Framework Contract FPI/PSF/2015 - Lot 4

Specific Terms of Reference

Support to strengthening EU-Egypt economic relations by enhancing trade and investment opportunities as well as by fostering the FTA implementation

1. PSF action summary

The overall aim of this action is to facilitate the creation of new trade and investment opportunities between the EU and Egypt, and to foster the implementation of the EU-Egypt Free Trade Area established in the framework of the bilateral Association Agreement in force since 1 June 2004.

The action will consist in financing **four policy papers** on ways to further enhance trade and investment relations between the EU and Egypt. In this respect, the policy papers will prepare the ground for:

- Further facilitating bilateral trade in goods and services as well as investments: The output of this action will be geared towards removal of barriers to trade in goods, services and investments in Egypt by promoting fair and sustainable international and EU trade practices.

- Better use of existing tariff preferences: The action will identify and promote a more efficient use of the trade opportunities offered already under the current EU-Egypt preferential trading scheme.

Each policy paper will be followed by a workshop for the presentation of the results. These events are intended to be attended by EU and Egyptian economic operators and regulatory authorities.

2. Background/ Context

2.1 Action framework

Egypt is a close economic partner in the EU's neighbourhood, with an expanding economy and an important structural reform agenda guided by the 2016 IMF programme. Egypt's economy is improving: growth has accelerated, external and fiscal deficits have narrowed, and public debt, inflation and unemployment have declined, while international reserves have increased. Monetary and fiscal policies are helping to stabilise the economy. This provides an important potential for increased cooperation for EU operators, services providers, investors, and other possible stakeholders.

Nevertheless, doing business in Egypt remains still challenging for companies as the country maintains a number of non-tariff barriers which have become bottlenecks for importers, services providers, and investors. Egypt underperforms as regards its business climate, scoring as low as 120^{th} out of 190 in the 2019 edition of the World Bank's Doing Business index. European exporters, services providers and investors are affected by these barriers and, in consequence, their presence in the Egyptian market is below their potential. The existing trade and investment irritants require closer cooperation for creating a more business friendly environment. As the Egyptian government seems to be committed to reform the legislation directly related to trade in goods, services and investments, effective partnership is needed to support further trade facilitation measures.

Hence, there is a need to list the existing barriers and analyse their impact on business, as well as prepare recommendations on ways to address them in order to improve market access for exporters and investors. Moreover, there is also a need to identify areas where the current EU-Egypt cooperation could be further enhanced to support approximation with the EU and international norms, increase EU investments, and strengthen bilateral trade. This action shall allow EU and Egyptian economic operators to strengthen their knowledge of these specific sectors, supporting thereby increased trade in goods, services and investment, which will reinforce economic development of both partners.

Currently, the economic relations between the EU and Egypt are regulated in the framework of the EU-Egypt Free Trade Area (FTA), as part of the Association Agreement of 2004 and the subsequent Agreement on Agriculture, which entered into force in 2010. The FTA has as its main objective the promotion and liberalisation of trade between the EU and Egypt in products directly covered by the agreement as well as the establishment of conditions for the gradual liberalisation of trade in services, foreign direct investment, and capital movement.

Another important challenge results from the fact that the FTA of 2004 does not contain sufficient provisions on services and investment, areas for which importance to the EU, Egypt and international trade has significantly grown in recent decades. Given the reliance of the modern economies on international supply chains, trade in services, and FDI, a more enhanced cooperation is to be achieved by virtue of aligning partner country's trade-related legislation with the relevant international and EU rules and regulations, to the mutual benefit of both the EU and Egypt. Such enhanced cooperation is supported by the provisions of the Association Agreement which envisages continued dialogue on economic matters.

Thanks to the Association Agreement framework, the EU is already an important interlocutor of Egypt, but the economic context is rapidly evolving. This project will work both as a facilitator of change and preparatory work for further actions. The policy papers on deepening of EU-Egypt trade, services and investment relations will allow the European Union to better design future initiatives to help EU operators expand their economic activities in Egypt.

The aim of the proposed action is therefore to promote EU trade cooperation with Egypt that would directly and positively impact investments and the level of trade in goods and services. Increased bilateral trade and investment will, in turn, create jobs and growth in the EU and Egypt. The proposed action shall also reassure stakeholders both in the EU and in Egypt about EU's pro-active stance in a world progressively characterized by increased competition for investment and trade opportunities.

2.2 EU interest in the action

Support to trade relations and improving market access and investment opportunities for European companies constitute a central objective of the Partnership Instrument as they serve European core interests. In particular, the proposed action supports objective 3 of the PI

Regulation related to *"improving access to third country markets and boosting trade, investment and business opportunities for European companies by means of economic partnership, business and regulatory co-operation".*

Improving market access by promoting trade in goods, services and investment facilitation as well as advocating for the removal of market access barriers are meant to contribute to the overarching objective of enhancing implementation of the existing Association Agreement and promoting more comprehensive trade relations between the EU and Egypt. EU businesses and economic operators in Egypt, along with potential investors, stand to benefit from a more stable and predictable trading environment.

2.3 Added value of the action

The action will contribute to identifying, removing and preventing market access barriers as well as raising awareness on benefits of trade and investment facilitation in Egypt. It will also lead to an improved EU-Egypt trading partnership and enhanced dialogue with the public and private stakeholders on more comprehensive trade and investment relations. Furthermore, the action will lead to progress towards harmonizing Egyptian legislation with international and EU standards and towards improved market access for goods, services and investments. Last but not least, it will identify the reasons of the low use of tariff preferences by EU economic operators and the measures aiming at increasing that ratio in the medium term.

2.4 Key stakeholders and target groups

The principal beneficiaries of the project are EU economic operators, services providers and investors in Egypt as well as the Directorate for Trade (DG TRADE) of the European Commission and the EU Delegation to Egypt. Indirectly, the beneficiaries also include Egyptian authorities and business operators. Both EU and Egyptian policy-makers will be able to get concrete ideas to boost bilateral cooperation from the conclusions of the policy papers.

2.5 Risks

There are no specific risks linked to this action.

2.6 Methodology

The Framework Contractor will be required to submit a methodology as part of their offer explaining how the assignment will be carried out. The methodology submitted must meet the proposed objectives and outputs identified in Section 3 and will include the following elements:

- An analysis of the task required and any relevant comments;
- The approach proposed for implementing the action;
- The proposed tools and working plan (incl. preliminary calendar) for carrying out the action.

The Contractor will be required to submit a concise but complete document with the planned activities to the EU Delegation and the Unit E3 of DG Trade at the beginning of the project and update it at the end of every month, via a meeting or an electronic exchange, until the completion of the assignment.

3. Description of the action: objectives, outputs and activities

3.1 PI Objective

This action will mainly contribute to PI Objective 3*:* Enhancing market access and boosting trade, investment and business opportunities for EU companies. The policy papers, which will be presented to the public via dedicated workshops, will offer guidance to EU and Egypt's business and policy-makers on ways to improve market access for goods, services and investments. This will in turn support the implementation of the EU-Egypt Association Agreement and is in line with the recently adopted European Economic Diplomacy (EED) approach.

3.2 Overall objective of the action

The overall objective of this action is the creation of enhanced economic opportunities in Egypt for EU businesses, services providers, and investors. The policy papers will contribute to this objective. They will also provide the preparatory work for a possible subsequent project on the organisation of conferences and business events which will serve the overall objective of improving EU-Egypt cooperation in regulatory matters and ensure an improved treatment of goods, services and investments originating in the EU.

3.3 Specific Objectives of the action

The main specific objective of the proposed action is to help framing EU policies in such a way as to facilitate EU trade in goods, services and investments in Egypt, to allow EU companies to strengthen their economic involvement in the partner country.

3.4 Outputs of the action

Deliverable 1: produce four policy papers on ways to further enhance trade and investment relations between the EU and Egypt. Three papers will identify ways to deepen EU-Egypt economic relations in three key sectors: trade in goods, trade in services (including e-commerce /digital trade), and investments. A fourth study will analyze the cause of low usage of preferences under the Association Agreement by EU exporters, together with recommendations to address these shortcomings and with case studies of examples from EU exporters. The papers will provide recommendations on market access and business environment improvements that would have an impact on European trade and investment. Each policy paper shall include 50-70 pages, without counting annexes. In addition, it should include an executive summary (maximum 4 pages).

The papers on facilitation of trade in goods, services and investments will focus on the status and evolution of the business and investment opportunities and regulatory environment in Egypt in the three sectors. The paper will present the main characteristics of these sectors in Egypt: the legal and regulatory background, the role of the sector in Egypt’s economy, the development in the short and in the long term. The paper will analyse the position of the current EU operators and investors, in which sectors they are present, which advantages or disadvantages they have vis-à-vis other operators and it will identify the trading and investment barriers and opportunities. The analysis will include a comparison between Egypt's domestic legal framework and the state of its implementation on the one hand, and Egypt's commitments under the WTO and under the existing bilateral agreements with the EU on the other. The objective would be to identify a gap that could be addressed in future bilateral negotiations and through the better implementation of existing obligations. The paper will analyse challenges and opportunities in the future to increase the presence of EU economic operators and investors. It will also suggest ways for the EU to support trade in goods, services and investment, in particular via the dialogue with national authorities on improving the business environment and facilitating the approximation of Egypt's regulatory environment to the EU's. The policy papers shall include graphic content to convey the research in a visually accessible manner and will have to be printed in 150 (one hundred fifty) high-quality copies for appropriate dissemination. The output of the papers shall be geared towards removal of barriers to trade in goods, services and investments in the partner country by promoting fair and sustainable international and EU trade practices.

The objective of the fourth paper on better use of existing tariff preferences will be to identify and promote a more efficent use by EU exporters of the trade opportunities offered already under the applying EU-Egypt preferential trading scheme. In the framework of the EU-Egypt Association Agreement the customs tariff liberalisation commitments have already been achieved – the liberalisation schedule for industrial goods has been completed in 2019, while for agricultural goods 80% of trade is covered by duty-free treatment. While the customs tariffs have been addressed, the cooperation on non-tariff barriers should be further enhanced as several challenges in this area persist affecting market access conditions and the further increase of trade. In consequence, the preferences provided under the FTA are not used to their full potential by EU exporters. Egypt had an average preference utilisation rate (PUR) of 96% in 2017, whereas for EU exporters to Egypt, the PUR was 65% in 2017. Reasons should be therefore identified why certain EU goods that are eligible for preferences under the FTA do not *claim* those preferences when exported to Egypt. Ways on how to address these challenges should also be explored. As PURs may be influenced by a number of factors, such as traders' lack of awareness about the existence of a preference, the magnitude of the preferential margin, and transaction costs associated with complying with import requirements, the consultant's work should be based on a survey among Egyptian importers (who are the ones who have to request preferences) to get more clarity on the reasons behind the low use of preferences.

Deliverable 2: the organisation of four workshops for the presentation of the papers on facilitation of trade in goods, trade in services, facilitation of investments and enhancement of preference utilisation (one workshop per paper, for a total of four workshops). Such workshops (max. 50 participants) will be organised to present and debate the main findings of each paper to an attendance that will be composed of EU economic operators and their federations, EU investors, EU Member States representatives, Egyptian authorities and enterprises, experts of the sectors concerned. The workshops will be held preferably in Cairo and will last half a day with possible media coverage. Other venues can be considered by the EU Delegation and DG TRADE, in case their choice is logistically viable and ensures a significantly better outreach.

3.5 Planned activities

The planned activities include:

1. **Kick-off meeting** with the Delegation, DG TRADE and FPI that will set up a general framework for further project activities.

2. Presentation by the contractor and discussion with the EU Delegation and TRADE of the **plan of activities** for the fulfilment of the assignment, with precise dates for implementation. The plan must include a brief outline of the proposed approach, a list of the proposed tasks deemed necessary to achieve the objective of the assignment and an indicative timetable of the work.

3. The contractor must then carry out a first research on all already available sources of information for all the four study papers, illustrating the activities of EU companies, their impact on the respective sectors (economic, social and environmental impact etc.), positioning vis-à-vis Egyptian and third countries' operators, trade and investment bottlenecks and market access barriers, to start discussions with all involved stakeholders. The research should combine literature review but also primary research through interviews and compiling data. The results of this initial research must be compiled in an **initial overview report**, made of five parts. One introductory, overall section and one part for each of the four areas concerned. The former section should include a general description of: (a) the activities of the project and its status related to the Plan of Activities, including an account of difficulties encountered and of the solution chosen or proposed to overcome them, (b) the business climate in Egypt and the opportunities and challenges for EU economic operators and investors and their positioning. The area specific parts should cover: (a) a comprehensive account of how the Contractor intends to achieve the objectives of the paper and the state of advancement related to the Plan of Activities, (b) the European companies active in Egypt in the four areas concerned, (c) opportunities and challenges in each of the areas, (d) the positioning of EU operators compared to competitors and the reasons explaining such positioning in each sector and proposed actions for further analysis. The reports will be delivered to the Delegation and an ad-hoc presentation will be organised.

4. At this stage of the project, the contractor shall arrange **follow-up meetings** with the Delegation, to be held initially every month, in order to take stock of the evolution of the activities and the following steps. In these meetings and in the continuous dialogue between the EU Delegation, DG TRADE and the contractor, the plan of activities might be updated according to the need.

5. The contractor will produce and present to the EU Delegation and DG TRADE, plus to other services of the European Commission that will be involved by the EU Delegation and DG TRADE, according to their field of competence, a **draft report**. The draft report will be composed of an introductory, overall part and the **draft of the four papers.** The EU Delegation and the services of the European Commission will give comments, questions and requests for inclusion of further information by the contractor. The introductory, overall part will include information on (a) the activities of the project and the state of advancement related to the Plan of Activities, including an account of difficulties encountered and of the solution chosen or proposed to overcome them, (b) the business climate in Egypt and the opportunities and challenges for EU economic operators and investors and their positioning. Each draft paper will include: (a) a general description of the business climate, and (b) a thorough description of the legal, regulatory and economic environment of each area , an overview of EU companies operating in each sector, their positioning, their role in the economy of the respective area, the

opportunities and challenges in the areas, including trade and investment barriers, possible developments in the short and in the long term that will affect such opportunities and challenges, suggestions for EU policy-makers and EU enterprises for a course of action to facilitate EU trade and investments, the perspective for an approximation of Egyptian regulatory environment to the EU.

6. The contractor will organise four **dedicated workshops** of half a day for the presentation of the papers (one workshop for each paper). The contractor will prepare a suggested list of invitees and once reviewed by the Delegation and DG TRADE proceed with the invitations and the organisation. Each workshop will be attended by stakeholders such as EU companies and their federations, EU Member States representatives, Egyptian authorities and enterprises, experts in the areas concerned. Ideally, the possibility of a video link and/or interaction by distance should be considered to allow also those participants not being able to be physically present to follow the discussions and intervene (send questions in or be given the word). The contractor will prepare a report of each workshop, which will be then published on the relevant platforms (see point 9 in this list). The workshops will eventually ensure inputs and suggestions for the completion of the papers.

7. The contractor will present the **final report**, which will include the comments of the EU Delegation, DG TRADE and the European Commission, plus the inputs received in the workshops. The final report will be constituted by the **four final papers** and the final version of the introductory overall part, which will cover: (a) a general description of the business climate in Egypt, (b) a summary of the findings of the four papers. All these documents will constitute the final report.

8. All reports should be of high editorial quality, including proof-reading in the English language. They shall have structure and signposting that usefully guide the reader through the reports. The final report should be professionally edited.

9. Once the EU Delegation and DG TRADE will approve it, the **final version of the papers** will be produced and **printed in high quality,** in 150 copy for each paper. The same document will be published electronically through all relevant platforms and means of communication, including the websites of the EU Delegation and of DG TRADE and if possible, the Enterprise Europe Network (EEN) in Egypt and possibly the websites of Member State's trade promotion offices.

4. EXPERTS PROFILE OR EXPERTISE

The working language of the action is English.

The action will involve **4 experts** for an estimated total of **300 man-days** spread over a period of maximum 15 calendar months, including travel, drafting of the reports and policy papers, organization of the workshops, and publication and printing of the papers. The four experts will include **2 Senior Experts, each with an estimated 50 man-days**, and **2 Junior Experts, each with an estimated 100 man-days**.

For the success of this assignment, the contractor must contract a team of experts with:

- Extensive knowledge and clear understanding of Egypt's economic policy in the respective areas.
- Deep knowledge of the economics and of the business and regulatory environment in each of the respective areas
- Deep knowledge of Egypt's institutional, legislative and regulatory environment as well as the *modus operandi* of the relevant institutions.
- Deep knowledge of applicable international law and agreements, including the EU-Egypt Euro-Mediterranean Association Agreement.
- Knowledge of European economic operators and investors already based or interested to invest in Egypt, including bilateral chambers and potential EU companies that may be interested in business presence in the country.

The team of experts selected will need to demonstrate an excellent degree of knowledge and expertise as follows:

Expert 1: Team Leader – Senior Expert

The Contractor shall propose the expert acting as Team Leader for the assignment, who will be the main counterpart of DG TRADE Unit E.3. S/he will ensure the timely involvement and the dialogue with the EU Delegation and DG Trade and the coordination of the communication between them and the team of experts The Team Leader will be responsible for the planning, coordination and supervision of all the activities carried out in the framework of this action, with a view to ensuring the quality of the results and compliance with the deadlines.

The Team Leader shall fulfill the requirements below and have an excellent degree of knowledge and expertise in the following areas:

Qualifications

- Education equivalent to Master's Degree level or above, or equivalent professional experience of at least 10 years, in a field related to international trade, business or economics.

General professional experience

- At least ten (10) years of post-graduate professional experience in a field related to international trade and economic research.
- Knowledge of English at least of level C2.

Specific professional experience

- Proven experience in leading and coordinating teams on at least 3 different assignments of at least 12 months each;
- Proven experience with respect to market access and business regulations;
- Proven knowledge with the negotiation and implementation of EU/international trade agreements;

- Proven experience with production of studies and policy papers (at least 10).

Expert 2: Senior Expert

Qualifications

- Education equivalent to Master’s Degree level or above, or equivalent professional experience of at least 10 years, in the field of law.

General professional experience

- At least ten (10) years of post-graduate professional experience in legal and economic research, advocacy in support of public policies, market access and business regulation.
- Knowledge of English at least of level C2.
- Sound knowledge of Arabic – level C2, more specifically Arabic spoken in Egypt would be an advantage

Specific professional experience

- Proven knowledge of the Egyptian institutional, economic and legislative context as well as public policies;
- Proven experience with production of studies and policy papers (at least 10);

Expert 3: Junior Expert

Qualifications

- Education equivalent to Master’s Degree level or above, or equivalent professional experience of at least 10 years, in International trade, business or economics.

General professional experience

- A minimum of three (3) years of post-graduate professional experience in economic research and production of studies.
- Knowledge of English to at least a level of C2.
- Fluent in English C2 level;
- Knowledge of Arabic at least level B2, more specifically Arabic spoken in Egypt, would be an advantage.

Specific professional experience

- Proven experience with respect to market access and business regulations;

Expert 4: Junior Expert

Qualifications

- Education equivalent to Master’s Degree level or above, or equivalent professional experience of at least 10 years, in law.

General professional experience

- A minimum of three (3) years of post-graduate professional experience in legal or economic research and production of studies.
- Knowledge of English to at least a level of C2.
- Fluent in English C2 level;
- Knowledge of Arabic at least level B2, more specifically Arabic spoken in Egypt.

Specific professional experience

- Proven experience with respect to market access and business regulations.

5. ORGANISATION OF THE ASSIGNMENT

5.1 *Main organiser/contact point for the contractor*

For the Contracting Authority, Helena LAAKSO, Services for Foreign Policy Instrument, Helena.LAAKSO@ec.europa.eu, tel + 32 2 29 81452

Agnieszka OSIECKA, Head of the Trade and Entreprise Section, EU Delegation to Egypt, Agnieszka.OSIECKA@eeas.europa.eu, +20 2 24619860
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5.2 Timeframe of the assignment

The implementation of the project will start on **15 January 2020**. The drafting of the policy papers will not exceed 13 calendar months. The workshops will be organized in December 20201. The overall duration of this project will be **15 months**, including drafting and publication/printing of the Policy Papers, organization of the workshops, and production of the Final Report.

	Deliverable 1	**Deliverable 2**
Months 1-2	• Briefing Meeting with the EU Delegation and DG TRADE • Kick-off meeting • Plan of activities	
Month 4	• Initial overview report (overall and on each of the four papers)	
Month 7	• Draft report (overall and on each of the four papers)	• Presentation and discussion on the workshops organisation with the EU Delegation
Month 10	• Final presentation at the EU Delegation	

Month 11		• Organisation of the workshops for the presentation of the four papers (workshops shall not be held simultaneously and not in the last three weeks of the contract to allow for sufficient time for reporting, wrap up and dissemination)
Month 12	• Reports from the workshops (to be included in the final report if necessary)	
Month 13	• Final report (overall and on each of the four papers)	

5.2 Specific requests in the preparation of the assignment

The applicant company shall include in its application an explanation of the methodology and organization for the assignment, not excluding 5 pages ,whereby it illustrate how it will carry out the different tasks and deliver the required output.

5.3 Specific arrangements

No specific arrangements (e.g. office space) are foreseen by any partner organisation. No office, secretarial or communication facilities nor car or other transport (taxi etc.) will be provided.

5.4 Location of the assignment

The assignment shall be performed in Egypt and home based. Meetings related to the assignment will take place at the EU Delegation in Cairo and/or in the premises of EU bilateral chambers and EU Member States. The workshops will be held preferably in Cairo and will last half a day with possible media coverage. Other venues can be considered by the EU Delegation and DG TRADE, in case their choice is logistically viable and ensures a significantly better outreach. The workshops will take place in a venue that will be rented by the contractor and appropriate to accommodate an audience of ca.50 people.

Telephone calls, videoconferences and other advanced telecommunications must also be used extensively, and efficiently, in order to minimise travel costs.

5.5 Logistical support

The Experts employed under this contract should be equipped with portable computer, an Egyptian-based mobile phone with an appropriate mobile plan, and have access to all relevant communication, report writing and printing facilities. No costs for the phone, internet and other communication tools will be reimbursed from the project budget.

5.6 Event organisation, if applicable

The workshops for the presentation of the four papers will be held preferably in Cairo and will last half a day with possible media coverage. Other venues can be considered by EU Delegation and DG TRADE in case their choice is logistically viable and ensures a significantly better outreach . They will last for half a day and will be organised in a venue that will be rented by the contractor and be appropriate to accommodate an audience of 50 people (e.g.: a three-star hotel or a room in a conference center). Participants will be offered a welcome coffee/tea and a coffee/tea breaks. One banner will be prepared and used for all the workshops. The facilities will be provided with what is necessary for an active presentation and participation, i.e. at least a projector connected to a computer and microphones. Participants will receive a folder with the main findings of the respective paper and basic stationery. Ideally, the possibility of a video link and/or interaction by distance should be considered to allow also those participants not being able to be physically present to follow the discussions and intervene (send questions in or be given the word)."

5.7 Feedback

The contractor is expected to present the results to the EU Delegation as described above. In addition, regular monitoring meetings will be held with the Delegation, every month. The participation of DG TRADE could be facilitated through the use of video-conferences. The project leader should always attend such meetings and be physically present at least for the initial Briefing Meeting (Month 1), the initial overview report (Month 4), the presentation of the draft report (Month 8) and the presentation of final report (Month 11). The senior experts should be physically present at least at the workshops related to the paper study of their competence (Month 13).

6. ADMINISTRATIVE INFORMATION

6.1 Interviews

The Delegation reserves the right to request an oral interview with the experts proposed by the potential contractor before deciding on the signature of the contract. The date and time of this/there interview/s will be confirmed in advance.

6.2 Authorised items to forseen under "reimbursables"

Reimbursable item include

- Travel to Cairo for kick-off and monthly meetings and to the workshops
- Organisation of the workshops
- Printing of the studies

Expenditure verification by an external auditor is required for contracts over EUR 300 000.Costs related to the expenditure verification are eligible costs. The Expenditure verification TOR to be used are attached.

6.3 Reporting requirements

The contractor will submit to the Contracting Authority and the EU Delegation the following documents in English, in one original with two copies and in electronic format. All deliverables should be written in a clear and concise way:

1. A detailed Plan of Activities (Week 2-3). This plan will include a brief outline of the proposed approach, all the activities that are foreseen in the project and a clear timetable. It will include a breakdown of activities by expert, with a clear allocation of the working

days. It will be updated and reviewed following the regular monitoring meetings with the Delegation, until the completion of the assignment.

2. An initial overview report, made of five parts: one introductory, overall part and one report per area (Month 4). For the content of each part, see section 3.5 of this document, under point 3. Each part should consist of maximum 25 pages, annexes excluded.
3. A draft report, made of four parts: one introductory, overall part and one report per area, open to comments and requests for further elaboration by the EU Delegation and DG Trade (Month 8). Each part should consist of maximum 30 pages, annexes excluded.
4. A first version of the final report of each of the four papers (Month 11). Each part should consist of maximum 30 pages, annexes excluded.
5. Report on each of the workshops for the presentation of the four papers (Month 14), that will eventually feed into the definitive report of each paper. Each part should consist of maximum 1 pages of written content.
6. The final version of the report made of five parts: one introductory, overall part and one report per area. Each part should consist of maximum 30 pages, annexes excluded
7. Delivery of 150 copies of each paper, for a total of 600 copies.

6.4 Progress reports

The Contractor will send by e-mail Progress Reports every four weeks summarising in one page the progress of the work made with reference to the Plan of Activities. The Contractor will report particularly on difficulties encountered and mitigation measures taken or suggestions for changes in the work plan to ensure that the required results of the assignment are achieved. The Commission may request a conference call if a Progress Report raises concerns about progress of the works.

6.5 Content, structure and graphic requirements for the reports

All final reports shall include an abstract of maximum 200 words, as well as specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority. The reports, including the executive summary, shall use the standard disclaimer and the graphic requirements described in point 5.3.2 of the terms of reference of the framework contract.

All documents and papers delivered by the contractor shall clearly mention on their first page a disclaimer stating that these are the views of the consultants/authors, contracted by the EU, and do not necessary reflect those of the European Commission: "*This report was commissioned and financed by the European Commission. The views expressed herein are those of the contractor and do not represent the official view of the European Commission*".

6.6 Delivery and general rules regarding reports

For each report, the Contractor shall first send a draft to the Commission services. The Commission shall either inform the Contractor that it accepts the draft or shall send the Contractor its comments within two weeks. If the Commission services will take longer than two weeks to respond, the clock will be stopped and the delivery date of the next deliverable can be adjusted accordingly. The Contractor shall then submit additional information or a revised report to the Commission addressing the Commission's comments.

The reports shall be drafted in a way to be easily understood by both trade and non-trade specialists.

All reports and files prepared by the Contractor shall be in English.

The initial drafts of the reports shall be transmitted to the project officer as electronic documents in both PDF and Word compatible formats. The final versions of the inception and the interim reports shall be submitted electronically in PDF and Word compatible formats to the project officer prior to their dispatch in annex of the invoices as indicated in the payment details. The final report shall be delivered to the Commission in electronic formats (PDF and Word-compatible formats).

The responsible Commission services shall decide on the quality/suitability of the services delivered under the contract, after possible discussion with the contractor, by the end of the contract. The final payment will be made upon submission of the corresponding invoice/s provided all the deliverables have already been finalised and approved by the Contracting Authority.