**Organisation & Methodology of the Offer**

**Subject of the Contract: Development of the Content for Open Data Academy**

To be completed by the tenderer

Please provide the following information in the detailed format;

# RATIONALE

* Any comments you have on the terms of reference 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.
* A list of the proposed tasks you consider necessary to achieve the contract objectives.
* Inputs and outputs.

# BACKSTOPPING, SUBCONTRACTING AND CAPACITY PROVIDING ENTITIES

* If this is to be the case, a description of additional back-stopping that the contractor will provide during the 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 any additional elements apart from the key expert.
* A description of any subcontracting arrangement (if such were identified during the shortlisting stage) with a clear indication of the tasks that will be entrusted to such subcontractors and a statement by the tenderer guaranteeing the eligibility of subcontractors and capacity providers.

# TIMETABLE OF WORK

* The timing, sequence and duration of the proposed tasks, taking into account travel time (if it is to be the case).
* 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.
* The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised.
* The expected number of working days required from each category of expert each month during the period of execution of the contract (using the Excel spreadsheet linked to the Budget breakdown).

| **Name** |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |