**INVITATION TO TENDER FOR   
CONSULTANCY SERVICES**   
Task 4.3

|  |
| --- |
| Our reference: |
| T4.3/2021/EE-01 |
| Work Package / Task: |
| Work Package 4 – Quality Plan  Task T4.3 – External independent monitoring |
| Subject | | |
| **INVITATION TO TENDER FOR CONSULTANCY SERVICES FOR EXTERNAL PROJECT MONITORING AND EVALUATION** | |

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1. Introduction

**Erasmus+** is the EU’s programme to support education, training, youth and sport in Europe. It has an estimated budget of €26,2 billion. This is nearly double the funding compared to its predecessor programme (2014-2020). The 2021-2027 programme places a strong focus on social inclusion, the green and digital transition, and promoting young people’s participation in democratic life. It supports priorities and activities set out in the European Education Area, Digital Education Action Plan and the European Skills Agenda. The programme also supports the European Pillar of Social Rights, implements the EU Youth Strategy 2019-2027 and develops the European dimension in sport.

**Capacity Building Higher Education Projects** (CBHE) promote cooperation and partnership that have an impact on the modernisation and internationalisation of higher education institutions and systems in Partner Countries. Capacity building projects typically focus on one of three main activities: **Curriculum Development** activities, **Modernisation of Governance and Management** of HEI’s and Systems and strengthening of relations between **higher education and the wider economic and social environment**. There are two types of projects: **Joint Projects**, which aim to impact principally and directly the institutions involved in the Partner Countries (i.e. through curriculum development, modernisation for management, etc.) and **Structural Projects**, which aim for systematic impact and promote reforms at national and/or regional level with the support of the authorities in the Partner Countries.

**University Network for Disaster Risk Reduction and Management in Indian Ocean Rim – UN4DRR** is partly funded Erasmus+ Capacity Building Higher Education project here represented by Education, Audiovisual and Culture Exchange Agency, hereafter called EACEA. The funding is defined between EACEA and Free University Brussel as Project coordinator, here after called “Grant Holder” by an agreement, hereafter called the “Grant Agreement”, being signed between the Grant Holder and EACEA, agreement number 2019 – 1952 / 001 – 001, Project reference number 609592-EPP-1-2019-1-BE-EPPKA2-CBHE-JP on October 9th, 2019.

The project is led by Free University Brussel (VUB) with Prof. Jonathan Chan as Project Coordinator. Project consortia includes eight other universities. From partner countries, as benefactors: University IPB, Bogor, University Syiah Kuala, Banda Aceh (both from Indonesia), Maldives National University, Malé (Maldives), University of Colombo, Colombo and University of Peradeniya, Peradeniya (both Sri Lanka), and from Program countries: University of Nicosia, Cyprus, Polytechnic University of Valencia and University of Zagreb.

**Project objectives**:

The **overall aim** of the UN4DRR project is to modernize the courses related to Disaster Risk Reduction and Management integrating GIS/RS applications as part of the course content. The long-term effect will be to educate future experts for prevention and management of natural and human-made disasters (e.g. fires) in the Indian Ocean Rim supporting national and EU policies. The project encourages the cooperation with national authorities, public and private sector offering joint DRRM initiatives and access to short courses for use of GIS/RS via online/offline mode.

The **specific objectives** of the project are related to the preparation and design of appropriate train-the trainer programs for curriculum development on use of GIS/RS for DRRM following Bologna standards and comparability with ECTS. Partner HEIs will be equipped with modernised GIs/RS laboratories with the latest hardware and software equipment for risk mapping, simulations and assessments of disasters, where the students will gain practical knowledge that can be immediately applied. The course content will serve to improve the research and practical skills of graduate and postgraduate students making use of state-of-the-art GIS/RS methods for DRRM. Likewise, short modules will be accessible for public and private sector. The project attempts to embed a culture of quality to the project, its outputs and outcomes from the beginning with adequate management tools (quality plan, dissemination plan, risk assessment, management plan) for the correct implementation of the project.

**Duration:** 36 months, form January 15th, 2020 to January 14th, 2023.

1. Scope of Consultancy Service

## Objective

**Task 4.3 External independent monitoring evaluations description:**

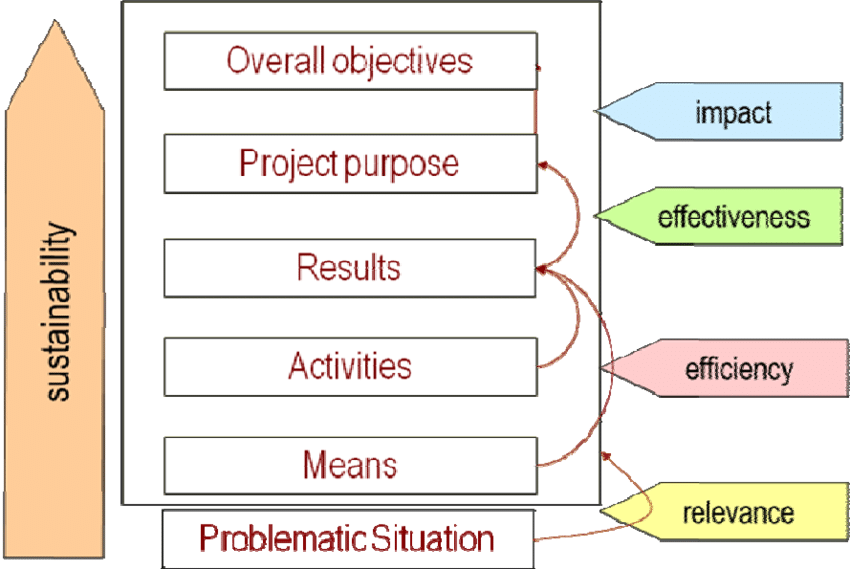
A monitoring on project implementation will be performed by an experienced professional evaluator in capacity building projects and familiar with the IOR HE system. The external evaluator will be approved by the Steering Committee at the beginning of the project. The tasks performed will be sub-contracted. Two reports are expected. A mid-term reports on Y2 will serve to take corrective measures if necessary. A final report will serve to do an impact analysis of the project. External stakeholders like government agencies or private organisations will give feedback on the main project results.

* The consultant will carry out independent review of specified project deliverables on annual basis.

Table 1: Mid-term report. Project deliverables to be evaluated in 1st Quality Evaluation Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inputs** | **Expected outcomes** | **Beneficiaries** | **Indicators** | **Measurement** |
| D1.1 Identification of awareness of use of GIS/RS on DRRM in Indian Ocean Rim | **Status, materials and requirements revised in the context of UN4DRR will be closer to requirements of labour market** | HEIs, DRRM authorities, Geoinformatics industry | Academic, governmental and Industrial stakeholders view on relevance | Evaluation by QAC and external expert, peers.  Motivation expressed by stakeholders in their engagement letters, e-mails or web-forms.  Review by public authorities |
| D1.2 EU best practices report  D1.4 Comparative analysis report | Academic view on relevance |
| D2.1 Design of train-the-trainer programs on DRRM  D2.3 Training for innovative teaching methods  D2.4 Short-term mobilities and internships for teachers in EU  D2.6: Acquisition of equipment | **Preconditions for efficient project curriculum implementation created** | HEIs | Procurement purchased, installed and used. Teachers trained for new courses  Academic stakeholders view on relevance | Evaluation by QAC, students and teachers  Motivation expressed by stakeholders in their engagement letters, e-mails or web-forms |
| D2.5 Development of online modules  D3.1 Defining learning outcomes of new or updated curricula in IOR HEIs  D3.2 Elaboration of course descriptors | **Project curriculum, courses, parts of courses created in accordance to stakeholder requirements** | HEIs, DRRM Authorities, Geoinformatics industry | Academic, governmental and Industrial stakeholders view on relevance | Evaluation by QAC and external expert.  Motivation expressed by stakeholders in their engagement letters, e-mails or web-forms.  Review by public authorities |
| D5.3 Awareness campaign at universities and other stakeholders | **Better access to national and international markets** | HEIs, DRRM bodies, academic society, GI industry | HEI’s, DRRM bodies and GI industrial partners express better access to national and international markets | Evaluation by QAC, peers |
| D6.2.2 Communication Plan  D6.2.3 Dissemination & Exploitation Plan  D5.1 Development and maintenance of project website and social media  D5.2 Organization of promotional material, round tables, national and international conferences | **The project contributes to future collaborations** | HEIs, DRRM bodies, GI industry, EU | Exploitation actions | Stakeholders’ satisfaction rate with exploitation actions collected through questionnaire, external expert |
| D6.1 Kick-off meeting and project management meetings  D6.2.1 Creation of Project Steering Committee  D6.3 Project financial and administrative management  D6.4.1 Progress report to EACEA | **UN4DRR creates successful environment for project execution** | HEIs, DRRM bodies, GI industry, EU | Improved Management plan and project management addressed in internal evaluation reports | Evaluation by QAC, PSC, external expert and peers |

Table T2: Factors to be evaluated in 2nd Quality Evaluation Report. From LFM to 5 DAC criteria



* The Consultant or will carry out independent quality audits of the UN4DRR project outcomes and procedures, as specified in the D4.1.1 Quality Assessment and D4.1.2 Evaluation Plan. The quality audit reports will be included in the Quality Evaluation Reports (D4.3 to be prepared at PM20 and PM36.).

## Responsibilities

###### **The responsibilities of the Consultant**

The Consultant shall, on its own expenses, provide its own personnel with computer(s), office software, internet access and other necessary equipment required for the consultancy task.

There shall be no employment relationship between the Grant Holder and the staff of the Consultant. The Consultant is responsible is entirely responsible for payment of taxes and social fees for the staff employed by the Consultant.

It is the responsibility of the Consultant to maintain all necessary insurances, including travel-, accident- and illness insurances, required for full insurance coverage when performing the consultancy tasks. The Grant Holder will not cover costs occurred due to theft, illness, accidents or death.

The Consultant shall also possess a valid liability insurance. The liability of the Consultant is in all respect limited to what can be covered by the liability insurance of the Consultant.

**The responsibilities of the Grant Holder**

It is the responsibility of the Grant Holder to assign a contact person(s), who will:

* Provide contact information about relevant task leaders of the project,
* Assure that relevant task leaders of the project provide instructions about the execution of the tasks,
* Receive costs for travels (max. one destination Europe, one destination IOR) if circumstances allowed travel time (4 day in europe and 5 days in IOR including travel) and per diem (120 euros per day) according to financial EACEA rules. The maximum amount of money for travel is 4000 euros.
* Approve annual reports and
* If required, in collaboration with the Consultant prepares amendments to this agreement.

Contact persons are the task co-leaders of Work package 4 (WP4) and respectively Task 4.3 (T4.3) Prof. Željko Bačić (University of Zagreb) and Prof. Iskandar Siregar (University IPB).

Contact person for contractual and financial issues: Carlos Machado and Jonathan Chan (VUB)

1. Methodology

## Methodology

Performing monitoring evaluation of project deliverables and project as whole consultant should consider following documents:

* Erasmus+ Program Guide (v.2020) rules,
* UN4DRR Detailed description of the Project,
* UN4DRR Quality Assurance Plan and
* UN4DRR Quality Evaluation Plan.

## Report Submission Deadlines

The results of consultancy services should be three annual reports submitted by consultant not later\* then:

* Mid-Term Quality Evaluation Report (for Table 1 deliverables) – December 31st, 2021 and
* Final Quality Evaluation Report – December 15th, 2022.

The result of consultancy services includes also presentation of the mid-term and final reports at the appropriate project managerial meeting in online form (through ppt file)

*\* Note that deadlines may change in case of change of project expiration date (extension of project)*

## Report Content

The Quality Evaluation Report should be written in UN4DRR project template form provided by the Project team and should include:

* Individual evaluation of each deliverable listed in Table of deliverables for respective year,
* Based on available deliverables and project documents overall evaluation of project progress and performance and
* Project SWOT analysis

## Finances

**Maximum budget** for consultancy service under this tender is €8.000 plus additional €4.000 euros to cover travel – if conditions allow.

The consultant should be able to issue **valid invoices** including specification of work done with remuneration according to the signed contract.

All consultants must submit a financial proposal following the template presented bellow.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget line | Unit | Unit cost | Total |
| Consultant fee |  |  |  |
| Flight to one destination in Europe, one in IOR |  |  |  |
| Per diem for 9 days travel including travel |  | 120 euros |  |
| Subtotal |  |  |  |
| Value added tax and other taxes (XX%, if applicable) |  |  |  |
| **Total** |  |  |  |

1. Instructions to Tenders

## Consultant Qualifications and Experience

Following consultant qualifications are asked:

* Proposals are accepted by individual consultant;
* Key experts must have a Master’s Degree or Doctorate in Economics, Finance, Engineering or Business Administration;
* Knowledge of Earth observation and Geoinformatics is requisite;
* At least 10 years experience in project execution, with preference in Erasmus+ projects;
* Experience in provision of consultancy services is valued;
* Fluent in English is a requisite;
* Good communication skills required;
* Ability to effectively manage time and resources available and meet deadlines;

The consultancy work may not be re-assigned by the consultant.

## Language

Tender proposal must be submitted in **English**.

Consultant must present the expected deliverables in **English**.

## Clarification on these ToR

Clarifications on these ToR may be submitted by e-mail to jcheuwng@etrovub.be and cc. to [zbacic@geof.hr](mailto:zbacic@geof.hr) and [cmachado@etrovub.be](mailto:cmachado@etrovub.be)

UN4DRR project will respond to all questions up to November 3rd, 2021.

## Proposal submission

Applications must be submitted until **12:00 hours CET, November 5th, 2021** to [jcheungw@etrovub.be](mailto:jcheungw@etrovub.be) and cc to [zbacic@geof.hr](mailto:zbacic@geof.hr) and [cmachado@etrovub.be](mailto:cmachado@etrovub.be)

The consultant must submit in separate:

1. Service Tender Submission Form
2. *Curriculum vitae* (presented in European Union Format)
3. Financial proposal

## Evaluation and Selection Criteria

Only proposals who comply with the administrative procedures, will be evaluated. The administrative evaluation grid is presented in Annex 1 – Administrative Evaluation Grid, of these ToR.

Consultants will be selected following the best value for money approach which is established by weighing technical quality against price (financial proposal). The basis for weighting each is presented below.

|  |  |
| --- | --- |
| Proposal | Weight |
| Technical proposal (experience, expertise, references) | 70% |
| Financial proposal | 30% |

Technical proposals will be scored against the requirements stated in the ToR, as presented in Annex 2 – Technical Evaluation Grid. Furthermore, all proposal must comply with European Union rules of eligibility (nationality) and exclusion

(<http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/previous_versions/2011/index_en>).

1. Legal Rights

Ownership of draft and final documentation belongs exclusively to UN4DRR project consortium. The report, or any related publication, should not be shared with third parties, except UN4DRR project, before submission of the final document to the EACEA.

## Intellectual Property Rights

All documentation relating to this service shall remain the sole and exclusive property of UN4DRR project and, as such, fully available the European Union & other funders and project beneficiaries.

1. Documents Annexed

* Administrative Evaluation Grid;
* Technical Evaluation Grid;
* Consultancy Contract
* Service Tender Submission Form;

## Annex 1: Administrative Evaluation Grid

|  |  |
| --- | --- |
| Contract title: | **CONSULTANCY CONTRACT FOR SERVICES FOR EXTERNAL PROJECT MONITORING AND EVALUATION OF ERASMUS+ UN4DRR PROJECT** |

|  |  |  |  |
| --- | --- | --- | --- |
| Administrative step | Tenderer no.1 | Tenderer no.2 | Tenderer no.3 |
| Tenderer’s name |  |  |  |
| Nationality |  |  |  |
| Within deadlines? |  |  |  |
| Tender Submission Form duly completed and only 1 tender per tenderer |  |  |  |
| Eligible nationality |  |  |  |
| Tenderer’s declaration signed |  |  |  |
| Language as requested |  |  |  |
| Curriculum vitae exist |  |  |  |
| Curriculum vitae signed |  |  |  |
| Financial offer submitted |  |  |  |
| Financial offer signed |  |  |  |
| **Overall decision (Accept/Reject)** |  |  |  |

|  |  |
| --- | --- |
| Evaluation Chairperson’s name |  |
| Chairperson’s signature |  |
| Date |  |

## Annex 2 – Technical Evaluation Grid

|  |  |
| --- | --- |
|  | **Maximum** |
| **General qualifications** |  |
| Professional qualifications and skills | 20 |
| Skills (including English) | 10 |
| General professional experience | 10 |
| Knowledge of Earth observation and Geoinformatics | 10 |
| **Total score for general qualifications** | **50** |
|  |  |
| **Project and evaluation experience** |  |
| Project experience (Leader/member) | 20 |
| Erasmus+ project experience | 10 |
| Monitoring and evaluation services experience | 20 |
| **Total score for evaluation experience** | **50** |
|  |  |
| **Overall total score** | **100** |

## Annex 3 – Service Contract

**CONSULTANCY CONTRACT FOR SERVICES FOR EXTERNAL PROJECT**

**MONITORING AND EVALUATION OF ERASMUS+ UN4DRR PROJECT**

Vrije Universiteit Brussel, Pleinlaan 2, 1050 Brussel, Belgium, hereinafter referred to as the “Grant holder”, represented for the purposes of signature of the Agreement by Prof. Dr. Caroline Pauwels, Rector, the legal representative as defined in the Erasmus+ CBHE Grant Agreement 2019 – 1952/ 001 – 001, on the one part,

and

<Full official Name of the Consultant entity>

<Legal status/title>

<Official registration number>

<Full official address>

<VAT number>

hereinafter referred to as the “Consultant”, represented for the purposes of signature of the Agreement by <Full name and position>, the legal representative on the other part

have agreed as follows:

**(1) Subject**

The subject of this Contract is Consultancy Services for external monitoring and evaluation of Erasmus+ Capacity Building Higher Education University Network for Disaster Risk Reduction and Management in Indian Ocean Rim – UN4DRR project (Project reference number 609592-EPP-1-2019-1-BE-EPPKA2-CBHE-JP, signed on October 9th, 2019”) executed by <Full name of the consultant>.

**(2) Objective of the Contract**

* The consultant will carry out independent review of specified GEOBIZ project deliverables on annual basis listed in Tables 1-3.

Table 1: Year 1 Project deliverables to be evaluated in 1st Quality Evaluation Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inputs** | **Expected outcomes** | **Beneficiaries** | **Indicators** | **Measurement** |
| D1.1 Identification of awareness of use of GIS/RS on DRRM in Indian Ocean Rim | **Status, materials and requirements revised in the context of UN4DRR will be closer to requirements of labour market** | HEIs, DRRM authorities, Geoinformatics industry | Academic, governmental and Industrial stakeholders view on relevance | Evaluation by QAC and external expert, peers.  Motivation expressed by stakeholders in their engagement letters, e-mails or web-forms.  Review by public authorities |
| D1.2 EU best practices report  D1.4 Comparative analysis report | Academic view on relevance |
| D2.1 Design of train-the-trainer programs on DRRM  D2.3 Training for innovative teaching methods  D2.4 Short-term mobilities and internships for teachers in EU  D2.6: Acquisition of equipment | **Preconditions for efficient project curriculum implementation created** | HEIs | Procurement purchased, installed and used. Teachers trained for new courses  Academic stakeholders view on relevance | Evaluation by QAC, students and teachers  Motivation expressed by stakeholders in their engagement letters, e-mails or web-forms |
| D2.5 Development of online modules  D3.1 Defining learning outcomes of new or updated curricula in IOR HEIs  D3.2 Elaboration of course descriptors | **Project curriculum, courses, parts of courses created in accordance to stakeholder requirements** | HEIs, DRRM Authorities, Geoinformatics industry | Academic, governmental and Industrial stakeholders view on relevance | Evaluation by QAC and external expert.  Motivation expressed by stakeholders in their engagement letters, e-mails or web-forms.  Review by public authorities |
| D5.3 Awareness campaign at universities and other stakeholders | **Better access to national and international markets** | HEIs, DRRM bodies, academic society, GI industry | HEI’s, DRRM bodies and GI industrial partners express better access to national and international markets | Evaluation by QAC, peers |
| D6.2.2 Communication Plan  D6.2.3 Dissemination & Exploitation Plan  D5.1 Development and maintenance of project website and social media  D5.2 Organization of promotional material, round tables, national and international conferences | **The project contributes to future collaborations** | HEIs, DRRM bodies, GI industry, EU | Exploitation actions | Stakeholders satisfaction rate with exploitation actions collected through questionnaire, external expert |
| D6.1 Kick-off meeting and project management meetings  D6.2.1 Creation of Project Steering Committee  D6.3 Project financial and administrative management  D6.4.1 Progress report to EACEA | **UN4DRR creates successful environment for project execution** | HEIs, DRRM bodies, GI industry, EU | Improved Management plan and project management addressed in internal evaluation reports | Evaluation by QAC, PSC, external expert and peers |

Final Report based on 5 OECD DAC criteria of relevance, effectiveness, efficiency, impact and sustainability.

* The Consultant or will carry out independent quality audits of the UN4DRR project outcomes and procedures, as specified in the D4.1.1 Quality Assessment and D4.1.2 Evaluation Plan. The quality audit reports will be included in the Quality Evaluation Reports (D4.3 to be prepared at PM20 and PM36.).

**(3) Contract value**

This contract, established in euro, is a global price contract. The contract value is EUR 8000.

Additional 4000 euros may be available for covering travel costs to Europe and IOR countries.

**(4) Commencement date**

The date for commencing implementation shall be November 15th 2021.

**(5) Period of implementation**

The period of implementation of the tasks identified in Article 2 is **16 months** from the Commencement date.

The period of implementation may extend in case of Project extension granted by EACEA.

**(6) Reporting**

The Consultant shall submit Quality Evaluation Reports as specified in the Terms of reference.

**(7) Payments and bank account**

7.1 Payments will be made in euro to the bank account notified by the Consultant in accordance with invoice submitted with each submitted Quality Evaluation Report.

7.2 The payments will be made in not more than sixty days from the date of the invoice submission (assuming Report acceptance).

**(8) Contact addresses**

Any written communication relating to this Contract between the Grant holder and the Consultant must state the Contract title and identification number, and must be sent by post, fax, e-mail or by hand to the addresses defined in ToR Article 2.2.

**(9) Law and language of the contract**

9.1 The law of Belgium shall govern all matters not covered by the contract.

9.2 The language of the contract and of all written communications between the Consultant and the Contracting Authority and/or the Project Manager shall be English.

**(10) Subcontracting**

Subcontracting is not allowed.

Done in English in two originals, one original being for the Grant holder and one original being for the Consultant.

**For the Consultant For the Grant holder**

**Name: Name:**

**Title: Title:**

**Signature: Signature:**

**Date: Date:**

## Annex 4 – Service Tender Submission Form

**SERVICE TENDER SUBMISSION FORM**

**for**

**Consultancy Contract for Services for External Project   
Monitoring and Evaluation of ERASMUS+ UN4DRR project**

One signed of this tender submission form, a completed financial identification form and a completed legal entity file (only for the Leader) as well as declarations from the Leader and all members (in the case of a consortium) must be supplied, together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted the originals must be dispatched to the Contracting Authority upon request. For economical and ecological reasons, we strongly recommend that you submit your files in digital form.

1. **Submitted by (i.e. the identity of the Tenderer)**

|  |  |  |
| --- | --- | --- |
|  | **Name and address of the  legal entity and consultant** | **Country of registration  / nationality** |
| **Consultant** |  |  |
| **Legal entity** |  |  |

1. **Contact person (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

1. **Fields of specialisation**

Please use the table below whose objective is to indicate the consultant relevant specialisms related to this contract of each legal entity making this tender. Write in white boxes name of relevant specialisms (referred in consultants CV). Maximum 10 specialisms.

|  |  |
| --- | --- |
| **Number of specialisations** | **Name of consultants’ relevant specialism** |
| 1. |  |
| 2. |  |
| 3. |  |
| Etc … (add line) |  |

1. **Experience**

Please complete a table using the format below to summarise the major relevant projects related to this contract carried out in the course of the past 5 years by the consultant applying on this tender. The number of references to be provided must not exceed 10.

|  |  |  |
| --- | --- | --- |
| **No** | **Project title** | **Overall project value (EUR), consultant role in project, date (start/end), Geographical definition of the project** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  | Etc … (add line) |  |

Please complete a table using the format below to summarise the evaluation projects/activities carried out in the course of the past 5 years by the consultant applying on this tender. The number of references to be provided must not exceed 10.

|  |  |  |
| --- | --- | --- |
| **No** | **Project title** | **Evaluation services/role performed by consultant, Overall project & evaluation services value (EUR), Geographical definition of the project** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  | Etc … (add line) |  |

1. **Statement**

I, the undersigned, being the authorised signatory of the above tenderer legal entity, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise specification of consultant qualifications and our Financial offer.

We recognise that our tender will be excluded if we propose consultant who have been involved in preparing this project or engage such personnel as advisers in the preparation of our tender or is included in project execution.

This tender is subject to acceptance within the validity period stipulated in clause 4.4 of the Instructions to tenderers. Signed on behalf of the tenderer:

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |