



# **GUIDELINES ON PARTICIPATION IN EU EXTERNAL AID PROGRAMMES**

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# EUROPEAN CONSULTING - WITH A NORDIC STARTING POINT

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RAMBOLL



# FACTS

- Ramboll Management Consulting delivers professional consultancy within Management, IT, Research and Survey to a global market
- 400 permanent employees and 300 project assistants, interns and students
- Extensive experience within the public sector
- Offices in Aarhus, Copenhagen, Berlin, Hamburg, Brussels, Oslo, Stockholm and Helsinki



# WE BELONG TO THE RAMBOLL GROUP

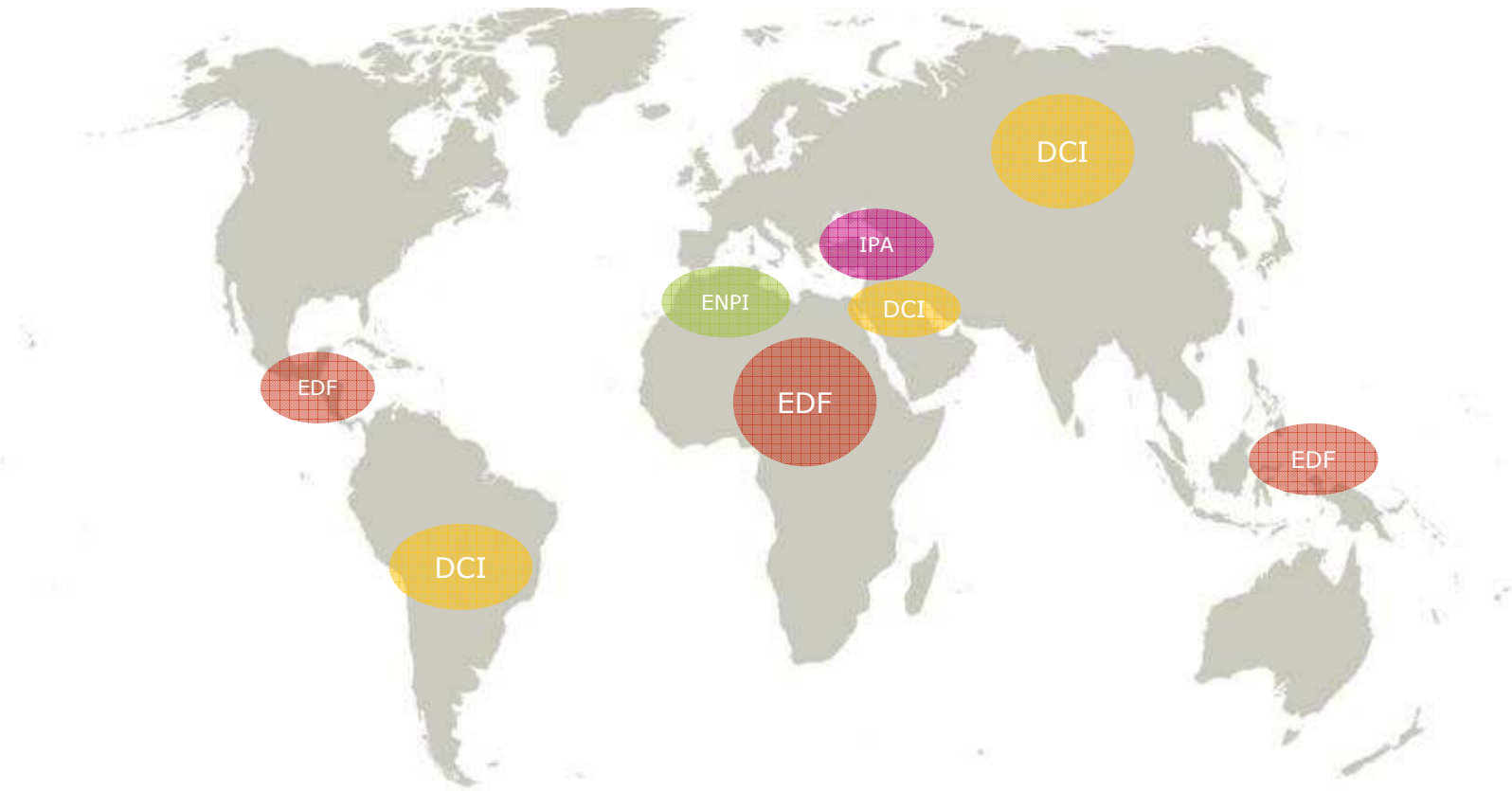
- Close to 10,000 employees at 200 permanent and temporary offices in 20 countries
- Offers interdisciplinary knowledge within the fields of engineering, management and IT
- Local projects – global knowledge
- Largest consulting engineering business in the Nordic region



# EU Funding in General

- Nearly all EU Funding within programmes
- Very little “loose money” – if any
- Competitive selection (bids for contracts or call for proposals)
- Many funds are managed at decentralised level
- Creating “your own” projects

# EU KEY DONOR ON WORLD STAGE

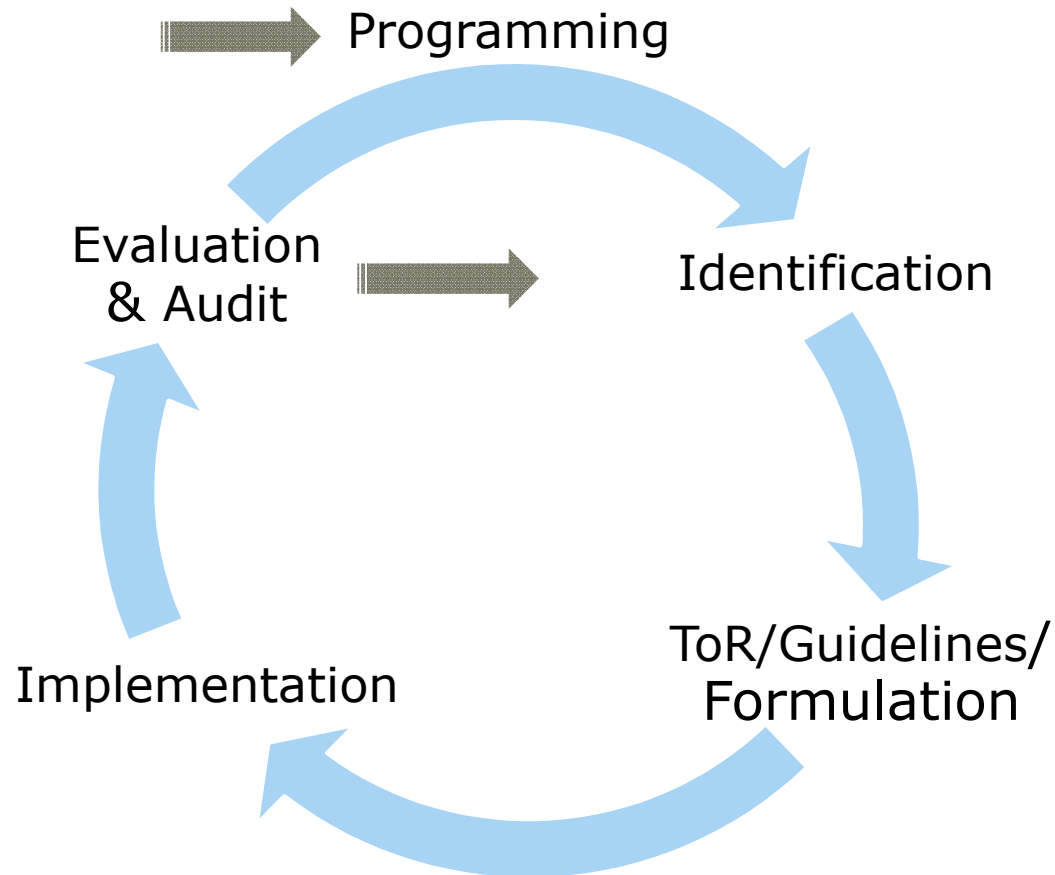


# EU KEY DONOR ON WORLD STAGE

- **Committed budgets 2007-2013**
- **Partners: more than 150 States, Territories and Regional organisations**
- **Geographical programmes**
- **Thematic programmes: democracy & human rights, co-financing for NGOs, environment, refugees...**
- **A network of more than 120 Delegations and Representations in the world**

EU External Aid Programmes 2007-2013	Instrument for Pre Accession Assistance (IPA)	European Neighbourhood & Partnership Instrument (ENPI)	Development Cooperation & Economic Cooperation policy (DCI)	European Development Fund (10thEDF)
<b>Years</b>	2007-2013	2007-2013	2007-2013	2007-2013
<b>Budget</b>	<b>€11 B</b>	<b>€13 B</b>	<b>€10 B</b>	<b>€24 B</b>
<b>Relevant Project Areas</b>	<p>Assist Transition and Institution Building Cross Border and Regional Cooperation.</p> <p>Regional, Human Resources and Rural Development.</p>	<p>Finance "joint programmes" with MS and partners sharing a joint border.</p> <p>Infrastructure development, Energy sustainability etc.</p>	<p>Support all forms of cooperation that helps to achieve Millennium Development goals and reduce poverty.</p> <p>Infrastructure and energy (particularly for the "stans")</p>	<p>Economic, social and cultural development: Education.</p> <p>Infrastructure Energy Facility</p>

# THE EU PROGRAMME CYCLE



# EU TENDERING

## Types of contracts:

- Services
- Supplies
- Works
- Grants

## ▪ Types of tendering:

- Restricted
- Call for expression of interest + restricted
- Open tender
- Call for proposal

# EU EXTERNAL AID – PUBLICATION OF TENDERS

- **External Aid Tenders:**

[http://ec.europa.eu/europeaid/work/funding/index\\_en.htm](http://ec.europa.eu/europeaid/work/funding/index_en.htm)

You can make a search by funding programme

- **All EU Tenders Official Journal**

<http://www.ted.europa.eu/TED/main/HomePage.do>

NB: All External Aid tenders are published on both web-sites

# THE APPLICATION PROCESS

Step-by-Step Approach

# THE APPLICATION PROCESS - STEPS

**1. Preparatory steps**

**2. Expression of Interest**

**3. Technical and Financial Proposal**

# THE PREPARATORY STEPS

- **Study carefully the following documents:**

  - Annual Action Programs/Country Strategy Papers/National Indicative Programs: General Overview

  - Action Fiche: 5-20 pages about the project. Very informative

- **Initiate discussions with potential partners**

- **Initiate mobilisation of internal resources**

# EXPRESSION OF INTEREST

- **After publication of the call for Expression of Interest (EOI) you have app. 5 weeks to prepare the EOI using the Standard Application Form**

- **Information to be included in the Standard Application Form:**

- Part 1: Leader and partners of consortium (excluding subcontractors)

- Part 2: Details of the contact person

- Part 3: Financial data for year n-2 – n+1

- Part 4: Staff resources: permanent/other, total and proportion of permanent out of the total

- Part 5: Fields of specialisation: a maximum of 10 specialisms

- Part 6: Experience: max 15 project references

# EXPRESSION OF INTEREST – SHORT LISTING

- **Selection Criteria under Point 21 in Call for EOI consists of:**

1. Economic and financial capacity of the candidate (based on item 3 of the application form)
2. Professional capacity of the candidate (based on items 4 and 5 of the application form)
3. Technical capacity of the candidate (based on items 5 and 6 of the application form)

# EXAMPLE OF SELECTION CRITERIA (1)

## 1. Economic and financial capacity of candidate (based on item 3 of the standard application form)

- the **average annual turnover** of the candidate during the last 3 completed accounting years (2008, 2009, 2010) must **exceed 10 000 000 EUR**. Please, adapt the table in the submission form accordingly;
- the averages of cash and cash equivalents at the beginning and end of year are positive

## 2. Professional capacity of candidate (based on items 4 and 5 of the standard application form)

- the candidate must have at least **100 permanent staff members** with at least **20 permanent staff working in a field related** to the purpose of this contract

# EXAMPLE OF SELECTION CRITERIA (2)

## 3. Technical capacity of the candidate (based on items 5 and 6 of the standard application form)

- the candidate must have **at least 20 lawyers, as permanent** staff, able to work and advice on English law in a field related to the purpose of this contract;
- the candidate has worked successfully drafting and negotiating, **under English law**, in connection with **financing of at least 1 major** (investment greater than 50 000 000 EUR) **industrial investment project in the energy sector**, in the last 3 years;
- the candidate has worked successfully providing legal advice on project financing, under English law, to the European Commission or international financial institutions for **at least 1 project in the last 3 years.**

# TECHNICAL & FINANCIAL PROPOSAL

- 4-8 consortia are short listed
- 5-6 weeks to prepare Technical and Financial proposal
- Inclusion of CVs for Key Experts – the CVs would normally count between 50-75% of the score in the Technical proposal
- Only tenders that score of at least 80 points qualifies for financial evaluation
- The most economically advantageous tender is established by weighing technical quality against price on a 80/20 basis

# THANK YOU

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# Annex: Useful links

# USEFUL LINKS (2)

- **Annual Action Programmes:**

[http://ec.europa.eu/europeaid/work/ap/index\\_en.htm](http://ec.europa.eu/europeaid/work/ap/index_en.htm)

- **Action Fiches 2011:**

[http://ec.europa.eu/europeaid/work/ap/aap/2011\\_en.htm](http://ec.europa.eu/europeaid/work/ap/aap/2011_en.htm)

- **EU Standard Application of Expression of Interest:**

[http://ec.europa.eu/europeaid/work/procedures/implementation/services/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm)

# USEFUL LINKS (1)

- **The Practical Guide (PRAG) explains the contracting procedures which apply to EC *external aid contracts*. The Practical Guide can be found at:**

[http://ec.europa.eu/europeaid/work/procedures/implementation/practical\\_guide/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm)

- **Contractors must take the necessary measures to ensure the visibility of the EU financing or co-financing. Such measures must be in accordance with the EU guidelines on visibility published by the Commission on:**

[http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)