



## Terms of reference for the European Topic Centre on Waste and Materials in a Green Economy (2019-2021)

Reference: OCP/EEA/IEA/18/001-ETC/WMGE

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) <sup>(1)</sup>, a partnership network consisting of the EEA itself, six European Topic Centres (ETCs) and a network of around 1000 experts from 39 countries in 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 <sup>(2)</sup>. 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 <sup>(3)</sup>. The EEA, which is open to non-EU countries sharing its objectives,

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<sup>(1)</sup> <http://www.eionet.europa.eu/>

<sup>(2)</sup> <https://www.eea.europa.eu>

<sup>(3)</sup> (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>)

has currently 33 member countries <sup>(4)</sup> and 6 cooperating countries in the West Balkans <sup>(5)</sup>, jointly referred to the EEA39.

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 Material in a Green Economy'.

Having regard to the expiry of the Framework Partnership Agreement (FPA) concerning the ETC Waste and Materials in a Green economy (WMGE) on 14 July 2018, the EEA launches this call with a view to identifying the consortium that will continue the work in the topic area of waste and materials in a green economy from 1 January 2019 to 31 December 2021.

## **1.2 Role of European Topic Centres (ETCs)**

ETCs are, according to the EEA regulation <sup>(6)</sup> and in practice, an important instrument supporting the EEA through the execution of sizeable, continuous, well-defined tasks with the involvement of member 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 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, and capacity-building in EEA countries through country visits and meetings with all Eionet country experts. ETCs are also 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, as is the case of ETC-WMGE, 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

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<sup>(4)</sup> These are the 28 MS of the EU, Iceland, Liechtenstein, Norway, Switzerland and Turkey.

<sup>(5)</sup> 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.

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

environmental data with regard to societal and economic developments relevant to environmental and sectoral policies and achieving sustainable development.

### **1.3 Agreements**

The successful consortium will be awarded a FPA for a maximum period of 36 months, starting from the date of signature and not exceeding 31 December 2021. The FPA 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 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 EEA stakeholders.

The total value of the FPA ranges between EUR 3,000,000.00 and EUR 3,300,000.00 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 <sup>(7)</sup>).

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. Prospects in the areas of waste and materials in a green economy 2019-21**

### **2.1 Policy context**

At the EU and national levels, waste and material resource management challenges are integral to environmental strategies and broader resource efficiency policies. The EU's 2011 Roadmap to a Resource Efficient Europe <sup>(8)</sup> for example, prioritises using waste as a resource, improving material resource efficiency, achieving sustainable consumption and production, phasing out harmful subsidies, and 'getting the prices right'. It feeds into the EU's Europe 2020 strategy, which promotes sustainable growth via a 'more resource-efficient, greener and more competitive economy.' The European Commission's proposed 7<sup>th</sup> Environmental Action Programme <sup>(9)</sup> also focuses on these areas in particular via priority objectives 2 and 6 ("to secure investment for environment and climate policy and get the prices right", and "to turn the EU into a resource-efficient, green and competitive low-carbon economy"). It also stresses the need to implement the environmental *acquis* fully, with a specific focus on waste legislation and reducing environmental and health risks from chemicals.

In recent years, and in view of increasing resource scarcity and sustainable development, the concept of circularity has gained policy traction across Europe. It is aimed at "closing the loop" of product lifecycles through greater recycling and re-use, thus reducing the demand for raw materials. This

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(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://ec.europa.eu/environment/resource\\_efficiency/pdf/com2011\\_571.pdf](http://ec.europa.eu/environment/resource_efficiency/pdf/com2011_571.pdf)

(9) [http://ec.europa.eu/environment/newprg/pdf/7EAP\\_Proposal/en.pdf](http://ec.europa.eu/environment/newprg/pdf/7EAP_Proposal/en.pdf)

brings benefits for both the environment and the economy, and as such is a major mechanism to increase sustainability. In 2015 the European Commission launched an ambitious Circular Economy Package, which includes revised legislative proposals on waste, as well as an [EU Action Plan for the Circular Economy](#) that covers the whole cycle: from production and consumption to waste management and the market for secondary raw materials. A particular focus is on hazardous chemicals, as clean material cycles are a prerequisite for ambitious recycling objectives. Another key topic is the shift from oil-based to bio-based materials, which increases the prospects of circular material use and bio-degradability, but may also potentially increase the pressure on biomass and natural capital, with undesired knock-on effects on human health and well-being.

The circular economy model is closely linked to the EU low carbon agenda as efficient use of energy and materials is instrumental in reducing greenhouse gas emissions. It is also of relevance for the EU bio-economy strategy, that aims for economic growth through more efficient use of bio-mass and innovation in the relevant sectors. In an integrated sustainable development perspective, both access to resources and exposure to environmental pressures resulting from resource use, are key elements of consideration.

Recognising that the economy, ecosystems and human well-being are intrinsically linked, the circular economy concept promises considerable economic, environmental and social co-benefits. A transition to a circular economy will consider socio-economic and environmental factors, and the linkages between environmental trends and emerging issues, associated uncertainties and the resulting systemic risks. The circular economy agenda thus calls for coherence across a number of policy domains and topics. Incentivising consumers to select more resource-efficient and environmentally sustainable products and services, as well as incentivising innovation on the production side are two priorities for improving environmental outcomes across the areas of waste management, waste prevention, chemicals and material resource efficiency. The Roadmap and the proposed 7th EAP also emphasise the need for a more coherent framework for sustainable production and consumption, building on the 2008 EU Action Plan on Sustainable Consumption and Production.

Internationally, this increasingly integrated policy perspective is also evident. Materials and waste are also being integrated into a broader context in international policies. The OECD has shifted focus from waste to sustainable materials management, while the 2012 Rio+20 UN Conference on Sustainable Development adopted a 10-year framework of programmes on sustainable consumption and production as a cornerstone of the 2030 agenda for sustainable development. Following market price increases for some resources (including various metals) in the last decade, security of access to resources is likely to remain a global priority and global competition for resources is likely to increase, further highlighting the importance of resource efficiency and waste's value as a resource.

An overview of the most relevant policies in the context of the work of the ETC WMCE is given in Table 1.

## **2.2 EEA role in support of policy**

The EEA has laid down its strategic direction in the multi-annual strategy for the period 2014-2018. Green economy, resource efficiency, sustainable production and consumption systems and human health and well-being (including chemicals) feature as major focal areas. These are in line with the increased policy focus on material use and circular economy that is likely to be emphasized in the

updated strategy for the coming years. Support to the implementation of policies, including waste policies will remain a key objective.

The EEA has the task to support the policies in the areas above through undertaking data analyses, developing indicators, assessing policy effectiveness, using, inter-alia, forward looking analysis, as well as facilitating exchange of information with and between EEA stakeholders, including business and civil society. Taken together, these activities in turn support the EEA's work on integrated assessments, most notably the 5-year state of the environment and outlook reports and the annual indicator reports.

Regular waste data collection and processing is the task of Eurostat. Therefore, ETC support is not needed for regular data collection following reporting obligations. In some cases and where needed for specific data analyses, additional data from countries or other sources might have to be collected – on a voluntary basis for the data providers – to supplement regularly reported data.

**Table 1. Some examples of relevant EU policies on waste, material use and resource efficiency**

<b>Theme</b>	<b>Examples</b>	<b>Year</b>
<b><i>Waste and recycling</i></b>	Packaging and Packaging Waste Directive	1994
	Landfill Directive	1999
	Thematic strategy on the prevention and recycling of waste	2005
	Waste Framework Directive	2008
<b><i>Raw materials</i></b>	Raw Materials Initiative	2008
<b><i>Energy</i></b>	Energy 2020. A strategy for competitive, secure and sustainable energy	2010
	Energy Roadmap 2050	2011
<b><i>Resource efficiency</i></b>	Thematic Strategy on the Sustainable use of natural resources	2005
	Eco-Innovation Action plan	2007
	Eco-Design Directive	2009
	Roadmap to a Resource Efficient Europe	2011
<b><i>Circular economy</i></b>	Closing the loop – Circular Economy Action Plan	2015
<b><i>Sustainable development</i></b>	7 <sup>th</sup> Environment Action Programme	2014
	Sustainable Development Goals (global)	2015

For the EEA, analysing and providing information and knowledge related to waste, materials and chemicals, resource efficiency, circular economy, green economy, consumption and products require:

- integrated analyses across the life-cycle of products and services, as well as across economic sectors, resources and waste streams;
- knowledge of the potential for new innovations to enable a circular economy, resource efficiency, prevent and better manage waste and reduce environmental impacts of consumption, resource use, waste and chemicals;
- a good understanding of how these different aspects are linked and how related policies interact; and
- understanding of how market-based and other instruments can contribute to bending the trends and shift producers and consumers “upstream” in their actions to reduce environmental impacts.

In all these respects, maintaining collaboration with Eionet as well as with EU partners like DG Environment, DG Sanco, DG Enterprise, DG Taxud, DG Research and Innovation, Eurostat and the JRC and with other stakeholders such as the OECD, UNEP, UNDESA, the World Economic Forum, UN Global Compact, the World Business Council on Sustainable Development (WBCSD) will be paramount.

EEA work related to waste and associated challenges has been supported by the work of ETCs since 1997. The current ETC on Waste and Materials in a Green economy ((ETC/WMGE) covers the period 2014-2018. Prior to that, support was given by the ETC on Sustainable Consumption and Production (ETC-SCP, 2009-2013), Resources and Waste Management (ETC/RWM, 2005-2009), ETC Waste and Material Flows (ETC/WMF, 2001-2004) and ETC Waste (ETC/W, 1997-2000).

#### **Type of support needed from ETC/WMGE**

**Data analyses and indicators.** In the area of waste and resource use in a green economy, the EEA provides indicators on a regular basis to track trends and pressures of the economic system on the environment and progress towards policy targets. Indicators are published as stand-alone indicators or in indicator-based assessments and inform policy makers and the public. ETC/WMGE support is required for regular updating and further developing indicators on waste, as well as developing new ones or contributing to on-going indicator processes of other organisations, including those on resource efficiency and green economy in the EU. There is a strong need for collaboration and coordination of activities with the EU partner bodies, in particular with the JRC and Eurostat as other important providers of environmental information in the context of data formats, indicator maintenance, their description (metadata), and the development of new ones. The EEA uses integrated economic and environmental accounts methods (e.g. environmentally-extended input-output analyses) as a basis for data analyses for many of its indicators, and ETC/WMGE support is required to draw high-quality analysis and indicators from these accounts and other sources.

**Policy effectiveness analysis.** Policy analysis is a cornerstone of the EEA’s support to the European Commission and the EU Member States on implementation of policies. The EEA for example already provides policy makers at the EU as well as at national levels with analyses about which policy instruments are used in the EEA member countries and their effectiveness in the area of waste, materials and resource efficiency, and green economy. This includes ex-post analysis of countries’ performance and ex-ante analysis of their future prospects. This area of work is expected to develop further in coming years in support of waste policy implementation and the circular economy agenda, for example in areas like chemicals and product policy. The EEA will rely on the ETC/WMGE to provide

the necessary data, information and methodologies for analyses, support maintenance of European models as appropriate, as well as produce high quality analyses for inclusion in EEA assessments.

**Support to integrated assessments, including forward-looking studies.** The EEA provides assessments on the situation in Europe regarding waste and materials in a green economy especially through the aforementioned 5-year SOE reports and annual indicator reports. Assessment of the status, progress towards objectives and targets, and outlook on future developments provides the basis for policy making and informs the public about relevant developments, gaps and options for improvement. ETC/WMGE support is needed to provide the basis for these assessments. For example, the transition to a circular economy requires different design of products and a transformation of how materials are managed. New business models around material supply that include resources from waste, cooperation of actors along the whole material chain including waste, and detoxification of materials and waste need to be developed. These concepts thus imply information gathering from novel sources, a strong integration of analysis and assessments on material resources, waste, chemicals, consumption and green economy, and new methodologies to measure and assess progress. The EEA will require technical support and inputs from the ETC/WMGE to bring these issues forward.

**Stakeholder relations and processes.** In the areas of waste management and prevention, production and consumption systems, and resource efficiency, the EEA works closely with Eionet. The EEA facilitates exchange of information and contributes to capacity building in these areas with the network of National Reference Centres (NRCs) and Primary Contact Points (PCPs) via regular Eionet workshops, webinars, the web-based Eionet Forum, newsletters, country visits etc. There may be demands for additional networks on chemicals and on economics to be built up in the period 2019-2021.

In addition, the EEA cooperates closely with the European Commission, the European Parliament, Eurostat, the JRC, and international organisations in these areas and is building up cooperation with selected stakeholders from business and civil society, for example through stakeholder workshops. Policy analysis, indicators, ex-post and ex-ante analysis as well as facilitating the exchange of information in support of the implementation of policies are the main areas of EEA and ETC support. Tasks such as monitoring compliance of the implementation of EU waste law, prosecution of non-compliance etc., lie with the European Commission.

Eurostat collects and processes EU data on waste and on resource efficiency, and this work is highly complementary to that of EEA. EEA work programmes are defined taking into account European Commission work, including from JRC and Eurostat, to make sure to avoid overlaps; the ETC will support the EEA in the development of mutually beneficial and complementary approaches.

Information on work by the EEA in the priority areas, including recent publications and indicators, can be found on the EEA website ([www.eea.europa.eu/themes](http://www.eea.europa.eu/themes)) within the respective topics 'resource efficiency and waste' and 'environment and health'.

### **3. Specific tasks of the European Topic Centre on Waste and Materials in a Green Economy**

#### **3.1 Organisation of the work**

The thematic areas, corresponding to the work packages, in which the European Topic Centre on Waste and Materials in a Green Economy (ETC/WMGE) will support the EEA are:

WP 1. Waste management

WP 2. Waste prevention

WP 3. Chemicals and waste

WP 4. Material resource efficiency

WP 5. Economics , production and consumption

WP 6. Stakeholder interaction and capacity building

WP 7. ETC management and cross-ETC cooperation

Circular economy is the overarching policy concept addressed, with waste and material use as central elements. The work packages should be seen as an interlinked set of activities that will help expanding the evidence base supporting the transition to a circular economy. Waste management and waste prevention are at the core within in a wider resource efficiency perspective. The economic and social context is addressed through analysis of e.g. sectoral integration, green financing and market based instruments. In an integrated perspective, the performance of production and consumption systems and their impacts on human health and well-being will be studied with chemicals and the environment as a cross-cutting theme. Finally, reach-out and capacity building within Eionet (and beyond) is an important element of the work.

#### **Work package 1 - Waste management**

As already mentioned, the EEA and current and previous ETCs have continuously worked on waste management, including indicators, assessments, modelling and policy analyses. The recent focus of the European Commission on better implementation of waste policies has reinforced this work, and the policy agenda – implementation of existing waste directives as well as developing steps towards a circular economy - requires intensive EEA engagement in this area. Using waste as a resource much more than currently requires a transformation of how materials and products are managed in the economy, including their design for recyclability, re-use, and de-toxification. These concepts go beyond traditional waste management, linking waste to the whole life-cycle of materials and products.

ETC/WMGE shall support the EEA in its work on waste management with a focus on implementation of waste policies and turning waste into a resource in a circular economy. This will include providing support to specific tasks thereby carefully avoiding overlap with activities of other EU institutions, especially the JRC and Eurostat, including for example the following:

#### **Data analyses and indicators**

- Update EEA indicators on waste within the EEA's indicator management system, including for use by the EEA in regular indicator and state of the environment reports, using data reported under legislation and other sources as needed.

- Develop and produce new and innovative indicators on waste management, taking into account different stages of the waste hierarchy, linking to resource efficiency and climate change mitigation, and ensuring proper documentation such as indicator specification and methods used.

#### **Policy effectiveness analyses**

- Undertake and update ex-post analysis of waste policy implementation in EU Member States and other EEA countries, especially for municipal waste but also for other relevant waste streams, for example hazardous waste or waste of electrical and electronic equipment (WEEE), at different stages of the life-cycle including re-use.
- Analyse policy options for changes in waste management away from landfilling towards re-use, recycling and recovery (including energy recovery), and from incineration towards reuse and recycling.
- Analyse the co-benefits of waste policy (in particular re-use, recycling, recovery, reduction of landfilling) in support to climate change mitigation or reducing other environmental pressures.
- Maintain, further develop and use the European reference model on municipal waste to enable the development of ex-ante scenarios and projections of future waste generation and management, and related environmental and economic impacts, for municipal waste. Apply the model to support the EEA and the European Commission with analysis for the 'Early warning system' as described in the legislative proposal on waste directives of the Circular economy package (Waste Framework Directive, Packaging and Packaging Waste Directive and Landfill Directive).
- Provide, with EEA, support to EEA countries with analyses on potentials of the use of policy instruments and combination of instruments in the area of waste management, and inter-linkages between policies on waste and other policies.

#### **Support to integrated assessments and forward looking studies**

- Support EEA with development of methodologies and sound analysis for assessing trends and progress towards becoming a circular economy, including re-use, high-quality recycling, cascade use of resources, cross-border movements of waste, including the co-benefits for climate change mitigation.
- Undertake analysis of the potential, uncertainties and implications (economic, employment, environmental, substitution of virgin materials) of further using waste as a resource and for eliminating landfill, with the view of generating high-quality materials from waste, and related implications for product design.
- Provide inputs to regular EEA reporting, including the regular state of the environment and outlook report and the annual environmental indicator reports.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

#### **Work package 2 - Waste prevention**

The EEA has intensified its work on waste prevention, corresponding to the mandate in the 2008 Waste Framework Directive for the EEA to review national waste prevention programmes. This work has to be continued and will be further shaped by the revised EEA mandate that is expected through

the ongoing revision of the Waste Framework Directive, towards assessing progress on waste prevention. Waste prevention is expected to require substantial conceptual and development work and analysis as well as capacity building and experience sharing on best practices.

ETC/WMGE shall support the EEA in providing information and knowledge on implementation of waste prevention and minimisation and in analysing waste prevention effects and programmes in EU Member States and in other EEA countries. This will include providing support to specific tasks thereby carefully avoiding overlap with activities of other EU institutions, especially the JRC and Eurostat, for example the following:

#### **Data analyses and indicators**

- Identify data needs and develop, with EEA and other EU partners, methodologies and priority indicators on waste prevention.
- Develop, use and maintain priority waste prevention indicators for analysing progress at the EU and national levels towards waste prevention, addressing quantitative and qualitative aspects of waste prevention, and ensuring proper documentation such as indicator specification and methods used.

#### **Policy effectiveness analyses**

- Undertake ex-post and ex-ante analyses of national waste policies and prevention programmes (the role of EEA on this is mentioned in the Waste Framework Directive).
- Support EEA countries, European Commission and the European Parliament in designing waste prevention actions into other relevant policies, for example in the area of products, chemicals, consumer protection, industrial policy and climate change mitigation.
- Use knowledge on production patterns and consumer behaviour to analyse waste prevention opportunities within corresponding industrial and sustainable consumption policies.

#### **Support to integrated assessments**

- Develop methodologies for assessing waste prevention, covering quantitative prevention of waste as well as qualitative prevention (reducing environmental risks from waste).
- Analyse potential options to prevent waste, including from technical, economic and sociological perspectives and in different economic sectors, thereby addressing relevant waste streams such as hazardous waste, household waste, food waste.
- Provide inputs to regular EEA reporting, including the regular state of the environment and outlook report and the annual indicators report.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

### **Work package 3 - Chemicals and waste**

As stated in the EEA founding regulation, 'chemical substances, which are hazardous for the environment' are one of the priority work areas for the EEA. Waste generation and their emissions remain a source of chemical pollution in the environment.

Of particular concern are persistent and bio-accumulative compounds, endocrine disrupting chemicals and heavy metals used in consumer goods, and especially electronic equipment, also when products become waste. Many chemicals migrate easily to the environment and can be found in wildlife, ambient air, indoor dust, wastewater and sludge. Possible combined effects of exposure to a mixture

of chemicals, even at low exposure levels, especially in vulnerable population groups, are receiving particular attention.

Data for chemicals' occurrence and their fate in the environment, as well as for exposures and associated risks, remain scarce. The EEA work in the area of chemicals will therefore contribute to strengthening the information base on chemicals (both well-established and emerging chemicals) in the environment. This will be done in support of the European Commission's initiative to establish an Information Platform for Chemicals (IPChem) and the European Human Biomonitoring Initiative (HBM4EU).

The EEA efforts in this area will also contribute to the improved quality of the assessments addressing the impacts of chemicals in the environment on humans and other living organisms, as well as to developing effective approaches to reduce those impacts through a range of actions, including the role of innovation, sustainable (green) chemistry development, affecting consumer choices and improved waste management.

Tasks to be delivered will include for example the following:

#### **Data analyses and indicators**

- Support mapping of relevant on-going environmental media (air, water, soil) and human (bio)monitoring programs in EU Member States as a contribution to IPChem and HBM4EU;
- Deliver quality assured relevant datasets and metadata for IPChem and HBM4EU, compatible with the INSPIRE Directive <sup>(10)</sup>.
- Support development and implementation of 3-4 priority indicators on chemicals and waste balanced across the Driving forces-Pressures-State-Impact-Response (DPSIR) framework
- Coordinate activities with other ETCs in terms of the chemical data, in particular in the context of the existing databases managed by the EEA, such as AirBase and WISE;
- Act as an interface towards IPChem and HBM4EU with respect to data handling and collection, including developments of methodologies and reporting formats.

#### **Policy effectiveness analyses**

- Undertake ex-post analyses of trends and country performance in the area of chemicals and waste with particular emphasis on analysis of EU policies containing quantitative targets.

#### **Support to integrated assessments**

- Support EEA on information gathering and assessments in the area of green chemistry.
- Support EEA on the development of an integrated assessment framework in the area of chemicals and the environment with particular focus on chemicals and waste and their impacts on human health and ecosystems

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

#### **Work package 4 - Material resource efficiency**

Over the years, with the assistance from the successive ETCs, the EEA undertook a variety of initiatives concerning use of material resources. This includes the publication of flagship pan-European reports, indicator-based reports, targeted and timely work in support of specific policies, contribution to the

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<sup>(10)</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32007L0002:EN:NOT>

design of the Roadmap to a Resource Efficient Europe and related indicator sets, and contributions to the work of the International Resource Panel, including on decoupling and environmental impacts of material resource use.

The ETC/WMGE shall support the framing, planning and implementation of EEA work in the area of use and management of material resources, including efficiency and decoupling.

Resources such as energy, water and ecosystems are covered through other ETCs and EEA activities and are therefore not included within the scope of this ETC. On the other hand, due to their importance across the stages of extraction, production, consumption and disposal of materials, as well as their impact on human health, three sectors are of particular interest for this work package: agriculture, the food industry and chemicals.

Tasks to be delivered will include for example the following:

#### **Data analyses and indicators**

- Continue work to date on environmentally extended input-output analysis, including updating and expanding the data sets, further analytical work in support of key policy needs, and maintaining the upcoming e-platform.
- Contribute to work on indicators and targets for resource efficiency, decoupling and materials flows, including indicators on resource use and efficiency that can be derived from environmental accounting methods.

#### **Policy effectiveness analyses**

- Undertake ex-post and ex-ante analysis of effectiveness of policies and instruments for resource efficiency and use of material resources, including how they can be used to manage demand for resources and reduce environmental impacts.
- Undertake analysis of sectoral policies and their implications, effects and limitations in agriculture, the food industry, and the chemicals sector.

#### **Support to integrated assessments**

- Assess the current situation and trends in the use of material resources and decoupling in EEA countries. This would be based both on the standard material flow accounting statistics produced by Eurostat, as well as other relevant data, indicators, and analytical approaches.
- Examine the implications of growing international trade in material resources, including for dependence on imports, ensuring security of supply, transboundary burden shifting and global environmental footprints of Europe.
- Analyse patterns of use of material resources and the efficiency/productivity of their use from both the domestic (territory-based) production perspective and global (consumption-based) perspectives, based on environmentally-extended input output analysis.
- Contribute to regular EEA reports (e.g. State of the environment and outlook reports, annual indicator-based reports, etc.) as well as one-off EEA publications on the use of material resources, decoupling and resource efficiency.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

## **Work package 5 – Economics, production and consumption**

ETC/WMGE shall support the EEA in its efforts and partnerships to develop and use data, models and indicators to assess the role of environmental policies in supporting progress towards greening the economy. This will be done from a macro-economic perspective covering all economic sectors. In addition, some key sectors like agriculture, chemicals, construction, food, textiles and waste industries; finance and other service sectors might be addressed more specifically. The ETC/WMGE shall also support EEA in analysing developments related to the use of economic instruments as one of the enabling conditions for the transition to a green/circular economy as well as using economic methodologies to analyse past developments and future trends with respect to environmental policies and sectoral activities. This will include providing support to specific tasks, including for example the following:

### **Data analyses and indicators**

- Support EEA on the development and implementation of indicators of environmental/sectoral progress towards greening the economy, according to the requirements of the EEA's indicator management system as needed, for use in regular EEA indicator and 5-year state of the environment reports
- Compile information and indicators on green/circular economy from Member States as well as follow-up on developments of green/circular economy indicators by other institutions (UNEP, OECD, Eurostat, etc.)
- Contribute to the further development and revision/update of the OECD/EEA database on economic instruments used for environmental policy and natural resource management.

### **Policy effectiveness analyses**

- Support EEA on analysis of economic instruments for environmental/sectoral policies including policy approaches for reforming environmentally harmful subsidies across key economic sectors.
- Undertake analysis of progress made through existing environmental and sectoral policies in support of the transition to a green/circular economy (i.e. gap-to-target analysis, changes of the structure of an economy etc.) using economic analytical tools like input-output analysis.

### **Support to integrated assessments**

- Support EEA in producing integrated assessments in the area of green/circular economy, including analysing to what extent different policies and measures are coherent across sectors and environmental concerns.
- Contribute to regular EEA reports (for example: state of the environment and outlook reports, annual indicator reports etc.) as well as other relevant EEA publications.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

## **Work package 6 – Stakeholder interaction and capacity building**

### **Facilitation and interaction**

- Assist EEA in organising regular Eionet workshops in liaisons with EEA countries through country and regional visits, webinars and other channels.

- Assist EEA on participatory processes to exchange experiences and generate innovative ideas to promote sound implementation of waste legislation, waste prevention, chemicals, circular economy and resource efficiency.
- Support EEA in leading stakeholder processes with Eionet, EU institutions, business, NGOs and the scientific committee on integrated environmental assessments with a particular focus on waste and material use and circular economy.
- Support EEA countries in their work on the use of economic instruments (e.g. through workshops, conferences, seminars etc.)
- Support EEA on participation in international and global processes and inter-institutional cooperation (UNEP, OECD etc.) on material flows, resource efficiency and the application of economic instruments for environmental policy.

### **Knowledge sharing and communication**

- Assist EEA in raising public awareness on waste, material use and resource efficiency, circular economy, chemicals and waste and sustainable consumption.
- Assist EEA in communicating the outcomes of work in the area.
- Assist EEA in reporting regularly to NFP/Eionet on the results and progress made in the work done by the EEA and ETC/WMGE in this area.
- Assist EEA in using web-based, multimedia and social platforms (including the Eionet Forum on SCP including resource use, Webinars, Facebook, Twitter) at the ETC and the EEA to provide wide and easy access to available information.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

### **3.2 General activities**

#### **Work package 7 - ETC management and cross-ETC cooperation**

The organisational set-up and management procedures of the ETC consortium must meet the special and general conditions of 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 member countries and coordinating with the European Commission, and other relevant organisations.

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.

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, including networking and country visits within defined processes;
- In dialogue with the EEA and EEA countries, identify barriers preventing them from optimally performing their tasks (e.g. monitoring and reporting capacities, flows of data, knowledge gaps, indicators developments), develop proposals to solve any issues that may emerge, and providing training and capacity building in the countries as appropriate;
- Helping organising regular Eionet workshops and seminars to discuss the outcomes of the work and plan future activities with EEA 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, and integration in an ecosystem-based management approach. Co-operation could be integrated into the on-going content work and should provide synergies rather than additional work load. 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 cooperation could include:

- Links between waste/resource efficiency and climate change mitigation.

#### **4. General guidance on the organisation and structure of the European Topic Centre on Waste and Materials in a Green Economy**

The present and earlier ETCs are consortia of government organisations, private non-profit organisations and commercial firms. Based upon EEA experience some general guidance can be given for a successful 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 fluently in English and organise European meetings and consultations; and,
  - accounting support, in order to ensure proper financial management.
- The ETC manager, deputy manager and 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 plan 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 the 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 <sup>(11)</sup> 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 to the EEA, the main contact points being the ETC manager and/or deputy ETC manager, the Head of Group for Green Economy, 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.

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<sup>(11)</sup> <https://www.eea.europa.eu/publications/eea-corporate-design-manual>.

- 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, as cross-sectoral and cross-thematic cooperation and integration needs increasing attention. 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, *inter alia* 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. Advanced 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):

- In-depth knowledge of the relevant EU policy frameworks regarding waste, chemicals, material use, resource efficiency, sustainable consumption and products, and their implementation at EU, national and regional levels.
- In-depth knowledge of environmental impacts from the extraction, production and consumption of material resources, including chemicals, as well as technical knowledge on generation and management of the most relevant specific waste streams (e.g. municipal waste, hazardous waste, WEEE etc.)
- In-depth understanding of related concepts and policy tools, such as the waste hierarchy, circular and green economy concepts, regulatory frameworks and market-based instruments.
- Good understanding of the overall sustainability / green growth frameworks used by international organisations (UNEP, OECD, etc.) as well as national approaches.
- Good knowledge of theory and application of economic instruments in environmental and sectoral policymaking and of environmental fiscal reforms.
- Good analytical skills regarding production/consumption trends and environmental impacts, and knowledge of environmentally-extended input-output analysis, environmental footprints, life-cycle analysis and environmental and human bio-monitoring.
- Good knowledge of waste modelling, in particular regarding waste generation/management and their environmental and economic impacts, including the scenarios and projections used by the European Commission and the EEA.
- Experience in indicator development, maintenance and updating, as well as analysing trends in support of policy (including distance to target analysis).
- Experience in forward-looking analysis, such as horizon scanning, scenario building and ex-ante policy effectiveness evaluations.
- Experience in preparing, facilitating and documenting workshops and meetings through using of advanced participatory processes.
- Experience in using web-based-multimedia and social platforms.

## 6. Criteria

The evaluation procedure will consist of 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 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 <sup>(12)</sup>. 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 <sup>(13)</sup>, **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 Waste and Materials in a Green Economy (ETC/WMGE). 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 Waste and Materials in a Green Economy (ETC/WMGE). Disregard of this rule leads to exclusion of all consortia concerned.

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<sup>(12)</sup> 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.

<sup>(13)</sup> See the parallel calls for proposals No OCP/EEA/ACC/18/001-ETC/ATNI, OCP/EEA/ACC/18/002-ETC/CME, OCP/EEA/ACC/18/003-ETC/CCA, 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 <sup>(14)</sup>.

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

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<sup>(14)</sup> 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.

- In addition for private partners: balance sheet, or extract 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.

### **(c) Operational capacity**

#### *> Requirements:*

The applicant 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 as well as those of the staff 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 staff performing the administrative functions listed under section 4 above, as well as
  - the key experts <sup>(15)</sup> 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<sup>(16)</sup>;
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 the consortium in the last three years, indicating the value, dates and recipients of the services (public or private).

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<sup>(15)</sup> 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).

<sup>(16)</sup> 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 assurance 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 requirements 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.

<b>No</b>	<b>Award criteria</b>	<b>Max. points</b>
1	<b>General understanding of the task</b> Knowledge and understanding of: <ul style="list-style-type: none"><li>• the policies and stakeholders that the EEA and the Eionet are supporting and cooperating with in the topic area;</li><li>• how the different dimensions of the topic area (Waste and materials in a green economy) are related, and related to thematic and cross-cutting issues outside the topic area;</li><li>• how the environmental and policy issues in the topic area vary across the EEA39 and how this impacts on the tasks of the EEA and Eionet;</li><li>• the roles of data, indicators and assessments in EEA work in the topic area, and the methodologies and frameworks, such as inventories, modelling and accounting, that underpin the work;</li><li>• the importance of collaboration within and outside Eionet.</li></ul>	15
2	<b>Data and information systems</b> <ul style="list-style-type: none"><li>• 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, EU and international levels, including sources such as business, research, and citizen science;</li><li>• Experience and expertise in accounting frameworks and data modelling and assimilation techniques.</li></ul>	20

No	Award criteria	Max. points
3	<p><b>Assessments</b></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><b>Policy support</b></p> <p>Experience and expertise in providing technical and scientific support to the development and implementation of international, EU or national policy processes, including contributions to ex-ante and ex-post analysis of the effectiveness of strategies and policies, in the topic area.</p>	15
5	<p><b>Collaboration and communication</b></p> <p>Sound approach to collaborating with and providing capacity-building support to Eionet member organisations in EEA39;</p> <p>Experience and expertise in accessing and working together with relevant expert networks and institutes external to the Eionet, including the scientific world;</p> <p>Experience and expertise in preparing and facilitating in a participatory manner workshops, webinars and similar.</p>	15
6	<p><b>ETC management</b></p> <ul style="list-style-type: none"> <li>• Sound arrangements for implementing transparent, effective and quality-assured management of the ETC consortium, including financial management;</li> <li>• 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 EEA39;</li> <li>• Sound environmental policy for the consortium;</li> <li>• Adequate level of manpower, resources and output corresponding to the indicative annual budget;</li> <li>• 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.</li> </ul>	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 an 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 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 intend 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/IEA/18/001-ETC/WMGE
- The call for proposals title "**Framework partnership agreement concerning the European Topic Centre on Waste and Materials in a Green Economy 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 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 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 3, 4, 6 and 7 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) <sup>(17)</sup>.

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

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<sup>(17)</sup> This Regulation is currently under revision.