



**EUROPEAN COMMISSION**

DIRECTORATE-GENERAL  
REGIONAL AND URBAN POLICY

**Policy**  
**Evaluation & European Semester**

## **CALL FOR TENDERS**

**2013CE16BAT060**

Ex post evaluation of Cohesion Policy programmes 2007-2013, focusing on the European Regional Development Fund (ERDF) and Cohesion Fund (CF) – Work Package Zero: Data collection and quality assessment

# **TENDER SPECIFICATIONS**

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## **1. INFORMATION ON TENDERING**

### **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<sup>1</sup> 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.

### **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.

### **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.

### **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.

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

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<sup>1</sup> 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)

## **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)

## **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 4), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 4.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 4 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 (geographical scope at least half of the one subject to this call for tender), with 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;

- 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 (data collection and analysis, major project analysis, proposed methodology for the presentation of findings in 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.

score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	price weighting (in absolute value)	+	$\frac{\text{total quality score (out of 100) for all award criteria of tender X}}{100}$	*	quality criteria weighting (in absolute value)
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## 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, wishes to undertake an evaluation of the physical and financial data available in Annual Implementation Reports 2012 and 2013 as an input to the ex post evaluation of Cohesion Policy programmes, 2007-2013, co-financed by the ERDF and CF. The purpose of the evaluation is to gather, quality assess and revise, where necessary, data reported by the Managing Authorities.

During the 2007-2013 programming period, a stronger focus on accountability for what has been achieved with Cohesion Policy resources has become apparent. This debate was stimulated by the publication of the ex post evaluation for the 2000-2006 period in April 2010 and the launching of debate on the requirements for Cohesion Policy for the 2014-2020 period. At the heart of the reform of the funds for the future is a stronger focus on results and performance.



The ex post evaluation of the 2007-2013 period must be completed at the end of 2015. It will be carried out through a number of work packages (see main themes listed in annex 1) with the findings summarised in a synthesis report at the end of the process. This work package will form an important input for the later work packages of the process as it will gather and assess the reliability of data on which the overall evaluation will be based.

The work carried out under this contract will also provide a useful input to Member States and Managing Authorities as they develop their monitoring systems for the 2014-2020 period, in a context where allocation and withholding of resources will be partially dependent on the provision of reliable data on performance.

### **3.1.1 Specific context of this contract**

In total, €270 billion of ERDF and CF resources is invested through 312 Operational Programmes, 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<sup>2</sup>. Operational Programmes<sup>3</sup> contain a limited number of indicators for outputs and results for each priority and each year by end June an Annual Implementation Report reports on progress – both physical and financial – of the programmes. Data is transmitted to the Commission electronically.

Guidance provided by the DG for Regional and Urban Policy in August 2006<sup>4</sup> recommended the use of common minimum core indicators which could be used to compare and aggregate data across similar programmes, priorities or measures. In July 2009, following consultations with the Member States and discussions on definitions, the Commission proposed a simplified system of reporting only on core indicators through the electronic system for exchange of data established by the Commission for the Convergence, and Regional Competitiveness and Employment Objectives<sup>5</sup>. The first reports against the core indicators were received in 30 June 2010 (related to 2009). Each year a significant amount of consultation with Managing Authorities has been necessary to correct obvious errors in reporting related to measurement units, definitions, cumulative/non-cumulative reporting, etc.. Gradually, the quality of reporting has improved though some errors persist, including some core indicators not being flagged in the system as "core" and hence not being picked up in the electronic systems, as well as

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<sup>2</sup> Croatia joined the EU on 1 July 2013 and has 3 Operational Programmes for the last 6 months of the year, which can continue to spend resources up to end 2015.

<sup>3</sup> Requirements are set out in Council Regulation (EC) No 1083/2006 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund. See in particular articles 37, 66 and 67

<sup>4</sup> Working Document No 2: Indicative Guidelines on Evaluation Methods: Monitoring and Evaluation Indicators (August 2006) [http://ec.europa.eu/regional\\_policy/information/evaluations/guidance\\_en.cfm#3](http://ec.europa.eu/regional_policy/information/evaluations/guidance_en.cfm#3)

<sup>5</sup> Working Document No 7: Indicative Guidelines on Evaluation Methods: Reporting on Core Indicators for the ERDF and CF (July 2009) [http://ec.europa.eu/regional\\_policy/information/evaluations/guidance\\_en.cfm#3](http://ec.europa.eu/regional_policy/information/evaluations/guidance_en.cfm#3)

core indicators not being used even when they are relevant. Reporting on the allocation of Funds by category of intervention<sup>6</sup> has also improved over time.

In April 2013, the Commission published the second Strategic Report on Programme Implementation 2007-2013<sup>7</sup>. Accompanying the report, the Commission published thematic factsheets which analysed the financial and physical information available by theme. Cleaning the data for this publication highlighted weaknesses in the quality and reliability of some data reported by Managing Authorities.

The DG for Regional and Urban Policy also have in place an Expert Evaluation Network, which carries out analysis on the performance of Cohesion Policy<sup>8</sup>. In July 2013, the Network finalised a study which examined the quality of reporting against the core indicator, "jobs created" in each Member State. This further underlined the need to review the quality and reliability of physical data reported by Managing Authorities before it is used to assess the effects and effectiveness of the policy.

Reporting against core indicators is less developed for the European Territorial Co-Operation Objective, where programmes tend to use more programme specific indicators.

### **3.2 Subject of the contract**

To gather and quality assess physical data reported by Managing Authorities in their Annual Implementation Reports and to assess the feasibility of gathering financial data broken down by priority theme to the NUTS2 and 3 levels of region.

### **3.3 Scope of the contract**

Annual Implementation Reports submitted for ERDF and CF programmes in 2013 (related to 2012) and 2014 (related to 2013) under the Convergence, Regional Competitiveness and Employment and European Territorial Co-Operation Objectives<sup>9</sup>. The Croatian programmes are covered for their 2013 Annual Implementation Reports.

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<sup>6</sup> See Corrigendum to Commission Regulation (EC) No 1828/2006 of 8 December 2006 setting out rules for the implementation of Council Regulation (EC) No 1083/2006 (OJ L45, 15 February 2007)

<sup>7</sup> COM (2013) 210 of 18/4/2013: Report from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions: Cohesion Policy – Strategic report 2013 on programme implementation.  
[http://ec.europa.eu/regional\\_policy/how/policy/strategic\\_report\\_en.cfm](http://ec.europa.eu/regional_policy/how/policy/strategic_report_en.cfm)

<sup>8</sup> The reports of the network can be found at the following web address:  
[http://ec.europa.eu/regional\\_policy/information/evaluations/index\\_en.cfm#1](http://ec.europa.eu/regional_policy/information/evaluations/index_en.cfm#1)

<sup>9</sup> The networking programmes – Urbact, Interact and ESPON are excluded from this evaluation.

### 3.4 Tasks

#### **Task 1: Identifying problem areas for NUTS3 level regional breakdown of ERDF & CF expenditure**

In 2007, the DG for Regional and Urban Policy launched a study to provide a NUTS 3 level regional breakdown of ERDF and CF expenditure in 2000-2006. The study provided a useful input to the ex post evaluation of the 2000-2006 period<sup>10</sup>.

In the 2007-2013 period, Managing Authorities annually provide more complete (but still imperfect) data based on the system of the categorisation of expenditure. Information is provided on an indicative basis on allocations to selected projects according to the combinations of codes in the following dimensions: 1) against 86 priority themes; 2) 4 forms of finance; 3) 10 territory types; 4) 22 economic activities; and 5) location codes (NUTS 1/2/3). As regards location, some MS provide this information to the NUTS 3 level (see annex 1).

Under this task, the contractor will 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 will assess if the data is gathered at this level for the programmes which do not already report the data. The contractor will also establish which Member States have data on expenditure at NUTS 3 level by priority theme.

#### **Task 2: Review of 2012 and 2013 Annual Implementation Reports**

##### **Task 2a: Review of Core Indicators**

The contractor will review the Annual Implementation Reports (AIRs) for 2012 to assess selected core indicators. The assessment will be based on desk review of AIRs and on interviews with the relevant authorities in the Member States (MSs). If necessary, supporting documentation obtained from the relevant authorities will also be reviewed. The Commission draws the tenderers' attention to the varying practices across Member States, which will often require contacting several different authorities in the same MS (for example in each of the regions in case of decentralised administrative systems). The selected core indicators are listed below:

- Core Indicators in the area of productive investment (6 indicators): jobs created (including jobs from direct SME aid, research jobs created, jobs created in tourism), number of enterprise-research centre cooperation projects, number of supported start-ups.
- Core Indicators in the area of infrastructure (15 indicators): additional population covered by broadband, km of new roads, km of new TEN roads, km of reconstructed roads, km of new railroads, km of new TEN railroads, km of reconstructed railroads, population served with improved urban transport, capacity of renewable energy production, population served by water projects, population

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<sup>10</sup> See Regional Expenditure Study at [http://ec.europa.eu/regional\\_policy/information/evaluations/archives\\_2000\\_2006\\_en.cfm#4](http://ec.europa.eu/regional_policy/information/evaluations/archives_2000_2006_en.cfm#4)

served by waste water projects, area rehabilitated, people benefiting from flood protection measures, people benefiting from forest fire protection and other protection measures, number of benefiting students.

The assessment will answer the following questions for each of the 21 indicators for each MS and provide a synthesis across MS. The analysis will be undertaken based on the 2012 AIRs, with a review and update undertaken based on the 2013 AIRs due by end June 2014.

- Is the definition of the indicator and the methodology to be used clearly documented? (Give an indication of what the definition is and what guidance is provided on how the data should be collected and aggregated, or in countries where there are a large number of programmes, what typically is the case.)
- Is the same definition and methodology used in each operational programme, i.e. by each managing authority? If not, how do they differ? Is any attempt made to ensure consistency of the definition of the indicator and the data reported within countries?
- Do the data reported relate to actual outcomes in the case of all programmes as opposed to expected or planned outcomes? Is the basis of the data reported clear in all cases?
- Is there any quality control mechanism that checks the data before it is submitted? If yes, where it is located (within or outside the Managing Authority, central or regional government)? Are any plausibility checks carried out on the data within the Managing Authority?
- Does the central government aggregate the data across programmes to calculate a national figure for each indicator?
- What are the strengths and weaknesses of the reporting for each MS?

Finally, the contractor will provide a judgement on the reliability of the indicators, and whether the achievement values are under- or over-reported and to approximately what extent. An excel table will report for each indicator, broken down by programme and MS, with a verified cumulative total, corrected to take account of estimated under- or over-reporting. Where core indicators are reported but not identified in the electronic system of data transfer as "core", these will be included in the analysis. Two tables will be produced for each indicator, one with corrected achievements and the second recording corrected achievements against targets, for only those programmes which contain targets and achievements.

### **Task 2b: Review of Future Common Indicators**

Also under this task, the contractor will review AIRs to identify indicators corresponding to future common indicators<sup>11</sup> and carry out the same analysis as outlined under Task 1a.

- Potential common indicators in the area of productive investment (5 indicators):

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<sup>11</sup> See The Programming Period 2014-2020 – Guidance Document on Monitoring and Evaluation: Concepts and Recommendations at: [http://ec.europa.eu/regional\\_policy/information/evaluations/guidance\\_en.cfm#1](http://ec.europa.eu/regional_policy/information/evaluations/guidance_en.cfm#1)

- Number of enterprises receiving support, broken down by number receiving grants, number receiving financial support other than grants, and number receiving non-financial support.
- Increase in expected number of visits at supported sites of cultural or natural heritage and attraction,
- Number of new researchers in supported entities,
- Number of researchers working in improved research infrastructure facilities,
- Number of enterprises cooperating with research institutions,
- Potential common indicators in the area of infrastructure (3 indicators):
  - Additional waste recycling capacity,
  - Number of households with improved energy consumption classification,
  - Population covered by improved health services

### **Task 2c: Other Significant outputs and results achieved**

In reviewing the AIRs, the contractor will identify any other significant achievements reported against any other indicator relevant to the themes of the forthcoming work packages listed in annex 2 and comment on their relevance as indicators of the achievement of programme objectives. These achievements are likely to be reported in the text of the AIRs, rather than via the electronic transfer of physical data.

Achievements will be recorded against targets where there are targets. Information will be presented in excel spreadsheets. Where there is a possibility to aggregate data across regions or Member States, this should be done, but with a commentary on the robustness of such an exercise (strengths and weaknesses).

### **Task 3: Identifying and Aggregating Major Project Data in 2013 AIRs**

Major infrastructure projects with a total cost greater than €50 million are subject to an approval process whereby additional information is provided to the Commission and the Commission takes a decision on each project. The contractor will review the relevant AIRs<sup>12</sup> to establish:

- Do AIRs report on major projects?
- Is the reporting on major projects consistent as regards their contribution to the financial allocation and expenditure reporting?
- To what extent to major projects contribute to the core indicator reporting?

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<sup>12</sup> The Commission will give a list of approved major projects by Operational Programme to the contractor.

The contractor will produce a list of major projects which have delivered significant outputs which have been reported in 2013 AIRs, including the outputs achieved. The contractor will also produce a list of approved major projects, where physical works have not yet started. Information to produce this list may not be in the AIRs and will require follow-up enquiries with Managing Authorities or implementing bodies.

#### **Task 4: Good Practice in monitoring Greenhouse Gas reductions**

Reduction in greenhouse gas emissions (CO<sub>2</sub> and equivalents, kiloton per annum) as a result of interventions financed by the Structural Funds is Core Indicator No. 30 in the current programming period. However, the use of this indicator has proved problematic. Some MS have no reported achievements yet, while others have massively over-achieved. It is also not clear to which interventions the indicator relates.

The contractor will explore cases where this indicator is reported on in the AIRs and identify and describe any good practices (maximum 3) found which could be replicated elsewhere. This description should include the definition of the indicator, the methodology for data collection, mechanisms for verification of data and the nature of the interventions which deliver the greenhouse gas reductions.

### **3.5 Methodology**

A combination of methods will be used in this evaluation, some of which have been signalled in the tasks description above. They include:

- Desk research – analysis of AIRs and any other supporting documentation from the Member States,
- Analysis of data stored in the DG for Regional and Urban Policy's databases (SFC2007 and Infoview). The successful contractor will be given access to these systems.
- Interviews with Member States, Managing Authorities and Intermediate Bodies where necessary,
- Other methodological approaches as appropriate, to be specified in the tender documentation.

The tender documentation should outline how these methods will be combined to deliver the various tasks and answer the evaluation questions. Based on an overview of information published and listed in the bibliography, the tender should analyse the major difficulties inherent in carrying out this contract and outline strategies to overcome them.

### **3.6 Work organisation**

As part of the tender documentation, the team to be involved in this evaluation should be identified, describing their skills and qualifications, quantifying the input of each member of the team in terms of days and explaining the distribution of tasks between the different team members involved. The tenderer must demonstrate that the teams have the capacity to work in all the languages of the EU. The tender documentation should already contain a first analysis of the Member States which will require the most intensive work with an

indication of the reasons why. This analysis should be reflected in the distribution of days among team members and tasks. The attention of tenderers is drawn to the need for strong co-ordination, guidance and quality control which will be needed for the successful delivery of this contract.

### 3.7 Time schedule

The duration of the tasks is 12 months, starting from the signature of the contract. The deliverables and their timing are specified below.

#### Reports and meetings required by the Terms of Reference

End Month	Output	Meeting
0		Kick-Off Meeting with DG REGIO
Within 1 month	Inception Report	Meeting with Steering Group
Within 5 months	First Intermediate Report	Meeting with Steering Group
Within 11 months	Draft Final report	Meeting with Steering Group
Within 12 months	Final report	

### 3.8 Deliverables

The deliverables of this study will be:

**Deliverable 1:** one methodological inception report covering all Tasks. **Deadline:** within one month after the signature of the contract.

**Deliverable 2:** the first intermediate report presenting the results of Task 1 and Task 2 for the 2012 AIRs. **Deadline:** within five months after the signature of the contract.

**Deliverable 3:** the draft final report responding to Tasks 1-4 of these specifications, including the analysis of the 2013 AIR data and any improvements in quality noted since the 2012 reports. The draft Final Report should contain a synthesis report with chapters corresponding to each of the tasks and an annex with a short report for each Member State. Excel spreadsheets should accompany the draft final report incorporating the data gathered under Task 1. **Deadline: within eleven months after the signature of the contract.**

**Deliverable 4:** one final report.

**Deadline:** within twelve months after the signature of the contract.

Besides the above mentioned deliverables, the contractor will submit a progress report of 2 pages maximum every month.

A hard copy and an electronic version of each report are required. For final reports three hard copies and an electronic version (three CD, Word format and PDF format or equivalent application compatible with MS Office) are required. The Commission will provide details for the layout of the reports.

The contractor will provide presentation material for each of the reports in English (PowerPoint or equivalent application compatible with MS Office) for the use of Commission services.

All reports will be delivered in English. **Tenderers should note that a high standard of written English and capacity for clear and concise expression of complex ideas is required in all deliverables.** An executive summary of the final report specified above will be delivered in English, French and German.

The contractor may be invited to present the results of the evaluation to the Member States and the Commission services (two meetings in Brussels). The travel costs for these presentations will be paid separately.

The quality of the evaluation will be assessed by the Commission services using the quality criteria from the Guide to the Evaluation of Socio-Economic Development. These can be found in Part 2 of that Guide at

[http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/guide/guide2012\\_evalsed.pdf](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/guide/guide2012_evalsed.pdf)

The assessment of the quality will be published by the Commission.

### **3.9 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.

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 intermediate report and the draft final report.



The contractor will be expected to attend a kick-off meeting plus three 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.

### 3.10 Volume of the contract

€1,400,000 maximum (lump sum, including fees, travel expenses and other costs).

### 3.11. 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 50 % 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 intermediate report.

**Payment of the balance** 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 final report and the previous deliverables, and the organisation of the report's presentations.

### 3.11. DOCUMENTATION FOR THE TENDERERS

Current reporting of allocation of resources at NUTS 3 level by priority theme in Annex 1.

- List of themes to be covered by work packages in the 2007-2013 Ex post evaluation in Annex 2

- Bibliography in Annex 3

The quality of the evaluation will be assessed by the Commission services using the quality criteria from the Guide to the Evaluation of Socio-Economic Development. These can be found in Part 2 of that Guide at

[http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/guide/guide2012\\_evalsed.pdf](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/guide/guide2012_evalsed.pdf)

The assessment of the quality will be published by the Commission.

## **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<sup>13</sup>.

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](#) 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/>

### **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 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. Publishable executive summary**

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

- the following standard disclaimer:

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<sup>13</sup> 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](mailto:comm-visual-identity@ec.europa.eu)

*“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.

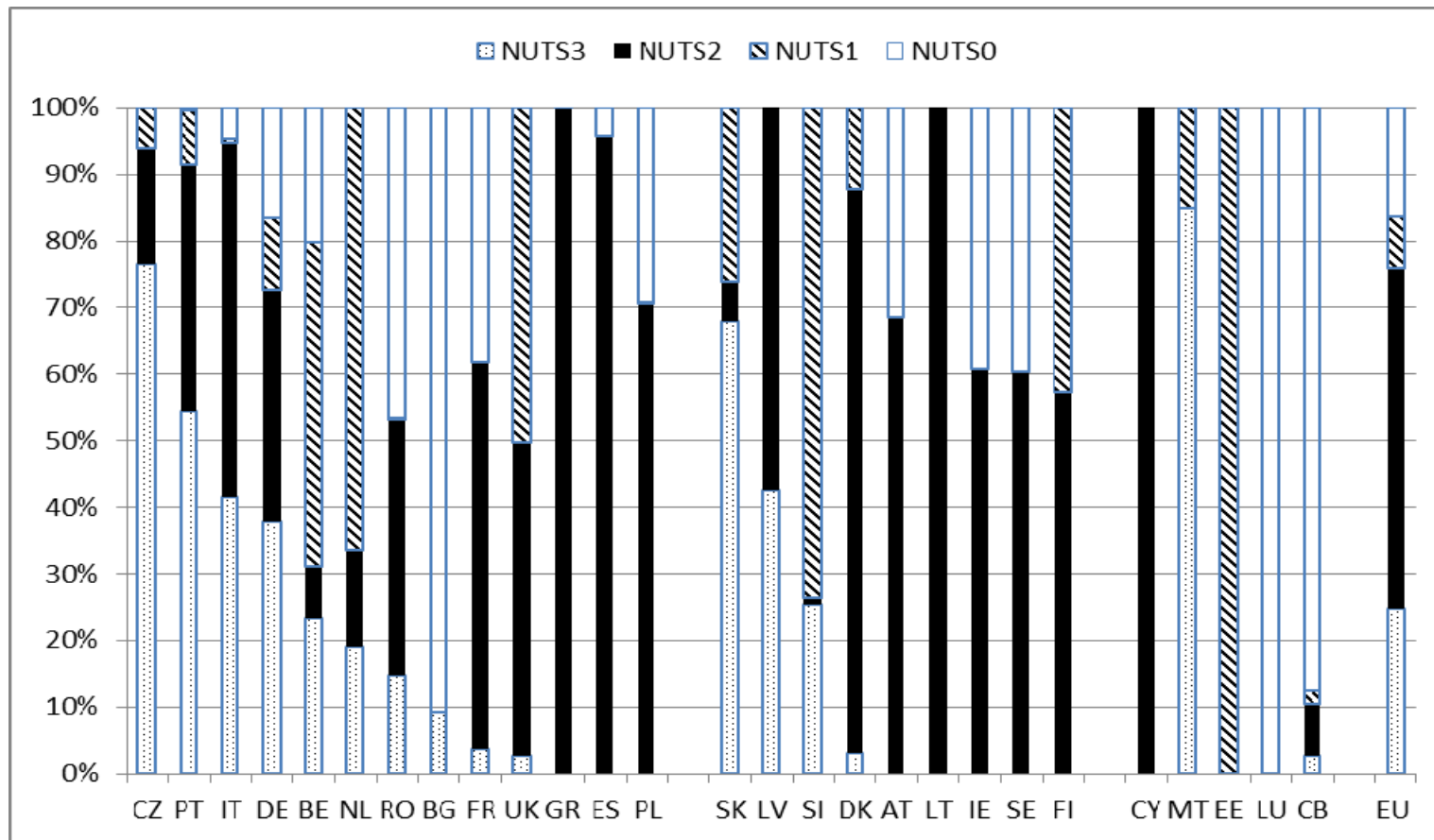
#### **4.2. Graphic requirements**

For graphic requirements please refer to the template provided in the annex 5. 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](mailto:comm-visual-identity@ec.europa.eu).

## Annex 1

### AIR – Reported location of selected projects 2007-2011 by NUTS level

(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 2: Themes for Work Packages of the Ex Post Evaluation**

- SMEs and Innovation
- Venture Capital Funds
- Large Enterprises
- Environmental and Transport Infrastructure
- Green Industry
- Energy Efficiency
- Tourism and Culture
- Urban and Social Infrastructure (health, childcare, housing, other)
- European Territorial Co-Operation
- Delivery Systems

### **Annex 3: Bibliography**

#### **2000-2006:**

Ex Post Evaluations of the 2000-2006 Programming period:

[http://ec.europa.eu/regional\\_policy/information/evaluations/archives\\_2000\\_2006\\_en.cfm](http://ec.europa.eu/regional_policy/information/evaluations/archives_2000_2006_en.cfm)

#### **2007-2013**

Guidance:

[http://ec.europa.eu/regional\\_policy/information/evaluations/guidance\\_en.cfm#3](http://ec.europa.eu/regional_policy/information/evaluations/guidance_en.cfm#3)

Expert Evaluation Network Reports:

[http://ec.europa.eu/regional\\_policy/information/evaluations/index\\_en.cfm#1](http://ec.europa.eu/regional_policy/information/evaluations/index_en.cfm#1)

Strategic Report, 2013:

[http://ec.europa.eu/regional\\_policy/how/policy/strategic\\_report\\_en.cfm](http://ec.europa.eu/regional_policy/how/policy/strategic_report_en.cfm)