



Terms of reference for the European Topic Centre on Climate Change impacts, vulnerability and Adaptation (2019-2021)

Reference: OCP/EEA/ACC/18/002-ETC/CCA

Closing date: 30.4.2018

1. Background information

1.1 The European Environment Agency and the European Environment Information and Observation Network

The European Environment Agency (EEA) is a main source of information of the European Union (EU) and its Member States (MS) in developing, implementing and evaluating European environment policies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

Established in 1990 and operational in Copenhagen since 1994, the EEA is the hub of the European Environment Information and Observation Network (Eionet) ⁽¹⁾, a partnership network consisting of the EEA itself, six European Topic Centres (ETCs) and a network of around 1000 experts from 39 countries over 350 national environment agencies and other bodies dealing with environment information. These are the National Focal Points (NFPs) and the National Reference Centres (NRCs). Through Eionet, the EEA collects environment-related data and information, which is made available through various report series, briefings and the EEA website ⁽²⁾. The European Commission, the European Parliament, national and regional authorities in the member countries, the scientific world and a wide range of non-governmental organisations are among the regular users of the databases and information products.

Institutionally, the EEA is one of the Agencies of the EU. The functioning of the EEA and Eionet are described in the EEA regulation ⁽³⁾. The EEA, which is open to all nations sharing its objectives, has currently 33 member countries ⁽⁴⁾ and 6 cooperating countries in the West Balkans ⁽⁵⁾, jointly referred to as the EEA39.

⁽¹⁾ <http://www.eionet.europa.eu/>

⁽²⁾ <https://www.eea.europa.eu>

⁽³⁾ (EC) Regulation No. 401/2009 of the European Parliament and of the Council of 23 April 2009 on the EEA and Eionet (codified version, OJ L126 of 21 May 2009, p13, see: <http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32009R0401>)

⁽⁴⁾ These are the 28 Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland and Turkey.

⁽⁵⁾ Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia as well as Kosovo under the UN Security Council Resolution No 1244/99.

The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the member countries, EU institutions and main international and regional partner organisations.

As stated above, part of Eionet are currently six European Topic Centres (ETCs) covering the following topics: 'Air pollution and Climate change Mitigation', 'Climate Change impacts, vulnerability and Adaptation', 'Inland, Coastal and Marine waters', 'Urban, Land and Soil systems', 'Biological Diversity', and 'Waste and Materials in a Green Economy'.

Having regard to the expiry of the framework partnership agreement (FPA) concerning the ETC on Climate Change impacts, vulnerability and Adaptation on 1 October 2018, the EEA launches this call with a view to identifying the consortium that will continue the work in the topic area from 1 January 2019 to 31 December 2021.

1.2 Role of European Topic Centres (ETCs)

ETCs are, according to the EEA regulation ⁽⁶⁾ and in practice, an important instrument supporting the EEA through the execution of sizeable, continuous, well-defined tasks with the involvement of EEA countries. Tasks focus on the harmonisation of monitoring of the environment in EEA countries, the compilation of the resulting data in databases, the processing of the information including the use of models to describe and analyse the present and future state of the environment, and the production of indicators to communicate the findings to various users.

ETCs are a part of and support to Eionet. Their activities have an important networking-component involving experts in EEA countries in the harmonisation, quality assessment and exchange of data and/or information, capacity-building in EEA countries through country visits and meetings with all Eionet country experts. ETCs are sparring partners for countries discussing options for improving national information systems. Networking with EEA countries also includes their involvement in indicator analysis and assessment. Under the overall guidance of the EEA, leading, steering and supervising their work, ETCs are also expected to cooperate amongst themselves on crosscutting projects.

The role of ETCs in supporting EU legislation implementation has been also a key element of EEA activities towards its support to Commission work. In some cases some capacity building with MS is involved in these reporting and assessments activities.

In order to assume this role, ETCs are expected to assemble the best expertise in Europe covering the full geographical area of EEA member countries, to handle data in their topic areas and analyse environmental and climate change data with regard to societal and economic developments relevant to environmental, climate change and sectoral policies and achieving sustainable development.

1.3 Agreements

The successful consortium will be awarded a framework partnership agreement (FPA) for a maximum period of 36 months, starting from the date of signature and not exceeding 31 December 2021. The framework partnership agreement will be implemented through specific grant agreements (SAs), which shall be valid for a period of 12 months. Annexes to such SAs will include detailed description of the tasks to be performed and of the

⁽⁶⁾ The EEA regulation, see footnote 3, describes in Article 4(4)-(6) European Topic Centres and their tasks as part of Eionet.

deliverables to be provided, which shall be decided upon by the EEA and ETCs taking into account the requirements of all parts of Eionet and other stakeholders.

The total value of the FPA ranges between EUR 2,100,000.00 and EUR 2,500,000.00 over a maximum period of 36 months. However, the total value of the annual budget for each SA will be subject to available funds from the general budget of the EU and the priorities set in the EEA's annual work programme.

All grants are subject to co-financing by the consortium concerned (minimum 10% of the total eligible costs ⁽⁷⁾).

The FPA will be signed between the EEA and the appointed coordinator of the consortium to whom the other consortium partners confer power of attorney for the purposes of submission of the proposal and signature of the FPA and SAs and any subsequent amendments thereto.

For further details, reference is made to the draft FPA and draft SA attached as annex 5.

2. Future demands on EEA work in the area of climate change impacts, vulnerability and adaptation 2019-2021

2.1 Policy context

Climate change, impacts, vulnerability and adaptation (referred to as CC IVA) work is crosscutting and thus linked with many other EEA work areas (e.g. climate change mitigation, biodiversity, freshwater, marine, ecosystems, land use, soil, environment and health, agriculture, forestry, energy, transport and urban issues).

The UNFCCC Paris agreement has recognised the goal to limit the global mean temperature increase since pre-industrial times to well below 2 °C and to aim to limit the increase to 1.5°C. The agreement requires substantial global emission reductions to achieve these objectives. However, with the current implemented and planned emission reduction actions globally the temperature increase could be well above +2 °C by 2100. Even respecting the +2 °C objective is expected to lead to many impacts. The vulnerability of natural and human systems is increasing due to a combination of climate change and other developments. These latter include intensified land use, industrial development, urban expansion and infrastructure construction, and loss of biodiversity. Economic losses due to weather and climate related extreme events are affected by a combination of high levels of human activity and accumulation of economic assets in hazard-prone areas and better reporting, and also by climate change. With projected increases in frequency and intensity of extreme weather and climate related events economic losses as well as impacts on ecosystems and human health will increase, if no actions are taken.

Thus adaptation actions are needed at different governance levels (EU, transnational, national, regional and local), and sectoral level, taking into account that impacts and vulnerabilities differ across regions in Europe.

At global level the 2015 UNFCCC Paris agreement ⁽⁸⁾ determines policy developments on mitigation and adaptation. It was informed by the IPCC fifth assessment report ⁽⁹⁾, published in 2013/2014. Regarding adaptation, it was agreed to strengthen societies' ability to deal

⁽⁷⁾ the 10% rule of minimum co-financing is applied towards the consortium as a whole. To what extent partners contribute to this co-financing is an internal consortium matter.

⁽⁸⁾ http://unfccc.int/paris_agreement/items/9485.php

⁽⁹⁾ <http://www.ipcc.ch/activities/activities.shtml>

with the impacts of climate change; to engage in national adaptation planning processes and to provide continued and enhanced international support for adaptation to developing countries. In 2018 the IPCC will publish a report on the impacts of global warming of 1.5 °C above pre-industrial levels and related global greenhouse gas emission pathways, which will be an important input to UNFCCC.

The 2015 UN Sendai Framework for Disaster Risk Reduction 2015-2030 ⁽¹⁰⁾ is also very relevant. It is a voluntary, nonbinding agreement aimed to improve understanding of disaster risk; strengthening disaster risk governance to manage disaster risk; enhance investing in disaster risk reduction for resilience and enhance disaster preparedness. Increasingly countries aim for synergies and coherence between disaster risk reduction and climate change adaptation strategies and policies (see for example the 2017 JRC report on Science for DRR ⁽¹¹⁾ and the 2017 EEA report on climate change adaptation and disaster risk reduction ⁽¹²⁾).

The UN Sustainable development goals ⁽¹³⁾ and monitoring by Eurostat of progress in the EU through indicators ⁽¹⁴⁾, the UN Convention on Biological Diversity ⁽¹⁵⁾ And UNECE activities on climate change ⁽¹⁶⁾ are also relevant.

The 'European Climate Adaptation Platform (Climate-ADAPT) ⁽¹⁷⁾ is a publicly accessible, web-based platform, designed to support policy-makers at EU, national, regional and local levels in the development and implementation of climate change adaptation measures and policies. It can be regarded as an 'adaptation service' to assist users in each part of the adaptation policy cycle: assessing vulnerabilities and risks; identifying and evaluating adaptation options; implementation; monitoring, reporting and evaluation). It is maintained and managed by EEA, in collaboration with the Commission.

In 2013 the European Commission published a communication on adaptation (the 'EU strategy on adaptation to climate change' ⁽¹⁸⁾). It aims at making Europe more climate-resilient and includes 3 objectives:

1. *Promoting action by Member States*: The Commission encourages all Member States to adopt comprehensive adaptation strategies and will provide guidance and funding to help them build up their adaptation capacities and take action. The Commission will also support adaptation in cities by launching a voluntary commitment based on the Covenant of Mayors ⁽¹⁹⁾ initiative.

⁽¹⁰⁾ <http://www.unisdr.org/we/coordinate/sendai-framework>

⁽¹¹⁾ <https://ec.europa.eu/jrc/en/news/disaster-risk-management-science-helps-save-lives> and <http://drmkc.jrc.ec.europa.eu/>

⁽¹²⁾ <https://www.eea.europa.eu/publications/climate-change-adaptation-and-disaster>

⁽¹³⁾ <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>

⁽¹⁴⁾ <http://ec.europa.eu/eurostat/web/sdi>

⁽¹⁵⁾ <http://www.cbd.int/>

⁽¹⁶⁾ <https://www.unece.org/stats/climate.html>

⁽¹⁷⁾ <http://climate-adapt.eea.europa.eu/>

⁽¹⁸⁾ https://ec.europa.eu/clima/policies/adaptation/what_en

⁽¹⁹⁾ <http://www.covenantofmayors.eu/>

2. *Promoting better informed decision-making* by addressing gaps in knowledge about adaptation (e.g. through the EU research funding Horizon2020) and further developing the European Climate Adaptation Platform (Climate-ADAPT) as the 'one-stop shop' for adaptation information in Europe.
3. *Promoting adaptation in key vulnerable sectors* through agriculture, fisheries and cohesion policy, ensuring that Europe's infrastructure is made more resilient, and encouraging the use of insurance against natural and man-made disasters.

During 2017-2018 the European Commission is conducting an evaluation of the strategy, including a public consultation, and outcomes are expected in mid-2018. The evaluation will examine the implementation and performance of the EU strategy and will cover its relevance, effectiveness, efficiency, coherence and EU added value. It will include an 'adaptation preparedness scoreboard' with qualitative process-based indicators for measuring Member States' level of readiness, reviewing the various steps in adaptation policy making.

Mainstreaming adaptation into EU environmental and sectoral policies has progressed and is expected to continue and cover all key EU policies. A key EU policy is the regarding the Energy Union which requires Member States to develop Integrated National Energy and Climate Plans, that allow reaching the various EU climate and energy objectives for 2030 and beyond.

For example the 2020 EU biodiversity strategy ⁽²⁰⁾ includes a target that by 2020, ecosystems and their services are maintained and enhanced by establishing green infrastructure and restoration of at least 15 % of degraded ecosystems. It also mentions that ecosystem-based approaches to climate change adaptation can offer cost-effective alternatives to technological solutions, while delivering multiple benefits beyond biodiversity conservation. Also relevant are coastal zone management ⁽²¹⁾, marine and maritime policies ⁽²²⁾, the 'water blueprint' on water quality and quantity (floods, water scarcity and droughts) ⁽²³⁾ and disaster risk prevention policies ⁽²⁴⁾. There is an increasingly recognised need to enhance coherence between climate change vulnerability and disaster risk prevention policies in future. The evaluation of the EU civil protection mechanism in 2017 may lead to changes due to the Sendai framework on disaster risk reduction.

Mainstreaming is also important within the multi-annual financial framework (MFF) ⁽²⁵⁾, which includes an agreement for increasing the share of resources for climate change mitigation and adaptation combined to 20% of the EU budget. EU funds are therefore giving higher priority to climate change adaptation (Interreg, Life+, 7th Framework Programme) ⁽²⁶⁾.

⁽²⁰⁾ <http://ec.europa.eu/environment/nature/biodiversity/comm2006/2020.htm>

⁽²¹⁾ <http://ec.europa.eu/environment/iczm/home.htm>

⁽²²⁾ http://ec.europa.eu/environment/marine/eu-coast-and-marine-policy/marine-strategy-framework-directive/index_en.htm

⁽²³⁾ http://ec.europa.eu/environment/water/blueprint/index_en.htm

⁽²⁴⁾ http://ec.europa.eu/echo/what/civil-protection/mechanism_en

⁽²⁵⁾ <http://ec.europa.eu/budget/reform/>

⁽²⁶⁾ <http://climate-adapt.eea.europa.eu/eu-adaptation-policy/funding>

Climate change adaptation is furthermore addressed in the EU Environment Action Programme to 2020 ⁽²⁷⁾.

Adaptation in cities is receiving increased attention, e.g. through the Covenant of Mayors initiative (see above) which shows a rapidly increasing number of cities that have committed themselves to adaptation and also through various city networks addressing adaptation ⁽²⁸⁾.

The revised Monitoring Mechanism Regulation ⁽²⁹⁾ includes reporting on adaptation by Member States, and the first reporting took place in 2015. In 2016 the Commission requested a voluntary updated reporting from countries and by early 2017 the reported information been incorporated in the country pages in Climate-ADAPT ⁽³⁰⁾. The next reporting on adaptation is due in 2019. Afterwards the reporting on adaptation will be integrated in the governance and reporting under the Energy Union and is planned to be every 2 years (starting 2021) as proposed by the European Commission ⁽³¹⁾.

Almost all EEA member countries have by now a national adaptation strategy in place and many have adaptation plans which they started to implement. Some countries have monitoring and reporting systems in place and a few have started to evaluate strategies and action plans ⁽³²⁾.

In 2015 a Copernicus climate change service ⁽³³⁾ started coordinated by the European Centre for Medium-Range Weather Forecasts (ECMWF). The service will include essential climate variables and climate change predictions and projections. EEA expects to benefit from data from the service for various EEA indicators and EEA will include links to relevant results in Climate-ADAPT. The service is planning a ‘State of the Climate report’ due in 2018.

Other relevant EU knowledge initiatives include a ‘European research and innovation roadmap for climate services’ ⁽³⁴⁾, Nature-based solutions for resilience ⁽³⁵⁾, and Climate Knowledge and Innovation Community ⁽³⁶⁾.

In summary, the main EEA objective in this work area is to support EU policy developments on climate change impacts, vulnerability and adaptation and disaster risk prevention by providing relevant information and to assist member countries in these areas.

2.2 EEA role in support of policy

EEA will provide support in implementing, evaluating and improving the EU Climate Change Adaptation Strategy, and will be increasingly involved in various work areas related to CC IVA

⁽²⁷⁾ <http://ec.europa.eu/environment/newprg/intro.htm>

⁽²⁸⁾ For example <http://resilientcities2017.iclei.org/open-european-day/>

⁽²⁹⁾ <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1400596096197&uri=CELEX:32013R0525>

⁽³⁰⁾ <http://climate-adapt.eea.europa.eu/countries-regions/countries>

⁽³¹⁾ <https://ec.europa.eu/energy/en/topics/energy-strategy-and-energy-union/governance-energy-union>

⁽³²⁾ <https://www.eea.europa.eu/airs/2016/environment-and-health/climate-change-adaptation-strategies>

⁽³³⁾ <https://climate.copernicus.eu/>

⁽³⁴⁾ http://ec.europa.eu/research/environment/index.cfm?pg=climate_services

⁽³⁵⁾ <http://ec.europa.eu/research/environment/index.cfm?pg=nbs>

⁽³⁶⁾ <http://www.jpi-climate.eu/home>

in the coming years, ranging from monitoring, data, indicators, assessments, and information platforms and the ETC is expected to contribute where appropriate.

Regarding climate change data and monitoring, the EEA will undertake analyses of data availability and gaps with the aim of helping to improve the availability of, and access to, these data at EU level, including the Copernicus climate change service.

A related key EEA work area is maintaining, updating and developing indicators. This task builds on work done in cooperation with other organisations including WHO Europe ⁽³⁷⁾, ECDC ⁽³⁸⁾, and JRC ⁽³⁹⁾ on about 35 indicators on climate change and its impacts in Europe. An updated and enhanced report was published in Jan 2017 ⁽⁴⁰⁾ and the indicators are also presented in the EEA indicator management system ⁽⁴¹⁾. There will be a need for updating and improving these indicators, by means of higher quality, spatially more detailed and consistent observed data and also projected (modelled) future trends. EEA has started work on an overview of national climate change vulnerability and risk assessments with a report due in 2018 and possibly further work afterwards.

Analysis of the coherence, effectiveness and costs of current and planned adaptation actions, including approaches to monitoring, reporting and evaluation of adaptation actions, has started and will be enhanced. EEA will further analyze the progress in national adaptation policies, e.g. based on the officially reported information incorporated in Climate-ADAPT (see above). A specific focus will be on adaptation indicators (both process-based and quantitative outcome based) required at international level and also increasingly being developed and used at national level. EEA started development of a database of nationally applied adaptation indicators, and this activity will continue in future.

EEA will furthermore continue work on urban adaptation after publication of reports in this area in 2016 (state of play of actions in cities, including on transformative adaptation) ⁽⁴²⁾ and 2017 (financing of urban adaptation) ⁽⁴³⁾. Work in 2017-2018 includes on social vulnerability and climate change in cities (linked to air pollution and noise), urban vulnerability indicators and further assessment of transformative urban adaptation.

In addition, focused thematic and sectoral assessments will be carried out by EEA. An assessment on adaptation and the energy system is foreseen to be published in 2019 and work on adaptation in the agricultural sector will lead to an assessment report to be published early 2019. Further assessments on sectoral adaptation are expected in future.

In 2017 EEA published a report on coherence between climate change adaptation and disaster risk reduction, regarding policy, practices and the knowledge base. Some follow-up work can be expected, for example on good practices.

Furthermore, EEA produces regularly assessments on terrestrial biodiversity and ecosystems, freshwater and marine ecosystems, ecosystem services and green

⁽³⁷⁾ <http://www.euro.who.int/en/home>

⁽³⁸⁾ <https://ecdc.europa.eu/en>

⁽³⁹⁾ PESETAIL (Projection of Economic impacts of climate change in Sectors of the European Union based on bottom-up Analysis), <https://ec.europa.eu/jrc/en/peseta>

⁽⁴⁰⁾ <https://www.eea.europa.eu/publications/climate-change-impacts-and-vulnerability-2016>

⁽⁴¹⁾ <http://www.eea.europa.eu/themes/climate/indicators>

⁽⁴²⁾ <https://www.eea.europa.eu/publications/urban-adaptation-2016>

⁽⁴³⁾ <https://www.eea.europa.eu/publications/financing-urban-adaptation-to-climate-change>

infrastructure in support of various key EU policies in these areas. Climate change should be increasingly incorporated in such assessments, where relevant.

The key forthcoming EEA-wide assessment is the 2020 State and Outlook Report for Europe's Environment. This report will include thematic and sectoral assessments, including on climate change adaptation. It will also address the long time perspective and systemic challenges and solutions to achieve the long term vision for 2050 set out in the 7th EAP.

Climate-ADAPT will be improved, e.g. regarding the information reported officially by countries (next reporting is due March 2019), case studies, the database and the various tools including its adaptation support tool. EEA provides input to the evaluation of the EU adaptation strategy by an evaluation of Climate-ADAPT, including various user and provider oriented surveys, analysis of web statistics, and coverage and gaps in knowledge, resulting in an EEA report due in 2018. The work will be an important input for prioritizing work on Climate-ADAPT the coming years. Links with existing other EU information systems are expected to be enhanced (e.g. the water information system for Europe WISE ⁽⁴⁴⁾, the EU Biodiversity Information System ⁽⁴⁵⁾, in particular regarding ecosystem-based adaptation, and various JRC information systems, in particular on disaster risk reduction ⁽⁴⁶⁾).

Work on climate change impacts, vulnerability and adaptation needs to be increasingly coordinated with work in other EEA work areas and related ETCs, in particular those covering the areas air pollution, climate change mitigation and energy, freshwater and the marine environment, biodiversity and ecosystems, land and urban systems and soil. Close cooperation with e.g. JRC, WHO, ECDC and possibly other EU agencies, has to be reinforced as well.

2.3 EEA steering role

Within EEA the air and climate change programme is coordinating the work of the ETC on climate change impacts, vulnerability and adaptation. Since the same programme is also coordinating the work of the ETC air pollution and climate change mitigation and energy, synergies between work of this ETC and the ETC CCA can be well managed. Furthermore, a number of the tasks and activities for the ETC CCA mentioned below will be done in close collaboration with staff from EEA, thus ensuring that experiences and expertise in these areas are built and maintained not only within the ETC but also in EEA. EEA, with the support of ETC, will work very closely with European Commission services in implementing the activities described below.

3. Specific tasks of the European Topic Centre on Climate Change impacts, vulnerability and Adaptation

3.1 Organisation of the work

The tasks hereby described are conceived as a whole to be incrementally implemented over the period covered. Bearing in mind the specificities and evolving context for the related

⁽⁴⁴⁾ <http://water.europa.eu/>

⁽⁴⁵⁾ <http://biodiversity.europa.eu/>

⁽⁴⁶⁾ <http://drmkc.jrc.ec.europa.eu/>

expertise, policies and information in this given area, the EEA will seek to gradually develop capacities and activities with ETC support.

Main policy-related objectives

The EU strategy on Adaptation (2013) and its evaluation in 2017-2018 (see above) will form the main policy context for the new ETC Climate Change impacts, vulnerability and Adaptation. Also other EU policies in which climate change is increasingly mainstreamed are important. Other key relevant EU developments include the EU Energy Union and the Copernicus climate change service. Another key policy driver is the increasing number of EEA member countries that have national adaptation strategies and which started to implement adaptation actions at national and also at city level.

The ETC needs to support these EU and national policy processes to various extents and where appropriate, which is described in more detail below.

Main elements in the programme of work

Work area 1: Data and Monitoring

Within the EU the main reporting obligation is the EU climate change monitoring mechanism (see above), which however does not have detailed and specific requirements for reporting data on climate change, disasters and their impacts to the European Commission (and/or EEA). Within the Sendai framework on DRR in 2016 a list of indicators to be reported has been agreed ⁽⁴⁷⁾. The current UNFCCC requirement for all Annex I countries is to prepare and report “National Communications” ⁽⁴⁸⁾ every 3-5 years including some information on climate change impacts and vulnerability and the 7th communication is due 1 Jan. 2018. However, the reported national information is often not sufficiently detailed and comparable to be used for European level assessments on impacts and vulnerability. Under the Paris agreement all member countries need to prepare and report in addition an ‘adaptation communication’, ⁽⁴⁹⁾ but details on the scope will only become clear in 2018.

For the existing EEA climate change impact indicators (including some indicators on natural disasters), use was therefore mainly made of international databases and results from EU research projects. Specifically regarding atmospheric climate and cryosphere indicators some of the Essential Climate Variables (ECVs) collected and reported through the Global Observing System for Climate (GCOS ⁽⁵⁰⁾) were used including data from both space and in situ monitoring stations. In future the Copernicus climate change service, including its Sectoral Information System and related initial projects, in collaboration with the Marine monitoring service is expected to provide data to EEA for most of the ECVs (e.g. temperature, precipitation, arctic sea ice extent, sea surface temperature, sea level). These services are expected to also provide climate change projections and possibly also data and projections of climate change impacts, although for the latter also outcomes from EU funded research projects and other databases are and will remain important in future.

JRC manages an initiative to improve consistency and comparability of data on impacts of floods (economic losses, impacts on human health and natural systems) in national

⁽⁴⁷⁾ <http://www.preventionweb.net/drr-framework/open-ended-working-group/>

⁽⁴⁸⁾ http://unfccc.int/national_reports/annex_i_natcom/items/1095.php

⁽⁴⁹⁾ <http://unfccc.int/adaptation/workstreams/items/6995.php>

⁽⁵⁰⁾ <http://www.wmo.int/pages/prog/gcos/index.php>

databases ⁽⁵¹⁾, which can become more important data sources. Furthermore further reporting of data by countries under the Floods Directive ⁽⁵²⁾ is expected to improve the flood impact data coverage and quality.

Since these various international and EU activities are not yet providing fully consistent and comparable data on impacts from weather and climate related extremes, EEA is making use of international database such as from WHO-CRED ⁽⁵³⁾ and insurance companies, e.g. Munich Re ⁽⁵⁴⁾. Regarding human health EEA makes use of data and projections on communicable diseases from ECDC and on effects on human health from heatwaves from WHO Europe.

The ETC needs to work with EEA countries and key international organisations on the following, taking the above into account:

- Collect, compile and analyse time series and spatial datasets of climate variables from the Copernicus climate change service (in particular regarding ECVs), and other international organizations and EU research projects, to be used for EEA climate change impact indicators;
- Support work to improve the comparability and coverage of data on impacts of past disasters from countries (e.g. as reported under the Floods directive) and as available in international databases.

Work area 2: Indicators

The EEA is developing indicators to support regular assessments on state of and trends in the environment and to support policy processes in the area of climate change impacts, vulnerability and adaptation.

EEA has been regularly updating the EEA core set indicator on global and European observed and projected temperature ⁽⁵⁵⁾. In addition, about 35 other indicators on climate change and impacts have been updated and/or developed for the EEA 2017 report on climate change impacts and vulnerability, covering a range of environmental domains, socio-economic sectors and human health ⁽⁵⁶⁾.

The report also contained a range of results from a range of EU-wide vulnerability and risk assessment projects and also includes urban vulnerability maps (based on various data source such as the urban audit). Further work is needed to improve urban vulnerability indicators as currently available on Climate-ADAPT ⁽⁵⁷⁾.

⁽⁵¹⁾ <http://drmkc.jrc.ec.europa.eu/partnership/Science-Policy-Interface/Disaster-Loss-and-Damage-Working-Group>

⁽⁵²⁾ http://ec.europa.eu/environment/water/flood_risk/implem.htm

⁽⁵³⁾ <http://www.cred.be/>

⁽⁵⁴⁾ <http://www.munichre.com/en/reinsurance/business/non-life/georisks/natcatservice/default.aspx>

⁽⁵⁵⁾ <http://www.eea.europa.eu/data-and-maps/indicators/global-and-european-temperature/global-and-european-temperature-assessment-5>

⁽⁵⁶⁾ https://www.eea.europa.eu/data-and-maps/indicators/#c5=climate-change-adaptation&c0=10&b_start=0

⁽⁵⁷⁾ <http://climate-adapt.eea.europa.eu/knowledge/tools/urban-adaptation/introduction>

There is a need for regular updating and improving the indicators in the coming years, e.g. when new data and information becomes available (see also above under work area 1). This should be done in close collaboration with key partners (as mentioned above).

There are many on-going and expected new research projects on climate change impacts and vulnerability in the coming years. EEA will follow the relevant research developments to identify results useful for inclusion in its indicators. Cooperation with JRC ⁽⁵⁸⁾ will be essential in the area of vulnerability mapping (e.g. floods, forest fires, and droughts). Within various environmental and sectoral themes EEA indicator sets have been developed, and in some cases these include indicators relevant for climate change impact and vulnerability. There is a need to improve consistency in data, methods and key messages between these indicator sets and those developed for the EEA 2017 climate change report. In the area of biodiversity for example indicators have been developed and agreed at EU level to assess progress towards the EU objectives under the 2020 Biodiversity strategy ⁽⁵⁹⁾. Also for assessments on freshwater (e.g. the water exploitation index), the marine environment ⁽⁶⁰⁾ and coastal management indicators have been developed. Sectoral indicator sets are also available, e.g. related to transport (transport and environment reporting mechanism ⁽⁶¹⁾), energy and agriculture.

The ETC needs to work with EEA countries and key international organisations on the following, taking the above into account:

- Updating and improving the existing indicators on climate change and climate change impacts (including the related indicators in the EEA core set of indicators), by means of higher quality, spatially more detailed and consistent observed data (in cooperation with Copernicus) and also projected (modelled) future trends, in collaboration with other organisations and/or other ETCs;
- ETC CCA will focus work on around 35-40 climate change impact indicators as well as integrated vulnerability and/or risks, while contributing to indicators being developed by other organisations and/or other ETCs;
- Ensuring consistency between indicators developed in various thematic areas and the specific set of indicators on climate change impacts and vulnerability, in collaboration with other ETCs.

Work area 3: Support the development and implementation of EU policy

The ETC will provide technical assistance to EEA in its support to the member countries in developing and implementing key relevant policies and measures and to the Commission in support to the evaluation of the EU strategy on climate change adaptation, in 2017-2018 and next steps. This includes also support to the reporting under the MMR (2019) and subsequent reporting as proposed under the Energy Union governance.

The Climate-ADAPT platform is the key tool for EEA to help provide policy support on climate change adaptation at EU and national level.

As mentioned above EEA is conducting an evaluation of Climate-ADAPT resulting in an EEA report in 2018. The work will be an important input for prioritizing work on Climate-ADAPT

⁽⁵⁸⁾ Including PESETAIII (to be finalised end 2017) and PESETASIV projects (to be finalised in 2019) and the INFORM database (<http://www.inform-index.org/>)

⁽⁵⁹⁾ <http://biodiversity.europa.eu/policy/biodiversity-strategy-plan>

⁽⁶⁰⁾ <http://www.eea.europa.eu/themes/water/indicators>

⁽⁶¹⁾ <http://www.eea.europa.eu/themes/transport>

the coming years. Links with existing other EU information systems are expected to be enhanced.

The ETC needs to work with EEA countries and key international organisations on the following:

- Updating an overview of national adaptation indicators (both process-based and quantitative outcome based) and assessing comparability between these indicators;
- Support countries in their reporting of national information under the MMR (due March 2019) and subsequent reporting requirements under the Energy Union;
- Collecting, compiling and analysing the reported national information and maintaining a summary of national adaptation strategies, action plans and other national adaptation activities on Climate-ADAPT;
- including new, relevant, up-to-date and quality checked and ensured information in Climate-ADAPT (including database items for all categories and sectors of information);
- updating the news and events section of Climate-ADAPT and support EEA in developing and disseminating a Climate-ADAPT newsletter;
- supporting the integration of specific tools from selected EU and other relevant research projects in Climate-ADAPT;
- improving the number and quality of case studies in Climate-ADAPT;
- supporting disseminating and training of Climate-ADAPT at workshops and conferences with intended users;
- supporting webinars for different groups of stakeholders;
- enhancing the links with national or other platforms;
- analysing the information contained in the platform, including preparation of overviews of e.g. sectoral information, to optimise accessibility and use by different groups of adaptation stakeholders ('communities of practice')
- supporting the testing of new IT functionalities and aligning the Climate-ADAPT content with the new functionalities
- ensuring regular monitoring, reporting and evaluation procedures of the platform and supporting a future evaluation of Climate-ADAPT.

Work area 4: EEA assessment reports

EEA has over the past years produced a range of assessment reports on CC IVA and will continue to do in future (see also above for more details) and a key other assessment will be the 2020 state of the environment and outlook report.

While developing its work on assessment reports, EEA will take into account relevant activities by other organisations, including the IPCC and its upcoming 6th assessment report as well as various special reports ⁽⁶²⁾.

For the assessments to be produced by the EEA, the ETC CCA will provide the knowledge-base on climate change impacts, vulnerability and adaptation (including disaster risk reduction) in close collaboration with EEA staff.

The main assessment activities by the ETC will be contributions to:

- EEA broad integrated assessments, in particular SOER2020, when relevant;
- Assessments on climate change, impacts and vulnerability in Europe, and associated costs and benefits and of social inequalities related to climate change impacts;

⁽⁶²⁾ <http://www.ipcc.ch/>

- Assessment of national and transnational adaptation knowledge platforms and Climate-ADAPT;
- Assessment of national adaptation strategies and action plans in EEA countries;
- Assessments of actions on urban adaptation and adaptation in transnational regions in Europe;
- Sectoral adaptation assessments (including in the agriculture, transport and in energy sector and the related broader ‘systems’)
- Contributions to EEA thematic assessments including on terrestrial biodiversity and ecosystems, freshwater and marine ecosystems, ecosystem services and green infrastructure

3.2 General activities

Work area 5: ETC management, capacity-building and cross-ETC cooperation

The organisational set-up and management procedures of the ETC consortium must meet the special and general conditions to the FPA. To ensure this, the management of the ETC requires, for example, clear decision and communication structures within the consortium, and well-functioning links to the EEA, which leads on networking with countries and coordinating with the European Commission and other relevant organisations (as mentioned above).

The ETC management must provide a robust risk management structure and procedures, and maintain procedures for quality assurance – including language checking and management-level sign-off – of all its deliverables.

EEA has organised annual Eionet workshops with NRCs on CC IVA, where other organisations have regularly participated. There are plans to continue such regular Eionet workshops. Specific work on CC IVA with West Balkan countries has been carried out, also through contributions to the work by ECRAN ⁽⁶³⁾. Furthermore expert meetings and webinars have been organised on a range of topics.

Overall, the size of the consortium needs to be small enough to ensure a budgetary distribution that enables some senior staff to work on content-related tasks for the EEA at least 50% of their time.

In order to enable international networking, the consortium should include partners with experience in EU and regional level work and international networks, without necessarily representing all EEA countries.

As the ETCs are part of Eionet, close link to other Eionet members (EEA countries and other ETCs) is instrumental. This needs to be realised through:

- strong communication efforts with the countries, regarding consultation on draft EEA reports and including networking and regular country visits;
- in dialogue with the EEA and the countries, identifying barriers preventing them from optimally performing their tasks (e.g. monitoring and reporting capacities, flows of data, knowledge gaps, indicators development), developing proposals to solve any issues that may emerge, and providing training and capacity buildings in the countries as appropriate;

⁽⁶³⁾ <http://www.ecranetwork.org/>

- helping organising regular Eionet workshops and seminars to discuss the outcomes of the work and plan future activities with the countries;
- gathering feedback on the effectiveness of networking and training activities and acting on that feedback;
- engaging actively in co-operation with other ETCs to strengthen the coherence of data and information, in particular regarding geographical reference data sets, cross cutting topics and synergies between policy areas. Co-operation could be integrated in the ongoing content work and should provide synergies rather than additional workload. Work among ETCs has to be complimentary;
- establishing the relevant interfaces with other key partners, as relevant and defined in the action plans, including the research and scientific communities active in the relevant domains via appropriate projects or networks.

Priority areas for cross-ETC co-operation could include:

- spatial reference data sets;
- indicators of impacts and vulnerability;
- integration between Climate-ADAPT and other EEA information systems (Water information system for Europe WISE, Biodiversity information system for Europe) and links with relevant JRC information systems.

4. General guidance on organisation and structure of the European Topic Centre on Climate Change impacts, vulnerability and Adaptation

The present and earlier ETCs are consortia of government, research and non-profit organisations, as well as commercial firms. Based upon EEA experience, some general guidance can be given on the structure of a consortium:

- The ETC consortium shall comprise one coordinating organisation and several partners.
- A structure needs to be in place to ensure efficient communication and coordination between and among the ETC coordinator and all partners. This can e.g. be through organisation in teams or with dedicated core staff at the coordinating organisation and/or one of the key partners.
- The consortium should be organised around the following administrative functions:
 - an ETC manager, and a deputy ETC manager or similar function ensuring continuity of services, both having appropriate management and networking capabilities;
 - administrative support, able to work in English and organise European meetings and consultations; and,
 - accounting support, in order to ensure proper financial management.
- The ETC manager, deputy manager and other key experts organising and leading on the thematic content should have a high level of senior management expertise, good knowledge of the policy setting, strong integration into the respective scientific community, and interdisciplinary expertise across the different relevant topics. At least 50% of their time should be made available to the work of the ETC.
- The ETC manager, deputy manager, core staff and key experts develop the annual action plans together with the assigned EEA Head of Group and project staff responsible for managing the tasks, in mutual understanding and the agreed iterative process, based on the priorities set by EEA in its multiannual programming documents and annual work programme for the year in question.

- As it can be difficult to manage many small partners (e.g. with contracts of less than EUR 50 000 per year) in a consortium, fewer partners and a dedicated coordination structure can facilitate management and coherence of delivery. However, this has to be balanced against the need to cover the required fields of expertise and to ensure good geographical coverage across Europe.
- The consortium as a whole needs to cover the main work areas with the expertise listed under 5.2 below. It is important to show a wider European expertise, using a consortium spread over different EEA member countries and different national experiences (see also eligibility criterion under 6.1 below). This is particularly important where specific skills are needed, e.g. for certain methodologies, modelling or for wider sector integration etc.
- Therefore, the ETC needs to be structured in a way to ensure the necessary flexibility to be able to adapt to changing needs and to be able to provide experts for specific projects.
- It should also have the capability to network and communicate with countries and with relevant Commission services and/or other international policy and scientific communities.

5. Minimum requirements

In order to deliver high quality products and services the future beneficiaries shall comply with the following minimum requirements:

5.1 Organisation and Governance

- As the working language of the EEA is English, it will also be the working language of the FPA and SAs. More particularly, the ETC is expected to deliver documents requiring minimal further language checking prior to publication and following the requirements as stated in the EEA Corporate Identity Manual ⁽⁶⁴⁾ and the EEA writing manual (see annex 7). Future beneficiaries are required to have a quality control procedure to this effect (see also the award criteria under section 6.5 below).
- Without exception, the ETC shall report solely to the EEA, the main contact points being the ETC manager and/or the deputy ETC manager, the EEA Head of Group for Climate Change impacts, vulnerability and adaptation, and the assigned EEA Project Managers.
- Subject to guidance from the EEA, the ETC shall carry out the necessary checks in accordance with the terms and arrangements laid down in the FPA and the respective SA or in the consortium agreement in order to ensure the quality and regularity of the implementation of the annual action plans.
- Subject to guidance from the EEA, the ETC shall ensure coherence and integration of its work with the work carried out by the EEA. To this effect and as far as specific tasks are concerned, the EEA Project Manager(s) will be in close contact with the future beneficiaries (ETC manager and partners as needed).
- The ETC is also expected to provide input into the development of the EEA annual work programme. Furthermore it shall provide EEA with proposals for the continuous development of the working areas.
- While cooperation amongst ETCs is subject to respective requests and coordination from the EEA, ETCs shall be structured in a way which ensures proper linkages with other ETCs

⁽⁶⁴⁾ <https://www.europa.eu/publications/eea-corporate-design-manual>.

as cross-sectoral and cross-thematic cooperation and integration needs further attention in the future. Such integrated cooperation needs highly transparent ETC management in order to avoid duplication or disintegration of tasks across partners.

- Maintaining and improving the links to Eionet, in particular the Primary Contact Points (PCP) and National Reference Centres (NRC) appointed by the member countries, is the basic foundation for the work of the ETCs. This means, e.g., *ad hoc* technical support to countries, reflecting the specific needs of all countries, to enable them to contribute to the reporting of 'priority data'. The ETC shall also assist the EEA in organising annual meetings with the Eionet partners.
- The EEA is committed to an internal Environmental Policy to ensure that the EEA operates in an environmentally sound manner. Since March 2005 the EEA is EMAS certified. It is thus required that the future beneficiaries take into consideration the reduction of environmental impact of ETC activities and develop environmental policies for the ETCs (see also section 7 below).

5.2 Technical and scientific expertise

The ETC is expected to have technical and scientific expertise that allows it to undertake the tasks and provide the deliverables listed above under section 3 above. In broad terms, technical and scientific expertise and experience in the following areas is specifically needed (which will be appraised by reference to the award criteria listed under section 6.5 below):

- Climate change observations, reanalyses, models and scenarios;
- Data and indicators on climate change (including extreme weather events) and impacts on ecosystems, society and human health;
- Methods for mapping and spatial analysis of vulnerability to climate change and disaster risks at different geographical scales;
- Integrated assessments combining climate change scenarios with socio-economic, sectoral and land use scenarios;
- Social inequalities related to climate change impacts at national and urban level;
- Effectiveness and costs of adaptation actions and the associated benefits;
- Guidance and decision support tools for good practices in adaptation;
- Policies and strategies on climate change adaptation, disaster risk reduction, and mainstreaming of adaptation in other policies at different governance levels (global, EU, transnational, national, urban);
- Indicators for and evaluation of adaptation strategies and action plans at national and urban level;
- Adaptation actions in sectors, including transport, energy and agriculture and in other domains, including management of terrestrial, freshwater and marine ecosystems and green infrastructure.

6. Criteria

The evaluation procedure will consist in three successive stages; only proposals meeting the requirements of one stage will be examined in the next stage. The procedure foresees

1. to check, in the first stage, whether applicants can take part in the award procedure (eligibility, legal capacity and exclusion criteria);

2. to check, in the second stage, the financial and operational capacity of each applicant who has passed the eligibility stage (selection criteria); and
3. to assess, in the third stage, the quality of each proposal which has passed the eligibility and selection stages (award criteria).

6.1 Eligibility

Consortia consisting of at least two partners (natural/legal persons, private or public), these partners being established in different EEA member countries (the 28 EU MS, Iceland, Liechtenstein, Norway, Switzerland and Turkey), are eligible, subject to 6.2 and 6.3 below, for submitting proposals ⁽⁶⁵⁾. Consortia must identify one of their partners as coordinator who will interface with the EEA.

Entities which do not have legal personality under the applicable national law of one of the EEA member countries are also eligible under the same conditions, provided that their representatives have and can prove their capacity to undertake legal obligations on their behalf and assume financial liability.

A consortium may also include partners from other countries than the above mentioned, provided that the other eligibility requirements are respected and the share of partners from non-EEA member countries does not exceed 10 % of the estimated total value of the FPA as specified under section 1.3 above.

With a view to assess the fulfilment of the eligibility criteria, the consortium's coordinator is required to submit a proposal submission form (see annex 1) duly filled out and signed.

6.2 Ne bis in idem

While partners may participate in consortia aiming at FPAs concerning different ETCs ⁽⁶⁶⁾, **no partner may participate in more than one consortium aiming at the FPA concerning the ETC of this Call for proposals**, i.e. the ETC on Climate Change impacts, vulnerability and Adaptation (ETC/CCA). Disregard of this rule leads to exclusion of all consortia concerned.

Similarly, it is prohibited for proposed staff to sign letters of intent to participate in more than one consortium aiming at the FPA concerning this ETC, i.e. ETC on Climate Change impacts, vulnerability and Adaptation (ETC/CCA). Disregard of this rule leads to exclusion of all consortia concerned.

⁽⁶⁵⁾ For British partners: Please be aware that eligibility criteria must be complied with for the entire duration of the FPA. If the United Kingdom withdraws from the EU during the FPA period without concluding an agreement with the EU ensuring in particular that British partners continue to be eligible, British partners will then cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the consortium on the basis of Article II.12.2(a) of the FPA.

⁽⁶⁶⁾ See the parallel calls for proposals No OCP/EEA/ACC/18/001-ETC/ATNI, OCP/EEA/ACC/18/002-ETC/CME, OCP/EEA/IEA/18/001-ETC/WMGE, OCP/EEA/NSS/18/001-ETC/BD, OCP/EEA/NSS/18/002-ETC/ICM and OCP/EEA/NSS/18/003-ETC/ULS, <https://www.eea.europa.eu/about-us/tenders/calls-for-proposals/open>.

6.3 Exclusion criteria

Apart from the situations under 6.2, consortia shall be excluded from participation in this award procedure if any of its partners is in one of the situations referred to in Articles 106(1), 107 and 109(1)(b) of the Financial Rules applicable to the general budget of the EU ⁽⁶⁷⁾.

When submitting their application, each consortium partner (including any subcontractor) must provide a declaration on their honour in accordance with the form attached as annex 2, duly signed and dated, stating that they are not in any of the situations specified in the above mentioned provisions.

The partners of the consortium with whom the EEA will enter into a FPA will be required, prior to the signature of the agreement, to provide the evidence specified in the penultimate paragraph of the declaration of honour mentioned above (see annex 2).

6.4 Selection criteria

The selection criteria will be assessed as a first step by the evaluation committee. Failure to comply with these criteria will result in the proposal not being evaluated further by the evaluation committee. Applicants may be asked to provide additional proof, or to clarify the supporting documents, related to the selection criteria within a specific time limit.

(a) Legal capacity

> Requirement:

Any consortium partner is required to prove that it is authorised to perform the FPA under national law.

> Evidence to be provided:

Each consortium partner is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in a trade or professional register and/or a copy of inscription in the VAT register, or a sworn declaration or certificate, or evidence of membership of a specific organisation, or express authorisation, or any other statutory document allowing verification of the partner's legal status.

(b) Financial capacity

> Requirement:

Consortia must have stable and sufficient sources of funding to maintain their activity throughout the period of the FPA (2019-2021) and to contribute to its funding;

> Evidence to be provided:

- Each consortium partner shall provide a duly completed and signed simplified Financial Statement in accordance with the template provided as annex 6
- In addition for private partners: balance sheet, or extracts therefrom, for at least the last two financial year for which the accounts were closed, where publication of the balance sheet is required under the company law of the country in which the consortium partner is established.

⁶⁷ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012, OJEU L 298/1 of 26.10.2012. This regulation is currently under revision.

(c) Operational capacity

> Requirements:

Consortia must have the following professional competencies and qualifications required to complete the annual action plans:

- Relevant experience in terms of human resources
- Relevant experience in the provision of comparable services to similar clients over the past three years
- Application of quality control processes
- Application of environmental management measures

> Evidence to be provided:

The following documents or information shall be presented as evidence of compliance with the operational capacity selection criteria:

Human resources

1. Detailed CVs of the partner's managerial staff, core staff and key experts designated to carry out the work indicating, *inter alia*, the educational and professional qualifications and statement of language skills and identification of relevant skills, expertise and experience;
2. Signed letters of intent of:
 - the ETC manager, deputy ETC manager and other core staff performing the administrative functions listed under section 4 above; as well as
 - the key experts ⁽⁶⁸⁾ of **all** consortium partners,

proving that the consortium as a whole has sufficient technical, scientific and management (including financial) experience to assume the role of an ETC;

3. Letters of intent of all consortium partners to participate and provide co-financing up to at least 10% of the total eligible cost of the action ⁽⁶⁹⁾;
4. For each partner established in an EEA member country, letters of confirmation from the respective Member of the EEA Management Board that the relevant partner is able to perform the function of an ETC partner within Eionet;

Past contracts

5. A list and brief account of work considered relevant and carried out by the partners forming part of the consortium in the last three years, indicating the value, dates and recipients of the services (public or private).

⁽⁶⁸⁾ i.e. experts from the partners in the consortium who would be entrusted with the performance of activities in the main work areas should dedicate at least 50 % of their time for that purpose. The letters of intent to be provided shall therefore cover at least the staff designated to carry out the work whose CVs have been submitted in accordance with point 6.4(c)(1).

⁽⁶⁹⁾ The 10%-rule of minimum co-financing is applied towards the consortium as a whole. To what extent partners contribute to this co-financing is an internal consortium matter.

Quality control

6. For each consortium partner, proof and description of their Quality Assurance and Quality Control systems; namely, details of any quality accreditation that they hold; if no accreditation held, consortium partners shall provide an outline of any quality assurance policy, specifying the status of implementation and details of any quality assurance accreditations for which they have applied.

Environmental policy

7. For each consortium partner, proof and description of their environmental management measures or system, specifying the status of implementation.

6.5 Award criteria

The FPA will be concluded with the consortium whose proposal guarantees best that the EEA demands as described above are met. Proposals will be evaluated on the basis of the documentation provided to demonstrate that the consortium meets the six award criteria set out below. The allocation of weightings to the six criteria is also given, corresponding to a maximum total score of 100 points:

No	Award criteria	Max. points
1	<p>General understanding of the task</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none">• the policies and stakeholders that the EEA and the Eionet are supporting and cooperating with in the topic area;• how the different dimensions of the topic area (climate change impacts, vulnerability and adaptation and disaster risk prevention) are related, and how they are related to thematic and cross-cutting issues outside the topic area;• how the environmental and policy issues in the topic area vary across EEA countries and how this impacts on the tasks of the EEA and Eionet;• the roles of data, indicators and assessments in EEA work in the topic area, and the methodologies and frameworks, such as risk and vulnerability mapping, modelling and accounting, that underpin the work;• the importance of collaboration within and outside Eionet.	15
2	<p>Data and information systems</p> <ul style="list-style-type: none">• Sound knowledge of the actual and potential existence, availability and usefulness of data and information relevant to the topic area from Eionet sources, and from other official and non-official sources at (sub)national (including cities), EU and international levels, including sources such as research, citizen science and remote sensing;• Experience and expertise in supporting the design, management and quality control of data and information systems in the topic area, as well as different environmental accounting frameworks and data modelling and assimilation techniques.	20

3	<p>Assessments</p> <p>Experience and expertise in supporting the definition, production, management and use of indicators in the topic area, and in contributing to thematic, sectoral and cross-cutting assessments.</p>	20
4	<p>Policy support</p> <p>Experience and expertise in providing technical and scientific support to the development and implementation of international, EU or national (and sub-national) policy processes, including contributions to ex-ante and ex-post analysis and case studies of the effectiveness of policies and measures in the topic area.</p>	15
5	<p>Collaboration and communication</p> <ul style="list-style-type: none"> • Sound approach to collaborating with and providing capacity-building support to Eionet member organisations in EEA countries; • Experience and expertise in accessing and working together with relevant expert networks and institutes external to the Eionet, including the scientific world; • Experience and expertise in preparing and facilitating workshops and similar. 	15
6	<p>ETC management</p> <ul style="list-style-type: none"> • Sound arrangements for implementing transparent, effective and quality-assured management of the ETC consortium, including financial management; • Sound approach to managing different dimensions of the topic area individually and as a coherent whole, and to addressing geographical specificities in the topic area across EEA countries; • Sound environmental policy for the consortium; • Adequate level of manpower, resources and output corresponding to the indicative annual budget; • Completeness and quality of the proposed QA/QC procedures and standards that will be applied to ensure the proper quality of the work and deliverables. 	15
Total		100

7. Environmental considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future beneficiaries will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the FPA, in particular, those relating to business travel, electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA website: <https://www.eea.europa.eu/about-us/emas/index.html>.

Moreover, it is strongly recommended that proposals are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the terms of reference (no additional material in paper) and avoiding plastic folders or binders.

8. Further information

8.1 Contractual terms and guarantees

In drawing up their proposal, applicants shall bear in mind the provisions of the draft FPA and draft SA attached as annex 5 to these terms of reference, particularly those on payment arrangements, performance of the agreement, confidentiality, and checks and audits. Any limitation, amendment or denial of the terms of the draft FPA and draft SA will lead to the automatic exclusion from the award procedure.

The consortium partners shall have internal arrangements regarding their operation and coordination to ensure that the FPA and the annual action plan under a SA are implemented properly. These internal arrangements must be set out in a written consortium agreement between the partners, which may cover all aspects necessary for the management and internal organisation of the consortium, including the business continuity, the distribution of the EEA funding, the settlement of internal disputes, liability and confidentiality between the consortium partners, and, where appropriate, additional rules on intellectual and industrial property rights

Payments shall be made upon delivery and approval of the services requested, within the deadline stipulated in the SA and upon receipt and approval by the EEA of the relevant cost statements and any supporting documents relating to the tasks undertaken.

No financial guarantee will be required.

8.2 Subcontracting

A consortium partner may subcontract part of the services.

If a consortium partner intends to have recourse to subcontracting for performance of the action, it shall specify the name, address and legal status and provide a document containing a list of the professional qualifications of each envisaged subcontractor as well as a statement of the means of ensuring quality and confidentiality when subcontractors are used. Consortium partners shall bear in mind that subcontract may only cover the execution of a limited part of the action, and that they shall retain sole responsibility for carrying out the action and complying with the terms of the FPA and the corresponding SA.

For more detailed information, reference is made to Article II.10 of the draft FPA (see annex 5).

9. Timing

Deadline for submitting proposals: **30.4.2018**

Opening of proposals: **7.5.2018**

Evaluation of proposals: **From 8.5.2018 to 31.5.2018 (indicative dates)**

Following the decision of the EEA Management Board on the designation of the successful consortium (foreseen for **19 June 2018**) and prior to signature of the FPA all consortia will be notified of the outcome of this call.

Signature of the FPA: **by mid-September 2018 (indicative date).**

10. Presentation of the proposal

Proposals shall be submitted in accordance with the **double envelopes system**:

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The call for proposals reference No OCP/EEA/ACC/18/002-ETC/CCA
- The call for proposals title “**Framework partnership agreement concerning the European Topic Centre on Climate Change impacts, vulnerability and Adaptation 2019-2021**”
- The name of the consortium’s coordinator
- The indication “**Proposal – Not to be opened by the internal mail services**”
- The address for submission of proposals (as specified in the letter of invitation to submit proposals)
- The date of submission shall be legible on the outer envelope or parcel

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes No 1, 2 and 3, corresponding to the following three sections: Executive summary, Administrative section and Technical proposal.

(a) Envelope No 1 – Executive summary shall include the following information (max. 10 pages):

- ETC name as indicated in the title of these terms of reference
- Full contact details of the partner assuming the role of coordinator of the consortium
- Name and CV (abstract) of the proposed ETC manager, deputy ETC manager and other core staff performing the administrative functions listed under section 4 above
- Presentation of the proposed organisation of the consortium
- Full contact details of each other partners of the consortium
- For each partner, name and CVs (abstract) of key experts expected to contribute at least at least 50% of their time to the ETC
- Brief summary of the technical proposal (max 5 A4 pages)

(b) Envelope No 2 – Administrative section shall include the following information:

- The proposal submission form, drawn up in accordance with the template in annex 1
- For each partner, the declaration on exclusion criteria as required under section 6.3, drawn up in accordance with the template in annex 2
- For each partner, the legal entity form as required under section 6.4 (a), drawn up in accordance with the template in annex 3
- For each partner (other than the one assuming the role of coordinator of the consortium), the power of attorney as referred to under section 1.3, drawn up in accordance with the template in annex 8
- For the partner acting as coordinator of the consortium, the financial identification form, drawn up in accordance with the template in annex 4

- The evidence and documentation demonstrating the fulfilment of the selection criteria as required under section 6.4 (b) (financial capacity) and 6.4 (c) (operational capacity)

(c) **Envelope No 3 – Technical proposal** shall include the following:

The technical proposal addressing the elements described under sections 2 and 3 above and providing all information requested under section 6.5 (award criteria). The technical proposal shall also be provided in PDF searchable format on a USB memory stick.

Proposal shall be drafted in one of the languages of the EEA member countries, **preferably in English** (supporting evidence does not need to be translated) and submitted in **duplicate** (one original unbound and one copy of the executive summary (envelope No 1) and the technical proposal (envelope No 3); the administrative section (envelope No 2) shall be submitted only once in original unbound).

It is important that proposals be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the proposal.

Consortia shall observe precisely the indications in points 2, 3, 4 and 6 of the letter of invitation to submit a proposal to ensure their proposal is admissible. Late delivery will lead to non-admissibility of the proposal and its rejection from the award procedure. Proposals sent by e-mail or by fax will also be non-admissible and discarded. Envelopes or parcels found opened at the opening session will also lead to non-admissibility of the proposal. Consequently, consortia must ensure that their proposal is wrapped in such a way to prevent any accidental opening during its mailing.

11. Confidentiality and protection of personal data

For the processing of this award procedure, the EEA observes the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8/1 of 12.1.2001) ⁽⁷⁰⁾.

For further detailed information, please refer to the privacy statement available on the EEA website at the following address: <https://www.eea.europa.eu/about-us/tenders/privacy-statement>.

ANNEXES

Annex 1 – Proposal submission form

Annex 2 – Declaration and evidence of absence of situation of exclusion

Annex 3 – Legal entity form

Annex 4 – Financial identification form (only for the partner coordinating the consortium)

Annex 5 – Draft framework partnership agreement and draft specific grant agreement

Annex 6 – Simplified Financial Statement form

Annex 7 – EEA writing manual (November 2017)

Annex 8 – Power of attorney template

⁽⁷⁰⁾ This regulation is currently under revision.