



**Conférence Européenne
des Directeurs des Routes**

**Conference of European
Directors of Roads**

Guide for Applicants

for

**CEDR TRANSNATIONAL ROAD RESEARCH
PROGRAMME
Call 2013**

September 2013

PREAMBLE

This Call for Proposals is a Transnational Research Programme initiated by CEDR and funded by Austria, Belgium (Flanders), Denmark, Finland, Germany, Ireland, Netherlands, Norway, Slovenia, Sweden and UK.

This Call for Proposals is conducted as an open, competitive procurement process. It is based on trust, common understanding and commitment and on European Law as implemented in Ireland. The services specified herein are being procured as a service concession within the meaning of the European Communities (Award of Public Authorities' Contracts) Regulations 2006 (Statutory Instrument No 329/2006). This research programme is exempted from the regulations according to Article 16g. The NRA will not be bound by the terms of the Regulations for the purposes of this competition but will conduct this competition in accordance with EU fundamental principles (transparency, equality of treatment, non-discrimination).

The technical details of the Call for Proposals are given in the attached Descriptions of Research Needs.

The Call for Proposals opens on 18 September 2013 and closes on 4 December 2013. Submissions on the templates provided should be made using the eTenders postbox system.

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1 Introduction

This Guide for Applicants (GfA) relates to a Call for Proposals entitled **CEDR Transnational Road Research Programme Call 2013** launched by the National Roads Authority (NRA) of Ireland on behalf of the Conference of European Directors of Roads (CEDR). CEDR is an organisation which brings together 28 road directors of European countries. The aim of CEDR is to contribute to the development of road engineering as part of an integrated transport system under the social, economical and environmental aspects of sustainability and to promote co-operation between the national road administrations. The website www.cedr.fr contains a full description of its structure and activities.

This Call for Proposals follows on from previous programmes organised by CEDR under the ERA-NET ROAD brand. “ERA-NET ROAD – Coordination and implementation of Road Research in Europe” was a Coordination and Support Action funded by the 7th Framework Programme of the European Commission which concluded in December 2011. The goal of ERA-NET ROAD (ENR) was to develop a platform for international cooperation and collaboration in research areas of common interest. Full details of the ENR procedures and the research projects commissioned through this process can be viewed at www.eranetroad.org.

The Call for Proposals involves five separate research programmes covering the following topics:

A: Ageing Infrastructure Management

B: Traffic Management

C: Safety

D: Energy Efficiency

E: Roads and Wildlife

Full details of each of these programmes are provided in the attached Descriptions of Research Needs (DoRNs). The content of the DoRNs was developed initially within the framework of ENR and was then taken forward by CEDR to fulfil the common interests of the CEDR members. The participating road administrations in this Call are Austria, Belgium (Flanders), Denmark, Finland, Germany, Ireland, Netherlands, Norway, Slovenia, Sweden and UK. As in previous collaborative research programmes, the participating members within each of the five programmes will establish a Programme Executive Board (PEB) made up of experts in the topics to be covered: the PEB will act as a steering committee for the programme. The NRA will take on the role of Programme Manager on behalf of CEDR: this includes organisation of the Call for Proposals, programme co-ordination, financial governance and general project management.

The Common Obligation Programme Model from the “ENR-toolkit” (see www.eranetroad.org) has been adopted with some modifications to take account of the role of CEDR in the process. The research budget is being provided jointly by the CEDR members as listed in the DoRNs who will nominate participants to the PEB for the

programme being funded. The PEB members will designate one member of the PEB to act as PEB Chair.

2 General information for applicants

The aim of the CEDR Transnational Road Research Programme is to promote cooperation between the various European road administrations in relation to road research activities. The topics covered by this Call were developed by TG Research to fulfil the common interests of the CEDR members. The objectives of these topics are contained in the attached DoRNs.

The Programme Manager for this Call is the National Roads Authority, Ireland. The services specified herein are being procured as a service concession within the meaning of the European Communities (Award of Public Authorities' Contracts) Regulations 2006 (Statutory Instrument No 329/2006). This research programme is exempted from the Regulations according to Article 16g (consistent with Article 16f of EU Directive 2004/18/EC). The NRA will not be bound by the terms of the Regulations for the purposes of this competition but will conduct this competition in accordance with EU fundamental principles (transparency, equality of treatment, non-discrimination).

2.1 Project types

The aim of the CEDR Transnational Road Research Programme is to procure applied research which original investigation undertaken to acquire new knowledge. It is, however, directed primarily towards specific practical aims and objectives as defined in the DoRNs – see attached documents.

2.2 Duration

The duration of this programme is 36 months from September 2013 to August 2016. The duration for individual projects can be up to 24 months within the programme timescale.

2.3 Language

The programme language is English and consequently the project language of the proposals shall be English.

2.4 Selection procedure

The selection procedure for this joint call for proposals will consist of the following three phases:

- Phase 1 (Application): The Call for Proposals is published in the Supplement of the Official Journal of the European Union and eTenders: the NRA invites organisations to submit proposals as outlined herein.
- Phase 2 (Evaluation): Evaluation of eligible project proposals is carried out by representatives of the Parties (the PEB members), applying the defined evaluation criteria as presented below.

- Phase 3 (Selection): Final discussion and agreement on a joint priority list will take place within the PEB. The final decision and responsibility lies with the PEB.

The PEB will select the most appropriate projects according to the agreed joint priority list to address all the Programme objectives. The maximum number of projects selected will be determined by the size of the available budget. All applicants will get feedback from the evaluation process when the selection process is complete.

3 Submissions of proposals

3.1 General

This Call for Proposals is conducted as an open, competitive procurement process. It is based on trust, common understanding and commitment and on European Law as implemented in Ireland. This Guide for Applicants provides general information for applicants (the coordinator of the consortium): technical information is provided in the respective DoRN.

Applicants should ensure that proposals are clearly linked to at least one of the objectives defined in the respective DoRN and should clearly state the transnational benefit of the project outcomes.

Applicants must use the templates provided when making a submission in response to this Call for Proposals. The templates are called "CEDR Call 2013 Template for submission Part A ACRONYM COORDINATOR.doc" and "CEDR Call 2013 Template for submission Part A ACRONYM COORDINATOR.xls". These file names should be revised so that ACRONYM is the project acronym chosen by the applicant and COORDINATOR is the name or institution of the applicant. A draft Consortium Agreement must be provided with the submission (no template for this is provided). The Consortium Agreement will be agreed by all consortium members before any contract is placed.

A draft copy of the Research Services Agreement that will be used to form the agreement between the parties has been included. Submission of a proposal implies acceptance of the terms and conditions of the agreement.

3.2 Eligibility criteria

Submissions can be made by any legal entities established in Europe subject to the following eligibility criteria.

Applications must be submitted by a Project Coordinator of a consortium of at least two independent legal entities (including the coordinator) from different countries in Europe. A maximum 75% of the workload can be assigned to one partner.

The management structure must be appropriate and resources for successfully carrying out the proposed activities must be adequate. A project consortium requires a Consortium Agreement between the project partners: the purpose is to clarify the management of the project, the roles and responsibilities of the partners, intellectual property rights issues,

dispute resolution, etc. A draft Consortium Agreement must be included with the submission (no template is provided).

Submissions must include the following:

- Technical provisions (tasks of the partners, project schedule, etc)
- Management of the project (co-ordinator, responsibilities of partners, etc)
- Financial arrangements (financial plan, payments, costs, invoice schedule)
- General provisions (duration, outputs, communication, dissemination, etc)
- Dissemination of the research (methods of dissemination to national road administrations, industry, public)
- Implementation plan (strategy for implementation by national road administrations).

Organisations that were involved in the preparation of the DoRNs for this programme (members of the “Task Force” as noted on the cover page of each DoRN) are not eligible to take part in any capacity in any submissions made in response to the Call for Proposals.

3.3 Evaluation criteria

Eligible applications/projects from Phase 1 will be assessed on the basis of the following five evaluation criteria:

1. Extent to which the proposal meets the requirement of the DoRN (30%)

- Background to the research requirements
- Understanding of programme objectives
- Understanding of technical requirements
- Transnational benefits

2. Technical quality of proposal (20%)

- Methodology for reaching the objective of the project
- Conditions for implementing expected results
- Innovations contained in the proposal
- Dissemination activities

3. Track record of consortium members (20%)

- Qualifications of partners
- Experience of the programme objectives
- Evidence of involvement with similar projects
- Composition of project team (appropriate academic/industry mix)

4. Management of project (15%)

- Role of Project Coordinator and responsibilities of partners
- Scheduling of tasks, milestones, deliverables and other project outputs
- Financial plan, control of costs, invoice profile
- Identification and evaluation of risks
- General: project duration, outputs, communication, dissemination, etc

5. Value for money (15%)

- Overall costs for the project

- Cost of different components of the proposal (staff costs, equipment, etc)
- Cost in relation to outputs (quality/price ratio)
- Potential for exploitation
- Added value in relation to transnational benefits

Evaluation of each of these criteria will be carried out by the PEB members on the basis of a score of 1 to 10, where 1 is very poor and 10 is excellent. The weighting attached to these criteria is as presented above. The final score for each submission will be taken as the average score from all PEB members. A threshold score of 7/10 for each of the above criteria is required in order for a proposal to be considered for inclusion in the programme.

3.4 Budget for Call 2013

The total budget committed for this Call for Proposals is EUR 5.61 million: additional funding may be allocated at a later stage. The budget allocated to the separate topics is given in the respective DoRN. It is expected that in total 10-15 projects will be commissioned. Selected projects will be funded up to 100% of the total eligible costs.

Eligible costs must be incurred within the timescale of the project. They can include:

- Personnel: type of work with personnel cost rates (including overheads)
- Equipment: only depreciation during the project can be considered
- Sub-Contracting: public procurement directive must be applied
- Others: travel, meetings, etc related to the project.

VAT is not applicable on this type of research project in Ireland as the results are widely disseminated to the road transport industry as a whole in the public interest. Where local VAT regulations apply, this must be included in the costs quoted.

3.5 Method of submission

This Contract Notice is published on the eTenders website at www.etenders.gov.ie, reference number RFT 78756. Submissions using the templates provided should be made electronically using the eTenders postbox system. Queries on the submission process should be directed to the following contact points:

Tel: +353 212439277
email: etenders@eu-supply

4 Programme timescale

The duration of this programme is 36 months from September 2013 to August 2016. The target dates within this programme are:

Call opens:	18 September 2013
Call closes:	4 December 2013
Evaluation:	24 January 2014
Selection:	31 January 2014
Project commencement:	March 2014

Submissions received after the above deadline will not be considered.