

KARELIA

CBC // Cross-border cooperation

Guidelines for the submission of tender documents concerning the evaluation of border crossing point development projects on the Finnish-Russian border under the Karelia, Kolarctic and South-East Finland - Russia CBC programmes

Publication of the guidelines and terms of reference:

Deadline for submitting the proposals:

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1. Introduction

The purpose of these guidelines is to provide the necessary information for the preparation and submission of offers to perform the ex-post evaluation of the Karelia ENI CBC 2014-2020 programme. Karelia CBC is a cooperation development programme, which focuses on cross-border cooperation at the Finnish-Russian border. The programme is financed by the European Union, the Russian Federation and Finland, based on separate Financing Agreements, which were signed before the start of implementation. A total of 15 ENI CBC programmes operate on the external borders of the European Union in the 2014-2020 programming period, three of them in Finland: Karelia, Kolarctic and South-East Finland - Russia CBC.

Activities in all projects financed by Karelia ENI CBC Programme are concluded by the end of 2023 at the latest and final reports are concluded during the first half of 2024. At this moment, before the administrative closure of the programme by 30.6.2024, the ex-post evaluation is organised for the programme to provide an overall independent assessment of the effectiveness and impacts of the Karelia CBC programme to serve the decision makers on both national and regional level in the future development of the programme area.

However, due to the Russian invasion of Ukraine and the following suspension of the Financing Agreements and cessation of CBC activities between the EU, its Member States and the Russian Federation, the overall situation has dramatically changed. Before the invasion, the COVID-19 epidemic also had a significant impact on programme implementation. The focus of the evaluation is on programme performance, but the perspective is adjusted to take into account the impact of these global crises on programme implementation.

In normal circumstances, an ex-post evaluation of a CBC programme will require travel in all participating countries. In the current situation, the ex-post evaluation will be carried out only in the Finnish side of the border. If possible, interviews will be set up with beneficiaries from the Russian side, but these would be entirely facilitated and organised by the Managing Authority. In such a case, the role of the evaluator would be to only conduct the arranged interviews.

2. Information concerning the evaluation

A separate terms of reference document is provided as an annex to these guidelines. The terms of reference include the key requirements for the foreseen ex-post evaluation.

3. Submission of offers

Submit your offer in the following website on X at the latest:

<https://www.hankintailmoitukset.fi/>

4. Content of tender documents / offers

Tender documents submitted by potential service providers shall include:

1. Introduction of the tenderer:

- Basic information about the organisation / legal person that is responsible for the offer.

2. Economic and financial status:

The tendering company and possible subcontractors shall be registered in the register of joint-stock companies, trade register or register of associations and shall provide the following documents either in English or in the national language regarding both the tendering company and possible subcontractors:

- A copy of the most recent company registration document (not older than 3 months), issued by a certified authority. The copy shall state the corporate identification number / organisation registration number and the person who is the authorised signatory.
- Documentation on fulfilled statutory obligations regarding registrations and payments of social contributions and taxes in the country in which the tendering company is registered. The documentation shall not be more than 2 months old. The document shall also state the tenderer's situation in respect of VAT.

3. Proposed evaluation plan (key requirements described in the terms of reference), including:

- Description of the proposed evaluation team justifying the know-how and experience. Team leader and the roles of other evaluators should be clearly indicated.
The members of the evaluation team must be strictly neutral and experts with a conflict of interest cannot be accepted.
- Description of the approach and methodology used in the evaluation.
- Work plan and schedule for the implementation of the evaluation.

4. Pricing in euros (€), including:

- A budget provided for the full evaluation work. The budget must include a breakdown to works/fees, expert services, travels and possible other evaluation costs with clear calculation bases. Prices are in euros and are given without VAT. Additional information about VAT may be asked from presented offers.
- Cost of expert services / fees is calculated by number of days * fee.
- Travel costs are reimbursed according to the realized costs using the Ministry of Finances' [Collective agreement concerning compensation for travelling expenses 24.11.2020](#).

5. Languages

The evaluation report shall be prepared in English, so a fluent knowledge of the English language is necessary. For the successful implementation of the evaluation, the knowledge of other relevant working languages (Finnish and Russian) is a clear asset (for case studies and interviews) for the evaluation team.

6. Tender evaluation and comparison

Technical aspects

At first, the technical aspects of the offers shall be examined. The offers not responding to the requirements of these guidelines and the terms of reference shall be rejected. Reasons for rejection:

- Offers have not been sent by the deadline.

- The submitted tender documents do not correspond to the structure and content requested in these guidelines.
- The tendering organisation has any unpaid statutory taxes and/or social security costs.

Evaluation criteria

Remaining offers shall be assessed against the following evaluation criteria:

1. <u>QUALITY</u>	<u>15</u>
Know-how and experience of the evaluation team	
1.1. Knowledge on evaluation methods and techniques	5
Quality and feasibility of the proposed evaluation plan	
1.2. Methodology	5
1.3. Work plan and schedule	5
2. <u>PRICE</u>	<u>10</u>
2.1. Total price without travel costs	10

Choosing the service provider

The scoring for quality will be given on a scale from 0-5. Quality comprises 60 % of the total score, which is divided into subsections regarding experience of the team and the contents of the proposed evaluation plan. 40 % of the total score comprises of price.

The scoring for price will be given with the following formula: the lowest price / price of the given proposal * maximum score. The offer will be rejected if the proposed price is set too low for a feasible implementation of the evaluation plan.

The offer receiving the best overall score will be selected. If the offer is scored 0 points for any of the evaluation criteria, it will be rejected.

In case of an equal total relative score, the score on know-how and experience of the evaluation team shall prevail. If also this is equal, the relative score on quality and feasibility of the proposed approach shall be used as a secondary decisive factor. In case the score is still equal the service provider is chosen with a lot.

The Managing Authority reserves a right to reject all the submitted offers.

7. Additional information / questions

Questions concerning the project evaluations and the tender may be addressed to with the message titled "Question about the ex-post evaluation of Karelia CBC": kareliacbc@kareliacbc.info.

8. Conditions of the contract

The contract will be signed between the selected service provider and the Council of Oulu Region.

The contract will consist of the contract document and annexes, the tender and annexes and the offer and annexes.

Payments for the successful evaluation shall be made to the service provider according to the signed service contract. Payments can be cut to 1–3 tranches and the approval of the final report is the precondition for the final payment.

9. Annexes

Annex 1. Terms of reference for the evaluation of border crossing point development projects on the Finnish-Russian border under the Karelia, Kolarctic and SEFR CBC programmes