

Terms of Reference Strategic Environmental Assessment

**For the
Central Baltic Programme 2021-2027
And
Interreg 2021-2017 South-East Finland - Russia
Programme
And
Kolarctic 2021-2027 Programme**

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1. Call for Tender

The Managing Authorities for the Programmes

- Central Baltic Programme 2014-2020
- South-East Finland - Russia CBC Programme 2014-2020
- Kolarctic CBC 2014-2020 Programme

invite interested parties to submit a written proposal for performing the Strategic Environmental Assessment of the 2021-2027 programming period.

This Terms of Reference (ToR) aims to set the framework for the Strategic Environmental Assessment (SEA) of the above mentioned Programmes in accordance with the Regulatory Framework (see below Section 3. Regulatory Framework, Additional Guidance and Information).

The reports and other official outputs of the work shall be done in English.

2. Background

The objective of the European Territorial Cooperation goal of the EU cohesion policy is to reinforce economic, social and territorial cohesion of the European Union by promoting cross-border, transnational and interregional cooperation as well as balanced and sustainable development of the Programme area.

The Central Baltic Programme is a cross-border cooperation Programme. The Programme area covers regions from Estonia (Kesk-Eesti, Kirde-Eesti, Lääne-Eesti, Põhja-Eesti, Lõuna-Eesti), Finland (Kymenlaakso, Satakunta, Uusimaa, Varsinais-Suomi, Etelä-Karjala, Kanta-Häme, Pirkanmaa, Päijät-Häme), and the including Åland islands, Latvia (Kurzeme, Pierīga, Rīga, Vidzeme, Zemgale) and Sweden (Gotlands län, Gävleborgs län, Stockholms län, Södermanlands län, Uppsala län, Östergötlands län, Västmanlands län, Örebro län).

The Regional Council of Southwest Finland is the region's statutory joint municipal authority and thus a public organisation. Its main functions are laid down by law and they are regional development and regional land use planning. The councils are the regions' key international actors and they are largely responsible for the EU's Structural Fund Programmes and their implementation. This role will continue in the upcoming Programme period.

South-East Finland - Russia CBC Programme is one of the three Programmes implemented at the border regions between Finland and Russia under the European Neighbourhood Instrument (ENI). Eligible Programme area consist of the core regions South Karelia, South-Savo and Kymenlaakso in Finland and St. Petersburg and Leningrad region in Russia. Adjoining areas are Uusimaa, Päijät-Häme, North-Savo, North Karelia and Republic of Karelia. In addition to these, partners located in the cities of Turku and Moscow may participate to the projects with some limitations in the use of financial frame and roles of partnership.

The Regional Council of South Karelia is the region's statutory joint municipal authority and thus a public organisation. Its main functions are laid down by law and they are regional development and regional land use planning. Regional Council act as the Managing Authority of the above mentioned South-East Finland - Russia CBC Programme. This role will continue in the upcoming Programme period.

Kolarctic CBC Programme is the northernmost of the three Programmes implemented at the border regions between Finland and Russia under the European Neighbourhood Instrument (ENI). It is also the northernmost EU Programme for external cross-border cooperation. In addition to Finland and Russia, Sweden and Norway also participate in

the implementation of the Programme. Eligible Programme area consists of Lapland Region in Finland, Murmansk Region, Arkhangelsk Region and Nenets Autonomous Okrug in Russia, Norbotten County in Sweden, and Troms&Finnmark and Nordland Counties in Norway. City of St.Petersburg as a major social, economic and cultural centre also belongs to the Programme area. Adjoining areas are Oulu Region in Finland, Västerbotten County in Sweden, and Karelia and Komi Republics in Russia.

The Regional Council of Lapland is the region's statutory joint municipal authority and thus a public organisation. Its main functions, laid down by law, are regional development and regional land use planning. Regional Council of Lapland acts as the Managing Authority of Kolarctic CBC 2014-2020 Programme, and the role will continue in the upcoming Programme period 2021-2027.

3. Regulatory Framework, Additional Guidance and Information

The strategic environmental assessment is foreseen to be done in parallel with defining the Programme content. It should be an interactive process that gives the programming teams an external view, guidance and recommendations.

The goals of the Strategic Environmental Assessment (as defined in the SEA directive) are, among others, to

- Evaluate if the Programme strategy is compliant with regional and national policy as it comes to environmental impact and environmental legislation;
- Evaluate strategically how the Programme would impact the environment;
- In dialogue with the programming team and evaluator evaluate whether the Programme strategy, priorities and goals are relevant from an environmental perspective;
- Evaluate the planned management for implementing, monitoring and controlling the environmental impact;
- Ensure negotiations with relevant environmental authorities in all Programme countries - excluding Russian Federation;
- Allow the general public to express their opinions on the planned Programme; and
- Improve the quality of the Programme content.

The Strategic Environmental Assessment should comply with the **following legal framework and documents:**

- Draft Common Provision Regulation (CPR);
- Draft ETC regulation;
- Draft ERDF Regulation;

- Commission’s Guidance on the implementation of Directive 2001/42/EC (SEA) on the assessment of the effects of certain plans and Programmes on the environment; and
- Relevant national regulations.

4. Objectives and Scope of the Strategic Environmental Assessment (SEA)¹

The SEA report should consist of

- A non-technical summary of the information provided in the environmental report, as foreseen by Annex I(j) of the Directive;
- The description of the measures decided concerning monitoring foreseen in Article 9 (1)(c) and 10 (monitoring) of the Directive;
- Information on the consultations with the public and the environmental authorities concerned (Article 6 of the Directive)

7. Main Methods or Techniques

The Evaluator should propose the methodology that is considered as the most appropriate for the assessment.

8. Time Schedule and Reporting

The indicative timing of the Programmes and the deliverable is as follows:

Central Baltic Programme

| Milestones/Central Baltic Programme | Completion Date |
|--|--------------------------------|
| Contracting of the expert | November |
| Kick off meeting (online) | November |
| Programme draft content available | November |
| Programme final content available | December |
| Draft SEA report available | December |
| Public consultation | Mid to late December (30 days) |
| Final SEA report available | January |

¹ Information about the SEA can be found in The Programming Period 2014-2020. Monitoring and Evaluation of European Cohesion Policy. European Regional Development Fund. European Social Fund. Cohesion Fund. Guidance document on ex-ante evaluation. June 2012. Annex 1 Ex-ante Evaluation and Strategic Environmental Assessment. 5.3. SEA for transnational and CBC Programmes. p.28

South-East Finland - Russia CBC Programme

| Milestones/SEFR Programme | Completion Date |
|-----------------------------------|--------------------------------|
| Contracting of the expert | January 2021 |
| Kick off meeting (online) | January |
| Programme draft content available | January |
| Programme final content available | Mid February |
| Draft SEA report available | February |
| Public consultation | Early to Mid March (30days) |
| Final SEA report available | March |

Kolarctic

| Milestones/Kolarctic | Completion Date |
|-----------------------------------|------------------------|
| Contracting of the expert | January 2021 |
| Kick off meeting (online) | February |
| Programme draft content available | February |
| Programme final content available | April |
| Draft SEA report available | April |
| Public consultation | Early May (30 days) |
| Final SEA report available | Late May |

The indicative individual SEA process of each Programme (tables above) shall be agreed with each Programme separately. The ex-ante evaluator is obliged to work in close cooperation with the Managing Authorities. The timetable can be adjusted to the needs of the Managing Authorities as follows the changes of the programming process.

Reporting

The result of the SEA will be the final report in English. This final report should:

- Outline results of SEA
- Describe how the SEA was taken into account in the Programme design. Mention changes and improvements to the Programme made through the evaluation process
- Include an Executive Summary

9. Budget

Volume of the contract

The budget reserved for the SEA in total is 25 000-40 000 (excluding VAT). The sum shall include work and travel costs (note that online meetings are primarily foreseen). If the ceiling is exceeded, the offer will be rejected. Please note that even a finalised SEA may need minor modifications; therefore some budget should also be calculated to this.

The indicative budget should be broken down into the following categories:

- a.) Estimation of working time in days per expert and daily charge per expert (incl travel costs if relevant)
- b.) Total cost per full work and total cost per Programme

The names of the experts should be clearly outlined in the proposal and CV(s) should be included.

10. Required Qualifications

The SEA evaluator has to meet the following requirements:

- Have an understanding of the countries/regions participating in the Programmes, including knowledge and experience in the geographical area and thematic fields of intervention of the Programmes;
- Have knowledge of cohesion policy and EU regulatory and policy framework;
- Have a solid knowledge of the Strategic Environmental Assessment Directive;
- Have evidence of past experience in Strategic Environmental Assessments.

11. Structure of the Proposal, Submission Rules and Assessment Criteria

11.1. Structure of the Proposal

The evaluator must be able to carry out the SEA in the whole Programme territory for all Programmes, Programme territories in Russia are excluded. In case the offer is handed in by a consortium the following information must be clearly stated: name and address of different evaluators, division of tasks.

The offer shall be presented for each programme separately, including the price for each programme.

The Programmes' official language is English. Therefore, all tender documents as well as the evaluation reports and presentations must be in English.

11.2. Submission rules

The proposal has to be submitted by e-mail or post to kirjaamo@varsinais-suomi.fi or P.O. box 273, 20101 Turku, Finland at the latest by 4 December 2020, marked with the reference "SEA". Tenders received after the deadline will not be considered.

11.3. Selection & Award Criteria

The information provided will be assessed against the following criteria:

| Selection criteria | | Points max. |
|--|---|-------------|
| Experience in SEA | Experience in carrying out SEA process (expressed in number of years, listing references) Experience in and knowledge of the Programme regions | 30 |
| Experience in cohesion policy Programmes | Experience of Cohesion policy/Interreg/ENI Programme (expressed in number of years, listing references) | 10 |
| Total price | Best price = 60 | 60 |
| TOTAL | | 100 |

The selection will be done according to total criteria points showing overall economic efficiency and cost-effectiveness of each offer.

11.4. Contracting

After approval of the proposal, a contract will be signed between Managing Authorities and service provider respectively, in which the specific conditions for the evaluation procedure are set according to the selected offer for each Programme.

In case of a consortium or subcontracting, the contract must include the division of tasks and related responsibilities of each involved party.

The information provided by the Managing Authorities has to be treated confidentially. A breach of confidentiality will be a reason to terminate the contract without compensation.

11.5. Terms of Payment

Payments will be done by each Programme separately upon delivery of the final SEA and the approval of the Joint Programming Committees of it.

The service provider shall send a separate invoice to each Managing Authority.

11.6. Copyright

The copyright of the approved reports will be transferred to the Managing Authorities of the Programmes. The reports can be published on the Programme's website as well as be made available to Programme stakeholders and to the wider public.

Annex1

Proposal Template

| | |
|---|--|
| External expert (name, organisation) | |
| Registration Number | |
| VAT registry Number | |
| Account information | |
| Contact details of the evaluator organisation: (postal, email, telephone, website) | |
| If consortium/ sub-evaluators: name, organisation, address | |
| CVs of personnel assigned for evaluation | |
| List of working experience: <ul style="list-style-type: none">• relevant information on former SEA work• knowledge of the national and regional situation, meaning knowledge and experience of the geographical area,• Cohesion policy (Interreg, ENI Programme) experience | |
| List of relevant publications | |
| Detailed work plan (including time schedule, tasks) - presented separately for each programme | |
| Description of the methodology and information sources | |

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|------------------------|--|
| | |
| Additional information | |
| Price without VAT | |
| VAT | |
| Total Price | |