

ANNEX 7: ORGANISATION & METHODOLOGY

To be completed by the tenderer

Please provide the following information, when possible, to illustrate your organisation's capacity to fulfil the award criteria and comply with the characteristics of the procurement:

Criteria / characteristics	Type of information that can be provided
<ul style="list-style-type: none">• Quality and relevance of the methodology set out in the tender.	<ul style="list-style-type: none">• A description of the methodology you propose to apply to achieve the objectives and expected results, thus demonstrating the degree of understanding of the contract.
<ul style="list-style-type: none">• Management and coordination of the future contract: This includes the administrative support (flexible reactions to last-minute changes, personal consultation etc.) as well as team management, all in order to ensure maximum efficiency in terms, speed, flexibility and quality requested).	<ul style="list-style-type: none">• A list of the proposed tasks you consider necessary to achieve the contract objectives relating to the management and coordination of the future contract.
<ul style="list-style-type: none">• Balance of profiles of experts carrying out the production of the publication and survey.	<ul style="list-style-type: none">• Capacity of team intervening as experts and team composition.• A work plan indicating the envisaged resources to be mobilised, including the review methods that will be applied to ensure a high level of quality.• A description of any possible subcontracting arrangements with capacity providers with a clear indication of the type of tasks that will be entrusted to subcontractors.