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SPECIFICATIONS
services "international eea country Advisor"

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This specifications includes the technical specifications for the contracting the consultancy services of “International eea Country Advisor”, for the implementation of the component "Component 3 - Development of managerial and technical capacity for cities and communities (ROeea Programme for Romania)" within the support measure "Energy Efficiency and Renewable Energy", with funding from the second Swiss contribution in certain Member States of the European Union for the reduction of economic disparities and within the European Union, according to the Framework Agreement between the Government of Romania and the Swiss Federal Council signed in Bucharest, on December 12, 2022.

The specifications are an integral part of the documentation for the preparation and presentation of the tender and contain indications on the basic rules to be followed so that potential Advisors develop the technical proposal and the financial offer in accordance with the requirements of the Contracting Authority.

The technical requirements imposed in these specifications will be considered as minimal. In this regard, any bid submitted, which deviates from the provisions of the Specifications, will be taken into consideration, insofar as the technical proposal involves ensuring a quality level higher than the minimum requirements of the Tender Specifications. Bids that do not meet the requirements of the Tender Specifications will be declared non-compliant bids and will be rejected.

I. GENERAL DATA

I.1. Contracting authority

The Ministry of Investments and European Projects, headquartered in 36-38 Mendeleev str., sector 1, Bucharest, postal code 040129, tax code, legally represented by Dragoş-Nicolae PÎSLARU, Minister of Investments and European Projects.

I.2. Beneficiaries: Ministry of Investments and European Projects, (MIEP), through General Directorate for Technical Assistance and Financial Mechanisms (GDTAFM), acts as Programme Component Operator for the Component 3 - Development of managerial and technical capacity for cities and communities (Implementation of the European Energy Award) within the Energy Efficiency and Renewable Energy (EERE) Program.

I.3. Source of funding

Budget of the support measure "Energy Efficiency and Renewable Energy", component 3 Component 3 - Development of managerial and technical capacity for cities and communities (ROeea Programme).

I.4. Duration of the contract

Duration of the contract: from the date of entry into force, respectively by last signature, until August 1, 2029. The actual provision of services will be carried out until 01.06.2029, plus

one month for delivery of the final report and one month for the approval/acceptance of the services provided by the Contracting Authority.

The duration of the contract exceeds 24 months due to the provisions of the Support Measure Agreement on the Support Measure „Energy Efficiency and Renewable Energy (EERE) Programme”, during which it is necessary for the expert to provide the services according to these technical specifications.

II. PROGRAMME CONTEXT AND DESCRIPTION

II. 1. Information relevant to the component under which the acquisition is made

The Swiss-Romanian Cooperation Programme aims to contribute to reducing economic and social disparities within the EU and in Romania, by further developing and strengthening bilateral relations between Switzerland and the EU and its Member States.

The specific objectives of the Swiss-Romanian Cooperation Programme are:

- (a) promoting economic growth and social dialogue, reducing unemployment (among young people);
- (b) managing migration and supporting integration; increasing public safety and security;
- (c) environmental and climate protection;
- (d) strengthening social systems;
- (e) civic engagement and transparency.

The objective of the Energy Efficiency and Renewable Energy Programme is to strengthen energy efficiency and the use of renewable energy sources in Romanian cities.

The Support Measure "Energy Efficiency and Renewable Energy Programme", hereinafter referred to as the EERE Program, is part of the Environmental and Climate Protection thematic area of the Swiss-Romanian Cooperation Programme, financed through the second Swiss contribution in certain Member States of the European Union to reduce economic and social disparities within the European Union.

The purpose of the Programme is to improve the quality of life of Romanian citizens, by implementing high-quality technological solutions, using the Swiss experience as well as the tools implemented by it.

The programme will be implemented through four components:

- Component 1 - Financing investments in large cities;
- Component 2 - Financing investments in smaller disadvantaged communities;
- Component 3 - Development of managerial and technical capacity for cities and communities (Implementation of the European Energy Award ROeea);
- Component 4 - Exchange of know-how and technical support from Swiss partners.

II.2 Component 3 - Development of managerial and technical capacity for cities and communities (ROeea Programme)

The ROeea programme refers to the European Energy Award (eea) which is a quality management system for cities and communities. It supports local authorities in establishing interdisciplinary planning approaches and implementing effective energy and climate policy measures.

Through a systematic approach, the eea contributes to the creation of appropriate structures to introduce climate protection and energy efficiency measures in a sustainable and integrated way, with a strong focus on both facilitating internal management and projects that allow the maximum use of local authorities' skills and resources.

The ROeea programme contributes to the development of managerial and technical capacity for the cities and communities that adhere to the programme, being a qualified tool for the management and control of energy policies at community level. It is based on a continuous improvement process, which ensures increased energy efficiency, through the use of renewable energies and sustainable mobility practices at the level of local authorities.

The cities and communities that adhere to this programme implement personalized action plans with a long-term vision. The action plans are evaluated and adjusted each year with the help of accredited eea Advisors. Each local authority is assisted by an external eea Advisor, who provides technical and organizational support throughout the eea process. An eea accredited auditor analyses the activities and rating of local authorities to ensure the harmonized application of the certification scheme.

Communities' efforts are evaluated according to their individual area of action. This allows for a comparison of different communities and the establishment of an international benchmark.

The ROeea programme will be coordinated at national level by the Ministry of Investments and European Projects (MIEP), through the establishment of a national eea office, and at regional level it will be carried out in partnership with the Association of Regional Development Agencies in Romania (RO REG).

MIEP as the national eea office will sign a partnership agreement with ROREG as coordinator of the Regional Development Agencies (RDAs) with the role of regional offices.

The main responsibilities of the Ministry of Investments and European Projects (MIEP), as Programme Component Operator, include:

- coordination of all actors within the eea programme,
- financial programme management,
- coordination with international level;
- management of eea Council bodies
- communication,
- administration;
- organization of events, exchange of experience.

MIEP is also responsible for organizing the annual meetings in which the coordination committee will meet, whose main duties are:

- to analyze the coherence of interventions, complementarity and synergies in the promotion and efficient and effective use of eea,
- to make recommendations on the topics under discussion in these committees

- to analyze and approve, as appropriate, the proposals submitted by the national office/regional offices
- to pursue transparency in the implementation of the eea

Steering committee SC is composed of representatives with the status of permanent members of the Ministry of Investments and European Projects, the Ministry of Development, Public Works and Administration, the Ministry of Energy, the Ministry of Environment, ROREG, and representatives with the status of observers, including the international eea Country Advisor. Permanent members have the right to vote and guests do not have the right to vote.

The President of steering committee eea is a representative of the Ministry of Investments and European Projects, at the level of director/secretary of state. The President has the right to decide (veto).

As partner, ROREG will contribute to further development of the ROeea programme/eea Tools - through assessment guidance, dissemination of eea to new cities, communication activities, capacity building for the cities and communities' staff in cooperation with capacity building institutions, trainings for eea Advisors and eea Auditors, regional thematic campaigns, helpdesk for eea cities and communities and eea Advisors.

At the level of the regional offices, through ROREG, a pool of accredited Advisors will be created, who will provide consultancy activities to cities interested in enrolling in the ROeea programme or already enrolled in.

At the level of ROREG, the accreditation of independent eea auditors will be carried out, based on defined procedures, to carry out audit activities at the level of cities and all the necessary tools and documents for the certification process of cities will be provided.

ROREG as regional coordination body could oversee the harmonization of energy-related efforts across regions, ensuring that the goals of the eea are integrated into regional policies and projects.

ROREG will be responsible for certifying cities based on the criteria established by the eea, tracking their progress, and supporting their energy transition plans.

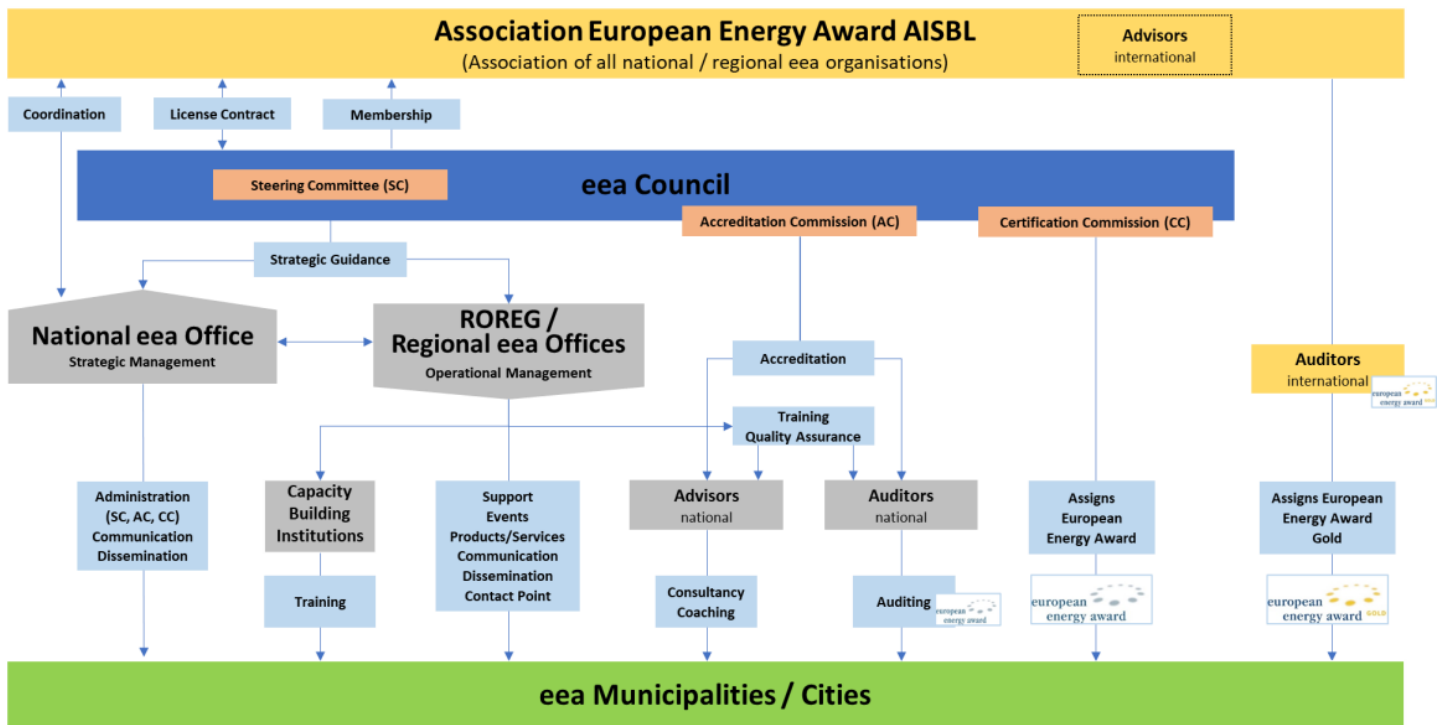
The eea regional offices would focus on implementing energy efficiency strategies in line with the eea framework, working closely with cities, local governments, and public authorities.

The international eea country Advisor would support cities to create local energy plans, facilitate energy audits, and guide the cities towards achieving the necessary energy efficiency benchmarks for eea certification.

As regional development agencies, they could help secure funding, whether from the EU or national sources, to implement energy-saving measures and green projects.

They would regularly consult with cities and other stakeholders to monitor the effectiveness of energy efficiency initiatives and adjust strategies accordingly to meet both regional and national targets for energy reduction and sustainability.

The organizational structure and responsibilities of eea implementation in Romania are planned as follows:



II. 3. Stakeholders and their role

1. The Ministry of Investments and European Projects (contracting authority) will collaborate directly with the economic operator/ eea country Advisor in carrying out the contract through the Programme management team, with the support, as the case may be, of other structures with relevant attributions;
2. The contracted international eea Country Advisor - will provide consultancy services as required by chapter III Specific requirements regarding the implementation of the ROeea programme of this specifications.

Contracting of an international eea Country Advisor, accredited for the implementation and evaluation of the European Energy Award (eea) methodology, is essential for ensuring the quality, compliance and efficiency of the process of implementing the eea program in Romania. The involvement of a specialized external advisor provides both technical value and institutional credibility, directly contributing to the success of the implementation process of the component "Developing managerial and technical capacities for cities and communities (Implementing the European Energy Award ROeea).

The presence of an international eea Country Advisor, ensures compliance with European requirements and reduces the risk of errors, misunderstandings or non-conformities in the process of implementation of the program at national level. The international eea Country Advisor supports the administration in structuring and presenting the information so that it fully meets the requirements imposed by the AISBL association.

First of all, the international eea Country Advisor has advanced technical expertise, being trained in the application of eea standards at European level. It knows in detail the evaluation

criteria, the audit procedures and the ways of documenting the evidence, guaranteeing a correct and uniform interpretation of the methodology.

The international eea Country Advisor also facilitates the transfer of European best practices, recommending successful solutions and examples from other certified municipalities, which helps to increase the quality of local strategic planning in the field of energy and climate change.

Through its coordinating and monitoring role, the international eea Country Advisor contributes to the optimization of process management, reducing the administrative burden of local staff and ensuring an efficient and coherent implementation of all necessary steps regarding the implementation of the European Energy Award ROeea at Romanian level.

III. SPECIFIC REQUIREMENTS REGARDING THE IMPLEMENTATION OF THE ROeea PROGRAMME

The international eea country Advisor will support/assist the MIEP and ROREG staff responsible for implementing the programme component. A significant portion of the tasks is expected to be carried out in person in Romania, primarily in Bucharest. Over time, the need for physical presence in Romania may gradually decrease and be increasingly replaced by online participation and support.

III.1. Tasks

III.1.1 Inception phase

- ❖ Elaborate in cooperation with National Office eea (MIEP) and ROREG an initial overall planning and timeline of eea implementation. This plan and timeline must be approved by MIEP (see chapter III.3 related to inception report).
- ❖ Review the project organization, tasks and responsibilities of each partner with allocated resources, financial plan and propose changes (if any).

Regular Exchange with National Office eea (MIEP) and ROREG

- ❖ Clarify upcoming questions of National Office eea (MIEP) and ROREG related to the implementation of the eea with regular exchange (e.g, bi-weekly or monthly calls)
- ❖ Schedule regular missions to Romania, mainly during first phase of the project, for extended exchange with National Office eea (MIEP) and ROREG

III.1.2. Institutionalization of eea in Romania

- ❖ Assist the National Office eea (MIEP) in establishing and organizing the Steering Committee and participate as observer at its meetings
- ❖ Assist the National Office eea (MIEP) in establishing the eea Council, including the Accreditation Commission (AC) and the Certification Commission (CC)
- ❖ Support the National Office eea (MIEP) in definition of duties and responsibilities of the Accreditation Commission and the Certification Commission.

- ❖ Attend eea Council meetings as an observer and support National Office eea (MIEP) in preparing for these meetings.
- ❖ Support National Office eea (MIEP) in coordinating and managing relationships with key stakeholders on national, regional and local level.
- ❖ Support National Office eea (MIEP) related to organization of events, e.g. annual meeting, exchange of experience
- ❖ Support National Office eea (MIEP) in the organisation, selection of members of the steering, accreditation and certification commission and the financial management of the Romanian eea programme including evaluation and acquisition of additional sources of finances
- ❖ Develop ROeea Business plan for the ROeea programme based on some elements defined by Ministry of Investments and European Projects, (MIEP) and develop ROeea Business plan aimed at the eea institutional sustainability after the end of the Second Swiss Contribution

III.1.3. International coordination and framework improvement for eea in Romania

- ❖ Ensure that the implementation of eea in Romania aligns with the activities and ongoing development of the European Energy Award Association (AISBL) across Europe. Ensure the close collaboration and exchange with the eea Office.
- ❖ Support National Office eea (MIEP) in coordinating with other donor-financed initiatives, such as the M100 initiative and the Covenant of Mayors
- ❖ Support National Office eea (MIEP) in establishing contacts with neighboring eea pilot countries (Serbia, Albania, Ukraine)
- ❖ Assist National Office eea (MIEP) in developing and implementing a strategy to position the eea as the best implementation tool for municipal energy and climate policy in Romania

III.1.4. Implementation support for regional eea office (ROREG)

- ❖ Support ROREG in developing a communication strategy for cities and regional thematic campaigns
- ❖ Assist ROREG in promoting the eea to new cities, including issuing calls for participation and evaluating applications (process and selection criteria)
- ❖ Support ROREG in the definition of selection process and selection criteria for additional eea Advisors
- ❖ Support ROREG in the process of certification the cities participating in RO eea Programme

III.1.5. Adaptation of eea to local needs and development of supporting tools

- ❖ Support the National Office eea (MIEP) and the eea Council in the adaptation of eea to the needs of Romanian cities (instruments, processes, support, branding)
- ❖ Assist the National Office eea (MIEP) and ROREG in developing Romanian-specific eea catalogue and eea as-sessment guidance and awarding levels
- ❖ Support the National Office eea (MIEP) and ROREG in setting-up the Romanian section in the international online eea management tool (EMT)

- ❖ Support ROREG in creating products and support services for eea cities

III.1.6 Capacity Building

- ❖ Define together with ROREG the content for capacity-building workshops for eea Advisors and execute trainings with focus on:
 - Supporting cities in setting up appropriate internal structures to engage in the eea process (eea team),
 - Conducting regular assessments and internal audits, and providing recommendations,
 - Assisting in the preparation of four-year eea action plans and/or elaboration of Action Plan for Climate and Sustainable Energy (PACED in Romanian),
 - Preparing certification dossiers for the national eea office,
 - Supporting cities in the implementation of measures, as needed,
- ❖ Participate in formation and capacity building workshops and execute trainings for eea Auditors, in calibration events and adaptation of the Romanian eea assessment guidance,
- ❖ Support ROREG in the development of capacity building events for municipal staff and sharing of best practices from other eea cities,
- ❖ Support ROREG in the organisation and programme development of a knowhow exchange mission to Switzerland for successfully participating cities,

III. 1.7 Reporting / Documents

The international eea country Advisor will prepare the following reports: Inception, Quarterly and Final Reports for the project partners.

Inception Report

No later than 3 months after the start of rendering the services, the international eea country Advisor will prepare and submit the Inception Report. This report will include information about the status of project preparation and implementation. In particular, the report will contain the description, organization, capacity building needs for eea Consultants and municipality staff, time schedule and costs of all project activities as well as the proposed finalized log frame with definition of indicators (incl. baseline and target values) to be used for measuring the improvement of municipal energy efficiency in this project.

Quarterly Reports

Throughout the entire period of rendering the services, the international eea country Advisor shall submit a short Quarterly Report no later than by the fifteenth day of the following quarter. Each report will show the actions and progress of the Project activities as well as the international eea country Advisor 's activities for each of the main tasks defined in the operational plan. Also, the report shall describe the planned activities during the upcoming period, updated project time schedule, cost overview, identified problems/difficulties and necessary correcting measures.

Final Report

Finally, the international eea country Advisor shall prepare a Project Completion Report, which summarizes and evaluates all activities including the formal training sessions, describes and appreciates the project results, indicates the achievement of the main objectives and expected improvements applying the indicators defined in the log frame and includes a cost overview (draft version within four weeks after completion of all works).

Other documents:

- ❖ Develop ROeea Business plan for the Roeea programme
- ❖ Develop ROeea Business plan aimed at the eea institutional sustainability after the end of the Second Swiss Contribution

Comments:

- ❖ All reports and documents are to be provided in English language. All reports and documents are presented in electronic form in word / excell / pdf to contracting authority in order to be transmitted to SCO Bucharest and Steering Committee. The final report shall additionally be presented in hardcopy version.
- ❖ The international eea country Advisor will submit additional documents elaborated for the fulfilment of the mandate, e.g. training documents, manuals, etc. These documents shall be submitted in English and/or Romanian language following the context and the needs of the beneficiaries. Furthermore, the international eea country Advisor will regularly inform verbally or by e-mail about important on-going issues.
- ❖ The structure of the final report will be agreed between the international eea country Advisor and contracting authority. A draft final report is to be submitted within 4 weeks upon completion of works and shall be sent to the contracting authority. The revised final report is expected two weeks later in 2 hard copies for each institution plus electronic form. The final report will not exceed 20 pages (plus annexes).

III.1.8 Intellectual and/or industrial property rights

Any results or rights related thereto, including copyright and/or any other intellectual and/or industrial property rights, obtained in the performance or as a result of the performance of the services covered by this specification, shall be the property of the Contracting Authority, which may use, publish or transfer them as it deems necessary, without any geographical or other limitation.

IV. CONTENT AND FORM OF THE OFFER

A technical and financial offer must be included in every offer that is submitted, as following:

IV. 1. TECHNICAL OFFER

Any technical proposal prepared by simply copying the Specifications will be rejected as non-compliant. The technical offer must present a synthetic image of how the international eea country Advisor will approach the performance of the contract, in order to meet the Purpose

and expected results. The documents that are part of the technical offer must include concrete information that allows easy identification of the correspondence with the minimum technical specifications in the specifications.

The international eea country Advisor is responsible for the timely completion of all his activities and obtaining the results established in the specifications.

The technical offer must include:

A. Methodology for providing services:

The methodology is that part of the technical proposal that presents the strategy proposed by the international eea country Advisor for providing the services requested by the specifications and the procurement documentation. What is presented in the specifications represents minimum requirements that must be found within the technical offer.

Through the methodology of providing services, the international eea country Advisor will demonstrate a good knowledge of:

- ❖ Provisions of the Regulation on the implementation of the second Swiss contribution to selected member states of the European Union to reduce economic and social disparities within the European Union <https://mfinante.gov.ro/static/10/swiss/Regulations.pdf>
- ❖ Framework Agreement second Swiss contribution – <https://mfinante.gov.ro/static/10/swiss/Framework%20Agreement.pdf>
- ❖ Annex 1 Framework Agreement - <https://mfinante.gov.ro/static/10/swiss/Annex%201%20Framework%20Agreement.pdf>
- ❖ Amendment of the Framework Agreement by exchange of letters signed in Berne on September 22, 2023 and in Bucharest on October 6, 2023 https://mfinante.gov.ro/static/10/swiss/scrisori_SDC%20_22%20septembrie%202023_UN_C_MF_%206%20octombrie%202023_lb_eng.pdf
- ❖ Extract from Final Version of the Support Measure Proposal, 05.02.2025. (Annex 1)

The proposed methodology shall contain at least the following information:

- ❖ Overview of the approach proposed by the international eea country Advisor for the execution of services;
- ❖ Number and distribution of working days by activity, for all activities within the contract
- ❖ Analysis of the risks and opportunities that are applicable to this contract. The risk mitigation strategy that the international eea country Advisor is considering will be presented;
- ❖ Proposed Gantt chart for the implementation of the required activities

- ❖ Detailed description of how to accomplish each stage of the Contract, presented in the specification and proposal made by international eea country Advisor for the execution of the requested services, indicating any stage/stages considered as essential, expected results and expected impact. Presenting interactions and links between stages so as to demonstrate understanding of the contract, coherence in implementation and streamlining the resources used in the contract. Any specific activity deemed important by the tenderer, apart from those mentioned in the specification, will be identified by the tenderer and entered into the offer;
- ❖ If the offer is submitted by an association, a description of the involvement of each associate in the provision of the requested services, the manner of collaboration between the associates for the performance of the contract, including the delimitation of individual tasks and responsibilities in the provision of the services; will be provided.
- ❖ Description of any arrangements for subcontracting part of the requested services, the interaction between the international eea country Advisor and the subcontractor(i), as well as a detailed description of the services will be subcontracted.

B. Planning calendar and the work schedule during the contract

The schedule of the provision of services is that part of the technical proposal that sets out the timetable proposed by the international eea country Advisor for the provision of the services required by the specifications and the tender documentation.

The offer will include a detailed calendar of the activities to be carried out under the contract, according to the service delivery methodology, indicating the essential stages of the contract. The graph will be presented in the form of a Gantt Chart expressed in days/weeks/months from the date of signature of the Contract, taking into account all the stages of the consulting services to be completed.

The offer must also contain descriptions of how the activities are reflected in reports, the links and relationships between activities and their sequencing. The proposed timetable shall be within the time limits set out in the specifications and the tender documentation.

The number and allocation of planned worked days at the level of the national eea Office (MIEP) at the level of the ROREG/Cities participating in the programme will also be presented, taking into account the way in which the activities are carried out.

In case of any inconsistencies between the specifications and the technical offer submitted, the specifications shall prevail.

IV.2. FINANCIAL OFFER

The price shall include all costs for the international eea country Advisor to provide all necessary logistics to be carried out, under optimal conditions, the activities provided for in the specifications.

The financial proposal will be detailed and will include all expenses related to the activities performed and will be prepared in accordance with the forms provided by the contracting authority

IV. 1 Allocated Budget

The total estimated value of the services of the international eea country Advisor is 1.107.314,05 lei without VAT (equivalent of 206.611,57 CHF without VAT, 1 CHF= 5,3594 lei).

V. CONTRACT MANAGEMENT

V.1. Responsibilities of the Contracting Authority (AC):

- ❖ organizing, within maximum 10 working days after the contract has been signed, a preliminary meeting with the winning international eea country Advisor, in order to detail the way of working during the contract;
- ❖ making available to the winning international eea country Advisor all relevant information/documents available for obtaining expected results;
- ❖ ensuring compliance with contractual terms, timelines, and deliverables.
- ❖ verifying invoices, processing payments according to contract terms, and ensuring financial accountability.
- ❖ evaluating the international eea country Advisor 's progress, ensuring quality control, and addressing any deviations from agreed deliverables as per the Gantt chart of the contract
- ❖ gives its approval in advance, quarterly, for all the activities carried out by the international eea country Advisor, in accordance with the work plan of the contract.
- ❖ acting as the main point of contact, facilitating collaboration between stakeholders, and providing necessary information.
- ❖ identifying and mitigating risks related to contract execution.
- ❖ managing contract modifications, handling disputes, and ensuring smooth contract execution,
- ❖ organizing working meetings, monitoring the progress of activities and analyzing intermediate results;

V.2. Responsibilities of the international eea country Advisor

- ❖ carrying all the activities with the approval of the Contracting Authority;
- ❖ meeting, with CA, at its headquarters/on line, to establish jointly the timetable for the performance of the contract and all technical details, so as to achieve the proposed objectives;
- ❖ timely execution of contractual obligations and the quality of services, as required by this specification;
- ❖ achieving all contractual requirements respecting and applying best practices in the field;
- ❖ providing timely information and data on the services provided for the purpose of performing the contract;

- ❖ complying with requests submitted by CA;
- ❖ informing CA of any event or circumstances that impede the timely and effective execution of its tasks;
- ❖ ensuring the planning in relation to the estimated deadlines for the performance of the contract;
- ❖ presentation of results in format/formats that meet CA requirements;
 - ❖ collaboration with CA staff allocated for services carried out under the Contract (monitoring the progress of activities under the Contract, coordination of activities under the Contract, feedback).
 - ❖ any results or rights related thereto, including copyright and/or any other intellectual and/or industrial property rights, obtained in the performance or as a result of the performance of the services covered by this specification, shall be the property of the Contracting Authority, which may use, publish or transfer them as it deems necessary, without any geographical or other limitation.
 - ❖ ensuring communication with the contracting authority for all aspects of contract management;
 - ❖ ensuring the management of the contract;

V.3 The international eea country Advisor 's experience

The International eea Country Advisor is the principal representative of the eea programme in a country that joins or participates in this system. The European Association of the European Energy Award (AISBL) is the only existing European-wide organisation able to provide the quality of the International eea Country Advisor. It provides the link between the national structure and the international secretariat of the eea. For the countries participating in the program there is an international structure, namely the European Energy Award Association (eea®) AISBL, which supervises the quality of the process and grants by Licensing the right to use the registered trademark (eea®).

The Association of the European Energy Award AISBL is accrediting experts as International eea Country Advisor to assure an implementation of the national eea program in conformity with the requirements of AISBL. This role cannot be replaced by local consultants, who do not have the qualification, know-how and formal accreditation requested by AISBL.

To ensure the compliance of the offer, the minimum requirements in the specifications for the proposed expert are as follows:

Qualifications and skills:

- ❖ Accreditation from the European Association of the European Energy Award (AISBL), the only existing European-wide organisation able to award the quality of an International eea Country Advisor. Accreditation of the expert as an international country advisor eea is a mandatory requirement in terms of ensuring for the contracting authority that the eea program will be implemented.

The accreditation is granted by the organization Association European Energy Award AISBL (Association Internationale Sans But Lucratif), an international non-profit association registered in Belgium, which has formal recognition at European level and is authorized to issue professional or technical certifications in the field of reference. This certification is considered valid at European level and the bidder will provide: the document certifying the granting of the accreditation/distinction, valid at the deadline for submission of tenders.

How to fulfil the certification request for foreign personnel: accreditation is valid at European level.

- ❖ Studies completed with an undergraduate degree or equivalent, in relevant fields such as: engineering, energy, economic, environment, urbanism.

The qualifications and competences, as requested above, mentioned in the CVs, will be demonstrated by presenting the following documents: (copies of) diplomas, certificates and any other relevant documents on the demonstration of qualifications and skills obtained.

Relevant specific professional experience:

- ❖ Involvement in at least 1 project/contract in which he has conducted consulting services as an international eea country Advisor, for the implementation of the European Energy Award for cities, regions or countries.

The specific professional experience requested above will be proven by: copies of contracts, recommendations, documents issued for the reception of services provided under contracts, additional acts to contracts, letters of recommendation from project beneficiaries, certificates, documents issued by the employer - ex. service orders/ appointment in projects, post/certifications/ CV/availability statements/work contract/work contract recommendation or any other similar documents showing the information required by the contracting authority, valid at the time limit for submission of tenders.

A single expert will be appointed in the tender for all the requirements in the offer and for the award of the score for the evaluation factors.

VI. EVALUATION FACTORS AND AWARD CRITERIA

Award criteria:

The award criteria is "the best quality-price ratio", in accordance with the provisions of Art 187 (3), point a) of Law no. 98/2016 on public procurement.

Considering the importance of the technical characteristic for the evaluation of the offers, a calculation algorithm is applied, in which the weighting corresponding to the technical score of **60%** is considered to represent a qualitative advantage in the performance of the contract. The weight allocated to the price factor is **40%**.

Algorithm of calculation:

The method involves the classification of the offers in descending order of the combined scores, technically and financially.

The total score given for each offer is calculated based on the formula:

$$P(\text{total}) = P(\text{financial}) + P(\text{technical})$$

in which:

P(financial) = represents the financial score, namely: maximum **40 points**

P(technical) = represents the technical score, namely: maximum **60 points**.

1. The financial score is given as follows:

a) for the lowest of the prices of tenders 40 points are awarded;

b) for a price other than that provided in point a), the score is given as follows:

$$P(\text{financial } n) = \text{minimum price}/\text{price}(n) \times 40$$

The prices which are compared for the purposes of the scoring are the prices offered for the full provision of services.

2. The technical score is given as follows:

The technical score is calculated according to the algorithm below:

$$P(\text{technical}) = P_1 + P_2; (24+36)$$

where:

P1 The experience of the expert in order to perform the services - represents the score for the evaluation factor, which is of maximum 24 points, where:

- ❖ for experience in providing consultancy services as an International eea Country Advisor in more than 3 projects/contracts (projects completed or ongoing) for setting up the eea programme in other countries, will receive a maximum score of **24 points**;
- ❖ for the provision of consulting services as an International eea Country Advisor, between 2 and 3 projects/contracts (projects completed or ongoing) for the establishment of the eea programme in other countries will receive a score of **12 points**;
- ❖ for the experience of providing consulting services as an International eea Country Advisor for 1 project/contract (projects completed or ongoing) for setting up the eea program in other countries (minimum requirement for the international country consultant eea to be compliant) will receive a score of **0 points**;

P2. Demonstration of an appropriate methodology for the implementation of the contract, as well as adequate planning of activities” - 36 points

Where: $P_2 = P_{2.1} + P_{2.2} + P_{2.3} (12 + 12 + 12 = 36)$

P 2.1. The proposed approach to achieving services 12 points maximum;

- ❖ the proposed approach is based on a number of methods and/or tools tested or recognised, appropriate to the nature of the tasks described in the

Specifications and demonstrating a very good understanding of the context of the service contract, and the particularity of the tasks set out in the Specifications, in conjunction with the essential aspects and the assumptions and risks identified, the activities are very well detailed in accordance with chap. III. Specific requirements for the implementation of the ROeea Programme - **12 points**;

- ❖ the proposed approach is not based on methods and/or tools tested or recognized, appropriate to the nature of the tasks described in the Specifications, but demonstrates understanding of the context of the contract, respectively of the particularities of the tasks set out in the Specifications, in correlation with the essential aspects and the assumptions and risks identified, the activities are well detailed according to head III. Specific requirements regarding the implementation of the ROeea Programme - **6-points**;
- ❖ the proposed approach is not based on methods and/or tools tested or recognized and presents a limited understanding of the context of the contract, respectively of the particularity of the tasks set out in head III. Specific requirements on the implementation of the ROeea Programme - **2 points**;

For the fulfilment of the minimum requirements in accordance to Chapter III of the technical specifications, no score shall be given.

P 2.2 Time frame, sequence and duration of proposed activities 12 points maximum

- ❖ In the offer all the main activities are included in the program of activities, and the work plan can be used as presented for monitoring the progress of the Contract; the logical sequence and correlation of the activities in the work plan is very well established in relation to the specific services to be performed and the proposed methodology, activities are carried out by reference to the actual way of doing business, taking into account the period specified in the specifications for the provision of services; activity planning allows flexibility for unforeseen situations - **12 points**;
- ❖ In the offer, all the main activities are included in the program of activities, the work plan can be used as presented for monitoring the progress of the Contract; the sequence of activities, in the work plan, is appropriate to a small extent for the specific services to be performed, they are not correlated; the duration of the activities and the periods of their activity correspond to a small extent to the complexity of the activities but there are inconsistencies between the schedule of activities, the results of the activities and the proposed methodology - **6 points**;
- ❖ In the offer, all the activities in principle are included in the program of activities, the work plan cannot be used as presented for monitoring the progress of the Contract; the sequence of activities, in the work plan, is not appropriate to the specificity of the services to be performed, they are not related; it is carried out without taking into account the duration of activities and their periods and corresponds to a small extent to the complexity of activities, taking into account the period specified in the

specifications for the provision of services; there are inconsistencies between the activities calendar, the results of activities and the proposed methodology - **2 points**;

For the fulfilment of the minimum requirements in accordance to Chapter III of the technical specifications, no score shall be given.

P2.3 Number of days worked, foreseen for each specific activity in the contract, maximum 12 points

- ❖ the number and distribution of the days worked at national eea office level (MIPE), at regional office level (ROREG) and at city level, by activities, is made by reference to the actual way of carrying out the activity as well as to the proposed work plan for all activities within the contract, very well - **12 points**;
- ❖ the number and distribution of the days worked at national eea office level (MIPE), at regional office level (ROREG) and at city level, by activities, is done partly by reference to the actual way of carrying out the activity and the proposed work plan, well - **6 points**;
- ❖ the number and distribution of days worked at national eea office level (MIPE), at regional office level (ROREG) and at city level, activities are carried out without taking into account the actual mode of activity and the proposed work plan, satisfactory acceptable - **2 points**.

For the fulfilment of the minimum requirements in accordance to Chapter III of the technical specifications, no score shall be given.

The number of factors (2 technical + 1 financial) is reasonable, to ensure objectivity and transparency. When defining the factors, it was taken into account that this would lead to obtaining a quality service, provided under the imposed conditions, at a sustainable price.

The factors have been adapted to the way the contract includes a significant component of services that have as their object intellectual benefits involving highly complex activities, in which case the quality of international eea country advisor has a significant impact on the quality of execution of these activities, which actually describes its technical level.

The weight of the factors, namely the financial component of 40 points, and the technical component of 60 points consisting of: P1 - the experience of the international eea country advisor of 24 points, P2 - the appropriate methodology for the implementation of the contract, as well as an adequate planning of the activities of 36 points. Technical factors are directly related to the subject of the contract, are measurable and clearly defined. The evaluation factors have been established taking into account the ANAP Instruction 1/2017, but are related to the specifics of this acquisition.

Evaluation grid and scoring method

Evaluation factor	Description	Weight
<u>FINANCIAL COMPONENT</u>		
<u>OFFER PRICE</u>	Financial Component	40% maximum score

		factor: 40 points
<p>Calculation algorithm: the score is calculated as follows:</p> <p>a) For the lowest price, the maximum score is awarded;</p> <p>b) For the other prices offered, the score P(n) is calculated proportionally, as follows: $P(n) = (\text{Minimum price offered} / \text{Price } n) \times \text{maximum score assigned.}$</p>		
Technical component		
<p><u>The experience of the expert in order to perform the services</u></p>	<p>Number of contracts in which expert participated in a similar position as international eea country Advisor.</p> <p>Will be scored: The experience and qualification materialized in the involvement in the number of similar projects (projects means a project/contract as international eea country advisor in which he performed the same type of activities as those they are going to perform in the future contract, proven by copies of contracts, recommendations, documents issued for the reception of services provided under contracts, additional documents to contracts, letters of recommendation from beneficiaries of projects, certificates, documents issued by the employer - e.g. service orders/ appointment in projects, job description/certifications/CV/availability statements/work contract/recommendation or any other similar documents resulting from the information requested by the contracting authority, the contract valid at the deadline for submission of tenders.</p> <p><i>In order for the offer to be compliant, the expert must have experience in at least 1 projects/contracts in which he carried out the services as international eea country advisor.</i></p>	<p>24% maximum score factor: 24 points</p>
<p>Calculation algorithm: the score is calculated as follows:</p> <ul style="list-style-type: none"> ❖ for more than 3 projects - 24 points ❖ between 2 and 3 projects - 12 points ❖ for 1 project - 0 points (minimum requirement for the international eea country advisor to be compliant) 		
<u>P 2 - Demonstration</u>	Qualitative assessment based on the degree	36%

<u>of an adequate methodology for the implementation of the contract, as well as adequate planning of activities</u>	of detail, relevance, practicality and adaptation to the requirements of the specification. Apply grid with levels (very good /good /satisfactory /weak)	Maximum score factor: 36 points
P 2.1. The proposed approach to achieving services	Will be scored: - understanding of the requirements for the services requested; - the approach and methodology proposed for the activities	maximum score sub - factor: 12 points
<p>Calculation algorithm: the score is calculated as follows:</p> <ul style="list-style-type: none"> ❖ the proposed approach is based on a number of methods and/or tools tested or recognised, appropriate to the nature of the tasks described in the Specifications and demonstrating a very good understanding of the context of the service contract, and the particularity of the tasks set out in the Specifications, in conjunction with the essential aspects and the assumptions and risks identified, the activities are very well detailed in accordance with chap. III. Specific requirements for the implementation of the ROeea Programme - 12 points; ❖ the proposed approach is not based on methods and/or tools tested or recognized, appropriate to the nature of the tasks described in the Specifications, but demonstrates understanding of the context of the contract, respectively of the particularities of the tasks set out in the Specifications, in correlation with the essential aspects and the assumptions and risks identified, the activities are well detailed according to head III. Specific requirements regarding the implementation of the ROeea Programme - 6-points; ❖ the proposed approach is not based on methods and/or tools tested or recognized and presents a limited understanding of the context of the contract, respectively of the particularity of the tasks set out in head III. Specific requirements on the implementation of the ROeea Programme - 2 points; <p>For the fulfilment of the minimum requirements in accordance to Chapter III of the technical specifications, no score shall be given.</p>		
<u>P 2.2 Time frame, sequence and duration of proposed activities</u>	Will be scored: description of the implementation of each activity presented in the specifications, indicating any stage/steps considered essential, expected results, expected impact of each activity;	12% maximum score sub - factor: 12 points
<p>Calculation algorithm: the score is calculated as follows:</p>		

- ❖ In the offer all the main activities are included in the program of activities, and the work plan can be used as presented for monitoring the progress of the Contract; the logical sequence and correlation of the activities in the work plan is very well established in relation to the specific services to be performed and the proposed methodology, activities are carried out by reference to the actual way of doing business, taking into account the period specified in the specifications for the provision of services; activity planning allows flexibility for unforeseen situations - **12 points**;
- ❖ In the offer, all the main activities are included in the program of activities, the work plan can be used as presented for monitoring the progress of the Contract; the sequence of activities, in the work plan, is appropriate to a small extent for the specific services to be performed, they are not correlated; the duration of the activities and the periods of their activity correspond to a small extent to the complexity of the activities but there are inconsistencies between the schedule of activities, the results of the activities and the proposed methodology - **6 points**;
- ❖ In the offer, all the activities in principle are included in the program of activities, the work plan cannot be used as presented for monitoring the progress of the Contract; the sequence of activities, in the work plan, is not appropriate to the specificity of the services to be performed, they are not related; it is carried out without taking into account the duration of activities and their periods and corresponds to a small extent to the complexity of activities, taking into account the period specified in the specifications for the provision of services; there are inconsistencies between the activities calendar, the results of activities and the proposed methodology - **2 points**;

For the fulfilment of the minimum requirements in accordance to Chapter III of the technical specifications, no score shall be given.

<p><u>P 2.3 Number of worked days foreseen for each specific activity in the contract</u></p>	<p>Will be scored: - number and distribution of days worked, by reference to the actual way of doing business</p>	<p>12% maximum score sub - factor: 12 points</p>
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Calculation algorithm: the score is calculated as follows:

- ❖ the number and distribution of the days worked at national eea office level (MIPE), at regional office level (ROREG) and at city level, by activities, is made by reference to the actual way of carrying out the activity as well as to the proposed work plan for all activities within the contract, very well - **12 points**;
- ❖ the number and distribution of the days worked at national eea office level (MIPE), at regional office level (ROREG) and at city level, by activities, is done

partly by reference to the actual way of carrying out the activity and the proposed work plan, well - **6 points**;

- ❖ number and distribution of days worked at national eea office level (MIPE), at regional office level (ROREG) and at city level, activities are carried out without taking into account the actual mode of activity and the proposed work plan, satisfactory acceptable - **2 points**.

For the fulfilment of the minimum requirements in accordance to Chapter III of the technical specifications, no score shall be given.

Total maximum points: 100 points

VIII. PAYMENT

The contracting authority makes the payments to the international eea country Advisor quarterly, by payment order, between the 25th and 30th of the month following the date of issuance of the invoice, based on the quantitative and qualitative acceptance of the services provided and the quarterly report issued by the international eea country Advisor and approved by the contracting authority.

The invoices will be issued in CHF, by the international eea country Advisor, after the signing by the Contracting Authority of the quantitative and qualitative acceptance report.

The representatives of the contracting authority shall be provided with the supporting documents, meaning - *timesheets (days, hours worked, description of work), international and local travel costs and documents*, in order to verify the fairness of the way the contract is conducted. The contracting authority will carry out the verification of the submitted documents and after acceptance, will pay the equivalent of the services provided.

The payment will be made in CHF by transfer to the bank account of the international eea country Advisor, based on the invoice and the supporting documents, in maximum 30 days at the date of receipt of the invoice.

IX RISKS AND MANAGEMENT MEASURES

The risks that could affect the contract process and the measures to manage them can be mentioned as:

1. The possibility that the subject of the contract/contractual obligations are unfulfilled / inadequately fulfilled or late.

In this respect, contractual clauses will be established:

- the way to deduct the statutory penalty interest provided for in Article 3 para.(21) of GO no.13/2011 on the statutory remuneration and penalty interest for monetary liabilities, as well as for the regulation of financial-fiscal measures in the banking field, calculated at the value of the unfulfilled obligation;

- the right to terminate the contract due to the fault of the contractor and to claim the payment of damages;
- the right to execute the guarantee of good execution, within the limit of the damage created.

2. The deliverables do not meet the quality requirements set out in the technical specifications.

Payment will be made on the basis of quantitative and qualitative acceptance of the services provided and the quarterly report issued by the consultant and approved by the contracting authority, in accordance with the provisions of the technical specifications and contractual clauses.

3. The risk of undetected errors occurring at the time of signing the contract, included in the contractor's tender.

In the event of inconsistencies between the Technical Proposal and the Technical Specifications, the provisions of the Technical Specifications shall prevail, the order of precedence being established by contractual clauses.

4. Failure to fulfil contractual obligations as a result of a possible legal dispute between the parties.

By contractual clauses, the amiable remedy procedure and terms will be established or the possibility of resolving disputes by the competent courts.

5. Recurrent change of public procurement legislation and related regulatory framework.

In this respect, the follow-up of the change of the legislation and the adjustment/update of the award documentation so that it does not contradict the new legislative or normative provisions.