

**Subject: Ex-ante publicity of contracts €15000.01- € 60000.00  
'Provision of crisis communication management services'**

**Reference number: FWC EIGE/2023/OPER/08**

#### Description of the framework service contract

The European Institute for Gender Equality (EIGE) envisages awarding a low-value framework contract for provision of crisis communication management services.

#### Description of the requested services

The objective of the planned framework service contract is to support EIGE's ability to ensure business continuity by improving readiness to manage effective communication response in crisis situations.

Upon the need some or all the following services might be requested:

- Consultation on improvement of crisis procedures and responsibilities, the crisis team composition and roles, emerging new risks, external and internal communication during crisis, restoring the reputation after crisis, etc.
- Preparation of protocols for crises and potential risk management processes.
- Crisis communication simulation including debrief after the simulation.
- Spokesperson crisis communication training.
- Availability for urgent ad hoc consultations in crisis situation and delivery of such consultations.
- Any other services related to crisis communication management.

#### Description of the procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure through which EIGE may award the above-mentioned contract.

All parties interested in providing the services described above should express their interest 400 words maximum, by e-mail, to [procurement@eige.europa.eu](mailto:procurement@eige.europa.eu) with the subject reference: **FWC EIGE/2023/OPER/08, before 1/09/2023, 12:00 Vilnius time.**

Economic operators who do not express their interest before the deadline and to the address above will not be invited to submit an offer. The latter restriction will not apply to the minimum three economic operators directly invited by EIGE.

Tender documents will be sent by e-mail.

This publication constitutes no obligation for EIGE to launch the mentioned procurement procedure.

We look forward to receiving your declaration of interest.