

## ORGANISATION & METHODOLOGY

To be completed by the tenderer  
Ref: WB24-SRB-TRA-02

Please provide the following information:

### 1. RATIONALE

- Any comments you have on the terms of reference for the successful execution of activities, in particular regarding the objectives and expected results, 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.

### 2. 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.
- Approval procedures, if applicable.

### 3. REFERENCES

- References in the field of linear infrastructure (roads, rail,) in the last three years as per template provided in the tender dossier.

### 4. RESOURCES AND CAPACITY PROVIDING ENTITIES

- A description of the available certified equipment (laboratory and field) that the Tenderer proposes to use during the assignment. The Tenderer shall clearly state the ownership of such equipment.
- A description of any subcontracting arrangements and arrangements with capacity providers with a clear indication of the tasks that will be entrusted to subcontractors and to capacity providers and a statement by the tenderer guaranteeing the eligibility of subcontractors and capacity providers.

### 5. CURRICULUM VITAE

Head of Investigations

- The tenderer shall provide details of the expert overseeing the laboratory and investigation activities. He/she shall have at least 10 years proven experience of leading such activities in Western Balkans region and be fully fluent in local language in Serbia and conversant (level 4 or 5 minimum) in English. In case of less than 10 years proven experience, 0 points will be awarded. Refer to evaluation grid for additional requirements.
- A CV shall be provided in the format as provided in the tender dossier.

## **6. TIMETABLE OF WORK/ACTIVITIES**

- The timing, sequence and duration of the proposed tasks, taking into account travel time.
- 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.
- Approval procedures, if applicable.