



## Terms of Reference

# Call for Tenders for an External Quality Control Reviewer of the Main Deliverables of EaP PLUS

<b>Title</b>	<b>Call for Tenders for an External Quality Control Reviewer of the Main Deliverables of EaP PLUS</b>
Task Lead:	<b>CeRISS</b>
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Related Task:	Task 6.3 – Quality Control
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### Abstract

This is a call for Tenders for an External Quality Control Reviewer of the Main Deliverables of the EaP PLUS Project. A series of main Deliverables will undergo a formal QC review before their finalisation. The review will be conducted by an external QC Expert with whom a QC Plan will be agreed upon.

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## 1 Conditions of Tender

The Conditions of Tender are the conditions upon which the EaP PLUS will receive and evaluate Tenders, as described below. Failure to strictly observe these conditions may result in a Tender being excluded from further consideration.

## 2 Tender Closing Time

Tenders conforming to this Call for Tenders must be lodged in accordance with these Conditions no later than 4.00 p.m. EET on Friday 16 December 2016.

## 3 Introduction

### 3.1 The Project EaP PLUS

The project 'STI International Cooperation Network for EaP Countries Plus (EaP PLUS)' aims to stimulate cooperation between researchers from the EaP countries and EU MS and enhance the active participation of the Eastern Partnership countries in Horizon 2020 Framework Programme.

Building on the results of the predecessor FP7 project 'IncoNet EaP', the project will eliminate remaining obstacles to EU-EaP STI cooperation through a number of innovative and targeted actions:

- (a) strategic priority setting through supporting EU-EaP policy dialogue and through maximizing the impact of the association to Horizon 2020;
- (b) stronger interaction between researchers & participation in H2020, i.e. Info days, cooperation with scientific diaspora, and grants for networking;
- (c) promotion of the research-innovation interface supporting communities of excellence, i.e. co-patenting analyses, clustering schemes, promotion of the technology platforms concept to EaP countries;
- (d) optimal framework conditions and increasing coordination in policies and programmes through training seminars for STI policymakers, increased coordination and synergies between policies and programmes of EU/MS and EaP, i.e. JPIs, COST, national programmes;
- (e) communication and outreach through innovative actions.

The EaP PLUS started on 1 September 2016 and will end on 31 August 2019. It is implemented by a consortium of 17 partners from the EU Member States and all the six EaP countries, i.e. Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

Detailed information on the project is available at its website:

<http://www.ceriss.eu/h2020/92/eastern-partnership-plus-%28eap-plus%29>

OR at CORDIS:

[http://cordis.europa.eu/project/rcn/199620\\_en.html](http://cordis.europa.eu/project/rcn/199620_en.html)

### **3.2 Objectives of the Call for Tender**

One of the objectives of the project, which is directly addressed by this Call is to ensure the quality control of its activities. To ensure effective knowledge management as well as quality of the project outputs, a quality control plan and guidelines for the write-up of deliverables will be developed and the review of deliverables will involve an external Quality Control Expert under Task 6.3 Quality Control. With this Call for Tenders, we are looking for an experienced expert from the field of STI cooperation with profound research strategy analysis capabilities, who will act as a Quality Control reviewer under this Project.

## **4 Task Description**

### **4.1 Goals and expected results**

The purpose of the Quality Control plan of the project is to ensure the quality and timely delivery of the project's Deliverables in order to support the achievement of the project's overall objectives. This activity builds on the experience and knowledge available from the previous IncoNet projects. The Quality Control procedure in the EaP PLUS project involves an experienced external expert who will perform the quality control of the main deliverables of the project.

### **4.2 Scope of Work & Tasks**

The main Project Deliverables (22) will undergo a peer-review by a QC External Reviewer. These Deliverables are listed in Annex I to this document, along with the deadlines for their submission (contractual and internal) and the assigned Deliverable Leaders. The **internal deadlines** include the deadline for the first version of deliverable. The **contractual deadlines** are the deadlines for the final submission to the European Commission as stated in the Grant Agreement of the EaP PLUS.

Experience from previous similar projects shows that the average length of the core part of the deliverables (i.e. excluding Annexes, etc.) is approx. 30 pages.

The QC Review will include the following steps:

- 1) Receipt of the draft of each Deliverable by the Coordinator of EaP PLUS approx. one month before the contractual deadline of the deliverable.
- 2) Review and comments by the QC Expert on the draft including the filling-in of a QC Feedback Form within 10 working days upon receipt.
- 3) Finalisation of the Deliverable by the Deliverable Leader based on the Review and the comments of the QC Reviewer within 10 working days.
- 4) Approval or rejection of the Final Deliverable by the QC Reviewer. In case of rejection, the process will be repeated.

Specific rules and procedures of the Quality Control will be fine-tuned in a Quality Control Plan between the Coordinator of EaP PLUS and the selected QC Reviewer after signing a contract.

#### **4.3 Contracting**

For the implementation of this task, the selected QC Reviewer (Tender) will sign a contract with the Coordinator of EaP PLUS.

#### **4.4 Tentative implementation period**

Service delivered by the QC Reviewer will commence after the signature of the contract. It will last along the whole duration of the project and might be extended up to the submission of the Final Report of the EaP PLUS Project.

### **5 Tentative Timeline for the Call for Tenders**

- |  |                      |
|--|----------------------|
| - Deadline for Applications:               | 16 December 2016     |
| - Selection of Tender:                     | End of December 2016 |
| - Announcement &<br>Signature of Contract: | Mid-January 2017     |

### **6 Financial Offer**

The maximum budget allocated to this Task is fixed at € 3,000 (Three thousand Euros) excluding VAT. Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure.

### **7 Selection & evaluation procedure**

One External QC Reviewer with experience in STI cooperation will be selected through this call's for tenders' procedure. The Terms of Reference will be published at [www.ceriss.eu](http://www.ceriss.eu) , [www.incrEAST.eu](http://www.incrEAST.eu) and other partner websites.

#### **7.1 Required qualification/skills/experiences of the QC Reviewer**

The QC Reviewer should possess:

- Profound research strategy analysis capabilities, including the ones of preparing policy documents, in the field of Science, Technology and Innovation (minimum of 10 years of experience evidenced by a CV, and a comprehensive list of projects, research management positions and publications in their field of expertise).
- Excellent understanding of the landscape as well as the “jargon” of the STI sphere, and, preferably, the international cooperation dimension with European Neighbourhood countries or Associated Countries to Horizon 2020.
- Experience of projects similar to the one being reviewed (EaP PLUS) with preference to the Coordination and Support Actions of the European Framework Programme.

- Previous experience as a reviewer of papers, project outputs, or any other relevant documentations.
- Technical and reviewing skills including excellent IT, and English language skills.

For reviewing the deliverables of the project, the QC Reviewer needs to dispose the following additional traits:

- Conscientiousness and confidentiality;
- Flexibility, when needed;
- Strictness with regard to their review
- Ability to meet deadlines

### ***7.2 Tender's Dossier***

A tender for the position of the External Quality Control Reviewer should include the following dossier:

- a cover letter/e-mail with short description of motivation (up to 30 lines);
- a CV, highlighting relevant experience and reference projects;
- a brief cost plan specifying the remuneration foreseen for the implementation of the afore-mentioned tasks (up to 15 lines).

### ***7.3 Submission of Tender***

Please submit the required documents for Tender only per e-mail to:  
CeRISS - Centre for Regional and International STI Studies and Support  
c/o Yannis Kechagiaras  
e-mail: [Yannis.Kechagiaras@Ceriss.eu](mailto:Yannis.Kechagiaras@Ceriss.eu)

Emails should have the following Subject: **“Tender’s Dossier for an External Quality Control Reviewer of EaP PLUS”**.

**Deadline** for the submission of a tender is **Friday, 16 December 2016, 16:00 EET (date of entry of the e-mail)**.

### ***7.4 Selection***

The selection and evaluation process will be undertaken with the aim of determining which Tender represents best value for money to the EaP PLUS Project. In determining value for money, Tenders will be assessed against the following evaluation criteria:

#### **Compliance & Eligibility Criteria**

Compliance with:

- Conditions of Tender (see above under 1)
- Tender’s Dossier (see above under 7.2).

## Qualitative Criteria

- Capability of the Tenderer to fulfil the requirements, i.e. the Tasks (see above under 4.2) and the required qualification (see above under 7.1)
- The extent to which the Fee represents value for money;

A committee will be convened to select the successful *QC Reviewer*. The selection committee will be composed by representatives from the Managerial Board members of the EaP PLUS Project:

- Center for Regional & International STI Studies & Support (Co-ordinator of EaP PLUS; Greece)
- Centre for Social Innovation (Austria)
- IPPT-PAN (Poland)
- DLR (Germany)
- UKRTECHINFORM (Ukraine)

Following the receipt of Tenders, EaP PLUS, in its absolute discretion, may:

- (a) use any relevant information obtained in relation to a Tenderer in the evaluation of Tenders;
- (b) enter into discussions or negotiations with any one or more Tenderers; and
- (c) seek clarification or additional information from any Tenderer.

Telephone interviews with suitable candidates might be held, if deemed necessary.

### **7.5 Other important provisions**

The Contractor reserves the right not to place any order. Costs for necessary document preparation by the applicants to this call for tender will not be reimbursed.

EaP PLUS is not obliged to accept the lowest priced or any other Tender.

THIS CALL FOR TENDER DOES NOT FALL UNDER THE AUTHORITY OF THE HELLENIC PUBLIC PROCUREMENT LAW. NO LEGAL RIGHT SHALL BE CONSTITUTED BY THIS CALL. ANY RECOURSE TO COURTS OF LAW IS EXCLUDED.

### **7.6 Contracting procedure for the QC Reviewer**

Only the selected *QC Reviewer* (Tenderer) will be informed until Mid-January 2017 at the latest on the result of the selection procedure. Results will be published online at [www.ceriss.eu](http://www.ceriss.eu) and [www.eap-plus.eu](http://www.eap-plus.eu). The contract with the QC Reviewer will be established by the EaP PLUS shortly after the selection. As soon as the contract is concluded, the reviewer will get access to data and necessary documents. The Quality Control review of the main deliverables will be implemented in close contact with CeRISS (Coordinator of EaP PLUS).

## ANNEX I

<b>Del. (No)</b>	<b>Deliverable name</b>	<b>WP number</b>	<b>Short name of lead participant</b>	<b>Type</b>	<b>Dissemination level</b>	<b>Delivery date</b>
D1.1	Annual Policy brief(s) on issues highly relevant to the EaP-EU collaboration.	1	CeRISS	R	PU	12,24,36
D1.2	Annual review report on activities of the Th. Directorates of relevance for the EaP countries.	1	CeRISS	R	PU	12,24,36
D1.3	Conclusions of the Conference on 'Sharing experiences from the Association to H2020'	1	UKRTECHINFORM	R	PU	8
D1.4	Report from the Training of Programme Committees members.	1	RCISD	R	PU	10
D1.5	Deliverable: Fact-finding report for the six EaP countries.	1	DLR	R	PU	24
D1.6	STI Policy recommendations "EU-EaP beyond 2020".	1	DLR	R	PU	33
D2.1	Report and recommendations from the organization of the Info Days.	2	IPPT-PAN	R	PU	24
D2.2	Report with recommendations from the trainings for NCPs.	2	SPI	R	PU	18
D2.3	Report on the 'Scientific Diaspora Workshops' and their efficiency.	2	NASU	R	PU	18
D2.4	Report on the Grant implementation activity and its results.	2	RCISD	R	PU	30
D3.1	EU-EaP co-patenting analysis report	3	ZSI	R	PU	18
D3.2	Report from the training seminar for technology managers	3	SPI	R	PU	27
D3.3	Review of the state of development of clusters in EaP	3	Inno TSD	R	PU	6
D3.4	Report on the Cluster Grant Scheme, Workshop and Recommendations	3	Inno TSD	R	PU	32
D3.5	Report on the state of affairs on Technology Platforms in EaP countries	3	NASU	R	PU	18
D3.6	Conclusions of Workshop on	3	UKRTECHINFORM	R	PU	24



	Technology Platforms in EaP countries & Recommendations		NFORM			
D4.1	Reports on the S&T cooperation barometer	4	RCISD	R	PU	8, 28
D4.2	Review of Synergies among Policies & Programmes	4	IPPT-PAN	R	PU	9
D5.1	Dissemination & Communication Plan	5	ZSI	R	PU	4
D5.2	Exploitation Strategy	5	ZSI	R	CO	4
D5.5	Conclusions of the Final Conference on “EU-EaP STI cooperation: Beyond 2020”	5	EBN	R	PU	36
D6.4	Analyses of the Project’s Implementation	6	CeRISS	R	CO	12, 24