



CLARIFICATION No 4

Reference: EEA/IEA/13/003/ETC-WMGE

Title: Open call for proposals for the award of a framework partnership agreement concerning the European Topic Centre on Waste and Materials in a Green Economy 2014-2018 (ETC-WMGE)

Question 1

The call is aimed at selecting a consortium with whom the Agency establishes a durable cooperation for fulfilling the tasks of ETC. We would like to better understand how these supporting services are intended to be provided: will the Agency jointly agree with the consortium on an annual work programme, or will the consortium be called to provide services only under specific requests in the period 2014-2018?

Answer 1

Please refer to the following sections in the terms of reference:

1.3 Agreements, page 3 of 30, where it is specified that ‘...Work programmes (mostly annual implementation plans), which form part of the Specific Agreements, are decided upon by the EEA and ETCs taking into account the requirements of all parts of Eionet and other EEA stakeholders’;

*3. Specific tasks of the ETC/WMGE, Work package 7, ETC management, facilitation, cooperation and capacity building, page 18 of 30, **Management, second bullet point**, ‘...Produce in close cooperation with the EEA an annual ETC Implementation Plan that is in line with the yearly EEA Annual Management Plan and ensure that high quality key and other deliverables are delivered as specified in the implementation plan.’*

Question 2

Regarding the technical proposal:

- a. How should the technical content be structured? Is there a specific template and/or guidelines to be followed (e.g. table of content, max length)?
- b. How competences on criteria nr 1 and 2 (par. 6.5 of the term of reference) should be demonstrated?
- c. What costs are eligible under this call for proposal (e.g. Human resources, equipment and supplies, travel, etc.)?

Answer 2

- a. *There are no specific templates or guidelines, but the following general advice can be offered. Bear in mind that your proposal should be self-explanatory and easy to read and understand. Its assessment will be based on the information you provide in the proposal itself, not taking into account any information elsewhere (e.g. websites). There are no limitations on length; however it is in your interest to keep your proposal concise and well structured. You should also bear in mind the environmental considerations highlighted in section 7 of the terms of reference.*

Maximize your chances: edit your proposal tightly, strengthen or eliminate the weak points. Put yourself in the position of an evaluator who has only a few hours to assess each proposal. Remind yourself again of the award criteria given in the terms of reference.

- b. *Please refer to section 4.2 of the terms of reference, page 20 of 30, where the technical and scientific expertise expected to be able to fulfil the future tasks of the ETC is set out in more detail. Expertise can be demonstrated e.g. by references to previous work you have carried out of relevance to the topic and/or by describing approaches you would take towards delivering on the tasks set out in the terms of reference.*
- c. *Please refer to the Framework Partnership Agreement (annex 5 to the terms of reference), Article II.17 Eligible costs, page 21 of 30, which provide relevant information as to the eligible costs.*

Question 3

Organisations such as Joint Research Centres, can be partner of the Consortium?

Answer 3

Provided they satisfy the exclusion criteria, any organisation can be a partner of an ETC consortium. Please refer to the following sections in the terms of reference:

4.1. Structure of the consortium, page 19-20 of 30 and 6.3 Exclusion criteria (annex 2 thereof, i.e. declaration on exclusion criteria, in particular point (g)), applicants shall declare on their honour that they have no conflict of interest in connection with the framework partnership agreement. In this respect conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any relevant connection or shared interest.