



Tender Specifications

Framework service contract(s) for expert assistance on major integrated environmental assessments (2 lots)

Open call for tender No. EEA/IEA/09/003

1. Introduction

1.1 Assessment frameworks, reporting and communication tools

Integrated environmental assessment is defined by the EEA as: *'the interdisciplinary process of identification, analysis and appraisal of all relevant natural and human processes and their interactions which determine both the current and future state of environmental quality, and resources, on appropriate spatial and temporal scales, thus facilitating the framing and implementation of policies and strategies'*.

Previous major integrated environmental assessments by the EEA have been based on the DPSIR¹ conceptual framework and corresponding indicator frameworks². These have been built on analysis and reports that often focused on certain environmental media (e.g. water resources or biodiversity) or took certain economic sectors (e.g. transport or agriculture) as starting points. In addition, cross-cutting reports have been produced, e.g. on greenhouse gas emissions and the impacts of climate change in Europe. In these cases the evaluation of some drivers and pressures or of some environmental states and impacts, respectively, was included but rarely was a fully integrated assessment achieved, linking all relevant DPSIR elements.

The ambitions for the next European State of the Environment and Outlook Report (SOER 2010) and the subsequent assessments are considerably higher. Even greater emphasis will be given to the analysis of policy responses in terms of workable solutions and their cost-effectiveness. This includes an evaluation of the coherence and alignment between the design and implementation of environmental policies and those sectoral policies that most impact the environment, thereby maximising benefits including realising co-benefits between policies. Inter alia, the STEEP framework will be used for the necessary integration of biophysical and socio-economic information and methods (see Box 1 below).

A new element in the EEA's approach to integrated environmental assessment is the focus on ecosystem services and human well-being (the 'SI'-elements of DPSIR), in line with the conceptual framework of the Millennium Ecosystem Assessment (MA). This approach takes the state of ecosystems as a starting point and analyses the impacts of biodiversity loss on ecosystem functions and ultimately on human society. It relies on a combination of ecological analysis, scenario development, economic valuation techniques and ecosystem accounting. Various analytical methods will play a synthesizing and integrative role throughout, complementing data collection, supporting

¹ DPSIR stands for: Drivers, Pressures, State, Impacts and Responses.

² <http://themes.eea.europa.eu/IMS/CSI>.

scenario building and enhancing the valuation/accounting objectives at the centre of such assessments. Integration of the ecosystem perspective in all integrated assessment activities of the EEA, as well as producing dedicated ecosystem assessments, will require substantial external consultant support.

Box 1. The STEEP framework

The 'STEER' framework classifies driving forces into five broad categories:

- **Social:** changes in composition or attitudes of people, including trends in demographics, gender issues, and consumer values.
- **Technological:** changes due to innovations and applications of science and technology.
- **Environmental:** changes in natural systems/ecology, including global climate change.
- **Economic:** changes in the system of material exchange.
- **Political:** changes in government, related institutions, issues, and their constituents.

The EEA has included one additional category:

- **Legislative and policy:** the laws that regulate and influence business and household activities vis-à-vis the environment and determine government actions

Source: Peter Schwartz, Global Business Network (GBN) in *The Art of the Long View*, 1996

The development of the Shared Environmental Information System (SEIS) and the increasing use of Web 2.0 technologies are revolutionising the way environmental information is gathered, assessments are made, results communicated and how people interact with this information to make decisions. The EEA's integrated assessments will increasingly build on SEIS and new Web technologies, from the way the analytical content is developed through to its dissemination and communication. SOER 2010 will be developed interactively using web-based communication and reporting tools (such as ReportNet)³. It will not be a single report but comprise multiple outputs to suit different audiences.

Whatever the medium for dissemination, a crucial additional challenge with such assessments is their effective communication through clear storyline structuring, sharp writing and editing and eye-catching presentations of key analysis. Consultancy support on these aspects is foreseen to be a notable proportion of the overall work through the four year duration of the contract.

1.2 Assessment processes

The European Environment Agency is mandated "*to publish a report on the state of, trends in and the prospects for the environment every five years, supplemented by indicator reports focusing upon specific issues*" (Article 2 of the EEA establishing Regulation). The EEA has responded to this mandate by producing three integrated environmental assessments:

- in 1995 with "Environment in the EU"
(<http://reports.eea.europa.eu/92-827-5263-1/en>);
- in 1999 with "Environment in the European Union at the Turn of the Century"
(<http://reports.eea.europa.eu/92-9157-202-0/en>); and
- in 2005 with "The European Environment: State and Outlook 2005" report
(http://reports.eea.europa.eu/state_of_environment_report_2005_1/en).

The next report of that kind is required by late 2010. That report will cover not only the 32 member countries of the EEA (see: <http://www.eea.europa.eu>) but also for the first

³ <http://www.eionet.europa.eu/reportnet>.

time the countries of the West Balkans that have participated actively in the European Environmental Information and Observation Network (Eionet) for many years. For further details, see Box 2 below.

Additionally, the EEA is involved in the following major assessment processes:

- The EEA is supporting the EU environmental cooperation across the pan-European region in the context of the relevant EU external policy frameworks, namely: the European Neighbourhood Policy, the Strategic Partnership with Russia, the Central Asia Strategy, the Black Sea Synergy and the Eastern Partnership. In this context, the EEA is expected to support the production of regional, mainly indicator based, assessments in the context of the ENP (southern and eastern neighbours) as well as in support of the Central Asia Strategy.
- The EEA contributed to the 'Environment for Europe' process with regular pan-European assessments. At the Belgrade conference of environment ministers in October 2007, the EEA was asked to consider publishing a fifth pan-European assessment for the seventh "Environment for Europe" conference scheduled to be held in 2011 in Astana, Kazakhstan⁴.
- The EEA has also been given the lead in delivering five-year and biennial progress reports as required under the "Horizon 2020" process to de-pollute the Mediterranean by 2020 (with the first biennial report scheduled for 2009).
- The EEA is also expected to be heavily involved in elaborating European contributions to global processes such as Rio+20 in 2012 and in UNEP's Global Environmental Outlook series.
- The EEA will produce in the coming years EURECA, the European Ecosystem Assessment, foreseen as a sub-global assessment within the framework of the UNEP-led follow-up to the Millennium Ecosystem Assessment. EURECA will include an assessment of the stocks, flows and value of selected ecosystem goods and services under different policy-relevant scenarios.
- The EEA is involved in the TEEB process (The Economics of Ecosystems and Biodiversity), initiated by the G8 and coordinated by the Federal Republic of Germany and the European Commission. A first report was produced in 2008 and follow-up publications are planned for 2009 and 2010.

In order to increase the synergy and efficiency of EEA contributions, coordination across these activities, regular exchange of developing products and their use for many purposes is to be expected.

2. Objective of this call for tender

The general objective of this call for tender concerning the award of one or more framework contract(s) (max. one per lot) is support to the framing, development, dissemination and communication of EEA integrated environmental assessments at (pan-)European and regional scales by supporting further development and application of the assessment frameworks and communication tools mentioned in section 1.1. and by contributing to the assessment processes listed in section 1.2.

⁴ see the Belgrade declaration at: <http://www.environmentforeurope.org/belgradeconference2007.html>

3. Tasks

3.1 General tasks

The contractor(s) is/are expected to provide support to the areas listed below, if and to the extent requested by the EEA. The exact service, timing for its provision, etc., will be agreed in specific contracts which alone shall bind the Agency and will further define the areas to be covered.

Tenders can be submitted for one or both of the following lots specified under sections 3.2 and 3.3. Tenders will be evaluated separately, lot by lot, leading to the award of one or more framework contract(s) (max. one per lot).

The following **general tasks** shall be carried out under **both lots (Lot 1 + Lot 2)**:

- Elaboration and application of assessment frameworks and reporting tools;
- Provision of data support in relation to underpinning observing systems;
- Support to the compilation and analysis of datasets and indicators, including forward looking elements;
- Support to evaluating the success and effectiveness of achieving policy objectives in the environmental domain, with a focus on technical, economic, and regulatory solutions and synergies;
- Writing (for both paper and web products), editing and producing texts and multi-media outputs with an emphasis on communicating technical analysis to non-technical audiences;
- Support to communication and dissemination of results, with a particular emphasis on the development of story-based structures and sharp writing skills in easily accessible English;
- Support to facilitation of internal meetings and external stakeholder events; and
- Technical and copy editing of final outputs.

Lot-specific tasks are set out under **sections 3.2 (3.2.1-2); and 3.3.**

3.2 Lot 1 – Integrated assessment / ecosystem assessment covering EEA membership countries and western Balkans

Lot 1 combines two related work areas⁵ within the EEA:

- a) Integrated assessment (mainly within the framework of state of environment (SOE) reporting); and
- b) Ecosystem assessment.

Ad a):

Support for the development of SOE assessments requires in particular a good understanding of methods for integrated analysis, capacity for analysing the impacts of socio-economic drivers on the environment and a good knowledge of the diversity in national environmental issues and policy responses. The forthcoming product in this assessment process is the SOER 2010, scheduled for publication in November 2010 (see Box 2 below). The support envisaged is not restricted to this particular product, but also includes follow-up activities and the start-up of the next reporting cycle.

⁵ Please note that tenders for Lot 1 must cover both work areas, Integrated assessment and Ecosystem assessment.

Ad b):

Ecosystem assessment at the EEA is aimed at assessing state and trends of ecosystems in Europe, including analysis of stocks, flows and value of selected ecosystem goods and services under different policy-relevant scenarios. This work will build on and contribute to developments in ongoing processes outside the EEA, most notably the revision of the System for Economic and Environmental Accounting (SEEA), The Economics of Ecosystems and Biodiversity (TEEB) project and the Millennium Ecosystem Assessment follow-up process mentioned under section 1.2.

Box 2. EEA's next State of the Environment and Outlook Report (SOER 2010)

The SOER 2010 is divided into 3 parts:

Part A will explore long-term (up to 2050) global perspectives and uncertainties regarding key driving forces, with the aim of analysing the long-term adequacy and potential of current and future environmental policy responses. One objective of the exploratory analysis will be to review Europe's responsibility in the context of a sustainable management of natural resources.

Part B will contain indicator-based integrated assessments of the main trends and outlooks (up to 2020) related to the main environmental themes addressed through the EU's environmental *acquis* and multi-lateral environmental agreements (MEAs). Past and expected progress against agreed objectives and targets will be analysed (*'policy effectiveness assessment'*) and an evaluation of policy coherence is foreseen.

Part C provides information on country-level environmental performance in the context of the diversity of country realities and the common agreements made by countries through the *acquis* and MEAs. The EEA Eionet countries are responsible for preparing the national contributions themselves, with guidance and coordination provided by EEA staff.

3.2.1 Integrated assessment – specific tasks:

- Supporting the development of prospective environmental assessment including review and analysis of available environmental outlooks and scenarios (Parts A and B of SOER 2010);
- Supporting the overall coordination, ensuring consistency of approach and analysis across environmental themes (all parts of SOER 2010);
- Supporting the implementation of SEIS principles, consultation and participatory processes with the countries and other stakeholders (Part C of SOER 2010); and
- Similar support tasks beyond SOER 2010.

3.2.2 Ecosystem assessment – specific tasks:

- Support to analysis of available biodiversity and ecosystem data, policy relevant indicators and assessments;
- Support to modelling of the impact on biodiversity of selected pressures and of ecosystem resilience to these pressures, including climate change;
- Support to analysis of specific ecosystem services, e.g. food provisioning, amenity values, in the context of a general assessment framework for ecosystem services and related external pressures;
- Support to the identification, measurement and economic valuation of ecosystem service flows; and
- Support to scenario analysis and stakeholder involvement including analysis of available biodiversity scenarios, driver assumptions and spatially explicit model outputs; and the organisation and facilitation of stakeholder meetings.

3.3 Lot 2 – Wider assessment processes (Pan-European / regional)

Lot 2 comprises the work to be done within the assessment processes at regional and pan-European level.

Specific tasks:

- Supporting the development of an Eastern European assessment component⁶ within the next SOE reporting cycle, focusing on a number of environmental priorities identified under the European Neighbourhood Policy;
- Supporting the development of a Mediterranean assessment component⁷ within the next SOE reporting cycle, focusing in particular (but not exclusively) on the three priority areas identified under the Horizon 2020 initiative (urban waste water, urban municipal waste and industrial emissions); and
- Supporting the EEA assessment contribution to the Environment for Europe process in the run-up to the pan-European meeting in Astana in 2011⁸.

4. Geographical areas to be covered

Lot 1:

The work under Lot 1 shall cover in principle the 32 EEA member countries, six West Balkan cooperating countries and, subject to confirmation, Kosovo under Resolution 1244 of the UN Security Council. For a list of the first 38 countries, see:

<http://www.eea.europa.eu/about-us/countries-and-eionet>.

Lot 2:

In order to win a pan-European and regional perspective covering the neighbouring countries (eastern neighbours, southern neighbours and Central Asia), the work under Lot 2 shall go beyond the geographical scope of Lot 1. For a list of countries, see:

<http://www.eea.europa.eu/about-us/international-cooperation>.

Under **both lots** inputs can be requested to relevant global processes, e.g. the MA follow-up.

5. Required expertise

The contractor(s) is/are expected to hold a wide range of expertise as further specified in section 12.2 below (see selection criteria in section III.2.3 lit. c of the Contract notice under “technical capacity”).

6. Organisation and location of work

The contractor will have to work closely with the EEA staff, the ETCs (see weblinks on <http://www.eea.europa.eu/>) consultancy support in place under other contracts concluded by the EEA and with any other partner (international or regional organisation; consultants; etc.) identified by the EEA. The main part of the work can be executed from

⁶ Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russian Federation, Ukraine and Russian Federation.

⁷ This component will cover all the parties to the Barcelona Convention and it is expected to make extensive use of all assessment activities currently under way in the region.

⁸ The pan-European assessment is covering 53 European UNECE member countries, consequently it includes also the five Central Asian Republics (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan).

the contractor's offices, with very regular contacts with the relevant EEA project managers. It is possible that some activities involving close and constant interactions with EEA staff will require work to be carried out at the EEA's premises.

Any travel to destinations other than Copenhagen to be undertaken under specific contracts must be based on the EEA's rules, as per Annex IV to the draft framework contract (Reimbursement of travel and subsistence costs).

7. Duration, volume of contract and contractual conditions

The EEA will conclude one or more framework contract(s) (max. one per lot) for a period of 48 months from the entry into force of the contract(s). The framework contract(s) will be implemented through specific contracts which alone shall bind the Agency. Annexes to such specific contracts will include detailed descriptions of services and deliverables to be provided. For details reference is made to the terms and conditions of the draft framework contract and draft specific contract which form parts of the tender documents. The total budget available for the framework contract(s) for both lots is estimated at a maximum of 4 000 000 EUR (approximately 2 000 000 EUR per lot) over its/their entire duration.

8. Working language

The working language is English.

For Lot 2, good knowledge of French, Arabic and Russian languages is required.

9. Reports and documents to be submitted

The reports and other products to be provided by the contractor, and their timing, will be detailed in the specific contracts. The reporting language is English. Documents delivered must be in a format compatible with the EEA's IT system and tools. The EEA shall provide the contractor(s) with guidelines on writing styles and formatting of the outputs required.

10. Price

Prices tendered must be all-inclusive (inter alia of administrative costs) and expressed in euro, including for countries that are not part of the euro zone. For tenderers in countries that do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

Tenderers shall quote uniform daily rates for Senior consultant (SC) and Junior consultant (JC) the total calculated average of which (as indicated under 12.3.2) will form the basis for the price evaluation.

In case of travel to destinations other than Copenhagen to be undertaken under specific contracts as relevant and agreed in such specific contracts, travel and subsistence costs shall be reimbursed in accordance with the EEA's rules (see Annex IV to the draft framework contract).

Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities and the Headquarters Agreement between the Agency and the Government of Denmark of 17 August 1995, the Agency is exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted; VAT must be indicated separately.

The price quoted shall be fixed and not subject to revision for implementation during the first year of duration of the contract(s). From the beginning of the second year of duration of the contract(s), 80% of each price may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than three months before the anniversary of the date on which it was signed. The EEA shall purchase on the basis of the prices in force on the date on which specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index, MUICP, published for the first time by the Office for Official Publications of the European Communities in the Eurostat monthly bulletin at <http://ec.europa.eu/eurostat/>.

Revision shall be calculated in accordance with the following formula:

$$P_r = P_o \left(0.2 + 0.8 \frac{l_r}{l_o} \right)$$

where:

P_r = revised price;

P_o = price in the original tender;

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

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

12. Criteria

12.1 Exclusion criteria

Tenderers must provide a declaration on their honour, duly signed and dated, stating that they comply with the exclusion criteria listed in Annex 1. Non-compliance with these criteria will lead to exclusion.

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

12.3 Award criteria

The framework contract(s) will be awarded (max. 1 per lot) to the tenderer with the best price-quality ratio **per lot**, taking into account the following criteria. **Tenders will be separately evaluated, lot by lot, whereby the award criteria for both lots are identical.**

A. Technical merit (TM) – 60 points maximum; 45 points minimum

1. Understanding of the objectives of the relevant lot and the scientific complexities of the work to be carried out as displayed in a description of approaches foreseen for ensuring an integrated, inter-disciplinary and scientifically sound analysis as well as the sound management of complex (SOE) assessment processes (35 points maximum/25 points minimum); and

2. Composition of the team with regard to its levels of inter-disciplinarity, international exposure and geographical coverage as relevant to the lot – 25 points maximum; 16 points minimum.

Tenders not scoring the required minima will not be considered further.

B. Price (P) – 40 points maximum

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

Profile	Daily rate (EUR)
Senior consultant (SC)	... EUR
Junior consultant (JC)	... EUR
TOTAL(AVG): (SC + JC) : 2 =	... EUR

All fields are mandatory. Non-compliance leads to exclusion.

Tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula: $(P_{min}/P) \times 40$, in which P_{min} being the lowest financial offer and P the financial offer being considered.

The framework contract(s) will be awarded (max. 1 per lot) to the tenderer with the highest score for technical merit and price per lot.

13. Tenders

- Tenders must comprise a technical offer and a financial offer and be submitted in triplicate, containing one original and two copies.
- Tenders should preferably be drafted in English.
- Tenders from consortiums of firms or service providers must specify the role, qualifications and experience of each of the members or of the consortium and contain a letter of intent to form a consortium from each partner. The same requirements apply for subcontracting
- Submitting an offer implies acceptance by the tenderer of all terms and conditions of the draft contracts and their Annexes.

14. Environmental Considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future service provider/s will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract, in particular those relating to business travel/electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage:

<http://www.eea.europa.eu/documents/emas>

Moreover, it is strongly recommended that tenders are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders.

Annexes

Annex 1: Declaration on exclusion criteria

Annex 2: Identification sheet