

## **OPEN CALL FOR PROPOSALS**

for the award of a Framework Partnership Agreement concerning the

### **European Topic Centre on**

**Sustainable Consumption and Production 2009-2013 EEA/SKI/08/001<sup>1</sup>**

#### **1. Background information**

##### **1.1 The European Environment Agency and the European Environment Information and Observation Network**

The European Environment Agency (EEA) is the main source of information of the European Union and its Member States in developing environment policies. The Agency aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

Established in 1990 and operational in Copenhagen since 1994, the EEA is the hub of the European Environment Information and Observation Network (Eionet), a network of around 300 institutes across Europe through which it collects and disseminates environment-related data and information. This information is made available through various report series, briefings and the EEA website<sup>2</sup>. The European Commission, the European Parliament, national and regional authorities in the member countries, and a wide range of non-governmental organisations are among the regular users of the databases and information products.

Institutionally, the EEA is one of the Agencies of the European Union. The functioning of the EEA and Eionet are described in the EEA founding regulation<sup>3</sup>. The Agency, which is open to all nations sharing its objectives, has currently 32 member countries. These are the 27 EU Member States; Iceland, Liechtenstein and Norway; Switzerland and Turkey.

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<sup>1</sup> The successful *consortium* will be proposed a Framework Partnership Agreement (FPA) covering the period from 2009 to 2013 (coinciding with the next EEA Strategy 2009-2013).

<sup>2</sup> <http://www.eea.europa.eu/>.

<sup>3</sup> (EEC) No. 1210/90 of 7 May 1990 as last amended by (EC) No. 1641/2003 of 22 July 2003, see: <http://org.eea.europa.eu/documents>.

Part of Eionet are currently five European Topic Centres (ETCs) covering the following topics: 'Air and Climate Change', 'Biodiversity', 'Land Use and Spatial Information', 'Resource and Waste Management' and 'Water'.

Having regard to the expiry of the Framework Partnership Agreement (FPA) concerning the ETC Resource and Waste Management on 31 December 2008, the EEA launches this call with a view to identifying the *consortium* which will continue the work in the respective area from 1 January 2009 to 31 December 2013.<sup>4</sup>

The change of name from ETC Resource and Waste Management (ETC/RWM) to ETC Sustainable Consumption and Production (ETC/SCP) mirrors relevant policy developments.

Subject to available funds from the General Budget of the EU, the estimated total annual budget for Specific Agreements (SAs) to be awarded on the basis of the Framework Partnership Agreement (FPA) to be awarded following this call is estimated at:

**Sustainable Consumption and Production (total): 1 200 000 EUR.**

## **1.2 Role of European Topic Centres (ETCs)**

ETCs are, according to the EEA founding regulation<sup>5</sup> and in practice, an important instrument supporting the EEA through the execution of sizeable, continuous, well-defined tasks with the involvement of member countries. ETCs are involved in the work of EEA as data centres for the issues air, climate change, water, biodiversity and land use. Tasks focus on the harmonisation of monitoring of the environment in the member countries, the compilation of the resulting data in international databases, the processing of the information including the use of models to describe and analyse the present and future state of the environment, and the production of indicators to communicate the findings to various users. For the ETC/SCP, work on data production and processing is not part of the work package since such tasks are the responsibility of the Environmental Data Centres on waste, resources and products led by Eurostat. Instead, work is concentrated in the area of indicators, assessments and policy information and analyses.

ETCs are a part of and support to Eionet. Their activities have an important networking-component involving experts in the member countries in the harmonisation, quality assessment and exchange of data and/or information, capacity-building in member countries through country visits and meetings with all Eionet country experts. ETCs are sparring partners for countries discussing options for improving national information systems. Networking with member countries also includes their involvement in indicator analysis and assessment. Regardless of

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<sup>4</sup> This call is subject to the EEA Financial Regulation and its Implementing Rules as determined by the EU's Financial Regulation (EC) No. 1605/2002 as last amended by (EC) No. 1995/2006 and its Implementing Rules (EC) No. 2342/2002 as last amended by (EC) No. 478/2007, in particular their respective Titles VI on Grants (Articles 108-120 FR and 160-184a IR).

<sup>5</sup> The EEA founding regulation, see footnote 2, describes in Article 4(4)-(6) European Topic Centres and their tasks as part of Eionet.

the EEA leading, steering and supervising the work of the ETCs, ETCs are also expected to cooperate amongst themselves on crosscutting projects.

In order to assume this role, ETCs are expected to assemble the best expertise in Europe covering the full geographical area of EEA member countries, to handle data in their areas and analyse environmental data with regard to societal and economic developments relevant to environmental and sectoral policies. Again, the exception is the ETC/SCP which will not handle data production and processing, but instead it will handle policy information. In addition, it will analyse the data collected by others, in particular by Eurostat, and prepare assessments and policy effectiveness evaluations. ETCs are thus important resources for the EEA, its member countries and the EU institutions.

### **1.3 Agreements**

All activities of ETCs are based on Framework Partnership Agreements (FPAs) and Specific Agreements (SAs) awarded to implement the former. Work programmes (mostly annual implementation plans) which form part of the SAs are decided upon by the EEA taking into account the requirements of all parts of Eionet and other stakeholders.

All grants are subject to co-financing by the *consortium* concerned (minimum 10% of the total eligible costs).

## **2. Future EEA work and demands in the area of Sustainable Consumption and Production 2009-2013**

### **2.1 Policy context**

In recent years, the challenge of achieving more sustainable consumption and production (SCP) has gained significant policy attention at the global, EU and national levels. To change patterns of consumption and production is increasingly seen as key to solving environmental problems, including for example climate change, and to achieving more sustainable development. At the same time, challenges related to the sustainable use of material resources and to the management of waste, which cover essential parts of the production-consumption chain of activities analysed under the heading of SCP, remain high on the policy agenda.

The agreement at the 2002 World Summit on Sustainable Development in Johannesburg to develop a framework of programmes on sustainable consumption and production (SCP) marked a renewed global policy focus. In 2010 and 2011, the United Nations Commission on Sustainable Development (UNCSD) will review progress worldwide to achieve more sustainable consumption and production. The global Marrakech process facilitated by the United Nations Environment Programme (UNEP) and the United Nations Department for Economic and Social Affairs (UNDESA) aims to develop the framework of programmes for the period 2012-2022. The 2010-11 cycle of the UNCSD will also review the area of waste. In the area of resources, a prominent new initiative by UNEP and the European

Commission is the establishment of the International Panel for Sustainable Resource Management launched at the World Science Forum on 9 November 2007.

The EU Sustainable Development Strategy, renewed in 2006, identified sustainable consumption and production as one of seven key challenges, next to challenges such as climate change and clean energy, and conservation and management of natural resources. The Strategy called for the European Commission to propose by 2007 an EU Sustainable Consumption and Production (SCP) Action Plan. This Action Plan is expected in early 2008. At approximately the same time, the European Commission is expected to present an Action Plan on Sustainable Industrial Policies. In the area of waste, major new legislation is foreseen in the coming years, including the adoption of the waste framework directive and new directives for a number of specific waste streams.

A number of EEA member countries already have in place action plans on SCP or have integrated this challenge into their sustainable development strategies. Other countries are dealing with SCP challenges in their policy making without naming them as such. Yet others are still finding their way to deal with the challenge of how to achieve more sustainable consumption and production patterns. Policies on the sustainable use of resources and on waste management waste have been part of the national policy agenda for many years and will continue to be so in the future

## **2.5 EEA role in support of policy**

The EEA is currently in the process of preparing its next multi-annual Strategy for the period 2009-13. It is expected that one of the major components of this Strategy will be to contribute to redesigning consumption and production in a market economy in order to reduce pressures and impacts on the environment, including climate change impacts, and in order to make progress towards sustainable development. The aim is to contribute to global, EU and national processes on sustainable consumption and production.

For the EEA, sustainable consumption and production is a challenge that requires cross-cutting and integrated assessments of the environmental pressures and impacts from the full life-cycle of activities related to consumption in Europe. This life-cycle includes the production and transport of goods and services, and private and public consumption. But it also includes the extraction of material resources and the generation and the management of waste from all production-consumption activities. In analysing sustainable consumption and production, the EEA focuses on the various elements of the Driving Force – Pressure – State – Impact – Response (DPSIR) framework.

Before 2005, the EEA focused its work in this area specifically on waste and material flows. This was done through support of the European Topic Centre on Waste and Material Flows (ETC/WMF) and before that the European Topic Centre on Waste (ETC/Waste). Much work was done on waste and material flows data and reporting, supporting the European Commission, the European Parliament and member countries. Also, much work was carried out on indicators and assessments and made available to policy makers in support of specific policy processes and to the public in general through for example reports published by the EEA, working

papers by ETCs, and the websites of the EEA and the ETCs. Results of this work are available on the EEA website (<http://www.eea.europa.eu/themes/waste>) and especially on the website of ETC/RWM (<http://waste.eionet.europa.eu/>)

In 2005-2007, the EEA supported by ETC/RWM has made significant contributions to the global, EU and national policy processes on SCP, including policy processes on material use and waste management.

Most recently, the EEA organised in cooperation with the Ministry of the Environment and Spatial Planning of the Republic of Slovenia and the UNEP/Wuppertal Institute Collaborating Centre on Sustainable Consumption and Production the conference “Time for Action – Towards Sustainable Consumption and Production in Europe” in Ljubljana, Slovenia in September 2007. The conference resulted in concrete recommendations to the European Commission on the EU Action Plan on SCP, to national governments in cooperation with business and civil society, and to the United Nations within the global Marrakech process on SCP (<http://www.eea.europa.eu/highlights/clear-recommendations-for-the-eu-action-plan-on-sustainable-consumption-and-production>). In 2007, the EEA also published the report “Europe’s Environment – the fourth assessment” in which chapter 6 addresses the challenge of SCP. (<http://www.eea.europa.eu/pan-european/fourth-assessment>). Yet other concrete 2007 outputs were the joint UNEP/EEA report on “Sustainable consumption and production in South East Europe and Eastern Europe, Caucasus and Central Asia” ([http://reports.eea.europa.eu/eea\\_report\\_2007\\_3/en](http://reports.eea.europa.eu/eea_report_2007_3/en)) and the EEA brochure “Environmental pressures from European consumption and production – insights from environmental accounts.” ([http://reports.eea.europa.eu/brochure\\_2007\\_1/en](http://reports.eea.europa.eu/brochure_2007_1/en))

EEA contributions to policy processes, supported by ETC/RWM, also include concrete activities to support waste policies. For example, the EEA in October 2007 published the report “The road from landfilling to recycling: common destination, different routes” ([http://reports.eea.europa.eu/brochure\\_2007\\_4/en/](http://reports.eea.europa.eu/brochure_2007_4/en/)) which is based on 25 country fact sheets on waste policies related to the landfill directive. In 2008, planned outputs include reports on the effectiveness of policies related to the landfill directive, the transboundary movements of waste and on waste outlooks.

Currently, the European Topic Centre on Resource and Waste Management (ETC/RWM) provides support to the EEA in its work related to SCP, including material resources and waste. In the period 2009-13, the new European Topic Centre on Sustainable Consumption and Production (ETC/SCP) will replace ETC/RWM and provide such support with increased emphasis on SCP. The EEA will continue also to seek support to its work related to SCP through for example existing or new framework contracts or through specific tender procedures for specific tasks.

The EEA, supported by its ETC, works closely with EEA member countries including for example through annual EIONET workshops and through consulting member countries on ongoing work and on draft reports. The EEA and its ETC also work closely with the European Commission (including DG Environment, Eurostat and the Joint Research Centre (JRC)), the European Parliament, other international organisations (including UNEP, UNDESA and the OECD), business and the civil society (including the research community, NGOs and consumer organisations).

The EEA works with other EU institutions and member countries to build a Shared Environmental Information System for Europe (SEIS) which is based on a distributed network of information providers for sharing environmental data for improved monitoring and reporting on Europe's Environment. The main principle behind SEIS is that information should be made available once and shared with others for many purposes and managed as close as possible to the source.

In the period 2009-13, the EEA plans to continue and strengthen its efforts to support policies on sustainable consumption and production, including material resources and waste management. Focus is expected to be on economic sectors and consumption clusters which cause high environmental pressures and impacts. This includes the consumption categories of housing (including energy consumption and construction), food and drinks, mobility/transport and tourism.

EEA activities in 2009-13, supported by ETC/SCP, will be centred around three main clusters of activities:

- **Indicators of sustainable consumption and production and support to Eurostat data centres.** It is expected that activities under this heading will include the further development and identification of a framework for, and indicators of, SCP in Europe. The indicators are to be used in EEA reporting and assessments and can also support activities at the national level, in other regions of the world and at the global level as needed. The development of resource efficiency indicators may also be needed. In addition, the EEA will support Eurostat in its running of the Environmental Data Centres on waste, resources and products, including by helping to guide the work of the data centres and by making EEA information and results available to them.
- **Analysis of environmental pressures and impacts from consumption and production.** Activities in this cluster will include analysing the environmental pressures and impacts from consumption and production, using for example tools such as environmental accounts, life-cycle thinking and assessments, cost-benefit analysis etc. Analysis will include both impacts in Europe and impacts in other regions of the world. Economic and social impacts will also be taken into account. Analysing what drives changes in consumption will also be key to understanding its environmental impacts and identifying policy options to address those impacts. Analysing impacts of various ways of handling the most important waste streams will also fall under this cluster.
- **Information and effectiveness analyses on sustainable consumption and production policies.** Information on waste and SCP policies in EEA member countries will be provided through Eionet and the Shared Environmental Information System for Europe (SEIS) in regularly updated country fact sheets. Effectiveness of concrete policies in selected countries will be evaluated in close cooperation with the relevant countries. And work will be undertaken to share good practises and to facilitate exchange of experiences between member countries and other stakeholders. The network of European Environmental Protection Agencies and other networks could be used to facilitate this.

### **3. Main elements of the work programme to be carried out by the European Topic Centre on Sustainable Consumption and Production (ETC/SCP)**

#### **3.1 Overview**

The European Topic Centre on Sustainable Consumption and Production (ETC/SCP) shall support the work of the EEA on SCP in the period 2009-13. This will include providing support to specific tasks including for example those indicated below. The ETC is also expected to be pro-active and work with the EEA to identify future tasks within the work packages. The expected work is divided into four work packages reflecting the three clusters of the EEA work in this area and a fourth area of management, cooperation, knowledge sharing and communication. On average, work packages 2 and 3 are expected each to take up about one-third of the budget. The remaining third of the budget is to be allocated to work packages 1 and 4 combined.

Significant work on data collection and processing is not foreseen for this ETC since this task has been assigned to the Environmental Data Centres on waste, products and resources, recently established at Eurostat.

#### **3.2 Specific tasks**

##### **Work package 1: Indicators of sustainable consumption and production (SCP) and support to Eurostat data centres**

ETC/SCP shall support the EEA in its work on indicators on sustainable consumption and production. It shall also through the EEA provide concrete support to the implementation and running of the Eurostat data centres on waste, resources and production. Tasks could include for example:

- The development and use of a framework for, and indicators of, sustainable consumption and production.
- Provide support to efforts by Eurostat, JRC and the EEA to develop and use indicators of resource efficiency.
- Regular updating and further development of indicators for the EEA core set and other indicators needed for EEA reporting.
- Support the Eurostat data centres on waste, resources and products, including by providing information on policies and their effectiveness.
- Work with Eurostat and others to gather additional data as needed from private companies and other sources.

For the ETC/SCP to be able to undertake their tasks, experience and expertise is needed on SCP indicators; resource efficiency and material flow indicators; waste indicators; and data, statistics and reporting related to waste, resources and products at the national and European level.

##### **Work package 2. Analysing environmental pressures and impacts from production and consumption**

ETC/SCP shall support the EEA in its work to analyse environmental pressures and impacts (in Europe and in other regions of the world) from production and consumption in Europe. Tasks could include for example:

- Support the implementation of an EU Action Plan on SCP and national SCP policies by deepening analyses of environmental impacts in Europe and other regions of the world from European consumption categories with high life-cycle environmental impacts including housing, food and drink, mobility/transport and tourism, and by deepening analyses of environmental impacts from high-impacting economic sectors.
- Support the EEA in its work on environmental accounting and material flows and cooperate closely with Eurostat and JRC. This should include work to further develop and expand the NAMEA method.
- Support the implementation of the EU Environmental Technologies Action Plan (ETAP) through work on indicators, assessments, portal(s) of information and case studies.
- Analyse private and public consumption in Europe, including its environmental impacts and the economic, technological, social, environmental, institutional, and sociological factors which drive consumption behaviour.
- Develop scenarios and projections for future consumption in Europe and how it will impact the environment in Europe and in other regions of the world, taking into account societal and economic aspects.
- Analyse developments in waste generation across the various waste streams, including preparing projections of future waste generation and management. This could, among other issues, include work on transboundary movements of waste and analysing impacts of various ways of managing waste: recycling, incineration and landfilling.

For the ETC/SCP to be able to undertake their tasks, experience and expertise is needed especially in the areas of: Integrated economic and environmental accounting; consumer behaviour; integrated assessments; life-cycle thinking and analysis; cost-benefit and cost-effectiveness analysis; scenarios and outlooks; environmental technologies; and knowledge of management options and practise for major waste streams.

### **Work package 3. Providing policy information and evaluations of the effectiveness of policies**

ETC/SCP shall assist the EEA in providing policy information and evaluations of the effectiveness of policies at EU, national and regional levels in the area of sustainable consumption and production, including material resources and waste. Tasks could include for example:

- Prepare, regularly update and make available through Eionet and SEIS country fact sheets on SCP and waste policies for EEA member countries.
- Undertake in cooperation with Eionet concrete ex-post and ex-ante evaluations of the effectiveness of sustainable consumption and production action plans and policies in EEA member countries, including for example evaluating the effectiveness of economic instruments and environmental fiscal reform.



- Undertake concrete ex-post and ex-ante evaluations of the effectiveness of waste management policies in EEA member countries, taking into account all aspects of the life-cycle.

For the ETC/SCP to be able to undertake their tasks, experience and expertise is needed across the entire policy development cycle. In particular, expertise and experience is needed on ex-post policy effectiveness methodologies and on detailed and comparative policy effectiveness evaluations. Furthermore, expertise and experience is needed on working with EEA member states on national policy information on SCP and waste.

#### **Work package 4. Management, cooperation, knowledge sharing and communication.**

In addition to work under the three work packages identified above, ETC/SCP shall also assist the EEA in knowledge sharing, external cooperation and communication and in manage its tasks in an effective manner. Concrete tasks could include for example:

##### *Management*

- Establish a clear, transparent and effective ETC management mechanism to ensure high quality and timely deliverables.
- Produce in close cooperation with the EEA an annual ETC implementation plan in response to the yearly EEA Annual Management Plan.
- Ensure delivery of high quality products, which are language edited by professional editors.
- Ensure an effective and smooth transition period from the current ETC/RWM to the new ETC/SCP.

##### *Cooperation*

- Working closely with EEA member and collaborating countries on a regular basis, including organising and facilitating EIONET workshops and other conferences and meetings as appropriate on sustainable consumption and production, including material resources and waste.
- Working closely with representatives of private companies (including in industry) and civil society (including the scientific community, NGOs and consumer organisations) and other ETCs.
- Participate in meetings, conferences, workshops etc. as needed and as requested by the EEA.

##### *Knowledge sharing and communication*

- Raising public awareness of the environmental impacts from in particular consumption activities, but also from production, resource use and waste.
- Reporting regularly to NFP/EIONET on the results and progress made in the work done by the ETC.
- Making use of web-based and multimedia tools at the ETC and the EEA to provide wide and easy access to available information.
- Outreach and information dissemination to the SCP community, e.g. through newsletters and electronic bulletins.

For the ETC/SCP to be able to undertake their tasks, experience and expertise is needed especially in the areas of: Cooperation with EEA member countries, EU institutions, international organisations (including UNEP and OECD), private companies, the scientific community, NGOs and consumer organisations; organising conferences and workshops; communicating effectively orally and in writing (in English), including preparation of high-quality graphs and maps; English editing by native speaking professional editor; skills and expertise to maintain the ETC website according to EEA guidelines.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

#### **4. Mandatory requirements**

In order to deliver high quality products and services the future contractors shall comply with the following mandatory requirements:

As the working language of the EEA is English, it will also be the working language of the FPA and SAs. More particularly, the ETC is expected to deliver documents (background notes, draft fact sheets and reports, etc.) at a quality level not requiring further language checking prior to publication. Future contractors are required to have a quality control procedure to this effect.

Without exception, the ETC shall report to the EEA, the main contact points being the ETC Manager and the competent EEA Project Manager.

Subject to guidance from the EEA, the ETC shall ensure coherence and integration of its work with the work carried out by the EEA. To this effect and as far as specific tasks are concerned, the EEA Project Manager/s will be in close contact with the future contractors (ETC Manager and partners as needed).

The ETC is also expected to provide input into the initial development of the EEA's annual work programme. Furthermore it shall provide EEA with proposals for the continuous development of the working areas.

While cooperation amongst ETCs is subject to respective requests and coordination from the EEA, ETCs shall be structured in a way which ensures proper linkages with other ETCs as cross-sectoral and cross-thematic cooperation and integration needs further attention in the future. Such integrated cooperation needs highly transparent ETC-management in order to avoid duplication or disintegration of tasks across partners.

Maintaining and improving the links to Eionet<sup>6</sup>, in particular the Primary Contact Points (PCP) and National Reference Centres (NRC) appointed by the member countries, is the basic foundation for the work of the ETCs. This means, e.g., *ad hoc* technical support to member countries, reflecting the specific needs of all countries, to enable them to contribute to the reporting of 'priority data'. The ETC shall also assist the EEA in organising annual meetings with the Eionet partners.

The EEA is committed to an internal Environmental Policy to ensure that the EEA operates in an environmentally sound manner. Since March 2005 the EEA is EMAS certified. It is thus required that the future contractors take into consideration the

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<sup>6</sup> <http://www.eionet.europa.eu/>.

reduction of environmental impact of ETC activities and develop Environmental Policies for the ETCs.

## 5. Criteria

### 5.1 Eligibility

*Consortia* consisting of at least two partners (natural/legal persons, private or public), these partners being established in different EEA member countries (the 27 EU Member States, Iceland, Liechtenstein, Norway, Switzerland and Turkey), are eligible, subject to 5.2 and 5.3, for submitting proposals.

Entities which do not have legal personality under the applicable national law of one of the EEA member countries are also eligible under the same conditions, provided that their representatives have and can prove their capacity to undertake legal obligations on their behalf and assume financial liability.

To the extent that this is specifically indicated (see work package 2, first paragraph) with regard to parts of the work programme specified in section 3, a *consortium* may also include partners from other countries than the above mentioned, provided that the other eligibility requirements are respected and the share of partners from non-EEA member countries does not exceed 10 % of the total eligible costs.

### 5.2 *Ne bis in idem*

While partners may participate in *consortia* aiming at FPAs concerning different ETCs (see the parallel Open Call EEA/BSS/08/001), **no partner may participate in more than one consortium** aiming at the FPA **concerning the ETC of this Open Call**, the ETC on Sustainable Consumption and Production. Disregard of this rule leads to exclusion of all *consortia* concerned.

Similarly it is prohibited for proposed staff to sign letters of intent to participate in more than one *consortium* aiming at the FPA concerning the ETC/SCP. Disregard of this rule leads to exclusion of all *consortia* concerned.

### 5.3 Exclusion criteria

Apart from the situations under 5.2, *consortia* shall be excluded from participation in this procedure if any of its partners is in one of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the FR, namely the following:

- (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 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;

(g) have been excluded (according to Article 96(2)(a) FR) as candidate, tenderer or contractor from the contracts and grants financed by the budget, for a maximum period of ten years.

Every *consortium* partner 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 3).

The *consortium* to whom the contract will be awarded must provide evidence confirming the declaration referred to in the previous point.

The contracting authority shall accept as satisfactory the following evidence:

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 to 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 *consortia* who or whose partners, during the 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.

## 5.4 Selection criteria

### (a) Legal capacity

*Consortia* are required to prove that all their partners are authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, a sworn declaration or certificate, membership of a specific organisation, express authorisation, entry in the VAT register or any other statutory document allowing verification of the partner's legal status.

All partners of a *consortium* shall provide an identification sheet (Annex 2 to the Terms of Reference) duly filled out and signed, a copy of inscription in a trade register, where applicable, and a copy of inscription in VAT registers.

### (b) Economic and financial capacity

Evidence of the *consortium's* economic and financial capacity shall be furnished by the following documents:

- proof of stable and sufficient sources of funding to maintain the *consortium's* activity throughout the period 2009-2013;
- for private partners: profit and loss accounts, balance sheet for the last financial year for which the accounts were closed (and audit reports by an approved external auditor certifying the accounts for the last available financial year<sup>7</sup>).

### (c) Technical and professional capacity

Evidence of the *consortium's* technical and professional capacity to carry out the envisaged work programme shall be furnished on the basis of the following documents:

1. Detailed CVs (indicating, *inter alia*, the level of English/other language skills) + signed letters of intent of:
  - the ETC Manager and core staff of the *consortium* coordinator; as well as
  - the key experts of all *consortium* partners

proving that the *consortium* as a whole has sufficient technical, scientific and management (including financial) experience to assume the role of an ETC;

2. A list and brief account of similar reference projects carried out by the partners forming the *consortium* in the past five years, with the sums, dates and recipients, public or private;

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<sup>7</sup> Having regard to Article 173(4) IR and the fact that all *consortium* partners will assume joint and several liability in accordance with the FPA, such audit reports are not required if *consortia* include any public bodies.

3. Letters of intent of all *consortium* partners to participate and provide co-financing up to at least 10% of the total eligible cost of the annual work programme;<sup>8</sup>
4. For each partner established in an EEA member country, letters of confirmation from the respective Member of the EEA Management Board that the relevant partner is able to perform the function of an ETC partner within Eionet.
5. Proof and description of the *consortium's*/partners' Quality Assurance and Quality Control systems;
6. Proof and description of the *consortium's*/partners' environmental policy;

## 5.5 Award criteria

The Framework Partnership Agreement will be awarded to the *consortium* whose proposal guarantees best, expressed in points and on the basis of the below criteria, that the EEA's demands as described above are met.

Criteria	Max. points
1. Demonstrated experience and excellent expertise available to undertake work on <b>SCP indicators</b> and understanding and proven track record in working with data.	10
2. Demonstrated experience and excellent expertise available to undertake assessments of <b>environmental pressures and impacts related to consumption and production in Europe</b> . This includes impacts in Europe as well as impacts in other regions of the world.	20
3. Demonstrated experience and excellent expertise available to provide <b>policy information and undertake evaluations of sustainable consumption and production policies</b> , including policies on use and management of material resources and waste. The proposal should demonstrate a thorough understanding of the policy development process, and excellent knowledge of the regulatory and institutional framework and policy instruments related to SCP, including waste and material resources.	20
4. Demonstrated experience and excellent expertise available to undertake tasks related to <b>cooperation, knowledge sharing and communication</b> .	10

<sup>8</sup> The 10%-rule of minimum co-financing is applied towards the *consortium* as a whole. To what extent partners contribute to this co-financing is an internal *consortium* matter. Before awarding any grant through Specific Agreements (SAs) based on the Framework Partnership Agreement (FPA), the *consortium* must furnish proof of the amount of co-financing to be provided (Article I.6.2 FPA).

5. A balanced spread of partners across EEA member countries (possibly with one or more partners outside these countries subject to 5.1), and sound arrangements for <b>management</b> of the ETC consortium and its projects, including adequate level of manpower, resources and proposed outputs corresponding to the indicative annual budget, and ensuring a smooth transition from the old ETC/RWM to the new ETC/SCP. The proposal shall demonstrate the Consortium's ability to manage complex and dynamically changing interdisciplinary projects in a multicultural environment, with particular emphasis on track record in implementing effective management procedures, sound cooperation among partners and with countries and other stakeholders, and transparent financial administration and quality assurance. It shall also demonstrate plans for sound environmental management of the consortium.	15
6. Demonstrated suitable and <b>balanced mix of analytical skills and scientific background</b> needed to undertake substantial analyses required, including in economics; political science; statistics; sociology; environmental science; engineering and communication/journalism.	15
7. Concrete <b>plans and methodologies</b> for the ETC consortium to carry out the tasks as indicated in the work packages outlined in the call for proposals, including making use of innovative and creative ideas and methods.	10
<b>TOTAL</b>	<b>100</b>

Proposals will be evaluated and awarded points according to the extent to which the above award criteria are fulfilled.

## 6. 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 contractors 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 proposals 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 Terms of Reference (no additional material in paper) and avoiding plastic folders or binders.

## **7. Further information**

Submitting a proposal implies acceptance by the *consortium* of all terms and conditions of the standard Framework Partnership Agreement (FPA) and its Annexes.

## **8. Timing**

**Information briefing: 23 January 2008 (Copenhagen)**

**Deadline for submitting proposals: 21 April 2008**

Following the decision of the EEA Management Board on the designation of the successful *consortium* (foreseen for June 2008) and prior to signature of the Framework Partnership Agreement (FPA) all *consortia* will be notified of the outcome of this call.

## **ANNEXES**

Annex 1 – Proposal (model structure)

Annex 2 – Identification sheet

Annex 3 – Declaration exclusion criteria