

SPECIFICATIONS

To Invitation to Tender DG ENV.E.4/SER/2009/0009

*Mid-Term evaluation of
the implementation of the LIFE + Regulation*

These specifications follow the publication of

- **the prior information notice in OJEU 2009/S 35-050290 of 20/02/2009**
- **the contract notice in OJEU 2009/S 56-079961 of 21/03/2009**

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PART 1: TECHNICAL DESCRIPTION

1. BACKGROUND

1.1. The LIFE + Regulation: origins, objectives and types of intervention

The EU spends about 10-15%¹ of its budget on environmental issues. This includes interventions financed by horizontal financial instruments such as the Regional or Cohesion Funds. However these instruments do not cover all environmental funding imperatives. For this reason, a specific instrument to provide support for developing and implementing Community environmental legislation is still needed. Launched in 1992, the LIFE programme is one of the spearheads of Community environment funding. The new Financial Instrument for the Environment (LIFE+) was adopted through Regulation (EC) No 614/2007 (hereinafter the LIFE+ Regulation).²

The purpose of the LIFE+ Regulation is "to contribute to the implementation, updating and development of Community environmental policy and legislation, including the integration of the environment into other policies, thereby contributing to sustainable development" (Article 1(2) of the LIFE+ Regulation).

The LIFE+ Regulation, as part of the rationalisation and simplification exercise, has consolidated almost all environmental expenditure by DG Environment³ into one single financial instrument. The LIFE+ Regulation thus integrates into one legal basis expenditure under the traditional LIFE Programme, the sustainable urban development programme, the NGO Programme, Forest Focus, and former DG Environment budget lines without a legal basis (*e.g.*, general policy development and implementation facility).

The expected results of this consolidation were a substantial simplification of the decision-making process, flexibility in allocation of funds within the same instrument and a reduction of administrative overheads involved in funding similar activities through different programmes.⁴

Three different types of interventions are possible through LIFE+:⁵

¹ Explanatory memorandum to the proposal for a Regulation of the European Parliament and the Council concerning the Financial Instrument of the Environment (LIFE+), COM(2004) 621 final.

² Regulation (EC) No 614/2007 of the European Parliament and of the Council concerning the Financial Instrument for the Environment (hereinafter the LIFE+ Regulation (OJ L 149, 09.06.2007).

³ Some expenditure is outside the LIFE+ Regulation. For example, the subsidy to the EEA is made under same Budgetary Expenditure Heading as other environmental expenditure but not under the LIFE + Regulation. The ENRTP funding is not covered by the LIFE + Regulation.

⁴ For more details see the explanatory memorandum to the proposal for a LIFE+ Regulation cf. supra note 1.

⁵ For specific types of measures that can be financed by LIFE+ please see Annex I to the Regulation.

- **Action grants for project implementation** (traditional LIFE Programme) which represents 78% of the LIFE+ Budget.
- **Operating grants for NGOs**, which represents 3% of the LIFE+ budget
- **Public procurement contracts** for service provision (*e.g.*, studies, surveys, technical assistance, communication activities, etc.), together with direct grants to certain organisations enjoying a *de facto* or *de jure* monopoly, which represents 19% of the LIFE+ budget.

The LIFE+ Regulation covers interventions during the period 2007-2013 and has a financial envelope of some EUR 2.143.409.000. A total amount of EUR 207,5 million was available for the 2008 call for proposals. All interventions under the Regulation are also governed by the Financial Regulations⁶ and the Implementing Rules.⁷

According to Article 15(2) of the LIFE+ Regulation, the Commission shall submit a mid-term review of LIFE + to the European Parliament and the Committee no later than 30 September 2010. **The objective of this study is to evaluate the implementation of LIFE+ Regulation for the period 2007-2009.**

1.1.1. Action grants for project implementation

Under Article 6(1) of the LIFE+ Regulation, at least 78% of the annual budget is to be spent in projects covering one of the LIFE Programme's three components:

- **LIFE-Nature and Biodiversity:**⁸ nature or biodiversity projects implementing or promoting the integration of the Natura2000 network, as well as aiming to further develop the network, especially in coastal and marine waters. This also includes the implementation of the Habitats and Birds Directives. The projects could also contribute to implement the Communication on "halting the loss of biodiversity by 2010".
- **LIFE-Environment and Governance:**⁹ innovative or demonstration projects relating to Community environmental objectives including the development or dissemination of best practices techniques, know-how or technologies as well as projects contributing to the monitoring of forests. This component is further divided in principal objectives those being climate change, water, air, soil, urban environment, noise, chemicals, environment and health, natural resources and waste, forests, innovation, and strategic approaches.

⁶ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, OJ L 248, 16.9.2002, p.1 as amended by Regulation (EC, Euratom) No 1995/2006 (OJ L 390, 30.12.2006, p.1).

⁷ Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 357, 31.12.2002, p.1).

⁸ http://ec.europa.eu/environment/life/funding/lifeplus/components/component_nat.htm.

⁹ http://ec.europa.eu/environment/life/funding/lifeplus/components/component_env.htm.

- **LIFE-Information and Communication:**¹⁰ communication and awareness raising campaigns related to the implementation, updating and development of European environmental policy and legislation as well as awareness raising campaigns for the prevention of forest fires and training for forest fire agents.

The LIFE+ Regulation has introduced many changes (outlined below) some of which were adopted to address issues raised by the Court of Auditors.

The contractor should evaluate whether these changes have attained the desired objectives and identify any drawbacks. In particular, he/she should evaluate whether these changes have led to a better allocation of resources, increased coherence, quality, effectiveness and efficiency of EU intervention, and improved the link between policy development and implementation and LIFE projects. He/she should also analyse the implementation of the complementarity principle as required by Article 9 of the LIFE+ Regulation.

(a) New approach, new structure and shift in focus

The LIFE+ Regulation has changed the approach, structure and focus of the previous interventions. Most changes were aimed at increasing the European added value of the intervention and to improve the link between policy development and implementation and LIFE projects.

A detailed **multi-annual strategic programme** (Annex II to the LIFE+ Regulation) sets out principal objectives and priority areas for action for funding opportunities. In addition, the Commission has indicated a priority theme for LIFE ENV in each year's call for proposals, climate change being the priority for 2007 and 2008 calls. For each intervention a set of indicators for the evaluation and assessment of the Programme has been developed.

Up until 2006 the LIFE programme was structured around the **strands** Nature, Environment and Third Countries. The LIFE + Regulation has incorporated Biodiversity into the Nature strand and has broadened the scope of the Environment, which now refers to environmental policy and governance. The Third-Country strand, which focused on environmental capacity building and technical assistance, was eliminated and the activities under this strand have been integrated into ENRTP and IPA Instruments. However, this might have affected the quality of EU intervention since the possibility for LIFE+ to fund extra-EU actions is curtailed and external assistance services may lack environmental expertise. A new strand, LIFE Information and Communication, was created as a reaction to the need to better communicate policies and initiatives as well as environmental themes in Europe.

The LIFE Programme has been an evolving instrument. Whereas initially the main **focus** of actions was innovation, especially in the area of environment, LIFE+ focuses more on implementation of current legislation, and demonstration and best practice projects. The Environment themes have been broadened to align with the 6th EAP priorities. LIFE+ has thus

¹⁰ http://ec.europa.eu/environment/life/funding/lifepius/components/component_info.htm.

included those environmental sectors identified as priorities under the 6th EAP. In addition, it also includes as specific priorities more horizontal aspects such as strategic approaches and innovation. At the same time, innovation and demonstration are cross cutting issues to all environment related projects.

(b) Selection process: national indicative allocations and annual priorities

The LIFE+ Regulation has also brought changes to the selection process to increase the European nature of the programme and a better allocation of resources. Two thresholds have to be respected when selecting projects: 50% of the total budget must be allocated to measures to support the conservation of nature and biodiversity. In addition, the Commission endeavours to ensure that at least 15% of the budgetary resources dedicated to action grants are allocated to transnational projects.¹¹

The Commission services are responsible for organising and carrying out the project selection procedure. Eligibility, selection and award criteria are assessed following an evaluation guide issued by the Commission services which contains for each criterion, a set of questions. The Commission is assisted by external consultants in the evaluation of projects. Evaluation and selection procedures are published every year with the annual call for proposals. The Commission and its experts have used database ("ESAP") to manage various stages of the selection process. The contractor will be granted access to ESAP and the project database "BUTLER".

Projects are selected on the quality of the proposal submitted. However, following Article 6 of the LIFE+ Regulation, the Commission has set indicative national financial allocations for the period 2007-2010 based on population (total population of the Member State, and population density), and nature and biodiversity (total area of SCI, and proportion of a Member State's territory covered by SCI).¹² The minimum allocation per year is EUR 1-3 million. In addition, (from the 2008 call for proposals) Member States may submit to the Commission national annual priorities selected from Annex II.¹³ Proposals addressing national priorities may obtain additional points in the evaluation process. Member States may also comment on individual project proposals, in particular whether they correspond to national priorities. The list of selected projects is approved by a Committee procedure with scrutiny from the European Parliament.

(c) Participating countries: Article 8 of the LIFE+ Regulation.

LIFE+ only finances interventions in EU countries. The LIFE+ Regulation includes three exceptions: the EFTA States which have become members of the European Environmental Agency, candidate countries, and Western Balkan countries included in the Stabilisation and

¹¹For more details see the Guide for Evaluating LIFE+ project proposals available at http://ec.europa.eu/environment/life/funding/lifeplus/components/documents/lifeplus_evaguide.pdf.

¹² See cf. supra note 11, Guide for Evaluating LIFE+ project proposals p. 16.

¹³ The national priorities are published on the LIFE website.

Association Process. However, these exceptions are only possible provided that supplementary appropriations are received (Article 8 of LIFE+ Regulation).

The reasons to introduce such limitations were on the one hand to ensure coherence of EU funding and to improve synergy between various Community instruments. However, this lack of flexibility may prevent the submission of proposals where third countries' involvement might be necessary (for example to ensure the effectiveness and sustainability of nature projects).¹⁴ This also affects NGO actions (operating grants), since only activities incurred in the EU are eligible.

(d) Complementarity: Article 9 of the LIFE + Regulation

The LIFE+ Regulation requires complementarity between different EU funding sources and in particular between Rural Development and Structural Funding and the LIFE+ funding. The expected result was to improve synergies between EU funds and avoid double funding. Funding of a strategic, longer term and structural nature should go through structural and rural development funds.¹⁵ LIFE+ should finance activities such as the development of innovative ways to approach and demonstrate site management or technical support for the preparation of management plans etc.¹⁶

Other Community instruments may also fund interventions complementary to LIFE Environment, such as the Competitiveness and Innovation Framework Programme, Health Programme, the 7th Framework Programme for Research, etc.

In an effort to improve synergies between funds, DG Environment has developed guidance documents on funding possibilities available under different Community funds in particular in the area of Natura2000.¹⁷

In addition, when submitting a proposal the applicant must declare whether the actions listed in the proposal do not and will not receive aid from the Structural Funds or other Community financial instruments. In the event that any such funding is made available after the submission of the proposal or during the implementation of the project, the applicant/beneficiary is obliged to immediately inform the European Commission. In the case of actions falling within the eligibility criteria for financing through other Community financial instruments, the applicant must explain in detail why he considered that those actions nevertheless do not fall within the main scope of the instrument(s) in question and are therefore included in the current project for LIFE funding.

¹⁴ The effectiveness of species related projects made be hampered by the impossibility to cooperate with third countries, especially for the creation of corridors and stepping stones. Previously this cooperation was possible.

¹⁵ These terms include European Regional Development Fund, the European Social Fund, the Cohesion Fund the European Agricultural Fund for Rural Development, the European Fisheries Fund.

¹⁶ For more details see the Explanatory memorandum to the LIFE+ Regulation (cf. supra note 1).

¹⁷ See section "Other funding" at LIFE website: <http://ec.europa.eu/environment/life/funding/otherfunding.htm>.

1.1.2. Operating grants for NGOs

Principal objective 15 as defined in Annex 2 to the LIFE + Regulation is "to promote NGOs which are primarily active in the field of environmental protection at European level". This intervention replaces the former NGO programme.

NGOs are given financial support to contribute to the development and implementation of Community environmental policy and legislation through various activities including awareness raising, and to improve their organisational capacity. The budget available for each year is around €8.5 million.¹⁸ This represents about 3% of the LIFE+ budget.

NGOs have to comply with certain eligibility criteria. In particular they have to be active at European level and have been established for at least two years. The number of NGOs funded each year in the period 2002-2007 varied between 18 and 44. In 2007 30 NGOs were funded out of 50 applications and 33 have been selected for funding in 2008. The Commission EU funding rate is 70% of the eligible costs of the operating budget of the organisation.

In October 2008 the Commission issued a staff working paper on the implementation of the NGO programme.¹⁹ The working paper identified some problems linked to the programme's inclusion in the LIFE+ Regulation. The evaluation should assess the effects of incorporating the NGO Programme into the LIFE+ Regulation and the effectiveness and efficiency of the intervention.

1.1.3. Public procurement contracts

The LIFE+ Regulation is also the legal basis for public procurement contracts under the operational expenditure part of DG Environment's budget. According to Article 5(4) of the LIFE+ Regulation, Community funds "may cover the costs of purchase of services and goods. These costs may include expenditure on information and communication, preparation, implementation, monitoring, checking and evaluation of projects, policies, programmes and legislation".

This intervention therefore covers general policy development and implementation activities as well as communication activities carried out by DG Environment. This includes, for example, public procurement contracts to carry out studies that will serve as a basis for developing or amending legislation, conformity checking contracts, funding of environmental information campaigns and technical assistance contracts for the implementation of the LIFE+ Programme.

The Annual Management Plan sets out the priorities for DG Environment and identifies studies or services that will be needed as part of the policy and legislative development duties of the DG. The Commission carries out approximately 50 actions a year of very different sizes and nature. Three areas have been the focus of most of DG Environment operational expenditure: Climate Change, Biodiversity and Sustainable Consumption and Production.

¹⁸ Indicative budget available for 2009 call for proposals EUR 8 750 000.

¹⁹ SEC(2008) 2633 final.

The evaluation should assess the relevance, effectiveness and efficacy of EU intervention through public procurement contracts.

1.2. Evaluation of EU funding programmes

The European Commission has a policy of regularly evaluating its programmes and activities. The basic regulatory requirements are set out in the Financial Regulations (notably Articles 27, 28 and 33) and the Implementing Rules (notably Article 21). Moreover, DG Budget has established an evaluation guide for evaluating EU programmes, which is the basis of the requirements laid down in this document. Information on EU evaluations can be found on DG Budget's website: http://www.ec.europa.eu/budget/sound_fin_mgt/evaluation_en.htm.

The evaluation guide sets forth the characteristics and intervention logic of evaluations. These include the following elements which should be related to the operational, specific and general objectives of a programme:

INPUTS: human and financial resources

PROGRAMME ACTIVITIES

OUTPUTS: goods and services produced

RESULTS: initial impact

OUTCOMES: longer-term impact

IMPACT: effects on the society from the results and the outcomes.

Previous evaluations: Both the LIFE Programme and the NGO programme have been subject to evaluation in recent years.

LIFE Programme: Ex-post evaluation of LIFE Programme²⁰ and the evaluation of LIFE communication activities.²¹

NGO Programme: an external mid-term evaluation²² of the previous legal basis of the NGO Programme²³ was carried out in 2005 for the period 2002-2004 to be used as a basis for considering new separate instrument for the period beyond 2006.

²⁰ Study Contract, N°07010401/2008/SI2.502933/ETU/E4.

²¹ Evaluation of LIFE Communication 2000-2007 under Framework Contract No. DG BUDG No BUDG06/PO/01/LOT 001.

²² Mid-term evaluation of the implementation of the Community action programme promoting NGOs' primarily active in the field of environmental protection (Decision 466/2002/EC). Final report by Agra CEAS Consulting Ltd., July 2005 available at http://ec.europa.eu/environment/ngos/lega_base02_06.htm.

²³ Decision 466/2002/EC of the European Parliament and of the Council laying down a Community action programme promoting non-governmental organisations primarily active in the field of environmental protection for the period 2002-2006 (OJ L 75, 16.03.2002).

Court of Auditors reports: Special report No 11/2003 concerning the Financial Instrument for the Environment (LIFE)²⁴ and report to be published on sustainability and communication.

2. OBJECTIVES

The purpose of this evaluation is to provide the Commission with key findings and lessons based on experience from Commission's current intervention. Given the obligations under Articles 15(2) and 9 of the LIFE+ Regulation, it will present those findings and lessons, along with a set of detailed recommendations, in a report designed primarily to provide the Commission's policy makers and managers with a valuable aid both for the implementation of the current initiatives and for future programming.

In particular, the mid-term evaluation should provide useful information as a basis for the future communication from the Commission to the European Parliament and the Council on the implementation of the LIFE+ Regulation. Given the limited number of projects, the evaluation of the action grants should focus on the operational aspects of the intervention and outputs. In the case of the operating grants for NGOs and public procurement interventions a more detailed, but proportional, analysis of effects (results and intermediate impacts) should be carried out. The evaluation should also assess whether the expected results aimed at when elaborating the LIFE+ Regulation have been achieved. The evaluation should also provide useful recommendations in view of an *ex-ante* evaluation for a future update of the LIFE+ Regulation.

In particular the evaluation should include:

Horizontal aspects to be evaluated:

- an assessment of the impacts of the simplification exercise;
- an assessment of the impacts of the consolidation exercise: effects of having included into LIFE+ other programmes, *e.g.*, Forest Focus, NGOs; and excluded certain interventions (*e.g.*, TCY and its inclusion in ENRTP).

Specific elements to be evaluated per intervention:

a) Action grants for project implementation

- an assessment of the intervention design and structure and its European added value
- an assessment of the project selection methods;
- an assessment of the programme management and monitoring, and communication activities;
- an assessment of limited effects of third country participation (Article 8 of the LIFE+ Regulation);
- an assessment of the implementation of the complementarity principle (Article 9 of the LIFE+ Regulation).

b) Operating grants for NGOs

- an assessment of the intervention type and size and an assessment of the NGO selection and monitoring methods;

²⁴ OJ C 292, 02.12.2003, p.1.

- an assessment of the efficiency and effectiveness of the intervention, including of NGO activities (outputs, results and intermediate impacts).

c) Public procurement contracts

- an assessment of the effects (outputs and results) of contracts into policy development and implementation. The contractor should also examine approaches in carrying out studies that have proven more successful;
- an assessment of the management methods and indicators.

3. CONTENT / DESCRIPTION OF THE TASKS RELATED TO THE MID-TERM EVALUATION OF THE LIFE + REGULATION

The scope of the evaluation should include the interventions covered by the LIFE+ Regulation (action grants for project implementation, operating grants for NGOs and public procurement contracts). Given that action grants represent 78% of the total LIFE+ budget, the evaluation should focus on this intervention. The project should aim at addressing the following issues:

Relevance:	the extent to which an intervention's objectives are pertinent to needs problems and issues to be addressed;
Economy:	the extent to which resources are available in due time, in appropriate quantity and quality at the best price
Effectiveness:	the extent to which objectives set are achieved
Efficiency:	the extent the desired effects are achieved at a reasonable cost
Consistency:	the extent to which positive/negative spillovers onto other economic, social or environmental policy areas are being maximised/minimised
Allocative/ distributional:	the extent to which disproportionate negative/positive distributional effects of a policy are minimised/maximised
Acceptability:	the extent to which stakeholders accept the policy in general and the particular instrument proposed or employed.

Coherence, sustainability and utility are not part of the mid-term evaluation exercise.

3.1. Main activities

The following activities should be carried out by the contractor:

a) Interview with relevant stakeholders: the contractor should interview individual persons to be selected in agreement with the Commission, including:

- relevant LIFE programme administrators in DG Environment
- relevant NGO programme administrator in DG Environment
- key Commission staff in financial units in DG Environment
- key Commission staff in technical units in DG Environment (*e.g.*, Climate Change, Biodiversity, Sustainable Consumption and Production, Water, Industry etc)
- relevant persons in other DGs (*e.g.*, DG REGIO, DG TREN, DG AGRI, DG RTD, DG MARE, DG ENTR, DG AIDCO)

- current contractors evaluating project proposals
- current monitoring teams
- projects' coordinators
- NGOs benefiting from NGO programme (*e.g.*, WWF, EEB, CCB, etc. Both Brussels-based and regional NGOs should be represented)
- Member States focal points
- Members of the European Parliament

The Commission will facilitate the identification of people to be interviewed and will provide a list of contact persons.

b) Desk-study of LIFE Projects: the contractor is expected to contact all projects by means of a questionnaire to be agreed with the Commission. Additional telephone interviews with a representative number of projects per Member State should be foreseen; 2-year projects may be identified for analysis of results. The contractor should also analyse projects' evaluations and monitoring files.

c) On-the-spot visits to selected NGO projects/activities: as part of the evaluation of operating grants, the contractor should visit NGO projects/activities financed by the LIFE+ budget. The final selection should be agreed with the Commission.

d) Analyse EU-wide events organised by the LIFE unit such as the Nature or the Water day, workshops and kick-off meetings. The contractor may be required to attend one of these events, and will interview participants from previous events to obtain feedback on experiences. The interview can adopt the form of a questionnaire. The Commission should provide key contact persons and internal assessments of past events.

e) Analyse efforts to ensure complementarity. The contractor will interview relevant stakeholders as mentioned in (a) above and should evaluate the steps taken to ensure coordination and complementarity of funding, in particular in the area of eco-innovation and Natura2000. The contractor should also analyse funding under other programmes with which the LIFE programme should ensure complementarity or that have taken over aspects previously funded under LIFE. The contractor should draw conclusions regarding the implementation of complementarity, including identification of potential drawbacks (*e.g.*, actions which did not obtain any funding, actions financed by other funds, projects/actions more tailored to LIFE funding) and steps needed to further improve coordination.

f) Detailed analysis of selected DG Environment procurement contracts: As part of the assessment of public procurement expenditure, the contractor should carry out a detailed evaluation of 6 major contracts selected in agreement with the Commission. The contracts should be selected from the three main areas of Environmental expenditure: 2 on Climate Change, 2 on Biodiversity and 2 on Sustainable Production and Consumption. The Commission will grant access to the reports under these contracts. The analysis of remaining contracts should be carried out more superficially. In particular, the contractor should evaluate the outputs, results of the projects, and intermediate impacts (*e.g.*, whether they led to any legislative proposal which was largely based on the conclusions of a contract).

g) *Analysis of technical assistance contracts*: The contractor will also evaluate contracts assisting the LIFE unit in their tasks of evaluation and monitoring of projects and communication activities. In particular, the contractor will evaluate the performance of the consultant assisting the Commission in the selection of projects under LIFE+.

h) *Analysis of communication activities*: The contractor should, if possible, carry out a detailed evaluation of one main communication campaign carried out by the Commission (e.g., the Biodiversity campaign). Other communication activities should also be examined. The evaluation of Green Week will take into account specific assessments already carried out by DG ENV. The contractor should also analyse communication activities carried out more specifically by the LIFE unit.

In addition, the contractor should take into account the results of previous evaluations, *inter alia* ex-post evaluation of the LIFE programme, evaluation on LIFE communication activities, findings of the Court of Auditors, and evaluation of the NGOs programme. The contractor should examine whether appropriate recommendations included in those evaluations have already been endorsed and implemented.

The contractor should use the indicators that have been developed under each type of intervention and draw conclusions. The contractor should include in its proposal, potential risks that could hamper the satisfactory implementation of the contract.

3.2. Evaluation questions

The contractor should evaluate the relevance, economy, effectiveness, efficiency, consistency, allocative effects and acceptability of the LIFE+ Regulation as a whole. However, given the very different characteristics of the activities funded under the LIFE+ Regulation, specific questions have been elaborated for each type of intervention. More general questions aimed at evaluating general aspects of the LIFE+ Regulation without differentiating between types of intervention have also been included. These questions focus on the evaluation of the consolidation and simplification exercise that took place when drafting the LIFE+ Regulation. The contractor should answer the following evaluation questions:

3.2.1. Evaluation questions on general aspects

- Has the simplification exercised been effective given the expected results of such simplification? In particular:
 - has it led to a substantial simplification of the decision-making process, flexibility in allocation of funds and reduction of administrative overheads involved in funding similar activities though different programmes?
 - Has it increased transparency and visibility of EU intervention on environmental issues?
- Has the consolidation exercise increased coherence of the EU intervention on environmental matters, including coherence between different interventions included in the Regulation? For example NGOs activities on awareness raising and LIFE Information and Communication component. Has it led to a more consistent policy targeting? What have been the impacts of

having included into LIFE+ other programmes, *e.g.*, Forest Focus, NGOs; and excluded certain interventions (*e.g.*, TCY and its inclusion in ENRTP)? For example, has it affected the effectiveness and efficiency of NGOs intervention?

- To what extent is LIFE+ accepted by stakeholders?
- In what way could the implementation of the Regulation be improved? In which way could the Regulation be improved to maximise impacts and improve cost-efficiency and coherence?

3.2.2. Specific evaluation questions on grants for project implementation

(a) Intervention structure and design

- To what extent has the new structure and design of the intervention, including the national allocations, served to improve the European nature of the Programme?
- To what extent has the new structure of LIFE+ contributed to the development of EU policies based on the experience gathered through LIFE projects? It might be too soon to answer this question given that many projects will be just starting or only half way through their implementation but there should be an assessment on whether the new structure-design of the programme has made it more likely to achieve such goal;
- To what extent has the diversity of themes (especially on environment) served to improve the quality of the projects financed and the allocation of funds given the objectives of the programme? Should the programme be structured in a different way? Should it be more focused? For example, should it have three cross-cutting issues (*e.g.*, climate change, innovation and demonstration, and strategic approach) and leave the particular environmental sector in which the project is implemented to the beneficiary? Should it have a thematic approach and some cross-cutting issues? Is the bottom-up approach still preferable to a top-down approach?
- What is the most efficient size for the intervention? Is the current funding rate level optimal compared to other funds?

(b) Programme Management method

- to what extent do the organisation set-up/management systems and processes contribute to the effectiveness and efficiency of projects. Is the current management method cost-effective and efficient given the size and structure of the LIFE Programme? Should it be outsourced? Has the communication of results *inter alia* to other units at DG ENV improved to enable legislative developments based on projects results?

The results of the ex-post evaluation and Court of Auditors' findings should be taken into account when carrying out the evaluation.

(c) Evaluation and selection of project proposals

- Is the LIFE+ evaluation and selection procedure objective and transparent?
- Is the LIFE+ evaluation and selection procedure effective and efficient?
- Do the best and most viable projects get selected?
- Does the new evaluation and selection procedure favour maximum EU added value?

Two selection processes will already have been carried out. Therefore, the contractor will have enough information to carry out an assessment. The conclusions of the ex-post evaluation should be integrated into the assessment. The contractor should also evaluate the performance of the contractor assisting the Commission in the selection procedure (notice that this assistance is part of the public procurement budget of the LIFE+ Regulation). Methods to ensure complementarity should be part of the specific evaluation of the principle.

(d) Programme monitoring and evaluation

- Is the new intervention more efficient? To what extent is the costs at which results have been achieved reasonable considering the cost of similar interventions?
- How could self-evaluation of projects help to improve efficiency of projects? Is there any guidance needed on how to do self-evaluations?

(e) Specific issues

- Is complementarity being implemented effectively? Has the current LIFE Programme improved synergies with other EU funds? Has it lead to a better allocation of resources? Are communication channels between the LIFE Unit and other DGs/Member States managing relevant funds sufficient?
- Does the third country Article correspond to current needs? Has it increased coherence of the EU intervention? Would it be necessary to allow for more flexibility?

3.2.3. Specific evaluation questions on operating grants for NGOs

(a) Intervention structure and design

- To what extent have the intervention's outputs and results contributed to achieving its objectives? In particular, to what extent have NGOs contributed to attaining the objectives of the programme (contribution to the development and implementation of Community environmental policy and legislation through various activities including awareness raising and improvement of NGOs; organisational capacity)?
- Does the intervention's structure and design ensure the European added value of the programme? Have the financial contributions under the Programme a direct impact on the “European performance” of the beneficiaries?
- Is the intervention relevant: Is there a clear added value of funding at Community level rather than at national/regional level? What is the extent of NGOs' reliance on and need for Community funding?
- Is the size of the intervention adequate to attain its objectives? Is the type of intervention (yearly operating grants with a maximum 70% co-funding) appropriate?
- Has the intervention had any negative impact on NGOs independence in developing their activities?

(b) Selection and monitoring of NGOs

- Is the evaluation and selection procedure objective and transparent?

- Do the eligibility criteria contribute to select NGOs providing the maximum European added value?
- Have the eligibility criteria had positive allocative and distributional effects? What are the main barriers for new applicants?
- Are the reporting arrangements and monitoring methods appropriate to assess the performance of the beneficiary NGOs?

3.2.4. Specific questions on intervention through public procurement

- Have public procurement contracts outputs contributed to the monitoring, development and implementation of environmental policy and legislation?
- Have public procurement contracts been consistent with DG Environment priorities?
- Were resources available to carry out such contracts sufficient? Were those resources made available in due time?
- Have public procurement contracts delivered the expected outputs? Have these outputs effectively achieved the environmental objective set forth in the terms of reference?
- Were those outputs and results obtained at a reasonable cost?
- Are the indicators developed to evaluate outputs adequate?
- What were the effects (results and intermediate impacts) of the EU-wide activities organised?

4. EXPERIENCE REQUIRED OF THE CONTRACTOR

The **Contractor** must have proven experience in carrying out and coordinating evaluations in one or more of the fields covered by the LIFE+ Regulation.

The core team should consist of at least three full time persons, including a coordinator, over a six months period. The work can be carried out by a higher number of part-time experts, in particular, questionnaire compilation and analysis, and visits to NGO projects.

All CVs must be presented using the EU standard CV (see section 6.2 at Part 2). The experts proposed to the Commission services must fulfil the criteria indicated in the sections below.

4.1. Project coordinator

The project coordinator should have at least 3 years of experience in evaluation of funding programmes. He/she should also have a thorough knowledge and understanding of EU environmental policy and interlinks with other policy areas. Experience in Structural and Cohesion Funds will be an asset. He/She should have an excellent command of English. Command of other Community languages will be an asset. The project coordinator should dedicate sufficient time to the project as indicated above.

4.2. Experts and other members of the team

The experts proposed must fulfil the following criteria:

- Each expert involved in the evaluation should have at least three years of proven professional experience evaluating programmes or working on EU environmental policies.

- Experts involved in the evaluation of action grants should have a good knowledge of the policy areas covered by LIFE Nature and Biodiversity, LIFE Environment (in particular water and waste), and LIFE Information and Communication.
- Experts involved in the evaluation of the operating grants for NGO should have a good knowledge of NGO funding at EU level. He/she should also be familiar with organisational aspects and the type of activities carried out by environmental NGOs.
- Experts involved in the evaluation of the public procurement contracts should have a good knowledge of the main environmental areas to be covered (climate change, biodiversity, and sustainable production and consumption).

The Contractor must ensure that at least the following languages are covered by the team of experts: English, French, German, Spanish and Italian.

4.3. Independence/Conflict of interest

The evaluation should be carried out with complete independence. Individuals or organisations that have played a major role in the selection and/or monitoring of LIFE projects or have benefited from NGOs grants are considered to be in a situation of conflict of interest.

4.4. Deliverables

The Contractor shall deliver the following reports:

- Inception report: Six weeks after signature of the contract
- Draft final report: Five months after signature of the contract
- Final report: Six months after signature of the contract

All deliverables should be submitted in English electronically both in Word format and pdf. In addition, the final report should be submitted in 2 hardcopies.

4.4.1. Inception report

The inception report should include:

- A refinement of the methodology and work plan for each task (including field work) which has been presented with the tender. This shall include details of how the relevant data will be collected and analysed and a list of people proposed for consultation. The information included in the report shall be based on discussions with DG Environment during the inception meeting;
- Draft questionnaires addressing the different issues for evaluation, when applicable, and tailored to specific stakeholders groups;
- Suggested list of NGO projects/activities to be visited and analysed;
- An overview of progress so far including problems, such as data gaps, already detected at this early stage and suggestions for tackling the problems.

The inception report shall be submitted in English and shall have a maximum of 30 pages, excluding annexes. It shall be submitted at least 6 weeks after signature of the contract.

4.4.2. Draft final report

The draft final report shall be drafted in English and be submitted in electronic format (Word and pdf). The draft final report shall include a clear overview of the methodology and an evaluation of the LIFE+ Regulation including the three interventions (action grants, operating grants and public procurement contracts), and conclusions and recommendations. The report shall be written in a clear, unambiguous and comprehensive manner.

The report shall have the structure included in annex 9 and shall consist of five parts: a part dealing with horizontal aspects, a second part dealing with action grants, a third part addressing operating grants and a part on public procurement. A final part should include a consolidated evaluation of the Regulation as a whole. The report shall have 150 pages as a maximum excluding annexes. A separate document shall include full empirical information (*e.g.*, results of projects' evaluation, questionnaires) and bibliographic material. This document shall be submitted in useable electronic format.

The draft final report shall be submitted at least five months after signature of the contract.

4.4.3. Final report

The final report shall be submitted at least six months after signature of the contract in electronic format (Word and pdf) and in 2 hard copies.

The final report shall be a revised version of the draft final report, taking into account the comments and observations received from the Commission services insofar as they do not impinge the independent judgement of the contractor. When Commission's observations or comments are not endorsed, the contractor shall explain the reasons not to do so.

The final report shall include an executive summary of 15 pages (not included in the 150 pages of the main body of the report) drafted in English, French and German. The executive summary should be written in a clear, unambiguous and comprehensive manner and contain the necessary information to enable the Commission services to draft a communication on the mid-term review of the LIFE+ Regulation.

4.5. Quality assessment of the mid-term evaluation

For the mid-term evaluation to be successful it is important that the Contractor demonstrates the ability to fulfil the requirements of the offer. The quality of the mid-term evaluation will be assessed using the following criteria:

- Meeting needs: does the evaluation respond to the information needs, in particular as expressed in the terms of reference?
- Relevant Scope: Have the rationale of the intervention, its outcomes, outputs, impacts, interactions with other policies and unexpected effects been studied in full?
- Appropriate methodology: Is the design of the evaluation adequate and suitable for providing the findings required (within the time limits) to answer the main evaluation questions?
- Reliable data: are the data collected adequate for their intended use and have their reliability been ascertained?

- Sound analysis: Are the data systematically analysed to address the specific tasks and to cover other information needs in valid manner?
- Credible findings: Do findings follow logically from and are justified by the data/information analysis and are interpretations based on pre-established criteria and rational?
- Valid conclusions: Are the conclusions non-biased and fully based on the findings?
- Helpful recommendations: Are the suggested recommendations realistic, operational and impartial? Can they be implemented cost-efficiently?
- Clarity: is the report well structured, balanced and written in an understandable manner?

5. DURATION OF THE TASKS

The tasks should be completed within six months of the signature of the contract (see point 5). The execution of the tasks may not start before the contract has been signed. The contract is not renewable. Timing of the study:

Week 1: contract signed and kick-off meeting
Week 2 to 6: Inception reporting period : Inception report must be presented within 6 weeks of signature of the contract and a coordination meeting with DG Environment (including presentation to the steering committee) will be held within the following two weeks
Months 2 to 5: The draft final report must be submitted by the contractor within 5 months of signature of the contract and a coordination meeting with DG Environment (including presentation to the steering committee) will be held within the following two weeks.
Months 6: The final report must be submitted by the contractor within 6 months of signature of the contract.

6. ORGANISATION

The contract will be managed by DG Environment's LIFE unit, who will set up a steering committee composed of the relevant units from DG Environment. Close collaboration with the LIFE unit will be needed, involving regular contacts and meetings, if necessary, with a view to discussing any issues or problems encountered during the study.

Whilst the contractor is solely responsible for collecting the data and identifying and contacting persons to be consulted in relation to this contract, the LIFE unit will among other things facilitate the access to appropriate sources of data, monitor the work as it progresses, read and comment on deliverables and take part in the quality assessment of the study.

A minimum of three meetings with the LIFE unit will be organised at the premises of DG Environment in Brussels and the contractor will be required to attend these meeting with relevant experts. The contractor must take account of the Commission's comments and recommendations and keep it regularly and frequently information on the progress of the work.

7. PLACE OF PERFORMANCE

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

PART 2: ADMINISTRATIVE DETAILS

1. General terms and conditions for the submission of tenders

Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes) and waives all other terms of business.

Submission of a tender binds the Contractor to whom the contract is awarded during performance of the contract.

Changes to tenders will be accepted only if they are submitted on or before the final date set for the submission of tenders.

Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.

No information of any kind will be given on the state of progress with regard to the evaluation of tenders.

Once the Commission has accepted the tender, it shall become the property of the Commission and the Commission shall treat it confidentially.

The protocol on the Privileges and Immunities or, where appropriate, the Vienna Convention of 24 April 1963 on Consular Relations shall apply to this invitation to tender.

2. No obligation to award the Contract

Fulfilment of adjudication or invitation to tender procedure shall not involve the Commission in any obligation to award the contract.

The Commission shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable in the event of its deciding not to award the contract.

3. Joint tenders

When a consortium / partnership is envisaged three cases can arise:

- I. The offer originates from a consortium already formally set up as a separate and legal entity able to submit its statutes, mode of operation, technical and financial capacity, such as result from the contributions of its various members. It is such a consortium that will bear the technical and financial responsibility for the contract and will present the requested financial guarantee, if applicable.
- II. The offer originates from companies not yet having created a consortium as a separate legal entity but planning to constitute one as referred to in item I, if their joint offer is accepted. In such a situation, the tenderer will have to provide the legal form, the envisaged draft statutes and mode of operation of the consortium, the various technical and financial contributions, letters of intent, as well as the guarantees envisaged, where applicable.
- III. The offer originates from companies not wishing to constitute formally a consortium as a separate legal entity and thus constituting effectively an association. In such a case,

the offer will be submitted in the form of subcontracting (cf. point 4 below), in which case one of the companies shall assume the total responsibility for the offer. This company will sign the contract in its name, the other companies then being regarded as subcontractors of the first.

For joint tenders described in cases I and II above, the information required in

Part 2, 6.2 (“administrative proposal”)

Part 3, 1 (“information for assessment of exclusion criteria”) and

Part 3, 2 (“information for assessment of selection criteria”)

must be provided for **all** members participating in the tender.

For joint tenders described in case III please refer to point 4 below.

4. Subcontractors

Subcontracting is permitted subject to the following conditions:

The subcontractor is the sole responsibility of the main contractor;

Tenderers must indicate in their offers the amount of the contract (if any) that they will subcontract to third parties, as well as the identity and availability of the chosen subcontractor(s).

The contractor will not subcontract to third parties not identified in the offer as potential subcontractors without prior written authorisation from the Commission;

the contractor shall not cause the contract to be performed in fact by third parties;

even where the Commission authorises the contractor to subcontract to third parties, the contractor shall nonetheless remain bound by his obligations to the Commission under the contract;

the contractor shall ensure that the subcontract does not affect rights and guarantees to which the Commission is entitled by virtue of the contract.

Where the total amount envisaged for subcontracting is above 30% of the total contract value, evidence of the subcontractor(s) ability to perform the tasks entrusted to him/them shall be included in the offer. Such evidence is the same as that also required from the contractor, as described and identified, in Part 3, point 2 below.

Where the total amount envisaged for subcontracting is above 50% of the total contract value, the subcontractor(s) must also, **if and when requested**, present evidence of compliance with the exclusion criteria (as required from the potential contractor) as described in Part 3, point.1 below.

Tenderers should note that the Commission will consider intended subcontracting below 30% of the contract value as an indication that the potential contractor has the resources to complete the tasks under the contract, as well as a factor potentially enhancing the proposed team organisation. Therefore this point will be taken into account in the assessment of the award criterion “project management and availability”.

5. Payments

This contract will be paid on a lump sum basis. A pre-financing payment of 30% will be paid upon signature of the contract.

A final payment of 70% will be paid upon acceptance by the Commission of the final report.

The Commission reserves the right to waive the pre-financing payment if applicable, or to request a financial guarantee should it be deemed necessary.

The Commission is exempt from all taxes and dues, including value added tax, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities with regard to its financial contribution under the contract.

6. Content of the tender

All tenders must be presented in three sections:

6.1. Financial proposal

A financial proposal duly dated and signed by the person authorised to sign on behalf of the organisation. The price must be quoted in Euro using the template in [annex 2](#), including for the countries which do not form part of the Euro zone. For the tenderers of the countries which do not form part of the Euro zone, the amount of the offer cannot be revised because of exchange rate movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.

The price must be a fixed amount, inclusive all expenses.

The price will not be subject to revision.

For guidance purposes, the maximum budget allocation contract is fixed at **€400.000** (four hundred thousand Euro).

The price quotation must be signed by the tenderer or his duly authorised representative.

The price must be quoted free of all duties, taxes and other charges, including VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965 (OJEC L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption. For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact his national authorities to clarify the way in which the European Community is exempt from VAT.

The offer shall remain valid for a period of 6 months, as from the deadline for submission of offer.

6.2. Administrative proposal

An **administrative information form** containing information on the full name of the organisation, legal status, address, person to contact, person authorised to sign on behalf of the organisation, telephone number, and facsimile number, as well as relevant bank details. The form must be duly dated, signed and stamped by the person authorized to sign on behalf of the company, and by the bank (see [annex 1](#)).

A **legal entity form** (see [annex 3](#)), proof of enrolment (certificates) in one of the professional or trade registers, in country of establishment;

If the tenderer is a natural person; she/he will be required to provide proof of her/his status as a self-employed person. To this end she/he must supply details of her/his social security cover and situation with regards to VAT regulation.

A **declaration of the candidate's eligibility**; certifying that he/she is not in one of the situations listed in articles 93 and 94 of the Financial Regulation of the European Communities (Official Journal L 390 of 30/12/2006) (see [annex 4](#))

Documents relating to the **selection criteria** (see part 3, point 2.1. Financial and Economic capacity).

The service provider's **educational and professional qualifications** and those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services (curriculum vitae presented on the EU standard form which can be downloaded from the following address – <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>

A **consolidated overview of CVs in an excel table**. The overview must include the following information: name of the person, level of education, language skills, time involvement in the contract (*e.g.*, number of days), role in the contract (*e.g.*, coordination, country expert) and thematic skills (*e.g.*, water).

A list, in English or French of the **principal studies, services contracts**, consultancy work, surveys, publications or other work previously carried out during the past three years, indicating the name of the client and stating which, if any, were done for the European Commission.

Tenders from **consortia** of firms or groups of service providers must specify the role, qualifications and experience of each member (see also part 3, points 1, 2 and 3 – exclusion, selection and award criteria).

6.3. Technical proposal

A contract proposal with the methodology to fulfil the requirements mentioned in Part 1, point 3. The tender should give indications on the theoretical background used, the methodology used in the work that will be undertaken and on its appropriateness for this purpose, in conformity with the guidelines included in the approach. It should also give indications on the data to be used and their reliability. The proposal shall not exceed 40 pages.

Establish the tenderer's identity

The tenderer should detail the competence, experience and the means at his disposal which would allow the tasks foreseen in the contract to be carried out.

A list of previous work carried out over the past 3 years must be included.

If a consortium is formed for the execution of the tasks presented in this call for tender, then please explain the roles of each partner in the consortium. (For the administrative details in relation to joint tenders, please refer to Part 2, point 3).

If sub-contracting is envisaged, please clearly indicate which tasks are concerned, the % that this represents of the total value of the offer, and the name and address of the sub-contractor(s), if known at this stage.

Implementation of the contract

Describe the methodology to be applied to carry out each of the tasks foreseen in the contract.

Managing the contract

The tenderer's availability during the period of the execution of the tasks must be clearly demonstrated, and explain how the project will be managed.

PART 3: ASSESSMENT AND AWARD OF A CONTRACT

The assessment will be based on each tenderers bid.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract will concern only admissible bids and it will be carried out in three successive phases. The first step is to check that the tenderers are not excluded in any way from taking part in the tender procedure. The second step is to check the tenderer's capacity (financial and technical) to perform the contract and the final step is to assess the quality of the offers against the award criteria.

In the case of joint tenders, the exclusion, selection and award criteria will be applicable to all the members of the consortium. The same principle will also be applied in the case where there are sub-contractors. The bid must clearly identify the subcontractors and document their willingness to accept the tasks and thus acceptance of the terms and conditions set out in Part 2.1. Tenderers must inform the subcontractors that Article II.17 of the standard contract will be applied to them. Once the contract has been signed, Article II.13 of the above mentioned contract shall govern subcontractors.

1. Exclusion criteria

Tenderers must declare on their honour that they are not in one of the situations referred to in articles 93 and 94 a) of the Financial Regulation. Tenderers or their representatives must therefore fill in and sign the form in Annex 4 to these specifications. Hereby agreeing to submit to the Commission, **if and when requested to do so**, those certificates or documents demonstrating that the tenderer is not in any of the situations described under points (a), (b), (d) and (e) below:

These articles are as follows:

Article 93:

1. Applicants or tenderers shall be excluded if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) They are currently subject to an administrative penalty referred to in [Article 96\(1\)](#).

Article 94

A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in [Article 93\(1\)](#), for this procurement procedure.

2. Selection criteria

Only those tenders fulfilling all the selection criteria will be examined in the light of the award criteria. The selection criteria are set out below

2.1. Financial and economic capacity may be shown by means of the following:

- A simplified balance sheet and profit and loss account, exclusively based on the annex 5 form attached to these specifications;

In the event that the tender is unable to complete the form as proposed above one of the following alternatives would be acceptable

- a. financial statements for the last two financial years;
OR
- b. declaration concerning the sales turnover related to the field associated with the invitation to tender during the last three financial years;
OR
- c. other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above

2.2. Technical and professional competence:

Experience as evidenced by the qualifications, both educational and professional, of the service provider or contractor and those of the firm's managerial staff and, in particular those of the person or persons responsible for carrying out the service/work. Curriculum vitae must be provided.

A reference list of relevant previous projects over the past 3 years must be provided, indicating the sums involved, dates, recipients, public or private.

2.3. Authorisation to perform the contract

A tenderer must prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

2.4. Access to the market

A tenderer must indicate in which State they have their headquarters or domicile and to present the supporting evidence normally acceptable under their own law.

3. Award criteria

Further to the price quoted for the contract, the following award criteria will be applied:

Award criteria 1 – Understanding (max points 25)

- General understanding of the tasks to be performed
- Understanding of action grants under the LIFE+ Regulation, operating grants for NGOs, environmental policies and funding at EU level
- Understanding of the evaluation of EU programmes

This criterion serves to assess whether the tenderer has understood all of the issues involved, as well as the nature of the work to be undertaken and the content of the final products.

Award criteria 2 – Methodology (max points 50)

- The approach for data collection
- The approach for data analysis and for judging results
- Clarity of the proposed methods and tools to carry out an mid-term evaluation of the LIFE+ Regulation

Offers will be assessed with reference to the suitability of the proposed methods for analysing, reviewing and evaluating documents and figures, in accordance with the needs of the contracting authority as laid down in this invitation to tender.

Award criteria 3 – Project management and availability (max points 25)

- General management approach
- Resource allocation broken down by category of experts assigned to different tasks
- The approach for quality assurance

This criterion relates to the quality of project planning, the organisation of the team with a view to managing a project of this nature and the availability of the resources for the completion of the contractual tasks.

Since assessment of the tenders will be based 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 Commission may decide to give a zero mark for the relevant qualitative award criteria.

4. Points

A points system to evaluate the award criteria relating to the technical value of the offers will be applied.

A maximum of 25 points will be attributed to criterion 1, a maximum of 50 points will be attributed to criterion 2, and a maximum of 25 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

- Technical sufficiency levels: Selected companies will have to score a minimum of 15, 35 and 15 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

5. Budget

i) The budget is a maximum of €400 000 excluding VAT (including fees, travel and all other costs).

The Commission is exempt from all taxes and dues, including value added tax, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities with regard to its financial contribution under the contract.

The price quoted must be a firm, non-revisable price and must be quoted in euro.

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

6. Ranking of the tenders and award of the contract.

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

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

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

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

7. Opening of tenders

The tenders received will be opened on **14/05/2009 at 10h30** in the Commission building at **Avenue Beaulieu 5, B-1160 Brussels**.

One authorised representative of each tenderer (with proof of identity) may attend the opening of tenders (no expenses paid).

8. Information for tenderers

After the award decision has been taken, the Commission will inform tenderers including the grounds for any decision not to award a contract or to recommence the procedure.

ANNEX 1 - ADMINISTRATIVE INFORMATION FORM

Organisation or individual:

NAME:

ADDRESS:

HEADQUARTERS:

PERSON AUTHORISED TO SIGN CONTRACT:

Name and position:

PERSON FOR ROUTINE CONTACT:

Name and position:

Telephone and fax number:

BANK DETAILS:

NAME OF ACCOUNT HOLDER:

ADDRESS OF ACCOUNT HOLDER:

NAME OF BANK:

ADDRESS OF BANK AGENCY:

ACCOUNT N°:

(BLZ, SORT CODE, ?):

I.B.A.N. CODE:

Signature of Contractor

Official Stamp and Signature
of Contractor's Bank

ANNEX 2 - FINANCIAL OFFER TEMPLATE

(FOR GUIDANCE PURPOSES ONLY)

PRICE AND ESTIMATED BUDGET BREAKDOWN

Calculation of the costs

Name	Staff on payroll		Other statute	Time in %	Total year /	TOTAL
	Gross salary	Social charges				
...						
... etc.						
Staff costs						
Infrastructure						
Overhead costs including office material and consumables						
Office Equipment						
Travel/Missions						
Sub-contracting						
Company x						
Company y						
Company z						
Other						
TOTAL COSTS in EURO					€	

Signature of Contractor

.....

Date

.....

ANNEX 3 - LEGAL ENTITY FORM

This form can be downloaded from

http://ec.europa.eu/budget/execution/legal_entities_en.htm

ANNEX 4

DECLARATION ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTERESTS

Name of the organisation/individual:

Legal address:

Registration number:

VAT number:

Name of the signatory of this form:

Position:

- representative legally authorised to represent the tenderer vis-à-vis third parties and acting on behalf of the aforementioned company or organisation *[please tick box if applicable]*

hereby certifies that *[please tick one of the two boxes]*

- they
- the company or organisation that they represent:
- a) are/is not bankrupt or being wound up, is not having their affairs administered by the court, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have/has not been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) have/has not been found guilty of grave professional misconduct proven by any means which the Commission can justify;
- d) have/has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) have/has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) are/is currently not subject to an administrative penalty referred to in [Article 96\(1\)](#).

In addition, the undersigned declares on their honour:

- g) that on the date of submission of the tender, they, the company or organisation they represent and the staff proposed for this tender are not subject to a conflict of interests in the context of this invitation to tender; the undersigned undertakes to inform the Commission without delay of any change to this situation after the date of submission of the tender;
- h) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete;
- i) **that, if and when requested, they will provide the evidence required under point 1, part 3 of the Specifications.**

Full name:

Date

Signature:

ANNEX 5

Explanation – please read carefully before completing the financial capacity form

Simplified balance sheet and profit and loss account

Candidates shall indicate if they are a profit or a non profit making company / organisation.

Within the form, financial data based on the company's /organisation's balance sheet are collected in a standardised form. Please find below a correspondence table giving an explanation on the regrouping of different accounts respecting the [4th Accounting Directive](#). You should complete this form carefully. Given its complexity, it is recommended that the form be completed by a professional accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. Thus it is very important that data reported are accurate. The Commission may wish to cross check the data with those reported in the official certified accounts. For this purpose the Commission reserves the right to ask for further documentation during the evaluation process.

The amounts have to be filled out in euros ([use the exchange rate of the closing date of the accounts](#)).

Abbreviations t-1 and t0

The abbreviation *t0* represents the last certified historical balance sheet and profit and loss account; *t-1* is the balance sheet prior to the last certified one. Consequently, the *closing date t0* is the closing date of the last certified historical balance sheet; the *closing date t-1* is the closing date of the balance sheet prior to the last one. *Duration t0* is the number of months covered by the last historical balance sheet. *Duration t-1* is the number of months covered by the penultimate certified historical balance sheet.

BALANCE SHEET	CORRESPONDANCE 4 th ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
1. Subscribed capital unpaid	A. Subscribed capital unpaid	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets	C. Fixed Assets	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licences, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III.6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets	D. Currents assets	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
3.2.1. Debtors due after one Year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of

		participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	Total assets	

LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves	A. Capital and reserves	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the Financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors	C. Creditors	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.1.2. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.2.1. Short term non-bank Debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities	Total liabilities	

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4TH ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	1. Net turnover	
		1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges

10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit	Gross operating profit .	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit	Gross operating profit - Depreciation and value adjustments on non-financial assets	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on ordinary activities	Profit or loss on ordinary activities	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and Charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charge
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year	Profit or loss for the financial year	21. Profit or loss for the financial year

Annex 5 FORM to be completed

Simplified balance sheet and profit and loss account for the determination of financial capacity

Applicant name	<input type="text"/>	Type company	of	<input type="text" value="Profit making"/>	<input type="text"/>
	<input type="text"/>			<input type="text"/>	<input type="text" value="Non profit making"/>
Closing date t0	<input type="text"/>	Duration t0	<input type="text"/>	months	
Closing date t-1	<input type="text"/>	Duration t-1	<input type="text"/>	months	

Balance sheet		
Assets	t0 (in Euro)	t-1 (in Euro)
1. Subscribed capital unpaid	<input type="text"/>	<input type="text"/>
2. Fixed assets (2.1+2.2+2.3)	0	0
2.1 Intangible fixed assets	<input type="text"/>	<input type="text"/>
2.2 Tangible fixed assets	<input type="text"/>	<input type="text"/>
2.3 Financial assets	<input type="text"/>	<input type="text"/>
3. Current assets (3.1+3.21+3.22+3.3+3.4)	0	0
3.1 Stocks	<input type="text"/>	<input type="text"/>
3.2.1 Debtors due after one year	<input type="text"/>	<input type="text"/>
3.2.2 Debtors due within one year	<input type="text"/>	<input type="text"/>
3.3 Cash at bank and in hand	<input type="text"/>	<input type="text"/>
3.4 Other current assets	<input type="text"/>	<input type="text"/>
Total assets (1+2+3)	0	0

Liabilities	t0 (in Euro)	t-1 (in Euro)
4. Capital and reserves (4.1+4.2+4.3+4.4)	0	0
4.1 Subscribed capital	<input type="text"/>	<input type="text"/>
4.2 Reserves	<input type="text"/>	<input type="text"/>
4.3 Profit and loss brought forward	<input type="text"/>	<input type="text"/>
4.4 Profit and loss for the financial year	<input type="text"/>	<input type="text"/>
5. Creditors (5.11+5.12+5.21+5.22)	0	0
5.1.1 Long term non-bank debt	<input type="text"/>	<input type="text"/>
5.1.2 Long term bank debt	<input type="text"/>	<input type="text"/>
5.2.1 Short term non-bank debt	<input type="text"/>	<input type="text"/>
5.2.2 Short term bank debt	<input type="text"/>	<input type="text"/>
Total liabilities (4+5)	0	0

Profit and loss

	t0 (in Euro)	t-1 (in Euro)
6. Turnover		
7. Variation in stocks		
8. Other operating income		
9. Costs of material and consumables		
10. Other operating charges		
11. Staff costs		
12. Gross operating profit (6.+7.+8.-9.-10.-11.)	0	0
13. Depreciation and value adjustments on non-financial assets		
14. Net operating profit (12.-13.)	0	0
15. Financial income and value adjustments on financial assets		
16. Interest paid		
17. Similar charges		
18. Profit/loss on ordinary activities (14+15.-16.-17.)	0	0
19. Extraordinary income and charges		
20. Taxes on profit		
21. Profit/loss for the financial year (18.+19.-20.)	0	0

ANNEX 6



EUROPEAN COMMISSION
DIRECTORATE-GENERAL ENVIRONMENT

DIR F- RESOURCES
ENV.F.2 – Finance

(Please fill in your address)

ACKNOWLEDGEMENT OF YOUR TENDER

Our reference: ENV.E.4/SER/2009/0009

Your reference:

We wish to confirm the receipt and opening of your offer¹. Your offer will now be evaluated by the Commission and its experts. You will be informed of the result in due course.

We thank you for your interest.

Markets Team

¹ Your personal contact data has been recorded in a database used by the Markets Team of unit ENV.F2 for the administrative management of offers. The Commission is bound by Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies. For more information, and to exercise your rights to access and eventually correct data concerning you, please don't hesitate to contact us.

DG ENV.F.2

ANNEX 7

CHECK LIST

1. Administrative information form filled in
2. Financial offer duly signed
3. Legal entity form completed and signed
4. Declaration of the candidate's eligibility regarding exclusion criteria, completed, signed and dated
5. Supporting documents for selection criteria
6. Acknowledgement form with candidate's address
7. Technical bid
8. Possible annexes

Annex 8

Relevant data sources

Action grants for project implementation

Specific **information on the LIFE+ Programme** can be found on the specific LIFE+ website:
<http://ec.europa.eu/environment/life/funding/lifeplus.htm>

- For information on the LIFE+ background and implementing decisions visit:
<http://ec.europa.eu/environment/life/funding/lifeplus/background/index.htm>
- Regarding the selection of LIFE+ projects, it is particularly important the evaluation guide:
http://ec.europa.eu/environment/life/funding/lifeplus/components/documents/lifeplus_evaguide.pdf
- Key differences between 2007 and 2008 application package can be downloaded from:
http://ec.europa.eu/environment/life/funding/lifeplus/components/documents/lifeplus_changes.pdf
- Monitoring indicators and guidelines can be downloaded from:
<http://ec.europa.eu/environment/life/toolkit/pmttools/lifeplus/monitoring.htm>

To have a glimpse at the **complementarity** issue and obtain information on other funds that could finance environmental activities, visit <http://ec.europa.eu/environment/life/funding/otherfunding.htm>

The website also includes sector-oriented guidelines: funds available to finance Natura2000, to finance SMEs activities etc.

Information about other funds for grants and open call for tenders (public procurement contracts) can be found at: http://ec.europa.eu/environment/funding/intro_en.htm

For information about previous programmes visit:
http://ec.europa.eu/environment/funding/previous_en.htm

Thematic information on the LIFE programme is given on the **thematic pages** of the LIFE website: <http://ec.europa.eu/environment/life/index.htm> and specific publication on LIFE focus (<http://ec.europa.eu/environment/life/publications/lifepublications/lifefocus/index.htm>) although these publications do not cover LIFE+ projects.

- **LIFE NATURE & BIODIVERSITY**

General information on the activities covered can be found at:
http://ec.europa.eu/environment/life/funding/lifeplus/components/component_nat.htm

The website includes information regarding the **call for proposals** including the **application guide** - LIFE+ Nature & Biodiversity:

http://ec.europa.eu/environment/life/funding/lifeplus/components/documents/lifeplus_appguidenat.pdf

- **LIFE ENVIRONMENT POLICY & GOVERNANCE**

General information on the activities covered can be found at:
http://ec.europa.eu/environment/life/funding/lifeplus/components/component_env.htm

The website includes information regarding the **call for proposals** including the **application guide**- Environment Policy & Governance:

http://ec.europa.eu/environment/life/funding/lifeplus/components/documents/lifeplus_appguideenv.pdf

- **LIFE INFORMATION & COMMUNICATION**

General information on the activities covered can be found at:

http://ec.europa.eu/environment/life/funding/lifeplus/components/component_info.htm

The website includes information regarding the **call for proposals** including the **application guide**- Information & Communication:

http://ec.europa.eu/environment/life/funding/lifeplus/components/documents/lifeplus_appguideinf.pdf

Information on the **external assistance** can be obtained visiting:

<http://ec.europa.eu/environment/life/contact/external.htm>

Court of Auditors report: Special report No 11/2003 concerning the Financial Instrument for the Environment (LIFE) available at

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2003:292:0001:0027:EN:PDF>

Operating grants for NGOs

Extensive information on NGO funding can be found at:

http://ec.europa.eu/environment/ngos/index_en.htm

Guidance for each **call for proposals** can be obtained at:

http://ec.europa.eu/environment/ngos/how_to_apply.htm and

<http://ec.europa.eu/environment/ngos/guidance.htm>

Information on the **previous legal base**, including the Mid-term **evaluation** can be downloaded from http://ec.europa.eu/environment/ngos/legal_base02_06.htm

Decision No 466/2002/EC of the European Parliament and of the Council of 1 March 2002 laying down a Community action programme promoting non-governmental organisations primarily active in the field of environmental protection

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32002D0466:EN:NOT>

Mid-term evaluation of the implementation of the Community action programme promoting NGOs' primarily active in the field of environmental protection (Decision 466/2002/EC). Final report by Agra CEAS Consulting Ltd., July 2005 available at http://ec.europa.eu/environment/ngos/lega_base02_06.htm.

Commission Staff Working Document on the implementation of the programme for financial support to European non-governmental organisations primarily active in the field of environmental protection

http://ec.europa.eu/environment/ngos/pdf/sec_2008_2633.pdf

General information on Evaluations

Information on EU evaluations can be found on DG Budget's website:

http://www.ec.europa.eu/budget/sound_fin_mgt/evaluation_en.htm.

Annex 9

Structure of Mid-term Evaluation Report

Title page

- title and nature of evaluation (*i.e.*, mid-term evaluation)
- title of programme, generation, duration
- identification of author, date of submission, commissioning department

Table of contents

- main headings and sub-headings
- index of tables of figures and graphs

Abbreviations and Acronyms

Executive summary (max. 15 pages)

- A description of the report including the evaluation of the Regulation as whole and per intervention
- a discussion of the strengths and weaknesses of the chosen evaluation design
- recommendations

Introduction (max 5 pages)

- description of the Regulation in terms of needs, objectives, interventions etc.
- the context in which the Regulation operates
- purpose of the evaluation: legal basis, scope, rationale, target audience and main evaluation questions.
- description of other similar studies which have been done

Research methodology (max 15 pages)

- design of research for each intervention
- implementation of research and collection of data, including problems encountered and data gaps
- analysis of data

Evaluation results

1. Evaluation of simplification and consolidation (max 20 pages)

- Description of simplification and consolidation and purpose
- Evaluation findings
- Recommendations

2. Evaluation of action grants intervention (max 50 pages)

- Description of the intervention, changes and purpose
- Programme design and structure, including participating countries (the international clause)
- Programme management
- Project selection
- Programme monitoring and evaluation
- Implementation of complementarity principle
- Outlook for the future: Conclusions and recommendations

3. Evaluation of operating grants intervention (max 10 pages)

- Description of the intervention, changes and purpose
- Intervention design and structure
- NGO selection
- Recommendations

4. Evaluation of public procurement contracts (max 20 pages)

- Description of the intervention: type of activities financed through public procurement contracts
- Evaluation: findings, conclusions and recommendations
 - Implementation and development of EC legislation
 - Technical assistance contracts
 - Communication activities

5. Consolidated analysis: evaluation results of the Regulation as a whole (max 30 pages)

- Relevance
- Economy
- Effectiveness

- Efficiency
- Consistency
- Allocative and distributional effects
- Acceptability
- Outlook for the future: summary of conclusions and recommendations

Annexes:

- additional tables and graphics
- references and sources
- surveys results, etc.