SRR-SEA/COS2021/1

**Consultation of suppliers**

**DEVELOP DIGITAL FOOT AND MOUTH DISEASE (FMD) AWARENESS AND ADVOCACY TOOLS**

**Lot 1 : Review and digitalisation of existing FMD communication materials  
(including posters, leaflets, brochures, checklists) accessible online**

**Annex 1 a.  
(to be returned as Technical offer for the lot 1)**

**WORLD ORGANISATION FOR ANIMAL HEALTH (OIE)**

deadline to submit tenders:

8 December 2021 - ( 6 pm Bangkok local time)

# RESPONSE STRUCTURE

The tender response must be filled in this document. It should be provided in a Word/PDF document.

**The scanned documents will not be authorized and will not be analysed.**

This document will be used to assess the technical criteria (section 5.1. of the Consultation of suppliers).

**Criteria 1 technical criteria (70%)** will be assess according to the following information provided on their technical offer – Annex (1.a for lot 1, 1,b for lot 2).

* Company organisation and sustainability (20%)
* Demonstrated understanding of the context and experience in working in a multicultural context and in the public sector (20%)
* Relevance and quality of the proposed methodology and associated work plan (30%)
* Relevance and quality of the proposed project team (30%)

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| **General company information** | *Annex (if any)* |
| **General information:** *Company name (and name of group if applicable);*  *Structure*  *Contact point name, phone number and email address;*  ***Please provide your answers below:*** |  |
| **Activities :** *Company background review;*  *Description of major activities.*  ***Please provide your answers below:*** |  |
| General methodology and proposed schedule *This section will describe the methodology to transform existing communication materials (more information in Annex I and II) which can be accessible using digital devices. The tenders shall provide relevant examples to transform design, lay out, text format, design, infographics and sketches. The existing resource made available in Annex 1 can be used to develop the proposal. The proposal can also factor the specific need of transformation such as accessibility of these materials on mobile phone and subsequently its dissemination using digital social media platforms e.g., Facebook etc.*  ***Please provide your answers below:*** |  |
| General management and proposed schedule *This section should identify the recommended methodology to implement the different steps in the most appropriate and effective approach.*  *The tenders should provide input on the proposed project governance mechanism and a clear rationale as to the proposed organisation of activities. Major constraints as well as pre-requisites (time, stakeholder availability) should be identified.* ***A schedule encompassing the different milestones should be provided.***  *The general methodology to manage the project, including the format of the follow-up on the part of the supplier as well as the measures to ensure respect of the project deadlines, tracking of project costs and the delivery of quality deliverables should be identified.*  **Please provide your answers below:** |  |
| Allocated human resources *This section should identify the professional profiles (field of expertise, seniority etc.) proposed throughout the project and according to each stage of the methodology established in the previous section. It should include a rationale for the team set-up and clearly underline how the team, as a whole, responds to the required skills needed to carry out the services as described in Annex 5 #, and provide, for each profile, a short biography of the identified consultant and justification of his/her role in the project.*  ***Please provide your answers below:*** |  |
| Risk management *This section should provide a review of major constraints identified at this stage, potential risks to the project and measures to ensure its successful completion. Prerequisites that the tenderer deems important to carry out the project effectively should be identified.*  ***Please provide your answers below:*** |  |
| Additional information *This section should include any additional information not provided for elsewhere that you deem important for us to know. Innovative solutions as well as relevant “Best practices” that may not be expressly mentioned in this document should be provided here.*  ***Please provide your answers below:*** |  |

**Name and Title of duly authorized representative: ……………………………………………………**

**Date: …………………………………………………………………………………………………………….**

**Signature:**