**Description of the Organization and Methodology**

*The Organization and Methodology plans are key components of the Technical Proposal. It is suggested that the Technical Proposal be divided into the following three subsections:*

*a) Technical Approach and Methodology,*

*b) Work Plan, and*

*c) Organization and Staffing,*

*a) Technical Approach and Methodology*. In this subsection you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

*b) Work Plan.* In this subsection you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the contracting authority), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Terms of Reference

*c) Organization and Staffing.* In this subsection you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Team Composition, Task Assignments & Level of Effort (LOE)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Staff & Firm associated with[[1]](https://d.docs.live.net/c7e978cfa4bf9b28/Desktop/ZMAI/WB%20tenders/Kosovo%20Digitalization/WB%20dokumenti/Technical%20Proposal%20Template%20%281%29.docx#_ftn1) | Area of Expertise Relevant to the Assignment | Designation for this Assignment[[2]](https://d.docs.live.net/c7e978cfa4bf9b28/Desktop/ZMAI/WB%20tenders/Kosovo%20Digitalization/WB%20dokumenti/Technical%20Proposal%20Template%20%281%29.docx#_ftn2) | Assigned Tasks or Deliverables | Location[[3]](https://d.docs.live.net/c7e978cfa4bf9b28/Desktop/ZMAI/WB%20tenders/Kosovo%20Digitalization/WB%20dokumenti/Technical%20Proposal%20Template%20%281%29.docx#_ftn3) | Number of Days |
|    |   |   |   |   |   |
|    |   |   |   |   |   |
|    |   |   |   |   |   |
|    |   |   |   |   |   |
|    |   |   |   |   |   |

**Key Personnel**

[[1]](https://d.docs.live.net/c7e978cfa4bf9b28/Desktop/ZMAI/WB%20tenders/Kosovo%20Digitalization/WB%20dokumenti/Technical%20Proposal%20Template%20%281%29.docx#_ftnref1) Indicate if the proposed staff is an employee or agent of your consulting firm/organization or a sub consultant.

[[2]](https://d.docs.live.net/c7e978cfa4bf9b28/Desktop/ZMAI/WB%20tenders/Kosovo%20Digitalization/WB%20dokumenti/Technical%20Proposal%20Template%20%281%29.docx#_ftnref2) Title or position as described in the TOR or otherwise named in your proposed Organization and Staffing.

[[3]](https://d.docs.live.net/c7e978cfa4bf9b28/Desktop/ZMAI/WB%20tenders/Kosovo%20Digitalization/WB%20dokumenti/Technical%20Proposal%20Template%20%281%29.docx#_ftnref3) Relative to the assignment subject of the Contract, indicate if the staff/consultant is local or international.