

Task 11.1 Evaluation

Grant Agreement no. 612113

Supporting activity acronym: CASI

Contracting Authority: Danish Board of Technology (DBT)

Terms of reference

Terms of reference for Evaluation subcontract

*Public Participation in Developing a Common Framework of Assessment and
Management of Sustainable Innovation
(CASI project – FP7 SiS)*

Content of the Tender Documentation

1.	Contracting Authority	3
1.1	<i>Basic data</i>	3
1.2	<i>Person Authorized to Act on Behalf of the Contracting Authority</i>	3
1.3	<i>Contact Person of the Contracting Authority</i>	3
2.	Definition of the Public Contract	3
2.1	<i>Subject Matter of the Public Contract</i>	3
2.1.1	<i>Specification of the Subject Matter of the Public Contract</i>	4
2.1.1	<i>Implementation of the Subject Matter of the Public Contract</i>	5
2.2	<i>Estimated Value of the Public Contract</i>	7
2.3	<i>Time Limit for Delivery and the Place of Implementation of the Public Contract</i>	7
3.	Requirements for Providing Qualifications Criteria	8
4.	Requirements for a Single Method to be Used for Calculating the Bidding Price and Payment Conditions	8
5.	Bid Evaluation Criteria	9
5.1	<i>Partial Evaluation Criteria of a Bid</i>	9
5.2	<i>Assessment</i>	10
6.	Contents and Form of Tenderers' Bids	10
6.1	<i>Content of a Bid</i>	10
6.2	<i>Bid Submission</i>	10
7.	Other Conditions of the Tender	11

This tender documentation is the underlying document for drawing up and submitting bids by tenderers for the above mentioned FP7 project CASI (Grant Agreement no. 612113). This open call for tender is submitted according to good procurement praxis for public expenses below the thresholds for EU Public Procurement. All and any legal relations arising from awarding and implementing this public contract shall be governed by Danish law.

This open call for tender has been published on the websites of The Danish Board of Technology and ARC Fund and have been send out to all partners in the CASI project for further distribution.

1. Contracting Authority

1.1 Basic data

Name: Teknologirådet / The Danish Board of Technology

Address: Toldbodgade 12; 1253 Copenhagen K; Denmark

Danish Institution and VAT registration number: 24200140

1.2 Person Authorized to Act on Behalf of the Contracting Authority

The person authorized to act on behalf of the contracting authority is the CASI partner Lars KLÜVER.

1.3 Contact Person of the CASI project

Contact person for the evaluator towards the CASI project is:

Senior Project Manager BJØRN BEDSTED

e-mail: bb@tekno.dk

2. Definition of the Public Contract

2.1 Subject Matter of the Public Contract

The subject matter of the public contract shall be the Evaluation of the research work and related services and activities carried out in the course of the project Public Participation in Developing a Common Framework of Assessment and Management of Sustainable Innovation (CASI) under the Grant Agreement no. 612113 (and as described in more detail in Grant Agreement no. 612113, Annex I). This evaluation of deliverables and outcomes is part of the CASI project itself, represented

and implemented by the contracting authority. Conclusions of the evaluations shall be used for further improvement of the project activities and outcomes.

The CASI project is aimed at developing a methodological framework for assessing sustainable innovation and managing multi-disciplinary solutions through public engagement in the RTDI system by ensuring the commitment of a broad spectrum of societal stakeholders into its implementation, including industry, policy-makers, research organisations and academia, civil society organisations and the general public.

The main objective of the independent Evaluation of the project is **to assess the progress and results of the main tasks of the Action Plan**, including (with reference to Annex 1):

1. Development of a working definition of sustainable innovation, building on the most common definitions, academic literature as well as expert advice internal and external to the project consortium
2. Inclusion of general public concerns in assessing the social impact of these innovations on society on consultation workshops. Issues such as participation in the development of innovation, inclusiveness, ethics, gender and open access will be considered in these sessions.
3. Development of a common understanding of best practices in sustainable innovation management.
4. Development of a framework for assessment and management of sustainable innovation.
5. Development of specific policy recommendations on how to improve innovation management and how sustainability considerations can be incorporated into it based on the findings of the assessment framework and public consultations.

2.1.1 Specification of the Subject Matter of the Public Contract

The supplier shall fulfill the public contract by delivering the four following reports:

1. Evaluation Report 1 – evaluation on the methodological concept, theoretical framework and design of project covering the outputs and activities of the first project period (M1 - M13, delivery M15), including deliverables, milestones and events. A significant share of the report (i.e. half of the pages) will be formulated as recommendations for improvements of the project.
2. Evaluation Report 2 – covering the evaluation of the process and outcome of the activities planned for the second project period (M12 – M26, delivery M28),), including deliverables,

milestones and events. A significant share of the report (i.e. half of the pages) will be formulated as recommendations for improvements of the project.

3. Evaluation Report 3 – covering the evaluation of the outputs and activities in the last project period (M27 – M40, delivery M42),), including deliverables, milestones and events.
4. Evaluation Report Final - covering the evaluation of activities and deliverables planned all over the project as well as an overall evaluation of the project aims fulfilment (M1 - M40, delivery M42), summarizing further progress and results described in the three periodic reports and focusing on the results of the main objectives of the Action Plan (see p. 4 and Annex 1). A special attention will be paid to the preventing misuse or dual use of the project results and findings.

The evaluators will base the monitoring of progress and results on:

- Being present at the main events;
- Evaluating the produced deliverables;
- Evaluating dissemination activities;
- Making telephone interviews, teleconference discussions with WP/task teams, representatives of target groups/users/actors, event participants and partner representatives.

All deliverables of the project are subject of the evaluation as listed in Annex I of the CASI Agreement – Deliverables List. In their proposal, evaluators can suggest priority deliverables for the evaluation as well as supplementary focus and evaluation activities.

2.1.1 Implementation of the Subject Matter of the Public Contract

The implementation should provide a well-documented comparison between the main objectives of CASI (see p. 4 and Annex 1), the overall objectives of mobilisation and mutual learning, and the outcomes and (expected) impacts.

Implementation of the Subject Matter of the Public Contract by the supplier will lie within provision of the following documents and services:

- a) submission of *Evaluation Report 1* after 13 months following the public contract implementation start; report shall:
 - provide evaluation of all activities, deliverables and milestones provided in the first project period by the project consortium;
 - define recommendations for improvement for the next project period;

- include the responsible person who may be contacted by the contracting authority in case of confusion or where the need for supplementing the report concerned or explaining any part of the report may arise;
 - be delivered to the contracting authority no later than 45 days after the end of 13th month after the public contract implementation start;
 - be submitted in the English language in writing (signed by a representative of the supplier) / be sent via e-mail.
- b) submission of *Evaluation Report 2* after 26 months following the public contract implementation start; report shall:
- provide evaluation of all activities, deliverables and milestones provided in the first project period by the project consortium;
 - define recommendations for improvement for the next project period;
 - include the responsible person who may be contacted by the contracting authority in case of confusion or where the need for supplementing the report concerned or explaining any part of the report may arise;
 - be delivered to the contracting authority no later than 45 days after the end of 26nd month after the public contract implementation start;
 - be submitted in the English language in writing (signed by a representative of the supplier) / be sent via e-mail.
- c) submission of *Evaluation Report 3* after 40 months following the public contract implementation start; report shall:
- provide evaluation of all activities, deliverables and milestones provided in the first project period by the project consortium;
 - include the responsible person who may be contacted by the contracting authority in case of confusion or where the need for supplementing the report concerned or explaining any part of the report may arise;
 - be delivered to the contracting authority no later than 45 days after the end of 40nd month after the public contract implementation start;
 - be submitted in the English language in writing (signed by a representative of the supplier) / be sent via e-mail.

- d) submission of *Evaluation Report Final* after 42 months following the public contract implementation start; report shall:
- provide evaluation of all activities, deliverables and milestones provided during the project by the project consortium;
 - provide overall assessment of the project goals fulfilment;
 - be delivered to the contracting authority no later than 45 days after the end of 42th month after the public contract implementation start;
 - include the responsible person who may be contacted by the contracting authority in case of confusion or where the need for supplementing the report concerned or explaining any part of the report may arise;
 - be submitted in the English language in writing (signed by a representative of the supplier) / be sent via e-mail.

2.2 Estimated Value of the Public Contract

The estimated maximum value of the public contract is EUR 54,000 net of VAT. The contract will not be open for amendment of services or budget.

Price will serve as evaluation criteria of the received tenders.

2.3 Time Limit for Deliveries

Documents encompassing results of the public contract will be delivered to the address of the CASI contact, which will lead the quality control of deliverables.

Start of the public contract implementation is expected on 1st of August 2014 (M8 of the project).

The date for the start of the public contract implementation is conditional upon the end of award procedure and signing the public contract with the selected tenderer. The contracting authority reserves the right to change the expected start date in relation to the end date of the award procedure.

The latest possible deadline for completing the public contract is by the end of June, 2017 (M42 of the project).

Deadlines for the evaluation reports:

Evaluation plan – draft as a part of the bid, final version by the end of M8;

Evaluation Report 1 – draft by the 15th of M15; final version by the end of M15;

Evaluation Report 2 – draft by the 15th of M28; final version by the end of M28;

Evaluation Report 3 – draft by the 15th of M42; final version by the end of M42;

Evaluation Report Final – draft by the 15th of M42; final version by the end of M42.

3. Requirements for Providing Qualifications Criteria

Providing the fulfilment of qualifications is a prerequisite for assessment and evaluation of a bid within the closed call for tender. Bids will be accepted from:

1. Single legal entities
2. Consortiums of legal entities
3. Consortiums of individuals

Qualifications shall be met by a subcontractor who can prove that they provide:

- Close-to-practise-experience with project evaluation
- Experience with evaluation on project processes and methodology
- Experience with public engagement
- Knowledge on sustainable innovation/eco-innovation
- Experience with evaluation of EU MML and FP7-projects
- Personnel to satisfy the requirements of the involved tasks.
- Economic and financial stability to maintain activity during the contract period, hereunder documentation of absence of public debt.

4. Requirements for Calculating the Bidding Price and Payment Conditions

The bidding price shall be followed by information on:

- Estimated time consumption for the main components of the work plan
- Hourly rates for the involved personnel
- Calculation rates for travels, subsidies and other standard expenses

A budget should be given, which provides budget lines for the main activities of the work plan.

It is foreseen that payment will be given in three rates at start of contract, delivery of the second evaluation report and finalisation of the contract of respectively 60%, 20% and 20% of the price.

The tenderer can suggest another periodization

5. Bid Evaluation Criteria

A basic criterion for awarding a public contract is the economic advantage of the bid.

5.1 Partial Evaluation Criteria of a Bid

The partial evaluation criteria of a bid are as follows:

1. Description of the implementing procedure of the public contract (50 %) – the contracting authority shall assess the capability of the supplier to provide a comprehensive solution to the subject matter of the public contract, i.e. the contracting authority shall evaluate the proposal for the implementing procedure of the public contract. However, on the basis of the submitted proposal, the following must be obvious:
 - what method of evaluation the tenderer will apply;
 - a draft of a detailed chart for processing the evaluation (in terms of facts and personnel);
 - a proposal for carrying out the public contract (what methods the supplier is going to use to obtain the necessary information, how such information will be processed and how it will be presented);
 - marking key milestones, deliverables, indicators, activities and method how the facts that a certain goal of the project was achieved will be verified;
 - a schedule of the procedure to be used; and
 - internal managerial procedures
 - procedures for securing sensitive knowledge and IPR rights of the activities, persons and institutions involved in CASI

The expected scope of the chart will be from five to eight standard pages.

During assessment each member of the assessing commission will allocate to each structured procedure proposed by individual tenderers scores within the scope defined below whilst taking into account: logistics and sequence; solution comprehensiveness; service for the contracting

authority; appropriateness of the selected evaluation procedure; and fulfilment of the overall objectives of the evaluation.

2. Total bidding price (40 %) – The price net of VAT and including VAT

3. Proposal for managing structure and the manner of managing the work necessary to implement the public contract (10 %) - The expected scope of the chart will be from three to five standard pages.

During assessment each member of the assessing commission will allocate to each structured procedure proposed by individual tenderers scores within the scope defined below whilst taking into account: effectiveness and sequence of communication procedures; service for the contracting authority; and appropriateness of the selected management structure.

5.2 Assessment

The final assessment will take the criteria fulfilment. However, the contracting authority reserves right to include other criteria if a tenderer prove other qualities than the above mentioned.

6. Contents and Form of Tenderers' Bids

6.1 Content of a Bid

1. Cover sheet
2. Information on Evaluation Criteria
3. Providing all qualifications prerequisites (see Section 3)
4. Draft contract

6.2 Bid Submission

The bid shall be submitted in writing as pdf-document via email to the CASI Evaluation Contact Person Bjørn Bedsted (bb@tekno.dk) and the CASI coordinator Zoya Daminova (zoya.damianova@online.bg). The email reception time of the first receiver of the two will serve as formal reception time of the bid.

7. Other Conditions of the Tender

The contracting authority reserves the right to amend or modify conditions laid down in the tender documentation. The contracting authority shall be obliged to inform all invited tenderers about any amendment to the tender documentation.

Requests for additional information (in writing or via e-mail) can be made on the following address:

Contact: Bjørn Bedsted, bb@tekno.dk.

Each tenderer may submit only one bid within the closed call for tender. The time limit for submitting bids shall terminate on May 20th, 2014 at 10 a.m.

If less than two bids are received then the contracting authority reserves right to prolong the tendering deadline with one month and invite two more potential contractors to the call.

Copenhagen, April 30th, 2014

Lars KLÜVER

Director of the Danish Board of Technology, CASI partner