



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate E. Economic analysis, perspectives and evaluation; communication

E.4. Evaluation and studies

CALL FOR TENDERS

N°AGRI-2015-EVAL-01

Mapping and analysis of the implementation of the CAP

TENDER SPECIFICATIONS

Mapping and analysis of the implementation of the CAP

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement¹ concluded within the WTO applies, the participation to the call for tender is also open to any natural and legal persons of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Contracting Authority.

Where a joint tender is made, the tender must clearly define its structure:

- a consortium already in existence:

The tender originates from a group of economic operators having already created a consortium as a separate legal entity, able to submit its statutes, mode of operation, technical and financial capacity, and identifying the contributions of the economic operators. It is the consortium that will bear the technical and financial responsibility for the contract and will present any requested financial guarantee(s).

- an intention to create a consortium having a separate legal entity:

The tender originates from a group of economic operators not yet having created a consortium as a separate and legal entity but planning to constitute one as defined above, if their joint tender is accepted. In such a situation, they will have to provide documentation for the legal form and the envisaged draft statutes. A clear description of

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

the mode of operation of the consortium, the various technical and financial contributions, as well as the guarantees envisaged, of each economic operator will be required.

After the award, the Contracting Authority will sign the contract with the person(s) duly authorised on behalf of the consortium.

1.4. Subcontracting

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

Where a consortium does not form a separate legal entity after the award of the contract, the Contracting Authority will sign the contract with one single member of the consortium. This member will be the contractor, hereinafter referred to as "lead contractor". The other members of the consortium will be subcontractors.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract. Moreover, all envisaged freelancers have to be identified. As regards subcontracting companies, only those with a share of the contract above 5% of the project budget have to be identified.

After the award, the Contracting Authority will sign the contract with the person(s) duly authorised on behalf of the lead contractor.

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

For the purpose of this procurement procedure and future contract, the following terms are used as regards subcontracting:

The term "**subcontracting company**" refers to the legal persons (private company or public entity) only;

The term "**free-lancer**" refers to natural persons only;

The term "**subcontractor**" refers to both, "subcontracting company" and "free-lancer"

1.5. Content of the tender

The tenders must be presented as follows:

Part A: Administrative dossier, consisting of:

- A.1: Identification of the tenderer (see section 1.6)
- A.2: Evidence for exclusion criteria (see section 4.2)
- A.3: Evidence for selection criteria (see section 4.3)

Part B: Technical offer (see section 4.5)

Part C: Financial offer (see section 4.6)

1.6. Identification of the tenderer: legal capacity and status

a) Cover letter

The tender shall include a cover letter presenting the name of the tenderer (including all entities in case of a joint tender) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender. This letter should also mention the name of the person(s) that is(are) authorised to sign the contract in case of the award.

If applicable, the cover letter shall indicate the proportion of the contract to be subcontracted.

In case of joint tender, the cover letter shall be signed by a duly authorised representative for each member of the consortium, or by a single representative duly authorised by the members of the consortium (with power of attorney).

Alternatively, Annex 4 duly completed and signed may be provided.

b) Letter of intent

Subcontractors shall provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specifications.

c) Legal Entity and Financial Identification Form

In order to prove their legal capacity and their status, all economic operators shall 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

In order to identify the bank account to which the Contracting Authority shall direct the payment(s), all tenderers must provide a Financial Identification Form, duly signed by both the bank and the account holder, with its supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors and/or, in case of a joint tender for the other members of the consortium). The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Economic operators that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) may refer to that fact in their tender. They are not obliged to provide the above-mentioned form either the supporting evidence.

d) Other

Tenderers shall provide the following information if it has not been included with the Legal Entity Form:

For the economic operator that will retain full liability towards the Contracting Authority for performance of the contract, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

2. TECHNICAL SPECIFICATIONS

2.1. Purpose of the contract

Article 110 (5) of the Regulation (EU) No 1306/2013 of the European Parliament and of the Council requires the Commission to present a report with the first results of the performance of the CAP by 31 December 2018. This evaluation study will prepare the ground for further evaluations to fulfil this requirement.

2.1.1. Context of the evaluation study

Following Communication COM(2010) 672 final of 18 November 2010, The European Commission on 12 October 2011 proposed a number of regulations to reform the CAP. After negotiations with Council and Parliament, these regulations were finally approved and published on 23 December 2013.

However, the implementation of the CAP reform required a number of implementation choices to be made by the Member States. The choices made by Member States might have an influence on the attainments of the CAP objectives as specified in Article 110 (2) of Regulation (EU) No 1306/2013 of the European Parliament and of the Council.

The current evaluation study will take stock of the implementation choices of Member States and analyse their motivation, and make a preliminary assessment of the implications regarding administrative burden and overall likely policy impact to be expected.

The information collected in this context will help the Commission to focus and prioritise further evaluations of the CAP towards 2020 in order to be able to report to Council and Parliament on the first results on the performance of the CAP by 31 December 2018.

2.1.2. Previous relevant works

While there are no evaluation results available at the level of the Commission covering the reform, some background information and analysis can be found in the impact assessment documents SEC(2011) 1153 final/2. This document and related annexes can be found on-line at http://ec.europa.eu/agriculture/policy-perspectives/impact-assessment/cap-towards-2020/index_en.htm

2.1.3. Objectives of the evaluation study

The objective of this evaluation study is to analyse the choices made by the Member States following the implementing and delegated acts for the regulations mentioned in the scope of this evaluation study. Starting from a mapping, the contractor should provide a first analysis of the reasoning and justification provided by the Member States regarding these choices, focussing on the importance attached by the Member States to each of the general objectives of the CAP and their further breakdown (see Article 110 (2) of Regulation (EU) No 1306/2013), as well as a first assessment of the impact to be expected on the attainments of the CAP general objectives following these choices.

Based on the mapping of the implementation choices, the contractor should establish a typology, grouping Member States according to their focus on the different general objectives and further breakdown within these objectives in their implementation of the CAP. This should be used for structuring the descriptive chapter and providing the answers to the evaluation questions on the expected effectiveness, relevance and coherence of the measures/instruments evaluated.

Besides this, the contractor should provide a first assessment of the most likely impact of the CAP reform and choices made by Member States on the administrative burden and possibilities for simplification.

2.1.4. Contracting authority

The contracting authority is the European Commission, represented for the purposes of this contract by the Directorate-General for Agriculture and Rural Development.

The results of this evaluation study will be used by DG AGRI and by the other Commission departments with an interest in this subject. It is also foreseen to make the results available to a broader public and the Member States (hereinafter referred to as MS).

2.2. Tasks to be performed by the contractor

For the scope defined in section 2.2.1, the contractor has to carry out the description detailed in sections 2.2.2.1 and 2.2.2.2; build the typology defined in 2.2.2.3, to provide answers to the evaluation questions (section 2.2.3) by carrying out the evaluation tasks (section 2.2.4) and submitting deliverables at different steps (sections 2.2.6 and 2.3.2.1).

2.2.1. Scope of the evaluation study

2.2.1.1. Instruments to be covered

The evaluation study will cover the following regulations, including the related implementing and delegated acts specifying their implementation modalities:

REGULATION (EU) No 1305/2013 of the European Parliament and of the Council of 17 December 2013 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD) and repealing Council Regulation (EC) No 1698/2005 (OJ L 347, 20.12.2013, p. 487).

REGULATION (EU) No 1306/2013 of the European Parliament and of the Council of 17 December 2013 on the financing, management and monitoring of the common agricultural policy and repealing Council Regulations (EEC) No 352/78, (EC) No 165/94, (EC) No 2799/98, (EC) No 814/2000, (EC) No 1290/2005 and (EC) No 485/2008.

REGULATION (EU) No 1307/2013 of the European Parliament and of the Council of 17 December 2013 establishing rules for direct payments to farmers under support schemes within the framework of the common agricultural policy and repealing Council Regulation (EC) No 637/2008 and Council Regulation (EC) No 73/2009.

It will also take into account the relevant elements of:

REGULATION (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (OJ L 347, 20.12.2013, p. 320).

REGULATION (EU) No 1308/2013 of the European Parliament and of the Council of 17 December 2013 establishing a common organisation of the markets in agricultural products and repealing Council Regulations (EEC) No 922/72, (EEC) No 234/79, (EC) No 1037/2001 and (EC) No 1234/2007.

2.2.1.2. Examination period

The evaluation study will cover the period starting with the entry into force of the regulations mentioned under "instruments to be covered" until the end of 2015. However, for the comparison, also the available data from 2012 onwards need to be used.

2.2.1.3. Geographical coverage

The descriptive part and development of typology (see sections 2.2.2.1. to 2.2.2.3.) will cover all EU Member States.

The answers to the evaluation questions should cover at least 8 selected Member States (see section 2.2.3.)

2.2.1.4. Impacts to be analysed

This evaluation study will assess the **relevance**², **coherence**³ and **effectiveness**⁴ of the implementation of the CAP by MS, as well as elements of their **efficiency**⁵, such as the impact of the CAP implementation on administrative burden and potential for simplification.

Where possible, the analysis of results and impacts of the measures will be carried out by referring to quantitative indicators.

2.2.2. Approach to the evaluation study

The evaluation study must provide answers to the questions set out in these specifications. Beyond gathering and analysing legal information and qualitative and quantitative data, the evaluation study must provide founded judgements based on analysis and put forward reasoned conclusions and recommendations.

Given the limited availability of quantitative information at this stage, answers should be based on a solid theory based investigation, taking as a starting point the basic intervention logic of the CAP provided by the Commission services. This intervention logic should be further elaborated and where needed amended to take into account the implementation choices made by the Member States. Where possible it should be supplemented with quantitative information based on statistics, administrative information and studies such as evaluations, impact assessments, budget estimations.

The data available so far may be complemented by other sources of information (e.g. literature research, other evaluations or studies carried out at national level, additional information from stakeholders and managing authorities, as well as by case studies and investigations in the Member States).

The work of the evaluation study is to be carried out in **three steps: descriptive part, development of typology and answers to the evaluation questions.**

² Relevance: The extent to which an intervention's objectives are pertinent to needs, problems and issues.

³ Coherence: The extent to which the intervention does not contradict other interventions with similar objectives.

⁴ Effectiveness: The extent to which objectives pursued by an intervention are achieved.

⁵ Efficiency: Best relationship between resources employed and results achieved in pursuing a given objective through an intervention.

2.2.2.1. Descriptive part

The descriptive part of the evaluation study will contain an overview of the implementation choices made by the Member States in the area of direct payments and rural development policy, including the importance attached by the Member States to the different general objectives – and elements thereof – described in Article 110 (2) of Regulation (EU) No 1306/2013 when making and justifying their implementation choices.

This overview should be presented in an accessible way, grouping the Member States according to a typology – to be developed by the contractor – according to the implementation choices and/or their background.

The descriptive chapter should also highlight those possibilities for the implementation of the CAP (first and second pillar) offered by the legislation which are not used or hardly used.

As regards direct payments, the description should cover the following implementation modalities set out in Regulation (EU) No 1307/2013:

- a) definitions and related provisions (article 4);
- b) definition of active farmer (article 9);
- c) minimum requirements for receiving direct payments (article 10);
- d) reduction of payments (article 11);
- e) flexibility between pillars (article 14);
- f) basic payment scheme, single area payment scheme and related payments (articles 21-40);
- g) voluntary redistributive payment (articles 41-42);
- h) payment for farmers observing agricultural practices beneficial for the climate and the environment (articles 43-47);
- i) voluntary payment for farmers in areas with natural constraints (articles 48-49);
- j) payment for young farmers commencing their agricultural activity (articles 50-51);
- k) voluntary coupled support scheme (articles 52-55);
- l) crop-specific payment for cotton (articles 56-57);
- m) voluntary simplified scheme for small farmers (articles 61-65);
- n) framework within which Bulgaria, Croatia and Romania may complement direct payments (articles 16-20).

As regards rural development policy, the description should first provide for each rural development programme a concise overview of the total programme budget and its breakdown per rural development priorities and per measures applied.

Furthermore, the description should cover at least the following elements of Regulation (EU) No 1305/2013:

- 1) Use of particular measures and sub-measures in the RDPs of Member States/Regions. To the extent possible, the contractor should provide a description of the content of measures/sub-measures chosen, the scale of use (importance), types of beneficiaries who use the measures. The contractor should focus on the following elements:
 - Knowledge transfer and information actions (article 14)

The contractor should to the extent possible make a distinction between traditional and more innovative approaches to training.
 - Investment measures (articles 17-26):

The contractor should to the extent possible also distinguish and analyse:

Links to intended job creation;

Private and public investments;

Focus to non-productive investments (article 17(1)(d));

Where investments in irrigation are foreseen a distinction should be made between improvements to existing facilities and newly irrigated area.
 - Agri-environment-climate and organic farming (articles 28-29)
 - Co-operation (article 35)
- 2) A description at the level of MS/region of how and to which extent support has targeted young farmers, small farmers and innovation activities.
- 3) An overview of the approaches taken to financial support:
 - Use of simplified costs options set out in Article 67 of Regulation (EU) No 1303/2013;
 - Use of financial instruments.
- 4) Miscellaneous
 - A description of the use of the Community-Led Local Development (CLLD) multi-fund option (see Article 32 of Regulation (EU) No 1303/2013).

In the descriptive part, particular attention should be given on the choices made by Member States on instruments/measures in first and second pillar that have similar objectives and the relations between them.

2.2.2.2. Descriptive part-excel sheet

The overview in the descriptive part provided in 2.2.2.1 should be complemented by a database elaborated in Microsoft Excel (or compatible with MS Excel) giving an overview of the different implementation choices at the level of each Member State, and where relevant, a more detailed geographical breakdown according to the implementation choices (RDPs, regions, provinces etc.). This should be structured in such a way that it allows producing data queries such as lists of Member States/regions applying certain types of measures/implementation models, budget distribution per type of measure/implementation model etc. If specific queries/macros are implemented, the necessary documentation should be provided.

2.2.2.3. Development of a typology of CAP implementation

Based on the implementation and strategic choices of the Member States, as well as on their justification, the contractor should establish a typology, grouping Member States. As a starting point, the intervention logic of the CAP in annex 6 should be used.

This typology should be used to structure the descriptive chapter and to answer the evaluation questions.

2.2.2.4. Answers to the evaluation questions

Replying to the evaluation questions is the core of the evaluation work, whereas the replies will be, in their turn, a core part of the final deliverable.

The answer to each evaluation question shall include the following aspects:

- interpretation and comprehension of the key terms of the evaluation questions;
- indication of the judgement criteria allowing to answer the question as well as, if necessary, the quantitative level to be reached;
- validity of the quantitative and qualitative information used;
- description of the evaluation methods used and an indication of their limitations;
- detailed description of the reasoning followed in the analysis, indicating in particular the underlying hypotheses and validity limits;
- conclusions: the conclusions for each question have to be drawn directly from the analysis. They shall refer to the judgement criteria and shall not exceed one page.

The evaluation study will cover the questions mentioned at point 2.2.3 below.

2.2.3. Evaluation questions

The evaluation questions 1 to 3 are organised according to the three general objectives of the CAP. For each of these general objectives, the contractor should assess the implementation choices made by the Member States according to the following criteria: relevance, coherence, and in an ex ante perspective, effectiveness and efficiency.

In answering the evaluation questions 1 to 3, the contractor should analyse and present the evaluation results according to the typology developed under 2.2.2.3. For each of the types developed, at least one representative Member State should be studied in-depth to answer the evaluation questions; in total at least 8 Member States should be covered.

In answering evaluation question 4, the contractor should make an overall assessment of the expected efficiency of the choices made, focussing on administrative burden and possibilities for simplification.

In answering evaluation question 5, the contractor should, based on the analysis done for themes 1 to 4 make an overall assessment of the impact of the choices made on the ability of the CAP to contribute to the EU 2020 strategy.

2.2.3.1. Theme 1 – Viable food production

EQ 1: To what extent are the Member States' choices intended to contribute to reaching the general objective of viable food production with a focus on agricultural income, agricultural productivity and price stability:

- relevant?
- coherent?
- providing the necessary preconditions for enabling effectiveness?

2.2.3.2. Theme 2 – Sustainable management of natural resources

EQ 2: To what extent are the choices made by the Member States intended to contribute to reaching the general objective of sustainable management of natural resources and climate action, with a focus on greenhouse gas emissions, biodiversity, soil and water:

- relevant?
- coherent?
- providing the necessary preconditions for enabling effectiveness?

2.2.3.3. Theme 3 – Balanced territorial development

EQ 3: To what extent are the choices made by the Member States intended to contribute to reaching the general objective of territorial development, with a focus on rural employment, growth and poverty in rural areas:

- relevant?

- coherent?
- providing the necessary preconditions for enabling effectiveness?

2.2.3.4. Theme 4 - Administration and management

EQ 4: To what extent has the implementation of the new CAP towards 2020 led to a change in administrative burden:

- at the level of the beneficiaries?
- at the level of the Member States administration?
- at the level of the Commission services?

In answering this question, the contractor should make a distinction between change in administrative burden which is linked to the policy design and those that is linked to the implementation choices made by the Member States.

2.2.3.5. Theme 5 – contribution to the EU 2020 strategy

EQ 5: to what extent and how can the implementation choices made by the Member States influence the contribution of the CAP to the Europe 2020 Strategy

Based on the analysis made for themes 1 to 4 the contractor should investigate the expected impact of the choices made by the Member States on the ability of the CAP to contribute to the EU 2020 strategy.

2.2.4. Evaluation tasks

In carrying out the evaluation study, the contractor is required to follow the four methodological steps of an evaluation, which are (1) Structuring, (2) Observing, (3) Analysing and (4) Judging.

As a principle, these four steps concern the evaluation as a whole, as well as the answers to individual questions. The interim and final deliverables will reflect these four tasks, and will be built progressively, by incorporating the results of each task.

2.2.4.1. Task 1: Structuring

With respect to structuring, the contractor will elaborate the following elements:

Task 1.1: **Identify information sources**, quantitative and qualitative: legislation, databases, studies, existing research papers, evaluation reports, impact assessments, surveys, economic experiments, people to be interviewed, legislation, etc.;

Task 1.2: **Describe the relevant CAP legislation**, including the implementation choices available to the Member States;

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Task 1.3: Create the methodology for the development of the typology of the CAP implementation and strategic choices of the Member States. (see sections 2.2.2.3. and 2.2.3.)

This should also include a reasoned proposal of the list of representative Member States to be studied in- depth to answer the evaluation questions;

Task 1.4: Create the methodology and tools for assessment of each evaluation question;

Task 1.5: Create the structure for the excel database to be used to report on the Member State implementation choices;

The methodology and tools created under tasks 1.3 to 1.5 included will have to be discussed and validated by the Commission before the collection of information starts (task 2.1).

Task 1.6: Draft a **detailed time schedule** for the work;

Task 1.7: Define a **detailed structure** for the final deliverable, present a draft cover page which is in line with the current Commission communication standards.

2.2.4.2. Task 2: Observing

With respect to observing, the contractor will elaborate the following elements:

Task 2.1: Collect information and report about it (mapping report):

Collect the data necessary to apply the methodology and/or to feed the tools defined under task 1.3-1.5, including the data needed to feed the quantitative analysis, carry out case studies, interviews and survey/s, and assess the validity of the information used;

Task 2.2: Draft the descriptive chapter – initial version:

Draft the descriptive chapter based on the outcome of task 2.1; this should be both in a textual and an excel format;

Task 2.3: Draft the descriptive chapter – final version:

In this task, the descriptive chapter and related excel table need to be updated with the information that was not yet available at the moment task 2.2 was conducted (e.g. Rural Development Programmes that were not yet approved).

2.2.4.3. Task 3: Analysing

The analysis must refer to the well-established and acknowledged evaluation method or to the methods used and the limits thereof; the drafting must describe precisely the reasoning followed in the analysis, indicating, among other things, the underlying hypotheses of the

reasoning and the validity limits of that reasoning;

Task 3.1: Based on the output of tasks 1 and 2, draft replies to the evaluation themes I, II and III;

Task 3.2: Based on the output of tasks 1 and 2, draft replies to the evaluation themes IV and V;

2.2.4.4. Task 4: Judging

Task 4.1: **Draft the conclusions and recommendations:** the contractor will have to provide a judgement covering the elements of the CAP implementation studied. The conclusions and recommendations must be strictly based on the analysis carried out under the other tasks.

Task 4.2: **Draft an executive summary** of maximum 6 pages in English. It should include a very brief and clear presentation of the study work and the methods used, together with a summary of the conclusions and recommendations arising from the exercise.

Task 4.3: **Compile the preliminary final deliverable.**

It has to include:

- a. a cover page (output of task 1.7);
- b. a table of content (output of task 1.7);
- c. the output of tasks 4.1 and 4.2;
- d. the output of tasks delivered with the previous deliverables, now revised in order to take into account the results of the analytical and judging work of the contractor and/or the changes agreed on with the Steering Group.

It should be presented in the form of the study report and structured as agreed with the Steering Group.

The report must be drafted in **clear and easily understandable language**. The presentation of the texts, tables and graphs has to be clear and complete, and correspond to commonly recognised standards for publication.

The general conclusions must include recommendations, which must be strictly based on the results of the analysis.

The whole study report (methodological part included, but excluding case study reports) **should not exceed a total of 250 pages**. Statistical and background information shall be presented in the annexes of the report.

Task 4.4: **Revise the draft executive summary**, incorporating all changes agreed with the Steering Group and provide its final version of maximum 6 pages in both English and French.

Task 4.5: **Draft an abstract of no more than 200 words.** It must be drafted in English and French.

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Task 4.6: **Draft a leaflet** of no more than 6 pages.

Task 4.7: **Draft a PowerPoint presentation** of the study work, of maximum 30 slides, highlighting the main findings for each evaluation question, the conclusions and recommendations.

Task 4.8: **Compile the draft final deliverable.**

This deliverable will consist of:

- 1) Study report, which will be structured in the same way as the preliminary final deliverable, but incorporating all changes agreed with the Steering Group. Furthermore, the core text will not contain any reference to the annexes;
- 2) the data and information compiled for the study (as annex);
- 3) the annexes, including methodological and background information;
- 4) the executive summary (Task 4.4);
- 5) the abstract (Task 4.5);
- 6) the leaflet (Task 4.6);
- 7) the PowerPoint presentation (Task 4.7).

Task 4.9: **Compile the final deliverable.**

The final deliverable must be submitted as follows:

a) Paper version:

- 1) the final study report in English: 10 copies in colour;
- 2) the executive summary in both English and French (hardcopy containing both the FR and EN executive summary): 20 copies in colour, at the back of the cover page a CD-pocket shall be foreseen;

b) Electronic form:

- 1) one 'master' copy for reproduction on CD/DVD/memory stick. It shall contain **all** components of the final deliverable, including **all** annexes of the study report together with the executive summary (in both English and French), the leaflet, the PowerPoint presentation and the abstract (in both English and French).

The report and annexes should be delivered: a) compatible with the Commission's computers software and b) in PDF version;

- 2) 20 copies on CD-Rom or DVD, containing the study report (without the annexes), the executive summary in two languages.

2.2.5. Requirements for collection of data and information

Annex 5 to these tender specifications contains a list of relevant legislation, reports, statistics and useful links. This list has to be considered as purely indicative and has to be extended by the contractor in line with the methodology proposed for the evaluation study.

Specific information needs from the Commission sources are to be requested specifically via DG AGRI Unit E4 (Evaluation and studies).

If deemed necessary, the contractor will have to prepare the appropriate requests for extractions from the databases of DG AGRI, such as FADN⁶.

As a rule, additional statistics and databases will have to be provided by the contractor. In this particular case, much of the information has to be gathered from the MS.

The contractor will have to make use of information collected from the national and regional authorities, from professional circles and experts in MS. Based on these specific requirements, it is recommended that the contractor uses an appropriate team and foresees sufficient time to collect and process the data and, if necessary, a sufficient budget for paying data sources.

Existing literature on the subject should also be consulted and quoted in an annex to the final deliverable.

The tender can also propose other specific evaluation tools than those described in these tender specifications. If the contractor intends to do so, this has to be clearly indicated and described in the offer.

2.2.6. Deliverables

The timing and the contents of the deliverables to be submitted by the contractor are described in section 2.3.2.1. Each deliverable will be examined by the Steering Group, which may ask for additional information, or propose changes in order to redirect the work if necessary. The procedure of the approval of the deliverables is specified in Annex III of the contract.

The executive summary and abstract are to be submitted in English and French. The report, the PowerPoint presentation and the leaflet have to be submitted in English. All other parts of all deliverables are also to be submitted in English.

⁶ FADN: Farm Accountancy Data Network.
http://ec.europa.eu/agriculture/rica/index.cfm?new_language=en

Some data are available on the website, other specific data need to be requested from Unit AGRI E3 via Unit AGRI E4.

With the exception of the final deliverable, all interim deliverables must be submitted by e-mail only to the mailbox: agri-evaluation@ec.europa.eu and in an electronic format compatible with the Commission's computer facilities: MS-Word for texts, MS-Excel for tables and figures, MS-PowerPoint for the presentation.

In the event of publication, the final report will be accompanied by the judgement of quality.

Examples of previous reports, with the corresponding judgements of quality, are available at the following address: http://ec.europa.eu/agriculture/evaluation/index_en.htm

2.2.7. Progress report

The progress reports should briefly (up to 10 pages, annexes not counted) inform the Commission about the progress of work. It should also present important actions and plans related to the next steps in the study. The progress report should be drafted in English.

In case of difficulties encountered in carrying out the agreed methodology implementation plan, the Commission shall be informed as soon as possible. The contractor will provide the description of difficulties encountered and propose solutions to solve them, including, if needed, necessary adaptations of the proposed methods and tools. Any revision of the earlier agreed methodology and implementation plans will require a prior approval of the Commission.

The progress report shall be submitted within 45 calendar days following the submission of the second interim deliverable.

2.3. Organisation of the work, timetable and physical location

2.3.1. Overall management of the contract

A Steering Group has been set up, consisting of staff members from DG AGRI and other Commission services.

This ad hoc body will be responsible for monitoring the contract: precisions regarding the aspects to be analysed, discussion of the methods used, monitoring of the work and commenting on the conclusions of the contractor.

The contractor shall take account of the Steering Group's comments and recommendations and keep it informed on the progress of work when asked to do so.

Given the complexity of the subject matter, close collaboration with DG AGRI will be needed, which will involve frequent contacts with officials of DG AGRI with a view to discussing any problems encountered during the evaluation.

The contractor will be required to attend meetings with the Steering Group in order to monitor the evaluation exercise.

2.3.2. Timetable for the work and deliverables

The work will have to be completed within 13 (thirteen) months from the signature of the contract.

The contractor will be expected to start the work immediately after signature of the contract. The deadlines will have to be strictly respected. This means that an intensive work input will be required by the project team immediately after signing the contract and over the whole duration of the contract.

2.3.2.1. Duration of the works and deliverables

DURATION OF THE WORKS: 13 Months (after signing the contract)			
Stage	Deliverable at the end of the stage	Output of the tasks included in the deliverable	Components of the <u>Final</u> Deliverable
First: 2 months	First Interim	Task 1.1: Identify relevant information sources	Bibliography
		Task 1.2: Describe the relevant CAP legislation, including the implementation choices available to Member States.	Descriptive chapter
		Task 1.3: Create the methodology for the development of the typology of CAP implementation and strategic choices of the MS;	Methodology
		Task 1.4: Create the methodology and tools for answering the evaluation questions – including the drafting of the model of the intervention logic	Methodology
		Task 1.5: Create the structure for the excel database to be used to report on the Member State implementation choices	Excel sheet
		Task 1.6: Draft a detailed time schedule for the work	Not included
Second: 3 months	Second Interim	Task 1.7: Draft a detailed structure for the final deliverable	Not included
		Task 2.1: prepare mapping report	Annex
		Task 2.2: Prepare descriptive chapter-initial report	Not included
Third:3 months	third interim	Task 3.1: Answer to evaluation theme I, II and III	Replies to evaluation questions
		Task 3.2: Answer to evaluation theme IV and V	Replies to evaluation questions
Fourth:2 months	Preliminary Final	Task 2.3: Prepare descriptive chapter – final report	descriptive chapter + excel sheet
		Task 4.1: Draft conclusions and recommendations	Closing chapter
		Task 4.2: Draft the executive summary	Not included
		Task 4.3: Draft the preliminary final deliverable	Not included
Fifth: 1.5months	Draft final	Task 4.4: Revise the draft executive summary	Executive summary
		Task 4.5: Draft an abstract	Abstract
		Task 4.6: Draft a leaflet	Leaflet
		Task 4.7: Draft a PowerPoint presentation	PowerPoint
		Task 4.8: Compile the draft final deliverable	Not included
Sixth: 1.5 month	Final	Task 4.9: Compile the final deliverable	

2.3.2.2. Meetings

The contract will involve work and meetings in Brussels between the contractors and the Steering Group, according to the following programme:

MEETING	TIMING
First Meeting (Kick off)	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation study, but no later than 30 days after the contract is signed.
<p>At this meeting, if applicable, the Contracting Authority will supply the Contractor with the relevant confidential documents and information in its possession.</p> <p>The Contractor will prepare a presentation of the offer and may also raise specific questions or needs for complementary information.</p> <p>This meeting will also be used to discuss in detail the working plan, and to explain and clarify the tasks and the approach from the start.</p>	
Second Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the first interim deliverable will be discussed. This meeting will also be used to validate the proposed methodologies and tools.	
Third Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the second interim deliverable will be discussed. This meeting will also be used to discuss progress of the evaluation study, including the difficulties encountered by the Contractor and solutions to solve them.	
Fourth Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the third interim deliverable will be discussed. This meeting will also be used to discuss progress of the evaluation study, including the difficulties encountered by the Contractor and solutions to solve them.	
Fifth Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the preliminary final deliverable will be discussed. This meeting will also be used	

Mapping and analysis of the implementation of the CAP

to discuss progress of the evaluation study, including the difficulties encountered by the contractor and solutions to solve them and, if necessary, recommendations will be formulated	
Sixth Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the draft final deliverable will be discussed. This meeting will also be used to discuss progress of the evaluation study, including the difficulties encountered by the contractor and solutions to solve them and, if necessary, recommendations will be formulated.	

In summary, a maximum of six meetings of one day to discuss the deliverables with the Steering Group will be required. The costs related to these six days of meetings as well as to any other missions (e.g. fact finding) need to be included in the tender.

2.3.3. Physical location at which services have to be performed

The place of work will be at the contractor's premises. The meetings with the Steering Group will take place at the designated Commission offices in Brussels.

3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](#) of the W3C.

For full details on Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm .

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

3.1. Content

3.1.1. Final study report

The final study report shall be structured in accordance with the output of task 1.7, and shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;
- the following standard disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”;

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

3.1.2. Publishable executive summary

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

- the following standard disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”;

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

3.1.3. Annexes of the final study report

In principle, the annexes of the final study report are not published. However, the Steering Group may decide whether the publication of some annexes is useful. The annexes that consist of information that is covered by the pre-existing rights of a third party must not be published, unless prior written authorisation of the interested party is received.

3.2. Graphic requirements

For graphic requirements, the template will be provided to the contractor at the Kick-off meeting. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. The contractor which is the author of the publication should be identified in the bottom part of the cover page with a line “Written by” or “Developed by” + the logo of the organisation, as appropriate. For further details you may also contact comm-visual-identity@ec.europa.eu.

4. EVALUATION AND AWARD

4.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender.

The evaluation will be carried out in three steps:

- (1) verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- (2) selection of tenderers on the basis of selection criteria;
- (3) evaluation of tenders on the basis of the award criteria (technical and financial evaluation).

Only tenders meeting the requirements of one step will pass on to the next step.

4.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in Annex 2.

The declaration on honour is also required for all identified subcontractors.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender and identified subcontractors whose intended share of the contract exceeds the share of the lead contractor. The Contracting Authority may waive the obligation of a tenderer to submit these documents if such evidence has already been submitted to it for the purpose of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that the documents are still valid. In such a case, the tenderer will be required to declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in this situation have occurred.

4.3. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender. In order that their position in relation to the selection criteria can be verified, tenderers should enclose evidence with their offer enabling an assessment to be made.

The evidence requested should be provided by each member of the group in case of joint tender and each identified subcontractor whose intended share of the contract exceeds the share of the lead contractor. When the intended combined share of all subcontracting companies is above 50% this requirement also applies to all identified subcontracting companies. A consolidated assessment will be made to verify compliance with the selection criteria.

Special attention has to be drawn on the proof of the technical capacity, in particular regarding the CVs for the persons assigned to provide the service in all the different domains to be covered.

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 the performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The contracting authority may conclude that economic operators will not perform the contract to an appropriate quality standard where the contracting authority establishes that they have conflicting interests which may negatively affect the performance of the contract. In these cases, the contracting authority may decide to reject the tender.

4.3.1. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, the tenderer must comply with the following criteria:

- turnover of the last two financial years must be higher than the maximum amount of this contract;
- sufficient financial capacity to guarantee continuous and satisfactory performance throughout the duration of the contract.

The following evidence should be provided:

- copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed;
- failing that, appropriate statements from banks;
- if applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reasons which the contracting authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the contracting authority considers appropriate. In any case, the contracting authority must at least be notified of the exceptional reason and its justification in the tender. The contracting authority reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

4.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

Tenderers must comply with the following criteria:

- the tenderer shall prove its experience in the field of analysing the EU Common Agricultural Policy, with at least 1 project delivered in this field in the last three (3) years.
- the tenderer shall prove its experience and/or its knowledge of techniques, tools and analytical methodologies for economic analysis in conformity with the state of the art with: 1) a relevant degree or 2) with at least 1 article published in the specialised press in this field or 3) with at least 1 project delivered in this field in the last three (3) years.

b. Criteria relating to the team delivering the service:

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

Project Manager: at least 5 years of 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, with experience in managing a team of people.

Expert in the EU agricultural sector: relevant higher education degree and/or 5 years' professional experience in the field of analysis of markets and policies of the CAP, in particular Direct Support and Rural Development.

Project team: collectively the team should have knowledge of English or French as proficient user. In the light of envisaged fieldwork, the project team should have knowledge of the relevant languages as an independent user.

c. Evidence:

The following evidence should be provided to fulfil the above criteria:

- list of relevant services provided in the past three (3) years, with sums, dates and recipients, public or private;
- the educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

4.4. Award criteria

The tender will be awarded according to the best-value-for-money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

QC 1: General approach and the work to be performed (20 points – minimum threshold 50%)

Tenderers will describe their approach of the services to be provided and the work necessary to be performed in view of achieving the objectives of the study. The tenderers will describe the envisaged arrangements for ensuring the coverage of the scope of the study.

QC 2: Approach for developing the typology (20 points – minimum threshold 50%)

Tenderers should provide a clear explanation of the approach taken for the development of the typology of Member States according to the implementation choices. The explanation should include both the description and justification of the methodology and the approach for the determination of the minimum and maximum number of types to be included.

QC 3: Quality of the proposed methodology and tools (40 points – minimum threshold 50%)

QC 2.1 (themes I, II and III: 30 points)

QC 2.2 (themes IV and V: 10 points)

Tenderers should provide a synthetic and exhaustive description of the approaches they intend to use for this study, the methodologies they intend to follow and a list of the tools they envisage to use.

This description should be detailed to the level of the different themes. The work packages envisaged should be precisely quantified (i.e. collection of data, research work, number of person days, geographical and product coverage ...).

For this purpose, the tenderer could also provide a list of the tools used in the past by them or members of the consortium, and present the concepts or theories followed.

QC 4: Approach towards the project management (20 points – minimum threshold 50%)

Tenderers should provide a synthetic and exhaustive description of the approaches they intend to use towards the project management. The description should provide details on how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It should also describe the global allocation of time and resources to the project and to each task and the rationale behind the choice of this allocation.

Tenders must score at least 50% for each criterion and at least 60% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 60/40 is given to quality and price.

The formula to award the contract is:

$$\text{Score for tender X} = \frac{\text{Cheapest price}}{\text{Price of tender X}} * 40 + \frac{\text{Quality of tender X}}{100} * 60$$

Where:

- the **price** is expressed in Euro, excluding VAT. The total amount of the Financial Offer will be used;
- the **quality** of each tender is expressed in number of points given by the evaluation committee following the assessment of all criteria.

4.5. Technical offer

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

4.6. Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

Please see model financial offer in Annex 3.

For their Financial Offer, tenderers are invited to refer to the indicative price range defined in Section II.2.1 of the relevant contract notice.

5. ANNEXES TO THE TENDER SPECIFICATIONS

5.1. Annex 1: Check-list – list of the required administrative documents

Type of Information	Lead contractor / consortium / sole service provider (also as an individual person)	Subcontractor – subcontracting company	Subcontractor – free-lancer
Cover letter <i>or</i> tender submission form	Yes	No	No
Written statement confirming to put its resources at the disposal of the lead contractor	No	Yes, if applicable. This statement shall specify on which capacity a lead contractor can rely on (e.g.: economic and financial and/or technical)	Yes, if applicable. This statement shall specify on which capacity a lead contractor can rely on (e.g.: economic and financial and/or technical)
Written undertaking recognising the lead contractor	No	Yes	Yes, joined by an authorisation of its employer, if applicable
Legal Entity Form, including its required annexes	Yes No, if exists in the Commission accounting system.	Yes No, if exists in the Commission accounting system.	No
Financial Identification Form, including its required annexes	Yes No, if exists in the Commission accounting system.	No	No
Legible copy of a notice of appointment of the person(s) authorised to represent the tenderer	Yes	No	No
Exclusion criteria form and absence of conflict of interest form (sign and dated)	Yes	Yes	Yes

Economic and financial capacity			
Information economic and financial capacity (see section 4.3.1)	Yes	Only when a) percentage share of subcontractor exceeds percentage share of lead contractors, or b) combined share of all subcontracting companies exceeds 50%	No
Information technical capacity (see section 4.3.2), with the exception of the CV's (see below)	Yes	Only when a) percentage share of subcontractor exceeds percentage share of lead contractors, or b) combined share of all subcontracting companies exceeds 50%	No
CV's of team members	Yes	Yes	Yes
Proportion of workload	Yes	Yes	Yes
Role and contribution of team members	Yes	Yes	Yes
Current employment status	No	No	Yes

5.2. Annex 2: Declaration of honour

Declaration of honour on exclusion criteria and absence of conflict of interest

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

[Choose options for parts in grey between square brackets]

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

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

or

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

full official name:

official legal form:

full official address:

VAT registration number:

➤ declares that *[the above-mentioned legal person][he][she]* is not in one of the following situations:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
- d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
- e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

➤ *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-

making or control⁷ over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

➤ declares that [the above-mentioned legal person][he][she]:

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

➤ acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties⁸ if any of the declarations or information provided prove to be false.

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

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

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

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

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

Full name	Date	Signature

⁷ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

⁸ As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

5.3. Annex 3: Model financial offer

Prices should be all-inclusive; the European Commission will not pay expenses for any additional costs incurred from the execution of the contract.

Name of Tenderer:	
--------------------------	--

TOTAL COST OF ASSIGNMENT (in EURO), INCLUDING ALL ASSOCIATED EXPENSES AND EXCLUDING VAT :	EUR
--	------------

Name: (of the Tenderer or authorised representative)	Signature:	Date:

5.4. Annex 4: Tender submission form

1. SUBMITTED by ... (i.e. the identity of the Tenderer)

	Name(s) of legal entity or entities submitting this tender	Nationality ⁹	Share of the contract in percentage (%)
Leader			
Member 2			
Etc ... ¹⁰			

2. SUBCONTRACTORS (if applicable)

	Name(s) of the subcontracting companies and/or free lancers identified as sub-contractor(s)	Nationality	Share of the contract in percentage (%)
Sub-contractor 1			
Etc ... ¹¹			

⁹ Country in which the legal entity is registered

¹⁰ If this tender is being submitted by an individual legal entity, the name of the legal entity should be entered as “Leader” (and all other lines should be deleted)

¹¹ Add / delete additional lines for sub-contractors as appropriate

3. CONTACT PERSON for this tender (to act as focal point for all communication which may take place between the European Commission and the Tenderer)

Name and position	
Organisation	
Address	
Telephone	
Fax	
e-mail	

4. PERSON AUTHORISED TO REPRESENT THE TENDERER and TO SIGN THE CONTRACT

Name and position	
Organisation	
Address	
Telephone	
Fax	
e-mail	

5. STATEMENT

I, the undersigned, being the authorized signatory of the above Tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accepted without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above.

Signed on behalf of the Tenderer

Name	
Signature	
Date	

5.5. Annex 5: Non-exhaustive list of references

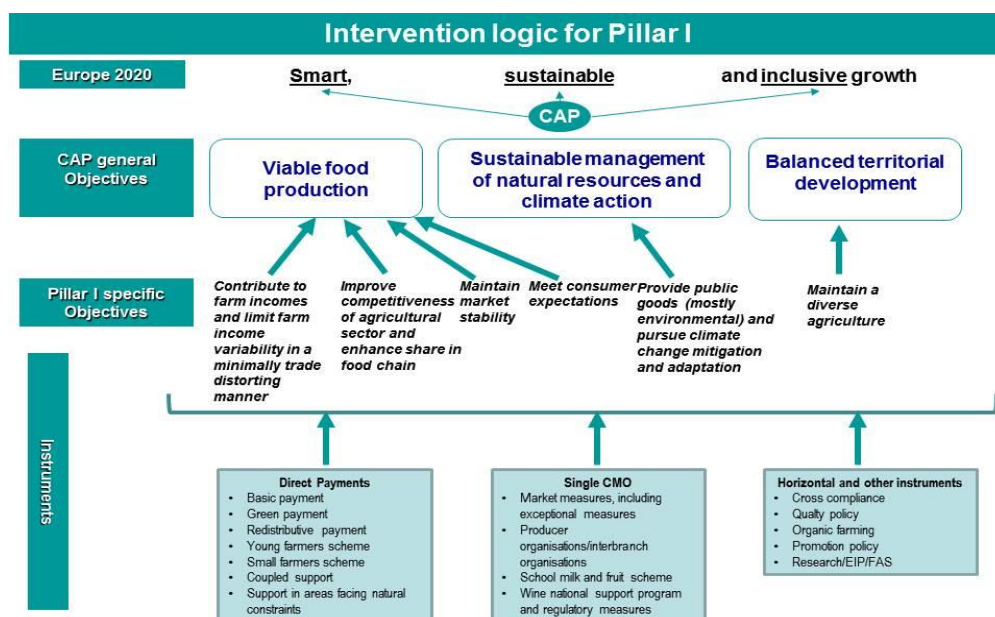
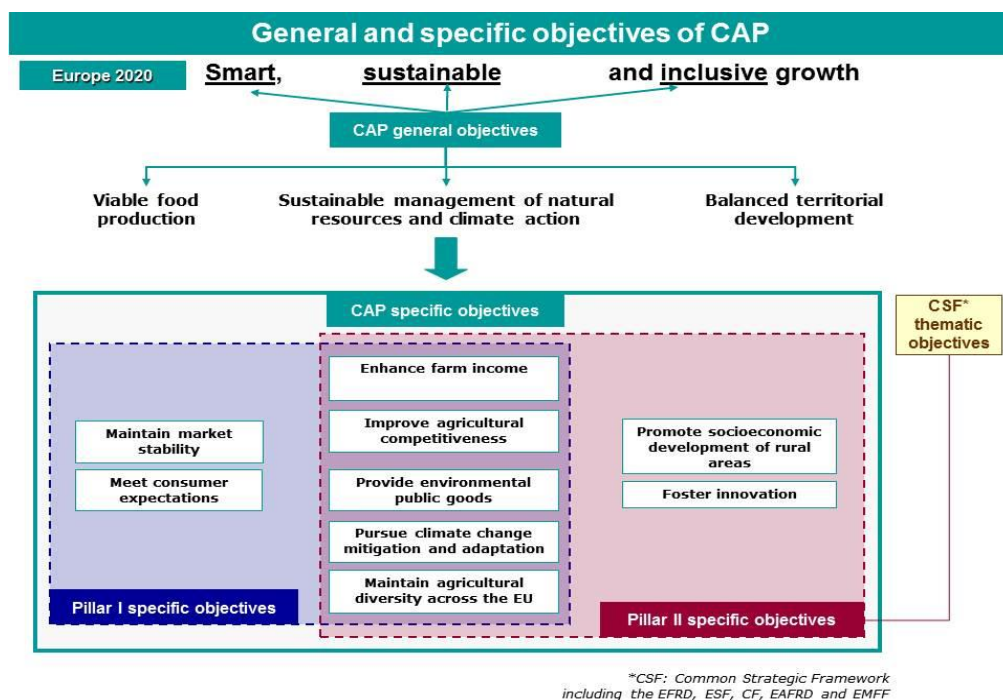
CAP towards 2020:

- **Regulation (EU) No 1305/2013 of the European Parliament and of the Council** of 17 December 2013 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD) and repealing Council Regulation (EC) No 1698/2005
- **Regulation (EU) No 1306/2013 of the European Parliament and of the Council** of 17 December 2013 on the financing, management and monitoring of the common agricultural policy and repealing Council Regulations (EEC) No 352/78, (EC) No 165/94, (EC) No 2799/98, (EC) No 814/2000, (EC) No 1290/2005 and (EC) No 485/2008
- **Regulation (EU) No 1307/2013 of the European Parliament and of the Council** of 17 December 2013 establishing rules for direct payments to farmers under support schemes within the framework of the common agricultural policy and repealing Council Regulation (EC) No 637/2008 and Council Regulation (EC) No 73/2009
- **Regulation (EU) No 1308/2013 of the European Parliament and of the Council** of 17 December 2013 establishing a common organisation of the markets in agricultural products and repealing Council Regulations (EEC) No 922/72, (EEC) No 234/79, (EC) No 1037/2001 and (EC) No 1234/2007

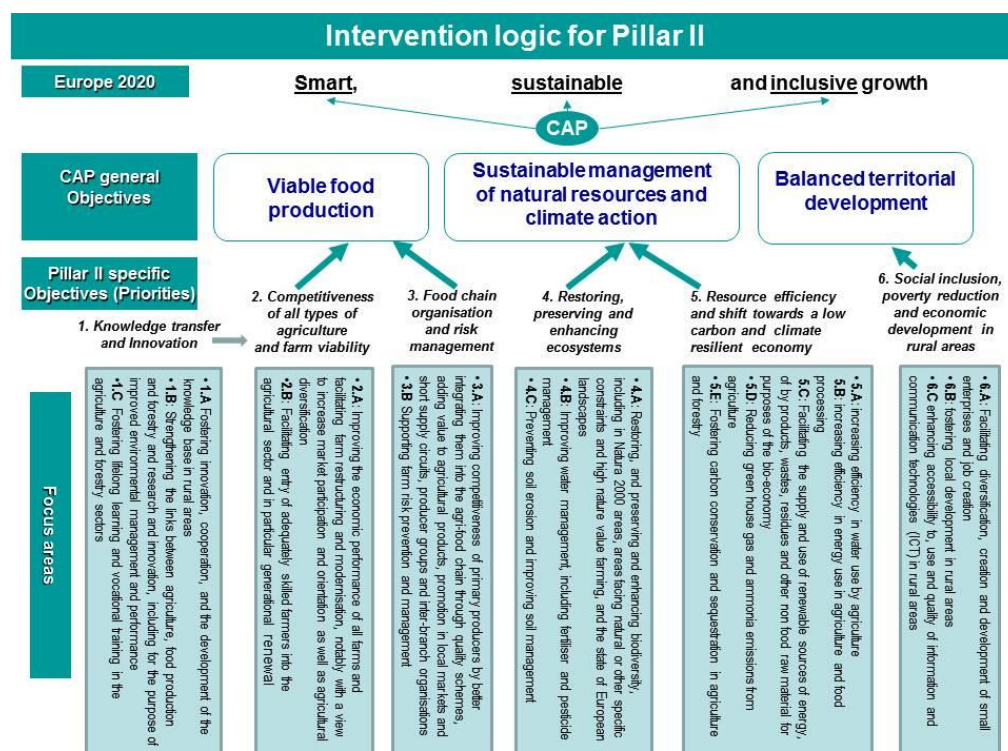
Other sources of information:

- **REGULATION (EU) No 1303/2013 of the European Parliament and of the Council** of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (OJ L 347, 20.12.2013, p. 320).
- **On-line information on the implementation of the direct payment scheme:**
http://ec.europa.eu/agriculture/direct-support/direct-payments/index_en.htm
- **On-line information on the rural development programming:**
<http://enrd.ec.europa.eu/en/policy-in-action/cap-towards-2020/rdp-programming-2014-2020>
http://ec.europa.eu/agriculture/rural-development-2014-2020/country-files/index_en.htm

5.6. Annex 6: graphic representation of the CAP intervention logic



Mapping and analysis of the implementation of the CAP



Mapping and analysis of the implementation of the CAP