



MINISTRY OF ENVIRONMENT
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Document III – Organisation and Methodology

Assessing flood risk and its potential control and management in Masaka wetland, Rwanda

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

3. Backstopping

- A description of the **support facilities** (backstopping) that the Consultant will provide to the team of experts during execution of the contract. The back-up function will be assessed in the evaluation and should be carefully explained in the Organisation and Methodology, including the **list of staff, units, capacity of permanent staff** regularly intervening as experts on similar projects, **provision of expertise in the region/country or origin** as well as partner countries, **organisational structure**, etc. which are supposed to ensure that function, as well as the available **quality systems and knowledge** within the respective members of the consortium
- 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 fully describing any subcontractors**

4. Involvement of all members of the consortium

If a tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. If the tender is submitted by a single company, the total of available points for this part in the evaluation grid will be allocated.



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5. Timetable of work

- The timing, sequence and duration of the proposed tasks, shall take into account travel time
- The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these shall be reflected in any reports, particularly those stipulated in the terms of reference
- The methodologies contained in the offer shall include a work plan indicating the envisaged resources to be mobilised
- The expected number of working days required from each category of expert each month during the period of execution of the contract shall be clearly set out (using the Excel spreadsheet linked to the Budget breakdown)