

## **Terms of Reference**

**Study to support the Interim Evaluation (and Panel) of the ICT  
Policy Support Programme under CIP**

**SMART N° 2007/0038**

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# Part 1: Technical Description

## 1. BACKGROUND FOR THE WORK

Over the past ten years, a quarter of EU GDP growth and 40% of *productivity growth* are due to ICT. Differences in economic performances between industrialised countries are largely explained *by* the level of *ICT investment and use*. ICT services, skills, and content are a growing part of the economy and society. ICT developments have gained pace as the technology becomes smarter, smaller, safer, faster, always connected and easier to use. As a result, ICT are entering a new phase of mass deployment which may fundamentally change the way in which we live, work and interact.

The EU adopted in 2005 a new *strategic framework, i2010* – A European Information Society for growth and employment - that promotes an open and competitive digital economy and emphasises ICT as a driver of inclusion and quality of life. As a key element of the renewed Lisbon partnership for growth and jobs, i2010 builds an integrated approach to the information society and audio-visual media policies in the EU.

It is widely accepted that investing in *innovation* is key to unlocking Europe's competitiveness and thereby attaining the Lisbon goals of transforming the European Union into a competitive and knowledge based economy, capable of sustainable economic growth. The Competitiveness and Innovation Framework Programme (CIP) and its specific programmes – among which the *ICT Policy Support Programme (ICT-PSP)* - are key instruments of the EU's competitiveness and innovation policy adopted on 24 October 2006 by decision of the European Parliament and of the Council as well as of the i2010 framework.

The *ICT-PSP* thus *does not exist in isolation*. It is a core part of the CIP (and indeed its evaluation and monitoring will contribute to the evaluation and monitoring of the CIP as a whole); it is also a part of the i2010 initiative and will contribute materially to the attainment of the objectives of that initiative, within which it particularly complements ICT-RTD in the 7<sup>th</sup> Framework Programme. Additionally it parallels and in due course embraces actions in the field of eContent+ (measures to make digital content more accessible, usable and exploitable) and also complements national and regional programmes including actions supported by EU regional and structural funds.

The Commission shall regularly monitor and evaluate the CIP and its specific programmes. A multi-annual plan for *Evaluation and Monitoring* has been developed

for the ICT-PSP. This plan draws on the recommendations in a supportive study by RAND Europe<sup>1</sup>. An Interim Evaluation of the ICT-PSP is foreseen in 2008.

### 1.1. The i2010 initiative<sup>2</sup>

i2010 proposes three priorities for Europe's information society and media policies:

- i) The completion of a **Single European Information Space** which promotes an open and competitive internal market for information society and media;
- ii) Strengthening **Innovation and Investment in ICT research** to promote growth and more and better jobs;
- iii) Achieving an **Inclusive European Information Society** that is consistent with sustainable development and that prioritises better public services and quality of life.

To achieve these priorities, a set of actions have been launched. They include: regulatory actions, policy coordination actions, and financial instruments at Community level. The ICT PSP in the CIP is one of the main financial instruments of i2010.

### 1.2. The Competitiveness and Innovation Framework Programme (CIP) and its specific programme the ICT Policy Support Programme (ICT-PSP)

#### 1.2.1. CIP<sup>3</sup>

The CIP was adopted on 24 October 2006 by Decision No. 1639/2006/EC of the European Parliament and of the Council (the "Programme Decision")<sup>4</sup>. The CIP will bring together specific Community measures in the field of entrepreneurship, SMEs, industrial competitiveness, innovation, information and communication technology (ICT), environmental technologies and intelligent energy. These measures have until now been regulated by separate Council Decisions. The single framework decision establishes: a set of common objectives; the total budgetary envelope for pursuing those objectives; different types of implementing measures; and the arrangements for monitoring and evaluation and for the protection of the Communities' financial interests.

The CIP will complement the Community Framework Programme for Research and Technological Development, in that it will extend 'downstream' to deal

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<sup>1</sup> Web reference: [http://ec.europa.eu/dgs/information\\_society/evaluation/studies/s2006\\_cip\\_psp](http://ec.europa.eu/dgs/information_society/evaluation/studies/s2006_cip_psp)

<sup>2</sup> Web reference: [http://ec.europa.eu/information\\_society](http://ec.europa.eu/information_society)

<sup>3</sup> Web reference: [http://ec.europa.eu/cip/index\\_en.htm](http://ec.europa.eu/cip/index_en.htm)

<sup>4</sup> OJ L 310, 9.11.2006, p.15

with the wide deployment of innovations. It will embrace both non-technological and technological innovation, where it has moved beyond the final demonstration phase and is ready for market deployment (that is, for the testing of innovations for application in markets). It will also cover market replication of existing technologies to be utilised in new and innovative ways.

The common objectives of the CIP will be pursued by three specific programmes entitled: “Entrepreneurship and Innovation;” “ICT Policy Support;”, and “Intelligent Energy – Europe”.

- (1) The Entrepreneurship and Innovation Programme (EIP) will support, improve, encourage and promote access to finance for the start-up and growth of SMEs; cooperation via European business support services for SMEs; and economic and administrative reform. It will also provide for action to support, improve, encourage and promote innovation in enterprises (including eco-innovation), and innovation governance and culture.
- (2) The ICT Policy Support Programme (ICT-PSP) will provide for action to develop the single European information space and to strengthen the internal market for information services; to stimulate innovation through a wider adoption of and investment in ICT; and to promote an inclusive information society.
- (3) The Intelligent Energy Europe Programme (IEEP) will provide for action to foster energy efficiency and the rational use of resources; to promote new and renewable energy sources; and to support these energy aspects in transport.

#### *1.2.2. 1.2.2. ICT-PSP<sup>5</sup>*

The ICT Policy Support Programme will have a budget of 728 M€ for the period 2007-2013. It will support the wider uptake of ICT in Europe including particularly the priorities expressed within the i2010 initiative. It will drive and stimulate innovation through ICT use and ensure that ICT progress is transformed into benefits for all European citizens, business, industry and governments. The deployment and best use of innovative ICT based solutions will be stimulated in particular for services in areas of public interest. In doing so, the programme will play a major role in stimulating the development of lead markets for innovative ICT services<sup>6</sup>. **The initial Work Programme for ICT-PSP focuses on three main thematic areas of interest: eGovernment, eHealth and eInclusion.** At this thematic level the whole programme identifies challenges and key issues of interest. These may include elements identified in

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<sup>5</sup> Web reference: [http://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp)

<sup>6</sup> The need for which was highlighted in the Aho report, “Creating an innovative Europe” January 2006 (<http://europe.eu.int/invest-in-research/>).

the legal base of the ICT-PSP with respect to SME participation, relationship with RTD, the role of public procurement in lead markets etc.

ICT-PSP complements the Framework Programme(s) for Research and Development, and in particular the ICT-RTD, in that it will extend 'downstream' to deal with the wide deployment of outcomes and results from research. The ex-post evaluation of IST-RTD in 2008 and the interim evaluation of ICT-RTD under FP 7 in 2008-9 will also have relevance for the intermediate evaluations of ICT-PSP. Further, the ongoing study "Effectiveness of IST-RTD Impacts on the EU Innovation System<sup>7</sup>", will assess the effectiveness of network collaboration and knowledge transfers between ICT-RTD, and deployment of Information Society innovations at regional levels.

An evolutionary change will occur in 2009 when the activities of the newly established multi-annual eContentplus programme, intended to make digital content in Europe more accessible, usable and exploitable, are absorbed into the ICT Policy Support Programme (PSP).

### 1.3. Synergies with other Programmes

As shown above, the objectives of i2010, of the CIP as a whole and of the ICT-PSP within it have many elements in common. They enjoy wide support throughout Europe, and the ICT-PSP will build on and strengthen the activities aiming at the best use and wider uptake of ICT at national and regional level and in particular those supported by the European Regional development Fund<sup>8</sup> (ERDF).

### 1.4. The rationale and aims for the (Interim) Evaluation

#### 1.4.1. *Legal base*<sup>9</sup>

The legal base for the CIP stipulates that the Commission shall regularly monitor the implementation of the Framework Programme and its specific programmes, the EIP, the ICT-PSP and the IEEP. In particular there shall be an interim evaluation by 31-12-2009 and a 'final' evaluation by 31-12-2011.

#### 1.4.2. *Scope*

The aim of the programme level evaluation is to identify the overall effectiveness of the interventions and their synergies with other activities in the i2010 initiative and with ICT-RTD. The Interim Evaluation of ICT-PSP will build on evaluations of previous programmes and in particular on the mid-term review of the eTEN programme (December 2004)<sup>10</sup> and the final eTEN

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<sup>7</sup> Web reference: [http://ec.europa.eu/dgs/information\\_society/evaluation/studies/s2006\\_03/index\\_en.htm](http://ec.europa.eu/dgs/information_society/evaluation/studies/s2006_03/index_en.htm)

<sup>8</sup> Web reference: [http://ec.europa.eu/regional\\_policy/funds/prord/prord\\_en.htm](http://ec.europa.eu/regional_policy/funds/prord/prord_en.htm)

<sup>9</sup> Web reference: [http://ec.europa.eu/cip/ciplegalbase\\_en.htm](http://ec.europa.eu/cip/ciplegalbase_en.htm)

<sup>10</sup> Web reference: [http://ec.europa.eu/information\\_society/activities/eten/library/index\\_en.htm](http://ec.europa.eu/information_society/activities/eten/library/index_en.htm)

evaluation in 2006-7<sup>11</sup>. The Interim Evaluation of the ICT-PSP will cover the contribution of the ICT-PSP to the CIP (at framework level).

This study concentrates on the support to Interim Evaluation for the ICT Policy Support Programme (ICT-PSP) within the broader context of the CIP.

In accordance with the current evaluation guidance<sup>12</sup>, the Interim Evaluation of the ICT-PSP will concentrate on the aspects of relevance; efficiency and effectiveness; and will address key evaluation questions.

The particular focus – given the early date in execution of the programme – will be on the implementation mechanisms in use and on the response to the programme of its constituency; and on the management process.

Therefore, the interim evaluation will focus on the effectiveness of the intervention instruments – the type A pilots (building on initiatives in Member States), B pilots (stimulating uptake of innovative ICT-based services) and the thematic networks (addressing a common theme) actions, and consider whether they:

- have been relevant to the needs and problems identified by the programme;
- have been efficient in their operation and in their use of resources;
- have been effective in addressing the objectives of the programme, or show reasonable likelihood of being so at the time of evaluation; and
- show good likelihood of generating the broader impacts on society looked for by the programme and have the potential.

It will also assess the synergies with other parts of the CIP; the contribution to the i2010 framework and the links to ICT-RTD and with structural funds and where appropriate with other Community or Member States funding

#### *1.4.3. Timing*

The mid-term review of the i2010 strategy is to be completed Spring 2008 and should ensure that i2010 continues to be a valid reference framework for Europe's information and media policies. The results of the mid-term review also must feed in the interim evaluation of the ICT-PSP.

"The interim and final evaluations of the specific programmes shall be arranged in such a way that their results can be taken into account in the interim and final evaluation of the framework programme" (CIP Decision art. 8.4). The CIP interim evaluation therefore requires that the results of the Interim Evaluation ICT-PSP are ready by September 2009.

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<sup>11</sup> Web reference: [http://ec.europa.eu/dgs/information\\_society/evaluation/studies/s2006\\_02/index\\_en.htm](http://ec.europa.eu/dgs/information_society/evaluation/studies/s2006_02/index_en.htm)

<sup>12</sup> Web reference: [http://ec.europa.eu/budget/evaluation/Key\\_documents/regureq\\_en.htm](http://ec.europa.eu/budget/evaluation/Key_documents/regureq_en.htm)

## 2. DESCRIPTION OF THE CONTRACT ASSIGNMENT

### 2.1. Objective

The objective is to providing the Commission and a Panel of experts with evidence for the Interim Evaluation of the ICT-PSP. This will concern the quality of implementation and management, and the progress or progress expectations towards the objectives set. We must keep in mind that the projects will not start before the end of the first quarter of 2008.

### 2.2. Description of the Tasks

The selected contractor will be expected to work under the guidance of a small steering committee of Commission officials. This committee will help set the initial orientations; and will review progress and ensure liaison with relevant developments and information within the European Commission. At least four meetings are foreseen with Commission officials (kick-off meeting and three steering committee meetings to discuss the deliverables). The contractor will be requested to carry out the following work:

#### 2.2.1. *Module I: Effectiveness of the programme instruments* [~40% of the effort: ~ 80 days]

The objective of this task is to assess the effectiveness of the programme instruments with regard to the availability of the knowledge of the programme to the Member States, the engagement of key stakeholders and the linkage to National deployment initiatives, and – if possible - to the European Regional Development Fund (ERDF).

An important input will be the data base of the proposals in response to the 1<sup>st</sup> Call for Proposals<sup>13</sup>. The sub-theme-level in the ICT-PSP work programme<sup>14</sup> - the portfolio of projects sharing a central theme (i.e. an action line or sub-theme within the main themes) - is the level at which objectives are set. It is therefore the most appropriate level at which to evaluate the performance of the funded projects against the objectives and in particular to evaluate their capacity of mobilising stakeholders beyond the projects themselves.

The focus of this module will be on assessing the availability of knowledge to Member States through the "network analysis"<sup>15</sup> of linkage to National initiatives, including ERDF. It will include a quantitative analysis of the structure of ICT-PSP networks and a qualitative evaluation of the effectiveness of the intervention instruments (Type A + B pilots and thematic networks) and of cross-cutting themes. In particular it will assess the (potential) capacity of funded projects to mobilise stakeholders beyond the projects themselves.

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<sup>13</sup> Web reference: [http://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp)

<sup>14</sup> Web reference: [http://ec.europa.eu/information\\_society/activities/ict\\_psp/library/wp/index\\_en.htm](http://ec.europa.eu/information_society/activities/ict_psp/library/wp/index_en.htm)

<sup>15</sup> Web reference: [http://ec.europa.eu/dgs/information\\_society/evaluation/studies/s2005\\_03/index\\_en.htm](http://ec.europa.eu/dgs/information_society/evaluation/studies/s2005_03/index_en.htm)

The analysis should assess if the implementation instruments (potentially) result in:

- mobilising critical mass of ICT deployment for higher impact (leveraging national, EC and industrial investments)
- promoting interoperable solutions (innovation value chains across borders)
- Removing fragmentation of existing national ICT-deployment activities and strategies

2.2.2. *Module II: Impact expectations*  
[~25% of the effort: ~ 50 days]

The objective of this task is to assess if the Commission has analysed the relevance and expected impact of the content and actions for society and industry, including the relevance and expected impact on SME competitiveness/ reduction in administrative burdens (The ICT-PSP offers opportunities both for innovative SMEs in the ICT sector and for SMEs that can make good use of ICT to improve their products, services and business processes. The Programme will built on and complement national, regional and other EU initiatives for SMEs). The contractor should assess if activities are likely to produce demonstrable benefits to SMEs (e.g. reductions in administrative burden).

Particularly areas to assess are:

- The relevance for and expected impact on the availability and quality of public services;

Public organisations can take more advantage of advances in ICT in order to provide more efficient and higher quality of services. Based on the input received from the i2010 High Level Group, from the i2010 sub-groups, and from consultation involving stakeholders, the programme will focus on three main themes in 2007:

- Efficient and interoperable eGovernment services. This will also create opportunities for SMEs (Accelerating the deployment of EU-wide services of public interest that can reduce the administrative burden on SMEs - i.e. ICT to enable an easy access to public procurements in any Member State -: The adoption of eGovernment services in one of the five ways the Commission and Member States hope will reduce administrative burdens of EU-legislation by 25% by 2012).
- ICT for accessibility, ageing and social integration;
- ICT for sustainable and interoperable health services.

- The relevance of the content and actions for lead markets with high economic and societal value

Following the Commission's communication "Putting knowledge into practice: a broad based innovation strategy for the EU", the Council invited the Commission "to present during 2007 an initiative on lead markets, based on a broad stakeholder consultation for defining a valid approach for fostering emergence of markets, based with high economic and societal value." The Commission's communication is foreseen for the end of 2007. An internal working group on lead markets was created by the Commission. The group reached the conclusion that a lead market should be defined as the market of a product or service in a given geographical area, where the diffusion process of an internationally successful innovation (technical or non-technical) first took off and is sustained and expanded. ICT driven markets, and in particular the ICT for health market (eHealth) have been selected so far as candidate lead markets. It should be assessed how ICT-PSP is connected to this initiative.

Further should be assessed if the Commission has analysed the relevance and expected impact of the ICT-PSP for business opportunities, and if there is evidence that interventions:

- Help avoid fragmentation of the EU market for innovative ICT-based services and products notably in areas of public interest.
- Support experience sharing across regions and sectors on the means to ensure the wider uptake of ICT by SMEs
- Promote coherence and continuity of support between RTD and deployment activities.

### 2.2.3. *Module III: Management effectiveness* [~35 % of the effort: ~60 days]

The objective of this task is to assess the effectiveness of programme preparation and implementation; and the transition from the earlier programmes; the eTEN and the MODINIS programmes.

The programme follows on from the eTEN and MODINIS programmes. The eTEN programme supported the deployment of trans-European e-services in the public interest and finished at the end of 2006. An intermediate evaluation of the programme was carried out in 2004, and a final evaluation is underway (1/ 2007 – 6/ 2008). Part of these evaluations concerned an assessment of possible programme re-orientations. The results have been used as input for the new ICT Policy Support Programme under the CIP.

The ICT-PSP also builds on the former MODINIS<sup>16</sup> programme. This programme was established in 2003 for the monitoring of the eEurope 2005

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<sup>16</sup> Web reference: [http://ec.europa.eu/information\\_society/eeurope/i2010/modinis/index\\_en.htm](http://ec.europa.eu/information_society/eeurope/i2010/modinis/index_en.htm)

Action Plan, dissemination of good practices and the improvement of information and network security. It was extended until the end of 2006.

The ICT-PSP is making use of consultation structures set up under i2010 (i.e. thematic groups), as well as of formal structures under the CIP (i.e. the ICT Management Committee).

The contractor should assess how efficiently transitions (CIP/ eTEN/ MODINIS) were managed, and what lessons can be drawn for the future.

- Organisation and setting up by the Commission in due time of the relevant actions and mechanisms for implementing this programme
- Effectiveness of Stakeholder consultation in programme design and engagement;

Main questions for assessment are:

- Was the programme's existence (and particularly the Call for proposals) sufficiently published to the whole stakeholder community?
  - Was the whole stakeholder community sufficiently involved in the Work Programme generation process (Work Programmes 2007 and 2008).
- Effectiveness of the proposal evaluation and selection

Important data will come from the preparation and evaluation of the first call in November 2007. This aspect was also assessed under the intermediate of the eTEN programme in 2004. (RAND Europe study, par. 4.1.2 page 38).

Main questions for assessment are:

- Were the processes leading to participation and/ or grant allocation fair, open, transparent and fully accessible to all stakeholders at all stages
- Were management information and ICT systems used by programme management appropriate, sufficient and compatible with those in use in CIP elsewhere and/ or in ICT-RTD
- Were tendering and contract procedures in conformity with applicable rules, notably the 'Practical Guide to Contract procedures for EC External Actions'
- Were the overall legal framework (including rules for participation, contracts and applicable aspects of Financial Regulation), policy instruments and implementation modalities clear, appropriate and effective
- Did the proposal evaluation and selection respond to the resulted in the intended numbers of A and B pilots and Thematic Networks to be

funded, and was the budget allocation to the main themes and other themes and horizontal actions in conformity with the indicative budget allocation of the Work programme 2007

### 3. ESTIMATED RESOURCES AND DURATION

The maximum budget for this specific contract assignment is 200,000 Euro.

The period of execution of the work under the specific contract is 8 months from the date of entry into force of the specific contract (expected timeframe: December 2007/ January 2008 to July/ August 2008; and the first draft of the final report will be delivered at the end of month 4).

### 4. DELIVERABLES

The selected contractor will deliver a number of reports at various key stages of the contract:

- (1) Inception Report
- (2) Draft study report and the final study report "Support to the interim evaluation of the Policy Support Programme for ICT deployment within the Competitiveness and Innovation Programme"
- (3) Management report.

Each deliverable will be provided both in paper and electronic version (in MS-Word and in .pdf formats) and it must be drafted in English.

After reception of each report, both in paper and electronic version (in MS-Word and in .pdf formats), the Commission will have 20 calendar days in which:

- to approve it, with or without comments or reservations,
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved.

Where the Commission requests modifications or a new report because the one previously submitted has been rejected, this shall be submitted within 15 calendar days. The new report shall likewise be subject to the above provision.

#### 4.1. Study Reports

##### 4.1.1. *Report "Support to the Interim Evaluation (and Panel) of the ICT Policy Support Programme under CIP"*

- Inception report [Delivery 15 working days]: It will include a detailed work plan and methodology. This document provides an opportunity

to make a final check on the feasibility of the method proposed and the extent to which it corresponds with the information outlined in the terms of reference, before the study gets fully underway.

- "Draft study report" [Delivery: End of month 4]: This 1<sup>st</sup> draft will provide information about preliminary findings and hypothesis formulated on the evidence base. This version provides the Commission with the opportunity to check whether the contract is on schedule and whether the contract has actually focused on specified information needs. It also provides the basis for a dialogue between the contractors and Commission about the adequacy of analyses, the factual accuracy of observations and the realism of assertions and interpretations.
- "Final study report" [Delivery: End of month 6]: This document will provide the conclusions of the contractor in respect to the Terms of Reference. These conclusions will be clearly based on evidence generated through the analysis. Judgements provided should be clear and explicit.

#### 4.1.2. General principles

Since the reports are the concrete and visible product of the whole study, it is important that they are well written and presented. The style and presentation contribute to the structure and clarity of the reports. Their structure should reflect the different uses and expectations. However, a broad classification into following two parts is usually recommended:

- *Executive summary*: This part is destined primarily for the higher levels of the management and provides a short synthesis (usually, maximum of five pages) of the main conclusions of the analysis, the key points of evidence underpinning them and the resulting recommendations.
- *Main Report*: It is aimed at those directly or indirectly involved in policy formulation or implementation of (ICT) innovation (and ICT-RTD) activities at the European and Member State and regional levels and external knowledgeable stakeholders.

They present in full the results of analyses, conclusions and concrete recommendations for future exercises. They will also contain a description of the main issues examined and the context of the analysis as well as the methodology used and its main limitations.

#### 4.2. Management Report

At the end of the study the Management report will detail all the work carried out, the resources employed, and the results obtained under the contract, during the project. [Delivery: month 8]

## Part 2: Administrative details

### 5. ELIGIBILITY REQUIREMENTS

All **requirements** related to the **submission of a tender**, as below listed, are detailed in the invitation to tender (see sections 2, 3 and 4 of the request for services):

- Address and deadline for submission of the tender
- Presentation of the offer and Packaging
- Opening of the Tenders

### 6. SPECIFIC TENDER PRESENTATION

In accordance with Terms of Reference of the framework contract BUDG 06/PO/01/Lot 1/101930, point 4 "Procedure for specific contracts", the specific tender for the tasks required under the specific contract has to include an outline of the methodologies proposed, a work programme, a budget table containing allocation of human resources to be spent, and a lump-sum price for the order, based on the price schedule defined under point 8.2 of the Terms of Reference of the Framework contract. More specifically:

- The tender must be signed by the tenderer or his duly authorised representative.
- The tender must be in conformity with the framework contract and must include:
  - the total amount in EUR (€) payable for the services that are the subject of this request, broken down by categories of experts, travel and mission expenses (*see section 10 of the request for services*);
  - an outline on the methodologies proposed
  - a work-plan and timetable;
  - the composition of the proposed team: names, categories of expertise, CVs and the number of man-days to be supplied for each expert;
  - a statement on the absence of conflict of interest

- a statement that you will be able to carry out the services / submit the report before the indicated deadline;

The conditions for the work are specified in the accompanying draft Specific Contract.

## 7. AWARD CRITERIA

In accordance with the indications of Annex II to the terms of reference of the framework contract No. BUDG 06/PO/01/Lot 1/101930, the evaluation committee will evaluate the tenders and select the actual contractor based on the following 3 overall award criteria, each of which is weighted as shown below. Sub-criteria listed under each overall criterion are of equal value:

- |    |   |              |
|----|---|--------------|
| 1) | Understanding of the services and general approach to the work to be performed  | 25<br>points |
|    | <i>i) Understanding of the context, including i2010, EU-CIP and IST research deployment</i><br><i>ii) Credibility, control, and understanding of the work to be carried out</i><br><i>iii) Degree to which all relevant issues are covered</i><br><i>(The above aspects are of the same relative value)</i>   |              |
| 2) | Proposed methodology and tools  | 50<br>points |
|    | <i>i) Clarity, credibility, quality and feasibility of the tender (i.e. project description, and functionality of the approach)</i><br><i>ii) Soundness of the proposed analytical basis</i><br><i>iii) Soundness and appropriateness of the proposed analysis tools and evidence gathering techniques</i><br><i>(The above aspects are of the same relative value)</i> |              |
| 3) | Approach proposed for the management of the work  | 25<br>points |
|    | <i>i) Verifiable objectives and milestones</i><br><i>ii) Soundness of resources and expertise allocation</i><br><i>iii) Assignment of experts to work tasks</i><br><i>iv) Realistic time deadlines for completion of tasks.</i><br><i>(The above aspects are of the same relative value)</i>  |              |

In case the future contractor intends to subcontract some parts of the work, subject to Article II.13 of the Terms of Reference of the Framework Contract, this has to be indicated and duly justified in the initial expression of interest submitted within 5 working days from the date of the request for services.

Tenders which do not obtain at least 50% of the maximum score for each award criterion and at least 60% of the overall score for all criteria, will not be admitted to the next stage of the evaluation procedure.

In accordance with the indications of Annex II to the terms of reference of the framework contract No. BUDG 06/PO/01/Lot 1/101930, the tenders will be assessed in terms of the total price for the tender on the basis of the specific unit prices set in the Framework contract, broken down by categories of experts and travel and mission expenses.

The specific contract will be awarded to the most economically advantageous tender. This will be determined on the basis of the price to quality ratio of the tender and the bid with the best price/quality ratio will be selected for award.

## **8. PAYMENT AND STANDARD CONTRACT**

Payments under the contract shall be made in accordance with article III.4 of the model specific contract attached and the relevant provisions of the Framework Contract.

Payment of the balance shall be preceded by an interim payment.

### **Interim payment:**

Requests for interim payment by the Contractor shall be admissible if accompanied by:

- the draft study report in accordance with the instructions laid down in Annex I
- the relevant invoices

provided the draft study report has been approved by the Commission in accordance with the instructions laid down in Annex I.

Within thirty (30) days an interim payment equal to 50% of the total amount referred to in Article III.3.1 of the model specific contract shall be made.

## **9. CONFIDENTIALITY**

All non-published materials given to the contractor by DG Information Society and Media or other services of the European Commission are strictly confidential. The contractor will not allow information to be divulged to other parties or entities unless permission has been given by the Commission.

## **10. DISCLAIMER**

The following phrase is to be prominently displayed on the cover of all reports and deliverables.

**"The opinions expressed in this study are those of the authors and do not necessarily reflect the views of the European Commission."**