GLOBAL PRICE 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.

# Background Information

# Objective, Purpose and Expected Results

* Global objective
* Specific objective(s)[[1]](#footnote-2)
* Requested services, including suggested methodology[[2]](#footnote-3)

It is essential in a global price contract that the requested services are described in detail providing all the information necessary for the contractor to establish the global price. All the elements which will be included by the contractor under the fees and other costs categories in the indicative financial breakdown of the financial offer have to be clearly identified in the terms of reference.

* **Required Outputs**

For Global Price contracts the terms of reference must clearly identify the requested output(s) and provide all the necessary information/elements allowing the contractor to attribute a price to each output.

In other words:

- the output(s) must be identified by the Specific contract manager in the specific Terms of Reference

- the price for each output will be attributed by the framework contractor in its financial offer.

The contractor must achieve a specified output(s). During and after the implementation, the technical and operational means by which the contractor achieves the specified output(s) are not relevant for the satisfactory implementation of the contract.

The global price includes all costs related to the output (expert fees and all other costs)

# LOGISTICS AND TIMING

Please refer **also** to Part B of the Terms of Reference.

# REQUIREMENTS

Please refer **also** to Part B of the Terms of Reference.

# REPORTS/DELIVERABLES

<Please provide all relevant details relating to reports/deliverables. Table can be adapted according to the needs>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Content** | **Language** | **Submission timing or deadline** | **Number of copies (if report to be provided in Paper or USB/CD/DVD format)** |
| [type] | [Description of content] | [Language] | [submission timing or deadline] |  |
| [type] | [Description of content] | [Language] | [submission timing or deadline] |  |
| [type] | [Description of content] | [Language] | [submission timing or deadline] |  |

# 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.

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)

**Part B**

1. **Benefitting Zone**

[Benefitting Zone]

1. **Specific Contracting Authority**

[Specific Contracting Authority]

1. **Specific contract language**

[Language]

**LOCATION AND DURATION**

1. **Location**

For global price assignments the information about the location (place of performance and/or *home-based* location and/or *mission location*) related to the assignment described under point 2 of Part A has to be detailed, as appropriate, below:

[information about location]

1. **Start date and period of implementation**

The indicative start date is [indicative start date] and the period of implementation of the specific contract will be [duration of the assignment in days] days from this date. Indicative end date: [indicative end date].

**REQUIREMENTS**

1. **Expertise**

For a Global Price contract the default option is that no minimum requirements for experts are defined. The contractor will select the best possible staff in order to deliver the expected output(s). It is up to the contractor to define the precise inputs of the experts. (Default option 1 below)

In duly motivated cases, minimum requirements can be requested.

In some cases, the team needs to have a certain expertise, for instance expertise in statistics. It is however up to the contractor to define which experts will have this expertise and the role of these experts within the team. In this case “statistics” will be part of the minimum requirements of the team of experts as a whole. (In this case use Option 2 below)

[**Option 1 (default option):** **Minimum requirements for** **experts are not defined]**

**[Option 2: – Minimum requirements for the team of experts as a whole are defined]**

 [The minimum requirements covered by the team of experts as a whole are detailed below:

 <As appropriate>]

1. **Incidental expenditure**

Not applicable. Global price specific contracts do not imply verification of timesheets nor include any incidental expenditure.

1. **Lump sums**

Not applicable.

1. **Expenditure verification**

Not applicable. Global price contracts are not subject to an expenditure verification.

1. **Other details**

Section to provide any other relevant information for the request. Indicate if not applicable.

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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. Indicate if the presence of a member of the Management Team or of the quality support team is required as expert for the specific contract. [↑](#footnote-ref-3)