FEE-BASED SPECIFIC terms of reference – Part A

Please insert the information requested under each Heading/sub-headings and the information between the <> brackets, as appropriate. In the final version **remember to delete this paragraph and any text with yellow highlighting**. Headings should not be deleted or modified.

**If Interviews** of the experts are foreseen, the indicative dates of interview and the position(s) for which the interview is foreseen should be indicated.

# BACKGROUND INFORMATION

# OBJECTIVE, PURPOSE AND EXPECTED RESULTS

* Global objective
* Specific objective(s)[[1]](#footnote-2)
* Requested services, including suggested methodology[[2]](#footnote-3)
	+ In case of an expenditure verification is required, the contractor shall include the name of the proposed auditor in its methodology.
* Expected Results

# LOGISTICS AND TIMING

Please also refer to Part B of the specific terms of reference.

# REQUIREMENTS

Please also refer to Part B of the specific terms of reference.

# REPORTS /DELIVERABLES

< If paper copies or usb/cd/dvd supports for those reports are required, please indicate the number and format here. Indicate also the deadlines for the Specific Contracting Authority to approve the reports.>

For all other matters relating to reports/deliverables, please refer to point 11 of Part B of the specific terms of reference.

# MONITORING AND EVALUATION

* Definition of performance and quality indicators

< Specific performance measures chosen because they provide valid, useful, practical and comparable measures of progress towards achieving expected results. Can be quantitative: measures of quantity, including statistical statements; or qualitative: judgements and perception derived from subjective analysis. >

# PRACTICAL INFORMATION

Please indicate here the **legal basis of the procedure** and the **eligibility requirements** of the funding Instrument used for this contract.

Please address any request for clarification and other communication to the following address(es): [functional mailbox address] Please indicate the e-mail address of the functional mailbox of the Specific Contracting Authority used for all communication with the Framework Contractor related to the current request for specific contract)> **DO NOT USE INTPA-FWC Functional mailbox!**

# ANNEXES

Please add any relevant annexes to the Terms of Reference that will be shared with the contractors to support the preparation of their offer. (Indicate if not applicable)

\* \* \*

1. The global and specific objectives shall clarify that all EU funded actions must promote the cross-cutting objectives of the EC: environment and climate change, human rights-based approach, persons with disability, indigenous peoples and gender equality. [↑](#footnote-ref-2)
2. Contractors should describe how the action will contribute to the cross-cutting issues mentioned above and notably to the gender equality and the empowerment of women. This will include the communication action messages, materials and management structures. [↑](#footnote-ref-3)