

**DETAILED DESCRIPTION OF THE SUBJECT OF PROCUREMENT CONCERNING A  
RESEARCH ENTITLED „EX-ANTE EVALUATION AND STRATEGIC  
ENVIRONMENTAL ASSESSMENT OF THE CROSS-BORDER COOPERATION  
PROGRAMME IN THE SOUTHERN BALTIC SEA AREA”  
(POLAND – SWEDEN – DENMARK – LITHUANIA – GERMANY)  
2007-2013”**

**List of contents:**

<b>1. Description of the subject of the research. ....</b>	<b>1</b>
<b>3. The scope of the strategic environmental assessment. ....</b>	<b>4</b>
<b>4. Methodology of the research .....</b>	<b>9</b>
<b>5. Documents and sources related to the subject of evaluation .....</b>	<b>9</b>
<b>6. Obligations of the contractor and requirements concerning the experts .....</b>	<b>11</b>
<b>7. Work plan and reporting requirements .....</b>	<b>12</b>
<b>8. Using results of the research .....</b>	<b>15</b>

**1. Description of the subject of the research.**

The subject of the ex-ante evaluation is a draft of the Operational Programme of Cross-Border Cooperation in the area of the Southern Baltic Sea (Programme) concerning cross-border cooperation between Poland, Denmark, Sweden, Lithuania and Germany, that will be executed in 2007-2013 within the framework of Objective 3 of the EU cohesion policy - the European Territorial Cooperation (ETC). The Programme will be co-financed with the funds of the European Regional Development Fund (ERDF).

The Programme eligible area covers the following regions on the level of NUTS 3:

Denmark: Bornholm and Zealand as the adjacent area (according to the principle set in article 21 of the ERDF regulation up to 20% of the funds allocated to the programme may be spent in adjacent areas),

Lithuania: Klaipeda and Telsiai and Taurage as the adjacent areas.

Germany: Nordwestmecklenburg, Wismar, Bad Doberan, Rostock, Nordvorpommern, Rügen, Greifswald, Hansestadt Stralsund, Ostvorpommern, Uecker-Randow.

Poland: subregions Szczeciński, Koszaliński, Słupski, Gdański, Gdańsk-Gdynia-Sopot and Elbląski as the adjacent area,

Sweden: Kalmar, Blekinge, Skåne and Kronoberg as the adjacent area.

The draft of the Programme is being worked out by an international drafting team consisting of the representatives of the governmental authorities responsible for coordination of the ETC programmes, from the Member States participating in the Programme, regional authorities and Euroregions.

The Programme's planned budget from ERDF resources amounts to ca. EUR 58 million.

According to article 12 of the Regulation (EC) No 1080/2006 of the European Parliament and of the Council of 5 July 2006 on the European Regional Development Fund and

*repealing Regulation (EC) No 1783/1999*, the operational programme under the Territorial cooperation objective contains the following information:

1. an analysis of social and economic situation, SWOT and the chosen strategy,
2. a list of the eligible areas within the Programme,
3. a justification of the priorities chosen having regard to the Community Strategic Guidelines on cohesion/ the National Strategic Reference Framework and the expected results of the ex-ante evaluation,
4. information on the priority axes and their specific targets - indicators for output and results,
5. an indicative breakdown of the contribution from the ERDF, by category of intervention,
6. a single financing plan,
7. information on complementarity with measures financed by the EAFRD and those financed by the EFF, where relevant ,
8. the implementing provisions, including, for example, designation of authorities, a description of the monitoring and evaluation systems, a definition of the procedures for the mobilisation and circulation of financial flows,
9. an indicative list of major projects (*in the South Baltic Programme no major projects are going to be accomplished*).

According to the initial settlements, the cross-border cooperation in the area of the Southern Baltic Sea will focus on the following priorities:

1. Supporting entrepreneurship and knowledge based economy,
2. Promoting sustainable development, improving quality of the cooperation area and enhancing social and cultural integration.

The following types of activities may be supported from the ERDF funds within the framework of ETC cross-border cooperation programmes:

- developing entrepreneurship (including development of small and medium-size companies, tourism, culture, foreign trade),
- common protection and management of natural and cultural resources,
- preventing natural and technological dangers,
- developing relationships between urban and rural areas,
- reducing the isolation of border regions through a better access to transportation, information and communication services and networks,
- developing cooperation, capabilities and common use of infrastructures, in particular in the sectors of health protection, culture, tourism and education.

The language of the Programme is **English**, all programme documents will be written in English. Therefore, **it is required that all documentation on the research is submitted in Polish and in English.**

## **2. Justification and purpose of the research**

### **Legal basis**

The legal basis for an **ex-ante evaluation** to be performed, was specified in the Regulation of the Council (EC) no 1083/2006 dated 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and

repealing Regulation (EC) 1260/1999. According to the provisions of the above regulation, article 48 section 2, for the purpose of ETC the Member States shall jointly perform an ex-ante evaluation covering each operational programme or a few operational programmes.

The obligation to perform an evaluation is also provided for by the Law on the National Development Plan of Development dated 20 April 2004 (Journal of Laws, item 1260 and 2005 no 90, item 759 and no 267, item 2251), articles 57-59.

The proceedings concerning the assessment of the effects of certain plans and programmes on the environment is one of the tools of accomplishing the principle of permanent and sustainable development - one of the fundamental constitutional principles of the Polish state (article 5 of the Constitution of the Republic of Poland) and one of the principles of government of the European Communities (the Treaty establishing the European Community).

Strategic Environmental Assessment of the Programme is defined by formal and legal requirements in the following documents:

1. Law dated 27 April 2001 on Environmental Protection (Journal of Law of 2001 no 62, item 627 with later amendments<sup>1</sup>).
2. Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment (*the Strategic Environmental Assessment (SEA) Directive*), that came into force on 21 July 2004.
3. Directive 2003/4/EC on public access to environmental information<sup>2</sup>.

The Managing Authority is responsible for the Ex-ante evaluation and strategic Environmental Assessment of the draft Programme. The states participating in the Programme decided, that the Programme's Managing Authority would be placed in Poland. The function of the Managing Authority would be performed by the Ministry of Regional Development, and in the Ministry- the Department of INTERREG Initiative.

#### **A). Justification of the evaluation**

The Ex-ante evaluation is aimed at optimisation of the allocation of budget funds within the Programme's framework and an improved quality of programming, according to article 48 of the Regulation of the Council (EC) no 1083/2006.

The Ex-ante evaluation that is performed and recommendations suggested within the scope of such evaluation should contribute to a proper formulation of the Programme's strategy, priorities and scope of intervention, proper preparation and successful implementation, and consequently to improve the quality, effectiveness and successfulness of the whole process of programming and implementation.

According to article 48 section 2 of the Council Regulation (EC) no 1083/2006 the evaluation should facilitate an identification and assessment of:

- disparities, gaps and potential for development, the goals to be achieved ,
- the results expected, the quantified targets,
- the coherence, if necessary, of the strategy proposed for the region,
- the Community added value,
- the extent to which the Community's priorities have been taken into account,

---

<sup>1</sup> Consolidated text: Journal of Law of 2006 no 129, item 902.

<sup>2</sup> Directive 2003/4/EC of the European Parliament and of the Council of 28 January 2003 on public access to environmental information and repealing Council Directive 90/313/EEC

- the lessons drawn from previous programming,
- the quality of the procedures for implementation, monitoring, evaluation and financial management.

**B). The objective of the Strategic Environmental Assessment (SEA)**

The objective of SEA is to determine the environmental impact of the effects of the Programme's implementation. The environmental impact means also an impact on the human health. The assessment will also point out to the activities aimed at reduction or elimination of possible negative effects of the Programme, so its implementation will comply with the environmental requirements. It should be underlined, however, that **large infrastructure undertakings or other investments with a considerable environmental impact are not planned** within the Programme. The aim of the territorial cooperation programmes is to promote international cooperation directed to solving common problems. Expected actions include mainly soft projects (for instance working out new concepts and solutions, supporting entrepreneurship, joint promotional activities, sharing experience and knowledge, institutional cooperation), only small-scale investment projects are planned that will often play a pilot function. The funds available within the programme do not allow for financing large investments.

The procedure of the SEA will take into account its cross-border nature and it will cover all states participating in the Programme (Polish, Danish, Swedish, Lithuanian and German parties).

The results of the Ex-ante evaluation and Strategic Environmental Assessment will be described in the Programme.

**3. The scope of the Ex-ante evaluation and Strategic Environmental Assessment**

The draft operational programme will be subject to Ex-ante evaluation and SEA. The Programme version that is made available to the contractor, is not the final version. Due to the process of negotiations, provisions of the Programme may be subject to modifications. In the course of the research the contractor is obliged to include all updates of the Programme delivered by the Contracting Authority.

The main objective of this research will be achieved when the Contractor answers the following questions:

**A). The evaluating questions (concerning the Ex-ante evaluation)**

Within the framework of the research, the contractor will answer the following evaluating questions. Detailed questions were assigned to the main evaluating questions<sup>3</sup>.

1. Does the Programme present an appropriate strategy to meet the needs and challenges that are faced by the area subject to the Programme?
  - Is the presented social and economic analysis of the area covered with Programme accurate, does it describe the reality adequately and characterise the area as a whole?
  - Was a common potential of the area of the Southern Baltic Sea identified in the social and economic analysis, to be used by the cross-border cooperation?
  - Are explicit conclusions for SWOT and priority forming drawn from the selected method (analysis)?

---

<sup>3</sup> The main questions on the evaluation were specified in: The New Programming Period, 2007-2013: Methodological Working Papers. Draft Working Paper on Ex Ante Evaluation. Draft: October 2005.

- Does the structure of the SWOT analysis correspond to the structure of the social and economic analysis and do the proposed Programme's priorities result from it?
  - Is the strategy accurate for the identified needs of the area of the Southern Baltic Sea?
2. Is the strategy properly defined, does it have transparent objectives and priorities? Is it possible to achieve the assumed purposes taking into account the planned allocation of funds for individual priorities?
- Will the proposed priorities contribute to the achievement of the strategy/objectives of the Programme?
  - Are the Programme's priorities coherent/ complementary?
  - Do the proposed priorities result from SWOT/social and economic analysis?
  - Are the proposed objectives of the Programme and priorities measurable?
  - Is the proposed allocation of financial funds to the individual Programme's priorities adequate to the scope of the intervention?
  - Is it possible to propose a set of different, alternative priorities, that will contribute to the achievement of the Programme's objectives?
3. Is the strategy proposed in the Programme coherent with the regional, national (including National Strategic Reference Framework) and Community policies? How does the strategy of the Programme contribute to the achievement of the objectives of the Lisbon Strategy?

The Contractor will check the coherence of the Programme's strategy with principles and policies presented in the following documents:

a) Coherence with Community policies

- Community Strategic Guidelines on cohesion,
- Community Integrated Guidelines for Growth and Jobs for 2007-2013,
- Lisbon Strategy ,
- complementarity with measures financed by the EAFRD and those financed by the EFF

b) Coherence with the Community principles and horizontal policies

- principle of partnership,
- principle of sustainable development,
- the principle of equal status of women and men and the non-discrimination principle due to gender, race, national origin, religion or opinion, disability, age or sexual orientation,
- The European Charter for Small Enterprises.
- development of the information society and other Community principles and horizontal policies that are important for the Programme,

c) coherence with national policies

- the National Strategic Reference Framework,
- national policies on competition and public assistance,

- operational programmes in the regions covered with the South Baltic Programme and other regional strategic documents.
4. Were appropriate indicators defined for individual objects of the Programme? Is it possible to achieve such assumed indicators and will the planned effects be achieved by the end the Programme? Do the proposed indicators and their assumed value provide a base for the future system of monitoring and evaluation of the strategy implementation?
    - Are the proposed product/result indicators for individual priorities coherent?
    - Do the proposed indicators facilitate measuring progress in relation to the start? Is there a chance to achieve the target?
    - Are there comparable data (data sources) for the areas covered with the Programme and for the created indicators of assessment?
  5. What will be the quantitative impact of the Programme strategy?
    - What will be the Community added value?
  6. Was an appropriate system of implementation of the Programme proposed? (implementation principles of Programme in individual institutions participating in the implementation system; implementation procedures; monitoring and assessment system; participation of social and economic partners; potential risks in the Programme's implementation system).
    - Is there an appropriate implementation system, monitoring and assessment procedures and financial management?
    - Is the proposed description of financial flows transparent? Does it take into account the specific nature of the Programme?
    - Was cross-border partnership of the regional/ local authorities and other entities ensured in the preparation of the Programme's proposals?
    - Do the proposed solutions guarantee the promotion of the programme?

During the evaluation the Contractor undertakes to act in order to maximize the Community added value, acting according to the following criteria:<sup>4</sup> economic and social coherence, policy added value in relation to the Community priorities, financial added value, in terms of additionality and leverage effect, the added value of the Structural Fund method, including partnership, multi-annual planning, monitoring, evaluation and sound financial management and added value which stems from the exchange of experience and networking at a transnational, national or regional level.

### **B). Scope of the Strategic Environmental Assessment**

According to the provisions of article 41 sections 2 and 2a of the Law on Environmental Protection, SEA of the programme should:

- 1) contain information on the contents, main objective of the draft programme document and their relationships with other documents;
- 2) define, analyse and asses the current state of the natural environment and potential changes of such state if the draft document is not executed;

---

<sup>4</sup> The criteria were presented in : The New Programming Period, 2007-2013: Methodological Working Papers. Draft Working Paper on Ex Ante Evaluation. Draft: October 2005.

- 3) define, analyse and assess the state of the natural environment in the areas subject to the expected considerable impact;
- 4) define, analyse and assess the current problems of the environmental protection from the point of view of the drafted document, concerning in particular protected areas;
- 5) define, analyse and assess the objective of the environmental protection determined on the transnational or national level, that are essential from the point of view of the drafted document and methods of including such objectives and other problems of the environmental protection in the prepared document;
- 6) define, analyse and assess expected considerable impacts on the environment and monuments, including direct, indirect, secondary, cumulative, short-term and long-term, permanent and temporary impacts;
- 7) present solutions in order to prevent, reduce or compensate the negative environmental impacts that may result from the accomplishment of the projected document;
- 8) present alternative solution to the solutions included in the draft document together with a justification why they were chosen and a description of evaluation methods leading at such choice, including also a specification of the encountered difficulties resulting from technical shortages or gaps in the contemporary state of knowledge;
- 9) contain information on the methods used while preparing the assessment;
- 10) contain information on expected analysis methods of the provisions of the projected document and a frequency of the analysis;
- 11) contain information on possible cross-border environmental impacts;
- 12) contain a summary in a non-specialistic language;
- 13) SEA takes into account prognoses of environmental impacts prepared for adopted documents that are connected with the draft of the Programme.

The assessment should also contain recommendations concerning pro-environmental solutions that have not been included in the Programme. The assessment should also focus on the areas of the Natura 2000, define the impact of the Programme's accomplishment on their condition and functioning and present solutions aimed at prevention, reduction and possible natural compensation of such impacts.

The contractor is obliged to answer the following questions<sup>5</sup> on the environmental impact of the programme:

1. Was the diagnosis of the conditions and SWOT analysis of the Programme prepared in the context of sustainable development principles?
2. Were there any environmental objectives proposed?
3. Are the proposed undertakings integrated with the „EU Sustainable Development Strategy”, „6<sup>th</sup> EU Environment Action Plan”, „Environmental Strategy. Objectives, Tasks and Priorities for 2007-2013 with a perspective to 2020”, „National Environmental Policy” and other strategic documents of the states participating in the Programme?
4. Was (and to what extent) the negative environmental impacts of the proposed undertakings quantified?

---

<sup>5</sup> Mega criteria of evaluation presented in the document entitled „The Framework Evaluation of the Strategic environmental Impact of the National Development Plan for 2004-2006” were adopted (the document available at: <http://www.rec.org.pl/seandp/seandp.html>)

5. Do the activities planned in separate priorities support each other from the perspective of sustainable development?
6. Is there a compliance between the diagnosis, objectives, priorities, proposed activities and monitoring indicators from the perspective of sustainable development?
7. Was the role of environment protection organisations noticed and taken into account?
8. Will the proposed activities contribute to an effective use of natural resources, including a change of consumption and production patterns and management with a demand for such resources?
9. Will the proposed activities contribute to a replacement of the use of non-renewable resources by renewable resources?
10. Will the proposed activities contribute to the implementation of eco-innovative solutions (development of eco-innovativeness)?
11. Will the proposed activities contribute to the balancing of the development through an application of measures specific for individual sectors that eliminate or reduce negative environmental impact of the proposed, together with a monitoring of their implementation?
12. Will the proposed activities contribute to the improvement of the state of air, surface and underground waters, earth surface?
13. Do the proposed solution include the need to protect the wild life and landscape and will they support the functioning of the systems of protected areas Natura 2000?
14. Will the proposed activities reduce the risk for health resulting from the condition of the environment?
15. Will the proposed activities contribute to the maintenance of cultural values?
16. Will the proposed activities contribute to raising ecological awareness?
17. Will the proposed activities contribute to the improvement of spatial order?

During the research the contractor will answer the above questions and explain his answers, The contractor, on the basis on his experience and knowledge and performed analysis, may also suggest other alternative solutions. The contractor may also suggest other questions, that will define the subject of the research in more detail, in order to prepare a better quality Programme.

The contractor undertakes to include the changes, modifications, supplements and more detailed specifications in the assessment of the environmental impacts. He is also obliged to include the new arrangements that are made during the preparation of the draft Programme and presented by the Contracting Authority.

#### **4. Methodology of the research**

##### **Main evaluation criteria**

The evaluation of the draft Programme will be made on the basis of the following criteria:

- accuracy - strategy in relation to needs,
- successfulness – to what extent it is possible that the Programme's objectives are successful,
- coherence,
- efficiency,

- usefulness – estimation of the expected impact in relation to needs,
- persistence.

The contractor is obliged to present the methodology, on the basis of which the Ex-ante evaluation and the SEA of the Programme are conducted. During the evaluation the contractor takes into consideration the following research methods: benchmarking, analysis of the administrative data, analysis of documents, administrative interviews, SWOT analysis, consultations, participation methods (e.g. social surveys, public meetings, local public opinion pools), etc. The contractor is expected to propose a detailed set of research methods to be used for the research.

The contractor is obliged to choose appropriate research tools and methods in order to answer prepared questions, adjust them to the elements of the research while taking into consideration the additional aspects that occurred when the Programme was worked out.

## **5. Documents and sources related to the subject of evaluation**

While conducting the Ex-ante evaluation and SEA the contractor is obliged to know the documents listed below and take them into consideration. Due to the special nature of the cross-border cooperation programme accomplished within the objective of ETC, the contractor is obliged to know all necessary documents adopted in the states covered with the Programme and take them into consideration.

Moreover, in the assessment of the environmental impact of the Programme he should take into consideration both national and Community strategic documents referring directly to the environmental protection, protection of the wild life and human health, as well as the ones containing provisions on sustainable development in Poland and the entire European Union.

### Community documents

- *Council Regulation (EC) No 1083/2006 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999,*
- *Regulation (EC) No 1080/2006 of the European Parliament and of the Council of 5 July 2006 on the European Regional Development Fund and repealing Regulation (EC) No 1783/1999,*
- *Council Regulation (EC) No 1698/2005 of 20 September 2005 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD). EU Official Journal L 277/1 dated 21.10.2005*

([http://eurlex.europa.eu/LexUriServ/site/pl/oj/2005/l\\_277/l\\_27720051021pl00010040.pdf](http://eurlex.europa.eu/LexUriServ/site/pl/oj/2005/l_277/l_27720051021pl00010040.pdf))

- *Council Decision on Community strategic guidelines on cohesion. Commission of the European Communities, Brussels, on 13.7.2006, KOM (2006) 386 final version 2006/0131 (AVC)*  
([http://ec.europa.eu/regional\\_policy/sources/docoffic/2007/osc/com\\_2006\\_0386\\_pl.pdf](http://ec.europa.eu/regional_policy/sources/docoffic/2007/osc/com_2006_0386_pl.pdf))
- *Communication to the Spring European Council - Working together for growth and jobs - A new start for the Lisbon Strategy . COM (2005)24, Brussels, on 2 February 2005*  
([http://ec.europa.eu/growthandjobs/pdf/COM2005\\_024\\_pl.pdf](http://ec.europa.eu/growthandjobs/pdf/COM2005_024_pl.pdf))
- *Integrated Guidelines for Growth and Jobs (2005-2008), COM (2005) 141*  
([http://europa.eu.int/eur-lex/lex/LexUriServ/site/pl/com/2005/com2005\\_0141pl01.pdf](http://europa.eu.int/eur-lex/lex/LexUriServ/site/pl/com/2005/com2005_0141pl01.pdf)),

- *European Charter of Small Enterprises, adopted by the Member States at the Meeting of the European Council in Feira, 19-20 June 2000* ([http://ec.europa.eu/enterprise/enterprise\\_policy/charter/docs/charter\\_pl.pdf](http://ec.europa.eu/enterprise/enterprise_policy/charter/docs/charter_pl.pdf))
- *i2010 - A European Information Society for growth and employment. Communication from the Commission to the Council, the European Parliament, the European Economic and Social committee and the Committee of the Regions . Brussels, on 1.6.2005, COM (2005) 229 final* ([http://www1.ukie.gov.pl/HLP/files.nsf/0/FE772F777872B135C12570510032C952/\\$file/10535.pdf?Open](http://www1.ukie.gov.pl/HLP/files.nsf/0/FE772F777872B135C12570510032C952/$file/10535.pdf?Open))

#### Documents of national and regional levels

- *National Strategic Reference Framework 2007-2013* for the states covered with the Programme,
- National strategic documents for the 2007-2013 period,
- Operational programmes/development strategies worked out in the regions participating in the Programme and related to the area covered with the Programme.

#### Documents on the evaluation process

- *The New Programming Period, 2007-2013: Methodological Working Papers. Draft Working Paper on Ex Ante Evaluation, Draft: October 2005; European Commission, Directorate-General Regional Policy* ([http://ec.europa.eu/regional\\_policy/sources/docoffic/working/doc/exante\\_sf2007-2013\\_en.pdf](http://ec.europa.eu/regional_policy/sources/docoffic/working/doc/exante_sf2007-2013_en.pdf)),
- *The New Programming Period, 2007-2013: Methodological Working Papers, Draft Working Paper. Indicators for Monitoring and Evaluation: a practical guide, 23 January 2006* ([http://ec.europa.eu/regional\\_policy/sources/docoffic/working/doc/indic\\_sf2007-2013\\_en.pdf](http://ec.europa.eu/regional_policy/sources/docoffic/working/doc/indic_sf2007-2013_en.pdf)),
- *Evaluation of the Socio-Economic Development – the Guide*, London, Tavistock Institute in association with GHK and IRS, London, December 2003. ([http://www.evaled.info/frame\\_guide\\_intro.asp](http://www.evaled.info/frame_guide_intro.asp)),
- *The Evaluation of the National Development Plan and operational programmes in Poland. A Manual.* The National Evaluation Unit, the Coordination Department of the Structural Policy. Ministry of Economy and employment. Warsaw, May 2005 (*Ewaluacja Narodowego Planu Rozwoju i programów operacyjnych w Polsce. Poradnik.* Krajowa Jednostka Oceny, Departament Koordynacji Polityki Strukturalnej, MGiP, Warszawa, maj 2005) (<http://www.fundusze-strukturalne.gov.pl/NR/rdonlyres/4E41CBAE-F849-48BE-BAC9-0614753930AA/11698/24.pdf>).
- The contractor may read other documents on the evaluation of the structural funds that are made available at: <http://www.fundusze-strukturalne.gov.pl/EWALUACJA+funduszy+w+Polsce/Dokumenty+ewaluacyjne/> and other documents that are available at: [http://ec.europa.eu/regional\\_policy/sources/docgener/evaluation/evaluation\\_en.htm](http://ec.europa.eu/regional_policy/sources/docgener/evaluation/evaluation_en.htm), [http://ec.europa.eu/regional\\_policy/sources/docoffic/working/sf2000\\_en.htm](http://ec.europa.eu/regional_policy/sources/docoffic/working/sf2000_en.htm),

The documents concerning a preparation of the Strategic Environmental Assessment:

- *Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment (SEA Directive)*, OJ L 197, 21.7.2001 (<http://www.interact-eu.net/227138/557939/597625/1072920>);
- Protocol on Strategic Environmental Assessment to the Convention on Environmental Impact Assessment (EIA) in a Transboundary Context (<http://www.unece.org/env/eia/documents/protocolenglish.pdf>);
- Handbook on Environmental Assessment of Regional Development Plans and EU Structural Funds Programmes (<http://ec.europa.eu/environment/eia/sea-support.htm>);
- *Handbook on SEA for Cohesion policy*. February 2006 ([http://ec.europa.eu/regional\\_policy/sources/docoffic/working/doc/sea\\_handbook\\_final\\_fo\\_reword.pdf](http://ec.europa.eu/regional_policy/sources/docoffic/working/doc/sea_handbook_final_fo_reword.pdf));
- *Implementation of Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment* ([http://ec.europa.eu/environment/eia/030923\\_sea\\_guidance.pdf](http://ec.europa.eu/environment/eia/030923_sea_guidance.pdf)).

The contractor should also know other documents and papers that are important from the perspective of the conducted evaluation and SEA and that should contribute to a better quality of the prepared evaluation, including documents/papers on cross-border cooperation that must be taken into consideration in order to accomplish the determined objective of the research.

## **6. Obligations of the contractor and requirements concerning the experts**

### Obligations of the contractor

The contractors should have an advanced knowledge of English. Due to the fact that the programme covers five EU Member States the Contractor is required to have sufficient knowledge and/or experience concerning these states and their regions, as well as on functioning and implementing the EU funds, in particular the European Regional Development Fund.

The contractor is obliged, during the evaluation and the assessment of the environmental impact, to cooperate closely and on current basis with the institutions responsible for the preparation of the Programme, for instance participating in working meetings on the preparation of the Programme that are held ad hoc. Due to the fact that the Programme is subject to modifications, the Contractor will include all essential changes in a timely manner. The contractor will adjust works on the evaluation to other elements of the Programme that are being worked out simultaneously.

On the basis of the conducted assessment of the environmental impact, the contractor will provide expert consultations when the final version of Programme is worked out. Moreover, he will prepare recommendations, conclusions, comments and other amendments that will contribute to maximising environmental benefits and help to minimise harmful environmental impact of the process of performing activities within the scope of Programme and to improve the quality of the entire document.

When necessary, the contractor is obliged to participate in the work of the international group responsible for preparation of the programme and present his comments, advice and recommendation, as well as answer questions asked by the members of the working group. The contractor's recommendations will be taken into consideration during the preparation of individual elements of the Programme.

The contractor is obliged to present his opinion and answer questions asked by the Contracting Authority and concerning the Programme. He will also cooperate with the

Contracting Authority, when the provisions of the Programme will be negotiated (consulted) with the European Committee.

The contractor is obliged to remain independent and impartial while making opinions, presenting recommendation and for the entire process of evaluation of individual elements of the Programme.

#### Requirements concerning the experts

In order to ensure the impartiality, the experts (members of research teams and other entities) that conduct the research should be independent from the future Managing Authority (Polish Ministry of Regional Development), Certification Authority (Polish Ministry of Regional Development) and the Auditing Institution (Polish Ministry of Finance) and they cannot be involved in a preparation of the operational programme of cross-border cooperation for 2007-2013 ) that is the subject of the evaluation.

### **7. Work plan and reporting requirements**

#### **The time schedule of the Ex-ante evaluation and SEA of the Programme**

The research will be accomplished in two stages including

##### **Stage I of the research**

#### **A) Preparation of the Strategic Environmental Assessment , including social consultation - not more than 13 weeks from the date the contract is concluded**

In Stage I of preparation of the Assessment the contractor is obliged to provide the Contracting Authority with the assessment, participate in consultations concerning the assessment and the Programme and include the results of such consultation in the Assessment. If necessary, the contractor is obliged to participate in the work of the international working group that prepares the Programme (that is to participate actively in one meeting of the group and advice people who write the Programme).

##### **1. The Assessment.**

The contractor is obliged to prepare the assessment of the environmental impact within 4 weeks from the date the contract is concluded.

The assessment must cover the scope defined in the description of the subject of the procurement and in the contractor's offer. The contractor will provide the Contracting Authority with 4 copies (hard copies and electronic copies on CD or DVD) of the assessment (2 copies in Polish and 2 copies in English).

##### **2. Consulting the Assessment together with the draft of the Southern Baltic Sea Programme.**

The assessment will be subject to social consultations and opinion of the Minister of Environment and the Chief Sanitary Inspectorate. Due to the trans-boundary nature of the Southern Baltic Sea Programme, consultations and opinion will also take place in the partner states, that is Sweden, Denmark, Lithuania and Germany. The assessment will be made publicly available by the Contracting Authority and appropriate authorities in Sweden, Denmark, Lithuania and Germany.

The contractor is obliged to participate in 2-5 meetings (including 1-2 foreign meetings in Sweden, Denmark, Germany and/or Lithuania) that are held in order to consult the assessment. At such meetings the contractor is obliged to present the assessment in PowerPoint programme, provide possible explanations for questions asked by the participants in the meeting and collect all comments that he afterwards includes in the assessment. The

consultation process is expected to take 8 weeks. Dates and places of the meetings will be set by the Contracting Authority.

### **3. The assessment after consultations.**

Within 1 week from the end of the consultation (that is the last consultation meeting or the lapse of the time of providing comments and suggestions, which is later), the contractor will present:

- 1) the assessment including results of consultations and opinions of the Contracting Authority. The contractor will provide the Contracting Authority with 4 copies (hard copies and electronic copies on CD or DVD) of the assessment (2 copies in Polish and 2 copies in English).
- 2) the information on the way how the arrangement in the assessment of environmental impact, opinions and arrangements with the Minister of Environment and the Chief Sanitary Inspectorate, results of the public participation and consultations with Sweden, Denmark, Lithuania and Germany, are used in Programme.
- 3) proposal of methods and frequency of an analysis of accomplishment the Programme's provision within the scope of the environmental impact.

### **B) Preparing Ex-ante evaluation - within 10 weeks from the date the contract is concluded**

#### 1. Presenting a draft evaluation report.

The contractor will present a draft evaluation report not later than within **6 weeks** from the date the contract is concluded and the draft will be assessed by the Contracting Authority. While working on the final report on the evaluation of the Programme, the results of the strategic environmental assessment of the Programme accomplished before consultation, should be taken into consideration.

The Contracting Authority will assess the draft evaluation report and present its opinion within 2 weeks from the date the draft is submitted by the contractor. The reports is subject to a qualitative evaluation. At this time the users of the evaluation and the Contracting Authority may present their comments.

#### 3. Presenting the Final Report by the contractor

Within 10 weeks from the date the contract is signed the contractor will present the Final Report on the evaluation of the Programme agreed on with the Contracting Authority. The Final Report will include opinions and comments of the Contracting Authority to the draft final Report.

#### Time schedule of conducted works:

Stage:	Time
1. Working out the draft evaluation report	within 6 weeks from the date the contract is signed
2. Presenting final report	within 10 weeks from the date the contract is signed

The time limits presented above and concerning the time schedule of conducted works are final and accurately fixed.

**Stage II of the research - till 31 July 2007**

Consultations made by the Contractor in the process of adjusting the contents of the Programme with the European Commission (EC) .

The Contractor is obliged to cooperate, on current bases, with the managing authority of the Programme, when the provisions of the Programme are consulted with the European Commission. Such cooperation will have a form of consultations, expert advices. The contractor is obliged to participate in *ad hoc* working meetings held by the Contracting Authority.

**Expected final results:**

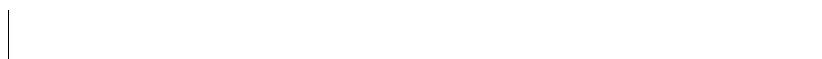
***The Final Report* is a summary of the conducted research and the structure of the Report should be following:**

		Characteristics
1	<b>List of contents</b>	
2	<b>Summary of the reports</b>	A brief abstract of the report (ca. 5 pages) including a summary, main topics and recommendations.
3	<b>Subject of the research, context of the evaluation</b>	Description of the subject of the research (brief characteristics of the Programme), circumstances of the research and users of the evaluation.
4	<b>Research procedure</b>	Description of the evaluation concept, used methodology and information sources used in the report.
5	<b>Results of the research/ evaluation</b>	Presentation of collected materials and context of the examined problems (information on collected data, their interpretation, results)
6	<b>Conclusions from the evaluation</b>	Summary of the research (including the special nature of the examined area, treating the area subject to the evaluation as a whole, presenting both advantages and disadvantages)
7	<b>Recommendations</b>	Presenting activities that can be performed, which are the effect of experience gathered during the evaluation (in a form of recommendations or suggestions facilitating the decision making process)
8	<b>Annexes</b>	Enclosures (lists, data analyses)

Additionally, any modified *final version of the strategic environmental impact* should be presented within not more than 5 working days (depending on the type of comments) from the date of the consulting meeting, where the contractor is provided by the Contracting Authority with the final comments to be included in a new version of the Assessment.

The expected completion date of stage II is 31 July 2007.

<p><b>The Contracting Authority will be provided by the contractor with in 4 copies (hard copies and electronic copies on CD or DVD) of the assessment (2 copies in Polish and 2 copies in English) of the final documentation of the research.</b></p>
---



### **8. Using results of the research**

The Ex-ante evaluation and Strategic Environmental Assessment will be used by the Managing Authority of the Programme and other entities/ institutions responsible for working out the Programme.