



Vilnius 16. 09. 2011  
EIGE/LS/vz/2011/ D/322

## CORRIGENDUM

### Open call for tender EIGE/2011/OPER/18 A study to map the current situation and trends of female genital mutilation

The following corrections have been made to the tender Specifications (changed parts highlighted):

#### 1. Section 2.4.3 Point B shall read:

##### **B. Technical and professional capacity**

The technical and professional capacity of the tenderers to provide the services required will be assessed with regard to their know-how, efficiency, effectiveness, experience and reliability in providing the required expertise.

In the case of joint offer (consortium) or subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

Evidence of the technical and professional capacity shall be presented in Standard Submission Forms by the following:

- **List of core services** the tenderer has supplied in the past 5 years.
- **Reference list (including contact details) of at least 3 major costumers** to whom the tenderer has supplied the core services, as they are specified in Section 1.3. in the past 5 years; specifying the tenderer's share in provision of the services and if subcontractors were used for any of the services.
- **List of at least three EU and/or international projects** involving at least three Member States implemented in the area of social issues in the last 5 years indicating what was the role of the tenderer.
- **List of the projects which used the proposed research methodology or methodologies**, in practice, in at least three Member States in the last 5 years, indicating what was the role of the tenderer.
- **Reference to at least one EU and/or international project** involving at least three Member States in which tenderer acted in a leading capacity.

- **Statement of the average annual workforce** (only permanent staff) of the service provider broken down into management staff and research staff **over the past 3 years**.
- The **CVs of the Core-team** members (*ref. to Technical Specifications section 1.3.8*) specifying the team member's intended function(s) in the project. For the CV presentation the Europass format must be used and is available at

[http://europass.cedefop.europa.eu/img/dynamic/c1344/type.FileContent.file/CVTemplate\\_en\\_GB.doc](http://europass.cedefop.europa.eu/img/dynamic/c1344/type.FileContent.file/CVTemplate_en_GB.doc)

- A **list of experts** for the countries concerned by the contract on which the Contractor can rely on and explanation of their involvement to be put in place.

## 2. Section 2.4.4. (c) shall read:

### (c) Composition of the Project Team

Please refer as well to point 1.3.8 Project Team.

The tenderer should present a proposal outlining the organisation and composition of the project team, specifying respective roles and contributions to the deliverables.

The tenderer:

- must demonstrate the capacity to set up the appropriate organizational structure to carry out all the tasks under this contract as well as demonstrating a proven capacity to manage the administrative and financial aspects of such a contract;
- must guarantee the stability of the team and its constant composition. Replacement of core staff must be avoided as much as possible;
- must have proven capacity to liaise with the relevant actors on a EU and Member States' level;
- must demonstrate significant professional experience in an EU (or international) context, in particular the capacity to rely on national competences and/or experiences to collect the necessary information for all 27 EU Member States and Croatia. EIGE will assess this criterion, inter alia, on the basis of a list of experts on which the Contractor can rely on for the countries concerned by the contract and an organisational chart explaining the structure to be put in place;
- must demonstrate the highest quality of technical writing (in English);
- must demonstrate significant professional experience in organizing experience exchange;
- must demonstrate the ability to rely on local researchers for conducting interviews on sensitive social issues.

[deletion]

[deletion]

The tenderer should clearly describe measures he will take to ensure the stability of the team throughout the whole duration of the project, in order to avoid any replacements within the core-team other than those requested by EIGE. For the latter case the replacement management should be described.

[deletion]

### 3. Section 3.2. A shall read:

#### A. Technical evaluation

The quality of technical proposals will be evaluated according to the following technical award criteria:

Criteria number	Criteria description	Maximum points per criteria
1	Demonstration of a clear understanding of the issue of the female genital mutilation and policy context (understanding of main features of the problem and knowledge about the situation in EU).	20
2	Suitability of the methodological approach including data gathering, interviews and other analytical tools. Effectiveness of data collection and data analysis techniques.	30
3	Quality of the project team: team organisation and management	30
4	Quality of project management tools and methods proposed (including project quality management, communication and monitoring tools).	10
5	Quality and appropriateness of the proposed operational work plan to deliver the study in the expected deadline and guarantee of the timely implementation and reporting.	10
<b>Total</b>		100

Only bids that have reached a total score of a minimum of 85% and a minimum score of 70 % for each criterion will be taken into consideration for awarding the contract.

Tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. If certain essential points of these specifications are not expressly covered by the tender, EIGE may decide to give a zero mark for the relevant qualitative award criteria.

