

Ref. Frontex/NP/15/2020

**Business analysis and IT-project support
services for IRMA 2.0**

Annex II
Terms of Reference

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Appendix 1 - Personnel Evaluation Grid

[illegible]

Appendix 2 - CV template

The CV shall be prepared in accordance with Appendix 1 - Personnel Evaluation Grid above.

Name:			
Date of birth:		Date IT career started:	
Type of contract:	<i>Check the appropriate:</i> <input type="checkbox"/> Permanent <input type="checkbox"/> Non-permanent		Number of months working for the Tenderer:months
Highest relevant educational degree:			
Languages: (indicate CEFR level)			
Summary (use this area to briefly indicate the major facts which Frontex should know about this individual, indicate the candidate expertise and qualities in correspondence to the requirements):			
PROFFESIONAL CERTIFICATION (the candidate professional certification shall correspond to the requirements defined in Appendix 1 under area Primary expertise)			
Name and level of the certificate:	Certifying Authority and dates of certification:	Comments (justification for equivalency):	
PROJECT EXPERIENCE (the candidate project experience shall correspond to the requirements defined in Appendix 1 under area Primary expertise and Experience and Advantageous expertise)			
Project identification:			
Customer sector:			
Contractor:			
Dates of the project:			
Budget:			
General project description:			
Candidate Roles & Responsibilities in the project and duration of his engagements:			
ICT technologies used by the <u>candidate</u> during the project relevant to the service scope:			

Appendix 3 - Statement of Intent Form

Open Tender procedure: Frontex/NP/15/2020/SB

Contract for Provision of Business analysis and IT-project support services
for IRMA 2.0

Statement of Intent

To _____ (*Name of tendering company*)

I, _____ (*Name and Surname*)
the undersigned, do hereby grant authority to the Tendering Company
_____ (*Company name*) to submit
my Curriculum Vitae for the purposes of submitting the tender for the call
for tenders, Frontex/NP/15/2020.

I also confirm that in the event that the above mentioned Tendering
Company is successful in securing this contract, I shall make my services
available to this company for the contract with Frontex.

Should any elements concerning my availability change during the
tendering process, I will immediately report this to the Tendering Company.

Date: _____

Signature: _____

Appendix 4 - Statement of Compliancy Form

Open Tender procedure: Frontex/NP/15/2020/SB

Contract for Provision of Business analysis and IT-project support services for
IRMA 2.0

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Statement of Compliancy to the Profile

I, _____ (Name and Surname)
the undersigned, do hereby certify that I'm fully aware of the requirements
for the personnel profile of _____
that I'm assigned to by the Tendering Company _____
_____ for the performance of the contract
concluding from the call for tenders Frontex/NP/15/2020. I also confirm that I
fully fulfil these requirements.

Date: _____

Signature: _____

The Tendering Company _____ hereby
confirms that the person listed above fully meets the requirements of the
profile stated above.

Date: _____

Name: _____

Signature: _____

Appendix 5 - Declaration of Confidentiality Form

Tender procedure: Frontex/NP/15/2020/SB

Contract for the provision of Business analysis and IT-project support services for
IRMA 2.0

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Declaration of confidentiality Contractor's Personnel

I, _____ (Name and Surname)

in my function of _____ (full Function name),

representing _____ (full Company name),

hereby declare that I will treat the information and/or documents that are made available to me or generated in the context of the execution of the above mentioned contract with the strictest secrecy. No such information and/or documents will be divulged to any third parties.

I am aware that tasks carried out in view of the execution and/or performance of this contract also are governed by this principle of secrecy.

I am also aware of the fact that the principle of secrecy pointed out in the first paragraph will continue to apply after the completion of the above mentioned contract.

All information and documents received will be used solely for the execution and/or performance of this contract.

Name of the person: _____

Signature: _____

Place, date: _____

Appendix 6 - Attendance Sheet Form

Warsaw, _____

Year	
Month	
Specific Contract	
Frontex Project Name	
Name of Contractor	
Name of Consultant	
Frontex Project Manager	

phone:
for approval

	Signature of Consultant	1 st Entry Time	1 st Exit Time	2 nd Entry Time	2 nd Exit Time
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Appendix 7 - Model of Task / Deliverable Acceptance Form

Model of Task / Deliverable Acceptance Form

CONTRACT No

Original document - duly signed - to be attached to the invoice

TASK / DELIVERABLE DESCRIPTION

Please give reference to the Terms of Reference and short description of the task or deliverable.

Please describe observations and reservations if any.

In case of Task/Deliverable rejection please detail reasons.

TASK / DELIVERABLE is ACCEPTED / REJECTED

To be filled in by Frontex:

Official responsible for acceptance (in block capitals):	
Date and signature	
Official responsible for final validation (in block capitals):	
Date and signature	

Appendix 8 Report on Tasks Performed Form

Report on tasks															
Contract no./201..															
Reporting period		Version		Adrese											
Originator															
Filename															
Follow-up to/submitted for															
Task no.	Task name	Planned start date	Planned finish date	Actual start date	Actual or estimated finish date	Deviation from planned finish date (days)	Estimated time (hours)	Time invested (hours)	Complete	Reference to the output	Deliverables	Comments			
From the contract	Contract								How much of the task is % completed	insert links to SharePoint or other repositories where you have documents to prove your work results	Insert all the deliverables you have produced for the tasks. If you worked jointly with the other members of the team please estimate how much % is your contribution to the deliverable (include the task of the other team member also)	Approved work/deliverables, or any other comments			
Report prepared by				Date		Signature				Report accepted		Date		Signature	