

**EU External Aid Framework Contract – Sub-sectors**  
**Lot 1: Drawing up the terms of reference and / or assessing tenders**

**The aim of this lot is to provide specialised services for the following:**

1. support in drawing up terms of reference for invitations to tender for services and drawing up technical specifications for invitations to tender for supplies and works, and/or
2. assistance with the assessment of technical aspects of tenders, following invitations to tender for provision of external aid.

The expertise may be required in any of the thematic areas covered by the European Commission's cooperation and development programmes for non-Member countries. The following sectors may be covered:

- a) Infrastructure (including transport, water and sanitation infrastructures)
- b) Energy and Nuclear Safety
- c) Telecommunications and Information Technologies
- d) Rural development / Food security
- e) Environment and management of natural resources
- f) Economic reform, including support for the private sector
- g) Finance and Microfinance
- h) Macroeconomics and Structural Adjustment
- i) Social and Human Development
- j) Education and Training
- k) Culture and Information
- l) Health
- m) Administration / Management
- n) Public Administration Reforms, Institutional Building and reform of the judicial system
- o) Humanitarian and relief operations
- p) Democracy, Human Rights and Civil Society
- q) Security, migration and conflict resolution
- r) Justice and Home Affairs
- s) Trade Related Assistance (TRA)

However this list should not be considered as exhaustive and users may call on any additional expertise falling broadly within the scope of the lot.

The mission may include the following tasks to be confirmed by the Specific Terms of Reference for each individual assignment:

1. review all relevant documentation which will be provided by the Contracting authority and/or the beneficiary authority as it will be indicated in the detailed ToRs for each assignment;
2. undertake a field mission to the beneficiary country to discuss the details of the project with the beneficiary authorities;
3. liaise as required with the various parties involved, in particular counterparts, European Commission Headquarters and/or Delegations, other donors and other relevant ongoing projects management;
4. prepare draft Technical annexes and/or Terms of Reference according to the format used by the EuropeAid Co-operation Office which can be found on the following web site:  
[http://europa.eu.int/comm/europeaid/tender/gestion/pg/b09\\_en.htm](http://europa.eu.int/comm/europeaid/tender/gestion/pg/b09_en.htm), including logical framework matrices. The specific Terms of Reference may adapt the format to the specific project or/and to address specific/additional issues;
5. finalise the requested outputs in co-operation with the Project Manager, and relevant services of the European Commission;

**and/or**

6. Participate in the evaluation criteria definition (this actions will normally take place when the Terms of Reference are drafted and before the tender dossier is sent out).
7. Attend the meetings of the tender evaluation committee. During these meetings the expert will give his assessment of each of the technical offers according to the criteria agreed. The expert will discuss his/her opinions with the other members of the evaluation committee.
8. Evaluation of the tenders in accordance with an evaluation grid.