

ASSIGNMENT TERMS OF REFERENCE:

Expertise to support the activities of the European PPP Expertise Centre

TA2018222 R0 EPE

Abbreviations

AS	Advisory Services of the EIB
EIB or the Bank	European Investment Bank
EPEC	European PPP Expertise Centre
EU	European Union
PPP	Public Private Partnership
AToR	Assignment Terms of Reference

1. BACKGROUND INFORMATION

1.1. The European Investment Bank

The European Investment Bank (EIB) is the financing institution of the European Union (EU). Created by the Treaty of Rome, its shareholders are the Member States of the EU, and its Board of Governors is composed of the Finance Ministers of these States. The EIB enjoys its own legal personality and financial autonomy within the European Community system.

The mission of the EIB is to contribute, through its financing of sound investment, to the policy objectives of the EU, as laid down in its statutes and in decisions of the European Council. The EIB contributes towards the integration, balanced development and economic and social cohesion of the Members of the EU. To this end, it raises substantial volumes of funds on the financial markets and provides these on the most favourable terms to finance capital projects in accordance with the objectives of the EU. Outside the EU, the EIB implements the financial components of agreements concluded under European development aid and cooperation policies.

More information about the EIB may be found on the website www.eib.org.

1.2. The European PPP Expertise Centre

The European PPP Expertise Centre (EPEC) is an initiative of the EIB, the European Commission, Member States of the EU, Candidate States and certain other states. EPEC is a membership based expertise network designed to strengthen the capacity of its public sector membership to engage in Public Private Partnerships (PPPs) and is an integral part of EIB's Advisory services (AS).

Further information on European PPPs, EPEC, its Members and its work programme are available at www.eib.org/epec, but briefly:

The EPEC network brings together the collective expertise and experience of its **Member organisations** (PPP units or relevant ministries across the EU and beyond) to:

- address practical issues in implementing PPPs;
- share PPP market intelligence; and □ develop PPP guidance and tools.

EPEC supports **policy makers** in the development of their:

- PPP legal and regulatory frameworks;
- PPP institutional arrangements; and
- PPP policy development, including processes for preparing, approving and oversight of PPPs.

EPEC helps **public authorities** in the preparation and procurement of PPPs through:

- high-level strategic advice ('advising not doing', working 'with not for') on matters like value for money, affordability, statistical treatment, bankability, contract principles, public sector capabilities, etc.;
- early stage involvement; and
- support tailored to individual projects.

2. OBJECTIVE AND PURPOSE

EPEC is seeking to commission a Service Provider to support the provision of its services to its range of clients and stakeholders (e.g. public sector decision-makers, PPP procuring authorities). Such expertise will be brought by the single expert proposed by the successful Service Provider (the Analyst).

As outlined above, EPEC's activities principally comprise managing the EPEC membership network of PPP units and relevant ministries (including EPEC's helpdesk) and the provision of bilateral PPP policy support and PPP project support to public sector clients. In particular, the expert dedicated to the Assignment (the Analyst) will be required to provide support to the EPEC staff in charge of the aforementioned work (e.g. PPP market intelligence, research and analysis in support of specific EPEC assignments entered into with clients), which are set out in more detail in the section 3 Scope of Services.

3. SCOPE OF SERVICES

The Analyst will be responsible for:

- Taking a proactive role in gathering data, information and relevant material to: i) support the EPEC advisers conducting PPP policy support and PPP project support assignments for EPEC clients; ii) support the preparation and delivery of EPEC's PPP thematic studies and resulting publications which act to provide general PPP policy and institutional support to public sector bodies across Europe; and iii) respond to EPEC helpdesk requests from PPP stakeholders, such as procuring authorities looking to develop PPP programmes and engage in PPP transactions (approx. 30% of time). For more technical responses, and in collaboration with the EPEC Assignment manager, the Analyst is expected to coordinate effectively with EPEC colleagues and, potentially, other parts of the EIB.
- Updating EPEC's PPP databases and website with relevant market information on a regular basis which support the fulfilment of EPEC's mission via-à-vis its public and private sector stakeholders. The Analyst will also be expected to propose and implement improvements to EPEC's working methods in order to maximise the effectiveness of the PPP market information databases' role (approx. 30% of time).
- Managing the process for the preparation and delivery of EPEC publications/reports and presentation materials (examples of which can be found in the Publications and Tools section of the EPEC website), ensuring that publications/presentation materials are delivered to EPEC clients on time and to required quality standards and formats. These materials provide PPP policy support to its public sector Membership network (approx. 20% of time).
- Working with other members of the EPEC team on the preparation and delivery of EPEC events which provide PPP policy support to its public sector Membership network (approx. 10% of time).
- Various monitoring and reporting tasks linked to the above responsibilities, e.g. analysing and reporting on helpdesk activity on a bi-annual basis; undertaking *ad hoc* analyses and reports on request, reporting to AS and EIAH (approx. 10% of time).

4. LOCATION, LOGISTICS, START DATE AND PERIOD OF IMPLEMENTATION

4.1. Location

The Analyst will perform the tasks from EIB's premises in Luxembourg (3, rue Jean Monnet, Luxembourg, L-2180) or other EIB Luxembourgish premises as may be required from time to time.

4.2. Logistics

The EIB, upon request, will provide all information relevant to the performance of the Assignment that is not covered by any confidentiality agreements and will fully cooperate with the Service Provider in order to achieve the best results.

Full office accommodation, facilities and equipment will be provided at the EIB premises in Luxembourg (e.g. networked computer, telephone).

4.3. Start date & period of implementation

The Contract will enter into force on the date of its signature by both parties (expected March 2019). The implementation of the services (the assignment period) will start within 7 working days after the date of entry into force, as soon as the kick-off meeting takes place.

The assignment period will be 13 months from the date of the kick-off meeting to ensure that all Deliverables (see section 7 below) are submitted and approved by the last day of the assignment period, provided that the Agreement concluded with the successful Provider be renewed as per provisions of articles 3.2 and 3.5 of the Agreement.

The EIB may, at its own discretion and subject to the availability of funding, extend the scope and/or duration of the Assignment to cover complementary and/or additional services.

5. PROJECT MANAGEMENT

5.1. The EIB

The EIB is the Contracting Authority.

Within the EIB, the EPEC Division of Advisory Services (EIB/AS/EPEC) will be responsible for the management and technical follow up of the contract, as well as for contractual and administrative matters.

5.2. The Service Provider

The Service Provider will be expected to communicate with the EIB/AS/EPEC at any time during the course of the Assignment should matters arise that need to be brought to its immediate attention. The Service Provider will report to the EPEC Assignment Manager in line with the deadlines for the Assignment (e.g. timesheets for the analyst), as set out below.

The Service Provider is required to nominate a supervisor from the Framework Agreement Management Team who will be EPEC's main contact person during the assignment period. In its technical proposal, the Service Provider will specify whether this supervisor will be the Framework Manager or the Technical Director of the Framework Agreement Management Team.

A kick off meeting between the Framework Manager or the Technical Director (as might be the case) and the EPEC Assignment Manager will take place within the EIB's office in Luxembourg within 7 working days of the entry into force of the Contract. The

Service Provider supervisor and the proposed Analyst will be requested to attend such kick off meeting¹. When organising the kick off meeting, the EIB will decide whether the supervisor shall attend the kick off meeting physically or if he/she can participate via video-conference or phone conference.

Before undertaking the business trip to attend the kick off meeting physically, the Service Provider shall submit a request for travel authorisation to the EIB Assignment Manager. Such request shall include a detailed budget estimate for the business trip. The expenses will only be considered eligible for reimbursement if approved in advance by the EIB Assignment Manager.

6. REQUIREMENTS & STAFF

These Assignment Terms of Reference contain the required profile for the Analyst (see below). The tenderer is required submit a CV and Statement of Exclusivity and Availability for the proposed Analyst. The profile proposed by the Service Provider must be independent and free from conflicts of interest in the responsibilities he/she takes on.

It is estimated that the Analyst will have to be mobilised approximately 220 working days over the first 12 months of the Assignment. Submission and approval of the last Quarterly Report and of the Completion Report will take place during the 13th month of the Assignment. The exact days of mobilisation of the Analyst, will be agreed during the course of the Assignment between the Service Provider, the Analyst and the EPEC.

Required Profile

Key expert: Analyst to support for EPEC's services delivery (category III)

Only the proposals meeting all the minimum requirements in terms of qualifications and general experience (see below) will be considered for further evaluation against the award criteria.

Qualifications:

At least Master's Degree or academic equivalent in a field relevant to PPPs (economics, finance, engineering, policy)

¹ Pursuant to article 3.1. (Framework Agreement Management) of Annex A (Terms of Reference) of the Agreement, the participation of a Framework Agreement Management Team member in the kick off meeting will not be remunerated (his/her remuneration being part of the experts' fees) but the travel and accommodation expenses he/she will have to undergo to attend such kick off meeting will be considered eligible for reimbursement and shall be budgeted and offered separately in the Proposal.

General professional experience:

- **At least 5 years** professional experience in a file relevant to PPPs.

Specific professional experience:

- Experience of creating, improving and leading an analysis function, in the context of infrastructure investment; and
- Proficiency in MS Office Tools (Word, Excel, Power-point, VBA),
- Professional experience including exposure to the financial, economic, technical and legal aspects of PPPs and/or project finance and/or complex infrastructure;
- Excellent, clear and concise written communication skills, specifically reporting in English (Level C1 (CEFR)) another European language would be an advantage and
- Competence in the development and management of databases would be an advantage.

The Analyst should also have the following highly developed skills and competencies²:

- Strong quantitative analysis and problem-solving skills;
- Effective organisational and project management skills, particularly an ability to prioritise and deliver high quality outputs to different team members within deadlines;
- Ability to adapt and develop into new areas and acquire new skills;
- Good interpersonal skills and strong team spirit, with a cooperative approach, sharing knowledge and information, establishing and maintaining effective working relationships both externally and internally;
- Strong oral/presentational skills in English (minimum Level C1 (CEFR));
- Initiative and a sense of responsibility, commitment and ownership aligned with the interests and objectives of EPEC and the EIB.

7. REPORTING

The reporting arrangements are described below:

Deliverables	Number	Deadline
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² These skills and competencies will be assessed during the interview mentioned in section 10.2. Below.

Minutes of the Assignment kick off meeting between the Service Provider Supervisor, the proposed Analyst and EPEC in EIB's offices in Luxembourg	1 electronic copy (in English)	Within 5 working days of the kick off meeting, the Service Provider will submit a draft of the minutes to EPEC for comments/acceptance
Quarterly Reports setting out the performance of the Assignment based on the requirements set out below	1 electronic copy (in English)	Within 5 working days following each quarter, the Service Provider will submit a draft of the quarterly report to EPEC for comments/acceptance
Completion Report	1 electronic copy (in English)	Within 5 working days of the approval of the last quarterly report, the Service Provider will submit a draft of the Completion Report to EPEC for comments/acceptance.

7.1. Quarterly and Completion Reports

7.1.1 Quarterly Report

A quarterly report (the Quarterly Report) prepared by the Service Provider will be provided in electronic format (by e-mail) for the attention of the EPEC Assignment Manager, provided in Microsoft Word compatible format.

The Quarterly Report will set out the tasks completed by the Analyst and approximate time taken, in total and for each category of the scope of this Assignment.

The Quarterly Report will provide information on the state of progress of tasks undertaken by the Analyst over each quarter for ease of monitoring activities and outputs, and should clearly distinguish between activities/outputs achieved and considered finished, and activities still in progress. The Quarterly Report will also include technical attachments as applicable, notes of minutes of meetings and of any other document/information the Service Provider will judge relevant.

The Quarterly Report will also provide all financial information related to the performance of services, including signed and completed timesheets for the Analyst.

Monthly timesheets must be submitted to EPEC as annexes to the Quarterly Report. Monthly timesheets will be co-signed by the Analyst, by the Service Provider's supervisor and by the EPEC Assignment Manager.

7.1.2 Completion Report

The Completion Report must summarise the Services provided under the Assignment (for example summarising major milestones, problems and obstacles met during the Assignment and solutions found to overcome such obstacles). The Completion Report will additionally contain (in annexes) a copy of all Quarterly Reports, of notes of minutes of meetings and of any other document/information the Service Provider will judge relevant.

7.2 Acceptance Process

The EPEC will have 5 working days to examine and approve Minutes of the Kick-off Meeting, Quarterly Reports and the Completion Report produced following their submission. Should the Minutes of the kick-off meeting, the Quarterly Reports and the Completion Report be rejected by EPEC with justification, the Service Provider will be required to re-submit, the rejected deliverable within 5 working days following the rejection, completed and adequately amended at no extra cost for the EIB.

8. BUDGET, REMUNERATION AND PAYMENT SCHEDULE

8.1. Budget

This maximum budget shall cover the cost of the mobilisation of the Analyst over 220 working days during the 12 months over which the services will have to be performed. This maximum budget shall also cover the reimbursement of expenses eligible for reimbursement related to the physical presence of the Analyst to the kick off meeting as foreseen in section 5.2. above.

8.2. Remuneration

The Contract will be made on a time and material basis inclusive of expenses.

The Service Provider shall be paid on the basis of an all-inclusive daily rate which shall include, not only daily rates based on the category of expertise of the expert proposed (not exceeding the contractual maxima set in the Offer), but also any type of additional expenses to be undergone by the Service Provider to enable its staff member to perform the services requested in the Assignment ToR from the EIB premises of Luxembourg (including travel and accommodation costs, etc.).

As a consequence of the above, the all-inclusive daily rate to be proposed by bidders might exceed the contractual maxima set per category of staff in the Offer

Pursuant to Article 21 of Protocol (No 7) on the Privileges and Immunities of the European Union annexed to the Treaty on the Functioning of the European Union, compensation under this contract is exempt from VAT.

8.3. Payment schedule

The Service Provider must submit invoices in accordance with the following payment schedule:

- Within 10 working days of the written approval by the EPEC of the Quarterly Report #1, the Service Provider will submit an invoice requesting the payment of the services covered during the period. Such invoice shall include the request for the reimbursement of expenses related to the physical attendance of the Analyst's supervisor to the kick off meeting physically. The request shall be accompanied by a copy of the invoices to be reimbursed (flight tickets, hotel bills, taxi receipts) and a copy of the e-mail from the EIB Assignment Manager approving the request for travel authorisation. The expenses will only be considered eligible for reimbursement if approved in advance by the EIB Assignment Manager.
- Within 10 working days of the written approval by the EPEC of the Quarterly Report #2, the Service Provider will submit an invoice requesting the payment of the services covered during the period.
- Within 10 working days of the written approval by the EPEC of the Quarterly Report #3, the Service Provider will submit an invoice requesting the payment of the services covered during the period.
- .The payment of the final invoice will be subject to the approval of the Completion Report by EPEC. For the avoidance of doubt, the approval of the Quarterly Report #4 will not trigger the submission of the final invoice.

9. MONITORING

The Service Provider's work during the Assignment will be continuously monitored by EPEC's Assignment Manager.

10. CONTENT OF THE PROPOSALS AND SELECTION PROCESS

This specific Assignment will be awarded in accordance with the rules set out in the Framework Agreement.

Bidders will be required to submit their proposals by email to the CPCMC Division

(eibas-frameworkagreements@eib.org), with copy to Mrs Fanny Villar Harran (f.villar@eib.org) and Mr Pascal Cecconi (p.cecconi@eib.org), no later than the Closure Date (see below).

Points of clarification may be addressed in writing to the above mentioned e-mail addresses up to 11/02/2019, 19:00 CET at which point the EIB will provide a single written response to all questions raised by the Service Providers. The EIB might fix a new deadline for submission of proposals if a substantial change is introduced by the clarification or has an impact on the preparation of the proposals.

The key dates for the selection process are as follows:

Closure date: 22/02/2019, 19:00 CET

10.1 Content of the Proposal

Proposals will be prepared in accordance with the terms and conditions of the Framework Agreement and include the following information:

Rationale	<ul style="list-style-type: none"> • Any comments you have on the Assignment Terms of Reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results. • An explanation of the risks and assumptions affecting the execution of the Contract.
Strategy	<ul style="list-style-type: none"> • An outline of the approach proposed for contract implementation. • A description of any subcontracting arrangements
Analyst proposed	<ul style="list-style-type: none"> • CV and statement of exclusivity and availability for the Analyst proposed using the templates in annex 1 and 2.
Financial proposal	<ul style="list-style-type: none"> • The Financial Proposal shall include a fixed daily rate price, inclusive of expenses for the performance of the Services by the Analyst in the EIB premises of Luxembourg (the Price).

	<p>The daily rate shall include all expenses related to the mobilisation of the Analyst in Luxembourg, as the case may be (international travels, accommodation, local transportation, etc.).</p> <ul style="list-style-type: none"> • The daily rate shall be exclusive of VAT. • For information purpose only, the financial Proposal will include a detailed breakdown of the Price. Such breakdown shall be based on daily rate proposed (which cannot exceed the contractual maxima set in the Offer for the FWA) and shall provide an overview of the expenses the Services Provider expects to undergo while undertaking the Assignment. Such breakdown shall in no case be considered as a binding part of the Contract • <p>the daily rate offered shall enable the mobilisation the Analyst over 220 working days during the 12 months period during which the services will have to be performed. This maximum budget shall also cover the reimbursement of expenses eligible for reimbursement related to the physical presence of the Analyst to the kick off meeting as foreseen in section 5.2. above. Should a bidder offer a daily rate not complying with this requirement, its bid would be rejected.</p>
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Proposals are expected to be no longer than 10 pages excluding the CV of the Analyst.

10.2. Selection Process

The EIB evaluation panel will evaluate the Proposals according to the following criteria and respective weights: **80 points for Quality and 20points for Price.**

Quality	
Rationale	10 points

Strategy	10 points
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Proposed profile for the Analyst	60 points
<u>Qualifications</u> any profile presented demonstrating higher qualifications than minimum requirements will receive up to a maximum of 5 points;	5 points
<u>General professional experience:</u> any profile presented demonstrating higher professional experience will receive up to a maximum of 5 points;	5 points
<u>Quality of the required Specific professional experience will be assessed as follows:</u>	20 points
<ul style="list-style-type: none"> • <i>Experience of creating, improving and leading an analysis function, in the context of infrastructure investment; and</i> • <i>Proficiency in MS Office Tools (Word, Excel, Power-point, VBA),</i> • <i>Professional experience including exposure to the financial, economic, technical and legal aspects of PPPs and/or project finance and/or complex infrastructure;</i> • <i>Excellent, clear and concise written communication skills, specifically reporting in English (Level C1 (CEFR));</i> • <i>another European language would be an advantage; and</i> 	<p>4 points</p> <p>4 points</p> <p>4 points</p> <p>4 points</p> <p>2 points</p>
<i>Competence in the development and management of databases would be an advantage.</i>	2 points
<u>Quality of the proposed profile's skills and competencies</u>	30 points
During the interview (see below), assessment of the proposed Analyst's following skills:	
<ul style="list-style-type: none"> • Quantitative analysis and problem-solving skills; • Organisational and project management skills, particularly an ability to prioritise and deliver high quality outputs to different team members within deadlines; 	<p>5 points</p> <p>5 points</p>

<ul style="list-style-type: none"> • Ability to adapt and develop into new areas and acquire new skills; • Interpersonal skills and strong team spirit, with a cooperative approach, sharing knowledge and information, establishing and maintaining effective working relationships both externally and internally; • Oral/presentational skills in English; and • Initiative and sense of responsibility, commitment and ownership aligned with the interests and objectives of EPEC and the EIB. 	<p>5 points</p> <p>5 points</p> <p>5 points</p> <p>5 points</p>
Financial	
Price	20 points

The EIB will invite all the tenderers that have submitted a Proposal for a maximum 2 hour interview to assess the proposed Analyst's above mentioned skills.

The interview will be performed by the tenderers' proposed Analyst and will take place **in person** during the second week following the deadline for submission of proposals on a date to be agreed between each bidder and the EIB.

Only technical Proposals that achieve a technical score of 80% of the max. technical score (i.e. 64 points) or more will qualify for the financial evaluation. Technical Proposals achieving a score below 80% of the max. technical score (i.e. 64 points) will be eliminated.

Upon completion of the evaluation of the Technical Proposals, the financial Proposals of Proposals that were not eliminated during the technical evaluation will be evaluated (i.e., those which have achieved an average score of 64 points or more).

The financial Proposal will be scored on the basis of the following calculation:

$FS = 20 \times F_m / F$, in which FS is the n° of points awarded to the financial Proposal under consideration, F_m is the lowest Price among the financial Proposals and F the Price of the financial Proposal under consideration.

The final score will be calculated through summation of the technical score (max 80 points) and the financial score (max. 20 points).

A single Service Provider will be selected for this Assignment. All bidders will be notified in writing of the results of the selection process.

12. CANCELLATION OF CALL-OFF

The EIB reserves the right to cancel this call-off at any time before the signature of the contract. In case of cancellation, the Service Providers will not be entitled to any form of compensation from the Bank.

13. DOCUMENTARY EVIDENCE REQUIRED FROM THE SUCCESSFUL TENDERER

Before the EIB signs the contract with the successful tenderer, the EIB reserves the right to request the latter to provide the additional information and documentary evidence listed below.

Documentary proof for the key expert proposed:

- a copy of the diplomas mentioned in his/her CV,
- a copy of the employers' certificates or references proving the professional experience indicated in his/her CV.

Only diplomas and experience periods with documented proofs will be taken into account.

If the successful tenderer fails to provide such information / documentary evidence within 5 calendar days following the notification of award, its tender may be rejected.

If the documentary evidence does not correspond with the minimum requirements specified in the Assignment Terms of Reference, the award may be considered null and void. In such a case, this may lead to the revision of the evaluation and the EIB may award the contract to another tenderer or cancel the tender procedure.

ANNEX I: Profiles and CV of key expert

ANNEX II: Template: statements of exclusivity and availability

Annex I: Template of CV for Analyst proposed

TEMPLATE FOR PROFESSIONAL PROFILE (MAXIMUM 4 TO 5 PAGES)

1. Family name:
2. First names:

3. Education:

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:

Language Skills: Indicate competence on [CEFR Scale](#) (A1, C2 etc.)

Language	Reading	Speaking	Writing

5. Membership of professional bodies (for information only):

6. Other skills (computer literacy, etc.) (for information only)::

7. Present position (for information only):

8. Years within the firm (for information only):

9. Key qualifications:

10. Professional experience

Date (from/to)	Location	Company	Position	Description