

## ANNEX 1 TO THE TERMS OF REFERENCE

### **AWARD CRITERIA FOR SPECIFIC CONTRACTS**

The services responsible for the specific contracts may break down the criteria defined below into sub-criteria adapted to the particular features of the contract.

#### **Quality criteria**

QC.1, max [TBC] points: Proposed methodology and tools

QC.2, max [TBC] points: Approach proposed for the management of the work

QC.3, max [TBC] points: Qualifications, experience and expertise of the team

Tenders which do not obtain at least 50% of the maximum score for each award criterion and at least 60% of the overall score for all criteria, will not be admitted to the next stage of the evaluation procedure.

#### **Financial criteria**

Each offer will be assessed in terms of the total price for the proposal on the basis of the specific unit prices set in the Framework Service Contract, broken down by categories of experts and travel and mission expenses.

#### **Contract award**

The contract will be awarded to the most economically advantageous tender. This will be determined on the basis of the price and the quality of the tender by means of computation of the final score according to the following formula:

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 50/50 is given to quality and price.

$$\begin{aligned} \text{Score for tender X} = & \\ & (\text{cheapest price} / \text{price of tender X} * 50) \\ & + \\ & (\text{total quality score (out of 100)} / 100 * 50) \end{aligned}$$