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CALL FOR TENDERS

Single Service Framework Contract on Assistance and Technical Support for the Evaluation of LIFE Proposals

EASME/LIFE/2017/028

TENDER SPECIFICATIONS

Open Procedure

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Single Service Framework Contract on Assistance and Technical Support for the Evaluation of LIFE Proposals

1 TECHNICAL SPECIFICATIONS

1.1 INTRODUCTION

The Executive Agency for Small and Medium-sized Enterprises (henceforth "EASME" or the Contracting Authority)¹, acting under powers delegated by the European Commission, is launching this invitation to tender with a view to concluding a single service framework contract for the provision of support to the evaluation of proposals submitted under the European Union (EU) LIFE Programme.

The services to be provided are further detailed in these Technical Specifications (Section 1.4).

A single framework contract (hereinafter "FWC") will be concluded. It will lay down the basic terms for a series of specific contracts to be concluded over a given period, particularly, the duration of the FWC, subject matter of the procurement, price, implementing conditions and overall value of the envisaged services. The FWC will set out the conditions for subsequent specific contracts but will place no direct obligations on the Contracting Authority to buy anything.

1.2 BACKGROUND INFORMATION AND CONTEXT

EASME has been set-up by the European Commission to manage on its behalf several European Union programmes, including LIFE. The services required under this invitation to tender are linked to the evaluation of proposals submitted under the LIFE programme.

LIFE is the EU's Programme for the Environment and Climate Action, covering the period from 1 January 2014 to 31 December 2020. It was established by Regulation (EU) n° 1293/2013 of the European Parliament and of the Council².

The general objectives of LIFE are:

- a) to contribute to the shift towards a resource-efficient, low-carbon and climate-resilient economy, to the protection and improvement of the quality of the

¹ EASME was set up by Commission implementing decision (2013/771/EU) of 17 December 2013 establishing the "Executive Agency for Small and Medium-sized enterprises" and repealing decisions 2004/20/EC and 2007/372/EC (OJ L 341 of 18.12.2013). EASME replaces and supersedes former Executive Agency for Competitiveness and Innovation (EACI).

² Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013 on the establishment of a Programme for the Environment and Climate Action (LIFE) and repealing Regulation (EC) No 614/2007, OJ L 347/185 of 20.12.2013.

environment and to halting and reversing biodiversity loss, including the support of Natura 2000 network and tackling the degradation of ecosystems;

- b) to improve the development, implementation and enforcement of Union environmental and climate policy and legislation, and to act as a catalyst for, and promote, the integration and mainstreaming of environmental and climate objectives into other Union policies and public and private sector practice, including by increasing the public and private sector's capacity;
- c) to support better environmental and climate governance at all levels, including better involvement of civil society, NGOs and local actors;
- d) to support the implementation of the 7th Environment Action Programme.

In pursuing those objectives, the LIFE Programme shall contribute to sustainable development and to the achievement of the objectives and targets of the Europe 2020 Strategy and of relevant Union environment and climate strategies and plans.

The general objectives of LIFE shall be pursued through the following two sub-programmes:

- a) the sub-programme for Environment
- b) the sub-programme for Climate Action

LIFE is funded by the expenditure of DG Environment and DG CLIMA (including expenditure delegated to EASME). The scope of this FWC covers the following two types of LIFE grants:

- 1) LIFE action grants
- 2) LIFE non-profit making entities (NGO) operating grants.

1) LIFE action grants

Calls for action grants are open to any legal entity subject to public or private law that is legally registered in the European Union. Proposals can either be submitted by single beneficiaries or by a partnership which includes one coordinating beneficiary and one or several associated beneficiaries. They can be either national or transnational, but the actions must primarily take place within the territory of the 28 EU Member States³.

Proposals submitted under a **LIFE call for action grants under the sub-programme for Environment** must clearly relate to one of the 3 following strands:

- Nature and Biodiversity
- Environment and Resource Efficiency
- Environmental Governance and Information

Proposals submitted under a LIFE call for action grants under the **sub-programme for Climate Action** must clearly relate to one of the 3 following strands:

- Climate Change Mitigation
- Climate Change Adaptation
- Climate Governance and Information

Action grants may finance the following type of projects:

³ The LIFE Programme may finance activities outside the Union and in overseas countries and territories (OCTs) in accordance with the Overseas Association Decision, provided those activities are necessary to achieve Union environmental and climate objectives and to ensure the effectiveness of interventions carried out in Member State territories to which the Treaties apply.

- a) pilot projects (*);
- b) demonstration projects (*);
- c) best practice projects (*);
- d) integrated projects;
- e) technical assistance projects (**);
- f) capacity-building projects;
- g) preparatory projects (**);
- h) information, awareness, and dissemination projects (*);
- i) any other projects needed for the purpose of achieving the general objectives set out in Article 3 of the LIFE Regulation

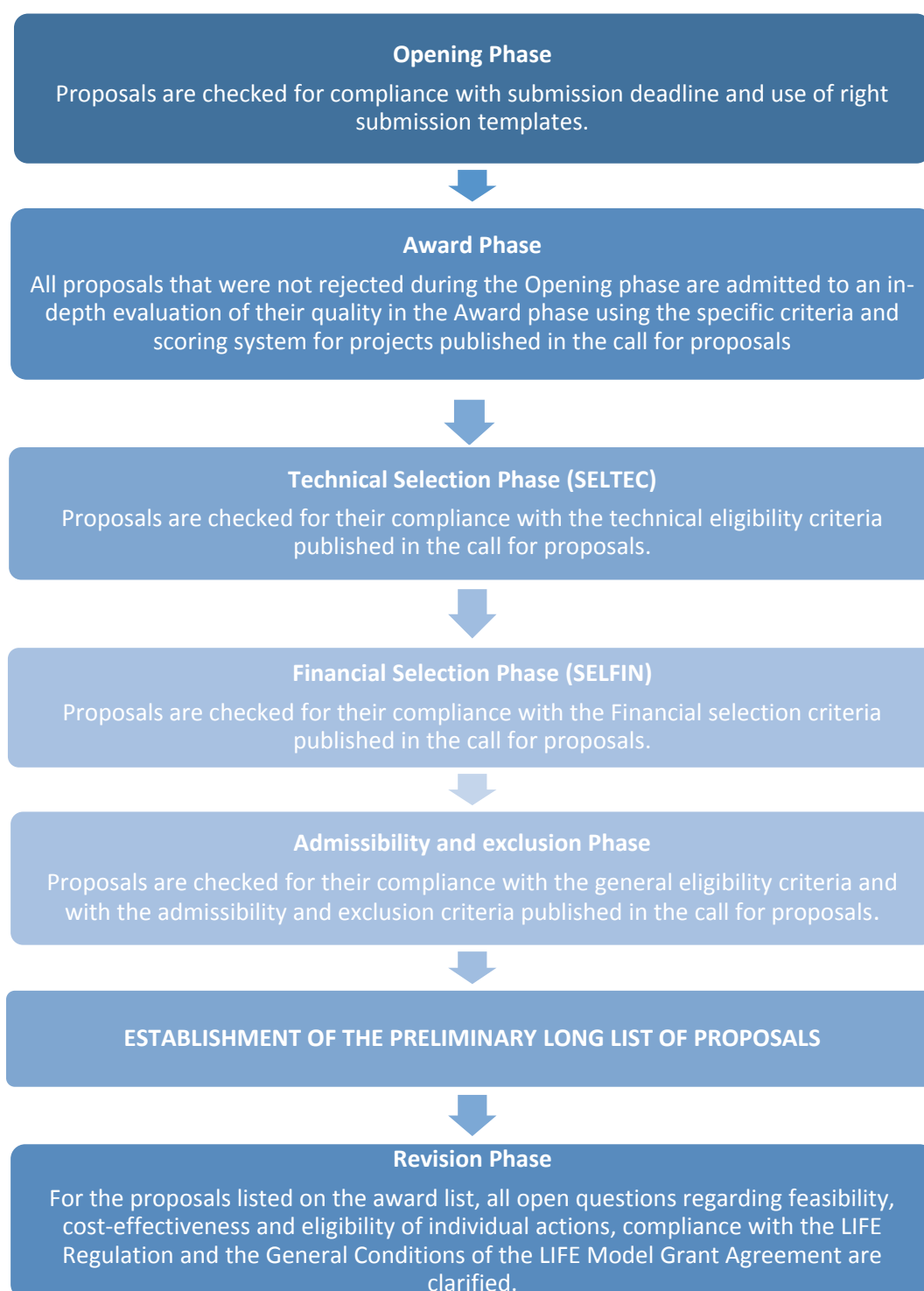
The type of projects marked with a (*) are known as "traditional" projects under the LIFE Programme. The type of projects marked with a (**) are outside the scope of this FWC.

2) LIFE operating grants for non-profit making, non-governmental entities (environmental and climate NGOs)

Unlike action grants, LIFE operating grants are intended to provide financial support for the existence and functioning of a body over a period equivalent to its financial year. They cover the normal operating expenses which enable the organisation to have an independent existence and implement its annual work programme, which is the basis for the selection. Calls for operating grants are only open to non-profit making entities that are primarily active in protecting and enhancing the environment at European level and that are involved in the development and implementation of EU environmental and climate policy and legislation. Applicants must be non-profit making entities and independent non-governmental organisations (NGOs) legally registered in the European Union. Applicants must furthermore be active at European level, i.e. have activities and members in at least three EU Member States.

3) Implementation of the LIFE Programme

Applications for LIFE co-financing must be submitted in response to calls for proposals, published on the LIFE website. The proposals are assessed according to admissibility, eligibility, selection and award criteria that are described in detail in the Application and Evaluation Guidelines for Applicants, which are published online. The chart below provides an overview of the different phases of the evaluation process. The sequence of the different phases may vary and will be spelled out in each call for proposals.



The EU Financial Regulation requires the Contracting Authority to sign contracts within 9 months of the closing date of the call for proposals (full proposals). For LIFE Operating grants, contracts should be signed before July of each financial year of the NGO.

All documents relevant to the LIFE 2015-2017 calls (evaluation guidelines, guidelines for preparing project proposals and the General Provisions for managing LIFE action grant projects) can be consulted on the LIFE Programme website. Although they will be updated and adjusted for future calls for proposals, these documents can be used as

reference and complementary information to this tender (see below for a list of relevant background documents and websites).

As indicated above, LIFE projects, known as "traditional" projects, may be: best-practice, demonstration, pilot or information, awareness and dissemination projects, depending on the priority area. From 2018 to 2020, under the LIFE 2018 – 2020 Multi-Annual Work Programme (hereafter LIFE 2018-2020 MAWP), the Contracting Authority intends to launch 4 annual calls for traditional LIFE projects covering all priority areas.

Subject to the adoption of the 2018-2020 LIFE Multi Annual Work Programme, the total amount available for co-financing traditional LIFE projects over the period 2018-2020 has indicatively been set at € 862 million with approximately € 272 million available in 2018, € 288 million in 2019 and € 302 million available in 2020.

Table 1: Indicative allocation for calls for proposals for LIFE traditional projects 2018-2020 (*)

	Call 2018 in million €	Call 2019 in million €	Call 2020 in million €	Total 2018-2020 in million €
Environment Sub-Programme	217	228,5	239	684,5
<i>Nature and Biodiversity</i>	128	136,5	143	407,5
<i>Environment and Resource Efficiency</i>	80	82	84	246
<i>Environmental Governance and Information</i>	9	10	12	31
Climate Sub-Programme	55	59,5	63	177,5
<i>Climate Change Adaptation</i>	22	24	26	72
<i>Climate Change Mitigation</i>	27	29.5	31	87,5
<i>Climate Change Governance and Information</i>	6	6	6	18
Total	272	288	302	862

(*) the amounts are indicative only and subject to the adoption by the European Commission of the LIFE 2018-2020 Multi-Annual Work Programme

The first calls under the LIFE 2018-2020 MAWP are expected to be published on the website of the LIFE programme in spring 2018.

Tables 2 and 3 below provide the indicative timetables for one-stage and two-stage 2018 calls for LIFE traditional project proposals. A decision on whether one-stage or two stage calls will be launched will be taken by the Contracting Authority and specified in the Calls' documents to be published on the LIFE Programme website.

Table 2: Indicative timetable for one-stage 2018 calls for LIFE traditional project proposals

Launching of calls	April 2018
Deadline for submitting proposals	September 2018
Evaluation process	September 2018 – February 2019
Experts panel meetings	December 2018 – February 2019
Final selection completed	February 2019
Revisions completed	May 2019
All Grant Agreement signed	June 2019

Table 3: Indicative timetable for two-stage 2018 calls for LIFE traditional project proposals

Launching of calls	April 2018
Deadline for submitting concept notes	June 2018
Concept Note evaluation process	July – September 2018
Notification to concept notes applicants	October 2018
Deadline for submitting full proposals	January 2019
Full proposals evaluation process	January – April 2019
Experts panel meetings for full proposals	April 2019
Final selection completed	May 2019
Revisions completed	June 2019
All Grant Agreement signed	July 2019

Applications under LIFE calls for traditional projects are submitted online, using standardized online application forms.

Table 4 below provides an overview per sub-programme of the number of proposals submitted under the calls for proposals for LIFE traditional projects launched in 2015 and 2016 under both sub-programmes, as well as, the number of proposals that were revised with a view to concluding a grant agreement.

Table 4: Overview of proposals received and grants agreements concluded under the 2015 & 2016 LIFE calls for traditional projects

	Call 2015 € 241 million		Call 2016 € 248 million	
	n° of proposals submitted	n° of GA concluded	n° of proposals submitted	n° of GA to be concluded (*)
Environment Sub-Programme	965	120	734	121
<i>Nature and Biodiversity</i>	278	42	240	42

<i>Environment and Resource Efficiency</i>	570	62	397	65
<i>Environmental Governance and Information</i>	117	16	97	14
Climate Sub-Programme	123	35	133	33
<i>Climate Change Adaptation</i>	47	16	51	13
<i>Climate Change Mitigation</i>	52	13	57	13
<i>Climate Change Governance and Information</i>	24	6	25	7

(*) the number of grant agreements for LIFE traditional projects to be concluded under the 2016 Calls for Proposals was still indicative at the time of drafting of these terms of references

While proposals for LIFE traditional projects can in principle be submitted in any of the official languages of the EU (except Maltese and Irish), approximately 70% of these proposals were submitted in English under the 2015 and 2016 Calls, followed by Spanish (ca. 14%), Italian (ca. 10%) and French, Portuguese and Polish (ca. 2% each). A limited number of proposals were received in German (9), Czech (7), Dutch (5), Greek (3) Hungarian (2), Latvian (2) and Croatian (1) for the 2015 and 2016 Calls, combined.

Calls for proposals for LIFE integrated projects under the sub-programme for Environment and the sub-programme for Climate Action

LIFE Integrated Projects (IP) implement on a large territorial (regional, multi-regional, national or trans-national) scale, environmental or climate plans or strategies required by specific Union environmental or climate legislation, developed pursuant to other Union acts or developed by Member States' authorities. These plans and strategies are implemented in the areas of nature (in particular, Natura 2000 management), waste, water, air and climate change mitigation and adaptation. The applicants for IPs will be requested to submit their proposals in two stages:

- 1) First, a concept note of the project is to be submitted and accompanied by the underlying plan or strategy it will implement.
- 2) Upon assessment of these documents the applicants whose concept note is selected will be invited to submit a full IP proposal.

The total amount available for co-financing LIFE IPs over the period 2018-2020 under the sub-programme for Environment has been indicatively set at € 298 million with approximately € 94 million available in 2018, € 100 million in 2019 and € 104 million in 2020.

The total amount available for co-financing LIFE IPs over the period 2018-2020 under the sub-programme for Climate Action has been indicatively set at € 77.5 million with approximately € 24 million available in 2018, € 26 million in 2019 and € 27. 5 million in 2020.

From 2018 to 2020, under the LIFE 2018–2020 MAWP, the Contracting Authority intends to launch one call for LIFE Integrated Projects per sub-programme per year. The first calls are expected to be published on the website of the LIFE Programme in spring 2018 with the following indicative timetable:

Table 5: Indicative timetable for the 2018 calls for LIFE integrated projects

Deadline for submitting concept notes	September 2018
Concept notes evaluation process	September – December 2018
Notification to concept notes applicants	December 2018
Deadline for submitting full proposals	April 2019
Full proposals evaluation process	April – June 2019
Experts panel meetings for full proposals	May 2019
Final selection completed	June 2019
Revision meetings	June 2019
Revisions completed	September 2019
All Grant Agreement signed	December 2019

Applications under LIFE Calls for IPs are submitted in paper.

Table 6 below provides an overview of the number of proposals submitted under the calls for Life IPs launched in 2015 and 2016, as well as, the number of proposals under revision and expected grant agreements to be concluded.

While proposals for LIFE Integrated Projects can in principle be submitted in any of the official languages of the EU (except Maltese and Irish), approximately 65% of these proposals were submitted in English, followed by Italian and Spanish (ca. 10% each). However, the number of proposals for integrated projects submitted in Italian and Spanish is likely to decrease significantly as these two countries already have a number of integrated projects.

Table 6: Overview of concept notes/full proposals received and grants agreements concluded under the 2015 & 2016 LIFE calls for integrated projects proposals

	Call 2015 € 83 million			Call 2016 € 95 million		
	n° of concept notes submitted	n° of full proposals submitted	n° of GA concluded	n° of concept notes submitted	n° of full proposals submitted	n° of GA expected to be concluded (*)
Environment Sub-Programme						
<i>Nature and Biodiversity</i>	9	8	3	7	7	3
<i>Environment and Resource Efficiency</i>	9	9	3	11	7	4
Climate Sub-Programme	8	5	2	8	5	2

(*) the number of grant agreements for LIFE integrated projects to be concluded under the 2016 Calls for Proposals was still indicative at the time of drafting of these terms of references

Calls for proposals for LIFE NGO Framework Partnership Agreements (FPAs) and LIFE NGO specific operating grant agreements (SGAs)

The objective of the LIFE calls for proposals for NGO Framework Partnership Agreements (FPAs) is to identify framework partners on the basis of their biannual strategic plans to which EASME may at a later stage award annual NGO specific operating grant agreements (SGAs). LIFE NGO operating grants are aimed at supporting the operational and administrative costs of NGOs primarily active at EU level in the field of environmental protection and the fight against climate change, to enable them to have an independent existence and implement their work programme. The expected result is to strengthen civil society participation in the policy dialogue process in order to promote better environmental and climate governance by broadening stakeholder involvement, including NGOs, in policy consultation and implementation (Article 12(d) of the LIFE Regulation - specific objective for the priority area Environmental Governance and Information, and Article 16(d) of the LIFE Regulation).

Calls for proposals for multi-annual framework partnership agreements (FPAs) will be launched on a biennial basis. Organisations chosen as framework partners will be invited to submit annually their work programme that will be analysed in view of the award of a specific annual operating grant agreement (SGA). An FPA is a contract concluded for 2 years between the EASME and an NGO. It establishes a longer-term partnership between the parties and lays down the general rules. In its Annex it includes a biannual strategic plan for the work foreseen by the NGO during the next 2 financial years. It may be followed by an SGA, in which concrete actions, timing, staffing and resources are specified for one financial year of the NGO. An FPA does not entail any financial commitment.

The total amount available for co-financing LIFE NGO Operating Grants over the period 2018-2020 has been indicatively set at € 36 million, with approximately € 12 million available in 2018, € 12 million in 2019 and € 12 million in 2020.

Under the LIFE 2018-2020 MAWP, the Contracting Authority intends to launch 1 Call for Framework Partnership Agreements in 2019 and 3 Calls for Specific Grant Agreements in 2018, 2019 and 2020, respectively. The first Call to be published under the 2018-MAWP is expected to be a Call for Specific Grant Agreements that will be published in June 2018 with a deadline for submitting proposals to the Contracting Authority in July 2018. Organisations that will be invited to submit their annual work programme under this call will have been selected through a call for Framework Partnership Agreements (FPAs) launched in 2017, which is outside of the scope of services requested under this FWC.

The indicative timetable for the 2018 LIFE Call for Specific Grant Agreements (SGAs) is the following:

Table 7: Indicative timetable for the 2018 LIFE call for proposals to conclude SGAs with NGOs that were selected for FPAs under the 2017 NGO FPA Call for Proposals

Launching of calls	June 2018
Deadline for submitting proposals	July 2018
Evaluation process	Aug-Sept 2018
Final selection completed	Sept 2018
Revisions completed	Oct 2018
All Grant Agreement signed	Nov 2018

Applications under LIFE Calls for Proposals for LIFE NGO Operating Grants are submitted in paper.

Table 8 below provides an overview of the LIFE Calls for Framework Partnership Agreements launched in 2015 and 2016, as well as, of the LIFE Calls aimed at awarding specific operating grants to framework partners launched during the same period.

Table 8: Overview of the 2015 & 2016 LIFE NGO calls for proposals to conclude FPAs/SGAs

	Call 2015 € 10,5 million		Call 2016 € 9 million	
	n° of proposals submitted	n° of agreements concluded	n° of proposals submitted	n° of agreements concluded
Call for FPAs	59	32	n/a	n/a
Call for SGAs	32	32	31	31

While applications for LIFE NGO operating grants can in principle be submitted in any of the official languages of the EU (except Maltese and Irish), all proposals were submitted in English.

Calls for proposals for Capacity Building Projects under the LIFE Programme

LIFE capacity-building projects provide financial support to activities required to build the capacity of Member States, including LIFE national or regional contact points, with a view to enabling Member States to participate more effectively in the LIFE Programme. Furthermore, they support Member States to disseminate successful LIFE results in order to help potential applicants orientate their actions and learn from this experience. The interventions may include the procurement of experts to address ad-hoc gaps in technical and process capability, but may not include the procurement of experts whose primary function is the drafting of proposals for submission under the annual LIFE calls for proposals.

The total amount available for financing LIFE capacity building projects over the period 2018-2020 has been indicatively set at € 10.7 million. The Contracting Authority intends to launch one call for LIFE capacity building projects under the LIFE 2018 – 2020 Multi-Annual Work Programme. The Call is expected to be published in January 2018 and applicants are expected to be able to submit their proposals on a rolling basis until the first quarter of 2019.

In order to be eligible to apply for a capacity building project, a Member State must meet the following criteria specified under article 19.8 of the LIFE Regulation:

- (a) the Member State's average absorption level of its indicative national allocation for the years 2014, 2015 and 2016 is below 70 %; and
- (b) the Member State's average absorption level of its indicative national allocation for the years 2014, 2015 and 2016 has increased compared to the average absorption level for the years 2010, 2011 and 2012.

Table 9 below provides an overview of the number of proposals submitted and grant agreements concluded under the 2014 Call for LIFE capacity building projects. The following Table 10 provides an overview of the number of capacity building project proposals expected to be submitted and number of grant agreements expected to be concluded under the 2018 Call for proposals.

Table 9: Overview of proposals received and grants agreements concluded under the 2014 call for capacity building project proposals

n° of full proposals submitted	n° of GA concluded
14	14

Table 10: Overview of proposals expected to be received and grants agreements expected to be concluded under the 2018 call for capacity building project proposals

Expected n° of full proposals	n° of GA to be concluded
8 (tbc)	8 (tbc)

Applications under LIFE Calls for capacity building projects are submitted in paper. Should the Call be closed later than March 2019, the contracts will in any case have to be signed no later than 31 December 2019.

While proposals for LIFE capacity building projects can in principle be submitted in any of the official languages of the EU (except Maltese and Irish), approximately 9 proposals out of 14 were submitted in English, 1 in Portuguese, 1 in Polish and 1 in Romanian.

4) List of relevant background documents and websites

- the LIFE Regulation (EU) n° 1293/2013:
<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32013R1293>
- the Commission Implementing Decision on the adoption of the LIFE multiannual work programme for 2018 – 2020 : to be published
- the LIFE Programme website: <http://ec.europa.eu/environment/life/>
- EASME's website: <https://ec.europa.eu/easme/en>

1.3 GENERAL AND SPECIFIC OBJECTIVES

The Contracting Authority wishes to enter into a framework contract, the overall objective of which is to provide the following services to the Contracting Authority:

1. Assistance and technical support for the evaluation and revision of the grant proposals submitted under the annual calls for traditional projects under the LIFE Programme, of which the first ones under the LIFE 2018 – 2020 MAWP are expected to be published in April 2018.
2. Assistance and technical support for the evaluation and revision of the grant proposals submitted under the annual calls for integrated projects under the LIFE Programme, of which the first ones under the LIFE 2018 – 2020 MAWP are expected to be published in April 2018.
3. Assistance and technical support for the evaluation of proposals submitted under the calls for proposals for the award of framework partnership agreements with non-governmental organisations under the LIFE Programme, of which the first ones under the LIFE 2018 – 2020 MAWP are expected to be published in 2019. These calls will result in a selection of framework partners.
4. Assistance and technical support for the evaluation and revision of proposals submitted in response to invitations for submission of annual work programmes by framework partners. These will result in the award of specific annual operating grants to selected framework partners. The first invitation for submission of annual work programmes by framework partners under the LIFE 2018 – 2020 MAWP is expected to be published in April 2018.
5. Assistance and technical support for the evaluation and revision of proposals submitted under the call for proposals for capacity building projects under the LIFE Programme expected to be published in January 2018.

This call for tenders aims at selecting a single economic operator capable of providing expert capacity that will be used, on demand, by means of specific service requests. The services required will involve a number of diversified tasks detailed in Section 1.4. The specific requests for services will include the concrete technical requirements related to one or more phases of the evaluation and revision process.

The Contracting Authority will remain solely responsible for organizing and carrying out the annual evaluation and revision procedures, and will be responsible for the final approval of the results of all evaluation and revision steps.

1.4 TASKS

This section provides a detailed description of the tasks and sub-tasks to be performed by the contractor.

1.4.1 TASK 1: Overall administration, management and supervision of the evaluation, revision and contract preparation processes, including the constitution, coordination and training of expert groups

a) Brief description

Through the establishment of a solid Core Management Team, mobilisation of performing expert group coordinators and the constitution of qualified expert groups, the contractor ensures the overall administration, quality management, supervision and delivery of evaluation, revision and contract preparation as foreseen under specific contracts. The contractor ensures adequate training to all the parties involved, as well as, the organisation of expert panel meetings, to allow for discussions on individual concept notes/proposals between the relevant representatives of the contractor and the Contracting Authority. The contractor performs the initial evaluation of proposals on the basis of the criteria established in the Call. The contractor prepares draft notification letters for each proposal, to be sent by the Contracting Authority, informing the applicants of the outcome of the evaluation process and the means of redress.

All processes are to be underpinned with a strong quality management system avoiding duplication of work and securing the delivery of high quality deliverables. An efficient system to ensure high quality results and outputs through measurement and assessment of performance must be established by the contractor to track progress.

The costs related to the performance of the activities under Task 1 must be calculated on an annual basis and offered as an annual lump sum (see Annex 7 Financial Offer). The services under Task 1 will be delivered under a specific contract concluded on an annual basis.

b) Performance and quality requirements:

Performance and quality requirements pertaining to Task 1 are described here and also in the relevant sections of Tasks 2 to 7 dedicated to performance and quality requirements. These sections form an integral part of the performance and quality requirements expected of the contractor under Task 1.

Establishment of a Core Management Team

Under Task 1, the contractor will establish an experienced **Core Management Team** that will provide all administrative assistance to the contractor's staff and experts and that

will guarantee an overall smooth evaluation and revision process. The Core Management Team will be the exclusive focal point for all the experts and will be composed of at least:

- 1 full-time Project Manager who will:
 - Supervise and manage the overall timely delivery of the services and the quality of the work;
 - Supervise and manage the elaboration of all templates and training materials;
 - Act as a single contact point to the Contracting Authority for all issues of a generic and strategic nature;
 - Work together with the Experts Coordinators and ensure the overall coordination of the processes;
 - Participate, upon request, in meetings with the Contracting Authority;
 - Provide feedback, both to the Contracting Authority and the Coordinators.
- 2 full-time Project Assistants who will:
 - Provide support for the overall timely delivery of the services and for the quality of the work;
 - Work together with the Project Manager;
 - Evaluate admissibility and eligibility of proposals in line with the criteria set in the relevant Evaluation Guidelines (available via the LIFE website);
 - Participate upon request, in meetings with the Contracting Authority;
 - Provide support in the organisation of meetings, including logistical arrangements and Minutes taking.
- 1 secretary for at least 80% of an annual full-time equivalent who will:
 - Provide administrative and secretarial support for the overall timely delivery of the services and for the quality of the work;
 - Work together with the Project Manager and Project Assistants.

Tenderers shall clearly identify in their offers (and in the CVs provided) the members of the Core Management Team. The criteria that will be used to assess the proposed Core Management team are described in Section 3.

Identification of Experts Group Coordinators

The contractor must identify a Group Coordinator, possibly assisted by Assistant Coordinator(s) for each of the following experts groups:

- LIFE Nature and Biodiversity Experts Group
- LIFE Environment and Resource Efficiency Experts Group
- LIFE Environmental Governance and Information Experts Group

In addition, the contractor must identify one single Group Coordinator, possibly assisted by Assistant Coordinator(s), for the following three expert groups:

- A LIFE Climate Change Mitigation Experts Group
- A LIFE Climate Change Adaptation Experts Group
- A LIFE Climate Governance and Information Experts Group

The contractor must further identify a Group Coordinator, possibly assisted by an

Assistant Coordinator for the following expert groups:

- LIFE Environmental and climate NGOs / Capacity Building Experts Group

The Group Coordinators will:

- Work together with the Project Manager;
- Supervise and manage the timely delivery of the services and the quality of the work of the experts groups they are coordinating;
- Provide quality control;
- Identify and propose solutions to problems, bottlenecks, etc.;
- Participate and contribute to the elaboration of all templates and training materials;
- Act as contacts to the Contracting Authority for specific priorities or horizontal tasks;
- Participate in meetings with the Contracting Authority, when required;
- Provide feedback, both to the Contracting Authority and the Group of experts falling under their responsibility.

The different coordinators/assistant coordinators should be clearly identified in the tenders (and in the provided CVs). The criteria that will be used to assess them are described under Section 3. Group coordinators will ensure efficient expert management so as to meet all the deadlines defined in the timetables provided by the Contracting Authority.

The contractor will establish the necessary contractual arrangements with those experts group coordinators/assistant coordinators who are not part of its staff.

Constitution of Technical and Financial Experts Group

The contractor will also be required to constitute a total of 7 technical experts groups:

- A LIFE Nature and Biodiversity Experts Group
- A LIFE Environment and Resource Efficiency Experts Group
- A LIFE Environmental Governance and Information Experts Group
- A LIFE Climate Change Mitigation Experts Group
- A LIFE Climate Change Adaptation Experts Group
- A LIFE Climate Governance and Information Experts Group
- A LIFE Environmental and Climate NGOs / Capacity Building Experts Group

The technical experts will:

- ✓ Perform a technical selection evaluation of proposals in function of the criteria set in the relevant Evaluation Guidelines which will reflect the provisions set out in the LIFE 2018-2020 Multi-annual work programme;
- ✓ Perform an award evaluation (including technical and financial aspects) of proposals in function of the criteria set in the relevant Evaluation Guidelines;
- ✓ Revise successful proposals by appropriately questioning applicants;

- ✓ Draft, if the Contracting Authority requests it, relevant feedback where necessary and if required, to unsuccessful applicants;

For each technical experts group, the tenderer should provide in the offer a list of potential technical experts, indicating language skills and area(s) of competence. Relevant areas of competences and skills that will be required to implement the FWC include:

For the **LIFE Nature and Biodiversity** experts group:

- ✓ Previous experience in working on the implementation of the Birds and Habitats Directives, particularly as regards the designation, the conservation objectives and the management of the NATURA 2000 network of sites.

For the **LIFE Environment and Resource Efficiency** experts group:

- ✓ Very good knowledge of the technical state of the art in at least one of the priority areas of action of LIFE Environment and Resource Efficiency in an EU Member States and/or at the level of the European Union.
- ✓ Good general knowledge of the EU environmental policies in the fields concerned.
- ✓ Ability to evaluate the business implications (i.e.: economic feasibility, competition, market positioning etc.) of Close to Market projects.

For the **LIFE Environment Governance and Information** experts group:

- ✓ For the governance themes: Relevant management experience in public administration in the field of environmental governance with the following profiles being of particular interest:
 - specialists in information and communications technology, in particular those with a knowledge of active dissemination to the public and data-sharing under the INSPIRE Directive, 2007/2/EC
 - land-use planners
 - experts in environmental assessment
 - persons with professional experience in the preparation of different types of environmental plans and decisions;
 - persons with professional experience in public consultation processes
 - persons with professional experience of environmental standard-setting and application
 - persons with professional experience of environmental labelling and environmental auditing
 - persons with professional experience of environmental inspections, investigations and other checks
 - persons with professional experience of environmental liability, prosecutions or other forms of environmental enforcement
 - persons with professional experience of Ombudsman systems
 - persons with professional experience of environmental litigation and/or of mediation
 - Good knowledge of principles of communication to target audiences
 - Good general knowledge of the EU environmental policies in the fields concerned

For the **LIFE Climate Change Mitigation** experts group:

- ✓ Good knowledge of the technical state of the art in the fields of activities covered by the priority areas of action under this strand, climate change policies and context in countries participating in LIFE.
- ✓ Necessary competence (training, background) to evaluate projects in other policy areas of the LIFE Climate Action sub-programme.
- ✓ Good general knowledge of EU climate initiatives and policies in the fields concerned.

- ✓ Ability to evaluate the business implications (i.e.: economic feasibility, competition, market positioning etc.) of Close to Market projects.

For the **LIFE Climate Change Adaptation** experts group:

- ✓ Good knowledge of the technical state of the art in the fields of activities covered by the priority areas of action under this strand, the climate change policies and context in countries participating in LIFE.
- ✓ Necessary competence (training, background) to evaluate projects in other policy areas of the LIFE Climate Change sub-programme.
- ✓ A good general knowledge of the EU climate initiatives and policies in the field of climate change adaptation.

For the **LIFE Climate Change Governance and Information** experts group:

- ✓ Very good knowledge of climate governance issues and of the climate context in countries participating in LIFE.
- ✓ Necessary competence (training, educational background) to allow evaluating projects in other policy areas of the LIFE Climate Action sub-programme.
- ✓ Good general knowledge of the EU Climate policies in the fields concerned.

For the **LIFE operating (NGO) Grants/Capacity Building Project** experts group:

- ✓ Excellent knowledge of the EU environment policy.
- ✓ Understanding of the process behind the development and implementation of EU environment and climate policy, and the role that NGOs are playing in this process.
- ✓ As a whole, the group of experts must cover all the topics relevant to LIFE Nature and Biodiversity, LIFE Environment and Resource Efficiency, LIFE Climate Change Mitigation and Adaptation.

The tenderer should ensure that all technical fields and EU official languages (except Maltese and Irish) are covered.

In addition to the technical expert groups, the contractor will be required to constitute a financial experts group to assess the admissibility, eligibility and financial viability/capacity of the applicants in line with the criteria set out in the relevant Evaluation Guidelines. The tenderer should provide in the offer a list of 5 potential financial experts, indicating language skills and area(s) of competence.

The contractor – on behalf of the Contracting Authority - will set up a continuous call for expression of interest for experts over the FWC duration using an online application tool. This tool will be given high visibility on the contractor's website and the Call will be well advertised. A link will be published on EASME's and LIFE's websites. Experts wishing to apply will register their profiles in an electronic database. This database will build on the existing one and its purpose will be to ensure access to the best expertise possible. To this effect the contractor shall adequately maintain the database, update it on a regular basis to include new experts and ensure that registered experts are potentially available to evaluate LIFE proposals. The database should contain at least 150 relevant experts. The costs related to the further development and maintenance of the experts' database should be budgeted by tenderers as part of the annual lump sum. Access to the expert database should be granted to the Contracting Authority.

Tenderers must thoroughly explain the method to be used for the selection of experts, the way they will be recruited/contracted and their assignment to an evaluator group. The selection of experts will be subject to the approval of the Contracting Authority,

which reserves the right to reject individual experts whose profile does not correspond to the required expertise as set out in the selection criteria below. A preliminary list of experts for each expert group will be approved with the signature of each specific contract. Given the time constraints, the final mobilisation and organisation of technical and financial experts groups involved in the evaluation should take the contractor no longer than one month from the signature of a specific contract. Any change in the composition of the experts' team (including new experts) must be notified in advance to the Contracting Authority (and formally approved by the Contracting Authority).

The contractor should indicatively aim at appointing approximately 20% new experts over two years.

The actual number of experts required each year per expert group will depend on the number of proposals received and the workload calculated in each specific service request. The contractor will maintain an overview of all experts involved in the specific contracts concluded under the FWC.

Management of Conflicts of Interest

The contractor will pay particular attention to the management of conflicts of interest and confidentiality. Each expert shall sign a statement of absence of conflict of interest which shall also include a commitment to abstain from any future involvement in the execution of actions being part of a project he/she has assessed and confirm that he/she will not be/has not been involved in the preparation of any LIFE projects submitted for a given call for proposals. The Manual of Procedures describing the criteria and cases normally considered as concrete conflicts of interest, as well as, remedial measures to be taken, will be shared with the selected contractor. If revisions or updates of the Manual are required during the course of the implementation of this Framework Contract, this will be done by the contractor in agreement with the Contracting Authority. The contractor shall establish the necessary measures to ensure the follow-up of the experts' compliance with the criteria for the absence of conflict of interest and maintain a register of all conflicts of interest identified. Any other situation (other than the cases described in the Manual) that may give rise to a potential conflict of interest shall be promptly reported by the contractor to the Contracting Authority and will be analysed on a case-by-case basis. Tenderers are also requested to refer to the relevant section on the conflict of interest in the draft contract.

Training of Experts

In close collaboration with the Contracting Authority, the contractor will be responsible for providing to the experts and co-ordinators information and in-depth training on the objectives of the LIFE Programme and on the procedures for evaluation and revision of proposals submitted under the different calls for proposals. The trainings will have to cover the technical and the financial assessment, as well as, the technical and financial revision processes. Detailed training and guidance materials shall be developed by the contractor in consultation with the Contracting Authority.

Furthermore, the contractor will provide to the experts and co-ordinators information and training on the use of the Contracting Authority's online system for evaluating LIFE proposals (e-proposals, ESAP), and on the use of any other online system that might be required for assisting the experts in their evaluation and revision tasks. Once the

deadline for submission of grant proposals to the Contracting Authority has passed, the contractor will be provided access to the server which hosts these systems. The IT tools for the use of proposal submission, evaluation and revision may be subject to change, this largely depending on the requirements set by the EU Contracting Authority in charge of the execution of (specific parts of) the LIFE Programme.

The contractor will have to ensure that all relevant experts and expert group co-ordinators/assistant coordinators are present during the training sessions. These training sessions will be held in English.

The evaluation training sessions will be held at dates to be decided with the Contracting Authority close to the deadlines for submitting of LIFE proposals. Sessions will take place on an annual basis and last approximately 2 days for LIFE calls for traditional projects with approximately 140 experts in total, 1 day for LIFE Calls for NGO project proposals with approximately 10 experts, and 1 day for LIFE Calls for integrated project proposals with approximately 10 experts.

Remote training sessions will be organised for the experts that will take part in the evaluation of proposals submitted under the LIFE Call for capacity building project proposals. The possibility of also organising remote trainings for LIFE calls for NGO project proposals and for LIFE calls for integrated project proposals will be considered.

The revision training sessions shall be held at the end of the evaluation panel meetings. Revision trainings will only involve a limited number of experts that will take part in the revision process. Revision trainings will last approximately 0, 5 day.

The contractor shall be responsible for all the logistics and practical arrangements for the training sessions, including meeting rooms and catering. The training sessions will be held in Brussels. The contractor shall cover the travel, accommodation and subsistence expenses of the experts attending. All such costs should be part of the global price offered by the tenderers and as such must be included in the financial offer. **Those costs will not be reimbursed separately by the Contracting Authority.** The physical presence of the experts at the training sessions should entitle them to a fee, to be paid by the contractor, indicatively set at 2, 5 working units (WU) for each full day of presence. For a definition of working unit, please see Section 1.5.

The contractor will provide comprehensive and clear Minutes of all sessions.

IT tools

The contractor will facilitate and support the use of the LIFE IT tools by the experts. Prior to the deadline for submission of proposals to the Contracting Authority under a given Call, the contractor and its experts will receive from the Contracting Authority individual access rights to eProposal (online submission system) and ESAP (online evaluation tool), through confidential logins and passwords. The evaluation of proposals, as described below, is done in eProposal and ESAP.

Panels of Evaluation Experts

Once the various evaluation phases are concluded, panels of evaluation experts are organised to allow for discussions on individual concept notes/proposals between the relevant representatives of the contractor and the Contracting Authority. A number of panels of evaluation experts require the physical presence of the experts in Brussels, others will be held remotely (see the description of tasks 2 to 7 below). The panels of evaluation experts will be held at dates to be decided with the Contracting Authority. The aim of these meetings shall be to clarify any outstanding questions on the content

of the evaluations, to agree on a final scoring and comments for each proposal for later submission to the Evaluation Committee. The panels of evaluation experts are chaired by a representative of the Contracting Authority and co-chaired by the contractor.

The contractor will be responsible for ensuring that all relevant experts and expert group co-ordinators/assistant coordinators are present at the evaluation panel meetings. These meetings will be held in English and, depending on the number of proposals to be evaluated, may take up to 5 days per expert group for LIFE traditional projects with an approximate total of 90 experts, up to 3 days for LIFE IP with an approximate total of 10 experts, up to 2 days for LIFE NGO operating grants with an approximate total of 10 experts, and up to 0.5 days for LIFE Capacity Building Projects with approximately 10 experts.

The contractor shall organise all logistics and practical arrangements for the panels of evaluation experts, including appropriate communication tools/platforms for remote panels, meeting rooms and catering for panels held in Brussels, travels, accommodation and subsistence for the experts coming to Brussels. All such costs should be part of the global price offered by the tenderers and as such must be included in the financial offer. **Those costs will not be reimbursed separately by the Contracting Authority.** The physical presence of the experts at the evaluation panels held in Brussels should entitle them to a fee, to be paid by the contractor, indicatively set at 2, 5 working units (WU) for each full day of presence. For a definition of working unit, please see Section 1.5.

For evaluation panels to be held remotely, such as, evaluation panels for discussing traditional projects concept notes (sub-tasks 2a/2b), for awarding annual specific operating grants (sub-task 3f), for discussing integrated projects concept notes (sub-task 4a/4b) and for discussing capacity building projects (sub-task (5a/5b), the participation of the experts to the remote panels will not entitle them to a fee as it is considered to be included in the fixed price established for the respective sub-tasks.

The contractor must provide to the Contracting Authority detailed and clear Minutes of all panels, as well as, a consolidated version based on templates to be elaborated by the contractor and validated by the Contracting Authority.

Opening of proposals and evaluation of the admissibility and eligibility

The contractor's core team will the evaluation of the admissibility and eligibility criteria for submitted proposals as per the evaluation guidelines. Proposals found to have been submitted in an ineligible language or that have been submitted by entities from ineligible countries, leaving no partner in the consortium after elimination of these entities, are excluded at the opening stage.

Each proposal that has passed the award criteria is checked for compliance with the admissibility and eligibility criteria published in the Evaluation Guidelines for the specific Call. In case of minor deficiencies (as defined in the evaluation guidelines) in the proposal, the applicant is asked to provide missing or additional information by a certain deadline. Failure to provide sufficient information to confirm compliance with the admissibility/eligibility criteria may result in the rejection of the proposal at this stage. For each case of non-compliance, an explanatory comment must be provided describing the reasons for non-compliance and listing the missing documents. If additional information/data is requested and received from the applicant following this assessment, the evaluation must be revised on the basis of that additional information, and the explanatory comments must be updated. The evaluations must be delivered to the Contracting Authority via the ESAP software (when applicable) or in Word/Excel

format in cases when ESAP is not used. Draft letters informing the applicants of the rejected proposals and the reasons for their rejection are prepared using the ESAP in-built notification letter generation function, when applicable.

Notifications to applicants

The contractor will prepare draft notification letters for each proposal, to be sent by the Contracting Authority, informing the applicants of the outcome of the evaluation process and the means of redress. Notification letters will be generated using the ESAP in-built notification letter generation function, when applicable.

Quality Control

The tenderers should include in their proposal a Quality Control Plan that they propose to adopt in relation to providing the services covered by these tender specifications. In their proposed Quality Control Plan, tenderers must specify how they intend to manage and ensure high quality and effective monitoring of the services and works that they may be required to supply. The Quality Control Plan should be detailed and specific to the tasks at hand;

The proposed **Quality Control Plan** must specify, among other things:

- the procedures the tenderer intends to implement and the indicators to be used to ensure the quality control, timely delivery, and monitoring of all of the services rendered;
- how the tenderer will ensure the timely delivery of experts, personnel, management, as well as, training needed, including the mechanisms for notification to the Contracting Authorities, and timely and full replacement of any reduction in capacity, in order to ensure the committed level of expertise and resources throughout the whole duration of the contract;
- how the tenderer will ensure business continuity in case of an urgency and provide for back-ups ;
- in the case of consortia, the structure set up for coordinating the work between the different members of the consortium, including working criteria for the distribution of assignments between the members of the consortium and the composition of ad-hoc teams. This should include a description of the competence of each member in the consortium and an indicative list of "who will do what";
- the procedures the tenderer intends to use to ensure client satisfaction and management of any complaints by the Contracting Authority;
- a procedure for updating and adapting the Quality Control Plan, taking into account that any such updating and adaptation requires the Contracting Authority's prior approval.

Translation

The contractor will translate proposals to ensure linguistic coverage when the required expertise is not available in the language of the proposals.

Tasks of the Contracting Authority:

The Contracting Authority will provide to the contractor access to the server which hosts the LIFE IT tools shortly after the deadline of each call for proposals. The Contracting Authority verifies the compliance of the contractor's performance with the

requirements set above and formally approves the outcome of the contractor's work. The Contracting Authority may ask the contractor to revise its work if it does not comply with the requirements laid out above.

1.4.2 TASK 2: LIFE traditional project proposals evaluation and revision

Below is a description of the different phases of the evaluation procedure and the revision process for proposals submitted under the LIFE calls for proposals for traditional projects under the sub-programme for Environment and the sub-programme for Climate Action.

Sub-tasks which may be requested from the contractor by specific service requests are identified. The specific requests for services will indicate the selection process used for a given call (one-stage or two-stage selection process) and will spell out, when applicable, the sequence of sub-tasks to be performed. The description of each sub-task is structured as follows:

- a) Brief description of the phase of the evaluation process related to the sub-task.
- b) Performance and quality requirements included in the fixed unit price for the sub-task.
- c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1 (see description of Task 1).
- d) Tasks of the Contracting Authority in relation to the sub-task.
- e) Expected outputs and deliverables related to the sub-task.

The workload and fixed costs matrix provided under Section 1.5 establishes the number of working units and the price per working unit for each sub-task.

Tenderers attention is drawn to the fact that this fixed unit price is an integral part of the financial offer and the contractor will not be allowed to deviate from it in its contractual arrangements with the experts. The same rule applies to all sub-tasks described below.

1.4.2.1 SUB-TASK 2a: LIFE traditional project concept notes evaluation based on the pre-selection criteria – *for two-stage selection process only*

a) Brief description

All concept notes that were not excluded at the opening stage undergo a detailed evaluation by two independent experts according to the pre-selection criteria published in the call for proposals evaluation guidelines. Remote thematic panel meetings are organised to discuss a selected number of concept notes between the experts, the relevant representatives of the contractor and the Contracting Authority.

b) Performance and quality requirements under sub-task 2a included in the fixed unit price:

- Each concept note is fully and independently assessed by two experts identified by the contractor. The individual expert assessments must assign a score for each criterion, and must provide a clear and thorough explanatory comment to justify

the individual scores given. There must be coherence between the scores given and the comments formulated. Where relevant, the assessment should include detailed, clear and operational recommendations to be taken in consideration for the development of a full proposal. Comments will, at a later stage, be used to elaborate the concept note evaluation synthesis report; it is therefore of utmost importance that they are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.

- For concept notes identified as resubmissions, an analysis of possible divergences from the most recent evaluation is performed by each of the two experts in accordance with a pre-agreed methodology.
- Each assessment is quality controlled by the relevant expert group coordinator (or assistant coordinator).
- Quality-controlled concept notes individual assessments are delivered via the ESAP software and in Word.
- The experts who individually evaluated the concept notes participate in remote experts panel meetings to discuss problematic concept notes.

The number of working units and the price per working unit established for sub-task 2a in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent evaluation.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor assigns all concept notes that were not rejected at the opening stage to individual experts in accordance with their expertise and language skills. In cases where no experts with the desired technical and right language skills can be identified, the contractor ensures the translation of the concept notes to English.
- An analysis to identify resubmissions from previous LIFE calls (at least the two previous years) is performed by the contractor on all submitted concept notes.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each concept note evaluated, 2 individual quality-controlled expert assessments must be provided, containing logical, clear and thorough explanatory comments justifying the scores given, and uploaded in ESAP, in Word.
- For each concept note identified as a resubmission, an analysis of possible divergences from the most recent evaluation in accordance with a pre-agreed methodology, must be provided.

**1.4.2.2 SUB-TASK 2b: LIFE traditional project concept note evaluation synthesis report
- for two-stage selection process only**

a) Brief description

A concept note evaluation synthesis report described in point b) below is elaborated for each concept note that was not rejected at the opening stage. The synthesis report is elaborated on the basis of the detailed individual evaluations carried out by two independent experts. A selected number of concept notes and related synthesis reports are discussed at the occasion of remote panel meetings between the experts, the relevant representatives of the contractor and the Contracting Authority. A final list ranking the concept notes in accordance with the final score is established. Those proposals with scores at or above the minimum pass score for all of the pre-selection criteria are taken into account for drawing up a pre-selection list. The number of concept notes on the pre-selection list is reduced by taking into consideration their final ranking on the list and the number of concept notes which cumulated EU funding contribution requests amount to indicatively 250% of the total amount available under the published call. Applicants on the pre-selection list are invited to submit a full proposal. Letters notifying all applicants of the results of the concept note evaluation process are sent by the Contracting Authority.

b) Performance and quality requirements under sub-task 2b included in the fixed unit price:

- On the basis of the individual expert assessments, the relevant expert group coordinator (or possible assistant coordinator) drafts a concept note evaluation synthesis report. A score is assigned to each criterion and a clear and thorough explanatory comment to justify each score given is provided. There must be coherence between the scores given and the comments formulated. Where relevant, detailed, clear and operational recommendations to be taken in consideration for the development of a full proposal are included. It is of the utmost importance that all comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. The synthesis report will be sent to the applicant along with the invitation to submit a full proposal or the rejection notification.
- Each concept note evaluation synthesis report is quality controlled.
- Quality-controlled concept note evaluation synthesis reports are delivered via the ESAP software and in Word.

The number of working units and the price per working unit established for sub-task 2b in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled concept note evaluation synthesis report.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- A preliminary pre-selection list ranking the concept notes in accordance to the weighted score achieved are delivered to the Contracting Authority well in advance of the remote concept note evaluation panel meetings.
- The contractor ensures the efficient and timely organisation of remote expert panel meetings to discuss problematic concept notes between the experts, the relevant representatives of the contractor and the Contracting Authority. The contractor

provides the premises and appropriate communication tools/platforms compatible with the Contracting Authority's communication tools/platforms.

- Detailed and clear Minutes of all remote meetings held, as well as, a consolidated version based on templates to be elaborated by the contractor and approved by the Contracting Authority.
- A final pre-selection list ranking the concept notes in accordance with the final score achieved is established.
- Draft letters notifying all applicants of the results of the concept note evaluation process are prepared using the online notification tool and quality controlled.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above. The Contracting Authority formally approves the final results of the evaluation, verifies and sends out the notification letters.

e) Outputs and deliverables:

- For each concept note evaluated, one quality-controlled concept note evaluation synthesis report must be provided, containing logical, clear and thorough explanatory comments justifying the scores given.
- A pre-panel and a post-panel pre-selection list must be provided, ranking the concept notes in accordance with the weighted score achieved (*).
- Detailed and clear Minutes of all remote meetings held must be provided, as well as a consolidated version of the minutes based on templates to be elaborated by the contractor and validated by the Contracting Authority (*).
- Draft notification letters for all concept notes prepared (*).

Outputs/deliverables with (*) relate to this sub-task but fall under Task 1.

1.4.2.3 SUB-TASK 2c: Award evaluation of proposals for traditional projects under LIFE environment and resources efficiency, LIFE environmental governance and information and LIFE climate action

a) Brief description

All proposals submitted for traditional projects under LIFE environment and resources efficiency, LIFE environmental governance and information and LIFE climate action that were not excluded at the opening stage undergo a detailed evaluation by two or three independent experts according to the award criteria published in the evaluation guidelines. In cases of two-stage calls for proposals, full proposals are preferably evaluated by the same experts as the ones that evaluated the related concept notes. Panel meetings are organised in Brussels to discuss a selected number of proposals between the experts, the relevant representatives of the contractor and the Contracting Authority.

b) Performance and quality requirements under sub-task 2c included in the fixed price:

- Each full proposal must be fully and independently assessed by at least two experts identified by the contractor and approved by the Contracting Authority. The

individual expert assessments must assign a score for each award criterion, and must provide a clear and thorough explanatory comment to justify the individual score given. There must be coherence between the scores given and the comments formulated. Where relevant, the assessment should include detailed, clear and operational suggestions for the revision of the proposal. These comments will, at a later stage, be used to elaborate a synthesis report that will be addressed to the applicants; it is therefore of the utmost importance that these comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.

- In case the two individual expert assessments for a given proposal diverge significantly in their scoring with regard to one or several award criteria, the proposal must be independently assessed by a third expert.
- Each full proposal individual assessment is quality controlled by the relevant expert group coordinator (or possible assistant coordinator).
- Quality-controlled full proposals individual assessments are delivered via the ESAP software and in Word well in advance of the panels of experts.

The number of working units and the price per working unit established for sub-task 2c in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of Task 1:

- The contractor assigns all proposals that were not rejected at the opening stage to individual experts in accordance with their expertise and language skills. In cases where no experts with the desired language skills can be identified, the contractor ensures the translation of the concept notes to English.
- The contractor identifies all proposals that have a significantly diverging scoring on the basis of a pre-agreed methodology and assigns them to a third expert for evaluation.
- A preliminary pre-selection list ranking the proposals in accordance to the weighted score achieved are delivered to the Contracting Authority well in advance of the panel meetings.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines and may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal evaluated, at least two individual quality-controlled experts assessments must be provided, containing logical, clear and thorough explanatory comments justifying the score given, uploaded in ESAP, in Word.
- A pre-panel list, ranking the proposals in accordance with the weighted score achieved, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.2.4 SUB-TASK 2d: Award evaluation and limited technical selection of full proposals for traditional projects under LIFE nature & biodiversity

a) Brief description

All proposals that were submitted for traditional projects under LIFE nature and biodiversity that were not excluded at the opening stage undergo a detailed evaluation by two or three independent experts according to the award criteria published in the evaluation guidelines. Furthermore, a number of checks pertaining to the technical selection criteria are performed, in particular:

- verification that the habitats and species targeted are listed in the official Standard Data Forms;
- verification whether actions fall inside or outside Natura 2000 sites and that the boundaries of such sites are the same as the official ones, and that maps are of sufficient detail and quality to determine this (NAT only);

In cases of two-stage calls for proposals, full proposals should preferably be evaluated by the same experts as the ones that evaluated the related concept notes. Panel meetings are organised in Brussels to discuss a selected number of proposals between the experts, the relevant representatives of the contractor and the Contracting Authority.

b) Performance and quality requirements under sub-task 2d included in the fixed price:

- Each full proposal must be fully and independently assessed by at least two experts identified by the contractor. These individual expert assessments must assign a score for each award criterion, and must provide a clear and thorough explanatory comment to justify the individual score given. There must be coherence between the scores and the comments formulated. Where relevant, the assessment should include detailed, clear and operational suggestions for the revision of the proposal. These comments will, at a later stage, be used to elaborate a synthesis report that will be addressed to the applicants; it is therefore of the utmost importance that these comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.
- In case the two individual expert assessments for a given proposal diverge significantly in their scoring with regard to one or several award criteria, the proposal must be independently assessed by a third expert.
- Each full proposal individual assessment is quality controlled by the relevant expert group coordinator (or possible assistant coordinator). Quality-controlled full proposals individual assessments are delivered via the ESAP software and in Word well in advance of the panels of experts.

The number of working units and the price per working unit established for sub-task 2d in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor assigns all proposals that were not rejected at the opening stage to individual experts in accordance with their expertise and language skills. In cases where no experts with the desired language skills can be identified, the contractor ensures the translation of the proposal to English;
- The contractor identifies all proposals that have significantly diverging scoring on the basis of a pre-agreed methodology and assigns them to a third expert for evaluation.
- A preliminary list ranking the proposals in accordance to the weighted score achieved are delivered to the Contracting Authority well in advance of the panel meetings.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines and may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal evaluated, at least two individual quality-controlled experts assessments must be provided, containing logical, clear and thorough explanatory comments justifying the score given, uploaded in ESAP, in Word.
- A pre-panel list, ranking the proposals in accordance to the weighted score achieved, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.2.5 SUB-TASK 2e: Resubmission analysis of LIFE traditional projects proposals based on a pre-defined methodology

a) Brief description

Resubmissions from previous LIFE Calls (at least the two previous years) are identified by the contractor. The identification of resubmissions is done on the basis of the proposals flagged as resubmissions by the applicant themselves and is completed through a systematic and thorough tool based search. Resubmissions that are identified as problematic on the basis of a pre-agreed methodology are analysed by one of the independent experts that has performed the full proposal award evaluation. This analysis is done only once the award evaluation by two or three independent experts has been finalised and in preparation for the expert panel discussions.

b) Performance and quality requirements under sub-task 2e included in the fixed price:

- For each resubmission identified as problematic in agreement with the Contracting Authority, an analysis of divergences of scores and/or comments is performed by one expert on the basis of an existing methodology and template to be reviewed by the contractor and validated by the Contracting Authority.
- Each resubmission analysis is quality controlled by the relevant expert group coordinator (or possible assistant coordinator).

- Quality-controlled resubmission analysis are delivered well in advance of the evaluation panel meeting and used to inform discussions.

The number of working units and the price per working unit established for sub-task 2e in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled resubmission assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task and fall under the remit of task 1:

- The existing resubmission analysis methodology is reviewed by the contractor and approved by the Contracting Authority. An analysis to identify all resubmissions from previous LIFE calls (at least the two previous years) is performed by the contractor on all submitted proposals.
- Problematic resubmissions are identified in accordance with a pre-agreed methodology and assigned to one individual expert in agreement with the Contracting Authority.
- The contractor ensures the efficient and timely delivery of quality-controlled problematic resubmission analysis well in advance of the panel meetings.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's deliverables and may ask the contractor to revise them if they do not comply with the requirements laid out above.

e) Outputs/deliverables:

- A pre-panel list, clearly identifying the proposals that are resubmissions and whether or not they are problematic, must be provided (*).
- For each resubmission considered problematic in agreement with the Contracting Authority, an analysis of the reasons for the discrepancies identified, must be provided, based on a pre-agreed template and delivered well in advance of the panels of experts.

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.2.6 SUB-TASK 2f: LIFE traditional project proposals evaluation based on the technical selection criteria - SELTEC

a) Brief description

Each LIFE traditional project full proposal passing the award criteria is checked for its compliance with the technical selection criteria contained in the evaluation guidelines that is published with the calls for proposals. Proposals which do not meet all the technical selection criteria are rejected.

b) Performance and quality requirements under sub-task 2f included in the fixed price:

- Each LIFE traditional project full proposal passing the award criteria must be fully and independently assessed by one expert for its compliance with the technical selection criteria. As part of the assessment, a self-explanatory comment must be

provided in each case of non-compliance with a criterion. In addition, the individual expert provides a synthesis assessment, as well as clear and thorough explanatory comments to justify the result given.

- For proposals submitted under the component LIFE Nature and Biodiversity, this task only includes the full and independent assessment by one expert of the technical selection criteria that were not assessed under sub-task 2d.
- These individual expert assessments are quality controlled by the relevant expert group coordinator (or possible assistant coordinator), who may amend them prior to delivering the evaluations to the Contracting Authority.
- All assessments are delivered to the Contracting Authority via the ESAP software and in Word format well in advance of the experts' panel meetings.

The number of working units and the price per working unit established for sub-task 2f in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor assigns all proposals that were not rejected at the award stage to one expert in accordance with their expertise and language skills.
- A list clearly indicating the outcome of the technical selection evaluation is delivered to the Contracting Authority well in advance of the panel meetings. In case of non-compliance, the list must include for each proposal a self-explanatory justification for its non-compliance with one or several selection criteria.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines and completes a 'final' evaluation, to formally approve the outputs and deliverables of the contractors' evaluation. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs/deliverables:

- For each full proposal evaluated on the basis of the technical selection evaluation criteria, one individual quality-controlled expert assessment must be provided, containing a self-explanatory justification in case of non-compliance with one or several selection criteria.
- A pre-panel list, clearly identifying proposals that are deemed to be accepted on the basis of the technical selection criteria and those that are deemed rejected on the basis of the technical selection criteria, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.2.7 SUB-TASK 2g: LIFE traditional project proposal evaluation based on the financial selection criteria - SELFIN

a) Brief description

All proposals submitted by private-sector entities that are likely to be on the long list of projects recommended for funding are checked for their compliance with the financial selection criteria published in the evaluation guidelines for the specific call. For proposals submitted by public-sector entities, additional information may be requested at this stage in case of doubt about the coordinating beneficiary's "public status" as defined by the "Public Body Declaration" to be submitted with the application. Proposals which do not meet all the financial selection criteria are rejected and will not be further evaluated.

b) Performance and quality requirements under sub-task 2g included in the fixed price:

- Each LIFE traditional project full proposal submitted by private sector applicants and that is likely to be on the long list of projects recommended for funding must be fully and independently assessed by one expert for its compliance with the financial selection criteria. This task includes, *inter alia*, an evaluation of the financial viability of the applicant on the basis of the accounting data submitted, and an assessment of the need for a bank guarantee, to cover the Contracting Authority's risk in terms of pre-financing projects run by private-sector applicants.
- As part of the assessment, a self-explanatory comment must be provided in each case of non-compliance with a criterion. In addition, the individual expert provides a synthesis assessment, as well as clear and thorough explanatory comments to justify the assessment given.
- All assessments are delivered to the Contracting Authority via the ESAP software and in Word format well in advance of the experts' panel meetings.

The number of working units and the price per working unit established for sub-task 2g in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for sub-task but fall under Task 1:

- The contractor clearly identifies in a list the public/private body status for each proposal that was not rejected at the award stage.
- The contractor assigns all proposals that were not rejected at the award stage to one expert to perform a financial viability check.
- A list clearly indicating the outcome of the financial viability check is delivered to the Contracting Authority well in advance of the panel meetings. In case of non-compliance, the list must include for each proposal a self-explanatory justification for its non-compliance with one or several selection criteria.

d) Tasks of the Contracting Authority:

- The Contracting Authority verifies the public/private body status and in case of doubt about the coordinating beneficiary's declared "public status", informs the contractor for further verification to be performed.
- The Contracting Authority checks whether there are any early warning notifications in ABAC concerning the applicants.

- The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines and completes a 'final' evaluation, to formally approve the outcome of the contractors' evaluation.
- The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal evaluated on the basis of the financial selection evaluation criteria, one individual quality-controlled expert assessment must be provided, containing self-explanatory justification in case of non-compliance with one or several selection criteria.
- A pre-panel list clearly identifying proposals that are deemed to be accepted on the basis of the financial selection criteria and those that are deemed rejected on the basis of the financial selection criteria(*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.2.8 SUB-TASK 2h: LIFE traditional project proposal evaluation synthesis report

a) Brief description

A full proposal evaluation synthesis report is elaborated for each proposal that was not rejected at the opening stage. The synthesis report is elaborated on the basis of the detailed individual evaluations carried out by two or three independent experts. A selected number of proposals and related synthesis reports are discussed at the occasion of the experts' panel meetings between the experts, the relevant representatives of the contractor and the Contracting Authority. A final list ranking the proposals in accordance with the final score achieved awarded is established. Based on the final award scores allocated to the proposals, and based on the rules for setting up the initial long list of projects as indicated in the evaluation guidelines, the Contracting Authority draws up a "long list" of projects. The total EU funding requested for proposals in the long list shall be at least 130% of the EU budget that is available under a particular call for proposals for co-funding under the LIFE Programme. The long list is itself composed of a short-list (100%) and a reserve list (30%). Applicants on the short list and a selected number of applicants on the reserve list are invited to enter a revision process. Letters notifying all applicants of the results of the evaluation process are sent.

b) Performance and quality requirements under sub-task 2h included in the fixed unit price:

- On the basis of the individual expert assessments, the relevant expert group coordinator (or possible assistant coordinator) drafts a full proposal evaluation synthesis report. A score is assigned to each criterion and a clear and thorough explanatory comment to justify each score given is provided. There must be coherence between the scores given and the comments formulated. It is of the utmost importance that all comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. The synthesis report will be sent to the applicant along with an invitation to enter into a revision process with a view to conclude a grant agreement or a rejection letter.
- Each full proposal evaluation synthesis report is quality controlled.
- Quality-controlled evaluation synthesis reports are delivered via the ESAP software and in Word.

The number of working units and the price per working unit established for sub-task 2h in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled full proposal evaluation synthesis report.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of task 1:

- The contractor ensures the efficient and timely organisation of expert panel meetings in Brussels to discuss a selected number of proposals between the experts, the relevant representatives of the contractor and the Contracting Authority. The contractor provides the premises and appropriate communication IT/tools.
- A pre-panel list ranking the full proposals in accordance to the weighted score achieved are delivered to the Contracting Authority well in advance of the experts panel meetings.
- Detailed and clear Minutes of all meetings held, as well as a consolidated version based on templates to be elaborated by the contractor and validated by the Contracting Authority.
- A final list ranking the proposals in accordance with the final score achieved is established.
- Letters notifying all applicants of the results of the evaluation process are prepared using the online notification tool and quality controlled.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines and formally approves the final award scores and comments. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above. The Contracting Authority verifies and sends out the notification letters.

e) Outputs/deliverables:

- For each full proposal evaluated, one quality-controlled evaluation synthesis report must be provided, containing logical, clear and thorough explanatory comments justifying the scores given.
- A pre-panel and a post-panel selection list, ranking the proposals in accordance with the weighted score achieved, must be provided (*).
- Detailed and clear Minutes of all meetings held must be provided, as well as, a consolidated version of the minutes based on templates to be elaborated by the contractor and validated by the Contracting Authority (*).
- Draft notification letters for all proposals received must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.2.9 SUB-TASK 2i: LIFE traditional project revision

a) Brief description

Proposals on the long list may have to undergo a certain level of revision, i.e. modification in structure or content to improve compliance with the technical and

financial provisions of the General Conditions to the model grant agreement and the Application Guidelines. If not already available, all administrative documents necessary for the conclusion of a grant agreement must also be gathered. During the revision phase, applicants on the short list and, if relevant, those on the reserve list will be contacted and will be asked to clarify particular aspects in their proposals and/or provide specific administrative documents. Following an evaluation of the answers received and possible iterations, detailed instructions will be given to the applicant on how to revise its electronic proposal. In justified cases, based on the contractor's evaluation of the answers received from the applicant during the revision phase, the Contracting Authority may decide to withdraw a proposal from the final long list. Any such applicant will be informed about the reasons for being rejected and redress procedures.

b) Performance and quality requirements under sub-task 2i included in the fixed unit price:

- A technical and financial revision document is prepared by one expert using an existing template to be reviewed by the contractor and validated by the Contracting Authority. The technical and financial revision document is prepared on the basis of the list of issues identified during the award evaluation phase, including all comments raised during the evaluation panel meeting as reflected in the final synthesis assessments, and using a revision checklist. It is of the utmost importance that questions and comments made are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. The technical and financial revision document will be sent to the applicant along with the full proposal evaluation synthesis report and an invitation to enter into a revision process in view of concluding a grant agreement.
- Each technical and financial revision document is quality controlled.
- The replies received from each applicant are assessed and when necessary the process is reiterated. Once satisfied with the answers and /or clarifications provided, the applicant is provided with clear instructions on how to revise the proposal. Once the revisions are made, the revised proposal is evaluated to ensure that all changes have been correctly applied. The detailed technical and financial revision document is updated to reflect how each revision point has been treated and a Revision Report based on a template provided by the Contracting Authority is drafted summarizing the revisions made to the proposal.
- In cases where proposals are eliminated during the project revision, draft rejection letters will be prepared clearly explaining the reasons for rejection. Each rejection letter is quality controlled.
- All exchanges of correspondence with the applicants in the revision phase are made via an IT platform (eProposal) and the identity of the individual evaluators is not disclosed to the applicants.

The number of working units and the price per working unit established for sub-task 2i in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled technical and financial revision.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- On the basis of existing documents, the contractor develops a revision methodology, revision checklists, revision training materials and revision templates

to be validated by the Contracting Authority and ensures that all experts are properly trained, guided and supported throughout the revision process.

- The contractor organises revision trainings prior to the start of each revision process with the groups of experts that will engage in revisions.
- The contractor assigns each proposal that is entering into revision to one individual expert in accordance with their expertise and language skills.
- If not already available, the contractor gathers all administrative documents necessary for the conclusion of a grant agreement; this constitutes the administrative revision of the proposals.
- The contractor updates the Contracting Authority on a regular basis regarding the revision progress of each proposal and keeps regularly updated revision tracking tables for each priority area with pre-agreed key performance indicators throughout the revision process.
- The contractor provides a complete and accurate electronic archive of all correspondence with the applicants.

d) Tasks of the Contracting Authority:

The Contracting Authority validates the templates, training materials and methodologies produced by the contractor, as well as, all the revisions. The Contracting Authority may ask the contractor to revise the documents if they do not comply with the requirements laid out above. The Contracting Authority sends out possible rejections letters in cases where revisions cannot be successfully concluded.

e) Outputs and deliverables:

- For each full proposal that entered into revision, one quality-controlled technical and financial revision document must be provided, clearly presenting the various iterations of the technical and financial revision process and the conclusions reached for each revision points raised.
- For each full proposal that entered into revision, one quality-controlled revision report containing a summary of the revisions made, must be provided.
- For each full proposal that entered into revision, a final, revised proposal, fully checked and available in electronic format, must be provided.
- For each full proposal that entered into revision, all administrative documents necessary to conclude a grant agreement, must have been provided (*).
- Draft rejection letters for each full proposal that entered into revision but was rejected during the process, must be provided (**).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 6.

The outputs/deliverables marked with (**) relate to this sub-task but fall under Task 1.

1.4.3 TASK 3: Evaluation and revision of proposals in view of awarding LIFE multi-annual Framework Partnership Agreements (FPAs) to non-profit making entities and LIFE annual specific operating grant under the FPAs

The following provides a description of the different phases of the evaluation and revision processes with a view to concluding LIFE multi-annual Framework Partnership Agreements to non-profit making entities and awarding annual specific operating grants to framework partners. Sub-tasks which may be requested of the contractor in specific service requests are identified. The specific requests for services will spell out, when

applicable, the sequence of sub-tasks to be performed. The description of each sub-task is structured as follows:

- a) Brief description of the phase of the evaluation process related to the sub-task,
- b) Performance and quality requirements included in the fixed unit price for the sub-task (see explanation below),
- c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1 (see description of Task 1),
- d) Tasks of the contracting authority in relation to the sub-task,
- e) Expected outputs related to the sub-task.

The workload and fixed costs matrix provided under Section 1.5 establishes the number of working units and the price per working unit for each sub-task.

1.4.3.1 SUB-TASK 3a: Award Evaluation in view of awarding LIFE multi-annual Framework Partnership Agreements (FPAs) to non-profit making entities

a) Brief description

All proposals found to have been submitted late, in an ineligible language or that have been submitted by entities from ineligible countries are excluded at the opening stage. All other proposals submitted undergo a detailed evaluation by two or three independent experts according to the award criteria published in the evaluation guidelines. A Panel meeting is organised in Brussels to discuss a selected number of proposals between the experts, the relevant representatives of the contractor and the Contracting Authority.

b) Performance and quality requirements under sub-task 3a included in the fixed price:

- Each full proposal must be fully and independently assessed by at least two experts. The individual expert assessments must assign a score for each award criterion, and must provide a clear and thorough explanatory comment to justify the individual score given. There must be coherence between the scores given and the comments formulated. These comments will, at a later stage, be used to elaborate a synthesis report that will be addressed to the applicants; it is therefore of the utmost importance that these comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. Where relevant, the assessment should include detailed, clear and operational suggestions for the revision of the proposal.
- In case the two individual expert assessments for a given proposal diverge significantly in their total scoring, the proposal must be independently assessed by a third expert.
- Each full proposal individual assessment is quality controlled by the relevant expert group coordinator (or possible assistant coordinator).
- Quality-controlled full proposals individual assessments are delivered via the ESAP software and in Word well in advance of the panels of experts.

The number of working units and the price per working unit established for sub-task 3a in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of task 1:

- The contractor assists the Contracting Authority in the opening of the proposals.
- The contractor is responsible for the uploading of proposal files into the Contracting Authority's IT evaluation system as well as for the encoding of the general proposal data into this system.
- The contractor assigns all proposals that were not rejected at the opening stage to individual experts in accordance with their expertise and language skills. In cases where no experts with the desired language skills can be identified, the contractor ensures the translation of the concept notes to English.
- The contractor identifies all proposals that have significantly diverging scoring on the basis of a pre-agreed methodology and assigns them to a third expert for evaluation.
- A preliminary pre-selection list ranking the proposals in accordance to the weighted score achieved are delivered to the Contracting Authority well in advance of the panel meetings.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines and may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal evaluated, at least two individual quality-controlled experts assessments must be provided, containing logical, clear and thorough explanatory comments justifying the score given, uploaded in ESAP, in Word.
- A pre-panel list, ranking the proposals in accordance to the weighted score achieved, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.3.2 SUB-TASK 3b: Resubmission analysis of LIFE proposals for multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities

a) Brief description

Resubmissions from previous LIFE Calls (at least the two previous years) are identified by the contractor. Resubmissions that are considered problematic are analysed by one of the independent experts that has performed the full proposal award evaluation. This analysis is done only once the award evaluation by the two or three independent experts has been finalised and in preparation for the expert panel discussions.

b) Performance and quality requirements under sub-task 3b included in the fixed price:

- For each resubmission identified as problematic in agreement with the Contracting Authority, an analysis of divergences of scores and/or comments is performed by one expert on the basis of a pre-agreed methodology and template.
- Each resubmission analysis is quality controlled by the relevant expert group coordinator (or possible assistant coordinator).
- Quality-controlled resubmission analysis are delivered well in advance of the evaluation panel meeting and used to inform discussions.

The number of working units and the price per working unit established for sub-task 3b in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled resubmission assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task and fall under Task 1:

- A resubmission analysis methodology is elaborated and an analysis to identify all resubmissions from previous LIFE calls (at least the two previous years) is performed by the contractor on all submitted proposals.
- Problematic resubmissions are identified in accordance with a pre-agreed methodology and assigned to one individual expert in agreement with the Contracting Authority.
- The contractor ensures the efficient and timely delivery of quality-controlled problematic resubmission analysis well in advance of the panel meetings.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's deliverables and may ask the contractor to revise them if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- A pre-panel list, clearly identifying the proposals that are resubmissions and whether or not they are problematic, must be provided (*).
- For each resubmission considered problematic in agreement with the Contracting Authority, a quality-controlled analysis of the reasons for the discrepancies identified, must be provided, based on a pre-agreed template.

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.3.3 SUB-TASK 3c: Evaluation based on the technical selection criteria of LIFE proposals for multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities - SELTEC

a) Brief description

Each proposal evaluated according to the award criteria is checked in parallel for its compliance with the technical selection criteria contained in the calls for proposals. Proposals which do not meet all the technical selection criteria are rejected.

b) Performance and quality requirements under sub-task 3c included in the fixed price:

- Each proposal must be fully and independently assessed by one expert for its compliance with the technical selection criteria. As part of the assessment, a self-

explanatory comment must be provided in each case of non-compliance with a criterion. In addition, the individual expert provides a summary assessment, as well as clear and thorough explanatory comments to justify the result given.

- These individual expert assessments are quality controlled by the relevant expert group coordinator (or possible assistant coordinator).
- All assessments are delivered to the contracting authority via the ESAP software and in Word format well in advance of the experts' panel meetings.

The number of working units and the price per working unit established for sub-task 3c in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of task 1:

- The contractor assigns all proposals that were not rejected before to one individual expert in accordance with their expertise and language skills.
- A list clearly indicating the outcome of the technical selection evaluation is delivered to the Contracting Authority well in advance of the panel meetings. In case of non-compliance, the list must include for each proposal a self-explanatory justification for its non-compliance with one or several selection criteria.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines and completes a 'final' evaluation, to formally approve the outcome of the contractors' evaluation. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal, one quality-controlled expert assessment must be provided, containing self-explanatory justification in case of non-compliance with one or several technical selection criteria.
- A pre-panel list, clearly identifying proposals that are deemed to be accepted on the basis of the technical selection criteria and those that are deemed rejected on the basis of the technical selection criteria, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.3.4 SUB-TASK 3d: Evaluation based on the financial selection criteria of LIFE proposals for multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities – SELFİN

a) Brief description

All proposals submitted that pass the eligibility, award and technical selection criteria are checked for their compliance with the financial selection criteria published in the call's guidelines.

b) Performance and quality requirements under sub-task 3d included in the fixed price:

- Each LIFE proposal passing the eligibility and the award and technical selection criteria must be fully and independently assessed by one expert for its compliance with the financial selection criteria. This task includes, *inter alia*, an evaluation of the financial viability of the applicant on the basis of the accounting data submitted, and an assessment of the need for a financial guarantee, to cover the Contracting Authority's risk in terms of pre-financing a non-profit making entities (i.e. NGO) work programmes.
- As part of the assessment, a self-explanatory comment must be provided in each case of non-compliance with a criterion. In addition, the individual expert provides a synthesis assessment, as well as clear and thorough explanatory comments to justify the assessment given.
- All assessments are delivered to the contracting authority via the ESAP software and in Word/Excel format well in advance of the experts' panel meetings.

The number of working units and the price per working unit established for sub-task 3d in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for sub-task but fall under Task 1:

- The contractor assigns all proposals that were not rejected at the award and technical selection stage to one individual expert to perform the financial selection evaluation.
- A list clearly indicating the outcome of the financial selection evaluation is delivered to the Contracting Authority well in advance of the panel meetings. In case of non-compliance, the list must include for each proposal a self-explanatory justification for its non-compliance with one or several selection criteria.

d) Tasks of the Contracting Authority:

- The Contracting Authority checks whether there are any early warning notifications in ABAC concerning the applicants.
- The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines and completes a 'final' evaluation, to formally approve the outcome of the contractors' evaluation.
- The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal evaluated on the basis of the financial selection evaluation criteria, one quality-controlled expert assessment must be provided, containing self-explanatory justification in case of non-compliance with one or several selection criteria.
- A pre-panel list, clearly identifying proposals that are deemed to be accepted on the basis of the financial selection criteria and those for which other measures need to be taken to lower the financial risk for the Contracting Authority, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.3.5 SUB-TASK 3e: Evaluation synthesis report of LIFE proposals for multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities

a) Brief description

A full proposal evaluation synthesis report is elaborated for each proposal that was not rejected at the opening stage. The synthesis report is elaborated on the basis of the detailed individual evaluations carried out by the two or three independent experts. A selected number of proposals and related synthesis reports are discussed at the experts' panel meetings between the experts, the relevant representatives of the contractor and the Contracting Authority. A final list ranking the proposals in accordance with the final score achieved is established.

b) Performance and quality requirements under sub-task 3e included in the fixed unit price:

- On the basis of the individual expert assessments, the relevant expert group coordinator (or possible assistant coordinator) drafts a proposal evaluation synthesis report. A score is assigned to each criterion and a clear and thorough explanatory comment to justify each score given is provided. There must be coherence between the scores given and the comments formulated. It is of the utmost importance that all comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. The synthesis report will be sent to the applicant along with an invitation to submit a proposal with a view to conclude an annual specific operating grant under the multi-annual framework partnership agreement, or a rejection letter.
- Each full proposal evaluation synthesis report is quality controlled.
- Quality-controlled evaluation synthesis reports are delivered via the ESAP software and in Word.

The number of working units and the price per working unit established for sub-task 3e in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled evaluation synthesis report.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor ensures the efficient and timely organisation of expert panel meetings in Brussels to discuss a selected number of proposals between the experts, the relevant representatives of the contractor and the Contracting Authority. The contractor provides the premises and appropriate communication IT/tools.

- A pre-panel list ranking the full proposals in accordance to the weighted score achieved are delivered to the Contracting Authority well in advance of the experts panel meetings.
- Detailed and clear Minutes of all meetings held, as well as a consolidated version based on templates to be elaborated by the contractor and validated by the Contracting Authority.
- A final list ranking the proposals in accordance with the final score achieved is established.
- Letters notifying all applicants of the results of the evaluation process are prepared and quality controlled.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines and formally approves the final award scores and comments. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above. The Contracting Authority verifies and sends out the notification letters.

e) Outputs and deliverables:

- For each full proposal evaluated, one quality-controlled evaluation synthesis report must be provided, containing logical, clear and thorough explanatory comments justifying the scores given, if needed, adapted after the panel meetings.
- A pre-panel and a post-panel selection list, ranking the proposals in accordance to the weighted score achieved, must be provided (*).
- Detailed and clear Minutes of all meetings held, as well as, a consolidated version of the minutes, must be provided, based on templates to be elaborated by the contractor and validated by the Contracting Authority (*).
- Draft notification letters for all proposals submitted, must be provided (*).

Outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.3.6 SUB-TASK 3f: Evaluation in view of awarding annual specific operating grants under multi-annual framework partnership agreements

a) Brief description

Applicants that have been selected for a framework partnership agreement and for whom there is enough budget to be financed are invited to propose an annual work programme and detailed budget in view of concluding annual specific operating grants under the multi-annual framework partnership agreement. The work programme and budget are checked against the award criteria presented in the guidelines of the call for proposals.

b) Performance and quality requirements under sub-task 3f included in the fixed unit price:

- Each proposal work programme and budget must be fully and independently assessed by one expert. The individual expert assessment must assign a score for each award criterion, and must provide a clear and thorough explanatory comment to justify the individual score given. There must be coherence between the scores given and the comments formulated. Where relevant, the assessment should

include detailed, clear and operational suggestions for the revision of the proposal. These comments will, at a later stage, be used to elaborate recommendations for revisions that will be addressed to the applicants; it is therefore of the utmost importance that these comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.

- Each individual assessment is quality controlled and endorsed by the relevant expert group coordinator (or possible assistant coordinator).
- Quality-controlled assessments are delivered via the ESAP software and in Word.
- If deemed necessary by the Contracting Authority, experts that performed the assessments and the expert group coordinator are available to provide further clarifications and/or justifications for their assessments remotely.

The number of working units and the price per working unit established for sub-task 3f in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor assigns each proposal to an individual expert in accordance with their expertise and language skills. In cases where no experts with the desired language skills can be identified, the contractor ensures the translation of the concept notes to English.
- A list ranking the proposals in accordance to the weighted score achieved is delivered to the Contracting Authority.
- If deemed necessary by the Contracting Authority, the contractor ensures the efficient and timely organisation of remote meetings to discuss a selected number of proposals between the experts, the relevant representatives of the contractor and the Contracting Authority. The contractor provides the premises and appropriate communication IT/tools.
- Detailed and clear Minutes of all meetings held, as well as a consolidated version are presented to the Contracting Authority.
- Letters notifying all applicants of the results of the evaluation process are prepared and quality controlled.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines and formally approves the final award scores and comments. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above. The Contracting Authority verifies and sends out the notification letters informing framework partners that their proposed work programme and budget can be accepted as a basis for the award of an annual specific operating grant, or that the proposal needs to be revised before it can be accepted.

e) Outputs and deliverables:

- For each proposed work programme and budget, one quality-controlled evaluation must be provided, containing logical, clear and thorough explanatory comments justifying the scores given and allowing to decide whether an annual specific operating grant can be awarded and containing points for revision;
- A selection list, ranking the proposals in accordance to the weighted score achieved, must be provided;
- Detailed and clear Minutes of all meetings held, as well as, a consolidated version of the minutes must be provided, based on pre-agreed templates (*),
- Notification letter for all proposals submitted (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.3.7 SUB-TASK 3g: Revision of LIFE proposals for awarding annual specific operating grants under multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities

a) Brief description

Work programmes and budgets presented by partner non-profit making entities may have to undergo a certain level of revision. If not already available, all administrative documents necessary for the conclusion of a grant agreement must also be gathered. During the revision phase, applicants will be asked to clarify particular aspects in their proposals and/or provide specific administrative documents. Following an evaluation of the answers received and possible iterations, detailed instructions will be given to the applicant on how to revise its electronic proposal. In justified cases, based on the contractor's evaluation of the answers received from the applicant during the revision phase, the Contracting Authority may decide to withdraw a proposal from the funding list. Any such applicant will be informed about the reasons for being rejected and redress procedures.

The Contracting Authority may request an applicant during the revision phase whether he accepts a lower grant level than the one initially requested should it be the last one on the ranking that could still receive (partial) funding. The selected applicants will have to submit revised work programmes and estimated budgets coherent with the grant level offered by the Contracting Authority.

b) Performance and quality requirements under sub-task 3g included in the fixed unit price:

- A revision document is prepared by one expert using a pre-agreed template. The revision document is prepared on the basis of the list of technical and financial issues identified during the award evaluation phase, including all comments raised during the evaluation panel meeting as reflected in the assessment, and using a revision checklist. In case a reduction of the co-funding amount requested is proposed, the pre-selected applicant is asked to provide an updated proposal and estimated budget consistent with the reduction proposed. It is of the utmost importance that questions and comments made are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. The revision document will be sent to the applicant along with the proposal evaluation and an invitation to enter into a revision process in view of concluding a grant agreement.
- Each revision document is quality controlled.
- The replies received from each applicant are assessed and when necessary the process is reiterated. Once satisfied with the answers and /or clarifications

provided, the applicant is provided with clear instructions on how to revise the proposal. Once the revisions are made, the revised proposal is evaluated to ensure that all changes have been correctly applied. The detailed revision document is updated to reflect how each revision point has been treated and a Revision Report based on a template provided by the Contracting Authority is drafted, summarizing the revisions made to the proposal.

- In cases where proposals are eliminated during the project revision, draft rejection letters will be prepared using a standard Word template clearly explaining the reasons rejection. Each rejection letter is quality controlled.
- All exchanges of correspondence with the applicants in the revision phase are made without disclosing the identity of the individual evaluators to the applicants.

The number of working units and the price per working unit established for sub-task 3g in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled technical and financial revision.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor develops a revision methodology, revision checklists, revision training materials and revision templates to be validated by the Contracting Authority and ensures that all experts are properly trained, guided and supported throughout the revision process.
- The contractor organises revision trainings prior to the start of each revision process with the groups of experts that will engage in revisions.
- The contractor assigns each proposal that is entering into revision to one individual expert in accordance with their expertise and language skills.
- If not already available, the contractor gathers all administrative documents necessary for the conclusion of a grant agreement; this constitutes the administrative revision of the proposals. The contractor develops specific templates and a methodology for that purpose that is validated by the Contracting Authority
- The contractor updates the Contracting Authority on a regular basis regarding the revision progress of each proposal and keeps regularly updated revision tracking tables for each priority area with pre-agreed key performance indicators throughout the revision process.
- The contractor provides a complete and accurate electronic archive of all correspondence with the applicants.

d) Tasks of the Contracting Authority:

The Contracting Authority validates the templates, training materials and methodologies produced by the contractor as well as all the revisions. The Contracting Authority may ask the contractor to revise the documents if they do not comply with the requirements laid out above. The Contracting Authority sends out possible rejections letters in cases where revisions cannot be successfully concluded.

e) Outputs and deliverables:

- For each proposal that entered into revision, one quality-controlled revision document must be provided, clearly presenting the various iterations of the revision process and the conclusions reached for each revision points raised.
- For each proposal that entered into revision, one quality-controlled revision report must be provided, containing a summary of the revisions made.
- For each proposal that entered into revision, a final, revised proposal, fully checked and available in electronic format, must be provided.
- For each proposal that entered into revision, all administrative documents necessary to conclude a grant agreement must have been provided (*).
- Draft rejection letters for each full proposal that entered into revision but was rejected during the process, must be provided.

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 6.

1.4.4 TASK 4: LIFE Integrated Project Proposals Evaluation and revision

The following provides a description of the different phases of the evaluation procedure and the revision process for proposals submitted under the LIFE calls for proposals for integrated projects under the sub-programme for Environment and/or the sub-programme for Climate Action. It should be noted that the evaluation and revision processes for LIFE Integrated Projects are structured in a way to accompany the progressive development and fine tuning of each proposal.

Sub-tasks which may be requested of the contractor in specific service requests are identified. The specific requests for services will spell out, when applicable, the sequence of sub-tasks to be performed. The description of each sub-task is structured as follows:

- a) Brief description of the phase of the evaluation process related to the sub-task.
- b) Performance and quality requirements included in the fixed unit price for the sub-task (see explanation below).
- c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of task 1 (see description of Task 1).
- d) Tasks of the Contracting Authority in relation to the sub-task.
- e) Expected outcomes related to the sub-task.

The workload and fixed costs matrix provided under section 1.5 establishes the number of working units and the price per working unit for each sub-task

1.4.4.1 SUB-TASK 4a: LIFE integrated project proposals concept note evaluation

a) Brief description

All concept notes found to have been submitted in an ineligible language or that have been submitted by an entity that is not legally registered in an EU country are excluded at the opening stage. All other concept notes undergo a detailed evaluation by one independent expert according to the criteria published in the call for proposals evaluation guidelines. Remote panel meetings are organised to discuss individual

concept notes between the experts, the relevant representatives of the contractor and the Contracting Authority.

b) Performance and quality requirements under sub-task 4a included in the fixed unit price:

- Each concept note is fully and independently assessed by one expert identified by the contractor. As part of the assessment, a self-explanatory comment must be provided for each criterion. In addition, the individual expert provides a synthesis assessment, as well as clear and thorough explanatory comments to justify the result given. Where relevant, the assessment should include detailed, clear and operational recommendations to be taken in consideration for the development of a full proposal.
- For concept notes identified as resubmissions, an analysis of possible divergences from the most recent evaluation is performed by the expert in accordance with a pre-agreed methodology.
- Each assessment is quality controlled by the relevant expert group coordinator (or possible assistant coordinator).
- Quality-controlled concept notes individual assessments are delivered via the ESAP software and in Word.
- The experts who individually evaluated the concept notes participate in remote experts panel meetings to discuss the concept notes.

The number of working units and the price per working unit established for sub-task 4a in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent evaluation.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of task 1:

- The contractor assigns all concept notes that were not rejected at an anterior stage to one individual expert in accordance with their expertise and language skills. In cases where no experts with the desired language skills can be identified and if required by the contracting authority, the contractor ensures the translation of the concept notes to English.
- An analysis to identify resubmissions from previous LIFE calls (at least the two previous years) is performed by the contractor on all submitted concept notes.
- A list clearly indicating the outcome of the evaluation is delivered to the Contracting Authority well in advance of the panel meetings. In case of non-compliance, the list must include for each concept note a self-explanatory justification for its non-compliance with one or several criteria.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines and completes a 'final' evaluation, to formally approve the outcome of the contractors' evaluation. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each concept evaluated, one quality-controlled expert assessment must be provided, containing self-explanatory justification.
- A pre-panel list, clearly identifying proposals that are deemed to be accepted and those that are deemed rejected, must be provided (*).
- For each concept note identified as a resubmission, an analysis of possible divergences from the most recent evaluation in accordance with a pre-agreed methodology, must be provided.

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.4.2 SUB-TASK 4b: LIFE integrated project concept note evaluation synthesis report

a) Brief description

A concept note evaluation synthesis report is elaborated for each concept note that was not rejected at the opening stage. The synthesis report is drafted on the basis of the detailed individual evaluation carried out by the independent expert and the discussions held at the occasion of remote panel meetings between the experts, the relevant representatives of the contractor and the Contracting Authority. A final list of passing and non-passing concept notes is established. Letters notifying all applicants of the results of the concept note evaluation process are sent.

b) Performance and quality requirements under sub-task 4b included in the fixed unit price:

- On the basis of the individual expert assessments and the discussions held at the remote panel meeting, the relevant expert group coordinator (or possible assistant coordinator) drafts a concept note evaluation synthesis report. A clear and thorough explanatory comment is formulated for each criterion. Where relevant, detailed, clear and operational recommendations to be taken in consideration for the development of a full proposal are included. It is of the utmost importance that all comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.
- Each concept note evaluation synthesis report is quality controlled.
- Quality-controlled concept note evaluation synthesis reports are delivered via the in Word.

The number of working units and the price per working unit established for sub-task 4b in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled concept note evaluation synthesis report.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of task 1:

- A list of passing and non-passing concept notes is delivered to the Contracting Authority well in advance of the remote concept note evaluation panel meetings.
- The contractor ensures the efficient and timely organisation of remote expert panel meetings to discuss concept notes between the experts, the relevant

representatives of the contractor and the Contracting Authority. The contractor provides the premises and appropriate communication tools/platforms.

- Detailed and clear Minutes of all remote meetings held, as well as a consolidated version based on templates to be elaborated by the contractor and validated by the Contracting Authority are presented to the Contracting Authority.
- A final list of passing and non-passing concept notes is established.
- Letters notifying all applicants of the results of the concept note evaluation process are prepared and quality controlled.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above. The Contracting Authority formally approves the final results of the evaluation, verifies and sends out the notification letters.

e) Outputs and deliverables:

- For each concept note evaluated, one quality-controlled concept note evaluation synthesis report must be provided, containing logical, clear and thorough explanatory comments.
- A pre-panel and a post-panel list of passing and non-passing concept notes in accordance to the established rules and criteria, must be provided (*).
- Detailed and clear Minutes of all remote meetings held, as well as a consolidated version of the Minutes, must be provided, based on pre-agreed templates (*).
- Draft notification letters for all concept notes sent out, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.4.3 SUB-TASK 4c: LIFE integrated project concept notes questions and answer phase in view of full proposals development

a) Brief description

Applicants of passing concept notes are invited to take part in a written question and answer phase, during which they can submit questions related to the preparation of a full proposal. At the end of this phase, the questions and answers are rendered public in an anonymised manner to equally assist all applicants in preparing their full proposals. Where appropriate, the questions and answers are supplemented with guidance regarding typical difficulties that applicants might have encountered and that became apparent in the concept notes.

b) Performance and quality requirements under task 4c included in the fixed unit price:

- Draft responses are prepared by an expert familiar with the integrated projects for each question/request received by the Contracting Authority. The response should contain clear answers to the question(s) asked. It is important that the response is clearly formulated, comprehensive and informative; spelling and grammar shall be checked as the answer will be published on the LIFE website.
- The draft responses are quality controlled.

The workload and fixed costs matrix provided under Section 1.5 establishes the number of working units and the price per working unit for task 4c. This fixed unit price is per passing concept note and covers all draft quality-controlled responses to questions raised in relation to one passing concept note.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of Task 1:

- The contractor assigns each concept note for which at least one question/request was received to an individual expert familiar with the integrated projects in accordance with their expertise and language skills.

d) Outputs and deliverables:

- Draft responses to all questions raised by applicants of passing concept notes, must be provided.

1.4.4.4 SUB-TASK 4d: LIFE integrated project full proposal evaluation based on the technical selection criteria

a) Brief description

Each LIFE integrated project full proposal that was not rejected at the opening stage is checked for its compliance with the technical selection criteria contained in the evaluation guidelines that are published with the calls for proposals. Proposals which do not meet all the technical selection criteria are rejected. The outcomes of the technical selection phase are discussed at the Evaluation Experts' Panels between the relevant representatives of the contractor and the Contracting Authority in Brussels.

b) Performance and quality requirements under sub-task 4d included in the fixed price:

- Each LIFE integrated project full proposal is fully and independently assessed by one expert for its compliance with the technical selection criteria. As part of the assessment, a self-explanatory comment must be provided for each criterion. In addition, the individual expert provides a synthesis assessment, as well as clear and thorough explanatory comments to justify the result given.
- The individual expert assessments are quality controlled by the relevant expert group coordinator (or possible assistant coordinator) who may amend them prior to delivering the evaluations to the Contracting Authority.
- All assessments are delivered to the contracting authority via email in Word format well in advance of the experts' panel meetings.

The number of working units and the price per working unit established for sub-task 4c in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor assigns all proposals that were not previously rejected to one individual expert in accordance with their expertise and language skills.
- A list clearly indicating the outcome of the technical selection evaluation is delivered to the Contracting Authority well in advance of the panel meetings. In case of non-compliance, the list must include for each proposal a self-explanatory justification for its non-compliance with one or several selection criteria.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines and completes a 'final' evaluation, to formally approve the outcome of the contractors' evaluation. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal evaluated on the basis of the technical selection evaluation criteria, one individual quality-controlled expert assessment must be provided, containing self-explanatory justification in case of non-compliance with one or several selection criteria.
- A pre-panel list, clearly identifying proposals that are deemed to be accepted on the basis of the technical selection criteria and those that are deemed to be rejected on the basis of the technical selection criteria, must be provided. In case of non-compliance, the list must include for each proposal a self-explanatory justification for its non-compliance with one or several selection criteria (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.4.5 SUB-TASK 4e: LIFE integrated project full proposal evaluation based on the financial selection criteria

a) Brief description

Each LIFE integrated project full proposal that was not rejected at a previous stage is checked for its compliance with the financial selection criteria published in the evaluation guidelines for the specific call. For proposals submitted by public-sector entities, additional information may be requested at this stage in case of doubt about the coordinating beneficiary's "public status" as defined by the "Public Body Declaration" to be submitted with the application. Proposals which do not meet all the financial selection criteria are rejected and will not be further evaluated.

b) Performance and quality requirements under sub-task 4e included in the fixed price:

- Each LIFE integrated project full proposal that was not rejected at the opening stage must be fully and independently assessed by one expert for its compliance with the financial selection criteria. This task includes, *inter alia*, an evaluation of the financial viability of the applicant on the basis of the accounting data submitted, and an assessment of the need for a bank guarantee, to cover the Contracting Authority's risk in terms of pre-financing projects run by private-sector applicants.

- As part of the assessment, a self-explanatory comment must be provided in each case of non-compliance with a criterion. In addition, the individual expert provides a synthesis assessment, as well as clear and thorough explanatory comments to justify the assessment given.
- All assessments are delivered to the Contracting Authority via email and in Word format well in advance of the experts' panel meetings.

The number of working units and the price per working unit established for sub-task 4d in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for sub-task but fall under the remit of Task 1:

- The contractor clearly identifies in a list the public/private body status for each proposal that was not rejected at the award stage.
- The contractor assigns all proposals that were not rejected at the opening stage to one individual expert to perform the financial selection evaluation.
- A list clearly indicating the outcome of the financial selection evaluation is delivered to the Contracting Authority well in advance of the panel meetings. In case of non-compliance, the list must include for each proposal a self-explanatory justification for its non-compliance with one or several selection criteria.

d) Tasks of the Contracting Authority:

- The Contracting Authority verifies the public/private body status and in case of doubt about the coordinating beneficiary's declared "public status", informs the contractor for further verification to be performed.
- The Contracting Authority checks whether there are any early warning notifications in ABAC concerning the applicants.
- The Contracting Authority verifies the compliance of the contractor's evaluation with the evaluation guidelines and completes a 'final' evaluation, to formally approve the outcome of the contractors' evaluation.
- The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal evaluated on the basis of the financial selection evaluation criteria, one individual quality-controlled expert assessment must be provided, containing self-explanatory justification in case of non-compliance with one or several selection criteria.
- A pre-panel list, clearly identifying proposals that are deemed to be accepted on the basis of the financial selection criteria and those that are deemed rejected on the basis of the financial selection criteria, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.4.6 SUB-TASK 4f: LIFE integrated project full proposal evaluation based on the award selection criteria

a) Brief description

All full proposals for integrated projects that have successfully passed the previous evaluation stages undergo a detailed evaluation by two or three independent experts according to the award criteria published in the Evaluation Guidelines. To ensure a thorough knowledge of the national context, it is required that one expert from the same country as the applicant is identified for each proposal. The other expert(s) should be from another country. Full proposals are preferably evaluated by the same expert as the one that evaluated the related concept note. Panel meetings are organised in Brussels to discuss a selected number of proposals between the experts, the relevant representatives of the contractor and the Contracting Authority.

b) Performance and quality requirements under sub-task 4f included in the fixed price:

- Each full proposal must be fully and independently assessed by at least two experts. The individual expert assessments must assign a score for each award criterion, and must provide a clear and thorough explanatory comment to justify the individual score given. There must be coherence between the scores given and the comments formulated. Where relevant, the assessment should include detailed, clear and operational suggestions for the revision of the proposal. These comments will, at a later stage, be used to elaborate a synthesis report that will be addressed to the applicants; it is therefore of the utmost importance that these comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.
- In case the two individual expert assessments for a given proposal diverge significantly in their scoring with regard to one or several award criteria, the proposal must be independently assessed by a third expert.
- In parallel to the process of assigning scores and justifying these scores to each proposal, the experts are also required at this stage to compile, for each proposal passing the award criteria, a first list of issues to be dealt with during the revision phase, in the format of questions to be addressed to the beneficiary.
- Each full proposal assessment is quality controlled by the relevant expert group coordinator (or possible assistant coordinator).
- Quality-controlled full proposals individual assessments are delivered via email and in Word well in advance of the panels of experts.

The number of working units and the price per working unit established for sub-task 4c in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of Task 1:

- The contractor assigns all proposals that were not rejected at the opening stage to individual experts in accordance with their expertise and language skills. In cases where no experts with the desired language skills can be identified, the contractor ensures the translation of the concept notes to English.

- The contractor identifies all proposals that have significantly diverging scoring on the basis of a pre-agreed methodology and assigns them to a third expert for evaluation.
- A preliminary pre-selection list ranking the proposals in accordance to the weighted score achieved are delivered to the Contracting Authority well in advance of the panel meetings.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines and may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- For each full proposal evaluated at least two individual quality-controlled experts' assessments must be provided, containing logical, clear and thorough explanatory comments justifying the score given sent by email and in Word.
- A pre-panel list, ranking the proposals in accordance to the weighted score achieved must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

1.4.4.7 SUB-TASK 4g: Resubmission analysis of LIFE full proposals for integrated projects based on a pre-defined methodology

a) Brief description

Resubmissions from previous LIFE calls (at least the two previous years) are identified by the contractor. The identification of resubmissions is done on the basis of the proposals flagged as resubmissions by the applicant themselves and is completed through a systematic and thorough tool based search. Resubmissions that are considered problematic are analysed by one of the independent experts that has performed the full proposal award evaluation. This analysis is done only once the award evaluation by two or three independent experts has been finalised and in preparation for the expert panel discussions.

b) Performance and quality requirements under sub-task 4g included in the fixed price:

- For each resubmission identified as problematic in agreement with the Contracting Authority, an analysis of divergences of scores and/or comments is performed by one expert on the basis of a pre-agreed methodology and template.
- Each resubmission analysis is quality controlled by the relevant expert group coordinator (or possible assistant coordinator).
- Quality-controlled resubmission analysis are delivered well in advance of the evaluation panel meeting and used to inform discussions.

The number of working units and the price per working unit established for sub-task 4f in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled resubmission assessment.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task and fall under Task 1:

- A resubmission analysis methodology is elaborated and an analysis to identify all resubmissions from previous LIFE calls (at least the two previous years) is performed by the contractor on all submitted proposals.
- Problematic resubmissions are identified in accordance with a pre-agreed methodology and assigned to one individual expert in agreement with the Contracting Authority.
- The contractor ensures the efficient and timely delivery of quality-controlled problematic resubmission analysis well in advance of the panel meetings.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's deliverables and may ask the contractor to revise them if they do not comply with the requirements laid out above.

e) Outputs and deliverables:

- A pre-panel list, clearly identifying the proposals that are resubmissions and whether or not they are problematic, must be provided (*).
- For each resubmission considered problematic in agreement with the Contracting Authority, an analysis of the reasons for the discrepancies identified, must be provided, based on a pre-agreed template are delivered well in advance of the panels of experts.

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.4.8 SUB-TASK 4h: LIFE integrated project full proposal evaluation synthesis report

a) Brief description

A full proposal evaluation synthesis report is elaborated for each proposal that was evaluated on the basis of the award criteria. The synthesis report is elaborated on the basis of the detailed individual evaluations carried out by the two or three independent experts. Proposals and related synthesis reports are discussed at the occasion of the experts' panel meetings between the experts, the relevant representatives of the contractor and the Contracting Authority. The Contracting Authority establishes a "Preliminary Long List" of proposals to be admitted to revision once the final approval of the scores to be awarded to each proposal in the Award phase has taken place. Besides being based on the scores given to each proposal, this list takes into account the conditions set out in the LIFE Regulation to ensure geographical balance for integrated projects and other rules as spelled out in the evaluation guidelines applicable to the call under evaluation. Applicants on the list whose projects represent up to 130% of the available budget are invited to enter a revision process. Letters notifying all applicants of the results of the evaluation process are sent.

b) Performance and quality requirements under sub-task 4h included in the fixed unit price:

- On the basis of the expert assessments, the relevant expert group coordinator (or possible assistant coordinator) drafts a full proposal evaluation synthesis report. A score is assigned to each criterion and a clear and thorough explanatory comment to justify each score given is provided. There must be coherence between the scores given and the comments formulated. It is of the utmost importance that all comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. The synthesis report will either be sent to the applicant along with an invitation to enter into a revision process with a view to concluding a grant agreement or being included in a rejection letter.
- Each full proposal evaluation synthesis report is quality controlled.
- Quality-controlled evaluation synthesis reports are delivered via email and in Word.

The number of working units and the price per working unit established for sub-task 4dg in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled full proposal evaluation synthesis report.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor ensures the efficient and timely organisation of expert panel meetings in Brussels to discuss proposals between the experts, the relevant representatives of the contractor and the Contracting Authority. The contractor provides the premises and appropriate communication IT/tools.
- A pre-panel list ranking the full proposals in accordance to with the weighted score achieved are delivered to the Contracting Authority well in advance of the experts panel meetings.
- Detailed and clear Minutes of all meetings held, as well as a consolidated version based on templates to be elaborated by the contractor and validated by the Contracting Authority are presented to the Contracting Authority.
- A final list ranking the proposals in accordance with the final score achieved is established.
- Letters notifying all applicants of the results of the evaluation process are prepared and quality controlled.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines and formally approves the final award scores and comments. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above. The Contracting Authority verifies and sends out the notification letters.

e) Outputs and deliverables:

- For each full proposal evaluated, one quality-controlled evaluation synthesis report must be provided, containing logical, clear and thorough explanatory comments justifying the scores given.
- A pre-panel and a post-panel selection list, ranking the proposals, must be provided (*).

- Detailed and clear Minutes of all meetings held, as well as, a consolidated version of the Minutes must be provided, based on pre-agreed templates (*).
- Draft notification letter for all proposals received, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.4.9 SUB-TASK 4i: LIFE integrated project proposal revision

a) Brief description

The aim of the revision phase is to clarify, for all proposals listed on the preliminary long list, all open questions regarding feasibility, cost-effectiveness and eligibility of individual actions, compliance with the LIFE Regulation and the conditions set in the Grant Agreement, etc., as well as to ask the applicant to provide specific administrative documents when required. During the revision phase, the Contracting Authority may ask the applicant to provide further details about particular aspects of the proposal and/or to introduce modifications or improvements to the original proposal. The coordinating beneficiary may also be asked to delete certain actions and/or to reduce the project budget, the EU financial contribution and/or the EU co-financing rate to the project. The Contracting Authority will send a letter to the coordinating beneficiary with all revision questions and inviting him to a revision meeting in Brussels at the Contracting Authority's premises. A session will usually last 1-2 days. Minutes of the session will be sent to the applicants for comments and approval. The applicants who confirm their intention to submit a revised full proposal will be invited to do so by way of a formal invitation to submit the revised full proposal by a fixed deadline. This invitation will include the full set of instructions concerning all modifications agreed in the Minutes. The revised proposals will be verified to ensure that all instructions were duly taken into consideration in view of the preparation of a grant agreement. In justified cases, the Contracting Authority may decide to withdraw a proposal from the final long list. Any such applicant will be informed about the reasons for being rejected and complaints and redress procedures. Once the revision of proposals has been concluded, a "final short list" of LIFE proposals for IPs to be funded and a "final reserve list" of proposals is set up. The short and reserve lists take into account possible budget reductions and/or the removal of proposals from the previous long and reserve lists as a result of the revision. It is therefore possible that one or more projects that were previously on the reserve-listed might be taken on board in the final short list. The reserve list only encompasses an additional 20% of the available budget for IP. Proposals that were eventually not listed or are listed in the reserve list are informed.

b) Performance and quality requirements under sub-task 4i included in the fixed unit price:

- A technical and financial revision document is prepared by one expert using a pre-agreed template. The technical and financial revision document is drafted on the basis of the list of issues identified during the award evaluation phase, including all comments raised during the evaluation panel meeting as reflected in the final synthesis assessments, and using a revision checklist. It is of the utmost importance that questions and comments made are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.
- Each technical and financial revision document is quality controlled and delivered to the Contracting Authority for approval and sending.

- The revision expert – that should preferably be one of the evaluators of the proposal - attends the revision session in Brussels and comes prepared to discuss the issues raised in the technical and financial revision document with the applicant.
- Provided that the applicant has confirmed his interest, the technical and financial revision document is revised in light of the discussions held during the revision meeting to include the full set of instructions for all modifications agreed.
- Applicants are invited to apply the modifications agreed to their proposal and submit a revised version which is assessed by the revision expert. If any outstanding issue remain, the applicant is informed that the changes made are not satisfactory and the process is reiterated. Once all changes have been correctly applied, the detailed technical and financial revision document is updated to reflect how each point has been treated and a Revision Report based on a template provided by the Contracting Authority is drafted summarizing the revisions made to the proposal.
- In cases where proposals are eliminated during the project revision, ready-to-send draft rejection letters will be prepared using a standard Word template clearly explaining the reasons for rejection. Each rejection letter is quality controlled.

The number of working units and the price per working unit established for sub-task 4h in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled technical and financial revision.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor develops a revision methodology, revision checklists, revision training materials and revision templates to be validated by the Contracting Authority and ensures that all experts are properly trained, guided and supported throughout the revision process.
- The contractor organises revision trainings prior to the start of each revision process with the groups of experts that will engage in revisions.
- The contractor assigns each proposal that is entering into revision to one individual expert in accordance with their expertise and language skills.
- The contractor prepares letters inviting the applicants to the revision sessions.
- The contractor assists in the preparation of the revision meeting (held at the premises of the Contracting Authority) and acts as a technical secretary.
- The contractor prepares detailed Minutes of the session.
- If not already available, the contractor gathers all administrative documents necessary for the conclusion of a grant agreement; this constitutes the administrative revision of the proposals.
- The contractor prepares ready-to-send draft notification letters using a template to be elaborated by the contractor and validated by the Contracting Authority for all proposals on the reserve list. Each letter is quality controlled.
- The contractor updates the Contracting Authority on a regular basis regarding the revision progress of each proposal and keeps regularly updated revision tracking tables for each priority area with pre-agreed key performance indicators throughout the revision process.

d) Tasks of the Contracting Authority:

The Contracting Authority validates the templates, training materials and methodologies produced by the contractor as well as all the revisions. The Contracting Authority may ask the contractor to revise the documents if they do not comply with the requirements laid out above. The Contracting Authority sends out the letters with all revision questions to the coordinating beneficiaries inviting them to the revision session. The Contracting Authority sends out possible rejections letters in cases where revisions cannot be successfully concluded, as well as, notification letters for proposals that are on the reserve list.

e) Outputs and deliverables:

- Draft Invitation letters to the applicants to the revision sessions, must be provided (*).
- Detailed Minutes of the revision sessions held with the applicants, must be provided (*).
- For each full proposal that entered into revision, one quality-controlled technical and financial revision document (Minutes of the revision meeting) must be provided, clearly presenting the various iterations of the technical and financial revision process and the conclusions reached for each revision points raised.
- For each full proposal that entered into revision, one quality-controlled revision report must be provided, containing a summary of the revisions made.
- For each full proposal that entered into revision, a final, revised proposal fully checked and available on paper and in electronic format, must be provided.
- For each full proposal that entered into revision, all administrative documents necessary to conclude a grant agreement must have been provided (**).
- Draft rejection letters for each proposal that entered into revision but was rejected during the process, must be provided (*).
- Draft notification letter for each proposal that is on the reserve list, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under Task 1.

The outputs/deliverables marked with (**) relate to this sub-task but fall under Task 6.

TASK 5: LIFE Capacity Building Project Proposals evaluation and revision

Applications for capacity-building projects follow a fast-track evaluation procedure. Applications are assessed on a rolling basis as they are received and have to be submitted before the first quarter of 2019 in order to be considered for the financing period 2018-2020. The following provides a description of the different phases of the evaluation procedure and the revision process for proposals submitted under the LIFE call for proposals for capacity building projects. It should be noted that the evaluation and revision processes for LIFE capacity building projects are structured in a way to communicate evaluation results around 2 months after submission and to conclude the revision process within a maximum of 2 months.

Sub-tasks which may be requested of the contractor in specific service requests are identified. The specific requests for services will spell out, when applicable, the sequence of sub-tasks to be performed. The description of each sub-task is structured as follows:

- a) Brief description of the phase of the evaluation process related to the sub-task,

- b) Performance and quality requirements included in the fixed unit price for the sub-task (see explanation below),
- c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of Task 1 (see description of Task 1),
- d) Tasks of the contracting authority in relation to the sub-task,
- e) Expected outputs and deliverables related to the sub-task.

The workload and fixed costs matrix provided under section 1.5 establishes the number of working units and the price per working unit for each sub-task.

1.4.4.10 SUB-TASK 5a: LIFE capacity building project proposals evaluation based on the award criteria

a) Brief description

Any capacity building project proposal submitted that has successfully passed the eligibility and selection criteria carried out by the Contracting Authority undergoes a detailed evaluation by two independent experts according to the award criteria published in the call for proposals evaluation guidelines. Remote panel meetings are organised to discuss the proposals between the experts, the relevant representatives of the contractor and the Contracting Authority.

b) Performance and quality requirements under sub-task 5a included in the fixed unit price:

- Each proposal is fully and independently assessed by two experts identified by the contractor. The individual expert assessments must assign a score for each criterion, and must provide a clear and thorough explanatory comment to justify the individual scores given. There must be coherence between the scores given and the comments formulated. Where relevant, the assessment should include detailed, clear and operational recommendations to be taken in consideration for the development of a full proposal. Comments will, at a later stage, be used to elaborate an evaluation synthesis report; it is therefore of the utmost importance that they are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.
- Each assessment is quality controlled.
- Quality-controlled individual assessments are delivered in Word.
- The experts who individually evaluated the proposal participate in remote experts panel meetings to discuss the evaluation.

The number of working units and the price per working unit established for sub-task 5a in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled independent evaluation.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor assigns all proposals that passed the eligibility and selection criteria carried out by the Contracting Authority to individual experts in accordance with

their expertise and language skills. In cases where no experts with the desired language skills can be identified, the contractor ensures the translation of the concept notes to English.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above.

e) Expected outputs and deliverables:

- For each proposal evaluated 2 individual quality-controlled expert assessments must be provided, containing logical, clear and thorough explanatory comments justifying the scores given.

1.4.4.11 SUB-TASK 5b: LIFE capacity building project proposals evaluation synthesis reports

a) Brief description

An evaluation synthesis report is drafted for each proposal that was evaluated against the award criteria. The synthesis report is elaborated on the basis of the detailed individual evaluations carried out by the two independent experts. The proposals and related synthesis reports are discussed at the occasion of remote panel meetings between the experts, the relevant representatives of the contractor and the Contracting Authority. Those proposals with scores at or above the minimum pass score for all of the pre-selection criteria are invited to a revision process. A letter notifying the applicant of the result of the proposal's evaluation process is sent.

b) Performance and quality requirements under sub-task 5b included in the fixed unit price:

- On the basis of the individual expert assessments, a proposal evaluation synthesis report is elaborated. A score is assigned to each criterion and a clear and thorough explanatory comment to justify each score given is provided. There must be coherence between the scores given and the comments formulated. Where relevant, detailed, clear and operational recommendations to be taken in consideration for the revision of the proposal are included. It is of the utmost importance that all comments are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. The synthesis report will be sent to the applicant, along with the invitation to revise their proposal or the rejection notification.
- Each proposal evaluation synthesis report is quality controlled and delivered in Word well in advance of the remote panels.
- The evaluation synthesis reports are revised on the basis of the discussions held at the remote panels (when applicable), quality controlled and delivered in Word.

The number of working units and the price per working unit established for sub-task 5b in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled proposal evaluation synthesis report.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor ensures the efficient and timely delivery of the evaluation synthesis report and the organisation of remote expert panel meetings (when applicable) to discuss the proposals between the experts, the relevant representatives of the contractor and the Contracting Authority. If requested, the contractor provides the premises and appropriate communication tools/platforms compatible with the Contracting Authority communication tools/platforms.
- Detailed and clear Minutes of all remote meetings held based on templates to be elaborated by the contractor and validated by the Contracting Authority are presented to the Contracting Authority.
- Letters notifying the applicants of the results of the evaluation process are prepared and quality controlled.

d) Tasks of the Contracting Authority:

The Contracting Authority verifies the compliance of the contractor's evaluation with the Evaluation Guidelines. The Contracting Authority may ask the contractor to revise its evaluations if they do not comply with the requirements laid out above. The Contracting Authority formally approves the final results of the evaluation, verifies and sends out the notification letters.

e) Outputs and deliverables:

- For each proposal evaluated, one quality-controlled evaluation synthesis report must be provided, containing logical, clear and thorough explanatory comments justifying the scores given.
- Detailed and clear Minutes of all remote meetings held must be provided, based on pre-agreed templates (*).
- Draft notification letters for all proposals, must be provided (*).

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 1.

1.4.4.12 SUB-TASK 5c: LIFE capacity building project proposals revision

a) Brief description

Proposals may have to undergo a certain level of revision, i.e. modification in structure or content to improve compliance with the technical and financial provisions of the General Conditions to the model grant agreement and the Application Guidelines. If not already available, all administrative documents necessary for the conclusion of a grant agreement must also be gathered. Following an evaluation of the answers received from the applicant on revision issues raised, and possible iterations, detailed instructions are given to the applicant on how to revise the proposal. In justified cases, based on the contractor's evaluation of the answers received from the applicant during the revision phase, the Contracting Authority may decide not to proceed with the conclusion of a grant agreement. Any such applicant will be informed about the reasons for being rejected and redress procedures.

b) Performance and quality requirements under sub-task 5c included in the fixed unit price:

- A technical and financial revision document is prepared by one expert using a pre-agreed template. The technical and financial revision document is prepared on the basis of the list of issues identified during the award evaluation phase, including all comments raised during the remote evaluation panel meeting as reflected in the final evaluation synthesis reports, and using a revision checklist. It is of the utmost importance that questions and comments made are clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked. The technical and financial revision document will be sent to the applicant along with the full proposal evaluation synthesis report and an invitation to enter into a revision process in view of concluding a grant agreement.
- The technical and financial revision document is quality controlled.
- The replies received from the applicant are assessed and when necessary the process is reiterated. When the provided answers and /or clarifications are satisfactory, the applicant is provided with clear instructions on how to revise the proposal. Once the revisions are made, the revised proposal is evaluated to ensure that all changes have been correctly applied. The detailed technical and financial revision document is updated to reflect how each revision point has been treated and a Revision Report based on a template provided by the Contracting Authority is drafted summarizing the revisions made to the proposal.
- In cases where a proposal is eliminated during the project revision, a draft rejection letter is prepared using a standard Word template clearly explaining the reasons rejection. Each rejection letter is quality controlled.

The number of working units and the price per working unit established for sub-task 5c in the workload and fixed costs matrix under Section 1.5 is for one quality-controlled technical and financial revision.

c) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under Task 1:

- The contractor develops a revision methodology, revision checklists, revision training materials and revision templates to be validated by the Contracting Authority and ensures that all experts are properly trained, guided and supported throughout the revision process.
- The contractor ensures that the experts involved in the revision process are fully trained prior to starting a revision.
- The contractor assigns each proposal entering into revision to one expert in accordance with their expertise and language skills.
- If not already available, the contractor gathers all administrative documents necessary for the conclusion of a grant agreement; this constitutes the administrative revision of the proposals. The contractor develops specific templates and a methodology for that purpose, which are validated by the Contracting Authority
- The contractor updates the Contracting Authority on a regular basis regarding the revision progress of each proposal and keeps regularly updated revision tracking tables for each priority area with pre-agreed key performance indicators throughout the revision process.
- The contractor provides a complete and accurate electronic archive of all correspondence with the applicants.

d) Tasks of the Contracting Authority:

The Contracting Authority validates the templates, training materials and methodologies produced by the contractor as well as all the revisions. The Contracting Authority may ask the contractor to revise the documents if they do not comply with the requirements laid out above. The Contracting Authority sends out rejection letters in cases where revisions cannot be successfully concluded.

e) Outputs and deliverables:

- For each full proposal that entered into revision, one quality-controlled technical and financial revision document must be provided, clearly presenting the various iterations of the technical and financial revision process and the conclusions reached for each revision points raised.
- For each full proposal that entered into revision, one quality-controlled revision report must be provided, containing a summary of the revisions made.
- For each full proposal that entered into revision, a final, revised proposal fully checked and available in electronic format, must be provided.
- For each full proposal that entered into revision, all administrative documents necessary to conclude a grant agreement must have been provided (*).
- Draft rejection letters for each proposal that entered into revision but was rejected during the process, must be provided.

The outputs/deliverables marked with (*) relate to this sub-task but fall under the remit of Task 6.

1.4.5 TASK 6: Preparation of LIFE framework partnership agreement and LIFE grant agreements

a) Brief description

For each successful applicant to a call for proposals for LIFE Framework Partnership Agreements, a framework partnership agreement is prepared on the basis of template to be provided by the Contracting Authority. For each proposal submitted under any other call that was successfully revised and for which budget is available, including the calls for specific grant agreements under the framework partnership agreements, a grant agreement is prepared on the basis of template to be provided by the Contracting Authority. The number of grant agreements depends on the global budget available and on the average budget of the projects selected for co-financing under each call for proposals.

b) Performance and quality requirements:

The contractor prepares the framework partnership agreements and the grant agreements to be sent to the successful applicants for signature. This work consists in the preparation of the text of each individual agreement (partnership agreement and/or grant agreement) on the basis of a Word template to be provided by the Contracting Authority. The text of the agreements will have to include specific data on each project, in accordance with the list of projects selected for co-financing that will be listed in the corresponding Contracting Authority Decision.

Individual partnership and/or grant agreements are sent electronically to the Contracting Authority and all annexes to the agreements are printed by the contractor and delivered in two copies to the Contracting Authority.

The workload and fixed costs matrix provided under section 1.5 establishes the number of working units and the price per working unit for Task 6. This fixed unit price is for one quality-controlled grant or partnership agreement and is an integral part of the financial offer. The contractor will not be allowed to deviate from it in its contractual arrangements with the experts.

c) Tasks of the Contracting Authority:

- The Contracting Authority validates the work done by the contractor and sends out the partnership and/or grant agreements;
- The Contracting Authority may, in justified cases, ask the contractor to correct the partnership and/or grant Agreements and/or its Annexes if they have not been prepared in accordance with the requirements laid out above.

d) Outputs and deliverables:

- Grant agreements ready to be sent to the beneficiaries for signature.

1.4.6 TASK 7: Dealing with requests for additional information and complaints

b) Brief description

When applicants request additional information on the reasons for elimination of their proposals or submit a complaint, a letter providing the requested information and/or answer to the complaint is prepared and sent.

c) Performance and quality requirements under task 7 included in the fixed unit price:

- A draft letter for each complaint/request received by the Contracting Authority is prepared by an expert familiar with the proposal. The letter should contain additional information and/or answer to the complaint on the reasons for rejection of proposals and means of redress. It is of the utmost importance that the response is clearly and politely formulated, comprehensive and unambiguous; spelling and grammar shall be duly checked.
- The draft letter is quality controlled.

The workload and fixed costs matrix provided under section 1.5 establishes the number of working units and the price per working unit for Task 7. This fixed unit price is for one quality-controlled draft response and is an integral part of the financial offer. The contractor will not be allowed to deviate from it in its contractual arrangements with the experts.

e) Performance and quality requirements to be delivered by the contractor related to the sub-task that are not included in the unit price fixed for the sub-task but fall under the remit of task 1:

- The contractor assigns each complaint/request to one individual expert familiar with the proposal in accordance with their expertise and language skills. In cases

where no experts with the desired language skills can be identified, the contractor ensures the translation of the complaint/request to English.

f) Outputs and deliverables:

- Draft response letters to all applicants requesting additional information or submitting a complaint, must be provided.

1.5 WORKLOAD & FIXED COSTS MATRICES

The matrices provided below establish the breakdown of the number of working units for Tasks 2 to 7 and sub-tasks thereof, as well as, their total fixed price. A number of working units (WU) was estimated for each task/sub-task and corresponds to the work time required for it to be performed by 1 expert and 1 quality controller. 1 working day is equivalent to 10 working units. The total fixed price calculated for each task/sub-task considers that 1 WU = € 45.

When submitting the financial offer for this tender, as well as, when submitting the financial offers in response to future specific requests for services to be launched under the FWC, the tenderer/contractor will not be allowed to deviate from the workloads expressed in working units and the fixed prices presented in the tables below. These will also have to be respected in the contractual arrangements that the contractor will conclude with the experts who will perform these tasks/sub-tasks.

The financial offer related to the FWC will solely be assessed on the price offered for Task 1.

Table 10: Workload and fixed costs matrix for task 2 (LIFE traditional project proposals evaluation and revision)

Sub-tasks	n° of WU per Expert	n° of WU for Quality Control	Total Fixed Price in €
Sub-task 2a: LIFE traditional project concept notes evaluation based on the pre-selection criteria – <i>for two-stage selection process only</i>	4	1	225
Sub-task 2b: LIFE traditional project concept note evaluation synthesis report - <i>for two-stage selection process only</i>	2,5	0,5	135
Sub-task 2c: Award evaluation of proposals for traditional projects under LIFE environment and resources efficiency, LIFE environmental governance and information and LIFE climate action	18	2	900
Sub-task 2d: Award evaluation and technical selection of full proposals for traditional projects under LIFE nature & biodiversity	23	2	1125
Sub-task 2e: Resubmission analysis of LIFE traditional projects proposals based on a pre-defined methodology	4	1	225
Sub-task 2f: LIFE traditional project proposals evaluation based on the technical selection criteria - SELTEC	2,5	0,5	135
Sub-task 2g: LIFE traditional project proposals evaluation based on the financial selection criteria – SELFİN	2	0	90
Sub-task 2h: LIFE traditional project proposals evaluation synthesis report	4	1	225
Sub-task 2i: LIFE traditional project proposals revision	55	5	2700

Table 11: Workload and fixed costs matrix for task 3 (Evaluation and revision of proposals in view of awarding LIFE multi-annual Framework Partnership Agreements (FPAs) to non-profit making entities and LIFE annual specific operating grant under the FPAs)

Sub-tasks	n° of WU per Expert	n° of WU for Quality Control	Total Fixed Price in €
Sub-task 3a: Award evaluation in view of awarding LIFE multi-annual Framework Partnership Agreements (FPAs) to non-profit making entities	10	2	540
Sub-task 3b: Resubmission analysis of LIFE proposals for multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities	3	1	180
Sub-task 3c: Evaluation based on the technical selection criteria of LIFE proposals for multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities - SELTEC	1	0	45
Sub-task 3d: Evaluation based on the financial selection criteria of LIFE proposals for multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities – SELFIN	2	0	90
Sub-task 3e: Evaluation synthesis report of LIFE proposals for multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities	2,5	1	157,50
Sub-task 3f: Evaluation in view of awarding annual specific operating grants under multi-annual framework partnership agreements	3	0.5	157,50
Sub-task 3g: Revision of LIFE proposals for awarding annual specific operating grants under multi-annual Framework Partnership Agreements (FPAs) with non-profit making entities	20	3	1035

Table 12: Workload and fixed costs matrix for task 4 (LIFE Integrated Project Proposals Evaluation and Revision)

Sub-tasks	n° of WU per Expert	n° of WU for Quality Control	Total Fixed Price in €
Sub-task 4a: LIFE integrated project proposals concept note evaluation	18	2	900
Sub-task 4b: LIFE integrated project concept note evaluation synthesis report	4	1	225
Sub-task 4c: LIFE integrated project concept notes Q&A phase in view of full proposals development	4	1	225
Sub-task 4d: LIFE integrated project full proposal evaluation based on the technical selection criteria - SELTEC	3	1	180
Sub-task 4e: LIFE integrated project proposal evaluation based on the financial selection criteria - SELFIN	2	0	90
Sub-task 4f: LIFE integrated project proposals evaluation based on the award selection criteria	55	5	2700
Sub-task 4g: LIFE integrated project proposals resubmission analysis based on a pre-defined methodology	8	2	450
Sub-task 4h: LIFE integrated project proposals evaluation synthesis report	4	1	225
Sub-task 4i: LIFE integrated project proposals revision	75	10	3825

Table 13: Workload and fixed costs matrix for task 5 (LIFE Capacity Building Project Proposals Evaluation and Revision)

Sub-tasks	n° of WU per Expert	n° of WU for Quality Control	Total Fixed Price
Sub-task 5a: LIFE capacity building project proposals evaluation based on the award criteria	13	2	675
Sub-task 5b: LIFE capacity building project proposals evaluation synthesis reports	4	1	225
Sub-task 5c: LIFE capacity building project proposals revision	22	3	1125

Table 14: Workload and fixed costs matrix for task 6 (Preparation of LIFE framework partnership agreement and LIFE grant agreements)

	n° of WU per Expert	n° of WU for Quality Control	Total Fixed Price
Preparation of LIFE framework partnership agreement and LIFE grant agreements	2	0	90

Table 15: Workload and fixed costs matrix for task 7 (Dealing with requests for additional information and complaints)

	Expert	n° of WU for Quality Control	Total Fixed Price
Dealing with requests for additional information and complaints	2,5	0,5	135

1.6 PROCEDURE FOR SPECIFIC CONTRACTS

Ordering the services (Request for Services)

After the signature of the Framework Contract, EASME will order services by submitting a request for services by e-mail to the contractor. The e-mail will contain the Request for Services (draft template in Annex 9 to these tender specifications), and, if applicable, additional relevant documents. In the specific Request for Services, the Contracting Authority will specify the concrete tasks requested, quantities, timelines and the maximum total budget for the specific contract.

The detailed provisions governing the implementation of this FWC are set out in Section I.4.3 of the draft Framework contract (Annex 1 to these tender specifications).

Specific contract

The FWC will be activated by means of specific contracts. Depending on the services requested, duration, and the price of the work to be performed, payments under each specific contract will be made in accordance with one of the following options (to be specified in the Request for Services):

Option 1: One single payment

Option 2: More than one payment:

- a pre-financing of 30% may be envisaged in exceptional cases, depending on the subject of the assignment and where a substantial initial investment is required from the contractor for the implementation of the specific contract; a pre-financing guarantee may be requested in this case for specific contracts exceeding EUR 60,000, and/or;
- an interim payment, depending on the duration and/or the total amount of the specific contract, of 30% of the total amount of the relevant specific contract;
- a balance payment of the total amount of the relevant specific contract.

1.7 STARTING DATE OF THE CONTRACT AND DURATION

It is expected that the FWC will be signed in the first half of 2018 and shall enter into force on the date on which it is signed by the last contracting party.

The duration of the FWC shall not exceed 24 months from that date. The implementation of the FWC shall not start before the contract has been signed.

Each specific contract shall enter into force on the date on which it is signed by the last contracting party. The provision of the services shall not start before the specific contract has entered into force.

The parties must sign any specific contract before the FWC expires. The FWC continues to apply to such specific contracts after its expiry. The services relating to such specific contracts must be performed no later than 6 months after the expiry of the FWC.

The FWC may be renewed once for a 24-month period depending on the future needs and on the budget availability. Renewal will be automatic, unless one of the parties

receives formal notification to the contrary at least three months before the end of the ongoing duration.

1.8 VOLUME OF THE MARKET

The estimated maximum amount for the implementation of the FWC, including all charges and expenses and possible renewals up to a maximum duration of 48 months, is EUR 16 000 000.

The estimated amount for the initial two year of the FWC is of EUR 8 000 000.

Pursuant to Article 134.1(e) and Article 134.4 of Commission delegated Regulation (EU) No.1268/2012 of 29.10.2012 on the rules of application of Regulation (EU) No. 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, "the contracting authority may use a negotiated procedure for the award of new services which entail the repetition of similar services entrusted to the Contractor who was awarded the original contract". That procedure may be used only during the three years following the conclusion of the original contract.

1.9 REPORTING, OUTPUTS AND DELIVERABLES

With regards to Task 1, the contractor shall submit the following deliverables:

- (optional) Interim progress report if such a report is requested by the Contracting Authority in the specific Request for Services ; and/or
- Final report.

With regards to Tasks 2-7 the contractor shall submit:

- one or more of the specific outputs and deliverables described for each sub-task in Section 1.4, to be defined in the Request for Services;
- Summary report of the performed tasks.

In case the specific contract foresees an interim payment, outputs and deliverables to be submitted with the interim payment request will also be specified in the Request for Services on the basis of the outputs envisaged for each task/sub-task (Section 1.4).

The contractor must use clear English in its reports.

The reports will only be accepted by the Contracting Authority if:

- All the deliverables and outputs have been accepted;
- All tasks have been completed to the Contracting Authority's satisfaction;

For each specific contract, the deadlines for reporting and the details on the reports' content will be indicated in the Request for Services. Each report will be submitted in electronic format. The contractor will use the version of MS-Office available at the Contracting Authority at the time of the delivery (currently MS-Office 2010) or compatible software. Additionally, each Final report shall be submitted in hard copy within the deadline stated in the specific contract.

The contractor must retain all the necessary documentation in order to prepare and deliver a complete and informative Final report (summary of the evaluation and revision process, including information such as, the topics covered, type of participants, countries, etc.) formulating recommendations for future evaluation and revision rounds at the end of each selection process.

The contractor must ensure a complete hand over to the Contracting Authority or to a contractor from the Contracting Authority after the end of the Framework Contract.

1.10 MEETINGS

Kick-off Meetings

A first meeting with the Contracting Authority will be held in Brussels shortly after signature of the FWC and shortly after the signature of each specific contract, if specifically indicated in the Request for Services. The objective of the meeting will be to discuss and agree on the execution of tasks according to a defined calendar and on the deliverables. The Project manager shall attend the kick off meeting and provide the Contracting Authority with the Minutes of the meeting within 5 calendar days of the meeting, which will be subject to the approval of the Contracting Authority. In addition, at least one more member of the contractor's staff shall be present at this meeting.

Progress meetings

Whenever needed with regards to a specific contract, progress meetings will be held between the contractor and the Contracting Authority to discuss the progress and the quality of the services provided under the specific contract. These meetings will be held on the premises of the Contracting Authority. The Contracting Authority will decide upon the necessity of these meetings and the required participants on a case-by-case basis. The contractor will draw up Minutes of each progress meeting, which will be sent to the Contracting Authority within 5 calendar days of the meeting and will be subject to the approval of the Contracting Authority.

Final meetings

A final meeting will be held with the Contracting Authority to discuss and assess the main findings of the specific contract implementation. The Project manager and group coordinators shall attend the final meeting and provide the Contracting Authority with the Minutes of the meeting within 5 calendar days of the meeting, which will be subject to the approval of the Contracting Authority. In addition, at least one more member of the Contractor's staff shall be present at this meeting.

<h2>2 INFORMATION ON TENDERING</h2>
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2.1 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.

States covered by the Public Procurement Agreement concluded within the World Trade Organisation are not included in this call for tenders as the Executive Agencies are not signatories of the Agreement.

2.2 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.

2.3 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/EU⁴.

2.4 JOINT TENDERS

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

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.

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.

2.5 SUB-CONTRACTING

Subcontracting is the situation where a contract has been or is to be established between the contracting authority and a contractor/tenderer only and where the contractor or tenderer, in order to carry out that contract, enters into legal commitments with other entities for performing parts of the contract. The contracting authority has no direct legal commitment with the subcontractor(s). In practice, any third party involved in the contract implementation which has no legal link with the contracting authority but with the contractor will be considered as subcontractor (e.g.

4 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).

any other company which does not participate in the contract execution but provides financial capacity).

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 whose share of the contract is above 20% or whose capacity is necessary to fulfil the selection criteria.

2.6 COSTS

Tenderers themselves will bear the costs of drawing up their tenders and EASME will not be liable to pay any compensation if a tender is rejected or if it decides not to select any tender.

2.7 CONTENT OF THE TENDER

The tenders must be presented as follows:

- Part A: Identification of the tenderer (see Section 2.8)
- Part B: Non-exclusion (see Section 3.2)
- Part C: Selection (see Section 3.3)
- Part D: Technical offer (including Annex 6)

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

For the appraisal, the written submission shall include a clear and detailed description of the organisational, technical and human resources, and methodology proposed. The tenderers will provide a practical and detailed description of the human resources and services proposed to achieve the objectives and results set out in Sections 1.3 and 1.4 above.

- Part E: Financial offer (Annex 7)

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 bear 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.

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately. The prices quoted will be applicable to the specific contracts implementing the FWC.

- The tenderers must fill in the Financial Offer (Annex 7) **only as regards Task 1**. The price expressed in €/year quoted for Task 1 **solely** will be subject to evaluation as per section 3.5 of these tender specifications. It will be the binding applicable price under the FWC and subsequent specific contracts.

The price range within which offers will be accepted for Task 1 is as follows:

EUR 750 000 to EUR 1 000 000

The unit prices for Tasks 2 to 7 and their sub-tasks are fixed in the Financial Offer (Annex 7) by the Contracting Authority. The tenderers must not alter those prices. Those unit prices will be binding under the Framework Contract and applicable to the specific contracts implementing it. The contractor will not be allowed to deviate from these unit prices in its contractual arrangements with the experts that will be recruited to perform these tasks / sub-tasks. **Tenderers' attention is drawn to the fact that proofs of such contractual arrangements maybe requested by the Contracting Authority at any time during the implementation of this Framework Contract.**

- The template of the Financial Offer form (Annex 7) may not be altered in any way (no modification, comments or elements allowed). An incomplete or altered table which prevents full examination of a tender can result in the rejection of the tender.

2.8 IDENTIFICATION OF THE TENDERER: LEGAL CAPACITY AND STATUS

The tender must include a cover letter (letter of submission of tender - Annex 2) presenting the name of the tenderer (including all entities in case of joint offer) and identified subcontractors if applicable, and the name of the single point of contact (leader) in relation to this procedure.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney (Annex 4). The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent (Annex 5) signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in

case of joint tender. The form is available on:
http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm.

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/EC⁵. This information is used for statistical purposes only.

3 EVALUATION AND AWARD

3.1 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.

3.2 VERIFICATION OF NON-EXCLUSION

All tenderers must provide a declaration on honour (Annex 3), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

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

In case of subcontracting, all subcontractors whose share of the contract is above 20 % or whose capacity is necessary to fulfil the selection criteria 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 the supporting documents listed in the declaration of honour.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline

⁵ OJ L 124/36, 20.5.2003

given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to all subcontractors whose share of the contract is above 20 % or whose capacity is necessary to fulfil the selection criteria.

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 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.

3.3 SELECTION CRITERIA

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

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The tender must include indicate the proportion of the contract that the tenderer intends to subcontract.

3.3.1 Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 3), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them. 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 3.2) 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 declarations on honour (Annex 3), the information included in the tables in Annex 2.1 and Annex 2.2, fully completed, and the evidence where requested.** Nevertheless, it **reserves the right to require (additional) evidence** of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers **at any time**

during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

After contract award, the successful tenderer will be required to provide the necessary evidence 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 and to subcontractors whose capacity is necessary to fulfil the selection criteria.

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 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.

3.3.2 Legal and regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy or of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

3.3.3 Economic and financial capacity criteria

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove its capacity, the tenderer must comply with the following criterion:

Its average annual turnover for the last two years for which the accounts have been closed⁶ shall amount to at least € 3 500 000.

⁶ In the case of joint tender or identified sub-contractors, the turnover must be provided for the same two years for all the partners/subcontractors.

This criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender.

To this effect **tenderers are requested to submit a Statement of Turnover in accordance with Annex 2.1** of these tender specifications completed with the information requested.

The following evidence (only in electronic version or link to website) will also be provided with the tender:

- ✓ Copy of the Profit and Loss accounts for the last two years for which the accounts have been closed from each concerned legal entity;

Failing that,

- ✓ Appropriate statements from banks;

or

- ✓ 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 document 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 Contracting Authority reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

3.3.4 Technical and professional capacity criteria and evidence

Tenders must provide in their tender the table in Annex 2.2 of these tender specifications, exhaustively completed with all the necessary information.

The evidence mentioned below must be provided only on request, except for evidences B1, B2, B4, B5 and B6 (CVs) that should be part of the submitted offer.

A. Criteria 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 in a list of relevant services provided in the past years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients, where available.

Criteria	Evidence
✓ Criterion A1: The tenderer must prove experience in participating in substantial contracts (with a minimum	✓ Evidence A1: the tenderer must provide references for 2 completed projects delivered in these fields in the

budget of € 1 million) implemented at EU level in the fields of environment and/or climate action, of which at least one as the consortium leader.	last five years with a minimum value for each project of € 1 million.
✓ Criterion A2: The tenderer must prove capacity in managing large groups of experts (50 or more).	✓ Evidence A2: the tenderer must provide a reference for 1 completed project delivered in the last three years which involved management of a pool of 50 or more experts.
✓ Criterion A3: The tenderer must prove excellence in working in English and capacity to work (including through translation) in multiple EU languages, covering at least 12 EU official languages, excluding Irish and Maltese.	✓ Evidence A3: The tenderer must provide one document of at least 10 pages (report, study, etc.) in English that it has drafted and published or delivered to a client in the last two years. ✓ The tenderer must provide references for 2 completed projects delivered in the last three years showing the necessary language coverage.
✓ Criterion A4: The tenderer must prove its capacity to perform projects evaluations in the field of environment and/or climate change.	✓ Evidence A4: The tenderer must provide references for 2 completed projects delivered in the last five years showing experience in project evaluation in the relevant fields.

Any tenderer with a professional conflict of interest will be rejected on the basis of not fulfilling selection criteria for professional capacity.

B. Criteria relating to the team delivering the service:

The minimum criteria to be met by each member of the teams, as detailed under Section 1.4.1, are detailed in the tables below.

Criteria for the Core Management Team	Evidence
✓ B1 Project Manager (full time): At least 10 years' experience in project and/or programme management, including overseeing programme delivery, quality control of delivered service, client orientation and conflict resolution experience in project or programme of at least € 1 million, with experience in management of team of at least 3 people and at least C1 level in the Common European Framework for Reference for Languages in English.	✓ Evidence B1 – CV and language certificate or past relevant experience
✓ B2 Two Project Assistants (full time): At least 3 years' experience in programme/project management with at least C1 level in the Common European Framework for Reference for Languages in English.	✓ Evidence B2 – CVs and languages certificate or past relevant experience
✓ B3 Secretary : At least 3 years' experience in secretarial functions with at least C1 level in the Common European Framework for Reference for Languages in English.	✓ Evidence B3 – CV and language certificate or past relevant experience

Criteria for the Coordinators and Experts Groups	Evidence
<p>✓ B4 Five Group Coordinators (one per area of work as described under Section 1.4.1).</p> <ul style="list-style-type: none"> - At least 10 years' experience in project and/or programme management, including overseeing programme delivery, quality control of delivered service, client orientation and conflict resolution experience in programme of at least € 1 million in at least one of the "areas of action" covered by his/her expert group and at least C1 level in the Common European Framework for Reference for Languages in English. - professional experience of at least 5 years in at least one of the "areas of action" covered by his/her expert group; - At least two years of experience in managing large groups (10 or more staff members or experts) 	<p>✓ Evidence B4 – CVs and language certificates or past relevant experience</p>
<p>✓ B5 Technical Experts (TE)</p> <p>General criteria for all technical experts:</p> <ul style="list-style-type: none"> ✓ At least C1 level in the Common European Framework for Reference for Languages in English and in at least one other EU official language. ✓ Previous experience in assessing and/or managing EU projects. <p>Criteria for the LIFE Nature and Biodiversity experts group:</p> <ul style="list-style-type: none"> ✓ Relevant educational background (e.g. natural sciences, biology, ecology etc) and a proven professional experience in nature conservation in an EU Member States and/or at the level of the European Union of at least 4 years. ✓ Proven experience in evaluating projects in at least one of the priority areas of action of LIFE Nature and Biodiversity. <p>Criteria for the LIFE Environment and Resource Efficiency experts group:</p> <ul style="list-style-type: none"> ✓ Relevant educational background (e.g. environmental engineering, industrial engineering, environmental management etc) and a proven professional competence of at least 4 years in an EU Member States and/or at the level of the European Union in at least one of the priority areas of action of LIFE Environment and Resource Efficiency. ✓ Proven experience in evaluating projects in at least one of the priority areas of action of LIFE Environment and Resource Efficiency. <p>Criteria for the LIFE Environment Governance and Information experts group:</p> <ul style="list-style-type: none"> ✓ Relevant educational background (e.g; environmental sciences, political sciences, environmental law etc) and 	<p>✓ Evidence B5 – a sample of 55 CVs covering all the expert groups.</p> <ul style="list-style-type: none"> – A LIFE Nature and Biodiversity Experts Group (10 experts) – A LIFE Environment and Resource Efficiency Experts Group (10 experts) – A LIFE Environmental Governance and Information Experts Group (6 experts) – A LIFE Climate Change Mitigation Experts Group (10 experts) – A LIFE Climate Change Adaptation Experts Group (10 experts) – A LIFE Climate Governance and Information Experts Group (4 experts) – A LIFE Environmental and Climate NGOs / Capacity Building Experts Group (5 experts)

<p>proven professional competence of at least 4 years in an EU Member States and/or at the level of the European Union in at least one environmental and/or nature conservation priority areas of action of LIFE Environment Governance and Information.</p> <ul style="list-style-type: none"> ✓ Proven experience in evaluating projects in at least one of the priority areas of action of LIFE Environment Governance and Information. <p>Criteria for the LIFE Climate Change Mitigation experts group:</p> <ul style="list-style-type: none"> ✓ Relevant educational background (e.g. environmental engineer, agronomy etc) and proven professional competence of at least 4 years in an EU Member States and/or at the level of the European Union in climate change mitigation issues. ✓ Proven experience in evaluating projects in the field of climate change mitigation. <p>Criteria for the LIFE Climate Change Adaptation experts group:</p> <ul style="list-style-type: none"> ✓ Relevant educational background (e.g. urban development, agronomy, sustainable development etc) and proven professional competence of at least 4 years in an EU Member States and/or at the level of the European Union in climate change adaptation issues. ✓ Proven experience in evaluating projects in the field of climate change adaptation. <p>Criteria for the LIFE Climate Change Governance and Information experts group:</p> <ul style="list-style-type: none"> ✓ Relevant educational background (e.g. environmental sciences, political sciences, environmental law etc) and proven professional competence of at least 4 years in climate change issues as well as in general communication issues in an EU Member States and/or at the level of the European Union. ✓ Proven experience in evaluating projects in the field of climate change. <p>Criteria for the LIFE operating (NGO) Grants/Capacity Building Project experts group:</p> <ul style="list-style-type: none"> ✓ Relevant educational background (e.g. political sciences, European studies etc) and proven professional background in the environmental and climate fields in an EU Member States and/or at the level of the European Union. ✓ Proven experience in evaluating projects. 	
<ul style="list-style-type: none"> ✓ B6 Financial Experts (FE) <ul style="list-style-type: none"> – Proven professional competence of at least 4 years in the assessment of the financial soundness of private-sector companies. – An economic or accountancy background or training and/or a proven experience on financial management and/or proven 	<ul style="list-style-type: none"> ✓ Evidence B6 – the tenderer must provide, in the tender, an indicative sample of CVs (a minimum of 3 CVs in total).

experience in evaluating the financial viability of organisations.	
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3.4 AWARD CRITERIA

The contract will be awarded based on 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.

Tenders that receive less than 75 points of the maximum possible mark for the whole quality evaluation or less than the minimum threshold of points indicated for each of the quality criteria will be eliminated and their final score will not be calculated. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

Since assessment of the tenders will focus on the quality of the proposed services, tenders 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 Evaluation Committee may decide to give a zero mark for the relevant qualitative award criteria.

Criteria	Max. of points	Min. required
Criterion 1: Overall management of the framework contract	45 points	32 points
<p>✓ Sub-criterion 1.1 Organisation of the work and resources</p> <p>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. An effective organisational structure will be required to cover the breadth and depth of knowledge and expertise required, as well as, to interact suitably with the Contracting Authority.</p> <p>This criterion will also assess the global allocation of time and human resources to the project and to each task or deliverable, and considers whether this allocation is adequate for the work and for an efficient and effective interaction with the Contracting Authority. Details on the allocation of human resources must be provided as part of the technical offer.</p> <p>Furthermore, this criterion will explicitly assess how the full team will be mobilized in a timely manner and how it will be organized to ensure the required technical and financial expertise among the experts involved in each part of the evaluation procedure.</p>	20 points	15 points
<p>✓ Sub-criterion 1.2 Quality control measures</p> <p>This criterion will assess the Quality Control Plan applied to the management of the framework contract concerning the quality of the deliverables, the language quality check, and the quality and continuity of the services delivered,</p>	25 points	17 points

including in case of absence of a member of the team. Ensuring the timely delivery of high quality results will be of utmost importance; management and organisational aspects must be designed to achieve this.		
Criterion 2: Tasks	55 points	40 points
<p>✓ Sub-criterion 2.1 Quality of the proposed methodology</p> <p>This criterion will assess the suitability and strength of the technical proposal as measured against the requirements of the illustrative tasks in terms of the technical content, completeness, and originality of ideas; the degree to which the methodology is suitable to resolve the questions underlying the service request in a realistic and well-structured way, as well as, whether the methods proposed are suited to the needs set out in this tender.</p>	15 points	10points
<p>✓ Sub-criterion 2.2 Organisation of the work of individual tasks</p> <p>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 will also assess the global allocation of time and human resources to the overall management 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.</p>	15 points	10 points
<p>✓ Sub-criterion 2.3 Quality control measures of individual tasks</p> <p>This criterion will assess the quality control system applied to the service foreseen in these illustrative tasks 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. <u>The quality system should be detailed in the tender and specific to the tasks at hand</u>; a generic quality system will result in a low score.</p>	25 points	20 points

3.5 RANKING OF TENDERS

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below. A weight of 40/60 will be given to price and quality.

score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	100	*	0,4	+	total quality score (out of 100) for all award criteria of tender X	*	0,6
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The tender ranked first after applying the above formula will be awarded the contract.

3.6 INFORMATION TO TENDERERS ON THE FINAL EVALUATION

EASME will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

EASME will inform all rejected tenderers of the reasons for their rejection and all tenderers submitting an admissible tender of the characteristics and relative advantages of the selected tender and the name of the successful tenderer.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them.

4 ANNEXES

The following documents are annexed to these specifications and form an integral part of them:

Annex 1: Draft framework contract (for information)

Annex 2: Letter of submission of tender (to be filled in and signed by the tenderer)

➤ Annex 2.1. – Statement of turnover

➤ Annex 2.2. – Technical capacity

Annex 3: Declaration on honour (exclusion and selection criteria)

Annex 4: Power of attorney

Annex 5: Letter of intent for sub-contractors

Annex 6: Technical tender form

Annex 7: Financial offer (price and breakdown of costs)

Annex 8: Checklist for Submission

Annex 9: Template Request for Services

Annex 10: e-Submission application guide