



European Grouping of Territorial Cooperation
Cities of Ceramics - EGTC limited

TECHNICAL SPECIFICATIONS

for the Service Contract including the preparation, management and justification of the project to be submitted within the framework of the Erasmus + (K2) European programme

1. Subject matter

1.1) Definition of contract subject matter

The subject matter of these Specifications is the procurement of the services of preparation, management and justification of the project to be submitted within the framework of the Erasmus + (K2) European programme. Such procurement is promoted by the *Agrupación Europea de Cooperación Territorial (AECT limitada) Ciudades de la Cerámica* (European Grouping of Territorial Cooperation Cities of Ceramics), hereinafter referred to as AEUCC, with TIN Q3000822A.

The thematic area of the project is the analysis and comparison of educational programmes implemented in institutions specialised in training for ceramic professionals and the definition of a programme and the innovative and synergic measures to be taken in this area. The subject matter of the contract is comprised of two different phases:

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- Phase "A": involves the drafting of the project relating to the Erasmus+ (K2) European programme which shall be submitted to the European Union in order to be eligible for project funding.
- Phase "B": involves the management and justification of the funded project. The latter phase shall be carried out by the contractor and shall be remunerated according to point 2.4 of these Specifications only in the event that the European Union award an Erasmus+ (K2) grant to the AEUCC.

2. Contract details

Technical features of the activities to be carried out:

- a) Analysis of the main features of the call for proposals (way of submitting the project, necessary supporting documents, time frame, available funding, maximum contract duration, etc.).
- b) Analysis of all the official documents of the programme in order to prepare a project proposal that complies with the technical requirements and the expectations of the programme (manuals, guidelines, technical reports, operational programme, etc.);
- c) Preparation of the project in English, in liaison with the AEUCC contacts and other potential partners in order to set up the partnership and define working packages.
- d) Definition of the partnership agreement with the AEUCC.

- e) Completion and justification of the project in accordance with the AEUCC and the provisions of the call for tenders, the documents of the official programmes (technical content and financial plan) and the collection of all the information required of the partners.
- f) Final check of every part of the project before submitting it to the competent authorities.
- g) Monitoring of the application period for the project approval.
- h) Management of all the phases of the negotiation leading to the project approval, including the submission of all the documents and the drafting of the clarifications that may be demanded by the relevant bodies for the programme.
- i) Participation in the working groups and in other preparatory meetings at the chosen venue.

Technical assistance in managing and justifying the project

The services described hereafter shall be activated after the approval of the project submitted by the AEUCC.

Trusting that the awarded contractor shall act by agreement and in conformity with the Secretary General and Project Director of the AEUCC, the service consists of carrying out the following activities:

- a) Preparation of periodic work plans for the execution of the whole project;
- b) Coordination of partners in relation to:
 - The accurate and adequate execution of the lots of activities related to the project (*Working Packages*).
 - The drafting of the "Partner Report".
 - The financial management of the project (budget, reformulation, etc.).
- c) Ongoing supervision of the activities, with reference to both the AEUCC management and the project partners, for the correct management of the project with a view to attaining its objectives and taking the remedial actions necessary to ensure the global coherence of the project according to the specified objectives.
- d) Working closely with the organization to arrange the international project meeting.
- e) Cooperation in achieving the "outputs" set in the different WPs and with the AEUCC management.
- f) Preparation of the Report, drafting of the periodic textual report and of the periodic financial report in English, which shall be submitted according to the programme deadlines and rules, after obtaining and verifying the report and its annexes presented by the project partners.
- g) Check the certificates of expenditure.
- h) Detail the expenditure in the on-line management system of the programme. This activity must be carried out according to the specific rules set by the Technical Secretariat of the programme (operational programme, installation manual and other documents).
- i) Periodic creation of "payment claims".
- j) Assistance in the process of transferring the respective percentage of financing to the partners.
- k) Verifying the settlement of expenditure in relation to the project timetable.
- l) Support to the management of the project budget in close collaboration with the representatives of the AEUCC and preparation of the documents necessary to send requests for potential changes to the budget.
- m) Support the negotiation activities both within the partnership and with the programme management bodies, where appropriate.

- n) Help handle communications with the Technical Secretariat and with the programme Management Body, as well as with the partners for all the matters relating to the financial side and the implementation of activities.
- o) Involvement in the project meetings by the contracted company through the person in charge of local and international management and, upon request of the AeuCC, of the person responsible for financial management. The tender should include all mission expenses incurred on occasion of international and/or local meetings provided for in the project and any other expenditure relating to the implementation of the required service.
- p) Participate in internal meetings and working groups aimed at assessing the "outputs", at programming and verifying the activities, as well as at identifying the appropriate solutions for any problems that may arise.
- q) Draft the minutes of the meetings held during the implementation of the project.
- r) Creation of a documentary and computer archive.
- s) Implementation of any other action or document required by the programme;
- t) Any other supplementary action within the framework of this tender deemed convenient and necessary to fulfil the desired objectives.

Working language

The working language for the preparation of documents and international meetings is English. It follows that the professionals appointed by the company need to have a very good knowledge of English.

Characteristics and conditions of performance service

In the performance of the duties assigned to the contractor, this should always comply with the provisions and rules of the programme, as described by the Management Body and the Technical Secretariat and the AEUCC, monitoring the changes that may occur in the programme.

In order to ensure the utmost clarity in the division of tasks and internal responsibilities, the contractor should identify and indicate:

- a) A contact person to perform properly all the activities mentioned in this document.
- b) A person to carry out day-to-day tasks to manage the project activities.
- c) A contact person to justify the project and deal with its accountability.

If the members of the working group change, the contractor should ensure that the level required in this tender is maintained and send the CVs of the new members to the AEUCC for validation.

It is necessary to guarantee maximum operational integration between the contact person responsible for the local and international technical management and the contact person in charge of the financial management, as this is a vital pre-condition for the correct production of the project financial documents.

The service may be carried out at:

- The location of the contractor.
- The headquarters of the AEUCC or of its members.
- The headquarters of the project partners.
- The location of the meetings between the partners and of the project events.

- The headquarters of the Management Body and of the Technical Secretariat and/or the location they choose for the technical meetings.

Technical assistance to the partners as regards project activities and the submission of project reports shall be provided by electronic means, mail or telephone. If needs be, technical assistants may be asked to accomplish specific tasks at the partners' headquarters.

In the performance of the duties mentioned, the contractor should keep all the documents relating to the activities carried out whilst executing the contract. At any time he may be asked to provide complete information on the activities carried out on behalf of the AEuCC.

3. Offer submission

The tenders must be accompanied by a technical report and a proposal for the provision of the service of no more than five pages.

The bidder shall be able to submit other documents that he considers necessary for an understanding of his offer and subject to scoring as value judgement criterion.

4. Contract duration

The contract shall have a maximum duration of three years following the conclusion of the contract. In any case the first-phase (A) deadline to draft the project to be submitted to the EU shall be the 30th of March 2016.

If the submitted project is not awarded the EU funding, the contracted company undertakes to prepare an improved proposal for the next call of the Erasmus+ programme or similar programme, under the same conditions offered in this tender. A new invitation to tender shall not be necessary.

5. Amount

The maximum tender budget for the procurement shall be fixed at thirty-seven thousand five hundred euros, 37,500 euros (excluding VAT), which corresponds to 1,500 euros for the phase A plus the 8% of the maximum total cost of the project, valued at 450,000 euros if the maximum funding available is awarded by the EU, which corresponds to the work of the phase B; such amount may decrease depending on the reduction in price of the successful bid.

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The documentation sent for the submission of tenders should comply with the requirements stated in the Administrative Specifications.

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The bidder shall be able to submit other documents that he considers necessary for an understanding of his offer and subject to scoring as value judgement criterion.

4. Contract duration

The contract shall have a maximum duration of three years following the conclusion of the contract. In any case the first-phase (A) deadline to draft the project to be submitted to the EU shall be the 30th of March 2016.

5. Amount

The maximum tender budget for the procurement shall be fixed at thirty-seven thousand five hundred euros, 37,500 euros (excluding VAT), which corresponds to 1,500 euros for the phase A plus the 8% of the maximum total cost of the project, valued at 450,000 euros if the maximum funding available is awarded by the EU, which corresponds to the work of the phase B; such amount may decrease depending on the reduction in price of the successful bid.

6. Staff

The staff involved in the project should have the training and experience necessary to properly carry out the work. In particular, they should be familiar with the funding mechanisms of the European Union, the procedures of offer submission, accountability and the correct justification of European projects.

It will be essential for all the staff involved in the project to master the English language. In any case the bidder should submit the CVs of the entire workforce involved in the project.

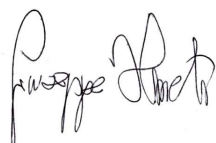
The contractor shall be bound to the fulfilment of the existing provisions as regards labour, social security, health and safety in the workplace, prevention of occupational risks, social integration of people with disabilities, gender equality, tax, personal data protection and the environment.

Rights and obligations of the awarded contractor

The contract shall be executed in compliance with the provisions contained in the Administrative and Technical Specifications, and according to the instructions that the contracting authority shall give to the contractor for their interpretation.

The contractor shall be responsible for the technical quality of the service covered by this contract, as well as for the impact that omissions, mistakes, inadequate methods or incorrect conclusions shall have on the performance of the duties for the AEUCC or third parties.

The AEUCC Project Director



Faenza, 9th of February 2016

Giuseppe Olmeti