

Terms of Reference

Subject: Pre-Final Assessment and Final Evaluation
Project: The Charter Project Africa - PANAF/2020/420590

The European Partnership for Democracy (EPD) is recruiting a consultant, a team of consultants, or a legal entity (hereafter: the “Evaluator”) to conduct the final evaluation of the ‘Charter Project Africa’ (hereafter: the ‘Project’). The Project was funded by the European Union (EU) through the African Governance Architecture Support Project (AGA-SP). The evaluation is set to happen in two distinct phases:

1. The *Pre-Final Assessment*, taking place in the 2 months following the completion of the Evaluator’s selection process;
2. The *Final Evaluation*, to be conducted after the Project’s end date, i.e. 30 June 2024.

1. Background

The Project aims to empower civil society across Africa in representing citizens at continental level, working with the African Governance Architecture (AGA), and promoting democratic governance in the African Union (AU) member states.

It follows two parallel pathways towards achieving this goal:

- Strengthening civic initiatives, particularly those led by youth, in their ability to leverage knowledge, data and technology to analyse, monitor and promote the implementation of the African Charter of Democracy, Elections, and Governance (ACDEG);
- Increasing collaboration with African Union policy makers, national decision-makers and civil society organisations to jointly address challenges to democratic governance.

The main target groups of the Project are:

- *Civil society organisations (CSOs)*, including pan-African networks & initiatives, in particular those led by youth and women, collective action groups, watchdog organisations, and think tanks;
- *Digital activists in civic technology* (software engineers, data scientists, digital strategists & influencers, digital rights advocates);
- *Media actors*, in both traditional and new media, for example multimedia storytelling initiatives & fact-checkers;

- *National decision makers*, such as government officials & advisors, politicians (& parliamentarians), community leaders, local authorities;
- *African Union officials*, in particular those situated in the African Governance Architecture (AGA), i.e. in AU Organs, such as the African Union Commission (AUC), the African Peer Review Mechanism (APRM), the Economic, Social and Cultural Council (ECOSOCC), the Pan-African Parliament (PAP), and in the Regional Economic Communities (RECs).

The Project activities are organised along five main components:

1. ***Civic technology and digital engagement***: a digital platform curates ACDEG-relevant content, along with relevant open source software code and data, and a directory of digital democracy experts, serving as a repository for campaign activities carried out at national, regional and continental levels. Online processes engage citizens and activists in dialogue and learning. Civic tech initiatives and activists are supported.
2. ***Democratic Governance Initiatives (DGIs)***: initiatives funded by the Project and launched at national, regional, and continental level represent, as a whole, a central element of the Project, enabling and enriching and connecting to all other activities. The unifying and linking element between all DGIs will be the ACDEG. DGIs are implemented by civic organisations.
3. ***Regional engagement***: coordinated multi-stakeholder policy dialogue & advocacy processes - online and offline - unfolding primarily at regional level are launched. These focus on ACDEG implementation within RECs, yet feature an underlying analysis and consensus-building on the viability of cooperation between pan-African civic initiatives with the AGA.
4. ***AGA support & matchmaking***: knowledge brokerage is provided to strengthen mutual understanding and thus engagement between AGA policy makers and civic initiatives - coordinated through a 'Civil Society Secretariat'. Integration of activities and synergies between partners and AU policy processes is facilitated.
5. ***Policy analysis & strategy***: context analysis and policy research are carried out, particularly on the AU governance infrastructure and drivers for cooperation at continental, regional and national level. This sheds light on the political economy of ACDEG implementation. Methodological tools support civil society representatives in adapting their engagement with the AGA.

2. Context

The Evaluator under this contract is expected to:

1. Carry out the Pre-Final Assessment in the 2-month period following the completion of the selection process. The assessment should be finalised by the end of February 2023. This should look at the activities implemented since the beginning of the Project (1 January 2021) until the period in which the assessment starts.
2. Conduct the Final Evaluation at the end of the Project implementation, which started in January 2021 and is set to end on 30 June 2024. The full evaluation process is to be completed by October 2024. The Evaluator might travel to specific target countries throughout the assignment, if deemed necessary and if the evaluation could not be completed otherwise.

3. Purpose

Both afore-mentioned assignments are oriented towards both accountability and learning.

The *Pre-Final Assessment* shall consist in a formative analysis of the Project which could inform the rest of the implementation, its engagement with stakeholders, potential follow-up actions and ultimately its sustainability strategy.

The *Final Evaluation* shall, firstly, target the Project's implementation dynamics and the level of achievement of its objectives. It shall help consortium members' staff to understand the results of their work and help both EU (funder) and GIZ (co-funder) staff to understand the results of the Project it funded. Secondly, it shall gather lessons learnt, challenges faced, and best practices and use such insight to generate recommendations that can help the consortium members as well as the EU design and undertake similar initiatives in the future.

4. Objectives

The objectives of the *Pre-Final assessment* are:

1. To assess the progress and effectiveness of Project activities carried out since its inception and identify potential areas for improvement;
2. To suggest adjustments to Project strategies, activities, or engagement approaches to enhance effectiveness and achieve better outcomes;
3. To examine the Project's current sustainability potential and recommend ways to ensure the project's long-term viability and impact beyond its completion.

The objectives of the *Final Evaluation* are:

1. To assess the extent of effectiveness of the Project and the contribution to outcome level results in relation to its two specific objectives (and the three related outcomes matrices);
2. To generate learning and insight on a number of aspects further detailed below;
3. To provide specific recommendations based on the findings and insights gathered for the implementation of similar future initiatives.

5. Preliminary questions

Below is a list of preliminary evaluation questions ordered firstly by assignment (e.g. related to the Pre-Final Assessment and the Final Evaluation) and secondly by evaluation criteria. This list of questions may be adjusted, reduced and/or further refined by the Evaluator during the inception phase of both the assessment and evaluation process.

However, for what concerns the Final Evaluation, all criteria should be tackled by the evaluation. Further, where applicable, each question should be broken down by consortium member, to enable the generation of member-specific learning summaries (see 8. Deliverables and timeline).

Pre-Final Assessment

- Where has been the Project most successful or promising so far?
 - Has the engagement strategy with African Union organs proven successful?
 - How has the Project so far engaged with the target groups and ensured their participation and ownership?
 - Which stakeholders engaging with the Project are most likely to ensure the achievement of the outcomes?
 - Is the thematic focus of the Project still relevant to the context and geographic areas it targets?
 - Has the tech component the potential to effectively leverage knowledge, data and technology to promote democratic governance?
 - Could DGIs and their civic tech tools contribute to further enhancing the capacity of civic society organisations to advocate for democratic governance and engage with AGA organs?
- What recommendations arise for the remaining Project implementation period?
- What evidence is gathered from the Project implementation which could be used to inform the design of follow-up actions?
 - What are concrete activities that would support the realisation of the intended outcome in the future?
 - What approach should be taken to efficiently and effectively operate at national, regional and continental level?

- How do the organisational mandates and thematic priorities within the consortium influence the Project's ability to work comprehensively and engage a wide range of stakeholders across different political systems at national, regional, and continental levels?
- What strategies or mechanisms are or should be in place to ensure the sustainability of the Project beyond its completion?

Final Evaluation

Relevance

Overarching question(s)

- Has the Project been sensitive and relevant to the political economy and policy contexts in which it unfolded?
- Did the Project's problem statement hold true?
- How were the needs and priorities of target beneficiaries taken into account throughout the Project life cycle?

Specific question(s)

- To what extent did the overall aim of the Project and its constituent parts fit with the reality of the contexts over the course of the Project in the 11 target countries and in the continent as a whole?
- How has the Project reacted to turbulent political developments (multiple elections, violent protests, limitation of fundamental freedoms, internal conflicts, etc.)?
- Has the Project been able to address beneficiaries' needs and challenges arising from such political developments and not initially foreseen? Are there any identifiable strategies that allowed the Project to continue to achieve its objectives while adjusting to the changing political contexts? Were strategies and inputs identified appropriate to achieve expected results?
- Did the Project align with the priorities and strategies of relevant stakeholders, such as AU and AGA organs, national decision makers and civil society organisations?

Effectiveness

Overarching question(s)

- To what extent has the Project achieved its objectives?
- To what extent were implementation strategies effective in delivering expected results?

Specific question(s)

- Were there any unexpected barriers or challenges that affected the effectiveness of the Project? If so, how were they addressed?
- Which objectives did the Project not achieve and why? What would have been possible strategies that could have mitigated this?
- How well did the Project engage with relevant stakeholders and partners to maximise its effectiveness?
- Did the Project effectively monitor and evaluate its progress and make adjustments as needed?
- What were the main factors or conditions that contributed to the Project's success in achieving its objectives?
- Was the Project recognised/perceived as a pan-African initiative? Was it well known and positively received by the different stakeholders?
- Was the communication strategy adopted adequate for the number of target areas and for its continental aspirations?
- How did the Project contribute to sustainable and long-lasting impacts beyond its completion?
- What are lessons learned and recommendations for the future?

Efficiency

Overarching question(s)

- Has the Project used its resources well?
- How have organisational mandates and thematic priorities within the consortium affected the ability to work comprehensively, i.e. with a wide range of stakeholders in the different political systems at national, regional and continental level?

Specific question(s)

- How has the organisational set-up (each partner responsible to implement activities in a specific regional area, with some of them with a more continental mandate within the project) impacted Project implementation and impact?
- Did Project activities overlap and duplicate other similar interventions?
- How have consortium partners worked together in support of achieving the Project objectives? What were the challenges faced and what lessons learned can we take forward to enhance future similar initiatives?
- How well did the Project leverage partnerships and external resources to enhance its efficiency and effectiveness?

Coherence

Overarching question(s)

- Has the Project supported and/or undermined other initiatives (including state initiatives) in the same policy area?
- How coherent was the overall approach and implementation of the Project in achieving its stated objectives and outcomes?
- How well did the different components of the Project (civic technology, democratic governance initiatives, regional engagement, AGA support & matchmaking, policy analysis & strategy) work together in a coordinated and coherent manner?

Specific question(s)

- To what extent have activities implemented by consortium partners built/drawn on complementary activities led by other partners to achieve synergies in line with the Project objectives?
- How well did the Project align and integrate with other relevant initiatives and programs within the same policy context?
- Were there any mechanisms or strategies in place to foster collaboration, coordination, and coherence among consortium partners and other stakeholders engaging with the Project or involved in related initiatives?
- How well did the different components and activities of the Project align with each other to create a cohesive and integrated approach?
- Was civic technology coherently integrated across the different components of the Project in promoting democratic governance and empowering civil society organisations?
- Were there synergies and coordination between the DGIs and other project components, such as civic technology and regional engagement, to create a comprehensive approach to democratic governance?

Sustainability

Overarching question(s)

- What is the likelihood of the Project's results being sustained in the future? Which elements of the Project are more or less sustainable? How has the Project been able to address this?

Specific question(s)

- What are specific actions to take by both stakeholders and international donors (including the EU) to sustain and build on the Project's achievements? In which areas

would repeat or follow-up activities be helpful in ensuring sustainability? Which partners should be considered, in light of the different dynamics of AGA organs?

- What are the recommendations for similar support actions in future? Where could consortium members have built in more sustainability to their activities over the course of the Project?
- To what extent has any overlap/engagement with other (similar) initiatives affected sustainability?

EU added value

Overarching question(s)

- What has been the added value of the intervention being funded specifically by the EU compared to other donors?

Specific question(s)

- To what extent the EU and GIZ support contributed to the success of the Project?
- How has the collaboration with other initiatives within the AGA-SP programme of the EU been beneficial to the Project?

6. Methods

The Project's results chain was defined in a logical framework during the design phase.

The logical framework includes three outcomes, which were broken down by the project team using **Outcome Mapping**. The project team therefore has been tracking instances of progress for each of the three outcomes and the associated progress markers. The Evaluator shall consider the descriptions of progress as one of the key sources of evidence.

Internally, the project team has already used the descriptions of progress to identify specific outcomes following the **Outcome Harvesting** method. In other words, concrete behavioural changes of social actors are identified. The Evaluator shall consider to review and substantiate a number of said outcomes.

The Evaluator shall also consider to explore methods such as **Social Network Analysis**, **Contribution Analysis** or **Narrative Assessment** to answer one or more of the evaluations questions.

Other methods to be used include **interviews** and **focus groups** (including with the project team).

7. Deliverables and timeline

Pre-Final Assessment

- *Assessment Report*, describing the methodology used for the assessment and featuring:
 - A summary of the Project's progress and achievements since its inception;
 - A findings section based on the guiding questions (see 5. Preliminary questions);
 - A provision of actionable recommendations for the on-going project implementation, sustainability potential and any other follow-up actions.

Final Evaluation

- *Inception report*, containing an evaluation matrix that outlines the final evaluation questions and provides details on how (and with which methods) these will be answered.
- *Evaluation report* (in English), also including:
 - An executive summary (not exceeding 5 pages; in both French and English);
 - An infographic (not exceeding 1 page; in both French and English);
 - Learning summaries targeted to each of the seven consortium members (not exceeding 5 pages each, in English for EPD, ECDPM, Code for Africa, DWF and in French for Gorée Institute and AfricTivistes);
 - Other innovative forms of communicating evaluation findings are optional, but strongly suggested.

Deliverable	Indicative timeline
Assessment Report	2 months after start of assessment process
Inception Report	3 weeks after start of evaluation process
Draft Evaluation Report	3 months after start of evaluation process
Final Evaluation Report	3,5 months after start of evaluation process
Presentation of Evaluation Report <ul style="list-style-type: none"> - at consortium level; - at consortium and donor level. 	Approximately 4 months after the start of the evaluation process

8. Budget

The maximum total budget available under this contract is EUR 40 000 including VAT and/or any other taxes. Any travel costs (and related costs) need to be covered within that budget.

The budget will be split in two instalments, to be transferred to the Evaluator after the completion of the afore-mentioned assignments (see 2. Context):

- For the *Pre-Final Assessment*, the maximum total budget is EUR 10,000;
- For the *Final Evaluation*, the maximum total budget is EUR 30,000.

9. Qualifications

The Evaluator - as a whole - must fulfil the following criteria:

- Proven and strong track record of conducting project evaluations in the field of democratic governance, citizens' engagement and digital democratic innovations;
- Proven experience with the suggested or similar evaluation methods is an asset;
- Prior experience of working in Africa on Pan-African and continental projects;
- Good knowledge of the African Union and the African Governance Architecture, in relation to its internal structure, functioning, as well as the mandates of the different organs;
- Excellent knowledge of English and French is required;
- Understanding the policy landscape and the agenda of the African Union and the Regional Economic Communities (ECOWAS, EAC and SADC) is an asset;
- Knowledge/understanding of civic tech (both the civic and tech component) is not mandatory but considered a strong asset.

10. Steering Committee

An internal Steering Committee will be established to coordinate the evaluation on behalf of the consortium. The committee, led by the EPD Head of Programmes, will be the first line of contact with the evaluation team leader.

11. Use of the evaluation

In view of the stated objectives of this evaluation, the intended users and uses of the evaluation are the following:

Consortium members

... shall understand, learn from and communicate the effectiveness of the Project;
... shall understand how to improve and enhance their work in the area of the Project;
... shall draw conclusions for future initiatives in interventions that include one or more EPD members.

EU and GIZ

... to achieve an overview of the effectiveness and relevance of the Project;
... shall draw lessons learned on how to tackle priorities addressed by the Project.

12. Documents to be consulted (preliminary list)

The following documents will provide the Evaluator with background information and insight into project implementation and achievement of the objectives:

- Project proposal (Description of the Action attached to the contract);
- Results chain (Logical Framework attached to the contract);
- Interim reports submitted to the EU;
- Internal reporting information, centralised on the Project's online monitoring and evaluation tool;
- Research and policy documents produced over the course of the Project, including:
 - Mapping of the target groups;
 - Deliverables produced by subgrantees;
 - Analysis of the ACDEG and research publications.
- Relevant documents on the African Governance Architecture and its organs;
- Mid-term evaluation report of the funding programme run by the EU.

13. Selection process

The selection process will proceed as follows:

1. Applicants are requested to submit an [expression of interest](#) filling out the template, to be sent at the latest by **Sunday, 1 October 2023** at giovannatanzi@epd.eu. Subject line: 'Charter Project Africa - Evaluation - NAME SURNAME'
2. **ONLY shortlisted applicants** will be invited to submit a **technical and financial offer** which will be assessed by an Evaluation Committee against the criteria listed in *Annex VI*. Candidates scoring at least 75/100 with regard to the evaluation grid (*Annex VI*) for their technical offer, will have their financial offer considered. EPD reserves the right to enter into a negotiation with the candidates on the financial offer proposed by them, before finalising the selection process. The technical offer will be weighted with 80%; the financial offer will be weighted with 20%. Incomplete applications will not be considered. Instructions on the technical and financial offers are available in *Annex I – Instructions to tenderers*.

The selection process will be finalised after candidates shortlisted in the second step of the process have been interviewed by the Evaluation Committee and agreement on the financial offer has been found.

14. Data treatment

EPD collects and treats your private data in compliance with the EU General Data Protection Regulation 2016/679 i.e. hereby requests personal data only for recruitment purposes, pursuing a legitimate interest in a reasonable way, and will delete them after it is judged no longer necessary to archive. Shortlisted applications will be provided to the Funding Agency to ensure compliance with EU procurement rules in external action projects. By bidding to this tender, you authorise EPD to treat your personal data accordingly.

List of annexes

- Annex I** Instructions to tenderers
- Annex II** Tender submission form
- Annex III** Financial identification form
- Annex IV** Legal entity file
- Annex V** Organisation & Methodology
- Annex VI** Evaluation grid

ANNEX I

INSTRUCTIONS TO TENDERERS

Subject: Pre-Final Assessment and Final Evaluation

Project: The Charter Project Africa - PANAF/2020/420590

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Services to be provided

The services required are described in the terms of reference.

2. Timetable

	DATE
Deadline for requesting clarifications to EPD	19 September 2023, 23h59 CET
Last date for EPD to issue clarifications	22 September 2023, 23h59 CET
Deadline for submitting the expression of interest	1 October 2023, 23h59 CET
Last date for EPD to invite tenderers to submit the technical and financial offer	15 October 2023, 23h59 CET
Deadline for submitting the technical and financial offer	15 November 2023, 23h59 CET
Contract signature & start date	December 2023

3. Participation

- Participation in this tender procedure is open to all interested tenderers that comply with the eligibility criteria. For eligibility, please see Qualifications at paragraph 9 of the Terms of Reference.
- Eligible applicants shall be legal persons, registered and/or acting in compliance with the rules of their country of origin.

4. Content of tenders

Offers, all correspondence and documents related to the tender exchanged by the tenderer and EPD must be written in English.

Access to the tender is guaranteed by filling out a ***request to participate***.

Only shortlisted tenderers will be invited to submit a technical and financial offer as described in paragraph 13 - Selection Process of the terms of reference.

4.1. Technical offer

The technical offer must include the following documents:

1. A completed and signed **tender submission form (Annex II)**;
2. A completed **financial identification form (Annex III)** to indicate the bank account into which payments should be made if the tender is successful. Stamp of bank and signature of bank representative are not required;
3. The **legal entity file (Annex IV)** and supporting documents, if necessary;
4. **Organisation and methodology (Annex V)** to be drawn up by the tenderer (includes estimated number of working days);
5. **CVs of expert(s)**: The qualifications and experience of each key expert must clearly match the profiles indicated in the terms of reference. They are subject to evaluation according to the evaluation grid included in this tender dossier (Annex VII). If an expert does not meet the minimum requirements for each evaluation criterion (i.e. qualification and skills, general professional experience and specific professional experience), he/she must be rejected. In such a case the entire tender shall be rejected.

4.2. Financial offer

The financial offer must be presented as an amount in EUR, including a budget breakdown and number of working days. Tenderers are free to use their own format (no template is provided).

Tenderers are reminded that the maximum budget available for this contract, as stated in the Terms of Reference, is 40 000 EUR (all taxes included) to be split between the pre-final assessment and the final evaluation (see paragraph 8 - Budget of the terms of reference).

5. Submission of tenders

Shortlisted tenderers, who have been invited to do so, must send the technical and financial offer to giovannatanzi@epd.eu before **15 November 2023, 23h59 CET**. They must include the requested documents described above.

6. Amending or withdrawing tenders

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting the technical and financial offer. Tenders may not be amended after this deadline.

7. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer.

8. Ownership of tenders

EPD retains ownership of all tenders received under this tendering procedure.

9. Evaluation of tenders

9.1. Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid included in this tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the terms of reference.

9.1.1. Interviews

Interviews are currently foreseen after submission of the technical and financial offer, though this may be subject to change.

9.2. Evaluation of financial offers

Upon completion of the technical evaluation, the financial offers of those tenders with an average score of 75 points or more will be evaluated. Tenders exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

9.3. Choice of selected tenderer

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

9.4. Confidentiality

The entire evaluation procedure is confidential. The evaluation committee's decisions are collective and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than EPD, the European Commission, the European AntiFraud Office and the European Court of Auditors.

10. Ethics clauses / Corruptive practices

a) Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender.

b) Respect for human rights as well as environmental legislation and core labour standards

The tenderer and its staff must comply with human rights. In particular, and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

c) Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. EPD reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with EPD.

d) Unusual commercial expenses

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a

properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

e) Breach of obligations, irregularities or fraud

EPD reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, EPD may refrain from concluding the contract.

11. Signature of contract(s)

11.1. Notification of award

The successful tenderer will be informed in writing that its tender has been accepted.

The successful tenderer shall then confirm availability or unavailability of their experts within 5 days from the date of the notification of award. Unsuccessful candidates will be notified by email after the contract is signed by the successful tenderer.

In case of unavailability the tenderer will be allowed to propose replacement experts. The successful tenderer shall give due justification for the exchange of experts but the acceptance will not be limited to specific cases. Several replacement experts may be proposed but only one time-period of 15 days from the date of the notification of award will be offered. The replacement experts cannot be an expert proposed by another tenderer in the same call for tender.

The replacement expert's total score must be at least as high as the scores of the expert proposed in the tender. It must be emphasised that the minimum requirements for each evaluation criteria must be met by the replacement expert.

If replacement experts are not proposed within the 15 days delay or if the replacement experts are not sufficiently qualified, or that the proposal of the replacement expert amends the award conditions which took place, EPD may decide to award the contract to the second best technically compliant tenderer (also giving them a chance to replace an expert should he/she not be available).

11.2. Signature of the contract(s)

Within 5 days of receipt of the contract already signed by EPD, the selected tenderer shall sign and date the contract and return it to EPD.

12. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, EPD will notify tenderers of the cancellation.

Cancellation may occur, for example, where:

- the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall EPD be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if EPD has been advised of the possibility of damages. The publication of a contract notice does not commit EPD to implement the programme or project announced.

ANNEX II

TENDER SUBMISSION FORM

Ref: PRE-FINAL ASSESSMENT AND FINAL EVALUATION

1 SUBMITTED by (i.e. the identity of the tenderer)

Name(s) of legal entity or entities making this application	Nationality

2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 EXPERT(S)

Please provide the following information for each expert.

Name of expert	Years of experience	Age	Educational background	Specialist areas of knowledge	Experience in project countries	Languages spoken

4 STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, this must include all consortium members), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our technical offer, and our financial offer.

We understand that our tender may be rejected if we propose experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU.

We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless EPD has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards EPD concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the tenderer

Name	
Signature	
Date	



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ①

ACCOUNT NAME ②

IBAN/ACCOUNT NUMBER ③

CURRENCY

BIC/SWIFT CODE

BRANCH CODE ④

BANK NAME

ADDRESS OF BANK BRANCH

STREET & NUMBER

TOWN/CITY

POSTCODE

COUNTRY

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER

STREET & NUMBER

TOWN/CITY

POSTCODE

COUNTRY

REMARK

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤

DATE (Obligatory)

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

① Enter the final bank data and not the data of the intermediary bank.

② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.

③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established

④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.

⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.



THIS "LEGAL ENTITY" SHEET MUST BE COMPLETED AND SIGNED, AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPY OF THE IDENTITY DOCUMENT

LEGAL ENTITY

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

NATURAL PERSON

I. PERSONAL DATA

FAMILY NAME(S) ①

FIRST NAME(S) ①

DATE OF BIRTH

DD MM YYYY

PLACE OF BIRTH

(CITY, VILLAGE)

COUNTRY OF BIRTH

TYPE OF IDENTITY DOCUMENT

IDENTITY CARD

PASSPORT

DRIVING LICENCE ②

OTHER ③

ISSUING COUNTRY

IDENTITY DOCUMENT NUMBER

PERSONAL IDENTIFICATION NUMBER ④

PERMANENT
PRIVATE ADDRESS

POSTCODE

P.O. BOX

CITY

REGION ⑤

COUNTRY

PRIVATE PHONE

PRIVATE E-MAIL

II. BUSINESS DATA

If YES, please provide business data and attach copies of official supporting documents

Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.) and you provide as such services to the Commission, other Institutions, Agencies and EU-Bodies?

YES

NO

BUSINESS NAME
(if applicable)

VAT NUMBER

REGISTRATION NUMBER

PLACE OF REGISTRATION: CITY

COUNTRY

DATE

SIGNATURE

① As indicated on the official document.

② Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.

③ Failing other identity documents: residence permit or diplomatic passport.

④ See table with corresponding denominations by country.

⑤ To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.

TABLE WITH CORRESPONDING FIELD DENOMINATION BY COUNTRY

ISO CODE	PERSONAL IDENTIFICATION NUMBER
AT	N/A
BE	N° d'identification du Registre national / Identificatienummer van het Rijksregister
BG	ЕГН- Единен граждански номер (ЕГН) Edinen grazhdanski nomer
CY	N/A
CZ	Rodné číslo (RČ)
DE	N/A
DK	Personnummer (Da. CPR, Det Centrale Personregister)
EE	Isikukood (IK)
ES	Documento Nacional de Identidad (DNI)/Numero de identificacion fiscal(NIF)/Id.N°
FI	Finnish: Henkilötunnus (HETU), Swedish: Personbeteckning
FR	N/A
GR	N/A
HR	Osobni identifikacijski broj (OIB)
HU	N/A
IE	N/A
IT	Codice fiscale
LT	Asmens kodas
LU	N/A
LV	Personas kods
MT	Identify card number
NL	Burgerservicenummer (BSN)
PL	Powszechny Elektroniczny System Ewidencji Ludności (PESEL)
PT	N° identificação civil
RO	Cod Numeric Personal (CNP)
SE	Personnummer
SI	Enotna matična številka občana (EMŠO)
SK	Rodné číslo (RČ)

ANNEX V

ORGANISATION & METHODOLOGY

To be completed by the tenderer

Please provide the following information:

1. Rationale

- Any comments you have on the terms of reference for the successful execution of activities, in particular regarding the objectives, thus demonstrating the degree of understanding of the contract.
- An explanation of the risks and assumptions affecting the execution of the contract.

2. Strategy

- An outline of the approach proposed for contract implementation.
- A list and description of the proposed tasks you consider necessary to achieve the contract objectives.
- Inputs and outputs.

3. Involvement of all experts (optional)

- If a tender is submitted by a group of experts, a description of the input from each expert and the distribution and interaction of tasks and responsibilities between them.

4. Timetable of work

- The timing, sequence and duration of the proposed tasks, taking into account travel time.
- The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised (including the expected number of working days required from each expert per task).

ANNEX VI

EVALUATION GRID

<u>Criteria</u>	<u>Maximum score</u>
Experience in evaluations and with relevant evaluation methods	30
Experience in the relevant country/region	20
Relevant language skills	20
Quality of the methodology's rationale and strategy	30
<u>Overall total score</u>	<u>100</u>

<u>Strengths</u>	
<u>Weaknesses</u>	

NB: Only candidates with average scores of at least 75 points qualify for the financial evaluation. The best value for money is established by weighting technical quality against price on an 80/20 basis. This is done by multiplying the scores awarded to the technical offers by 0.80 and the scores awarded to the financial offers by 0.20.