

# ANNEX 1 - List of all tasks and allocated days

to the contract of services Nr. 32/2023 – ELMEN EEIG

## Service 1 Overall coordination and helpdesk support

Task Nr.	Programme	Description	wds TMO for SC01/02	Remarks
	all	Ad-hoc support to PA (AHS) + Monitoring Helpdesk (MHD) + Annual Inventory Meeting (AIM)	specified for each ILE expert - see Annex 2 for list of individual projects	Number of projects are estimated and might change during the implementation of the contract (opening of new projects, closing of old projects); The working days will be allocated "pro-rata", for the months when they are open in Butler. The allocation of working days between TMOs and FMOs will be assessed and can be adjusted if needed and justified.
	all	Participation of experts to annual review meeting	3	allocated when expert participates
	all	Participation of experts to ILE Regional meeting	2	allocated when expert participates
	all	ILE support for transition period in 2023	1	for all ELMEN experts
	all	ILE coordination	to be specified individually	allocated days to Stan and Peter, if needed additional specific allocation to be confirmed by ILE
	all	ILE ad-hoc support	to be specified individually	any other unexpected and needed task for ILE
1.4.a	all	Project mapping	to be specified individually	support to coordination based on request from the Coordination Team
1.4.b	all	Ad-hoc requests	to be specified individually	support to coordination based on request from the Coordination Team
1.4.c	all	Ex-post monitoring visits	to be specified individually	support to coordination based on request from the Coordination Team
1.4.d	all	Welcome meetings	to be specified individually	support to coordination based on request from the Coordination Team

## Service 2 Technical and financial monitoring of projects

Task Nr.	Programme	Description	Projects	wd per task (total)	wd per task (TMO)	wd per task (FMO)	Remarks
2.1.a	LIFE+-LIFE20	<b>Technical and financial assessment of a Midterm Report</b>	Traditional, CAP and PRE	5	3	2	
2.1.b	LIFE+-LIFE20	<b>Technical and financial assessment of Interim and Final Report</b>	Integrated projects	8	5	3	
2.1.c	LIFE+-LIFE20	<b>Technical and financial assessment of Final Reports</b>	Traditional, CAP and PRE	7	4	3	
2.1.d	LIFE+-LIFE20	Technical evaluation of a Midterm Report	Traditional, CAP and PRE	3	3	0	
2.1.e	LIFE+-LIFE20	Technical evaluation of Interim and Final Report	Integrated projects	5	5	0	
2.1.f	LIFE+-LIFE20	Technical evaluation of Final Reports	Traditional, CAP and PRE	4	4	0	
2.1.g	LIFE+-LIFE20	Assessment of additional documents following a contradictory procedure	All projects	2	1	1	Indicative allocation of wd to FMOs/TMOs - the allocation of wd will be defined at the level of the specific contradictory's procedure
2.1.h	LIFE+-LIFE20	Assessment of grant with lumpsum budget	NGO4GD	3	3	0	
2.1.i	LIFE+-LIFE20	<b>Assessment of Progress Report</b>	Traditional, CAP and PRE	1	1	0	

2.1.j	LIFE+-LIFE20	Assessment of Operating Grant Final Report	NGO	7	5,5	1,5	
2.2.a	LIFE21 on	<b>Assessment of an Additional Prefinancing Report</b>	SAP, TA CAP, and TA PLP	3	2	1	
2.2.b	LIFE21 on	<b>Assessment of Final Report</b>	SAP, TA CAP, and TA PLP	5	4	1	
2.2.c	LIFE21 on	<b>Assessment of Periodic and Final Report</b>	SIP/SNAP, BEST	7	6	1	
2.2.d	LIFE21 on	Technical assessment of an Additional Prefinancing Report	SAP, TA CAP, and TA PLP	2	2	0	
2.2.e	LIFE21 on	Technical assessment of Final Report	SAP, TA CAP, and TA PLP	4	4	0	
2.2.f	LIFE21 on	Technical assessment of Periodic and Final Reports	SIP/SNAP, BEST	6	6	0	
2.2.g	LIFE21 on	Assessment of additional documents following a contradictory procedure	All projects	2	1	1	Indicative allocation of wd to FMOs/TMOs - the allocation of wd will be defined at the level of the specific contradictory's procedure
2.2.h	LIFE21 on	Assessment of Operating Grant Final Report	NGO	7	6	1	
2.2.i	LIFE21 on	Financial assessment		1,5	0	1,5	
2.2.j	LIFE21 on	Ex-ante checks		1,5	0	1,5	
2.3.a_T	LIFE-all	<b>Physical project visit (TMO)</b>		6	6	0	
2.3.a_F	LIFE-all	Physical project visit (FMO)		6		6	
2.3.b_T	LIFE-all	<b>Virtual project visit (TMO)</b>		3	3	0	
2.3.b_F	LIFE-all	Virtual project visit (FMO)		3		3	
2.3.c	LIFE-all	<b>Project joint visit preparation</b>		0,5	0,5	0	
2.3.d	LIFE-all	<b>Ad-hoc meeting with project</b>		1	1	0	In case only a FMO participates, the days will be allocated to the FMO; In case both an FMO and a TMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified for each ad hoc meeting). In case of complex ad-hoc meetings and the participation of both TMO and FMO we will try to convince the client to consider the meeting as 2 Units.
2.3.e	LIFE-all	Participation to Networking events		1	1	0	Unit = working day; In case FMO will participate (upon approval of the client and the Coord. Team), the corresponding working days will be allocated to FMOs
2.3.f	LIFE-all	Input and participation with Welcoming meetings for the newly selected projects		3	3	0	
2.4.a	LIFE-all	<b>Support to the consultation process prior to the submission of a complex amendment request</b>	All projects types except IP, STRAT and CSA	5	5	0	In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)

2.4.b	LIFE-all	<b>Support to the consultation process prior to the submission of complex amendment request</b>	IP and STRAT projects	8	8	0	In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)
2.4.c	LIFE-all	<b>Assessment of draft amendment</b>	All projects types except CSA	1	1	0	In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)
2.4.d	LIFE-all	<b>Technical note</b>	All projects types except CSA	2	2	0	In case only a FMO participates, the days will be allocated to the FMO; In case both an FMO and a TMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified for each technical note)
2.4.e	LIFE-all	Ex-post monitoring visit		15	15	0	
2.4.f	LIFE-all	<b>Validating LPD data and guiding beneficiaries</b>		2	2	0	The available amount of working days per Unit (in total 2 wd) has to be shared between the TMO, the regional LPD focal point and the leading LPD expert (in case involved, provided by ELLE). The allocation of working days has to be specified for each unit, depending on the level of involvement of the TMO/LPD focal point and the leading LPD expert. Indicatively, it can be expected, that around 50% of the working days will be allocated to the Leading LPD experts (if justified and involved accordingly).

### Service 3 Thematic support to Key-Performance-Indicators (KPIs), publications and events

Task Nr.	Programme	Description	Projects	wd per task (total)	wd per task (TMO)	wd per task (FMO)	Remarks
3.1.a	LIFE-all	Support to the Platform meeting organisation		to be specified individually			
3.1.b	LIFE-all	Support to Networking meeting organisation		to be specified individually			
3.1.c	LIFE-all	Support to NGO networking event		to be specified individually			
3.1.d	LIFE-all	Participation to other thematic events		to be specified individually			
3.1.e	LIFE-all	Prepare the masterfile document		to be specified individually			
3.1.f	LIFE-all	Preparation of and virtual participation to national event information day		to be specified individually			
3.1.g	LIFE-all	Preparation of and virtual participation into writers' workshop		to be specified individually			

3.1.h	LIFE-all	Preparation of and physical participation to national information day		to be specified individually	
3.1.i	LIFE-all	Preparation of and physical participation to writers' workshop		to be specified individually	
3.2.	LIFE-all	Input of a technical monitoring expert to a thematic publication		to be specified individually	
3.4.a	LIFE-all	<b>Support to include indicators in the KPI webtool – initial snapshot</b>	All projects except PRE, TA-PLP, NGO, NGO4GD, CA	to be specified individually	The foreseen amount of wd ( <b>1.5 wd per unit</b> ), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional QC to be defined at Members level.
3.4.b	LIFE-all	<b>Support to include indicators in the KPI webtool – interim/final snapshot</b>	All projects except PRE, TA-PLP, NGO, NGO4GD, CA	to be specified individually	The foreseen amount of wd ( <b>2 wd per unit</b> ), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional QC to be defined at Members level.
3.4.c	LIFE+	<b>Inclusion of LIFE+ closing in the KPI Database</b>	LIFE+	to be specified individually	The foreseen amount of wd ( <b>2 wd per unit</b> ), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional QC to be defined at Members level.
3.4.d	LIFE-all	Input of a technical monitoring expert to a report or study		to be specified individually	

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