



EIGE/2013/OPER/18

TENDER SPECIFICATIONS

Collection of good practices on reconciliation of work, family and private life in EU Member States

OPEN PROCEDURE

These Tender Specifications provide instructions and guidance to tenderers about the nature of the Offer they should submit and serve as the contractor's mandate throughout the project implementation. The purpose of the Specifications is to ensure that the project is properly conceived by the contractor, that the work is carried out on schedule and that resources will not be wasted.

The Tender Specifications will become part of the contract that may be awarded as a result of this tender.

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1 TECHNICAL SPECIFICATIONS

1.1 GENERAL BACKGROUND

Equality between women and men is a fundamental value of the European Union, enshrined in its Treaties¹ and in the Charter of Fundamental Rights of the European Union. Mainstreaming the principle of equality between women and men is a major part of all its activities and represents the general approach to the implementation of all EU policies.

The European Institute for Gender Equality (hereafter referred to as "EIGE" or as "the Institute")² is a regulatory agency of the European Union which has been given objectives to contribute to and strengthen the promotion of gender equality, including gender mainstreaming, in all EU policies and the resulting national policies, to fight against discrimination based on sex, and to raise EU citizens' awareness of gender equality by providing technical assistance to the EU institutions, in particular the Commission, and the authorities of the Member States³.

In order to meet these objectives, the Institute shall collect, analyse and disseminate the relevant objective, comparable and reliable information and data on equality between women and men at the European Union level and shall: "develop methods to improve the objectivity, comparability and reliability of data at European level by establishing criteria that will improve the consistency of information and take into account gender issues when collecting data." ⁴

Within its framework of responsibilities, EIGE also provides technical support to the EU Presidency in the follow-up to the Beijing Platform for Action (BPfA) and, in particular, reviews indicators previously adopted by the Council of the EU.

The collection of methods, tools and good practices aims to provide an overall perspective of the existing knowledge at European level, so to improve the flowing and the transferability of the added value identified by the practices among Member States and then enhance the implementation of effective gender mainstreaming and gender equality policies.

In order to contribute to the implementation of the aforementioned tasks, EIGE is putting out this invitation to tender, with the goal of entering into a contract with a professional service provider able to conduct an effective study within a limited time period.

¹ Articles 2 and 3(3) TEU and Article 8 TFEU.

² Established by the European Parliament and of the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006)

³ Article 2, Idem 2

⁴ Article 3, Idem 2

1.2 BACKGROUND INFORMATION

EU Policies and Commitments

As referred to above, the European Union is based upon the fundamental importance of human rights and values, including the right to equality between women and men. The Treaty of the European Union stipulates in Article 2 that:

"the Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail."

Article 8 of the Treaty on the Functioning of the European Union clearly specifies that:

"in all its activities, the Union shall aim to eliminate inequalities, and to promote equality, between men and women."

The Lisbon Treaty clearly states that gender mainstreaming is an obligation that should be fully implemented into all European policies and programmes.

The Commission's Strategy for Equality between Women and Men 2010-2015 sets the principle of equality in decision-making as one of its priorities and actions as well as addresses the promotion of non-discriminatory gender roles as a horizontal issue.

EU Commitment to Beijing Platform for Action

The 4th World Conference on Women, held in Beijing in 1995, officially adopted the Beijing Declaration and Platform for Action for Equality, Development and Peace (BPfA). The BPfA outlines the strategic objectives and actions to be taken by the international community, national governments and civil society for the promotion and protection of human rights for women and the girl child as inalienable, integral and indivisible elements of universal human rights and fundamental freedoms of all women throughout their lives.⁵ Its objectives and actions are arranged throughout twelve critical areas of concern: women and poverty, education and training of women, women and health, violence against women, women and armed conflict, women and the economy, women in power and decision-making, institutional mechanisms for the advancement of women, human rights of women, women and the media, women and the environment, and the girl child.

All 28 EU Member States have signed the document and thus have recognised their responsibility to take actions to implement the BPfA. Despite the primary responsibility for the advancement of women lying with the national governments, the European Union supports its Member States insofar as taking action is concerned.

In December 1995, the European Council acknowledged the European Union's commitment towards the BPfA and expressed its intent to review its implementation across the Member States on a yearly basis. Furthermore, in order to review the developments in the implementation of BPfA at the EU level, two overview reports have been produced: Beijing

⁵ Mission Statement, <http://www.un.org/womenwatch/daw/beijing/platform/plat1.htm#concern>

+10 - Progress made within the European Union (by Luxembourg Presidency of the Council of the European Union in 2005⁶) and Beijing+15: The Platform for Action and the European Union (by the Swedish Presidency in 2010⁷). Since 1999, quantitative and qualitative indicators have been developed by successive Presidencies of the Council of the European Union for the purposes of monitoring progress towards achieving the BPfA goals. By 2010, the Council of the European Union had adopted indicators in nine out of twelve critical areas.

Current Context

European society is experiencing significant changes and enormous challenges, brought about by social, economic and demographic trends, widely affecting the infrastructures of families, citizens and workers. Social patterns are rapidly changing, reshaping the entire structure of the European community and urging for a review of social and economic policies. The social and financial crisis, moreover, is strongly affecting attitudes and behaviours as well as policies and strategies related to growth and welfare http://ec.europa.eu/justice/gender-equality/files/documents/130410_crisis_report_en.pdf

EU policies are designed to shape and promote sustainable and equal growth, providing equal opportunities for all, addressing the primary needs and challenges both existing and emerging at European level, to be then addressed at national level by Member States.

In order to achieve the expected targets in terms of employment, gender equality, empowerment and participation in a framework of social and financial sustainability it is strategic to develop reconciliation policies. These policies aim to ensure the right to access and opportunities in the labour market as well as in the sphere of private life.

Within the context of Europe 2020, in order to reach a wide and equal participation in the labour market for women and men, it is fundamental that female employment, both at qualitative and quantitative level, is substantially increased. It will not be possible to achieve the expected targets without strengthening and promoting reconciliation policies and practices.

Among other important initiatives, supportive policies and the establishment of childcare facilities represent a fundamental pillar of the strategy for increasing and improving female participation in the labour market, within a framework of economic independence. As was clearly shown in recent surveys⁸ “the availability of high quality, affordable childcare facilities for young children is a priority for European Union”. Since the setting of the Barcelona objectives⁹ the results are not satisfactory, with even deterioration in some Member States, in 2011, with only few Member States achieving Barcelona targets for children under 3¹⁰.

⁶ <http://www.frauen.bka.gv.at/DocView.axd?CobId=20565>

⁷ <http://ec.europa.eu/social/BlobServlet?docId=4336&langId=en>

⁸ Barcelona objectives. The development of childcare facilities for young children in Europe with a view to sustainable and inclusive growth. European Commission 2013

⁹ To provide childcare by 2010 to at least 90% of children between 3 years old and the mandatory school age and at least 33% of children under 3 years of age”

¹⁰ DK, SE, NL, FR, ES, PT, SI, BE, LU and UK. See 10

The current EU female employment rate shows clearly that without a better and wider participation of women in the labour market, the target of 75% will not be reached by 2020. The issue of Care extends to elder care also and calls for reconciliation policies addressing several strategic challenges. From a financial perspective, it is fundamental to direct resources, as well as policies, at supporting, enhancing and promoting the economic independence of women and active participation in the labour market by providing sustainable and qualitative working opportunities and conditions. Better reconciliation of work and family life is clearly recognised¹¹ as one of the main drivers for the achievement of the European Strategy for Growth and Employment.

The redistribution of care in terms of gender addresses a further priority for reconciliation policies and decision makers. Both legislation and culture play a role in framing new social attitudes supported by a more inclusive and equal regulatory infrastructure. Raising awareness, understanding and concern, at social as well as at political level, on work life balance provisions is fundamental, to build a conscious social and organisational environment, able to develop more gender sensitive attitudes and behaviour.

Intersectional issues such as ageing, poverty, the pensions and gender pay gap are directly related to the persistence of gender inequalities and as well may be positively influenced by the implementation of reconciliation policies.

Recent surveys¹² show that “in almost all countries, women with a working life of less than 14 years exhibit significantly greater Gender Gap in Pensions income” flagging once more the direct relation between active participation in the labour market and the reduction of gaps in salaries and pensions.

The Report¹³ on Progress on equality between women and men in 2012 clearly emphasizes that a mix of reconciliation policies should be promoted, comprising flexible work arrangements, a system of family leave, including strong incentives for fathers to take on more family responsibility and the provision of affordable and quality care, in order to target and support social and economic growth.

Moreover, as recently shown¹⁴, reconciliation policies, allowing more women to stay-on and to re-enter the workforce, provide greater opportunities to business, as they would benefit from female talents and social capital, thus expanding and increasing performances and competitiveness. Those policies, furthermore, would build a much fairer and equal society, providing women more and better chances to express their professional wishes and opportunities as well as providing men with new and different opportunities to share care and family activities.

¹¹ Second European Quality of Life Survey. Family and work. Eurofound 2010

¹² The Gender Gap in Pension in EU, ENEGE Report, European Commission

¹³ Progress on equality between women and men in 2012. A Europe 2020 initiative, European Commission 2013

¹⁴ Tackling the gender pay gap in the European Union, European Commission 2013

To that extent the political and organisational participation of social partners and civil society is highly strategic in developing and supporting work life balance approaches and self-regulation initiatives, within both the public and private context.

The European Union has developed specific initiatives, for example the Council Directive 2010 /18/EU to frame provisions setting minimum requirements on parental leave. The Directive recognizes the importance of requirements for parental leave as “means of reconciling professional and family responsibilities”, thus supporting and promoting gender equality policies and gender mainstreaming strategies. The implementation of the Directive calls for an extremely proactive role by the Member States and social partners.

This study aims to identify and share relevant and effective examples of awareness-raising initiatives and self-regulation approaches. Particular concern will be placed on the issue of men's involvement in policies and practices and on support to women's economic independence to be enhanced through better and increased participation in the labour market.

EIGE's work on methods and tools

As a strategy for achieving gender equality, gender mainstreaming (GM) involves a process of incremental change in policies, strategies and activities. The long-term objective is that attention to gender equality will pervade all policies, strategies and activities so that women and men influence, participate in, and benefit equitably from all interventions.

With this in mind, in 2011 EIGE initiated the collection and processing of tools and methods used by EU Institutions and Member States for gender equality work so as to identify and optimise the use of available resources across the European Union. The information has been foremost made available to the Member States' authorities in order to help them formulate policies and measures at local, regional and national level in their spheres of competence.

In line with the priorities of the Institute, all activities in the area of methods and tools have a primary focus on the collection of information to effectively feed into the electronic database of EIGE's Resource and Documentation Centre. The database will systematically present the resources collected from EU Institutions and the Member States, and at a later stage, information collected from other intergovernmental institutions and the accession countries.

Methods, tools and good practices - Definitions

Good practices on gender mainstreaming^{15 16}

According to the Council of Europe, techniques and tools are defined as "(...) *groups or types of means to put the gender mainstreaming strategy into practice, i.e. to (re)organize, improve, develop and evaluate policy processes in order to incorporate a gender equality perspective.*"¹⁷

In the context of gender mainstreaming, the Council of Europe distinguishes between analytical tools (disaggregated statistics, surveys, indicators, etc.) **educational tools** (training, awareness-raising campaigns, manuals, follow-up action) and **consultative** and **participatory tools** (think tanks, databases, conferences, etc.). Educational tools and techniques are designed to raise awareness, to transfer knowledge, and to support training. Therefore, in order for policy makers and other professionals to deal with issues related to work life balance, quality of work and reconciliation of work, family and private life, for which they might not have the necessary expertise, there is a need for educational tools and methods.

EIGE's work on good practices

The term 'Good practice in gender mainstreaming' should thereby refer to:

"any experience/initiative displaying techniques, methods or approaches which function in a way, and produce effects and results coherent with the definition of gender mainstreaming, which are considered to be particularly effective in delivering gender mainstreaming as a transformative strategy, and, therefore, deserving to be disseminated and proposed to other organisational contexts".

A general preliminary definition of "good practice" indicates an initiative that:

1. it has been working well (the practice is finished, or at least shows substantial achievement provided by the practice itself);
2. It could be replicated elsewhere (transferability);
3. It is good for learning how to think and act appropriately;

Two more criteria are requested and should be used, in order to support an evidence based approach for the collection of experiences, positively affecting gender equality:

First of all, the identified practice has to be **embedded within a wider gender mainstreaming strategy**. Furthermore, the practice has to show **effective achievement in terms of advancement of gender equality and/or reduction of gender inequalities**.

¹⁵ Gender mainstreaming or "the (re)organisation, improvement, development and evaluation of policy processes, so that a gender equality perspective is incorporated in all policies at all levels and at all stages, by the actors normally involved in policy-making" is the fundamental principle for equal visibility, empowerment and participation of both sexes in all spheres of public and private life. - Council of Europe, *Gender Mainstreaming, Conceptual framework, methodology and presentation of good practice*, EG-S-MS, 199

¹⁶ "Gender mainstreaming involves not restricting efforts to promote equality to the implementation of specific measures to help women, but mobilizing all general policies and measures specifically for the purpose of achieving equality by actively and openly taking into account at the planning stage their possible effects on the respective situation of men and women (gender perspective). This means systematically examining measures and policies and taking into account such possible effect when defining and implement them" European Commission (1996), *Incorporating equal opportunities for women and men into all Community policies and activities* COM(1996) 67 final.

¹⁷ Ibidem 20

The study will also address relevant literature²⁰ as well as policies and programming or working documents, in order to collect and prepare a qualitative overview of scientific and political trends within the context of reconciliation of work, private and family life.

It will also identify approaches, policies and practices that enhance gender awareness and sensitiveness among staff and decision makers of public and private organisations and to make widely available effective approaches supporting gender equality through the dissemination of good practices.

The tenderers shall collect and analyse relevant documents produced in the period 2007-2012, in all EU Member States.

The study shall address the public and private sector, private companies and Trade Unions, being social partners' key stakeholders in the development and implementation of policies and practices.

The study shall collect and disseminate methods and tools developed to enhance the development of reconciliation policies and practices, promoting and supporting work life balance, qualitative and quantitative analysis of female participation in the labour market as well as a wider involvement of men in care and domestic issues, in the understanding and awareness (both among employees, employers and decision makers) about reconciliation needs, dynamics and policies.

The study will identify practices with potential and select some good practices to be disseminated, in order to support and promote a process of learning and capacity building among stakeholders.

A broadly indicative list of possible methods and tools to be identified and collected would be:

Self-regulation

- Code of conducts;
- Protocols;
- Agreements;
- Gender equality plans.

Awareness-raising

- Awareness-raising initiatives (for professionals, staff and management, as an educational or training tool) to promote, support, and monitor women's participation and access to the labour market, through the availability of reconciliation policies and practices;

²⁰ A literature review is a body of text that aims to review the critical points of current knowledge including substantive findings as well as theoretical and methodological contributions to a particular topic. Literature reviews are secondary sources, and as such, do not report any new or original experimental work.

- Awareness-raising initiatives to address a wider involvement and participation of men in work life balance;
- Awareness-raising initiatives addressed to public and private organisations to encourage them to develop and implement work life balance actions and gender mainstreaming strategies.
- Awareness-raising initiatives to promote and support the use of funded initiatives, policies and facilities supporting reconciliation needs to allow and increase female participation in the labour market and men's participation in care and family issues.

1.4 METHODOLOGICAL APPROACH

The study intends to collect and identify good practices in the area of reconciliation with specific focus on self-regulation practices and awareness-raising initiatives.

The tenderers are expected to propose a methodological approach which will include, but not be limited to:

- Desk research which will provide background information and a context for the collection of selected methods and tools and to review relevant literature at the national, European and international level;
- A methodological approach (including a specific set of criteria for reconciliation) proposed to identify ten good practices (five for each specific topic) in self-regulation and awareness-raising in the area of reconciliation.

Men's involvement in gender mainstreaming strategies, related to the mentioned practices, will represent the cross-cutting aspect of the research.

In the development of the methodological approach, concern and understanding has to be shown towards the main EU policies and trends, in particular:

- EU2020 and employment targets;
- Strategy for gender equality 2010/2015 and the issue of female economic participation in the labour market and economic independence as well as men's involvement in gender equality;
- Ageing and demographic trends in EU;
- Gender pay, wage and pension gap as a poverty indicator for women;
- Impact of the crisis on social welfare systems;
- Childcare and care issues.

Tenderers will propose a methodological approach to produce the best results in a timely and cost-effective manner taking into account the thematic and geographical scope of the study. The tenderer must take into account the work (both literature review and fieldwork research) in different linguistic environments and a possible need for translations from all official EU languages.

In the technical proposal the tenderer will especially elaborate on the proposed methodological approach. The tenderer will clearly indicate how the requested information

(literature, documentation, tools, etc.) available in any of the EU languages and in any of the EU Member States will be identified, annotated and analysed.

The tenderer will clearly describe how the relevant stakeholders will be identified and involved, how they will assess the good practices and which contribution they will provide within the process of consultation on the practices with potential and of assessment and dissemination of good practices, both at European level and at national level.

The tenderers are expected to pay particular attention in the technical proposal to the suggested classification system of the collected resources to ensure that the information provided to EIGE's Resource and Documentation Centre is delivered in a structured way, is user-friendly and comprehensive.

The contractor will prepare the collected information on the databases in a format which allows smooth integration into the existing system of EIGE's Resource and Documentation Centre. Specifically, the contractor will import and/or update the data collected in the Databases of the Institute, by providing respective SQL scripts. In case a new database has to be created, the contractor will propose a structure to the Institute and agree with the Institute on the new structure and interconnections with the already existing database. The contractor will deliver the SQL scripts enabling a creation of a new database, insert the data and update the existing databases of the Institutes. If necessary, during the Inception meeting the Contractor will also be provided with information collected by EIGE during the previous studies that is relevant for the purposes of this study.

Further requirements by EIGE are described under the sections of the technical specifications related to specific deliverables to be provided by the contractor.

1.5 OBJECTIVES

The **overall objective** of the study is to contribute to the promotion of gender equality in the European society.

The **specific objective** is to provide a collection of good practices, in the context of reconciliation, together with a literature review and a collection of relevant national and European policies and programming document.

The study intends to make available a wide knowledge of effective examples and available tools, for decision makers, managers, social partners in public and private organisation, in order to support the implementation of gender mainstreaming strategies aiming to:

- increase women's participation in labour market;
- increase men's participation in care activities;
- increase and improve reconciliation policies and practices as well as extend the access to related facilities and services;
- establish and develop gender sensitive self-regulation in the public and private organisation;
- increase awareness and understanding within the society as a whole as well as in public and private organisations on reconciliation needs, policies and opportunities;

- extend men's participation rate in access to reconciliation facilities and policies.

1.6 RESULTS TO BE ACHIEVED

The study aims to achieve the following results:

1. Wider knowledge and analysis provided about existing gender gaps, achievements for gender equality, political trends in the area of reconciliation of work, private and family life,
2. Collection of functioning practices and effective solutions to promote gender equality in the area of reconciliation made available to all users,
3. Information and knowledge about the objectives and results of the study provided and disseminated

1.7 ACTIVITIES

Result N. 1 Wider knowledge and analysis provided about existing gender gaps, achievements for gender equality, political trends in the area of reconciliation of work, private and family life,		
	Activity	Deliverable
1.	Finalising the inception phase	D1 Inception report
2.	Background analysis	D2 Literature review D3 Policy review
3.	Collecting and assessing practices with potential	D4 Collection of practices with potential D5 Interim report #1
Result N.2 Wider knowledge made available to all users about functioning practices to promote gender equality in the area of reconciliation		
4.	Identifying good practices	D6 Consultation meeting report D7 Collection of good practices D8 Summary report D9 Final report
Result N.3 Information and knowledge about the objectives and results of the study provided and disseminated		
5.	Communicating and disseminating (transversal activity)	D10 3 Factsheets on good practices on reconciliation D11 Abstract for website

RESULTS N. 1**WIDER KNOWLEDGE AND ANALYSIS PROVIDED ABOUT EXISTING GENDER GAPS, ACHIEVEMENTS FOR GENDER EQUALITY, POLITICAL TRENDS IN THE AREA OF RECONCILIATION OF WORK, PRIVATE AND FAMILY LIFE****ACTIVITY 1.1: FINALISING THE INCEPTION PHASE**

The contractor is expected to:

- 1..1.1 participate to the inception meeting in Vilnius, to discuss about the Technical Specifications and the Contractor's offer. The goal of the meeting is to clarify outstanding issues as may be necessary for carrying out the contract and for the good implementation of the project;
- 1..1.2 Provide a detailed methodology for each foreseen activities and clear information about project team;
- 1..1.3 Deliver an inception report.

Deliverable 1: Inception report

The inception report will present the updated methodological approach, organisation of work, planning and timeline for all activities of the project within the contractual deadline, information on the team members and their contact details. The document may present results of some initial analysis and should propose a structure for the literature overview, mapping of stakeholders and the format of the database.

The report must list/incorporate the decisions made during the inception meeting related to the work to be performed and contain the minutes of the meeting, managed by the Contractor.

Size of the report: min 10 max 15 pages plus annexes

Deadline: the Contractor shall prepare an Inception report summarising the elements mentioned above and submit it to EIGE within **five (5) working days** after the inception meeting.

EIGE shall have **ten (10) working days** from receipt to approve or comment on the report. Within **five (5) working days** from receiving EIGE's comments, the Contractor will submit additional information and the Inception report in the final version.

ACTIVITY 1.2: DEVELOPING BACKGORUND ANALYSIS

The contractor is expected to:

- 1.2.1 Provide a literature review on reconciliation of work, private and family life, with specific focus on awareness-raising actions, self-regulation, researches and surveys, collection of good practices and men's involvement;
- 1.2.2 Provide a policy review on reconciliation of work, private and family life, with specific reference to national policies and programming documents and European main political and legislative documents as well as to national and European on-going policy discussion among social partners on the issue;

Deliverable 2: Literature review on reconciliation

The literature review²¹ will consist of a national and European annotated bibliography and in the area of reconciliation, which must include: an assessment of existing documents (international, European and national), an overview of relevant research and existing gaps, national policies on monitoring of participation and access of women to labour market and welfare facilities to reconcile work and private life, self-regulation (code of conducts, protocols in public and private organisations), awareness-raising, men's involvement.

In particular the review will collect with specific focus on the areas of concern of the study, grey literature and researches, surveys, evaluations, monitoring reports (in electronic format).

Guidelines for the review will be provided by EIGE, during inception meeting.

Deadline: 12 weeks after the signature of the contract, the Contractor should provide the deliverable to EIGE.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

Deliverable 3: Policy review

The policy review will have to collect and present an overview of existing policies, programming documents and action plans on reconciliation, at a national and at a European level, from gender perspective. Specific concern has to be placed on the analysis of the implementation of policies related to EU2020 and Strategy for gender equality 2010/2015.

Men's involvement in care activities as well as female economic independence and participation in labour market are cross cutting issues.

Deadline: 12 weeks after the signature of the contract, the Contractor should provide the deliverable to EIGE.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

ACTIVITY 1.3: COLLECTING AND ASSESSING PRACTICES WITH POTENTIAL

The contractor is expected to:

- 1.3.1 Develop specific criteria identify and assess practices with potential on reconciliation of work, private and family life, with specific concern on self-regulation and awareness-raising. Contractor is also requested to provide the methodological

²¹ Existing documents, findings and research referring to the use of "good practices" in the context of gender equality and gender mainstreaming, and in particular to reconciliation, previously provided by the Council of the European Union, Member States and other relevant institutions at European Union and national level, as well as various programmes and projects that use "good practice" as a tool to mainstream gender, should be examined and analysed taking into account data availability and its comparability.

approach to present how practices will be assessed, which qualitative criteria will be adopted, how stakeholders will be involved, which tools will be used, how the network of national experts will be involved.

1.3.2 Collect a set of practices with potential (at least 20) on:

- self-regulation;
- awareness-raising.

In the identification and collection of practices with potential, the contractor will have to adopt EIGE's approach to good practices, presented above and based on the consideration of the five general criteria.

The practices with potential will be then assessed and shared together with relevant stakeholders, in the light of the identification of 10 good practices consistent with EIGE's approach.

After the review of the suggested practices with potential leading to 10 selected examples, the contractor will work closely with EIGE and relevant stakeholders involved in the implementation of those practices, in order to deliver 10 fiches of good practices, delivering clear information about all the qualitative criteria adopted to present and disseminate effective examples.

Good practices will be delivered for the further dissemination.

The contractor is invited to suggest a further focus, as third one, related to reconciliation.

If accepted, the proposal will increase the collected practices with potential up to 24 and the good practices up to 12 (4 for each focus).

Deliverable 4: Collection of practices with potential

The Collection of practices with potential will present effective examples, identified and collected with the support of relevant stakeholders in the area of reconciliation, in EU Member States.

Practices will be referred to self-regulation and awareness-raising.

For self-regulation, examples have to be provided on how organisations promote and support reconciliation, female participation at labour market, men's involvement in parental leave and care activities. They have to show, as well, the contribution of social dialogue supporting gender mainstreaming strategies for work life balance.

As far as awareness-raising initiatives are considered, examples have to show how those actions support the implementation of specific gender mainstreaming strategies and gender equality policies on work life balance.

All practices with potential have to provide a clear context analysis introducing:

- The policy context of implementation
- The institutional framework for gender equality
- The funding available and addressed to policies and practices
- The existence of relevant previous experiences
- The operation of gender equality and women's networks
- Sex disaggregated data related to the topic, picturing the trends of the quality and quantity of participation into the labour market for women and men
- The coherence of the national policies to the main EU strategic policies (in particular EU2020, Strategy for gender equality 2010/2015 and specific directives)

- The consistency of the identified approaches to the qualitative criteria for assessment of good practices on reconciliation, to be developed within this study.

Deadline: 18 weeks after the signature of the contract, the Contractor should provide the Interim report #1 and the other deliverables to EIGE and to participate in the first interim meeting in Vilnius.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

Deliverable 5: 1st Interim Report

1st Interim report will have to present, as annexes, all the deliverables provided so far and furthermore:

- A proposal on the contents (coherent with the area of concern of the study) and format of five different factsheets on methods, tools, good practices in the area of reconciliation, to be developed and disseminated via EIGE's web and to comply with EIGE's style guide. The final format and content of the factsheets will be approved by EIGE;
- A description of the work in progress, the problems encountered, if any, and proposed solutions;
- An updated work plan ensuring the submission of further deliverables within the contractual deadlines.

After the 1st Interim report is delivered, EIGE will organise the first interim meeting with the Contractor in Vilnius, to discuss the progress of work and review the Interim report. The costs of participation in the meeting will have to be borne by the Contractor.

Size of the report: min 25 max 40 pages

Deadline: 18 weeks after the signature of the contract, the Contractor should provide the Interim report #1 and the other deliverables to EIGE and to participate in the first interim meeting in Vilnius.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

RESULTS N.2**COLLECTION OF FUNCTIONING PRACTICES AND EFFECTIVE SOLUTIONS TO PROMOTE GENDER EQUALITY IN THE AREA OF RECONCILIATION MADE AVAILABLE TO KEY STAKEHOLDERS (EU MEMBER STATES, SOCIAL PARTNERS, WOMEN AND GENDER EQUALITY NETWORKS WORKING ON RECONCILIATION POLICIES AND PRACTICES)****ACTIVITY 2.1: IDENTIFYING GOOD PRACTICES**

The contractor is expected to:

- 2.1.1 Support the organization of a consultation meeting, gathering stakeholders and experts in the context of reconciliation. The workshop will bring together representatives from EU Member States plus up to 4 independent experts from social partners.
- 2.1.2 Review the methodology to identify good practices in self-regulation and awareness-raising in the area of reconciliation. The methodology must include the specific criteria developed for identification of good practices and the proposal of initiatives, tools and methods that might be considered as "good practices".
- 2.1.3 Identify the good practices, through a process of consultation and assessment in cooperation with relevant stakeholders and EIGE.

Under this activity the contractor shall organise a 1 ½ day consultation meeting in Vilnius. The expected number of participants is 33 (one from each Member States plus 5 experts) people and EIGE's staff (5 people).

The aim of this meeting is to consult the relevant stakeholders in order to identify good practices among the collected practices with potential in the area of reconciliation.

The meeting will be focused on the priorities set by the EU policies on employment and gender equality.

The contractor will be responsible for the following tasks:

Support EIGE in

- designing the meeting;
- identifying participants (a list of 33 people plus alternates per MS has to be provided and agreed by EIGE);

And directly responsible for:

- Preparing a background thematic paper, introducing the EU and national context on reconciliation;
- Preparing all supporting documents, timely (practices with potential, qualitative criteria for assessment, policy review)
- Preparing a consultation meeting report, presenting issues discussed, main contributions and findings, conclusions, recommendations and all relevant links;
- Providing a policy review analysis, to be presented as background note, on reconciliation in EU Members States. The analysis should provide an extensive commentary of identified gaps and needs related to reconciliation, with specific concern to self-regulation and awareness-raising.

Deliverable 6: Consultation meeting report

The Consultation meeting report, introducing the following features:

- participants;
- issues discussed;
- main contributions and findings;
- main challenges identified;
- conclusions and policy recommendations.

The tenderers have to provide a suggested template for report, within the Technical Offer.

Size of the report: min 5 max 8 pages (plus annexes)

Deadline: 18 weeks after the signature of the contract, the Contractor should provide the deliverable to EIGE.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

Deliverable 7: Collection of 10 good practices

1.7.1 ***The Collection of good practices*** will present and describe the practices identified through the assessment process, developed by EIGE and the contractor, with the support of relevant stakeholders in the area of reconciliation in EU Member States.

1.7.2 Practices will be referred to self-regulation and code of conducts and awareness-raising;

Practices will present the following features, complying with EIGE's template:

- Context analysis, introducing;
 - *The policy context of implementation*
 - *The institutional framework for gender equality*
 - *The funding available and addressed to policies and practices*
 - *The existence of relevant previous experiences*
 - *The operation of gender equality and women's networks*
 - *Sex disaggregated data related to the topic, picturing the trends of the quality and quantity of participation into the labour market for women and men*
 - *The coherence of the national policies to the main EU strategic policies (in particular EU2020, Strategy for gender equality 2010/2015 and specific directives)*
 - *The consistency of the identified approaches to the qualitative criteria for assessment of good practices on reconciliation, to be developed within this study.*
- Assessment to provide evidence of EIGE's basic criteria;
- Transferability;
- Learning value;
- Success factors;

- Main obstacles
- Lesson learnt;
- Full contact details

Deadline: 22 weeks after the signature of the contract, the Contractor should provide the deliverable to EIGE. EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

Deliverable 8: Summary report

The summary report will outline the main findings in a concise format and will be developed for wider dissemination of study results and information on the created database and repository of resources.

The summary report should bring together the key elements of the main report in a reader friendly format with appropriate layout, making as much as possible use of graphic elements, such as text boxes, graphics, photos, etc. to enhance readability and maximizing impact.

The summary report will be used as the basis for a further EIGE's publication, presenting the "Main Findings" achieved by EIGE's work within the area of reconciliation.

Size of the report: min 10 max 15 pages (plus annexes)

Deadline: 31 weeks after the signature of the contract, the Contractor should provide the expected deliverables to EIGE.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

Deliverable 9: Final report

The Final report should be in line with the methodology proposed and agreed by EIGE during the inception meeting and documented in the inception report.

The report shall respond to the objectives as set out and be in line with other agreements between EIGE and the Contractor.

Statements, conclusions and recommendations provided in the report shall be substantiated, clear and explicit, in line with EIGE's guidelines.

The report shall include:

- Detailed description of the main objectives of the study;
- A clear and accurate description of the methodology used;
- Description of the materials and sources used for the background analysis of the project, including the literature review;
- An overview on the good practices found and the context analysis, identified needs and gaps, etc. in the context of reconciliation, with clear link to main EU policies and directives (EU2020 and Strategy 2010/2015, Council Directive 2010/18/EU);

- An overview of conclusions from the consultation meeting;
- Conclusions in line with what has been agreed in the inception report;
- Updated lists/databases delivered in previous phases of the project - literature overview, policy review and good practices (as annexes);

Size of the report: min 30 max 50 pages

Deadline: 31 weeks after the signature of the contract, the Contractor should provide the expected deliverables to EIGE.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

**RESULTS N.3
INFORMATION AND KNOWLEDGE ABOUT THE OBJECTIVES AND RESULTS OF THE
STUDY PROVIDED AND DISSEMINATED**

ACTIVITY 3.1: COMMUNICATING AND DISSEMINATING

The contractor is expected to:

- 3.1.1 Develop communication activities through all the implementation of the project;
- 3.1.2 Deliver information about the issue of reconciliation, the stage of implementation of the project – with specific focus on the achieved results – and about policy developments in EU and good practices.

Deliverable 10: 3 Factsheets on good practices on reconciliation of work, family and private life

3 Factsheets on good practices in the context of reconciliation, complying with EIGE's style guide will have to be delivered.

The factsheets will introduce information about effective approaches related to:

1. self-regulation and code of conducts,
2. awareness-raising,
3. policy developments in EU.

Deadline: 31 weeks after the signature of the contract, the Contractor should provide the expected deliverables to EIGE.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

Deliverable 11: Information page for website

1 page presenting the achieved results and the activities developed will have to be delivered, to be published on EIGE's web site.

This final information page will have to summarize and introduce the main features of the project and present the main challenges for follow up.

Deadline: 31 weeks after the signature of the contract, the Contractor should provide the expected deliverables to EIGE.

EIGE shall have **ten (10) working days** from receipt of the report to comment on it or approve. Within **five (5) working days** from receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

1.8 DELIVERABLES

Deliverable	Weeks
Deliverable 1: Inception report	2
Deliverable 2: Literature review	12
Deliverable 3: Policy review	12
Deliverable 4 Collection of practices with potential	18
Deliverable 5: Interim report #1	18
Deliverable 6: Consultation meeting report	18
Deliverable 7: Collection of good practices	22
Deliverable 8: Summary report	31
Deliverable 9: Final report	31
Deliverable 10: 3 Factsheets on good practices on Reconciliation	31
Deliverable 11: Information page for EIGE's website	31

The resources collected²² in the database shall be appropriately annotated and referenced in a user-friendly format, ensuring that copyright issues are respected. Overall, the contractor shall ensure appropriate approach to data protection and copyright issues during the creation of all products and deliverables.

Deliverables will have to comply with EIGE's style guide²³ and they must be submitted in **English**.

Reports must be copyedited²⁴ and proofread²⁵ English and in clear and understandable style, and should be easily-readable providing information and analyses that can be

²² The elements to be used to describe the resources will be based on the Dublin Core Metadata set.

²³ <http://www.eige.europa.eu/content/document/eige-style-guide>

²⁴ Copyediting. Specifically these tasks include:

- Assessing the quality of the text (for completeness, accuracy, relevance and coherence).
- Editing/re-writing in clear and appropriate English. The originals at times, originate from either one or several authors, including both the Institute's staff and external researchers, with varying linguistic backgrounds.
- (Re)writing/editing short articles for web pages and/or handouts or slides on the basis of longer reports.
- Resolving queries with the authors and the Institute's editorial team.
- Identifying and inserting appropriate references/hypertext links.
- Giving feedback about templates, guidelines and workflow procedures.
- Ensuring overall transition from a non-native text to a native English text.

²⁵ Proofreading. Specifically these tasks include:

- Proofreading texts (including all footnotes and/or endnotes, captions under photographs, lists etc.) and insuring excellent English language, vocabulary, syntax, expression and grammar as well as all relevant terminology;

understood by non-academics. The style should be balanced and must not contain unsubstantiated statements.

The written documents must be delivered in MS Word format, the format of the annexes may vary depending on the type of information to be shown. All the reports with corresponding Annexes should be provided in 2 hard copies and in an electronic copy.

The documents must be delivered in an appropriate layout and may contain the visual elements (e.g. tables, boxes, graphs) to enhance the readability of the documents. The visual elements shall be well-developed and accurate. The data necessary for reproducing graphs contained in the reports must be delivered in MS-Excel electronic files with one graph/table per spread sheet, and each spread sheet must be numbered using the same system as the one used in the report file.

EIGE will have the exclusive rights to publish the results of the study. The contractor must ensure that there are no restrictions on confidentiality and/or intellectual property rights expected from the third party.

The contractor will receive the structure of EIGE's database where the outputs of the tasks/activities will have to be imported. The task of the contractor will be to analyse the structure and provide a proposal on how to integrate the data into the existing system, by using the existing tables or adding additional ones. In case a need to change the structure of the database is identified, the contractor will have to provide scripts to implement the changes.

When necessary, activities aimed at producing deliverables, must run simultaneously to ensure their effective delivery within the given timeframe.

The contractor must respect deadlines specified in the contract. All the deliverables must be revised by the contractor according to EIGE's recommendations, as necessary, and returned within the deadlines mentioned in the contract.

EIGE will provide feedback on the content of the deliverables and suggest any changes and amendments within the time specified in the contract. The content of final reports will be revised, if needed, by EIGE. All materials and reporting from the project, is owned by EIGE and cannot be used by the contractor until they are made public and with the expressed written consent of EIGE.

The procedure for accepting the deliverables shall be as follows (if not foreseen differently for specific deliverables). EIGE receives the deliverables according to the contract deadlines. The deliverable is evaluated based on the requirements of the Terms of Reference. Further actions, which in the opinion of EIGE, would be necessary for the acceptance of the deliverables will be implemented by the contractor without delay. A new deliverable which takes into account comments and suggestions made by EIGE will have to be re-submitted within the agreed deadline, but not later than within ten (10) calendar days. The deliverable is considered as a final deliverable only after its acceptance by EIGE.

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- Ensuring that no typographical errors are left in final texts.
 - Proofreading texts and verifying compliance with the house-style and the EU Inter-institutional Style Guide (published on the homepage of the Publications Office: http://www.publications.europa.eu/index_en.htm) and overall consistency with other texts in terms of format, structure and style;
 - Resolving queries with the authors;
 - Giving feedback on templates, guidelines and workflow procedures.

1.9 COMMUNICATION AND REPORTING

The tenderer will have to identify a project manager, in charge for the communication with EIGE's project manager.

All communication and reports will have to be channeled through the mentioned responsible Project Manager and they will have to be labelled as EIGE/OPER/2013/18 – subject, in order to facilitate the management of the communication process.

The tenderer has to comply with the foreseen deadline and timeline, taking care to send and reply in accordance with agreed timing.

EIGE's project manager will provide requested information and comment, in the agreed timing.

1.10 PROVISIONAL TIMELINE

The overall duration of the contract is expected to be 9 months.

A detailed timeline, clearly presenting and describing work plan, activities and deliverables should be provided in the offer. Clear description has to be provided on the following issues:

- Project management
- Coordination of the team and of parallel activities
- Risk management
- Quality assurance
- Pool of expertise

1.11 RESPONSIBILITY

The overall responsibility for executing the contract, including the implementation of all measures necessary to provide the Institute with deliverables, lies with the contractor. The contractor will be the sole partner of EIGE with responsibility for ensuring the quality, consistency of the work carried out for each of the countries and each of the phases.

1.12 PROJECT TEAM

Profiles of experts

The organisation of the project team is a key feature and it is fundamental in order to deliver the expected results, in the defined timeline, expressing the required quality.

The required experience of the team members should be explicitly reflected in their CVs. Tenderers should pay attention to the need to ensure that the research team fulfils the requirements listed below in terms of qualifications and experience.

The team must have members with the following professional profiles of professionals and may include further members if needed.

1 Project Manager

Qualifications and professional experience

- University degree;
- A minimum of five (5) years of professional experience in project management;
- Proven experience in research management, as manager or coordinator of a least three (3) major international or European projects (preferably research), each involving at least three countries;

- Proven experience in the area of gender equality;
- Preferable experience on evaluation and assessment of projects, programmes and practices in the context of gender equality;
- Excellent knowledge of English (Level C1 based on Europass CV model).

3 Senior Researchers

Qualifications and professional experience

- University degree in social sciences;
- Proven experience in supervising international or European research projects (at least two projects are required);
- A minimum of five (5) years of research experience in gender equality issues (preferably with links to reconciliation and related issues);
- At least five (5) publications (including articles or reports for research projects) on gender issues (preferably with links to reconciliation and related issues);
- Preferable experience on evaluation and assessment of projects, programmes and practices in the context of gender equality;
- Excellent knowledge of English (Level C1 based on Europass CV model).

Senior researchers will have to sign and certify all the expected deliverables, providing the quality assurance related to quality, consistency and relevance related to the aim and the content of the study.

Pool of National Research Experts

In addition to the profiles listed above, a successful project team will be composed of:

- an adequate number of national researchers (with adequate language skills), supporting the senior researchers' analysis, able to map required information in all EU Member States.

Qualifications and professional experience

- University degree social sciences;
- Proven experience in research in gender issues supported by relevant publications, references to past projects of professional profile;
- Excellent knowledge of English and knowledge of one or more project relevant languages.

IT Expert

Qualifications and professional experience

- Technical degree
- Proven experience in development of IT tools, with specific reference to databases and web pages design;
- Excellent knowledge of English.

The contractor shall also recruit necessary support staff for the management and implementation of the study. All costs for employing any additional experts during the implementation phase of the project are to be borne in full by the contractor.

General professional requirements for the team

The implementation of the Contract will require the following knowledge and expertise:

- experience and knowledge of the European Union's policies and strategies on gender equality and their implementation at EU and Member State level, particularly with regard to reconciliation of work, family and private life;
- experience and knowledge of the area of reconciliation of work, family and private life;
- ability to assess the quality, reliability, comparability of data;
- proven skills in collection and objective interpretation and analysis of data and information;
- strong analytical and writing skills, experience in drafting analytical reports in a European context;
- experience in organising consultation processes (seminars, round tables);
- very good command of English.

1.13 MANAGEMENT STRUCTURE

The contractor is expected to organise its own project management and coordination team – the Project Team – lead by the Project Manager to oversee all aspects of the work related to the study. The tenderer's technical proposal should clearly list the experts working in the core research team. Preferably, the tenderer should provide a list of national experts in the technical proposal. The Project Manager is in charge of the coordination and administrative tasks of the project as well as contacting and informing the EIGE about all aspects related to the execution of the contract. The Project Manager will provide EIGE with monthly reports on the progress of the study and other relevant aspects of the work. The full team is responsible for the content and quality of all the deliverables, and making sure that they are in line with gender equality objectives set for this contract.

The Research Experts shall not cover the research activities in more than a maximum of three (3) Member States. The tenderer must supply CV's of the members of the proposed project/research team outlining a list of their publications and other relevant qualifications as required in "Project team" Section.

Any changes in the composition of the team shall be notified to EIGE in writing having attached CV's of the proposed replacements, which must comply with the requirements of these Technical Specifications. The contractor needs to receive EIGE's approval in writing before any changes are made. EIGE is not obliged to agree on the proposed changes.

1.14 COMMUNICATION AND MEETING

Communication between the contractor and the Institute shall be possible by phone, video-conference and email during the EIGE's working days and hours. Short monthly reports should be submitted to EIGE by electronic mail.

EIGE will organise an inception meeting in EIGE's premises in Vilnius within two weeks after the contract is signed. At the meeting the objectives of the study will be discussed in detail, and, in particular, the methodological approach and the study timeline as defined in the technical proposal submitted by the contractor during the tendering process.

During the course of the contract period, in addition to the inception meeting, at least two more working meetings are envisaged between the contractor and representatives of EIGE. These working meetings will serve to review the progress and discuss the arising challenges. All meetings will take place in Vilnius at EIGE's premises. In a final meeting at the end of the contract period, the Contractor will be asked to present the final report to the representatives of EIGE. During the meetings the parties will share with each other information on the implementation and quality control.

All costs for participation in the above mentioned meetings are to be borne in full by the contractor.

In addition to these meetings/events, EIGE may, at its own cost, send representatives to the contractor's headquarters for any additional ad hoc meetings that may be required.

1.15 MONITORING OF PROJECT IMPLEMENTATION

EIGE will monitor the project in technical and administrative terms. The contractor should report to EIGE immediately in writing about any problems it may encounter during the implementation of the contract.

A successful tenderer should expect that the European Court of Auditors and the European Anti-Fraud Office (OLAF) have the right to gain access to all project documentation and, therefore, must keep copies of all relevant and related documents.

Throughout the duration of the study, EIGE's staff may visit contractor's offices and/or the sites where the project is carried out, to assess the quality of the work.

1.16 DATA PROTECTION

Tenderers must ensure that during the implementation of the project they will strictly comply with national and EU data protection legislation, especially Regulation (EC) No 45/2001 and Directive 1995/46/EC, as well as Regulation (EC) No 322/97 on the processing of data for the statistical purposes.

1.17 ASSESSMENT OF RESULTS

The results will be assessed by EIGE with regard to their usefulness for the final goal of this study, which is to collect the data and information on reconciliation of work, family and private life.

Further assessment will be done concerning the clarity of presentation of the reports, meeting deadlines, quality, practicality, usefulness and the level of detail of the products delivered, the quality and clarity of the analysis and the quality of translations, when needed.

EIGE will also assess the coherence and quality of data, information and analysis provided with the objective to present effective and updated knowledge and tools to Member States and EU institutions, implementing gender equality policies in the context of reconciliation of work, family and private life.

2 THE TENDER

2.1 SUBMISSION OF THE TENDER

Participation in Tendering procedures is open on equal terms to all natural and legal persons from one of the EU Member States and to all natural and legal persons in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement,.

Being launched by an EU Agency, this procurement procedure is not opened to the countries parties to GPA (except those mentioned in the previous paragraph).

Tenders must be submitted in accordance with the specific requirements of the Letter of Invitation to Tender and, without fail, within the deadlines laid down therein.

Late delivery will lead to the exclusion of the tender from the award procedure for this contract. Offers sent by e-mail or by fax will also be non admissible. Envelopes found open at the opening session will also lead to non-admissibility of the tender. Consequently, tenderers must ensure that their bids are packed in such a way as to prevent any accidental opening during its mailing.

The tender must remain valid for period of 6 months from the final date for submission of the tenders.

This invitation to tender is intended to be competitive. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements, collude or make arrangements with competitors, canvass or solicit EIGE staff or influence the evaluation committee or its individual members in any way during the tendering process will render tender invalid.

Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes and the technical specifications) and waives all other terms of business.

Submission of a tender binds the Contractor to whom the contract is awarded during performance of the contract. Once EIGE has accepted the tender, it shall become the property of the Institute that shall treat it confidentially.

EIGE shall not reimburse expenses incurred in preparing and submitting tenders. No compensation may be claimed by tenderers whose tender has not been accepted, including when the Institute (the contracting authority) decides not to award the contract.

The Protocol on the Privileges and Immunities of the European Union shall apply to this invitation to tender.

2.2 OPENING OF TENDERS

Tenders will be opened on

18/10/2013 at 10:00 EET (Vilnius time)

at the following location:

European Institute for Gender Equality Gedimino pr. 16 01103 Vilnius, Lithuania

One authorised representative of each tenderer may attend the opening of the bids as observer. Companies wishing to attend are requested to notify their intention at the latest 2 working days in advance to the following e-mail address: procurement@eige.europa.eu. The reference number of the procurement procedure should be clearly indicated.

This notification must contain an authorisation document signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening on the tenderer's behalf. The credentials of the representative will be checked by EIGE.

2.3 CONTACTS with EIGE

In principle, no contact is permitted between the contracting authority and the tenderer during the tendering procedure. However, contacts may exceptionally be permitted – these cases are specified in the Letter of Invitation.

Under the conditions described in the Letter of Invitation, further information can be obtained by sending a request to:

e-mail: procurement@eige.europa.eu

Provided it has been requested in good time, such additional information will be supplied simultaneously to all economic operators by posting it onto EIGE web-site, Internet address <http://www.eige.europa.eu/content/procurement>. The Institute is not bound to reply to requests for additional information received less than five working days before the final date for submission of tenders.

EIGE will inform interested parties of the existence of an error, a lack of precision, an omission or any other type of defect in the documents relating to this call for tenders by supplying information on the Internet address <http://www.eige.europa.eu/content/procurement>.

During assessment procedure, EIGE may require some clarification in connection with a tender, or if obvious clerical errors in the tender must be corrected. In any event, such contact must not lead to any amendment of the terms of the tender.

2.4 CONTENT OF THE TENDER

All tenders must contain all the information and all the supporting documents required by these Specifications. In the absence of the required information or documents, EIGE may disqualify the bid. EIGE reserves the right, however, to request additional evidences in relation to the bid submitted for evaluation or verification purposes within a time-limit stipulated in its request.

Tenders must be clear and concise, with continuous page numbering, and assembled in coherent fashion (e.g. bound or stapled).

Tenders shall be submitted in an official EU language if possible in English, the working language of EIGE.

All tenders must include:

- A. Covering letter signed by the tenderer or his/her duly authorised representative
- B. Table of contents
- C. Five sections:
 - Section One: Administrative information,
 - Section Two: Documents related to the Exclusion criteria
 - Section Three: Documents related to the Selection criteria
 - Section Four: Technical offer addressing technical specifications and award
 - Section Five: Financial offer

Standard submission forms are annexed to these specifications

2.4.1 SECTION ONE: ADMINISTRATIVE INFORMATION

The Tenderer must provide the following identification documentation:

- Tenderer identification Form

The tenderer identification form is to be provided in original, signed by a representative of the Tenderer authorised to sign contracts with the third parties

- Legal entity Form

The legal entity form is to be provided in original signed by a representative of the Tenderer authorised to sign contracts with the third parties. This form (individuals, private entities or public entities) is available at:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

- Financial identification Form

The original bank identification form must be filled in and signed by an authorised representative of the Tenderer and his/her bank. A standard form is available at:

http://ec.europa.eu/budget/execution/ftiers_en.htm

The above forms must be accompanied by the evidence as indicated at the bottom of each form (*for private entities*: proof of registration, VAT registration etc; *for individuals*: copy of passport, proof of registration/VAT if applicable; *for public entities*: official document on establishment etc).

Joint Offers

A joint tender is a situation where an offer is submitted by a group of tenderers (consortium). If awarded the contract, each member of the consortium will be jointly and severally liable towards EIGE for the performance of the contract.

A consortium can be a permanent, legally established grouping or a grouping which has been constituted for this tender procedure.

Consortia members in joint tenders may submit only one tender for a single contract. All members of the consortium shall sign the tender or one of the consortium members which is designated as the representative authorised to undertake commitments on its behalf (copy of the authorisation must be provided with the offer).

The tender must indicate which member (lead consortium partner) will represent the consortium in dealing with the contracting authority. The tender must describe the form the cooperation is to take in order to achieve the desired results and how technical, administrative and financial aspects will be organised.

If the tender does not mention that all members are jointly and severally liable, all other parties included in the tender than the party signing the tender (Tenderers) will be considered subcontractors.

In case of submission of a joint offer, the Tenderers are asked to provide an original of filled in and duly signed one of the attached Powers of attorney of the Standard Submission Forms depending on the set up that has been chosen by the Tenderers, and specify the role of the group, as well as who has been appointed by the others as the group leader.

In case of a joint offer, only the group leader must return the financial identification form.

Subcontracting

Subcontracting is the situation where the Contractor in order to implement the contract, enters into legal commitments with other legal or natural persons for performing part of the service (in particular, any work performed by a person who is not an employee of the tenderer will be considered as subcontracted).

The Contractor shall remain bound by his obligations to EIGE and shall bear exclusive liability, sole and fully responsibility for the performance of the contract. EIGE has no direct legal relationship with the subcontractor(s).

If the Tenderer envisages subcontracting, the tender must include, using models in Standard Submission Forms:

- a subcontracting form by Tenderer clearly stating the roles, activities and responsibilities of the proposed subcontractor(s), and the reasons why subcontracting is envisaged;
- a letter of intent by each proposed subcontractor stating its intention to collaborate with the tender if the Tenderer wins the contract and their willingness to accept the tasks and the terms and conditions of the contract.

The Tenderer must indicate clearly in their methodology, which parts of the work will be sub-contracted.

The main contractor retains full liability towards EIGE for performance of the contract as a whole. Accordingly:

- EIGE will treat all contractual matters (e.g. payment) exclusively with the main contractor, whether or not the tasks are performed by a subcontractor;

- under no circumstances can the main contractor avoid liability towards the agency on the grounds that the subcontractor is at fault.

Prior written approval from EIGE is necessary in order to replace a subcontractor and/or have work which was not originally subcontracted in the original tender carried out by third parties.

In case the identity of subcontractors is not known at the time of submitting the offer, any future subcontract may be awarded according to the provisions of the contract.

2.4.2 SECTION TWO. EXCLUSION CRITERIA DOCUMENTATION

A. Tenderers (including consortium members in case of a joint offer) or their representatives shall provide an original Declaration on honour, duly signed and dated in which they:

- state whether or not they are in one or more of the situations referred to in Articles 106 and 107 of the Financial Regulation and detailed in the SSF;
- undertake to submit to EIGE any additional document relating to the exclusion criteria, that EIGE considers necessary to perform its checks, within seven calendar days following the receipt of EIGE's request.

By returning the above-mentioned Declaration, duly signed, Tenderers confirm that they have been notified of the following points:

- Administrative or financial penalties may be imposed by the Institute on Tenderers who are in one of the cases of exclusion provided for in Articles 106 and 107 of the Financial Regulation after they have been given the opportunity to present their observations.
- These penalties are detailed in Article 109 of the Financial Regulation and Articles 142 and 145 of the Rules of Application (No 1268/2012 of 29 October 2012).

B. The tenderer to whom the contract is awarded shall provide, within 10 days following the dispatch of the letter informing him of the proposed award of the contract and preceding the signature of the contract, the following evidences confirming the statements referred to in the Declaration.

EIGE will accept, as satisfactory evidence that the tenderer is not in one of the situations described

- For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

- For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

- For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by EIGE.

Where they have doubts as to whether tenderers are in one of the situations of exclusion, EIGE may itself apply to the abovementioned competent authorities to obtain any information they consider necessary about that situation.

EIGE may waive the obligation of a tenderer to submit the abovementioned documentary evidence if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided to EIGE in a previous procurement procedure and confirm that no changes in his situation have occurred. The tenderer shall indicate in its tender all the references necessary to allow the EIGE services to check this evidence.

2.4.3 SECTION THREE: SELECTION CRITERIA DOCUMENTATION

This part of the tender concerns the evidences relating to the economic and financial capacities, as well as technical and professional, capacities of the service provider(s) involved in the bid.

The proper implementation of the contract requires a multiplicity of skills, capacities and different types of expertise to be combined in the performance of the various tasks and activities.

An economic operator may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in this case prove to EIGE that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. EIGE may require that the economic operator and the entities referred to in this paragraph are jointly liable for the execution of the contract.

In the case of joint tender (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.

EIGE reserves the right to request additional information for the evaluation of the economic and financial capacity of each member of a consortium.

In case on of subcontracting to the same subcontractor not more than 30% of the contract, provided the main contractor does not rely on the subcontractor's economic and financial capacities, the subcontractor(s) does not have to provide the economic and financial capacity form. However, EIGE reserves the right to request additional information for the

evaluation of the economic and financial capacity.

EIGE may waive the obligation of a tenderer to submit the abovementioned documentary evidence if such evidence has already been submitted to it for the purposes of another procurement procedure and comply with 2.4.3.A and 2.4.3.B. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided to EIGE in a previous procurement procedure and confirm that no changes in his situation have occurred. The tenderer shall indicate in its tender all the references necessary to allow the EIGE services to check this evidence.

2.4.3. A. Economic and financial capacity

Tenderers must provide EIGE with sufficient proof of their financial standing, and more importantly that they have the necessary resources and financial means to carry out the work involved. The tenderer must prove they are viable for the duration of the contract.

Evidence on compliance with the economic and financial capacity requirement must be provided by the following document:

The tenderer which according to the law of the country in which it is established is required to publish the balance sheet shall complete and include in the offer a statement "Economic and financial capacity" as presented in the Standard submission forms. Please observe the following aspects in completing this financial statement:

It should be presented in original and certified by means of a signature of the chief accounting officer of the tendering organisation.

EIGE has the right during the tendering process and before awarding the contract to request further evidence on the tenderer's compliance with the economic and financial capacity requirement, in which case balance sheets and profit and loss accounts for the past financial years may be requested.

The tenderer which according to the law of the country in which it is established is not required to publish the balance sheet shall provide the extract from the budget.

In the case of a consortium submitting an offer, the consortium may rely on the capacities of members of the consortium. It must prove in its offer that it will have their resources at its disposal.

The statements of Economic and financial capacity should be included in the offer for all consortium partners.

In the case of a physical person the financial statement should be included into the offer for where only two lines on Turnover need to be filled in and the financial statement can be signed by the physical person only.

The average annual turnover of the tenderer must be not lower than EUR 300.000 during the past 3 years

2.4.3. B. Technical and professional capacity required and their documentary presentation

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, reliability in providing the required expertise.

The tenderer needs to demonstrate in the Offer the capacity to:

- Analyse the implementation of EU and national policies on reconciliation;
- Identify and involve social partners;
- Map, identify and analyse effective and relevant examples on reconciliation in EU;

- Design and develop qualitative analysis and criteria to assess good practices on reconciliation
- Identify and analyse main EU policies related to gender equality, employment and crisis.

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 as indicated in Standard Submission Forms by the following:

- List of at least three similar projects, developed at EU level, on issues related to gender equality and reconciliation policies and/or to the collection of good practices;
- Statement of the average annual workforce (only permanent staff) of the service provider broken down by management staff and research staff over the past 3 years.
- The Curricula Vitae (CVs), preferably in a common European format, of the proposed members of the team must be enclosed and must clearly show evidence of the experience and skills required. The form can be downloaded from: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>

The successful tenderer may be requested to provide the diplomas and professional qualifications of the persons responsible for providing the services, including any publications and/or studies and/or any other type of relevant work in the field that is the object of this contract.

2.4.4 SECTION FOUR: TECHNICAL OFFER

This section is of a great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract. Attention is also drawn to the award criteria, which define those parts of the technical offer to which the tenderers should pay particular attention. The technical offer should address the tenderer's approach to and solutions for all matters laid down in the technical specifications while the tenderer should be aware, that a simple repetition of the Technical specification will result in a very low technical score. The level of detail of the tender will be very important for the evaluation of the tender.

To grant equal treatment of all tenders, it is not possible to modify offers after their submission. As a consequence, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also, that offers deviating from the Technical Specifications may be rejected for non-conformity.

The Technical Specifications and the tenderer's bid shall be integral parts of the contract and will constitute annexes to the contract, while in case of contradictions the Technical Specifications prevail.

The tenderer must submit its Technical Offer following the structure described below:

- a) Demonstration of a clear understanding of the objectives and assignments**
- b) Methodological approach**
- c) Project management, organisation of the project team and communication**
- d) Work plan and timeline**
- e) Quality assurance**

Technical offer has to describe clearly:

- a) The knowledge about the issues related to the objectives of the study, at a EU and national level;
- b) The methodological approach developed to achieve the expected results;
- c) The strategy to deliver expected results, aiming to provide relevant, coherent, accountable information and develop qualitative analysis and recommendations, consistent with EIGE's mission to support and promote gender equality in EU and Member States;
- d) The operational structures provided to implement the activities and to fulfil the foreseen tasks, with particular concern on project management, risk assessment, coordination of expertise required and the strategy to manage different activities in the given timeline;
- e) The planning and the description of how and when activities will be implemented and deliverables provided;
- f) The strategy adopted to **ensure quality, relevance and consistency** of the expected results, with specific concern on the assessment of the qualitative dimension of the scientific and methodological contribution to be achieved by the study;
- g) The strategy and the measures adopted to **guarantee quality and consistency** of the deliverables, for all that relates to language, editing, proofreading and copy editing.

Tenderers must clearly show in their technical offer how they will ensure that the research will comply strictly with national and EU data protection legislation, especially Regulation (EC) No 45/2001 and Directive 1995/46/EC, as well as Regulation EC No 322/97 on the processing of data for statistical purposes.

If the tenderer intends to subcontract any part of the services, a description of the extent to which tasks will be sub-contracted, as to how subcontracting will be effectively monitored, must be provided.

In the Technical offer, the style and presentation must, as far as possible, be simple and clear, and free of jargon that obscures rather than promotes meaning to readers unfamiliar with it.

VARIANTS

Variants are not allowed.

Variant means a solution technically or economically equivalent to a model solution known to the contracting authority. Variants may relate to the whole contract or to certain parts or aspects of it.

2.4.5 SECTION FIVE: FINANCIAL OFFER

All tenders must contain a financial offer section which shall consist of:

The Financial Offer Form (template presented in “Standard Submission Forms”).

The maximum volume of the contract is estimated at **EUR 120.000**, excluding VAT. Tenders presenting a total price superior to this maximum amount will be excluded.

Tenderers must provide fixed price including all fees and project related costs (project management, quality control, back-up resources, etc) directly or indirectly connected with the provision of the service.

The tenderer must specify the category of staff to be involved in the project and:

- The total number of days (person-days) each member of staff will contribute to the project;
- Professional fees should be expressed as the number of person-days multiplied by the unit price per working day for each expert proposed. The unit price should cover expert's fees and administrative expenditures;
- other costs shall include direct costs such as travel costs, translation expenses, any expenses for meetings' facilities or other costs relative to the deliverables

The tenderer's attention is drawn to the following points:

- Prices must be quoted in EUROS.
- Prices should be quoted free of all duties, taxes and other charges e.g. free of VAT, as the European Institutions are exempt from such charges in the EU under Articles 3 and 4 of the protocol on the Privileges and Immunities of the European Union of 8 April 1965 (OJ L 152 of 13 July 1967). Exemption is granted to the agencies by the governments of the Member states, either through refunds upon presentation of documentary evidence or by direct exemption. For EIGE the Lithuanian national legislation provides an exemption by means of a reimbursement. The amount of VAT is to be shown separately.

In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact the national authorities to clarify the way in which the European Union is exempted from VAT.

3 THE ASSESSMENT PROCEDURE

3.1 EVALUATION OF THE TENDERERS

Stage 1 - Application of exclusion criteria

The (non-)exclusion of the tenderer will be evaluated on the basis of the documents submitted as indicated in Section 2.4.2 Exclusion criteria.

Contract may not be awarded to tenderers (legal or natural persons) who:

- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
- are subject to a conflict of interest in connection with this contract;
- are in one of the situations leading to exclusion, as indicated in Section 2.4.2 Exclusion criteria.

In case of joint offers or/and subcontracting, the exclusion criteria will be assessed in relation to each consortium member and subcontractor individually.

If a member of a consortium is subject to exclusion, the rest of the consortium will be excluded.

If a subcontractor is subject to exclusion, the tenderer shall be excluded.

Stage 2 - Application of selection criteria

The aim is to check the technical and professional capacity and economic and financial capacity of each tenderer who has passed the exclusion stage.

The admissibility of the tenderer will be evaluated on the basis of the documents submitted as indicated in Section 2.4.3 Selection criteria. All tenderers will undergo strict evaluation of conformity to selection criteria laid down in the Tender Specifications. The Tenderers not satisfying the selection criteria will not be selected and their offers will not be further evaluated against award criteria.

In case of joint offers or/and subcontracting:

- For minimum viability standards on financial and economic standing an individual evaluation shall take place
- For the overall turnover or turnover a consolidated assessment shall be made.
- The selection criteria for technical and professional capacity will be assessed in relation to the combined capacities of all members of the consortium and subcontractors, as a whole.

3.2 EVALUATION OF THE TENDERS

Stage 3 - Application of award criteria

The aim is to assess, on the basis of the award criteria, the technical and financial offers and establish a ranking list in order of merit.

A. Technical evaluation

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

Criteria number	Criteria description	Maximum points per criteria	Minimum required score
1	Demonstration of a clear understanding of the objectives and assignments	20	14
2	Methodological approach	30	21
3	Project management, organisation of the project team and communication	25	17.5
4	Work plan and timeline	15	10.5
5	Quality assurance	10	7
Total			

(1) Demonstration of a clear understanding of the objectives and assignments

For this criterion, the evaluation committee will assess to what extent the tenderer has understood assignment and the context in which it will be carried out.

This criterion will also assess the logic, structure, completeness and readability of the proposal in its entirety with regard to the activities to be implemented and the deliverables to be produced under this study.

It will furthermore assess to what extent the tenderer has identified the main issues of the context of implementation of the project, providing evidence of identifying main challenges, gaps and trends.

(2) Methodological approach

Tenderers must describe in detail their proposed methodological approach to provide the foreseen deliverables. Tenderers should clearly explain the reasons for their specific methodological choice and the usefulness of the proposed methodological solution for an effective implementation of tasks as defined by the technical specifications.

Tenderers are expected to specifically explain the way they are going to identify and assess the good practices and how they are going to develop specific qualitative criteria for the identification of good practices within the context of reconciliation of work, private and family life, and in particular on self-regulation and awareness-raising.

They will have to explain clearly as well how they are going to identify and collect methods and tools and how they will involve relevant stakeholders.

Also, the tenderers shall give particular attention to the proposed classification system of the collected resources to ensure that the information provided to EIGE's Resource and Documentation Centre is delivered in a systematic way, is user-friendly and useful.

Tenderers should explain in detail how they will ensure that the same methodological guidelines are applied across the different countries and how the researchers engaged in the fieldwork will be briefed to ensure the application of the same approach.

Under this criterion the evaluation committee will assess the ability of the tenderer to propose a valid and clear methodological framework to implement a cost effective and well-performing solution for an effective implementation of tasks as defined by the technical specifications.

(3) Project management, organisation of the project team and communication

The tenderer should provide a clear proposal presenting the project management (with specific concern to risk management related to deadlines and activities to conduct in EU Members States, monitoring and evaluation, timing), outlining the organisation and composition of the project team, making clear how the professional qualifications that the team possesses (including experience in the field of reconciliation) will be useful and used for the effective and timely implementation of this project.

The tenderer must specify respective roles of the team members and their contributions to specific activities and deliverables under this study. The tenderer's technical proposal should indicate clearly the amount of time each team member will devote to the study and explain how the stability of the team will be ensured.

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.

The tenderer has to demonstrate how the proposed composition of the team will ensure coverage of EU Member States, including the ability to rely on local researchers to conduct fieldwork. The tenderers are to provide a list of local researchers ready to undertake the local assignments for this study.

The tenderer's technical proposal should indicate clearly how the internal communication within the team and interaction with EIGE will be organised. The tenderers will have to present as well a clear communication strategy, both internal among partners and external towards EIGE, identifying for each key role a responsible person.

The tenderer shall also explain how the quality of work will be monitored and how the quality assurance will be managed.

(4) Work plan and timeline

The tenderer should present in the technical proposal a detailed work plan, by weeks, clearly indicating key stages of the project, their duration and expected milestones. The work plan should be based on these Technical specifications and should indicate how the project activities will be managed and implemented.

Tenderers should provide a detailed explanatory project timeline for each phase, indicating clearly the time to be devoted to each stage of the project whilst fully respecting the deadlines. The strategy and planning to match the expected delivery according the deadlines have to be clearly explained.

The tenderers should clearly indicate which activities will be carried out in parallel and how the project team will manage this.

The presentation of the work plan and of the scheduling has to be clearly connected to the project management and emphasize risk assessment related to the delivery of the expected results.

(5) Quality assurance

Tenderers should present the approach adopted for quality assurance, with specific concern to the quality, relevance and coherence of the deliverables.

They are requested to present the strategy, the tools and the resources addressed to ensure quality assurance.

Tenders scored both below the minimum score required per criterion and below 70 out of total 100 points will be rejected and thus not be considered for the next step of the evaluation

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.

B. Financial evaluation

The evaluation of Financial Offers is based on the total price.

3.3 AWARD OF THE CONTRACT**3.3.1 Award principle**

The contract will be awarded to the most economically advantageous offer on the basis of the quality / price ratio, in accordance with the following formula:

$$\text{Final score for Tender} = \text{Technical score} \times 100.000 / \text{Price}$$

The tenderer having the highest score will be awarded the contract under condition of respect of requirements on absence of conflict of interest and other requirements linked to criteria on exclusion from award.

EIGE will inform tenderers of the decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

3.3.2 Information to tenderers

Shortly after evaluation, all tenderers will be informed about whether their tender has been accepted or rejected.

Upon respective written requests made by the tenderers, EIGE will inform all rejected tenderers of the reasons for their rejection and all tenderers who submitted an admissible tender of the characteristics and relative advantages of the tenders selected for the contract award and the name of the successful tenderers.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them.

3.3.3 Standstill period

EIGE shall not sign the contract with the successful tenderer until a standstill period of 10 calendar days has elapsed, running from the day after the simultaneous electronic dispatch of the award decisions and letters to unsuccessful tenderers.

3.3.4 Evidence by Contractor

The tenderer to whom the contract is to be awarded shall provide, within 15 days following the receipt of the letter informing him of the proposed award of the contract and preceding the signature of the contract, the evidence on exclusion criteria, defined in section 2.4.2. If this evidence is not provided or proved to be unsatisfactory, the Institute reserves the right to cancel the award procedure or to change the award decision to the benefit of the next best ranked tenderers on condition that s/he provides the evidence on exclusion.

3.3.5 No obligation to award the contract

The tendering procedure shall not involve EIGE in any obligation to award the contract. EIGE may, before the contract is signed, either abandon the procurement procedure or cancel the award procedure without the Tenderers being entitled to claim any compensation.

In the event of cancellation of the tender procedure, Tenderers will be notified. In no event shall the Institute be liable for any damages in any way connected with the cancellation.

4 THE CONTRACT

4.1 NATURE OF THE CONTRACT

Service contract

4.2 STARTING DATE OF THE CONTRACT AND DURATION OF THE TASKS

The contract shall commence on the day following signature by EIGE as the last contracting party. The Contract is expected to be signed in November 2013. The duration of the tasks shall not exceed **9 months**.

The execution of the tasks may not start before the contract has been signed. The period of execution of the tasks may be extended before the end of the period originally stated in the contract, but only with the written agreement of the contracting parties.

4.3 PLACE OF PERFORMANCE

The tasks will be performed on the Contractor's premises or places indicated in the tender. Meetings between the Contractor and EIGE will be held on EIGE premises in Vilnius.

4.4 VOLUME OF THE CONTRACT

The maximum amount available for the contract is **120.000,00 EUR**, excluding VAT. Any bid exceeding this amount will not be considered.

4.5 TERMS OF PAYMENT

Payments shall be made in accordance with Articles I.4 of the Draft Service Contract.

Payments shall be executed only if the Contractor has fulfilled all the contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if an earlier payment has not been executed as a result of default or negligence on the part of the Contractor.

4.6 GUARANTEES

No guarantees are required by the contract.

4.7 DATA PROTECTION

See Section I.8 in the Draft Service Contract and the Invitation to Tender.