



CEEweb for Biodiversity
Széher út 40. 1021 Budapest, Hungary
Phone: +36 1 398 0135
Fax: +36 1 398 0136
ceeweb@ceeweb.org
www.ceeweb.org

10 July 2017 Budapest

TENDER

CEEweb for Biodiversity (1021 Budapest, Széher út 40., Hungary, registration no. 1634) makes this Tender for consulting services to be completed by 28 February 2018.

Organisations and individual consultants are both eligible to apply.

Subject of the tender: Final evaluation of the project: *Time for change: Promoting sustainable consumption and production of raw materials in the context of EYD 2017 and beyond!* in line with the attached Terms of Reference.

Tender conditions and deadline: Organisations and consultants are invited to submit their bids by 21 August 2017 the latest to:

Klára Hajdu
hajdu@ceeweb.org
fax: +36-1-398-0136
CEEweb for Biodiversity
Széher út 40.
1021 Budapest, Hungary

The bid shall contain the price for the above tasks based on expert days and the proposed methodology in line with the attached Terms of Reference, as well as a declaration of eligibility.

Consultants submitting bids will be notified of the decision by 5 September the latest.

20 Aug

Ágnes Zólyomi
General Secretary
CEEweb for Biodiversity

Terms of reference

General conditions

Evaluation of the project 'Time for change: Promoting sustainable consumption and production of raw materials in the context of EYD 2015 and beyond!'

The evaluation is expected to:

- assess the quality of planning, preparation and implementation of the project;
- give an assessment and description of the impact of the project and;
- provide recommendations for the work of the implementing organizations.

Evaluation criteria

- **Relevance:** 1) Have the target groups been reached? 2) Could the scope of addressees be extended? 3) Were the measures appropriate to achieve the intended effects?
- **Effectiveness:** 1) Were the objectives achieved? 2) What issues have significantly contributed to the achievement of the objectives? 3) Which factors have hindered success?
- **Efficiency:** 1) Have the desired objectives been achieved economically? 2) Could the same effects have been achieved more cost-effectively?
- **Overall Impact (of policy):** 1) What long-term (intended and unintended) effects are likely to be achieved by the project? 2) Are the chains of action traceable and plausible? Were there changes in the chain of effects?
- **Sustainability:** 1) Will the effects and structures be maintained after the project is finished? 2) What strategies have the partners developed to guarantee sustainability after the project? 3) Which factors have influenced the sustainability positively or negatively? 4) What are the risk factors for sustainability?

Outputs

Initial report. This document presents the methodological approach, including the interview guide threads and selected interview partners.

Evaluation and systematization of the information and results of previous evaluations from the project partners with regard to the achievements and project objectives, as well as the success factors and obstacles. The evaluation will be based on guided interviews with project partners at the project meeting in Berlin/skype;

- Interview with CEEweb (Budapest);
- further skype interviews with those project partners not participating the Berlin meeting;
- 30-40 skype/telephone interviews with the target groups of the project: European citizens (TG1); multipliers (TG2); journalists (TG3); businesses (TG4); European and national decision makers (TG5).

Evaluation Report. Complete documentation of the evaluation in English.

Declaration of eligibility

Herewith I declare, that

1. Our company is not bankrupt or being wound up, is having its affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, is subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. Our company have not been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
3. Our company have not been guilty of grave professional misconduct proven by any means which the Beneficiary(ies) can justify;
4. Our company have not neglected obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Beneficiary(ies) or those of the country where the contract is to be performed;
5. Our company or persons having powers of representation, decision making or control over the company have not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity detrimental to the EU's financial interests;
6. Our company is currently not subject to an administrative penalty by the European Commission referred to in section 2.3.4 of the Practical Guide to contract procedures for EC external actions.