

EUROPEAN INSTITUTE FOR GENDER EQUALITY



Vilnius, 06-08-2013  
EIGE/ML/KP D/2013/ 531

**Tender:** EIGE/2013/OPER/08  
**Animation of online discussion within EuroGender**

**Subject:** **Answers to requests for clarifications regarding the Tender**

Dear Sir/ Madam,

From (a) potential tenderer(s) we received (a) question(s) that might be of general interest. Please find herewith the answer(s) to this/ese question(s).

Sincerely yours,

Procurement  
EIGE

## **EIGE/2013/OPER/08. Questions & Answers Nr 1**

### **Question 1:**

Is our understanding correct that EIGE is expecting a clear description of the methodology to select facilitators for online discussions, and that the tenderer therefore does not need to already present or suggest names, experience and positions of potential facilitators as integral part of the technical offer? It is understood that selection criteria 1 (page 16 – 3.2 EVALUATION OF THE TENDERS) will evaluate specifically the methodology of selection. Furthermore, it is understood that the selection of facilitators will be part of the overall implementation of the tasks of the contract as indicated on page 4 (1.4 Task and deliverables, 3<sup>rd</sup> bullet point). However, on page 7 of the tender specification (1.8 PROJECT TEAM), it could be understood that the facilitators should be presented as part of the project team. A clarification would be much appreciated.

### **Answer 1:**

According to the Tender Specifications, the tenderer must submit its Technical Offer which contains the tenderer's proposal to reach the objectives and fulfil the tasks described in Section 1.4 of the Tender Specifications. The tenderer is expected to suggest a team composed of members with minimum requirements listed in Section 1.8. Moreover, the Technical Offer should refer to the award criteria described in Section 3.2. It is therefore advisable for the tenderer to provide Curricula Vitae (CVs) of the proposed team members, including the proposed facilitators.

### **Question 2:**

Could you kindly offer more information on the type and form of the online discussion? Will it be an online conference with video-streaming, only audio, or will the discussion take place in writing only? Could you offer some more information on the technical aspects of the software to be used? What are the technical options available?

### **Answer 2:**

All online discussions organised by EIGE take place on its collaboration platform EuroGender powered by Drupal.

Online discussions held on EuroGender are text-based and require typing skills and a keyboard. The use of asynchronous online discussions offers participants the flexibility and convenience of participating in the discussion without the constraint of time and geographical location. Online discussions are comprised of an initial discussion post added by a moderator and responses by users commenting on the initial post together with comments of other users.

### **Question 3:**

Are the online discussions designed to be open to the public or to the key participants only?

### **Answer 3:**

EIGE's online discussions are open to general public but participants must register on the EuroGender platform in order to join the online discussion.