**Annex 2: Organisation and methodology**

**Interested organisations should submit a proposal using the structure and main sections identified below:**

**Rationale**

* Any comments on the Terms of Reference of importance for the successful execution of activities, its objectives and expected results, thus demonstrating the degree of understanding of the task.
* A detailed list of inputs, activities and outputs.
* Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final Contract.
* An opinion on the key issues related to the achievement of the Contract objectives and expected results

**Strategy**

* An outline of the approach and methodology proposed for contract implementation.
* An outline of the proposed activities considered to be necessary to achieve the contract objectives.

**Assumptions and Limitations**

* A description of the assumptions and limitations the candidate foresees in the execution of the Contract

**Timetable of activities**

* The timing, sequence and duration of the proposed activities considering mobilisation time.
* The identification and timing of major milestones in execution of 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.

**Broker assigned Point of Contact**

* The Candidate shall include a detailed description of the role and duties of the broker assigned point of contact, which the Candidate proposes to use for the performance of the services. The CV of the broker assigned point of contact shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the country/region where the services are to be performed.
* The proposal should clearly state any actual or perceived conflicts of interest which may compromise the objectivity of the organisation and its staff in performing the task. (e.g. involvement in DCA activities or family employment by DCA and/or DCA partners.)
* Confirmation of the broker assigned point of contact’s actual availability for the performance of the Contract.