

INTERREG V A Italy Croatia CBC Programme 2014-2020

EVALUATION SERVICE

Regulation (EU) No 1303/2013 art. 54, 56 and 114

Terms of Reference

Annex B4 - Technical Offer content description and
Template

AUGUST 2020

1. INTRODUCTION

The present document provides all the necessary information for the drawing of the technical offer for the execution of the Service.

The offer is to be mandatorily written in English.

1.1 OFFER LAYOUT PARAMETERS

HEADLINE 1 (Arial 16)

HEADLINE 2 (Arial 14)

Text (Calibri 12)

Rientri

Sinistra:	0,25 cm	Speciale:	Rientra di:
Destra:	0 cm	(nessuno)	

☐ Rientri simmetrici

Spaziatura

Prima:	0 pt	Interlinea:	Valore:
Dopo:	10 pt	Multiplo	1,15

☐ Non aggiungere spazio tra paragrafi dello stesso stile

1.2 OTHER INSTRUCTIONS

Text shall be presented as per § 1.1 “OFFER LAYOUT PARAMETERS”.

If the Tender exceeds the page limits, exceeding contents will not be considered further.

If Tenderers, consider that the page limit is insufficient to provide the information required by these instructions then a tender question should be raised.

Below are listed the required structure of the proposal with the explanation of the minimum contents to be described.

2. STRUCTURE

The structure below is followed by a wider description of the required structure of the service proposal: tenderers shall give information about the listed topics in the Technical Offer according to the following Template. The contents inserted in the technical offer will be used to evaluate the offers according to the criteria described in Annex B4

Section ID	Contents	Length
Q-TI	Identification of tenderer and/partners	Max 1 page
Q-A1	Abstract - Describe the evaluation method from following points of view: <ul style="list-style-type: none"> • goal • process • outcome Explain clearly the fundamentals of your proposal. Explain which functional requirements you expect to fulfill	Max 2 pages
Q-A2	Abstract - Explain why the proposed approach is likely to succeed in solving the main challenges for this Tender	
Q-A3	Abstract - Give a short company description explaining why it would be an added value for the Programme to contract it	
Q-M1	Description of evaluation purposes and rationale	Max 15 pages
Q-M2	Describe the proposed methodology or mix of methodologies	
Q-M3	Explain to what degree the foreseen evaluations and actions will fulfill the challenge. What are the restrictions, difficulties and limitations you expect to face	
Q-M4	Description of the proposed methodology, including evaluation approach	
Q-M5	Description of the proposed methodology, including methods and tools for collecting primary and secondary information	
Q-M6	Description of the proposed methodology, including data needs (including additional databases)	
Q-M7	Please explain the level of innovation and in what areas the proposed solution requires further research	
Q-M8	Please explain to which extent the proposed solution can have a larger impact on the Programme and the beneficiaries	
Q-M9	Explain how the solution can have a positive impact on sharing and comparing the findings of other Programmes evaluations	Max 8 pages
Q-D1	Describe the structure of the Integrated Evaluation Design, of the Operational Evaluation Reports, and of the Impact Evaluation Reports with the characteristics foreseen in the Terms of Reference	
Q-D2	Feel free to propose at least an additional evaluation (to be agreed at a later stage with the Contracting Authority) and explain why it would be an added value	Max 2 pages
Q-P1	Describe the structure of the territorial and socio-economic analysis report	Max 5 pages
Q-P2	Explain how you intend to develop the report supporting the definition of strategic territorial and thematic scenarios for the 2021-2027 Italy-Croatia CBC Programme. This, based on the main characteristics described in the ToR	

	Furthermore, from this analysis should arise elements to support the identification of possible functional areas in the Programme area	
Q-E1	Please describe a short analysis of the evaluation questions described in the Terms of Reference with specific regards to their completeness, proposing for each Evaluation Question, the type of planned evaluation (operational and/or impact) in the framework of which the EQ will be given response, examples of methods/tools and related sources of data that may be used to develop evaluation activities	Max 10 pages
Q-E2	Please explain if you would add some evaluation questions, why, added value and detail them	
Q-Q1	Alignment with EU standards and legislation as per ToR § 1.2: Regulatory framework. Illustrate how the solution is compliant with EU regulatory framework, EU standards and Legislation, included data protection (GDPR)	Max 5 pages
Q-Q2	Please explain method and foreseen timeline for the release of the deliverables to Contracting Authority. Please describe how the service will be organized and implemented and in particular your dialogue and relationship with Contracting Authority	
Q-Q3	Please provide a short risk analysis of the main issues that may affect your work and the first measures you foresee to prevent and, in case, mitigate them	
Q-T1	Please detail the company previous experience in similar activities	Max 6 pages
Q-T2	Please introduce and describe the evaluation team you are proposing and its main expertise	
Q-T3	Please explain the added value of the additional experts you foresee to involve	
Q-T4	Please explain how the Evaluation team is going to tackle successfully the challenges of the Tender	
Q-T5	Please describe how team members skills integrate and how the company background and experience is going to duly support them	
Q-AI	Any additional information considered relevant	Max 5 pages

3. TENDER'S MAIN INFORMATION (Q-TI)

Please identify the main tenderer or the partners submitting the proposal as a collectively suitable economic operator (if applicable). If tenderer is a consortium, please specify for each partner:

- Participant no.; is it the main tenderer?

- Participant organization name
- Participant short name
- Country

Max 1 page.

4. EXECUTIVE SUMMARY (Q-A)

The executive summary should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Call for tender.

Give a short company description explaining why it would be an added value for the Programme to contract it.

Please feel free to add any topic you consider useful.

Max 2 pages.

5. METHODOLOGY & DELIVERABLES (Q-M – Q-D – Q-P)

Description of evaluation purposes and rationale. Describe the methodology or mix of methodologies you purpose. Explain to what degree the foreseen evaluations and activities will fulfill the challenge. What are the restrictions, difficulties and limitations you expect to face? Please explain the level of innovation and in what areas the proposed solution requires further research. Please explain which impact the proposed methodology will have on the Programme and its beneficiaries. Description of the proposed methodology, including evaluation approach, methods and tools for collecting primary and secondary information as well as data needs (including additional databases).

Describe the structure of the Integrated Evaluation Design, of the Operational Evaluation Reports, and of the Impact Evaluation Reports with the characteristics foreseen in the Terms of Reference. Feel free to propose at least an additional evaluation (to be agreed at a later stage with the Contracting Authority) and explain why it would be an added value. Describe the structure of the territorial and socio-economic analysis report.

Explain how you intend to develop the report supporting the definition of the strategic territorial and thematic scenarios for the 2021-2027 Italy-Croatia CBC Programme. This based on the main characteristics described in the ToR. Furthermore, from this analysis should arise elements to support the identification of possible functional areas in the Programme area.

Please feel free to add any topic you consider useful.

Max 30 pages.

6. EVALUATION QUESTIONS (Q-E)

Please describe a short analysis of the evaluation questions listed in the Terms of Reference with specific regards to their completeness and methods/tools and related sources of data to be used. Please explain if you would add some evaluation questions, why and detail them.

Please feel free to add any topic you consider useful.

Max 10 pages.

7. QUALITY & RISK ANALYSIS (Q-Q)

Alignment with EU standards and legislation as per ToR § 1.2: Regulatory framework. Illustrate how the solution is compliant with EU regulatory framework, EU standards and legislation, included data protection (GDPR).

Please explain method and foreseen timeline for their release to the Contracting Authority. Please give particular focus to the proposed way of service implementation and in particular your dialogue and relationship with the Contracting Authority.

Please provide a short risk analysis of the main issues that may affect your work and the first measures you foresee to prevent and, in case, mitigate them.

Please feel free to add any topic you consider useful.

Max 5 pages.

8. EVALUATION TEAM & COMPANY (Q-T)

Please detail the company previous experience in similar activities. Use ToR structure to describe the Evaluation Team composition and its improvements over minimum requirements and explain the added value of the additional experts you foresee to involve. Moreover, please explain how the Evaluation team you are proposing is going to tackle successfully the challenges of the Tender. Please describe how team members' skills integrate and how the company background and experience is going to duly support them.

Please provide a short risk analysis of the main issues that may affect your work and the first measures you foresee to prevent and, in case, mitigate them.

Please feel free to add any topic you consider useful.

Max 5 Pages.

9. ADDITIONAL INFORMATION (Q-AI)

This section is thought to leave the bidder the freedom to propose any improvement to the structure given by the Contracting Authority. It shall be used to explain the added value, the extra mile of the offer.

Max 5 Pages.

10. RIGHT TO ACCESS TO THE TECHNICAL OFFER

In relation to the right of access to documents provided by articles 13 and 79, sub-sections 5-quarter of the Italian Code of public contracts (D.Lgs. n. 50/2016), where the information indicated in the technical offer and as justification of the same offer constitute technical or commercial secrets, the tenderer shall give punctual evidence of such information, with a motivated and proven declaration concerning the access rights.