**SPECIFIC CONTRACT - ORGANISATION AND METHODOLOGY**

**<Request for specific contract n° … >**

**FWC SEA 2023 - LOT <nr> : <Title>**

**INTPA/2022/EA-OP/0102**

To be completed by the Framework Contractor as part of his offer.

**Unless indicated otherwise in the specific terms of reference,** maximum 5 pages for offers < 300.000 € and maximum 15 pages for offers ≥ 300.000 € in a reader-friendly format[[1]](#footnote-2) including the framework contractor’s own annexes. For offers with an Organisation and Methodology exceeding the maximum number of pages, the specific contracting authority will request the contractor to indicate the range of pages that will be assessed by the evaluation committee up to the maximum allowed number of pages.

**The Specific Contracting Authority** may modify/complete this template with the specific requirements of the assignment in accordance with the technical evaluation grid. In this case this template has to be submitted with the request for specific contract.

# Rationale

Analysis of the context of the specific assignment and any comments on the specific terms of reference for the successful execution of activities, in particular regarding the objectives and expected results.

# Strategy and Organisation of work

* A brief account taking of lessons learnt from similar assignments done in the past. An outline of the strategy/approach proposed for the specific contract implementation, as well as a list of the proposed tasks considered necessary to achieve the specific contract objectives.
* Presentation of the composition of the proposed team of experts and their capacity to carry out the specific terms of reference.
* A work plan indicating the major milestones in executing the specific contract and the envisaged resources to be mobilised.

# Backstopping, role of the involved members of the consortium and Quality assurance

* Identification of the involved consortium members and description of the input from each involved consortium member, as well as the distribution and interaction of tasks and responsibilities between them.
* A description of the qualitative and technical support facilities (back-stopping) that the consortium member(s) will provide to the team of experts during execution of the specific contract. The back-up function should be explained, including the list of staff, units, etc. which are supposed to ensure that function.
* The identification of the Specific Contract Quality Expert responsible for the quality assurance of the services and deliverables to be provided during the execution of the contract.
* A description of any subcontracting arrangements with a clear indication of the tasks that will be entrusted to subcontractors and a statement by the tenderer guaranteeing the eligibility of subcontractors.

# Timetable of activities

A description of the activities with timeframe.

1. Times New Roman font size 12 or Arial font size 11. [↑](#footnote-ref-2)