

ECMWF Copernicus Procurement

Request for Proposal



Copernicus Climate Change Service

Consultancy to support the service evolution
in response to the requirements of Member
States

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1 DEFINITIONS

Definitions common to all ECMWF Copernicus RFPs and used in other documents for this RFP are listed here:

“ECMWF”	means European Centre for Medium-Range Weather Forecasts
“C3S”	means Copernicus Climate Change Service
“Centre”	means ECMWF
“Copernicus”	means the European Commission project for which Services under this RFP will be procured
“Deliverable”	means something tangible or intangible which the Contractor agrees to produce and deliver or make accessible to ECMWF as part of the Services. A Deliverable could be a report, a document, a specific data set, a service upgrade or any other building block of an overall project. Deliverables can be defined as single instances or as being continuously updated (e.g., routine production of data sets, routine production of reports).
“KPI”	means Key Performance Indicator, a quantifiable measurement that reflects the critical success factors of an activity
“Milestone”	means a step used to mark specific points along the project timeline. These points may signal anchors such as a project start and end date, introduction of a new input data set, among others. A Milestone differs from a Deliverable in that a Milestone is a measurement of progress toward an output whereas the Deliverable is the result of the process.
“Performance Target”	the expected or predicted success level of an activity. The Performance Target can be assessed with Key Performance Indicators
“Proposal”	means a response to this RFP
“Proposer”	means a respondent to this RFP
“RFP”	means this request for proposal, comprising of a set associated documentation, which the Proposer must respond to in their submitted proposal
“Services”	means any of the services that are being procured by the ECMWF in this RFP
“Successful Proposer”	means a respondent to this RFP who is successfully chosen as a supplier and subsequently performs the Services

2 INSTRUCTIONS FOR PROPOSER

2.1 Introduction to the ECMWF & European Copernicus Programme

This Request for Proposal (RFP) has been prepared by the European Centre for Medium-Range Weather Forecasts, (governed by its Convention and associated Protocol on Privileges and Immunities which came into force on 1 November 1975 and was amended on 6 June 2010) ("ECMWF") for the purposes of obtaining proposals for providing consultancy to ECMWF to support the evolution of the Copernicus Climate Change Service (C3S) in response to the requirements of Member States.

ECMWF is both a research institute and a 24/7 operational service, producing and disseminating numerical weather predictions to its Member States. This data is fully available to the national meteorological services in the Member States. The Centre also offers a catalogue of forecast data that can be purchased by businesses

worldwide and other commercial customers. The supercomputer facility (and associated data archive) at ECMWF is one of the largest of its type in Europe and Member States can use 25% of its capacity for their own purposes.

The organisation was established in 1975 and now employs around 450 staff from more than 35 countries.

A description of ECMWF's activities and infrastructure can be found at:

<http://www.ecmwf.int/en/about/what-we-do>

ECMWF is based in three locations: Reading (United Kingdom), Bologna (Italy) and Bonn (Germany).

The European Copernicus Programme is an EU-wide flagship programme that aims to support policymakers, businesses and citizens with enhanced environmental information. The programme reached operational status in 2014 and entered its second phase in 2021. For the period 2021-2028, a total budget of 5.3 B€ will be available to operate Copernicus, funding two main aspects: the space component (in particular the dedicated "Sentinel" satellite missions) and the services.

Copernicus also relies on strong satellite and ground-based observations, contributed to directly by European Member States as well as by international research networks. Copernicus contributes to and benefits from the building up of the Global Earth Observation System of Systems (GEOSS) and the World Meteorological Organization's Global Framework for Climate Services (GFCs). Copernicus contributes to the European Green Deal, which is the overarching guiding document for the EU's "climate action plan" – a new growth strategy that aims to transform the EU's economy to ensure a sustainable future. Through the European Green Deal, the European Union will become a resource-efficient and competitive economy where there are no net emissions of greenhouse gases by 2050, economic growth that is decoupled from resource use and where no person and no place is left behind.

Copernicus services provide information drawn from observational data sources and modelling capacities. They address six areas: three are thematic and refer to different components of the Earth-System (land, marine and atmosphere); the three others being "horizontal" or "cross-cutting" in scope (emergency management, security and climate change). The development of the services has relied on funding from the European R&D Framework Programmes 6 and 7, and Horizon 2020, as well as initially from the European Space Agency. Most services and their components are operational. However, there are new service elements, such as for instance the anthropogenic CO₂ emissions Monitoring and Verification Support capacity, which are currently still in the build-up phase supported by European R&D funding while ramping up as part of CAMS.

2.2 Background to the project

The background to this RFP is described in Annex 1.

2.3 Proposals are subject to these Conditions

The Proposer must read all RFP documents and comply with ECMWF's instructions with regard to the submission of their Proposal. The RFP documents comprise the following:

- This document, which includes Annex 1 (Specification of Requirements);
- Annex 2, which includes the Pricing Tables, Template for Proposer and Forms to complete, attached as separate documents;
- Annex 3, which includes the Terms and Conditions of the Agreement, attached as a separate document.

2.3.1 Eligibility

2.3.1.1 General eligibility

According to the Contribution Agreement between the European Union and ECMWF, participation in calls for tenders shall preferably be open to entities established in Member States of the European Union and to entities established in Copernicus participating states in accordance with the conditions laid down in the EU's Space Programme Regulation. The Regulation can be found at https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2021.170.01.0069.01.ENG&toc=OJ%3AL%3A2021%3A170%3AFULL

It is currently ECMWF's expectation that, in practice, entities established in other States may exceptionally be eligible and subject to specific scientific or other requirements (as specified in the tender documents) as well as express prior approval by an EU Procurement Board. This applies to both prime and subcontractors. Accordingly, ECMWF is required to reserve the right to exclude ineligible persons or entities from tenders at any point in time. The Proposer as well as their subcontractors must meet all eligibility criteria throughout the whole duration of the procurement exercise as well as their prospective contract.

2.3.1.2 Eligibility of United Kingdom and Swiss entities

Switzerland (CH) was eligible for the first phase of the Copernicus Programme between 2014 and 2020. This has changed. For the avoidance of doubt, please note that, at present, CH is neither an EU Member State nor is it participating in the EU Space Programme. Thus, CH is currently considered a non-contributing country for the second phase of the Copernicus Programme (2021-2027).

During 2021-2023 the United Kingdom (UK) was also considered a non-contributing country for the second phase of the Copernicus Programme. However, on 4 December 2023 the UK and the European Commission signed an agreement finalising the UK's association to the Copernicus Programme (as well as to Horizon Europe). For the avoidance of doubt, from 1 January 2024 the UK is therefore eligible to benefit from Copernicus services and products in the same way as other participating countries. UK entities will have the same rights as entities from EU or other associated countries to bid for Copernicus contracts, both as prime and sub-contractors.

The UK is committing to participate in Copernicus for the remainder of the current multi-annual financial framework (2021-2027).

2.3.2 Early Detection and Exclusion System (EDES) Database

The purpose of the EDES is the protection of the European Union's financial interests. In particular, the EDES ensures:

- the early detection of persons or entities, which pose a risk to the Union's financial interests;
- the exclusion of persons or entities from receiving Union's funds (Article 137(1) of the Financial Regulation);
- the imposition of a financial penalty on a recipient (Article 140 of the Financial Regulation);
- the publication, in the most severe cases, on the Commission's internet site of information related to the exclusion and where applicable the financial penalty, in order to reinforce their deterrent effect (Articles 142 of the Financial Regulation).

The ECMWF makes use of the EDES to verify whether individuals or organisations are suitable entities to receive funding from the EU.

The grounds for exclusion are listed under Article 138(1) of the EU Financial Regulation. They include:

- bankruptcy and insolvency situations;
- non-payment of taxes or social security contributions;
- grave professional misconduct;

- fraud, corruption, participation in a criminal organisation etc.;
- serious breach of contract.

The Proposer must confirm in its response that they and persons having powers of representation, decision-making or control in their organisation are NOT listed on the EDES database and must accept that the ECMWF will reject any Proposer who is so listed.

2.3.3 EU Restrictive Measures

Restrictive measures (sanctions) are the tool in the EU's common foreign and security policy (CFSP), through which the EU can intervene where necessary to prevent conflict or respond to emerging or current crises.

The obligation to ensure compliance with the EU restrictive measures applies:

- to the EU institutions and bodies and to all EU contracting partners;
- not only at the initial distribution of funds but also down to the level of final beneficiary.

ECMWF, as the entrusted entity for the implementation of Copernicus Atmosphere Monitoring and Climate Change Services, must ensure that there is no detection of a recommended Proposer (and any partners thereof) or grant applicant, co-applicants, affiliated entities in the list of EU restrictive measures, before signing a contract. Likewise, grant beneficiaries and contractors must ensure that there is no detection of subcontractors, natural persons (including recipients of financial support to third parties), in the lists of EU restrictive measures. This requirement is specifically detailed in clause 2.1.5, and clauses 2.8.2.2 (ii) and 2.8.5 of the Agreement for Copernicus Services.

As a minimum, using the www.sanctionsmap.eu website, the Proposer must undertake the following checks of their subcontractors, or any other third parties involved in delivering products goods or services to Copernicus:

- Country check (country of registration of bidding organisation / holding company);
- Organisation / Holding company check (using search function);
- Individual check (using search function).

The Proposer must complete the Restrictive Measures form as per the provided template for a minimum of four persons who have powers of representation, decision-making or control in their organisation, as well as confirming that they have undertaken checks on their subcontractors as detailed above.

The Proposer should note that, as this forms part of ECMWF's obligations to the EC, failure to complete and return this form may lead to exclusion from the tender process.

2.3.4 EU Conditionality Measures

Conditionality measures are additional protections for the EU budget when breaches of the rule of law principles affect or risk affecting EU financial interests introduced in 2021.

Conditionality measures may be put in place in the context of the general regime of conditionality for the protection of the EU budget established by [Regulation \(EU, Euratom\) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget](#).

This conditionality regime allows the EU to take measures – for example suspension of payments, suspension of implementation, termination or prohibitions on entering into new legal commitments with concerned entities – to protect the EU budget.

ECMWF, as the entrusted entity for the implementation of Copernicus Atmosphere Monitoring and Climate Change Services, is required to ensure conditionality measures are duly applied vis-à-vis concerned entities.

Further requirements with respect to conditionality measures are detailed in Annex 3 of the RFP documents, the Agreement for Copernicus Services.

The Proposer must confirm in its response and ensure during the lifetime of an Agreement that neither them nor any of the proposed subcontractors or entities that would receive payment in connection with the Services, are affected by the conditionality measures described above, and must accept that the ECMWF may reject any Proposer, subcontractor or other entity that are so affected.

2.3.5 Specific conditions

The procurement for the contract will be conducted in accordance with ECMWF's procedures as set out in ECMWF's RFP documents and no other procedures will apply.

ECMWF will only enter into a contract with a single legal person/entity. Due to the need to include performance and compliance obligations in the contract, ECMWF will contract only with a single legal person or entity which is competent to undertake and commit to these obligations.

ECMWF recognises that some responses will involve a number of organisations which may wish to work together to deliver the contract requirements. In such cases, these organisations must identify a lead contractor who will sign the contract with ECMWF and who will be responsible for putting in place legal arrangements to ensure that it can guarantee that all other organisations will also meet the contract obligations. ECMWF will not enter into multiple contracts with individual members of consortia or groups of service providers.

2.3.6 Validity

The Proposal shall remain valid for a minimum of six months after the closing date for this RFP.

2.3.7 Expenses

ECMWF will not reimburse expenses incurred in connection with the preparation and submission of the Proposal. ECMWF accepts no liability whatsoever, whether in contract, tort or otherwise in relation to the RFP or in respect of any costs, damages or expenses incurred by the Proposer or any third party.

2.3.8 Language for Proposals

All proposal documentation, manuals and diagram labelling shall be written in English.

2.3.9 Status of submission

The submission of a Proposal in response to this RFP shall constitute an offer that may be accepted by ECMWF so as to become a binding contract. However, ECMWF is not bound to accept any Proposals. If ECMWF elects to accept a Proposal, subject to contract, the parties shall seek to execute a formal contract incorporating the Terms and Conditions contained in the RFP and any other agreed terms.

2.3.10 Right to negotiate

ECMWF reserves the right to negotiate with the Proposer before taking a decision on the placing of a contract.

2.3.11 Right to reject

ECMWF reserves the right to reject a Proposal that does not substantially comply with the conditions that are part of the RFP.

2.3.12 Confidentiality

ECMWF reserves the right to retain all documents submitted by the Proposer in response to the RFP. Any information in such documents that is proprietary and confidential to the Proposer will be handled

confidentially by ECMWF provided it is clearly and specifically identified as such. Such obligation shall not apply if such information is or was obtained from other sources that do not bind ECMWF as to confidentiality or if the information is in the public domain. ECMWF may make the Proposer's proposal available for evaluation purposes to authorised people including its governing body, committees, and professional external evaluators in addition to ECMWF's own personnel under the same conditions of confidentiality.

The contents of this RFP together with all other information, materials, specifications or other documents provided by ECMWF, or prepared by respondents specifically for ECMWF, shall be treated at all times as confidential by the Proposer. The Proposer shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the respondents' group or use them for any purpose other than for the preparation and submission of a response to this RFP nor shall the Proposer publicise ECMWF's name or the project without the prior consent of ECMWF. ECMWF in turn confirms that it shall treat all information provided to it by the Proposer as confidential and further confirms that such information will not be disclosed by ECMWF to any third parties, other than its advisers and consultants.

The Proposer shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.

Please also note that all personally identifiable information (PII) processed by ECMWF will be treated in accordance with the ECMWF Policy on Personally Identifiable Information Protection (PIIP). It is available at <https://www.ecmwf.int/en/privacy>. ECMWF shall process all PII submitted by your response for the sole purposes of assessing your response. In doing so, ECMWF may share such PII with consultants or external advisors.

2.4 Enquiries and contact procedure

Any enquiries or requests for clarification of any matters arising from this RFP must be submitted in writing by e-mail as follows:

E-mail: procurement@ecmwf.int

The subject of the e-mail must be: **Clarification to RFP/2025/C3S2_522_bis**

Where ECMWF supplies further information it will make this information available to all recipients of this RFP who have indicated their intention to submit a response and provided ECMWF with an e-mail address for communication of additional information.

2.5 Timetable for this procurement

ECMWF envisages the following timetable for this procurement:

Issuance of RFP	17 April 2025
Last date for submission of clarification questions	30 April 2025
Closing date/time	15 May 2025, 16:00 (CEST)
Evaluation and/or Negotiation of service details with the Successful Proposer	15 – 30 May 2025
Sign contract by	1 June 2025

2.6 Submission of proposals

The Proposer is requested to confirm to the email address shown in 2.4 above whether or not it will be submitting a response and shall provide a contact point and contact details to which all further information will be sent.

The response to this RFP must arrive at ECMWF no later than the closing time and date in section 2.5. The Proposer must submit its response to RFP_C3S2_522_bis@ecmwf.int as an email with attachments containing its complete response to this RFP including templates provided in Annex 2. The attachments must contain a printable version of the response in Microsoft Word format, Rich Text Format (RTF) or Adobe Portable Document Format (PDF) and in Microsoft Excel format for any spreadsheets. The e-mail should confirm that the response has been submitted by a duly authorised director or senior officer of the Proposer.

The subject of the e-mail must be: **Response to RFP/2025/C3S2_522_bis**

You will receive an automated receipt confirmation upon submission of your response. If you do not receive one, you should contact procurement@ecmwf.int immediately. You must NOT send or copy your response to the contact email address in 2.4 above.

Please note that ECMWF reserves the right to contact Proposers during the evaluation process in order to clarify points in their response, therefore the contact point should be monitored during this period.

2.7 Timeliness of response

ECMWF will not consider any late or partial responses to this RFP nor will it consider requests for extension of the time or date fixed for the submission of proposals. It may, however, at its own absolute discretion, extend the time or date fixed for submission and in such an event ECMWF will notify all Proposers who have provided ECMWF with an e-mail address for communication of additional information.

Technical failure, including of a computer, browser, e-mail system or internet connection, is not a valid reason for late or failed submission of a response, unless as a result of a failure of the ECMWF's IT systems, and in the case that there was no reasonable course of action the Proposer could have taken to submit the response on time. It is important that you do not leave the submission of your response to the last minute.

2.8 Evaluation method and selection criteria

ECMWF will evaluate the Proposal based on the Proposer's response to ECMWF's requirements (Annex 1 of this RFP) and the Proposer's compliance with ECMWF's instructions in this document. The Proposal will be evaluated against the following evaluation criteria.

Evaluation criteria	Default Weighting
Proposer's Financial & Legal organisation	5%
Price	15%
Track record	25%
Quality of Resources Deployed	25%
Technical Solution Proposed	10%
Management & Implementation	20%

2.9 Warnings/disclaimers

Nothing contained in this RFP or any other communication made between the respondent and ECMWF or its representatives shall constitute an agreement, contract or representation between ECMWF and any other party (except for a formal award of contract made in writing by ECMWF). Receipt by a respondent of this RFP does not imply the existence of a contract or commitment by or with ECMWF for any purpose.

ECMWF reserves the right to change any aspect of, or cease, the RFP at any time.

While ECMWF has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this RFP are true and accurate in all material respects, ECMWF does not make any representation or warranty as to the accuracy or completeness or otherwise of this RFP, or the reasonableness of any assumptions on which this document may be based. ECMWF accepts no liability to respondents whatsoever and however arising and whether resulting from the use of this RFP, or any omissions from or deficiencies in this document.

ECMWF may use the information included in a proposal for any reasonable purpose connected with this RFP.

3 SCOPE OF SERVICE REQUIREMENTS

See Annex 1 of this RFP.

4 REQUIRED INFORMATION

General guidelines for the Proposal are described in the Template for Proposer, attached as a separate file as part of Annex 2. General requirements to prepare the response for this particular RFP are described in the next sub-sections.

4.1 Forms to complete

The Proposer should provide, together with their response, the Legal Entity Form, Financial Identification Form, EU Restrictive Measures Form and the Declaration Form for Economic and Financial Capacity, as per provided templates, and complete and return the RFP Questionnaire.

4.2 Commercial arrangements

The Proposer should provide prices in the format described in Annex 1. Fee rates shall be firm and fixed (FFP) and quoted in Euros (€) net of taxes and VAT.

The days and hours of work of the contractor or the contractor's personnel shall respect the laws, regulations and customs of the country where the services are to be rendered and the requirements of the services.

The annual leave to be taken during the period of implementation of the tasks shall be at a time agreed with ECMWF.

The fee rates are deemed to take into account the annual leave for the contractor's personnel during the period of implementation of the tasks. Consequently, days taken as annual leave shall not be considered to be working days.

The contractor shall only be paid for the days actually worked. Any cost related to sick or casual leave shall be covered by the contractor. The contractor shall inform ECMWF of any impact of such leave on the period of implementation of the tasks.

4.3 Terms and Conditions

The underlying Terms and Conditions applicable to any contract resulting from this RFP are at Annex 3. The Proposer should confirm that it accepts these terms and conditions or provide a list of reservations in its response. ECMWF reserves the right to negotiate the terms and conditions for any contract. The proposal submitted by the Proposer, clarified if necessary, will be part of the contract.

4.4 Additional matters

The Proposer should set out any additional information or other relevant matters which it thinks have not been adequately addressed in the RFP and/or merit further consideration in its response.

4.5 Diversity and inclusion

In the event that multiple Proposers present equally qualified proposals (discrepancy lower than 1%), ECMWF will take into consideration the diversity and gender balance of each Proposer's organisation as a tiebreaker when making the final decision. We recognise that diversity and collaborative environment are essential for advancing scientific discovery and innovation, and we are dedicated to creating a culture that encourages and supports the contributions of individuals from all backgrounds. As part of this commitment, we encourage bids from companies who share our values and demonstrate a commitment to diversity and inclusion in their own organisations. We believe that working with suppliers who support our efforts to create a more inclusive and diverse community is key to achieving our goals and driving progress forward in all our areas of activities. Therefore, the Centre encourages all potential bidders to take these values into consideration when submitting proposals.

ANNEX 1 SPECIFICATION OF REQUIREMENTS

1 Scope of service requirements

The Successful Proposer is expected to provide consultancy to ECMWF to support the evolution of the Copernicus Climate Change Service (C3S) in response to the requirements of Member States.

2 Tasks

The consultancy support will comprise the following tasks:

- Provide independent advice on the options for service evolution with specific focus on:
 - global and regional reanalyses;
 - observations;
 - use of machine learning in C3S products.
- Provide support and advice on the C3S Evaluation and Quality Control (EQC) programme and its implementation, including:
 - Provide recommendations on the evolution of EQC for datasets, indicators, application and learning resources;
 - Review quality assessment report including intercomparison, in particular involving reanalysis datasets;
 - Participate in user consultations and usability testing sprints;
 - Advise on the development of an approach for the generation of fitness-for-purpose statements using large language models.
- Support or coordinate the development of relevant papers about C3S and the new Data Stores.
- Miscellaneous work as needed, e.g. technical support for development of ITTs, evaluation of proposals, contributing to final report on COP2, writing of topical reports.

3 Consultant's profile

Education

- Educated to a PhD level, or commensurable experience, in a subject directly relevant to the tasks

Skills and Experience

- Senior experience in weather and/or climate science and monitoring, observation-related activities and data assimilation;
- Solid knowledge of, and experience in, writing strategic documents and organising and leading meetings to management level;
- Demonstrable knowledge of quality management for climate datasets;
- Good understanding of the internal structures and procedures of intergovernmental organisations.
- Candidates must be able to work effectively in English.

Personal attributes

- Excellent interpersonal and communication skills with proven experience to work with internal and external partners;
- Excellent team-working skills, pro-active attitude and ability to work autonomously with a minimum of supervision under high workload;
- Critical and visionary thinking.

Profound knowledge of the functioning, governance and stakeholder landscape of:

- ECMWF, or a similar intergovernmental organisation; and
- Copernicus Climate Change Service, or a similar Programme/Project,

will be a strong advantage.

4 Contract summary and timeline

The services will be covered by a contract of up to 36 months and an allocated budget of up to €200,000. The desired start date of the contract shall be 1 June 2025.

5 Proposal format and content

5.1 Format and page limits

The Proposal should include all information necessary to allow a comprehensive evaluation of its compliance with the requirements outlined in this Annex 1 and to facilitate assessment against the selection criteria specified in Section 2.8 of the RFP. As a guideline, it is expected that the Proposal contains the sections described below. Proposers have the flexibility to structure their submissions as appropriate, including the use of sections and sub-sections to ensure clarity and logical flow. While no strict page limits are imposed for individual sections, Proposers are encouraged to be concise and avoid overly lengthy or verbose responses.

5.2 Specific additional instructions for the Proposal

The following is a guide to the minimum content expected to be included in each section. This is not an exhaustive description and additional information may be necessary depending on the requirements and the Proposer's response.

5.2.1 Summary

The Proposer should provide an executive summary of the Proposal, describing the objectives and service level.

5.2.2 Track Record

In this section, the Proposer is expected to provide a brief overview of the organisation, and their experience working with the proposed experts on relevant projects.

Experience in the required capabilities within the Proposer's organisation shall be included. ECMWF may ask for evidence of performance in the form of certificates issued or countersigned by the competent authority, or may seek references from.

5.2.3 Quality of Resources to be Deployed

The Proposer must identify and nominate qualified experts for the implementation of the tasks described in Section 2 (Tasks). In this section, the Proposer is expected to demonstrate how the nominated experts conform to the profile requirements described in Section 3 (Consultant's profile).

For each proposed expert, the Proposer shall provide relevant information as follows:

- Summary specifying current role, broad description of current and previous experience in relation to the Service, qualifications and skills and confirmation on availability;
- Full CV using the Commission Recommendation on a common European format for curriculum vitae, available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>. The provision of the following information is not mandatory: home address, telephone number, email address or other contact details, gender, date of birth and nationality.

The level of availability and commitment to the duration of the contract of all resources under the Proposal must be explicitly stated.

Any other information which would strengthen the profile may be added.

5.2.4 *Technical Solution Proposed*

This section should present all relevant information required for a thorough assessment of the Proposal's alignment with the service requirements, with particular emphasis on the Proposer's ability to deliver the tasks outlined in Section 2 (Tasks).

The Proposer is also expected to provide a brief background and rationale for the proposed technical approach, demonstrating a clear understanding of the solution and its suitability for the assignment.

5.2.5 *Management and Implementation*

The management and implementation section should contain general details of contract management, risk analysis and any aspects that will determine the implementation of the service.

More specifically, the Proposer shall present a brief description of the following aspects:

- Quality assurance plan for the service delivery;
- Performance tracking, including timesheets to be recorded on a daily basis and approved on a monthly basis;
- Internal reporting and supervision arrangements between the Proposer and their expert;
- Communication arrangements between the Proposer and ECMWF, including at least quarterly teleconferences with ECMWF;
- Any other management and implementation aspects of relevance to the service delivery.

The payment plan shall be based on the number of days of support at a fixed fee rate, charged on a monthly basis. The number of service days shall be approved by ECMWF and the contractor.

5.2.6 *Pricing Table*

The Proposer shall provide a daily fee rate for the delivery of the consultancy services, using the format specified in the table below.

In addition, the Proposal should include cost estimates for two potential mission scenarios, detailing the basis of calculation in each case:

- Scenario 1: A 3-day mission to Reading, United Kingdom;
- Scenario 2: A 5-day (week-long) mission to Bonn, Germany.

Daily fee rate	_____	Euro / day
Lump-sum missions costs (for each scenario)	_____	Euro

For each expert proposed, the daily fee rate should be calculated to include the following cost components:

- The expert's full employment cost, including salary, applicable national taxes and duties, pension contributions, and medical or social security charges, etc.;
- Ancillary costs, such as administrative and management overheads incurred by the Proposer;
- The Proposer's profit margin.

All pricing should be provided in Euro (€) and shall be exclusive of VAT. Costs incurred for missions, if any, will be paid by ECMWF on a cost reimbursement basis.

ANNEX 2 FORMS FOR PROPOSER

See the following separate documents attached to this RFP:

- “Annex 2 – RFP Questionnaire.xlsx”
- “Annex 2 – Forms to complete.zip”

The Proposer is requested to complete these documents and submit them as part of their response.

ANNEX 3 TERMS AND CONDITIONS OF THE AGREEMENT

See separate document attached to this RFP: “Annex 3 - Agreement for Copernicus Services.pdf”.

The Proposer must review and accept the terms and conditions of the Agreement and, if there are any reservations, these must be identified as part of their response.