European Institute for Gender Equality

EIGE/2014/OPER/07

TENDER SPECIFICATIONS

Development of the interface of EIGE's database on gender statistics

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 CONTRACTING AUTHORITY

Equality between women and men is a fundamental value of the European Union, enshrined in its Treaties[1] 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 EU activities and represents the general approach to the implementation of all EU policies.

The European Institute for Gender Equality (EIGE) was created by Regulation (EC) No 1922/2006 of the European Parliament and of the Council on 20 December 2006. The overall objectives or long-term effects of EIGE's work are defined in the Regulation as:

…"To contribute to and strengthen the promotion of gender equality including gender mainstreaming in all Community policies and the resulting national policies, and the fight against discrimination based on sex, and to raise EU citizens' awareness of gender equality."

The main tasks of the Institute are the dissemination of the collected and analysed comparable data on gender issues and the facilitation of the exchange of best practices and dialogue among stakeholders in order to raise awareness among EU citizens. In addition, EIGE shall develop methods to improve the objectivity, comparability and reliability of data at European Union level by establishing criteria that will improve the consistency of information and take into account gender issues when collecting data[2]

The project commissioned through this Invitation to tender is undertaken within the scope of EIGE's Work Programme 2014. It is a part of EIGE's wider framework of activities aimed at providing a harmonised and centralised source of reliable and comparable data and statistics on gender equality in the EU and beyond, if data coverage is broader.

b) GENERAL BACKGROUND

In the Council Conclusions on the European Pact for Gender Equality 2011–2020, Member States and the Commission, in particular through Eurostat, are encouraged to further develop existing statistics and indicators disaggregated by sex and to fully utilise the capacities of the European Institute for Gender Equality[3].

The European Commission's Strategy for Equality between Women and Men 2010-2015, which provides the political context for the Institute's activities, defined as one of the key tasks for EIGE to set up a documentation centre accessible to the public with statistics, data and information, functioning models and approaches to gender mainstreaming.

EIGE's founding Regulation states that the Institute should assist the Community institutions and the Member States in the collection, analysis and dissemination of objective, reliable and comparable information and data on equality between women and men. In particular, EIGE should carry out some of the tasks with which the existing institutions do not currently deal, specifically in the areas of coordination, centralisation and dissemination of research data and information.

[1] Articles 2 and 3(3) TEU and Article 8 TFEU.
[2] Article 3 of the Regulation (EC) No 1922/2006 of the European Parliament and of the Council of 20 December 2006 on establishing a European Institute for Gender Equality
[3] http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lsa/119628.pdf

Following EIGE's mid-term programme 2013-2015, the Institute has been establishing a reliable centralised source of information and data on gender equality in the European Union. This includes the coordination, centralisation and dissemination of research data and statistics on gender equality in Europe.

In spite of the scarcity of data and stringent criteria applied to gender indicators, demand for gender statistics has increased further in 2013 with high level initiatives such as the Gender Equality Index, launched by EIGE.

Moreover, gender statistics is an area that cuts across traditional fields of statistics to identify, produce and disseminate statistics that reflect the realities of the lives of women and men, and policy issues relating to gender.

Statistics and indicators on the situation of women and men are needed to describe the roles of women and men in society, the economy or the family, formulate and monitor policies and plans, monitor changes, and inform the public.

To this end, EIGE has been developing several gender statistics datasets which are currently being conceptually and technically merged into a unique database on gender statistics – a centralised source of data and statistics on gender equality to be provided to EIGE's stakeholders and the general public.

Aiming to facilitate access to EIGE's stakeholders, researchers, journalists and the general public, the database should be disseminated through a user-friendly interface with an intuitive search mechanism. It should allow the creation of interoperable data and metadata sets that will facilitate their usage from various stakeholders.

To ensure sound quality, the database currently being developed is primarily based on reliable and comparable sex-disaggregated data at EU level. It follows Eurostat's standard guidelines for presenting data and metadata. Throughout 2014, it needs to:

- be technically structured and designed for a web visualisation solution;
- be integrated into an interface allowing a user friendly search and presentation of gender statistics data and metadata.

In order to contribute to the implementation of the above mentioned tasks, EIGE is launching this invitation to tender for a service contract with a professional service provider who can produce the web design and interface of the statistics database that follows an agreed structure and complies with standards of an agreed quality control plan.

1.2 Scope

The use of relevant and constantly updated set of gender statistics[4] data and metadata is a precondition for the design and implementation of a gender statistics database, serving the needs of experts, researchers, policy makers and other users of gender sensitive statistical data.

EIGE's database on gender statistics is being established to become a centralised and regularly updated resource for users to obtain statistics data and metadata according to different search criteria in the framework of EU policy areas on gender equality and identified key words.

[4] "Statistics that reflect the realities of the lives of women and men and policy issues relating to gender equality" in the United Nations Economic Commission for Europe (2010), "Developing Gender Statistics: A Practical Tool", page. 1.

Currently the database stores around 40 000 sex-disaggregated data observations from year 2005 onwards. The considered statistics data and metadata are extracted from international official data sources which provide data for the EU 28 Member States and IPA countries[5]. The comprised information has been adjusted to match the standard criteria defined by the European Statistical System and applied by Eurostat[6].

All observations in the database are at the country and year level. It follows that all datasets[7] contain the dimension "Country" and the dimension "Year". In addition, most of datasets provide direct measures of the relative situation of women and men, i.e. sex-disaggregated data. Exceptions are those datasets provided by the Gender Equality Index[8] itself or measures of horizontal segregation in occupations and education. The dimensions "Country", "Year", and "Sex" can therefore be viewed as collectively defining the basic unit of observation. All other dimensions can be seen as providing further disaggregation of the measurement and a higher level of detail.

At the highest level of organisation, the data are grouped in themes. All datasets are organised in a pre-determined tree structure with 3 levels. The indicative top-level themes are presented below[9]:

- Population, demography
- Work, labour force, labour market, employment, enterprise
- Earnings, finance, income, poverty, budget
- Education, training, lifelong learning
- Time-use
- Power and decision-making
- Health, mortality, survival, reproductive health
- Gender-based violence, crime, safety
- Norms, attitudes, stereotypes
- Research, science, technology, innovation, IT and informatics
- Social affairs, living conditions, welfare, social protection, inclusion
- Environment, climate change
- Mobility, transport
- Justice and human rights
- Culture
- Aid and development

An example of the possible distribution of the observations along the 3 levels of the database structure is presented in Annex 1.

[5] Countries included in the Instrument for Pre-Accession Assistance http://europa.eu/legislation_summaries/agriculture/enlargement/e50020_en.htm

[6] http://epp.eurostat.ec.europa.eu/portal/page/portal/social_protection/quality

[7] Dataset should be understood according to Eurostat's definition as a set of observations that measure an underlying concept.

[8] http://eige.europa.eu/content/gender-equality-index

[9] The tree structure presented is indicative as it is currently being revised by EIGE following the policy priorities on gender equality within the framework of the European Union. The final structure will be available upon the start of the project.

In order to facilitate the search functionality and presentation, the structure of the database will allow for different software to provide effective and efficient access to the statistics data and metadata.

Metadata are presented alongside the data and both are updated in an automatic manner using data obtained in a standardised format from known external sources (most notably, Eurostat).

It is being developed in a way that accommodates the easy inclusion of statistics data and metadata when they become available. Further technical details for data import and export are provided in Annex 2.

The main tasks which are currently under development for the establishment of EIGE's database are:

- logical collection of information on gender statistics;
- structure and interrelation of the information collected;
- storage in a single unit.

Aiming to complement this work, the database interface needs to be developed in order to:

- support the dissemination and use of EIGE's developed datasets on gender statistics data and metadata;
- facilitate structured and user-friendly access to gender statistics information for users such as policymakers, civil servants, statisticians, research organisations, social partners, civil society organisations, media and, ultimately, European Union citizens.

The output of this contract is the production of the web design and the interface for the database that provides access to gender statistics data and metadata, follows a developed structure and is based on Eurostat's standard guidelines for presenting data and metadata[10]. To put in place the search mechanism is also part of this contract.

1.3 Objectives

The objective of this project is to produce the web design and the interface for the dissemination and public use of EIGE's database on gender statistics. The database will act as a harmonised and centralised source of already available reliable and comparable data and statistics on gender equality in the EU and should be made accessible through EIGE's website.

In order to achieve this overall objective the contractor shall consider the following:

1. **Production of the website design of EIGE's database on gender statistics.** The website design should be attractive and allow an easy search, access and extraction of data and metadata. The website design should result from a thorough analysis of EIGE's needs and the needs of the envisaged database users.
2. **Creation of the web interface of EIGE's database on gender statistics** complying with different functionalities which meet the users' interest and take into account EIGE's and users' needs by allowing easy and user-friendly:
    a. search for gender statistics following different fields of interest and frameworks within the gender equality area such as the Gender Equality Index, the Beijing Platform for Action and/or other priority areas within the EU;

[10] http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/metadata

b. access and extraction of statistics data and metadata according to different search criteria;

c. sharing of the information in social media and embedding in external websites;

d. assisting the users through an online tutorial, accessible in the web interface.

1.4 Activities

Below there is a list of activities the contractor is expected to undertake. Depending on the contractor's methodology for the provision of services, these activities might change but a deviation from the activities below may happen only in agreement with EIGE. The performance of these activities is not necessarily sequential. On the contrary, it is expected that the activities will require feedback cycles and may also be performed in parallel.

Activity 1

Familiarisation with EIGE's database of gender statistics and EIGE's web infrastructure

The aim of this activity is to acquire the necessary knowledge of EIGE's database of gender statistics including its structure, size, interconnections and specificities.

Moreover, the contractor should acquire the necessary knowledge of the technical infrastructure in use by EIGE including the software and hardware in use for its web presence.

Activity 1 will not yield any deliverable to EIGE but will be the basis for the successful implementation of the rest of the activities foreseen.

Activity 2

Proposal for the website design of EIGE's database on gender statistics

The aim of this activity is to create a proposal for the website design of EIGE's database on gender statistics. Within this activity the contractor will produce and propose to EIGE at least three different visualisation solutions in terms of information architecture and graphical design and the possible navigation scheme(s) of EIGE's database on gender statistics.

The design will also present all the different functionalities that the interface will offer to its visitors, e.g. search, access, extract data and metadata. The proposed design should present desktop, mobile phone and tablet versions. The specific dimensions in pixels will be agreed with EIGE at the beginning of this activity.

The contractor shall apply the **User Experience** (UX) design principles when developing the design proposals. The different solutions and their advantages and disadvantages will be presented to EIGE and are expected to derive from the analysis of EIGE's needs and user research and usability evaluation. They will be the basis of discussion with EIGE. The design will be improved in cycles of refined proposals and feedback from EIGE.

Each cycle of design will be presented to an independent group of experts, who will represent the target audience of this interface and will be compiled with the assistance of EIGE. This group is expected to include 10-15 persons. The contractor will organise the feedback cycles with this group and inform EIGE on the findings, for each of the proposed designs.

At least six cycles of comments are foreseen from EIGE and the group of experts.

After the necessary cycles of comments from EIGE and the group of experts, the contractor will compile and present the selected visualisation solution, the respective Information Architecture and navigation scheme and the functionalities of the interface.

The solutions proposed shall:

- be based on the conceptual structure of EIGE's database on gender statistics and the different datasets integrated in EIGE's website and which should be easily reached by users through a single entry point;
- consider the principles of responsive web design (to be implemented in Activity 3). Moreover, the interface of all datasets presented in EIGE's website shall reflect the "Open Data"[11] principles;
- allow the presentation of the data and metadata on maps, charts, tables and other presentation options to be agreed with EIGE;
- be user centred, taking into consideration and serving the needs of the database users;
- be creative and innovative.

The contractor is expected to develop all specific graphic illustrations that will later be used online and integrated in Activity 3.

This activity will result in agreements/ decisions on the graphical design, functionality and navigation scheme of the application and will ground the work of Activity 3. The business requirements, user and functional requirements, quality-of-service requirements and technical requirements presented below in Activity 3 will be elaborated along with the navigation patterns and the Information Architecture of the interface.

Activity 2 is related to deliverables 2 and 3.

Activity 3

Production of the interface of EIGE's database on gender statistics

On the basis of the website design agreed in Activity 2 the contractor will produce the interface of EIGE's database on gender statistics. The contractor will also create all the necessary technical connections between EIGE's database on gender statistics and EIGE's website.

The requirements for the interface of EIGE's database on gender statistics are presented below. The list of requirements is not exhaustive.

Business requirements

The interface should:

B.1. clearly present the purpose and scope of the developed pages;

B.2. present data and metadata in a clear, consistent and coherent way;

B.3. make use of headings, sub-headings and apply a consistent structure across its pages;

B.4. allow the users to perform key tasks immediately (search and extract information, navigate through the database structure, define parameters and compare results, share information on social media);

B.5. facilitate user tasks through the provision of contextualised help;

[11] http://ec.europa.eu/digital-agenda/public-sector-information-raw-data-new-services-and-products

B.6. provide a clear indication to the users on where they are and where they can go in the Information Architecture of the website;

B.7. allow an easy and intuitive navigation between the different pages of this interface;

B.8. present live data and metadata from EIGE's database on gender statistics.

User and functional requirements

The users of the application should be able to:

U.1. perform a search of data and metadata based on the following search criteria:

  a. year,

  b. country,

  c. sex,

  d. theme, sub-theme and indicator,

  e. keyword;

U.2. select the parameters that will be presented in the results (e.g. from-to year span, specific countries, sex, variables available for each indicator);

U.3. choose a presentation method of data and metadata. The interface should support the presentation of data and metadata in the following presentation methods, depending on the respective indicator:

  a. tables,

  b. charts (e.g. bar, pie, histograms, scatter plots),

  c. graded EU maps,

  d. trends/evolution of situation over time,

  e. other visualisation techniques;

U.4. order the data according to a parameter;

U.5. export the data and metadata in excel, .csv, html, spss, stata, pdf, and xml format;

U.6. navigate easily in the tree of the statistics data and metadata;

U.7. save the produced graphs as images;

U.8. embed specific elements from the interface in external websites, e.g. embedding a produced graph;

U.9. share a specific page, graph, data and metadata in their accounts on social media;

U.10. bookmark a specific page of the application;

U.11. provide feedback to EIGE through the implemented solution;

U.12. access an online tutorial, that explains how to perform the various actions the interface allows;

U.13. access the data and metadata in RDF format, by using SPARQL, or another open format that will allow a machine friendly transmission of data (e.g. JSON).

Quality-of-service requirements

Q.1. Any user action should have a respond within maximum two seconds.

Q.2. The web pages should be compliant with the Web Content Accessibility Guidelines 2.0, level AA to the maximum degree. In case it is not possible to apply a guideline, a specific explanation should be provided to EIGE.

Q.3. The web pages should be supported by all current major browsers (Internet Explorer, Safari, Chrome, Mozilla, Opera).

Q.4. The web pages should respond when javascript is disabled. In any case, the data and metadata should be presented to the user in one format at least.

Q.5. The implemented solution should help people with disabilities to perceive, understand, navigate and interact with it. The 10 golden rules in accessible web design http://ec.europa.eu/ipg/standards/accessibility/10_rules/index_en.htm should be applied to the maximum degree. In case this is not possible to apply a rule, a specific explanation should be provided to EIGE.

Q.6. The implemented solution should be easily expandable and allow the integration of more data and metadata whenever they become available in EIGE's database on gender statistics.

Q.7. The implemented solution should be easily expandable and allow more visualisation techniques if they become necessary to be used.

Q.8. The implemented solution should adapt the layout of the content to the viewing environment/device (web responsive).

Q.9. The implemented solution should follow the good practices for search engine optimisation, including the guidelines provided at the Information Providers Guide.

Q.10. The implemented solution should provide an API (Application programming interface) that will allow the access to the data and metadata in RDF format or another format that will be agreed with EIGE (e.g. JSON).

Technical requirements

The implemented solution should:

I.1. be hosted in EIGE's web servers, utilising EIGE's software and hardware to the maximum degree. EIGE's website will be hosted in Drupal 7 by October 2014;

I.2. retrieve live data and metadata from EIGE's database on gender statistics and present them online;

I.3. allow the extraction of web analytics in Piwic software;

I.4. provide an action log that will allow traceability of user actions.

Any graphical element used in the application should be developed by the contractor in Activity 2. This includes the graphs to be developed for the support of navigation and aesthetics of the application.

The contractor shall develop all connections necessary between EIGE's database on gender statistics and the web interface of the statistics.

The contractor shall install and customise any third party software necessary for the full implementation of the interface of EIGE's database on gender statistics.

Activity 3 is related to deliverable 4 and 5.

1.5 Deliverables

The contractor shall have a regular exchange of information with EIGE through telephone, email, production of required outputs and meetings.

The following deliverables are foreseen:

1. an inception report summarising the discussion of the inception meeting (Week 3);
2. first proposals for the website design of EIGE's database on gender statistics (Week 5);
3. final proposal for the website design of EIGE's database on gender statistics (Week 14);
4. the first draft of the interface of EIGE's database on gender statistics internally available for EIGE's review (Week 28);
5. final interface of EIGE's database on gender statistics available on EIGE's web site (Week 34);
6. a final report covering all the items described under the specific objectives 1, 2 and 3 together with necessary annexes and a manual/users' guide of the database interface (Week 35).

Deliverable 1: Inception report

Within two weeks of signing the contract, EIGE will organise an inception meeting with the Contractor in Vilnius to discuss the Technical Specifications and the contractor's offer. The project manager and the senior staff from the Contractor's team shall attend the meeting.

In the first meeting, the Contractor shall present in detail how the method proposed is going to be implemented in light of the initial assessment of information and data, and in particular, how the specific objectives and tasks will be implemented.

EIGE will present the structure, size, interconnections and specificities of EIGE's database of gender statistics. EIGE will also present the technical infrastructure in use by EIGE including the software and hardware in use for its web presence.

The contractor is expected to send the list of questions they have one week before the meeting, which will allow EIGE to prepare and answer during the inception meeting.

Based on the agreements reached during this meeting, the Contractor will draw up an Inception report which is to be submitted to EIGE for approval within 10 days after the first meeting. The inception report will present the organisation of work, the planning and timeline for all activities of the project within the contractual deadline. The document may present results of some initial analysis.

Presentation of the results of the initial analysis shall include:

- the main findings of the preparatory work undertaken;
- a description of the methodology to be used and the problems foreseen;
- an updated work-plan ensuring the submission of the deliverables within the contractual deadline;
- questions for EIGE.

Language: English

Deadline: The Contractor shall prepare an Inception report summarising the elements above and submit it to EIGE within 10 days after the Inception meeting. EIGE shall have 5 working days from receipt to approve or comment the report. Within 5 days of receiving EIGE's comments, the Contractor will submit additional information and the Inception report in definitive form.

Deliverable 2: First proposals for the website design of EIGE's database on gender statistics

The first proposals for the website design of EIGE's database on gender statistics shall be submitted to EIGE and presented in an interim meeting in Vilnius. The proposal should be send 5 days before the meeting, which will allow EIGE to prepare the initial feedback on the proposal.

The proposal shall include the following:

- at least three different visualisation solutions for the interface of EIGE's database on gender statistics. They should allow EIGE to understand the different possibilities existing for the visualisation of the database on gender statistics;
- the possible navigation scheme(s) of EIGE's database on gender statistics;
- the advantages and disadvantages of each of the different visualisation solutions and navigation scheme(s);
- the different functionalities that the interface will offer to its visitors, e.g. search, access, extract data and metadata. The functionalities will be explained in a narrative format;
- description of the possible third party software that will have to be used to support the presented proposals. Priority shall be given to open-source tools;
- hardware requirements for hosting the application (additional to the current hardware used by EIGE);
- description of the connections the contractor proposes to develop between EIGE's database on gender statistics and EIGE's website.

Language: English

Deadline: 5 weeks after the date of signature of the contract the Contractor should provide deliverable 2 to EIGE and participate in the first interim meeting in Vilnius. The contractor should also present Deliverable 2 to a selected group of experts and retrieve their feedback. At least six set of review cycles are foreseen, which will lead to deliverable 3.

Deliverable 3: Final proposal for the website design of EIGE's database on gender statistics

The final proposal for the website design of EIGE's database on gender statistics shall include the following:

- the final design of the interface of EIGE's database on gender statistics;
- business requirements, user and functional requirements, quality-of-service requirements and technical requirements of the interface including hardware requirements;
- the navigation patterns and the Information Architecture of the interface;
- a review of the feedback from the group of experts and how the feedback was integrated in the final proposal of the website design;
- the final list of third party software to be used (if any). Priority shall be given to open-source tools;

- description of the connections the contractor will develop between EIGE's database on gender statistics and EIGE's website.

Language: English

Deadline: 14 weeks after the date of signature of the contract the Contractor is expected to provide deliverable 3 and to present it in the second interim meeting in Vilnius.

Deliverable 4: First draft of the interface of EIGE's database on gender statistics

The conceived interface, including its graphical design, its navigation scheme and its functionalities is expected to become available in test mode, for the internal use and testing of EIGE staff and the external group of experts. The draft interface shall include any third party software to be used. The interface should become available in EIGE's servers. This deliverable will allow EIGE to provide feedback on a working draft of the application and propose ways to improve the interface.

Language: English

Deadline: 28 weeks after the date of signature of the contract the Contractor is expected to provide deliverable 4 to EIGE. Until deliverable 6 is finalised, an iterative development process should be followed. EIGE will provide constant feedback on the implementations of the interface of EIGE's database on gender statistics and the Contractor should perform any corrective measure required to improve the interface and its functionalities.

Deliverable 5: Final interface of EIGE's database on gender statistics available on EIGE's web site

The conceived interface, including its graphical design, its navigation scheme and its functionalities should become fully available to the public in EIGE's website.

The interface should become available in EIGE's servers. This deliverable should allow the visitors of EIGE's website to access the interface of EIGE's database on gender statistics and perform fully the actions specified in Deliverable 3.

Deliverable 5 includes the installation, source code modification and customisation of any possible third party software that will have to support the final interface of EIGE's database on gender statistics. The costs for the installation, source code modification and customisation will be covered by the contractor. The cost for purchasing licenses will be covered by EIGE.

Language: English

Deadline: 34 weeks after the date of signature of the contract the Contractor is expected to provide deliverable 5 to EIGE.

Deliverable 6: Final report

The contractor is expected to provide a final report documenting the work implemented during the duration of the contract, in line with the methodology proposed and agreed during the inception meeting and reported in the inception report. Judgements, conclusions and recommendations provided shall be clear and explicit.

The Report with corresponding Annexes should be provided electronically.

The Final report shall include the following:

- description of methods on quality assessment applied during the implementation of the project;
- an outline of the decisions and made during the course of the project and their rationale;
- the problems encountered and the ways they were solved;
- the source code of the interface, fully commented and documented;
- the list of third party software used in the application, their documentation and the list of changes/modifications/customisations (if any) of the software's source code and settings;
- a users' manual/guide on its main functionalities for search of information and extraction of data;
- description of all the references and sources reviewed or consulted during the project;
- recommendations for further development of the database.

Language: English

Deadline: 35 weeks after the date of signature of the contract the Contractor is expected to provide the Report to EIGE. EIGE shall have 10 working days from receipt of the analytical report to comment, provide feedback and/or approve. Within 10 working days of receiving EIGE's comments, the Contractor shall submit additional information and the final deliverable in definitive form.

All the deliverables must be submitted in high-quality English (UK).

The deliverables shall be written in a clear and simple way, providing information and analysis that can be understood by non-specialists. The format of annexes might vary depending on the type of information presented.

For the preparation of the deliverables, EIGE's guidelines on abbreviations, ordering of countries, referencing, text layout, editing, etc., shall be taken into account. The guidelines will be provided to the contractor at the inception meeting.

The final versions of all deliverables shall be professionally edited[12] and proofread[13], preferably by a professional with the level of a native English speaker. The documents shall be delivered in an appropriate layout and they shall contain visual elements (e.g. tables and graphs).

12 Copy editing. 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 EIGE's staff and external researchers, with varying linguistic backgrounds)
- Resolving queries with the authors and EIGE'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

13 Proofreading. Specifically these tasks include:

All deliverables shall be revised by the Contractor according to EIGE's recommendations, when necessary, and returned within the deadline mentioned in the Contract. When necessary, activities aimed at producing deliverables must run simultaneously to ensure smooth operation of the project within the given timeframe.

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

The overall provisional timeline is the following:

Deliverable 1: Inception report	W3
Deliverable 2: First proposal for the website design of EIGE's database on gender statistics	W5
Deliverable 3: Final proposal for the website design of EIGE's database on gender statistics	W14
Deliverable 4: First draft of the interface of EIGE's database on gender statistics	W28
Deliverable 5: Final interface of EIGE's database on gender statistics available on EIGE's web site	W34
Deliverable 6: Final report	W35

A detailed timeline should be provided in the offer.

1.6 Methodology

The methodological framework shall be developed by the tenderer and shall provide a sound approach within the scope and time defined in these technical specifications. The tenderer shall propose a methodology which would ensure the achievement of the defined objectives. The tenderer shall clearly indicate how each of the activities outlined in these technical specifications will be performed. It has to be noted that iterations and feedback are expected throughout the execution of this project and should be integrated in the proposed methodology.

The implementation of the project should follow a quality assurance of the deliverables and quality control process.

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

1.7 Communication and reporting

The contractor should work closely with EIGE through a regular exchange of information.

Communication between the Contractor and the Institute shall be possible by phone, video-conference and email during the EIGE's working days and hours.

During the course of the contract period, in addition to the first meeting to be held in EIGE's premises in Vilnius, at least 3 more personal meetings are envisaged between the Contractor and representatives of EIGE. At the first meeting the objectives of the project will be discussed in detail, and, in particular, the research methodology and the project timeline as defined in the technical proposal submitted by the Contractor during the tendering process.

At the following meetings the representatives of EIGE and the Contractor will discuss the outputs delivered. During the meetings information on the implementation, quality control will be agreed and exchanged.

1.8 Responsibility

The overall responsibility for executing the contract, including the implementation of all measures necessary to provide EIGE with deliverables of the highest quality on time, lies with the Contractor.

1.9 Project Team

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.

The required experience of the team members should be explicitly reflected in their CVs, which are to be included in the tenderer's offer (as referred in section 2.4.3.B of the tender specifications). 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.

The team must include the following profiles:

<u>Project manager</u>

Envisaged tasks (non-exhaustive list):

- plan and manage human resources;
- define tasks and deliverables and lead on their execution against time, quality and cost criteria;
- manage the change control process gaining agreement for revisions to the project from EIGE;

- follow-up of decisions and activities;
- review project deliverables;
- assess and manage the project's risks;
- report on the project status and problems;
- manage the administrational/contractual aspects of the project;
- participate in meetings with EIGE and EIGE's stakeholders.

Qualifications and professional experience must include:

- university degree;
- minimum of six years of professional experience in IT project management;
- proven experience in management, as manager or coordinator of at least five major international or European projects;
- excellent knowledge of English (Level C1 based on Europass CV model).

<u>Senior analyst</u>

Envisaged tasks (non-exhaustive list):

- design and implement research methodologies to help gain understanding of user needs and behaviours;
- analyse, understand and document business, user, functional, quality-of-service and technical requirements and transform them into concrete specifications;
- design the navigation scheme and Information Architecture;
- design processes and functions that help users interact with the system and achieve their goals;
- collect, measure, analyse and report data to understand and optimize the usage of and performance of the application;
- produce use case models and software architecture documentation;
- analyse and present advantages and disadvantages of proposed solutions;
- participate in meetings with EIGE and EIGE's stakeholders.

Qualifications and professional experience must include:

- university degree;
- minimum of six years of professional experience in information systems analysis;
- proven experience in information systems analysis, as an analyst of at least five major international or European projects;
- proven experience in information systems analysis, as an analyst of at least three major projects with a focus on visualising databases of statistics;
- excellent knowledge of English (Level C1 based on Europass CV model).

Quality manager

Envisaged tasks (non-exhaustive list):

- develop and maintain Quality Assurance (QA) plan;
- audit and report on compliance with the QA;
- manage the execution of QA and Quality Control activities;
- organise and perform unit, system and integration testing;
- report on test results.

Qualifications and professional experience must include:

- university degree;
- minimum of three years of professional experience in quality management;
- proven experience in quality management, as a quality manager of at least three major international or European projects;
- very good knowledge of English (Level B2 based on Europass CV model).

Senior web developer

Envisaged tasks (non-exhaustive list):

- analyse and design a software architecture that will satisfy the defined requirements of the application;
- develop the application according to the defined requirements both front-end and back-end;
- produce the technical documentation of the application (e.g. system design, source code documentation)
- produce prototypes of the application
- identify, install, modify, and customize any third party software to be used

Qualifications and professional experience must include:

- minimum of six years of professional experience in web development in Drupal;
- proven experience in web development in Drupal7 of a least five projects that provide an interface and retrieve results from a database;
- proven experience in web development in Drupal 7 of at least five projects that provide an interface to statistics;
- very good knowledge of English (Level B2 based on Europass CV model).

Senior database expert

Envisaged tasks (non-exhaustive list):

- analyse and design a database architecture that will satisfy the defined requirements of the application;
- develop relational databases;
- develop the connections between existing databases and the envisaged application;
- monitoring and reporting on the database performance;
- produce the documentation of databases.

Qualifications and professional experience must include:

- minimum of six years of professional experience in database development on SQL;
- proven experience in database development of at least five projects that provide an interface to a database of statistics;
- very good knowledge of English (Level B2 based on Europass CV model).

Graphical interface designer

Envisaged tasks (non-exhaustive list):

- design and produce wireframes and prototypes;
- create the graphical user interface of the application;
- design the visual elements of the application's user interface including typography, images, and colours;

Qualifications and professional experience must include:

- university degree;
- minimum of six years of professional experience in web designing;
- proven experience in graphical interface designing, as an designer of at least five major international or European projects;
- proven experience in graphical interface designing, as an designer of at least three major projects with a focus on visualising statistics;
- very good knowledge of English (Level B2 based on Europass CV model).

Editor

Envisaged tasks (non-exhaustive list):

- editing of the project's deliverables;

Qualifications and professional experience

- university degree;
- proven experience in international or European research projects;
- minimum of five years of experience in editing and proofreading;
- excellent knowledge of English (Level C1 based on Europass CV model).

All costs for employing any additional experts during the implementation phase of the project are to be borne in full by the Contractor.

1.10 Monitoring of project implementation

EIGE will monitor the project in technical and administrative terms. The Contractor should report immediately in writing any problems it encounters during the implementation of the contract to the Institute.

The 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 documentation relating to the project and, therefore, must keep copies of all relevant and related documents.

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

1.11 Assessment of results

The results will be assessed by EIGE as to their usefulness to the final goal of this project which is the development of the interface of EIGE's database on gender statistics and its communication.

While the specific list of requirements for the application will be decided during the course of the projects, EIGE's assessment will focus on:

- the degree with which the specified requirements are implemented,
- the respect of deadlines,
- the quality of deliverables.

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 a 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

18/07/2014 at 10:30 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.

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:

- set up the appropriate organisational 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;
- proven capacity to liaise with the relevant actors on EU and Member States' level;
- demonstrate significant professional experience in an EU (or international) context, in particular the capacity to create websites presenting statistics. The tenderer should present a list of at least three different projects, implemented by the tenderer, that have an interface presenting statistics and allow the user to select options from at least five available filters. The presentation of statistics should not be limited to tables/text but also should be in graphs/charts/pies/scatter plots/histograms/time-lines/maps etc.
- demonstrate the highest quality in web design and production of major web projects of international nature;

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

- performing user experience design;
- performing web interface design;
- implementing interactive web applications;
- implementing visualisation of statistics;
- working with live data;

The offer should clearly demonstrate that the proposed team covers all profiles and their qualifications and professional experience, as indicated in section 1.9.

The team working on the project must possess strong analytical and drafting capacities and demonstrate a very good command of the English language.

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.

Project managerial staff of contractors and subcontractors if any will be proven by the following:

- Indication of educational 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;
- the CVs (a common European format) of the members of the team must be enclosed and must clearly show evidence of the 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:

Demonstration of a clear understanding of the objectives and assignments

Methodological approach including Quality assurance and Quality control

Project management, organisation of the project team and communication

Work plan and timeline

Technical offer has to describe clearly:

a) The knowledge about the issues related to the objectives of the project;

b) The operational structures provided to implement the activities and to fulfil the foreseen tasks, with particular concern on project management, coordination of tasks with sub-contractors (if applicable), coordination of expertise required and the strategy to manage different activities in the given timeline;

c) The planning and the description of how and when activities will be implemented and deliverables provided.

d) The methodological approach developed to achieve the expected results which should ensure the achievement of the defined objectives;

e) The process that will be followed and will ensure that the execution of tasks meet the requirements of EIGE and will be performed without defects and/or errors (quality assurance);

f) The process that will be followed and will check if the deliverables meet EIGE's requirements and are flawless. This process should also define the mitigation actions in case the quality control reveals errors in the deliverables (quality control);

g) the security technologies that will be implemented in the proposed solution

h) The risk assessment and management process. The contractor will have to describe at least

   a. The strategy that will be followed and will cope with change requests coming from EIGE;

   b. The process that will be followed and will cope with conflicting requirements from EIGE;

   c. The strategy that will be followed and will cope with the work under pressure (e.g. tight deadlines, unexpected scarcity of resources)

   d. Management of any other risk envisaged during the implementation of the project

i) a Key Performance Indicators' (KPI) proposal for evaluating the design during the design phase.

j) a KPI's proposal for evaluating the website during the implementation phase.

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 [be] [consist of]:

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

The maximum volume of the contract is d 300.000 EUR, 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, traveling and accommodation in Vilnius, 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. 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	Project management: - Understanding of the objectives of the contract - Organisation of the project team - Work Plan	25 8 9 8	13
2	Project methodology and tools: - Clear and appropriate methodological approach, including sound methodology, quality assurance and quality control plan for delivering the expected results - Clear and appropriate Security technologies that will be implemented in the proposed solution	35 30 5	17
3	Risk management during the contract implementation: - Clear and appropriate management of requests for changes - Clear and appropriate management of conflicting requirements - Clear and appropriate strategy for working under pressure - Clear and appropriate management of any other risk envisaged	20 5 5 5 5	10
4	Key performance indicators - a comprehensive and adequate list of Key Performance Indicators' (KPI) for evaluating the design during the design phase. - a comprehensive and adequate list of KPI's for evaluating the website during the implementation phase.	20 10 10	10
Total		100	

Tenders scored either 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:

Final score for Tender = Technical score x 100.000 / 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 notification on the award decision and letters to unsuccessful tenderers.

3.3.4 If both the electronic communication and fax fail, the notification will be re-sent immediately by letter, in which case the standstill period of 14 calendar days will apply. 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

Fixed price 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 August 2014. 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 budget available for the contract is 300,000.00 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.

Annex 1

Gender-based violence

- GBV statistics by source
  - Population surveys
  - Administrative data
- Direct GBV by type
  - Sexual violence
  - Physical violence (non-sexual)
  - Economic and psychological violence
  - Stalking
- Direct GBV by victim-perpetrator relationship
  - Intimate partner violence
  - Violence by family members other than intimate partners
  - Violence by other individuals
- Indirect GBV
  - Attitudes towards GBV
  - Attitudes towards gender equality

Annex 2

EIGE's database on gender statistics

Data import and export and automatisation processes

Macro datasets from Eurostat and other immediate sources distributing data in the SDMX format are imported into the database directly from the SDMX files distributed by the source. When updates of these datasets become available, an updated SDMX files is copied from the immediate source into the appropriate update directory on EIGE's database server. The database is updated automatically.

Macro datasets from immediate sources that do not use the SDMX format are converted into a format compatible with the database by using Stata code offline. When an update of the dataset is released by the source, a new micro dataset is obtained from the original source, run the Stata code on the new dataset and then copied the outputs into the appropriate update directory on the server.

For datasets that contain values that need to be computed locally from existing datasets, code on EIGE's Database server automatically computes the values as soon as the source data is updated on the server.

Datasets computed from micro-data (such as the FRA Violence Against Women survey or the European Working Conditions Surveys) are computed offline by means of Stata code and then loaded into the database by copying the output of the Stata code into the appropriate update directory on EIGE's database server. When a new wave of the micro survey is released, the new micro dataset is obtained from the immediate source, run the Stata code on the new dataset and then copy the outputs into the appropriate update directory on the server.

EIGE's database server offers data export in comma-separated (csv) files, accompanied with code to allow easy import (with meaningful variable names and labels) into Stata and SPSS.