

## 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:

<b>Criteria / characteristics</b>	<b>Type of information that can be provided</b>
<ul style="list-style-type: none"><li>• <b>Quality and relevance of the methodology set out in the tender.</b></li></ul>	<ul style="list-style-type: none"><li>• 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.</li></ul>
<ul style="list-style-type: none"><li>• <b>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).</b></li></ul>	<ul style="list-style-type: none"><li>• A list of the proposed tasks you consider necessary to achieve the contract objectives relating to the management and coordination of the future contract.</li></ul>
<ul style="list-style-type: none"><li>• <b>Balance of profiles of experts carrying out the production of the publication and survey.</b></li></ul>	<ul style="list-style-type: none"><li>• Capacity of team intervening as experts and team composition.</li><li>• 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.</li><li>• 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.</li></ul>