contract. Opinion on the key issues related to the achievement of the Framework Contract objectives and expected results as well as on the issue of linking part A expertise and part B sectors².
- An explanation of the risks and assumptions affecting the execution of the Framework Contract.

2. ORGANISATION AND METHODOLOGY

- An outline of the approach proposed for Framework Contract implementation.
- A list of the proposed tasks considered necessary to achieve the Framework Contract objectives. This should include, inter alia, a description of the Framework Contractor's management and backstopping arrangements on the following topics:
 - description of the Management Team and its mandate. The tenderer is free to decide the number composition and size of the team, provided the minimum requirements of the Global terms of reference are fulfilled. The tenderer should not propose specific individuals as members of the Management Team or submit CVs, but instead should indicate the profile of each team member stating the status, qualifications and experience of the member, along with their specific role and responsibilities in the implementation of the framework contract. The profiles in the tender for the members of the Management Team must meet the minimum requirements for Management Team members both individually and for the team as a whole, as set out in the Global Terms of Reference point 6.2.1. **Tenders that do not meet these minimum requirements may be considered not compliant with the technical requirements of the tender dossier and may be rejected.**
 - method to ensure confirmation of reception of requests, prepare offers and assignment-related methodology description;
 - method to recruit experts and ensure their availability up until the Specific contract is awarded and for the duration of the contract;
 - description of the existing and/or planned database used for recruiting the experts, including the method to keep their CVs up-to-date and be informed about their availability; if available, an extract of such a database may be added (maximum 10 pages). Furthermore, a description of how the information of this database will be regularly transferred to the database of the Contracting

¹ The Global Organisation & Methodology of successful tenderers will be made available electronically to all specific Contracting authorities throughout the implementation of the Framework contract.

² Annex B – II – b 'Detailed description of lots'.

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Authority described in the Global Terms of Reference, and how the tenderer will guarantee that all B Sector sub-sectors are covered by experts in the Contracting Authority database.;

- method to pay timely the experts and payment modalities for external experts as per the contractual provisions intended to be used;
 - experts' CVs accuracy verification;
 - access to documentation, information to experts prior mission;
 - logistic support to experts etc.;
 - organisation within the Management team for its members to participate in individual assignments briefings and debriefings when required.
- The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised, both at the level of the Framework Contract, as well as the process and timing at the level of a Specific Contract.

3. CONSORTIUM MEMBERS INVOLVEMENT

- If a tender is submitted by a consortium, a description of the input from the consortium leader and each consortium member, their complementarity and the distribution and interaction of tasks and responsibilities between them. Particular attention is to be given to the consortium's method of working and co-ordinating between members regarding the handling of the Requests for Services. The involvement of all members of the consortium will be considered added value in the tender evaluation

4. QUALITY CONTROL FUNCTION FOR SPECIFIC CONTRACTS

- Description of the quality control and quality backstopping that the consortium members will provide to the teams of experts during implementation of the Specific Contracts: will the quality control function be located in the respective consortium members or will it be part of the Management Team? It belongs to the tenderer to explain where he/she decides to locate their quality control and backstopping functions. What are the available capacities of the consortium members, which allow them to ensure both the quality supervision function and the "research & development" dimension (or equivalent: knowledge capitalisation, innovation, etc.)? Will particular consortium members ensure quality supervision for particular sectors? If so, which persons (i.e. their position within the company/organisation and their profiles) or departments within those consortium members and for which reasons? For this aspect, please fill in the form on quality control and quality backstopping attached. Which procedure will be used to determine, at the moment of receiving the Request for Services, who will be responsible for quality supervision and how it will be ensured?

5. LOCAL EXPERTISE AND SUBCONTRACTORS

- A description of the method to identify and mobilise local expertise and/or subcontractors at the level of the specific contracts. If envisaged, indication of the type of tasks that would be entrusted to local expertise or to subcontractors.
- High importance is given to the use of expertise available locally in the Beneficiary States. To demonstrate the tenderer's method for mobilising such expertise, he/she may highlight the existing and/or planned cooperation-agreements with local partners and local expertise. If so, the template in Part B – IX may be used, showing local expertise in the B-sectors of the Lot.

6. VALUE FOR MONEY FOR SPECIFIC CONTRACTS

- **Please do not indicate any financial data (fee-rates) when replying to this section, if necessary, use percentages or normalized values.** Actual fee-rates should only be described in the Global

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financial offer. **Inclusion of any prices/fees in in the offer outside of the Global financial offer may lead to the offer being rejected**

- Description of how the tenderer will ensure competitive fees rates in specific offers in response to specific requests for services throughout the implementation of the framework contract, how adequate remuneration will be paid to experts to ensure high quality expertise are available for implementation of specific contracts and how efficiencies/cost savings in the management of the framework contract will result in competitive specific financial offers, including the effective use of local expertise and/or in-house expertise .

The Organisation and Methodology may not exceed 25 pages, excluding the annexes.