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**Competitive Multiple Framework Service Contract
for the provision of Studies related to the future development of Cohesion Policy
and the ESI Funds (Lot 3)**

Framework Contracts Nr 2014CE16BAT010 / 2014CE16BAT011 / 2014CE16BAT012

Service Request Nr 2014CE16BAT063

SPECIFICATIONS

1. TITLE OF THE REQUEST FOR SERVICES

The implementation of the provisions in relation to the performance framework during the programming phase of the European Structural and Investment (ESI) Funds.

2. OVERALL PURPOSE AND BACKGROUND OF THIS STUDY

The result orientation of the European Structural and Investment Funds (ESI Funds) is one of the key elements of the regulatory framework for the 2014-20 period.

Programmes need to focus on results as from their design. They shall be based on a clear "intervention logic" starting with identifying development needs and the changes the programme is intended to bring about in order to meet these needs and going on to demonstrate how the spending planned helps to do this. Each programme must set out the expected results for "specific objectives", and the corresponding result indicators, with a baseline value and a target value. There have to be as well output indicators with quantified targets to measure the deliverables which are expected to contribute to the intended changes. These include programme specific and common indicators. The latter have to be used by all programmes where appropriate and will enable aggregating outputs at both national and EU level.

In order to monitor progress towards achieving the objectives and targets and in order to promote and reward good performance, the 2014-2020 regulatory frame introduces a **performance framework**¹ that needs to be defined for each priority within a programme

¹ See in particular the following provisions of the regulatory package:
- Articles 15(1)(a)(vii), 15(1)(b)(iv), 20, 21, 22, 27(2) and (4), 30(3), 55(3)(k), 96(2)(b)(v), 96(2)(d)(i) and (ii), and Annex II of Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17

(except for priorities concerning technical assistance or programmes dedicated to financial instruments in favour of small and medium sized enterprises as set out in Article 39 of the CPR).

The performance framework consists of **milestones to be attained by the end of 2018 and targets – by the end of 2023**. They have to be set for the financial and output indicators, the latter being a subset of output indicators already chosen in the programme, which correspond to the majority of allocation. Since milestone and target values for output indicators refer to what has been delivered by fully implemented operations, the milestone value for some types of interventions may be very low. In such situation, Member States are invited to use key implementation steps, which refer to an important stage in the implementation of operations under a priority. The performance frameworks may include as well result indicators as well as key implementation steps. However, their use is not recommended for the European Regional Development Fund (ERDF), the Cohesion Fund (CF), the European Agricultural Fund for Rural Development (EAFRD) and the European Maritime and Fisheries Fund (EMFF).

The performance framework is intended to ensure that the programmes deliver what is under the control of the managing authorities, i.e. that the priorities are implemented as planned and the programme is kept on track to achieve its objectives. At the stage of programming, the key challenge for Member States and regions is therefore to identify milestones and targets which are both realistic and sufficiently ambitious.

The achievement of milestones will be assessed in 2019 ("performance review") on the basis of information provided in the Annual Implementation Report. All priorities, which have attained their milestones, will have their **performance reserve**² definitively

December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (referred to as CPR).

- Articles 4, 5, 5, 6 and 7 of the Commission Implementing Regulation (EU) No 215/2014 of 7 March 2014 laying down rules for implementing [the CPR] with regard to methodologies for climate change support, the determination of milestones and targets in the performance framework and the nomenclature of categories of intervention for the European Structural and Investment Funds.

- Article 8(2)(b)(v) of Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal (referred to as ETC Regulation).

- Article 6 and Annex I of Regulation (EU) No 1301/2013 of the European Parliament and of the Council of 17 December 2013 on the European Regional Development Fund and on specific provisions concerning the Investment for growth and jobs goal and repealing Regulation (EC) No 1080/2006.

- Article 5 and Annex I of Regulation (EU) No 1300/2013 of the European Parliament and of the Council of 17 December 2013 on the Cohesion Fund and repealing Council Regulation (EC) No 1084/2006.

- Article 5 and Annex I of Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006.

- Article 8(1)(e) and 58(8) of Regulation (EU) No 1305/2013 of the European Parliament and of the Council of 17 December 2013 on support for rural development by the European Agricultural Fund for Rural Development and repealing Council Regulation (EC) No 1698/2005 (hereafter EAFRD Regulation).

- Articles 18(1)(e) of Regulation (EU) No 508/2014 of the European Parliament and of the Council of 15 May 2014 on the European Maritime and Fisheries Fund (EMFF) and repealing Council Regulations (EC) No 2328/2003, (EC) No 861/2006, (EC) No 1198/2006 and (EC) No 791/2007 and Regulation (EU) No 1255/2011 of the European Parliament and of the Council (hereafter EMFF Regulation).

² In line with Article 20 of the CPR, the performance reserve represents 6% of the resources allocated to the ERDF and to the Cohesion Fund under the Investment for Growth and Jobs goal, at the Union and Member State level. The performance reserve shall constitute between 5 and 7% of the allocation to each priority within a programme. The amounts corresponding to the performance reserve have to be set out in the programmes broken down by priority and, where appropriate, by Fund and by category of region for

allocated. This assessment may also lead to the amendment of programmes, because the reserve related to priorities which have not achieved their milestones by the end of 2018, will have to be re-attributed to priorities which did achieve their milestones. In case of serious failure to achieve milestones, interim payments for the priority concerned may also be suspended. The achievements of targets will be assessed in 2024 for the EAFRD and the EMFF and in 2025 for the ERDF, the CF and the European Social Fund (ESF), and non-achievement may give rise to financial corrections.

As part of the work to assess implementation of new or specific provisions in the 2014-2020 Regulations for the ESI Funds, the Directorate-General for Regional and Urban Policy (DG REGIO) wishes to assess the implementation of the provisions relating to the performance framework during the programming phase of the ERDF and the CF (including multi-fund programmes).

The overall purpose of this study is therefore to develop an evidence-base on how the regulatory provisions relating to the performance framework have been applied in the programming phase. The findings will contribute to improving the implementation of the 2014-2020 programmes and feed into further reflections on the future of the policy.

3. DESCRIPTION OF THE CONTRACT

3.1. Objectives of the study

The overall objective of this study is to assess how the provisions relating to the performance framework have been implemented in all 28 Member States during the programming of the ESI Funds. In doing this the study should fulfil the following specific objectives:

- A. Provide a synthesis of how the provisions relating to the performance framework (including the performance reserve) are reflected in all Partnership Agreements, operational programmes financed by the ERDF and the CF, including multi-fund programmes, and ETC programmes financed by the ERDF.
- B. Provide an assessment of how the provisions relating to the performance framework have been designed during the programming phase.
- C. Provide conclusions on strengths and weaknesses with regard to the application of the provisions relating to the performance framework during the programming phase, as well as first conclusions on the added value of this new element in the regulatory framework.

3.2. Methodology

Objective A should be addressed through desk studies of the 28 Partnership Agreements (Sections 2.4 and 1.10 of the Partnership Agreement template), the around 215 operational programmes financed by the ERDF and the CF, including the 92 multi-fund programmes co-financed by the ESF (Sections 2.A.8 and 12.2 of operational programmes), and the 79 cooperation programmes financed by the ERDF (Section 2.A.7 of ETC programmes). Desk studies should also cover the relevant parts of the

the ERDF. There is no performance reserve for ETC programmes. However, those programmes are still required to have a performance framework for each priority and are subject to the performance review.

Commission's formal observations on all Partnership Agreements and programmes. Relevant data from the Partnership Agreements and programmes will be provided by Commission services to the contractor (Excel files), in particular the performance frameworks of all the programmes.

Objective B and C should be addressed by using:

- the outcome of the abovementioned desk studies;
- additional information recorded by the bodies preparing the programmes on the methodologies and criteria applied to prepare performance frameworks in accordance with Article 4 of Commission Implementing Regulation (EU) No 215/2014 of 7 March 2014 (to be provided to the contractor by the Commission);
- the relevant parts of ex ante evaluations carried out for each programme in accordance with Article 55(3)(k) of the CPR (to be provided to the contractor by the Commission);
- the outcome of on-line surveys covering all Managing Authorities;
- the outcome of 50 to 60 interviews of the main relevant actors at Union level (geographical desks in DG REGIO and DG EMPL and the Evaluation and European Semester unit from DG REGIO, the Impact assessment and Evaluation unit in DG EMPL, etc.) and at national level (through a selection of coordinating ministries/services/bodies in the 28 Member States and Managing authorities).

3.3. Tasks

The study covers five tasks. The first task consists of a report setting out the methodological approach to the different elements of the study as a whole. It needs to be agreed with the Commission before proceeding with work on the other tasks. Tasks 2-4 correspond each to one of the objectives of the study set out in section 3.1. Task 5 relates to meetings to be held with the Commission.

Task 1: Methodological report

The consultant shall submit a methodological report of max 50 pages (plus annexes) setting out its approach to carry out the different tasks covered by this study.

In relation to **Task 2** of this study, the report shall demonstrate how the data collected from the Partnership Agreements and programmes will be used and analysed. The contractor shall in particular:

- suggest **typologies / categorisation systems** for each of the points requested below (*section Task 2*) in order to facilitate the analysis of how the provisions relating to the performance framework (including the performance reserve) were designed during the programming of the ERDF, the CF and for multi-fund programmes, the ESF. Information gathered in the programming documents should be clustered around the main issues / problems at stake for each point ;
- propose a template for the **database** that will be used to map the analysis, Member State by Member State and programme by programme. The final output of this database should be provided under a Excel and should include a filter function.

In relation to **Task 3** of this study, the methodological report shall describe the planned approach for assessing how performance frameworks have been prepared and then implemented during the programming phase. It shall in particular:

- explain how **interviewees** will be selected to ensure the coverage of a representative sample of programmes. The sample of programmes should cover all 28 Member States and all three categories of regions (for operational programmes financed by the ERDF, including multi-fund programmes). The sample of cooperation programmes should cover a proportionate selection of cross-border, transnational and interregional cooperation. Interviews may be handled on site or via phone calls in the relevant languages. Draft questionnaires to be used for these interviews and a description of the planned methodologies for analysing their results should be provided in an annex;
- identify the methodology planned by the consultant to organise **web-surveys** to be sent in the relevant languages to all the Managing authorities. Draft questionnaires to be used for these surveys should be provided in an annex.

In relation to **Task 4** of this study, there should also be a description of the method to be applied for mapping the different categories of strengths and weaknesses relating to the elaboration of the performance framework. The methodological report shall also set out the approach for gathering the evidence to draw first conclusions on the added value of the performance framework.

Task 2: Provide a synthesis of how the provisions relating to performance framework (including the performance reserve) are reflected in all Partnership Agreements, operational programmes financed by the ERDF and the CF, including multi-fund programmes, and ETC programmes financed by the ERDF.

The analysis and conclusions should provide evidence on the content of the performance framework as reflected in programming documents, through a comprehensive analysis of Sections 2.4 and 1.10 of Partnership Agreements, Sections 2.A.8 and 12.2 of operational programmes financed by the ERDF, and the CF, including multi-fund programmes co-financed by the ESF, and Section 2.A.7 of cooperation programmes financed by the ERDF.

The following should be analysed:

- **The use of the four categories of indicators (financial indicators, output indicators, key implementation steps, and where appropriate, result indicators).** In view of this, the contractor shall identify:
 - the use of the four categories of indicators across Member States, programmes, Funds and categories of regions (for the ERDF). As regards the selection of output indicators for the performance framework, he shall especially assess the use of common and programme specific output indicators across programmes, Funds and categories of regions (for the ERDF);
 - a typology of output indicators and implementation steps used. The analysis should be broken down by Member States, programmes (identifying mono and multi-fund ones), Fund specific investment priorities and categories of regions (for the ERDF).

- **Milestones and targets:** The contractor shall analyse, for each of the abovementioned types of indicators, how milestones and targets have been established in accordance with Annex II of the CPR (point 3) for all the programmes. This analysis should especially be carried out for indicators falling under the two following categories: financial indicators and common output indicators. The analysis should include a reflection on the appropriate level for milestones, taking account of the rhythm of delivery of outputs in different intervention areas.
- **The arrangements (methodology and mechanisms) set up at national level to ensure consistency in the functioning of the performance frameworks across programmes and Funds.** In view of this, the contractor shall identify:
 - all the types of actions taken at Member States' level to ensure consistency across programmes and Funds in the selection of indicators and in the setting of milestones and targets. He shall also list the body/ bodies designated to take this responsibility;
 - the monitoring mechanisms in place across Member States in order to ensure early detection of potential performance issues, as well as the follow-up systems of detected problems.
- **The performance reserve.** The contractor shall provide an overview of the pre-allocation of the reserve across programmes (apart from ETC programmes). He shall especially assess how Member States and regions have made use of the flexibility to set a performance reserve ranging between 5 and 7% of the allocation to each priority within a programme (identifying the Member States, Funds, priorities and categories of regions for which lower and higher thresholds have been used).

Task 3: Provide an assessment of how performance frameworks have been designed during the programming phase.

The contractor shall assess the processes through which performance frameworks have been designed and assessed at Union, national and regional levels, on the basis of:

- the outcome of the interviews and the surveys,
- the analysis of the relevant part of ex ante evaluations;
- information provided by Member States on the methodologies and criteria applied to prepare performance frameworks (in accordance with Article 4 of Commission Implementing Regulation (EU) No 215/2014 of 7 March 2014),

The analysis shall especially highlight potential **differences** across Member States and Funds on how performance frameworks have been designed during the programming phase, and **specific issues/challenges relating to cooperation programmes** financed by the ERDF.

It shall cover the following questions:

- How were the performance frameworks set up for the first time at national and regional level? Did Member States and Managing Authorities face any specific challenges? Were there any particular issues to be addressed by cooperation programmes?

- How did Member States and regions **select indicators for the performance framework** and how did they fix corresponding **milestones and targets?** (e.g. How did Member State and Managing authorities select indicators for the performance framework to ensure that corresponding milestones and targets comply with the requirements set out in Article 3 of Annex II of the CPR? Which requirements laid down in Article 3 of Annex II of the CPR for milestones and targets were especially difficult to meet and why? How were recommendations resulting from the ex ante evaluations (Article 55(3)(c) of the CPR) taken into account? Were there any particular issues to be addressed by cooperation programmes?). In view of this, the contractor shall establish:
 - the methodologies and criteria used in accordance with Article 4(1) of the Commission Implementing Regulation (EU) No 215/2014 of 7 March 2014;
 - difficulties encountered by Member States and regions to provide clear and sufficient information to ensure that the milestones and targets meet the requirements of Annex II of the CPR.

- **How were performance frameworks established for complex priorities?** The study shall provide an overview of how Member States and Managing Authorities dealt with performance frameworks for complex priorities (covering more than one Fund and / or more than one category of regions) in the concerned programmes (e.g. What were the challenges they had to face? How were these addressed?)

- **How were the performance frameworks established for priorities involving specific delivery modes?** (i.e. use of financial instruments, where appropriate, community-led local development, integrated territorial investment)?

- **How was the assessment of the arrangements set up at national level to ensure consistency in the functioning of the performance frameworks across programmes and Funds carried out?** (e.g. What were the differences of assessment between the Commission and the Member States on the information provided in the Partnership Agreements? Were there any significant similarities or differences between MS?)

Finally, the contractor shall assess the **value of the informal dialogue** between the Commission and the Member States, and to what extent the **specific guidance on the performance framework, review and reserve in 2014-2020, the exchanges and observations** led to improve the way in which the performance frameworks (including the performance reserve) were developed during the programming phase.

Task 4: Provide conclusions

On the basis of the output of tasks 2 and 3 the contractor shall provide conclusions on **strengths and weaknesses** with regard to the implementation of the provisions relating to the performance framework (including the performance reserve) during the programming phase. This analysis should be based on a typology of factors behind successful and less successful implementation of these provisions during this process.

The contractor shall provide **first conclusions on the value** of the performance frameworks in establishing a better frame to develop the result orientation of investment.

Task 5: Meetings with the Commission staff

The contractor is expected to attend 5 meetings to be held at the Commission premises for kicking off the project and discussing the deliverables with the members of Commission staff (Steering Group). These meetings will be organised by the Commission.

3.4. Deliverables

The contractor is expected to provide the following deliverables:

1. **Methodological report:** a report (max 50 pages plus annexes) describing the methodology that will be applied to the study, including the template to be used to carry out the mapping of how the provisions relating to performance framework (including the performance reserve) are reflected in the Partnership Agreements and the programmes and annexes with questionnaires for interviews and surveys;
2. **2 Interim reports:** one intermediate report covering Task 2 (including an interim mapping of the content of all Partnership Agreements and available programmes, provided through electronic database) and another one covering Tasks 3 and 4;
3. **Draft final report:** it shall consist of an executive summary and the draft report itself covering Tasks 2-4 (including the final version of the database, based on the 28 Partnership Agreements and all the programmes adopted at the time of delivering the draft final report).
4. **Final report:** it shall include the final report itself (no more than 50 pages plus annexes) addressing all the specific objectives (A-C) of the study as well as the final version of the database mentioned before. It shall also include an abstract of no more than 200 words, a publishable executive summary of maximum 6 pages, both in English and French and key words to facilitate web referecing of the study. It should finally include a self-explanatory power-point summarising the results and conclusions.

All the different deliverables shall be submitted in English in an easily accessible style. French versions have to be provided for the Executive Summary and the abstract only. Detailed information on the format is provided at point 11.8 in the Specifications for the Competitive Multiple Framework Services Contract.

Each deliverable will be examined by the Commission (a DG REGIO-led steering group), which may ask for additional modifications or propose changes in order to redirect the work if necessary. Deliverables must be approved by the Commission. The Commission has 60 days in total to approve deliverables and make the related payment. The Contractor shall have 10 working days in which to submit additional information or a new deliverable if requested by the Commission.

The specific deadline for each deliverable is specified below. The study envisages several meetings in Brussels with the steering group in relation to the deliverables.

After the approval of the final report by the European Commission, the contractor will be expected to give an oral presentation of its final report, highlighting its main results and conclusions. This presentation will take place in Brussels and within Commission premises.

End month	Deliverable/ Meeting	Output
0	M1	Kick-off meeting with the Commission services
1.5	D1	Tasks 1 (methodological report)
2	M2	Meeting to discuss the methodological report
7	D2	First interim report covering task 2
7.5	M3	Meeting to discuss interim report (Task 2) with the Commission services
9	D3	Second interim report covering tasks 3 and 4
9.5	M4	Meeting to discuss interim report (Tasks 3 and 4) with the Commission services
12	D4	Draft final report
12.5	M5	Meeting to discuss first draft final report with the Commission services
14	D5	Final report
14+1		Oral presentation of final report

A hard copy and an electronic version of draft versions of reports are required. For the final report three hard copies and an electronic version (three CDs, Word format and PDF format or equivalent application compatible with MS Office) are required. The database covering how the provisions relating to the performance framework are reflected in the Partnership Agreements and the programmes should be provided under Excel format.

3.5. Composition of the team

As part of the tender documentation, the team to be involved in this study 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.

In accordance with the specifications set out in the framework contract, the team should include members with an expertise in the areas covered by the ERDF, the CF and for multi-fund programmes, the ESF.

3.6. Duration

The execution of the tasks shall not exceed 14 months starting from the day of the signature of the contract by both parties.

4. AWARD CRITERIA

The Specific Contract will be awarded to the tender that is the **most economically advantageous**. This will be determined in the light of the price and the quality of the tender.

The tenders will be ranked with the following formula so as to determine the most economically advantageous bids.

- **Weighting for quality: 50**
- **Weighting for price: 50**

The successful tenderer will be the tenderer with the lowest ratio of total cost to the quality mark achieved (cost/points).

The quality will be determined on the basis of the four award quality criteria below.

- 1) understanding of the tasks as defined above in the request to submit (max 30 points);
- 2) quality of the methodology proposed (max 30 points);
- 3) organisation proposed to respond in terms of timing and quality to the request for required missions (max 20 points);
- 4) the composition of the team proposed to respond to the overall scope of the contract (max 20 points).

5. BUDGET

The maximum amount of the contract is EUR 350.000.

6. CONTENT AND PRESENTATION OF BIDS

6.1. 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.

6.2. Financial offer

Prices for Specific Contracts will be presented as a lump-sum on the basis of the expert prices and fixed travel and subsistence costs established according to the price schedules annexed to the Framework Contract. No separate reimbursable expenses will be accepted.

The financial offer must be submitted in the template provided in annex.

7. FORMAT OF THE SPECIFIC CONTRACT

The Specific Contract will be drawn up in accordance with the standard format as in the Framework Contract. The contract will come into force the day of its signature by the contracting authorities for the individual assignment. The breakdown of the prices, the Specific Terms of Reference as well as the offer, form an integral part of the Specific Contract. Any expense incurred by the Contractor before the date of signature of the Contracting Authorities is not eligible for funding.

8. ASSIGNEMENT IMPLEMENTATION

The Contractor, who is notified that his offer is accepted in the form of a Specific Contract, is responsible for all administration in relation to the assignment. He must ensure that all logistic aspects of the assignment are correctly carried out. The Contractor is also responsible for all administrative aspects such as contracting the experts, provision of insurance etc. Ensuring the quality of the assignment is one of the key responsibilities of the Contractor as he is fully responsible for the quality of the reports or/and other outputs required. These documents will be delivered physically by and under the responsibility of the Contractor. In the case of a consortium, quality control is the ultimate responsibility of the leading partner.

9. MEETINGS WITH THE COMMISSION

A kick-off meeting will be organised between the Contractor and the Commission at the early stage of the project implementation. In addition to this there will be one meeting following the submission of the methodological report, one meeting after the submission of each the interim report and a last one following the submission of the draft final report. See point 3.5 with regard to timing of meetings.

The participation of the Contract Manager will be required in any of the meetings organised. The meetings will take place in Brussels at Commission premises. Video conferences could be also organised.

After the approval of the final report by the European Commission, the contractor will be expected to give an oral presentation of this report in Brussels within Commission premises.

The costs of managing the contract by the Contractor, as well as the travel costs related to all the meetings with Commission (including the oral presentation of the final report) will be carried out with no additional charge and are understood to be incorporated in the offer.

10. PUBLICATION AND DELIVERABLES

Rights concerning the deliverables (reports, studies, impact assessments) foreseen and those relating to their reproduction and publication will remain property of the European Commission. No document based in whole or in part upon the work performed under the

contract resulting from this invitation to tender may be published, except with the prior formal written approval of the European Commission.

Please note that all studies produced for the European Commission 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 logo³.

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/>

The final reports as well as the draft and interim report(s) shall be submitted in English.

An electronic version of all reports (including draft/interim versions) will be required both in Word and PDF format.

10.1. Final Study Report

The final study report shall include:

- an abstract of no more than 200 words, an executive summary of maximum 6 pages, both in English and French, and key words to facilitate web referecing of the study;
- 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.

10.2. 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.”

³ 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

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

10.3. Graphic requirements

For graphic requirements please refer to the template published with these specifications on the Inforegio website. 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.

11. QUALITY ASSESSMENT OF SPECIFIC CONTRACTS

Once the work has been concluded and the service delivered, the Contractor will submit to the Commission a "proof of delivery", which will then be signed by the Commission as proof of receipt of each product delivered.

The quality of outputs of each specific contract will be subject to a written quality assessment according to the grid below. The grid may be adapted in accordance with the Commission's evaluation standards.

Quality indicators for the evaluation of the delivered work:

- Understanding of the requirements for the deliverable (40%)
- Completeness of the deliverables (40%)
- Respect of deadlines (20%).

Underperformance and reduction of payments

The quality of the output of the Specific Contract will be assessed as a function of the above quality indicators, up to a maximum of 100 points. If it scores less than 60% based on these quality indicators, it will be rejected for underperformance. In this case, the following will apply:

- **Step 1:** the Commission provides an overview of the failings and a reasonable deadline for remedy and notifies the Contractor accordingly.
- **Step 2:** if no satisfactory remedy is found, within the deadline set by the Commission (satisfactory is defined by at least 70% based on the quality indicators listed above), the Commission will notify the Contractor of a reduction of payments of *up to* 100%, proportional to the scale of the failure, as follows:
 - if the quality score is between 0% to 20%, a reduction of 100% will apply;
 - if the quality score is between 21% to 40%, a reduction of 70% will apply;
 - if the quality score is between 41% and 50%, a reduction of 50% will apply;
 - if the quality score is between 51% and 60%, a reduction of 40% will apply;

In addition to the reduction of payment and in view of the manifest underperformance of the Contractor, the Commission will contact the Contractor whose offer ranked in the second place for the award of the Specific Contract.

12. TERMS OF PAYMENTS

Payments shall be done following the payment terms stipulated in Article 1.4. of the framework contract:

- The first interim payment of 30% will follow the reception of the methodological report (D1).
- The second interim payment of 20% will follow the reception of the first interim report (D2).
- The third interim payment of 20% will follow the reception of the second interim report (D3).
- The balance payment will follow the approval by the Commission of the final report (D5).

Annex – Template for the submission of financial offer

	Junior Expert	Senior Expert	Contract Manager	Administrative assistant	Mission and other direct costs	TOTAL
<i>Number of working days</i>						
<i>Fees (€)</i>	... €	... €	... €	... €		... €
<i>Number of missions to Brussels</i>						
<i>Travel cost to Brussels</i>					... €	
<i>Daily and accommodation allowance</i>					... €	
<i>Total missions cost</i>						... €
<i>Total cost</i>						... €