

**CLARIFICATION No 2****Reference:** EEA/ACC/13/002-ETC/CCA**Title:** Open call for proposals for the award of a framework partnership agreement concerning the European Topic Centre on Climate change impacts, vulnerability and adaptation 2014-2018 (ETC-CCA)**Question 1**

Within our entity there is a member of the EEA Scientific Committee, therefore, could our entity participate in the above mentioned call? If so, I understand that this person could not act as the leader of the team, is this correct?

Answer 1

In accordance with section 6.3 of the terms of reference and annex 2 thereof, i.e. declaration on exclusion criteria, in particular point (g), applicants shall declare on their honour that they have no conflict of interest in connection with the framework partnership agreement. In this respect conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any relevant connection or shared interest. Therefore, any proposed expert or staff members of a consortium partner who is actively engaged in the governance of the EEA (for instance as appointed Management Board member or Scientific Committee member) may not participate and/or act as team leader or ETC manager. However, this does not rule out the participation of the organisation to which that person belongs in the call for proposals.

Question 2

In the “terms of reference” document (page 14) it is indicated: “It is essential that team leads are from organizations which participate in EIONET”. The above mentioned person is member of EIONET, however, the entity is not member of EIONET. Could our entity be the team leader of the proposal?

Answer 2

Please refer to answer 1 above and answers 7 and 15 in the summary record from the information briefing of 22 February 2013 (pages 4 & 6 of 8) which is available on the EEA website under the following link: <http://www.eea.europa.eu/about-us/tenders/call-for-proposals/openproposal.html>

Question 3

According to section 10c of the “terms of reference” document, it is necessary to include a technical proposal providing all information requested under “Award criteria” section. Is there any template that we must follow? If not, how many pages must have this document? Does the document need to comply with any specific requirement (font size, etc.)?

Answer 3

Please bear in mind that your proposal should be self-explanatory and easy to read and understand. Its assessment will be based on your descriptions, not taking into account any information elsewhere (e.g. websites). There are no limitations; however it is in your interest to keep your proposal concise and well structured. You should also bear in mind the environmental considerations highlighted in section 7 of the terms of reference.

Maximize your chances: edit your tender tightly, strengthen or eliminate the weak points. Put yourself in the position of an evaluator who has only a few hours to assess each proposal. Remind yourself again of the award criteria given in the terms of reference.

Question 4

In section 10a of the “terms of reference” document it is mentioned that the executive summary shall include “For each partner, name and CVs of key experts expected to contribute at least 100 days/year to the ETC”, but, are these key experts different from the core team? If so, whom the term “Key experts” refers to?

Answer 4

Please refer to the summary record and additional information (answer 13 (page 5-6)) from the information briefing of 22 February 2013 which is available on the EEA website under the following link: <http://www.eea.europa.eu/about-us/tenders/call-for-proposals/openproposal.html>