

APPROVED
At the Meeting
of the State Regional Development Agency
Selection Committee
on 5 November 2010
Protocol No. 1

/A.Åbele /

OPEN TENDER

External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument

Procurement Identification No. VRAA/2010/64/ENPI/AK

REGULATIONS

Riga, 2010

Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

General Information

Name of the Client:	State Regional Development Agency (hereinafter - the Agency or the Client)
Client's registration number:	90001733697
Client's registered office:	Elizabetes iela 19, Riga, LV-1010, Latvia
Contact information:	Tel.: +371 67079000; fax: +371 67079001

The Client's contact person

The Contact Person:	Unda Ozoliņa, Head of the Joint Technical Secretariat of the Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument
Contact person's address:	Ausekļa iela 14-3, Riga, LV-1010, Latvia
Contact person's phone number :	Tel.: +371 6750 9520, fax: +371 6750 9523
Contact person's e-mail:	unda.ozolina@estlatrus.eu

1. The Procurement Subject

- 1.1. Subject of the Procurement is the provision of expert services for the Agency's Joint Technical Secretariat within the Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within The European Neighbourhood and Partnership Instrument (hereinafter - the Programme) pursuant to the Technical Specification (Annex 1 to the Regulations) of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within The European Neighbourhood and Partnership Instrument' (hereinafter - the Tender). Procurement CPV code: 79419000-4.
- 1.2. The Procurement Subject is divided into 15 sections:
 - 1.2.1. Section I - External expert services in the field of finances for evaluation of project applications in the Republic of Latvia;
 - 1.2.2. Section II - External expert services in the field of finances for evaluation of project applications in the Republic of Estonia;
 - 1.2.3. Section III - External expert services in the field of finances for evaluation of project applications in the Russian Federation;
 - 1.2.4. Section IV - External expert services in the field of construction for evaluation of project applications in the Republic of Latvia;
 - 1.2.5. Section V - External expert services in the field of construction for evaluation of project applications in the Republic of Estonia;
 - 1.2.6. Section VI - External expert services in the field of construction for evaluation of project applications within Estonia-Latvia-Russia Cross Border Cooperation Programme in the Russian Federation;
 - 1.2.7. Section VII - External expert services in the field of transport and logistics for evaluation of the Programme project applications in the Republic of Latvia;
 - 1.2.8. Section VIII - External expert services in the field of transport and logistics for evaluation of the Programme project applications in the Republic of Estonia;
 - 1.2.9. Section IX - External expert services in the field of transport and logistics for evaluation of the Programme project applications in the Russian Federation;
 - 1.2.10. Section X - External expert services in the field of tourism for evaluation of the Programme project applications in the Republic of Latvia;
 - 1.2.11. Section XI - External expert services in the field of tourism for evaluation of the Programme project applications in the Republic of Estonia;
 - 1.2.12. Section XII - External expert services in the field of tourism for evaluation of the Programme project applications in the Russian Federation;
 - 1.2.13. Section XIII - External expert services in the field of IT for evaluation of the Programme project applications in the Republic of Latvia;
 - 1.2.14. Section XIV - External expert services in the field of IT for evaluation of the Programme project applications in the Republic of Estonia;
 - 1.2.15. Section XV - External expert services in the field of IT for evaluation of the Programme project applications in the Russian Federation;

2. Place and Term of Execution of the Framework Agreement

- 2.1. The place of execution of the Framework Agreement shall be Elizabetes iela 19, Riga and Ausekļa iela 14.
- 2.2. The Framework Agreement on purchase of services shall be valid until 31 December 2013.

3. Open Tender Documentation

- 3.1. The Open Tender documentation and Regulations of External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument (hereinafter – the Regulations) are available on the Client's homepage: <http://www.vraa.gov.lv/lv/about/iepirkumi/>.

4. Submission and Opening of Proposals

- 4.1. Applicants shall submit their Proposals personally or by mail to the State Regional Development Agency, Administrative Department (1st floor), Elizabetes iela 19, Riga, **deadline - 13 December 2010, 12:00**. All proposals must be received at this address by the submission date stipulated in the Regulations.

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- 4.2. Proposals that have not been submitted in accordance with the procedure described in the Regulations or that have not been executed in such a way that the included information is inaccessible until the opening of proposals, or that have been received after the submission deadline, shall not be reviewed and shall be returned to the applicant.
- 4.3. The Applicant may retract its proposal within the submission deadline for proposals by appearing in person at the place of storage of the proposals at Elizabetes iela 19, Riga. Retraction of proposals is unconditional and it excludes the Applicant from further participation in the Tender. If the proposal has changed, the time of its submission shall be the moment of submission of the second proposal.
- 4.4. After the deadline for submission of proposals the Applicant shall not be entitled to change its proposal.
- 4.5. Proposals shall be opened on 13 December 2010 at 12:00 at the Agency's Meeting Hall (2nd floor) at Elizabetes iela 19, Riga.

5. Validity Term of Proposals

- 5.1. Proposals submitted by applicants will be valid, i.e. binding on the Applicant (Candidate) until entering into the Framework Agreement, but not less than 90 days after opening the proposals.

6. The Proposal Format

- 6.1. Proposals shall be submitted in a closed and sealed envelope. The following shall be printed on the envelope:
 - 6.1.1. The name and address of the Client: State Regional Development Agency, Elizabetes iela 19, Riga, LV-1010;
 - 6.1.2. The Applicant name and address;
 - 6.1.3. A note stating '*Proposal for the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument, Id. No. VRAA/2010/64/ENPI/AK'. Do not open until the opening meeting of proposals on 13 December 2010, 12:00*'. Do not open until the opening meeting of proposals on 13 December 2010, 12:00'.
 - 6.1.4. Proposals shall be bound together (stitched by a thread with its bound on the back of Application (Proposal) so that the pages of documents cannot be replaced). All pages must be numbered.
 - 6.1.5. The documents included in the proposal shall be clearly printed and contain no corrections. If corrections are made, they shall be confirmed by the signature of an authorised person.
 - 6.1.6. The language of the proposals shall be English. The documents attached to the Proposal (e.g. education certificates of external experts) may be submitted in another language, provided that an English translation is attached, certified by the Applicant. The Applicant's certification shall include the words "TRANSLATION IS CORRECT", the full title, name and signature of the person authorised to sign the Proposal, the name of the place and date.
 - 6.1.7. The Proposal shall be signed by a duly authorised representative of the Applicant. If the Applicant is an association of persons in any combination thereof, the Proposal shall be signed by a duly authorised representative of each member of the association.
 - 6.1.8. If the proposal is submitted by an association of persons in any combination thereof, the Proposal shall specify the person who is representing the association in the Tender and who is authorised to sign documents related to the Tender.
 - 6.1.9. All copies attached to the selection documents must be certified by the Applicant by writing on the document copy that it is the same as the original, signing it and stating the place and date of certification.
 - 6.1.10. The Proposal shall be submitted in one original copy. In addition, the Applicant shall submit two certified copies of the proposal, certified by the authorised person of the Applicant.
 - 6.1.11. The Applicant may not submit several versions of the Proposal.
 - 6.1.12. The Proposal may be submitted for the entire procurement subject or for one or more procurement sections.

7. The Applicant

- 7.1. The Applicant is an individual or a legal entity who is submitting the proposal.

8. Requirements for the Applicant's Participation in the Tender

- 8.1. The Applicant's participation at the Tender is subject to the conditions for exclusion of candidates stated in Article 39 of the Public Procurement Law of the Republic of Latvia which would disqualify the Applicant from further participation in the Procurement.
- 8.2. The Applicant must be registered in the Commercial Register or an equivalent register abroad (if applicable).

9. Qualification Requirements for the Applicants

- 9.1. If the Applicant is a legal entity, it shall invite at least one expert for the provision of Services in each procurement subject section, for which it is submitting the Proposal (in the relevant field of expert services). If the Applicant is an individual and external expert, he shall present himself as the external expert in the corresponding procurement subject part.
- 9.2. The professional activity eligibility requirements of the Applicant are the following:
 - 9.2.1. In cases stipulated by the law, the Applicant (legal entity) must be registered in the Commercial Register of the Register of Enterprises of the Republic of Latvia or a similar register abroad.
 - 9.2.2. The experts suggested by the Applicant shall have the documents confirming their education and qualifications.
- 9.3. Professional skill requirements for the experts invited by the Applicant:
 - 9.3.1. The requirements for the experts suggested by the Applicant in relation to the corresponding procurement sections are specified in Article 6 of the Technical Specification (Annex 1 to the Regulations).

10. Documents to be submitted

- 10.1. Application for the Tender:
 - 10.1.1. The Applicant's application for the Tender shall confirm the Applicant's commitment to participate in the Tender and ensure the realisation of the Client's requirements in accordance with the Regulations and Technical Specification. The Application shall be signed by the person or persons who are authorised to sign on behalf of the Applicant. In addition to the signature, each person must state their full name and title.
 - 10.1.2. The Applicant's Application shall be prepared in accordance with Annex 2 of the Regulations.
- 10.2. The Applicant selection documents (if applicable):
 - 10.2.1. A document confirming that the Applicant has been registered in the events prescribed by legal acts and in accordance with the legal requirements:
 - 10.2.1.1. For companies/ enterprises registered in the Register of Enterprises or the Commercial Register of the Republic of Latvia - legal entities shall submit a copy of the Applicant's registration certificate issued by the Register of Enterprises or the Commercial Register;
 - 10.2.1.2. Foreign companies/enterprises shall submit a document issued by a competent institution of the corresponding country stating that the Applicant is legally registered in that country (for Applicants who are legal entities);
 - 10.2.1.3. Applicants that are individuals, if registered as a self-employed person, shall submit a copy of their registration certificate.
 - 10.2.2. The Selection Committee (hereinafter - the Committee) shall be entitled to request that the Applicant submit the following documents within 10 (ten) working days:
 - 10.2.2.1. A statement from the Register of Enterprises of the Republic of Latvia or an equivalent authority in the country of registration of the Applicant or the related person, issued not earlier than 1 (one) month before the submission date, certifying that the Applicant and the related person have not been declared insolvent, are not being liquidated and that their business has not been suspended or terminated (in the events stipulated in Article 39, Paragraph Eight of the Public Procurement Law of the Republic of Latvia);
 - 10.2.2.2. A statement from the State Revenue Service or other tax administration authority in Latvia or an equivalent tax administration authority in another country where the Applicant or the related person is registered, issued not earlier than 1 (one) month before the submission date, certifying that the Applicant and the related person do not have any tax debts, including any state social security compulsory contributions exceeding LVL 100 (hundred) in total, as well as information on the average monthly work related payments of the employees of these persons during the first three quarters of the period containing the last four annual quarters until the submission day, or, for the person who is an individual

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and who does not employ other persons and who is registered as a self-employed person - the amount of one twelfth of the declared taxable business income, and specify the field in which this person is classified pursuant to the NACE Rev.2 classification two mark level (in cases stipulated in Article 39, Paragraph Eight of the Public Procurement Law of the Republic of Latvia).

- 10.2.2.3. If the statements referred to in Articles 10.2.2.1 and 10.2.2.2 are not issued in other countries, it shall be replaced by an oath or, if the laws of that country do not prescribe giving an oath, with a certification issued by the Applicant himself to a competent authority of executive or judicial power, a sworn notary or an organisation of a competent field in the Applicant's country.
- 10.2.3. If the Applicant submitted the statements referred to in Article 10.2.2 together with the Proposal, and on the day, when the Committee takes a decision to grant the right of entering into the Framework Agreement, the term of the said statements since the day of submission exceeds 1 (one) month, the Client shall be entitled to request to the Applicant to submit the statements again in accordance with the procedure set out in the Public Procurement Law of the Republic of Latvia.
- 10.2.4. The Applicant shall submit the following with regard to suggested experts:
 - 10.2.4.1. External Expert Application (Pursuant to Annex 3 of the Regulations);
 - 10.2.4.2. Curriculum vitae (CV) (EU format, available at http://myeurocv.com/euroCVTemplate_en.doc);
 - 10.2.4.3. Copies of diplomas and copies of certificates in the original language (English translations of these documents must be prepared in accordance with Article 6.1.6 of these Regulations);
- 10.3. Requirements for the Technical Proposal:
 - 10.3.1. The Technical Proposal shall consist of:
 - 10.3.1.1. Application(s) of external expert(s), containing a detailed description of meeting the requirements of the Technical Specification as stipulated in Annex 3 of the Regulations - the Technical Proposal Form;
 - 10.3.1.2. Curriculum vitae(s) (CV);
 - 10.3.1.3. Copies of diplomas and copies of certificates in the original language;
- 10.4. Requirements for the Financial Proposal:
 - 10.4.1. The Financial Proposal shall be prepared in accordance with Annex 4 of the Regulations - the Financial Proposal Form. The Financial Proposal shall include all expenses, including any discounts, taxes, fees and other costs that are necessary to ensure timely and qualitative fulfilment of the Technical Specification requirements. The price must be stated in euro (EUR).

11. Evaluation of Proposals

- 11.1. Selection of Applicants:
 - 11.1.1. During the selection of Applicants the Commission shall evaluate the documents submitted by the Applicants pursuant to Article 10 of the Regulations, in order to make sure that the Applicant meets the selection and qualification requirements of the Applicants (Articles 8 and 9 of the Regulations);
 - 11.1.2. If the Applicant does not meet any of the selection or qualification requirements, the Committee shall not consider the Applicant's Proposal;
- 11.2. Technical Proposal compliance check:
 - 11.2.1. After the selection of Applicants, the Committee shall check whether the Technical Proposals submitted by the Applicants meet the requirements of the Technical Specification of these Regulations;
 - 11.2.2. If the information of the Applicant's Technical Proposal does not meet the requirements of the Technical Specification of these Regulations, the Committee shall not consider the Applicant's Proposal.
- 11.3. Financial Proposal check:
 - 11.3.1. The Committee shall check the Applicant proposals for mathematical errors. In evaluating the Financial Proposal, the Committee shall act pursuant to Article 56, Paragraph Three of the Public Procurement Law;

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11.3.2. The Committee shall check that the price is not unreasonably low and act pursuant to Article 48 of the Public Procurement Law.

12. Selection of the Winner

12.1. The Committee shall select no more than 10 (ten) Open Tender winners in each Procurement section from the Applicants that have offered the lowest price Proposals that meet the requirements of the Regulations. The lowest price will be the proposal price indicated in the Financial Proposal, excluding the value added tax (VAT).

12.2. The Committee may request that the Applicant, who would be granted the right to enter into the Framework Agreement, submit the statements referred to in Article 10.2.2 of these Regulations.

13. The Framework Agreement

13.1. The Draft Framework Agreement shall be prepared by the Client pursuant to the Regulations, the Technical Specification and the Financial Proposal pursuant to Annex 5 of the Regulations.

13.2. A signed Framework Agreement by the Applicant shall be submitted within 10 (ten) working days after receiving the Client's written request and the Framework Agreement. In case of a dispute, it shall be deemed that a registered letter has been received on the seventh day after sending.

14. Rights and Obligations of the Applicant

14.1. Rights of the Applicant:

14.1.1. To request additional information about the Regulations;

14.1.2. To amend or retract the submitted Proposal until the Proposal deadline;

14.1.3. To participate in the opening meeting of Proposals;

14.1.4. To perform other actions in accordance with the Public Procurement Law, other legal acts and these Regulations;

14.2. Obligations of the Applicant:

14.2.1. If sent by mail, the Applicant shall be responsible that the Proposal is sent on time to ensure the receipt thereof by the Agency by the deadline stipulated in Article 4.1 of these Regulations;

14.2.2. To provide answers and explanations to the Committee's questions in writing and within the term stated by the Committee;

14.2.3. To observe all requirements stated in the Regulations in submitting the Proposal.

15. Rights and Obligations of the Selection Committee

15.1. Rights of the Selection Committee:

15.1.1. To amend these Regulations;

15.1.2. To request additional information or specifications from the Applicant;

15.1.3. To invite an expert as an adviser;

15.1.4. To decide on further consideration of the Proposal, if the Proposal has not been formatted in accordance with the Regulations;

15.1.5. To correct mathematical errors found in the financial Proposals;

15.1.6. To reject the Proposal, if it is established that a Proposal is submitted that does not meet the requirements of the Regulations or if incomplete or false information is provided;

15.1.7. To decide on the conclusion of a Framework Agreement or termination of the Open Tender;

15.2. Obligations of the Selection Committee:

15.2.1. To ensure the procedure and documentation of the Open Tender;

15.2.2. To ensure equal and fair treatment of all Applicants;

15.2.3. To respond to written questions of interested persons;

15.2.4. To evaluate the Applicants and their Proposals in accordance with the Public Procurement Law of the republic of Latvia, other legal acts and these Regulations;

15.2.5. Within three working days after deciding on the results of the Tender, inform the Applicants thereof.

16. Final Provisions

16.1. The Tender Regulations have been drawn up on 7 (seven) pages, excluding Annexes. All Annexes form an integral part of these Regulations.

16.2. The following Annexes have been attached to these Regulations:

Annex 1 – Technical Specification

Annex 2 – Open Tender Application Form

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Annex 3 – Technical Proposal Form
Annex 4 – Financial Proposal Form
Annex 5 – Draft Framework Agreement

Open Tender
**External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border
Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument**
(ID No. VRAA/2010/64/ENPI/AK)
TECHNICAL SPECIFICATION

General Information

The Ministry of Regional Development and Local Government of the Republic of Latvia, acting as the Joint Managing Authority (hereinafter - JMA) of the Estonia – Latvia – Russia Cross Border Cooperation Programme within the European Neighbourhood and Partnership Instrument 2007-2013 (hereinafter Programme) and the Joint Technical Secretariat of the Programme (hereinafter - JTS), hosted by the State Regional Development Agency (hereinafter - the SRDA), are launching the Call for Experts to identify and select qualified and experienced professionals to join the Programme's Pool of External Experts to be set up for project quality assessment. The Experts selected within the framework of this Call will be involved in the assessment process for the project applications submitted under the Programme. The Pool of External Experts will be set up according to the requirements of the Open Tender Regulations for the period of 2011-2013, pursuant to the results of the Open Tender for External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument.

The Pool of External Experts (experts representing not more than 10 Applicants in each section of the Procurement) will include only the expert candidates meeting the requirements and the selection criteria of the Regulations of the Tender. Only those external experts included into the Pool of External Experts based on the decision of the Joint Monitoring Committee (hereinafter - JMC) will take part in the evaluation process of the projects submitted under the Calls for Proposals within the Programme.

Inclusion in the Pool of External Experts and conclusion of a Framework Agreement does not make the State Regional Development Agency obliged to order external expert services from a particular expert.

Evaluation of projects submitted within the Open Call for Proposals will be carried out by the Selection Committee (hereinafter - SC) - a joint structure, chaired by the JMA. During the evaluation of applications, the SC may invite external experts, if necessary. If necessary, JMA may invite external experts even for evaluation of large scale projects carried out within the Programme. Additional information about the Programme and related documents may be found at the Programme homepage: www.estlatrus.eu.

Purpose of the Open Tender

The purpose of the Open Tender is to create a Pool of External Experts that will carry out the quality assessment of the project applications submitted within the Call for Proposals and assist the SC with preparation of the selection decision. All experts (not more than 10 external experts in each procurement part) who meet the requirements of the Regulations shall be included in a database pursuant to the Framework Agreement. In each individual case, expert services shall be ordered from those experts that have more experience and knowledge in the particular area, in which the quality assessment of project applications within the Call for Proposals shall be performed.

1. BACKGROUND

1.1. Programme Information

The Programme is financed within the European Neighbourhood and Partnership Instrument and is aimed at supporting cross border cooperation between the bordering regions of Estonia, Latvia and Russia.

The Programme was approved by the European Commission on 17 December 2008, decision No. C(2008)8332; the Programme allocates EUR 47,774,729 of the European Neighbourhood and Partnership Instrument funding for the years 2007-2013.

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The strategic objective of the Programme is to promote joint development activities for the improvement of the region's competitiveness by utilising its potential and beneficial location in the crossroads between the European Union and the Russian Federation.

The specific objective of the Programme is to make the wider border area an attractive place for both its inhabitants and businesses through activities aimed at improving the living standards and investment climate.

In order to achieve these objectives, the following three priorities have been defined for the Programme.

Priority 1: Socio-economic development

Priority 1 is dedicated to strategic development of border region's competitiveness through support to business and labour market development, improvement of communication networks and exploration of the region's potential for tourism, as well as maintaining efficient and safe borders.

Priority 2: Common challenges

Priority 2 aims at addressing common problems and initiating and continuing joint actions in the areas of common interest on both sides of the border.

Priority 3: Promotion of people to people co-operation

Priority 3 is focussing on small scale activities for improving cooperation of the border region by supporting wide range of activities to be performed by regional and local municipalities and various actors of the society, which have been identified as being of crucial importance to a more integrated region.

The Programme will finance activities within the projects which have (are aimed at keeping) a purely cross border character and involve at least two partners, of whom at least one project partner shall be located in the Programme area in one of the Member States and at least one project partner will be located in the Programme area in the Partner Country. The Programme is an important complement to the existing and foreseen national, regional and sectoral initiatives covering parts of the Programme area. The Programme will add a cross border dimension to those initiatives, looking at the Programme area development from a comprehensive socio-economic, environmental and cultural perspective.

Priority 1: Socio-economic development

Measure 1.1 Fostering of socio-economic development and encouraging business and entrepreneurship

Directions of support:

- Support to SME development, improvement of business related infrastructure, promotion and diversification of local business and economic environment
- Development of know-how and promotion of innovations, research and technology
- Development of labour market potential (improvement of employment conditions, support to economically inactive population, cooperation between research institutions, educational establishments and businesses in order to raise the quality of workforce and human resource development, etc)
- Development of entrepreneur contacts and networks

Measure 1.2 Transport, logistics and communication solutions

Directions of support:

- Development of transport corridors and small-scale infrastructure (improvement of road, rail, water and air networks and services)
- Planning and development of border-related infrastructure (parking areas, facilities for various services of interest for travellers, both tourists and truck drivers, recreation areas, etc)
- Development of new cross border public transportation routes and services
- Development of information infrastructure and services, creation of joint information facilities

Measure 1.3 Tourism development

Directions of support:

- Development of tourism infrastructure, joint tourism products and services and their accessibility (accessibility of roads connected with tourism routes, installation of guide boards, etc)
- Coordinated tourism strategies and marketing measures (joint events aiming at extending attractiveness of the programme area, information services, etc)
- Development of networks of tourism organisations and creation of new contacts in the tourism sector

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Priority 2: Common challenges

Measure 2.1 Joint actions aimed at protection of environment and natural resources

Directions of support:

- Environmental studies and management (researches addressing environmental pollution, monitoring, management, etc)
- Raising environmental awareness (incl. establishment of information centres and introduction of systemic environmental education, etc)
- Environmental risk management and cooperation of environmental services
- Planning and improvement of small scale environmental infrastructure

Measure 2.2 Preservation and promotion of cultural and historical heritage and support of local traditional skills

Directions of support:

- Preservation and restoration of cultural and historical heritage
- Application of local crafts, know-how and traditional skills in business development

Measure 2.3 Improvement of energy efficiency

Directions of support:

- Effective and sustainable use of energy resources, energy savings
- Development of alternative and renewable energy sources

Priority 3: Promotion of people to people co-operation

Measure 3.1 Development of local initiatives, increasing administrative capacities of local and regional authorities

Directions of support:

- Promotion of cooperation and networking between local and regional authorities and NGOs. Promote the participation of the general public in local initiatives and promote common dialogue between local authorities and society
- Increasing the administrative capacity of local and regional authorities (including, cooperation in providing public services and e-services, etc)

Measure 3.2 Cooperation in spheres of culture, sport, education, social and healthcare

Directions of support:

- Development of people to people cooperation (in culture, sport, education, social sphere and public health, etc)
- Exchange of initiatives in education, culture, health and social care
- Establishment and development of common information space and partnership networks

2. ELIGIBLE TERRITORY OF THE PROGRAMME

The Programme area includes the following NUTS III regions:

Latvia: Latgale, Vidzeme; adjoining areas: Riga City and Pierīga;

Estonia: Kirde-Eesti, Lõuna-Eesti, Kesk-Eesti; adjoining area: Põhja-Eesti;

Russia: Leningrad oblast, Pskov oblast, St. Petersburg City.

3. TASKS TO BE PERFORMED

The selected experts will assist the Selection Committee in the quality assessment of the applications submitted under different Calls for Proposals in accordance with the Evaluation Grid and, in the event of infrastructure projects, also in accordance with the Technical Expert Evaluation Form and pursuant to the selection and award criteria approved by the Joint Monitoring Committee of the Programme (hereinafter - JMC).

External experts in the following fields are required: Finance, Construction/Engineering/Architecture, Transport/Logistics, Tourism and IT.

The following tasks shall be fulfilled by the experts:

- a) Carry out the quality assessment of the applications by assessing the grant application forms and pre-feasibility studies (for projects that include investments in infrastructure) and filling the Evaluation Grid in English for each application assessed.

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- b) Evaluate technical documentation for the approved projects and fill out the Technical Expert Evaluation Forms before signing the Grant Contracts with Beneficiaries in addition to assessment of application documents. This task is applicable only if the expert applies for the assessment of technical construction documentation as well.
- c) Complete the Evaluation Grid in English with clear comments for each section, duly substantiating and justifying the score given for each criteria. The evaluation for each proposal should contain sufficient information to justify given scores and include overall recommendations/conclusions as well as a list of minor corrections or clarifications requested to be introduced to the applicant, were relevant. The experts shall analyze all parts of the project documentation both from a thematic and financial point of view.
- d) Complete the Technical Expert Evaluation Form in English with clear comments for each of the questions and overall conclusion on the approved projects before signing the Grant Contract (provisionally within three months after the project's approval). The purpose of the assessment is to assess whether the infrastructure projects submitted all necessary documents, including the technical documentation, drawings, maps, land ownership or use documents, corresponding inspection acts, necessary permits etc, and whether the project complies to all requirements regarding environment protection as well as to assess whether the planned investment is necessary for achieving the project outputs and results, and whether the scope of the planned infrastructure work is economically the most reasonable.
- e) At the request of the Chairperson of the Selection Committee (hereinafter – Chairperson), provide further additional comments or corrections to the Evaluation Grids/Technical Expert Evaluation Forms of project assessment. If the quality of assessment is insufficient, the Selection Committee (hereinafter - SC) may request re-evaluation.

Examples of such cases are: failure to apply Programme requirements to the quality assessment; numerical inaccuracies; comments provided do not correspond with the scores given; contradicting statements; unclear statements or statements not supported by the application documentation; incomplete forms of quality assessment; factual errors.

- f) Review of corrections or documents submitted for the project if required in the Technical Expert Evaluation Form.
- g) Participate in the introductory session where requirements for the quality assessment shall be explained and instructions provided. Additional meetings may be organised, if necessary.
- h) Participate in the meetings of the SC and/or JMC, if invited to present or explain the evaluation argumentation for the projects. Additional meeting(s) may be organised, if necessary.

To ensure impartial, professional and smooth assessment process, experts will be required to become acquainted with the Programme documents and evaluation procedure guidelines available at the Programme's website www.estlatrus.eu, in particular with the following documents:

- Estonia-Latvia-Russia Cross Border Cooperation Programme within European Neighbourhood and Partnership Instrument approved by the European Commission decision No. C(2008)8332 of 17 December 2008;
 - Application Pack and other Programme documents in relation to the Call for Proposals;
 - Evaluation Grid;
 - Technical Expert Evaluation Form, if relevant;
 - Practical Guide to Contract Procedures for EC External Actions ('PRAG'), especially Chapter 6.4 and Annexes (available at http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm)
 - INTERACT ENPI Guide for assessing project applications under ENPI CBC programmes (recommended)
- The above documents can be found on the Programme's website: www.estlatrus.eu and/or upon request at the JTS.

Evaluation Grids/Technical Expert Evaluation Forms shall be completed both electronically and on paper. The original paper forms shall be submitted to the JTS, bearing the name and signature of the expert.

While assessing proposals, the Experts must work individually and independently and sign the Impartiality and Confidentiality Declaration.

4. GENERAL CONTRACTING

4.1. General Provisions

Signing of the Framework Agreement and inclusion in the database does not automatically guarantee that a certain amount of expert services will be requested. The amount of services requested from each expert will be Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

linked to the launch of the Calls for Proposals and the number, complexity and topics of the submitted applications and taking into consideration the availability of the experts in a given time period.

How often services are requested, will depend on the publishing timeframe for the Call for Proposals.

The experts will have to sign a statement of availability when entering the pool of experts.

4.2. Place of Assignment

The place of execution of the quality assessment is either Riga, Latvia, the premises of the JTS Main Office, or the location of the expert. Nevertheless, experts may be invited to perform certain tasks in Riga or at the location of the SC/JMC meeting(s), if necessary. Before the provision of expert services (fulfilment of the Framework Agreement), the expert must attend an introductory session (training), the time and place for the training to be notified by the JTS.

4.3. Validity of the Pool of External Experts

The Pool of External Experts will be valid until the 31 December 2013. If necessary, the pools may be updated. Depending on the timeframe of the launch of Call for Proposals, individual external experts will sign Framework Agreements on the basis of the Pool of experts. Experts will be contracted depending on the launch of Calls for Proposals, the number of projects submitted for evaluation and inspection, i.e. based on the availability of the expert and the decision taken by the SC. Experts may remain in the Pool for the entire period. Experts will be free to give up their right to be included in the Pool, and the JMA/JTS shall be entitled to exclude experts from the list in case of insufficient performance, low quality of evaluation, repeated unavailability or problems arising regarding the impartiality and/or confidentiality of an expert. If an expert wishes to resign from the Pool, he must immediately submit to the Secretary of the SC (hereinafter – Secretary) a written notification for the Chairperson.

A member of the Pool of External Experts shall be removed from the Pool under any one of the following circumstances:

- i) Not informing of a conflict of interest;
- j) Breach of the confidentiality and/or impartiality rules during the quality assessment process;
- k) Repeated refusal (more than 2 times) of the request to participate in an assessment;
- l) Inappropriate evaluation (incorrect and/or incomplete assessment ascertained by the Chairperson during the performance of the assessment and/or breach of the Evaluation and selection procedure and failure to correct these breaches; low quality of evaluation, insufficient competence ascertained by SC);
- m) A request by the expert to resign from his right to be included in the Pool of Experts.

4.4. Fees

The Framework Agreement shall be entered into between the selected experts and the State Regional Development Agency or, if the selected expert acts on behalf of a legal entity, the Framework Agreement shall be entered into with its authorised representative (the selected candidate).

The expert fees and payment terms shall be set out in the Framework Agreement. In addition to the expert fees, only the possible travel expenses (incl. visas) and accommodation costs shall be reimbursed, that have occurred when going to the location of evaluation of project applications or meetings, as specified by the ATS. Other expenses related to the provision of expert services shall not be compensated.

4.5. Deadlines

The evaluation deadline for each Call for Proposal shall be set individually. It is planned to launch Calls for Proposals at least once a year while the Programme funding is available, but latest by year 2013. The provisional timeline for carrying out the quality evaluation is in total 1.5-2 months, depending on the number of applications received. The provisional time estimate for an expert to assess one application is approximately 8 - 16 hours.

The quality assessment of applications submitted under the 1st Call for Proposals is planned to be carried out in winter/spring 2011. The evaluation of the technical construction documentation shall be carried out before signing Grant Contracts for the awarded projects in spring/summer 2011.

4.6. Conflict of Interest

In order to ensure impartiality of experts, the experts must be independent from the institutional structure of the

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Programme. The experts shall be required to sign a Declaration of Confidentiality and Impartiality proving that there is no conflict of interest with regard to their duties as an expert. The Declaration of Confidentiality and Impartiality shall form an annex to the contract between the expert and the State Regional Development Agency. The expert shall immediately inform the Chairperson if a situation of a conflict of interest, even potential, arises while carrying out their duties. Members or employees of the Members or employees of the Programme implementing bodies are not allowed to submit applications under this Call for Proposals.

During the performance of all tasks, the selected experts must demonstrate appropriate ethical conduct and respect the confidentiality of the information and documents to which they will have access. Furthermore, experts may not be involved in project development or coordination or linked to other projects or activities carried out by the organisations submitting applications under the Programme.

An external expert may not be:

- 1) a member of the JMC or SC;
- 2) a full time or part time employee of JMA or JTS;
- 3) a project applicant or partner in the Programme's Call for Proposals;
- 4) a provider of consulting services to project applicants or partners in the Programme's Call for Proposals;
- 5) a national information point employee or a contact person in charge of providing general information to project applicants.

5. FINAL PROVISIONS

The JMA/JTS reserves the right to modify or extend this procedure by informing the public procurement. The participation in the selection process means an implicit and unconditional acceptance of these Regulations.

For additional information or questions please contact Ms. Unda Ozoliņa, Joint Technical Secretariat, e-mail unda.ozolina@estlatrus.eu, tel.: +371 67509519, or visit the Programme homepage www.estlatrus.eu.

The deadline for submitting questions is 9 December 2010.

6. REQUIREMENTS FOR EXPERTS

Section No.	Expert	Requirements for experts
Section I	Financial expert in the Republic of Latvia	<p>Requirements for experts:</p> <ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument (hereinafter - the ENPI Regulation), a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field; 3. 2 (two) years of professional experience in the fields of finance or economics; 4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects; 5. Fluent in English and Latvian; 6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection; 7. Relevant computer skills (MS Word, Excel); 8. Good knowledge of Latvian laws and regulations in relation to implementation of EU funded projects; 9. Project application financial and budget assessment experience for programmes funded by the EU or other international financial instruments; 10. <u>The following skills and knowledge will be considered as advantage:</u> <ol style="list-style-type: none"> 10.1. Previous Cross Border cooperation experience (INTERREG, PHARE CBC, TACIS CBC); 10.2. Fluent in Estonian and Russian; 10.3. Experience in planning, regional/local development projects or preparation of documents; 11. External expert may not be: <ol style="list-style-type: none"> 11.1. A member of JMC or SC; 11.2. A full time or part time employee of JMA or JTS;

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		<p>11.3. A project applicant or partner in the Programme tender;</p> <p>11.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants;</p> <p>12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
Section II	Financial expert in the Republic of Estonia	<p>Requirements for experts:</p> <ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field; 3. 2 (two) years of professional experience in the fields of finance or economics; 4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects; 5. Fluent in English and Estonian; 6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection; 7. Relevant computer skills (MS Word, Excel); 8. Good knowledge of Estonian legal acts and their requirements in relation to implementation of EU funded projects; 9. Project application financial and budget assessment experience for programmes funded by the EU or other international financial instruments; 10. The following skills and knowledge will be considered as advantage: <ol style="list-style-type: none"> 10.1. Previous Cross Border cooperation experience (INTERREG, PHARE CBC, TACIS CBC); 10.2. Fluent in Latvian and Russian; 10.3. Experience in planning, regional/local development projects or preparation of documents; 11. External expert may not be: <ol style="list-style-type: none"> 11.1. A member of JMC or SC; 11.2. A full time or part time employee of JMA or JTS; 11.3. A project applicant or partner in the Programme tender; 11.4. A provider of consulting services to project applicants or partners in the Programme tender; 11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants. 12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.
Section III	Financial expert in the Russian Federation	<p>Requirements for experts:</p> <ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field; 3. 2 (two) years professional experience in the fields of finance or economics; 4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects; 5. Fluent in English and Russian; 6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection; 7. Relevant computer skills (MS Word, Excel); 8. Good knowledge of Russian legal acts and their requirements in relation to implementation of EU funded projects;

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		<p>9. Project application financial and budget assessment experience for programmes funded by the EU or other international financial instruments;</p> <p>10. The following skills and knowledge will be considered as advantage:</p> <p>11.1. Fluent in Estonian and Latvian;</p> <p>11.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>11.3. Experience in planning, regional/local development projects or preparation of documents;</p> <p>12. External expert may not be:</p> <p>12.1. A member of JMC or SC;</p> <p>12.2. A full time or part time employee of JMA or JTS;</p> <p>12.3. A project applicant or partner in the Programme tender;</p> <p>12.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>12.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>13. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
<p>Section IV</p>	<p>Construction expert in the Republic of Latvia</p>	<p>Requirements for experts:</p> <p>1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area;</p> <p>2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in construction, engineering or architecture;</p> <p>3. Must have a valid building trade certificate in the area of construction supervision (if the applicant is a legal entity and its experts or an individual as an expert are registered in other country than Latvia, the applicant shall submit copies of the documents referred to in this Article that are issued by an equivalent authority registering builders practice or another authorised legal entity);</p> <p>4. 2 (two) years professional experience in planning, execution or supervision of construction work in the area of public infrastructure;</p> <p>5. Professional experience in supervision and evaluation of construction work funded by EU or other international financial instruments;</p> <p>6. Good knowledge of the construction laws and regulations valid in the Republic of Latvia;</p> <p>7. Fluent in English and Latvian;</p> <p>8. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection;</p> <p>9. Relevant computer skills (MS Word, Excel, AutoCad);</p> <p>10. Must have project assessment experience in construction programmes funded by the EU or other international financial instruments;</p> <p>11. The following skills and knowledge will be considered as advantage:</p> <p>12.1. Fluent in Estonian and Russian;</p> <p>12.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>12.3. Experience in planning, regional/local development projects or preparation of documents;</p> <p>13. External expert may not be:</p> <p>13.1. A member of JMC or SC;</p> <p>13.2. A full time or part time employee of JMA or JTS;</p> <p>13.3. A project applicant or partner in the Programme tender;</p> <p>13.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>13.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p>

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		<p>14. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
Section V	Construction expert in the Republic of Estonia	<p>Requirements for experts:</p> <ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in construction, engineering or architecture; 3. Must have a valid building trade certificate in the area of construction supervision (if the applicant is a legal entity and its experts or an individual as an expert are registered in other country than Estonia, the applicant shall submit copies of the documents referred to in this Article that are issued by an equivalent authority registering builders practice or another authorised legal entity); 4. 2 (two) years professional experience in planning, execution or supervision of construction work in the area of public infrastructure; 5. Professional experience in supervision and evaluation of construction work funded by EU or other international financial instruments; 6. Good knowledge of the construction laws and regulations valid in the Republic of Estonia; 7. Fluent in English and Estonian; 8. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection; 9. Relevant computer skills (MS Word, Excel, AutoCad); 10. Must have project assessment experience in construction programmes funded by the EU or other international financial instruments; 11. The following skills and knowledge will be considered as advantage: <ol style="list-style-type: none"> 11.1. Fluent in Latvian and Russian; 11.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred); 11.3. Experience in planning, regional/local development projects or preparation of documents; 12. External expert may not be: <ol style="list-style-type: none"> 12.1. A member of JMC or SC; 12.2. A full time or part time employee of JMA or JTS; 12.3. A project applicant or partner in the Programme tender; 12.4. A provider of consulting services to project applicants or partners in the Programme tender; 12.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants. <p>13. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
Section VI	Construction expert in the Russian Federation	<p>Requirements for experts:</p> <ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in construction, engineering or architecture; 3. Must have a valid building trade certificate in the area of construction supervision (if the applicant is a legal entity and its experts or an individual as an expert are registered in other country than Russia, the applicant shall submit copies of the documents referred to in this Article that are issued by an equivalent authority

		<p>registering builders practice or another authorised legal entity);</p> <p>4. 2 (two) years professional experience in planning, execution or supervision of construction work in the area of public infrastructure;</p> <p>5. Professional experience in supervision and evaluation of construction work funded by EU or other international financial instruments;</p> <p>6. Good knowledge of the construction laws and regulations valid in the Russian Federation;</p> <p>7. Fluent in English and Russian;</p> <p>8. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection;</p> <p>9. Relevant computer skills (MS Word, Excel, AutoCad);</p> <p>10. Must have project assessment experience in construction programmes funded by the EU or other international financial instruments;</p> <p>11. The following skills and knowledge will be considered as advantage:</p> <p>11.1. Fluent in Latvian and Estonian;</p> <p>11.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>11.3. Experience in planning, regional/local development projects or preparation of documents;</p> <p>12. External expert may not be:</p> <p>12.1. A member of JMC or SC;</p> <p>12.2. A full time or part time employee of JMA or JTS;</p> <p>12.3. A project applicant or partner in the Programme tender;</p> <p>12.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>12.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>13. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
<p>Section VII</p>	<p>Transport and logistics expert in the Republic of Latvia</p>	<p>Requirements for experts:</p> <p>1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area;</p> <p>2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field;</p> <p>3. 2 (two) years professional experience in the fields of transport or logistics;</p> <p>4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects;</p> <p>5. Fluent in English and Latvian;</p> <p>6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection;</p> <p>7. Relevant computer skills (MS Word, Excel);</p> <p>8. Good knowledge of laws and regulations in the area of transport and logistics valid in the Republic of Latvia;</p> <p>9. Must have project assessment experience in transport or logistics programmes funded by the EU or other international financial instruments;</p> <p>10. The following skills and knowledge will be considered as advantage:</p> <p>10.1. Fluent in Estonian and Russian;</p> <p>10.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>10.3. Experience in planning, regional/local development projects or preparation of documents;</p> <p>11. External expert may not be:</p> <p>11.1. A member of JMC or SC;</p> <p>11.2. A full time or part time employee of JMA or JTS;</p> <p>11.3. A project applicant or partner in the Programme tender;</p>

		<p>11.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
Section VIII	Transport and logistics expert in the Republic of Estonia	<p>Requirements for experts:</p> <ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field; 3. 2 (two) years professional experience in the fields of transport or logistics; 4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects; 5. Fluent in English and Estonian; 6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection: 7. Relevant computer skills (MS Word, Excel); 8. Good knowledge of laws and regulations in the area of transport and logistics valid in the Republic of Estonia; 9. Must have project assessment experience in transport or logistics programmes funded by the EU or other international financial instruments; 10. The following skills and knowledge will be considered as advantage: <ol style="list-style-type: none"> 10.1. Fluent in Latvian and Russian; 10.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred); 10.3. Experience in planning, regional/local development projects or preparation of documents; 11. External expert may not be: <ol style="list-style-type: none"> 11.1. A member of JMC or SC; 11.2. A full time or part time employee of JMA or JTS; 11.3. A project applicant or partner in the Programme tender; 11.4. A provider of consulting services to project applicants or partners in the Programme tender; 11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants. 12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.
Section IX	Transport and logistics expert in the Russian Federation	<p>Requirements for experts:</p> <ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field; 3. 2 (two) years professional experience in the fields of transport or logistics; 4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects; 5. Fluent in English and Russian; 6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection: 7. Relevant computer skills (MS Word, Excel); 8. Good knowledge of laws and regulations in the area of transport and logistics

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		<p>valid in the Russian Federation;</p> <p>9. Must have project assessment experience in transport or logistics programmes funded by the EU or other international financial instruments;</p> <p>10. The following skills and knowledge will be considered as advantage:</p> <p>10.1. Fluent in Latvian and Estonian;</p> <p>10.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>10.3. Experience in planning, regional/local development projects or preparation of documents;</p> <p>11. External expert may not be:</p> <p>11.1. A member of JMC or SC;</p> <p>11.2. A full time or part time employee of JMA or JTS;</p> <p>11.3. A project applicant or partner in the Programme tender;</p> <p>11.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
Section X	Tourism expert in the Republic of Latvia	<p>Requirements for experts:</p> <p>1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area;</p> <p>2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field;</p> <p>3. 2 (two) years professional experience in the tourism industry;</p> <p>4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects;</p> <p>5. Fluent in English and Latvian;</p> <p>6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection;</p> <p>7. Relevant computer skills (MS Word, Excel);</p> <p>8. Good knowledge of laws and regulations in the area of tourism valid in the Republic of Latvia;</p> <p>9. Must have project assessment experience in tourism programmes funded by the EU or other international financial instruments;</p> <p>10. The following skills and knowledge will be considered as advantage:</p> <p>10.1. Fluent in Estonian and Russian;</p> <p>10.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>10.3. Experience in planning, regional/local development projects or preparation of documents;</p> <p>11. External expert may not be:</p> <p>11.1. A member of JMC or SC;</p> <p>11.2. A full time or part time employee of JMA or JTS;</p> <p>11.3. A project applicant or partner in the Programme tender;</p> <p>11.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
Section	Tourism	Requirements for experts:

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<p>XI</p>	<p>expert in the Republic of Estonia</p>	<ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field; 3. 2 (two) years professional experience in the tourism industry; 4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects; 5. Fluent in English and Estonian; 6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection; 7. Relevant computer skills (MS Word, Excel); 8. Good knowledge of laws and regulations in the area of tourism valid in the Republic of Estonia; 9. Must have project assessment experience in tourism programmes funded by the EU or other international financial instruments; 10. The following skills and knowledge will be considered as advantage: <ol style="list-style-type: none"> 10.1. Fluent in Latvian and Russian; 10.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred); 10.3. Experience in planning, regional/local development projects or preparation of documents; 11. External expert may not be: <ol style="list-style-type: none"> 11.1. A member of JMC or SC; 11.2. A full time or part time employee of JMA or JTS; 11.3. A project applicant or partner in the Programme tender; 11.4. A provider of consulting services to project applicants or partners in the Programme tender; 11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants. 12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.
<p>Section XII</p>	<p>Tourism expert in the Russian Federation</p>	<p>Requirements for experts:</p> <ol style="list-style-type: none"> 1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area; 2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field; 3. 2 (two) years professional experience in the tourism industry; 4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects; 5. Fluent in English and Russian; 6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection; 7. Relevant computer skills (MS Word, Excel); 8. Good knowledge of laws and regulations in the area of tourism valid in the Russian Federation; 9. Must have project assessment experience in tourism programmes funded by the EU or other international financial instruments; 10. The following skills and knowledge will be considered as advantage: <ol style="list-style-type: none"> 10.1. Fluent in Estonian and Latvian; 10.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred); 10.3. Experience in planning, regional/local development projects or preparation of documents; 11. External expert may not be:

Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

		<p>11.1. A member of JMC or SC;</p> <p>11.2. A full time or part time employee of JMA or JTS;</p> <p>11.3. A project applicant or partner in the Programme tender;</p> <p>11.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
Section XIII	IT expert in the Republic of Latvia	<p>Requirements for experts:</p> <p>1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area;</p> <p>2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field;</p> <p>3. 2 (two) years professional experience in the IT field;</p> <p>4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects;</p> <p>5. Fluent in English and Latvian;</p> <p>6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection:</p> <p>7. Relevant computer skills (MS Word, Excel);</p> <p>8. Good knowledge of laws and regulations in the area of IT valid in the Republic of Latvia;</p> <p>9. Must have project assessment experience in IT programmes funded by the EU or other international financial instruments;</p> <p>10. The following skills and knowledge will be considered as advantage:</p> <p>10.1. Fluent in Estonian and Russian;</p> <p>10.2. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>10.3. Experience in planning, regional/local development projects or preparation of documents;</p> <p>11. External expert may not be:</p> <p>11.1. A member of JMC or SC;</p> <p>11.2. A full time or part time employee of JMA or JTS;</p> <p>11.3. A project applicant or partner in the Programme tender;</p> <p>11.4. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>11.5. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
Section XIV	IT expert in the Republic of Estonia	<p>Requirements for experts:</p> <p>1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area;</p> <p>2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field;</p> <p>3. 2 (two) years professional experience in the IT field;</p> <p>4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects;</p> <p>5. Fluent in English and Estonian;</p> <p>6. Knowledge of the Programme, ENPI regulations and general criteria for</p>

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		<p>application and project selection:</p> <p>7. Relevant computer skills (MS Word, Excel);</p> <p>8. Good knowledge of laws and regulations in the area of IT valid in the Republic of Estonia;</p> <p>9. Must have project assessment experience in IT programmes funded by the EU or other international financial instruments;</p> <p>10. The following skills and knowledge will be considered as advantage:</p> <p>10.4. Fluent in Latvian and Russian;</p> <p>10.5. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>10.6. Experience in planning, regional/local development projects or preparation of documents;</p> <p>11. External expert may not be:</p> <p>11.6. A member of JMC or SC;</p> <p>11.7. A full time or part time employee of JMA or JTS;</p> <p>11.8. A project applicant or partner in the Programme tender;</p> <p>11.9. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>11.10. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant shall sign a Declaration of Confidentiality and Impartiality.</p>
<p>Section XV</p>	<p>IT expert in the Russian Federation</p>	<p>Requirements for experts:</p> <p>1. Must be a national of a EU Member State, a state that is a beneficiary under the ENPI Regulation, a state that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area;</p> <p>2. Must have a level of education that corresponds to completed university studies attested by an academic or second level professional degree in a relevant field;</p> <p>3. 2 (two) years professional experience in the IT field;</p> <p>4. Professional experience in management or implementation of EU structural funds or other international financial instrument projects;</p> <p>5. Fluent in English and Russian;</p> <p>6. Knowledge of the Programme, ENPI regulations and general criteria for application and project selection:</p> <p>7. Relevant computer skills (MS Word, Excel);</p> <p>8. Good knowledge of laws and regulations in the area of IT valid in the Russian Federation;</p> <p>9. Must have project assessment experience in IT programmes funded by the EU or other international financial instruments;</p> <p>10. The following skills and knowledge will be considered as advantage:</p> <p>10.7. Fluent in Estonian and Latvian;</p> <p>10.8. Cross border cooperation experience (experience with INTERREG, PHARE CBC or TACIS CBC projects preferred);</p> <p>10.9. Experience in planning, regional/local development projects or preparation of documents;</p> <p>11. External expert may not be:</p> <p>11.11. A member of JMC or SC;</p> <p>11.12. A full time or part time employee of JMA or JTS;</p> <p>11.13. A project applicant or partner in the Programme tender;</p> <p>11.14. A provider of consulting services to project applicants or partners in the Programme tender;</p> <p>11.15. An employee or contact person of a national information point who is responsible for provision of general information to the Applicants.</p> <p>12. To avoid a conflict of interests and to ensure impartial assessment, the Applicant may not be directly involved in the development or coordination of the assessed project or participate in the project preparation within the Programme. The Applicant</p>

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		shall sign a Declaration of Confidentiality and Impartiality.
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Open Tender
**External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross
Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership
Instrument**
APPLICATION
(ID No. VRAA/2010/64/ENPI/AK)

In accordance with the Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument', I confirm my participation in the procurement.

I accept the rules of the Open Tender and I confirm that I am prepared to provide services as required by the provisions of the Regulations and its Annexes and I confirm that the attached documents comprise my proposal.

1. I confirm that our proposal shall be valid for 90 (ninety) days after its submission to the Client.
2. I confirm that we will ensure the validity of our Proposal throughout the entire Open Tender process and prolong it, if necessary.
3. I agree that the Framework Agreement shall become effective after mutual signing thereof, in accordance with your rules.
4. I confirm that I have not provided any false information for the evaluation of my qualifications.
5. I confirm that the applicant or the person entitled to represent or decide for the applicant or the person who is entitled to supervise in relation to the applicant, has not, by a court judgement or an order of penalty issued by a public prosecutor that has taken effect and is incontestable, been found guilty of a crime of corruption, fraudulent financial activities, money laundering or participation in criminal organisations, or that upon submission of the application three years have passed since the respective court judgement, order of penalty by a public prosecutor or decision taken by other competent authority took effect.
6. I confirm that the applicant has not, by a court judgement or decision of a competent authority that has taken effect and is incontestable, been found guilty of a substantial labour law violation of employing one or more such citizens or nationals of a non-EU country that are staying in the EU illegally, or that upon submission of the application three years have passed since the respective court judgement, order of penalty by a public prosecutor or decision taken by other competent authority took effect.
7. I confirm that the applicant has not, by a court judgement or decision of a competent authority that has taken effect and is incontestable, been found guilty of a substantial labour law violation of employing a person without a written employment contract, if such violation is established repeatedly within one year, or in simultaneously employing two or more persons without a written employment contract, or that upon submission of the application 18 months have passed since the respective court judgement or decision taken by other competent authority took effect.
8. I confirm that the applicant has not, by a court judgement or decision of a competent authority that has taken effect and is incontestable, been found guilty of a competition law violation of entering into a vertical agreement with a purpose of limiting the buyer's ability to set a resale price or a horizontal cartel agreement, except if the respective authority, after establishing the competition law violation, has released the applicant from the duty to pay penalty, or that upon submission of the application or proposal 12 months have passed since the respective court judgement or decision taken by other competent authority took effect.
9. I confirm that no insolvency procedures have been announced, no business has been suspended or discontinued, no bankruptcy proceedings have been initiated and that it has not been established that the applicant will be liquidated by the prospective deadline of the Framework Agreement.
10. I confirm that there is no tax debt, including any debt of state social security compulsory contributions, exceeding a total of 100 lats in each country.

Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

11. I confirm that we are not subject to the conditions for exclusion of candidates as stated in Article 39, Paragraph One, Clause 6, 7, 8 or 9 of the Public Procurement Law of Republic of Latvia.

Name of the Applicant:

Registered:

Registration No.

Registered address:

Office address:

Contact person:

(Name, Surname, Title)

Phone:

Fax:.....

Unified registration No.:

Bank:

Code:

Account:

Phone:

Signature:

Name, Surname:.....

Title:

The Application was drawn up and signed on 2010

L.s.

TECHNICAL PROPOSAL (Form)
For the Open Tender
External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia
Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and
Partnership Instrument
(ID No. VRAA/2010/64/ENPI/AK)

External Expert Application Form

! The Applicant must fill out the External Expert Applicant Form only in that part for which the Applicant is submitting the proposal.

Section of the Procurement, Expert in (area)

1. PERSONAL INFORMATION

1.1. General Information

Name/Surname:	
Date of birth:	
Citizenship:	
Declared permanent residence:	
Mailing address (if different from permanent residence):	
Mobile phone:	
E-mail:	
Workplace and current position:	
Telephone, fax (if available):	

1.2. Education and training (please add as many tables as necessary)

University/Institution (name, town):	
Date (from - to):	
Main subjects/Qualification:	
Degree/Certificate obtained:	

University/Institution (name, town):	
Date (from - to):	
Main subjects/Qualification:	
Degree/Certificate obtained:	

1.3. Professional experience (please add as many tables as necessary)

Date (from - to):	
Name of employer and position:	
Main responsibilities:	

Date (from - to):	
Name of employer and position:	
Main responsibilities:	

Date (from - to):	
Name of employer and position:	
Main responsibilities:	

Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

Date (from - to):	
Name of employer and position:	
Main responsibilities:	

2. Meeting the requirements

Criteria	Information to be provided
Professional experience in management or implementation of EU structural funds or cross border cooperation projects	<i>Experience (years) and describe the expert's experience</i>
Language skills	Indicate the language knowledge and level <input type="checkbox"/> Proficient or native <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic
Knowledge of the Programme, ENPI Regulation and the main criteria for selection of applications and projects	<i>Describe the expert's knowledge</i>
Computer skills	<i>Describe the expert's computer skills</i>
Knowledge of legal acts and their provisions in relation to implementation of EU funded projects;	<i>Describe the expert's knowledge of that country's legal acts in which the expert has proposed to provide their services</i>
Project application analysis (assessment) experience for projects funded by the EU or other international institutions in the area of expert services provided;	<i>Describe the expert's experience</i>
Previous cross border cooperation experience (for example, within INTERREG, PHARE CBC or TACIS CBC projects)	<i>Describe the expert's experience</i>
Experience in planning, regional/local development projects or preparation of documents;	<i>Describe the expert's experience</i>

3. Acknowledgements

I hereby acknowledge that I am not:

- 1. A project applicant or partner in the Programme tender;*
- 2. A provider of consulting services to project applicants or partners in the Programme tender;*
- 3. An employee or contact person of a national information point responsible for the provision of general information to Applicants;*

I confirm that I will not be directly involved in the development or coordination of the project to be evaluated and that I will not participate in the preparation of the project to be evaluated within the Programme.

I confirm that upon the occurrence of the above stated events I will refuse from the provision of services by informing the Client thereof in writing.

Signature of the expert: //
Name, surname

Signature of the authorised person of the Applicant:
..... //
Name, surname

The following additional documents about the expert shall be attached to the Technical Proposal:

CV (EU format, available at http://myeurocv.com/euroCVTemplate_en.doc);

Copies of diplomas and certificates in their original language

Financial Proposal (Form)
For the Open Tender
External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia
Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and
Partnership Instrument
(ID No. VRAA/2010/64/ENPI/AK)

Procurement Subject Part	Price excluding VAT, EUR <i>(per one project application examination and provision of an expert's report)</i>	VAT 21%, EUR	Price including VAT, EUR <i>(per one project application examination and provision of an expert's report)</i>

I hereby confirm that the proposed price is reasonable and valid:

Place Date

Title Signature Name and surname
of the Official

L.s.

Signature of the Applicant or authorised person:

Client Agreement Registration Number _____

FRAMEWORK AGREEMENT (DRAFT)
Procurement ID No. VRAA/2010/64/ENPI/AK

In Riga, 2010

State Regional Development Agency, Reg.No.90001733697, Elizabetes iela 19, Riga, LV-1010, Latvia, represented by its Director Māris Krastiņš, acting pursuant to the Cabinet of Ministers Regulations No.288 'Regulations of the State Regional Development Agency' dated 31 March 2009 (hereinafter - the Client), a party of the first part, and

....., *Reg. No./personal ID code*, *address*....., *represented by*....., *pursuant to*,

....., *Reg. No./personal ID code*....., *address*....., *represented by*....., *pursuant to*,

....., *Reg. No./personal ID code*....., *address*....., *represented by*....., *pursuant to*,

(hereinafter – the Contractor or Contractors), a party of the second part, based on the results of the Client's procurement 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument (ID No VRAA/2010/64/ENPI/AK)', all together and each separately hereinafter referred to as the Parties or the Party, hereby agree to enter into the following Framework Agreement (hereinafter - the Agreement):

1. Subject of the Agreement

1.1. The Client commissions and the Contractor undertakes to perform quality evaluation of the project proposals submitted within the Call for Proposals within the Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument (hereinafter - the Services) in accordance with Annex 1.

1.2. The Services referred to in Article 1.1 of this Agreement include performance of examination and provision of expert's report during the Project Application quality evaluation stage.

1.3. During the provision of services, the Contractor shall involve experts referred to in the Contractor's Accession Protocol to this Agreement (hereinafter - the Accession Protocol), based on the Contractor's proposal submitted within the Procurement 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument (ID Nr. VRAA/2010/64/ENPI/AK)'.

1.4. The draft Accession Protocol is attached hereto as Annex 1.

Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

2. Payment Terms

- 2.1. The Agreement price during the validity of the Agreement will not exceed *EUR* (..... *euro*, *euro cents*). The Price is shown excluding the value added tax (VAT).
- 2.2. The actual Agreement price during the validity of the Agreement will be specified in accordance with the actual amount of the Services provided and the invoices issued by the Contractors based on the Handover Forms, but not exceeding the maximum Agreement price as specified in Article 2.1.
- 2.3. The price for the Services provided (the rate per performance of one project application examination and one expert's report) shall be specified in each Accession Protocol individually, based on the Contractor's financial proposal in the public procurement 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument (ID No. VRAA/2010/64/ENPI/AK)'.
- 2.4. The Client shall pay to the Contractor for the Services provided within 10 (ten) working days after mutual signature of the Service Handover Form and the receipt of the Contractor's invoice, by transferring the invoice amount to the bank account specified by the Contractor.
- 2.5. The payment day shall be the day when the Client has transferred the money to the bank account specified by the Contractor.

3. Rights and Obligations of the Client

- 3.1. The Client undertakes:
 - 3.1.1. To submit to the Contractor all information necessary for the provision of Services;
 - 3.1.2. To pay to the Contractor for the Services provided on time and of good quality in accordance with Article 2 of this Agreement.
- 3.2. The Client shall be entitled to request information from the Contractor on the progress of the provision of Services.

4. Rights and Obligations of the Contractor

- 4.1. The Contractor undertakes:
 - 4.1.1. To provide the Services in accordance with the provisions of this Agreement;
 - 4.1.2. To not involve any third parties in the provision of Services;
 - 4.1.3. To perform examination and prepare a report on the Project Application within the term stipulated in the Client's Service Order, but no later than within 10 (ten) days by sending it to the following e-mail address: unda.ozolina@estlatrus.eu and submitting a signed paper copy at Ausekļa iela 14, Riga;
 - 4.1.4. To not disclose, without a prior written approval of the Client, any confidential information that the Contractor has obtained during the fulfilment of this Agreement. Confidential information shall mean any information related to the projects within the Programme, as well as any information that according to Latvian legislation may not be disclosed or published;
 - 4.1.5. The Contractor shall be entitled to receive the payment stated in the Contractor's Accession Protocol for the Services provided on time and of good quality.

5. Handover of Services

- 5.1. The Services shall be handed over by signing a mutual Handover Form for the Services.
- 5.2. After mutual signing of the Service Handover Form, the Client shall be entitled to Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

use the Services at its own discretion and the Contractor shall be entitled to issue an invoice to the Contractor.

- 5.3. If upon handing over the Services, the Client finds some discrepancies with the provisions of this Agreement, including the Technical Specification (Annex 2 to the Agreement), then the Client, no later than within 2 (two) working days from the submission of the Service Handover Form to the Client, shall draw up a corresponding notification for the Contractor describing the discrepancies and stating the term in which they must be corrected at the expense of the Contractor. In this event it shall be deemed that the Client has not accepted the Services. After correcting the discrepancies specified by the Client, the Contractor shall again submit to the Client the Service Handover Form, which the Client shall review within 2 (two) working days after its submission to the Client.
- 5.4. The Client delegates the right to sign the Service Handover Form referred to in Article 5.1 of this Agreement to Unda Ozoliņa, Head of the Joint Technical Secretariat of the Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument.

6. Agreement Term and Termination

- 6.1. The Agreement shall become effective upon signing the Accession Protocol and be valid until 31 December 2013 or until complete fulfilment of the mutual liabilities of the Parties. If the Accession Protocol is not signed by any one of the Contractors, it will not affect the validity of the Accession Protocol in relation to other participants (Contractors) of the Framework Agreement who have signed the Accession Protocol.
- 6.2. The Client may unilaterally terminate the Agreement by notifying all Contractors in writing 30 (thirty) days in advance.
- 6.3. The Contractor may unilaterally terminate its participation in the Agreement by notifying the Client in writing 30 (thirty) days in advance. In this event the Agreement shall become null and void only in relation to the Contractor which notified of a unilateral termination of the Agreement. For all other parties (the Client and Contractors) the Agreement remains valid.
- 6.4. The Client may unilaterally terminate the Agreement with a Contractor by notifying the respective Contractor thereof 7 (seven) days in advance in the following events:
 - 6.4.1. If the Contractor repeatedly delays deadlines for providing the Services as stated in the Agreement,
 - 6.4.2. If the Services provided by the Contractor are not of good quality or if the Contractor has not corrected the discrepancies found upon accepting the Services within the deadline specified by the Client,
 - 6.4.3. If in providing the Services the Contractor has involved experts that are not listed in the Contractor's Accession Protocol, or if it is no longer possible for the Contractor to use the services of experts listed in the Contractor's Accession Protocol,
 - 6.4.4. If insolvency procedures are initiated against the Contractor or the Contractor is being liquidated.
- 6.5. In the events listed in Article 6.4, the Agreement shall become null and void only in relation to the Contractor to whom, based on Article 6.4 of the Agreement, a warning has been sent by the Client regarding a unilateral termination of the Agreement. For all other parties (the Client and Contractors) the Agreement remains valid.

7. Force Majeure

- 7.1. None of the Parties shall be responsible for a non-fulfilment of their liabilities, if Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

such non-fulfilment is caused by *force majeure* conditions. *Force majeure* conditions include natural disasters, war and all kinds of military operations, blockage, embargo, epidemics, legislative changes, government decisions and other extraordinary conditions that the Parties could not have foreseen upon the execution of the Agreement. The other Party shall be notified of the commencement of such conditions within 5 (five) days.

- 7.2. The deadline for the fulfilment of and payment for the Services stipulated in the Agreement shall be prolonged for the time period during which the *force majeure* conditions hinder the fulfilment of the Agreement in accordance with Article 7.1.

8. Responsibility of the Parties

- 8.1. If by providing the Services the Contractor has not fulfilled the requirements of the Agreement and the Service Order in relation to the provision of the Services, the Client shall be entitled to reduce the price for the Services stated in the Contractor's Accession Protocol by not more than 10%. The Parties shall agree upon the actual price reduction by signing the Service Handover Form.
- 8.2. If the Client does not pay the Contractor's invoice within the payment term stipulated in Article 2.3 of this Agreement, the Client shall pay contractual penalty in the amount of 0.1% of the amount stated on the invoice or the Handover Form for each day of delay, but not more than 10% of the amount stated on the invoice or the Handover Form.
- 8.3. If the Contractor does not provide the Services within the deadline stated in Article 4.1.3 of this Agreement, the Contractor shall pay contractual penalty in the amount of 0.1% of the value of these Services for each day of delay, but not more than 10% of the said value.
- 8.4. The Parties shall be responsible for delaying their obligations under this Agreement in accordance with the provisions of this Agreement and valid legal acts of the Republic of Latvia. Payment of contractual penalty or application of other sanctions shall not exempt the Parties from the fulfilment of their obligations under this Agreement.
- 8.5. The Parties shall be fully liable to each other for any losses not stipulated in this Agreement, if such losses have been caused to the Party due to malice or carelessness of the other Party. Each individual Contractor shall not be liable for the losses caused to the Client by another Contractor or for any breach of the Agreement by another Contractor.

9. Final Provisions

- 9.1. This Agreement may be amended by a written mutual agreement of both Parties and the amendments and additions shall be attached to this Agreement and form an integral part thereof.
- 9.2. Contact persons of the Client:
- 9.3. Contact persons of the Contractors:
- 9.4. If some provision of this Agreement becomes null and void, it shall not affect the validity of other provisions herein.
- 9.5. All notices, requests and other information arising out of this Agreement shall be drawn up in writing.
- 9.6. The Client shall have the obligation to inform the Contractors in writing of any changes in its contact persons, addresses or other details included in this Agreement 30 (thirty) days in advance. The Contractors shall have the obligation to inform the Client in writing of any changes in their contact persons, addresses or other details included in this Agreement 30 (thirty) days in advance.
- 9.7. The body of this Agreement is drawn up on (.....) pages and signed in (.....) identical copies. All copies of the Agreement shall have equal legal authority and each Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

Contractor and the Client have received one copy signed by the respective Contractors and the Client.

9.8. Attachments:

1. Accession Protocol on pages;
2. Technical Specification on pages.

10. Details of the Parties

<p>The Client: State Regional Development Agency Elizabetes iela 19, Riga, LV-1010, Latvia Tel: +371 67350622, fax: +371 67357372 Reg. No. 90001733697 The Treasury Code TRELIV22 Account No.....</p>	<p>The Contractors: <i>Name</i> <i>Address</i> <i>Tel., fax</i> <i>Reg. No.</i> <i>Bank</i> <i>Bank code</i> <i>Account No.</i></p>
	<p><i>Name</i> <i>Address</i> <i>Tel., fax</i> <i>Reg. No.</i> <i>Bank</i> <i>Bank code</i> <i>Account No.</i></p>
	<p><i>Name</i> <i>Address</i> <i>Tel., fax</i> <i>Reg. No.</i> <i>Bank</i> <i>Bank code</i> <i>Account No.</i></p>

ACCESSION PROTOCOL (DRAFT)

TO THE FRAMEWORK AGREEMENT NO.....
for the Procurement ID No. VRAA/2010/64/ENPI/AK

Riga, 2010

State Regional Development Agency, Reg.No.90001733697, Elizabetes iela 19, Riga, LV-1010, Latvia, represented by its Director Māris Krastiņš, acting pursuant to the Cabinet of Ministers Regulations No.288 'Regulations of the State Regional Development Agency' dated 31 March 2009 (hereinafter - the Client), a party of the first part, and
....., *Reg. No./personal ID number*, *address*.....,
represented by....., *pursuant to*,

(hereinafter – the Contractor), a party of the second part,
based on:

1) the results of the Client's procurement 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument (ID No VRAA/2010/64/ENPI/AK)',

2) the provisions of the Framework Agreement No.,
all together and each separately hereinafter referred to as the Parties or the Party, hereby agree to enter into the following accession protocol (hereinafter - the Accession Protocol) to the Framework Agreement (hereinafter - the Framework Agreement):

1. The Contractor hereby confirms that it has read the provisions of the Framework Agreement and that it agrees to be bound by these provisions, and that it undertakes to observe the said provisions as a participant (contractual party) of the Framework Agreement.

2. For the provision of the Services (quality evaluation of the project proposals submitted within the Call for Proposals within the Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument) under the Framework Agreement, the Contractor shall invite the following experts:

2.1. <Name, Surname> (<Procurement part>, <area of the expert services provided >);

2.2. <Name, Surname> (<Procurement part>, <area of the expert services provided >);

2.3. <Name, Surname> (<Procurement part>, <area of the expert services provided >);

3. The price of the Services provided (the rate per performance of one project application examination and one expert's report) shall be *EUR* (*..... euro, euro cents*). The price is shown excluding the value added tax (VAT).

4. Payment for the Services shall be made in accordance with the provisions of the Framework Agreement.

5. In providing the Services, the Contractor undertakes to follow the provisions of the Framework Agreement and its Annex (Technical Specification).

6. The Accession Protocol does not amend or cancel the provisions of the Framework

Regulations of the Open Tender 'External Expert Services for Evaluation of Project Applications to Estonia-Latvia-Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument ID No. VRAA/2010/64/ENPI/AK'

Agreement.

7. The Accession Protocol is drawn up on (.....) pages in 2 (two) identical copies, each Party receives one copy of the Accession Protocol.

8. Details and signatures of the Parties:

The Client:

State Regional Development Agency
Elizabetes iela 19, Riga, LV-1010
Tel.: +371 67350622, fax: +371 67357372
Reg. No. 90001733697
The Treasury
Code TREL LV22
Account No.....

The Contractor:

Name
Address
Tel., fax
Reg. No.
Bank
Bank code
Account No.....

Māris Krastiņš, Director.....

Name, Surname, Title.....