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DIRECTORATE-GENERAL
REGIONAL AND URBAN POLICY
Policy
Evaluation and European Semester

CALL FOR TENDERS

2014CE16BAT016

**Ex post evaluation of Cohesion Policy programmes 2007-2013, financed by the
European Regional Development Fund (ERDF) and Cohesion Fund (CF)**

**Work Package One:
Synthesis report**

TENDER SPECIFICATIONS

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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 Procurement¹ 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.

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

¹ See http://www.wto.org/english/tratop E/gproc e/gp_gpa e.htm

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

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

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 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 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 DG 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 as specified below.

- **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 0.7 / 0.3 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 intends to undertake an ex post evaluation of cohesion policy programmes focusing on the European Regional Development Fund (ERDF), the Cohesion Fund (CF) and IPA projects in Croatia during the period 2007-2013 in regions covered by the Convergence, the Regional

Competitiveness and Employment and the European Territorial Cooperation objectives in 28 Member States².

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 and evaluating themes not covered before.

As required by the regulation, the ex post evaluation must be completed at the end of 2015. This is a special challenge, as programmes are still being implemented until 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.

Specific context of this contract

In total, €70 billion of ERDF and CF resources is invested through several hundreds of thousands of projects in 309 Operational Programmes. In order to achieve a reasonable coverage and appropriate depth of analysis, the ex post evaluation of the programmes will be carried out through a number of work packages. Depending on the specific topic, each work package will address to a different degree the relevance, effectiveness, efficiency and coherence with other policies of the European Union. A synthesis report is needed to summarise findings at the end of the process. A list of the work packages is attached to this Call for Tenders. The ex post evaluation of the European Social Fund is being carried out in the same timeframe as the evaluation of ERDF and Cohesion Fund. DG Regional and Urban Policy and DG Employment are considering to prepare a common communication of the Commission about the findings of the ex post evaluation of the European Regional Development Fund, the Cohesion Fund and the European Social Fund in 2016.

3.2 SUBJECT OF CONTRACT

The contract is to synthesise the work packages of the ex post evaluation of the ERDF and CF in the 2007-2013 programming period, to support Commission services in the organisation,

² 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

coordination and quality assurance of all the work packages of the ex post evaluation and to carry out additional analysis as described in tasks below.

3.3 SCOPE

All cohesion policy programmes co-financed by the ERDF and the Cohesion Fund, including the Territorial Cooperation objective and IPA projects in Croatia, based on other work packages of this ex post evaluation and own analysis.

3.4 TASKS

Task 1: Macroeconomic situation and regional development trends

As a first step the evaluation will recall the macroeconomic background for the programming and implementation of cohesion policy programmes in the period 2006-2015. The role of Cohesion policy as part of public investments in MS will be analysed. The evaluator will use relevant documentation of the Commission, e.g. of Eurostat, the Directorate General for Economic and Financial Affairs and other literature. A report (maximum 20 pages) will be delivered at the latest 5 months after the signature of the contract; an updated version will be integrated into the final synthesis report in the second half of 2015.

A second element will be the presentation of regional development trends (in particular concerning GDP and employment, but also transport, use of renewable energies, environment and demographic development). Trends for Convergence and Regional Competitiveness and Employment regions will be presented separately where possible. This will be done based largely on existing documentation, e.g. the 6th report on economic and social cohesion to be published in 2014. A report (maximum 50 pages) will be delivered at the latest 3 months after the publication of the 6th cohesion report. The offer should include a first discussion which statistical data is available on a sub-national level on the aforementioned issues.

A third element of this task will be to record and to assess succinctly the effects of the economic and financial crisis that started in 2008 on the implementation of cohesion policy programmes and the reaction of Member States and Commission to it. The evaluator will use the findings of the expert evaluation network of DG REGIO³, organise a seminar with Member States (up to 35 participants) and a discussion with up to ten academic experts in Commission premises in late 2014. A succinct report will be written up after the seminar. The contractor will prepare the content of the meetings, invite participants and cover travel and accommodation costs as well as a fee for academic experts.

Task 2: Assembling information on financial implementation

The contractor will present key financial information and assess succinctly if programmes have been implemented in financial terms as planned.

The following items will be included as a minimum:

³ Reports published at: http://ec.europa.eu/regional_policy/information/evaluations/index_en.cfm

- Number and coverage (sectoral or regional approach) of Operational Programmes (OPs) by country and objective,
- Planned allocations (initial and final) by country, objective and year, EU and matching funding,
- Payment data, by country, objective and year,
- Information on decommitments by country, objective and year,
- Information on public co-financing by country, objective and year,
- Data from "categorisation of funds assistance" according to annex II of Commission regulation 1828/2006 of 8 December 2006 by country and objective (initial and values from annual implementation reports 2014).
- Selected information on the implementation of financial instruments.

Data will be provided by Commission services or the contractor will be given access to the Commission information system (INFOVIEW).

The contractor will estimate the number of projects supported in each Member State, based on the information published by them⁴. A breakdown by programmes and Funds is required, when provided by Member States. Where the published information is unclear, the contractor will clarify issues with the Member State concerned. The filling of gaps is not required.

Task 3: Development and achievements in Member States

The evaluation will provide a summary paper for each Member State covering the following issues:

- a. A short presentation of the regional development trends and main developments in the field of regional policy, based largely on the country reports on achievements of cohesion policy delivered by the expert evaluation network of DG REGIO⁵ and using findings from consultations with Member States as set out below. Note that no report for Croatia is available and this report will need to be written from scratch,
- b. financial information by region and MS (selected information from task 2),
- c. link to list of beneficiaries as published by Member States,
- d. outcomes of cohesion policy programmes by region and MS including outputs and results, especially those becoming available from Work Package Zero "Data collection and quality assessment",
- e. major transport and environmental projects, using data produced by Work Packages 5 and 6,

⁴ Access to the information is possible on DG REGIO website:

http://ec.europa.eu/regional_policy/country/commu/beneficiaries/index.cfm?LAN=en

⁵ Published on DG REGIO website:

http://ec.europa.eu/regional_policy/information/evaluations/index_en.cfm#1

- f. evaluation findings from all work packages of the ex post evaluation, when available for a region or MS,
- g. examples of good practice as provided by other work packages of the ex post evaluation.

The information will be presented in the form of concise fact sheets for each MS (maximum 15 pages, using internet hyperlinks for the presentation of information, where appropriate).

This task will be mainly based on existing information as indicated above and other work packages of the ex post evaluation. If ex post evaluations carried out by Member States become available, these will be a further source of information. In some few selected cases it might be necessary to interview key stakeholders and policy makers in the Member States to fill information gaps. The evaluator will consult on the summaries with the operational units of DG Regional and Urban Policy and each Member State.

A pilot on one Member State is required. The offer should suggest more details on the working method and a timetable.

Task 4: Preparation of data for an electronic map, Open Data approach, evaluation library

DG Regional and Urban Policy wishes to make data on policy available to the public, to present information from the ex post evaluation in an easily understandable, visual form and to make information easy to find. An electronic map with a geographic breakdown, where possible, to NUTS 2 level could be used for this.

Task 4a

The contractor will assemble data needed for this purpose. All items from task 3 will be covered. All data shall be presented in a spreadsheet application, using an appropriate format (excel or CSV).

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Whenever appropriate, data should be presented with its programme or project identifier (“CCI number”) that will be provided by the Commission.

The tender should outline the approach to assembling data. The implementation of the electronic map is not part of the task. DG Regional and Urban Policy intends to publish the assembled data on its website.

Task 4b

DG Regional and Urban Policy has started a library of evaluation carried out by Member States. For each evaluation a short, formalised summary is provided⁶. The contractor will select fifty evaluations carried out by Member States, in agreement with the Commission services and write up such summaries according to a standard format established by the

⁶ Published on DG REGIO website:

http://ec.europa.eu/regional_policy/information/evaluations/evalsedlib_en.cfm

Commission and provide the text of the evaluation. For each evaluation the contractor will prepare a standard letter for the Commission asking for the consent of Member States for publication on a Commission website. A list of evaluations will be provided by the Commission services.

Task 5: Support to Commission services

The overall ex post evaluation will produce a significant number of draft reports, technical papers and final reports as deliverables. The Commission needs to ensure a strict quality control and coordination of these deliverables in relation to the application of agreed methodologies as set out in Terms of Reference, offers, inception reports, and verification of language quality. The contractor will support the Commission services in this task (modelling work packages are excluded). The volume of documents to be assessed (not corrected) is estimated at 10,000 pages.

The contractor will establish short written assessments, make proposals for improvements and participate in steering groups of other work packages (typically three meetings for each), their seminars (typically one per work package) and, if necessary, in a limited number of meetings with contractors for other tasks. The Commission will assess and approve the quality of the assessments provided.

This service will be needed throughout the whole duration of this contract; however, it is anticipated that most of the work will be concentrated in late 2014 and summer 2015 when interim reports and draft final reports from other work packages will become available.

Through this task the evaluator will obtain a good knowledge of the remaining work packages of the ex post evaluation.

Task 6: Organisation of Meetings for other work packages

The various work packages of the ex post evaluation will include a number of seminars with Member States and other stakeholders in order to deepen the analysis and discuss findings.

The contractor will support the organisation of such seminars by the following activities for each meeting:

- to invite participants nominated by contractors carrying out other work packages, in agreement with the Commission services,
- to cover travel and accommodation costs for participants from public authorities (maximum 1 night stay, train, flights economy class),
- to cover travel and accommodation costs for up to five participants not from public authorities (up to 2 nights, train, flights economy class), as well as a fee appropriate to the level of expertise.

It is estimated that around 10 seminars with up to 40 participants will take place (not including seminars and hearings covered by this Terms of Reference). The contractor will

make provisions for 400 participations from public authorities and 60 participations by experts not from public authorities. The contractor should make provisions for premises for six meetings in Brussels; the remaining meetings will take place in Commission premises.

Task 7: Synthesis

The task is to synthesize all work packages of the ex post evaluation and to identify main findings and emerging implications for cohesion policy. A reflection on the EU-added value of Cohesion Policy will form part of the report. A summary of the findings of the ex post evaluation of the European Social Fund, prepared by DG Employment, will be integrated in the synthesis report.

The contractor will organise a hearing in Commission premises with up to 50 participants representing Member States and experts to discuss overall findings of the ex post evaluation, based on a draft of the synthesis report. A succinct report of the hearing will be drafted and will inform the final version of the synthesis report. The contractor will prepare the content of the meetings in close cooperation with the Commission services, invite participants and cover travel and accommodation costs as well as a fee for academic experts.

This report should not be longer than 150 pages. An executive summary will be translated into French and German.

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:

- Literature review,
- Desk Research – including evaluations undertaken for the Commission and Member States, annual implementation reports,
- Key stakeholder interviews with policy makers and experts, as necessary, including national level administrations, leading research institutions in the respective fields,
- Financial and statistical analysis, including 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
- Quality assessment,
- 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. The tender should analyse the major challenges foreseen in this contract and outline strategies to tackle 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 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 22 months, starting from the signature of the contract. The deliverables and their timing are specified below.

Key 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 task 1 report	
Within 12 months	Report on effects of crisis	Task 2 Seminar
Within 15 months	Task 2, estimate of number of projects Task 4b finished	
Within 18 months		10 Seminars for other Work Packages
Within 18 months	Task 3 reports Task 4a finished	Meeting with Steering group
Within 20 months	Update of task 1 report Task 2 report Draft synthesis report	Meeting with Steering Group
Within 22 months		Task 7 Hearing
Within 22 months	Synthesis report	

3.8 DELIVERABLES

The key deliverables of this study will be:

Deliverable 1: One methodological inception report covering all Tasks

Deliverable 2: Seminar and report on effect of crisis

Deliverable 3: Summary papers for each Member State according to task 3

Deliverable 4: Data set as specified in task 4

Deliverable 5: Written quality assessments for other work packages of the ex post evaluation according to task 5

Deliverable 6: Meetings organised for other work packages according to task 6

Deliverable 7: One draft synthesis report

Deliverable 8: One synthesis report.

Beside the above mentioned deliverables, the contractor will have to 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 one hard copy 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 (three 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 set out in annex 3. 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 four meetings of the steering group. It is anticipated that the meetings will take place in order to discuss the inception report, the intermediate reports and the draft final report.

The contractor will be expected to attend a kick-off meeting plus six progress meetings with the Evaluation Unit of DG REGIO in Brussels reviewing the progress of the study and resolving any problems arising. These meetings will be arranged according to needs arising.

4. VOLUME OF THE CONTRACT

EUR 1,500,000 maximum (lump sum, including fees, travel expenses and other costs).

5. TERMS OF PAYMENT

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

For payment arrangements, see Article I.4 of the draft service contract.

6. CONTRACTUAL TERMS AND GUARANTEES

For the contractual terms, see the draft contract published on Info regio.

Guarantee: Not applicable

7. OPENING OF TENDERS

Tenders will be opened on at 16.00 at BU29 06/48, DG Regional and Urban Policy, Avenue de Beaulieu, 29, 1160 Brussels. Tenderers may be present at the opening of tenders. Each tenderer may take part or send a representative.

8. 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 logo⁷.

⁷ 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

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

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

8.1 CONTENT

8.1.1 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.

8.1.2 Publishable executive summary

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

- the following standard disclaimer:

“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.

8.1.3 Graphic requirements

For graphic requirements please refer to the template provided in the Annex 4. 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 ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

(Complete or delete the parts in grey italics in parentheses)

[Choose options for parts in grey between square brackets]

The undersigned (*insert name of the signatory of this form*):

in [his][her] own name (*for a natural person*)

or

representing the following legal person: (*only if the economic operator is a legal person*)

full official name:

official legal form:

full official address:

VAT registration number:

- declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
- a) **is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;**
 - b) **has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;**
 - c) **has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;**
 - d) **is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;**
 - e) **has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;**
 - f) **is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.**
- *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-making or control⁸ over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
- declares that [the above-mentioned legal person][he][she]:

⁸ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
- j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
 - acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties⁹ if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name

Date

Signature

⁹ As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

ANNEX 2 - LIST OF THEMES FOR WORK PACKAGES OF THE 2007-2013 ERDF EX POST EVALUATION

No.	Work package
0	Data collection and quality assessment
1	Synthesis
2	Small and medium-sized enterprises, innovation, ICT
3	Venture capital and loan funds
4	Large enterprises
5	Transport
6	Environment
7	Modelling the effects of transport projects
8	Energy efficiency
9	Culture, Tourism
10	Urban development and social infrastructures
11	European Territorial Cooperation
12	Delivery system
13	Geography of expenditure
14	Effect on macroeconomic aggregates

ANNEX 3 - QUALITY CONTROL: OUTPUT QUALITY CRITERIA

- Meeting needs as laid out in ToR
- 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 4 – TEMPLATE FOR GRAPHIC REQUIREMENTS

See separate document