



# Webinar for interested tenderers

## Call for tenders CINEA/2022/OP/0011

*Inter-institutional single framework contract in two lots for the provision of support for the monitoring of LIFE projects (action grants and operating grants), communication about the LIFE programme and other related activities*

*7 September 2022*

# Agenda

09:30 – 10:15	<b>Overview presentation of the tender specifications: general requirements, Lot 1 requirements and Lot 2 requirements.</b>  <i>Angelo Salsi – Head of Department Natural resources, climate, sustainable blue economy and clean energy (CINEA), Giulia Carboni (Senior Project Adviser) and Nadia Lamhandaz (Project Adviser)</i>
10:15 – 10:30	Break
10:30 – 11:30	Questions and Answers

# Important information

- The presentation and Q&A session will be recorded and documents presented are accessible on: <https://webcast.ec.europa.eu/life-monitoring-and-communication-tender-webinar-for-interested-tenderers>
- The material presented and the replies to questions provided verbally are not contractually binding. The documents and replies on the TED eTendering portal shall prevail.
- Questions may be sent ONLY via the TED Q&A eTendering portal: <https://etendering.ted.europa.eu/cft/cft-questions.html?cftId=10559>



Any queries sent outside the TED Q&A eTendering portal will NOT be answered. You must NOT contact any staff of the European Commission or CINEA directly with questions concerning this procurement.

# How to ask questions?

Join at  
**slido.com**  
**#LIFEWebinarTenderers**



# Tender process and timeline

- Deadline to ask questions via the eTendering portal is 12/10/2022 16:59 UTC+02:00
- Submission deadline 18/10/2022 - 15:00 UTC+02:00
- Opening Session 19/10/2022 - 15:30
- **Corrigendum** will be issued this week correcting minor mistakes in the tender package
- First specific requests and contracts are expected **in the first quarter 2023**

# Overview of the tender specifications

# Why using external contractors in LIFE?

As for other programmes, external contractors are used to **assist the Commission/Agencies staff** to perform effectively their core tasks.

- LIFE projects cover a broad spectrum of policies, requiring diverse areas of expertise to evaluate proposals and to assess project performance
- LIFE projects monitoring requires field visits due to physical and local nature of deliverables/outcomes (necessary to determine eligibility)
- LIFE beneficiaries are often entities that are not familiar with EU funds management (SMEs, NGOs, local authorities)
- Many beneficiaries face significant difficulties in using English

# Background information (section 1.4.1)

- The **3 successive programmes** (Legacy: LIFE 2007-2013 (LIFE+), LIFE 2014-2020 and current LIFE 2021-2027) including the different types of projects foreseen in the LIFE regulations and an overview of the current and projected projects types and numbers.
- The **IT Tools** used in the implementation of the LIFE programme



# Objectives (section 1.4.2)

The aim of this procurement is to select **one framework contractor per lot** in view of supporting the LIFE programme management by providing:

- **Lot 1:** assistance for the monitoring of ongoing projects funded from previous and on-going LIFE programmes and on thematic support in the field of Circular Economy, Environmental Health i.e., Water and seas, Air and Noise, Soil and Chemicals management, Environment and Climate Change Governance and Information, Nature and Biodiversity, Climate change Mitigation and Climate change Adaptation
- **Lot 2:** assistance and technical support for the communication activities of the LIFE programme across all its sub-programmes, taking into account their specificities, in view of highlighting programme and projects results and promoting the LIFE funding opportunities.

# Detailed characteristic of the purchase (section 1.4.3)

In this section, for each lot, the tenderers will find general and specific requirements for the services and tasks that may be requested as well as an indication of their expected quantities.

- Tenderers must provide a technical offer describing how they will implement the services and tasks and a financial offer providing prices or unit costs. Staff category fees will be requested for the tasks requiring fixing the workload at the specific request level.
- The offers shall be of sufficient detail to assess whether tenderers have demonstrated an efficient organisation of the work and are able to put together methodologies and teams to undertake the services and tasks in an effective way. When requested, the tenderer shall also illustrate their proposed offer with concrete examples.

# General requirements

The framework contractors :

- May have to reply to requests for services submitted by different contracting authorities and to be **delivered in all countries** participating to the LIFE programme: 27 EU Member States, Iceland, UK and potential additional countries
- Shall implement the tasks requested under specific contracts and ensure effective and efficient **communication with the other contractors** assisting CINEA (in line with the mechanism that will be defined by the Contracting authority setting clear responsibilities for each contractor and necessary data flows and timeline).

# Training and meetings (section 1.4.9)

- For both lots, the framework contractor shall be responsible for the logistics of all meetings and training relevant to the services and tasks required by each specific contract and as specified therein.
- Any **expenses** related to the organisation of meetings and training shall be **covered by the framework contractor's** financial offer i.e. part of the all-inclusive unit prices, task's unit costs or fees etc

# Volume, value and duration of the contract (sections 1.7 and 1.8)

These are estimates only and there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the quantities which the Contracting authorities will order through specific contracts.

The framework contract ceiling (maximum amount to be spent under it), is:

- Lot 1: EUR 50,000,000.
- Lot 2: EUR 7,000,000.

The framework contracts resulting from the award of this call for tenders will be concluded for at most 48 months.

# LOT 1 – Assistance for the monitoring of ongoing projects

# The services

- Service 1: Overall coordination and support
- Service 2: Technical and financing monitoring of projects
- Service 3: Thematic support to Key Performance indicators (KPIs), publications and events

# The overview tables (section 1.4.3.1.4)

- These tables list all the tasks that may be requested to the framework contractor experts.
- For each task, an indication of the workload per unit output is provided to enable the tenderers to determine a **unit price for the task**. When applicable, the deadline to submit the output is also set.
- An indicative number of tasks is provided for the 4 years of the maximum duration of the Framework contract. It should be noted that the number of tasks to be requested will be determined based on the actual needs at the time of the specific request.



# The financial offer (section 4.2)

The price offered for the Cost of **Service 1** will be composed by:

- A fixed cost covering the tasks implemented by the **Coordination team and the Thematic Support team as well as the participation of experts in the Annual Review meeting and the coordination with other framework contractors (1.1).**
- A variable cost covering **the costs for:**
  - the **ad-hoc** support by the Monitoring experts to the Contracting Authority staff (1.2);
  - **the management of the** Monitoring helpdesk (1.2).
- For Service 2 and 3, the financial offer shall indicate unit costs.

# Service 1 - Overall coordination and support

- Task 1.1 – Setting the coordination team
- Task 1.2 – Setting the Monitoring team
- Task 1.3 – Monitoring helpdesk
- Task 1.4 – Thematic support team
- Task 1.5 – Coordination with other framework contractors

# Service 1 - highlights (1)

- The framework contractor will set up a **database of experts** (meeting the respective requirements of the profiles defined under the *section 3.2.4 B*). The database shall be set up when the offer to the 1<sup>st</sup> service request will be submitted and shall be maintained throughout the duration of the framework contract. This database must include the relevant number of experts to fulfil the tasks listed under the Lot 1 tender specifications.
- The monitoring experts are either technical or financial experts. Their key role is to assist the Contracting authority's staff in the monitoring of projects benefiting from an action or an operating grant (Service 2).
- Based on their expertise and experience, the Technical Monitoring experts may be allocated to tasks under the Service 3.

# Service 1 – highlights (2)

- The role of the **Monitoring Helpdesk** is to address each coordinating beneficiary' questions related to contractual, administrative and financial aspects of the grant implementation. The answers are meant to provide first guidance on how to ensure a proper project management. The Monitoring Helpdesk **shall not take any decision** related to the grant management on behalf of the Contracting Authority.
- The **thematic support team** composed of senior experts will be established to perform specific tasks listed under the service 1 as well as to coordinate the tasks that will be requested under the Service 3.

# Service 2 - Technical and financial monitoring of projects

- What do we expect from the experts?
- Task 2.1 – Monitoring of ongoing projects
- Task 2.2 - Ex-post monitoring project visits
- Task 2.3 – Participating in Welcome meetings
- Task 2.4 – Land purchase database (LPD)

# What do we expect from the experts?

Monitoring experts will perform a series of tasks in the course of their assignments to projects. The more specific requirements are detailed in the tasks.

The Monitoring experts **shall not take any decision** related to the grant management on behalf of the Contracting Authority.

The Contracting Authority **requests** the Monitoring experts to perform a monitoring task **through** the dedicated **project management IT tools**.

Task implementation only starts when the Monitoring expert receives a request via the IT tools used for the project management i.e. Butler

# Service 2 – highlights

- Each project has at least one Technical Monitoring expert **assigned to it** (this does **not** apply to projects from **LIFE Clean Energy Transition** Subprogramme).
- The task request will specify the deadline to submit the monitoring outputs.
- Unless specified differently, the Technical Monitoring experts will involve the Financial Monitoring experts in the assessment of the mid-term/interim/final report and/or for performing the ex-ante checks as established by the Contracting Authority.
- Some tasks under the Service 2 will generate information to be provided to other contractors.

# Service 3 - Thematic support to Key-Performance-Indicators (KPIs), publications and events

- Task 3.1 – Organising policy/networking related meetings
- Task 3.2 - Support to thematic publications
- Task 3.3 – Participating in events about LIFE Calls for proposals
- Task 3.4 – LIFE projects Key Performance Indicators and Processing of projects' data



# Service 3 – highlights

- All tasks are **limited to providing the thematic content** of events and publications.
- The expected content and format requirements of the input of the monitoring expert to a thematic publication (**task 3.2**) and/or to a report or study (under the **task 3.4**) will be set in the specific requests for services as well as the number of expected working days. In the financial offer, for both tasks an **all-inclusive fee (€/day)** is expected.

# LOT 2 - assistance and technical support for the communication activities

# The services

- Service 1: Overall coordination and planning
- Service 2: Communication training and advice
- Service 3: Editorial work and design
- Service 4: Digital communication
- Service 5: Production of audio-visual content
- Service 6: Events

# The overview tables (section 1.4.3.2.7)

- These tables list all the tasks that may be requested to the framework contractor experts.
- For each task, an indication of the workload per unit output is provided to enable the tenderers to determine a **unit price for the task**. When applicable, the deadline to submit the output is also set.
- An indicative number of tasks is provided for the 4 years of the maximum duration of the Framework contract. It should be noted that the number of tasks that will be requested will be determined based on the actual needs at the time of the specific request.

# The financial offer (section 4.2)

- The price offered for the cost of Service 1 will be composed by a **fixed cost** covering the tasks implemented by the Coordination team.
- For other services, the financial offer shall indicate **unit costs**.
- In addition, the Contracting Authorities may **reimburse expenses** (when indicated in the Request for services). The list of expenses type is included in the tender specifications.
- No logistical expenses (such as renting of venue, equipment including digital solutions and catering) related to meetings and training foreseen under section 1.4.9 "Training and meetings" of the tender specifications will be reimbursed.

# Coordination with Lot 1

- For some of the tasks, the Lot 2 contractor is expected to work in close collaboration with the technical monitoring team (Lot 1), in line with the mechanism that will be defined by the Contracting authority setting clear responsibility for each of the framework contractors and necessary flows of data and timeline.

# Service 1 - Overall coordination and planning

- Setting the teams
- Task 1.1 – Coordination and planning
- Task 1.2 – Set up quality management and control system for communication services
- Task 1.3 – Mapping of stakeholders and key audiences

# Service 1 - highlights

- The main functions and tasks under Service 1 are to set and manage the teams required to perform the tasks described in the Lot 2



# Service 2 - Communication training and advice

- Task 2.1 – Communication advice and guidance
- Task 2.2 – Training and presentations
- Task 2.3 – Supporting materials



  
#COMMSWORKOUT WEBINAR

26 November 2019, 15:00 CET

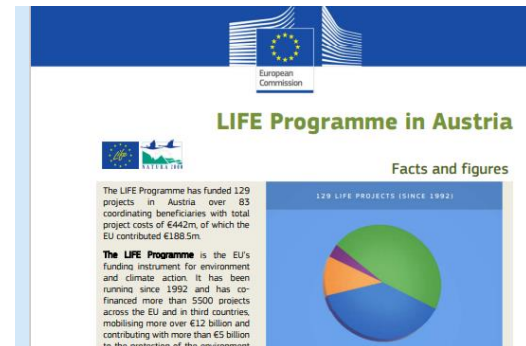
# Service 3 - Editorial work and design

Task 3.1 –  
Production of  
thematic  
publications



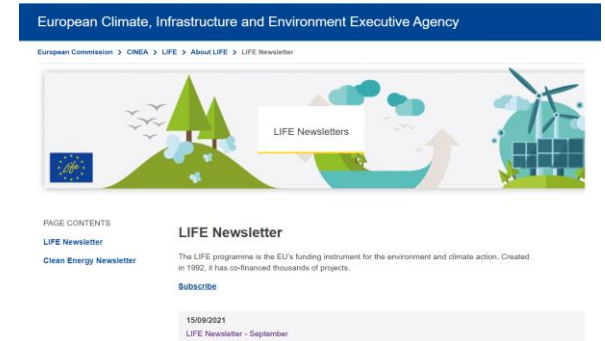
Task 3.3 – Drafting  
of press releases

Task 3.2 – Project  
summaries



Task 3.4 - Country  
overviews

- Task 4.1 – News monitoring, planning and online editorial
- Task 4.2 – Web editing
- Task 4.3 – Social media
- Task 4.4 – Databases

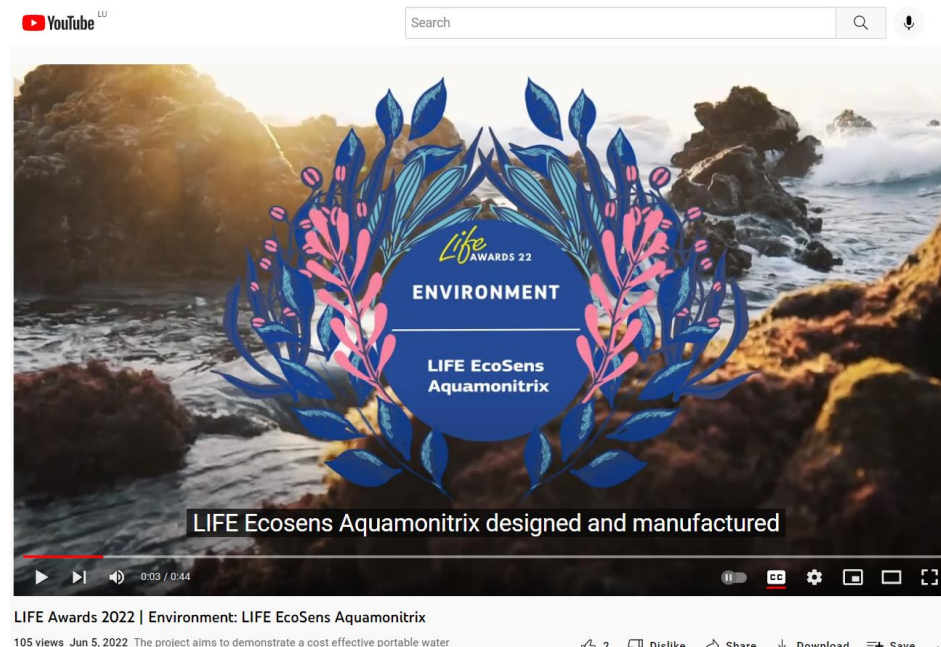


# Service 4 - highlights

- The tasks will be implemented at the framework contractor's and the experts' premises, except for Tasks 4.1 outputs 2 and 3 and Task 4.3 which will be implemented by an **intra-muros team member**.

# Service 5 - Production of audio-visual content

- Task 5.1 – Conception and dissemination
- Task 5.2 – Productions



# Service 6 - Events

- Task 6.1 – Communication advice and guidance
- Task 6.2 – LIFE programme participation in third-party events
- Task 6.3 – Support to the delivery of LIFE programme events
- Task 6.4 - Support to LIFE programme beneficiaries for events
- Task 6.5 - Promotional material



# Service 6 - highlights

- Most of Service 6 related tasks are limited to the **logistic organisation of events**. When the event related content is provided by the framework contractor responsible for Lot 1 (e.g., welcome meetings with newly selected projects), both Lot 1 and Lot 2 framework contractors will have to work closely to ensure good coordination of the relevant tasks leading to successful events.



# Coffee break – back at 10:30 ask your questions

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