

# 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, 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.

## 3. TIMETABLE OF WORK

- Comments on the timing, sequence and duration of the proposed tasks.
- Comments on the expected input (number of units, i.e. standard translation pages) required during the period of execution of the contract
- Guidance notes on expert input:

The tenderer is expected to take into account the implementation period of the contract and to comment on the number of expert's inputs (number of units - standard translation pages) required for accomplishment of the tasks described in the terms of reference.

Implementation of the contract (and therefore payment) is based solely on the number of units delivered (standard translation pages). The contractor will only be paid for number of standard pages actually translated on the basis of the unit fees (fee per standard translation page) contained in the budget breakdown (Annex V). Tenderers must specify 'Estimated number of units (standard translation pages) ' in the organisation and methodology to demonstrate the correspondence between the proposed methodology and the expert inputs. Please note that the budget breakdown should not be attached to the organisation and methodology as no financial offer should be disclosed in the technical offer.