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

CALL FOR TENDERS

Ex post evaluation of Cohesion Policy programmes 2007-2013, focusing on the European
Regional Development Fund (ERDF) and Cohesion Fund (CF) –
Work Package Eleven: European Territorial Cooperation

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/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 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 and of European Territorial Co-operation in particular;
- 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 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;
- 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 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 intends to undertake 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 the Convergence, Regional Competitiveness and Employment and European Territorial Cooperation (ETC) 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.

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.

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.

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 (listed in annex 1) with the findings summarised in a synthesis report at the end of the process. This work package will be the main evaluation of ETC programmes, although relevant aspects of ETC programmes will also be included within other themes such as Data Collection and Quality Assessment (Work Package 0), Energy Efficiency (Work Package 8), Culture and Tourism (Work Package 9), and Delivery System (Work Package 12).

The work package on data collection and quality assessment was launched in advance of the others and its first results will be made available from July 2014 to contractors for the other work packages.

3.2 Specific context of this contract

€8.7 billion of ERDF resources is invested in the European Territorial Co-Operation Objective (hereafter 'ETC', but often referred to among the programmes under the original brand 'Interreg'). There are 70 ETC programmes in total, comprising 53 Cross-Border programmes, 13 Transnational Programmes, two networking programmes (INTERREG IVC and URBACT) a technical support programme (INTERACT II) and development research programme ESPON³.

The objective of Cross Border Co-operation programmes is to strengthen cross-border co-operation through joint local and regional initiatives. Cross Border programmes exist mainly along internal EU border regions⁴.

The transnational co-operation (TNC) programmes aim to strengthen transnational co-operation through actions conducive to integrated territorial development linked to Union priorities. There are 13 transnational co-operation programmes covering Member States in regions such as the Baltic Sea, Alpine and Mediterranean. They add an extra European dimension to regional development, leading to agreed priorities and a coordinated strategic response, on matters such as communication corridors, flood management, international business and research linkages, and the development of more viable and sustainable markets. Non Member States can participate in TNC with e.g. IPA and ENI funds⁵.

There are currently three macro-regional strategies, covering several policies, which are targeted at a 'macro-region'. These comprise the EU Strategy for the Baltic Sea Region, which was adopted in 2009, the EU Strategy for the Danube Region in 2011 and the EU Strategy for the Adriatic and Ionian Region in 2014. A fourth is in preparation, the Alpine strategy. A macro-regional Strategy is an integrated framework endorsed by the European

³ URBACT and ESPON are excluded from this ex-post evaluation. An evaluation of EPSON was completed in early 2013.

⁴ There are several cross border programmes between EU Member States and third countries where they share a border, eg Sweden-Denmark-Norway (Oresund –Kattegatt-Skagerrak programme). These CBC programmes are covered under the European Neighbourhood and Partnership Instrument (ENPI)

⁵ IPA: Instrument for Pre-Accession Assistance, ENI: European Neighbourhood Instrument

Council, which may be supported by the European Structural and Investment Funds among others, to address common challenges faced by a defined geographical area relating to Member States and third countries located in the same geographical area which thereby benefit from strengthened cooperation contributing to achievement of economic, social and territorial cohesion. The macro-regional strategies did not exist when the ETC programmes were designed in 2007/2008.

The INTERREG IVC programme facilitates the exchange of experiences between regional and local bodies in different countries. Interregional cooperation works at pan-European level - covering all EU Member States, Norway and Switzerland - by building networks to develop good practice and facilitate the exchange and transfer of experience. The INTERREG IVC programme is structured around two priorities which address innovation and the knowledge economy, and environment and risk prevention.

The outputs from the work package of this ex post evaluation examining the data reported by all Structural Fund supported programmes will contribute useful data on ETC indicator values. In this work package (WP0) the contractor is reviewing the Annual Implementation Reports (AIRs) for 2012 and 2013 to assess selected indicators. The assessment is based on desk review of AIRs and on interviews with the relevant authorities in the Member States.

Preliminary results confirm that ETC programmes make limited use of core indicators which were conceived primarily for the Convergence and Regional Competitiveness and Employment (RCE) programmes. Whereas more than 90% of the Convergence and RCE programmes make use of these core indicators, less than one-third of the territorial cooperation programmes do. As a consequence, programme specific indicators are widely used. Several of these refer to general achievements that are typical of the ETC objective, e.g. networks, cooperation, partnerships, solutions. Others are sector-specific and are used to measure achievements that are relevant in particular to the 'Environment & transport infrastructure', 'SMEs and innovation' and 'Tourism and culture' ex-post evaluation themes.

Work Package 0 also found that, about 10% of ETC programmes use neither core nor common indicators and no relevant indicators have been identified.

To counterbalance this situation and in order to feed the evaluation with convincing evidence of cooperation achievements, all ETC programmes have been requested to provide in their 2013 Annual Implementation Reports a one page summary, identifying what the programmes has achieved, who has benefited and to provide evidence for these achievements.

Indicative data on the categorization of expenditure is available for 2012, which shows at least €1.14 billion value of projects selected in the Innovation and RTD sector, €1.52 billion value of projects selected in the environment sector⁶ and €0.96 billion value of projects selected for capacity building.

3.3 Subject of the contract

To establish what results have been achieved via co-operation programmes across Europe, with particular focus on co-operation in the field of research, technology and innovation, environmental protection and enhancement, and capacity building. To assess the results of

⁶ Figures as at end 2012.

knowledge transfer across regions from the INTERREG IV C Programme. To analyse to what extent ETC programmes contributed to the Jobs and Growth agenda.

3.4 Scope of the contract

53 Cross-Border programmes, 13 Transnational Programmes, the INTERREG IVC programme, for the 2007-2013 period.

3.5 Tasks

Task 1: Overall achievements of ETC programmes

This task will provide the basis of the first interim report. The contractor will prepare a one page structured summary for each ETC programme on the quality of the objective setting and extent to which objectives have been achieved. Evidence should be presented for the achievement of objectives, including but going beyond quantitative data. The tender should contain an outline of the structure for the summary. An overview will be prepared at the end of Task 1, which will summarise the results of the steps below across all programmes.

- a) Review all ETC Operational Programmes for a description of programme objectives and relevant indicators and propose a typology for them. This will help in the identification of a sample for the case studies to be undertaken in later tasks.
- b) Review the most recent Annual Implementation Reports (2013) for the main achievements of ETC programmes. The indicator data obtained from WP 0 can be taken as a starting point. The one page summary on programme achievements in each AIR should be critically assessed.
- c) Carry out interviews - in person or by phone - with all Programme Managing Authorities, in order to complement the review in point b) and to get as complete a picture as possible of programme achievements. Verify whether indicators identified and reported in points a) and b) and the programmes' summaries of achievements capture the majority of programme achievements. The tender should suggest suitable questions which would assist Managing Authorities in identifying their key programme achievements, and providing supporting evidence for those achievements – in order to ultimately come up with an assessment of achievements per programme.
- d) The contractor will establish the perception of Programme Managing Authorities of the support of the INTERRACT programme in helping them achieve their objectives. What supports have been of most practical use and are there any areas where they identify needs for more support?
- e) Compare the programme objectives identified in point a) with the achievements noted in point b) and c). Assess the quality of the objective setting and extent to which they have been achieved.

- f) The ex-post evaluation of the INTEREG III Community Initiative (2000-2006) used a synthetic indicator to determine the depth and intensity of cooperation. Where possible analyse the evolution of this indicator over the time in case the programmes continued during the 2007-2013 period.

At the end of Task 1, the contractor will make a proposal for 3 case studies⁷ for each theme at points i), ii) and iii) below, by selecting cross-border cooperation programmes taking into account the spending and geography of the programmes, as well as the typology of programmes established under a) above.

Task 2: Cross-Border Cooperation programmes (CBC): 9 Case Studies

The Annual Implementation Reports (2013) will contain relevant project selection data. The contractor will examine the categories of expenditure data for the selected case study programmes, in particular the amounts allocated to Codes 01-07 and 09, Code 81 and other relevant codes⁸. The case studies will deepen the analysis under Task 1 for these programmes for the relevant theme for the case study to ask what resources are spent on, what types of activities are supported, and what are the results achieved, relating specifically to:

- i. Research and technological development, innovation and entrepreneurship
- ii. Environment protection and enhancement
- iii. Capacity building

The case studies will answer the following questions, for the relevant theme being examined in each case study:

- a) To what extent has co-operation been enhanced? What barriers to co-operation have been removed? What is the evidence for the contribution of ETC programmes?
- b) What has been delivered via co-operation, and what is its impact (e.g. in terms of R&D and innovation, enhanced administrative capacity, or better environmental status)?
- c) What learning has been generated during the implementation of the CBC programme? Who has benefited? From which stakeholders to which other stakeholders has knowledge and capacity been transferred?
- d) What is the likely future for such learning mechanisms and co-operation? Will its sustainability depend on future EU financing?
- e) If there were no prior CBC programmes, would the projects co-financed through the programme have happened without the existence of EU funding?
- f) Which programmes have the best monitoring systems and which have the worst?

⁷ 80% of European Territorial Co-operation funds are allocated to Cross-Border programmes. For this evaluation it is not feasible to look in depth at every programme.

⁸ The full list of categories of expenditure is in the 2007-2013 Implementing Regulation, Annex II Part A, Codes 01-86: [http://ec.europa.eu/regional_policy/sources/docoffic/official/regulation/pdf/2007/fsfc/ce_1828\(2006\)_en.pdf](http://ec.europa.eu/regional_policy/sources/docoffic/official/regulation/pdf/2007/fsfc/ce_1828(2006)_en.pdf)

- g) What has been the added value of the INTERRACT programme to the effective functioning of the CBC programme?
- h) To what extent were the programme objectives coordinated with those of national and regional programmes? Can synergies be objectively evaluated?
- i) The contractor will compare for the theme of the case study (points i), ii) or iii) above) the selected programmes with a programme financed from the national/regional ERDF budgets to understand the difference between the different programmes as regards their impact on the theme and on cooperation. Tenderers should suggest how they would structure the analysis to assess this influence. This task should be carried out mainly through a limited set of interviews.

The tender should propose a methodology to carry out the case studies. This should include the number of days to be spent on the ground, the preparatory work, the number and types of stakeholders to be interviewed per case, etc..

Task 3: Transnational Co-operation Programme (TNC): 2 Case Studies

There are 13 TNC programmes and two will be the subject of case studies in this evaluation. For the Baltic Sea Region and the Atlantic Area what evidence is there of what these programmes have achieved (in quantitative and qualitative terms)? To what extent have the programmes strengthened territorial development linked to EU priorities? For the Baltic Sea region, to what extent are their objectives and achievements in line with the strategic objectives defined in the relevant macro-regional strategy? For the Atlantic Area, the contractor should assess to what extent the Atlantic programme has contributed to support the reflection and the design of a possible new territorial/sea basin strategy and in particular the needs it has usefully addressed. Tenders should contain a methodology for the case studies.

Task 4: Interregional Co-operation programme (INTERREG IVC): 1 Case Study

Under this Task, a case study of the INTERREG IVC programme will answer the following questions:

- a) Has this programme developed the capacity and structures to make knowledge and concepts gained in their projects available to other regions (“capitalising on knowledge”)?
- b) What evidence is there that other regions have used this knowledge? Who are the key partners for implementation in Member States and at EU level, in which sectors and geographic areas?

The tender should propose the methodology to carry the task.

After completing Task Four a second Interim report should be submitted covering the work performed in Tasks Two, Three and Four.

Task 5: Cross-task analysis and presentation of the final report

The final task of this evaluation draws the previous tasks together and reaches conclusions on the results achieved through ETC and the extent to which programmes have contributed to deliver growth and jobs.

- a) Organise a stakeholder event in Brussels to get feedback on the first four Tasks of the evaluation, and any other relevant information required to answer the evaluation questions.

It will be organised by using support from Work Package 1 of the ex post evaluation (“Synthesis”) and the contractor of Work Package 1 will:

- cover travel and accommodation costs for participants from public authorities (maximum 1 night stay, train, flights economy class),
- cover travel and accommodation costs for participants not from public authorities (up to 2 nights, train, flights economy class), as well as a fee appropriate to the level of expertise.

The attendees should include, at a minimum, representatives from the selected cross-border case study programmes, from INTERREG IVC and all TNC programmes. The evaluator will present the results of the evaluation at the event and facilitate discussions. The European Commission will participate at its own expense. The evaluator will be responsible for the organisation and content of the seminar, including the preparation of content of the seminars, leading discussions and writing up the event.

- b) Include a brief synthesis of the main findings from the consultation events in the final report.
- c) Taking into account the outcomes of analysis of task 1-5, the contractor will produce a final report including the overall findings of the analysis and the main implications for the European Territorial Co-Operation Objective.

3.6 Methodology

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

- Desk research and literature review;
- Analysis of data stored in the DG for Regional and Urban Policy's databases (InfoView). Interviews with Member States, Managing Authorities and Intermediate Bodies where necessary;
- Survey;
- Case study with a particular methodology developed for the case studies of this contract, including the number and types of stakeholders to be interviewed, the type of interaction, the number of days to be spent in preparation, on the ground and in follow-up analysis/writing up, etc.;
- 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.

3.7 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.

It is recognised that the languages needed to cover the case studies ultimately chosen cannot be identified in advance of contracting. Therefore the bidders are invited to retain some flexibility in their technical offer in this respect.

The evaluator in consultation with DG REGIO will identify a maximum of 2 external experts in the areas concerned by the study who will provide additional expert input (written comments on major deliverables and oral comments in meetings) to the study. The evaluator should include in his tender the cost of 2 experts attending 3 meetings in Brussels during the course of the study.

3.8 Time schedule

The duration of the tasks is 14 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	Deliverable	Meeting
0		Kick-Off Meeting with DG REGIO
Within 1 month	Inception Report	Meeting with Steering Group
Within 4 months	First Intermediate Report	Meeting with Steering Group
Within 10 Months	Second Intermediate Report	Meeting with Steering Group
Within 11 Months	Presentation of preliminary results	Stakeholder event
Within 12 months	Draft Final report	Meeting with Steering Group
Within 14 months	Final report	

3.9 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: First **interim report** presenting the results of Task 1.

Deadline: within four months after the signature of the contract.

Deliverable 3: Second **interim report** presenting the results of Task 2, Task 3 and Task 4.

Deadline: within ten months after the signature of the contract.

Deliverable 4: the **draft final** report responding to all Tasks of these specifications,. The draft Final Report should contain a synthesis report with chapters corresponding to each of the tasks and annexes with the overviews per programme, a report for each of the case studies dealt as well as conclusions and a reflection on “implications for policy” for European Territorial Cooperation.

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

Deliverable 6: one **final report**.

Deadline: within fourteen 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

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

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 programme/case study 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 programme/case study 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 contractor will identify 2 experts to give advice throughout the evaluation, comment on the deliverables, and participate in the seminar. These experts should have in depth knowledge of Cohesion Policy and its objectives.

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 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.

3.11 Documentation for the tenderers

- List of themes to be covered by work packages in the 2007-2013 Ex post evaluation in Annex 2
- Possible information sources in Annex 3
- Bibliography in Annex 4

The quality of the evaluation will be assessed by the Commission services using the quality criteria set out in Annex 5. 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 logo⁹.

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.

⁹ 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

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/>

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. Executive summary

The publishable executive summary shall be provided in both in English, French and German, 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 6. 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: THEMES FOR WORK PACKAGES OF THE EX POST EVALUATION

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

ANNEX 3: POSSIBLE INFORMATION SOURCES

For each point below, the data is available in an Excel spreadsheet containing some project details.

i) Number of total, finished and ongoing projects in the database: 3357 in total for the 2007-2013 period, of which 2532 are finished projects and 825 are ongoing.

Cross-border programmes	= 2367 projects in total	(1770 finished, 597 ongoing)
TNC programmes	= 784 projects in total	(572 finished projects, 212 ongoing)
Interreg	= 206 projects in total	(190 finished, 16 ongoing)

ii) Finished Projects by theme: 2532 in total for the 2007-2013 period. There are 4 themes (not defined in the database in any detail):

iii) Economic Development	= 775 in total for the 2007-2013 period
of which Cross Border	= 507 finished projects
TNC	= 213 finished projects
Interreg	= 55 finished projects

iv) Environment/climate change	= 534 in total for the 2007-2013 period
of which Cross Border	= 310 finished projects
TNC	= 183 finished projects
Interreg	= 41 finished projects

v) Accessibility	= 227 in total for the 2007-2013 period
of which Cross Border	= 147 finished projects
TNC	= 70 finished projects
Interreg	= 10 finished projects

vi) Quality of life	= 996 in total for the 2007-2013 period
of which Cross Border	= 806 finished projects
TNC	= 106 finished projects
Interreg	= 84 finished projects

NB: Number of Programmes

There are 53 searchable programmes from the 2007-2013 period in the database - ie some of the smaller TNC programmes and some of the CBC programmes are missing.

Other data sources

- AIRs
- Core Indicators (very little is reported, only 23 programmes use the Core Indicators)
- 'Evaluation' of MRS carried out by COM
- Other MS evaluations of ETC programmes (but not MTEs)
- KEEP database (Interact)
- Any other data interact may have: e.g. from the capture exercise

ANNEX 4: BIBLIOGRAPHY

1. COMMISSION

2000-2006:

- Ex Post Evaluations of the 2000-2006 Programming period:
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
- Strategic Report, 2013 and thematic fiche:
http://ec.europa.eu/regional_policy/how/policy/strategic_report_en.cfm
- Expert Evaluation Network Reports 2011-2013:
http://ec.europa.eu/regional_policy/information/evaluations/index_en.cfm#1

ANNEX 5: 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 6: TEMPLATE FOR GRAPHIC REQUIREMENTS

See separate document