

**PUBLIC TENDER FOR AWARDING OF THE CONTRACT FOR THE  
EVALUATION SERVICE FOR THE CO-FUNDED EU PROGRAMMES FOR  
THE 2014-2020 PROGRAMMING PERIOD**

**LOT NO 2 - EVALUATION OF THE COOPERATION PROGRAMME  
INTERREG V-A ITALY-SLOVENIA  
CUP: D81E14001330003 - CIG: 66600352BF**

**DESCRIPTION OF OUTPUTS OF THE SERVICE**

The successful tenderer shall elaborate and issue to the Contracting Authority the outputs listed below and more fully described in Annex "GUIDELINES":

1. Integrated Assessment Plan (IAP):

Within 60 days of approval of the work plan, an Integrated assessment Plan must be prepared and presented in English. This Plan must be updated annually. For subsequent years, the annual updates of the IAP must be delivered by the end of December. The annual update of the IAP will aim to frame and direct the scheme of the evaluation design and welcome analysis and carry out the improvement, at the request of MA according to Programme Partners and Working Group, of questions and other aspects of specific regional interest.

The IAP and its updates must among other things, contain the following elements:

I. Cooperation Programme Analysis;

II. Analysis of the Programme evaluation and thematic reports for the Cross-Border Cooperation Italy-Slovenia 2007-2013;

III. Analysis of policies for areas (NUTS) benefiting from the Programme:

- ITH35 Venezia
- ITH41 Pordenone
- ITH42 Udine
- ITH43 Gorizia
- ITH44 Trieste
- SI038 Primorsko-notranjska
- SI041 Osrednjeslovenska
- SI042 Gorenjska
- SI043 Goriška
- SI044 Obalno-kraška

IV. Analysis of synergies and cooperation with other ECT co-funded Programmes, in line with section 6 of Cooperation Programme;

V. A mapping of internal and external stakeholders to be involved;

VI. The set of indicators for each Programme Investment priority / Specific Objective;

VII. A mapping of the primary and secondary data available, acquired and constructible, coming from the Programme monitoring system, from official statistical sources, from studies and research relating to valuation issues, or to be acquired through direct surveys, including by way of example:

- Interviews with representative samples of the subjects to be investigated
- Interviews with privileged interlocutors

- Focus group
- Any other inquiry and / or research activities that may be required

VIII. The precise definition of evaluation objectives in view of an in-depth critical analysis of the Cooperation Programme and its internal and external consistency;

IX. The refining and updating of evaluation questions proposed by the Contracting Authority, in agreement with the Programme Partners and Working Group, as well as the identification of the mix of assessment to be adopted and the subsequent feasibility analysis in terms of time, costs and remarkable results of the evaluation methods and investigation to be carried out.

The IAP will be approved by the Contracting Authority (Managing Authority), after consulting the MC.

2. Summarized contribution relative to the implementation of the Programme assessment, to be elaborated in English, accompanied by an annex concerning the performance of the financial instruments, functional upon presentation of the AIR. Verification of performance of strategic measures and short assessment report to be provided to AIR on S3 (Joint Secretariat). This annual summary contribution on the implementation of the assessments of the Cooperation Programme is functional for the Annual Implementation Report, in accordance with the requirements of Articles 50 and 111 of the EU Regulation 1303/2013. Attached to the annual contribution, the evaluator will also have to produce a summary audit report on the implementation/valorization of the indicators, including for a possible re-programming.

The contribution must be delivered by the dates set out in in Annex “GUIDELINES” and will be approved by the Contracting Authority (Managing Authority), after consulting the MC/Working Group.

3. N.3 Extensive assessment Reports of 2017, 2019 and 2021. Each report shall include a preliminary report and a subsequent final report.

- **1st** extensive assessment Report and summary: contributions to the achievement of the objectives of the Programme + development of result indicators + description of the I.T.I. included in the Programme;
- **2nd** extensive assessment Report and summary: summary of assessments and contributions to the achievement of the Thematic Objectives/Intervention Plan goals + contribution of the Programme to the 2020 EU Strategy + description of the I.T.I. included in the Programme + assessment of the integrated use of ERDF resources;
- **3rd** extensive assessment Report and summary: summary of assessments and contributions to the achievement of the Thematic Objectives/Intervention Plan goals + contribution of the Programme to the 2020 EU Strategy.

Reports shall be elaborated in English in the content of the Annexes “GUIDELINES” and “AREAS OF ACTIVITY” and following the Evaluation Plan.

For each of the three reports a methodological note must be prepared in English and it must be approved by the Contracting Authority (Managing Authority). The methodological note must contain the index of the report, the detailed evaluation of the areas addressed in the report, the details of the evaluation questions and methodologies that will be used and the implementation phases of the work.

The methodological note will take account of how the content of the evaluation reports shall follow the guidelines formulated by the European Commission for the ERDF, with particular attention to the ETC.

The note will be prepared within the period to be defined in the Work Plan.

The preliminary report in English will be submitted to the Contracting Authority (Managing Authority), in accordance with Programme Partners and Working Group, which will indicate any changes or additions.

The preliminary report will be the topic of at least one meeting with the Contracting Authority (Managing Authority), and, where necessary, with the Programme MC and/or the Working Group appointed by him. A representative of the successful tenderer/evaluator must take part at the above mentioned meeting.

Each final report, outcome of the review process of the MC of the Programme and approval by the MA as Contracting Authority, must be delivered in English by the dates set out in Annex "GUIDELINES".

4. N.2 Thematic Reports - to be identified (Environmental sustainability /Natura 2000/, Creation of business networks, Administrative capacity, Governance, I.T.I. performance).

Preparation of thematic evaluations in English to deepen the extent to which objectives have been met with regard to specific thematic areas (specified in Annexes "GUIDELINES" and "AREAS OF ACTIVITY"), that could be deemed to study during the evaluation activities, whose identification criteria were defined in the "GUIDELINES" and will be further specified in the Evaluation Plan.

For each of the thematic evaluations a methodological note must be prepared in English to be viewed and approved by the Contracting Authority (Managing Authority). The methodological note must contain the index of the report, the detailed evaluation of the areas addressed in the report, the details of the evaluation questions and methodologies that will be used and the implementation phases of the work. The note will be prepared within the period to be defined in the Annex "GUIDELINES" .

Thematic evaluation reports must include - where possible - the use of counterfactual method and must be delivered by the date agreed with the Contracting Authority (Managing Authority) during the presentation of the Work Plan.

Each output elaborated must indicate the Working Group members involved and their role/activity.

The awarded tenderer shall made available, at every request of the Administration, with 15 (fifteen) days' advance notice, the data related to the human resources used for each activity (as requested by the Administration), the list of the outputs (documents, reports, etc) and any other information requested in order to implement the monitoring data and the periodic update of the documentation of the Cooperation Programme.

The thematic evaluation reports, outcome of the review process of the MC of the Programme and approval by the MA, must be delivered by the dates set out in Annex "GUIDELINES".

The translation of the requested products from English into Italian and Slovene should be provide by the Contracting Authority. The successful tenderer shall verify texts coherence.