

Framework contract for support to the European Environment Agency activities 2005-2008 on environmental policy analysis

Technical specifications

1. Background

The main mandate of the European Environment Agency (EEA) is to produce objective, reliable and comparable information for those concerned with framing, implementing and further developing European environmental and sustainable development policy, and for the wider European public. The legal basis for EEA's activities is Council Regulation No 1210/90 on the establishment of the EEA and EIONET. The regulation stipulates that information needs to be collected in order to "achieve the aims of environmental protection and improvement laid down by the Treaty and by successive Community action programmes on the environment, as well as of sustainable development."

Increasingly, the EU is moving towards new forms of environmental and sustainable development governance and policy-making. In the past decades, the environmental and sustainable development (SD) policy scene has gradually moved from a mainly regulatory process to the development of objective-oriented strategies (6th Environmental Action Programme, the EU Sustainable Development Strategy, Lisbon Strategy, thematic strategies), integration of environmental concerns into sector policies (e.g. Cardiff strategy), cooperation and participation, greater use of different forms and mixes of instruments (voluntary, regulatory and market based). The challenge and additional complexity lies in the tackling of various levels (ranging from global to EU, national, regional and local), sectors and stakeholders in a streamlined, coherent and effective manner.

The Commission White Paper on European governance¹ sets out five political principles for policy-making and implementation: openness, participation, accountability, effectiveness, and provision of information on preparation of policy through all stages of decision-making using e.g. policy effectiveness analysis and impact assessment. It promotes greater openness, accountability and responsibility for all those involved. This should help people to see how Member States, by acting together within the Union, are able to tackle their concerns more effectively.

It is among others in this context that the EEA intends in the coming years to enhance its work on environmental policy analysis, including work on ex-post and ex-ante policy effectiveness analysis, policy integration, policy implementation and governance. The newly created Policy Analysis (PA) group will play a pivotal role in this (<http://org.eea.eu.int/organisation/organigram.html>).

The PA group builds further on the policy analysis expertise developed by the EEA in previous years. Annex IX gives an overview of some of EEA's key publications on

¹ COM(2001) 428 final

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policy effectiveness, the use of environmental and economic instruments and sector integration. In 2004-2008 the group mainly supports the working areas 'sustainable development' and 'policy effectiveness' that are described in the [EEA Strategy 2004-2008](#). Its activities focus on framing policy analyses, developing and piloting methods and promoting their use both across EEA groups and externally (e.g. via the EIONET), and undertaking analyses on certain cross-cutting policies and on specific policy instruments.

Annex X gives an overview of the group's 2004 activities, which are being developed in line with the EEA's [Annual Management plan 2004](#). The main working areas are

- ✓ Analysis of policy coherence and environmental policy integration;
- ✓ Ex-post policy effectiveness evaluation (including cost-effectiveness analyses);
- ✓ Ex-ante policy effectiveness analyses;
- ✓ Networking and communication.

Analyses of institutional structures and governance systems constitute an important pillar of each of the above areas of assessment.

In addition to the activities of the PA group, policy analysis is also an inherent part of the work of other EEA groups, and in particular the environmental-thematic groups (e.g. effectiveness work in the areas of air and climate change), the sector group (transport, energy, agriculture), the scenarios and outlooks group, and the reporting and spatial analysis group. The policy analysis group cooperates with these groups on common projects and helps promoting a consistent approach for policy analysis throughout the EEA.

2. Purpose and content of the contract

Taking into account the priorities in the EEA strategy and its annual management plans, and the expertise currently available in the EEA and in its EIONET network, expertise is being sought to support the development of the Agency's activities related to policy analysis in the period 2005-2008.

The purpose of this call for tender is to establish a maximum of two framework contracts (see model in Annex IV) to support the EEA's work on policy analysis for two years. The contract(s) will be renewable twice for a period of one year, provided that the criteria in the call for tender are constantly met, and the maximum duration will be limited to four years.

Detailed projects, tasks, their timing, budgets, deliverables and terms of payment will be agreed through specific agreements (see the model in Annex VI) after discussion with the responsible EEA Project manager.

3. Tasks

The framework contract should provide support to the activities of the PA group, and to relevant activities of other EEA groups when necessary.

This may include, among others, support to the following key areas of the group:

i) Analysis of policy coherence and environmental policy integration (EPI)

- Follow-up of global and European developments in environmental/SD governance, i.e. institutional and policy developments driven by overarching strategies such as the 6EAP, SDS, the Cardiff and Lisbon processes;
- Development of methods to analyse policy coherence from an environmental point of view (i.e. coherence between environmental policies, objectives and instruments and sector, spatial or other policy objectives and instruments);
- Further development of an evaluation framework to measure progress with environmental policy integration;
- Testing of methods through pilot studies;
- Analysis of coherence and inter-linkages of particular policies and strategies (environmental, social, economic, sectoral, spatial) from an environmental point of view;
- Good practice inventories and reviews of state of action of relevant policies and policy instruments;
- Continuation of the series of papers on specific integration issues that was initiated in 2004;
- Input to main EEA reports;
- Follow-up of related research.

ii) Ex-post policy effectiveness evaluation (including cost effectiveness analysis)

- Review of existing methods, guidelines and studies on ex-post policy effectiveness analysis and cost-effectiveness analysis;
- Development of methods and guidelines where needed;
- Pilot studies on ex-post policy effectiveness analysis (including cost effectiveness and addressing specific instruments and/or countries) to test and improve the methods, their subjects to be selected in terms of their policy relevance, their suitability for testing out methods, their feasibility (in terms of information availability and EEA/EIONET capacity);
- Good practice inventories and reviews of state-of-action of relevant policies and policy instruments;
- Reviews of institutional capacity related to the implementation of particular policies or policy instruments;
- For selected policy areas, policy instruments and countries: development and maintenance of databases on state-of-action, such as e.g. the database on economic instruments;
- Development of ex-post (cost-) effectiveness analysis of selected policy areas, selected policy instruments and/or selected European countries;
- Promotion of a consistent approach across the EEA and advisory support to other EEA groups engaged in policy effectiveness analysis;
- Input to main EEA reports;
- Follow-up of related research.

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iii) Ex-ante policy effectiveness analysis (linked to developments in sustainability impact assessments and to scenarios)

- Follow up of processes on national and EU (sustainability) impact assessment;
- Exchange of information on good practice and methods on sustainability impact assessments;
- Support to improvement of methods and guidelines, and making the link with ‘ex-post policy effectiveness’ and scenario work;
- Support to the EEA scenarios group, e.g. analysis of policy measures in a future perspective.

iv) Networking and communication

- Networking with policy makers in EU institutions, countries and other international organisations;
- Linking EEA/EIONET to relevant (environmental, economic, social) policy analysts networks and enhancing policy analysis capacity in EIONET;
- Content support to the high level networks on environmental economics and to the network of Environmental Protection Agencies,
- Building on the existing advisory group on environmental policy integration: establishment of one or more advisory groups to support the development of EEA’s policy analysis work, and organisation of regular meetings;
- Dissemination of methodological guidelines, findings of pilots and targeted analysis via publication of reports, papers and briefings;
- Development of participatory processes and facilitation of stakeholder meetings;
- Development of web-based and other systems for shared learning and dissemination of information on good practice among e.g. countries and regions;
- Development and maintenance of website on policy analysis and of interactive web services to support and disseminate the EEA’s policy analysis work;
- Linking with relevant research and advising EEA on opportunities related to future research activities under EU Framework Programmes;
- Organisation of EEA meetings, workshops and conferences (internally and externally);
- Development of presentations.

4. Geographic scope of the work

In terms of geographical coverage of the work, all 31 EEA member countries are included. Moreover, experience from elsewhere should be taken into account, where appropriate. For example, EEA will contribute to a pan-European assessment report in 2007 that will embrace Western Balkan countries as well as the 12 Eastern Europe, Caucasus and Central Asian countries formerly of the Soviet Union, for which support may be required.

5. Required expertise

Given the broad area of work, both in terms of required expertise and geographic coverage, the tenderer is encouraged to form a consortium of a number of organisations with complementary experience. Such a consortium should, however, remain manageable and flexible in size, e.g. including 4-6 firms or organisations with complementary and geographically balanced experience.

The expert team should be multidisciplinary, bringing together the necessary expertise to support the work on i) analysis of policy coherence and environmental policy integration, ii) ex-post policy effectiveness analysis and iii) ex-ante policy effectiveness analysis. This could include environmental policy analysts, social and economic policy analysts, sector policy experts, spatial policy analysts, political scientists, sustainable development and governance experts, institutional analysts, etc.

In addition, expertise will be required to underpin the development (content-wise) of a website on policy analysis and of web-based information gathering and analysis tools, the organisation and facilitation of participatory processes, meetings and workshops, and the development of presentations to disseminate study findings.

It is expected that on average the work will require a 50/50 input from junior/senior consultants, but depending on the subject of the specific agreements this can vary.

The proposed project leader should have significant experience with project management and environmental policy analysis in the EU context. He/she should be available to work on a very regular basis with EEA staff, possibly including regular periods of intra-muros work.

6. Location and organisation of the work

The contractor will have to work closely with the EEA staff. The main part of work can be executed from the contractor's offices, with regular contacts with the relevant EEA Project manager. Periods of intra-muros work (long term and short term) at the EEA may be required.

The contractor will also be expected to cooperate with other experts contracted by EEA, in particular the contractor of the framework contract on environmental economics (previous EEA call for tender EEA/AIR/04/004).

As a preliminary indication of expected workload, a budget in the range of 150-200 keuro per running year can be foreseen, provided the necessary funding is available. The proposed team should also have a sufficient carrying capacity, in terms of availability of experts, to enable it to run more than one project in parallel, should this be needed.

The working language is English. The contractor must use EEA's software format: MS Office 2000.

7. Prices

The contractor will be expected to offer the services at daily rates (in EUR per day) according to the levels of expertise and experience offered (i.e. senior and junior expert). Travel and subsistence expenses likely to be incurred in the course of execution of the contract (for short term missions to EEA and elsewhere) are to be excluded from these daily rates and indicated separately.

Travel and subsistence costs for *short-term* missions (maximum 14 consecutive days) to EEA or elsewhere shall be agreed under the specific agreements, and shall be reimbursed in accordance with the rules and conditions relating to the payment of missions expenses in force at the EEA (Annex VII).

In addition, daily rates have to be given for *long-term* periods (more than 14 consecutive days) of intra-muros work at the EEA's premises in Copenhagen. These need to specify the daily fees and travel/subsistence costs (as calculated by the contractor) separately.

The tender should provide the daily fees in the following format (tables to be provided for main contractor and for each of the partners in case of a consortium):

| Table 1: Range of daily fees and travel / subsistence costs (to be provided for main contractor and each partner of a consortium) | | | | |
|---|--|------------------------|--|-------------------|
| | Extra-muros work, missions & short term intra-muros work (< 2 weeks) | | Long term intra-muros work (> 2 weeks) | |
| | Junior consultant | Senior consultant | Junior consultant | Senior consultant |
| Daily fee (EUR/day) excluding travel | ... | ... | | |
| Travel/subsistence costs (EUR/day) | According to EEA rules | According to EEA rules | ... | ... |

In addition, the tender has to specify for each expert of the proposed team whether he/she belongs to the junior or senior fee category.

In drawing up the bid, the tenderer should bear in mind the provisions of the General Terms and Conditions applicable to contracts awarded by the EEA (Annex V) and of the draft framework contract and specific agreement.

7. Selection criteria

Legal position

- a) Identification sheet (Annex III) duly filled out and signed;

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- b) Copy of inscription in trade register, where applicable;
- c) Copy of inscription in VAT register.

Economic and financial capacity

Proof of economic and financial capacity may be furnished by one or more of the following documents:

- a) Appropriate statements from banks or evidence of professional risk indemnity insurance;
- b) The presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;
- c) A statement of overall turnover and turnover concerning the services covered by the contract during a period which may be no more than the last three financial years.

Exclusion criteria

The tenderer shall submit an auto-declaration form (Annex VIII to this restricted call for tender) confirming that they are not in any of the situations listed in the form and that consequently, they are eligible to tender. (N.B. additional evidence may be requested at a later stage prior to signature of the contract).

Technical capacity

- a) A list of comparable services and projects performed over recent years;
- b) Detailed CVs of the tenderer, in particular those of the person or persons responsible for providing the services;
- c) Tenders from consortiums shall specify the role, qualifications and experience of each member or group;
- d) Information on the tenderer's working languages and proof of the tenderer's ability to submit edited reports in English;
- e) An indication of the proportion of the contract, which the tenderer may intend to subcontract.

Tenders will lapse: 6 months after the final date for receipt of tenders.

8. Award criteria

The contract will be awarded to the offer that is the economically most advantageous taking into account the following criteria (with the maximum number of points achievable for each criterion):

1. The consultant's insight and approach to the above described areas of policy analysis, seen in the context of EEA's mandate. To be concisely (maximum 3 pages) described in the technical part of the tender (**maximum 10 points**).
2. The practical experience of the expert team, to be demonstrated with CVs and company references. The team should bring together experts with a good track

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record of experience with similar type of work at EU and country level in the above described areas of policy analysis, i.e.

- Analysis of policy coherence and environmental policy integration **(maximum 20 points)**,
 - Ex-post policy effectiveness analysis **(maximum 20 points)**,
 - Ex- ante policy effectiveness analysis **(maximum 10 points)**
3. Good networking capacities, ensuring quick access to relevant information and expertise in the EEA member countries, the EU institutions and other international organisations. To be demonstrated by e.g. the geographic coverage of the expert team or consortium, contact networks built up during previous projects, participation in professional networks, participation in other international projects, etc. **(maximum 20 points)**
4. The experience of the proposed team leader (in terms of policy analysis expertise and management experience) and the practicality of the proposed approach for management of the consortium, team and projects. This should allow the contractor/consortium to respond to EEA requests in a flexible manner, and ensures timely delivery of quality products and services **(maximum 20 points)**.

The offer should score at least 50% of the points for each criterion and obtain a minimum of 70 points (out of the total 100) to be further considered for contract awarding.

The most advantageous offer is the offer that receives the highest score when the total number of points awarded is divided by the main contractor's daily fee for senior consultants for extra-muros work.