



## **Request for Tenders**

**Launched by the Consortium of  
European Taxonomic Facilities (CETAF)**

**In the context of EU-funded project  
TETTRIs**



***TETTRIs***

***Transforming European Taxonomy through Training, Research, and  
Innovations***

# Table of contents

|  |    |
|--|----|
|  | 2  |
| <b>A. General Provisions</b>                                     | 3  |
| 1. Object, nature and awarding method of the contract            | 3  |
| 1.1. Context and aim of the request to tender                    | 3  |
| 1.2. Nature of the Contract                                      | 5  |
| 1.3. Method of award of the Contract                             | 5  |
| 2. Contracting Party   | 6  |
| 3. Execution time of the Contract                                | 6  |
| 4. Submission of tenders   | 6  |
| 5. Legislation   | 7  |
| 6. Contract Documents  | 7  |
| 7. Tender  | 7  |
| 7.1. Signatures  | 8  |
| 7.2. Period of validity  | 8  |
| 7.3. Language  | 8  |
| 7.4. Tender form   | 8  |
| 7.5. Official representative                                     | 8  |
| 8. Subcontractors  | 9  |
| 9. Reporting duties throughout the execution of the Contract     | 9  |
| 10. Price  | 9  |
| 11. Grounds for exclusion  | 9  |
| 12. Regularity of tenders  | 11 |
| 13. Award criteria   | 11 |
| 14. Bail   | 12 |
| 15. Administrator's liability                                    | 13 |
| 15.1. General liability of the Administrator                     | 13 |
| 15.2. Special obligations for the Administrator                  | 13 |
| 15.3. Damage to third parties in the performance of the Contract | 13 |
| 16. Billing and payment  | 13 |
| 17. Result commitment  | 14 |
| 18. Delay fines  | 14 |
| 19. Protection of personal data and privacy                      | 14 |
| 20. Insurance  | 15 |
| 21. Confidentiality  | 15 |
| 22. Intellectual property  | 15 |
| 23. Disputes   | 16 |
| <b>B. Technical Provisions</b>                                   | 17 |
| 1. Scope of the services   | 17 |
| 2. Description of the services and expected outcomes             | 19 |
| 3. Internal governance of the Contract                           | 22 |
| <b>C. ANNEXES</b>  | 23 |
| <b>ANNEX 1. Tender Form</b>                                      | 23 |

## A. General Provisions

### 1. Object, nature and awarding method of the contract

#### 1.1. Context and aim of the request to tender

The Consortium of European Taxonomic Facilities ([CETAF](#)) is a European network of Natural History Museums, Botanic Gardens and Research Centres with their associated natural science collections and research expertise. It aims to promote training, research collaborations and understanding in taxonomy and systematic biology as well as to facilitate access to our natural heritage by sharing the information derived from the collections. The CETAF network comprises 74 of the largest taxonomic institutions from 24 European countries. Their collections contain a wide range of specimens including animals, plants, fungi and rocks, and genetic resources which are used for scientific research and exhibitions. Collectively, these collections represent more than 80% of the world's described species and therefore embody an unprecedented and irreplaceable resource for scientific research across the globe.

CETAF member institutions dedicate themselves to both the preservation and promotion of this rich heritage through scientific research, training, public outreach and making the rich data available to scientists all over the world through engagement, harmonisation of policies and procedures, facilitation of skills upgrade and contributing to make scientific literature openly accessible and exploitable. Thanks to the collaboration among its members, CETAF produces best practices, guidelines and common protocols that serve to the enhancement and further development of the collections management at the member institutions. To that end, harmonization of policies and common standards are shared among the members to improve professionals' work. CETAF is also an information exchange platform for researchers from a wide variety of scientific disciplines who carry out pioneering research and develop innovative knowledge exchange pathways.

From digitisation of collections to the use of digital media and the stimulation of data sharing, CETAF fosters the development of information services for scientific and public use. For the success of new initiatives, this large network of members as well as associated organisations, have proven to be an asset for providing input into project's tasks but also for the dissemination of results and the continuation of activities beyond the projects' lifetime.

In the framework of its priorities, CETAF is directly involved in a large number of EU-funded projects as partner and also as coordinator. This is the case of the initiative named [TETTRIs](#), Transforming European Taxonomy through Training, Research and



Innovations, for which CETAF is the Technical Coordinator. This Project will run from its start date (1 December 2022) for 42 months, until May 2026. Partnership of this project gathers 17 institutions across Europe that are committed to develop innovative solutions for facilitating co-creation of knowledge between fundamental researchers and a diversity of societal actors and promote systems that boost the necessary transfer of knowledge on site, by tackling specifically hot spots and protected areas in Europe.

In a nutshell, TETTRIs aims to bring about a significant transformation in the field of taxonomy to address biodiversity changes by enhancing the capacity for taxonomic research and transferring critical scientific knowledge to key societal stakeholders. In advancing the field of taxonomy and beyond, TETTRIs will implement several technical and systems innovations developed by consortium partners and validated in collaboration with target groups such as citizen scientists, through a mechanism of cascade grants to engage with local partners in the field.

That mechanism will be realised thanks to an overall fund of close to 1.8 Mi€ granted for projects (the so called Third Party Projects-3PPs) that will implement the expected outcomes of TETTRIs in the field of taxonomic expertise and more concretely, in: 1) reference collections linked to pollinators systems; 2) capacity building actions; and 3) machine learning linked tools for species recognition from images and sounds. To organise and evaluate proposals, to monitor and assess the approved 3PPs, and finally disseminate their outcomes, TETTRIs envisages to subcontract those tasks to an external experienced service provider (the “Administrator”).

In order to evaluate, monitor and aggregate results from the TETTRIs Third Party Projects (3PPs), the Administrator will provide a set of services including (but not limited to):

- Provide final drafting of the call for third-party projects and supporting documentation;
- Assure a transparent and efficient call for proposals and support the call announcement;
- Establish a monitoring and evaluation process of the proposals submitted;
- Facilitate the assessment process with the Community Implementation Board (CIB) established under TETTRIs;
- Support the contracting process between CETAF and third parties for the implementation of the 3PPs;
- Support monitoring and evaluation of the approved 3PPs, including drafting the corresponding reports and records;
- Develop the e-system through which proposals will be submitted and tracked, including the progress indicators and work recording;
- Compile and allocate results from the 3PPs in the TETTRIs website;
- Deploy adequate means for the dissemination and exploitation of the approved 3PPs' results; and

- Deliver a comprehensive final report (the “Master Report”) that will cover all of the activities realized within the context of the 3PPs that are implemented under the TETTRIs project.

A more detailed description of the services to be provided by the Administrator throughout the project is given in section B. “Technical provisions”.

## **1.2. Nature of the Contract**

This Contract is a contract of services.

## **1.3. Method of award of the Contract**

The Contract is awarded by means of a negotiated procedure without prior publication in the sense of article 42 of the Belgian Act on public procurement of 17 June 2016.

CETAF will publish the present request to tender on its website, the TETTRIs website and the partners’ websites. Additionally, CETAF will contact a number of economic operators with relevant experience to ensure they are aware of the present award procedure and will invite them to submit a tender. All interested economic operators are able to submit a tender, regardless of whether they were explicitly invited to do so by CETAF.

This Contract will be awarded to the tenderer that offers the Best Value for Money (in line with the award criteria as defined in Clause 13 below).

When CETAF receives the tenders (before the deadline defined in Clause 4 below), it can either:

- Designate the tenderer whose tender offers the Best Value for Money and, subsequently, award the Contract to this tenderer; or
- Start-up negotiations with one or more tenderers, with a view to optimising their respective tenders (i.e. to bring about a global price-quality improvement in view of the award criteria). The negotiations can take place either orally, during a negotiation meeting, or in writing.

The negotiations with the admitted tenderer(s) can be structured into successive rounds. After each round, CETAF can further limit the number of tenderers with which it continues the negotiations into a next bid round.

After the conclusion of the negotiations, the (remaining) admitted tenderers will be invited to submit a best and final offer (“BAFO”). CETAF will designate the tenderer whose BAFO offers the Best Value for Money and, subsequently, award the Contract to this tenderer.

## 2. Contracting Party

The Contracting Party is CETAF AISBL (“CETAF”), Rue Vautier 29, 1000 Brussels, Belgium.

For the purpose of this request to tender, CETAF is represented by its Executive Director, Ana Casino (E-mail: [ana.casino@cetaf.org](mailto:ana.casino@cetaf.org) cc : [acasino@naturalsciences.be](mailto:acasino@naturalsciences.be)).

## 3. Execution time of the Contract

The Contract starts on the date of the signature of the Contract and lasts until the moment when the Contract is fully executed. The performance of the services provided for in the present request to tender must, in all cases, be completed within the stipulated period, i.e. by 1 May 2026, the planned end date of the TETTRIs project.

The Contract will consist of the following phases:

| Phase | Identification   | Deadline  |
|-------|--|---|
| 1.    | Launch of Call for proposals                                     | 1 July 2023   |
| 2.    | Selection of 3PPs  | 1 December 2023   |
| 3.    | Projects implementation  | From January 2024 until end date of the latest 3PPs' lifetime |
| 4.    | Compilation and publication, including delivery of Master Report | 1 April 2026  |

CETAF reserves the right to change the abovementioned deadlines and to add or omit phases from the Contract.

## 4. Submission of tenders

The tenders have to be submitted by email to the Contracting Party (to the email addresses mentioned in Clause 2 above). Each tenderer may submit only one tender.

A group of economic operators can submit a tender together. In this case, the economic operators must designate the person who will represent the group before the Contracting Party.

Tenders must reach the Contracting Party by 25 April 2023, at 17.00 pm, CET.

## 5. Legislation

The award and the execution of the Contract is subject to the applicable Belgian law, including:

- The Belgian Act on public procurement of 17 June 2016;
- The Royal Decree of April 18, 2017 placement of public contracts in the classic sectors;
- The Royal Decree of January 14, 2013 determining the general rules of execution of public contracts;
- European and Belgian environmental, social, and labour law.

Every tenderer is deemed to be familiar with the applicable regulatory provisions, and to accept and comply with such.

The tenderer must have all required permissions, licenses and approvals that are necessary for the performance of the Contract and the resources it uses for such purpose.

## 6. Contract Documents

The Contract Documents will be the following:

- This request to tender;
- The tender of the tenderer that is designated as Administrator by CETAF.

In case of contradictions between the Contract Documents, this request to tender will take precedence over the tender of the designated Administrator (except when the relevant clause in the tender is more beneficial to the Contracting Party).

## 7. Tender

All terms and conditions stated in the present request to tender are to be accepted by the tenderer and fully executed within the timeframe of the Contract.

By submission of the tender, the tenderer shall automatically abandon its general or special terms and conditions, even if they are included in the tender.

### **7.1. Signatures**

The tender must be signed by the person(s) who is (are) duly qualified or authorised to represent and commit the tenderer and to sign the Contract.

In case of submission of a tender by a group of economic operators, a valid signature must be placed either by a qualified or authorised representative for each participant in the group, or by the leader authorised by the other participants with powers of attorney.

The signatory(ies) specifies (specify) in what capacity it (they) act(s). If an authorised agent signs the tender pursuant to one or more powers of attorney, he will clearly specify his capacity as well as the name and role of the person(s) who issued the power(s) of attorney.

### **7.2. Period of validity**

Tenderers shall be bound by their tenders for a period of 90 calendar days starting from the day after the deadline for receipt of tenders (see Clause above).

### **7.3. Language**

The tender and the annexes to the tender (form) will be drawn up in English.

### **7.4. Tender form**

The tenderer will use the tender form attached in Annex 1 (the “Tender Form”) for the submission of the tender.

The tenderer shall clearly indicate in his tender any information which is confidential and/or relates to technical or commercial secrets and must therefore not be disclosed by the Contracting Party.

### **7.5. Official representative**

The official representative of the tenderer to act before the Contracting Party will be designated and duly notified by writing to the Contracting Party at the signature of the Contract. The official representative may be replaced during the execution of the Contract. Such replacement will be notified in writing to the Contracting Party.



## 8. Subcontractors

In the tender form, the tenderer mentions which economic operators he aims to subcontract specific activities to during the execution of the Contract. Subcontracting specific activities to economic operators other than those mentioned in the tender form is only allowed after the Administrator has received the prior written agreement of CETAF to do so (art. 12, § 3 of the Royal Decree of 14 January 2013). In any case, the Administrator remains solely liable to the Contracting Party to fully fulfil its obligations under the Contract.

Under no circumstance will the Administrator be able to subcontract the entirety of its obligations under the Contract.

## 9. Reporting duties throughout the execution of the Contract

Unless otherwise specified, the Administrator will regularly report to the Contracting Party on the services delivery and the outcomes produced under the Contract. To keep due track on the implementation of the Contract, both parties will meet virtually at least once every month and physically once a year for overall reporting. The Contracting Party may require additional and/or specific reports should the need appear, to ensure efficiency and quality in the execution of the Contract.

## 10. Price

This Contract is a contract against a global price (art. 2, 3° of the Royal Decree of 18 April 2017).

The tenderer will submit a price as a total amount (the "Offer") including all possible costs and charges for the execution of the Contract, included value added tax (VAT). It shall be clearly identified in the tender. All prices stated in the tender must be expressed in EURO €.

The Offer can under no circumstance exceed 90.000,- EUR (incl. VAT).

The Offer cannot be adjusted during the execution of the Contract (art. 38/7 of the Royal Decree of 14 January 2013).

## 11. Grounds for exclusion

The Contract can only be awarded to a tenderer who is not excluded from participating to public procurement procedures because a compulsory ground for exclusion applies to them. When the tenderer is a group of economic operators, the Contract cannot be awarded to this tenderer if a compulsory ground for exclusion applies to any of the members. By submitting a tender, the tenderer declares (on honour) that none of the exclusion grounds listed below apply to them.

The compulsory grounds for exclusion listed in art. 67 of the Belgian act on public procurement are the following:

1. participation in a criminal organization;
2. bribery;
3. fraud;
4. terrorist offenses or offenses related to terrorist activities or inciting, aiding and abetting or attempting to commit such a crime or offense;
5. money laundering or terrorist financing;
6. child labour and other forms of human trafficking;
7. employment of third-country nationals residing illegally in the country.

The exclusions from participation in public procurement referred to in 1° to 6° apply for a period of five years from the date of conviction. The exclusion from participation in public contracts referred to in 7° shall apply for a period of 5 years from the date of termination of the violation.

A tenderer to whom one or more of the abovementioned grounds for exclusion apply, may prove that he has taken corrective measures which show his reliability (art. 70 of the Belgian Act on public procurement).

The tenderer who has not fulfilled his obligations regarding payment of his tax debts and social security contributions shall, in principle, be excluded from this procurement procedure. Access to the procedure shall not be denied to the tenderer who: (a) has no contribution debt exceeding 3,000 euros; or (b) who has obtained a moratorium for that debt and strictly observes its repayments. Furthermore, the tenderer has the possibility to (i) prove that he holds one or more claims against a contracting authority or a public company that are certain, due and free from any obligation to third parties for an amount at least equal to his debt less 3,000 euros or (ii) to pay off the debts (art. 68 of the Belgian Act on public procurement).

The Contracting Party will examine the accuracy of the implicit statement on honour regarding the exclusion grounds with regard to the tenderer to whom it intends to award the Contract (i.e. the tenderer whose tender offers the best value

for money). To this end, it will ask the tenderer in question to provide the required documents.

## 12. Regularity of tenders

The tenders will be examined in terms of their regularity. Substantially irregular tenders will be rejected.

## 13. Award criteria

The tenders will be assessed following the principle of the Best Value for Money. In this regard, CETAF will apply the following (weighted) award criteria:

| Criterion                    | Weight (in %) |
|------------------------------|---------------|
| 1. Price                     | 20            |
| 2. Experience                | 20            |
| 3. Technical merit           | 20            |
| 4. Service content           | 20            |
| 5. Expertise and added value | 20            |

100%

The evaluation of award criteria will be done as follows:

**Price:** the evaluation of tenders under the award criterion of price is based on the total price, including VAT. It shall cover all type of costs incurred during the duration of the Contract.

**Experience:** Previous experience of the tenderer will be assessed in relation to the fields of expertise required to achieve the intended outcomes of the Contract. Recent experience over the last 5 years in the fields highly significant to the Contract (such as support to EU Funded projects, assessment and monitoring processes for the implementation of projects) will be described. The tender will include references to the scale of past projects (including name, scope, budget, duration, partnership, public or private entities for which they were intended) and the role undertaken within those projects. Impact and relevance of the past projects to the tender should be clearly identified and reasoned. Each reference needs to be accompanied by contact information of the client for which the tenderer completed the project in question (who can be contacted by CETAF in order to verify the information provided by the tenderer).

**Technical merit:** The tenderer must have the technical and technological means (including but not limited to software, analytical and monitoring tools and adequate performance equipment) to properly execute the Contract. The tenderer describes which equipment, technical and technological means, including facilities, software programs, quality systems, project management tools, ethics surveyance (incl. GDPR, AI, IPR) mechanisms, will be used throughout the execution of the Contract. Throughout this description, the tenderer refers to his experience with the use of these means during earlier, similar projects, with special attention for the quality standards required, target performance levels, time and financial accomplishment, risks and variations suffered, and final satisfaction of previous clients, with potential indicators of capacity assurance.

**Service content:** The tenderer shall describe their offer with regard to the services that are required to execute the Contract and the way in which they will deliver all expected outcomes on time, with the quality required and within budget. The tenderer must demonstrate their capability to bring the Contract to a satisfactory conclusion by describing the methodology for implementation, enabling programs, assessment procedures and protocols, reporting means, risks detection and mitigation, ethics compliance and ensuring mechanisms for adequate performance.

**Expertise and added value:** The tenderer must have sufficient competent personnel to properly perform the Contract and justify the added value to the Contract performance by the proposed project team, including their technical, technological and management skills. To that end, their names, diplomas held, professional qualifications and experience, function, expertise, and resumes will be provided. Furthermore, their individual contribution to the performance of the Contract shall be clearly explained and documented.

The tenderer attaches all the documents to their tender that allow the Contracting Party to evaluate the tender in light of the award criteria (e.g. description of references, CVs, etc.).

The number of A4-pages in the tender that are relevant for the assessment in light of the award criteria, should not exceed 30.

#### 14. Bail

No bond is required for the tender submission or the performance of the contract.

## 15. Administrator's liability

### 15.1. General liability of the Administrator

The Administrator shall bear full liability for errors, omissions and negligence in the services rendered. The Administrator shall also indemnify the Contracting Party against any compensation owed by it to third parties on account of the delay in the performance of the services or on account of the contractor's default.

### 15.2. Special obligations for the Administrator

The Administrator and its employees are bound by duty of discretion regarding information of which they become aware in the performance of the Contract. Under no circumstances can the information be disclosed to third parties without the written consent of the Contracting Party. The Administrator may, however, give this Contract as a reference.

The Administrator undertakes, except in cases of force majeure, to have the Contract performed by the persons specified in the tender. The persons listed, or their substitutes, are all considered to be effectively participating in the Contract. The substitutes must be approved by the Contracting Party.

### 15.3. Damage to third parties in the performance of the Contract

Under no circumstances shall the Contracting Party be liable for damage to persons or property resulting directly or indirectly from the activities required for the performance of this Contract. The Administrator shall indemnify the Contracting Party against any claim for damages by third parties in this regard.

## 16. Billing and payment

Payment will be made according to the following schedule:

| Invoice nr | Delivery of linked Outcome   | Amount (%) |
|------------|--|------------|
| 1          | At the publication of the announcement of the Call 3PPs  | 15%        |
| 2          | At the publication of the selected 3PPs from the Call 3PPs   | 10%        |
| 3          | At the delivery of the complete e-system for project implementation                                      | 10%        |
| 4          | At the delivery of the 1 <sup>st</sup> annual report (technical, financial, risk, ethics, communication) | 20%        |
| 5          | At the delivery of the 2 <sup>nd</sup> annual report (technical, financial, risk, ethics, communication) | 25%        |
| 7          | Approval of the final Master Report  | 20%        |

The detailed invoices, drawn up in euro and VAT included, must be sent, to the following address:

Consortium of European Taxonomic Facilities, CETAF AISBL  
c/o Royal Belgian Institute of Natural Sciences  
Attn. Ana CASINO  
Rue Vautier 29  
1000 Brussels

The Contracting Party, upon approval of the corresponding outcome will proceed on with the due payment within the next 30 days after reception of the Invoice.

## **17. Result commitment**

The Administrator shall provide all the necessary measures, even if it is not explicitly stated in the present Call, to achieve satisfactory outcomes and to meet the requirements of this Call. All efforts to accomplish this is part of the job and should be foreseen by the Administrator. The agreement resulting from this Contract is an obligation of result.

## **18. Delay fines**

If the Administrator fails to meet the applicable deadlines (see Clause 3 above), delay fines can be imposed in accordance with (art. 154 of) the Royal Decree of 14 Januari 2013.

## **19. Protection of personal data and privacy**

The Administrator should be aware that the Contracting Party attaches particular importance to the protection of privacy. The Administrator is obliged to comply strictly with the obligations relating to personal data provided for in the Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. If the Administrator reasonably believes that additional arrangements should be made to comply with this legislation, the Administrator shall proactively notify the Contracting Party. In any event, the Administrator is required to cooperate in good faith with the Contracting Party to comply at all times with the relevant provisions of this legislation.

## **20. Insurance**

The Administrator must be insured to cover his liability for accidents, as well as his civil liability towards third parties in the execution of the Contract.

Within 30 days after the signature of the Contract the Administrator shows that he has entered this insurance with a certificate proving the sufficient amount of the guaranteed liability for this assignment.

At any time during the execution of the Contract, the Administrator shall submit this certificate within 15 days after receiving the request from the Contracting Party.

## **21. Confidentiality**

The Administrator shall abstain from disclosing any confidential information that is disclosed by or on behalf of the Contracting Party, without the prior, explicit and written consent of the Contracting Party. The Administrator shall take the necessary measures to prevent the communication of such knowledge of information or documents to third parties (e.g. by enforcing the necessary confidentiality obligations with regard to its staff).

The Administrator who has during the execution of the assignment knowledge of a design or model, know-how, method, or an invention belonging to the Contracting Party or any other beneficiary of the TETTRIs project, or jointly to the Contracting Party and one or more of those beneficiaries, or jointly to the Contracting Party and the Administrator, shall abstain from any communication on the design or model, the know-how, the method of the invention to a third party, unless those elements are the subject of the assignment.

## **22. Intellectual property**

The Contracting Party obtains the intellectual property created and/or developed in carrying out the assignment.

The Contracting Party will have the right for commercial and non-commercial, including educational use, for all exploitation modes and forms, for the entire duration of the relevant right and for the whole world.

The Administrator must take all measures necessary to safeguard the rights of the Contracting Party and shall, if necessary, at its own expense, comply with the formalities necessary to ensure that these rights can be invoked against third parties. He informs the Contracting Party about affected settlements and the fulfilled formalities.

The Administrator guarantees that the creations that he will realise will not infringe on any third party right or any law.

The Administrator who has not respected the rights of a third party or did not inform the rights to the Contracting Party guarantees every claim, and this without limiting the amount that would allow a third party against the Contracting Party.

All fees which the Administrator may owe to the authors and to the artistic and technical staff required for the execution of the assignment are at his expense.

The Contracting Party may delegate all or part of the acquired rights to third parties under the Contract.

### **23. Disputes**

All disputes relating to the execution of this Contract shall be settled exclusively before the competent courts of the judicial district of Brussels.



## B. Technical Provisions

### 1. Scope of the services

As was already mentioned in Section A (General Provisions) above, the Administrator will provide a set of services that includes (but is not limited to):

- Provide final drafting of the call for third-party projects and supporting documentation;
- Assure a transparent and efficient call for proposals and support the call announcement;
- Establish a monitoring and evaluation process;
- Facilitate the assessment process with the Community Implementation Board (CIB);
- Support the contracting process between CETAF and third parties;
- Support monitoring and evaluation of the approved 3PPs, including drafting the corresponding reports and records;
- Develop the e-system through which proposals will be submitted and tracked;
- Compile and allocate results in the TETTRIs website;
- Deployment of means for the dissemination and exploitation of the approved 3PPs' results; and
- Drafting a comprehensive final report (the "**Master Report**") that will cover all of the activities realized within the context of the Third-Party projects that are implemented under the TETTRIs project.

From the above, a series of outcomes shall be produced and delivered, and several tasks shall be carried out by the Administrator to meet the breadth of the services required by the Contracting Party and subject to this Contract.

All these outcomes expected from the Administrator will be subject to review by the Contracting Party, for which it may look for assessment, support and advice to the Advisory Boards and the Governance Bodies of the TETTRIs project as well as other TETTRIs partners.

The work to be carried out by the Administrator will follow the phases of the project identified in Clause 3 of Section A. and will include:

- **Drafting documentation:** including the draft for Call 3PPs, for which the Administrator will collaborate with the Contracting party, the TETTRIs Coordinator and other partners. The drafts shall contain specifications,

requirements, eligibility criteria and award principles and criteria, and as many other features that the Call 3PPs shall contain to be transparent, competitive, understandable and feasible. The text will be accompanied by a package of supporting documentation.

- **Processes:** the Administrator shall establish a monitoring and evaluation process that allows keeping track of the progress and due performance of the approved 3PPs, both timely and with the quality required. The process will thus include KPIs related to the progress achieved, the milestones met, and the expected outcomes produced by each and all of the approved 3PPs. Furthermore, the process will track the potential risks that the implementation for the 3PPs may encounter and evaluate progressively their respective likelihood and impact on the due progress of the 3PP. The process shall thus integrate, among others, the following dimensions in relation to the 3PPs:
  - Project evaluation, including criteria
  - Contractual procedures
  - Progress monitoring
  - Risks prevention and mitigation
  - Process and outcomes assessment
  - Ethics compliance
  - Results dissemination and exploitation
  
- **E-system:** The Administrator will develop an online system through which proposals will be submitted and tracked. Such a tool will be integrated in the TETTRIs website and will integrate the main features necessary for tracking progress, risks and timely achievements, qualitative and quantitative accomplishments of the 3PPs, individually and also jointly as a unified set of actions. For that purpose, pipelines will be implemented to facilitate provision of data and information from the 3PPs. Regular reporting and analysis tools will also be integrated in the e-system, to present global state-of-the art of the implementation of the 3PPs both, individually and jointly. Dashboards and visual components will be included.
  
- **Drafting plans:** to identify the planned work of the Administrator itself but also for the description of the 3PPs. Within the overarching e-system defined above, the Administrator will structure a model for the definition and featuring of each of the approved 3PPs and will compile the necessary supporting documentation to allow understanding of the project including aspects such as partnership, scope, objectives, target audiences, timeframe, budget, work plan and expected outcomes. For each of those 3PPs their corresponding relevant information will be uploaded in the TETTRIs website in the specific

micro-sites designed for allocating the 3PPs.

In addition, the Administrator is expected to draft a motivated dissemination plan for the entire set of 3PPs project, identifying the main channels for efficient dissemination, suggesting events and means for further exploit the results of the 3PPs, and advising on the right messages to use in social media/web-based tools. The dissemination plan needs to be set in collaboration with WP8 leader (NHMD) and in compliance with the PEDR (Plan for Exploitation and Dissemination of Results).

- **Drafting reports:** As concluding statements of tasks and work carried out, during the meetings with the Contracting Party, the Administrator will present updated reports, while highlighting detected issues (of any kind), with their corresponding impact on progress, and when possible, suggesting mitigation measures of any potential negative impact on either time and/or quality dimensions of the expected results from each and all the 3PPs.

Additionally, by 1 April 2026 the Administrator will provide the Contracting Party with a final Master Report, that will compile the entire package of information relevant to the 3PPs initiative, from the identification and launching of the Call for proposals until the finalization of the implementation of all approved 3PPs and the execution of the Dissemination and Exploitation of results from 3PPs. This Master Report will showcase the process carried out, identify major strengths and bottlenecks, underline resulted impact and parameters of success. It needs to serve as a reference that could be replicated in further initiatives that use the mechanism of cascade grants (to fund 3PPs) to facilitate knowledge transfer and capacity building. This final outcome shall be submitted for internal review at least one month prior to the due date of delivery (1<sup>st</sup> of April 2026).

## 2. Description of the services and expected outcomes

More specifically, the tasks and outcomes expected are detailed here:

### Phase 1: Call for Proposals

The Administrator will contribute to the Call for Proposals by providing the definition, description, settlement as well as the launch itself of the Call for proposals for 3PPs (the “Call 3PPs”), following the guidelines and under the scope and limits defined in the Grant Agreement signed with the European Commission for the TETTRIs Project (the “GA”)<sup>1</sup>.

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<sup>1</sup> GA dated 11 October 2022. Project nr 101081903 — TETTRIs

Among others, during Phase 1 the Administrator will provide the following services:

- identify the major components of the Call 3PPs;
- provide the final drafting of the Call 3PPs;
- identify the necessary supporting documents for the Call 3PPs;
- assure a transparent and efficient Call 3PPs by designing and implementing an online system for proposals submission; and
- ensure the Call 3PPs is launched timely by publishing the announcement in the adequate channels and contributing to its dissemination.

Expected outcomes of this Phase 1 are:

- Text of the Call 3PPs.
- Supporting package of documentation of the Call 3PPs.
- E-system for submission of proposals.
- Publication of the announcement of the Call 3PPs in TETTRIs website and social media

A second call for 3PPs ("Call2 3PPs") may need to take place in case the resulting approved projects under the Call 3PPs do not absorb entirely the allocated Budget for 3PPs under the GA. Same procedure and methodology would be applied.

## **Phase 2: Selection of 3PPs**

The Administrator will participate in the evaluation and selection of the proposals and will produce the necessary documentation to formalize the contractual agreements between the Third Parties and the Contracting Party.

Specifically, during Phase 2 the Administrator will provide the following services:

- establish an evaluation and selection procedure;
- facilitate the assessment and evaluation process of the proposals submitted under the Call 3PPs, together with the Community Implementation Board (the "CIB") of the TETTRIs project and in close collaboration with the Project Management team of TETTRIs and the Coordinators;
- produce the final selection report of the proposals assessed;
- propose to the Governing Board of the TETTRIs project the selected projects for grants; and
- support the entire contracting process between CETAF and third parties for the development of the approved projects.

Expected outcomes of the Phase 2 are:

- Evaluation and selection procedures.
- Assessment and selection reports.
- Publication of the approved proposals.

- Contract drafts with each and all third parties.

### **Phase 3: Projects implementation**

The Administrator will design and implement the complementary module of the online mechanisms (e-system) put in place for the proposals submission, to ensure good track of the progress and implementation of those approved projects, in all dimensions: technically, financially, in terms of quality accomplishment also within the corresponding timeframes.

During Phase 3, the Administrator will provide the following services:

- Define the methodology for projects' evaluation of implementation;
- establish the online module for tracking and supervision of the projects' implementation, included in the TETTRIs website;
- identify the key KPIs and report on those for each project;
- support monitoring and evaluation of each and all the projects;
- create the Gantt chart for implementation;
- produce the procedure for financial progress assessment of the projects, individually and globally;
- produce regular reports for each project and globally for all of them, tackling all aspects (finances, technical/content implementation, ethics, timing, risks and KPIs, impact);
- suggest means for improvement;
- differentiate and alert of risks and propose mitigation measures; and
- publish regular news related to the tracking of the projects.

Expected outcomes of the Phase 3 are:

- e-system for projects tracking, with all components in place and the methodology thereof accurately described.
- Detailed Work Plan and Gantt chart for each and all the projects.
- Financial assessment schema.
- Procedure for risk assessment, mitigation and solving.
- Grid for KPIs
- Ethics compliance assurance and protocols;
- Reporting and recording systems
- Significance Grid (Impact, Relevance).

### **Phase 4: Compilation and publication**

The Administrator will compile all reports, documents and records relating to the implementation of 3PPs.

Expected outcomes of the Phase 4 are:

- Compilation of results and outcomes.

- Impact and sustainability statements.
- Allocation of the reports in the TETTRIs website.
- Delivery of the Master Report of the 3PPs.

### **3. Internal governance of the Contract**

#### Workload and Time schedule

Due to the variety of foreseen projects, the Administrator's workload may be unevenly distributed over time depending on the different timeframes, scopes, work plans and outcomes of the individual projects, and also on the timing when results from the individual projects will be available.

#### Collaborators

The Administrator work is to be carried out in collaboration with several actors that need to be directly involved:

- a) Contracting Party (CETAF)
- b) TETTRIs Community Implementation Board (CIB)
- c) TETTRIs partners involved in the implementation of the 3PPs.
- d) 3PPs' Project leaders.

In addition, regular collaboration and feedback with scientists participating in TETTRIs (through the Strategic Advisory Board-SAB) and also with 3PPs participants (such as citizen scientists, professionals), will be key for ensuring the evaluation and monitoring of the production of timely, high quality, and impactful outcomes from the 3PPs.

The Administrator will report directly to the Contracting Party, on a regular basis, with recurring meetings kept virtually at least every month (see Section A above).

## C. ANNEXES

### ANNEX 1. Tender Form

**Contract for Administrator services  
for the execution of "Third Party Projects (3PPs)"  
(reference: 01/2023)**

The Company

(Full name)

Address:

(Street)

(Postal number and municipality)

(Country)

Registered under the number

(Business registry and country)  
(Number)

and for which Sir/Madam/x  
*(information to be repeated  
for all signatories)*

(Name)  
(function)

domiciled at address:

(Street)

(postal number and municipality)

(country)

*(in case of a group of economic operators as per Clause 4 above)*  
representing the following entities:

(Full name)

(Street)

(Postal number and municipality)

(Country)

(Business registry and country)

(Number)

and acting as tenderer or authorized agent and signing below, undertakes to execute, in accordance with the terms and conditions set out in the request to tender with reference 01/2023, at the global price indicated below, denoted in letters and figures, expressed in EURO, excluding VAT, of:

(in letters and numbers in EURO)

To which VAT should be added in the amount of:

(in letters and numbers in EURO)

Which gives a global amount, including VAT, of:

(in letters and numbers in EURO, with a maximum of 90.000,- EUR incl. VAT)

The tender shall clearly indicate the confidential information and/or information related to technical or commercial secrets.

The Contracting Party will pay the sums due by transfer to:

Account holder  
Account number  
IBAN  
BIC

The specific activities the tenderer aims to subcontract during the execution of the Contract are the following:

(activities to be subcontracted)

that correspond to the following percentage of the entire Contract

(% over the total of the subcontracted activities, in number and €)



The tenderer proposes the following subcontractor(s) for each of the activities identified above:

Activity 1 (name ; address ; business registry number )  
Activity 2 (name ; address ; business registry number )  
....

Signature(s) of the person(s) who is (are) duly qualified or authorised to represent and commit the tenderer (see Clause 7 above):

All correspondence regarding the execution of the assignment should be sent to:

CETAF AISBL  
Rue Vautier, 29, 1000 Brussels, BE  
+32 496791957  
[ana.casino@cetaf.org](mailto:ana.casino@cetaf.org)  
[acasino@naturalsciences.be](mailto:acasino@naturalsciences.be)