



**Interreg  
Europe**



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**CLIMATE**

**Vas County Government Office  
9700 Szombathely, Berzsenyi tér 1.**

## **CALL FOR TENDERS**

**INTERREG EUROPE PROGRAMME**

**CLIMATE - 02C0588 project**

**"Improving EU regions' environmental and socioeconomic resilience  
to climate change" project**

**Provision of external expertise at project level for the  
communication and dissemination of the results of the CLIMATE  
project**



## CALL FOR TENDERS

### 1. Contracting Authority:

**Vas County Government Office/Vas Vármegyei Önkormányzati Hivatal**

Address: H - 9700 Szombathely, Berzsenyi D. square 1.

E-mail: info@vasmegye.hu

Legal representative: **Dr. Péter Balázs** Head of office

### 2. A short presentation of the project:

Extreme weather events attributed to climate change are expected to increase in intensity and frequency even under the best-case climate scenario (1.5°C average temperature rise), exacerbating existing territorial stresses and further challenging regional authorities' preparedness & adaptive capacities to operationally deal with emergencies (heatwaves, floods, coastal erosion) and build climate resilience.

CLIMATE brings together 9 partners from 8 EU countries, with different levels of climate regulatory maturity & operational competency, to put in place an integrated climate governance approach that will address the root causes of territorial vulnerability and promote proactive disaster management planning. Through joint policy learning and exchanges of experiences, partners will improve their territorial policies by strengthening their capacities to:

- Advance regulatory convergence and multi-dimensional climate resilience planning
- Highlight the role of civil protection as an integral part of climate governance
- Deal with climate uncertainty and the lack of evidence-based risk/impact assessment
- Employ a bottom-up, socially inclusive approach to hazards management
- Mobilise investments for climate-resilient infrastructures.

### 3. Subject of the Call for Tenders:

With the support of the **Interreg Europe Programme**, in the framework of the project **02C0588, CLIMATE, " Provision of external expertise at project level for the communication and dissemination of the results of the CLIMATE project"**, on the basis of the document "Specification of the professional content and tasks to be performed" in Annex 1 to this Call for Tenders.

### 4. Type of purchase:

Procurement below the threshold for public procurement with at least three tenderers.

The type of contract is a contract for services.



The Contracting Authority informs the Tenderers that it considers the tenders submitted in this procedure as indicative tenders in support of a possible public procurement procedure and will terminate this procurement procedure without a call for results.

**5. Duration of the contract, deadline for performance:**

Continuously from the signature of the contract until 28 February 2028 at the latest, and/or both parties have fulfilled all obligations herein.

**6. The offer price and payment terms:**

The Tenderer must specify the tender price in EUR, indicating the net offer price, by completing the "Offer Form" (Annex 3).

The successful tenderer may issue and submit partial invoices with the following content:

- the document must bear the title "Invoice" according to the regulations of the country concerned (e.g: Invoice, Factura...);
- number of invoice
- the issuer (tenderer company) of the invoice
- name of buyer (Vas County Government Office)
- name of the service provided
- invoice amount;
- date of issue and date of execution of the invoice.

Pre-performance is acceptable.

if there are several performances within 30 days, the Contracting Authority will accept a single invoice after the last performance, rather than separate partial invoices.

Partial invoices may be issued during the continuous performance of the contract in accordance with the periods of partial performance (per sub-tasks) as set out in the table below:

Title of subtask	Deadline for implementation
Sub-task 1 - Develop a communication strategy and visual identity for the project	30 September 2024
Sub-task 2 - Creating an online dissemination tracking spreadsheet where the progress of dissemination activities will be tracked and monitored and the creation of a database of stakeholder organisations/target groups	30 November 2024
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 2	01 December 2024



Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 3	30 April 2025
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 4	31 October 2025
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 5	30 April 2026
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 6	31 October 2026
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 7	30 April 2027
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 8	31 October 2027
Sub-task 4 – Monitoring of KPI results	28 February 2028
Sub-task 5 - Establish communication channels and continuously update their content. a. Design of communication channels	30 September 2024
Sub-task 5 - Establish communication channels and continuously update their content. b. Continuous updating of the content of the communication channels	28 February 2028
Sub-task 6 - Production of promotional material a. Preparation of an information project flyer in English in digital and print format	31 October 2024
Sub-task 6 - Production of promotional material b. Editing 1 newsletter per semester in English with a minimum of two A4 pages Develop 1st semester's newsletter	31 October 2024
Sub-task 6 - Production of promotional material b. Editing 1 newsletter per semester in English with a minimum of two A4 pages Develop 2nd semester's newsletter	10 February 2025
Sub-task 6 - Production of promotional material b. Editing 1 newsletter per semester in English with a minimum of two A4 pages Develop 3rd semester's newsletter	01 September 2025
Sub-task 6 - Production of promotional material b. Editing 1 newsletter per semester in English with a minimum of two A4 pages	10 February 2026



Develop 4th semester's newsletter	
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 5th semester's newsletter</p>	01 September 2026
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 6th semester's newsletter</p>	10 February 2027
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 7th semester's newsletter</p>	01 September 2027
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 8th semester's newsletter</p>	01 February 2028
<p>Sub-task 6 - Production of promotional material</p> <p>c. 1 promotional video with English soundtrack and English subtitles min. 1,5 - max. 3 minutes, with content related to the launch of the project</p>	31 October 2024
<p>Sub-task 6 - Production of promotional material</p> <p>d. 3 promotional videos with English soundtrack and English subtitles min. 1,5 - max. 5 minutes, with content related to the project results</p> <p>Short film presenting the results of the 1st and 2nd semester of the project</p>	15 February 2025
<p>Sub-task 6 - Production of promotional material</p> <p>d. 3 promotional videos with English soundtrack and English subtitles min. 1,5 - max. 5 minutes, with content related to the project results</p> <p>Short film presenting the results of the 3rd and 4th semester of the project</p>	15 February 2026
<p>Sub-task 6 - Production of promotional material</p> <p>d. 3 promotional videos with English soundtrack and English subtitles min. 1,5 - max. 5 minutes, with content related to the project results</p> <p>Short film presenting the results of the 5th and 6th semester of the project</p>	15 February 2027
<p>Sub-task 6 - Production of promotional material</p> <p>e. 1 promotional video with English soundtrack and English subtitles min. 1,5 - max. 3 minutes, with content related to the final event of the project</p>	01 September 2027



The above deadlines apply to contract signed by 11 September 2024. If the contract is signed after that date, the deadlines for subtask 1, subtask 4(a), subtasks 5(a) and 5(c) will be postponed by the number of days until the contract is signed.

The countervalues for the partial performance periods shall be paid by bank transfer within 30 days of the date of issue of the invoices, on the basis of the partial invoices and invoice notes issued by the Vas County Government Office following the issue of the certificates of professional performance, after the completion of the partial performance periods up to the deadlines for performance specified in the table above. The successful tenderer shall provide detailed accounts of the tasks performed during the partial period of performance.

Invoices are issued and paid in **EUR**.

Invoices not issued electronically must indicate the programme and project identifier: Interreg Europe Programme CLIMATE - project 02C0588.

Invoices issued by electronic means will be accepted only the following statement is entered in the comments section of the electronic invoice: Interreg EUROPE Programme CLIMATE - Project 02C0588.

#### 7. Criteria for evaluating offers:

The Contracting Authority informs the Tenderers that the successful Tenderer in this Call for Tenders is the Tenderer offering the lowest amount of consideration on the basis of the "**Total Net Offer Price**" as indicated on the Offer Form.

The Contracting Authority reminds Tenderers that they must declare capacity as independent Tenderers (conflict of interest between the Tenderers) after the opening of the Offers.

#### 8. How to submit a tender:

The Tenderer must submit its offer in a sealed envelope, 1 original copy, by post registered mail, or scanned after signature, by e-mail.

##### *a) By post, if sent by registered mail*

the address at which the offer was submitted:

for Dr. Péter Balázs, Head of office  
Vas Vármegyei Önkormányzati Hivatal  
H - 9700 Szombathely, Berzsenyi D. tér 1.

**The envelope** containing the offer must indicate:



**Tender - Provision of external expertise at project level for the communication and dissemination of the results of the CLIMATE project**

**It cannot be opened before the deadline for submission of tenders!**

***b) If submitted by e-mail***

address for submission of tenders: [beszerzes@vasmegye.hu](mailto:beszerzes@vasmegye.hu)

It must be indicated in *the subject line of the message:*

**Tender - Provision of external expertise at project level for the communication and dissemination of the results of the CLIMATE project**

**9. a) Deadline for submission of tenders:**

5 September 2024, 9.00 a.m.

**b) Place and time of opening of tenders received:**

Vas Vármegyei Önkormányzati Hivatal, Official premises of the international department

H - 9700 Szombathely, Berzsenyi D. square 1.; 5 September 2024, 9.30 a.m.

- c)** The Contracting Authority draws the attention of Tenderers to the fact that tenders prepared within the framework of this Call for Tenders must be submitted in such a way that the tender is certified as received to the Contracting Authority by the deadline specified in paragraph 9/a of this Call for Tenders.

**10. The planned date of conclusion of the contract:**

The Contracting Authority informs the Tenderers that it will enter into a contract with the successful Tenderer, as determined by the Contracting Authority, submitted within the framework of this Call for Tenders, expected to be within 15 working days after the opening of the tender, in accordance with the Call for Tenders and the content of the successful offer submitted within the framework of this Call for Tenders.

**11. Mandatory content of the offer:**

- a completed Offer Form (Annex 3)
  - Company details of the tenderer
  - Offer Price table
  - Tenderer's declarations



## 12. The way offers are evaluated:

- 12.1. The evaluation of the offers will be based on the Offer Form (Annex 3), which must be completed in full and submitted.
- 12.2. Proposals will be evaluated without negotiation.
- 12.3. The Contracting Authority informs the Tenderers that they will not be given the opportunity to rectify any deficiencies in their submitted tenders.
- 12.4. The Contracting Authority informs the Tenderers that it will notify all Tenderers in writing of the evaluation of the offers submitted in response to this Call for Tenders.
- 12.5. The Contracting Authority informs the Tenderer that if the Tenderer's offer does not comply with any of the requirements of the Call of Tenders, the procuring entity shall consider the Tenderer's offer to be invalid.

## 13. The offer submitted is invalid if

- 13.1. the offer was received after the deadline for submission specified in point 9 of the Call for Tenders, or
- 13.2. the offer has not been received in accordance with point 8 of the Call for Tenders, or
- 13.3. the offer is not submitted on the form complying with points 11 and 12.1 of the Call for Tenders, or
- 13.4. the Tenderer has not submitted its offer in the appropriate currency as specified in point 6 of the Call for Tenders, or
- 13.5. the Tenderer did not give its offer in EUR to two decimal places, if not whole numbers, where this is technically justified (Offer Form of the Call for Tender), and the Tenderer did not take account of the rules of mathematical rounding, or
- 13.6. the Tenderer is not qualified to perform all (parts of) the activities and does not designate a subcontractor in its offer, or
- 13.7. the Tenderer does not include in its proposal at least one project work within the 5 years preceding the submission of the offer, for the implementation of reference communication actions financed by the Interreg Europe Programme, or
- 13.8. fails to declare its capacity as an independent Tenderer by the deadline after the dismantling.

## 14. Others:

- 14.1. *Conditions for the use of a subcontractor:*





- 14.1.1. If the Tenderer wishes to involve a subcontractor in the performance of the contract, it must indicate this in its offer. Should the use of subcontractors become necessary during the performance of the contract, this shall only be possible after notification to and approval by the Contracting Authority.
- 14.1.2. A Tenderer may not be a Tenderer or a subcontractor in this procurement in any other offer other than its own.
- 14.1.3. The successful Tenderer must ensure transparency regarding the content, amount and payment of subcontracts!
- 14.1.4. Copies of the subcontractor's invoices and supporting documents certifying payment must be submitted to the Contracting Authority within 30 days of payment.
- 14.2. No more alternative offers can be made!
- 14.3. The Contracting Authority draws the attention of the Tenderers to the fact that when entering into a contract, the contracted company must provide the personal data of its owners over 25%, such as date of birth and personal tax identification number, in a declaration.
- 14.4. Offer submission period: 90 days
- 14.5. The Contracting Authority draws the attention of Tenderers to the fact that the Contracting Authority reserves the right to declare the procedure announced in this Call for Tenders ineffective without giving any reason. The Contracting Authority draws the attention of Tenderers to the fact that this Call for Tenders does not create any contractual obligation.
- 14.6. For any further questions, please contact Anita Bálint at the following contact details:  
e-mail: [balint.anita@vasmegye.hu](mailto:balint.anita@vasmegye.hu)

**Annexes to the call for proposals:**

Annex 1: Specification of professional content, details of tasks to be performed

Annex 2: Work plan in the Application Form, broken down by semester

Annex 3: Offer Form

Szombathely, 28 August 2024.

  
**Dr. Péter Balázs**  
head of office





## **Specification of professional content, details of tasks to be performed**

Call for Tenders: "Provision of external expertise at project level for the communication and dissemination of the results of the CLIMATE project" in the framework of the INTERREG EUROPE Programme (IE Programme) 02C0588 "Improving EU regions' environmental and socioeconomic resilience to climate change" project

The project's communication activities aim to:

- Disseminate best practices on integrated climate governance, to improve partners' operational capacities and guide policy developments in CLIMATE territories.
- Raise public awareness on territorial vulnerabilities and adaptation needs, and promote stakeholders' engagement in the design, implementation and appraisal of civil protection and climate resilience measures.
- Diffuse the advancements made in partners' PIs, to secure beneficiaries' support and participation in relevant calls/measures.

Task definition:

**1. Sub-task - Develop a communication strategy and visual identity for the project.**

**Deadline: 30 September 2024.**

**a. Preparation of a communication strategy in English (min. 25 A4 pages), based on the main priorities of the objectives set out in the Application Form, with the following minimum content:**

- drafting key messages related to the communication objectives set out in the Application Form,
- a detailed description of how the project communication activities will be developed, with a timetable and responsibilities,
- their target groups at project and regional level and the most effective ways to reach them,
- a precise description of the communication tools and channels,
- guidelines for internal and external communication,
- preparation of communication activities semestrial plans,



- and a methodology to measure the impacts of the communication activities included in the strategy,
- the conditions for reaching the targets set out in the Application Form
- creation of a chapter on compliance with GDPR rules.

**b. Create a visual presentation of the project, focusing on the following elements:**

- 1 project slogan, 5 tagging keywords,
- 1 project photo,
- min. 3 project design elements, templates (e.g. RollUp design - 85\*200 cm; reports/documents template etc.),
- creating at least 20 background images (e.g. using photos, graphics) for partners to edit news.

Maintaining constant contact with the Contracting Authority during the performance of each task, sharing draft versions with the Contracting Authority. Acceptance of the final visual design element by the Contracting Authority.

Only legally valid design elements may be used in this activity.

**2. Sub-task – Creating an online dissemination tracking spreadsheet where the progress of dissemination activities will be tracked and monitored and creation of a database of stakeholder organisations/target groups. Deadline: 30 November 2024.**

**a. Creating an online dissemination tracking spreadsheet where the progress of dissemination activities will be tracked and monitored based on the following criteria:**

- develop a dissemination tracking tool to report and monitor the progress of dissemination activities based on the targets, metrics and channels included in the Application Form,
- developing the possibility of improving the continuous monitoring process by collecting feedback

**b. To create a database of organisations/target groups relevant to the project theme, according to the following criteria:**

- create an online database spreadsheet, which will mainly include categories of relevant stakeholders (the definition of the data content of the database in agreement with the Contracting Authority),
- ongoing update of the online database spreadsheet.



**3. Sub-task - Based on the communication strategy, updating the communication plan per semester according to the following criteria:**

- updating of identifying the outcomes and events to be achieved during the semester,
- updating of their target group association,
- deadlines for the preparation of communication activities: the communication strategy will be considered as the communication plan for the first semester; semester 2: 01 December 2024; semester 3: 30 April 2025; semester 4: 31 October 2025; semester 5: 30 April 2026; semester 6: 31 October 2026; semester 7: 30 April 2027; semester 8: 31 October 2027.

**4. Sub-task – Monitoring of KPI results. Deadline: 28 February 2028**

- monitoring KPI target results and collecting them on a selected platform, verifying metrics such as account activity and video views, and communicating with partners to remind them of their obligations:

ONLINE TOOLS

- Website (12K visitors proposed)
- Accounts on LinkedIn, Facebook, Instagram (800 followers, 75 people proposed reached per post)
- 8 semi-annual newsletters
- 5 promotional videos (3K views proposed)

MEDIA APPEARANCES & EVENTS

- 8 infodays and a final dissemination event (3K attendees proposed)
- 16 press conferences, 110 press releases, 40 media appearances (approximate numbers)
- Participation in 32 3rd party and 8-16 IE events

ON-SITE ACTIVITIES

- Brochure distribution (1800 copies proposed)
- Posters placed at events and partners' facilities (120 copies proposed)
- the KPI targets, as outlined in the Application Form copied to here, are indicative and proposed target's numbers.

**5. Sub-task - Establish communication channels and continuously update their content. Deadline for development: 30 September 2024, for continuous updating of content: 28 February 2028.**



**a. Establish communication channels according to the following criteria:**

- full development of the project's website on LinkedIn, Facebook and Instagram social media platforms (after its creation by the Contracting Authority) with administrative rights using the design elements received from the project IE Programme and prepared in Section 1. b. of this Call of Tenders.

**b. Continuous updating of the content of communication channels according to the following criteria:**

- uploading news content (with the visual elements created in subtask 1, digitally changing background photos and following the Programme's Communication Manual) on the project website provided by the Programme: <https://www.interregeurope.eu/climate> on an average minimum one per month (at least 6 items per semester). Displaying topic-specific content from partners, stakeholder organisations, IE Programme and other informed channels on the project's theme, events, activities, results,
- uploading preliminary events from partners, stakeholder organisations, IE Programme and other informed channels to the project website events,
- sharing news and events from the project website on the project pages of all three social media platforms,
- trending news/events on social media (target group specific wording, design, visual elements),
- the use of visibility tools to ensure that the target reach numbers are met on the social media platform, e.g. @; # etc.

**6. Sub-task - Production of promotional materials**

**a. Preparation of an information project flyer in English in digital and print format as follows (Deadline: 31 October 2024):**

- using the design elements received from the IE Programme of the project and those prepared under Subtask 1. b. of this Call of Tenders,
- in accordance with the content requirements of the communication strategy, in order to present the objectives of the project or partnership,
- Production of an information project flyer with A4 paper size, in digital and ready-to-print format (including graphic and text design; design of text boxes with variable content),
- consultation with the Contracting Authority before finalising the information project flyer.



**b. Editing 1 newsletter per semester in English with a minimum of two A4 pages, based on the following criteria:**

- processing the actual results of the project using photos/charts in the form of news in a newsletter format specifically designed for the interested organisations and sending it to the Contracting Authority,
- at least 1 newsworthy results per newsletter,
- using links to the project results on the project website,
- providing the design elements and the text of the newsletter to the Contracting Authority in a separately editable format (which ensures that the project partners can translate the newsletter into their own language)
- deadlines for newsletters: 1st semester: 31 October 2024; 2nd semester: 10 February 2025; 3rd semester: 01 September 2025; 4th semester: 10 February 2026; 5th semester: 01 September 2026; 6th semester: 10 February 2027; 7th semester: 01 September 2027; 8th semester: 01 February 2028.

**c. 1 promotional video with English soundtrack and English subtitles min. 1,5 - max. 3 minutes, with content related to the launch of the project, based on the following criteria (Deadline: 31 October 2024):**

- a short film presenting the general objectives, partnership and main activities of the project,
- the possibility to use animation, illustrations and photos,
- Providing a draft of the video (synopsis) to the Contracting Authority,
- making shots, animations, graphics, photos, post-production, editing, cutting,
- continuous communication with the Contracting Authority, approval of the audio and visual content of the film by the Contracting Authority before finalisation,
- supplying the English subtitles of the short film to the Contracting Authority in WORD format, and if required, after the partners provide the translated subtitles, integrating these subtitles and producing the various video versions,
- the project logo, the project's funding background at the end of the finished video.

**d. 3 promotional videos with English soundtrack and English subtitles min. 1,5 - max. 5 minutes, with content related to the results of the project, based on the following criteria:**

- short film presenting the results of the 1st and 2nd semester of the project, deadline: 15 February 2025,



- short film presenting the results of the 3rd and 4th semester of the project, deadline: 15 February 2026,
- short film presenting the results of the 5th and 6th semester of the project, deadline: 15 February 2027,

For all three videos:

- the possibility to use animation, illustrations and photos,
- Providing a draft of the video (synopsis) to the Contracting Authority,
- making shots, animations, diagrams, photos, post-production, editing, cutting,
- continuous communication with the Contracting Authority, approval of the audio and visual content of the film by the Contracting Authority before finalisation,
- supplying the English subtitles of the short film to the Contracting Authority in WORD format, and if required, after the partners provide the translated subtitles, integrating these subtitles and producing the various video versions,
- the project logo, the project's funding background at the end of the finished video.

**e. 1 promotional video with English soundtrack and English subtitles min. 1.5 - max. 3 minutes, with content related to the final event of the project, based on the following criteria (Deadline: 01 September 2027):**

- short film about the final event of the project,
- the possibility to use animation, illustrations and photos,
- Providing a draft video (synopsis) to the Contracting Authority,
- making shots, animations, diagrams, photos, post-production, editing, cutting,
- continuous communication with the Contracting Authority, approval of the audio and visual content of the film by the Contracting Authority before finalisation,
- supplying the English subtitles of the short film to the Contracting Authority in WORD format, and if required, after the partners provide the translated subtitles, integrating these subtitles and producing the various video versions,
- the project logo, the project's funding background at the end of the finished video.

For all parts of the assignment, it is generally understood that the photos, graphics, images, animations, video content used must not contain any brand or trademark details and must be copyrighted.

Annex 2 to the call for proposals contains the semester breakdown of the work plan communication activity included in the Application Form.



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**The Contracting Authority will provide:**

- branding elements provided by the IE Programme (e.g. logo, A3 poster, etc.)
- any other (background) information needed about the project.





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Annex 2 to the call for tenders

## **The work plan in the Application Form, broken down by semester**

Performance (%)

100

### C.6 Communication strategy

Please indicate the overall objectives of the project's communication strategy.

- Disseminate best practices on integrated climate governance, to improve partners' operational capacities and guide policy developments in CLIMATE territories.
- Raise public awareness on territorial vulnerabilities and adaptation needs, and promote stakeholders' engagement in the design, implementation and appraisal of civil protection and climate resilience measures.
- Diffuse the advancements made in partners' PIs, to secure beneficiaries' support and participation in relevant calls/measures.

498/500

Please describe the target groups of your communication strategy.

- Public authorities responsible for crisis management, infrastructure, and the environment
- Civil emergency planning and protection units
- Meteorological and climate data services
- Regional development agencies
- CSOs promoting environmental sustainability and social cohesion
- NGOs combatting climate change
- Universities in the field of environmental engineering and sustainable development
- Economic operators from high polluting industries and sectors at greatest risk from climate change

491/500

Please explain the main communication tools and channels (including social media outreach) that will be used.

- ONLINE TOOLS**
- Website (12K visitors)
- Accounts on LinkedIn, Facebook, Instagram (800 followers, 75 people reached per post)
- 8 semi-annual newsletters
- 5 promotional videos (3K views)
- MEDIA APPEARANCES & EVENTS**
- 8 infodays and a final dissemination event (3K attendees)
- 16 press conferences, 110 press releases, 40 media appearances
- Participation in 32 3rd party and 8-16 IE events
- ON-SITE ACTIVITIES**
- Brochure distribution (1800 copies)
- Posters placed at events and partners' facilities (120 copies)

497/500

Please describe briefly how the communication strategy will be implemented and evaluated.

## Semester 1 (Core phase)

### Exchange of experience

#### A1. JOINT THEMATIC STUDIES

A1.1: Joint identification of the environmental and socioeconomic factors of CLIMATE territories' vulnerability to climate hazards, vis-à-vis partners' climate adaptation policies and natural & built environment territorial regulations

A1.1 includes the collection, exchange, and analysis of territorial evidence pertaining to a) the evolving weather patterns and projections for future climate conditions in partners' areas, and b) the environmental and socioeconomic factors that act as drivers for CLIMATE areas' exposure and vulnerability to the anticipated climate hazards in the short, mid, and long term (i.e., 5, 10, 15-20 years). This will be juxtaposed to partners' climate governance frameworks to identify gaps regarding climate knowledge management, disaster risk prevention mechanisms, civil protection services, environmental management, climate communication and community engagement, as well as discrepancies and complementarities with land use, environmental, waste management and building regulations in place. STARA ZAGORA and FLA will coordinate data collection and analysis activities, enabling partners to co-shape a whole-of-government approach to climate change resilience.

#### A2. STAKEHOLDER LEARNING & INTRAREGIONAL EXCHANGES

A2.1: Regional stakeholder meetings

The partnership will organise periodic stakeholder meetings (one/semester) to engage key actors in the regional exchange of experience. In semester 1, partners will organise the 1st meeting to discuss with stakeholders a) the current state of play in their territory, b) the most pressing needs related to civil protection and climate hazards management, and c) the lessons learnt from A3.1. FLA guide the organisation of stakeholder group meetings, and provide recommendations for the facilitation of the experience-sharing process. Partners will draft summary reports on the experiences gathered.

#### A3. INTERREGIONAL POLICY LEARNING & CAPACITY BUILDING

A3.1: Site visit to Ionian Islands' Emergency Coordination Centre and workshop on emergency response protocols

RII will organise a site visit to the region's Emergency Coordination Centre (located in Corfu island), along with an interregional workshop on emergency response protocols, in order to improve CLIMATE territories' prevention, preparedness, and response (planning) capacities to counter climate-related threats, with a particular focus on wildfires, floods, and coastal erosion. RII will deliver an input paper to guide CLIMATE partners in drawing up effective emergency response protocols, addressing the following aspects: a) risk assessment and hazard scenarios, b) emergency communication and public

2996/3000

### Communication

#### B1. OPERATIONALISATION OF THE COMMUNICATION STRATEGY

- Draw up the communication plan (VVOH)
- Create a dissemination tracking tool and a shared stakeholders' database (VVOH)
- Establish visual identity incl. logo, tagline, templates, background photo (VVOH)
- Provide input on target groups (ALL)

#### B2. DEVELOPMENT & UPDATE OF COMMUNICATION INFRASTRUCTURES

- Set up and administer project website and accounts on social media (VVOH)

#### B3. CREATION OF DISSEMINATION MATERIALS

- Create project brochure and poster using IE templates (VVOH)
- Shot a welcome video (VVOH)
- 1st newsletter (VVOH)
- Place project posters on own premises (ALL)
- Translate & disseminate materials (ALL)

#### B4. DIRECT OUTREACH CAMPAIGNS & NETWORKING ACTIVITIES

- Participate in 1-2 Programme events (RII, VVOH)
- Carry out the 1st online marketing campaign via email & social media to introduce CLIMATE and diffuse policy conclusions from A3.1 (ALL)
- Attend 3rd party events to disseminate the project and explore synergies (ALL)

991/1000

### Management

## Semester 2 (Core phase)

Exchange of experience

### A1. JOINT THEMATIC STUDIES

A1.1: Joint identification of the environmental and socioeconomic factors of CLIMATE territories' vulnerability to climate hazards, vis-à-vis partners' climate adaptation policies and natural & built environment territorial regulations  
DRENTHE will prepare an analysis to enhance partners' understanding on the root causes of their areas' vulnerability to current & projected climate hazards and hence increase their capacity to develop future-proof adaptation responses through their PIs. The analysis will outline the main areas of intervention for bolstering climate resilience, elaborating on specificities that need to be addressed by each partner individually. It will also reveal shortages and discrepancies in climate information and risk assessment frameworks in partners' territories. In parallel, and within the context of a "whole-of-government" approach, FLA will take into account strengths, weaknesses and gaps in current territorial climate strategies in order to guide the joint (re)shaping of an encompassing and streamlined policy framework for climate resilience via the convergence and alignment of climate, spatial planning, environmental and sectoral development regulations.

A1.2: Assessment of partners and competent authorities' adaptive capacity and operational needs at structural level to cope with climate events and impacts  
RII will provide guidelines for targeted authorities in CLIMATE territories to assess their capacity to put in place effective measures to reduce the likelihood & magnitude of adverse outcomes resulting from climate hazards, reflecting on geographical (e.g., topography), socioeconomic (e.g., income inequalities), environmental (e.g., ecosystem fragility) and institutional (e.g., enforcement of regulations) conditions. A1.2 also includes a survey with public administrations' executives to pinpoint organisational needs to support the design/implementation of climate responses through PIs.

### A2. STAKEHOLDER LEARNING & INTRAREGIONAL EXCHANGES

#### A2.1: Stakeholder meetings

Partners will organise a 2nd stakeholder meeting to diffuse A1.1, A1.2, A1.3 results, and prepare a report to summarise lessons learnt for policy learning purposes.

### A3. INTERREGIONAL POLICY LEARNING & CAPACITY BUILDING

A3.3: Site visit to the Finnish Meteorological Institute and workshop on climate information technologies and knowledge management practices.  
HSY will organise a) a site visit to the Finnish Meteorological Institute in Helsinki, and b) an interregional workshop on climate information management, both aimed at increasing partners' operational capacity in systematising the use of weather data in climate governance. The interregional process will be facilitated by a background study on a) best available technologies for climate monitoring (e.g.,

2993/3000

Communication

### B1. OPERATIONALISATION OF THE COMMUNICATION STRATEGY

- Draw up the semestrial action plan (VVOH)
- Provide input on target groups, activities, KPIs (ALL)

### B2. DEVELOPMENT & UPDATE OF COMMUNICATION INFRASTRUCTURES

- Update the project website and social media pages with latest project news and good practices (VVOH)
- Deliver content for social media, interact with target groups, and share publications in own portals (ALL)

### B3. CREATION OF DISSEMINATION MATERIALS

- Create a teaser video with annual project news & sectoral developments (VVOH)
- 2nd newsletter (VVOH)
- Translate the newsletter and adapt the video to suit local audience (ALL)
- Press release on A3.3 and A2.1 results (ALL)

### B4. DIRECT OUTREACH CAMPAIGNS & NETWORKING ACTIVITIES

- Participate in 1-2 Programme events (RII, VVOH)
- Launch an online marketing campaign to disseminate 2nd semester results (A1.1, A1.2), and diffuse policy conclusions from A3.3 (ALL)
- Attend 3rd party events to disseminate project outcomes (ALL)

9877/1000

Management

## Semester 3 (Core phase)

### Exchange of experience

#### A1. JOINT THEMATIC STUDIES

A1.2: Assessment of partners and competent authorities' adaptive capacity and operational needs at structural level to cope with climate events and impacts  
Based on partners' input, RII will prepare a technical report a) presenting partners' adaptive capacity to climate variability as estimated on the basis of geospatial, institutional, environmental, socioeconomic conditions, the nature of climate hazards faced and the scale of adaptation, b) elaborating on specific policy advancements needed to raise CLIMATE territories' coping range and adaptive capacity. The report will underline the operational challenges (e.g., intradepartmental collaboration) and organisational limitations (e.g., financial resources) associated with the implementation of an integrated climate governance approach as set out in section C3.

A1.3: Exchange of practices in disaster risk management and reactive emergency measures to extreme weather events and climate hazards.  
BRUSSELS will deliver research guidelines for partners to identify good practices on disaster risk reduction and reactive emergency management measures. The exchange will focus on a) awareness raising and education, b) small scale risk mitigation interventions (e.g., nets for landslides, warning signs, assembly points), c) emergency and life protection operations (e.g., evacuations, transportation arrangements), and d) early warning and surveillance systems. VVOH will evaluate the cases exchanges and prepare an operational guide on how to integrate, adapt and build upon these practices to improve climate hazards preparedness and management, based on partners' appraisal of effectiveness and transferability potential. Cases will be organised by type of hazard and geographical context.

#### A2. STAKEHOLDER LEARNING & INTRAREGIONAL EXCHANGES

##### A2.1 Regional stakeholders' meetings

All partners will organise a 3rd regional stakeholder meeting to discuss the results obtained in A1.2, A1.3 and A3.2, and prepare a report to summarise the lessons learnt for policy learning purposes.

#### A3. INTERREGIONAL POLICY LEARNING & CAPACITY BUILDING

A3.2: Interregional workshop on joint civil protection operations  
DRENTHE will host a two-day interregional workshop on the organisation of joint civil protection operations for addressing emergencies that transcend regional boundaries. The workshop will be based on a background paper outlining key planning and coordination principles to strengthen CLIMATE partners' capacities in: a) identifying cross-regional risks/emergencies, b) securing information systems' interoperability, c) pinpointing compatibility & complementarities between intervention teams, d) setting standardised operating procedures and protocols for disaster response governance, e) organising

2986/3000

### Communication

#### B1. OPERATIONALISATION OF THE COMMUNICATION STRATEGY

-Draw up the semestrial action plan (VVOH)

-Provide input on target groups, activities and KPIs (ALL)

#### B2. DEVELOPMENT & UPDATE OF COMMUNICATION INFRASTRUCTURES

-Update the project website and social media pages with the latest project news and good practices (VVOH)

-Deliver content for social media, support interactions with target groups, and share project publications in own portals (ALL)

#### B3. CREATION OF DISSEMINATION MATERIALS

-Issue the 3rd newsletter in EN (VVOH)

-Issue a press release on A3.2 and A2.1 results, and translate the newsletter (ALL)

#### B4. DIRECT OUTREACH CAMPAIGNS & NETWORKING ACTIVITIES

-Participate in 1-2 Programme events (RII, VVOH)

-Launch an online marketing campaign to disseminate 3rd semester results (A1.2, A1.3) and diffuse policy conclusions from A3.2 and A2.1 (ALL)

-Attend 3rd party events to disseminate project outcomes and explore synergies (ALL)

944/1000

### Management

## Semester 4 (Core phase)

Exchange of experience

### A3. INTERREGIONAL POLICY LEARNING & CAPACITY BUILDING

A3.4: Interregional workshop on climate-resilient infrastructure and green urban interventions  
 VIDZEME will organise an interregional workshop for CLIMATE partners & stakeholders to acquire operational insights on planning i) investments in critical infrastructures to address the risk of climate-induced disruptions that may affect the delivery of essential services including the provision of emergency aid in affected areas, and ii) green structural interventions to tackle urban heat islands effects. A background study with recommendations and best practices will be distributed beforehand, addressing aspects such as a) infrastructures' vulnerability appraisal and prioritisation of structural investments, b) feasibility studies and environmental impact assessments, c) funding schemes, d) simplification of approval procedures. Heat Island cooling strategies will be also presented.

A3.5: Interregional workshop on community engagement mechanisms to promote civic participation and inclusiveness in climate governance.  
 BRUSSELS will organise a 2-day interregional workshop for CLIMATE partners & stakeholders to comprehend the crucial role of public participation in climate governance structures, and explore ways to incorporate community engagement measures into PIs. The workshop will be based on a background study with guiding principles or how to foster community engagement and social inclusiveness across the different instances of climate planning and governance.

### A2. STAKEHOLDER LEARNING & INTRAREGIONAL EXCHANGES

#### A2.1 Regional stakeholders' meetings

Partners will organise the 4th regional stakeholder meeting on A3.4 & A4.5a results and prepare a report to summarise the lessons learnt for policy learning purposes. Emphasis will be placed on the endorsement by regional stakeholders of the recommended improvements in the PIs addressed.

### A4. POLICY INSTRUMENT ADVANCEMENT & CAPITALISATION RESOURCES

#### A4.1a: Joint evaluation and peer review of CLIMATE partners' territorial policy changes

A4.1a prescribes the formation of a working group, consisting of thematic curators with demonstrated experience and operational capacity in CLIMATE focal points - to be selected among partner organisations (for instance BRUSSELS on community planning) - to a) jointly review partners' planned actions as outlined in the revised PIs for improved climate governance, and b) deliver recommendations for further improvements, reflecting on each territory's development potential and evolving needs, and valorising the results from joint thematic analyses (A1), interregional policy learning activities (A3), and stakeholder meetings (A2). STARA ZAGORA will appoint thematic curators, deliver guidelines, and coordinate the joint peer-review process. The working group will convene twice, during

2998/3000

Communication

### B1. OPERATIONALISATION OF THE COMMUNICATION STRATEGY

-Draw up the semestrial action plan (VVOH)

-Provide input on target groups, activities and KPIs (ALL)

### B2. DEVELOPMENT & UPDATE OF COMMUNICATION INFRASTRUCTURES

-Update the project website and social media pages with the latest project news (VVOH)

-Deliver content for social media, interact with target groups, and share publications in own portals (ALL)

### B3. CREATION OF DISSEMINATION MATERIALS

-Create a teaser video with annual project news & sectoral developments (VVOH)

-Issue the 4th newsletter in EN (VVOH)

-Video adaptation and newsletter translation (ALL)

-Issue a press release on A3.4, A3.5 and A2.1 results (ALL)

### B4. DIRECT OUTREACH CAMPAIGNS & NETWORKING ACTIVITIES

-Participate in 1-2 Programme events (RII, VVOH)

-Launch an online marketing campaign to disseminate 4th semester results and diffuse policy conclusions from A3.4, A3.5 and A2.1 (ALL)

-Attend 3rd party events to disseminate project outcomes (ALL)

982/1000

## Semester 5 (Core phase)

Exchange of experience

### A3. INTERREGIONAL POLICY LEARNING & CAPACITY BUILDING

A3.6: Interregional workshop on the ecological restoration of natural ecosystems following extreme weather events and climate-induced disasters. FLA will organise an interregional workshop on the ecological restoration of natural ecosystems affected by climate hazards, addressing the following issues (based on an input paper): a) preliminary damage assessment and urgent stabilisation interventions to prevent an irreversible degradation, b) analysis of post-hazard effects and definition of restoration objectives grounded on environmental & socioeconomic factors, c) selection of restoration approach (natural regeneration or assisted restoration) based on topographic features, and d) monitoring of rehabilitation process.

### A2. STAKEHOLDER LEARNING & INTRAREGIONAL EXCHANGES

A2.1 Regional stakeholders' meetings

All partners will organise the 5th regional stakeholder meeting to discuss the results of A3.6 and A4.1, and draft summary reports on insights and results attained.

### A4. POLICY INSTRUMENT ADVANCEMENT & CAPITALISATION RESOURCES

A4.2: Joint working group to develop a "climate vulnerability and hazard assessment" framework.

A4.2 prescribes the formation of a joint working group (led by UPAT) that will compile an indicator framework - based on A1.1 and A1.3 and existing regional approaches - for CLIMATE public administrations to a) assess the probability of climate hazards, b) self-evaluate their preparedness and adaptive capacity, and c) identify areas that will be more severely affected by climate change impacts due to their socioeconomic attributes. The framework will be grounded on both environmental and socioeconomic variables to produce socio-spatial vulnerability indicators that will allow policy makers to prioritise climate adaptation and mitigation measures. Most importantly, the framework will serve as a decision support tool for improved PI management. It will be internally tested by all partners to

2042/3000

Communication

### B1. OPERATIONALISATION OF THE COMMUNICATION STRATEGY

-Draw up the semestrial action plan (VVOH)

-Provide input on target groups, activities, KPIs (ALL)

### B2. DEVELOPMENT & UPDATE OF COMMUNICATION INFRASTRUCTURES

-Update the project website and social media pages with the latest project news (VVOH)

-Deliver content for social media, interact with target groups, and share publications in own portals (ALL)

### B3. CREATION OF DISSEMINATION MATERIALS

-5th newsletter in EN (VVOH)

-Press release on A3.6 and A2.1 results, and translate the newsletter (ALL)

### B4. DIRECT OUTREACH CAMPAIGNS & NETWORKING ACTIVITIES

-Participate in 1-2 Programme events (RII, VVOH)

-Launch an online marketing campaign to disseminate 5th semester results (A4.1, A3.6, A2.1), and promote participation in CLIMATE info-days (ALL)

-Attend 3rd party events to disseminate project outcomes and explore synergies (ALL)

### B5. DISSEMINATION EVENTS

-Deliver guidelines for the organisation of the CLIMATE info-days (HSY)

988/1000

Management

Ongoing management activities to ensure smooth implementation and reporting of the project

N° of interregional policy learning events organised

<https://portal.interregeurope.eu/projects/1061/print-view>

## Semester 6 (Core phase)

Exchange of experience

### A4. POLICY INSTRUMENT ADVANCEMENT & CAPITALISATION RESOURCES

A4.3: Formation of climate specific intra-organisational structures within CLIMATE public administrations UPAT will set the framework conditions (in the form of jointly agreed statutory provisions) for the establishment of intra-organisational structures within CLIMATE public administrations, to take over PI governance for climate issues and overhaul the coordination and delivery of civil protection and climate adaptation policies at regional level. In particular, the role of these entities will be to a) integrate the lessons learnt from interregional activities into PI implementation and the administration's operational practices, b) ensure intra-departmental collaboration in planning and implementing response measures, c) promote cooperation with research institutes, CSOs, and economic actors to improve the availability and sharing of climate knowledge, d) seek for and leverage additional funding from available EU and national instruments/mechanisms for climate resilience projects, e) organise campaigns to improve public awareness on interconnected climate hazards and socioeconomic vulnerabilities & inequalities, and f) provide emergency management training to public administrations' staff. Each partner organisation will put in place a roadmap for the establishment of CLIMATE intra-organisational structures, complemented by an operational plan tailored to administration's particularities as well as the territorial climate adaptation priorities.

### A4.1b: Joint evaluation and peer review of CLIMATE partners' territorial policy changes

Based on the guidelines provided by STARA ZAGORA, partners through the appointed curators (one from each partner) will convene virtually at least three times to evaluate a) the achieved policy changes; namely improvements in the governance, structure and implementation of PIs (e.g., increased funding, new calls published, number of applications received) and b) the territorial impact accrued for the aforementioned policy changes (such as infrastructure upgrades, new emergency protocols, increased civic participation in climate planning). Emphasis will be placed on the exchange of the good practices identified by CLIMATE and successfully applied by partners throughout the core phase. This process is expected to lead to the adoption of additional measures or the revision of existing ones (if needed), with partners transferring successful approaches and advising on additional PI improvements to address implementation challenges and delays, and potential changes in the territorial state-of-play and policy priorities.

### A2. STAKEHOLDER LEARNING & INTRAREGIONAL EXCHANGES

#### A2.1 Regional stakeholders' meetings

2991/3000

Communication

### B1. OPERATIONALISATION OF THE COMMUNICATION STRATEGY

-Draw up the semestrial action plan and assess KPI achievement (VVOH)  
-Provide input on target groups, activities, KPIs (ALL)

### B2. DEVELOPMENT & UPDATE OF COMMUNICATION INFRASTRUCTURES

-Update project website & social media pages (VVOH)  
-Deliver content for social media and interact with target groups (ALL)

### B3. CREATION OF DISSEMINATION MATERIALS

-6th newsletter (VVOH)  
-Teaser video with project results & achieved impact (VVOH)  
-Video adaptation and newsletter adaptation (ALL)  
-Issue a press release on infodays (ALL)

### B4. DIRECT OUTREACH CAMPAIGNS & NETWORKING ACTIVITIES

-Participate in 1-2 Programme events (RII, VVOH)  
-Launch a marketing campaign to disseminate 6th semester results (A4.2, A4.3) and promote participation in infodays (ALL)  
-Attend 3rd party events to disseminate project outcomes (ALL)

### B5. DISSEMINATION EVENTS

-Organise an infoday in own region to present the achieved policy changes & territorial impact (ALL)

994/1000



## Semester 7 (Follow-up phase)

Monitoring results of main phase and, if applicable, exchange of experience

In the follow-up phase, all partners will continue monitoring and evaluating the extent and progress (i.e., maintaining momentum) of the policy change achieved in terms of supporting the implementation of climate resilience measures in their regions. Exchanges of experience within the partnership will keep taking place, with partners: a) sharing developments, achievements and shortcomings pertaining to enacting their policy instruments (PIs), and b) transferring lessons learnt to partners implementing action plans (if any) during the follow-up phase. Finally, stakeholders will be actively involved in the project, through their participation in the follow-up meetings and partners' networking and outreach activities.

### INTERREGIONAL EXCHANGE OF EXPERIENCE

#### A5.1 Assessment of PI and action plans implementation results

The activity is based on the approach put in place by (core phase) activity A4.1a; partners will document and evaluate territorial policy changes and exchange implementation lessons learned and good practices to improve ongoing and future policy making by the entire partnership. To that end, each partner will prepare a short report with the achieved policy changes or action plan progress (where applicable), also documenting and sharing new experiences and knowledge acquired during this period. As a joint working group, partners will employ the criteria and indicators from A4.1 to peer-review these reports and make recommendations for further policy advancements or corrective measures to be applied in semester 8. This activity will take place through virtual meetings (at least 3).

### MONITORING POLICY CHANGE

#### A5.2 Follow-up monitoring meetings

Partners and selected key stakeholders will meet once per semester, to discuss the territorial impact and benefits of the policy changes in each region, as well as the reports prepared in the context of A5.1. The good practices and lessons learned from policy implementation in each region will be a major focus of the discussion, to further support the interregional exchange of experience and facilitate improved and streamlined policy making. Emphasis will be placed on supporting partners facing difficulties in implementing their action plans and/or achieving policy change, with the consortium developing recommendations to be implemented in the following semester. The meetings will be held in a hybrid mode (i.e., both on-site and virtually), to achieve an increased participation from partners' key

2498/3000

Communication

### B1. OPERATIONALISATION OF THE COMMUNICATION STRATEGY

- Draw up the semestrial action plan (VVOH)
- Provide input on target groups, activities, KPIs (ALL)

### B2. UPDATE OF COMMUNICATION INFRASTRUCTURES

- Update project website & social media pages (VVOH)
- Deliver content for social media and interact with target groups (ALL)

### B3. CREATION OF DISSEMINATION MATERIALS

- 7th newsletter (VVOH)
- Teaser video for the final dissemination event (ALL)

### B4. DIRECT OUTREACH CAMPAIGNS & NETWORKING ACTIVITIES

- Participate in 1-2 Programme events (RII, VVOH)
- Launch a marketing campaign on the achieved policy changes and territorial developments (ALL)
- Attend a 3rd party event to disseminate project outcomes (ALL)

### B5. DISSEMINATION EVENTS

- Organise (virtual) briefings with local public authorities to share policy advancements, discuss implementation challenges, and streamline administration on municipal level.
- Deliver guidelines for the organisation of the CLIMATE final dissemination event (HSY)

993/1000

Management

## Semester 8 (Follow-up phase)

Monitoring results of main phase and, if applicable, exchange of experience

### INTERREGIONAL EXCHANGE OF EXPERIENCE

#### A5.1 Assessment of PI and action plans implementation results

Partners will continue evaluating the progress of action plans and (further) fostering the impact of policy changes during the final semester of the follow-up phase, employing the same procedure and processes as in semester 7. Further to this, and as a joint working group, partners will: a) update their policy recommendations based on any developments (within and outside the consortium) over the 8th semester, and b) lay the groundwork for the preparation of relevant policy instruments for the period 2028-2034 (i.e., local/regional climate adaptations plans, Regional Operational Programmes, and contributions to national climate strategies). This work will be documented by RII, to be utilised as a focal point of discussion in the final follow-up meeting.

### MONITORING POLICY CHANGE

#### A5.2 Follow-up monitoring meetings

Partners and selected key stakeholders will convene to finalise their appraisals over policy change and action plans implementation and discuss how to proceed with the recommendations from activity A5.1 (for both regional policy advancements and potential provisions for policy instruments in the context of the 2028-2034 Multiannual Financial Framework). Depending on partners' planning and territorial developments, the possibility of a follow-up project will also be explored. This meeting will be concurrently held with the final dissemination conference in Brussels (BE), both on-site and virtually.

1528/3000

### Communication

#### B1. OPERATIONALISATION OF THE COMMUNICATION STRATEGY

-Draw up the semestrial action plan & assess KPI achievement (VVOH)

#### B2. COMMUNICATION INFRASTRUCTURES

-Update project website & social media pages (VVOH)

-Deliver content for social media & interact with target groups (ALL)

#### B3. DISSEMINATION MATERIALS

-8th newsletter (VVOH)

-Press release on the final dissemination event (ALL)

#### B4. OUTREACH CAMPAIGNS & NETWORKING ACTIVITIES

-Participate in 1-2 Programme events (RII, VVOH)

-Launch a marketing campaign to disseminate 8th semester results (ALL)

#### B5. DISSEMINATION EVENTS

-Organise a hybrid 1-day final dissemination event in Brussels, gathering high-level policy makers and stakeholder institutions from CLIMATE regions and beyond, executives from EU authorities (DG CLIMA), and sectoral networks (CLIMATE ALLIANCE, C40 CITIES), and JS representatives, to present project results (i.e., good practices, policy advancements, territorial impact) to a wide, targeted audience

993/1000

### Management

Ongoing management activities to ensure smooth implementation and reporting of the project

N° of interregional policy learning events organised

2



Annex 3 to the Call for Tenders

OFFER FORM

**Subject of the offer:** "Provision of external expert services at project level for the communication and dissemination of the results of the CLIMATE project" in the framework of the CLIMATE - 02C0588 project supported by the Interreg Europe Programme

**IMPORTANT: Please fill in the form completely!**

**If a box is not relevant, please cross it out!**

**Please quote the offer price in EUR!**

**Your offer in EUR should be given to two decimal places, in non-integer figures, according to the rules of mathematical rounding.**

**For information on the validity of the offer, please refer to point 13 of the Call for Tenders.**

Details of the Tenderer	
Name of the Tenderer:	
Place of business:	
Mailing address:	
VAT ID:	
Phone number:	
E-mail address:	
Legal representative:	
Contact person:	

In response to the above advertised Call of Tenders, I, the undersigned, hereby declare that I have read and fully accept the contents of the Call of Tenders dated 28 August 2024 and hereby make the following offer without reservation or qualification and in full acceptance of the terms and conditions contained therein:



OFFER PRICE	
Name of activity (Sub-tasks)	Net offer price EUR
Sub-task 1 - Develop a communication strategy and visual identity for the project	
Sub-task 2 - Creating an online dissemination tracking spreadsheet where the progress of dissemination activities will be tracked and monitored and the creation of a database of stakeholder organisations/target groups	
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 2	
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 3	
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 4	
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 5	
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 6	
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 7	
Sub-task 3 - Based on the communication strategy, updating the communication plan per semester updating communication plan for semester 8	
Sub-task 4 – Monitoring of KPI results	
Sub-task 5 - Establish communication channels and continuously update their content. a. Design of communication channels	
Sub-task 5 - Establish communication channels and continuously update their content. b. Continuous updating of the content of the communication channels	
Sub-task 6 - Production of promotional material a. Preparation of an information project flyer in English in digital and print format	



<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 1st semester's newsletter</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 2nd semester's newsletter</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 3rd semester's newsletter</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 4th semester's newsletter</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 5th semester's newsletter</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 6th semester's newsletter</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 7th semester's newsletter</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>b. Editing 1 newsletter per semester in English with a minimum of two A4 pages</p> <p>Develop 8th semester's newsletter</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>c. 1 promotional video with English soundtrack and English subtitles min. 1,5 - max. 3 minutes, with content related to the launch of the project</p>	
<p>Sub-task 6 - Production of promotional material</p> <p>d. 3 promotional videos with English soundtrack and English subtitles min. 1,5 - max. 5 minutes, with content related to the project results</p> <p>Short film presenting the results of the 1st and 2nd semester of the project</p>	



Sub-task 6 - Production of promotional material d. 3 promotional videos with English soundtrack and English subtitles min. 1,5 - max. 5 minutes, with content related to the project results Short film presenting the results of the 3rd and 4th semester of the project	
Sub-task 6 - Production of promotional material d. 3 promotional videos with English soundtrack and English subtitles min. 1,5 - max. 5 minutes, with content related to the project results Short film presenting the results of the 5th and 6th semester of the project	
Sub-task 6 - Production of promotional material e. 1 promotional video with English soundtrack and English subtitles min. 1,5 - max. 3 minutes, with content related to the final event of the project	
<b>TOTAL NET OFFER PRICE:</b>	

Date: .....

Stamp

Tenderer authorized  
signature



Tenderer's declarations

- I hereby declare that I intend to involve a subcontractor in the performance of the contract:  
YES / NO\* (underline as appropriate)

(If the answer is yes, please provide the business details of the subcontractor in the table below (the table can be extended if there are several subcontractors)):

Business details of the subcontractor	
1	Name of subcontractor:
	Place of business:
	VAT ID:
	Phone number, e-mail address:
	Name of representative:

- I hereby declare that as a Tenderer, I am authorised to provide the service(s) covered by this offer. ***With regard to the management of conflicts of interest, I declare that I am not related, directly or indirectly, in the ownership structure of our Company and in relation to its elected officers, as an employee, or in relation to potential subcontractor(s), to any officer of the Contracting Authority, employee involved in the procurement or employee and their relatives of the Contracting Authority.***
- I hereby declare that I am bound by my offer for 90 days from the prescribed deadline for submission of offers.

Date: .....

Stamp

Tenderer authorized  
signature



**Professional competence justification and reference introduction**

I declare that our organization related to this contract has carried out the following reference activities over the past five years shown below:

Name of the activity and date of the implementation Name and address of client Project title financed by EU programme

Name of the activity and date of the implementation	Name and address of client	Project title financed by EU programme
1.		
2.		
3.		

Date: .....

Stamp

Tenderer authorized  
signature





**On the grounds for exclusion, competences and contracting**

I, the undersigned ..... (authorised representative name),

as ..... (tenderer company name)

..... (place of business)

.....(VAT ID) authorized representative hereby declare, that at the date of offer submission any grounds for exclusion defined in the Call of Tenders do not exist at our organization.

I also declare that I understood the specifications covered by the Call of Tenders and I accept the conditions defined by the Contracting Authority.

We are able to implement the activities contained in the Terms of reference and in case of winning we undertake the contracting.

Date: .....

**Stamp**

**Tenderer authorized  
signature**



### Eligibility criteria and grounds for exclusion

#### Requirements for Tenderer:

The professional capacity of the tenderer should be demonstrated by the reference activities preceding the past five years the submission of the offer.

The contractor is appropriate for submission of the offer, if:

- certifies by a declaration at least one similar implemented activity in the preceding five years, financed by the European Union Programme before the submission of the offer, which is equivalent with the given project tasks. The equivalent activity means of the implementation of any communication tasks.

#### Definition of the grounds for exclusions:

Personal or legal entities and organisations without legal entity as Tenderers will be excluded from participation in procurement procedures or tender winning if:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. procedures have been initiated against them in connection with bankruptcy, being wound up, receivership, entering into an arrangement with creditors or similar procedures have been initiated according to national legislation or regulations.
- c. they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);
- d. they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- e. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Contracting Authority.