

CALL FOR EXPRESSION OF INTEREST

Roster of Experts to support the activities of the Energy Community and its Secretariat

1. Introduction

Energy Community Roster of Experts (RoE) is a database of qualified service providers for delivering ad-hoc, short-term assistance to the Energy Community and its institutions, i.e. Secretariat in the framework of its work program, including in the framework of EU funded grant contracts concluded between the Energy Community and/or the European Commission and other donors.

Background information

The principle objective of the Energy Community is to create a regulatory and market framework that is capable of attracting investments for a stable and continuous energy supply. This paves the way for an integrated energy market, allowing for cross-border trade and integration with the EU market.

The Energy Community strives to enhance security of supply and competition, and to improve the environmental situation in its Contracting Parties. Currently, the Parties to the Treaty are the European Union and nine Contracting Parties: Albania, Bosnia and Herzegovina, Georgia, Kosovo*¹, North Macedonia, Moldova, Montenegro, Serbia and Ukraine. Armenia, Turkey and Norway are Observers.

In the last ten years of its operations, the Energy Community and its institutions, including the Secretariat, have gained experience in number of initiatives on European and regional level across the territories of its constituencies. The Secretariat has become a professional partner for the EU and other donors in the course of energy reform through the implementation of European energy law and energy policy strategies incl. Energy Union strategy and other regional programs.

Energy Community's activities are financed by the contributions of the Parties to the Treaty establishing the Energy Community according to the Parties' contribution table laid down in Annex IV of the Treaty².

The Energy Community is currently implementing EU4Energy Governance Project - funded by the EU, which overall goal is to create a robust legislative and regulatory framework that is vital for the development of a sustainable energy sector. The project works with Eastern Partnership countries to strengthen their legislative and regulatory frameworks.

Application of the Roster of Experts

The Roster applies for the purpose of contracting services such as consultancy and legal services, falling within the areas listed under point 8. below, under the Energy Community budget (ordinary budget) and its extra-ordinary budget, that includes EU-funded grant contracts, revenues from other IFIs.

Exception from the application is possible in the following cases:

- (1) Contracts with an estimated value below 10.000 EUR can be awarded directly to any suitable service provider in or outside the Roster of Experts
- (2) Contracts requiring an expertise of a kind which is either not available on the RoE or the expertise is limited

Any exemption will be justified and documented.

2. Beneficiaries

The Energy Community is the Contracting Authority for contracts awarded to experts/consultants/companies included in the Roster. Consultants will be legally and professionally liable to the Energy Community for performance of tasks assigned in their

respective contract. To the extent possible the contract will be based on the Secretariat's General Terms and Conditions.

The Contracting Parties, namely Albania, Bosnia and Herzegovina, Georgia, Kosovo*, North Macedonia, Moldova, Montenegro, Serbia and Ukraine are the ultimate Beneficiaries of the interventions. As Observers, Armenia and Turkey¹ benefit to the extent their specific status is relevant.

3. Registration procedure or update of information

Interested natural/legal persons and institutions are invited to fill in the electronic form accessible at: <https://www.energy-community.org/aboutus/procurement/roster.html>. All required documents must be submitted in English, please consider that the total size of attachments shall not exceed 15 MB. Applications submitted in other languages will not be taken into consideration.

In case any of the already enrolled service providers listed on the RoE would like to update their information, details should be sent directly to experts-roster@energy-community.org

4. Legal form of the applicants

No particular legal form is required. Natural persons as well as legal entities regardless of their form of organization may apply.

In case of companies the applicant should send the CVs of the key relevant experts of the team. Team members can be replaced or added, provided that the new team member possess at least equivalent qualifications and experience as the replaced team member.

5. Nationality of applicants

Experts submitting their expression of interest as natural persons can apply regardless of their nationality.

For services financed through the EU grant contracts, participation of legal persons (participating either individually or as part of a consortium) is limited to entities effectively established in a Member State of the European Union or in an eligible country or territory as defined under the Regulation (EU) No. 236/2014 laying common rules and procedures for the implementation of the Union's instruments for external action (Article 9) for the applicable Instrument under which the contract is financed².

No restrictions regarding nationality applies to legal persons established in the Energy Community Contracting Parties, Observers and Candidate Countries.

6. General description of the procedure

To be included in the Roster of Experts, interested persons and legal entities are invited to submit an application in accordance with the rules set out in this notice for one or more of the categories specified under point 8 below. The Roster comprises sub-lists, corresponding to the main fields listed under point 8.

The Contracting Authority assesses the applications and selects suitable service providers based on the criteria set under point 9 below. The list of experts accepted to the Roster is published on the website of the Energy Community, subject to explicit consent provided by the applicant in his/her/its Application Form.

¹ Excl. Norway

² For the EU4Energy project, financed through the European Neighbourhood Instrument, the countries are as specified in the Annex I. to the Regulation (EU) No 232/2014: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, The Republic of Moldova, Morocco, occupied Palestinian territory (oPt), Syria, Tunisia, Ukraine.

The Roster will be used by the Contracting Authority for awarding contracts in line with the Austrian public procurement law (Austrian Federal Public Procurement Law (*Bundesvergabe-gesetz 2018*, Federal Law Gazette I No. 65/2018, in its most recent version), namely for the following procedures:

- Restricted procedure without prior notice, as per art 31(4) of the Austrian Federal Public Procurement Law: a limited number of suitable natural persons and/or companies from the Roster will be invited to submit their bids to the Secretariat.
- Negotiated procedure without prior notice, as per art 31(6) of the Austrian Federal Public Procurement Law: a limited number of suitable natural persons and/or companies from the Roster will be invited to submit their bids to the Secretariat. Negotiations on the content of the contract will follow.
- Direct award without prior notice, as per art. 31 (11) and art. 46 of the Austrian Federal Public Procurement law: a limited number of suitable natural persons and/or companies from the Roster will be invited to submit their offers in cases when the estimated value of the contract does not reach 100 000 EUR³.

When a relevant contract is to be awarded relating to a field listed under point 8 and depending on the specifics of the relevant procurement procedure, the Contracting Authority will invite one or several persons and legal entities from the Roster (on the relevant sub-list(s)), selected on the basis of objective and non-discriminatory criteria, to submit an offer or participate in a tender.

All procurement procedures will be done in accordance with the thresholds and procedures provided for in the Austrian Federal Public Procurement Law.

Inclusion on the list entails no obligation of the Contracting Authority concerning the award of the contract or an invitation to submit an offer or to participate in a tender.

7. Protection of personal data

As registering the candidates' expression of interest involves the recording and processing of personal data (such as the candidates' name, address and CV), such data as well as all commercial and business secrets and other non-public information revealed during the procedure will be handled strictly confidential. This excludes potential publication upon explicit consent.

The Energy Community Secretariat is committed to protect the right to privacy and has implemented measures to ensure data protection (Procedural Act 2019/01/ECS-EnC on Data Protection Policy on 1 March 2019, as amended on 29 April 2019). If you have concerns, please send an email to data-protection@energy-community.org

The applicants shall be required to express consent for the processing of their personal data by the staff of the Energy Community Secretariat during and after the selection process.

The application form shall also include a request for explicit consent for the publication of certain personal data (such as name) on the website of the Energy Community Secretariat if the respective applicant is selected for the Roster of Experts.

Unless indicated otherwise, the reply to this notice and any personal data requested are required only for the purposes indicated in point 7 of this document and will be processed solely for those purposes by the Contracting Authority indicated in point 3.

³ [As long as Schwellenwerteverordnung 2018 is in force. Otherwise the value will drop down to 50,000 EUR as specified in Bvergg 2018](#)

8. Categories of experts and fields of expertise

The Roster will include natural persons and legal entities who may be called on to provide the Contracting Authority with expertise in the fields listed below (non-exhaustive):

- a) Consultancy services
- b) Legal services

Applicants may apply for one or more fields of expertise. Supporting documents and references must be provided for each field applied for.

NOTE: Depending on the needs of the Contracting Authority, new categories of expertise can be added to the Roster of Experts or existing categories can be removed. In case of removal, all previously qualified natural and legal persons will be informed in writing.

List of fields of expertise which may be applied for:

a) Consultancy Services

1. Energy (Electricity, Gas, Oil) Markets and Processes, which may include (but is not limited to):
 - Implementation of energy market reforms
 - Tariff structure designs in the energy sectors
 - REMIT and financial market regulation
 - Market development, including (cross-border) balancing, realizing market coupling, power and gas exchanges and hubs (cross-border) balancing, ancillary and flexibility services (e.g. aggregation, electromobility, storages, demand response), consumer empowerment (e.g. active consumers, energy communities) and protection
 - Restructuring companies, including unbundling and certification of system operators
 - Ensuring system adequacy security of supply
 - Ensuring cybersecurity
2. Energy Efficiency, which may include (but is not limited to):
 - Implementation of energy efficiency directive (obligation schemes, energy management, development of energy services market, improvement of efficiency in energy supply etc.)
 - energy performance of buildings
 - energy labelling and eco-design
 - energy efficiency financing
 - monitoring and evaluation of energy savings
 - energy efficiency standards
 - energy efficiency in heating and cooling
3. Infrastructure planning (Electricity, Gas and Oil, Smart Grids, Hydrogen supply chain and related technologies), which may include (but is not limited to):
 - Mid/long term system development planning (Scenario development, network modelling and simulations, system resilience analysis, market modelling and simulations)
 - Cross border cost allocation methodologies
 - Financial and economic project assessment and project-specific analysis, economic and financial cost-benefit analysis
 - Smart grids
 - Permitting
 - Oil stocks design

4. Environment, which may include (but is not limited to):
 - Emissions reduction (concerning non-GHG emissions)
 - Strategic environmental assessment and environmental impact assessment
 - Industrial emissions
 - Fuel quality
 - Environmental liability
 - Biodiversity

5. Renewable Energy, which may include (but is not limited to):
 - Support scheme design
 - Permitting
 - Grid connections
 - Guarantees of origin system
 - Certification system of sustainability criteria for bioliquids and biofuels
 - Cross-border cooperation mechanisms
 - Renewable self-consumers and energy communities
 - Heating and cooling

6. Climate Change and Carbon Markets, which may include (but is not limited to):
 - Greenhouse gas emission monitoring, reporting and verification (both on installation and national inventory level)
 - Accreditation of verifiers for the EU ETS
 - GHG emission reductions, including modeling emission reduction pathways
 - Emission trading schemes, in particular the EU ETS
 - Effort sharing
 - Development and review of Long-term Strategies (Low Emission Development Strategies)
 - Climate change adaptation
 - Agriculture, Forestry, Land Use (AFOLU)
 - Transport
 - Waste and wastewater management
 - Industrial Processes and Product Use (IPPU)
 - Carbon capture and storage (CCS)
 - Assessing the impact of and the development of policies and measures to reduce methane emissions
 - Climate financing (revenue generation and spending)
 - Climate legislation
 - Financial regulation and regulatory oversight of carbon markets in particular the EU ETS.

7. National Energy and Climate Plans (NECPs), which may include (but is not limited to):
 - Mid-term target setting (GHG, renewable energy and energy efficiency)
 - Integrated modelling of energy and climate scenarios in the sectors covered by the NECP
 - Assessment of the impacts and the progress of implementing NECPs including trajectories, policies and measures
 - Research & Innovation, Competitiveness

8. Just transition
 - Coal phase-out (action plan for phase-out and related regulations, policies and measures, especially on decontamination activities,

- permitting rights and remediation)
 - Fossil fuel subsidies
 - Coal regions in transition
 - Just transition financing
 - Energy poverty
 - Gender inequalities
9. Statistics, which may include (but is not limited to):
- Data modelling
 - Computing and analysis of data
10. IT Services and Solutions related to one or more of the above sub-categories, which may include (but is not limited to):
- REMIT online systems
 - ETS / MRVA / NECP – putting in place national registries of emissions, national GHG inventory systems and national systems for reporting on policies and measures and on projections of GHG emissions by sources and removals by sinks
 - General NRA related development – systems to track quality of service, tariff calculation, RAB, infrastructure projects
 - Development maintenance and technical support for the operation of Information Management Systems

b) Legal Services

- Energy and Climate law
- European law
- Tax law
- Financial market regulation
- Procurement law
- Competition and State aid law
- Corporate law
- Contract law
- Trade law
- Environmental law
- Administrative and infrastructure law
- Dispute Resolution and Arbitration
- Other legal services of relevance for one of the sub-categories listed under point 8.a)

For each field of expertise listed in points 8. a) – b), candidates are requested to provide a list of projects carried out over the past three years. One reference project can serve as evidence for multiple fields.

Each time a specific contract is to be awarded involving the Roster of Experts, the Contracting Authority will specify the nature of tasks to be performed and the numbers and categories of experts requested for the particular assignment, based on the following grades.

Junior Experts

At least level of secondary education attested by a diploma, which gives access to post-secondary education, a university degree or equivalent in a field relevant to the assignment; after having obtained the diploma, the Junior Expert must have at least 2 years of appropriate full-time professional experience.⁴

⁴ Master Degree accounts for one year of professional experience.

Mid-level Experts

At least a university degree⁵ or equivalent in a field relevant to the assignment. After having obtained the diploma, the Mid-Level Expert must have at least 6 years of appropriate full-time professional experience.

Senior Experts/Team leaders

At least a university degree⁶ or equivalent in a field relevant to the assignment. After having obtained the diploma, the Senior Expert must have at least 12 years of appropriate professional experience.

Languages

Excellent written and spoken English is a prerequisite. CVs submitted must list all languages mastered and the level of proficiency. Country specific experience and knowledge of the local language might be requested for certain assignments.

⁵ A Mid-Level Expert under Legal Services needs to possess a university degree specifically in Law

⁶ A Senior Expert under Legal Services needs to possess a university degree specifically in Law

9. Criteria for inclusion on the Roster

9.1. Exclusion criteria

Candidates will be excluded, if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of 'res judicata';
- c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify including by decisions of international organisations;
- d) they are not in compliance with their 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 Contracting Authority or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision-making or control over them have 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;

Before being included in the Roster, interested persons and legal entities shall provide a declaration of their honour stating that they are not in one of the situations of exclusion listed above. The declaration shall also include a commitment to notify the Contracting Authority, immediately and on their own initiative of

- any changes in the circumstances covered by the declaration of honour;
- any potential conflict of interest in connection with the Contracting Authority or a beneficiary; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;

In case of doubt, they may be requested to provide supporting evidence of non-exclusion. The declaration of honour must be signed by the candidate or in case of legal entities by person(s) empowered to represent the legal entity and to sign any subsequent contracts.

Candidates included in the Roster having received an invitation to submit an offer or to participate in a tender will be requested to declare that they are still in the same situation in respect of the exclusion criteria as indicated in their application and before being awarded, may be requested to provide the evidence mentioned in this declaration of honour. Where the application involves more than one legal entity (including members), each entity must provide the form.

9.2. Selection criteria

The selection criteria are the following:

NOTE: Point a. below is applicable only for legal entities (including consortia), The other points apply to both legal entities and natural persons.

a. Turnover development and human resources (only for legal entities):

Turnover development and human resources assessment shall guarantee a selection of candidates with sound and sufficient resources allowing them to run their activities over the period of implementation of the contract.

- I. Number of employees in total and number of employees with know-how and specialised experience related to the field applied for; **and**
- II. Declaration concerning the sales turnover related to the field associated with the invitation to tender during the last 3 financial years (or for the time span from the business formation onwards for companies that are younger than 3 years); for bidder consortia, please fill the tables for each member individually

b. Technical and professional competence for each selected field of expertise:

Candidates shall present educational and professional qualifications of the composition of the firm's managerial staff and those of the person/persons responsible for carrying out the work, for each selected field of expertise. Curriculum vitae must be provided. Candidates shall provide a list of related projects that were carried out over the past 3 years.

c. List of countries:

Candidates shall present evidence of their country specific experience and competences.

d. Proof of enrolment on a professional or trade register.

All candidates must prove that they are authorized to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organization, express authorization or entry in the VAT register. If the candidate is a natural person, he/she will be required to provide a legible photocopy of the identity document and prove he/she is authorised to provide the services according to the legal provisions of home country.

If the candidate is a consortium, please provide a proof of enrolment for each member of the group.

10. Place of delivery

The place of delivery of each specific assignment will be specified in the tender documents.

11. Duration of the Roster of Experts

Applications may be done at any time from the date of publication of the Contract Notice on the Energy Community website (see contract notice). The Roster of Experts will be valid until formal revocation.

12. Cooperation

The legal entities or natural persons placed on the list and contracted to provide assistance to the Contracting Authority will be requested to work under the supervision of the staff members of the Energy Community Secretariat, and may be requested to work in cooperation with its partner organisations or other natural persons or legal entities on the Roster.

13. Date of dispatch of notice

Notice first dated 10/08/2016, updated on 19/12/2019 and revised on 30/10/2020. All request for additional information should be sent to: experts-roster@energy-community.org

**DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION
CRITERIA AND ABSENCE OF CONFLICT OF INTEREST**

The undersigned:

in his/her own name

declares that he/she or company is not in one of the situations listed below:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

In addition, the undersigned declares on his/her honour that:

- f) he/she has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;

- g) he/she will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- h) he/she has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- i) he/she has not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- j) the information provided within the context of this call for expression of interest is accurate, sincere and complete;
- k) in case of award of contract, he/she will provide upon request the evidence that he/she is not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Full name

Date

Signature

**DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND
ABSENCE OF CONFLICT OF INTEREST**

The undersigned: _____

Representing:

Legal Entity Status _____

Full Legal Name _____

Official address in full _____

VAT registration Number _____

declares that the legal entity that he/she represents

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

In addition, the undersigned declares on his/her honour that:

- f) he/she has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- g) he/she will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- h) he/she has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- i) he/she has not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an

illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;

- j) the information provided within the context of this call for expression of interest is accurate, sincere and complete;
- k) in case of award of contract, he/she will provide upon request the evidence that he/she is not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Full name

Date

Signature

PROJECT FACT SHEET FOR NATURAL PERSONS

Part I. List of countries

List countries where candidates have experience in carrying out works.

	Country
1.	

Candidates should present evidence of their country specific experience and competences. For each country listed, please provide a link to one of the reference projects as requested in Part II.

Part II. Fact Sheet

Candidates should provide a list of related projects that they carried out over the past three years. For each reference project a factsheet of max two A4 pages is to be provided. Please identify the projects (with numbers or letters) and link them with country experience in Part I.

Assignment name:	Approx. value of the contract (in Euro):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total number of months of the assignment:
Address:	Approx. value of the services provided by you under the contract (in Euro):
Start date (month/year): Completion date (month/year):	Nº of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	
Narrative description of Project:	
Description of actual services provided by you within the assignment:	

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Assignment name:	Approx. value of the contract (in Euro):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

TURNOVER DEVELOPMENT AND HUMAN RESOURCES (ONLY FOR LEGAL ENTITIES):

Turnover development and human resources assessment shall guarantee a selection of candidates with sound and sufficient resources allowing them to run their activities over the period of implementation of the contract.

- I. Number of employees in total and number of employees with know-how and specialised experience related to the field applied for; and
- II. Declaration concerning the sales turnover related to the field associated with the invitation to tender during the past 3 financial years (or for the time span from the business formation onwards for companies that are younger than 3 years).

Please fill in the tables below

- I. Number of employees

Attestation by the bidder of the annual average of employees in general and employees with special know-how and experience regarding the performance considered for the past 3 years.

Employees, independent contractors and people who are employed on a service contract basis, with total contract duration of at least 6 months are considered as staff.

<i>Annual average</i>	Employees in total	Thereof employees with know-how and specialised experience
n-2		
n-1		
n (past year)		

II. Turnover development

Attestation by the bidder (or all members of the bidder consortium together) of the total turnover for the past three business years (or for the time span from the business formation onwards for companies that are younger than 3 years), excluding VAT.

Total turnover	n-2	n-1	n (past year) ⁷
in EUR total			

⁷ If annual accounts are not yet available for the current year or past year, please provide your latest estimates.