



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Europe 2020: Social Policies
Social Protection

CALL FOR PROPOSALS

Budget line: 04 03 01 04

VP/2014/ 10

Establishing a network on quality and cost-effectiveness in long-term care and dependency prevention

Questions should be sent by e-mail to:

empl-vp-2014-010@ec.europa.eu

To ensure a more rapid response it is helpful if applicants send their queries in English, French or German.

The English version of the call is the original.

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1. BACKGROUND AND POLICY CONTEXT

Adequate social protection is one of the fundamental goals of the European Union. Article 9 of the Treaty on the Functioning of the European Union stipulates that “[i]n defining and implementing its policies and activities, the Union shall take into account requirements linked to the promotion of a high level of employment, the guarantee of adequate social protection, the fight against social exclusion, and a high level of education, training and protection of human health.” The specific role of the European Union in the area of social policy is defined in Article 153 of this same Treaty. With regard to the modernisation of social protection systems, the emphasis is on “measures designed to encourage cooperation between Member States through initiatives aimed at improving knowledge, developing exchanges of information and best practices, promoting innovative approaches and evaluating experiences, excluding any harmonisation of the laws and regulations of the Member States”. This cooperation takes place primarily in the context of the Social Protection Committee which was established in accordance with article 160 of the Treaty and developed the *open method of coordination* covering social inclusion, pensions, health and long-term care.

Social protection also represents a major share of public spending and thus comes under scrutiny in the context of the surveillance of Member States’ budgetary policies. In particular, the Economic Policy Committee, through its Ageing Working Group, examines every three years the long-term trends in ageing-related public spending of which pensions, health and long-term care are the most important components.

Although long-term care represents a much smaller share of public spending than pensions and health care, dependency¹ is a major social risk which can be expected to affect a growing number of older people as the large cohorts of the post-WWII baby boom begin to experience functional limitations that come with advanced age.

The needs of people with functional limitations are mostly taken care of by informal carers, in particular their spouses and children, thereby limiting the budgetary costs of such dependency. This may not be sustainable in the future as fewer children will be available to provide care, due to the lower birth rates experienced since the late 1960s, increased geographical distance between relatives as well as to rising retirement ages and increased labour force participation of potential carers.

¹ Dependency (or dependence) can be defined as "a state in which persons, by reason of lack or loss of physical, psychological or intellectual autonomy, require significant assistance or help in carrying out their usual day-to-day activities". (see Council of Europe, Recommendation No. R (98) 9 of the Committee of Ministers to Member States on Dependence, <https://wcd.coe.int/com.instranet.InstraServlet?command=com.instranet.CmdBlobGet&InstranetImage=532369&SecMode=1&DocId=486242&Usage=2>)

The Commission's Social Investment Package adopted in February 2013² and a recent report prepared by the Commission services and the Social Protection Committee³ examined the risk of an increasing gap between the need for long-term care and the supply of such care, either by informal carers or by professionals delivering care in people's homes or in institutions. These documents stressed the importance of investing in measures that can close the gap, either by reducing the need for long-term care or by ensuring that care can be delivered more efficiently. The relevant measures include prevention, rehabilitation, assistive technologies and age-friendly environments and a more efficient organisation of care systems, including through better coordination of the different actors involved in providing care.

The European Union supports the emergence of innovative responses to the threat of a widening gap between long-term care needs and supply through the European Innovation Partnership on Active and Healthy Ageing⁴ (EIPAHA). This initiative, launched in 2010, aims to increase the average healthy lifespan of Europeans by 2 years by 2020. It seeks to improve the health and quality of life (with a focus on older people), to contribute to more sustainable and efficient health and social care systems in the long term and to enhance the competitiveness of EU industry through business and expansion in new markets. The EIPAHA promotes a better cooperation between the European Commission and EU Member States, regions, industry, health and social care professionals, as well as organisations representing older people and patients.

While there is growing evidence that much can be done to reduce the need for long-term care and to make its delivery more efficient, there is still a lack of systematic evidence on what works best. Such evidence is essential to allow policy makers to invest scarce public funds in ways that achieve the greatest impact in terms of closing the gap between long-term care needs and supply.

2. OBJECTIVES AND EXPECTED OUTPUTS

The purpose of this call is to bring together institutions that can develop solid evidence on the cost-effectiveness of investments in a wide range of measures to reduce the gap between the need for, and supply of, long-term care, including prevention, rehabilitation, assistive technologies and age-friendly environments as well as a more efficient organisation of care systems (notably through better coordination of the different actors involved in providing care). By establishing a network of institutions that have already collected relevant evidence, or are capable of doing so, it is expected

² See <http://ec.europa.eu/social/main.jsp?langId=en&catId=1044&newsId=1807&furtherNews=yes>

³ See <http://ec.europa.eu/social/main.jsp?catId=792&>

⁴ See http://ec.europa.eu/health/ageing/innovation/index_en.htm

that a common body of evidence can be generated and made available to policy makers across the EU, helping them to use public money in the most effective way in order to ensure access to high-quality care in a sustainable manner.

More specifically, the network should:

- Gather evidence on the main causes of/pathways into dependency;
- Review the current state of the art in preventing dependency;
- Examine the potential for rehabilitation for various causes of dependency;
- Identify measures (removal of barriers, deployment of technical devices...) that would help people with functional limitations to remain independent longer and to have to rely less on care provided by others;
- Identify potentials for efficiency gains in the delivery of care, including through a better coordination of care delivered by medical and social care professionals and informal carers.

The network should gather and review evidence on the cost-effectiveness of a broad range of measures in the areas listed above and their potential for reducing the gap between need for, and supply of, long-term care. This assessment of cost-effectiveness should help policy makers to set priorities for public investment in prevention, rehabilitation, age-friendly environments and independent living solutions, and more efficient care systems. It should take into account not only the reduction in the need for care or the cost savings that can be achieved in its delivery, but also the impact on beneficiaries' quality of life and the respect of their fundamental rights. The deliverables of the network could take the form of guidelines, manuals, toolkits or any other suitable way of bringing evidence to the attention of policy makers.

The network could also coordinate research and evaluation activities in the above areas and design a coordinated research agenda for its members, ensuring that the collection of new evidence is done without unnecessary duplication and meets policy makers' needs in an optimal way across the EU.

The network will have to establish good communication with policy makers, ensuring that relevant findings are presented in a way that is accessible to policy makers, and ensuring that policy makers can also provide feedback on the advice received from the network and contribute to the setting of priorities for the evidence gathering strategy of the network and its members.

3. TIMETABLE

<i>Stages</i>	<i>Date or indicative period</i>
a) Publication of the call	December 2014

<i>Stages</i>	<i>Date or indicative period</i>
b) Deadline for submitting applications	31st March 2015
c) End of evaluation period	May 2015
d) Information to applicants	June 2015
e) Signature of grant agreement	July 2015
f) Starting date of the action	August/September 2015

4. BUDGET AVAILABLE

The total budget available for the co-financing of projects under this call for proposals is EUR **1,000,000**.

The requested EU contribution cannot exceed 80% of the total eligible costs of the action. The applicant must guarantee the co-financing in cash of the remaining 20% covered from sources other than from European Union funds. Contributions in kind are not accepted as co-financing.

The Commission expects to **fund one proposal**. The Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent (in hard copy and electronically) no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 13), using the application form and the electronic submission system available at <https://webgate.ec.europa.eu/swim>.
- Applications must comply with the procedures for submission indicated in section 13 of the present the call for proposals document.
- Applicants are encouraged to submit their project proposal in English to facilitate treatment of the proposals and speed up the evaluation process. It should be noted, however, that applications in all official languages of the EU will be accepted. In case if the proposal is in any other EU language, applicants must submit an executive summary of their proposal in English and provide evidence that they can ensure efficient communication within the network.

Failure to comply with those requirements may lead to the rejection of the application.

6. ELIGIBILITY CRITERIA

6.1. Eligibility of applicants

Applicants must:

- Be a properly constituted and registered legal person, having their registered office in one of the Member States of the EU at the time of the submission of the application under the call;
 - Lead applicants in charge of coordinating the action must be either
 - a **public institution** specialised in evaluating measures aimed at reducing the need for long-term care or enhancing the efficiency of long-term care delivery. This specialization can be proved either by the regulatory text which is legally in force in the concerned country or by an official written document duly signed by the competent authority, describing this mission very precisely or,
 - a **private not-for profit institution**, if it regularly works for public authorities on these issues and if they have been expressly mandated in writing by the competent national authority to assume responsibility for the implementation of the action.
 - Co-applicants can be any type of non-profit organisation or international organisations.
- Affiliated entities are not eligible under this call.

6.2. Eligibility of proposals

The proposal submitted for funding must meet the following eligibility criteria:

- seek funding only for activities carried out in Member States of the EU;
- be submitted by an international consortium (lead applicant and co-applicants) of at least five institutions, and established in at least five EU Member States.
- comply with the maximum limit for EU co-financing (80%).

7. EXCLUSION CRITERIA

Applicants (lead and co-applicants) must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation, filling in the relevant form attached to the application form accompanying the call for proposals (See Annex II)

7.1. Exclusion from participation

In accordance with article 106 (1) of the Financial Regulation applicants and co-applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the RAO or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

7.2. Exclusion from award

In accordance with article 107 of the Financial Regulation, applicants and any co-applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on applicants and co-applicants who are guilty of misrepresentation.

Only proposals submitted by organisations which comply with the requirements of the eligibility and exclusion criteria will be eligible for further evaluation.

8. SELECTION CRITERIA

Only organisations with the necessary financial and operational capacity described below may be considered for the award of a grant. Financial and operational capacity of the applicant must correspond to the following definitions:

8.1. Financial capacity

The applicants (lead and co-applicants) must have the **financial capacity** to carry out the action; i.e. they must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary. (The verification of financial capacity will not apply to public bodies or international organisations).

The **financial capacity** assessment will be based on the analysis of the supporting documents listed in positions 2, 3, 13 and 14 in the table in Annex II and by calculating the ratio between the total assets in the applicant's balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form (the ratio should be greater than 0.70). In addition, the Commission will take into account any other relevant information on financial capacity provided by the applicant.

8.2. Operational capacity

The applicants (lead applicant and co-applicants) must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. The applicants must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

In order to meet these objectives the **consortium should demonstrate**:

- Good access to scientific information and literature on long-term care-related topics but also demonstrated capacity to review and analyse research material on health or long-term care topics especially to identify knowledge gaps.
- A strong capacity to conduct policy-oriented research, especially meta-analyses
- Good connections with policy makers and demonstrated capacity to contribute to decision-making process and to anticipate, and respond to, policy needs.
- The capacity to disseminate knowledge.

The **operational capacity** should be proven by the declaration on honour and the curriculum vitae mentioned in Annex II, as well as the information provided in the required sections (D.1.1 and D.1.3) of the SWIM application form on the operational structure of the lead applicant and co-applicants and on previous and current actions undertaken by them.

9. AWARD CRITERIA

The grants will be awarded following an assessment of the proposals on the basis of the following criteria. Only proposals obtaining in excess of 70 points and at least 50% of the maximum number of points for each criterion can be selected for funding.

- Relevance to the general objectives of the call for proposals: *Does the project address the issues raised in this call for proposals? (20 points)*
- Potential impact on better policies in the participating countries: *Is the project likely to contribute to the development of better policies and lasting progress across Member States? (20 points)*
- Overall quality of the proposal in terms of methodology, the co-applicants involved and the work programme: *Is the project well designed and clear in its conceptual and practical approach, is the methodology appropriate and does it mobilise the right kind of expertise as well as input from relevant stakeholders, are the respective roles and responsibilities among the co-applicants and team members clearly defined, is the work plan appropriate and realistic with regard to the project goals? (30 points)*
- Relevance of the proposal for other countries and the EU policy debate: *Will the project be relevant to policy makers and stakeholders in other Member States and yield potentially transferable results? (15 points)*
- Sound cost-efficiency ratio and financial quality of the proposal: *Will the project be cost-effective and achieve results at a reasonable cost to the EU budget? (15 points)*

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The action should start after the signature of grant agreements, expected within six months of the date of submission.

However, applicants should note that if their project is selected, they will not necessarily receive the grant agreement prior to the action starting date. Any expenditure incurred before the signature of the grant agreement is at the applicant's risk.

11. FINANCIAL PROVISIONS

For more detailed information on the financial and administrative aspects of the call please see Annex I which is available on the call website:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

The Financial Guidelines for Applicants provide more detailed information for the applicants, especially as regards guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

Only eligible costs can be taken into account for determining the amount of grant.

For implementation contracts, the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retaining the documentation for the event of an audit. Further information on subcontracting and implementing contracts is contained in the financial guidelines (Annex I).

The overall coordination and management, as well as the financial management of the project cannot be sub-contracted. Procedures to award contracts may have been initiated, but contracts may not be concluded by the beneficiaries before the start of the implementation of the projects.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The call, the application form, the financial guidelines for applicants and further information related to the call for proposals are provided in Annex I on the following website:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

Applications must be accompanied by the required annexes indicated in the check-list in Annex II and must be submitted:

1) in electronic format via the SWIM online application

The web-based application called SWIM allows applicants/beneficiaries to introduce, edit, validate, print and submit grant applications, request for payments and request for modifications on the budget estimate. SWIM can be accessed at the following web address <https://webgate.ec.europa.eu/swim/displayWelcome.do>.

The electronic application in the online application SWIM must be "valid". Invalid electronic applications are automatically excluded from further evaluation. In order to validate the application, click on the "send" button. This step is irreversible and must be carried out before the deadline.

AND

2) in hard copy (in one original) to the following addresses:

a) **by registered mail** or express courier service (the submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date):

European Commission

DG Employment, Social Affairs and Inclusion

Unit D3 (J-27 01/242): Call for proposals VP/2014/010

B-1049 Brussels, Belgium

OR

b) **by hand delivery** against a signed receipt from the Commission's central mail service (this hand delivery can be direct or through any authorised representative of the applicant, including private messenger service etc.) by 16.00 h, 31st March 2015:

European Commission

DG Employment, Social Affairs and Inclusion

Unit D3 - Call for proposals VP/2014/010

Central courier service

Avenue du Bourget, 1

B-1140 Evere, Belgium

When sending the hard copy, applicants are requested to number the accompanying documents to be submitted with the application according to the sequence in Annex II. Documents should be printed double-sided, if possible. Only two-hole folders should be used. The dossier should not be bound or glued.

The reference of the call for proposals must be indicated on the envelope.

Application not submitted online as well as by registered mail or hand delivery by the deadline indicated in section 3 ("Timetable") will not be considered by the Evaluation Committee.

Please make sure that the full set of the **application form and all accompanying documents** are sent by post by the deadline. **The absence of any of the documents mentioned in the Annex II may invalidate the application.**

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission.

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be taken into consideration.

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

13. EVALUATION PROCESS

Applications will be assessed by an independent Evaluation Committee. The work of the Evaluation Committee consists in assessing each of the applications against the exclusion, eligibility, selection and award criteria.

Applications which are not submitted both on-line and in hard copy by the deadline will automatically be rejected. After the deadline for submission of proposals, the Commission may contact the applicant to request clarification. Failure to reply to the clarification request will invalidate the application.

Only proposals which satisfy the exclusion and eligibility criteria will be evaluated further against selection and award criteria. The Evaluation Committee will recommend a number of proposals for funding, taking into consideration the quality of the proposals and the budget available.

The Commission will inform each applicant of the final decision taken and will provide feedback on the evaluation of their application.

14. CONTACT

Contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions:

Before the final date for submission of proposals, at the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

Any requests for additional information must be made by e-mail only to empl-vp-2014-010@ec.europa.eu, indicating the reference VP/2014/010.

To ensure a more rapid reply, it would be helpful if the requests for additional information are sent in English.

Our contact points are:

- E-mail: empl-vp-2014-010@ec.europa.eu
- E-mail: empl-swim-support@ec.europa.eu (for technical problems)

Questions may be sent to the above address no later than 10 days before the deadline for the submission of proposals. The Contracting Authority has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 5 days before the deadline for submission of proposals. No individual replies to questions will be sent but all questions together with the answers and other important notices in the course of the evaluation procedure, will be published on the Europa website: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers.

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant or an action or on the outcome of the call before the official publication of results.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals.

ANNEX I FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the call website:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

ANNEX II REQUIRED DOCUMENTS

The following table includes the documents that must be provided with the application. It also indicates where original signatures are required.

Order	Documents composing the paper application	Available in SWIM
1	Cover letter of application quoting the reference number of the call (VP/2014/010) signed (original) and dated by the legal representative of the applicant organisation.	YES (compulsory template)
2	Submitted online application form. The print-out should be dated and signed (original) by the legal representative. The online form must be electronically submitted before printing. Once the electronic application is submitted, no further changes will be possible.	YES (compulsory template)
3	Declarations on honour from the lead applicant and each co-applicant. This must be written on the official letterhead paper of the applicant organisations and have the original signature of the legal representative, certifying that the applicant organisation is not in one of the situations listed in Articles 106(1) and 107 to 109 of the Financial Regulation and that it has the financial and operational capacity to complete the activity for which funding is requested.	YES (compulsory template)
4	Letters of mandate from each co-applicant. This must follow the template provided, be written on the official letterhead paper of the organisation and have the original signature of the legal representative. It must also be submitted electronically in annex to the on-line application form.	YES (compulsory template)
5	Letters of commitment from the lead applicant and each co-applicant. This must explain the nature of their involvement and specifying the amount of their financial contribution when relevant following the template provided in the on-line application form, be written on the official letterhead paper of the organisation and have the original signature of the legal representative.	YES (compulsory template)
6	Legal entity form completed and signed (original) by the legal representative of the lead-applicant and each co-applicant organisation.	YES (compulsory template)
7	The lead applicant and each co-applicant must provide a copy of the articles of association/statutes or equivalent regulatory text proving the eligibility of the organization. <u>For public bodies</u> acting as lead applicant, specialization in the issues covered by the call can be proved either by the regulatory text which is legally in force in the concerned country or by an official written document duly signed by the competent authority, describing this mission very precisely. <u>For private not for-profit institutions</u> acting as lead applicant, an official document duly signed by the competent authority confirming that they regularly work for public authorities on these issues and that they are expressly appointed by the competent national authority to assume responsibility for the implementation of the action must also be provided.	NO, but please upload
8	The lead applicant and each co-applicant must provide a copy of the certificate of official registration or other official document attesting to the establishment of the entity (for public bodies, a copy of the law, decree or decision establishing the entity in question, if different from the document provided pursuant to point 7 above).	NO but please upload

9	The lead applicant and each co-applicant must also provide a copy of a document confirming the applicant's tax or VAT number, if applicable.	NO but please upload
10	Financial identification form duly completed and signed by the account holder of the lead-applicant organisation and bearing the stamp and signature of the bank. It is also possible to attach a copy of a recent bank statement to the financial identification form, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account holder is obligatory in all cases.	YES (compulsory template)
11	Document "Contracts for implementing the action" in case of subcontracting for external expertise.	YES (compulsory template)
12	A detailed work programme for the project This is a separate free-format document in addition to the on-line application form and it must also be submitted electronically in annex to the on-line application form. The paper version must be identical to the electronic version of the detailed work programme. The detailed work programme should not repeat information that is already provided in the SWIM application form ⁵ . It should provide a detailed and structured overview of the different project activities, the foreseen timing and the role and responsibility of each partner organisation (not individual staff members) in the implementation of these activities, as well as, to the extent possible, draft agendas of the main project events. Where appropriate, risk factors as regards implementation and/or impact of the activities should be identified and mitigating measures defined. It offers an opportunity to develop further the rationale and problem analysis underpinning the action. All other information on the action should in principle be given in the SWIM application form. The detailed work programme is therefore expected not to be much longer than 5 pages, with an absolute maximum of 10 pages. The detailed work programme should be submitted in English, French or German.	YES (compulsory template)
13	The most recent balance sheet of all applicant organisations (lead and co-applicants) (not applicable for public bodies or international organisations). The balance sheets, by definition, must include assets and liabilities. The co-applicant should specify which currency is being used in the balance sheet. The Commission reserves the right to request balance sheets from previous years, if necessary.	NO but please upload
14	Profit and loss accounts and balance sheet summary which must follow the template provided and must be signed by the legal representative of all co-applicants which are not public bodies or international organisations.	YES (compulsory template)
15	Detailed CVs (educational and professional qualifications) and job specifications of the project manager and of all the persons who will perform the main tasks to demonstrate operational capacity as specified under point 8.2.	NO but please upload
16	For grant requests over EUR 750 000: an external audit report produced by an approved auditor, certifying the accounts of the applicant organisation for the last financial year available. This obligation does not apply to public bodies. In the case of proposals submitted	NO, but please upload

⁵ The corresponding section in the SWIM form (F.2 Work plan) can therefore be kept rather succinct.

	by a consortium the threshold mentioned in the first paragraph shall apply to each of the applicants.	
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ANNEX III MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

Tender Specifications –

Background

2. Purpose of the Contract

3. Tasks to be performed by the Contractor

3.1. Description of tasks

3.2. Guidance and indications on tasks execution and methodology

4. Expertise required

5. Time schedule and reporting

6. Payments and standard contract

7. Price

8. Selection criteria

9. Award criteria

The contract will be awarded to the tenderer whose offer represents the best value for money - taking into account the following criteria:

.....
.....
.....

It should be noted that the contract will *not* be awarded to a tenderer who receives less than 70% on the Award Criteria.

10. Content and presentation of the bids

10.1. Content of the bids

10.2. Presentation of the bids