



CALL FOR PROPOSALS and guide for applicants

Call reference: GP/EFSA/PLANTS/2022/02

Call title: Entrusting support tasks in the area of Plant health Risk Assessment

Project/Process code: EPA04.01.02

Restricted to the list of competent organisations adopted by EFSA Management Board according to Article 36 of European Parliament and Council Regulation (EC) No 178/2002

INDICATIVE PROCEDURE TIMETABLE

| Milestone | Date ¹ | Comments |
|--|-------------------------|--|
| Launch date | 30 May 2022 | Date of publication on EFSA's website |
| Deadline for applicants to raise clarification questions to EFSA | 1 September 2022 | If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to EFSAProcurement@efsa.europa.eu by indicating the Call reference. |
| Deadline for EFSA to reply to any clarification questions | 3 September 2022 | Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly. |
| Closing date for proposals submission | 9 September 2022 | |
| Notification of the evaluation results | October 2022 | Estimated. <i>Attention: outcome of the present Call for proposals will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, the applicants who have submitted a proposal under the present call are strongly invited to check regularly the inbox in question.</i> |
| Framework Partnership Agreement signatures | October / November 2022 | Estimated |

Provide EFSA with feedback:

If you considered applying to this call for proposals but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. Please address it to: EFSAProcurement@efsa.europa.eu. EFSA will process any feedback confidentially in order to improve the quality of its future grant calls.

¹ All times are in the time zone of the country of the EFSA.



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1. GRANT OPPORTUNITY AND CONDITIONS²

1.1 LEGAL FRAMEWORK

Article 36 of the Regulation (EC) 178/2002³ of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety foresees the possibility to financially support networking of organisations operating in the fields within the EFSA's mission.

In particular, Article 36(1) stipulates that the Authority shall promote the European networking of organisations operating in the fields within the Authority's mission. The aim of such networking is, in particular, to facilitate a scientific cooperation framework, the development and implementation of joint projects⁴ and the exchange of expertise and best practices in the fields within the Authority's mission.

On the 19th December 2006 the Management Board, acting on a proposal from the Executive Director, drew up a list of competent organisations designated by the Member States which may assist EFSA, either individually or in networks, with its mission. This list is regularly updated by EFSA's Management Board.

The Commission Regulation (EC) 2230/2004⁵ of 23 December 2004 laying down detailed rules for the implementation of the European Parliament and Council Regulation (EC) 178/2002 with regard to the network of organisations operating in the fields within the EFSA's mission specifies in Article 4 that **tasks may be entrusted by the Authority to organisations on the list of competent organisations** and in Article 5 that the financial support to the networking organisations shall take the form of subsidies (grants) awarded in accordance with the EFSA's financial regulation and implementing rules.

The Regulation also requires (recital 9) that tasks entrusted should be performed to high scientific and technical standards, efficiently (also with regard to deadlines) and independently, under the responsibility of EFSA.

In accordance with Article 4, tasks that may be entrusted by the Authority to organisations on the list of competent organisations, include those consisting in:

- disseminating best practices and improving methods of collecting and analysing scientific and technical data, particularly for the purposes of facilitating comparability and producing a Community-level summary;
- collecting and analysing data with a view to facilitating risk assessment by the Authority;
- producing scientific data or works contributing to the risk assessment tasks, for which the Authority is responsible; this type of task must correspond to precise problems identified in the course of the work of the Authority, and in particular that of its Committee and permanent Scientific Panels, and must not duplicate Community research projects or data or contributions which it is the industry's duty to provide, especially in the context of authorisation procedures;
- preparing the Authority's scientific opinions, including preparatory work;

² The applicant is reminded that this Call and guide for applicants contains a selection of the most important conditions for the grant implementation. For the full set of conditions the applicant is invited to consult the draft grant agreement attached to this Call.

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>

⁴ Project is frequently referred to in this Call as "action", in line with EU Financial Regulation terminology.

⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:379:0064:0067:EN:PDF>



- preparing the harmonisation of risk assessment methods;
- sharing data of common interest, e.g. the establishing of databases.

The present Call for proposals and guide for applicants (hereinafter referred to as “the Call”) is procedurally governed by the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

The present Call is based on EFSA’s 2022 Work Programme for grants and operational procurements as presented in Annex IX of the Programming Document 2022 – 2024, available on the EFSA’s website⁶.

1.2 BACKGROUND AND MAIN OBJECTIVE OF THE CALL

1.2.1 BACKGROUND

The mission of the EFSA Plant health and pesticides residues (PLANTS) Unit is to provide the EU risk managers (the European Commission, the European Parliament and the EU Member States) with risk assessment, scientific advice and scientific and technical assistance on plant health and on pesticides residues.

This call addresses the EFSA plant health risk assessment activities conducted to support scientifically and technically the EU Plant Health Law, Regulation (EU) 2016/2031⁷ on the protective measures against pests of plants. In this context, EFSA conducts risk assessment for new and emerging plant pests and builds and maintains databases to support its assessment.

The EFSA plant health risk assessment activities, subject of this Call, are briefly presented below:

1.2.1.1 Pest categorisation

The EFSA Scientific Panel on Plant Health (PLH Panel) performs pest categorisation and pest risk assessments to support the EU risk managers in preparing secondary legislation under the new EU Plant Health Law [Regulation \(EU\) 2016/2031 of the European Parliament of the Council of 26 October 2016 on protective measures against pests of plants](#). A pest categorisation is the first phase of the risk assessment for a plant pest. The pest categorisation succinctly describes the pest identity and taxonomy, biology, intraspecific diversity, detection and identification, distribution, regulatory status, host range, ability to enter, establish and spread in the EU, potential consequences and availability and limits of mitigation measures. The pest categorisation concludes with a statement on whether the pests fulfil the criteria assessed by EFSA for consideration as potential quarantine pest for the EU, with identification of the main associated uncertainties.

A repository of the Scientific Opinions on pest categorisation published so far can be found in the [EFSA Journal Virtual Issue on Pest Categorisation](#). The virtual issue on pest categorisation is divided into several taxonomic sections: bacteria and phytoplasmas; fungi and oomycetes; insects; mites; nematodes; parasitic plants; viruses and viroids.

⁶ https://www.efsa.europa.eu/sites/default/files/corporate_publications/files/amp2224.pdf

⁷ Regulation (EU) 2016/2031 of the European Parliament of the Council of 26 October 2016 on protective measures against pests of plants, amending Regulations (EU) No 228/2013, (EU) No 652/2014 and (EU) No 1143/2014 of the European Parliament and of the Council and repealing Council Directives 69/464/EEC, 74/647/EEC, 93/85/EEC, 98/57/EC, 2000/29/EC, 2006/91/EC and 2007/33/EC. OJ L 317, 23.11.2016, p. 4–104.



1.2.1.2 Quantitative pest risk assessment

If a pest fulfills the criteria assessed by EFSA for consideration as potential quarantine pest for the EU, following a fit for purpose two-phases approach, a pest categorisation (phase 1) can be then followed by a quantitative pest risk assessment (phase 2), when needed to support risk manager decisions.

Through a quantitative method for pest risk assessment, the PLH Panel assesses the probability of introduction (entry and establishment) and subsequent spread and impact of invasive plant pests in the European Union. This methodology is based upon a quantitative population-based approach. At each stage of the assessment, a distribution is derived based on the estimation of five quantiles. Different scenarios can be developed to compare for example the consequences of a combination of risk-reducing measures with the phytosanitary measures currently in place. This methodology is described in the EFSA "[Guidance on quantitative pest risk assessment](#)".

A repository of the Scientific Opinions on quantitative pest risk assessment published so far can be found in the [EFSA Journal Virtual Issue on Quantitative Pest Risk Assessment](#).

1.2.1.3 Climate suitability assessment, environmental geospatial data, climate services

The development of pest categorisations and pest risk assessments requires a relevant effort in terms of data collection, management and analysis. In particular, such analysis and evaluations need to be supported by geospatial data, including climate and weather data, vegetation data (i.e. herbaceous and tree crops, forests, other host plants), soil data and pest distribution data.

One of the main applications of geospatial data in the context of EFSA pest categorisation and pest risk assessment is the analysis of pest climate suitability and potential establishment. This analysis aims at determining whether the climate of a specific area where hosts are available could be suitable for the establishment of a plant pest of concern. The analysis can be supported by climate-based products such as thermal time maps, frost days maps, and/or by different models which can vary in complexity, from climate matching techniques to process-based models (see e.g. Venette, 2017⁸, for a review on different approaches). Some examples of how climate suitability and potential establishment analyses is conducted by EFSA can be found in the following recent Scientific Opinions:

- Pest risk assessment of *Spodoptera frugiperda* for the European Union (including the application of an ensemble of Species Distribution Models (SDM) and of the CLIMEX model)⁹
- Update of the Scientific Opinion on the risks to plant health posed by *Xylella fastidiosa* in the EU territory (including the application of an ensemble of SDMs, and of a climate matching approach based on the Köppen-Geiger climate classification)¹⁰
- Pest categorisation of *Haplaxius crudus* (including the application of frost days maps and accumulated thermal time maps)¹¹

1.2.2. MAIN OBJECTIVE OF THE CALL

⁸ R.C. Venette (2017). Climate analyses to assess risks from invasive forest insects: simple matching to advanced models. Current Forestry Reports 3(3): 255-268.

⁹ <https://efsa.onlinelibrary.wiley.com/doi/epdf/10.2903/j.efsa.2018.5351>

¹⁰ <https://efsa.onlinelibrary.wiley.com/doi/epdf/10.2903/j.efsa.2019.5665>

¹¹ <https://efsa.onlinelibrary.wiley.com/doi/epdf/10.2903/j.efsa.2020.6224>



This call for proposals aims to identify organisations to which EFSA could entrust plant health tasks to. Such tasks regard:

- pest categorisation for new and emerging plant pests;
- quantitative pest risk assessment for new and emerging plant pests;
- climate suitability assessment and environmental data management for quarantine, new and emerging plant pests.

1.3 SPECIFIC OBJECTIVES OF THE CALL

The specific aim of this Call for proposals is to conclude Framework Partnership Agreements (FPA) to entrust the tasks described below.

Framework Partnership Agreement:

A FPA is a long-term cooperation, of up to 4 years, between the Authority and one or several partners. It sets out the framework conditions and is subsequently implemented through Specific Agreements. The specific agreements will set out the specific conditions for performing the respective assignment.

EFSA envisages establishing Framework Partnership Agreements covering the following eight Lots, as detailed in the table 1 below.

Table 1: List of Lots included in this Call

| Lot | Type of activity | Type of plant pests/taxonomy | Type of crops / vegetation |
|-------|--|--|----------------------------|
| Lot 1 | Pest categorisation | Insects and mites | Agriculture |
| Lot 2 | Pest categorisation | Insects and mites | Forestry |
| Lot 3 | Pest categorisation | Fungi, oomycetes and bacteria | Agriculture |
| Lot 4 | Pest categorisation | Fungi, oomycetes and bacteria | Forestry |
| Lot 5 | Pest categorisation | Vector borne plant diseases (VBD) agents (viruses, viroids, phytoplasma and other vector-borne bacterial pathogens), including their vectors | Agriculture and forestry |
| Lot 6 | Pest categorisation | Nematodes | Agriculture and forestry |
| Lot 7 | Quantitative pest risk assessment | All types of plant pests / taxonomic groups | Agriculture and forestry |
| Lot 8 | Climate suitability and environmental data | All types of plant pests / taxonomic groups | Agriculture and forestry |

The organisations applying for this call **must indicate precisely** in their proposal for which **Lots they apply**. Organisations can apply for all possible Lots or only for one or some of them.

Proposals for each lot will be individually evaluated by EFSA according to the award criteria indicated in section 2.5.

A framework partnership agreement will be awarded by EFSA to the top 3 proposals for each Lot which pass the minimum quality thresholds set out in the award criteria.

The proposed framework partnership agreement will indicate precisely for which Lot(s) it applies, and the respective ranking(s) obtained by the organisation on the basis of the comparison of the scores obtained by all organisations awarded for the same Lot(s).

Cascade mechanism: The points awarded in the evaluation will constitute the ranking in order to establish a cascade of beneficiaries.



For each Lot, EFSA will consult the beneficiary ranked first in order to conclude a specific agreement for work to be carried out.

In case the first ranked beneficiary does not accept the proposed specific agreement, the beneficiary ranked second will be consulted in accordance with the timescales mentioned below.

In case the second ranked beneficiary does not accept the proposed specific agreement, the beneficiary ranked third will be consulted in accordance with the timescales mentioned below.

In case the beneficiary ranked last does not accept the proposed specific agreement, EFSA may decide to proceed with consultation with another Lot addressing a similar type of task, as indicated in Table 2.

Description of the tasks/activities: A detailed description of the tasks/activities for each Lot is provided in Table 2 below:

Table 2: Description of tasks/activities for each Lot included in this Call

| Lot | Description of tasks activities |
|--|--|
| <p>Lot 1</p> <p>Pest categorisation</p> <p>Insects and mites</p> <p>Agriculture</p> | <p>Drafting of pest categorisations for phytophagous insects and mites of agriculture crops. This would include e.g.:</p> <ul style="list-style-type: none"> - consult and retrieve data from relevant databases (e.g. EPPO global database, CABI, Europhyt, TRACES); - conduct extensive literature reviews to retrieve information/data relevant for drafting the pest categorisations; - draft the pest categorisations in the EFSA template following the guidance and further instructions by EFSA; - present the draft pest categorisations at EFSA meetings (e.g. working group meetings or PH Panel meetings or Network meetings); - review the draft pest categorisations based on the feedback received from the EFSA working groups and/or the PLH panel; - prepare the pest categorisations for publication after adoption on the EFSA by the PLH panel; - literature search, data collection and drafting of other reports (not specifically related to pest categorisation, but on the same type of plant pests and type of crop/vegetation of the lot). |
| <p>Lot 2</p> <p>Pest categorisation</p> <p>Insects and mites</p> <p>Forestry</p> | <p>Drafting of pest categorisations for phytophagous insects and mites of forestry plants. This would include e.g.:</p> <ul style="list-style-type: none"> - consult and retrieve data from relevant databases (e.g. EPPO global database, CABI, Europhyt, TRACES); - conduct extensive literature reviews to retrieve information/data relevant for drafting the pest categorisations; - draft the pest categorisations in the EFSA template following the guidance and further instructions by EFSA; - present the draft pest categorisations at EFSA meetings (of working groups, PLH panel or network); - review the draft pest categorisations based on the feedback received from the EFSA working groups and/or the PLH panel; - prepare the pest categorisations for publication on the EFSA Journal after adoption by the PLH panel; - literature search, data collection and drafting of other reports (not specifically related to pest categorisation but on the same type of plant pests and type of crop/vegetation of the lot). |
| <p>Lot 3</p> <p>Pest categorisation</p> <p>Fungi, oomycetes and bacteria</p> <p>Agriculture</p> | <p>Drafting of pest categorisations for plant pathogenic fungi, oomycetes and bacteria of agriculture crops. This would include e.g.:</p> <ul style="list-style-type: none"> - consult and retrieve data from relevant databases (e.g. EPPO global database, CABI, Europhyt, TRACES); - conduct extensive literature reviews to retrieve information/data relevant for drafting the pest categorisations; - draft the pest categorisations in the EFSA template following the guidance and further instructions by EFSA; - present the draft pest categorisations at EFSA meetings (of working groups or PLH panel or Network); - review the draft pest categorisations based on the feedback received from the EFSA working groups and/or the PLH panel; - prepare the pest categorisations for publication on the EFSA Journal after adoption by the PLH |



| | |
|---|---|
| | <ul style="list-style-type: none"> panel; literature search, data collection and drafting of other reports (not specifically related to pest categorisation, but on the same type of plant pests and type of crop/vegetation of the lot). |
| <p>Lot 4</p> <p>Pest categorisation</p> <p>Fungi, oomycetes and bacteria</p> <p>Forestry</p> | <p>Drafting of pest categorisations for plant pathogenic fungi, oomycetes and bacteria of forestry plants. This would include e.g.:</p> <ul style="list-style-type: none"> consult and retrieve data from relevant databases (e.g. EPPO global database, CABI, Europhyt, TRACES); conduct extensive literature reviews to retrieve information/data relevant for drafting the pest categorisations; drafting the pest categorisations in the template following the guidance and any further instructions by EFSA; present the draft pest categorisations at EFSA meetings (of working groups or PLH panel or Network); review the draft pest categorisations based on the feedback received from the EFSA working groups and the PLH panel; prepare the pest categorisations for publication after adoption by the PLH panel. literature search, data collection and drafting of other reports (not specifically related to pest categorisation but on the same type of plant pests and type of crop/vegetation of the lot). |
| <p>Lot 5</p> <p>Pest categorisation</p> <p>Vector-borne plant disease agents</p> <p>Agriculture and forestry</p> | <p>Drafting of pest categorisations for vector-borne plant disease agents (viruses, viroids, phytoplasma and other vector-borne bacterial pathogens), including their vectors, of agriculture crops and forestry plants. This would include e.g.:</p> <ul style="list-style-type: none"> consult and retrieve data from relevant databases (e.g. EPPO global database, CABI, Europhyt, TRACES); conduct extensive literature reviews to retrieve information/data relevant for drafting the pest categorisations; drafting the pest categorisations in the template following the guidance and any further instructions by EFSA; present the draft pest categorisations at EFSA meetings (of working groups or PLH panel or Network); review the draft pest categorisations based on the feedback received from the EFSA working groups and the PLH panel; prepare the pest categorisations for publication after adoption by the PLH panel; literature search, data collection and drafting of reports (not specifically related to pest categorisation, but on the same type of plant pests and type of crop/vegetation of the lot). <p>This lot also includes the above listed tasks for the viruses and viroids for which vector transmission is not known.</p> |
| <p>Lot 6</p> <p>Pest categorisation</p> <p>Nematodes</p> <p>Agriculture and forestry</p> | <p>Drafting of pest categorisations for plant parasitic nematodes of agriculture crops and forestry plants. This would include e.g.:</p> <ul style="list-style-type: none"> consult and retrieve data from relevant databases (e.g. EPPO global database, CABI, Europhyt, TRACES); conduct extensive literature reviews to retrieve information/data relevant for drafting the pest categorisations; drafting the pest categorisations in the template following the guidance and any further instructions by EFSA; present the draft pest categorisations at EFSA meetings (working groups or PLH panel or Network); review the draft pest categorisations based on the feedback received from the EFSA working groups and the PLH panel; prepare the pest categorisations for publication after adoption by the PLH panel. Literature search, data collection and drafting of other type of reports (not specifically related to pest categorisation but on the same type of plant pests and type of crop/vegetation of the lot). |
| <p>Lot 7</p> <p>Quantitative pest risk assessment</p> | <p>Support to quantitative pest risk assessments conducted by EFSA for assessing the risk for the EU territory of new and/or emerging plant pests. This activity is conducted following the EFSA PLH Panel "Guidance on quantitative pest risk assessment" and can cover the assessment of some or all of the following pest risk assessment steps: entry, transfer, establishment, spread, impact.</p> <p>Activities may include:</p> <ul style="list-style-type: none"> collecting data or information needed for quantitative pest risk assessment (eg on pest biology, trade, processing of commodities, crops or vegetation, cropping systems, crop protection, forestry practices etc.) via extensive/systematic literature review or via databases search supporting the direct assessment of the steps of pest entry, establishment, spread and impact, using weight of evidence and quantitative expert judgement (first tier) supporting quantitative modelling of pest entry, establishment, spread and impact using Monte Carlo simulations (second tier) that can compare scenarios for relevant factors (quantitative models can be conducted in @RISK or other software agreed with EFSA) mapping |



| | |
|---|---|
| | <ul style="list-style-type: none"> - drafting reports in the EFSA template following the guidance and further instructions by EFSA; - present the draft quantitative pest risk assessments at EFSA meetings (of working groups, panel or network); - review the draft quantitative pest risk assessments based on the feedback received from the EFSA working groups and/or the PLH panel; - prepare the quantitative pest risk assessment for publication on the EFSA Journal after adoption by the PLH panel. <p>All analyses and/or models developed during the activities related to this Lot, including any source code and related documentation, shall be made available for the publication in the EFSA Journal, and/or Zenodo, or other publicly available platforms agreed with EFSA, to allow replication, verification of results and accumulation of knowledge.</p> |
| <p>Lot 8</p> <p>Climate suitability and environmental data</p> | <p>Horizontal support to plant health risk assessment activities (e.g. pest categorisation, quantitative pest risk assessment, climate suitability for impact assessment, and other plant health activities) on data collection, data management and data analysis on pests, plant hosts (crops, forests, vegetation) and environmental data; climate suitability analysis and development of climate services.</p> <p>Tasks related to data collection, management and analysis, climate services development:</p> <ul style="list-style-type: none"> - Data collection on pest distribution through literature search in scientific databases and "grey literature" - Data collection on host plants: search of appropriate data including geospatial data and/or statistical data at different administrative unit levels (e.g. EUROSTAT NUTS0, NUTS2, and NUTS3) and development of related maps of host distribution - Support to EFSA for data management, data analysis, development of climate services: detailed metadata description of collected data, identification and description of analysis to be performed on such data for supporting the development of related tools, support to the development of climate services for pest risk assessment <p>Tasks related to climate suitability analysis:</p> <ul style="list-style-type: none"> - Development of pest distribution maps - Climate suitability assessment using different tools and/or modelling approaches (e.g. CLIMEX, Species Distribution Models, Magarey's model¹²), and/or climate products like climate classifications (e.g. Köppen-Geiger), and/or maps based on thermal time, frost days, extreme temperature, etc, using available climate/weather data <p>All analyses and/or models developed during the activities related to this Lot, including any source code and related documentation, shall be made available for the publication in the EFSA Journal, and/or Zenodo, or other publicly available platforms agreed with EFSA, to allow replication, verification of results and accumulation of knowledge.</p> |

1.4 ELIGIBLE ORGANISATIONS

To be eligible, the applicant must be on **the list of competent organisations** established by the Authority's Management Board in application of article 2 the Commission Regulation (EC) No 2230/2004 laying down detailed rules for the implementation of European Parliament and Council Regulation (EC) No 178/2002 with regard to the network of organisations operating in the fields within the Authority's.

1.5 ROLES AND RESPONSIBILITIES

For proper understanding of this call it is also important to have clarity on the used terminology in respect of the involved organisations and their roles.

A) Proposals submitted by a sole applicant:

- **The Applicant** submits the proposal/grant application to EFSA. There can be only one applicant in the proposal/grant application.

As soon as the grant agreement is signed, the applicant becomes the beneficiary. The beneficiary is liable for the technical implementation of the project as described in the proposal which becomes annex 1 of the grant agreement.

The beneficiary:

¹² <https://apsjournals.apsnet.org/doi/10.1094/PHYTO-95-0092>



- Takes part in implementing the project;
- Monitors the action is implemented properly;
- Communicates with EFSA;
- Receives and answers all claims EFSA might have in relation to the implementation of the project;
- Requests and reviews any documents or information required by EFSA and verifies their completeness and correctness before passing them to EFSA;
- Informs EFSA of any event that is likely to substantially affect the implementation of the project;
- Submits the deliverables and reports to EFSA;
- Requests and receives payments from EFSA;

B) Proposals submitted by consortium:

In case a proposal is submitted by a consortium, the following roles apply.

- **The Applicant** submits the proposal/grant application to EFSA on behalf of the consortium. The applicant is the leading entity of the consortium. There can be only one applicant in project proposal/grant application;
- **The Partner** is the other entity in the consortium. There can be a minimum of one partner or more partners.

Once the grant is awarded, the grant agreement is signed between EFSA and the applicant. Partners do not sign the grant agreement directly but instead sign a mandate (template provided by EFSA) authorising the applicant to sign the grant agreement and any future amendments on their behalf.

As soon as the grant agreement is signed, the applicant becomes the Coordinator and partner/s become co-beneficiary/ies. The coordinator and co-beneficiary/ies are referred to as the beneficiaries. The beneficiaries are jointly and severally liable for the technical implementation of the project as described in the proposal which becomes annex 1 of the grant agreement. If a beneficiary fails to implement its part of the project, the other beneficiaries become responsible for implementing that part.

The coordinator has the following important roles:

- Takes part in implementing the project;
- Monitors the action is implemented properly;
- Act as intermediary for communication between the consortium and EFSA;
- Receives and answers all claims EFSA might have in relation to implementation of the project;
- Requests and reviews any documents or information required by EFSA and verifies their completeness and correctness before passing them to EFSA;
- Informs EFSA and the partner/s of any event that is likely to substantially affect implementation of the project;
- Submits the deliverables and reports to EFSA;
- Requests and receives payments from EFSA and distributes the funds to partner/s without unjustified delays;

The coordinator may not delegate the above-mentioned tasks to the co-beneficiary/ies or subcontract them to any third party.

The other beneficiary/ies:

- Take part in implementing the project;
- Forward to the coordinator the data needed to draw up reports, financial statements and other documents required under the grant agreement;



- Inform the coordinator of any event or circumstances likely to substantially affect or delay the implementation of the project.

1.6 POSSIBILITY OF SUBCONTRACTING

Subcontracting is not permitted.

1.7 IMPLEMENTATION OF THE ENTRUSTED TASKS VIA SPECIFIC AGREEMENTS

SPECIFIC AGREEMENTS

When in EFSA a need of entrusting a task arises, a specific request will be sent to the beneficiary ranked first in the cascade. The specific request will describe the tasks to be entrusted and will include a description of the expertise required to perform those tasks.

The beneficiary should confirm the interest and should submit one or more CVs of staff members fulfilling the expertise requirements within 30 calendar days. In case the beneficiary decides not to accept the request, a reply should be given to EFSA within 15 calendar days. In case of negative reply EFSA will contact the next beneficiary in the cascade.

The precise scope of the specific assignment and the required profile/s of the staff who will perform the entrusted tasks will be described in the specific agreement. The specific agreement will further specify on an ad-hoc basis:

- The precise conditions for the performance of the entrusted tasks;
- The criteria to ensure that tasks are performed to high scientific and technical standards;
- The rules and procedures for ensuring that tasks are carried out with independence, integrity and respect for confidentiality.

The duration of the specific agreements will be typically in excess of 12 months. Some examples of possible tasks duration, from specific agreements signed within previous FPAs in similar areas, are given in the table 3 below.

Table 3: examples of tasks duration from previous specific agreements in areas similar to those of this Call

| Example of tasks from previous specific agreements | Duration (months) |
|--|-------------------|
| Pest categorisation for non-EU Scolytinae of non-coniferous forestry hosts | 32 |
| Systematic literature review to update the list of host plants of <i>Xylella</i> spp. | 22 |
| Pest categorisation of non-EU viruses and viroids of <i>Cydonia</i> , <i>Fragaria</i> , <i>Malus</i> , <i>Prunus</i> , <i>Pyrus</i> , <i>Ribes</i> , <i>Rubus</i> and <i>Vitis</i> | 22 |
| Pest categorisation of eight plant viruses | 18 |
| Pest categorisation of non-EU Tephritidae | 16 |
| Pest categorisation of non-EU phytoplasmas of <i>Cydonia</i> , <i>Fragaria</i> , <i>Malus</i> , <i>Prunus</i> , <i>Pyrus</i> , <i>Ribes</i> , <i>Rubus</i> and <i>Vitis</i> | 15 |
| Pest categorisation of non-EU viruses and viroids of potatoes | 14 |
| Pest categorisation of non-EU phytoplasma of potatoes | 10 |
| Data collection on fruit of <i>Musa</i> spp. as potential pathway for the introduction of non-EU Tephritidae | 8 |
| Scientific coordination and support of PLH Panel Working Group on Plant Viruses categorisation | 7 |



In case of long duration of specific agreements, EFSA may decide to include in the specific request the possibility that, for particular defined profiles of the specific expertise required for the tasks, the CVs could be provided at a later stage, but before the staff start to work on the EFSA entrusted tasks.

PERFORMANCE OF ENTRUSTED TASKS:

The tasks entrusted through the specific agreements (requests) will be conducted by one or more staff members of the organisations awarded an FPA. The staff members will perform these tasks either in the EFSA premises in Parma, Italy, or in the premises of the beneficiary. This is to be decided and specified for each specific agreement.

The tasks will be performed under the EFSA policies applicable for the respective outputs and, where relevant, in compliance with the specific procedural provision of the relevant legislation.

Should EFSA during implementation of a specific agreement identify that a staff member of the beneficiary working on an entrusted task is not performing according to expectations, EFSA has the right to request a replacement staff member from the beneficiary. The beneficiary in such a case must ensure there is a smooth handover between the outgoing and new staff member and at the same time the beneficiary shall endeavour to minimise any negative impact from such a change of staff on the execution of the entrusted task.

The ownership of the delivered outputs as a result of these tasks will be vested solely in EFSA and EFSA will be solely responsible of the results of the tasks performed. Only with **EFSA`s prior written permission** the beneficiary will be allowed to use the outputs resulting from the entrusted tasks.

The staff having conducted the task will be mentioned in any authorship list and their affiliation to the beneficiary organisation will be acknowledged in any EFSA outputs.

WORKING CONDITIONS OF EMPLOYEES FROM THE SELECTED ORGANISATIONS:

The employees of the organisation awarded a Specific Agreement to perform the specific entrusted task (hereafter referred to as 'employees') will be working closely with the EFSA PLANTS Unit, considering that only specific tasks, not full outputs, will be entrusted to the organisations and that a full coherence among EFSA outputs of similar nature is essential. They will work according to the plan and timeline of the PLANTS Unit coordination team, in close collaboration with scientific officers of the PLANTS unit working on the same or similar outputs, regularly attend team meetings and will report to the Team Leader of the scientific area related to the specific agreement and entrusted tasks.

The working conditions (including remuneration, working hours, leaves, social security) applicable to the employees will remain those established by their employer. Leaves should however be agreed in advance with EFSA before the formal approval by the employee's line manager in their home organisation. The 'employee' should provide EFSA with a monthly timesheet, to be approved by the EFSA team leader (Annex 10).

During the performance of the entrusting tasks, the 'employee':

- Shall carry out his/her duties and conduct him/herself with the interests of EFSA in mind. He/she shall neither seek nor take instructions from the employing organisation (his/her employer) nor from any government, authority, organisation or person outside EFSA in relation to the execution of the specific tasks entrusted by means of the grant agreement. They shall carry out the duties assigned to them objectively and impartially.



- Shall be fully subject to the EFSA Policy on Independence¹³ and the Decision of the Executive Director on Competing Interest Management¹⁴. They will submit a Declaration of Interest which will be screened according to the rules applicable to the external experts contributing to the EFSA's work (Articles 6-8) and the rules applicable to screening of Declarations of Interest in the context of procurement and grant awarding procedures (Article 15-16).
- Shall be subject to the EFSA's rules on prior authorisation for officials when they wish to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside EFSA.
- Will not review their own work nor any output produced by an organisation of their country of origin.
- For the entire duration of the assignment, the individual shall refrain from engaging in any activity linked, relating to or having a connection or an impact on the tasks and/or subject matter of the grant awarded unless specifically authorised by EFSA.
- Shall refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public. Under the grant agreement field, EFSA will grant the expert access to confidential data in order to perform the tasks. The expert will therefore be required to sign a confidentiality agreement before commencing the performance of tasks. (Annex 11).

The expert may be sent on mission if this is related to the tasks defined by the grant agreement, as part of a delegation led by an EFSA official or temporary staff member, or on his own on the basis of a specific mandate given by the EFSA Executive Director. Any mission and training expenses should be estimated in the estimated budget template.

The employees shall be entitled to attend training courses organised by EFSA if the interest of EFSA warrant it.

The working language for performance of tasks will be English.

BUDGET FOR THE SPECIFIC AGREEMENTS

The budget for each specific agreement must be established in line with Annex 1 - Rules on eligibility of costs. To highlight some of the most important elements of Annex 1:

- a.** The staff assigned to the project have to be classified between these categories according to the International Standard Classification of Occupations (ISCO-88 (COM)), in function of their role in the project. In most cases it is anticipated that the category to be requested by EFSA in specific agreements will be the Researcher/Teacher/Trainer category.
 - Manager
 - Researcher / Teacher / Trainer
 - Technical
 - Administrative
- b. THE UNIT COSTS** per day for category of staff indicated in below table, must be used when establishing the estimated budget for each specific agreement and when declaring the incurred costs. The rate of the country in which the applying organisation is registered should be applied.

¹³ http://www.efsa.europa.eu/sites/default/files/engage/Procurement/EFSAPolicy_independence.pdf

¹⁴ http://www.efsa.europa.eu/sites/default/files/engage/Procurement/DecisionED_CompetingInterestManagement.pdf



Table 4 UNIT COST PER DAY IN EURO

| Country | Manager | | Researcher Teacher Trainer | | Technical | | Administrative | |
|----------------|---------|-----|----------------------------------|-----|-----------|-----|----------------|-----|
| Austria | 500 | 495 | 337 | 334 | 272 | 270 | 216 | 214 |
| Belgium | 471 | 471 | 382 | 382 | 269 | 269 | 240 | 240 |
| Bulgaria | 73 | 70 | 66 | 63 | 50 | 48 | 34 | 33 |
| Croatia | 225 | 221 | 203 | 199 | 163 | 160 | 103 | 101 |
| Cyprus | 322 | 316 | 240 | 236 | 149 | 146 | 101 | 99 |
| Czech Republic | 198 | 149 | 127 | 122 | 92 | 88 | 67 | 65 |
| Denmark | 589 | 436 | 416 | 353 | 291 | 287 | 261 | 224 |
| Estonia | 118 | 118 | 90 | 86 | 69 | 69 | 49 | 49 |
| Finland | 441 | 386 | 271 | 267 | 209 | 205 | 173 | 171 |
| France | 468 | 463 | 378 | 374 | 277 | 274 | 217 | 206 |
| Germany | 499 | 452 | 339 | 334 | 252 | 238 | 222 | 218 |
| Greece | 207 | 207 | 145 | 145 | 103 | 103 | 93 | 93 |
| Hungary | 127 | 120 | 102 | 96 | 77 | 73 | 52 | 49 |
| Iceland | 393 | 372 | 358 | 338 | 309 | 291 | 199 | 187 |
| Ireland | 410 | 314 | 340 | 334 | 248 | 243 | 184 | 181 |
| Italy | 477 | 475 | 313 | 312 | 212 | 209 | 183 | 182 |
| Latvia | 100 | 90 | 75 | 74 | 58 | 59 | 43 | 42 |
| Lithuania | 134 | 85 | 79 | 71 | 54 | 54 | 39 | 39 |
| Luxembourg | 544 | 537 | 383 | 378 | 309 | 305 | 241 | 238 |
| Malta | 129 | 129 | 107 | 107 | 83 | 83 | 62 | 62 |
| Netherlands | 462 | 451 | 374 | 365 | 236 | 231 | 187 | 182 |
| Norway | 516 | 520 | 430 | 433 | 364 | 367 | 280 | 282 |
| Poland | 150 | 116 | 98 | 91 | 75 | 70 | 56 | 52 |
| Portugal | 274 | 274 | 192 | 192 | 130 | 130 | 82 | 82 |
| Romania | 143 | 134 | 109 | 103 | 85 | 80 | 54 | 51 |
| Slovakia | 135 | 130 | 109 | 105 | 96 | 93 | 78 | 75 |
| Slovenia | 257 | 255 | 195 | 194 | 156 | 156 | 98 | 98 |
| Spain | 344 | 340 | 227 | 225 | 174 | 173 | 125 | 124 |
| Sweden | 398 | 397 | 335 | 334 | 276 | 276 | 212 | 212 |
| Switzerland | 657 | 486 | 471 | 359 | 411 | 256 | 56 | 235 |
| United Kingdom | N/A | 396 | N/A | 372 | N/A | 258 | N/A | 176 |
| Liechtenstein | 492 | N/A | 331 | N/A | 267 | N/A | 213 | N/A |

- c. **THE NUMBER OF DAYS** spent on the project (considering that one day is composed by 8 working hours according to working day duration at EFSA) is to be indicated when establishing the estimated budget and when declaring the incurred costs. The staff budget of the project shall be obtained by multiplying the number of days proposed with the daily staff rates.



- d. In addition to the salary cost, and only in case of beneficiary`s employee working in EFSA`s premises, the specific agreement will also recognise a **REINSTALLATION COST** of 1500 EUR per month, to cover the additional cost for the individual`s life in Parma and travels to and from their country of origin. In case the selected person will be travelling a distance of less than 300 km to Parma from the place of his/her regular employment at the Beneficiary organisation, the monthly REINSTALLATION COST will be recognised at the level of 900 EUR per month. No allowance is foreseen in case of travel from distance of less than 50 km.
- e. The general **COORDINATION COSTS** are eligible costs. These costs cover the cost of general management of the grant agreement by the beneficiary. These costs are to be indicated in the estimated budget at a flat rate of up to 10% of all eligible direct staff costs (both extra-muros and intra-muros, including the reinstallation costs in case of intra-muros assignments).

For example: Staff X, Belgium Researcher (daily cost 382 €), working the whole year in EFSA premises, generates eligible staff costs $220 \text{ d} * 382 \text{ €} = 84.040 \text{ €}$, and on top of it EFSA recognises the reinstallation cost of 18.000 € ($1.500 \text{ €} * 12 \text{ m}$). The coordination costs eligible on top of these intra-muros staff costs are 10% of $102.040 \text{ €} = 10.204 \text{ €}$.

- f. By derogation to point 2.2 of Annex 1, the **INDIRECT COSTS** related to the costs of staff in intra-muros are eligible only up to a flat rate of 5% of those costs (excluding the reinstallation costs).

For example: Staff X, Belgium Researcher (daily cost 382 €), working the whole year in EFSA premises, generates eligible staff costs $220 \text{ d} * 382 \text{ €} = 84.040 \text{ €}$, and on top of it EFSA recognises the reinstallation cost of 18.000 € ($1.500 \text{ €} * 12 \text{ m}$). The indirect costs eligible on top of these intramuros staff costs are 5% of $84.040 \text{ €} = 4.202 \text{ €}$ (and not 5% of sum of 84.040 € and 18.000 €).

- g. The specific agreements may also foresee the missions in the estimated budget, in line with Annex 1 - Rules on eligibility of costs. Mission expenses should be estimated in the estimated budget template for each Specific Agreement.
- h. Miscellaneous costs (costs arising directly from the requirements imposed by the grant agreement). EFSA will verify closely if these costs are eligible in the context of the call for proposal in question, in particular its objectives.

The above categories represent an exhaustive list of the possible eligible direct costs under this particular grant agreement.

The above indicated costs are co-financed by EFSA at 90%, see later below in part 1.9 and 1.10 for more information on co-financing principle.

1.8 PAYMENTS

Payments to the grant beneficiary will be made in accordance with the terms of the draft FPA published with this call and will be reconciled with the number of days declared in the timesheet which must be approved by EFSA. Only days actually worked for EFSA should be declared (holidays, bank holidays and days of illness should not be declared).

The following payment scheme will be applied to the specific agreements:

- a. **pre-financing payment**, upon entry into force of each specific agreement to be signed under the FPA, without need for a request for payment, up to 50% of the maximum grant amount set out in the specific grant agreement; the aim of the pre-financing is to provide the beneficiaries with a float; pre financing remains the property of the EU until the payment of the balance. Please note the exact amount/% of pre-financing will be determined at the time of the specific agreement.



- b. (optional – decided by EFSA on ad-hoc basis for each specific agreement considering the duration of the assignment) interim payment(s)**, in the middle of the project, based on the request for interim payment; interim payment(s) is subject to the approval by EFSA of the interim report(s) with the corresponding deliverables and approval of the statement(s) of actual costs incurred by the beneficiaries;
- c. final payment** (payment of the balance), after the final EFSA grant amount was determined in line with the specific agreement (Article II.25). The final grant amount will be based on the number of days declared in the timesheet which must be approved by EFSA. Only days actually worked for EFSA should be declared (holidays, bank holidays and days of illness should not be declared). The amount due as the balance payment is calculated by EFSA by deducting from the final EFSA grant amount the total amount of pre-financing and interim payment already made; if the total amount of earlier payments is greater than the final EFSA grant amount, the payment of the balance takes the form of a recovery; if the total amount of earlier payments is lower than the final EFSA grant amount, EFSA will pay the balance; payment is subject to the successful execution of all entrusted tasks, as confirmed by EFSA PLANTS unit.

1.9 GRANT PRINCIPLES

The financial support provided by EFSA under this Call for proposals is a grant governed by the EU Financial Regulation referred to in part 1.1. Accordingly, the grant awarded following this Call must comply with the following principles:

- **Co-financing:** co-financing from a source other than the Union budget is required. The costs not covered by the EFSA grant must be financed from the applicant resources. The applicant must therefore contribute financially to the project. Additionally, there may be also a financial contribution from another entity, but such an entity may be only a public body. Contributions from the private sector are not permitted.
- **No-profit:** A grant shall not have the purpose or effect of producing a profit within the framework of the entrusted task for the applicant. Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries, at the time of request for payment of the balance. The receipts shall be limited to income generated by the project/entrusted task (likely zero in this case), as well as financial contributions specifically assigned by donors to the financing of the eligible costs. Where a profit is made, EFSA shall be entitled to recover a part of it in line with the procedure foreseen in the grant agreement. The verification of the non-profit rule does not apply to grant agreements of ≤ 60.000 €.
- **Non-retroactivity:** A grant may be awarded for a project/task entrusted which has already begun only provided that the applicant can demonstrate the need for starting the entrusted tasks prior to signature of the grant agreement. In such cases, costs eligible for financing shall not have been incurred prior to the date of submission of the grant application under this call. No grant may be awarded retrospectively for a project /tasks entrusted already completed.
- **Non-cumulative:** A project / entrusted task may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, the applicant shall indicate the sources and amounts of Union funding received or applied for the same project or part of the project or for its functioning during the same financial year as well as any other funding received or applied for the same project.



1.10 EFSA GRANT CONTRIBUTION

This call will result in the signature of several FPA's. EFSA reserves the right to award specific agreements under these FPAs up to a maximum of 2.700.000 Euro during the 4 5 years duration of the FPA. EFSA further reserves the right not to award Specific Agreements under the FPA without any compensation to be paid to the applicants.

The form of Specific Agreements signed under this Call is grant based on reimbursement of a specified proportion of the total eligible project costs actually incurred (EU Financial Regulation, Article 123 (1)(f)).

The costs under Specific Agreements are co-financed by EFSA at maximum 90% of the total eligible costs.

The total amount of estimated eligible costs, as presented by the applicant in the Estimated Budget (Annex 3, see also section 1.11 below), and which serves as a basis for calculation of the initial EFSA specific grant, will be verified by EFSA before signature of the Specific Agreement. EFSA reserves the right to implement the necessary adaptations to the estimated eligible costs in the case **the Rules on eligibility of costs** (Annex 1) were not correctly applied by the applicant.

1.11 ESTIMATED BUDGET AND ELIGIBLE COSTS

For the submission of a proposal under this Call for proposals, leading to the signature of the FPA, **no estimated budget is required**.

The estimated budget will be necessary only before the signature of the Specific Agreement. It must be established in line with **Annex 1 - the Rules on eligibility of costs**. The estimated budget must show all the costs and income which the applicant considers necessary to carry out the tasks entrusted. The Estimated budget will be in practice prepared in close cooperation with EFSA PLANTS Unit and EFSA Finance Unit.

ESTIMATED BUDGET MUST BE:

- sufficiently detailed to permit identification, monitoring and checking of the costs;
- balanced, i.e. total income and total project costs must equal;
- consistent with the work plan;
- expressed in Euro.

Estimated budget – cost side:

- Eligible direct costs (see part 1.7 above):
- Eligible indirect costs are applicable under this FPA only in case of beneficiary's employee working on their own premises.

Estimated budget – income side:

Mandatory incomes:

- Grant requested from EFSA;
- Applicant's financial contribution;

Optional incomes:

- Financial contributions from other public bodies.



1.12 PUBLICITY

The beneficiaries are expected to follow the rules on visibility of EFSA funding set out in Article II.8 of the grant agreement.

According to Article 38 of the EU Financial Regulation EFSA is bound to publish information on recipients of its grants at its website. Such publication shall take place no later than 30 June of the year following the financial year in which the grants were awarded and shall cover these data of the beneficiaries:

- name of the beneficiary;
- address of the beneficiary;
- subject of the grant.

1.13 PROTECTION OF PERSONAL DATA

Processing your application in the context of this grant procedure, will involve the recording and processing of personal data (i.e. the name, any CV and contact details and/or financial details of individuals contained in your application) pursuant to Regulation (EC) N° 2018/1725¹⁵.

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call and the data will be processed solely for that purpose.

Detailed information on the processing of personal data in the context of grant award procedures of EFSA is given in the [Privacy Statement](#) available on the EFSA website. This on-line privacy statement details the following:

- the legal basis, purpose and controller of the personal data processing;
- what personal information EFSA is collecting and/or further processing;
- to whom personal data is disclosed;
- what technical means are applied for data processing and way in which EFSA secures the information;
- how data subjects can access, modify and delete their information;
- how long EFSA keeps the personal data;
- the contact details for data subjects to exercise their rights;
- the right of recourse to the European Data Protection Supervisor.

Personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Articles 136 - 140 of the Financial Regulation. For more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

In case the implementation of activities under the grant awarded entails the processing of personal data, the beneficiary shall comply with the relevant rules in the Grant Agreement (Annex 2) as a data processor of EFSA.

1.14 PUBLIC ACCESS TO DOCUMENTS

In the general implementation of its activities and for the processing of grant procedures in particular, EFSA observes Regulation (EC) N° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

¹⁵ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.



2. SELECTING PROPOSALS

The **Evaluation Committee** established by EFSA specifically for this call will evaluate the submitted proposals in five steps:

1. verification of submission requirements (see 2.1)
2. eligibility criteria (see 2.2)
3. exclusion criteria (see 2.3)
4. selection criteria (see 2.4)
5. award criteria (see 2.5)

If the proposal fails at any step it is automatically excluded from further evaluation. EFSA may contact the applicant during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes.

2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

- The proposal was submitted within the deadline for submission of proposals.
- The proposal is submitted on the EFSA application form (Annex 4).
- The proposal is duly signed by the authorised representative of the applicant.
- The proposal is complete and includes all the supporting documents.

2.2 ELIGIBILITY CRITERIA

The following will be verified:

- The applicant is on the list of competent organisations designated by the Member States in accordance with Art 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by EFSA Management Board.
- Applicant participates in the project financially;
- The applicant is to be involved with its own staff in the execution of the entrusted task, with no subcontracting foreseen.

Documents to be provided:

- **LEGAL ENTITY FORM** (Annex 5) ([download template here](#)) to be completed and signed by the applicant. For a public body this legal entity form should be provided together with a copy of the resolution or decision establishing the public body, or other official document establishing that public body. For a private body an extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical only one of these documents is required).
- **FINANCIAL IDENTIFICATION FORM** (Annex 6) ([download template here](#)) to be completed only by the applicant.

Please note there is no need to submit these forms if they have already been submitted under another EFSA procurement or grant procedure and provided that these forms are still valid. In this case simply indicate in the application form the reference of the call under which the form/s were submitted to EFSA.

2.3 EXCLUSION CRITERIA

Applicant must sign a declaration on their honour certifying that they are not in one of the exclusion situations referred to in the Articles 136-140 of the EU Financial Regulation.



Documents to be provided:

- **THE DECLARATION ON HONOUR** (Annex 7) to be completed/signed by the applicant and in case of consortium by each partner.

2.4 SELECTION CRITERIA

Purpose of the selection criteria is to verify the financial and operational capacity of the applicant.

Financial capacity:

The applicant must have stable and sufficient financial resources to:

- maintain their activity throughout the period during which the project is being carried out / the task is entrusted, and
- participate in its funding.

Operational capacity:

The applicant must have the professional resources, competencies and qualifications necessary to complete the proposed tasks as described in the specific objectives.

The **operational capacity** must be evidenced by the fulfilment of the following requirements listed in table 5 below:

Table 5: requirements for the fulfilment of the Operational capacity for each Lot.

| Lot | Operational capacity requirement 1 | Operational capacity requirement 2 |
|---|--|--|
| Lot 1 Pest categorisation Insects and mites Agriculture | <u>A dated and signed statement</u> confirming that, for FPA implementation, their organisation will have individuals available with the required experience in: <ol style="list-style-type: none"> 1. Entomology and Acarology of Agriculture crops; 2. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. | For each Lot <u>the CV of the proposed Coordinator</u> should be provided fulfilling the following requirements: <ol style="list-style-type: none"> 1. at least 5 years of expertise (after MSC completion) in the area of the Lot; 2. a very good level of written and spoken English. For non-native speakers, this should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or least 3 years of experience working in international projects where English is the working language. |
| Lot 2 Pest categorisation Insects and mites Forestry | <u>A dated and signed statement</u> confirming that, for FPA implementation, their organisation will have individuals available with the required experience in: <ol style="list-style-type: none"> 1. Entomology and Acarology of Forestry plants; 2. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. | For each Lot <u>the CV of the proposed Coordinator</u> should be provided fulfilling the following requirements: <ol style="list-style-type: none"> 1. at least 5 years of expertise (after MSc completion) in the area of the Lot; 2. a very good level of written and spoken English. For non-native speakers, this should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or least 3 years of experience working in international projects where English is the working language. |
| Lot 3 Pest categorisation Fungi, oomycetes and bacteria Agriculture | <u>A dated and signed statement</u> confirming that, for FPA implementation, their organisation will have individuals available with the required experience in: <ol style="list-style-type: none"> 1. Plant pathogenic fungi, oomycetes and bacteria of Agriculture crops; 2. Literature search, drafting reports and | For each Lot <u>the CV of the proposed Coordinator</u> should be provided fulfilling the following requirements: <ol style="list-style-type: none"> 1. at least 5 years of expertise (after MSC completion) in the area of the Lot 2. a very good level of written and spoken English. For non-native speakers, this |



| | | |
|--|---|--|
| | scientific papers, ability to communicate clearly and effectively in both spoken and written English. | should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or least 3 years of experience working in international projects where English is the working language. |
| Lot 4 Pest categorisation Fungi, oomycetes and bacteria Forestry | <u>A dated and signed statement</u> confirming that, for FPA implementation, their organisation will have individuals available with the required experience in: <ol style="list-style-type: none"> 1. Plant pathogenic fungi, oomycetes and bacteria of Forestry plants; 2. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. | For each Lot <u>the CV of the proposed Coordinator</u> should be provided fulfilling the following requirements: <ol style="list-style-type: none"> 1. at least 5 years of expertise (after MSc completion) in the area of the Lot 2. a very good level of written and spoken English. For non-native speakers, this should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or least 3 years of experience working in international projects where English is the working language. |
| Lot 5 Pest categorisation Vector-borne plant disease agents Agriculture and forestry | <u>A dated and signed statement</u> confirming that, for FPA implementation, their organisation will have individuals available with the required experience in: <ol style="list-style-type: none"> 1. Vector-borne plant disease agents (viruses, viroids, phytoplasma and other vector-borne bacterial pathogens), including their vectors, for Agriculture crops and Forestry plants; 2. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. | For each Lot <u>the CV of the proposed Coordinator</u> should be provided fulfilling the following requirements: <ol style="list-style-type: none"> 1. at least 5 years of expertise (after MSc completion) in the area of the Lot; 2. a very good level of written and spoken English. For non-native speakers, this should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or least 3 years of experience working in international projects where English is the working language. |
| Lot 6 Pest categorisation Nematodes Agriculture and forestry | <u>A dated and signed statement</u> confirming that, for FPA implementation, their organisation will have individuals available with the required experience in: <ol style="list-style-type: none"> 1. Plant parasitic nematodes of Agriculture crops and Forestry plants; 2. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. | For each Lot <u>the CV of the proposed Coordinator</u> should be provided fulfilling the following requirements: <ol style="list-style-type: none"> 1. at least 5 years of expertise (after MSc completion) in the area of the Lot; 2. a very good level of written and spoken English. For non-native speakers, this should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or least 3 years of experience working in international projects where English is the working language. |
| Lot 7 Quantitative pest risk assessment | <u>A dated and signed statement</u> confirming that, for FPA implementation, their organisation will have individuals available with the required experience in: <ol style="list-style-type: none"> 1. Quantitative pest risk assessment and/or quantitative pathway analysis for plant pest introduction and/or modelling plant pests invasion; 2. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. | For each Lot <u>the CV of the proposed Coordinator</u> should be provided fulfilling the following requirements: <ol style="list-style-type: none"> 1. at least 5 years of expertise (after MSc completion) in the area of the Lot; 2. a very good level of written and spoken English. For non-native speakers, this should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or least 3 years of experience working in international projects where English is the working language. |
| Lot 8 Climate suitability and environmental data | <u>A dated and signed statement</u> confirming that, for FPA implementation, their organisation will have individuals available with the required experience for the area of expertise 1, and at least two of the areas of expertise 2, 3, 4, 5 listed below and to be indicated in the statement | For each Lot <u>the CV of the proposed Coordinator</u> should be provided fulfilling the following requirements: <ol style="list-style-type: none"> 1. at least 5 years of expertise (after MSc completion) in the topics of the Lot; 2. a very good level of written and spoken English. For non-native speakers, this |



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| | <p>Areas of expertise:</p> <ol style="list-style-type: none"> 1. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English 2. Studies and/or collection of data / information on pest distribution and/or ecophysiology 3. Application and/or development of simulation models and/or climate suitability tool / models of plant pests and/or diseases 4. Modelling impact of climate change on plant pests and diseases 5. Agro-meteorology, geospatial data related to climate & weather, crops / forests and soil, development of climate services | <p>should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or least 3 years of experience working in international projects where English is the working language.</p> |
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Therefore, for each Lot, and in relation to the selection criteria, the applicant should provide, the following documents as specified in Table 4 above:

- a dated and signed statement in line with Operational capacity requirement 1;
- the CV of the proposed Coordinator in line with Operational capacity requirement 2.

Additionally, for all Lots, the following **generic documents** must be provided by the applicant for the selection criteria assessment:

Documents to be provided by the applicant:

- **The declaration on honour on selection criteria** (Annex 8).
Simplified financial statement (if applicable) completed for at least last 2 most recent closed financial years. Only required for private bodies and only to be submitted if the grant requested from EFSA is > 60.000 € (Annex 9).
- **Letter of commitment (if applicable)**: applicable only in the case when other public body financially contributes to the project (body other than EFSA or the applicant); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA;
- **Institutional Declarations of Interest** should be provided for each applicant institution prior to Framework Partnership Agreement signature. The template is available [here](#) but institutional DoIs do not need to be submitted with the application for the Framework Partnership Agreement.
- **Individual Declarations of Interest** for the staff proposed to be assigned in the event of Specific Agreement award will only be requested prior to Specific Agreement signature. The template is available [here](#) but individuals DoIs do not need to be submitted with the application for the FPA.

If the applicant applies in consortium, the above documents must be sent for each partner, with the exception of the declaration on honour on selection criteria which is only requested by the applicant.

Documents to be provided by the applicant/partner for implementation - Applicable to all Lots:



Prior to signature of each Specific Agreement implementing the FPA, the beneficiary will be asked to provide the CVs and DoIs of the individuals who will carry out the entrusted tasks for EFSA. These CVs will be subject to the agreement of EFSA prior to the signature of any Specific Agreement. The CVs of the individuals who will carry out the entrusted tasks for EFSA do not need to be submitted for the award of the FPA.

2.5 AWARD CRITERIA

The award criteria, which serve to assess the quality of the proposals in relation to the objectives of the Call, are listed below.

As specified in this call, EFSA TASKING GRANTS enable Article 36 partners to support EFSA in its scientific activities. In this case, activities are related to plant health risk assessment, as summarised for each Lot in Table 6 below:

Table 6: Summary of types of activities for each Lot

| Lot | Type of activity | Type of plant pests/taxonomy | Type of crops / vegetation |
|-------|--|--|----------------------------|
| Lot 1 | Pest categorisation | Insects and mites | Agriculture |
| Lot 2 | Pest categorisation | Insects and mites | Forestry |
| Lot 3 | Pest categorisation | Fungi, oomycetes and bacteria | Agriculture |
| Lot 4 | Pest categorisation | Fungi, oomycetes and bacteria | Forestry |
| Lot 5 | Pest categorisation | Vector borne plant diseases (VBD) agents (viruses, viroids, phytoplasma and other vector-borne bacterial pathogens), including their vectors | Agriculture and forestry |
| Lot 6 | Pest categorisation | Nematodes | Agriculture and forestry |
| Lot 7 | Quantitative pest risk assessment | All types of plant pests / taxonomic groups | Agriculture and forestry |
| Lot 8 | Climate suitability and environmental data | All types of plant pests / taxonomic groups | Agriculture and forestry |

The applicant for this grant should deliver, for each Lot for which it intends to apply:

1. Copies of Example Outputs¹⁶, the List of Example Outputs provided and a concise Technical description of how the experience of these Example Outputs can support EFSA activities of the Lot,
2. a Draft workplan considered to be representative of its capacity to perform the entrusted tasks under the Specific Agreement,

The detailed requirements for the Award criteria for each Lot are specified in the following table 7:

¹⁶ The copies of the **Example Outputs must be provided by the Applicant in in both printed version and electronic format.**



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Table 7: Quality award criteria for each Lot

| Lot | Quality award criteria 1: Example outputs and technical description | Quality award criteria 2: Draft workplan |
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| <p>Lot 1</p> <p>Pest categorisation</p> <p>Insects and mites</p> <p>Agriculture</p> | <p>The applicant should provide two Example Outputs for each of the areas of expertise listed below. The Example Outputs can be <u>copies of recent (last 5 years) scientific or technical publications or technical reports produced by the applicant or example outputs developed ad hoc for this application</u>:</p> <ol style="list-style-type: none"> 1. Entomology and acarology of Agriculture crops; 2. Plant health risk assessment (pest categorisation, pest risk assessment or commodity risk assessment); 3. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. <p>In addition to the Example Outputs listed above, the applicant should also provide the List of Example Outputs provided for each area in a <u>tabular form</u>, including the following fields:</p> <ul style="list-style-type: none"> - full reference citation, including publication year - area(s) of expertise (1, 2, or 3 as listed above for this Lot); - type of document (e.g. scientific publication, technical report, activity report, project report etc.), specifying the international relevance of the document (e.g. international vs. national relevance of the output); - role in the work: a short description (e.g. one sentence) of the institution's staff role in the work (particularly in case of co-authorship). <p>Finally, the applicant should provide a concise technical description (maximum two pages) of how the experiences described in the example outputs can support EFSA activities related to pest categorisation of insects and mites of Agriculture crops.</p> | <p>The applicant should provide a short draft workplan (maximum 2 pages) explaining how they would organise a continuative support to EFSA activities for a specific contract of 2 years in the area pest categorisation of insects and mites of Agriculture crops. This could include, e.g. availability of staff, or capacity to hire new staff dedicated to the project; access to databases etc.; liaison with EFSA, etc.</p> |
| <p>Lot 2</p> <p>Pest categorisation</p> <p>Insects and mites</p> <p>Forestry</p> | <p>The applicant should provide two Example Outputs for each of the areas of expertise listed below. The Example Outputs can be <u>copies of recent (last 5 years) scientific or technical publications or technical reports produced by the applicant or example outputs developed ad hoc for this application</u>:</p> <ol style="list-style-type: none"> 1. Entomology and acarology of Forest plants; 2. Plant health risk assessment (pest categorisation, pest risk assessment or commodity risk assessment); 3. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. <p>In addition to the Example Outputs listed above, the applicant should also provide the List of Example Outputs provided for each area in a <u>tabular form</u>, including the following fields:</p> | <p>The applicant should provide a short draft workplan (maximum 2 pages) explaining how they would organise a continuative support to EFSA activities for a specific contract of 2 years in the area of pest categorisation of insects and mites of Forest plants. This could include, e.g. availability</p> |



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| | <ul style="list-style-type: none"> - full reference citation, including publication year - area(s) of expertise (1, 2 or 3, as listed above for this Lot); - type of document (e.g. scientific publication, technical report, activity report, project report etc.), specifying the international relevance of the document (e.g. international vs. national relevance of the output); - role in the work: a short description (one sentence) of the institution's staff role in the work (particularly in case of co-authorship). - the applicant should provide a <u>concise technical description</u> (maximum 2 pages, one page for each example output) of how those experiences can support EFSA activities related to pest categorisation of insects and mites of Forest plants. <p>Finally, the applicant should provide a concise technical description (maximum two pages) of how the experiences described in the example outputs can support EFSA activities related to pest categorisation of insects and mites of Forest plants.</p> | <p>of staff, or capacity to hire new staff dedicated to the project; access to databases etc.; liaison with EFSA, etc.</p> |
| <p>Lot 3</p> <p>Pest categorisation</p> <p>Fungi, oomycetes and bacteria</p> <p>Agriculture</p> | <p>The applicant should provide two Example Outputs for each of the areas of expertise listed below. The Example Outputs can be <u>copies of recent (last 5 years) scientific or technical publications or technical reports produced by the applicant or example outputs developed ad hoc for this application</u>:</p> <ol style="list-style-type: none"> 1. Fungi, oomycetes and bacteria of Agriculture crops; 2. Plant health risk assessment (pest categorisation, pest risk assessment or commodity risk assessment); 3. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. <p>In addition to the Example Outputs listed above, the applicant should also provide the List of Example Outputs provided for each area in a tabular form, including the following fields:</p> <ul style="list-style-type: none"> - full reference citation, including publication year - area(s) of expertise (1, 2 or 3, as listed above for this Lot); - type of document (e.g. scientific publication, technical report, activity report, project report etc.), specifying the international relevance of the document (e.g. international vs. national relevance of the output); - role in the work: a short description (one sentence) of the institution's staff role in the work (particularly in case of co-authorship). <p>Finally, the applicant should provide a concise technical description (maximum two pages) of how the experiences described in the example outputs can support EFSA activities related to pest categorisation of fungi, oomycetes and bacteria of Agriculture crops.</p> | <p>The applicant should provide a short draft workplan (maximum 2 pages) explaining how they would organise a continuative support to EFSA activities for a specific contract of 2 years in the area of pest categorisation of fungi, oomycetes and bacteria of Agriculture crops. This could include, e.g. availability of staff, or capacity to hire new staff dedicated to the project; access to databases etc.; liaison with EFSA, etc.</p> |
| <p>Lot 4</p> <p>Pest categorisation</p> <p>Fungi, oomycetes and bacteria</p> <p>Forestry</p> | <p>The applicant should provide two Example Outputs for each of the areas of expertise listed below. The Example Outputs can be <u>copies of recent (last 5 years) scientific or technical publications or technical reports produced by the applicant or example outputs developed ad hoc for this application</u>:</p> <ol style="list-style-type: none"> 1. Fungi, oomycetes and bacteria of Forest plants; 2. Plant health risk assessment (pest categorisation, pest risk assessment or commodity risk assessment); 3. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. <p>In addition to the Example Outputs listed above, the applicant should also provide the List of Example Outputs</p> | <p>The applicant should provide a short draft workplan (maximum 2 pages) explaining how they would organise a continuative support to EFSA activities for a specific contract of 2 years in the area of pest categorisation of fungi, oomycetes and bacteria of</p> |



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| | <p><u>provided for each area in a tabular form</u>, including the following fields:</p> <ul style="list-style-type: none"> - full reference citation, including publication year - area(s) of expertise (1, 2 or 3, as listed above for this Lot); - type of document (e.g. scientific publication, technical report, activity report, project report etc.), specifying the international relevance of the document (e.g. international vs. national relevance of the output); - role in the work: a short description (one sentence) of the institution's staff role in the work (particularly in case of co-authorship). <p>Finally, the applicant should provide a concise technical description (maximum two pages) of how the experiences described in the example outputs can support EFSA activities related to pest categorisation of fungi, oomycetes and bacteria of Forest plants.</p> | <p>Forest plants. This could include, e.g. availability of staff, or capacity to hire new staff dedicated to the project; access to databases etc.; liaison with EFSA, etc.</p> |
| <p>Lot 5</p> <p>Pest categorisation</p> <p>Vector-borne plant disease agents</p> <p>Agriculture and forestry</p> | <p><u>The applicant should provide two Example Outputs for each</u> of the areas of expertise listed below. The Example Outputs can be <u>copies of recent (last 5 years) scientific or technical publications or technical reports produced by the applicant or example outputs developed ad hoc for this application</u>:</p> <ol style="list-style-type: none"> 1. Vector borne plant diseases (VBD) agents (viruses, viroids, phytoplasma and other vector-borne bacterial pathogens), including their vectors, of Agriculture crops and Forest plants; 2. Plant health risk assessment (pest categorisation, pest risk assessment or commodity risk assessment); 3. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. <p>In addition to the copy of scientific or technical reports or other documents listed above, the applicant should also provide the List of Example Outputs provided for each area in a tabular form, including the following fields:</p> <ul style="list-style-type: none"> - full reference citation, including publication year - area(s) of expertise (1, 2 or 3, as listed above for this Lot); - type of document (e.g. scientific publication, technical report, activity report, project report etc.), specifying the international relevance of the document (e.g. international vs. national relevance of the output); - role in the work: a short description (one sentence) of the institution's staff role in the work (particularly in case of co-authorship). <p>Finally, the applicant should provide a concise technical description (maximum two pages) of how the experiences described in the example outputs can support EFSA activities related to pest categorisation of vector borne plant diseases (VBD) agents (viruses, viroids, phytoplasma and other vector-borne bacterial pathogens), including their vectors, of Agriculture Crops and Forest plants.</p> | <p>The applicant should provide a short draft workplan (maximum 2 pages) explaining how they would organise a continuative support to EFSA activities for a specific contract of 2 years in the area of pest categorisation of vector borne plant diseases (VBD) agents (viruses, viroids, phytoplasma and other vector-borne bacterial pathogens), including their vectors, of Agriculture crops and Forest plants. This could include, e.g. availability of staff, or capacity to hire new staff dedicated to the project; access to databases etc.; liaison with EFSA, etc.</p> |
| <p>Lot 6</p> <p>Pest categorisation</p> <p>Nematodes</p> <p>Agriculture and forestry</p> | <p><u>The applicant should provide two Example Outputs for each</u> of the areas of expertise listed below. The Example Outputs can be <u>copies of recent (last 5 years) scientific or technical publications or technical reports produced by the applicant or example outputs developed ad hoc for this application</u>:</p> <ol style="list-style-type: none"> 1. Plant parasitic nematodes of Agriculture crops and Forest plants; 2. Plant health risk assessment (pest categorisation, pest risk assessment or commodity risk assessment); 3. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. <p>In addition to the copy of scientific or technical reports or other documents listed above, the applicant should also provide the List of Example Outputs provided for each area in a tabular form, including the following fields:</p> | <p>The applicant should provide a short draft workplan (maximum 2 pages) explaining how they would organise a continuative support to EFSA activities for a specific contract of 2 years in the area of pest categorisation of plant parasitic nematodes of</p> |



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| | <ul style="list-style-type: none"> - full reference citation, including publication year - area(s) of expertise (1, 2 or 3, as listed above for this Lot); - type of document (e.g. scientific publication, technical report, activity report, project report etc.), specifying the international relevance of the document (e.g. international vs. national relevance of the output); - role in the work: a short description (one sentence) of the institution's staff role in the work (particularly in case of co-authorship). <p>Finally, the applicant should provide a concise technical description (maximum two pages) of how the experiences described in the example outputs can support EFSA activities related to pest categorisation of plant parasitic nematodes of Agriculture Crops and Forest plants.</p> | <p>Agriculture crops and Forest plants. This could include, e.g. availability of staff, or capacity to hire new staff dedicated to the project; access to databases etc.; liaison with EFSA, etc.</p> |
| <p>Lot 7</p> <p>Quantitative pest risk assessment</p> | <p>The applicant should provide two Example Outputs for each of the areas of expertise listed below. The Example Outputs can be <u>copies of recent (last 5 years) scientific or technical publications or technical reports produced by the applicant or example outputs developed ad hoc for this application</u>:</p> <ol style="list-style-type: none"> 1. Quantitative pest risk assessment and/or quantitative pathway analysis for plant pest introduction and/or modelling plant pests invasions; 2. Plant health risk assessment (pest categorisation, pest risk assessment or commodity risk assessment); 3. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English. <p>In addition to the copy of scientific or technical reports or other documents listed above, the applicant should also provide the List of Example Outputs provided for each area in a tabular form, including the following fields:</p> <ul style="list-style-type: none"> - full reference citation, including publication year - area(s) of expertise (1, 2 or 3, as listed above for this Lot); - type of document (e.g. scientific publication, technical report, activity report, project report etc.), specifying the international relevance of the document (e.g. international vs. national relevance of the output); - role in the work: a short description (one sentence) of the institution's staff role in the work (particularly in case of co-authorship). <p>Finally, the applicant should provide a concise technical description (maximum two pages) of how the experiences described in the example outputs can support EFSA activities related to quantitative pest risk assessment.</p> | <p>The applicant should provide a short draft workplan (maximum 2 pages) explaining how they would organise a continuative support to EFSA activities for a specific contract of 2 years in the area of quantitative pest risk assessment. This could include, e.g. availability of staff, or capacity to hire new staff dedicated to the project; access to databases etc.; liaison with EFSA, etc.</p> |
| <p>Lot 8</p> <p>Climate suitability and environmental data</p> | <p>The applicant should provide two Example Outputs for the area of expertise no. 1 listed below, <u>and two Example Outputs each for two of the areas of expertise 2, 3, 4, 5 listed below. The Example Outputs can be copies of recent (last 5 years) scientific or technical publications or technical reports produced by the applicant or example outputs developed ad hoc for this application</u></p> <p>Areas of expertise:</p> <ol style="list-style-type: none"> 1. Literature search, drafting reports and scientific papers, ability to communicate clearly and effectively in both spoken and written English; 2. Studies and/or collection of data/information on pest distribution and/or ecophysiology; 3. Application and/or development of simulation models and/or climate suitability tool/models of plant pests and/or diseases; 4. Modelling impact of climate change on plant pests and diseases; 5. Agro-meteorology, geospatial data related to climate & weather, crops/forests and soil, development of climate services. <p>In addition to the copy of scientific or technical reports or other documents listed above, the applicant should also</p> | <p>The applicant should provide a short draft workplan (maximum 2 pages) explaining how they would organise a continuative support to EFSA activities for a specific contract of 2 years in the area of climate suitability and environmental data. This could include, e.g. availability of staff, or capacity to hire new staff dedicated to the project; access to databases etc.; liaison with EFSA, etc.</p> |



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| | <p>provide the List of Example Outputs provided for each area in a tabular form, including the following fields:</p> <ul style="list-style-type: none">- full reference citation, including publication year- area(s) of expertise (1, 2, 3, 4 or 5, as listed above for this Lot);- type of document (e.g. scientific publication, technical report, activity report, project report etc.), specifying the international relevance of the document (e.g. international vs. national relevance of the output);- role in the work: a short description (one sentence) of the institution's staff role in the work (particularly in case of co-authorship). <p>Finally, the applicant should provide a concise technical description (maximum two pages) of how the experiences described in the example outputs can support EFSA activities on climate suitability and environmental data (related to: the collection of data and information on pest and diseases distribution and ecophysiology; analysis of climate suitability and potential establishment for plant pests; impact of climate/weather conditions on plant pests, including climate change; development of climate services for supporting climate suitability analysis).</p> | |
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The Quality award criteria 1 (Example outputs and technical description), and Quality award criteria 2 (Draft workplan), for the 8 lots, will be assessed by EFSA for their relevance to the specific objectives, in particular points will be awarded for each lot for:

1. Based on the evaluation of the proposed Example outputs and technical description (Quality Award 1), the proposal will be assessed regarding the extent to which it is likely to achieve the specific objective(s) for each Lot and to deliver outputs that will be useful. This will include the assessment of the scientific relevance and consistency with the specific areas of expertise indicated of the Lot, the international vs national dimension of the Example Outputs, and the role of the applicant in the work (**Max 80 points**);
2. Based on the evaluation of the Draft workplan (Quality Award 2), the clarity and feasibility of the proposed Draft Workplan will be assessed in relation to the specific objectives and tasks of each Lot (**Max 20 points**).

In order to be considered for award, the proposal for each lot must score in total **a minimum of 70 points** out of a maximum possible 100 points.

For each lot, the top 3 proposals which have satisfied the quality thresholds will be ranked in order to form the cascade of beneficiaries to whom an FPA will be awarded.

3. SUBMITTING PROPOSALS

Only one proposal should be submitted per applicant and your offer should indicate clearly for which lot you are applying.

The applicant may apply for one or more lots (in the same proposal).

3.1 APPLICATION FORM

The proposal must be submitted using the **EFSA APPLICATION FORM** (Annex 4). The application form is published together with this call and must be:

- duly completed in all its parts;
- supported with all the requested annexes;
- signed by a duly authorised legal representative of the applicant.

Please note that, by submitting the proposal, the applicant accepts the procedures and conditions as described in this Call and in the documents referred to in it.

In addition to a full paper version of the application the applicant shall submit the application also on a CD/USB data storage format. The electronic version must be identical to the paper version. In case of any discrepancies between the electronic and paper version, the latter will prevail. All documents presented by the applicant become the property of EFSA and are deemed confidential.



3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS

Proposals may be submitted in any official language of the European Union. However, as EFSA's working language is English, the submission of proposals in English would speed up the evaluation process.

Please note that some supporting documents are required in support of the proposal. These supporting documents are an integral part of the proposal. For more information on the relevant supporting documents to be submitted with the proposal, please refer to part 2 of this Call. If these supporting documents are in a language other than English, in order to facilitate and speed up the evaluation, it would be appreciated if a reliable translation of the relevant parts of the documents into English is provided with the proposal.

3.3 HOW TO SUBMIT A PROPOSAL

You can submit your proposal:

- either by post (registered mail) or by courier not later than the deadline published in the table on page 1 of this call for proposals. The evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below. The applicant submitting a proposal by post or by courier is requested to send an informative e-mail to EFSAProcurement@efsa.europa.eu.
- or delivered by hand not later than 12.30 hours (Italian time) on the deadline for application submission published in the table on page 1 of this call for proposals. In this case, a receipt must be requested from EFSA as proof of submission, signed and dated by the staff member in EFSA Post Office who accepted the delivery. The EFSA Post Office is open from 8.30 to 12.30 Monday to Friday. It is closed on Saturdays, Sundays and EFSA holidays.

Submission by post, courier or hand to this address:

European Food Safety Authority -EFSA
For the attention of – Mr Stefano Smiroldo, Finance Unit (Procurement Team)
Via Carlo Magno 1/A, I – 43126 Parma, Italy

Proposals must be submitted using the double envelope system. The outer envelope should be sealed with adhesive tape, signed across the seal and carry the following information:

- **"CALL FOR PROPOSALS GP/EFSA/PLANTS/2022/02 - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT",**
- name of the applicant,
- the posting date should be legible on the outer envelope.

3.4 EXPECTED DURATION OF PROCEDURE

Information on the expected duration of procedure – time to grant:

- Applicants will be informed of the decision regarding their application at the latest 6 months from the deadline for submission of proposals;
- Signature of the grant agreement will take place at the latest 3 months from the date on which the successful applicant has been informed of the decision on their application.