CALL FOR TENDERS

2014CE16BAT067

Ex post evaluation of Cohesion Policy programmes 2007-2013, focusing on the European Regional Development Fund (ERDF) and Cohesion Fund (CF)
Work Package 13: Geography of expenditure

TENDER SPECIFICATIONS
# TABLE OF CONTENTS

1. INFORMATION ON TENDERING ........................................................................... 4  
   1.1. Participation ............................................................................................... 4  
   1.2. Contractual conditions ............................................................................... 4  
   1.3. Joint tenders ............................................................................................. 4  
   1.4. Subcontracting ......................................................................................... 4  
   1.5. Content of the tender .............................................................................. 5  
   1.6. Identification of the tenderer: legal capacity and status ......................... 5  
2. EVALUATION AND AWARD ........................................................................... 6  
   2.1. Evaluation steps ...................................................................................... 6  
   2.2. Exclusion criteria ................................................................................... 6  
   2.3. Selection criteria .................................................................................... 6  
       2.3.1. Economic and financial capacity criteria and evidence ................. 7  
       2.3.2. Technical and professional capacity criteria and evidence .......... 7  
   2.4. Award criteria ...................................................................................... 8  
   2.5. Technical offer ...................................................................................... 8  
   2.6. Financial offer ........................................................................................ 9  
3. TECHNICAL SPECIFICATIONS ..................................................................... 9  
   3.1. Overall purpose and context of this evaluation ....................................... 9  
   3.2. Specific context of this contract ............................................................. 10  
   3.3. Subject of the contract ........................................................................... 11  
   3.4. Scope of the contract ............................................................................. 11  
   3.5. Tasks ..................................................................................................... 12  
   3.6. Methodology .......................................................................................... 14  
   3.7. Work organisation .................................................................................. 14  
   3.8. Time schedule ....................................................................................... 14  
   3.9. Deliverables ............................................................................................ 15  
   3.10. Organisation of the study .................................................................... 16  
   3.11. Volume of the contract ........................................................................ 16  
   3.12. Terms of payment ............................................................................... 16  
   3.13. Documentation for the tenderers ......................................................... 17  
4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES ........................................................................................................ 17  
   4.1. Content .................................................................................................. 17
4.2. Graphic requirements ........................................................................................................ 18

Annex 1: Declaration of honour ............................................................................................. 19
Annex 2: (to be updated to end 2013) .................................................................................. 20
Annex 3: A table reconciling the thematic groupings in the two periods Error! Bookmark not defined.
Annex 4: Themes for Work Packages of the Ex Post Evaluation ........................................ 21
Annex 5: Quality Control: Output Quality Criteria .............................................................. 22
Annex 6: Summative presentation of team .............................................................................. 23
Annex 7: Template for graphic requirements......................................................................... 24
1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement\(^1\) concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

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

1.3. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Contracting Authority.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the member duly authorised by the other members via a power of attorney.

1.4. Subcontracting

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

Tenderers must give an indication of the proportion of the contract that they intend to subcontract.

\(^1\) See [http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)
During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

1.5. Content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see below)

Part B: Evidence for exclusion criteria (see section 2.2)

Part C: Evidence for selection criteria (see section 2.3)

Part D: Technical offer (see section 2.5)

Part E: Financial offer (see section 2.6)

1.6. Identification of the tenderer: legal capacity and status

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

If applicable, the cover letter must indicate the proportion of the contract to be subcontracted.

In case of joint tender, the cover letter must be signed by a duly authorised representative for each tenderer, or by a single tenderer duly authorised by other tenderers (with power of attorney).

Subcontractors must provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specification.

In order to prove their legal capacity and their status, all tenderers must provide a signed Legal Entity Form with its supporting evidence. The form is available on: [http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

The tenderer (or the single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors and other joint tenderers). The form is available on: [http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm)

Tenderers must provide the following information if it has not been included with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity
concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

(1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria

(2) Selection of tenderers on the basis of selection criteria

(3) Evaluation of tenders on the basis of the award criteria

Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 1), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 1.

The model declaration to be inserted in Annex 1 is available on BUDGWEB: http://www.cc.cec/budg/imp/procurement/_doc/_doc/declaration_honour/declaration-honour-en.doc

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 1 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender.

2.3. Selection criteria

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

The evidence requested should be provided by each member of the group in case of joint tender. However a consolidated assessment will be made to verify compliance with the minimum capacity levels.

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

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) should provide the following evidence:

- Copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed,

- Failing that, appropriate statements from banks,

- If applicable, evidence of professional risk indemnity insurance;

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

2.3.2. **Technical and professional capacity criteria and evidence**

a. **Criteria relating to tenderers**

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must prove experience in the field of theory and practice of socio-economic analysis and evaluation with at least two projects delivered in this field in the last three years;

- The tenderer must have knowledge of fundamental features of Cohesion Policy;

- The tenderer must prove capacity to draft analytical reports in English;

- The tenderer must prove experience in data collection, data analysis and verification, statistical analyses and drafting reports and recommendations.

b. **Criteria relating to the team delivering the service:**

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

**Project Manager:** At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size and coverage, with at least one year's experience in management of team of at least 5 people.

**Language quality check:** at least two members of the team should have native-level language skills in English or equivalent, as guaranteed by a certificate or past relevant experience.

c. **Evidence:**

The following evidence should be provided to fulfil the above criteria:
- List of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed; services carried out for the DG for Regional and Urban Policy need not be accompanied by certificates.

- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

### 2.4. Award criteria

The tender will be awarded according to the best-value-for-money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed methodology** (50 points – minimum threshold 50%)
  
  This criterion will assess the appropriateness of the methodology of the whole evaluation and of the specific methodology for each task, including the final report.

- **Organisation of the work** (30 points – minimum threshold 50%)
  
  This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

- **Quality control measures** (20 points – minimum threshold 50%)
  
  This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

Tenders must score above 50% for each criterion and sub-criterion, and above 50% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 70/30 is given to quality and price respectively.

\[
\text{score for tender } X = \frac{\text{cheapest price}}{\text{price of tender } X} \times \frac{\text{price weighting (in absolute value)}}{\text{total quality score (out of 100) for all award criteria of tender } X} \times \frac{\text{quality criteria weighting (in absolute value)}}{100}
\]

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

2.6. Financial offer

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

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

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

3. TECHNICAL SPECIFICATIONS

3.1. Overall purpose and context of this evaluation

The European Commission, Directorate-General for Regional and Urban Policy is undertaking an ex post evaluation of Cohesion Policy programmes financed by the European Regional Development Fund (ERDF) and the Cohesion Fund (CF) during the period 2007-2013 in regions covered by Convergence and Regional Competitiveness and Employment Objectives in 28 Member States.

The ex post evaluation is an important instrument to inform national and regional authorities, the general public, the European Parliament and other stakeholders involved about the outcomes of the 2007-2013 generation of Cohesion Policy programmes. The evaluation will examine the extent to which the resources were used, the effectiveness and the socio-economic impact. The evaluation shall identify factors contributing to the success or failure of programmes and identify good practice.

During the 2007-2013 programming period, a stronger focus on accountability for what has been achieved with Cohesion Policy resources has become apparent, stimulated by the publication of the ex post evaluation for the 2000-2006 period, the debate on the requirements for Cohesion Policy for the 2014-2020 period and the economic and financial

crisis. This ex post evaluation will deepen the analysis undertaken on the 2000-2006 period, exploring in more depth the achievements of the policy.

The regulation requires that the ex post evaluation must be completed by the end of 2015. This is a particular challenge, as programmes are still being implemented until (or in some case after) the end of 2015. Results and interim results of the study will be used to improve programmes in the 2014-2020 programming period and will feed into debate on the future policy on economic, social and territorial cohesion after 2020.

3.2. Specific context of this contract

In total, €270 billion of ERDF and CF resources is invested through 312 Operational Programmes (OPs), 121 through the Convergence Objective, 113 through the Regional Competitiveness and Employment Objective (with 11 combining both types of regions) and 67 through the European Territorial Co-Operation Objective.

The responsibility for management of Cohesion Policy is shared between the Member States and the European Commission. The management of the funds is based on operational programmes. During the programming phase, the Member State agrees with the Commission on the division of its financial envelope among OPs. The programmes can target one or more NUTS 3 level regions, with a clear distinction between Convergence and Regional Competitiveness and Employment (RCE) regions. Often more than one programme operates in a region (in the case of national/sectorial OPs). During implementation, Managing Authorities submit certain information on the implementation of the programme to the Commission once a year in the Annual Implementation Report (AIR).

Annex II of Commission Regulation 1828/2006\(^3\) lays down a categorisation of EU funds according to which programme allocations are to be classified by 5 dimensions (priority theme, form of finance, territorial dimension, economic activity and location – appropriate NUTs level). The classification according to the first 3 categorisation dimensions is contained in the Operational Programme whereas each year with the submission of the AIR the amounts allocated to selected projects are categorised according to the five dimensions. With the Final Implementation Report in 2017 after this ex post evaluation is completed, the Managing Authority will report on expenditure broken down by the 5 categorisation dimensions.

Article 14 of Regulation 1828/2006 requires programme authorities to maintain in their monitoring systems certain data at NUTS3 level and by priority theme on projects which are listed in Annex III of the Regulation. The required data includes the name and dimension code, as well as the priority axis under which the project was funded. Data at NUTS 3 level are not always available as there are projects covering more than one NUTS region. This information is not communicated systematically to the Commission but only requested for programmes to be audited.

---

Some Member States report to the Commission at NUTS 3 level with their annual reporting for the location dimension. The reported location of selected projects 2007-2013 is contained in annex 2.

Work Package Zero of this ex post evaluation started at the end of 2013 and will complete its work by the end of 2014. Its first task was to examine data systems and interview Managing Authorities to assess the reliability of data reported at NUTS 3 level by priority theme for those who report already and assess if the data is gathered at this level for those which do not already report the data. The contractor has also established which Member States have data on expenditure at NUTS 3 level by priority theme. The report of Work Package Zero related to this task is published on Inforegio⁴.

In 2008, the Commission published a report which broke down ERDF and CF allocations 2000-2006 by category of expenditure and NUTS 3 level⁵. An ESPON study attempted a similar exercise for 1994-1999⁶.

The deliverables of this work package will be used for econometric analysis of the impact of Cohesion Policy 2007-2013.

### 3.3. Subject of the contract

The study will collect and map information on the regional breakdown of the ERDF and CF invested through 312 Operational Programmes, 121 through the Convergence Objective, 113 through the RCE Objective (with 11 combining both types of regions) and 67 through the ETC Objective (only the 53 cross-border programmes will be subject of this contract). The aim is to identify cumulative allocations to selected projects and expenditure at NUTS3 level where available, broken down by the 86 priority themes, for the period 2007-2014⁷ and to make estimates, based on a methodology to be elaborated, where the data are not available.

### 3.4. Scope of the contract

ERDF and CF programmes under the Convergence, Regional Competitiveness and Employment and European Territorial Co-Operation Objectives (only for Cross-border cooperation programmes).

---


3.5. **Tasks**

**Task 1: Data collection**

Under this task, the contractor will gather and present data on allocation to selected projects and expenditure at NUTS 3 level by the 86 priority themes for the ERDF and CF for 2013 and 2014 where information is available using the following sources of information:

- Information available in DG REGIO for the Member States and programmes which report allocations data by priority theme at NUTS 3 level\(^8\);
- Information from Work Package Zero on the programmes which have the NUTS 3 information on allocations to selected projects and on expenditure but do not report it to the Commission\(^9\);
- The relevant Managing Authorities for the missing information for 2013 on allocations and all Managing authorities for 2014 data and for expenditure data for 2013.

The consultants will develop an Excel database storing the collected data and the estimations (see Task 2). The database will contain information on allocations and expenditures broken-down to NUTS 3 regions and by the 86 priority themes.

The database will:

- allow searching and aggregating according to allocation/expenditure, regional dimension (NUTS 3), Fund (ERDF, CF), priority theme and year (2013 and 2014).
- contain information, related to both the methodology and the primary data, on the estimations used.
- be able to work in a software environment applied by the Commission (MS Windows / Internet Explorer). The Commission should be able to exercise full rights when using the database for further analysis (involving outside services and including changing the database) or to publicise the results.

The task includes developing basic documentation (users' manual, description of data structure) for the database, as well as necessary training for a limited number of Commission staff.

**Task 2: Developing a methodology for estimating regional breakdown of allocations to selected projects and expenditures by priority theme**

Where the information on regional breakdown or priority theme is not available, the contractor will develop and use a methodology to provide estimates.

---

\(^8\) Information will be uploaded when validated [http://ec.europa.eu/regional_policy/impact/evaluation/data_en.cfm](http://ec.europa.eu/regional_policy/impact/evaluation/data_en.cfm)

The methodology should be transparent and produce reliable results making use of all available information. It should take into account the specificities of the nature of assistance and the region/MS in question, but should bring comparable results in different regions/MS, e.g. the methodology to estimate regional breakdown of national motorway construction in one Member State should be applicable and applied with minimal tailoring in another Member State. The reliability of the estimations should always take priority, however.

The methodology can involve desk research, quantitative analysis (especially statistical) and reliability checks, sampling, surveys or other sources of information outside of the monitoring system.

Identifying the territorial location of the allocations and expenditure, estimation should concentrate on where the outputs of the assistance were created.

For regions where data are not available and no sound estimates can be provided, the reasons why estimation is not possible should be given.

**Task 3: Applying the estimation methods and completing the Database**

The database developed under Task 1 will be updated to include the estimates made based on the methodology developed under Task 2.

**Task 4: Mapping**

The consultants will provide digital maps presenting the breakdown of allocations and expenditures at NUTS 3 level:

- One general map showing the territorial dimension of allocations and expenditures for infrastructure, productive investment and human capital, and
- Four other maps on the following dimensions: transport, environment, research and SMEs.

The maps should be able to work in a software environment applied by the Commission.

**Task 5: Consolidation with 2000-2006 data**

A similar exercise of expenditure mapping as described in tasks 1 -3 was undertaken in the course of the ex post evaluation of the 2000-2006 programming period. The contractors of this work package will create an integrated database of allocations and expenditure for the two periods, bearing in mind:

- The thematic codes have changed between periods. It will therefore be necessary to work at a higher level of aggregation. Eleven groups of codes relevant for ERDF / Cohesion Fund were formed from the 86 priority themes in the context of the 2013 Strategic report on implementation of the programmes 2007-2013\(^{10}\). Tenderers are

---

\(^{10}\)The report can be found here: http://ec.europa.eu/regional_policy/how/policy/strategic_report_en.cfm
invited to propose an initial a mapping of the 2000-2006 intervention fields and the 2007-2013 priority theme codes in their offer.

- The ETC programmes were not covered in the 2000-2006 exercise, therefore it will only be necessary to produce a database covering expenditure under Objective 1/Convergence, Objective 2/RCE and the Cohesion Fund.

- It will only be necessary to produce this database at the NUTS 2 level, not NUTS 3.

The deliverables from this task will include the abovementioned database, a short commentary on reliability, relevance and robustness of the comparison and some maps of the main trends over the 2000-2013 period.

**Task 6: Investigation of 1994-99 data**

A regional expenditure exercise for the 1994-99 period was undertaken for ESPON (see section on specific context). In the light of the above work, especially task 5, the contractor will provide:

- A critical assessment of the reliability and robustness of the data produced by the ESPON study

- An assessment of the credibility and feasibility of using this or other data to provide a single timeline of data at NUTS 2 level going from 1994-2013, especially for Objective 1/Convergence regions (including Cohesion Fund spending in these regions).

- If feasible, a brief roadmap for how the European Commission might go about putting together a single database for 1994-2013, including likely limitations and pitfalls, with mitigation strategies.

**3.6. Methodology**

The contractor is expected to use a range of methods suitable to carrying out the tasks. The appropriate mix, which should be described in the tender, would include desk research, research in the Member States, quantitative (especially statistical) analysis and reliability checks, other (physical, territorial, etc.) data manipulation, database design and development, transferring data to maps.

**3.7. Work organisation**

**Presentations and training**

The consultants should deliver two presentations on the database.

Along with the database itself, the necessary training on the use of the database is also a condition to approve the final report.

**3.8. Time schedule**
The duration of the contract is eight months. The deliverables and their timing are outlined below.

<table>
<thead>
<tr>
<th>Deliverable @ end:</th>
<th>Month 1</th>
<th>Month 4</th>
<th>Month 6</th>
<th>Month 7</th>
<th>Month 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interim Report &amp; Database</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second interim report, Completed Database and Maps</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft final report, including tasks 5 and 6</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Final Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

3.9. Deliverables

**Deliverable 1: Inception Report**
The methodological inception report should cover all tasks.

**Deliverable 2: Interim Report**
The first interim report should contain a presentation of database completed with data gathered from the MAs (results of Task 1) and the proposed methodology for estimates (results of Task 2).

The first Interim Report should be ready within 4 months after signing the contract.

**Deliverable 3: Second interim report, database and maps**
A second interim report containing a description of the database, the data structure, a short users' manual and the maps. The Database should contain all the data gathered and estimated.

**Deliverable 4: Draft final report**
The draft final report will be the second interim report including additional sections on Tasks 5 and 6.

**Deliverable 5: Final Report**
The Final Report will take into account all comments made by the Steering Group.

The consultant will provide a limited warranty of 90 days after the final payment. The limited warranty will ensure that the consultant will remedy all defects in the operation of the database that derive from normal use.
3.10. Organisation of the study

There will be a single contract with the Directorate-General for Regional and Urban Policy for this evaluation.

As part of the tender documentation, the tenderer should identify the members of the core team and experts responsible for the Member State work. Effective planning of the fieldwork is essential and this should be reflected in the days allocated to the core team as well as the Member State experts. The person responsible for the quality of the content of each deliverable (including proper editing of the draft final report in terms of its content) should be identified. In addition the tender documentation should describe for each member of the team his/her skills and qualifications and quantify the input in terms of days and explain the distribution of tasks between the different team members involved. The tenderer should prove that their team has the capacity and knowledge to work in the fields of expertise required and in the languages which may be needed for the analysis and interviews. Please complete the table at annex 6, summarising the input of each member of the team.

The Directorate-General for Regional and Urban Policy will establish a steering group representative of the relevant Directorates of the Directorate General as well as other interested Directorates General. The contractor will provide documentation for and attend three meetings of the steering group. It is anticipated that the meetings will take place in order to discuss the inception report, the, first interim report and the draft final report.

In addition to 3 Steering Group Meetings, the contractor will be expected to attend a kick-off meeting plus maximum two progress meetings with the Evaluation Unit of the Directorate General for Regional and Urban Policy in Brussels reviewing the progress of the study and resolving any problems arising. These meetings will be arranged according to needs arising.

3.11. Volume of the contract

EUR 500,000 maximum (lump sum, including fees, travel expenses and other costs).

3.12. Terms of payment

The Contractor shall submit requests for all payment, expressed in euros, to the Commission.

Payments under the contract shall be made as follows:

A first interim payment equal to 15 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the inception report.

A second interim payment equal to 35 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the First Interim Report (Deliverable 2).

A third interim payment equal to 30 % of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of the second Interim Report (Deliverable 3).
**Payment of the balance** equal to 20% of the total amount within 30 days of the date on which a valid request for payment is registered following approval by the Commission of final report. Delivering the requested presentations and training (see task 1) is a condition to approve the Final Report.

### 3.13. Documentation for the tenderers

List of themes to be covered by work packages in the 2007-2013 Ex post evaluation in Annex 4.

### 4. **Content, Structure and Graphic Requirements of the final deliverables**

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo\(^{11}\).

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](http://www.w3.org/WAI/) of the W3C.

For full details on Commission policy on accessibility for information providers, see: [http://ec.europa.eu/ipg/standards/accessibility/index_en.htm](http://ec.europa.eu/ipg/standards/accessibility/index_en.htm)

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See: [http://www.w3.org/WAI/](http://www.w3.org/WAI/)

#### 4.1. Content

**4.1.1. Final study report**

The final study report shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, in English, French and German;

- the following standard disclaimer:

  "The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s\(^{11}\)

\[^{11}\] The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu
behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.1.2. Executive summary

The publishable executive summary shall be provided in both in English and French and shall include:

- the following standard disclaimer:

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

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.2. Graphic requirements

For graphic requirements please refer to the template provided in the Annex 7. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact comm-visual-identity@ec.europa.eu.
Annex 1: Declaration of honour

See separate document
Annex 2: AIR – reported location pf selected projects

2007-2011 by NUTS level, to be updated to end 2013
(Group 1 MS have more than 12 NUTS III codes; Group 2 MS have 3-12 NUTS 3 codes; Group 3 have 1-2 NUTS3 codes)
Annex 3: Themes for Work Packages of the Ex Post Evaluation

<table>
<thead>
<tr>
<th>No.</th>
<th>Work package</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Data collection and quality assessment</td>
</tr>
<tr>
<td>1</td>
<td>Synthesis</td>
</tr>
<tr>
<td>2</td>
<td>Small and medium-sized enterprises, innovation, ICT</td>
</tr>
<tr>
<td>3</td>
<td>Financial Instruments for Enterprises</td>
</tr>
<tr>
<td>4</td>
<td>Large enterprises</td>
</tr>
<tr>
<td>5</td>
<td>Transport</td>
</tr>
<tr>
<td>6</td>
<td>Environment</td>
</tr>
<tr>
<td>7</td>
<td>Modelling the effects of transport projects</td>
</tr>
<tr>
<td>8</td>
<td>Energy efficiency</td>
</tr>
<tr>
<td>9</td>
<td>Tourism and Culture</td>
</tr>
<tr>
<td>10</td>
<td>Urban development and Social Infrastructures</td>
</tr>
<tr>
<td>11</td>
<td>European Territorial Cooperation</td>
</tr>
<tr>
<td>12</td>
<td>Delivery system</td>
</tr>
<tr>
<td>13</td>
<td>Geography of expenditure</td>
</tr>
<tr>
<td>14</td>
<td>Effect on macroeconomic aggregates</td>
</tr>
</tbody>
</table>
Annex 4: Quality Control: Output Quality Criteria

- Meeting needs as laid out in Terms of Reference
- Relevant scope and coverage
- Defensible design and methods
- Reliable data used
- Sound analysis
- Credible results that relate to analysis and data
- Impartial conclusions showing no bias and demonstrating sound judgement
- Clear report with executive summaries and annexed supportive data
## Annex 5: Summative presentation of team

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>COMPANY</th>
<th>DAILY FEE (€)</th>
<th>TASK 0</th>
<th>TASK 1</th>
<th>TASK 2</th>
<th>TASK ...</th>
<th>TOTAL DAYS</th>
<th>PRICE (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>€</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>€</td>
</tr>
<tr>
<td>TOTAL DAYS</td>
<td></td>
<td></td>
<td></td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>PRICE (€)</td>
<td></td>
<td></td>
<td></td>
<td>€</td>
<td>€</td>
<td>€</td>
<td>€</td>
<td>€</td>
<td>€</td>
</tr>
</tbody>
</table>
Annex 6: Template for graphic requirements

See separate document