



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
CLIMATE ACTION
Directorate A - International, Mainstreaming and Policy Coordination

CALL FOR TENDERS

CLIMA.A3/C3/C1/SER/2019/0014

Title

Assessment of climate action in the programmes prepared by the Member States for co-funding from the European Regional Development Fund (ERDF), the Cohesion Fund (CF), The Common Agriculture Policy (CAP) and European Social Fund (ESF+) in the next multiannual financial framework (MFF) 2021-2027

(3 LOTS)

LOT 1

Mainstreaming of climate change mitigation and adaptation in European Regional Development Fund and Cohesion Fund Programmes 2021-2027

LOT 2

Support to the assessment of the climate ambition of CAP Strategic Plans

LOT 3

Support to the assessment of the climate ambition in the European Social Fund Plus

TENDER SPECIFICATIONS

TABLE OF CONTENTS

1. INFORMATION ON TENDERING	5
1.1. How to submit a tender : Registration in the Participant Register and validations by the EU Validation services	5
1.2. Participation	5
1.3. Contractual conditions	6
1.4. Compliance with applicable law	6
1.5. Joint tenders	6
1.6. Subcontracting	7
GENERAL INTRODUCTION	8
LOT 1	11
MAINSTREAMING OF CLIMATE CHANGE MITIGATION AND ADAPTATION IN EUROPEAN REGIONAL DEVELOPMENT FUND AND COHESION FUND PROGRAMMES 2021-2027	11
2. EVALUATION AND AWARD	11
2.1. Evaluation steps	11
2.2. Verification of non-exclusion	11
2.3. Selection criteria.....	12
2.4. Compliance with the minimum requirements	15
2.5. Award criteria.....	15
2.6. Technical proposal	17
2.7. Financial offer	18
3. TECHNICAL SPECIFICATIONS	18
3.1 Introduction	18
3.2 Task 1 – Inception phase.....	25

3.3	Task 2 – Preparatory phase	26
3.4	Task 3 – Assessment of the programmes with regard to climate action	28
3.5	Task 4 – Final report summarising the work undertaken	29
LOT 2	32
SUPPORT TO THE ASSESSMENT OF THE CLIMATE AMBITION OF CAP STRATEGIC PLANS		32
2.	EVALUATION AND AWARD	32
2.1.	Evaluation steps	32
2.2.	Verification of non-exclusion	32
2.3.	Selection criteria	33
2.4.	Compliance with the minimum requirements	36
2.5.	Award criteria	36
2.6.	Technical proposal	38
2.7.	Financial offer	39
3.	TECHNICAL SPECIFICATIONS	40
LOT 3	48
SUPPORT TO THE ASSESSMENT OF THE CLIMATE AMBITION IN THE EUROPEAN SOCIAL FUND PLUS		48
2.	EVALUATION AND AWARD	48
2.1.	Evaluation steps	48
2.2.	Verification of non-exclusion	48
2.3.	Selection criteria	49
2.4.	Compliance with the minimum requirements	52
2.5.	Award criteria	52
2.6.	Technical proposal	54
2.7.	Financial offer	55

3. TECHNICAL SPECIFICATIONS	55
ANNEX 1 - DECLARATION ON HONOUR ON EXCLUSION CRITERIA AND SELECTION CRITERIA.....	62
I – SITUATION OF EXCLUSION CONCERNING THE PERSON.....	62
II – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON AND BENEFICIAL OWNERS ..	64
III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON	65
IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE.....	65
V – REMEDIAL MEASURES.....	65
VI – EVIDENCE UPON REQUEST.....	65
VII – SELECTION CRITERIA	66
VIII – EVIDENCE FOR SELECTION	67
ANNEX 2 – SUBCONTRACTING LETTER OF INTENT.....	68
ANNEX 3 – POWER OF ATTORNEY/AGREEMENT MODEL 1	69
ANNEX 3 – POWER OF ATTORNEY/AGREEMENT MODEL 2	71
ANNEX 4 – FINANCIAL OFFER TEMPLATE.....	73
ANNEX 6 – CHECKLIST OF DOCUMENTS TO BE SUBMITTED IN THE E-SUBMISSION APPLICATION	75
ANNEX 7 – DOCUMENTS WHICH MAY BE REQUESTED BY THE EU VALIDATION SERVICES DURING THE COURSE OF THE PROCEDURE	77
ANNEX 8 – TRAVEL AND SUBSISTENCE COSTS	79

1. INFORMATION ON TENDERING

1.1. How to submit a tender : Registration in the Participant Register and validations by the EU Validation services

In order to submit a tender using e-Submission, tenderers (each member of the group in the case of a joint tender) will need to register in the European Commission's Participant Register - an online register of organisations participating in EU calls for tenders or proposals. On registering, each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found in the PIC-management Quick Guide for Economic Operators. Tenderers already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission.

In the e-Submission application the tenderers should fill out the required identification information in line with the instructions in the e-Submission Quick Guide available at: https://webgate.ec.europa.eu/e-Submission/assets/documents/manual/quickGuide_en.pdf . The sole tenderer or all members of a joint tender must be identified with a PIC – Participant Identification Code. No PIC is needed for subcontractors.

It is not required at the level of the tender submission, to attach either Legal Entity Form or Financial Identification Form.

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with Commission Recommendation 2003/361/EC. This information is used for statistical purposes only. To that end, tenderers are invited to upload a self-declaration under the heading 'other documents' as part of their offer in e-Submission. See checklist in Annex 5.

1.2. Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the plurilateral Agreement on Government Procurement¹ concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

For British candidates or tenderers:

¹ See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force candidates or tenderers from the UK could be rejected from the procurement procedure.

1.3. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.4. Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU².

1.5. Joint tenders

Tenderers may choose between presenting a **joint tender** and introducing a tender as a **sole economic operator**. A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders and sole tenders may also include subcontractors.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

Whichever type of bid is chosen, the tender shall stipulate the legal status and role of each legal entity in the tender proposed and the monitoring arrangements that exist between them and, failing this, the arrangement they foresee to establish if they are awarded the contract.

The sole tenderer or all members of a joint tender must be identified with a PIC – Participant Identification Code. No PIC is needed for subcontractors.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

To this end all members of the group should sign a **power of attorney** (see models in Annex 3). This document must be scanned and included in the offer. For groups not having formed a common legal entity, model 1 should be used, and for groups with a legal entity in place model 2 should be used.

1.6. Subcontracting

Subcontracting is permitted but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors and provide an indication of the proportion of subcontracting. Consequently, the bid must document their willingness to accept the tasks assigned to them by submitting the form in Annex 2, duly completed and signed.

During contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

GENERAL INTRODUCTION

The Paris Agreement on climate change, adopted in 2015, aims to avoid dangerous climate change by limiting global heating to well below 2°C and pursuing efforts to limit it to 1.5°C.

The European Union continues to lead international efforts to tackle climate change and takes ambitious action at home. It is on track to achieve its goal of cutting greenhouse gas emissions by 20% by 2020 compared to 1990 levels and has put in place the legislation to cut them by at least 40% domestically by 2030. Along with cutting emissions, Europe and the world need to increase their resilience and adapt to current and future alterations to the global climate, in order to mitigate and reduce the impacts.

Tackling climate change requires a transition to low-emission, climate-resilient economies worldwide. The European Commission is calling for a climate-neutral Europe as part of its strategic long-term vision for a prosperous, modern, competitive and climate-neutral economy by 2050.

On top of a comprehensive legislative package, this green transition will require huge investments.

The Commission proposal of 2 May 2018 for a Multi-annual Financial Framework 2021-27 ("MFF") calls for climate action across all programmes and sets a target of at least 25% of the budget to contribute to the climate objectives of the Paris Agreement, corresponding to €320 billion of commitment appropriations over the period 2021-2027. This target builds on the current 20% target for the period 2014-2020, which the EU will largely achieve, representing an increase of €114 billion.

A substantial part of the EU budget is implemented by Member States on the basis of Partnership Agreements with each Member State and fund-specific Programmes agreed with the Commission. This arrangement is referred to as 'shared management'.

The proposals for Regulations of the individual programmes, indicate their specific "expected contribution" targets to the overall climate mainstreaming target, subject to the outcome of the current legislative process. The targets for the programmes relevant for this contract(s) are the following:

- the Common Agricultural policy overall (CAP): 40 % overall including 30 % ringfencing for environmental and climate spending in the European Agriculture Fund for Rural Development
- the European Regional Development Fund: 30%
- the Cohesion Fund: 37%
- the European Social Fund +: no indicative target set

Governance processes are of key importance to steer the climate protection and energy transition. We can distinguish 2 different processes.

The European Semester process provides the governance framework for the coordination of economic policies across the European Union. Each year, the Commission services undertake a detailed analysis of each Member State's plans for budget, macroeconomic and sectoral reforms in view of improving the resilience of the EU economy. Achieving the medium and

long term climate targets will require a transformation of the EU economy with consequences for jobs, growth, investments and public finances. These analyses lead the Commission to provide EU governments with draft country-specific recommendations for the next 12-18 months, which are later endorsed by the European Council.

These publicly available European Semester Country Reports require each Member State, as part of the programming of investments under the relevant EU funds for the next multi-year EU budget (2021-2027), to contribute fully to the established targets on the share of EU funding contributing to climate policy objectives and more generally EU and national climate targets for both adaptation and mitigation. Investments in infrastructure should be subject to climate proofing.

A second important mechanism is the Governance of the Energy Union to ensure that the objectives of the Energy Union, especially the EU's 2030 energy and climate targets, are achieved. The Regulation on Governance of the Energy Union and Climate Action adopted at the end of 2018, establishes planning, monitoring and reporting obligations across the five dimensions of the Energy Union: decarbonisation (including adaptation), energy efficiency; energy security; internal energy market; research, innovation and competitiveness.

The Regulation requires each Member State to prepare an integrated National Energy and Climate Plan (NECP) for 2021 - 2030, as well as including a long-term perspective until 2050, to integrate climate and energy policies, but also in a broader sense, by integrating policies such as economic, fiscal, transport, agriculture and environment.

These integrated national plans will ensure a coherent overview of Member States current and additional policies and measures to reach their 2030 objectives, enhance consultation with stakeholders, provide synergies while also providing an overview of the magnitude of investments needed.

All 28 Member States submitted their draft plans at the end of 2018/beginning 2019, and the Commission adopted its assessment and recommendations on them in mid-June 2019, including an assessment whether the draft plans together contribute sufficiently to the agreed EU-level 2030 climate and energy targets. Member States now need to consider the recommendations and submit final plans and long-term strategies by the end of 2019.

DG CLIMA as such contributes to the European Semester process and to the monitoring of the Energy Union Governance Strategy through providing analysis of the transitions needed to achieve the climate targets, the consequences of these changes and the impact of relevant policies and measures. For each member State DG CLIMA has appointed a country desk who takes part in the work of the country teams led by the Secretariat General. This network of 28 country desks established for the EU semester process is now also mobilised to support the assessment of progress in the NECP's under the Energy Union governance framework.

In order to succeed in this comprehensive monitoring of climate mainstreaming, DG CLIMA has identified a need for **consultant support**. The scope of this call for tender (contracts) is limited currently to the following funds: European Regional Development Fund (ERDF), the Cohesion Fund (CF), the European Social Fund (ESF+), the European Agricultural Guarantee Fund (EAGF) and the European Agricultural Fund for Rural Development (EAFRD). The distinct contracts concern the assessment of climate action in the relevant programmes and plans prepared by the Member States under the Structural and Agricultural funds listed, to be

carried out under tight deadlines, and by multi-language expert teams. It is important, in the contractor's scrutiny of the climate-relevant parts in a given programme, to carry out an ex-ante evaluation to prepare the assessment (when possible), to identify and propose – where relevant – additional climate action, which can increase the climate-related expenditure for climate change mitigation, adaptation and sustainable energy.

The assessment of proposals submitted by the Member States shall be duly substantiated, based on an analysis of the country-specific situation, the (partnerships and) draft programmes, and the identification of climate needs, challenges and potential to step up climate ambition. Consistency between the National Energy and Climate Plans (NECPs) and the draft (partnerships and) programmes will be an important cross-cutting element in such assessments, for example as regards infrastructure investments and other sectoral investments in certain funds.

LOT 1

MAINSTREAMING OF CLIMATE CHANGE MITIGATION AND ADAPTATION IN EUROPEAN REGIONAL DEVELOPMENT FUND AND COHESION FUND PROGRAMMES 2021-2027

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

2.2. Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex 1), stating that they are not in one of the situations of exclusion listed in that declaration on honour.

The declaration(s) shall be signed by an authorised representative either with advanced electronic signature based on qualified certificates or by scanning and uploading a hand signed copy.

The hand-signed originals of the declaration on honour must be sent by letter to the contracting authority. See Invitation document for more details.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring, at any point during the procedure, the supporting documents listed in the declaration on honour.

In any event, the successful tenderer must provide the documents mentioned in the declaration on honour before signature of the contract and within a deadline given by the

contracting authority. This requirement applies to each member of the group in case of joint tender including subcontractors.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour in the e-Submission that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

2.3.Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

2.3.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors must provide the declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 2.2) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declaration on honour and evidence submitted for the legal and regulatory, financial and economic and technical and professional capacity of the tenderers.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure. In such cases, the tenderer must declare on its honour in the e-Submission that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.2. Legal and regulatory capacity criteria and evidence

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders.

In the course of the procedure the EU Validation Services (at Research Executive Agency) may contact tenderers (each member of the group in the case of a joint tender) via the Participant Register and ask for supporting documents with respect to the legal existence and status. The notifications concerning the legal status validation will be sent to the e-mail address of the contact person indicated in the Participant Register. It is the responsibility of the tenderer (each member of the group in the case of a joint tender) to provide a valid e-mail address and to check it. Please note that a request for supporting documents in no way implies that the tenderer has been successful.

The documents that may be requested by the EU Validation Services during the course of the procedure are listed in Annex 7.

The documents that shall be submitted with the tender in e-Submission are listed in the checklist available in Annex 6.

2.3.3 Economic and financial capacity criteria and evidence

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. To that end, tenderers are required to upload the supporting evidence under the heading ‘other documents’ as part of their offer in e-Submission.

The tenderer must comply with the following selection criteria:

Annual turnover of the last two financial years above EUR 2 400 000 [two million four hundred thousand]; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group and identified subcontractors in case of a joint tender.

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks;
- If applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other documents which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.4 Technical and professional capacity criteria and evidence

a. Criteria and evidence relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below:

The project references indicated below consist of a list of relevant services provided (i.e. not ongoing but fully completed) in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of climate change adaptation and mitigation in relation to the programming and implementation of programmes and projects funded by the European Regional Development Fund (ERDF) and the Cohesion Fund (CF) in the period 2014-2020

Evidence A1: The tenderer must provide references for *two* projects delivered in these fields in the last five years with a minimum value for each project of €1.000.000.

- **Criterion A2:** The tenderer must prove capacity to analyse in detail and assess programming documents prepared by EU Member States in any of the 24 official languages of the European Union (https://europa.eu/european-union/about-eu/eu-languages_en).

Evidence A2: The tenderer must provide references for at least two projects delivered in the last five years, that combined are showing the necessary co-ordination capacities and language coverage, for min. 15 EU Member States.

- **Criterion A3:** The tenderer must prove capacity to draft reports in English.

Evidence A3: The tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

In order to prove their capacity, the tenderer must upload in e-Submission the evidence listed above.

b. Criteria and evidence relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles:

Criterion B1 - Project Manager: At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € one million) and coverage at least eight EU Member States, with experience in management of teams of at least twenty people.

Evidence B1: CV

Criterion B2 - Language quality check: All members of the team should have at least C1 level in the Common European Framework for Reference for Languages³ in English.

³ See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

Evidence B2: A language certificate or past relevant experience.

Criterion B3 - Experts in the mainstreaming of climate action into ERDF/CF: At least 5 years of professional experience in the climate and regional development field with a relevant higher education degree or equivalent professional experience and at least 10 years' professional experience in the field.

Evidence B3: CV

Criterion B4 - Team of experts: Collectively the team of experts should have knowledge of all 24 official EU languages at least at C1 level.

Evidence B4: CV and a language certificate or past relevant experience.

In order to prove their capacity, the tenderer must upload in e-Submission the evidence listed above.

2.4. Compliance with the minimum requirements

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

2.5. Award criteria

The contract will be awarded to the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

A maximum of 50 points will be attributed to criterion 1, a maximum of 30 points will be attributed to criterion 2, and a maximum of 20 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 25, 15 and 10 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

Assessment of the tenders will focus on the quality of the proposed services therefore tenderers should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

1 Quality of the proposed methodology (50 points – minimum threshold 50%)

The degree to which the methodology shows the capacity to analyse, review and evaluate documents and figures, in accordance with the needs of the contracting

authority will be assessed under this criterion. Furthermore the tender must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as demonstrate that the methods proposed are suited to the needs set out by the Commission in the Technical Specifications (see part 3).

Sub-criterion 1.1 (5 points – minimum threshold 50%) – Task 1 - Inception phase

Sub-criterion 1.2 (10 points – minimum threshold 50%) – Task 2 – Preparatory phase

Sub-criterion 1.3 (30 points – minimum threshold 50%) – Task 3 – Assessment of the programmes with regard to climate action

Sub-criterion 1.4 (5 points – minimum threshold 50%) – Task 4 – Final report summarising work undertaken

2 Organisation of the work and allocation of resources (30 points – minimum threshold 50%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer and not simply as part of the financial offer.

3 Quality control measures (20 points – minimum threshold 50%)

This criterion will assess the quality control system applied to the service foreseen in these tender specifications concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. The quality control system should be detailed in the tender and specific to the tasks at hand; a generic quality control system will result in a low score.

2.5.1 Ranking and Award

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 65 out of the 100 points that are available for the technical quality of the bid**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. The ranking of the tenders will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.

- All bids that have passed the individual levels and score 65 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this project.

2.6. Technical proposal

The technical proposal needs to be uploaded in the step "Tender Data" of the wizard of the e-Submission application. The e-Submission application allows attachment of as many documents as necessary.

Tenderers shall include in their bids a **technical proposal addressing the aspects detailed in the technical specifications** in section 3.

The technical proposal shall comply with the technical specifications and provide, as a minimum, the information specifically requested.

The following aspects should in particular be taken into consideration when drafting the tender:

- (a) methodology for implementation;
- (b) reasons for the proposed methodology;
- (c) project management and procedures for internal evaluation;
- (d) level of involvement and activity of other stakeholders;
- (e) role of each partner in case of a joint bid and/or use of subcontractors, the role of each partner and subcontractor in the implementation of the contract;
- (f) team proposed for implementation of the contract. The composition of the team, which will be implementing the project must be properly described. Team staff should be singled out by function (E.g. project managers, administrator, secretary, expert, technical assistant);
- (g) a plan of action with description of activities and their timing;

Due consideration should be given to the award criteria and method as stipulated under section 2.5 in this document.

Please note that, to grant equal treatment of all tenders, **it is not possible to modify offers after their submission in relation to the technical and financial proposals.**

Please note that incomplete financial or technical proposals may have a considerable negative impact the evaluation on award criteria. Proposals deviating from the technical specifications risk to be considered as non-conform to the specifications.

The technical specifications and the tenderer's bid shall be integral parts of the contract and will constitute annexes to the contract.

2.7. Financial offer

The maximum budget allocated to this contract is fixed at **EUR 1 350 000** [one million three hundred fifty thousand Euros excluding VAT (including fees, travel and all other costs. **Travel and subsistence expenses should be part of the lump sum and will not be refunded separately**). Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see Annex 3.

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation. The financial proposal shall specify the unit price of each "programme assessment" as specified in 3.1.1.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

A complete financial proposal (see Annex 4 for guidance) needs to be uploaded in step "Tender Data" of the wizard of the e-Submission application.

The total price (including any options and renewals) needs also to be encoded directly in the e-Submission application (Total amount).

It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the relevant tab of the e-Submission application corresponds exactly to the value reflected in the uploaded financial proposal. In case of discrepancies, only the value reflected in the financial proposal will be taken into account.

3. TECHNICAL SPECIFICATIONS

3.1 Introduction

3.1.1 Objectives and scope

- (1) The overall objective of this contract is to facilitate the mainstreaming of a high level of climate action into the programming of the European Regional Development Fund (ERDF) and the Cohesion Fund (CF) in the Multiannual Financial Framework (MFF) for the period 2021-2027.
- (2) In terms of scope, the contractor will provide – through a detailed scrutiny and assessment of the first comprehensive submission of each programme by the Member States – pertinent observations and recommendations to support the further integration of climate action into the programmes.

- (3) Some programmes will be funded by either ERDF or CF, others may be funded by ERDF and CF, and a third group of programmes will – in addition to ERDF and/or CF – also include funding from the European Social Fund (ESF+).
- (4) As an indication of the expected number of programmes per Member State in the period 2021-2027, reference can be made to the current number of programmes in the period 2014-2020:

Member State	Funding source(s)			Total
	ERDF and/or CF	... and with ESF, YEI	... and with IPA	
Austria	1	0	0	1
Belgium	3	0	0	3
Bulgaria	5	0	0	5
Croatia	1	0	0	1
Cyprus	1	0	0	1
Czech Rep.	7	0	0	7
Denmark	1	0	0	1
Estonia	0	1	0	1
Finland	1	1	0	2
France	7	25	0	32
Germany	15	1	0	16
Greece	1	15	0	16
Hungary	3	3	0	6
Ireland	2	0	0	2
Italy	23	6	0	29
Latvia	0	1	0	1
Lithuania	0	1	0	1
Luxembourg	1	0	0	1
Malta	2	0	0	2
Netherlands	4	0	0	4
Poland	5	16	0	21
Portugal	2	8	0	10
Romania	5	0	0	5
Slovakia	5	0	0	5
Slovenia	0	1	0	1
Spain	22	0	0	22
Sweden	9	1	0	10
United Kingdom	6	0	0	6
ETC	70	0	5	75
TOTAL	202	80	5	287

- (5) From the above table, as regards programmes managed by DG REGIO, an indicative estimate for the next programming period (2021-2027) is a **total of 287 programmes** of which:

- 212 Operational Programme funded by ERDF and/or CF and in certain cases co-funded by ESF+;
 - 75 European Territorial Cooperation (ETC) Programmes funded by ERDF (and with the possibility for co-funding from other EU funds).
- (6) The number of programmes per Member State (and language) vary significantly with the largest number of programmes from France and Italy, followed by Spain and Poland, as well as Germany, Greece, Portugal and Sweden.
 - (7) Member States are likely to submit their programming documents in national languages and translations will not be available in time for the assessments to be undertaken under this contract. Therefore, the contractor shall have the necessary capacity to process programmes in all of the 24 official EU languages – including in peak workload circumstances.
 - (8) The scrutiny and assessment of programmes will cover all Member States and in principle all of the 24 Official EU languages.
 - (9) As part to the assessment of programmes, the contractor shall peruse in detail the Partnership Agreements, both draft and final draft versions. The contractor shall immediately inform CLIMA if the perusal of the Partnership Agreements would give rise to concern vis-à-vis the level of climate action in one or more of the programmes.
 - (10) During the implementation of the contract, the contractor could be asked on a case-by-case basis, to complement the assessment of the first submission of the programmes with additional observations and recommendations with regard to the draft Partnership Agreements of given Member States. The observations and recommendations will address the integration of climate action into the Partnership Agreement and the leverage/enabling of climate action provided by the Partnership Agreement to the programmes of the respective Member State. In this case, the assessment of a Partnership Agreement will replace a Programme Assessment, at the same unit price.
 - (11) To enable the fulfilling of requirements from paragraph (9) and (10) thereof, CLIMA will duly provide the contractor with the draft and final draft versions of the subjected Partnership Agreements.

3.1.2 Background

- (12) The European Commission adopted on 2 May 2018 the proposal⁴ for the EU budget for the period 2021-2027, i.e. the next Multiannual Financial Framework (MFF).
- (13) The proposal include the provision⁵: *“More broadly, in line with the Paris Agreement and the commitment to the United Nations Sustainable Development*

⁴ https://ec.europa.eu/commission/future-europe/eu-budget-future_en

⁵ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM%3A2018%3A321%3AFIN>

Goals, the Commission proposes to set a more ambitious goal for climate mainstreaming across all EU programmes, with a target of 25% of EU expenditure contributing to climate objectives”. This is an increase compared to the at least 20% objective for the current MFF 2014-2020.

- (14) On this background, the proposal⁶ for a regulation on the European Regional Development Fund (ERDF) and on the Cohesion Fund (CF) includes in recital 14 the provision: *“Reflecting the importance of tackling climate change in line with the Union's commitments to implement the Paris Agreement and the United Nations Sustainable Development Goals, the Funds will contribute to mainstream climate actions and to the achievement of an overall target of 25 % of the EU budget expenditure supporting climate objectives. Operations under the ERDF are expected to contribute 30 % of the overall financial envelope of the ERDF to climate objectives. Operations under the Cohesion Fund are expected to contribute 37% of the overall financial envelope of the Cohesion Fund to climate objectives.”.*
- (15) Hence, there are individual climate expenditure targets for ERDF (30%) and CF (37%). These targets are subject to the outcome of the ongoing legislative process.
- (16) The methodology to account for climate expenditure under ERDF and CF is laid down in the proposal for the Common Provisions Regulation (CPR⁷), Annex I, with the *Intervention Fields* and the column with the “coefficient for the calculation of support to climate change objectives”. According to Annex I, there is scope for climate expenditure under four of the five policy objectives.

3.1.3 Programming of the funds – context for this contract

- (17) This contract concerns the *assessment of climate action* in the programmes prepared by the Member States for co-funding from the European Regional Development Fund (ERDF) and the Cohesion Fund (CF) in the next multiannual financial framework (MFF) 2021-2027.
- (18) It is important, in the contractor’s assessment of the climate action in a given programme, to identify and propose – where relevant – additional climate action, which can increase the climate related expenditure. The proposal shall be duly substantiated.
- (19) In the majority of cases, these programmes will be managed by the Directorate-General for Regional and Urban Policy (DG REGIO). A small number of programmes with co-funding from the European Social Fund (ESF+) will be managed by the Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL).
- (20) This contract will only concern programmes managed by DG REGIO.

⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM%3A2018%3A372%3AFIN>

⁷ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM%3A2018%3A375%3AFIN>

- (21) With reference to the table in para (4), this contract includes the assessment of up to 287 programmes co-funded by ERDF and/or CF (and possibly complemented with co-funding from other EU funds).
- (22) See para (36) for a definition of the maximum and minimum number of programmes that the contractor will be expected to assess under this contract.
- (23) The contractor shall have the necessary capacity to handle programmes drafted in any of the 24 Official EU Languages – also in situations of peak workload, which in addition may be during public holidays and typical holiday periods.
- (24) The programming of the funds will be divided in the phases of informal and formal dialogue with the Member States.
- (25) The publicly available European Semester Country Reports⁸ and notably the investment part of the country reports (including their annex D), which is setting out the Commission's view on the future investment priorities, will represent the basis for renegotiation with the Member States in the programming process for the Cohesion policy in the 2021-2027 period.
- (26) In addition, reference is made to the National Energy and Climate Plans⁹ and the Commission assessment vis-à-vis the implementation of the EU's Energy Union objectives and in particular the agreed EU 2030 energy and climate targets, et cetera.
- (27) The Commission has launched since 2018 a dialogue with Member States on the 2021-2027 programmes for the Cohesion policy funds, informed by the investment-related findings and conclusions of the country reports. Commission Vice-Presidents, Commissioners and senior management visited Member States in early 2019 to seek the views of national Parliaments, governments, social partners and other stakeholders on the analysis and conclusions of the country reports. The Commission also discussed the summary findings of the country reports with the European Parliament.

⁸ https://ec.europa.eu/info/publications/2019-european-semester-country-reports_en

⁹ Press release Commission: http://europa.eu/rapid/press-release_IP-19-2993_en.htm
 Questions and answers: http://europa.eu/rapid/press-release_MEMO-19-2997_en.htm

Chapeau communication (COM(2019) 285) in three languages :

<https://ec.europa.eu/energy/en/content/communication-assessing-draft-necps>

+ SWD (2019) 212 on NECP assessment basis and methodology :

https://ec.europa.eu/energy/sites/ener/files/documents/staff_working_document_en_213.pdf

All recommendations, assessment documents and factsheets for each Member State are accessible here, in a table together with the draft plans: <https://ec.europa.eu/energy/en/topics/energy-strategy-and-energy-union/governance-energy-union/national-energy-climate-plans>

And the CLIMA webnews: https://ec.europa.eu/clima/news/energy-union-commission-calls-member-states-step-ambition-plans-implement-paris-agreement_en

EU level factsheet by the Spokesperson's service:

https://ec.europa.eu/energy/sites/ener/files/documents/national_energy_and_climate_plans_v4.pdf

- (28) The Commission has started the informal dialogue for Cohesion policy to facilitate the preparation of the programming documents, which may take two years on average before they are ready for adoption by the Commission.
- (29) **Informal dialogue:** It is foreseen that a substantial bulk of the work on the Partnership Agreements and programmes will be prepared under informal dialogue before the regulations are adopted. This would help to ensure a faster formal adoption process, i.e. solving any issues as much as possible upfront and allowing for smooth consultations during the final adoption phase.
- (30) The negotiations for the Partnership Agreement will among other ensure consistency with the European Semester process.
- (31) During the informal dialogue, the Commission's internal European Semester country teams, which among other include DG CLIMA staff, will be regularly debriefed and consulted.
- (32) The contractor will in principle not engage with the European Semester country teams. However, the contractor may engage with DG CLIMA staff as required and directed.
- (33) Consultation on the draft programming documents:
- Once the Member State sends to the Commission a sufficiently mature draft Partnership Agreement and programmes, the lead services will consult the central services and the departments concerned to prepare Commission observations. It is expected that this work will tentatively take off in late 2019/early 2020, but the precise timing is not available.
 - For the Commission, these checks will mainly include an assessment of the consistency of the programming documents with the regulations and for Cohesion policy, the programmes will be assessed against the Commission's priorities set in the policy papers, the analysis of the country reports and investment priorities set out in annex D to the country reports, taking also into account the relevant country specific recommendations and the fulfilment of the relevant enabling conditions. Further issues, as laid down in the Programme Assessment Manual, will be included in the contractor's assessment (see e.g. para (52)(53)).
 - Most likely, these consultations will be done through an interservice consultation using the Commission IT platform *Decide* and will help to frontload the work, so final adoption of the programming documents could go faster once the regulations are adopted.
 - DG CLIMA and the contractor will use the CIRCBAC platform for the exchange of programming documents and the assessment reports.
- (34) **Formal dialogue:** Once the regulations are adopted, the Member States will submit the draft Partnership Agreements and programmes formally (foreseen shortly after the regulations are adopted). The Commission will prepare its formal observations, where needed. All relevant services will be consulted by the relevant lead service through an interservice consultation and the European Semester country teams will

be duly informed. Where observations are not needed (thanks to sufficient upstream work under the informal dialogue), the documents could be sent immediately for adoption following the appropriate consultations through Decide.

- (35) Under this contract, the contractor will assess each programme once. It will either be an assessment of the “sufficiently mature draft” re para (33) or an assessment of the “formally submitted version” re para (34). CLIMA will decide at which stage the assessment will be undertaken and request the contractor accordingly.
- (36) CLIMA is not obliged to send all programmes for assessment by the contractor under this contract. The maximum number of programmes that the contractor will be requested to assess is set out in para (21), and the minimum number of programmes that the contractor will be requested to assess is set at two-thirds hereof.
- (37) In the planning and execution of this contract, the contractor shall give particular attention to among other the following issues:
 - As regards the assessment of the programmes, there will be short deadlines and significant peaks in the workload including during public holidays and typical holiday periods;
 - Without compromising the expected high quality in the assessment of programmes, timely response is of utmost importance together. This applies both to the contractor’s assessment of individual programmes and to the further processing by CLIMA. For the latter, it is essential that the contractor’s assessment reports are of high quality, well written, and of direct operational use.

3.1.4 Meetings and video-conferences with CLIMA

- (38) Meetings explicitly mentioned in these Technical Specifications will take place in CLIMA premises in Brussels.
- (39) The contractor shall in addition foresee the participation in online meetings of up to 4 hours per week (e.g. WebEx).

3.1.5 Languages

- (40) All communication under this contract will be in English.
- (41) Whereas the contractor most likely will receive the Partnership Agreements and Programmes in the languages used by the Member States re para (7), the contractor shall report in English on the assessment of the programmes.

3.2 Task 1 – Inception phase

3.2.1 Specific objectives

- (42) The specific objective of the Inception Phase is to:
- Discuss in detail the implementation of the contract;
 - Clarify any outstanding issues;
 - Ensure that the contractor has a clear understanding of CLIMA's expectations;
 - CLIMA will update the contractor – as relevant to the implementation of this contract – on the legislative process towards adoption of the Common Provisions Regulation (CPR) and the ERDF/CF Regulation for the period 2021-2027 as well as other relevant information and documentation.
 - Consolidate the planning and the inception phase in the Inception Report.

3.2.2 Results

- (43) Submission and approval of the *Inception Report*.

3.2.3 Time schedule, meetings, and reporting

- (44) The inception phase will begin on the day where the contract has been signed by both the contractor and CLIMA. It will be considered as week 1 of the contract.
- (45) The first inception meeting between the contractor and CLIMA will take place in week 3 in CLIMA premises. It will address the issues set out for the inception phase and other pertinent issues. It will establish a detailed time schedule for the inception and preparatory phases including, tentatively meetings (in Brussels and online).
- (46) On the basis of contacts with CLIMA and information received, the contractor will prepare the draft inception report and submit it two weeks later (in week 5)
- (47) The second meeting between the contractor and CLIMA will take place in CLIMA premises one week later (in week 6) and focus on the draft inception report.
- (48) The second meeting may include a session with CLIMA staff participating in the European Semester Country Teams.
- (49) The contractor will finalise the inception report and submit for approval in week 8 addressing the comments and recommendations made by CLIMA.
- (50) CLIMA will approve, reject, or request improvements to the inception report within 2 weeks from its submission.
- (51) Should CLIMA request improvements to the finalised version of the inception report, the contractor will have to execute them and resubmit the final version of the inception within 1 week.

3.2.4 **Deliverables – inception phase**

(52) Draft and final *Inception Report*.

3.3 Task 2 – Preparatory phase

3.3.1 **Specific objectives**

(53) The specific objective of the Preparatory Phase is to:

- Prepare for the detailed scrutiny and assessment of individual programmes;
- Compile and peruse relevant information;
- Ensure that the capacity is in place to process a large number of programmes, from the Member States, in a variety of official languages, with strict deadlines, and under significant work intensity (including on public holidays and during typical holiday periods).
- Prepare and approve the *Programme Assessment Manual*, which will steer and guide the assessment of the programmes. It will among other include links, per Member State, to all relevant reference documents such as:
 - European Semester Country Reports (including Annex D);
 - Commission’s assessment of the National Energy and Climate Plans (NECPs);
 - National Adaptation Strategies and the Scoreboard published for each Member State with the evaluation of the EU Strategy on adaptation to climate change as well as country specific and adaptation related information on Climate-ADAPT¹⁰.
 - Enabling conditions that are included as part of the Common Provisions Regulations (CPR¹¹) for the period 2021-2027;
 - Commission report¹² on the implementation of the River Basin Management Plans and Flood Risk Management Plans under the Water Framework Directive and Floods Directive;
 - References to the applicable legal basis;

¹⁰ Climate-ADAPT: <https://climate-adapt.eea.europa.eu/>

¹¹ Strasbourg, 29.5.2018 COM(2018) 375 final 2018/0196 (COD) Proposal for a Regulation Of The European Parliament And Of The Council laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, and the European Maritime and Fisheries Fund and financial rules for those and for the Asylum and Migration Fund, the Internal Security Fund and the Border Management and Visa Instrument

¹² http://ec.europa.eu/environment/water/water-framework/impl_reports.htm

- Any other relevant information, including information from sources that could be communicated by CLIMA during the inception phase.
- Whereas the main purpose of the *Programme Assessment Manual* is to steer and guide the assessment of the programmes by the Contractor's team of expert, the manual should be suitable for a wider distribution including to the public.
- The *Programme Assessment Manual* shall include a proposal for the criteria that will underpin the assessment of programmes.
- The *Programme Assessment Manual* shall explain the methodology to calculate the climate related expenditure as laid down in the Common Provisions Regulation (CPR) including the annex on Intervention Fields. The calculation of the climate related expenditure shall be part of the assessment of individual programmes. The assessment of a given programme should consider the accumulated climate expenditure across the programmes for the concerned Member State and compare with the targets laid down in the legislation re para (15).
- The *Programme Assessment Manual* shall define the layout and file format (e.g. Word-format .docx) to be used by the contractor's expert for the individual assessments.
- It is foreseen to use the IT Platform CIRCABC¹³ for the exchange of programmes and assessments between the contractor and CLIMA. The *Programme Assessment Manual* shall include an annex with a manual for the use of CIRCABC under this contract for internal communication purposes and not meant for wider distribution. Whereas CLIMA will establish the CIRCABC User Group and retain overall leadership of the group, the contractor will undertake the day-to-day management including allocating user access, establishing folder structure and a convention for the naming of files, setup notification emails, etc. Notification emails shall alert the contractor when CLIMA has initiated an assessment and likewise alert CLIMA when the contractor has uploaded an assessment report.
- The contractor shall update the *Programme Assessment Manual* when required and in agreement with CLIMA.

3.3.2 Results

- (54) Submission and approval of the *Programme Assessment Manual*.

3.3.3 Time schedule, meetings, and reporting

- (55) The contractor will submit the draft *Programme Assessment Manual* to CLIMA in week 10.

¹³ CIRCABC: <https://circabc.europa.eu>

- (56) The contractor will present the draft *Programme Assessment Manual* in a meeting with CLIMA in week 11. This meeting may include a session with CLIMA's European Semester Team.
- (57) CLIMA may provide additional comments.
- (58) The contractor will submit the final *Programme Assessment Manual* for approval to CLIMA in week 13 addressing the comments and recommendations made by CLIMA.
- (59) CLIMA will approve or request improvements to the *Programme Assessment Manual* within 2 weeks from its submission.
- (60) Should CLIMA request improvements to the finalised version of the *Programme Assessment Manual*, the contractor will have to execute them and resubmit the final version of the inception within 1 week.

3.3.4 Deliverables – preparatory phase

- (61) Draft and final Programme Assessment Manual.

<h3>3.4 Task 3 – Assessment of the programmes with regard to climate action</h3>

3.4.1 Specific objectives

- (62) Each assessment will be initiated when CLIMA uploads in CIRCABC the concerned programme and accompanying documents.
- (63) The contractor shall immediately undertake the assessment taking into account the Member State information available in the documents referenced in the *Programme Assessment Manual*. They shall prepare the *Programme Assessment Report*, ensure quality assurance and compliance with the *Programme Assessment Manual*, and upload the report in CIRCABC not later than 7 calendar days after CLIMA initiated the assessment re para (62).

3.4.2 Results

- (64) Assessment of each of the programmes supporting the mainstreaming of climate action into ERDF/CF programmes managed by REGIO in the period 2021-2027.

3.4.3 Time schedule, meetings, and reporting

- (65) This task will commence when CLIMA requests the assessment of the first programme.
- (66) There will be no request for assessment of programmes under this contract after 30 November 2020.

3.4.4 Deliverables

- (67) For each of the assessments, the submission of the *Programme Assessment Report* within the applicable time limit and compliant with the contract and the agreed *Programme Assessment Manual*.

3.5 Task 4 – Final report summarising the work undertaken
--

3.5.1 Specific objectives

- (68) Summarise the implementation of the contract, time schedule, deliverables, main achievements, and other pertinent issues in a short final report (± 20 pages) with relevant annexes.
- (69) Complete the final summary report and all assessments under this contract not later than by 31 January 2021.

3.5.2 Results

- (70) Submission and approval of the *Final Summary Report*.

3.5.3 Time schedule, meetings, and reporting

- (71) The contractor shall prepare and submit by 31 October 2020 the draft version of the *Final Summary Report* (or earlier if requested by CLIMA).
- (72) CLIMA will provide comments on the draft report.
- (73) The contractor shall take full account of the comments received and submit the final version of the *Final Summary Report* within maximum two weeks from receiving CLIMA's comments (or up to six weeks if this is needed to complete ongoing assessments).
- (74) The final invoice under this contract shall be submitted with the final version of the *Final Summary Report*.

3.5.4 Deliverables

- (75) Draft and final version of the *Final Summary Report*.

Details on deliverables

- (76) All deliverables will be written in English, with 3 hard copies to be delivered to the Commission and electronic versions in both MS Word and pdf format.
- (77) The Programme Assessment Manual re para (54), the Programme Assessment Reports re para (67) and the final summary report re para (75) must include the following disclaimer:
- (78) "The information and views set out in this [report/publication] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this

[report/publication]. Neither the Commission nor any person acting on the Commission's behalf may be held responsible for the use which may be made of the information contained therein."

Performance and quality requirements

- (79) The deliverables need to respect the content requirements as outlined in section 3.3, 3.4 and 3.5 respectively and be delivered in a timely manner. The reports must be written in a clear and structured way that enables the identification of the main results and the comparison across Member States.

Summary timetable for LOT 1:

Tasks	Results/Deliverables	Timetable
Inception phase	Submission and approval of the Inception Report	week 1 from the contract's signature: start of the inception phase
		week 3: 1st inception meeting
		week 5: draft inception report
		week 6: 2nd meeting
		week 8: finalise the inception report addressing initial CLIMA comments and send for approval
		week 10: final comments/approval of inception report by DG CLIMA
		Week 11: resubmission of the final version of the inception report (if further improvements requested by CLIMA)
Preparatory phase	Submission and approval of the Programme Assessment Manual	week 10: submission of the draft Programme Assessment Manual
		week 11: meeting: presentation of the draft Programme Assessment Manual
		week 13: submission of the final Programme Assessment Manual for approval addressing initial CLIMA comments.
		week 15: comments by CLIMA and requests for improvements to the final Programme Assessment Manual
		week 16: submission of final Programme Assessment Manual addressing CLIMA's comments and requests for improvements.

Tasks	Results/Deliverables	Timetable
Assessment of the programmes with regard to climate action	Assessment of each of the programmes supporting the mainstreaming of climate action into ERDF/CF programmes managed by REGIO in the period 2021-2027.	This task will commence when CLIMA requests the assessment of the first programme. There will be no request for assessment of programmes under this contract after 30 November 2020.
Final report summarising the work undertaken	Submission and approval of the Final Summary Report	31/10/2020 (or earlier if requested by CLIMA): prepare and submit the draft version of the Final Summary Report
		end-November or end-December 2020 (if assessments still ongoing): submission of the final version of the Final Summary Report addressing CLIMA's comments on the draft version.
		31 January 2021: resubmission of the final version of the Final Summary Report addressing the final comments and recommendations from DG CLIMA

Duration of the tasks

The tasks should be completed no later than 31 January 2021. The execution of the tasks may not start before the contract has been signed.

Place of performance

The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

LOT 2

SUPPORT TO THE ASSESSMENT OF THE CLIMATE AMBITION OF CAP STRATEGIC PLANS

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

2.2. Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex 1), stating that they are not in one of the situations of exclusion listed in that declaration on honour.

The declaration(s) shall be signed by an authorised representative either with advanced electronic signature based on qualified certificates or by scanning and uploading a hand signed copy.

The hand-signed originals of the declaration on honour must be sent by letter to the contracting authority. See Invitation document for more details.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring, at any point during the procedure, the supporting documents listed in the declaration on honour.

In any event, the successful tenderer must provide the documents mentioned in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender including subcontractors.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour in the e-Submission that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

2.3. Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

2.3.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors must provide the declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 2.2) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declaration on honour and evidence submitted for the legal and regulatory, financial and economic and technical and professional capacity of the tenderers.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure. In such cases, the tenderer must declare on its honour in the e-Submission that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.2. Legal and regulatory capacity criteria and evidence

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders.

In the course of the procedure the EU Validation Services (at Research Executive Agency) may contact tenderers (each member of the group in the case of a joint tender) via the Participant Register and ask for supporting documents with respect to the legal existence and status. The notifications concerning the legal status validation will be sent to the e-mail address of the contact person indicated in the Participant Register. It is the responsibility of the tenderer (each member of the group in the case of a joint tender) to provide a valid e-mail address and to check it. Please note that a request for supporting documents in no way implies that the tenderer has been successful.

The documents that may be requested by the EU Validation Services during the course of the procedure are listed in Annex 7.

The documents that shall be submitted with the tender in e-Submission are listed in the checklist available in Annex 6.

2.3.3 Economic and financial capacity criteria and evidence

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. To that end, tenderers are required to upload the supporting evidence under the heading ‘other documents’ as part of their offer in e-Submission.

The tenderer must comply with the following selection criteria:

Annual turnover of the last two financial years above EUR 400.000 (four hundred thousand euro); this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group and identified subcontractors in case of a joint tender.

In order to prove their capacity, the tenderer must submit with its tender the following evidence:

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks;
- If applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other documents which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.4 Technical and professional capacity criteria and evidence

a. Criteria and evidence relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below:

The project references indicated below consist of a list of relevant services provided (i.e. not ongoing but fully completed) in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of agronomy and in particular the environmental and climate aspects of agricultural production. The tenderer must have proven knowledge of the Common Agricultural Policy, in terms of both its current implementation and the Commission's proposal for its new delivery model; it should as well prove experience in EU climate policies and their implementation, greenhouse gas monitoring and reporting, and climate modelling.

Evidence A1: The tenderer must provide references for three projects delivered in these fields in the last three years with a minimum value for each project of EUR 200 000.

- **Criterion A2:** The tenderer must prove capacity to understand input provided in all EU official languages, as CAP Strategic Plans can be submitted in any language.

Evidence A2: The tenderer must provide reference for at least 3 projects delivered in the last five years where input in languages other than English or French was processed and analysed (although the final input may have been in English). The combination of these projects must cover at least 10 official EU languages.

- **Criterion A3:** The tenderer must prove capacity to draft reports in English.

Evidence A3: The tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

In order to prove their capacity, the tenderer must upload in e-Submission the evidence listed above.

b. Criteria and evidence relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles:

Criterion B1 - Project Manager: At least 6 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € 400.000) and coverage (at least 15 countries covered), with experience in management of teams of at least 10 people.

Evidence B1: CV

Criterion B2 - Language quality check: At least 5 members of the team should have at least C1 level in the Common European Framework for Reference for Languages¹⁴ in English.

Evidence B2: A language certificate or past relevant experience.

Criterion B3 - Experts in agronomy, climate science, agricultural and environmental policy and economics: At least 5 experts with a relevant higher education degree and at least 8 years of professional experience in the field.

Evidence B3: CV

Criterion B4 - Team for data collection: At least 10 people with proven experience of at least 5 years in data collection techniques. Collectively the team should have knowledge of the all EU languages.

Evidence B4: CV and a language certificate or past relevant experience.

In order to prove their capacity, the tenderer must upload in e-Submission the evidence listed above.

2.4. Compliance with the minimum requirements

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

2.5. Award criteria

The contract will be awarded to the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

A maximum of 40 points will be attributed to criterion 1, a maximum of 50 points will be attributed to criterion 2, and a maximum of 10 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 20, 25 and 5 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

Assessment of the tenders will focus on the quality of the proposed services therefore tenderers should elaborate on all points addressed by these specifications in order to score as

¹⁴ See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

1 Quality of the proposed methodology (40 points – minimum threshold 50%)

The degree to which the methodology shows the capacity to analyse, review and evaluate documents and figures, in accordance with the needs of the contracting authority will be assessed under this criterion. Furthermore the tender must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as demonstrate that the methods proposed are suited to the needs set out by the Commission in the Technical Specifications (see part 3).

Sub-criterion 1.1: modelling (20 points – minimum threshold 50%)

The methodology should indicate how the contractor will process data from different data sources to estimate the current and projected mitigation and adaptation potential of climate-friendly agricultural measures, taking into account the different geographical conditions across European landscapes.

Sub-criterion 1.2: analysis (20 points – minimum threshold 50%)

The methodology should propose a robust analytical framework to process inputs from different sources and prioritise the most relevant climate challenges and solutions, based on the identification of each country's needs, strengths, weaknesses, opportunities and threats in terms of climate change mitigation and adaptation in the agricultural sector. The analytical framework should also show a good understanding of the functioning of the Common Agricultural Policy, and should indicate a capacity to link scientific knowledge about the climate aspect of different agricultural measures to the policy instruments that are available to support such measures.

2 Organisation of the work and allocation of resources (50 points – minimum threshold 50%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work, taking into account the need for rapid and flexible delivery during Task 2. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer and not simply as part of the financial offer.

3 Quality control measures (10 points – minimum threshold 50%)

This criterion will assess the quality control system applied to the service foreseen in these tender specifications concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the

team. The quality control system should be detailed in the tender and specific to the tasks at hand; a generic quality control system will result in a low score.

2.5.1 Ranking and Award

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 65 out of the 100 points that are available for the technical quality of the bid**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. The ranking of the tenders will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 65 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this project.

2.6. Technical proposal

The technical proposal needs to be uploaded in the step "Tender Data" of the wizard of the e-Submission application. The e-Submission application allows attachment of as many documents as necessary.

Tenderers shall include in their bids a **technical proposal addressing the aspects detailed in the technical specifications** in section 3.

The technical proposal shall comply with the technical specifications and provide, as a minimum, the information specifically requested.

The following aspects should in particular be taken into consideration when drafting the tender:

- (a) methodology for implementation;
- (b) reasons for the proposed methodology;
- (c) project management and procedures for internal evaluation;

(d) level of involvement and activity of other stakeholders;

(e) role of each partner in case of a joint bid and/or use of subcontractors, the role of each partner and subcontractor in the implementation of the contract;

(f) team proposed for implementation of the contract. The composition of the team, which will be implementing the project must be properly described. Team staff should be singled out by function (E.g. project managers, administrator, secretary, expert, technical assistant);

(g) a plan of action with description of activities and their timing;

Due consideration should be given to the award criteria and method as stipulated under section 2.5 in this document.

Please note that, to grant equal treatment of all tenders, **it is not possible to modify offers after their submission in relation to the technical and financial proposals.**

Please note that incomplete financial or technical proposals may have a considerable negative impact the evaluation on award criteria. Proposals deviating from the technical specifications risk to be considered as non-conform to the specifications.

The technical specifications and the tenderer's bid shall be integral parts of the contract and will constitute annexes to the contract.

2.7. Financial offer

The maximum budget allocated to this contract is fixed at EUR 600 000 (*six hundred thousand Euros*) excluding VAT (including fees, travel and all other costs. **Travel and subsistence expenses should be part of the lump sum and will not be refunded separately**). Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see Annex 3.

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

A complete financial proposal (see Annex 4 for guidance) needs to be uploaded in step "Tender Data" of the wizard of the e-Submission application.

The total price (including any options and renewals) needs also to be encoded directly in the e-Submission application (Total amount).

It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the relevant tab of the e-Submission application corresponds exactly to the value reflected in the uploaded financial proposal. In case of discrepancies, only the value reflected in the financial proposal will be taken into account.

3. TECHNICAL SPECIFICATIONS

Agriculture and forestry interact with climate change along several dimensions: they cause different types of greenhouse gas emissions; they act as carbon sinks; they face several challenges due to the negative consequences of climate change; they provide biomass that can replace fossil-based materials for the production of energy and other long-lived products.

EU climate legislation addresses all these dimensions across several pieces of legislation. Non-CO₂ emissions from agriculture are covered by Effort Sharing legislation¹⁵; CO₂ emissions and removals from land use, land use change and forestry (LULUCF), including the production of temporary carbon sinks in the form of long-lived woody products (“Harvested Wood Products”), are covered by LULUCF legislation¹⁶; adaptation to the consequences of climate change is addressed by the EU Adaptation Strategy¹⁷; and the substitution of fossil-based materials with bio-based ones results in emission savings in Emission Trading¹⁸ or Effort Sharing sectors.

To enhance the mitigation and adaptation potential of the agricultural and forestry sector, policies should address all these dimensions in an integrated way. Pursuing the (sometimes contradicting) goals of decreasing emissions, enhancing carbon sinks, adapting to climate change, exploiting the potential of the bioeconomy, all while ensuring food security, requires the policy-maker to strike a delicate balance. Getting this balance right is crucial: this is clearly indicated in the Communication “A Clean Planet for All”¹⁹, which underlines the important role that the land sector plays in achieving the goal of a climate-neutral Europe by 2050.

The Governance Regulation²⁰ promotes this type of integrated policy-making. Member States are encouraged to plan their climate policies in a way that ensures the achievement of their climate targets, all while using many types of flexibility to make the transition to a low-carbon economy as efficient as possible. This information has to be provided in National Energy and Climate Plans (NECPs). Most of the existing and planned policies and measures to decarbonise the agriculture and forestry sectors mentioned in the draft NECPs (submitted in December 2018)

¹⁵ Regulation (EU) 2018/842 (Effort Sharing Regulation)

¹⁶ Regulation (EU) 2018/841 (Land Use, Land Use Change and Forestry Regulation)

¹⁷ Communication “An EU Strategy on Adaptation to Climate Change”, COM (2013) 216

¹⁸ Directive 2003/87/EC on the Emissions Trading System

¹⁹ Communication “A Clean Planet for all – A European strategic long-term vision for a prosperous, modern, competitive and climate neutral economy”, COM(2018) 773 final

²⁰ Regulation (EU) 2018/1999 on the Governance of the Energy Union

are heavily dependent on financial support from the Common Agricultural Policy. There is thus a strong link between climate planning under NECPs on the one hand, and CAP strategic planning on the other hand.

CAP strategic planning is the core of the new delivery model described in the legislative proposals for the post-2020 Common Agricultural Policy²¹, adopted by the Commission in June 2018.²² The new CAP will shift the emphasis from compliance and rules towards results and performance. Member States will set out in CAP Strategic Plans an intervention strategy designed to achieve nine EU-wide CAP objectives. One of these objectives is to contribute to climate change mitigation and adaptation, as well as sustainable energy.

The new CAP is characterised by higher ambition on environmental and climate action, reflected in more stringent eligibility requirements, the introduction of new eco-schemes to incentivise action beyond mandatory requirements, and the ring-fencing of 30% of Rural Development budget for interventions addressing environmental and climate objectives. Overall, it is expected that 40% of the overall financial envelope of the CAP will contribute to climate objectives.²³

According to the Commission's proposals, Member States should base the intervention strategy proposed in the CAP Strategic Plans on a SWOT analysis and an assessment of needs, which they will carry out for each of the nine specific objectives; moreover, Member States will set out quantitative targets and milestones using a common set of result indicators.

The SWOT analysis, the assessment of needs, and the intervention strategy should be coherent with countries' specific climate challenges and with EU environment and climate legislation; this includes i.a. the National Energy and Climate Plan (NECPs) cited above.

Overall, the CAP Strategic Plans should show increased environmental and climate ambition compared to the current CAP implementation, in line with the European Union's commitments to implement the Paris Agreement and the United Nations Sustainable Development Goals.

The Commission shall assess the proposed CAP Strategic Plans on the basis, among others, of their effective contribution to the specific objective of climate action and sustainable energy, including on the adequacy of targets and interventions, and the allocation of budgetary

²¹ Particularly relevant for this contract is the proposal for a REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL establishing rules on support for strategic plans to be drawn up by Member States under the Common agricultural policy (CAP Strategic Plans), COM(2018) 392

²² It is important to underline that these Technical Specifications are written at a time when the co-legislators (Council and European Parliament) are still discussing the final legal text. These discussions may modify important elements of the CAP Strategic Plans.

²³ To track contribution to the expenditure target, the Commission will consider as relevant: 40% of the expenditure for the Basic Income Support for Sustainability and the Complementary Income Support; 100% of the expenditure for eco-schemes; 100% of the expenditure for interventions under Pillar II addressing environmental- and climate-related objectives; 40% of the expenditure for natural or other area-specific constraints.

resources. After submission of the plans, the Commission will have three months to address observations to the Member States.

General objective

Against this background, DG CLIMA has identified a need for consultant support for the assessment of the submitted CAP Strategic Plans. The focus of the assessment is threefold: the analysis of CAP Strategic Plans will look at (i) their *coherence* with the implementation of EU climate policies (in particular as regards climate planning under the NECPs), (ii) their *adequacy* to meet the different goals of climate mitigation and adaptation in an integrated and efficient manner, and (iii) the extent to which they show a higher degree of climate *ambition* than in the current CAP.

For the purpose of this contract, the climate goals to be considered are defined along the four specific pieces of EU climate legislation that the sector can contribute to:

1. Reduction of Effort Sharing emissions. This includes at least:
 - reduction of methane and nitrous oxide emissions from agricultural activities such as livestock management, manure management, and use of fertilisers;
 - reduction of energy/heating/fuel consumption in the farm holdings;
 - measures to prevent food waste and losses and to enhance the circular economy.
2. Enhancement of the LULUCF sink. This includes at least:
 - reduction of CO₂ emissions;
 - increase of CO₂ removals;
 - production of woody biomass for long-lived products.
3. Climate resilience of the agricultural sector. This includes (at least) measures to adapt farming and forestry systems to extreme weather events and conditions and pest outbreaks, as well as slow onset change in climate conditions.
4. Reduction of ETS emissions. This includes at least:
 - Substitution effect through the replacement of fossil-based energy with sustainable bio-energy;
 - Substitution effect through the replacement of fossil-based materials with bio-based materials.

Specific objectives

The first objective is to support the Commission with the climate-related knowledge needed to engage in constructive conversations with Member States during the preparation of their CAP Strategic Plans. This contract will prepare country-specific ex-ante analysis of climate-related needs, challenges and potential (including at sub-national level where relevant) well in advance of the Plans' submission.

The second objective is to support the Commission in the assessment of the submitted CAP Strategic Plans. Following submission of the plans, the consultants will support DG CLIMA in

the assessment of the climate-relevant parts of the CAP Strategic Plans based on the ex-ante analysis. In addition, the contractor will provide an overview of the submitted plans assessing their coherence, adequacy and ambition with respect to climate policies and goals.

Task 1: EX-ANTE ANALYSIS

Sub-task 1.1: Climate-smart farming practices in the CAP Green Architecture

The contractor will develop an analytical framework to map farming and forestry measures²⁴ that substantially contribute to climate change mitigation and adaptation and sustainable energy into the Green Architecture of the future CAP. The “Green Architecture” is the set of CAP interventions²⁵ that are directly relevant for environmental and climate action, i.e.:

- the design of eligibility requirements (good agricultural and environmental conditions, or “GAECs”);
- voluntary schemes for the climate and the environment (“eco-schemes”);
- Rural Development payments for environmental, climate and other management commitments (“AECMs”); but also
- any other relevant intervention such as (but not limited to) investment, advisory services, sectoral interventions, coupled income support etc.

For each of the four goals outlined in the “General Objective” section, the contractor will list relevant farming and forestry measures, and then it will, for each measure:

- Identify the types of CAP interventions that are best suited to support each measure, taking into account relevant factors such as (but not limited to):
 - the duration of the commitment (annual under the first pillar of the CAP, multi-annual under the second pillar);
 - the type of payment (area-based under Pillar I, compensation or unit-based or area-based under Pillar II);
 - the nature of the measure (e.g. management practice or one-off investment).
- When a single measure can be supported by several intervention types, give practical examples of how different intervention types can be designed to support the same measure while avoiding double-funding (e.g. crop rotation can be set out both as a GAEC and an eco-scheme, but the types, number and frequency of crops should be more ambitious under the eco-scheme).
- Make a link to the output and result indicators²⁶ that cover each intervention type identified as relevant to support that measure.

²⁴ By “measure” it is meant farming and forestry management practices in a broad sense, and not measures as used in the context of Rural Development Programmes under the current CAP.

²⁵ By “intervention” it is meant a support instrument with a set of eligibility conditions as specified by the Member States in the CAP Strategic Plans (see Commission’s proposal COM(2018) 392).

²⁶ For output and result indicators, see Annex I of Commission’s proposal COM(2018) 392.

Sub-task 1.2: Country-specific ex-ante analysis

For each Member State, the contractor will produce a country fiche that will include the following information:

- Status-quo of CAP implementation with respect to climate objectives

Article 92 of the Commission's proposal on CAP Strategic Plans requires Member States to aim to make, through their intervention strategy, "a greater overall contribution to the achievement of the specific environmental- and climate-related objectives" in comparison to the overall contribution made under the current CAP.

In order to enable the assessment of the extent to which a country's Strategic Plan makes a greater overall contribution to climate-related objectives, the contractor will collect relevant information for each Member State about:

- National design of GAEC rules (GAECs 4, 5 and 6);
 - National implementation choices for the Greening measures;
 - Relevant context, impact, result and target indicators set at national or regional level under the common monitoring and evaluation framework (CMEF);
 - Annual Implementation Reports;
 - CAP evaluations at national and EU level;
 - Other information that might be relevant (e.g. voluntary coupled support, sectoral programs, investment support, etc).
- Analysis of the potential for climate mitigation and adaptation in the farming and forestry sector

For each Member State, the contractor will carry out an assessment of the current situation of the farming and forestry sector in relation to the objectives of climate mitigation and adaptation and sustainable energy. The contractor will consider (at least):

- the emission profile reported in a Member State's greenhouse gas inventories and in other relevant datasets;
- an estimation of a Member State's potential to decrease GHG emissions and/or increase carbon sinks in soils and biomass, taking into account cost-efficiency considerations (e.g. national mitigation curves);
- climate-related vulnerabilities and risks;
- its renewable energy production potential;
- the relevant sections of the final National Energy and Climate Plans (NECPs) and National Forestry Accounting Plans (NFAPs);
- the relevant sections of National Adaptation strategies and plans, and sectoral adaptation strategies for the agricultural sector;
- the relevant sections of River Basin Plans (specifically drought management plans, and flood risk management plans);
- the views of relevant stakeholder (industry associations, NGOs, consumers' organisations...) in the national debate on agriculture and climate change;
- previous related studies, including the Commission's study "Effective performance of tools for climate action policy - meta-review of Common Agricultural Policy (CAP) mainstreaming" and its Annex;

- EEA reports on climate change adaptation (such as the National climate change vulnerability and risk assessments in Europe 2018);
- recent and peer-reviewed scientific research on the topic.

Based on this analysis, the contractor will select, from the mapping carried out under sub-task 1.1, the agricultural and forestry measures and the corresponding intervention types that are most relevant in each Member State. For each selected measure and intervention type, the consultant will try to provide, whenever data are available, a quantified estimate of the mitigation potential, the impact on a country's climate and energy targets, and the expected cost.

This task will result in Member State-specific fiches, whose goal is to give a complete overview of the national situation in two respects: first, with respect to how the current implementation of the CAP contributes to climate objectives; second, with respect to the climate-related challenges, potential, and existing and planned policies and measures in the agricultural sector.

Task 2 – SUPPORT TO THE ASSESSMENT OF CAP STRATEGIC PLANS

Under this task, the contractor will provide an assessment of (i) whether the CAP Strategic Plans submitted by the Member States make a greater overall contribution to climate objectives than under the current CAP implementation (as required by Article 92 of the Commission's proposal), and (ii) whether they effectively and adequately contribute to the specific objectives of climate change mitigation and adaptation and sustainable energy.

Based on the output of task 1, the contractor will:

- Carry out a systematic comparison of the climate-related intervention types and targets defined in the CAP Strategic Plans with the implementation choices, targets and output levels in the current CAP (the latter information will have been collected under sub-task 1.2).
- Assess the completeness, coherence and relevance of the SWOT analysis and of the identification of needs, and assess the adequacy of the intervention logic described in each CAP Strategic Plan, based on the analysis carried out in sub-task 1.2.
- Assess the mitigation potential, the coherence with National Energy and Climate Plans and other relevant climate-and environmental planning tools, the impact on a Member State's climate and energy targets, and the expected cost-efficiency of the intervention strategy described in each CAP Strategic Plan.

On the basis of this analysis, the contractor should draw conclusions on the extent to which each Member State is set to achieve the greater overall contribution set out in Article 92, and whether the intervention strategy described in the CAP Strategic Plan effectively contributes to the mitigation targets and adaptation objectives of the CAP and of EU climate and energy legislation.

Input by the Contracting Authority

The Commission will facilitate the contractors' access to the CAP Strategic Plans (e.g. by providing the public link at which they are published) as soon as this information is submitted to the Commission.

Outputs and deliverables

The interim payment corresponds to the delivery of all the outputs of Task 1. These are:

- For Task 1.1:
 - A main report including the information required under this sub-task;
 - A matrix linking all identified measures to all possible types of CAP interventions ;
 - A slideset (EC template) summarising the results of this sub-task;
 - A presentation of the results of this sub-task in the context of a workshop organised in the Commission premises.
- For Task 1.2
 - An executive summary providing an overview of the results of the analysis carried out under this sub-task;
 - A set of fiches, one for each Member State, which will include the country-specific results of the analysis carried out under this sub-task.

The final payment corresponds to the delivery of a final report in pdf including the outputs of Task 2. These consist of:

- An executive summary providing an overview of the results of the analysis carried out in Task 2;
- A set of fiches, one for each Member State, which will include the country-specific results of the analysis carried out in Task 2.

Details on deliverables

The deliverables will be written in English, with 3 hard copies to be delivered to the Commission and electronic versions in both MS Word and pdf format.

The final report must include the following disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

Performance and quality requirements

The deliverables need to respect the content requirements as outlined in this section and be delivered in a timely manner. The reports must be written in a clear and structured way that enables the identification of the main results and the comparison across Member States.

Maximum number of progress meetings planned with the Contracting Authority if any

During the project completion, maximum 3 meetings will take place in person (in the Commission’s premises) and maximum 6 meetings will take place via video-conference. A minimum number of meetings must take place as indicated in the timetable below.

Intellectual property rights

The deliverables are the property of the European Commission. The data and information provided to the contractor are and remain the property of the European Commission.

Delivery time and duration of the tasks

The tasks should be completed within (36) months of the signature of the contract. The execution of the tasks may not start before the contract has been signed. Delivery time is indicated in the following timetable (the number of meetings, in particular those via video-conference (VC), may increase depending on the needs of the project):

	Activity / Deliverable	Timetable
Task 1	Contract signature	1 st reference date
	Kick-off meeting in Brussels	Within 2 weeks after 1 st reference date
	Task 1.1 deliverables (report, matrix, slides)	Within 2 months after 1 st reference date
	Task 1.1 deliverables (slideset) and presentation at a workshop in Brussels	Flexible, but no later than 6 months after 1 st reference date
	1 st progress meeting via VC	Around 7 months after 1 st reference date
	Task 1.2 deliverables (country-fiches)	Within 10 months after 1 st reference date
	2 nd progress meeting in Brussels	Around 11 months after 1 st reference date
Task 2	Submission of CAP Strategic Plan	2 nd reference date*
	3 rd progress meeting via VC	1 month before 2 nd reference date
	Task 2 deliverables (country fiches)	Within 10 weeks after 2 nd reference date
	Final meeting via VC	3 months after 2 nd reference date

** In the Commission's proposal, CAP Strategic Plans must be submitted by the 1st of January 2020. However, due to the proposal still being in negotiations among the co-legislators, this date is likely to be changed in the final Regulation. The new submission date is unlikely to be earlier than 1st January 2021.*

Place of performance

The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

LOT 3

SUPPORT TO THE ASSESSMENT OF THE CLIMATE AMBITION IN THE EUROPEAN SOCIAL FUND PLUS

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

2.2. Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex 1), stating that they are not in one of the situations of exclusion listed in that declaration on honour.

The declaration(s) shall be signed by an authorised representative either with advanced electronic signature based on qualified certificates or by scanning and uploading a hand signed copy.

The hand-signed originals of the declaration on honour must be sent by letter to the contracting authority. See Invitation document for more details.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring, at any point during the procedure, the supporting documents listed in the declaration on honour.

In any event, the successful tenderer must provide the documents mentioned in the declaration on honour before signature of the contract and within a deadline given by the

contracting authority. This requirement applies to each member of the group in case of joint tender including subcontractors.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour in the e-Submission that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

2.3.Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

2.3.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors must provide the declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 2.2) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declaration on honour and evidence submitted for the legal and regulatory, financial and economic and technical and professional capacity of the tenderers.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure. In such cases, the tenderer must declare on its honour in the e-Submission that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

2.3.2. Legal and regulatory capacity criteria and evidence

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders.

In the course of the procedure the EU Validation Services (at Research Executive Agency) may contact tenderers (each member of the group in the case of a joint tender) via the Participant Register and ask for supporting documents with respect to the legal existence and status. The notifications concerning the legal status validation will be sent to the e-mail address of the contact person indicated in the Participant Register. It is the responsibility of the tenderer (each member of the group in the case of a joint tender) to provide a valid e-mail address and to check it. Please note that a request for supporting documents in no way implies that the tenderer has been successful.

The documents that may be requested by the EU Validation Services during the course of the procedure are listed in Annex 6.

The documents that shall be submitted with the tender in e-Submission are listed in the checklist available in Annex 5.

2.3.3 Economic and financial capacity criteria and evidence

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. To that end, tenderers are required to upload the supporting evidence under the heading ‘other documents’ as part of their offer in e-Submission.

The tenderer must comply with the following selection criteria:

Annual turnover of the last two financial years above EUR 240.000 (*two hundred forty thousand Euros*); this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group and identified subcontractors in case of a joint tender.

In order to prove their capacity, the tenderer must submit with its tender the following evidence:

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks;
- If applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other documents which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.4 Technical and professional capacity criteria and evidence

c. Criteria and evidence relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below:

The project references indicated below consist of a list of relevant services provided (i.e. not ongoing but fully completed) in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of employment policies and a just low-carbon transition. The tenderer must have proven knowledge of the European Social Fund (Plus), in terms of both its current implementation and the Commission's proposal for the next Multiannual Financial Framework; it should as well prove experience in EU climate policies and their implementation.

Evidence A1: The tenderer must provide references for three projects delivered in these fields in the last three years with a minimum value for each project of EUR 200 000.

- **Criterion A2:** The tenderer must prove capacity to understand input provided in all EU official languages.

Evidence A2: The tenderer must provide reference for at least 3 projects delivered in the last five years where input in languages other than English or French was processed and analysed (although the final input may have been in English). The combination of these projects must cover at least 10 official EU languages.

- **Criterion A3:** The tenderer must prove capacity to draft reports in English.

Evidence A3: The tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

In order to prove their capacity, the tenderer must upload in e-Submission the evidence listed above.

d. Criteria and evidence relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles:

- **Criterion B1 - Project Manager:** At least 6 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least € 400.000) and coverage (at least 15 countries covered), with experience in management of teams of at least 10 people.

Evidence B1: CV

- **Criterion B2 - Language quality check:** At least 5 members of the team should have at least C1 level in the Common European Framework for Reference for Languages²⁷ in English.

Evidence B2: A language certificate or past relevant experience.

- **Criterion B3 - Experts in employment, climate policy, and economics:** At least 5 experts with a relevant higher education degree or equivalent professional experience and at least 5 years' professional experience in the field.

Evidence B3: CV

- **Criterion B4 - Team for data collection:** Collectively, the team should have knowledge of the all EU languages and proven experience of 5 years in data collection techniques.

Evidence B4: CV and/or a language certificate or past relevant experience.

In order to prove their capacity, the tenderer must upload in e-Submission the evidence listed above.

2.4.Compliance with the minimum requirements

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

2.5. Award criteria

The contract will be awarded to the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

A maximum of 50 points will be attributed to criterion 1, a maximum of 40 points will be attributed to criterion 2, and a maximum of 10 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 25, 20 and 5 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

Assessment of the tenders will focus on the quality of the proposed services therefore tenderers should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these

²⁷ See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

1 Quality of the proposed methodology (50 points – minimum threshold 50%)

The degree to which the methodology shows the capacity to analyse, review and evaluate documents and figures, in accordance with the needs of the contracting authority will be assessed under this criterion. Furthermore, the tender must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as demonstrate that the methods proposed are suited to the needs set out by the Commission in the Technical Specifications (see Part 3).

The methodology should indicate how the contractor will process data from different sources to analyse the need of support to the workforce in the context of a low-carbon transition in the different Member States or regions. The methodology should propose a robust analytical framework to process inputs from different sources. The analytical framework should also show a good understanding of the functioning of the European Social Fund (Plus).

2 Organisation of the work and allocation of resources (40 points – minimum threshold 50%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work, taking into account the need for rapid and flexible delivery during Task 3 and 4. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer and not simply as part of the financial offer.

3 Quality control measures (10 points – minimum threshold 50%)

This criterion will assess the quality control system applied to the service foreseen in these tender specifications concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. The quality control system should be detailed in the tender and specific to the tasks at hand; a generic quality control system will result in a low score.

2.5.1 Ranking and Award

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 65 out of the 100 points that are available for the technical quality of the bid**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. The ranking of the tenders will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 65 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this project.

2.6. Technical proposal

The technical proposal needs to be uploaded in the step "Tender Data" of the wizard of the e-Submission application. The e-Submission application allows attachment of as many documents as necessary.

Tenderers shall include in their bids a **technical proposal addressing the aspects detailed in the technical specifications** in section 3.

The technical proposal shall comply with the technical specifications and provide, as a minimum, the information specifically requested.

The following aspects should in particular be taken into consideration when drafting the tender:

- (a) methodology for implementation;
- (b) reasons for the proposed methodology;
- (c) project management and procedures for internal evaluation;
- (d) level of involvement and activity of other stakeholders;
- (e) role of each partner in case of a joint bid and/or use of subcontractors, the role of each partner and subcontractor in the implementation of the contract;
- (f) team proposed for implementation of the contract. The composition of the team, which will be implementing the project must be properly described. Team staff should be singled out by function (E.g. project managers, administrator, secretary, expert, technical assistant);
- (g) a plan of action with description of activities and their timing;

Due consideration should be given to the award criteria and method as stipulated under section 2.5 in this document.

Please note that, to grant equal treatment of all tenders, **it is not possible to modify offers after their submission in relation to the technical and financial proposals.**

Please note that incomplete financial or technical proposals may have a considerable negative impact the evaluation on award criteria. Proposals deviating from the technical specifications risk to be considered as non-conform to the specifications.

The technical specifications and the tenderer's bid shall be integral parts of the contract and will constitute annexes to the contract.

2.7. Financial offer

The maximum budget allocated to this contract is fixed at EUR 400 000 (*four hundred thousand Euros*) excluding VAT (including fees, travel and all other costs. **Travel and subsistence expenses should be part of the lump sum and will not be refunded separately**). Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see Annex 3.

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

A complete financial proposal (see Annex 4 for guidance) needs to be uploaded in step "Tender Data" of the wizard of the e-Submission application. The financial proposal needs to indicate how the financial resources are allocated to the four tasks; including unit prices for the notes in Task 3 and 4.

The total price (including any options and renewals) needs also to be encoded directly in the e-Submission application (Total amount).

It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the relevant tab of the e-Submission application corresponds exactly to the value reflected in the uploaded financial proposal. In case of discrepancies, only the value reflected in the financial proposal will be taken into account.

3. TECHNICAL SPECIFICATIONS

A low-carbon transition is expected to benefit the EU's economy. Overall, reaching net-zero greenhouse gas emission in 2050 would lead to an increase of GDP in 2050, compared to a

business as usual scenario. Similarly, a low-carbon transition is expected to moderately increase total jobs in the EU.

However, such a transition will lead to structural changes, which will affect different economic sectors in different ways. The Communication “A Clean Planet for All”²⁸ identifies which economic sectors will be positively and negatively affected by a low-carbon transition. The construction, agriculture, and power generation sectors are expected to experience an increase in jobs. However, fossil fuel-related mining and quarrying is expected to decline. Furthermore, some sectors will have to transform in the context of a low-carbon transition. Such sectors include energy-intensive industries with substantial process emissions such as the manufacture of chemical products. In addition, the manufacture of motor vehicles will have to adapt due to the electrification in the sector.

A low-carbon transition also has regional implications: Regions with local economies that depend either on ‘sectors expected to decline’ or on ‘sectors expected to transform’ are more adversely affected than regions with local economies that rely on growing sectors. Therefore, support to these regions is necessary to spur economic diversification and to help local labour to adapt to this new situation.

The European Social Fund is the EU’s main instrument for supporting jobs, helping people get better jobs and ensuring fairer job opportunities for all EU citizens. For the next long-term EU budget 2021-2027, the Commission proposed to further strengthen the Union’s social dimension with a new and improved European Social Fund, the European Social Fund Plus (ESF+). The Commission’s proposal for the ESF+ also includes the possibility to contribute to other policy objectives under the Common Provisions Regulation, such as “a greener, low carbon Europe through the improvement of education and training systems necessary for the adaptation of skills and qualifications, the upskilling of all, including the labour force, the creation of new jobs in sectors related to the environment, climate and energy, and the bioeconomy”.²⁹

Therefore, the ESF+ will play a crucial role in supporting labour in the low-carbon transition by i) enabling labour in declining sectors to acquire the skills necessary to find work in growing sectors, and ii) enabling labour in transitioning sectors to acquire the skills necessary to continue working in these sectors despite the substantial changes in production processes. The objective of this contract is to provide support to DG CLIMA in increasing the relevance of the ESF+ to support employees affected by a low-carbon transition (thereafter referred to as “climate-relevant spending”) and overall to deliver a climate neutral EU by 2050.

Task 1: Analysis of climate relevant spending in the ESF+

²⁸ Communication “A Clean Planet for all – A European strategic long-term vision for a prosperous, modern, competitive and climate neutral economy”, COM(2018) 773 final

²⁹ “Proposal for a Regulation of the European Parliament and of the Council on the European Social Fund Plus (ESF+)”, COM(2018) 382 final

Under this task, the contractor will provide background material to support increasing the climate-relevant spending in the ESF+. This task includes an in-depth analysis of how the ESF+ can support labour affected by a low-carbon transition. The analysis should:

- consider insights from the Communication “A Clean Planet for All”²⁸ regarding which sectors and regions are most affected by a low-carbon transition;
- evaluate the gaps between the skills of labour in declining sectors and the skills requirements in growing sectors;
- identify measures that can close these skills gaps; and
- present examples of measures financed under the European Social Fund (Plus) that can be considered as climate-relevant spending.

The task will result in a guidance note that identifies the relevant measures to support labour in a low-carbon transition. Furthermore, the task will result in a slide set giving an overview of the guidance note. These deliverables are most urgent and the contractor will have to provide them within a relatively short period after signing the contract.

Task 2: Analysis of selected regions

Under this task, the contractor will analyse 10 regions to be selected together with DG CLIMA and on the basis of the insights from the Communication “A Clean Planet for All”²⁸ and ensuring sufficient differentiation regarding the type of region. In the analysis, the contractor will:

- identify employment-related challenges in the regions with regard to a low-carbon transition;
- identify measures that support labour in a low-carbon transition (i.e. climate relevant spending), based on the guidance note from Task 1;
- propose how the share of climate-relevant spending can be increased in the ESF+ in the regions; and
- on this basis provide more general takeaways that can be also applied to other regions.

The task will result in a report that analyses how the share of climate relevant spending in the ESF+ in 10 selected regions can be increased. The report will also include a section that provides general takeaways that can also be useful for other regions.

Task 3: Feedback on selected draft programmes

The Commission expects to receive draft programmes for the ESF+ in the first quarter of 2020 (depending on the progress of inter-institutional negotiations). These include multi-fund ERDF/ESF+ programmes and specific ESF+ programmes. Furthermore, they can cover a Member State or a region within a Member State. In the case of multi-fund programmes, only the parts relating to the ESF+ are relevant under this task.

Under this task, the contractor will analyse a subset of up to 25 programmes to be selected together with DG CLIMA. In the analysis, the contractor will:

- identify how well the programme covers measures that support a low-carbon transition (i.e. climate relevant spending);

- propose how the climate relevance and/or share of climate-relevant spending of each of the selected programmes can be increased, depending on the Member State's or region's characteristics; and
- cross-check the coherence of the draft programmes with the recommendations in the European Semester reports and the planned support to a just transition in the National Energy and Climate Plans.

The task will result in notes that analyse how the share of climate relevant spending in the ESF+ in selected draft programmes can be improved and/or increased and a report featuring lessons learned.

Task 4: Feedback on final programmes

The Commission expects to receive final programmes for the ESF+ in mid-2020 (depending on the progress of inter-institutional negotiations). In the case of multi-fund programmes, only the parts relating to the ESF+ are relevant under this task.

Under this task, the contractor will review the up to 25 final programmes of the Member States and /or regions that have been the focus of Task 3, regarding:

- the expected share of climate relevant spending on the basis of the ex-ante programme provided by the Member State or region;
- the extent to which recommendations from Task 3 have been implemented in the final programmes; and
- the coherence of the draft programmes with the recommendations in the European Semester reports and the planned support to a just transition in the National Energy and Climate Plans.

The task will result in notes that analyse how well selected final programmes support labour in the context of the low-carbon transition and a report featuring lessons learned.

Outputs and deliverables

The interim payment corresponds to the delivery of all the outputs of Task 1 and 2. These are:

- Task 1
 - Guidance note
 - A short abstract and an executive summary of maximum 2 pages, both in English and French
 - a note of between 15 and 20 pages (structure to be approved in advance by DG CLIMA)
 - Slideset (EC template) summarising the results of this sub-task
 - A presentation of the results at one of the meetings in Brussels
- Task 2
 - Report on selected regions
 - A short abstract and an executive summary of maximum 2 pages, both in English and French
 - a section on 10 selected regions of approximately 5 pages each (structure to be approved in advance by DG CLIMA)

- a section on general takeaways of between 5-10 pages (structure to be approved in advance by DG CLIMA)
- Slideset (EC template) summarising the results of this sub-task
- A presentation of the results at one of the meetings in Brussels

The final payment corresponds to the delivery of all the outputs of Task 3 and 4. These are:

- Task 3
 - Notes on the draft programmes: Up to 25 notes analysing and recommending on selected draft programmes of approximately 5 pages each (structure to be approved in advance by DG CLIMA)
 - Report featuring lessons learned: General takeaways from the country notes that can be applied to other Member States or regions of between 5-10 pages (structure to be approved in advance by DG CLIMA)
 - A presentation of the results at one of the meetings in Brussels
- Task 4
 - Notes on the final programmes: Up to 25 notes analysing selected final programmes of approximately 3 pages each (structure to be approved in advance by DG CLIMA)
 - Report featuring lessons learned: General takeaways from the country notes that can be applied to other Member States or regions of between 5-10 pages (structure to be approved in advance by DG CLIMA)
 - A presentation of the results at one of the meetings in Brussels

Details on deliverables

The deliverables will be written in English (if not otherwise stated), with 3 hard copies to be delivered to the Commission and electronic versions in both MS Word and pdf format.

Content requirements

All deliverables must include the following disclaimer:

“The information and views set out in this [report/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

Performance and quality requirements

The deliverables need to respect the content requirements as outlined in this section and be delivered in a timely manner. The reports must be written in a clear, concise, and structured way that enables the identification of the main results. The output must adequately address the requirements set out in the task descriptions. The Commission will provide comments on the deliverables which have to be implemented in a timely and adequate manner.

Number of progress meetings planned with the Contracting Authority if any

During the project completion, maximum 5 meetings will take place in person (in the Commission's premises). Additional update calls can be scheduled if necessary.

Intellectual property rights

The deliverables are the property of the European Commission. The data and information provided to the contractor are and remain the property of the European Commission.

Delivery time and duration of the tasks

The tasks should be completed within (36) months of the signature of the contract. The execution of the tasks may not start before the contract has been signed. Delivery time is indicated in the following timetable (the number of meetings may increase depending on the needs of the project):

Activity / Deliverable	Timetable
Contract signature	1 st reference date
Inception report outlining the methodical approach	2 weeks after 1 st reference date
Kick-off meeting in Brussels	3 weeks after 1 st reference date
Task 1 deliverables	1 week before 1 st progress meeting
1 st progress meeting in Brussels	2 months after reference date
Task 2 deliverables	1 week before 2 nd progress meeting
2 nd progress meeting in Brussels	4 months after reference date
Submission of the draft programmes (different submission date for each draft programme ³⁰)	2 nd set of reference dates
Task 3: 25 notes on draft programmes	7 working days after 2 nd set of reference dates
Task 3 report lessons learned from draft programmes	One week before 3 rd progress meeting in Brussels
3 rd progress meeting in Brussels	Two months after last (25 th) note on the draft programmes
Submission of final programmes (different submission date for each region ³⁰)	3 rd set of reference dates
Task 4 25 notes on final programmes	7 working days after 3 rd set of reference dates
Task 4 report lessons learned from final programmes	One week before final meeting in Brussels
Final meeting in Brussels	Two months after last (25 th) note on the

³⁰ The Commission expects to receive draft programmes for the ESF+ in the first quarter of 2020 and final programmes in mid-2020. However, this timeline might be delayed due to longer than expected inter-institutional negotiations. It is likely that the IT Platform CIRCABC (<https://circabc.europa.eu>) will be used for the exchange of programmes and assessments between the contractor and CLIMA.

	final programmes
--	------------------

Place of performance

The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

**ANNEX 1 - DECLARATION ON HONOUR ON
EXCLUSION CRITERIA AND SELECTION CRITERIA**

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: ('the person')	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the person')

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority³¹, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

Date of the declaration	Full reference to previous procedure

I – Situation of exclusion concerning the person

➤ declares that the above-mentioned person is in one of the following situations:	YES	NO
a) it is bankrupt, subject to insolvency or winding-up procedures, its assets	<input type="checkbox"/>	<input type="checkbox"/>

³¹ The same EU institution, agency, body or office.

are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;		
b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>

(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
g) it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.	<input type="checkbox"/>	<input type="checkbox"/>
h) (<i>only for legal persons</i>) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g).	<input type="checkbox"/>	<input type="checkbox"/>
i) for the situations referred to in points (c) to (h) above the person is subject to: i.facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office (OLAF) or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii.non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks; iv.information transmitted by Member States implementing Union funds; v.decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or vi.decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.	<input type="checkbox"/>	<input type="checkbox"/>

II – Situations of exclusion concerning natural or legal persons with power of representation, decision-making or control over the legal person and beneficial owners

Not applicable to natural persons, Member States and local authorities

➤ The signatory declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (g) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (h) above (person created with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

➤ declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV – Grounds for rejection from this procedure

(4) declares that the above-mentioned person:	YES	NO
Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.	<input type="checkbox"/>	<input type="checkbox"/>

V – Remedial measures

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – Evidence upon request

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners.

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

For situations described in (a), (c), (d), (f), (g) and (h), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority³². The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – Selection criteria

(1) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 2.3.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

³² The same institution or agency.

(b) It fulfills the applicable economic and financial criteria indicated in section 2.3.3 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 2.3.4 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(2) if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII – Evidence for selection

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority³³. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature

³³ The same institution of agency.

ANNEX 2 – SUBCONTRACTING LETTER OF INTENT

"Title of the call for tender"

The undersigned:

Name of the company/organisation:

Address:

Declares hereby the intention to collaborate in the execution of the tasks subject to the above call for tender, in accordance with the terms of the offer to which the present form is annexed, if the contract is awarded to (*name of the tenderer*).

Declares hereby accepting the general conditions attached to the tendering specifications for this call for tender, and in particular art. II.24 in relation with checks and audits.

Full name

Date

Signature

.....

ANNEX 3 – POWER OF ATTORNEY/AGREEMENT MODEL 1

(DESIGNATING ONE OF THE COMPANIES OF THE GROUP AS LEADER AND GIVING A MANDATE TO IT)

We the undersigned:

- Signatory 1 (Name, Function, Company, Registered address, VAT Number)
- Signatory 2 (Name, Function, Company, Registered address, VAT Number)
-
- Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company,
HEREBY AGREE AS FOLLOWS:

In case the European Commission awards Contract (« **the Contract** ») to Company 1, Company 2, ..., Company N (« **the Group Members** »), based on the joint offer submitted by them on for the supply of and/or the provision of services for ... (« **the Supplies and/or the Services** »).

(1) As co-signatories of the Contract, all the Group Members:

- (a) Shall be jointly and severally liable towards the European Commission for the performance of the Contract.
- (b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.

(2) To this effect, the Group Members designate Company X as **Group Leader**. [N.B.: *The Group Leader has to be one of the Group Members*]

- (3) Payments by the European Commission related to the Supplies or the Services shall be made through the Group Leader's bank account .*[Provide details on bank, address, account number, etc.]*.
- (4) The Group Members grant to the Group Leader all the necessary powers to act on their behalf in connection with the Supplies and/or the Services. This mandate involves in particular the following tasks:
- (a) The Group Leader shall sign any contractual documents—including the Contract and Amendments thereto—and issue any invoices related to the Supplies or the Services on behalf of the Group Members.
- (b) The Group Leader shall act as single point of contact for the European Commission in connection with the Supplies and/or the Services to be provided under the Contract. It shall co-ordinate the provision of the Supplies and/or the Services by the Group Members to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the European Commission's express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the European Commission in connection with the Supplies and/or the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission's consent.

Signed in on

Name
Function
Company

Name
Function
Company
ETC

ANNEX 3 – POWER OF ATTORNEY/AGREEMENT MODEL 2

(CREATING THE GROUP AS SEPARATE ENTITY, APPOINTING A GROUPMANAGER AND GIVING A MANDATE TO HIM/HER)

We the undersigned:

- Signatory 1 (Name, Function, Company, Registered address, VAT Number)
- Signatory 2 (Name, Function, Company, Registered address, VAT Number)
-
- Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company, HEREBY AGREE AS FOLLOWS:

In case the European Commission awards Contract (« **the Contract** ») to Company 1, Company 2, ..., Company N (« **the Group Members** »), based on the joint offer submitted by them on for the supply of and/or the provision of services for ... (« **the Supplies and/or the Services** »).

(1) As co-signatories of the Contract, all the Group Members:

- (a) Shall be jointly and severally liable towards the European Commission for the performance of the Contract.
- (b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.

(2) To this effect, the Group Members have set up under the laws of the Group (« **the Group** »). The Group has the legal form of a [*Provide details on registration of the Group: VAT Number, Trade Register, etc.*].

(3) Payments by the European Commission related to the Supplies or the Services shall be made through the Group's bank account . [*Provide details on bank, address, account number, etc.*].

(4) The Group Members appoint Mr/Ms as **Group Manager**.

(5) The Group Members grant to the Group Manager all the necessary powers to act alone on their behalf in connection with the Supplies and/or the Services. This mandate involves in particular the following tasks :

- (a) The Group Manager shall sign any contractual documents—including the Contract and Amendments thereto—and issue any invoices related to the Supplies or the Services on behalf of the Group Members.
- (b) The Group Manager shall act as single point of contact for the European Commission in connection with the Supplies and/or the Services to be provided under the Contract. He/she shall co-ordinate the provision of the Supplies and/or the Services by the Group Members to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the European Commission's express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the European Commission in connection with the Supplies and/or the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission's consent.

Signed in on

Name

Function

Company

ANNEX 4 – FINANCIAL OFFER TEMPLATE

(for guidance purposes only)

(to be completed and signed by the tenderer only or the lead tenderer in the case of joint bids)

Price and Estimated budget breakdown

Calculation of the costs (incl. travel, overheads, consumables and any other related costs)

Type of service provider	Position within the project team	Number of working days	Allocation of tasks	Proportion of the contract in %	Costs in €
Lead contractor					
	*****	*****	*****	*****	*****
	*****	*****	*****	*****	*****
	*****	*****	*****	*****	*****
	<i>Sub-total</i>	*****		*****	*****
Sub-contractor 1					
	*****	*****	*****	*****	*****
	*****	*****	*****	*****	*****
	<i>Sub-total</i>	*****		*****	*****
Sub-contractor 2					
	*****	*****	*****	*****	*****
	*****	*****	*****	*****	*****
	<i>Sub-total</i>	*****		*****	*****
Sub-contractor 3					
	*****	*****	*****	*****	*****
	*****	*****	*****	*****	*****
	<i>Sub-total</i>	*****		*****	*****
Travel/other costs ³⁴ (if applicable)					
	Total	*****		*****	*****

Signature of Tenderer

.....

Date

.....

³⁴ Will be reimbursed on a lump-sum basis.

ANNEX 5 - ADMINISTRATIVE INFORMATION FORM

(To be signed by the tenderer only or the lead tenderer in the case of joint bids)

Organisation or individual:

NAME:

ADDRESS:

Address where contract should be sent to (if different from above):

.....

PERSON AUTHORISED TO SIGN CONTRACT:

Name and position:

PERSON FOR ROUTINE CONTACT:

Name and position:

ADDRESS:

Telephone and E-mail:

THIS OFFER IS:

Sole tenderer	Partners in joint bid (Consortium)	With sub- contractor(s)

Signature of Tenderer

.....

ANNEX 6 – CHECKLIST OF DOCUMENTS TO BE SUBMITTED IN THE E-SUBMISSION APPLICATION

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by ■) depending on the role of each economic operator in the tender (joint tender leader in joint bid, partner in joint bid, sole tenderer, subcontractor).

Some of the documents are only relevant in cases of joint bids or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

Description	Joint tender leader in joint bid	Partners in joint bid	Sole tenderer	Sub-contractor(s)
Power of attorney of partners in joint bid indicating the group leader (see Annex 3)		■		
Evidence that the person signing the documents is an authorised representative of the tenderer	■	■	■	■
Letter of intent of subcontractor (see Annex 2)				■
Administrative information form (Annex 5)	■	■	■	■
SME declaration (See section 1.1)	■	■	■	
Exclusion and selection Criteria form (See Annex 1)	■	■	■	■
Evidence of Economic and financial capacity (see section 2.3.3)	■	■	■	■ ³⁵
Evidence of Technical and professional capacity (see section 2.3.4)	■	■	■	■
Go to the following page to fill in the CV: http://europass.cedefop.				

³⁵ Only if the subcontractor is required to contribute to the total financial capacity.

europa.eu/en/documents/curriculum-vitae				
--	--	--	--	--

The following sections must be provided in the bid, their absence would mean rejection of the bid for incompleteness:

Description	Joint tender leader or sole tenderer
Technical Offer (see section 2.6)	■
Financial Offer (See section 2.7 and Annex 4)	■

Once all information and documents have been encoded and uploaded in the e-Submission application and you consider that the tender is complete, the application will require you to download the Tender Report generated by the e-Submission application. It will have to be signed (hand signature or electronic signature) and uploaded, as explained in the e-Submission Quick Guide for economic operators.

Description	Joint tender leader in joint bid	Partners in joint bid	Sole tenderer	Sub-contract or	Where to upload a document in e-Submission
Tender Report	■		■		In Step "Tender Report" of the e-Submission wizard

**ANNEX 7 – DOCUMENTS WHICH MAY BE REQUESTED BY THE EU
VALIDATION SERVICES DURING THE COURSE OF THE PROCEDURE**

- Signed **legal entity identification form**
- Natural Person
- Private Law Body
- Public Law Body
- **Official VAT document** or — if the entity is not registered for VAT — the proof of VAT exemption, not older than 6 months.
- Signed **Financial Identification Form**, and
- the following additional documents, where relevant:

Private body	Registration extract (not older than 6 months).
Public body	Copy of the act, law, decree or decision that established the organisation as a public body (or, if this doesn't exist, any other official legal document that proves this).
Non-profit organisation	Copy of an official document attesting that the organisation has a legal or statutory obligation not to distribute profits to shareholders or individual members. The certificate of tax exemption may only constitute an indication of the non-profit status of the entity which has to be assessed together with other elements.
Research organisation	Copy of an official document attesting that one of the main objectives of the entity is carrying out research or technological development.
Secondary or higher education establishment	Copy of an official document attesting that the organisation is recognised such as 'secondary or higher education establishment' by the national education system and is entitled to deliver diplomas recognized by the State.
International organisation	Copy of the relevant international treaty creating the organisation under international public law.

International organisation of European interest	
Natural person	Copy (legible) of valid identity card or passport
Entities without legal personality	<p>- Copy of an official document attesting that the representatives of the entity have the capacity to undertake legal obligations on its behalf.</p> <p>- Copy of an official document attesting that the entity has the same operational and financial capacity as that of a legal entity: i.e.</p> <ul style="list-style-type: none"> • a document showing patrimony/asset/capital that is separated and different from those of the members/owners of the entity, and • a copy of the rules providing that creditors can rely on this patrimony/asset/capital and — in case of liquidation/insolvency — are reimbursed before the patrimony/asset/capital is divided between the owners/members.

ANNEX 8 – TRAVEL AND SUBSISTENCE COSTS

(Only applicable if the organisation of workshops/conferences is specified in the tender specifications –
Not applicable to contractor's own staff)

Travel costs must be based on the following:

- Train: first-class rail travel for journeys less than 400 km (one way).
- Flight: economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers.
- Private car: the travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.

Different travel options will not be accepted and will entail the refusal of the offer. Amounts must be quoted in EURO. Prices must be fixed amounts and be calculated exclusive of all duties and taxes.

Maximum rates for accommodation and meals.

Destination	Hotel ceiling in euros	Daily allowance in euros
Belgium	148	102
Bulgaria	135	57
Czech Republic	124	70
Denmark	173	124
Germany	128	97
Estonia	105	80
Ireland	159	108
Greece	112	82
Spain	128	88
France	180	102
Croatia	110	75
Italy	148	98
Cyprus	140	88
Latvia	116	73
Lithuania	117	69
Luxembourg	148	98
Hungary	120	64
Malta	138	88
Netherlands	166	103
Austria	132	102
Poland	116	67
Portugal	101	83
Romania	136	62
Slovenia	117	84
Slovak Republic	100	74
Finland	142	113
Sweden	187	117
United Kingdom	209	125

Rates for hotel and subsistence for countries not included in the above table will be provided by the Commission services if necessary.

