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## **CALL FOR TENDERS**

N° 2017.CE.16.BAT.094

*Mid-term evaluation of the JASPERS initiative in 2014-2020*

# **TENDER SPECIFICATIONS**

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## 1. INFORMATION ON TENDERING

### 1.1. Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established 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 plurilateral Agreement on Government Procurement<sup>1</sup> concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

*For tenderers from the UK:*

*Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force tenderers from the UK could be rejected from the procurement procedure.*

### 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. Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU<sup>2</sup>.

### 1.4. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

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<sup>1</sup> See [http://www.wto.org/english/tratop\\_E/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)

<sup>2</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

### **1.5. Subcontracting**

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

Tenderers are required to identify all subcontractors whose share of the contract is above 10 %..

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

### **1.6. Structure and content of the tender**

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.7)

Part B: Non-exclusion (see section 4.1)

Part C: Selection (see section 4.2)

Part D: Technical offer

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

Part E: 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 bear 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.

### **1.7. Identification of the tenderer**

The tender must include a cover letter signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm)

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Sized Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

In the course of the procedure tenderers may be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Tenderer(s) will receive instructions on how to create a PIC in due time.

Upon communication of the tenderer's/applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the tenderer (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the economic and financial capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

## **2. TECHNICAL SPECIFICATIONS**

### **2.1. General background**

#### **Introduction**

JASPERS (Joint Assistance to Support Projects in European Regions) is a joint technical assistance initiative of the European Commission and the European Investment Bank (EIB)<sup>3</sup>. It is currently available to all Member States and candidate countries<sup>4</sup>.

The initiative was conceived in the context of the enlargement of the European Union in 2004. In the short period of time a large amount of funding was made available to the new Member States, while their administrative capacities to manage EU funds and preparing quality projects were still limited. Hence, JASPERS was effectively launched in 2006 to help new Member States to use available EU funding better (improving quality) and faster (accelerating absorption).

#### **JASPERS objectives**

Since the launch of the initiative, JASPERS aimed to provide an independent and free-of-charge advisory service to the national authorities in the Member States for preparation of high quality projects co-financed by the EU funds. Although the JASPERS activities have evolved over time, the main objectives of the initiative still concentrate on improving the quality of projects supported by EU funding and accelerating their approval process, as well as building the administrative capacity in the beneficiary countries.

#### **JASPERS contractual basis**

JASPERS was originally envisaged for the 2007-2013 period. Both, the Commission and the EIB carried out evaluations of the JASPERS initiative in 2012 and 2010 respectively. The conclusions and recommendations of the studies were considered when deciding on the continuation of the initiative in the 2014-2020 period. The role and activities of the initiative have evolved in order to address new needs in the beneficiary countries and changed context in which JASPERS operates, and to ensure performance and quality in the technical assistance delivered.

The first Memorandum of Understanding between partners in respect of JASPERS was signed in May 2006 and amended in July 2008. A similar Memorandum was also signed for the 2014-2020 period. The current framework of JASPERS operations comprises:

- the provisions of the Financial and Administrative Framework Agreement (FAFA) between the Commission and the EIB signed in May 2014;
- the Framework Partnership Agreement between the Commission and the EIB signed in November 2014 as amended in September 2015 and July 2016;

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<sup>3</sup> Initially two more partners were involved: the European Bank for Reconstruction and Development (EBRD) and Kreditanstalt für Wiederaufbau (KfW). Currently European Commission finances 80% of the JASPERS' budget.

<sup>4</sup> JASPERS is active in 19 Member States and 4 candidate countries

- Specific Grant Agreements (SGA) signed on a yearly basis, separately for each mandate under which JASPERS operates (see below).

## **JASPERS scope and activities**

By the end of 2016, JASPERS was active in 19 EU Member States (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Ireland, Italy, Greece, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovenia, Slovakia, Spain and the United Kingdom) and in four countries receiving assistance from the IPA<sup>5</sup> (the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey). JASPERS support may be extended to other EU Member States and IPA beneficiary countries who request it, depending on the availability of additional resources and with the agreement of the JASPERS Steering Committee.

As mentioned above, JASPERS was initially conceived as a technical assistance initiative supporting the implementation of the Cohesion Policy. Since 2015 it also has a mandate covering the Transport Policy (CEF<sup>6</sup>). In addition, in 2013 JASPERS initiated activities in three IPA beneficiaries (the former Yugoslav Republic of Macedonia, Montenegro and Serbia) under IPA Regional Development Component managed by DG REGIO. In 2016, JASPERS mandate was extended to all beneficiaries under the Enlargement Policy (IPA II).

Therefore, currently JASPERS operates under three different mandates from the European Commission:

- (1) The mandate from DG Regional and Urban Policy (DG REGIO) for investments co-funded by the European Structural and Investment Funds (ESIF) (shared management mode), where JASPERS assistance is available for the preparation of all categories of projects to be assisted by ESIF. The mandate states that JASPERS shall concentrate its efforts in descending order of priority on:
  - major projects (as defined by art.100 of the Common Provisions Regulation<sup>7</sup>);
  - other projects eligible or potentially eligible for the Cohesion Fund (CF) or the European Regional Development Fund (ERDF) assistance.
- (2) The Connecting Europe Facility (CEF)<sup>8</sup> mandate from DG Mobility and Transport (DG MOVE)<sup>9</sup> (direct management mode), which concentrates primarily on, though not limited to:
  - projects on sections of the TEN-T core network corridors as specified in Part I of Annex I to the CEF Regulation<sup>10</sup>;

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<sup>5</sup> Instrument for Pre-Accession Assistance

<sup>6</sup> Connecting Europe Facility

<sup>7</sup> Regulation (EU) N°1303/2013 of the European Parliament and the Council of 17 December 2013

<sup>8</sup> Only transport sector under CEF is supported by JASPERS.

<sup>9</sup> Currently used by seven countries (Bulgaria, Croatia, Greece, Hungary, Romania, Slovakia, Slovenia)

<sup>10</sup> Regulation (EU) N°1316/2013 of the European Parliament and the Council of 11 December 2013



- projects on other sections of the TEN-T core network as specified in Part I of Annex I to the CEF Regulation;
  - projects implementing horizontal priorities as specified in Part I of Annex I to the CEF Regulation;
  - other projects on the TEN-T core network;
  - alternative fuels and innovative transport projects.
- (3) The Instrument for Pre-accession Assistance (IPA II)<sup>11</sup> mandate from DG Neighbourhood and Enlargement Negotiations (DG NEAR) (direct management mode), which gives priority to:
- regional transport and energy priority projects identified in the Western Balkans 6 Connectivity Agenda;
  - projects identified by the beneficiaries' National Investment Committees (NICs) to be part of their Single Pipeline of Projects (SPP) or by the national IPA Coordinator (NIPAC) and the line ministries in the case of Turkey;
  - assisting in the preparation of sector strategies and project pipelines for IPA II financing;
  - transferring relevant know-how (such as Cost Benefit Analysis, Environmental Impact Assessment, FIDIC<sup>12</sup> conditions, etc.);
  - other projects on the IPA II beneficiary countries.

A broad majority of JASPERS assignments relate to the ESIF mandate (87%), while the two other mandates cover only 13% of all assignments which have been undertaken since 2014 (see table below).

Before the year 2014, JASPERS main activities related to advisory services in individual projects preparation, provided to beneficiary countries. In the 2014-2020 period, the scope of JASPERS activities has widen and currently covers the following types of activities:

- (1) Technical **advisory** support to beneficiary countries for preparation and development of projects to be supported by ESIF, CEF and IPA - it may concern all aspects of project preparation and development (such as financial and economic analysis, environmental requirements, procurement plan, review of documentation related to feasibility study, Environmental Impact Assessment, technical designs, tendering, as well as applications for funding) as well as horizontal issues relevant to several related projects or countries, strategic advice given to the country's authorities and other project-related matters such as implementation support.
- (2) **Capacity building**, networking and sharing best practice - done through horizontal studies, targeted training, seminars, discussion fora, etc.<sup>13</sup>

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<sup>11</sup> Regulation (EU) N°231/2014 of the European Parliament and the Council of 11 March 2014

<sup>12</sup> International Federation of Consulting Engineers (Fédération Internationale des Ingénieurs-Conseils)

(3) Two types of **review** functions, specific to the ESIF mandate, in line with the art. 102 of the Common Provisions Regulation:

a) **Independent Quality Review (IQR)** of major projects documentation provided at the request of Member States in the context of the notification procedure foreseen by Article 102.1;

b) **Post-Submission Appraisal (PSA)** Report on major projects documentation at the request of the European Commission in the context of the submission procedure foreseen by Article 102.2;

In the period 2014-2017<sup>14</sup> JASPERS has engaged in 889 assignments, 305 of which are already completed and 476 are ongoing. 28 assignments are suspended, meaning they are put on hold by JASPERS or the Member State. 79 assignments were cancelled by the Member State. Only one request from the Member State was rejected to be processed by JASPERS.

**JASPERS assignments 2014-2017 (cut of date: 24.11.2017)**

	completed	on-going	suspended	cancelled	rejected	Sub-total	
ESIF	259	422	25	67	1	<b>774</b>	87%
CEF	20	5	1	1		<b>27</b>	3%
IPA II	26	49	2	11		<b>88</b>	10%
						<b>889</b>	<b>TOTAL</b>

	completed	on-going	suspended	cancelled	rejected	Sub-total	
major projects	185	323	11	36		<b>555</b>	62%
non-major projects	39	51	7	7		<b>104</b>	12%
horizontal assignments	60	65	10	32	1	<b>168</b>	19%
capacity building	21	30		4		<b>55</b>	6%
grouped schemes *		7				<b>7</b>	1%
<b>Sub-total</b>	<b>305</b>	<b>476</b>	<b>28</b>	<b>79</b>	<b>1</b>	<b>889</b>	<b>TOTAL</b>
	34%	54%	3%	9%	0%		

\* assignments grouping initiatives of similar nature

Among ongoing assignments, the distribution between sectors is roughly the following:

- Rail, air and maritime transport – 34%
- Water and wastewater – 27%
- Road transport – 15%
- Energy and solid waste – 10%
- Smart development (research, broadband, urban development) – 8%
- Networking and Competence Centre – 5%
- Multisector – 2%.

<sup>13</sup> See: <http://www.jaspersnetwork.org/display/HOME/Homepage>

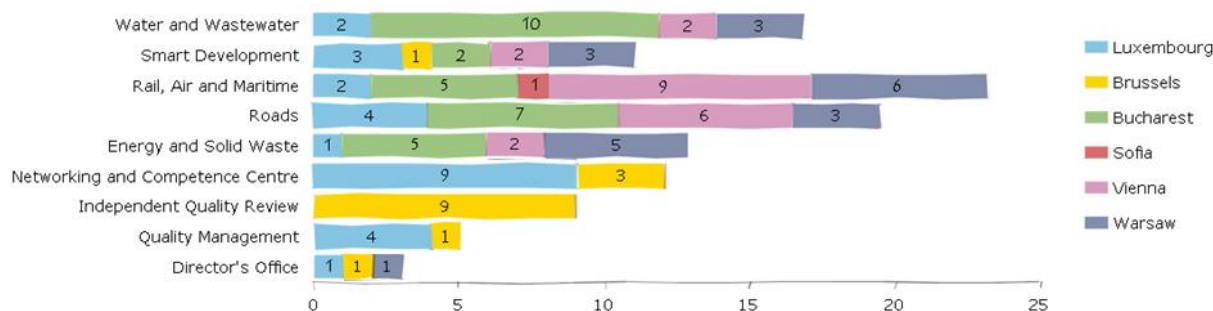
<sup>14</sup> Data as of 24 November 2017

## JASPERS internal organisation and processes for its activities

JASPERS is now in its 11<sup>th</sup> year of operation. Its annual budget in 2016 was of over EUR 37,6 million<sup>15</sup>. The projects already supported by JASPERS and approved by the European Commission for funding have mobilised total investment of around EUR 80 billion since launching the initiative.<sup>16</sup>

In addition to headquarters in Luxemburg, JASPERS has regional offices located in Vienna, Bucharest, Warsaw and Sofia, as well as its Brussels office to facilitate contacts with the European Commission. Currently JASPERS has a total of 132 staff, made up of 8 management staff, 105 experts and 19 support staff.<sup>17</sup>

JASPERS is organised into seven sectoral divisions: Roads; Rail, Air and Maritime; Water and Wastewater; Smart Development; Energy and Solid Waste; Networking and Competence Centre. In addition a separate division "Independent Quality Review" was created to deal with JASPERS review assignments. The distribution of professional staff between offices and sectors is illustrated below:



JASPERS modus operandi varies depending on the type of activities:

- (1) **Technical advisory services** are planned with the Member States' national authorities in the form of Country Action Plans. For the countries collaborating with JASPERS for projects co-financed by ESIF or CEF Funds, a single Country Action Plan is established. The Country Action Plans are also signed with countries receiving assistance under the IPA mandate. Plans may include assignments on individual projects, horizontal assignments on strategies, and specific aspects of project preparation and implementation.
- (2) **Capacity building and networking activities** are managed by the Networking and Competence Centre through a dedicated JASPERS Networking Platform.<sup>18</sup> Planned activities are integrated in the Annual Work Programmes handled on a rolling basis and kept regularly updated.

<sup>15</sup> Total budget expenditure in 2016 for all JASPERS' mandates.

<sup>16</sup> <http://jaspers.eib.org/index.htm>

<sup>17</sup> For further details on JASPERS staffing composition and funding, see the JASPERS 2016 Annual Report (<http://www.eib.org/infocentre/publications/all/jaspers-activity-report-2016.htm>).

<sup>18</sup> More information available on: <http://www.jaspersnetwork.org/display/HOME/Homepage>

- (3) a) Due to their specificity, the **IQR review assignments** are organised independently from advisory services and are executed by the IQR division located in Brussels. In order to activate IQR procedure, Member States sign IQR Working Arrangements. Currently 14 Member States have signed such arrangements, namely Bulgaria, Croatia, Czech Republic, France, Hungary, Italy, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, Spain, and the United Kingdom. JASPERS executes its IQR tasks in line with provisions of Article 23 of Delegated Regulation (EU) No 480/2014 and appraises the project documentation against the quality review criteria included in the annex II to the aforementioned Regulation. Specific assignments are only activated by the managing authorities at the moment of sending documentation for review to JASPERS IQR.
- b) The IQR division is also responsible for providing the European Commission with **Post-Submission Appraisal (PSA) Reports** in the context of the submission procedure foreseen for major projects under Article 102.2 of the Common Provisions Regulation. In line with arrangements between the Commission and JASPERS, the PSA assignment is activated when a Member State submits an application for a major project directly to the Commission. JASPERS has direct access to the documentation and is required to deliver a PSA report in the limit of 30 calendar days. This process concerns as well major projects advised by JASPERS at the earlier stage of preparation.

In the framework of its advisory and review functions for ERDF and CF major projects<sup>19</sup> JASPERS plays a particular role in verifying compliance with EU rules in the domains of state aid, climate proofing (both mitigation and adaptation measures) and EIA<sup>20</sup> requirements. This specific role stems from internal arrangements between DG REGIO and respectively DG for Climate Action (CLIMA)<sup>21</sup>, DG for Competition (COMP)<sup>22</sup> and DG for Environment (ENV)<sup>23</sup>, as well as working arrangements between JASPERS and the respective DGs.

## **2.2. Objectives of the assignment**

In line with article 2.4 of the "Framework Partnership Agreement for the management of the JASPERS technical assistance facility 2014-2020" between the European Investment Bank (EIB) and the European Commission, which regulates the functioning of the JASPERS initiative, the parties agreed to undertake a mid-term evaluation of the implementation of the agreement.

Consequently, the European Commission by this assignment wishes to undertake a comprehensive mid-term evaluation of JASPERS initiative.

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<sup>19</sup> In the meaning of article 100 of Council Regulation (EC) No 1303/2013

<sup>20</sup> Environmental Impact Assessment

<sup>21</sup> Memorandum of Understanding between DG REGIO and DG CLIMA on the climate proofing of major projects 2014-2020 dated 6 November 2015.

<sup>22</sup> Memorandum of Understanding between DG REGIO and DG COMP

<sup>23</sup> Memorandum of Understanding between DG REGIO and DG ENV for the appraisal of major projects under the European Regional Development and Cohesion Funds of the 2014-2020 programming period dated 27 November 2015.

The mid-term evaluation will cover the **implementation** of the JASPERS initiative. It will as well analyse its **performance and** establish a causal analysis measuring **JASPERS' effect** (at this stage of the implementation of the initiative) on the quality and timeliness of the preparation, approval and implementation of projects co-financed from Cohesion, Transport and Enlargement policies instruments from **2014 to 2017** in the countries which decided to use JASPERS services for project preparation and appraisal. To this end, the contractor will be required to establish and confirm the intervention logic of the initiative, so as to undertake analysis based on the strength of the evidence.

The contractor will evaluate whether JASPERS is currently operating in an effective and efficient way and will assess to what extent JASPERS is effectively and efficiently achieving the **objectives** set for it in relation to its specific mandates (ESIF, CEF, IPA) and types of activities (advisory role, review function, and administrative capacity building / networking). As the time frame of this mid-term evaluation is limited (2014-2017), the contractor may establish comparison with the implementation of the same activities in the previous period 2007-2013, based on the previous evaluations carried out on JASPERS, and notably on the evaluation led by the Commission in 2012.

The evaluation will also cover the particular role JASPERS is playing in supporting the integration of climate proofing, environmental and state aid requirements in the preparation and approval of major projects under ESIF mandate. The evaluation will assess the effectiveness and efficiency of the implementation of working arrangements between JASPERS and the Commission, including the Memorandum of Understanding between DG REGIO and DG CLIMA and similar arrangements with DG COMP and DG ENV.

Furthermore, the assignment should also formulate **recommendations** for the remaining years of functioning of current arrangements, as well as outline proposals that could feed the discussion over JASPERS' role in the next programming period (post-2020).

Consequently, JASPERS mid-term evaluation will provide timely information on its effects to date as well as an important input to planning for the future.

### **2.3. Scope of the contract**

The evaluation covers **all JASPERS activities** foreseen by the Framework Partnership Agreement for 2014-2020, namely its advisory role, review assignments, as well as capacity building / networking activities.

It will examine activities **in all three JASPERS mandates** (ESIF, CEF and IPA) with emphasis on the major projects<sup>24</sup> under the ESIF mandate.

For the quantitative review, it will consider all assignments: completed, ongoing, suspended, cancelled and rejected. For in-depth qualitative analysis, representative sample will be constituted from completed and suspended / cancelled assignments.

It will cover activities from 2014 until 2017 (possibly also first half of 2018 if data is already available). The evaluator may agree with the Commission to include in the analysis certain activities undertaken during previous arrangements (before 2014) or activities spreading over both time perspectives, if it brings clear added value to the evaluation exercise.

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<sup>24</sup> In the meaning of article 100 of Council Regulation (EC) No 1303/2013

Geographically, the evaluation will cover all 23 countries in which JASPERS is active.

#### **2.4. Approach and methodology**

The evaluation will provide robust evidence according to the EC Better Regulation<sup>25</sup> evaluation criteria and will address at least the questions as follows:

##### ***Relevance***

- To what extent can JASPERS be considered as a relevant tool to improve quality of preparation and implementation of projects, in particular major projects?
- To what extent is JASPERS responding to Member States' needs?
- To what extent is JASPERS responding to Commission's requirements?

##### ***Effectiveness***

- Is the current JASPERS' **administrative set-up** coherent and effective?
- How often is the Commission highlighting **new critical issues** during the appraisal process which had not been previously addressed by JASPERS advice?
- What is JASPERS effect on the **timeliness** of preparation, approval and implementation (if possible at this stage) of projects comparing to non-assisted projects as well as comparing between the different procedures for approval (notification, submission, CEF)?
- What is JASPERS effect on the **quality of projects' documentation** submitted for approval and projects' successfulness in terms of receiving EU co-financing, i.e. the effect of JASPERS' intervention on fulfilling formal requirements set for projects' documentation and compliance with EU legislation, including CBA<sup>26</sup>, state aid, public procurement, climate proofing and environmental requirements?
- How does JASPERS address the "**time versus quality**" dilemma, i.e. how JASPERS ensures satisfactory balance between achieving its two main aims, namely the quality and the timeliness?
- To what extent can changes in the **quality of projects** be credited to JASPERS, i.e. what is the real JASPERS effect on the scope of the project, its' outputs, results, costs or compliance with EU rules in terms of state aid, climate or environment?
- To what extent do JASPERS activities have effect on setting strategic policy objectives in the beneficiary countries?
- To what extent do JASPERS interventions strengthen the **administrative capacity** of the beneficiaries, at the level of individual projects and broader, at the level of designing policy objectives and addressing structural problems?

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<sup>25</sup> The EC Better Regulation website: [http://ec.europa.eu/smart-regulation/guidelines/toc\\_guide\\_en.htm](http://ec.europa.eu/smart-regulation/guidelines/toc_guide_en.htm)

<sup>26</sup> Cost-benefit analysis

### *Efficiency*

- Do the **current arrangements** (including system of planning and management of assignments) of JASPERS' cooperation with the Member States and with all the relevant Commission services allow for efficient use of financial and human resources at all level, i.e. JASPERS, Commission, national authorities?
- To what extent is JASPERS **efficient on the project level**, i.e. to what extent were JASPERS costs proportionate compared to level of savings on projects' costs generated as a result of JASPERS assignments?
- What is JASPERS cost-benefit ratio comparing to the most common **alternative schemes** (for example private consultancy, in-house advisory or other relevant scheme)?
- Are there any **costs that could be rationalised**?

### *Coherence*

- Does JASPERS deliver results in coherence with the objectives of other than Cohesion, Transport and Enlargement policies, for ex. with EU approach to climate change, environment and state aid?
- To what extent are JASPERS interventions coherent (i.e. coordinated, complementary, looking for synergies and avoiding duplications) with other advisory services available to beneficiaries at European or national level?
- To what extent is the guidance given by JASPERS coherent (i.e. coordinated, complementary, looking for synergies and avoiding duplications) with Commission's guidance?

### *EU added value*

- What is the added value stemming from JASPERS initiative compared to actions undertaken at the national and/or regional level to improve the quality of implementation and can JASPERS be easily substituted by these initiatives?
- What would be the potential consequences of phasing out of JASPERS initiative?
- What would be the potential consequences of reducing JASPERS budget?

The contractor is required to collect, systematise and analyse qualitative and quantitative evidence which addresses all the evaluation criteria mentioned above for all three types of activities provided by JASPERS (advisory, review and capacity building).

The study will require a methodological approach, which should be detailed in the offer presented by the tenderer. For evaluation questions related to the efficiency and effectiveness of performance the contractor will clearly define baseline, which will serve for comparison purpose. A benchmark may be set in relation to the situation observed in non-assisted projects or non-assisted countries. It may also refer to the situation under previous JASPERS arrangements (before 2014). As this step is crucial to obtain further quality results of the evaluation, the tenderers are requested to clearly substantiate in the offer their approach to this element of methodology. The approach proposed should be fit for analysing **what works and what does not work and why**.

A combination of methods will be used to collect the evidence for the evaluation criteria and each task will require specific approach. They may include but will not be limited to:

- Documentary review and desk research – including also quantitative and qualitative information available from JASPERS on details of assignments, review of Action Plans and feedback forms; other documentation available from the European Commission or beneficiaries.
- Quantitative analysis of gathered data;
- Interviews with JASPERS staff, desk officers in the Commission, Member States and IPA beneficiary countries, project beneficiaries and others as necessary;
- Surveys;
- Workshops to be held during the seminar;
- Other methodological approaches as appropriate.

The contractor will be responsible for data gathering under each task and should consider the difficulties and risks associated with this exercise (e.g., some information may not be easily accessible or even existing, project data may not be available in an electronic format and accessible only in the language of the respective Member State).

The Commission draws the attention of tenderers to the time needed and the costs linked to the collection of quantitative and qualitative data. Tenderers should specifically address this aspect in their offer and make practical suggestions.

For each task, the tenderer will clearly identify the methods which the contractor plans to use, as well as quantify, as far as possible, the use of each method (for ex. number of planned interviews, men/days for documents review or quantitative analysis). The tender documents should cite the relevant literature linked to the methods for each of the tasks, in order to demonstrate in each case that the methodology proposed is in line with the state of the art.

The methodology identified in the tender documents will be refined and developed by the contractor and approved by the Commission as a result of task 1.

## **2.5. Tasks**

### **Task 1: Methodological Report**

Based on the methodological aspects included in the tender proposal, the contractor will elaborate on its' conceptual approach to the evaluation of the JASPERS initiative.

The contractor shall submit a methodological report of max. 50 pages (plus annexes) setting out its approach to carry out the different tasks covered by this assignment. As elaborated in the point 2.4, the methodology should be based on the EC Better Regulation evaluation criteria and cover all three types of activities provided by JASPERS (advisory, review and capacity building). It should also take into consideration experience of the recent performance audit of JASPERS initiative concluded by the European Court of Auditors.

In line with EC Better Regulation, the contractor will start by rebuilding the intervention logic of JASPERS initiative which will serve as an important tool for analysis and further, for communicating results. The contractor will consider how the initiative was expected to work and deliver results, by making use of key interviews and of all the sources collected. Further,



the contractor is expected to refine the evaluation questions, define associated information needs and associate each source of information to the information needs.

The report should provide a preliminary list of documents to be reviewed for the purpose of this evaluation. To this end, the contractor will be provided with the following information from JASPERS: quantitative data on assignments, internal procedures, Action Plans, action completion notes, IQR reports, PSA reports, feedback fiches, other relevant documents. The Commission will provide data related to projects' approval process. The contractor will be responsible for accessing available information held by the Member States and direct beneficiaries, as well as literature review.

The Methodological Report should also detail the criteria and process of selection of the representative sample of assignments for in-depth evaluation foreseen in the task 3. Possible criteria for sampling may be:

- proportionality (sample may mirror the quantitative representation of all elements presented in the database);
- relevance for drawing substantial conclusions;
- access to detailed information on the project, but without leaving aside cases where information is not easily accessible as examples of practices not to be repeated;
- clarity in patterns observed (very successful, clear effect or lack of effect on the project's scope or costs, etc.);
- potential for drawing conclusions.

With regard to interviews, the methodological report should explain how interviewees will be selected in order to ensure adequate coverage of stakeholders. It will also already propose first ideas for interviews and survey questions.

Draft templates for all the deliverables of the evaluation should be annexed to the report. Those will include templates of:

- Progress report
- First Interim Report including template for the quantitative data gathering;
- Second Interim Report including template for the form to be used during in-depth evaluation and country specific fiche;
- Questionnaire for the online public consultation;
- Seminar script;
- Final Report.

=> *see deliverable: 2. Methodological Report*

## **Task 2: Review of JASPERS activities in the years 2014-2017<sup>27</sup>**

The contractor will conduct comprehensive data gathering on all JASPERS assignments as from 2014<sup>28</sup> (portfolio overview), as well as deepen fact-finding research on JASPERS modus operandi and its relationships with the different stakeholders involved.

This task will be structured, at minimum, around the following axis:

### **1. WHAT are the assignments, which JASPERS is involved in?**

Quantitative data will be analysed by:

- **mandate** (ESIF, CEF, IPA);
- **type** of assignment (advisory, IQR art. 102.1, IQR art. 102.2<sup>29</sup>, capacity building, networking);
- **category** of assignment (major projects, non-major projects, CEF projects, IPA projects, horizontal assignments);
- **sector** of assignment (energy, solid waste; rail, air, maritime transport; roads; smart development; water and wastewater; multisector)
- **area** of assignment (CBA, procurement, option analysis, risk and sensitivity analysis, feasibility study, environmental issues, review of application form, etc.);
- **size** of the assignment (major/medium/small assignments categorised by JASPERS man/days involved and/or project budget involved);
- **stage in a project's lifecycle** when JASPERS intervention took place (conceptualisation, option analysis, feasibility stage, application stage, implementation stage);
- **current status** of the project (projects with completed/ongoing assignment; financed/no financing granted for the project; implemented/not yet implemented/abandoned).

### **2. HOW does JASPERS operate?**

Information gathered will give full picture of JASPERS' objectives, procedures, its internal organisation and its relations with different stakeholders (i.e. managing authorities, national and regional authorities in beneficiary countries, project beneficiaries, European Commission and EIB civil servants).

### **3. WHAT is the BUDGET and how it is spent?**

An actual cost of JASPERS will be established in terms of time spent on specific assignments and if it could be optimised. In line with SGA and FAFA method, costs are broken down to

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<sup>27</sup> With the possibility to extend the scope to first half of 2018, depending on the availability of the data

<sup>28</sup> Including assignments with an ongoing status in 2014 (started during previous working arrangements but continued in the current period)

<sup>29</sup> Council Regulation (EC) No 1303/2013

staff cost, administrative costs, travel costs, etc. Reliability of budget monitoring will be evaluated.

#### 4. WHERE does JASPERS operate?

Quantitative data will be gathered by country, sector, beneficiary of the assignment (managing authority, regional authority, European Commission...), JASPERS office leading the assignment.

#### 5. What is the TIME spent by JASPERS on its activities?

The contractor will gather quantitative data on the time spent by JASPERS on each assignment (in man/days, taking into account the element of staff performance), as well as what % of duration of project's lifecycle JASPERS assignment represents. Only effective time spent by JASPERS on the assignment will be counted, deducting all interruption due to interactions with the beneficiary of JASPERS assistance.

Depending on the assignment, different milestones in the project's lifecycle may be used, for example:

- The kick-off date of the project (approximate);
- The date the assignment was submitted to JASPERS;
- The date of the completion of the assignment by JASPERS;
- The date of submission/notification to the Commission for the approval;
- The date of the approval of the financing by the Commission/national authorities.

Quantitative analysis and comparison of timelines will be conducted by mandate, type/category/size/area/sector/beneficiary of assignments. On the basis of data gathered it will be possible to check if the number of assignments is optimal with view to their timing and actual cost. It will also give first idea on how efficient and effective are JASPERS assignments in different sectors, depending of the moment of the intervention in the project's lifecycle.

Information on the five questions mentioned above will be analysed and presented in the First Interim Report. The quantitative data gathered in task 2 will be presented in the annex to the First Interim Report.

Based on the methodology presented in the task 1 and taking into account the results of the quantitative analysis performed in the task 2, the contractor will propose a representative sample of assignments to be analysed in the task 3. The sample will include a minimum of **one quarter** of completed assignments from all mandates (circa 75-80 assignments), complemented by 10-15 suspended and cancelled assignments. **The sample will not be smaller than 90 assignments** as a whole. It is recommended not to include on-going assignments in the sample due to difficulties in drawing constructive conclusions on their basis. Preferably, the sample could include assignments related to all beneficiary countries. It would be acceptable that countries with minimal number of assignments are grouped or not represented.

In addition, based on the results of the task 2, the contractor will also make proposal of 5-6 countries benefiting from JASPERS assistance on which country specific fiches can be produced in the task 3.

=> *see deliverable 3: First Interim Report including quantitative data*

### **Task 3: In-depth evaluation of selected JASPERS assignments**

The contractor will conduct in-depth evaluation of JASPERS implementation, performance and its' effect on the quality and timeliness of the preparation, approval and implementation of projects through the qualitative analysis of the agreed sample of assignments covering all three types of JASPERS activities (advisory, review and capacity building) in all its mandates (ESIF, CEF and IPA) and covering all sector in relation to which JASPERS services are provided.

The evaluation will be carried out in line with the approach described in the point 2.4 and on the basis of the methodology presented by the contractor in the Methodological Report. The evaluation will be based on EC Better Regulation evaluation criteria.

The purpose of the task is to collect evidence on implementation of JASPERS in line with its objectives, as well as JASPERS' performance and effect on quality and timeliness. The contractor will evaluate if the objectives are correctly defined and will look for evidence on which JASPERS assignments are the most effective and efficient in each of three mandates and in each of three main types of activities, i.e. where JASPERS' effect is the most visible. In particular case of suspended and cancelled assignments, reasons for not finalising the assessment should be explicitly investigated. The analysis should focus on the following question: **what does work and what does not work** in the current JASPERS arrangements **and why?**

The goal of the task is not to describe each assignment included in the sample but on the basis of collected evidence, to carry out in-depth analysis relating to the questions presented above and referring to the five evaluation criteria of the Better Regulation guidelines, and already at this stage to draw lessons how to, if needed, refine its objectives and modus operandi in order to improve the implementation and performance of JASPERS initiative (including for the post-2020 period).

As the sample is large, the contractor is requested to approach the task in a structured manner. Gathering of evidence may be done using **a detailed form** (agreed with the Commission) presenting the most important information on each assignment and addressing all evaluation criteria by assignment. The evidence gathered in the forms will constitute a basis for further qualitative analysis. The forms will be also put in the annex to the Second Interim Report. Methods used for collection of evidence will go beyond analysis of documents and will include feedback from beneficiaries and other stakeholders through direct interviews and/or surveys. The contractor will aim in interviewing all beneficiaries of the assignments in the sample.

The results of the analysis of five evaluation criteria will be presented by type of activity (advisory, review, capacity building), as well as by mandate (ESIF, CEF and IPA). The most interesting cases may be highlighted as examples of good practices or illustration of some general trends observed, for example on countries or sectors that benefited most of the JASPERS initiative, i.e. significantly straighten their capacities to implement projects and policies. To complement main analysis by type of activity and by mandate, it is also proposed to prepare country specific fiches for 5-6 countries that would well illustrate replies on fundamental questions (what does work, what does not work and why).

=> *see deliverable 5 and 6. Second Interim Report*

## **Task 4: Consultation activities**

### **4a) Online public consultation and targeted consultation**

In parallel to task 3, as required by the Commission's Better Regulation guidelines, the Commission will launch an online targeted consultation, in order to consult stakeholders who will not be targeted directly in interviews led by the contractor in course of the evaluation.

Taking into account the very technical character of JASPERS as a technical assistance initiative available mainly to public bodies, an open public consultation is not required. Yet, a targeted consultation has to be led so as to consult the stakeholders (Managing Authorities, beneficiaries, institutions (EIB), experts and academics,...) that have been involved in JASPERS process and/or have some knowledge of the initiative.

The contractor will be asked to identify the potential targeted stakeholders at each level (European, national, regional and local) for the consultation, and to prepare a detailed questionnaire aiming at targeting the different groups of stakeholders. The contractor must draft a questionnaire in English in the course of 7<sup>th</sup> month of the contract, agreed with the Commission and finalised in the 8<sup>th</sup> month of the contract, in advance of draft Second Interim Report. Consultations will be available online from 9 to 11 month of the contract.

In addition to providing the questionnaire, the contractor will be requested to process the results of the consultation and presenting them into the Final Report.

=> *see deliverable 4: Questionnaire for online public consultation*

### **4b) Seminar**

The contractor will organise a one-day seminar in the Commission premises in Brussels to discuss and validate first results of the evaluation. The discussion will allow for validating findings from two Interim Reports and public consultation feedback, deepening of the analysis, including the important layer of beneficiaries' perspective on JASPERS role, as well as it will pave the way to conclusions and recommendations.

All relevant stakeholders may participate in the seminar, including: JASPERS, EIB, European Commission, national authorities, managing authorities, direct beneficiaries of JASPERS assistance (all levels) or academics.

The topics to discuss during the seminar will be determined by the results of the analysis performed during previous tasks. They will be agreed with the Commission in the early stage of the seminar preparation. The interventions and workshops may relate to the following issues:

- Key lessons learned in different countries from participation in the JASPERS initiative;
- Elements which work and do not work in the JASPERS initiative from beneficiaries' perspective;
- Mechanisms in place to transfer technical knowledge from JASPERS' staff to project applicants and Member States;
- Main factors affecting knowledge transfer between JASPERS and project applicants;

- Exploring the reputation and value added of JASPERS in the Member States through the workshops;
- Suggestions from beneficiaries on how to improve JASPERS involvement;
- Presentation of alternative advisory solutions used by Member States;
- Discussion on the future role of JASPERS.

=> *see deliverable 7. Seminar and its conclusions*

### **Task 5: Final Report with conclusions and recommendations**

Based on the evidence gathered and the analysis performed in all previous tasks, the contractor in the Final Report will **synthesize its research and results** presented in the previous deliverables. Final Report will also integrate results of targeted public consultation and of the seminar.

Building on two Interim Reports, targeted public consultation's and seminar's results, the contractor will present **clear and evidence-based conclusions** on the JASPERS implementation, performance and effect, opening doors to drawing lessons for the future. A focus will be proposed on the **EU added value** that JASPERS initiative brings, and on questions about **what works, what does not work and why**.

The Report will be structured around the five evaluation criteria foreseen in the Better Regulation guidelines. Factsheets looking at three strands of JASPERS activities (advisory, review, capacity building) and three mandates (ESIF, CEF and IPA) should complement it. Country or sector specific practices or examples may be included in the report.

Furthermore, the contractor will present in the report **recommendations for the remaining years** of functioning of current arrangements. Those may relate, among others, to logic of the interventions, timeliness and procedures, relations Member State – JASPERS - European Commission, best practices.

Finally, in the light of the performance observed from 2014 to 2017, the contractor will **formulate reflections on the best use of JASPERS initiative and its role in the future** (post-2020), taking into account ongoing discussion on the post 2020 period.

=> *see deliverable 8 and 9. Final Report*

### **2.6. Work organisation**

As part of the tender documentation, the team to be involved in this evaluation should be identified, describing the structure of the team, and the skills and qualifications of the team members, quantifying the input of each member of the team in terms of days and explaining the distribution of tasks between the different team members involved. The tenderer must demonstrate that the teams have the capacity to work in the different fields and languages, where needed (Refer to point 2.4 for further details).

In accordance with the tasks described above, the team should include members with expertise in the field of evaluation methodology as well as quantitative and qualitative analysis of complex schemes.

The attention of tenderers is drawn to the need for strong co-ordination and quality control which will be needed for the successful delivery of this contract.

## **2.7. Time schedule**

The duration of the tasks is fourteen 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**

<b>End Month</b>	<b>Output</b>	<b>Meeting</b>
0		Kick-Off Meeting
1.5 month	Inception Report: Methodological Report (deliverable 2; task 1)	Steering Group meeting
1 – 14 month	Progress reports (deliverable 1)	
4 month	First Interim Report (deliverable 3, task 2);	Steering Group Meeting
8 month	Final questionnaire for the online targeted public consultation (deliverable 4, task 4a)	Progress Meeting 2
9 month	Draft Second Interim Report (deliverable 5, task 3) including draft seminar script	Progress Meeting 3
10 month	Second Interim Report (deliverable 6, task 3) including final seminar script	Steering Group Meeting
12 month	Seminar and its conclusions (deliverable 7, task 4b)	Progress Meeting 4
13 month	Draft Final Report (deliverable 8, task 5)	Steering Group Meeting
14 month	Final Report (deliverable 9, task 5)	

The Contractor is expected to be available for 8 scheduled meetings (see table above). The meetings will be organised by the Commission. The Contractor is also expected to be available for the seminar.

## **2.8. Deliverables**

The deliverables of this study will be:

### **Deliverable 1:**        *Progress Reports*

**Deadline:** every month when there is no other deliverable

Progress reports will have maximum 2 pages and will inform on accomplished tasks/ milestones and will focus on signalling possible obstacles already encountered or identified for the future. It will serve as a tool for early identification of problems and delays, as well as for proposing solutions to those.

### **Deliverable 2:**        *Methodological Report*

**Deadline:** 1.5 month after the signature of the contract

Methodological Report will contain all elements included in the description of the task 1.

### **Deliverable 3:**        *First Interim Report including quantitative data*

**Deadline:** 4 months after the signature of the contract

On the basis of the data gathered in the task 2, deepen quantitative analysis of JASPERS assignments' portfolio and cross analysis of several examined elements will be conducted and presented in the **First Interim Report** accompany with graphics and annex including gathered data.

Cross analysis of gathered data may reveal some interesting features that should be presented in the reader friendly form. Data should allow for sampling needed for next tasks.

The quantitative data gathered in task 2 will be presented in the annex to the First Interim Report. It will be delivered in the format allowing for an easy search by each studied element and extracting information on average values, for example on time of JASPERS assignments by country, beneficiary of the assignment, sector, category, type, moment of the intervention, successfulness. Potentially data can be delivered in Excel format or other appropriate program supported by the Commission's IT environment.

The data can be based on JASPERS data monitoring tools if those are sufficiently comprehensive.

Furthermore, the draft list of assignments proposed for the in-depth analysis in task 3 should be annexed to the First Interim Report. It will be discussed with the Steering Group and agreed as final at latest 2 weeks after the meeting. The list will contain ¼ of completed assignments, complemented by 10-15 suspended and cancelled assignments. The choice will be made by the contractor on the basis of the methodology presented in the Task 1. The list will have to receive agreement from the Commission. It will be presented in the way that the proportionality of choice is quickly identified.



**Deliverable 4:** *Questionnaire for the online targeted public consultation*

**Deadline:** 8 months after the signature of the contract

**Deliverable 5:** *Draft Second Interim Report including draft seminar script.*

**Deadline:** 9 months after the signature of the contract

**Deliverable 6:** *Second Interim Report including final seminar script.*

**Deadline:** 10 months after the signature of the contract

Second Interim Report will present detailed findings structured around the evaluation criteria as presented in the description of the task 3. Produced country fiches, as well as information gathered in the forms for each of sampled assignment will be annexed to the Second Interim Report. Tenderers are asked to set out in details how they would present the findings by each evaluation criterion. This will be one of the award criteria for the award of tenders.

The script of the seminar will be annexed to the Second Interim Report. It will include organisational details, as well as topics to discuss and speakers' details, proposals for workshops, etc.

**Deliverable 7:** *Seminar and its conclusions.*

**Deadline:** 12 months after the signature of the contract.

The seminar will take place in Brussels at the European Commission premises (Venue and catering will be organised and paid for by the European Commission and the contractor will:

- cover travel and accommodation costs for maximum 40 participants from public authorities (maximum 1 night stay, train, flights economy class),
- cover travel and accommodation costs for maximum 20 participants not from public authorities (up to 2 nights, train, flights economy class), as well as a fee appropriate to the level of expertise.

Tenderers should present its vision of the event, with possible organisational details, already in the offer. This will be one of the evaluation criteria for the award of tenders.

**Deliverable 8:** *Draft Final Report*

**Deadline:** 13 months after the signature of the contract

**Deliverable 9:** *Final Report*

**Deadline:** 14 months after the signature of the contract.

The Final Report will brace findings for all tasks under current assignment as described in the task 5.

It will provide **synthesis** of findings from previous deliverables (Interim Reports, public consultations' and seminar's results), as well as present clear conclusions and recommendations for the remaining years of functioning of current arrangements, as well as outline proposals for JASPERS role in the next programming period (post-2020).

Tenderers are asked to set out in detail how they would present the findings for the evaluation criteria in each JASPERS mandate and type of activities, conclusions and recommendations in the Final Report. This will be one of the award criteria for the award of tenders.

Two Interim Reports will be annexed to the Final Report.

Draft structure of the report will be presented in the Methodological Report. The report final structure and headings and its minimum length will be formally agreed once the Second Interim Report is accepted (10 month of the assignment).

### **3. CONTENT, STRUCTURE, QUALITY ASSESSMENT AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES**

The contractor must deliver the study and other deliverables as indicated below.

#### **3.1 Content and quality assessment**

##### ***3.1.1 Quality assessment of the deliverables***

The quality of the evaluation will be assessed by the Commission services using the quality criteria from the Evalsed: the resource for the evaluation of socio-economic development: [http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/evalsed/index\\_en.htm](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/evalsed/index_en.htm).

The quality of the deliverables 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%).

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

##### **Underperformance and reduction of payments**

The quality of the output of the evaluation will be assessed as a function of the above quality indicators, up to a maximum of 100 points. If it scores less than 75% 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;
- if the quality score is between 61% and 75%, a reduction of 30% will apply.

### **3.1.2 Content of the Final study report**

The final study report must include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, in English, French and German;
- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following 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.”*

### **3.1.3 Content of the publishable executive summary**

The publishable executive summary must be provided in English, French and German and must include:

- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following 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.”*

### **3.1.4 Requirements for publication on Internet**

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 the Commission policy on accessibility for information providers, see: [http://ec.europa.eu/ipg/standards/accessibility/index\\_en.htm](http://ec.europa.eu/ipg/standards/accessibility/index_en.htm)

For the publishable versions of the study, abstract and executive summary, the contractor must respect the W3C guidelines for accessible pdf documents as provided at: <http://www.w3.org/WAI/>.

### **3.2 Language**

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

All reports need to 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.

### **3.3 Graphic requirements**

The contractor must deliver the study and all publishable deliverables in full compliance with the corporate visual identity of the European Commission, by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The graphic rules, the Manual and further information are available at:

[http://ec.europa.eu/dgs/communication/services/visual\\_identity/index\\_en.htm](http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm)

An electronic version of Methodological Report and both Interim Reports with annexes are required. For the Final Report, three hard copies and an electronic version (three CD, Word format and PDF format or equivalent application compatible with MS Office) are required.

## **4. EVALUATION AND AWARD**

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

### **4.1. Verification of non-exclusion**

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

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, all subcontractors whose share of the contract is above 10 % and whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to all subcontractors whose share of the contract is above 10 %.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

## **4.2. Selection criteria**

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

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.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

### **4.2.1. *Declaration and evidence***

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole, the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration used for exclusion criteria (see section 4.1) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declarations on honour. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

After contract award, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

#### ***4.2.2. Legal and regulatory capacity***

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided 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 applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

The Contracting authority may reject a tenderer in case of conflicting interest that may affect the performance of the contract. To this end and following the tenderer self-assessment, the declaration on the absence of conflict of interest of the team in relation to the evaluation should be submitted (Annex 4). In case of identified potential conflict of interest by the tenderer, he is invited to describe in the tender appropriate mitigating measures taken to address such a situation.

### ***4.2.3. Economic and financial capacity criteria***

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.

Turnover of the last two financial years above EUR 500 000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender.

#### **Evidence (to be provided on request):**

- Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its 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. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

### ***4.2.4. Technical and professional capacity criteria and evidence***

#### **A. Criteria relating to tenderers**

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below.

The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below.

**In order to prove its capacity, the tenderer must submit with its tender all the evidence related to the criteria listed below.**

- **Criterion A1:** The tenderer must prove a solid background (knowledge, experience and expertise) and ability to provide independent evaluation expertise (in line with the EC Better Regulation Guidelines) in the field of technical assistance and project development (preferably in the field of Cohesion, Transport and/or Enlargement policies), on EU and / or Member States' level, as well as in drafting reports and recommendations, data collection, quantitative and qualitative analyses.

- **Evidence A1:** The tenderer must provide references for two projects delivered in these fields in the last three years with a minimum value for each project of EUR 200 000 and academic and professional qualifications held by the service provider and, in particular, by the person(s) to be responsible for the services.

- **Criterion A2:** The tenderer must prove capacity to work in English, as well as at least five other EU official languages.

- **Evidence A2:** The tenderer must provide references for three projects delivered in the last three years showing the necessary language coverage.

- **Criterion A3:** The tenderer must prove capacity to draft reports in English.

- **Evidence A3:** The tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

- **Criterion A4:** The tenderer must prove its capacity to research, collect and analyse information and data in all countries benefiting from JASPERS assistance (19 EU Member States and four IPA beneficiary countries).

- **Evidence A4:** the tenderer must provide references for five projects delivered in the last three years. The combination of projects will cover at least 8 beneficiary countries of JASPERS assistance, of which at least one IPA country. For the other beneficiary countries, the tenderer will provide evidence on its capacity to research, collect and analyse information and data for instance on the basis of expert networks, partners or local contact.

#### **B. Criteria relating to the team delivering the service:**

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

Evidence will consist in CVs of the team responsible to deliver the service. Each CV should indicate the intended function in the delivery of the service.

**In order to prove its capacity, the tenderer must submit with its tender all the evidence related to the criteria listed below.**

- **Criterion B1 – Team Leader:** 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 (at least EUR 250 000) and coverage (at least 15 countries covered) with at least 5 years' experience in management of team of at least 5 people, knowledge of the Cohesion Policy and major projects, and possibly experience in Transport and/or Enlargement Policies; demonstrated skills in terms of evaluation methods and knowledge of policy evaluation.

- **Evidence B1:** CV

- **Criterion B2 - 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 projects of a similar size (at least EUR 250 000) and coverage (at least 15 countries covered), with experience in management of teams of at least 5 people, and experience in the field of Cohesion Policy and major projects, and /or Transport and Enlargement policies.

- **Evidence B2:** CV

- **Criterion B3 – Comprehensive team of experts in technical assistance schemes and large projects' development,** with expertise in all sectors covered by JASPERS assistance (namely: rail, air and maritime transport; water and wastewater; road transport; energy and



solid waste; smart development (research, broadband, urban development)), as well as in cost-benefit analysis. At least two members of the team should demonstrate skills in terms of evaluation methods and knowledge of policy evaluation. Experts should have capability to deal with languages required by the tasks.

- **Evidence B3:** CVs

- **Criterion B4 - Team for data collection and analysis** (1-2 people): collectively the team of people should have proven experience of three years in data collection, management and analysis techniques.

- **Evidence B4:** CVs

- **Criterion B5 - Language quality check:** At least five members of the team should have at least C1 level in the Common European Framework for Reference for Languages<sup>30</sup> in English.

- **Evidence B5:** A language certificate or past relevant experience.

### **4.3. Award criteria**

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method. 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 score 25)

This criterion will assess the degree to which the methodology shows the capacity to analyse, review and evaluate documents and figures, in accordance with the needs of the contracting authority. Furthermore the tender must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as demonstrate whether the methods proposed are suited to the needs set out by the Commission in the Technical Specifications (see part 3).

Additionally, the methodology for data analysis (including additional data collection) should be assessed.

**Sub-criterion 1.1** - Capacity and understanding of the task to interpret and organize the evaluation questions in a way that facilitates the gathering of the necessary evidence (10 points - minimum threshold 50%).

**Sub-criterion 1.2** - Capacity of methodology to develop a work plan and organise the gathering of evidence from diverse sources, including carrying out stakeholder and public consultations (20 points - minimum threshold 50%).

**Sub-criterion 1.3** - Capacity to evaluate, combine and summarise the results of evidence gathering phase (20 points - minimum threshold 50%).

#### ▪ **Organisation of the work and resources** (30 points – minimum score 15)

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<sup>30</sup> See [http://www.coe.int/t/dg4/linguistic/Cadre\\_1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre_1_en.asp)

This criterion will assess how the roles and responsibilities of the proposed team and of the different 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 human resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer. It is not a budget requested as part of the financial offer.

▪ **Quality control measures** (20 points – minimum score 10)

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables 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 minimum 50% for each criterion and minimum 70 % in total. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

**4.4. Ranking of tenders**

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below. A weight of 70/30 is given to quality and price respectively.

score for tender X	=	cheapest price	*	100	*	price weighting (in %)	+	total quality score (out of 100) for all award criteria of tender X	*	quality criteria weighting (in %)
		price of tender X								

**The tender ranked first after applying the formula will be awarded the contract.**

**ANNEXES**

Annex 1: Declaration of Honour

Annex 2: References

Annex 3: Quality Control: Output Quality Criteria

Annex 4: Declaration of absence of conflict of interests and of confidentiality

## ANNEX 1:

### Declaration on honour on exclusion criteria and selection criteria

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number:  (‘the person’)	Full official name:  Official legal form:  Statutory registration number:  Full official address:  VAT registration number:  (‘the person’)

### I – Situation of exclusion concerning the person

(1) declares that the above-mentioned person is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>EU institution, of a European office or of an EU agency or body;</p> <p>ii.non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</p> <p>iii.decisions of the ECB, the EIB, the European Investment Fund or international organisations;</p> <p>iv.decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or</p> <p>v.decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</p>		
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## II – Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person

*Not applicable to natural persons, Member States and local authorities*

(2) declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract )	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## IV – Grounds for rejection from this procedure

(4) declares that the above-mentioned person:	YES	NO
(h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## V – Remedial measures

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

## VI – Evidence upon request

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

- For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

- For the situation described in point (a) or (b), production of recent certificates 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 person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

## VII – Selection criteria

(5) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the	YES	NO	N/A
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tender specifications:			
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 2 & 3 of the tender specifications;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section 2 & 3 of the tender specifications;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 2 & 3 of the tender specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(6) if the above-mentioned person is the <b>sole tenderer</b> or the <b>leader in case of joint tender</b> , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## VII – Evidence for selection

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.***

Full name

Date

Signature

## ANNEX 2: REFERENCES

### 1. COMMISSION

- Common Provisions Regulation: Regulation (EU) N°1303/2013 of the European Parliament and the Council of 17 December 2013  
<http://eur-lex.europa.eu/legal-content/FR/TXT/?uri=celex%3A32013R1303>
- Connecting Europe Facility Regulation: Regulation (EU) N°1316/2013 of the European Parliament and the Council of 11 December 2013  
<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32013R1316>
- Instrument for Pre-Accession Regulation: Regulation (EU) N°231/2014 of the European Parliament and the Council of 11 March 2014  
[https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial\\_assistance/ipa/2014/231-2014\\_ipa-2-reg.pdf](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial_assistance/ipa/2014/231-2014_ipa-2-reg.pdf)
- Evaluation of the Joint Assistance to Support Projects in European Regions initiative (JASPERS) from its inception until the present (from 2005 until the end of June 2011), 2012;  
[http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/pdf/eval2007/jaspers\\_evaluation/final\\_report\\_131212.pdf](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/pdf/eval2007/jaspers_evaluation/final_report_131212.pdf)
- CLIMA Brochure "Climate change and major projects"  
[https://ec.europa.eu/clima/sites/clima/files/docs/major\\_projects\\_en.pdf](https://ec.europa.eu/clima/sites/clima/files/docs/major_projects_en.pdf)
- Guide to Cost-Benefit Analysis of Investment Projects Economic appraisal tool for Cohesion Policy 2014-2020, December 2014:  
[http://ec.europa.eu/regional\\_policy/sources/docgener/studies/pdf/cba\\_guide.pdf](http://ec.europa.eu/regional_policy/sources/docgener/studies/pdf/cba_guide.pdf)

### 2. OTHER

- European Court of Auditors, Special Report no 01/2018 "Joint Assistance to Support Projects In European Regions (JASPERS) – time for better targeting" (published on 11/01/2018);  
<https://www.eca.europa.eu/en/Pages/DocItem.aspx?did=44532>
- Evaluation of the EIB role in the JASPERS initiative  
[http://www.eib.org/attachments/ev/ev\\_jaspers\\_initiative\\_en.pdf](http://www.eib.org/attachments/ev/ev_jaspers_initiative_en.pdf)
- JASPERS annual report 2016  
[http://www.eib.org/attachments/thematic/jaspers\\_activity\\_report\\_2016\\_en.pdf](http://www.eib.org/attachments/thematic/jaspers_activity_report_2016_en.pdf)



### **ANNEX 3: 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