ANNEX III: Organisation & Methodology

**To be completed by the tenderer**

Please provide the following information:

# Rationale

* Any comments you have on the terms of reference and its Annexes 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.
* An explanation of the risks and assumptions affecting the execution of the contract.

# Strategy

* An outline of the approach proposed for contract implementation, such as insurance methodology offered. Indication of the coverage of the geographical area and coverage of treatment and medicine etc.
* A list of the proposed tasks you consider necessary to achieve the contract objectives.
* Inputs and outputs.

# *Backstopping*

* A description of the support facilities (back-stopping) that the contractor will provide 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, organisational structure, units, capacity of permanent staff which are supposed to ensure that function.

The backstopping will be evaluated as a part of the strategy.

# Timetable of work

* The timing, sequence and duration of the proposed tasks, taking into account mobilization time, estimated days of issuing insurance cards for the local staff.
* 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 reports, particularly those stipulated in the terms of reference and its Annexes.

**N.B. The tenderers should provide a detailed description and explanation of all the points included in the Annex A of the Terms of Reference. For each and every item listed in Annex A of the Terms or Reference it should be specified: if coverage is envisaged, the maximum insurable sums and the compensation limits. In addition, tenderers should include any information/clarification necessary to describe their offer and possibly include a synoptic presentation of the administrative processes linked to settlements.**