

Tender specifications

Framework service contract for support to ecosystem assessments

Open call for tenders No. EEA/BSS/08/011

1. Title of contract

Support to ecosystem assessments

2. Context and purpose of the contract

The European Environment Agency (EEA) is currently expanding its approach to biodiversity assessment in line with the conceptual framework of the Millennium Ecosystem Assessment (MA), addressing ecosystem services and their impact on human well-being.

The European Ecosystem Assessment (EURECA) aims to analyse the state of ecosystems in Europe in 2010 and their possible development beyond 2010. It is intended to make policy makers and the wider public aware of the significance of well-functioning ecosystems for human well-being. EURECA will assess the value of goods and services flows in different scenarios and explore the possibilities for harmonising, linking and/or combining national assessments in order to provide added value in support of EEA major reporting initiatives, e.g. State and Otlook on the Environment Report (SOER) 2010, within a European (policy) perspective.

Ecosystem assessments, such as EURECA, use a combination of ecological analysis, scenario development, economic valuation techniques, and ecosystem accounting. *Ecological analysis* will include biodiversity trends, ecosystem pressures and resilience issues (e.g. critical loads) as input data for the prospective analysis. The *scenarios* will provide alternative pathways into the future, suggesting alternative uses of ecosystem resources. The *economic assessment* will take a selected number of ecosystem services into account and analyse the costs and benefits of the different use options provided by the scenarios. Given the scarcity of good biodiversity data, this economic assessment will be done for selected case studies. *Ecosystem accounting* will finally provide a spatial framework to extrapolate case study findings to the European level and enable modelling of economic consequences of land use change (and alternative uses of ecosystem resources).

The purpose of the contract is to support the EEA on ecosystem assessments in general, and EURECA in particular, in terms of analyses (ecological and economic analysis, scenario development), stakeholder involvement, data compilation, and text editing.

3. Subject of the contract

3.1 Objectives

The contractor is expected to provide support in all of 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 be binding on the EEA, and will define further the areas to cover.

A. Ecological analysis

Crucial for any economic assessment of ecosystem services and their sustainability is data on the current biodiversity state and trends, as well as a good understanding of the pressures on and resilience of ecosystems. Much of the available data is case study-based. Harmonised European datasets of good quality are largely confined to bird census data and remote sensed land cover data. Resilience of ecosystems to different pressures is still poorly understood. Critical loads regarding acidifying and eutrophying substances, however, are available to some extent, as well as data and modelling tools regarding habitat fragmentation and its effects on biodiversity.

Support envisaged:

- Analysis of available biodiversity data, policy relevant indicators and assessments
- Analysis of available modelling tools for biodiversity impacts of selected pressures
- Modelling relevant parameters for ecosystem responses / resilience to selected pressures

B. Scenario analysis and stakeholder involvement

Ecosystem analysis relies on dedicated scenarios to enable an economic valuation of alternative uses of selected ecosystem services. A scenario is a plausible description of how the future may develop, based on a coherent and internally consistent set of assumptions about key relationships and driving forces (e.g. rate of technology changes, prices). A typical scenario contains the description of the current state (situation in the base year of the scenario), an overview of the driving forces (determinants that influence change), a description of the step-wise change taking place in the scenario (the core of the analysis: how do driving forces unfold), and ends with image(s) of the future: the situation in the end year. To secure the relevance, soundness, and political impact of the ecosystem assessment, stakeholders (societal interest groups, scientists and policy makers) should be involved in the scenario development.

Support envisaged:

- Analysis of available environmental scenarios and their applicability within a given context
- Producing tailor-made scenario elements, such as storylines, driver assumptions and spatially explicit model outputs
- Organisation and facilitation of stakeholder meetings

C. Economic assessment

Economic valuation of biodiversity requires a three-step approach. The first step is the determination of the role of biodiversity in creating relevant ecosystem services (marketed as well as non-marketed). The second step is the calculation of the reduced quantity and quality of these ecosystem services resulting in loss of human welfare under alternative scenarios. The third step is the (monetary) valuation of that loss. Mitigation and adaptation policy measures can reduce the loss and associated costs, but form a cost themselves. The positive balance is the value of preserved biodiversity. Given the restricted availability of data and the need for complete geographical coverage, a form of benefit transfer (applying case study results to a more general level) will be unavoidable.

Support envisaged:

For the geographical regions and alternative scenarios chosen and compared to a baseline scenario:

- Inventory of available economic assessments of biodiversity and ecosystem services
- Analysis of potential for benefit transfer
- Determination – as far as possible in quantitative terms – of relevant ecosystem service flows in the different scenarios and calculation of their value
- Assessment of the costs of relevant policy measures
- Assessment of the present value of these costs and values under discounting over the relevant scenario period

D. Data compilation and text editing

The results of the analyses, as mentioned under A-C, have to be compiled and transformed into an integrated assessment. EURECA, for example, will develop different modules. The *Pathfinder* module will provide a Europe-wide background picture on the basis of indicator-based assessment and scenario analysis. *Spotmeter* modules will then zoom in on areas/services of interest and analyse consequences of context changes, explore policy options and assess economic costs and benefits of these options. Finally, the *Integrator* module will tie the different findings together in an overarching assessment and corresponding conclusions. These and other modules prepared under 3.1.D will support major EEA reporting, e.g. SOER2010.

Support envisaged:

- Data compilation
- Writing and editing of draft texts

3.2 Geographical area to be covered

Most of the EEA activities cover the 32 EEA member countries, with an emphasis on EU policies. However, the scope of the work under this framework contract is expected to go beyond these geographical borders to include a Pan-European perspective covering also the EEA's 6 collaborating countries, the 12 Eastern European, Caucasus and Central Asian (EECCA) countries, and the Mediterranean. For this reason, potential contractors are encouraged to form manageable groups to broaden the geographical coverage of their expertise. For a list of EEA member and collaborating countries, see:

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

3.3 Place of performance

Services will be performed from the consultant's premises with occasional travels related to coordination with EEA and support to events.

3.4 Duration of contract

The framework contract will be awarded for a period of four years. On the basis of this framework contract, specific contracts will be issued detailing the subject, duration, price and implementing conditions.

3.5 Working language and technical output specification

The reporting language is English. Data and texts are exchanged as word processing, spreadsheets and/or as databases compatible with the EEA data IT system. All materials are to be delivered in a format compatible with the EEA's IT system and tools.

4. Background documentation for tenderers

EC, 2006. Halting the loss of biodiversity by 2010 - and beyond. Sustaining ecosystem services for human well-being. COM 2006/216 final. Commission of European Communities, Bruxelles.

EEA, 2005. The European environment. State and outlook 2005. European Environment Agency, Copenhagen.

EEA 2006a. The changing faces of Europe's coastal areas. EEA Report No. 6/2006. European Environment Agency, Copenhagen.

EEA, 2006b. Urban sprawl in Europe, the ignored challenge. EEA Report No. 10/2006. European Environment Agency, Copenhagen

EEA, 2006c, Land accounts for Europe 1990-2000, EEA Report No 11/2006 prepared by Haines-Young, R. and Weber, J.-L. – http://reports.eea.europa.eu/eea_report_2006_11/en

MA, 2003. Millennium Ecosystem Assessment. Ecosystems and human well-being: a framework for assessment. Island Press, Washington, DC.

Mander, U., K. Helming & H. Wiggering. Multifunctional land use; Meeting future demands for landscape goods and services. ISBN: 3540367624. Springer Verlag Berlin and Heidelberg GmbH. & Co.

http://bookshop.blackwell.co.uk/jsp/id/Multifunctional_Land_Use_Meeting_Future_Demands_for_Landscape_Go/9783540367628

Millennium Ecosystem Assessment, 2005. Ecosystems and Human Well-being: Biodiversity Synthesis. World Resources Institute, Washington, DC.

Weber, J.-L., Implementation of land and ecosystem accounts at the European Environment Agency, Ecological Economics, Volume 61, Issue 4, 15 March 2007, Pages 695-707 <http://dx.doi.org/10.1016/j.ecolecon.2006.05.023>

CBD 2007. Provisional agenda of the 9th Conference of the Parties to the Convention on Biological Diversity, Bonn, 19-30 May 2008. <http://www.cbd.int/doc/meetings/cop/cop-09/official/cop-09-01-add1-en.doc>

5. Volume of contract

The maximum budget for the duration of the Framework contract is EUR 1,000.000.

6. Price

The price tendered must be all-inclusive (*inter alia* of administrative costs) and expressed in euros, 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.

The tenderer shall quote daily rates for: project leader, senior consultant, junior consultant and assistant which will be evaluated on the basis of a calculated average (as indicated under 8.3). Travel and subsistence costs shall be agreed under each specific contract, as relevant, and shall be reimbursed in accordance with the EEA's rules (cf. Annex 3).

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; the VAT amount 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. From the beginning of the second year of duration of the Contract, 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://www.ec.europa.eu/eurostat/>.

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \left(0,2 + 0,8 \frac{Ir}{Io} \right)$$

where:

Pr = revised price;

Po = price in the original tender;

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

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

7. Contractual terms and guarantees

In drawing up his bid, the tenderer should bear in mind the provisions of the standard contract attached to this invitation to tender.

8. Criteria

8.1 Exclusion criteria

Tenderers shall be excluded from participation in a procurement procedure if:

- (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 have been convicted of an offence concerning their professional conduct by a judgment 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;
- (d) they have not fulfilled 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 contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenderers must provide a declaration on their honour, duly signed and dated, stating that they are not in any of the situations listed above (see Annex 1).

Potential contractors might be requested, at a later stage, to certify that they are not in any of the situations listed above by providing:

- i) For points (a), (b) and (e) a recent extract from the judicial record, or failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
- ii) For point (d) a recent certificate issued by the competent authority of the State concerned.

Where the document or certificate referred above is not issued in the country concerned and for other cases of exclusion, it may be replaced by a sworn or, failing that, a solemn

statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

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

8.3 Award criteria

The contract will be awarded to the tenderer with the best price-quality ratio, taking into account the following criteria:

8.3.1 Technical merit (TM) (40 points maximum/28 points minimum)

Technical merit will be judged on the basis of understanding of and scientific expertise in the areas listed under 'objectives' (see section 3.1). In order to be technically compliant, it is necessary **to reach the minima for each sub-criterion** as well as **a total minimum of 28** out of **40** points.

The analysis is made according to the following table, based on the evidence and arguments provided in the technical proposal.

No.	Sub-criteria	Max. points	Min. required
1.	Demonstrated methodological approach to biodiversity assessments, including the use of indicators, habitat and species trend analysis, ecosystem responses to pressures and resilience analysis within the frame of 3.1.A	8	5
2.	Understanding of scenario analysis and development within the EEA context and demonstrated level of experience in facilitation of stakeholder processes according to 3.1.B	8	5
3.	Proposed methodological approach to economic valuation of ecosystem service flows, including non-marketed services, according to 3.1.C	8	5
4.	Proven experience in quantitatively modelling biodiversity change in response to diverse drivers and resulting pressures	8	5

5.	Proven experience in data compilation and text editing in view of the requirements in 3.1.D	8	5
Total		40	28¹

Tenders scoring less than the required minima for technical merit, for any individual sub-criterion or sum of points, will not be considered further.

8.3.2 Price (P) (10 points maximum)

Tenderers shall quote all-inclusive daily rates for the following categories of staff (regardless of company affiliation), the average of which (as indicated) will be taken into account for the price evaluation, leading to the award of points according to the following formula:

Profile	Description	Daily rate (EUR)
Project leader (PL)	Experienced manager + consultant	
Assistant (A)	Support staff	
Senior consultant (SC-A)	Highly experienced consultant, Area A	
Junior consultant (JC-A)	Less experienced consultant, Area A	
Senior consultant (SC-B)	Highly experienced consultant, Area B	
Junior consultant (JC-B)	Less experienced consultant, Area B	
Senior consultant (SC-C)	Highly experienced consultant, Area C	
Junior consultant (JC-C)	Less experienced consultant, Area C	
Senior consultant (SC-D)	Highly experienced consultant, Area D	
Junior consultant (JC-D)	Less experienced consultant, Area D	
TOTAL (Average): $(P_{PL} + P_A) / 2 + (P_{SC-A} + P_{JC-A} + P_{SC-B} + P_{JC-B} + P_{SC-C} + P_{JC-C} + P_{SC-D} + P_{JC-D}) / 4 =$		(EUR)

All fields are compulsory, non-compliance will lead to exclusion.

The mean price is computed assuming that most time will be spent by senior and junior consultants.

Points will be awarded using the following formula:

$$P = P_{min}/P \times 10$$

¹ Note: total score required is higher than the sum of the individually required scores!

The contract will be awarded to the technically compliant tender reaching the highest score Σ of TM + P.

9. Tenders

- The tender must comprise a technical offer and a financial offer, containing one original and two copies.
- Tenders should preferably be drafted in English. Supplementary material does not need to be translated.
- 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.

10. 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 contractor 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>.

Hence, it is 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.

Submitting an offer implies acceptance by the tenderer of all terms and conditions of the draft contract and its Annexes.

Annexes

- Annex 1: Declaration on exclusion criteria
- Annex 2: Identification sheet
- Annex 3: Reimbursement of Travel Expenses