



## **Tender specifications**

### **Framework contract(s) for support on Agriculture and Forests (2 lots)**

#### **Open call for tender EEA/NSV/10/004**

##### **1. Title of contract(s)**

Framework contract(s) for support on

Lot 1: Agriculture

Lot 2: Forests

Prior information notice 2009/S 71-102299.

##### **2. Purpose and context of the contract(s)**

According to the European Environment Agency (EEA) Strategy 2009-2013, the aim of the work in agriculture and forests is to provide integrated analyses of land use trends through assessments of their current and future impact on water, soils, air quality, biodiversity and landscapes. This will help to assess the impact of new societal demands, and demographic and technological trends on the natural environment, and to form a basis for policy evaluation and feedback into related sectoral and environmental policies.

Consequently, the main outputs expected of the proposed Framework contract(s) (FWC) must be in line with and contribute to the following strategic actions:

- integrating economic and biophysical models and data to assess the driving forces behind the environmental impacts of socio-economic trends;
- extending sector-related indicator sets, spatial analyses and databases on farm practices and new land use trends;
- undertaking assessments of critical issues, both within Europe and globally;
- supporting the development of environmental and ecosystem accounts to provide and update inputs to the EEA information sources including the European Ecosystem Assessment (EURECA) 2012, the State and Outlook Report on the European environment (SOER) process, and indicator development.

The specific tasks to be performed under the FWC(s) will be related to the thematic areas described below. The work will involve interaction with relevant European institutions, including the Joint Research Centre (JRC), Eurostat (the Statistical Office of the European Commission), Directorate General Agriculture and Rural Development (DG AGRI) and Directorate General Environment (DG ENV), as well as close cooperation with the EEA networks, in particular the thematic European Topic Centres (ETC).

### 3. Subject of contract(s)

The call for tender comprises two lots. Tenderers are invited to bid for either or both lots based on their expertise and experience. Tenders will be evaluated separately as to their merits (see Section 8 below) based on which the EEA may award one or more FWCs (max. one per lot).

#### 3.1 Lots

##### 3.1.1 Lot 1: Agriculture

###### *Thematic areas*

#### 1) Support the update and methodological improvement of agri-environment indicators

- Update agriculture-related Core Set of Indicators (CSI).
- Follow-up on the Indicator Reporting on the Integration of Environmental Concerns into Agriculture Policy (IRENA) operation, according to the memorandum of understanding on agri-environment indicators signed by Eurostat, JRC, DG Env, DG Agri and the EEA in May 2008.
- Specific support to the Streamlining European 2010 Biodiversity Indicators (SEBI) process.
- Support and contribution to the Commission reporting on rural development policy based on indicators, in particular those related to the measures on sustainable management of farmland and forestland (Axis 2 of the Rural Development (RD) Regulation).
- Further work on biodiversity issues related to agriculture, in particular improving the High Nature Value (HNV) Farmland definition and spatial distribution analysis.

#### 2) Analysis from an environmental perspective of EU policies on agriculture and rural development

- The CAP: current status, policy developments and proposals >2013.
- The EU agriculture sector: current socio-economic context and evolution.
- Environmental targeting of CAP instruments:
  - (i) the agri-environment schemes and the less favoured areas;
  - (ii) other rural development measures included in Axis 2 of the RD Regulation, in particular support to organic farming, Natura2000 and environmentally-friendly forestry and forests measures;
  - (iii) cross-compliance and 1<sup>st</sup> Pillar payments;

(iv) pre-accession programmes.

- Agriculture and biodiversity goals in Europe and globally, in the context of the Convention on Biological Diversity (CBD), particularly regarding HNV Farmlands.
- EU water policy (Water Framework Directive (WFD)) and agriculture.
- Climate Change impacts, adaptation options and vulnerabilities mapping (EU Adaptation White Paper).
- Rural development policy from a territorial-cohesion perspective including selected regional assessments, e.g. mountains, coastal, islands, urban-rural interlinks, and regional perspectives, e.g. the Mediterranean.
- Multilateral trade agreements: WTO rounds affecting agriculture policy in the EU; non-trade concerns and the environment.
- Global food security and new pressures on the environment. New challenges in sustainable agriculture production and consumption (in the wide sense: food, feed, fibres, fuels and raw materials).

### **3) Environmental and ecosystems accounts in the agriculture sector**

- Services & functions of agro-ecosystems in Europe.
- Land cover and land use changes and accounts.
- Methodology development of ecosystems services and accounts at multilateral (FAO, UN) and European (Eurostat, EEA) level.

### **4) Bioenergy and biowaste energy potential from agriculture and forestry**

- EU policy on renewable energies.
- Environmental impacts of bio-energy from agriculture and forestry; impacts on biodiversity, water bodies (both quantity and quality) and land use/land cover trends.
- Technological developments in second generation of bio-energy.
- Bio-waste energy potential from agriculture and forestry, including the agri-food industry.

### **5) Technological developments and innovation in agri-food and forestry production**

- Biotechnology developments in the agri-food and forestry sector: environmental impacts.
- Innovation in farming practices with an environmental perspective, including adaptation and mitigation to climate change, land management, biotechnology and infrastructure.

- Innovation in product development in the agri-food and forestry industries, with an environmental perspective, including raw materials, biomedicine, fibres, etc.

***Functional areas relevant for all thematic areas under Lot 1: Agriculture***

- Data collection and data analysis, including scoping and outlook studies and follow-up of relevant information (e.g. relevant policies and related scenarios, land cover and land use changes), projects, related economic and biophysical models;
- Performance of case studies (national, regional or locally based);
- Support to EEA integrated and specific thematic assessments, including ad hoc contributions;
- Assisting in preparing and organising events, including workshops;
- Inter-institutional cooperation and networking.

**3.1.2 Lot 2: Forests**

Regarding the thematic areas to be covered by the framework contract, a distinction has to be made between "forests" and "forestry". The term "forests" covers all aspects related to the physical composition, the ecological processes and the functions of vegetation types dominated by trees, classified as such according to the criteria defined by FAO. The terms "forestry" and "the forest sector" are used in a more narrow sense, only relating to activities concerning the economic use of forests for productive functions.

***Thematic areas***

**1) Assessment, development and methodological improvement of data to describe multifunctional properties of different land uses (incl. protected areas) in water catchments to test relevant integrative indicators**

- Testing and mapping the actual multi-functional properties of different land uses in different bio-geographical regions in Europe on the basis of real data.
- Assessing the future vulnerabilities and adaptation responses (due to e.g. climate change/extreme events increases and land uses changes) of catchment properties.
- Selecting those functions to be shown as the most relevant ones for *inter alia* optimising quality of habitats and water discharge.
- Analysing ecosystems services and development of adequate adaptation measures.
- Support and contribution to the reporting needs, *inter alia* on rural development policy based on indicators, in particular those related to the measures on sustainable management of farmland and forestland (Axis 2 of the RD Regulation).
- Further work on biodiversity issues related to forests and spatial distribution analysis.
- Visualisation of all major functions in water catchments through development of an internet tool/performance. A good example on how to show land functions/services/

goods can be found at (please see also other sites which can be accessed from the same page):

Hebrides

<http://www.efnecp.org/hnv-showcases/scottish-hebrides/islay/mixed-farming/>

Black forest Germany:

<http://www.efnecp.org/hnv-showcases/south-west-germany/black-forest/landscape/>

- Supporting and facilitating the above-mentioned forest-related processes ([http://www.eea.europa.eu/publications/technical\\_report\\_2006\\_9](http://www.eea.europa.eu/publications/technical_report_2006_9))
- Forest policies and biodiversity goals for forests and their impact on forest types in Europe.
- Multilateral trade agreements: WTO rounds affecting forest types in Europe, non-trade concerns, and the environment.
- Forest and CBD: extended work programme work on forests (special focus on governance and streamlining).
- Support to European contribution for the UN International year of Forests in 2011.
- Support to EEA integrated assessments, *inter alia* the Astana reporting exercise (forest chapter).

## **2) Assessment of environmental and ecosystems services for forests**

- Assessing services and functions of forest ecosystems in Europe.
- Assessing land cover and land use changes and accounts.
- Methodology development of ecosystems services and accounts at multilateral (FAO, UN) and European (Eurostat, JRC) level.

## **3) Proposing a core set of environment indicators to monitor forests in Europe**

- Discussing and proposing a core set of sound and future leading forests taking the development in satellite technology and discussions on Commission and Member State level into account.
- Coordination with all relevant partners/institutions.

### ***Functional areas relevant for all thematic areas under Lot 2: Forests***

- Support in data collection and analysis, including scoping and outlook studies and follow-up of relevant information and projects and assessments of services and function of forests;
- Analysing policy and monitoring scenarios;

- Assisting in preparing and organising events, including workshops;
- Support in inter-institutional cooperation and networking.

### 3. Duration and volume of the contract(s)

The framework contract(s) will be awarded for a period of **48 months** from entry into force. The framework contract(s) will be implemented through specific contracts which alone shall bind the EEA. Annexes to such specific contracts will include detailed descriptions of the services and deliverables to be provided. For details, reference is made to the terms and conditions of the draft framework contract and draft specific contract forming part of the tender documents (see Annex 4).

The maximum budget available for the framework contract(s) is estimated at 800 000 EUR for the four-year period (approximately 400 000 EUR for each lot).

### 4. Geographical area to be covered

The geographical area encompasses the 32 EEA countries (see <http://www.eea.europa.eu/about-us/countries-and-eionet>). Assessments may extend to the pan-European or global scale, where relevant.

### 5. Place of performance

The work will mainly be performed from the contractor's premises. Missions to the EEA premises in Copenhagen will occur regularly, and intra-muros work for specified periods cannot be ruled out.

For any work carried out elsewhere than the contractor's or EEA's premises, travel and subsistence costs will be paid according to EEA standard rules and rates, as per Annex 3 attached (Reimbursement of Travel Expenses).

### 6. Working language

The working language is English and deliverables under specific contracts shall be provided in English, unless otherwise specified.

### 7. Price

Prices must be quoted in EUR. The tenderer shall quote daily rates for project leader (PL) senior consultant (SC), junior consultant (JC) and administrator (ADM), the calculated average of which shall form the basis of the price evaluation (as indicated under Section 8.3.2). Prices shall be **all-inclusive** (*inter alia* of administrative and travel costs with the exception specified in Section 5 above).

The prices quoted shall be fixed and not subject to revision for implementation during the first year of duration of the contract(s).

From the beginning of the second year of duration of the contract, 80% of each price 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 three months before the

anniversary of the date on which the contract(s) were signed. The EEA shall purchase on the basis of the prices in force on the date on which specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index, MUICP, published for the first time by the Office for Official Publications of the European Communities in the Eurostat monthly bulletin at:

<http://www.ec.europa.eu/eurostat/>.

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \left( 0,2 + 0,8 \frac{Ir}{Io} \right)$$

where:

Pr = revised price;

Po = price in the original tender;

Io = index for the month corresponding to the final date for submission of tenders;

Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices.

The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

## 8. Criteria

### 8.1 Exclusion criteria

Tenderers must certify that they are not in any of the exclusion situations referred to in Articles 93, 94, 96(1)b, 96(2)a of the Financial Regulation<sup>1</sup>. Tenderers shall provide a declaration on their honour, duly signed and dated, drawn up in accordance with Annex 1 to these tender specifications. Non-compliance with these criteria will lead to exclusion. Additional evidence may be requested at a later stage prior to signature of the contract.

### 8.2 Selection criteria (as indicated in Section III.2 (Conditions for participation) of the Contract notice)

### 8.3 Award criteria

Tenders will be evaluated separately, lot by lot. Framework contract(s) will be awarded (max. 1 per lot) to the tenderer with the best price-quality ratio per lot, taking into account the following criteria:

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<sup>1</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002 (OJEU L 248 of 16.9.2002), as amended by Council Regulation (EC, Euratom) No 1995/2002 of 13.12.2006 (OJEU L 390 of 30.12.2006).

### 8.3.1 Technical merit (TM) (80 points maximum/53 points minimum)

- A.** Understanding of the objectives of the relevant lot and the scientific complexities of the work to be carried out as documented in a short presentation (max. one A4 page per lot) of a representative reference project undertaken by the tenderer (30 points maximum/ 15 points minimum);
- B.** Composition of the team with regard to its levels of inter-disciplinarity as well as international exposure and geographical coverage as relevant to the lot (50 points maximum/35 points minimum).

Tenders reaching the indicated minima will be ranked according to:

$$\text{Technical Merit (TM)} = A + B$$

Offers scoring less than the required minima for technical merit will not be considered further.

### 8.3.2 Price (P) (20 points maximum)

Tenderers must quote **all-inclusive** daily rates for each of the required profiles (as defined in Section III.2 (Conditions for participation) of the Contract notice), the total average of which will be taken into account for the price evaluation as indicated below:

Profile	Job description	Experience (years)	Daily rate (EUR)
Project leader (PL)	EEA contact person responsible for all framework contract and specific contracts details; CV documenting a minimum of 5 years' experience as senior consultant relevant to the lot, including writing skills in English, of which a minimum of 2 years in a project management role	min. 5 years	
Senior consultant (SC)	Minimum 3 CVs documenting a minimum of 5 years' experience as senior consultant relevant to the lot, including writing skills in English	min. 5 years	
Junior consultant (JC)	Minimum 3 CVs documenting a minimum of 2 years' experience as junior consultant relevant to the lot, including writing skills in English	min. 2 years	
Administrator (ADM)	Minimum 1CV documenting experience in professional projects administration	min. 1 year	



TOTAL (Average): $(PL + 2SC + 2JC + ADM)/6$		EUR
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*All fields are mandatory. Non-compliance leads to exclusion*

Tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula:  $(P_{\min}/P) \times 20$ , in which  $P_{\min}$  is the lowest financial offer and P the financial offer being considered.

### 8.3.3 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.

## 9. Further information

Tenders should preferably be drafted in English (supporting evidence does not need to be translated) and must comprise:

- A technical offer and an all-inclusive financial offer, containing one original and two copies;
- A declaration on exclusion criteria (Annex 1) and an identification sheet (Annex 2) duly filled out and signed, together with supporting evidence;
- Declaration on exclusion and documents on selection criteria must be supplied by each member of the consortium of firms or group of service providers submitting a single tender.
- Tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each of the members and contain a letter of intent to form a consortium from each partner. The same requirements apply for subcontracting.
- If subcontracting is envisaged, the tender should provide a description of the services to be subcontracted and their scope.

## 10. 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 homepage: <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.

### **Annexes**

Annex 1: Declaration on exclusion criteria

Annex 2: Identification sheet

Annex 3: Reimbursement of Travel Expenses

Annex 4: Draft framework contract and specific contract