



## CALL FOR PROPOSALS

### European Topic Centre on Water 2007-2010<sup>1</sup>

Open call for proposals (Grant agreements): 2006/EEA/ADS/06/001

Project manager: Beate Werner

#### 1. Background information

##### ***The European Environment Agency (EEA) and the European Environment Information and Observation Network (Eionet)***

The European Environment Agency (EEA) is the main source of information used by the European Union and its Member States in developing environment policies. EEA 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 by the EU 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 European Environment Agency 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 that share its objectives, currently, has 31 member countries. These are the 25 EU Member States; Iceland, Norway and Liechtenstein, which are members of the European Economic Area; and the three EU candidate countries, Bulgaria, Romania and Turkey. An agreement has been

---

<sup>1</sup> A framework partnership agreement will be offered to the successful consortium covering initially the period from 2007 to 2008 (current EEA Strategy 2004-2008) which may be renewed for an additional period of two years under the new EEA Strategy 2009-2013.

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

<sup>3</sup> EEC 1210/90 of 7 May 1990, amended by EC 933/1999 of 29 April 1999 and EC 1641/2003 of 22 July 2003, see <http://org.eea.eu.int/documents>.

reached with Switzerland on EEA membership. This agreement is awaiting notification by Switzerland.

Five European Topic Centres (ETCs) are currently part of Eionet. They cover the topics Air and climate change; Water; Terrestrial environment; Resource and waste management; and Biological diversity. The first three are now opened up for proposals for new consortia to carry out the tasks.

### ***Role of the European Topic Centres***

According to the EEA founding regulation<sup>4</sup> and in practice the ETCs are 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 centre for the thematic areas air, climate change, water, biodiversity and land use. Tasks focus on harmonising monitoring of the environment in the member countries, in the compilation of the resulting data in international databases, in the processing of the information including the use of models to describe and analyse the present and future state of the environment, and in the production of indicators to communicate the findings to various users.

ETCs are part of the Eionet and a support to the Eionet. Their activities have an important component of networking with experts in the member countries on the harmonisation, quality and exchange of data, in building capacities in the member countries through country visits and meetings with all country experts in the Eionet. ETCs are a sparring partner for countries in discussing options for improving national information systems. Networking with the countries also occurs when involving them in the analyses of indicators and in assessments. The ETCs are expected to work together with each other on cross-cutting projects.

To perform these tasks, ETCs involve the best expertise in Europe to handle data in their topic area and to analyse the environmental data with regard to developments in society and economy and to environmental and sectoral policies. ETCs are also expected to have the expertise to cover the full geographical area of EEA.

ETCs are thus important resources for the EEA, and through the EEA for its member countries and the EU institutions. Their annual work programmes are agreed with the EEA within the framework of its annual management plan taking into account the requirements of all parts of the Eionet and other stakeholders. For the execution of the work programmes, ETCs receive several (mostly yearly) grants from EEA and are co-financed by national and other contributions. Only tasks with a component of networking with the member countries can be supported under grant agreements.

It is the experience of the past years that the variety of tasks to be done by an ETC, and the variety of expertise needed are usually found in a multinational consortium of institutes and/or companies.

---

<sup>4</sup> The EEA founding regulation, see footnote 3, describes in article 4.4, 4.5 and 4.6 Topic Centres and their tasks as part of Eionet.

## **2. Future EEA work in the water area based on the EEA Strategy 2004-2008**

EEA work in the water area will focus on establishing a European Data Centre for Water at the EEA as agreed with the three Commission services: DG Joint Research Centre, DG Eurostat and DG Environment. This entails developing the data centre for the freshwater and marine area, adapting and integrating the present Eionet water data flows into state of environment reporting under the shared water information system for Europe - WISE, and developing and implementing WISE itself.

Data work in this context will comprise reviews of the freshwater and marine monitoring networks in cooperation with the member countries and the regional conventions, and the consolidation of data gathering, management and QA/QC procedures under WISE.

Work on indicators requires first level data analysis. Main elements are the maintenance and updating of the EEA core set of indicators (CSI), but other areas not yet fully covered by the CSI have to be developed (e.g. hazardous substances, emissions/pressures, water quantity, hydro-morphological and biological elements for both the freshwater and marine area).

Policy support will focus on the water framework directive (WFD) and other water directives as well as the European marine and maritime strategies.

The EEA is also committed to establishing a European shared spatial information and data service and to establishing the EEA as a leading centre in the development of European scenarios and policy effectiveness evaluations. For the spatial dimension, the Inspire directive and Global Monitoring for Environment and Security (GMES), including development of indicators, data flows, services and spatial analyses relating to water have to be taken into account in the development and implementation of WISE.

Further work on assessments will be structured in a 'rolling assessment schedule' of state of the environment and integrated assessment reports with shifting focus to support the publication of key reports such as the next EEA state and outlook report in 2010. The reports will have to keep the right balance between pure state of the environment information and integrated assessments, using the same (yearly updated) core data sets and additional information specific to the respective assessment themes, including specific expertise (modelling and prospective and spatial analysis) where suitable.

The new ETC on water will replace the current ETC Water<sup>5</sup> from January 2007. In the period 2007-2008 the role of the new ETC will be to support EEA in the realisation of its strategy by performing tasks in data collection, indicator compilation and assessment, and member country support as described in the following section.

---

<sup>5</sup> <http://water.eionet.eu.int/>.

### **3. Specific tasks of the European Topic Centre on Water**

#### ***Main policy-related objectives for ETC Water***

The WFD (and the other water related directives not repealed by the WFD), the Marine and Maritime Strategies and the regional marine and river conventions form the main policy context for EEA work in the water area. The ETC Water shall support EEA and its clients in providing information for the above policies.

#### ***Main elements in the programme of work***

The proposed consortium is expected to describe its competence and ability to synthesize scientific evidence and in-depth knowledge on the related data and information to produce relevant deliverables for the following main elements in a strategic work programme for the ETC Water 2007-2008 with possible renewal for two years under the next EEA Strategy (covering the years 2009-2013):

#### **Work area 1: Data and Monitoring**

The ETC Water is expected to work with EEA member countries and key international organisations to arrive at efficient structures of European data systems to deliver policy relevant data and information on water quality and quantity, as well as biological and hydromorphological elements and pressure information, covering all areas of groundwater, surface, transitional, coastal and marine waters according to needs at European level.

The ETC will need to play an active role in designing and establishing such information systems. The ETC is expected especially to provide support to EEA in developing the Data Centre for Water and WISE and provide expert support to EEA in coordination activities for European water monitoring:

- The main focus in work area 1 will be on data management and support to the development of WISE and in maintaining and developing the present Eionet water data flows into an integrated part of the state of environment reporting under WISE.
- As part of Eionet, the ETC should help in the review of monitoring networks in close coordination with member countries and conventions to support the establishment of monitoring networks as required under the WFD and the Marine Strategy. One essential part of that work should be to develop monitoring guidance.
- QA/QC and data management will be an important aspect of the work. First level QA/QC (consistency checks, analysis of significance etc.) should be the main working domain of the ETC in close cooperation with the member countries. QA/QC on the substantive interpretation of data and the evaluation of used methodologies (e.g. models) done by EEA has to build on this and should be supported by additional water expertise from ETC.
- With respect to the marine area it is important to improve the data aspects in close cooperation with the marine conventions towards an integrated approach

between the freshwater and marine area under WISE. It is important to note that EEA work covers marine regions from the Arctic to the Black Sea.

- Remote sensing can provide a valuable approach to developing a Europe-wide comparable data set especially in the marine area. The service elements provided by GMES should be integrated to help to establish a coherent QA/QC scheme for the marine data flow and the links to in-situ data.
- In the light of climate change, water quantity data flows need particular improvement. Issues concerning the hydrological cycle should also be dealt with in cooperation with other ETCs (e.g. Air/Climate).
- Data on emissions should be further developed, taking into account activities under the integrated pollution prevention and control directive (IPPC), the European pollutant release and transfer register (E-PRTR) and the European pollutant emission register (EPER).

### **Work area 2: Indicators**

The EEA strives to develop indicators within the DPSIR assessment framework<sup>6</sup> to support our regular assessments on state of and trends in the environment and to support policy processes in the water area.

Work on data, indicators, regular SoE-assessments and integrated assessments is interlinked. ETC Water will be expected to give support especially where the link to the member countries is crucial to ensure sound quality-assured data.

- The ETC will be expected to maintain and develop indicator fact sheets, especially for the core set of indicators<sup>7</sup>, which include an analysis of the trends.
- More indicator development work is needed in the areas of water quantity, chemicals, emissions, hydromorphology including oceanography of water massive, biological elements and marine ecosystems health as well as maritime economic activities. In these areas the ETC is expected to follow closely the development in the relevant WFD and Marine Strategy activities.

### **Work area 3: Support the development and implementation of EU policy**

ETC Water will provide technical assistance to EEA to support implementation processes of the WFD<sup>8</sup> and Marine Strategy<sup>9</sup>. This includes providing advice to specific clients/users, in particular the European Commission, reviewing and commenting on draft notes and reports and preparing data summaries and data assessments.

---

<sup>6</sup> [http://reports.eea.eu.int/TEC25/en/tech\\_25\\_text.pdf](http://reports.eea.eu.int/TEC25/en/tech_25_text.pdf).

<sup>7</sup> See e.g. <http://themes.eea.eu.int/indicators/>.

<sup>8</sup> [EU Water Framework Directive](#) - Directive 2000/60/EC.

<sup>9</sup> [EU Marine Strategy](#) - COM(2005) 505 final.

The ETC is expected to maintain and develop the technical and scientific support given to the WFD working groups.

- Reporting activities under the water-related directives outside the WFD (UWWTD, drinking water, bathing water and nitrates directives) have to be followed and the future integration under WISE has to be supported with the relevant networking.
- For the marine area the ETC is expected to develop support to the Marine Strategy and associated directives. Special focus has to be given to contacts to the marine conventions and organisations associated with the marine regions covered by the EEA work programme. Furthermore, relevant contacts to the network under the Maritime Strategy<sup>10</sup> have to be developed.
- The ETC should be able to support strong stakeholder processes in the marine area as regards providing scientific expertise and institutional and operational knowledge at the regional level and with marine conventions.

#### **Work area 4: EEA assessment reports**

For the assessments to be produced by the EEA, ETC Water will provide the knowledge-base on water-related questions (freshwater and marine, water quality, quantity and structural aspects) together with EEA staff. Upon request by EEA, ETC Water is expected to participate in environmental assessment processes:

- Spatial analysis is a more and more important aspect of any assessment work. The ETC is expected to provide capacities to support EEA capabilities on spatial analysis especially by supporting the catchment-wise stratification of data and the evaluation of information at the EU-level based on river basins.
- Policy effectiveness and socio-economic assessments will continue to be an important part of the overall work of EEA. The ETC should give support to this work especially with its data capacities.
- The ETC will also be expected to support work on goods and services provided by wetland, island and coastal ecosystems led by the EEA itself and supported by other relevant ETCs.
- EEA assessment work has to be supported further by providing information activities, for example through briefing notes, seminars etc.

#### **Work area 5: ETC management and capacity building in EEA member countries**

The organisational set-up and management procedures of the ETC consortium must meet the special and general conditions to the agreement (Annex I). To ensure this, the management of the ETC requires, for example, clear decision and communication structures within the consortium, and well-established links to the EEA and its member countries, to the European Commission and to other relevant

---

<sup>10</sup> [Maritime Strategy](#) – Communication to the commission - Towards a future Maritime Policy for the Union.

organisations. In response to the annual work programme, which is the basis for the grant, the consortium shall produce an annual implementation plan.

The ETC management must also include procedures for quality assurance – inclusive language-check - of all its deliverables.

The ETC shall maintain close links with Eionet and EEA member countries, through:

- strong communication efforts with the countries, including networking and regular country visits;
- in dialogue with the countries identifying barriers to optimally perform their tasks (e.g. monitoring capacities, staff resources, knowledge gaps) and developing proposals to solve any issues that may emerge;
- providing training and capacity building in the countries as appropriate;
- organising regular Eionet workshops and seminars to discuss the outcomes of the work and plan future activities with the member countries;
- joint work with other ETCs.

#### **4. Guidelines for the expertise and organisation of the European Topic Centre on Water**

The present and earlier ETCs are consortia of government organisations, private non-profit organisations and a few commercial firms. Based upon EEA's experience some guidelines can be given for a successful consortium.

##### **A. The structure of the ETC consortium:**

The ETC consortium is expected to comprise one coordinating organisation and several partners. The following points should be considered when establishing the consortium:

- As it can be difficult to manage many small partners (e.g. with contracts of less than EUR 50 000 per year) in a consortium, fewer partners can facilitate management. However, this has to be balanced against the need to cover the required field of expertise and to ensure good geographical coverage.
- The work programme may be best addressed by a 'core group' located at the coordinating organisation, supported by partners with specific competences. The expertise needed in the core group is both topical and technical, including:
  - coordinator (ETC manager), having excellent management and networking capabilities;
  - technical/scientific coordinator with in-depth knowledge of water related issues;
  - administrative support, able to work in English and organise European meetings and consultations;
  - data management with experience in QA/QC;
  - expertise to design water information systems including the ability to handle relevant GIS components in cooperation with the European data infrastructure developed at EEA.

In order to ensure proper financial management, the core team should have access to financial control services.

- The consortium as a whole should cover the main work areas with the expertise listed under B, but also have excellent links to wider European expertise. This is particularly important where specific skills are needed, e.g. for certain methodologies, modelling or for wider sector integration etc.
- Therefore, the ETC should be structured in a way to ensure the necessary flexibility to be able to adapt to changing needs and to be able to subcontract experts for specific projects.



- As an indication, the budget needed for the work will be approximately EUR 1 200 000 per year the remainder coming from national contributions, amounting to at least 10 % of the total. Specific figures will be decided annually, based on the available budget and annual management plan of the EEA.
- The EEA is committed to an internal Environmental Policy to ensure that the EEA operates in an environmentally sound manner. The EEA has been EMAS certified since March 2005. The consortium is requested to take into consideration the reduction of environmental impact of their activities and to develop an Environmental Policy for the ETC.

#### B. Technical and scientific expertise

The consortium is expected to work equally in the freshwater (groundwater, rivers, lakes) and marine areas and to cover all water-related aspects such as quality (nutrients, oxygen-consuming substances and hazardous substances), quantity, biological and hydromorphological elements, as well as emissions to water. With the specific needs for quality assurance and quality control, sufficient scientific expertise is needed in all these working areas and water categories.

To undertake the tasks and to provide the deliverables listed above under section 3, ETC Water is expected to have technical and scientific expertise in the following areas:

- Data work and indicator development.
- Capabilities especially in the marine area to go into effective networking with the conventions and bodies associated with providing information for the regions covered by the EEA work programme on data issues as well as insight into scientific knowledge to exploit the needs and possibilities for integrated and cross-sectoral assessments to support the Marine and Maritime Strategies.
- Remote sensing and spatial analysis to make best use of remote sensing services and to evaluate data as provided via the GMES activities together with other geographically based information and data available from in-situ monitoring. This is of particular importance in the marine area, but also for inland water. The capacities the ETC should provide in the area of spatial analysis have to be seen in relation to the development of horizontal capacities at EEA and other ETCs.
- Integrated assessments in order to ensure that data flows and indicators feed into assessments dealing with cross sectoral and interdisciplinary aspects. (Tools and methodologies to develop these assessments are not necessarily a core task of the ETC).
- Networking and effective cooperation with the countries on data work.

#### C. Procedures to execute the work programme:

In order to deliver high quality products and services, the following requirements for executing the programme have to be considered.

- The working language of EEA is English. The ETC is expected to deliver texts (background notes, draft fact sheets and draft reports, etc.) that do not need further language checking before publishing. The consortium shall establish a quality-control procedure for this.
- ETC members report to the EEA. The primary link will be between the ETC coordinating organisation (ETC manager) and the EEA liaison project manager.
- The work of the ETC needs to be closely integrated into the overall work of the EEA. Relevant EEA project managers will keep close contact with corresponding ETC partners on specific tasks. The overall coordination of the different tasks of the ETC, cooperation with other ETCs, and other external EEA cooperation is expected to be ensured by a stringent management of the ETC closely interacting with the management structure in the EEA.
- The ETC is expected to provide input into the development of the annual EEA work programme and provide EEA with proposals for the continuous development of the working area.
- The ETC should be structured in a way to ensure proper linkages with other ETCs since cross-sectoral and cross-thematic cooperation and integration needs further attention in the future. This integrated and more complex cooperation will need highly transparent ETC management and intensive coordination with EEA to avoid duplication or disintegration of tasks across partners.
- Maintaining and improving the links to Eionet water<sup>11</sup> and in particular the Primary Contact Points and National Reference Centres appointed by the member countries is the basic foundation for the work of the ETC. This means, for example, providing ad hoc technical support to member countries to make them able to contribute to the reporting of 'priority data'. The ETC should also assist the EEA in organising annual meetings with the Eionet partners. The support given to the member countries should reflect the specific needs of the countries.
- Participation in cross-cutting collection of data and information as well as all integrated assessments and spatial analysis creates the need to cooperate with the other ETCs<sup>12</sup>.
- The EEA is committed with an internal Environmental Policy to ensure that the EEA operates in an environmentally sound manner -the EEA is EMAS certified since March 2005. The consortium will be requested to take in consideration reduction of environmental impact of activities of the ETC and to develop an Environmental Policy for the ETC.

---

<sup>11</sup> <http://water.eionet.eu.int>

<sup>12</sup> see list in Section 1

## 5. Submission of the proposal

Natural or legal persons fulfilling the conditions stated that do not fall under any of the exclusion cases the exclusion cases (see Section 6 below) are invited to submit to EEA proposals for the ETC Water 2007-2010.

The consortium may include organisations from all EEA member countries (see Section 1). The quality of coverage of the EEA member country area and the balance in the geographical distribution of the partners will be taken into account in the evaluation.

In drawing up the proposal, the consortium should bear in mind the provisions of the standard framework partnership agreement and the specific agreement for grants attached to this invitation to tender (Annex I).

The proposal must include all the information and documents required for the tender appraisal on the basis of the selection criteria and the award criteria set out below.

The main text part of the proposals should include **in the following order**:

1. An executive summary of the proposal, **not exceeding five pages**:
  - ETC name as indicated in the title of these specifications.
  - Title, address, telephone number, fax number and e-mail address of the (proposed) lead organisation.
  - Name and short (one paragraph) CV of proposed ETC manager.
  - Titles and addresses of other organisation(s) included in consortium proposal.
  - Names and short (one paragraph) CVs of main experts proposed for ETC consortium and who would contribute at least 100 days/year to ETC.
  - A summary of how it is proposed to organise and deliver the core work, in particular which partner(s) will be responsible for the main tasks and activities, how these will be coordinated by the core team and how the budget would be allocated across the tasks.
2. An appreciation of the vision and priorities for the ETC over the next four years (2007-2010); how the results will contribute to the development of policies in the area; how the priorities will be developed and how the expertise offered will provide a balanced team to provide the range of expertise required of an ETC and that will be able to contribute to the individual tasks and activities as specified. This appreciation should include an overview of which partner(s) will be responsible for, and/or contribute to, which tasks and activities and how this will be coordinated across partners.
3. An appreciation of how the proposed consortium takes into account the need to reflect the different geographic circumstances of EEA member country area.

4. An appreciation of the way the member countries will be involved in the work of the ETC.
5. An appreciation of how the proposed consortium will offer some continuity to carry forward some of the experience, expertise and capacity developed to date in ETC Water.
6. A statement on the proposed approach to quality assurance and quality control.
7. An overview of the experts in the consortium, including the description of a core team in the coordinating organisation.
8. A proposal for the organisation of the ETC, including a rationale for the chosen arrangement and the environmental policy of the consortium.
9. A proposal for technical/scientific review of progress and products through, for example, the EEA Scientific Committee, peer review, Eionet workshops, etc.
10. A breakdown of expected costs for staff and an indication of likely non-staff costs (travel/subsistence, equipment, report production and other materials), within the likely annual budget
11. CVs of experts contributing significantly to the ETC, including a statement on availability and the number of days they will likely provide to the project each year
12. Brief summary of the capacities and portfolio of relevant projects carried out by each member of the consortium.

Annex V is a checklist of all (supporting) documentation needed.

**Five bound copies and one unbound signed original of the proposal must be submitted. If any 'promotional material' on any of the partners is included with the proposal then only one copy of such material should be submitted.**

## 6. Exclusion criteria

The conditions of participation of the proposers will be verified during the negotiation of the framework agreement. Before that however, proposers will have signed a declaration stating that they do not fall under any of the cases given by Article 93(1) of the Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Annex IV). Before the conclusion of the agreement, they will also have given the Agency the information listed in Article 173 of the Commission Regulation (EC, Euratom) No 2342/2002, of 23 December 2002, laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

Proposers' attention is drawn to the provisions of Article 173(4) of the Commission Regulation (EC, Euratom) No 2342/2002. However, taking in account the collective financial responsibility of the consortium, EEA will not require external audit reports over the last two years for consortia including public bodies.

Exclusion following Article 93(1) of the Financial Regulation occurs if candidates are in any of the following situations:

- are bankrupt or being wound up, have suspended business activities, are having their affairs administered by the court, have entered into an arrangement with creditors or are in any analogous situation, or are the subject of proceedings of this nature;
- have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- have been guilty of grave professional misconduct;
- have not fulfilled their obligations relating to the payment of social security contributions or taxes;
- have been subject of a judgement 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;
- 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;
- are subject to conflict of interest;
- have been guilty of misrepresentation in supplying the information required by the contracting authority.

In addition, the European Environment Agency demands candidates to ensure that they have not been convicted for an environmental offence in the exercise of the profession.

## 7. Selection criteria

The proposal must include evidence of the professional, technical and financial qualifications of each of the partner organisations by means of the following documentation:

- an identification sheet (name or business name, legal status, contact person, etc.) (Annex III);
- copy of the inscription on a trade or company register and of the inscription on the VAT-register; in case of universities, NGOs or similar organisations without a registration in such registers, the relevant part of an establishment agreement should be provided which allows verifying the legal status of the institute;
- proof of stable and sufficient sources of funding to maintain the activity throughout the 2007-2010 period;
- detailed curriculum vitae of the staff significantly involved in the proposed ETC, including information on the candidate's working languages and those in which he/she is able to submit reports;
- notes confirming participation in the proposal by each of the partners;
- letters stating the intention to provide co-financing to the project for at least a total of 10 % of the agreed work programme per year<sup>13</sup>;
- for each partner a letter from the EEA management board member of the country in which the partner is based, identifying the institute as able to perform the function of a European Topic Centre within Eionet<sup>14</sup>.

---

<sup>13</sup> Before signing the agreement for each individual grant the final confirmation of co-financing for that grant will be needed. Co-financing may include making available staff to the project.

<sup>14</sup> The EEA founding regulation article 4.4 requires that member countries identify the institutions that could be specifically entrusted to act as a topic centre of the network for specific tasks. As the new ETC agreements will be partnership agreements this requirement holds for all partners, not only (as in the past) for the coordinating organisation.

## 8. Awarding criteria

The framework agreement will be awarded to the most advantageous proposal taking into account:

|  | Max. award points |
|--|-------------------|
| <b>1) Approach to the work programme</b> – ability to provide information that addresses the needs of policy-makers. The proposal should demonstrate the consortium’s understanding of the objectives of the EEA strategy, and the policies to which ETC Water should contribute. This should be reflected in the set up of the consortium, the design of the work programme and the products proposed.  | 15                |
| <b>2) Expertise on the water environment and relevant data</b> – in-depth knowledge of the relationship between state of and pressures and impacts on the aquatic environment and the capacity to handle the relevant data and information (knowledge of relevant European data sets and monitoring programmes).   | 20                |
| <b>3) Experience of water relevant policy processes</b> – the capacity of the consortium in supporting firstly EU and pan-European but also global and national policy instruments related to water as evident from their previous projects and publications/reports; experience of participation in the development and implementation of this policy by providing expert advice in working groups etc.   | 15                |
| <b>4) Capacity in developing indicators and supporting assessment</b> – the proposal and previous projects and publications/reports should show the capacity to provide the required deliverables.   | 10                |
| <b>5) Technical expertise in data management</b> – the expertise of the consortium as evident from their previous projects and publications/reports/internet sites as regards data flow management, including validation processes, quality assurance and quality control, database development and management including the handling of spatial data, data processing for indicators and presentation.  | 15                |
| <b>6) Use of existing capacities in Europe</b> – sound approach to access of expertise in the member countries and in institutes external to the consortium, links with relevant scientific and administrative organisations in Europe as evident from previous projects and reports.  | 10                |
| <b>7) Project management and networking capacity</b> – a balanced spread of partners across Europe. Sound arrangements for the management of the ETC consortium, and tracked record in implementing effective management procedures, enhancing cooperation between partners, and with countries and other stakeholders, transparent financial administration environmental policy adopted and quality assurance. Adequate level of manpower, resources and output corresponding to the indicative annual budget. | 15                |
| <b>TOTAL</b>   | <b>100</b>        |



Each element will be scored according to the degree that the tenderer fulfils the requirements, as demonstrated by CVs of key staff, portfolio of relevant projects by each consortium member, geographical coverage, and track record in delivery of similar products.

## 9. Deadlines and procedure for submitting the proposal

Proposals are to be submitted (according to the publication in the Official Journal) either by registered mail or by delivery (in person or by an authorised representative or private courier service) to Beate Werner, The European Environment Agency, Kongens Nytorv 6, 1050 Copenhagen K, Denmark, **to arrive not later than 11 May 2006, 16:00**. In the case of delivery (rather than use of registered mail) a receipt must be obtained as proof of submission, signed and dated by an EEA official.

Proposals must be submitted in **five copies** (four bound and one unbound) and placed inside **two** sealed envelopes. The inner envelope, addressed to the person indicated above, should be marked: **'Reply to call for proposals ETC Water. Not to be opened by the internal mail department'**. If self-adhesive envelopes are used they must be sealed with tape and the sender must sign across the tape.

Submission of a proposal implies acceptance of the terms specified in the 'Special and general conditions to the framework partnership agreement' in all matters not governed by this invitation and waives proposers' own terms of business.

Period of validity of the proposal: Six months from the closing date of this call for proposals.

The proposers will be informed whether or not their proposal has been successful.

## **Annexes**

- I Standard Framework Partnership agreement and specific grant agreement, including special and general conditions
- II Procedure for evaluating the proposals
- III Identification sheet
- IV Autodeclaration form exclusion criteria
- IV Checklist for submitting the proposal

### **BRIEFING MEETING and further information**

A briefing meeting to provide more background information on the expectations for the ETC and the procedure for submitting a proposal will be organised on 28 February 2006 in Copenhagen. If you are interested, please register by sending an e-mail to [marc.clement@eea.eu.int](mailto:marc.clement@eea.eu.int). We will send you the meeting details in response.

Any immediate questions regarding this call for proposals should be sent by e-mail to the European Environment Agency: [jeff.huntington@eea.eu.int](mailto:jeff.huntington@eea.eu.int) or [beate.werner@eea.eu.int](mailto:beate.werner@eea.eu.int).

All applicants are encouraged to consult the section 'contract opportunities' on the EEA website regularly before the deadline (11 May 2006, 16:00).