

# EU4GREEN

## REQUEST FOR PROPOSAL

# TENDER SPECIFICATIONS FOR EU4GREEN SERVICES OF EU ETS MRVA EXPERT

**EU4Green Recovery:**

**Support the implementation of the Green Agenda for the Western Balkans**

IPA/2021/429-949

**November 2024**



With funding from  
 Austrian  
Development  
Cooperation

**umweltbundesamt**<sup>U</sup>  
ENVIRONMENT AGENCY AUSTRIA

**TABLE OF CONTENT**

- 1. GENERAL INFORMATION ..... 3**
  - 1.1. Funding..... 3
  - 1.2. Procedure ..... 3
  - 1.3. Nature of the contract..... 3
  - 1.4. Time period of implementation ..... 3
  - 1.5. Contracting authority ..... 3
  - 1.6. Maximum contract amount ..... 4
  - 1.7. Place of performance ..... 4
  - 1.8. Working environment ..... 4
  
- 2. TERMS OF REFERENCE ..... 4**
  - 2.1. Background information ..... 4
  - 2.2. Requested services..... 5
  - 2.3. Performance of the contract..... 7
  
- 3. EVALUATION AND AWARD CRITERIA ..... 7**
  - 3.1. Eligibility and exclusion criteria ..... 7
  - 3.2. Selection criteria ..... 7
  - 3.3. Award criteria..... 8
  
- 4. TENDER SUBMISSION AND TIMELINE..... 9**
  
- ANNEXES ..... 11**

These tender specifications are structured into the following four sections:

- i) General information
- ii) Terms of Reference
- iii) Evaluation and award criteria
- iv) Submission of tender and timeline

These tender specifications will form an Annex to the service contract resulting from this tendering procedure and will be binding on the contractor during the period of performance of the contract.

# 1. GENERAL INFORMATION

## 1.1. Funding

Funded by the European Union (IPA/2021/429-949) and co-financing by the Austrian Development Agency.

## 1.2. Procedure

This call for tenders is governed by the provisions of the Austrian Bundesvergabegesetz BVergG 2018.

## 1.3. Nature of the contract

Service contract

## 1.4. Time period of implementation

Date of contract signature (estimated as 01.01.2025) until 31.12.2025

## 1.5. Contracting authority

Umweltbundesamt GmbH  
Spittelauer Lände 5  
1090 Wien  
Austria

Any questions concerning this tender shall be addressed to the responsible Umweltbundesamt officer for this tender:

Vlasta Nejasmic  
E-Mail: EU4Green@umweltbundesamt.at  
Umweltbundesamt GmbH  
Spittelauer Lände 5  
1090 Wien  
Austria

## **1.6. Maximum contract amount**

99.000 Euro (max. travel expenses up to € 25.000 included)

## **1.7. Place of performance**

The main place of performance: no specific place of performance. Travel within the Western Balkans and EU Member states is necessary. Administratively the expert will be supported from the EU4Green project staff.

## **1.8. Working environment**

The place of performance is not specified. Neither office facilities nor operating resources shall be provided by the Contracting Authority. Technical equipment (e.g. laptop and mobile phone, software) necessary for the implementation of the services must be provided by the Contractor.

# **2. TERMS OF REFERENCE**

## **2.1. Background information**

In the Sofia Declaration, signed in November 2020, leaders from the Western Balkans have set the basis for green growth in the region, leaping from a traditional economic model to modern, resource-efficient and competitive economies, in line with the European Green Agenda. EU4 Green is an important element of the continuous support by the European Union to empower and assist the Western Balkans' transition to modern, resource-efficient and competitive economies where growth is decoupled from emissions of greenhouse gases, resource use and waste generation and where climate resilience is pursued.

It is the general objective of the project to support the Western Balkans in the implementation of the Green Agenda, thus in the development and transformation towards sustainability and reaching climate neutrality by 2050. EU4Green creates a new impetus to the EU enlargement process. Implementing the Green Agenda can work in the interest of both, the objective of a climate neutral continent and the EU accession of the Western

Balkan economies. To find a response to the related environmental, economic and social challenges, EU4Green will enhance coherent policy development at all levels of governance. The mobilization of financial resources for implementing the Green Agenda in the Western Balkans will be facilitated and the action will contribute to aligning public and private finance with sustainability and climate objectives.

Accordingly, EU4Green is a very broad initiative, building on the Sofia Declaration and the Action Plan for the implementation of the Sofia Declaration on the Green Agenda for the Western Balkans 2021 – 2030. EU4Green will implement actions in the thematic areas Decarbonisation, Circular Economy, Depollution Water, Depollution Air, Depollution Soil, Protection of Nature and Biodiversity, Sustainable Agriculture as well as cross cutting actions in Communication, Education, Stakeholder participation and Green Finance.

The main expected results include:

1. Beneficiaries are empowered in the implementation of the Green Agenda action plans, and its five main areas of implementation through a fit for purpose setup
2. Monitoring and reporting processes for the Green Agenda Western Balkans are operational
3. Citizens are aware of the EU's efforts and contribution in the improvement of living conditions and sustainable green recovery in the 6 economies
4. Beneficiaries will be able to articulate needs relating to the implementation of the Green Agenda in the programming of the Instrument for Pre-Accession (IPA) III as well as the relevant investment flagships defined in the Economic and Investment Plan

## 2.2. Requested services

The subject of this call for tenders is the provision of services to the contracting authority. The contracting authority requests the services of:

- **EU4Green Services of EU ETS MRVA Expert**

Ancillary services, which are not explicitly stipulated in this document but obviously are necessary in order to perform and fulfil the services, shall be covered by the remuneration. The same shall apply to minor supplements, clarifications or attendance at meetings regarding the subject matter by the service provider.

Travel expenses, necessary to perform the tasks described, will be reimbursed up to €25.000.- on real cost basis and upon submission of proofing documents, according to project requirements and rules.

## 2.2.1. Project Services

### EU ETS MRVA Expert

The provision of services is limited to a maximum of 560 hours (70 days) throughout the entire performance period (upon contract signature, estimated 1.1.2025 – 31.12.2025). The Contracting Authority is not obliged to exhaust the maximum volume of hours throughout the entire performance period.

### Key tasks and responsibilities

- Expert input on designing, implementing, monitoring and evaluating energy and environmental policies, specifically related to the EU ETS and MRVA
- Guidance on carbon market mechanisms, emissions trading and compliance with the EU ETS
- Set up, support and assessment of MRVA systems for greenhouse gas emissions under the EU ETS
- Conducting training workshops, creating, capacity-building modules and providing direct training for EU Member States
- Coordination among the international teams, when necessary
- Engaging with key stakeholders to align project goals with regulatory requirements and market needs
- Offering expert advice on the adaptation and implementation of legislative instruments related to MRVA and carbon pricing

### Requirements

- Minimum of 10 years professional working experience in the EU Emissions Trading System, including previous projects focused on MRVA, policy support, legislative frameworks or related field.
- Profound working experience with leading large, complex projects, especially with multinational teams and EU or international organizations.
- In-depth knowledge of carbon and energy markets, EU environmental and Climate policy and emissions trading schemes.
- Working experience with public authorities in the Western Balkans and knowledge about the status and the needs in the EU4Green beneficiaries
- Experience in EU or international donor funded projects (preferably related to climate topics) is an asset.
- Familiarity with modeling tools used for policy analysis, emissions reporting and economic assessment in energy and environmental contexts.
- Excellent organizational, communication and networking skills
- Knowledge about the status of the climate policies in the Western Balkans and in the accession process

- Hands-on mentality and solution orientated approach
- Excellent command of English
- Experience with conflict management
- Solid computer skills

## **2.3. Performance of the contract**

Once the service contract has been awarded, the contractor must be able to perform the services within two weeks.

# **3. EVALUATION AND AWARD CRITERIA**

## **3.1. Eligibility and exclusion criteria**

The Contracting Authority will award the contract after the standard evaluation and selection procedures based on the best price-performance ratio through direct award procedure according to the relevant legal procedure.

Tenderers have to be compliant with these tender specifications and the following specific criteria.

Tenderers are required to adhere to the EU Russia sanctions. Tenderers found to be in breach of these regulations may be rejected. As evidence of compliance each tenderer shall submit with their tender Declaration of Honour on the tenderer's honour concerning the restrictive measures established by Council Regulation 833/2014 amended by Regulation (EU) 2022/576 (the "Regulations") concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine (Bidform Annex 1.).

The tenderer has to declare that he is not in any of the exclusion situations listed in Article 136(1) of the EU Financial Regulation (Bidform Annex 1.).

As evidence of non-exclusion, each tenderer shall submit with their tender a Self-Declaration available in the Bidform (Annex 1.).

Tenderers found to be in an exclusion situation and/or in breach of these regulations may be rejected.

## **3.2. Selection criteria**

The objective of the selection criteria is to assess whether the tenderer has necessary capacities to perform the contract. The selection criteria for this call for tenders, including the minimum levels of capacities, are specified in the following sub-sections. Tenders submitted by tenderers which do not meet the minimum level of capacities may be rejected.

### **3.2.1. Legal Capacity**

Each tenderer has to be authorised to perform the contract and, as the case may be, to confirm the possession of appropriate licenses and certificates as required under the relevant laws and regulations. Upon request, he has to submit appropriate approving documents.

### **3.2.2. Economic Capacity**

Tenderers have to be in a stable financial situation and the economic capacity to perform the contract. Upon request of the Contracting Authority, he has to submit appropriate approving documents.

### **3.2.3. Technical and professional capacity**

#### **Human resources capacities**

Capacity to carry out services in the required standards to handle the proposed contract (including time records)

#### **Relevant experience**

Professional working experience as expert/lead in the environmental field, e.g. in EU ETS MRVA or related field will be taken into consideration to determine the best price-performance ratio of tenderers (The tenderer is requested to provide references).

## **3.3. Award criteria**

The contract will be awarded according to the applicable legal tender procedure, based on the best price-quality ratio principle. The Contracting Authority will, in its sole discretion, determine the best bid.

The Contracting Authority may also conduct negotiation rounds at its own discretion if, from its point of view, a better offer (in particular, but not limited to the price offered or with respect to any other criteria the Contracting Authority deems appropriate) can be achieved. For this purpose, the Contracting Authority may, in its sole discretion, conduct either one or more rounds of negotiations with any bidder.

#### **Technical Quality**

Based on the applicable legal procedure: none specific

#### **Financial Offer**

Tenderers are requested to submit a financial offer giving an all-inclusive price excluding VAT in EURO for the requested task and an hourly rate. Travel expenses up to €25 000. - Euro will be reimbursed separately upon submission of receipts.



The Contracting Authority is not obliged to exhaust the maximum volume auf hours throughout the entire performance period.

The tenderer has to indicate if the service is subject of any VAT or indicate whether Reverse Charge applies. If the tenderer is VAT-exempt, it has to be declared and an official confirmation of VAT-exemption must be submitted with the bid.

It is understood that the contracting authority has no obligation to award any contract of this tender and reserves the right to withdraw from or cancel this tender.

## **4. TENDER SUBMISSION AND TIMELINE**

### **Submission of the tender**

Tenders are to be submitted via email to the responsible Umweltbundesamt tender officer. The maximum allowable size of the email is 9.9 MB.

The tender and all documents must be submitted in English. The bidder must name an English-speaking contact person in his bid.

It is advised to start completing your tender early and to submit your tender several hours before the deadline. A tender received after the deadline for submission of the tender will be rejected. In case of technical problems, please contact the nominated Umweltbundesamt officer.

### **Deadline for submission of the tender**

The deadline for submitting of the tender is Tuesday 10.12.2024 at 16:00

## Form of submission of the tender

Digital, by e-mail.

## No reimbursement of costs / no remuneration

The Contracting Authority shall not reimburse any costs for participating in this selection procedure; such as but not limited to the preparation of bids, translation, clarifications, negotiations

## Content of the tender

- i) Bidform (Annex 1.)
- ii) CV in EuroPass format and a letter of motivation
- iii) References

## Signature of the tender

Signatures must be either hand-written or a qualified electronic signature as defined in Regulation (EU) No 910/2014 on electronic identification and trust services for electronic transactions.

## Indicative time schedule

Launch date for call for tenders:	26.11.2024
Last day for submitting clarification requests:	04.12.2024
Deadline for submitting the tender:	10.12.2024 at 16:00
Award decision and notification:	week 50 2024 (expected)
Contract signature:	week 01 2025 (expected)
Commencement of Services:	01.01.2025 (expected)

# ANNEXES<sup>1</sup>

- Annex 1**    **BIDFORM**
- Annex 2.1**    **EU EMBLEM RULES EN**
- Annex 2.2**    **EU4GREEN BASIC STYLEGUIDE**
- Annex 3.1**    **SERVICE AGREEMENT SPECIAL CONDITIONS**
- Annex 3.2**    **SERVICE AGREEMENT GENERAL CONDITIONS**
- Annex 3.3**    **INFORMATION SHEET PARTNER RECIPIENTS**
- Annex 4**    **CONTRIBUTION AGREEMENT NOVEMBER 2021 - ANNEX II -  
GENERAL CONDITIONS OF THE MAINCONTRACT**
- Annex 5**    **EU COMMUNICATION and VISIBILITY GUIDELINES**
- Annex 6.1**    **DATA PROCESSING AGREEMENT ACCORDING TO Art 28 GDPR  
incl. TOM (Non-EU Countries)**
- Annex 6.2**    **DATA PROCESSING AGREEMENT ACCORDING TO ART 28 GDPR  
(EU-Member States)**

---

<sup>1</sup> The Annexes can be downloaded here: <https://www.umweltbundesamt.at/en/eu4green>