

AMENDMENT No.3 to the contract of services Nr. 33/2023 – ELMEN EEIG

Amendment No. 3, amending ANNEX 1 of your contract, contains the revised list of all tasks and related allocated days for SC04_05

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 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
1.4.e	all	Support to thematic input to publications and events	to be specified individually	support to coordination based on request from the Coordination Team
1.4.f	all	Support to gathering of project indicator data and LIFE programme reporting	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	Technical and financial assessment of a Midterm Report	Traditional, CAP and PRE	5,375	3,375	2	
2.1.b	LIFE+-LIFE20	Technical and financial assessment of Interim and Final Report	Integrated projects	8,375	5,375	3	
2.1.c	LIFE+-LIFE20	Technical and financial assessment of Final Reports	Traditional, CAP and PRE	7,375	4,375	3	
2.1.d	LIFE+-LIFE20	Technical evaluation of a Midterm Report	Traditional, CAP and PRE	3,375	3,375	0	this is also PR for LIFE+ projects

2.1.e	LIFE+-LIFE20	Technical evaluation of Interim and Final Report	Integrated projects	5,375	5,375	0	
2.1.f	LIFE+-LIFE20	Technical evaluation of Final Reports	Traditional, CAP and PRE	4,375	4,375	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	Assessment of Progress Report	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	Assessment of an Additional Prefinancing Report	SAP, TA CAP, and TA PLP	5,375	3,375	2	
2.2.b	LIFE21 on	Assessment of Final Report	SAP, TA CAP, and TA PLP	5	4,375	3	
2.2.c	LIFE21 on	Assessment of Periodic and Final Report	SIP/SNAP, BEST	7	6,375	3	
2.2.d	LIFE21 on	Technical assessment of an Additional Prefinancing Report	SAP, TA CAP, and TA PLP	2	2,375	0	
2.2.e	LIFE21 on	Technical assessment of Final Report	SAP, TA CAP, and TA PLP	4	4,375	0	
2.2.f	LIFE21 on	Technical assessment of Periodic and Final Reports	SIP/SNAP, BEST	6	6,375	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	
2.2.k	LIFE-all	Second and further additional info assessment		2	1	1	New task, referring to Addinfos to FR, Amendment requests, MTR, AddPref. Reports, etc; wd for TMO/FMO have to be defined case-by case (2 wd in total)
2.2.l	LIFE-all	Pre-check of IR & FR reports of IP/STRAT/BEST projects	IP/STRAT/BEST	2	1	1	New task, wd for TMO/FMO split 50/50
2.3.a_T	LIFE-all	Physical project visit (except IP/NAT) (TMO)		6,375	6,375	0	
2.3.a_IP_T		Physical project visit to IP/STRAT/BEST project (TMO)	IP/STRAT/BEST	8,375	8,375		new task, 2 wd in addition compared to "standard" physical mission due to increased complexity of IP projects
2.3.a_NAT_T		Physical project visit to NAT project (TMO)	NAT	7,375	7,375		new task, 1 wd in addition compared to "standard" physical mission due to increased efforts to visit NAT projects, compared to ENV/CA projects
2.3.a_F	LIFE-all	Physical project visit (FMO)		6		6	

2.3.b_T	LIFE-all	Virtual project visit (TMO)		3,375	3,375	0	
2.3.b_F	LIFE-all	Virtual project visit (FMO)		3		3	
2.3.c	LIFE-all	Project joint visit preparation		0,5	0,5	0	Altogether 1 wd per mission briefing (0.5 wd covered through Task 2.3c, 0.5 wd through Task 2.4.d_5)
2.3.d	LIFE-all	Ad-hoc meeting with project		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	Support to the consultation process prior to the submission of a complex amendment request	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	Support to the consultation process prior to the submission of complex amendment request	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	Assessment of draft amendment	All projects types except CSA	1	1	0	not for LIFE21+; 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_1	LIFE-all	Technical note 1 (Standard)	All projects types except CSA	2	2	0	
2.4.d_2	LIFE-all	Technical note 2 (Creation of Project files)	All projects types except CSA	2*	2*	0	Based on new LIFE23 projects: *Creation of project files for IP/STRAT/BEST-projects: 2 Units per project; traditional projects: 1 Unit per project (No project file for TA-PP)
2.4.d_3	LIFE-all	Technical note 3 (Deliverable assessment)	All projects types except CSA	1	1	0	Calculation: 1/2 Unit per deliverable assessment

2.4.d_4	LIFE-all	Technical note 4 ("addressing knowledge package requests")	All projects types except CSA	2	2	0	1 Unit per knowledge package request (might have to be increased in case of complex requests)
2.4.d_5	LIFE-all	Technical note 5 (Mission preparation summary)	All projects types except CSA	0,5	0,5	0	Calculation: 1/4 Unit per mission briefing; see 2.3.c
2.4.d_6	LIFE-all	Technical note 6 (virtual mission to IP/STRAT/BEST project)		2	2	0	will be automatically considered for each virtual mission to a IP/STRAT/Best project
2.4.d_7	LIFE-all	Technical note 7 (final websummary update of a LIFE NAT/BIO project)		0,25	0,25	0	Calculation: 1/8 Unit (0.25 wd) per update of a websummary
2.4.d_8	LIFE-all	Technical note 8: Additional tasks to be covered under Task 2.4.d"Technical note"	All projects types except CSA	2	2	0	Additional tasks to be defined during the contract
2.4.e	LIFE-all	Ex-post monitoring visit		15	15	0	
2.4.f	LIFE-all	Validating LPD data and guiding beneficiaries		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	Support to include indicators in the KPI webtool – initial snapshot	All projects except PRE, TA-PLP, NGO, NGO4GD, CA	2*	The foreseen amount of wd (2 wd per unit), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional KPI expert is 0.5:1.5.
3.4.b	LIFE-all	Support to include indicators in the KPI webtool – interim/final snapshot	All projects except PRE, TA-PLP, NGO, NGO4GD, CA	2*	The foreseen amount of wd (2 wd per unit), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional KPI expert is 0.5:1.5.
3.4.d	LIFE-all	Input of a technical monitoring expert to a report or study		to be specified individually	

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