

Terms of reference: evaluation of the Estonia – Latvia Programme

11 January 2010

Tartu, Estonia

1. Call for tenders

Enterprise Estonia (hereinafter referred to as the “Contractor”), acting as host organisation of the Joint Technical Secretariat of the **Estonia – Latvia Programme 2007-2013** (hereinafter referred to as the “**Programme**”), invites interested parties to participate in a tender of the Contractor “Evaluation of the Estonia – Latvia Programme” and submit your offer.

This tender document aims to set the framework for the evaluation of the Programme in accordance with (EC) 1083/2006 Articles 47 and 48.

2. Short description of the contractor

Contractor acts as host organisation of the Joint Technical Secretariat (hereinafter referred to as JTS) of the Programme, based on the administration agreement signed by the Estonian Ministry of the Interior and Contractor on April 9, 2008. JTS is located in Tartu and is supported by Information Point in Riga hosted by the State Regional Development Agency.

JTS is an important contact point for project applicants of the Programme, as it provides daily assistance to applicants and project managers during preparation and implementation of the projects. The JTS is also responsible for assessment and monitoring of the projects financed by the Programme.

3. Responsible person of the contractor

Peeter Unt
Head of the JTS
Estonia – Latvia Programme
Enterprise Estonia
Sõbra 56, 51013 Tartu
ESTONIA
Phone +372 51 07807
peeter.unt@estlat.eu

4. Short description of the procurement object

The **aim of the evaluation** is to assess the effectiveness, relevance and performance of the Programme, as well as possible need to change the Operational Programme (Estonia – Latvia Programme 2007-2013, CCI No. 2007 CB 163 PO 050).

5. Evaluation questions/themes required to be analysed

The assessment period covers the time period from approving the Programme by the European Commission on 21 December 2007 till 31 December 2009.

The evaluation questions and themes, which need to be analysed are as follows:

1. Are the Programme strategy and objectives being met so far?
2. Are the strategy and objectives relevant and serve the needs of the Programme area in the light of the current situation, taking into account context indicators and socio-economic context of the Programme?
3. Which are the constraints (internal and/or external) that have affected progress of the Programme? How the Programme should adapt?
4. Functionality of the programme indicators: do the indicator definitions cover the directions of support and priorities of the Programme? How strong is connection between the indicators and the directions of support? How strong is connection between the indicators and the priorities? Are target values of the indicators appropriate, taking into account the current financial commitments of the Programme?
5. Which are the constraints (internal and/or external) for participation of private entrepreneurs in the Programme as project partners? How could participation of private entrepreneurs be increased?

Each evaluation question is to be analysed and a set of recommendations has to be produced in the evaluation report. Report will include at least the following information:

- Summary of the conclusions and recommendations,
- An explanation of the methodology used including details of data sources and original research undertaken in relevant cases,
- Clear division of chapters according to the evaluation questions set above,
- Detailed conclusions and recommendations on every question to be analysed;
- Proposals for amendments in the Operational Programme, if relevant,
- Risk analysis of the Programme based on the findings, conclusions and recommendations of the evaluation.

6. Evaluation method and source of information

The approach on each evaluation question has to be in accordance with the themes and questions stated above, and the proposed methods have to present the tenderer's view how to approach each evaluation question in more detail. This has to be done so that the full understanding of the evaluation task on each question is made clear.

The evaluation methods to be used must be explained in detail in the offer.

In addition to publicly available materials on the website of the Programme, the chosen evaluator will be provided with all the necessary information about the Programme (e.g. financial and project related data) by the JTS.

7. Requirements to the tenderer

Tenderer has to be a recognised organisation with sound experience and professional approach in carrying out similar evaluations.

Tenderer has to provide a list of references covering the past 3 years (since 1.01.2007) in the field of programme evaluations and other studies on the EU co-financed programmes either approved by the respective Monitoring Committee/other organ or by an organisation itself depending on the case. Experience in evaluations on any Interreg/Territorial Co-operation Programmes is regarded as an asset.

The list has to include approved evaluations and similar studies with the date of approval.

The offer must also include the list and CVs of the personnel, who will carry out the evaluation process. In case the personnel will change after the offer is submitted or during the overall evaluation process, the organisation carrying out the evaluation is obliged to inform the JTS immediately and to ensure that the new personnel possess equal qualifications.

The list has to include experts planned for the task with information about relevant qualifications (description of the work experience on past evaluations and other relevant studies).

The CVs have to be included in the offer and not as separate documents.

8. Time limit and other conditions

The company must be able to carry out the evaluation both in Estonia and Latvia, in the whole territory of the target groups (described above).

The language of the evaluation is English.

The company must be able to sign the contract and start the work in February 2010 and submit the draft final report by 10 May 2010. The contractor will provide its comments on the draft final report to the tenderer by 18 May 2010 and the tenderer must submit final evaluation report by 25 May 2010.

During the work process, the contracted company must be flexible to have working meetings in Tallinn (2-3 meetings altogether), and provide monthly updates on the progress of the evaluation.

The company will also participate in meeting of the Monitoring Committee of the Programme in June 2010 (most likely week 24) in Estonia to present the results and final report.

Please do notice that even the finalised evaluation report sent to the Monitoring Committee may be rejected for various reasons. Therefore this must be taken into account by including the possibility for making various corrections/modifications/additions in the final evaluation report.

In case the Monitoring Committee requests amendments to the final evaluation report, these must be completed by 16 July 2010.

9. Guidelines for preparing the tender

The offers and price estimates should clearly follow the described tasks and requirements in this tender document. Tenderer does not have a right to link the tender to conditions, which do not derive from the tender documentation. Non-fulfilment of the requirements listed in the tender will result in rejection of the tender.

Offer must be submitted in English.

10. Structure of the tender

Tender must include:

1. Short introduction of the tenderer.
2. Contact details of the organisation:
 - contacts (name, phone, email address) of the persons, who will work with the procurement object;
 - website address of the organisation,
 - legal status of the organisation,
 - registration code,
 - VAT registry number.

In case the offer is provided in the name of the consortium, the main contractor must be clearly identified in the offers as well as clear division of labour and responsibilities between the main and sub-contractors. The contract is only signed with the main contractor.

3. Action plan for evaluation with a time-schedule.
4. Explanation of methods to be used for each evaluation question and theme, as requested in point 6 of the tender document.
5. Primary and secondary data sources that will be used during the evaluation.
6. Total price estimate.
7. The list of references, as requested in point 7 of the tender document.
8. The list of experts planned for the evaluation, as requested in point 7 of the tender document.
9. CVs of the experts planned for the evaluation, as requested in point 7 of the tender document.
10. Confirmation by the tenderer based on the attached template.

11. Price of the tender

Price of the tender has to be presented in EUR, including VAT in a separate column, and must include all the costs, which have to be covered by the Contractor.

Please use the following format for presenting the price of the tender.

1. Estimation of the needed working time in days
2. Daily rate
3. Travel costs
4. Total cost (without VAT)
5. Total cost (with VAT)

12. Tender submission deadline and mean

Tender has to be submitted over email to peeter.unt@estlat.eu on **10 February 2010, 12:00 p.m.** the latest and posted on **10 February 2010** to the address:

Peeter Unt
Estonia – Latvia Programme
Enterprise Estonia
Sõbra 56, 51013 Tartu
ESTONIA

The submitted tenders have to be valid until 31 March 2010.

The e-mail must be marked with reference “Tender for the Estonia – Latvia Programme evaluation”.

13. Assessment criteria

The overall most advantageous tender will be approved, which is determined as follows:

The set of criteria consists of the three main criteria to which a coefficient is assigned. For each of the main criteria the scoring runs from one to five. The scoring will be judged in a following way:

- 1= Poor (NB! in case the information is missing or cannot be identified the offer will be rejected as invalid)
- 2= Tolerable
- 3= Satisfactory
- 4= Good
- 5= Excellent

The main criteria and their coefficients are as follows:

1. Evaluation methods, coefficient 40%
2. Relevant qualifications of the organisation and evaluators, coefficient 30%
3. Price, coefficient 30%

Incomplete tenders, which do not include all the information requested to evaluate the offers will be rejected as invalid. The tenderers having submitted a valid tender will be consulted in case there is a need to receive small clarifications in order to make the offers more comparable. However, the received tenders cannot be changed.

14. Contract and payment

After the approval of the offer, a contract will be signed between Enterprise Estonia and the organisation carrying out the evaluation, in which the specific conditions for the evaluation procedure are set according to the approved offer. The contract document shall be provided by Enterprise Estonia and the final content is based on mutual understanding of the parties concerned. In case of sub-contracting, the contract must include the division of labour and related responsibilities of each evaluator/sub-evaluator.

Enterprise Estonia will set a payment schedule for evaluation costs as follows:

1. The first payment (30% of the costs) within 10 working days after the agreement has been signed by both parties.
2. The second payment (70% of the costs) after the final evaluation report has been approved by the Programme’s Monitoring Committee (at next meeting to be held in June 2010 or via written procedure after the meeting in case of rejection).