



Title: Provision of expert assistance on forward-looking analysis, sustainability assessments and systemic transitions

Reference: Open call for tender EEA/IEA/16/003

Closing date: 21.2.2017

1 Introduction to EEA

The European Environment Agency (EEA) is a European Union public body governed by Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009¹. The EEA role is to support the European Union in the development and implementation of environmental policy by providing relevant, reliable, targeted and timely information on the state of the environment and future prospects. The EEA also provides the necessary independent scientific knowledge and technical support to enable the Union and the member countries to take appropriate measures to protect and improve the environment as laid down in the Treaty and by successive Union action programmes on the environment and sustainable development. Currently, the EEA has 33 member countries² and 6 cooperating countries³ in the Western Balkans, jointly referred to as EEA-39.

The EEA is the hub of the European Environment Information and Observation Network (Eionet), 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 environmental information. These are the National Focal Points (NFPs) and the National Reference Centres (NRCs). 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 States and EU institutions.

Further information about the work of EEA can be obtained on its website: <http://www.eea.europa.eu>.

Further information on Eionet can be found at: <http://www.eionet.europa.eu/about>.

¹ OJEU L 126 of 21.5.2009, p. 13.

² The Members States of the European Union, Iceland, Liechtenstein, Norway, Switzerland and Turkey.

³ Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Serbia as well as Kosovo (this designation is without prejudice to position on status and is in line with UN Security Council Resolution No 1244/99 and the International Court of Justice Opinion on the Kosovo declaration of independence).

2 Presentation of the tender

Tenders 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 tenders reference No **EEA/IEA/16/003**
- The contract title ***“Expert assistance on forward-looking analysis, sustainability assessments and systemic transitions”***
- The name of the tenderer
- The indication ***“Tender – Not to be opened by the internal mail services”***
- The address for submission of tender (as specified in the letter of invitation to tender)
- 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: administrative section, technical offer and financial offer.

(a) Envelope No 1 – Administrative section shall include the following:

- The Tender submission form drawn up in accordance with the template in annex 1
- The declaration on exclusion criteria as required under section 10.1.2 drawn up in accordance with the template in annex 2
- The legal entity form as required under section 10.2.1 drawn up in accordance with the template in annex 3
- 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 sections 10.2.2 (economic and financial capacity) and 10.2.3 (technical and professional capacity) and including annex 5

(b) Envelope No 2 – Technical offer shall include the following:

The technical offer addressing the elements described in section 6 and providing all information requested under section 10.3.1, including, where applicable, information relevant to subcontracting as requested under section 4.3.

(c) Envelope No 3 – Financial offer shall include the following:

The financial offer drawn up in accordance with the requirements set in sections 9 and 10.3.2 and with the template in annex 6.

Tenders shall be drafted in one of the official languages of the European Union, **preferably in English** (supporting evidence does not need be translated) and submitted **in triplicate** (one signed original unbound and two copies).

It is important that tenders 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 tender.

Tenderers shall carefully follow the instructions in points 2, 3, 4 and 6 of the letter of invitation to tender to ensure their tender is admissible. Late delivery will lead to the non-admissibility of the tender and its rejection from the award procedure for this contract. Tenders sent by e-mail or by fax will also be non-admissible and discarded. Envelopes found opened at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their tender is wrapped in such a way as to prevent any accidental opening during its mailing.

3 Confidentiality and protection of personal data

For the processing of this tendering 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 of 12.1.2001, p. 1).

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

4 Participation in the tendering procedure

4.1 Eligibility

This call for tenders is open on equal terms to all natural and legal persons from one of the 33 EEA member countries and to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of procurement on the conditions laid down in that agreement⁴.

As proof of eligibility tenderers must indicate in the tender submission form (see annex 1) in which country they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law. If the tenderer is a natural person, he/she must provide a copy of identity card/passport or driving license and proof that he/she is covered by a social security scheme as a self-employed person.

4.2 Application

All eligible natural and legal persons (as per above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping, which has been constituted informally for a specific tender procedure. If awarded the contract, the members of the consortium (i.e. the coordinator and all the other partners) will have an equal standing towards the EEA in executing the framework service contract and they will be jointly and severally liable to the EEA.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

The EEA will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the

⁴ At this point in time, tenderers established in one of the following countries are eligible: EU-28, Iceland, Liechtenstein, Norway, Switzerland and Turkey; under the stabilisation and association agreements: FYROM, Albania, Montenegro and Serbia.

contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA contractual interests (depending on the member countries concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with the EEA.

Each member of a consortium must fulfil the conditions for participation mentioned in this section as well as in section 4.1 above and provide the required documents listed in these tender specifications under sections 10.1 and 10.2 below. Therefore, each member of a consortium shall specify their role, qualifications and experience.

4.3 Subcontracting

A contractor may subcontract part of the services.

Tenderers must state what part of the work, if any, they intend to subcontract, and to what extent (for instance % of the total contract value), specifying the names, addresses and legal status of the subcontractors. If subcontracting is **not** envisaged, tenderers shall clearly state so in the tender submission form (see annex 1).

Tenders shall provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of confidentiality when subcontractors are used. The future contractor shall make sure that subcontractors follow the same quality procedures as those described in the technical offer to be submitted at this stage, or later agreed with EEA. If awarded the contract, contractors may not choose subcontractors other than those mentioned in the bids unless they obtain the prior written authorisation of the EEA. The overall responsibility of the work remains with the contractor.

Tenderers shall acknowledge (see annex 1) that the EEA reserves the right to request them at a later stage to provide documentation in relation to exclusion and selection criteria for any proposed subcontractors (see sections 10.1 and 10.2 below).

The contractor must ensure that Article II.19 of the draft framework service contract (see annex 7) can be applied to subcontractors. Once signed, Article II.9 of the above-mentioned draft framework service contract shall govern subcontracting.

5 Contractual terms and guarantees

In drawing up their bid, tenderers should bear in mind the provisions of the standard framework service contract and standard specific contract attached to these tender specifications (see annex 7), particularly those on payments, performance of the contract, confidentiality, and checks and audits. Any limitation, amendment or denial of the terms of the draft framework service contract and draft specific contract will lead to the automatic exclusion from the procurement procedure.

Payments shall be made upon delivery and approval of the services requested, within 30 (thirty) calendar days upon receipt by the EEA of an invoice and any supporting document relating to the services carried out. In the case of tasks where the contractor has to bear substantial upfront costs or the execution of the tasks stretches over a large period of time, payment in instalments may be agreed.

The payment periods shall be further detailed in each specific contract according to the particularities of the services concerned.

No financial guarantee is required.

6 Purpose, context and scope of contract

6.1 Purpose of contract

The purpose of this call for tenders is to establish a framework service contract with one service provider or a grouping of service providers (consortium) who can provide expert assistance with forward-looking analysis, sustainability assessments and systemic transitions.

6.2 Context

The work specified in the framework contract aims to contribute to fulfilling the objectives set out in the EEA's Multi-Annual Work Programme (MAWP) 2014–2018⁵. The primary focus is on Strategic Area 2 on '*Assessing systemic challenges*', and in particular Specific Areas 2.3 and 2.4.

The objective of Specific Area 2.3 on '*Megatrends and transitions*' is '*to measure, monitor and report on long-term trends and sustainability transitions based on established policy visions to 2050 and using appropriate methods and key indicators.*' The objective of Specific Area 2.4 on '*Sustainability assessments and state of the environment reporting*' is '*to keep under review the state of, trends in, and prospects for the environment in Europe in order to inform environmental strategies and policies, including sustainable development policies and goals, with a comprehensive and integrated knowledge base.*'

In its five-yearly report '*The European environment — State and Outlook 2015*' (SOER 2015), the EEA built on the ideas set out in the MAWP relating to '*systemic challenges*' and '*transitions*'. Based on a detailed analysis of the European environment's state and trends, the SOER 2015 Synthesis report⁶ concluded that although environmental policy has clearly benefited Europe's ecosystems, economies and human well-being, a variety of persistent and emerging problems remain, linked to European production-consumption systems and the changing global context.

Global megatrends and related environmental pressures introduce new and unprecedented risks to natural and social systems, with implications for ecosystem services, food, health, and human security. In addition to the growing risks to particular groups, species and ecosystems, the risk of exceeding thresholds or '*planetary boundaries*' draws attention to the need for large-scale, rapid and systemic transformations to sustainability.

In building towards its next report on the European environment's state and outlook (SOER 2020) and supporting EU efforts to achieve long-term sustainability goals, including the Sustainable Development Goals (SDGs), the EEA is seeking to further develop knowledge about the globalised, systemic challenges facing Europe and the opportunities and barriers for achieving sustainability transitions and transformations.

6.3 Scope and general tasks

The overall scope of the work is to provide expert assistance in developing contextual and forward-looking analysis of Europe's sustainability challenges; and in increasing understanding about the environmental characteristics of core societal systems, opportunities and barriers for achieving sustainability transitions, and implications for EU policies. In this contract, the focus is

⁵ <http://www.eea.europa.eu/publications/multiannual-work-programme-2014-2018>

⁶ <http://www.eea.europa.eu/soer-2015/synthesis/report>

particularly on strategic and long-term policies and visions relating to areas such as the low-carbon and circular economy, natural capital and the SDGs.

The following groups of activities and tasks are foreseen:

I. CONTEXTUAL AND FORWARD-LOOKING ANALYSIS

- A. Analysing the role of **global megatrends** in shaping Europe's environmental and societal resilience in coming decades, including topics such as interactions between megatrends and their impacts on natural capital. The general tasks include:
 - A.1. Mapping recent global megatrends and global outlook initiatives undertaken by European and international organisations, including the European Commission, OECD, IEA, IPCC, UNFCCC, WRI, the World Bank, UN Environment and UNECE;
 - A.2. Characterising and analysing the direct and indirect implications of global megatrends for the European environment, including differences between and within countries, interlinkages between megatrends, and implications for policies;
 - A.3. Analysing the links of global megatrends to key European societal systems, e.g. food, energy, mobility, urban, finance and fiscal;
 - A.4. Analysing Europe's role in contributing to global megatrends;
 - A.5. Supporting the revision and update of the EEA's assessment of global megatrends.
- B. Understanding global environmental limits and associated human pressures on the Earth system from a European perspective. The main focus should be on assessments towards operationalising the concept of **planetary boundaries** at the European scale and in an EU policy context⁷. The general tasks include:
 - B.1. Systematic downscaling of the planetary boundaries to the EU scale, in order to derive 'EU allowances' (critical thresholds) that further define a 'safe operating space' for Europe, for all PBs applicable;
 - B.2. Analysing Europe's environmental performance (past, current and future), mainly from a consumption-based perspective (e.g. based on input-output modelling), in order to assess Europe's global footprint and the extent to which Europe lives within a safe operating space;
 - B.3. In-depth analysis of Europe's contribution to shaping Earth system processes represented by the planetary boundary concept. This could also include an analysis of the consequences for Europe of transgressing planetary limits, also considering interlinkages between the different Earth system processes;
 - B.4. Implications and links to the implementation of the SDGs in Europe and long-term EU policies and targets, as well as aspects of environmental limits versus social well-being more broadly.
- C. Identification of **emerging issues of environmental concern**, in particular risks and opportunities for transitions towards sustainability (e.g. associated to new technologies) and

⁷ The present call for tenders aims thus at assessing cross-cutting aspects of the concept of planetary boundaries whereas specific aspects from a thematic perspective, in particular those related to biosphere integrity (biodiversity) and potentially land or nitrogen, fall outside the scope of this call for tenders.

systemic risks (e.g. climate change, loss of biodiversity, etc.). Such emerging issues could include new events and patterns, new scientific findings or approaches, new policy or governance approaches, and technological or social innovations. The general tasks include:

- C.1. Mapping recent horizon-scanning initiatives undertaken by European and international organisations and focusing on emerging issues with potentially significant environmental impacts for which European policy options can be developed;
 - C.2. Assessing the potential environmental impacts and systemic risks associated with key emerging issues by means of qualitative and quantitative analysis (e.g. concept maps, system dynamics, cause-effect diagrams, etc.) and participatory approaches;
 - C.3. Developing a conceptual framework aimed at identifying, analysing and assessing systemic risks from and to the environment, originated from key emerging issues, as well as other drivers of change (e.g. global megatrends);
 - C.4. Providing initial analyses of systemic risks to the EU environment and in relation to EU policy, visions and goals.
- D. Supporting quantitative and qualitative analysis of **European trends and short- and long-term projections** related to the protection, conservation and enhancement of natural capital; resource efficiency and the low-carbon economy; and safeguarding against environmental risks to health. The general tasks include:
- D.1. Collecting and mapping quantitative (i.e. model-based) projections and scenarios, and qualitative scenarios up to 2030 or as appropriate on environmental themes such as:
 - natural capital (e.g. land use and soil functions; terrestrial, freshwater, marine and coastal biodiversity; water quality and quantity; climate change and air pollution impacts on ecosystems);
 - resource-efficiency and the low-carbon economy (e.g. material resource efficiency and waste management, energy production, consumption and GHGs emissions, transport, industrial pollution);
 - environmental risks to health (e.g. due to water and air pollution, noise, climate change, chemicals, toxic substances, new materials);
 - developing a concept and criteria (e.g. relevance, coherence, effectiveness, efficiency and EU/EEA added value) for summarising and communicating trends and progress to EU policy targets and objectives in the short- and long-term perspective (2020-2030-2050) (see e.g. p. 11 of the SOER 2015 Synthesis⁸).
- E. Using **forward-looking participatory and innovative approaches** to support assessment of long-term environmental trends and their implications for achieving the 7th Environment Action Programme (EAP)⁹ and SDG policy targets. Examples of such approaches include foresight, socio-technical scenarios, systems thinking, participatory modelling, systems dynamics, policy lab approaches, quantitative storytelling and multi-criteria analysis. The general tasks include:

⁸ <http://www.eea.europa.eu/soer-2015/synthesis/report>

⁹ Decision No 1386/2013/EU of the European Parliament and of the Council of 20 November 2013 on a General Union Environment Action Programme to 2020 'Living well, within the limits of our planet'.

- E.1. Mapping, analysing and evaluating the impact of forward-looking, participatory and innovative approaches for environmental policymaking and governance of sustainability transitions (e.g. harvesting from existing EU and national research projects and initiatives);
- E.2. Designing a participatory approach for developing system dynamics models for key production and consumption systems, to support forward-looking integrated environmental and sustainability assessments;
- E.3. Designing a participatory approach for developing system dynamics models to analyse the implications of global megatrends for achieving the SDGs, with a focus on exploring related trade-offs;
- E.4. Developing a conceptual framework for critically appraising the qualitative and quantitative information in contextual and forward-looking assessments, using methods such as uncertainty and sensitivity analysis, sensitivity auditing, pedigree analysis, and narratives inquiry.

II. SUSTAINABILITY ASSESSMENT AND SYSTEMIC TRANSITIONS

- F. Assessment of the **direct and indirect environmental implications associated with key socio-ecological and socio-technical systems** (e.g. food, energy, mobility, urban). The general tasks include:
 - F.1. Characterisation of the key systems by means of monetary and material flow analysis. This includes extracting datasets from life-cycle inventories and multi-regional input-output tables, and additional data sources.
 - F.2. Characterisation of the interlinkages across systems and with global megatrends, using conceptual maps and system dynamics techniques.
 - F.3. Characterisation of direct and indirect environmental pressures and/or impacts associated with final consumption categories such as food, mobility and housing, by adopting a supply-chain/life-cycle perspective.
 - F.4. Assessment of the biophysical interlinkages between key production and consumption systems by means of resource nexus analysis across scales and levels; energy, material, waste and urban metabolism analysis, including energy return of investment, material substitutability, recyclability and criticality, as well as related supply chain risks.
 - F.5. Developing a framework to assess the impacts of key consumption systems on ecosystem quality and services, human health, resource depletion, and distributional impacts. The framework shall support the assessment of trade-offs and burden-shifting associated with systemic changes via e.g. multi-criteria assessment.
 - F.6. Analysing urban sustainability and urban systems from environmental and transitions perspectives and in line with the European and global urban agendas, including Priority Objective 8 of the 7th EAP and SDG 11¹⁰.

¹⁰ <http://www.un.org/sustainabledevelopment/cities/>

G. Analysing the characteristics of key societal systems, transition processes and associated governance approaches. The general tasks include:

- G.1. Mapping, reviewing and synthesising key transitions and transformations research and literature of European relevance (especially from FP7 and Horizon 2020 projects);
- G.2. Characterising key socio-ecological, socio-technical and socio-economic systems using analytical frameworks such as the multi-level perspective to identify lock-ins, barriers to change (technical, economic and societal), cracks and leverage points;
- G.3. Mapping and explaining the ways that different modelling and accounting frameworks can contribute to understanding of key societal systems and the dynamics of long-term transitions, including describing potential pathways, risks and opportunities in relation to EU policies;
- G.4. Using modelling approaches (e.g. integrated assessment models, agent-based modelling) to undertake illustrative analysis of transition processes in key systems, for example highlighting distributional impacts and trade-offs associated with systemic change.
- G.5. Assessing how practice-based knowledge and action research can support policymaking and transitions governance more broadly at the national and European scales. Such assessment could explore how local initiatives contribute to systemic change; how local initiatives extend their scope and impacts; the role of smart cities, urban labs and lighthouse projects; and how public sector support can catalyse and upscale innovations.
- G.6. Analysis of the governance types and approaches needed to support sustainability transitions and transformations in Europe. This includes analysis of the opportunities and constraints in using mainstream policy approaches, as well as the potential for alternative governance approaches or styles (e.g. adaptive / open / network governance) at multiple spatial scales.

III. FACILITATING MEETINGS AND SUPPORTING STAKEHOLDER INVOLVEMENT

H. Designing stakeholder approaches and processes to support knowledge co-production and review. The general tasks include:

- H.1. Facilitating meetings and stakeholder processes, and organising participatory workshops using foresight methods;
- H.2. Supporting capacity-building with Eionet and other EEA stakeholders.

7 Place of performance of the services

Services will be performed primarily at the contractor's premises (extramural) and in close cooperation and regular communication with EEA staff. Depending on the requirements of the specific contracts, it could be that some activities involving close and constant interactions with EEA staff will require services to be performed at the premises of the EEA in Copenhagen (intramural). Travel to locations other than Copenhagen, may be required on an ad-hoc basis in which case travel and subsistence costs will be paid according to EEA standard rules and rates (see Annex 8). The same applies for shorter visits to EEA for consultants otherwise working extramural.

8 Type and volume of contract

The successful tenderer will be awarded a framework service contract for an initial period of 24 (twenty four) months, starting from the date of signature, with the possibility of maximum two renewals of a period of 12 (twelve) months each. The framework service contract will be

implemented through specific contracts detailing the services to be provided depending on the EEA's demand. For details, reference is made to the terms and conditions of the draft framework service contract and draft specific contract forming part of the procurement documents (see annex 7).

The total aggregated value of the contract is estimated at EUR 1,000,000.00 (one million euro) over a maximum period of 48 months covering all services specified in section 6 above.

Under no circumstances can a minimum volume of services be required by the contractor.

The EEA may exercise the option to increase the estimated contract value at a later stage via negotiated procedure with the successful tenderer in accordance with the provisions in Article 134(1) (e) of the rules of application of the financial regulation¹¹.

9 Price

Tenderers are required to quote prices for the services to be provided according to the requirements specified in section 10.3.2 below and the following:

- Prices quoted must be **all-inclusive** (i.e. inclusive of all costs involved in the performance of the contract (e.g. administrative and travel costs, with the exception specified in section 7 above in regard to travel to destination other than Copenhagen)) and expressed in **euro**, including for tenderers established in countries that are not part of the Eurozone. For tenderers established in countries that do not belong to the Eurozone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderers to select an exchange rate and assume the risks or the benefits deriving from any variation;
- No additional expenses incurred in the performance of the services will be reimbursed separately by EEA (with the exception specified in the first paragraph of section 7 above);
- The price quoted must be fixed and not subject to revision during the first year of performance of the contract.

From the beginning of the second year of performance of the contract, prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than 31 July in order that the new rates may take effect on 1 January the following year. The other party shall acknowledge the price revision request in writing within 14 (fourteen) calendar days of receipt.

The EEA shall purchase on the basis of the price in force on the date on which specific contracts are signed. Such prices shall not be subject to revision.

The price revision shall be determined and calculated in accordance with the provisions specified in Article I.3 of the draft framework service contract (see annex 7).

- Prices must be quoted free of all duties, taxes and other charges, including value added tax (VAT), as the EEA is exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union and the Headquarters Agreement between the Agency and the Government of Denmark of 17 August 1995; such charges may not therefore be included in the calculation of the price quoted; the VAT amount may be indicated separately;

¹¹ Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L362 of 31.12.2012, p. 1), as amended by Commission Delegated Regulation (EU) 2015/2462 of 30.10.2015 (OJ L 342 of 29.12.2015, p. 7).

- The EEA will not reimburse any cost incurred in the preparation and submission of a tender. Any such costs must be borne by the tenderer.

10 Award procedure and criteria

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

1. to check, in the first stage, whether tenderers can take part in the tendering procedure (exclusion criteria and legal capacity);
2. to check, in the second stage, the economic and financial capacity and the technical and professional capacity of each tenderer who has passed the eligibility stage (selection criteria);
3. to assess, in the third and last stage, each tender which has passed the eligibility and selection stages in terms of their technical merit first and then their final value (award criteria).

10.1 Exclusion criteria

10.1.1 Exclusion from participation and award in the procurement procedure

To be eligible to participate in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 106 and 107 of the financial rules applicable to the general budget of the European Union¹².

10.1.2 Evidence to be provided by the tenderers

When submitting their bids, each tenderer (including any subcontractor or any member of a consortium) 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 mentioned under section 10.1.1 above.

The tenderer(s) to whom the contract is to be awarded will be required, prior to the signature of the contract, to provide the evidence specified in the penultimate paragraph of the declaration of honour mentioned above (see annex 2).

The EEA may waive the obligation of the tenderer to whom the contract is to be awarded to submit the documentary evidence referred to above if such evidence has already been submitted to it for the purpose of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the successful tenderer shall declare on its honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in its situation have occurred.

10.2 Selection criteria

Tenderers shall show their degree of economic and financial capacity, and technical and professional capacity to provide the requested services by providing information on the criteria described below. If several service providers or subcontractors are involved in the tender, the economic and financial capacity, and the technical and professional capacity will be assessed in

¹² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012 (OJEU L 298 of 26.10.2012, p. 1) as amended by Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28.10.2015 (OJ L286 of 30.10.2015, p. 1).

relation to the combined capacities of the service providers and subcontractors, as a whole, to the extent that service providers or subcontractors put their resources at the disposal of the tenderer for performance of the contract.

In accordance with Article 148(6) of the rules of application of the financial regulation, the EEA reserves the right to reject a tenderer where it is established that he has conflicting professional interest which may negatively affect the performance of the contract.

10.2.1 Legal capacity

> Requirements:

Any tenderer is required to prove that he is authorised to perform the contract under national law.

> Evidence to be provided:

Each service provider (including any subcontractor or any member of a consortium) is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, or copy of inclusion in a trade register, or a sworn declaration or certificate, membership of a specific organisation, or express authorisation, where applicable.

However the subcontractor(s) shall not be required to fill out or provide those documents when the services provided represent less than 20 % of the total contract value specified in section 8 above.

10.2.2 Economic and financial capacity

> Requirements:

Tenderers must be in a stable financial position and have the economic and financial capacity to perform the contract.

> Evidence to be provided:

At least one of the documents or information listed below must be presented as evidence of compliance with the economic and financial capacity:

- appropriate statements from banks or evidence of professional risk indemnity insurance;
OR
- the presentation of balance sheets or extracts from balance sheets for at least the last two years for which account have been closed, where publication of the balance sheet is required under the company law of the country in which the tenderer is established; OR
- a statement of overall turnover and turnover concerning the services covered by the contract during the last two financial years;
- if the tenderer relies on the capacities of other entities (regardless of the legal nature of the links which it has with them), a written undertaking on the part of those entities confirming that they will place the resources necessary for performance of the contract at the disposal of the tenderer for the period of the contract. In such case, the EEA may require that the successful tenderer and such entities are jointly liable for the execution of the contract.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide at least one of the references requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

10.2.3 Technical and professional capacity

> Requirements:

Tenderers are required to fulfil all the following requirements:

- a) Sufficient level of manpower with suitable qualifications and experience to perform all the services covered by this call for tenders;
- b) Relevant experience in provision of comparable services to clients similar to the EEA over the past three years;
- c) Application of environmental management measures.

> Evidence to be provided:

The document or information listed below must be presented as evidence of compliance with the technical and professional capacity. If subcontracting is envisaged, documentation shall be provided in relation to any subcontractors.

- a) CVs detailing the educational and professional qualifications of the staff responsible for providing the services indicating language skills (including both writing and speaking)¹³ and the required professional experience as follows¹⁴:
 - [A/C/E]: Minimum 3 CVs of senior experts each documenting a minimum of 7 years of experience in forward-looking assessment, primarily in environmental domains;
 - [A/C/E]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in economy, financial and fiscal domains;
 - [A/C/E]: Minimum 3 CVs of junior experts each documenting a minimum of 3 years of experience in forward-looking assessment, primarily in environmental domains;
 - [B]: Minimum 2 CVs of senior experts each documenting a minimum of 7 years of experience in planetary boundary concepts (and the Earth System processes they represent), statistics, spatial analysis, modelling and data management;
 - [B/F]: Minimum 2 CVs of senior experts each documenting a minimum of 7 years of experience in environmental footprinting approaches (in particular multi-regional input-output modelling and analysis, material flow analysis and physical accounting);
 - [C/E]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in foresight and horizon scanning;
 - [C/E]: Minimum 2 CVs of junior experts each documenting a minimum of 3 years of experience in foresight and horizon scanning;
 - [C/E]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in system thinking, system dynamics and causal loop diagrams;

¹³ The expected proficiency level of English for all experts shall be equivalent to level C1 of the Common European Framework of Reference (http://www.coe.int/t/dg4/linguistic/cadre1_en.asp).

¹⁴ The letters in square brackets indicate the link to general tasks described in section 6.3 above.

- [D/F]: Minimum 2 CVs of senior experts each documenting a minimum of 7 years of experience in integrated environmental assessments and policy analysis;
- [D]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in policy analysis related to sustainable development and the SDGs agenda;
- [E]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in uncertainty and sensitivity analysis, sensitivity auditing, and multi-criteria assessment;
- [F]: Minimum 2 CVs of senior experts each documenting a minimum of 7 years of experience in life-cycle assessment, multi-regional input-output, hybrid approaches as well as life-cycle impact assessment;
- [F]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in raw materials, material substitutability and criticality, network analysis and supply chain risks;
- [F]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in the resource nexus and multi-scale integrated analysis of societal systems and ecosystems;
- [F]: Minimum 1 CV of a junior expert documenting a minimum of 3 years of experience in the resource nexus and multi-scale integrated analysis of societal systems and ecosystems;
- [F]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in integrated urban sustainability assessment and knowledge of urban networks, actors and governance;
- [F]: Minimum 1 CV of a junior expert documenting a minimum of 3 years of experience in identifying and analysing data on cities and producing urban indicators;
- [G]: Minimum 2 CVs of senior experts each documenting a minimum of 7 years of experience in modelling of socio-technical systems and sustainability transitions;
- [G]: Minimum 1 CV of a senior expert documenting a minimum of 7 years of experience in socio-ecological transformations and climate change adaptation;
- [G]: Minimum 2 CVs of senior experts each documenting a minimum of 7 years of experience in local transition initiatives and action research;
- [G]: Minimum 2 CVs of senior experts each documenting a minimum of 7 years of experience in socio-technical analysis and governance of sustainability transitions;
- [H]: Minimum 1 CV of an expert with at least 5 years of experience in designing participatory stakeholders involvement, methods and approaches;

Tenderers shall note that it is permissible to propose the CV of the same expert more than once in relation to any of the profiles listed above.

For the purpose of evaluation of their technical and professional capacity, tenderers are required to accompany the requested CVs with an overview in a cross table, complying with the requirements set out in annex 5, of all staff responsible for providing the services giving the total amount of years worked in the areas specified in paragraph (a) above.

- b) A list of contracts awarded to the tenderers in the past three years relevant to the services required by the EEA, indicating the value, brief description of the services undertaken, the

recipients of the services (public or private) and the area(s) covered by reference to the group of activities listed in section 6.3 above.

- c) Details of the tenderer’s environmental policy and of environmental management measures that they will be able to apply when performing the contract. In the event of a joint offer submitted by a consortium, **each member** of the consortium shall provide the requested description.

10.3 Award criteria

The assessment method that will be used to determine the choice of the tender will be based on the criteria given below, on the basis of the most economically advantageous tender in terms of:

- o The quality of the tender (Technical merit – TM); and
- o The financial value of the tender (Price – P)

10.3.1 Technical merit (TM) (max. 70, min. 45 points)

Tenders will be evaluated following the award criteria and weightings outlined below, producing a potential score of maximum 70 points.

Tenderers shall elaborate on all criteria referred to below in order to score as many points as possible. The mere repetition of mandatory requirements set out in these tender specifications, without going into details or without giving any added value will only result in a low score. If essential elements of these tender specifications are not expressly addressed in the tender, EEA may decide to give a zero mark for the relevant quality criterion.

	Award criteria	Maximum points (70)	Minimum points (45)
1	<p>Quality of the proposed approach, expected challenges and suggested ways to overcome them in order to deliver contextual and forward-looking analysis and assessments in relation to:</p> <ul style="list-style-type: none"> a. The role of global megatrends in shaping Europe’s environmental and societal resilience in coming decades; b. Operationalising the concept of planetary boundaries at the European scale; c. Identification of emerging issues of environmental concern, in particular risks and opportunities for transitions towards sustainability. d. Short- and long-term European trends, including a concept and criteria for summarising and communicating trends and progress to EU policy targets; e. Forward-looking participatory and innovative approaches to support assessment of long-term environmental trends and their implications for achievement of the 7th EAP and SDG policy targets. 	30	17

2	<p>Quality of the proposed approach and value added offered by the tenderer in order to deliver sustainability assessments and analysis of systemic transitions, in terms of:</p> <p>a. The direct and indirect environmental burdens associated with key socio-ecological and socio-technical systems;</p> <p>b. The characteristics of key societal systems, transition processes and associated governance approaches.</p>	20	14
3	<p>Quality of the proposed approach and value added offered by the tenderer in order to deliver facilitation support tasks, such as:</p> <p>Designing stakeholders approaches and processes to support knowledge co-production and review;</p>	8	5
4	<p>Quality and relevance of the organisation of the work and of the allocation of human resources including description of the availability and involvement of experts (specifying the role of each expert), interaction and coordination of tasks (both internally as well as vis-a-vis the EEA), distribution of the work between the team members and subcontractors, where applicable, and quality assurance and quality control processes put in place.</p>	12	9

Only tenders that obtain the indicated minimum number of points for each award criterion will be considered for the next stage, which involves determining the financial value of the tender (price index) and for the final assessment.

10.3.2 Price (P) (max. 30 points)

Tenderers are requested to submit a financial offer giving the **all-inclusive** (i.e. including all relevant costs and all expenditures) price in **euro** for the following services:

Price	Services (Daily rate = 8 hours)	Weighing factor
P ₁	Daily rate for senior consultants working intramural at the EEA's premises for an extended period of time (*)	20%
P ₂	Daily rate for senior consultants working extramural at the Contractor's premises (or elsewhere)	50%
P ₃	Daily rate for junior consultants working intramural at the EEA's premises for an extended period of time (*)	10%
P ₄	Daily rate for junior consultants working extramural at the Contractor's premises (or elsewhere)	20%

(*) An extended period of time would be any period over one week.

For each category above, tenders meeting all mandatory requirements (including the minima for technical merit) will score points in function of the following formula:

$$PS = (PS_{\min}/PS_0) \times 30 \times \text{weighting factor}^{15}.$$

The score for the price (P) that will be used as a basis for evaluation of tenders is the sum of the four PS.

For that purpose, tenderers shall complete the price quotation attached as annex 6 to these tender specifications. Tenderers shall bear in mind that all fields are compulsory and non-compliance will lead to exclusion of the tender from the award process.

10.3.3 Final assessment

A framework contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price (TM + P). Should tenders obtain the same final score and tie for first place, the winning tender will be decided on the basis of the highest score achieved for price.

11 Performance

Competence in both selection and award criteria must be maintained throughout the framework contract. Should the contractor fail to do this during the validity of the framework contract, the EEA maintains the right to refuse any expert if performance is not satisfactory and/or to choose another vender from the tenders.

12 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 contractor will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract, 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: <http://www.eea.europa.eu/documents/emas>.

Moreover, it is strongly recommended that tenders 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 technical specifications (no additional material) and avoiding plastic folders or binders.

13 Annexes

Annex 1: Tender submission form

Annex 2: Declaration on exclusion criteria

Annex 3: Legal entity form

Annex 4: Financial identification form

Annex 5: Overview of professional and technical experience (cross table)

Annex 6: Price quotation

Annex 7: Draft framework contract and draft specific contract

Annex 8: Rules for the reimbursement of travel expenses

¹⁵ PS = Price Score for price of service; PS_{\min} = the lowest price offered among the tenders received; PS_0 = the price of the tender being considered; 30 = the maximum number of points that can be awarded under this award criterion.